CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

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

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – September 29, 2026 Workshop Meeting and October 20, 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. **Execution of a Letter of Intent**
   c. **Amendment to Section 335-3 (A) of the City Code relating to certification of applications for Massage Establishment Licenses**
   d. **Amendment to Article II of Chapter 385 of the City Code: Peddlers, Solicitors, and Transient Vendors**
   e. **New National Multistate Opioid Settlement Agreement**
   f. **Board and Commission Reappointments – Public Arts Commission**
   g. **Board and Commission Appointment – Sustainability Committee**

9. **7763 Olde Post Road - Variation request for the construction of a 5-foot high wrought-iron style fence 50 feet into the front yard setback, allowing it on the property line**

10. **501 Pingree Road, Ivy Hall - Special Use Permit Amendment to allow for drive-through operations for a Cannabis Dispensary**

11. **Parking Restrictions - No Parking Anytime on the north side of Hill Drive from Catherine Court to Sunset Terrace, the south side of Hill Drive from Walkup Avenue to Catherine Court, the south side of Catherine Court from Hill Drive to Sunset Terrace, and the west side of Sunset Terrace from Catherine Court to Hill Drive**

12. **Amendment to City Code Section 295-14 Landmark Designation Procedure**

13. **Ordinance waiving the formal procurement requirements under City Code Section 102-3 and authorization to purchase Ubiquiti UniFi network equipment for the Citywide Network Refresh**

14. Resolution and Supplemental Resolution – Three Oaks Road at Lutter Drive/Sands Road Intersection Improvement

15. Allocation of State Motor Fuel Tax (MFT) Funds for Fiscal Year 2027

16. Resolution Amendment – City Landscape and Mowing Maintenance

17. Designation and Auction Sale of Surplus Property

18. Encroachment Agreement with Korver Solar for the Property at PIN 14-31-126-003

19. Truth in Taxation Compliance Procedural Requirement

20. City Code Chapter 451 Amendment – Snow Clearing

21. Council Inquiries and Requests

22. 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

23. Reconvene to Regular Session

24. 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: 8b

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Execution of Letter of Intent

Recommendation: Motion to adopt a Resolution authorizing the Mayor to execute a Letter of Intent with the Crystal Lake Public Library to pursue joint utilization of portions of 200 E. Congress Parkway

Staff Contact: Eric Helm, City Manager
Nick Hammonds, Deputy City Manager
Vic Filippini, City Special Legal Counsel

Background:

The City Council previously authorized the City to enter into a Purchase and Sale Agreement ("***PSA***") relating to 200 E. Congress Parkway and two vacant parcels (collectively, the "***Property***"). The PSA authorized the City to undertake various studies and reviews to determine the feasibility of the City's acquisition and use of the Property, and the City Council determined at the October 20, 2026 City Council meeting that proceeding with the closing on the acquisition of the Property is in the best interests of the City and its residents.

The City has received a non-binding letter of intent ("LOI") from the Crystal Lake Public Library ("Library") to pursue joint utilization of portions of the Property. The Library desires to cooperate with the City to explore the opportunities to have the Library relocate its existing facilities from 126 Paddock Street in Crystal Lake to a portion of 200 E. Congress Parkway for development of a new library facility.

Many details will be refined and incorporated into an intergovernmental agreement (IGA) between the City and Library. The core principles of the LOI include:

1. The Library agrees to work collaboratively with the City regarding the ultimate floor plan, design, critical elements, and phasing of any the building renovations or improvements needed on the Leased Parcel to accommodate the New Facility. The Library understands that the New Facility will share space within the existing building on the Property, and such building may also serve certain City uses (e.g., the Fire Rescue Department).
2. The Library will recommend, and the City will issue, bonds to pay for the development of the Library portion of the New Facility.
3. A long-term lease agreement between the City and the Library would be executed and the Library would relocate its operations to the New Facility once it is ready for occupancy. The base rent for the New Facility would be nominal, but the Lease would be triple-net in character so that the Library would be paying all maintenance, repair, operational, utility, and other costs associated with the New Facility during the term of the Lease.

4. Following the Library's relocation to the New Facility, all other Library properties (including the Existing Facility) would be sold, and all proceeds from such sales would be utilized to reimburse the City for the New Facility Costs (including depositing such proceeds in any debt service fund relating to New Facility Bonds).
5. To help defray the New Facility Costs, the Library will deliver to the City a to-be-established portion of the moneys in the Library's Special Reserve Fund.
6. Beginning in tax year 2027, the Library will begin imposing annually a new Library Construction Fund ad valorem tax that the City will incorporate into the City's annual tax levy.
7. In addition to the New Facility Property Tax, the Library will authorize an annual tax levy to generate sufficient taxes to pay all necessary and proper costs and expenses for the Library's operations and capital expenses (including such expenses arising from the Lease).

The terms of the LOI shall not be binding on either the Library or the City. The LOI expresses the willingness of the Library to explore with the City the opportunities for the Library to relocate its facilities to the Property. An agreement between the City and Library relative to the relocation of the Library's facilities and concomitant plans and finances will be binding only upon the execution by the parties of a formal IGA and any other documentation required therein.

Recommendation:

It is staff's recommendation to adopt a Resolution authorizing the Mayor to execute the LOI with the Library. City Special Legal Counsel Vic Filippini has reviewed and approved the LOI.

Votes Required to Pass:

Simple majority.

RESOLUTION

A Resolution Authorizing the Execution of a Letter of Intent Between the City of Crystal Lake and the Crystal Lake Public Library

WHEREAS, the City of Crystal Lake, McHenry County, Illinois (the "***City***"), is a home rule municipality pursuant to Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Resolution constitutes an exercise of the City's home rule powers and functions as granted in the Constitution of the State of Illinois; and

WHEREAS, the City Council had previously authorized the City to enter into a Purchase and Sale Agreement ("***PSA***") relating to certain real property, to-wit: (1) approximately 8.08 acres, having an address of 200 E. Congress Parkway, Crystal Lake, IL 60014 (PIN 19-04-301-018); (2) approximately 4.42 acres of unimproved land having a property tax address of 300 Commonwealth Drive, Crystal Lake, Illinois 60014 (PIN 19-04-304-001); and (3) approximately 2.05 acres of unimproved land having a property tax address of 415 LT Memorial Drive, Crystal Lake, Illinois 60014 (PIN 19-04-302-007) (collectively, the "***Property***"); and

WHEREAS, the PSA authorized the City to undertake various studies and reviews to determine the feasibility of the City's acquisition and use of the Property (the "***Due Diligence Activities***"); and

WHEREAS, at the October 20, 2026 regular City Council meeting, the City Council directed that the City proceed to closing on the purchase of the Property as set forth in the PSA; and

Draft

WHEREAS, the City has received a non-binding letter of intent ("***LOI***") from the Crystal Lake Public Library ("***Library***") to pursue joint utilization of portions of the Property, which LOI the City Council finds to be beneficial to the Crystal Lake community.

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

SECTION 1: Recitals. The foregoing Recitals are incorporated into and made a part of this Resolution, which Resolution is an exercise of the City's home rule authority.

SECTION 2: LOI. The City Council hereby authorizes and directs the Mayor to sign and deliver the non-binding LOI to the Library to initiate further exploration on the joint utilization of the Property for the betterment of the community.

SECTION 3: Effective Date. This resolution shall be in full force and effect upon its passage and approval in accordance with law.

PASSED THIS ____ DAY OF _____, 2026.

AYES:
NAYS:
ABSENT:
APPROVED this ___ day of _____, 2026.

Draft

_____
Haig Haleblian, Mayor

ATTEST:

_____
City Clerk
4928-3971-3241, v. 2

October 14, 2026

The Honorable Haig Haleblian and
Members of the City Council
City of Crystal Lake
100 West Woodstock Street
Crystal Lake IL 60014

Re: Letter of Intent for New Library Facility at 200 E. Congress (HealthBridge)

Dear Mayor Haleblian and City Council Members:

On behalf of the Crystal Lake Public Library (the "***CLPL***"). I write in connection with the property commonly known as 200 East Congress Parkway [P.I.N. 19-04-301-018] (the "***Property***"). The CLPL understands that the City is currently the contract purchaser of the Property. If the City does purchase the Property, CLPL desires to cooperate with the City to explore the opportunities to have CLPL relocate its existing facilities from 126 Paddock Street in Crystal Lake (the "***Existing Facility***") to a portion of the Property (the "***Leased Parcel***") for development of a new library facility (the "***New Facility***").

Although many details will need to be worked through between the City and CLPL, the development of a New Facility on the Leased Parcel would be based on an intergovernmental agreement between CLPL and the City (the "***IGA***") that will reflect the following principles:

1. The New Facility would be located on the Leased Parcel. Such New Facility may be incorporated into the existing building on the Leased Parcel, and CLPL agrees to work collaboratively with the City regarding the ultimate floor plan, design, critical elements, and phasing of any the building renovations or improvements needed on the Leased Parcel to accommodate the New Facility. CLPL understands that the New Facility will share space within the existing building on the Property, and such building may also serve certain City uses (*e.g.*, the Fire Rescue Department).

2. The CLPL will recommend, and the City will issue, bonds to pay for the development of the New Facility (the "***New Facility Bonds***"). Even if the New Facility Bonds are bundled with other City bond financing, the City will maintain separate financial records relating exclusively to the New Facility Bonds, and the City will also maintain separate financial records relating to the costs of developing (including financing costs) the New Facility (the "***New Facility Costs***").

3. CLPL would relocate its operations to the New Facility once it is ready for occupancy. CLPL would enter into a long-term lease (50 years with extension rights, to be negotiated)(the "***Lease***") with the City for CLPL's use of the New Facility on the Leased Parcel. CLPL's base rent for the New Facility would be nominal, but the Lease would be triple-net in character so that CLPL would be paying all maintenance, repair, operational, utility, and other costs associated with the New Facility during the term of the Lease.

4. Following CLPL's relocation to the New Facility, all other CLPL properties (including Existing Facility) would be sold, and all proceeds from such sales would be utilized to reimburse the City for the New Facility Costs (including depositing such proceeds in any debt service fund relating to New Facility Bonds).

5. To help defray the New Facility Costs, CLPL will deliver to the City a to-be-established portion of the moneys in the CLPL's Special Reserve Fund.

6. Beginning in tax year 2027, CLPL will begin imposing annually a new Library Construction Fund *ad valorem* tax that the City will incorporate into the City's annual tax levy (the "***New Facility Property Tax***"). The amount of the New Facility Property Tax will be determined by CLPL and the City based on the actual or anticipated debt service relating to the New Facility Bonds. All proceeds from the New Facility Property Tax will be deposited in the debt service fund for the New Facility Bonds, or otherwise paid over to the City to reimburse the City for, or otherwise to defray, the New Facility Costs. CLPL will authorize the New Facility Property Tax for so long as necessary to retire the New Facility Bonds or otherwise to reimburse the City for all New Facility Costs.

7. In addition to the New Facility Property Tax, CLPL will authorize an annual tax levy to generate sufficient taxes to pay all necessary and proper costs and expenses for CLPL's operations and capital expenses (including such expenses arising from the Lease) (the "***General Library Tax***"). CLPL will make its best efforts each year to minimize the increase of the General Library Tax during the life of the Lease in accordance with this paragraph and in general conformity with the Property Tax Extension Limitation Law. The City agrees to include such General Library Tax in the City's annual tax levy ordinance.

If the City is amenable to exploring the opportunities for a New Facility on the Leased Parcel as described in this letter, please sign this letter in the space provided below and return it to me. In signing this letter, the City and CLPL understand that the terms of this letter shall not be binding on either CLPL or the City. Stated simply, this letter expresses the willingness of CLPL to explore with the City the opportunities for CLPL to relocate its facilities to the Property. An agreement between CLPL and the City relative to relocation of CLPL's facilities and concomitant plans and finances will be binding only upon the execution by the parties of a formal IGA and any other documentation required therein.

Sincerely,
CLPL

By: [redacted]
Cary Waxler, President
Board of Library Trustees

Date signed: 10/14/26

AGREED:

CITY

By: _____

Haig Haleblian, Mayor

Date signed: _____

4900-8843-9755, v. 4

Agenda Item No: 8c

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Amendment to Section 335-3(A) of the City Code relating to certification of applications for Massage Establishment License.

Staff Recommendation: Motion to adopt an Ordinance amending Section 335-3(A) of the City Code

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

Background: Section 335-3(A) of the City Code provides regulations for massage establishment license applications. This section currently requires that applications be verified under oath or by affidavit. This would require that the applicant appear before a notary public when signing the application. Chapter 329-3(A) of the City Code, pertaining to liquor licenses, previously contained a similar requirement but was amended by the City Council to allow for liquor license applications to be certified by the applicant, in much the same manner court documents. City Staff recommends that a similar amendment be made to Section 335-3(A), in order to dispense with the need for a massage establishment license application to be signed before a notary public.

The attached ordinance amends Section 335-3(A) to allow for this change to the massage establishment license application process.

Votes Required to Pass:
Simple majority

Ord. No.
File No.

The City of Crystal Lake

AN ORDINANCE AMENDING SECTION 335-3(A) OF THE CODE OF THE CITY OF CRYSTAL LAKE

Draft

WHEREAS, Section 335-3(A) of the Code of the City of Crystal Lake (the "City Code") sets forth the requirements for the applications for massage establishment licenses; and

WHEREAS, the first paragraph of subsection A of Section 335-3 of the City Code mandates that all applications for massage establishment licenses must be verified by oath or affidavit; and

WHEREAS, a statement under oath or by affidavit typically necessitates that the application be signed before a notary public; and

WHEREAS, alternatives to notarization of statements made under oath exist in Illinois, including documents utilized in connection with court proceedings, which allow documents which would otherwise require a seal by a notary to be certified by the person submitting the statement; and

WHEREAS, Section 1-109 of the Illinois Code of Civil Procedure (735 ILCS 5/1-109) provides such a mechanism; and

WHEREAS, the Mayor and City Council have found and determined that an amendment to Section 335-3(A) of the City Code to allow certification of an application under oath without the necessity of obtaining the seal of a notary would be in the best interest of the City and its residents.

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

SECTION ONE. Recitals. The foregoing recitals are repeated and incorporated as though fully set forth herein.

SECTION TWO. Amendment to Section 335-3(A). The first paragraph of Section 335-3(A) of the City Code is hereby amended and shall hereinafter provide as follows:

[Deletions are shown as strikethroughs, additions are underlined and in bold font]

> Applications for a massage establishment license as required in §335-2 hereof shall be filed with the Director of Community Development or his/her designated representative. The application shall be made in writing upon a form provided by the Director of Community Development or his/her designated representative and shall be completed in full and signed by the applicant if an individual or by a duly authorized agent thereof if not an individual, verified by oath or affidavit that all of the information in the application is complete, true and correct**. The verification under oath or affidavit may be satisfied by certification in substantial conformity with the form of certification set forth in Section 1-109 of the Illinois Code of Civil Procedure as approved by the Director of Community Development. The application** ~~and~~ shall include but not be limited to the following:

SECTION THREE: Effective Date.

This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form in the manner provided by law.

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

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nicholas Hammonds, CITY CLERK

PASSED: _____ , 2026
APPROVED: _____, 2026

Draft

Agenda Item No: 8d

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Amendment to Article II of Chapter 385 of the City Code: Peddlers, Solicitors, and Transient Vendors

Staff Recommendation: A motion to approve an Ordinance amending the City Code Chapter 385: Peddlers, Solicitors, and Transient Vendors

Staff Contact: Tom Kotlowski, Chief of Police

Background:

City Code 385 covers peddler and solicitor licenses that are issued by the Police Department. Currently, licenses are issued at no cost and are valid for up to 30 days. As part of the application process, the Police Department conducts a background check; however, because fingerprints are not required, the background check is limited in scope. A fingerprint-based background check is the most accurate and comprehensive check available.

In recent years, the Department has seen an increase in the total number of solicitor and peddler applicants, increasing the administrative workload for Department staff. The Department has also received an increase in solicitor complaints from residents within the community. Upon review of other Illinois municipalities' solicitor ordinances and fees, amendments to the City's current ordinance are recommended.

Documented below are the total number of solicitor/peddler permits issued and denied between 2020 and 2026. As seen below, there has been a steady increase in the total number of permits since 2024. Through the year to date in 2026, the number of permits averaged a month was 22.6. The time required to complete the background check and issue a permit varies depending on the results of the background check. On average, processing a permit application takes approximately 15 minutes. Based on the current application volume, Department staff spend an estimated 5.6 hours per month processing solicitor and peddler permits.

Year	Approved Permits	Denied Permits	Total Permits	Monthly Average
2020	140	0	140	11.7
2021	120	0	120	10
2022	95	1	96	8
2023	63	1	64	5.3
2024	119	2	121	10.08
2025	177	1	178	14.8

2026 (through 07/15)	142	5	147	22.6

The Department has also experienced an increase in solicitor-related complaints from residents. Although complaints declined slightly between 2024 and 2025, the overall trend has been upward in recent years. Through the year to date in 2026, the average complaints per month at 8.6. This represents the highest monthly averages in recent years. This increase in complaints, coupled with the growing number of permit applications, supports the need to update the City's solicitor and peddler regulations.

Year	**Number of Solicitor Complaint CAD Calls**	**Monthly Average**
2020	52	4.3
2021	50	4.2
2022	62	5.2
2023	79	6.6
2024	92	7.7
2025	85	7.1
2026 (through 07/15)	56	8.6

Below is a summary of the research conducted on solicitor permit requirements in comparable and neighboring municipalities. All seven municipalities examined require a solicitor permit with a fee. Permit fees range from $50 to $250 dollars, with fee structure varying by municipality. Some municipalities require a standalone fee, while others require fees for the fingerprint-based background check in addition to the permit itself. The permit structure also varies by municipality. Some assess fees per solicitor, while others issue the permit to the business with individual solicitor fees added on to the base. There is no consistent trend in the length of the permits, with some municipalities offering a daily permit to others covering a 12-month or calendar-year period. Many of the municipalities surveyed waive permit fees for nonprofit organizations engaged in solicitation, while others do not distinguish between nonprofit and for-profit applicants.

Municipality	**Length of Permit**	**Fee Associated**	**Requirements (outside of basic personal information)**
Lake in the Hills	None specified in ordinance	$50	• Owner / Executive Officer of the business • If multiple individuals for one business, the name of their supervisor who will be overseeing the operation • Solicitation methods to be used • Fingerprint-based background Check
Algonquin	None specified in ordinance	For Profit: $44 fingerprint fee, $25 per person per day fee	• For Profit or Non-Profit reasoning • Fingerprint-based background Check
Woodstock	1 year	$100.00 for the first vehicle per calendar year $50 for a peddler's license for each subsequent vehicle owned by the same applicant	• Application turned into the City Manager’s Office • Fingerprint-based background Check or Completed background check within 1 year of application.

		Actual cost of the fingerprint services, if used.	• Complete hold harmless agreement with the city
McHenry	30-day period	$250 (per business)	• List of any cities the business has solicited in the past three years
Buffalo Grove	Calendar year of the date of application.	No fee for non-profit For Profit: $50 per business (1 person), plus $15 for every additional person	• Description of proposed distribution/communication
St. Charles	90-day period	$50 non-refundable fee (Charitable solicitors require no fee)	• Service groups must provide a copy of the statement from the Attorney General's office that they are representing a compliant charity. • A completed Charitable Solicitor form must be completed (multiple solicitor names can be written on the one form). • Fingerprint-based background results must be from Illinois State Police - Bureau of Identification with results submitted to this police department (fingerprints must be taken by a state-approved Livescan vendor within the last 90 days)
Carol Stream	Varies, up to 1 year	$59.25 background check fee $150 for a year $50 for a month $30 week $10 day	• Fingerprint-based background check • Length of employment with current employer • Name of employers within the last three years • Cities that companies have solicitor licenses in • Ran by the City Manager's Office, as opposed to the Police Department

Recommendation:

Based on the review of solicitor and peddler permit activity, resident complaints, and the ordinances of neighboring and similarly sized municipalities, it is recommended the City Code be amended to implement a $50 licensing fee and require a state-fingerprint-based background check. The recommended fee would cover the cost of fingerprinting for the City, while the state-fingerprint-based background check will provide a more comprehensive screening process and enhance public safety for residents. It is also recommended that a waiver of the fee be given for non-profit organizations engaged in solicitation. The attached Ordinance effectuates the amendment discussed above. City staff recommend the amendment as presented. Legal staff has reviewed this amendment.

Votes Required to Pass:

Simple Majority

AN ORDINANCE AMENDING ARTICLE II OF CHAPTER 385 OF THE CODE OF THE CITY OF CRYSTAL LAKE PERTAINING TO THE LICENSING OF SOLICITORS

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

WHEREAS Section Article II of Chapter 385 of the Code of the City of Crystal Lake (the "City Code") provides for the licensing of solicitors within the City; and

WHEREAS, the Mayor and City Council have determined that it would be in the best interest of City and its residents to amend Article II of the City Code to better address the licensing of solicitors within the City.

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

SECTION I: Recitals. The foregoing recitals are hereby incorporated as though fully restated herein.

SECTION II Amendment to Section 385-10(A) and Section 385-11 Section 385-10(A) and 385-11 are hereby amended and shall hereinafter provide as follows:

[Additions are reflected by bold and underlined and deletions are reflected by strikethroughs]

§385-10 Application ; records to be maintained; investigation of applicant; **fee.**

A. Application for a license pursuant to the provisions of this article shall be made on a form provided by the Chief of Police or his/her designated representative. The applicant shall truthfully state in full the information requested on the application **and pay the required fee,** as follows:

(1) Name and address of present place of residence and length of residence at such address, business address if other than present residence address, and social security number.

(2) Address of place of residence during the past three years if other than present address.

(3) Physical description of the applicant, including age.

Draft

(4) Name and address of the person, firm, corporation, association or organization whom the applicant is employed by or represents, and the length of time of such employment or representation.

(5) Description sufficient for identification of the subject matter of the soliciting which the applicant will engage in.

(6) Period of time for which the license is applied, which shall not exceed **one year.** ~~30 days.~~

(7) The date or approximate date of the latest previous application for a license under this article, if any.

(8) A statement that the applicant will comply with all applicable statutes of the State of Illinois and ordinances of the City of Crystal Lake relating to public health, morals, safety and fire protection.

(9) Whether the applicant has ever been convicted of a violation of any of the provisions of this article, or of any ordinance of any other municipality regulating soliciting.

(10) Whether the applicant has been convicted **within the preceding five years of the commission of a felony offense involving fraud, theft, deception, burglary, robbery, identity theft, or other conduct substantially related to door-to-door solicitation, fundraising, peddling or access to a private residence** ~~of a felony~~ under the laws of the State of Illinois, or any other state or federal law.

(11) If the applicant is employed by or represents a charitable organization, the applicant shall furnish, in addition to the aforementioned information:

(a) Proof that the organization has complied with the provisions of the Solicitation for Charity Act, 225 ILCS 460/0.01, et seq.

(b) Proof that the organization is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of the United States, as amended.

(12) Authorization for the City, its agents and employees to seek information and conduct an investigation into the truth of the statements set forth in the application **and to obtain fingerprints of the applicant in order to conduct a background investigation of the applicant.**

(13) All applications shall be accompanied by a fee in the amount of $50 for each solicitor engaged individually or on behalf of an organization. Such fee shall be waived for any charitable organization.

§385-11 Denial of License

No such license shall be issued to:

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A. Any person who has been convicted **within the preceding five years of the commission** of a felony **offense involving fraud, theft, deception, burglary, robbery, identity theft, or other conduct substantially related to door-to-door solicitation, fundraising, peddling or access to a private residence** ~~of a felony~~ under the laws of the State of Illinois, or any other state or federal law~~. within five years of the date of application.~~

B. Any person who has been convicted of a violation of any provision of this article, or of an ordinance of any other municipality regulating soliciting.

C. Any person whose license issued hereunder has previously been revoked as herein provided.

D. Any applicant employed by or representing a charitable organization which failed to furnish the proof required under §385-10(A)(11).

E. Any person who, at the time of application for renewal of any license issued hereunder, would not be eligible for such license upon original application.

F. Any person employed by or representing a firm, corporation or other organization, if any partner, officer or managing agent of such firm, corporation or organization would not be eligible for a license hereunder upon an individual application.

G. ~~Any person who is not of good moral character, honesty, and integrity.~~

SECTION III: Effective Date. This ordinance shall be in full force and effect from and after its passage approval and publication in pamphlet form according to law.

DATED at Crystal Lake, Illinois, this ___ day of _____, 2026

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

PASSED:
APPROVED:

Draft

Agenda Item No: 8e

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: New National Multistate Opioid Settlement Agreement

Staff Recommendation: Motion to adopt a Resolution authorizing the City of Crystal Lake to participate in the new national opioid settlement agreement and execute the settlement participation forms noted in this agenda supplement.

Staff Contact: Nick Hammonds, Deputy City Manager
Bob Pickrell, City Special Legal Counsel

Background:

The negative public health impact of opioid addiction is widely chronicled. Thousands of lawsuits have been filed by state and local governments against opioid distributors and manufacturers requesting compensation due to the negative impact of opioid addiction. Over the last several years, negotiations occurred to reach a single nationwide settlement with state and local governments.

The City Council has approved participation in numerous opioid settlements since 2021. A summary of each settlement is described below.

- 2021: The City Council approved a resolution authorizing the City of Crystal Lake to participate in the national multistate opioid settlement with the three largest pharmaceutical distributors, McKesson, Cardinal Health and AmerisourceBergen and the manufacturer Janssen Pharmaceuticals, Inc. and its parent company, Johnson & Johnson.
- 2022-2023: Additional settlement agreements were announced with three pharmacy chains—CVS, Walgreens, and Walmart—and two additional manufacturers—Allergan and Teva. In January 2023, each of those pharmacy chains and manufacturers confirmed that a sufficient number of states had agreed to the settlements to move forward and the City Council approved the corresponding settlement agreement.
- 2025: The City Council approved two more settlement agreements; one with Purdue Pharma and the Sackler Family, and another agreement with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus.
- April 2026: The City Council approved a settlement agreement with six opioid distributors (Associated Pharmacies, Inc., JM Smith Corporation, Morris and Dickson Co., LLC, Louisiana Wholesale Drug Company, Inc., North Carolina Mutual Wholesale Drug Company, Inc., and United Natural Foods, Inc.).

To date, the City has received $263,506.81 from these settlements. Although the final settlement amounts depend on the level of participation and are yet to be determined, the new proposed settlement reportedly requires one opioid distributor, Albertsons, to pay up to $774,000,000 over a period of years to State and local governments.

These settlement amounts are earmarked for use by participating states and local subdivisions to remediate or abate opioid addiction from the previous settlement agreement. The amount the City could receive will be based on the number of communities participating and the terms of the final settlement. Settlement funds are restricted to funding future opioid remediation efforts, including opioid user treatment and support, preventing future misuse, and training first responders to address opioid misuse.

The settlement funds will allow local governments to make meaningful changes to curb opioid addiction. Also, the level of participation will determine whether the distributors agree to the settlement terms.

The State encouraged participation by passing PA 102-85, which requires home rule and non-home rule communities to receive permission from the Attorney General prior to filing suit against the parties in question. Receiving this approval is unlikely; therefore, the only opportunity to receive funds from pharmaceutical distributors and manufacturers would be through the settlement noted in this supplement.

Next Steps:

At this stage, local governments are requested to sign the attached settlement participation forms. The City's participation in the settlement is optional. If the City were to participate, the City will need to sign the attached settlement participant forms by December 30, 2026.

If the City participates, it will not be able to bring any other opioid-related claims against the settling defendants. By entering into the settlement, the City would agree to not bring a claim or suit against the pharmaceutical distributors or manufacturers. The City's special legal counsel is not aware of any City damages that would warrant an individual lawsuit against the pharmaceutical industry (assuming that permission from the Attorney General could be secured). Since the City does not have an outstanding lawsuit against the settling defendants, it would not be negatively impacted by this requirement.

Also attached to this supplement is a summary of the settlement and the allocation agreement. City special legal counsel has reviewed the attached settlement participation forms and finds that they present minimal risk to the City, and they would make the City eligible to receive funds from the settlement amounts without incurring legal fees or exposing the City to litigation risks.

Votes Required to Pass:

Simple majority

Res. No. 26R-___

The City of Crystal Lake Illinois

**RESOLUTION APPROVING
PARTICIPATION IN NATIONWIDE OPIOID SETTLEMENT
AND EXECUTION OF SETTLEMENT PARTICIPATION FORM**

Resolution 26R-___

WHEREAS, the City of Crystal Lake, Illinois ("***City***") is a home rule unit of local government pursuant to the provisions of Section 6, Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the State of Illinois is engaged in investigation, prosecution, and litigation of multiple claims seeking penalties, restitution, disgorgement of revenues, costs to remediate public nuisances, damages, and injunctive relief against numerous pharmaceutical manufacturers, distributors, and other related persons and entities arising from their actions or inactions that allegedly contributed to the opioid epidemic and related public health crisis; and

WHEREAS, multiple other States and local governmental bodies are engaged in litigation of various similar claims against pharmaceutical manufacturers, distributors, and other related persons and entities relating to the opioid epidemic; and

WHEREAS, a proposed nationwide settlement ("***Proposed Settlement***") has been reached that would resolve certain opioid-related litigation brought by local governments against Albertsons ("***Settling Defendant***"); and

WHEREAS, in order to confirm the City's participation in the Proposed Settlement, the City is required to execute a certain settlement participation form by December 30, 2026, which is attached hereto as Exhibit A (the "***Settlement Participation Form***"); and

WHEREAS, the Mayor and City Council have determined that it is in the best interests of the City and its residents to approve this Resolution in order to formalize the City's participation in the Proposed Settlement and to approve execution and submission of the Settlement Participation Form on behalf of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, AS FOLLOWS:

Draft

SECTION I. Recitals. The foregoing recitals are incorporated as though fully set forth herein.

SECTION II. Approval and Authorization. The Mayor and City Council hereby formally approve the City's participation in the Proposed Settlement and the execution and submission of the Settlement Participation Form. The City Manager and/or the designees of the City Manager are hereby authorized and directed to take such further actions and execute such additional documents as may be necessary and appropriate to formalize the City's participation in the Proposed Settlement.

SECTION III. EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval in the manner provided by law.

AYES:
NAYS:
ABSENT:
PASSED this 17th day of November, 2026.
APPROVED by me this 17th day of November, 2026.

City of Crystal Lake, an

Illinois municipal corporation

_____

MAYOR, Haig Haleblian

SEAL
ATTEST:

_____
CITY CLERK

PASSED: November 17, 2026
APPROVED: November 17, 2026

Draft

EXHIBIT A

Settlement Participation Form

Draft

Docusign Envelope ID: B8C5916B-31DE-8B12-83F5-F62FB488667E

EXHIBIT K

Subdivision Participation and Release Form

Governmental Entity: Crystal Lake city	State: IL
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated August 20, 2026 ("*Albertsons Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Albertsons Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Albertsons Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Albertsons Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at [website link to national settlement website to be provided].

3. The Governmental Entity agrees to the terms of the Albertsons Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Albertsons Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Albertsons Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Albertsons

Draft

Docusign Envelope ID: B8C5916B-31DE-8B12-83F5-F62FB488667E

Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Albertsons Settlement.

7. The Governmental Entity has the right to enforce the Albertsons Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Albertsons Settlement, including without limitation all provisions of Section X (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Albertsons Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Albertsons Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Albertsons Settlement.

10. In connection with the releases provided for in the Albertsons Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Albertsons Settlement.

Draft

Docusign Envelope ID: B8C5916B-31DE-8B12-83F5-F62FB488667E

11. Nothing herein is intended to modify in any way the terms of the Albertsons Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Albertsons Settlement in any respect, the Albertsons Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

Draft

Agenda Item No: 8f

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Board and Commission Reappointment – Public Arts Commission

Staff Recommendation: City Council Discretion

Staff Contact: Mayor Haig Haleblian

Background:

As the City Council is aware, the Public Arts Commission was adopted at the February 21, 2023 City Council meeting. The Commission consists of seven (7) voting members who reside in, attend a school in, or otherwise own a business in the City of Crystal Lake. The Downtown Crystal Lake/Main Street organization and the Historical Society each have one member that serves on the Commission, and the remaining five member seats are composed of members of the public. The members are subject to the approval by a majority vote of the Mayor and City Council of the City of Crystal Lake.

The terms of all members are expiring and in order to create a stagger of term expirations it is recommended that three of the members be reappointed for a two-year term and four for a three-year term. The members were selected at random for the new terms.

Two-Year (Expiring January 31, 2028):
Brynn Jeffries (Crystal Lake Historical Society Representative)
Joy Neal (Downtown Crystal Lake/Main Street Representative)
David Bradburn

Three-Year (Expiring January 31, 2029):
Kathy Hajdrowski
Michael Littrell
Patti Noble
Nancy Merkling

Votes Required to Pass:

Simple majority vote.

Agenda Item No: 8g

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Board and Commission Appointment – Sustainability Committee

Staff Recommendation: City Council Discretion

Staff Contact: Mayor Haig Haleblian

Background:
There is currently one vacancy on the Sustainability Committee. Committee members must act on items directed by the Mayor and City Council for short-term, long-term, and cost-effective goals for the City of Crystal Lake to become more sustainable.

Crystal Lake resident Taylor Fehring wishes to be appointed to serve. Ms. Fehring has experience in education and environmental sustainability efforts throughout her training and career. If appointed, Ms. Fehring's three-year term would expire on September 30, 2029.

Votes Required to Pass:
Simple majority vote.

City of Crystal Lake

Sustainability Committee Application

Applicant Information

Name Taylor Fehring

Address: 208 Lakeshore Drive, Crystal Lake IL 60014, United States

(Street) (City) (Zip)

Telephone (Home): [redacted] Telephone (Work): [redacted]

e-mail: [redacted]

Please describe your *training* and *education* that would make you an asset to this Committee.

In college, I took sustainability focused coursework which gave me a foundation of holistic city planning. My continued interest was brought into the classroom as an educator and a mindfulness of impact on our community

Please describe your *experience* that would make you an asset to this Committee.

I've worked both as a teacher and in the non-profit space which gave me experience communicating ideas and contributing to community-focused efforts.

Please describe why you are interested in serving on this Committee.

I'm interested in participating because I care about the long-term health and quality of our community and environment. I want to learn more about local efforts and support practical and positive changes. This is so meaningful!

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am selected on this Committee, my Committee membership may be terminated.

Signed: [redacted] Date: 10/18/26

Please submit your completed application via email to Victoria Wojcik, Community Development Analyst, at vwojcik@crystallake.org.

Agenda Item No: 9

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Variation request for the construction of a 5-foot high wrought-iron style fence 50 feet into the front yard setback, allowing it on the property line.

Kay Stanish, applicant
7763 Olde Post Road

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting the variation for a 5-foot fence at the property line

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

Background:

- Request: To construct a new 5-foot wrought iron style aluminum fence along the front property line wrapping around the side and rear property on the south portion of the lot.
- Zoning: The site is zoned RE Residential Estate.
- Land Use: The land use map shows the area as Urban Residential.
- Fences higher than 3 feet are required to meet setbacks. The front yard setback for Residential Estate is 50 feet.



PZC Highlights:

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

- The PZC asked about the hardship with the septic system and equipment, as well as large trees on the property.

- The commission was supportive since it was an open style fence.
- Several of the PZC found that the petition met the Findings of Facts for the setback variation,

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

1. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
   A. Application (Stanish, received 09/03/25)
   B. Drawing of Fence (Stanish, undated, received 09/03/26)
   C. Plat of Survey (VSSI, dated 10/29/07, received 09/03/26)

2. The fence must be a wrought iron style to be located at the front property line and cannot be converted to a board-on-board fence.

Votes Required to Pass: A simple majority vote

Acknowledgement Form

Regarding the Fence Variation at 7763 Olde Post Road, please check one of the choices and sign below.

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

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

Petitioner's Name: [redacted] Date: 11-7-26

Signature

Recommended Conditions:

1. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
   A. Application (Stanish, received 09/03/25)
   B. Drawing of Fence (Stanish, undated, received 09/03/26)
   C. Plat of Survey (VSSI, dated 10/29/07, received 09/03/26)

2. The fence must be a wrought iron style to be located at the front property line and cannot be converted to a board-on-board fence.

PIQ Map
7763 Olde Post Road



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SIMPLIFIED RESIDENTIAL VARIATION TO CONSTRUCT A 5-FOOT HIGH WROUGHT-IRON STYLE ALUMINIM FENCE AT THE PROPERTY LINE AN ENCROACHMENT OF 50 FEET INTO THE REQUIRED FRONT YARD SETBACK AT 7763 OLDE POST ROAD

WHEREAS, pursuant to the terms of a Petition (File #PLN-2026-181) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Variation from Article 4 to allow the construction of 5-foot-high wrought iron style fence at the front property line and then wrapping around the side lot line to the rear and back up to the home, an encroachment of 50 feet into the required front yard setback at 7763 Olde Post Road; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on October 3, 2026 in the Northwest Herald, held a public hearing at 7:00 p.m., on October 21, 2026 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed variation; and

WHEREAS, on October 21, 2026, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Variation for the setback encroachment be approved 5-0 vote, as documented in the minutes, and

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

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

Section I: That Variations from Article 4 to allow the construction of a 5-foot-high fence on the property line, encroaching 50 feet into the 50-foot front yard setback at 7763 Olde Post Road (19-10-430-003), Crystal Lake, Illinois is hereby approved.

Section II: Said variation is issued subject to the following conditions:

1. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
   A. Application (Stanish, received 09/03/25)

Draft

B. Drawing of Fence (Stanish, undated, received 09/03/26)
C. Plat of Survey (VSSI, dated 10/29/07, received 09/03/26)

2. The fence must be a wrought iron style to be located at the front property line and cannot be converted to a board-on-board fence.

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

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

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

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: November 17, 2026
Approved: November 17, 2026

Draft

#2026-181
7763 Olde Post Road – Variation
Project Review for Planning and Zoning Commission

Meeting Date:	October 21, 2026
Request:	The construction of a 5-foot wrought iron style aluminum fence on the property line along Olde Post Road, a variation of 50 feet
Location:	7763 Olde Post Road
Acreage:	Approximately 45,900 square feet
Existing Zoning:	RE Residential Estate
Surrounding Properties:	North: M-L Manufacturing Limited and RE Residential Estate South: R-3B PUD Multi-Family Residential East: RE Residential Estate West: M-L Manufacturing Limited
Staff Contact:	Elizabeth Maxwell (815.356.3615)

Background:

- The property is a single-family home at the end of Olde Post Road.
- The owners have a small, fenced area behind the home.
- The new fence will start at the north side of the home, travel along the back yard up the side yard (south property line) all the way to the front property line along Olde Post Road.
- Fences higher than 3 feet are required to meet setbacks. The front yard setback for Residential Estate is 50 feet.

Development Analysis:

General

- Requests: To construct a new 5-foot wrought iron style aluminum fence along the front property line wrapping around the side and rear property on the south lot.
- Zoning: The site is zoned RE Residential Estate.
- Land Use: The land use map shows the area as Urban Residential.

Site Plan

- The proposed location of the fence is away from the edge of pavement, but on the property line.
- The fence will not be a privacy fence and be see-through.



Comprehensive Land Use Plan 2030 Vision Summary Review:

The Comprehensive Plan designates the subject property as Urban Residential, which allows for existing and future single-family residential uses. The following goal is applicable to this request:

Land Use - Residential

Goal: Encourage a diversity of high quality housing in appropriate locations throughout the city that supports a variety of lifestyles and invigorates community character.

Supporting Actions: Promote safe, clean and well-maintained housing by encouraging regular repair and maintenance of housing.

Findings of Fact:

ZONING ORDINANCE VARIATIONS

The petitioner is requesting a variation to allow a 5-foot high fence on the property line, a variation of 50 feet.

The Unified Development Ordinance lists specific standards for the review and approval of a variation. The granting of a variation rests upon the applicant proving practical difficulty or hardship caused by the Ordinance requirements as they relate to the property. To be considered a zoning hardship, the specific zoning requirements; setbacks, lot width and lot area must create a unique situation on this property. It is the responsibility of the petitioner to prove hardship at the Planning and Zoning Commission public hearing.

Standards

When evidence in a specific case shows conclusively that literal enforcement of any provision of this Ordinance would result in a practical difficulty or particular hardship because:

a. The plight of the property owner is due to unique circumstances, such as, unusual surroundings or conditions of the property involved, or by reason of exceptional narrowness, shallowness or shape of a zoning lot, or because of unique topography, or underground conditions.

☒ *Meets* ☐ *Does not meet*

b. Also, that the variation, if granted, will not alter the essential character of the locality.

☒ *Meets* ☐ *Does not meet*

For the purposes of supplementing the above standards, the Commission may take into consideration the extent to which the following facts favorable to the application have been established by the evidence presented at the public hearing:

a. That the conditions upon which the application for variation is based would not be applicable generally to other property within the same zoning classification;

☒ *Meets* ☐ *Does not meet*

b. That the alleged difficulty or hardship has not been created by any person presently having interest in the property;

☒ *Meets* ☐ *Does not meet*

c. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; or

☒ *Meets* ☐ *Does not meet*

d. That the proposed variation will not impair an adequate supply of light or air to adjacent property, will not unreasonably diminish or impair the property values of adjacent property, will not unreasonably increase congestion in the public streets, substantially increase the danger of fire or otherwise endanger public safety.

☒ *Meets* ☐ *Does not meet*

Where the evidence is not found to justify such conditions, that fact shall be reported to the City Council with a recommendation that the variation be denied.

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

1. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
   A. Application (Stanish, received 09/03/25)
   B. Drawing of Fence (Stanish, undated, received 09/03/26)
   C. Plat of Survey (VSSI, dated 10/29/07, received 09/03/26)

2. The fence must be a wrought iron style to be located at the front property line and cannot be converted to a board-on-board fence.

Application for Simplified Residential Variation

Application Number: _____ FOR OFFICE USE ONLY

Project Name: _____

Date of Submission: _____

I. Applicant

Kay Stanish

Name

[redacted]Old Post Road

Street

Crystal Lake IL 60014

City State Zip Code

[redacted] [redacted]

Telephone Number Fax Number E-mail address

II. Owner of Property (if different)

Name

Address Telephone Number

III. Project Data

1. a. Location/Address: [redacted] Old Post Road Crystal Lake, IL 60014

   b. PIN #: [redacted]

2. Description of proposal/Reason for request (including how the standards for variation are met, any unique circumstance of the property, or particular hardship):

DESCRIBE THE UNIQUE CIRCUMSTANCES OF THE PROPERTY:

I would like to install a 5ft aluminum fence on the South side of my property. The South side of my propery is considered side yard by City standards. I really don't have a traditional front/back yard. 5 ft is requested to ensure containment of athletic dogs. The unique request is that I am requesting this to be on my lot line, not the traditional set back of even with front of house because this is where my septic tank and septic field resides.

IS THE HARDSHIP SELF-CREATED?

No, this is not self-created. This was the spot of septic install at the time of building the housein 2007 and at the recommendation of the septic installers

RECEIVED
SEP 03 2026
By: RH PM

ARE THE CONDITIONS APPLICABLE TO OTHER PROPERTIES IN THE SAME ZONING CLASSIFICATION?

No.

Others in area have installed fences without the interference of a septic tank and septic field.

WILL THE VARIATION ALTER THE ESSENTIAL CHARACTER OF THE LOCALITY?

No. Our location is all of similar lot size and some already have fenced in back yards. there are a small number of lots in my location that have most of the yard as side yards vs. traditional front/back yards.

WILL THE VARIATION, IF GRANTED BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO OTHER PROPERTY?

No, I live at the end of a dead end road so there is little public to begin with and it certainly would not be deterimental nor injurious.

WILL THE VARIATION AS PROPOSED IMPAIR ADEQUATE SUPPLY OF LIGHT OR AIR TO ADJACENT PROPERTY; DIMINISH PROPERTY VALUE; INCREASE CONGESTION IN PUBLIC STREETS; SUSBTANTIALLY INCREASE THE DANGER OF FIRE; OT ENDANGER PUBLIC SAFETY?

No. Given the aluminum nature, it will be largely see through. It is not a privacy fence in any manner

3. List any previous variations that are approved for this property: None

IV. Signatures

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

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

[redacted] KAY STANISH 9-2-26

OWNER: Print and Sign name Date

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

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, OCTOBER 21, 2026
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

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

CALL TO ORDER

On roll call, commissioners, Jennifer Camacho, Stacy Mason, Sumish Parikh, Kathy Repholz, and Jeff Greenman were present. Bill Gronow and Laura Dzielski were absent. Mr. Greenman confirmed that a quorum was present.

City Planner Elizabeth Maxwell was present from staff.

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

2026-181 – 7763 OLDE POST ROAD – SIMPLIFIED RESIDENTIAL VARIATION

Simplified Residential Variation to allow the construction of a 5-foot wrought iron style aluminum fence on the property line along Olde Post Road, a variation of 50 feet.

Kay Stanish and Jeff Stanish, owners of 7763 Olde Post Road, requested a variation to construct a five-foot high, open aluminum fence designed to resemble wrought iron along the south side of the property. Ms. Stanish explained that the location of their existing septic tank and septic field limited the available fence placement. The proposed alignment would also preserve two fruit trees and a large spruce tree. Ms. Stanish noted that the fence height was intended to contain the property owners' dogs. Ms. Stanish stated that the property is located at the end of a dead-end street with limited traffic. Mr. Stanish had no additional comments.

Mr. Greenman opened the public comment portion of the hearing. With no one looking to speak, the public comment portion was closed.

Ms. Maxwell reviewed the site plan and explained that the proposed fence would extend into the required 50-foot front yard setback, align with the existing decorative fence and driveway columns, wrap around the property, and connect near the side of the house. The proposed location would avoid the septic field and related equipment. Ms. Maxwell noted that the findings of fact were included in the staff report and recommended conditions requiring the fence style to remain open.

Mr. Greenman asked the petitioners to clarify the property-specific hardship supporting the request. Ms. Stanish reiterated that the septic system limited the available fence location and explained that placing the fence along the property line would also preserve existing trees.

Ms. Camacho asked about the development south of the property and whether a berm or other screening feature was expected along the property line. Mr. Stanish addressed the question stating that it is the Redwood Development and there is anticipated screening along the southern portion of the property. He explained that a berm had been discussed for the area south of the property, although the final design was uncertain. Ms. Camacho asked whether the road serving the property would remain a dead end or connect to the road layout shown in the subdivision to the south. Ms. Maxwell indicated that the street would remain a dead end.

Mr. Parikh asked whether the petitioners had considered alternatives to a five-foot fence for containing their dogs. Ms. Stanish explained that they had considered other fencing options and invisible fencing. She also stated that their dogs could jump over their existing deck railing. Mr. Parikh asked about the existing fence and whether the proposed fence would replace the current board-on-board privacy fence. Ms. Stanish confirmed that the existing privacy fence would be replaced with an open-style fence in generally the same location.

Ms. Mason indicated that the questions had been answered and thanked the petitioners.

Ms. Repholz expressed support for the request, noting the property's relatively remote location and confirming that the proposed material would be aluminum designed to resemble wrought iron.

Mr. Greenman stated that the septic system presented a property-specific hardship and expressed support for the request. Mr. Greenman also noted that replacing the privacy fence with an open-style fence would provide visual continuity across the property and would be appropriate given the surrounding area and nearby development.

Mr. Mason made a motion to approve the Simplified Residential Variation request for the five-foot wrought iron style fence on the property line encroaching 50 feet into the front yard setback as presented, with the following conditions:

1. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
    A. Application (Stanish, received 09/03/256)
    B. Drawing of Fence (Stanish, received 09/03/26)
    C. Plat of Survey (Stanish, undated, received 09/03/26)

2. The fence must be wrought iron style to be located at the front property line and cannot be converted to a board-on-board fence.

Ms. Repholz seconded the motion. On roll call, Members Mason, Repholz, Parikh, Camacho and Greenman voted yes. The motion passed unanimously 5-0.

ADJOURNMENT

Mr. Mason made a motion to adjourn the meeting. Ms. Camacho seconded the motion. On voice vote, all members voted aye. The meeting was adjourned at 8:05 p.m.

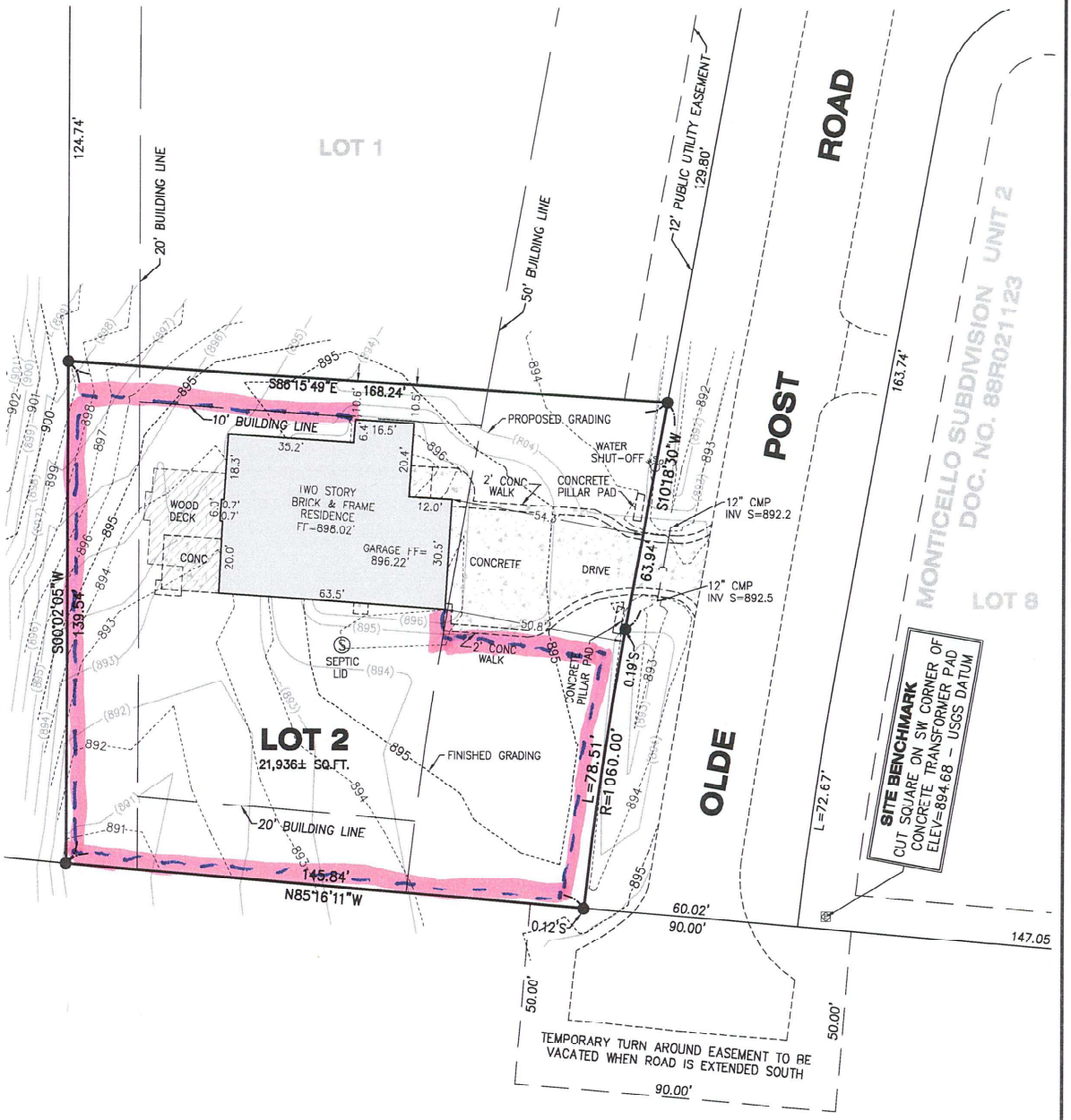
Mock up as Site Plan

– – – – = Proposed fence

VSSE INC.
Vanderstappen Schmitt Surveying & Engineering
1316 North Madison Street, Woodstock, Illinois
(815) 337 8310 www.vsseinc.com

PLAT OF SURVEY

Lot 2 in Doughboy Subdivision, being a Subdivision of part of the Southeast Quarter of Section 10, Township 43 North, Range 8, East of the Third Principal Meridian, according to the Plat thereof, recorded May 8, 2007 as Document No. 2007R0031995, in McHenry County, Illinois.



(XXX) = PROPOSED GRADING FROM SITE PLAN
XXX = FINISHED GRADING

LEGEND	
● FOUND IRON BAR	◉ SET IRON BAR
⊗ FOUND NAIL	⊗ SET NAIL
⊕ FOUND SPIKE	⊕ SET SPIKE
✱ FOUND CROSS	✱ SET CROSS
○ FOUND IRON PIPE	⊠ FOUND MONUMENT

CLIENT: JEFF STANISH
DRAWN BY: ST CHECKED BY: WJV
SCALE: 1"=30' SEC. 10 T. 43 R. 08 E.
BASIS OF BEARING: PER RECORD SUBDIVISION
P.I.N.: 19-10-429-007
JOB NO.: 070029 I.D. LSS
FIELDWORK COMP.: 10/29/07 BK. 74 PG. 6
ALL DISTANCES SHOWN IN FEET AND DECIMAL PARTS THEREOF CORRECTED TO 68° F. REF: 061083

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

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

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

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

Dated at Woodstock, McHenry County, Illinois 10/31 ,A.D., 20 07 .

Vanderstappen Schmitt Surveying & Engineering, Inc.
Design Firm No. 184-002792

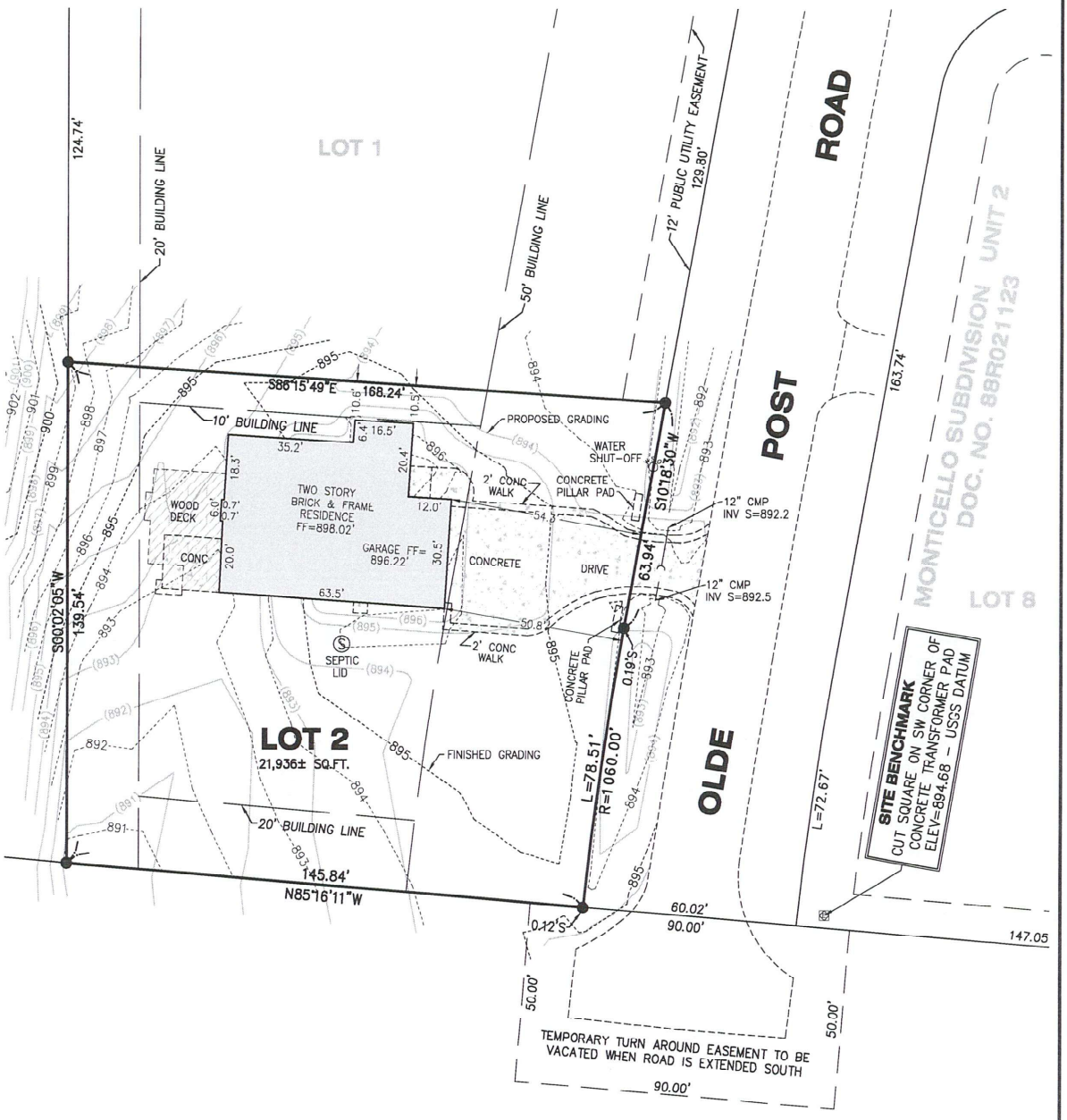
By: _____
Illinois Professional Land Surveyor No. 2709

Y:\PLATS\2007\0001-0199\070029_V-070029\dwg\070029 LSS.dwg-Layout1-11/10/2007 7:21 AM

VSSE INC.
Vanderstappen Schmitt
Surveying & Engineering
1316 North Madison Street, Woodstock, Illinois
(815) 337-8310 www.vsseinc.com

PLAT OF SURVEY

Lot 2 in Doughboy Subdivision, being a Subdivision of part of the Southeast Quarter of Section 10, Township 43 North, Range 8, East of the Third Principal Meridian, according to the Plat thereof, recorded May 8, 2007 as Document No. 2007R0031995, in McHenry County, Illinois.



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P.I.N.: 19-10-429-007
JOB NO.: 070029 I.D. LSS
FIELDWORK COMP.: 10/29/07 BK. 74 PG. 6
ALL DISTANCES SHOWN IN FEET AND DECIMAL PARTS THEREOF CORRECTED TO 68° F. REF: 081083

NOTE: Only those Building Line Restrictions or Easements shown on a Recorded Subdivision Plat are shown hereon unless the description ordered to be surveyed contains a proper description of the required building lines or easements.

- **No distance should be assumed by scaling.**
- **No underground improvements have been located unless shown and noted.**
- **No representation as to ownership, use, or possession should be hereon implied.**
- **This Survey and Plat of Survey are void without original embossed or colored seal and signature affixed.**

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

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

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

Dated at Woodstock,
McHenry County, Illinois 10/31 ,A.D., 2007 .

Vanderstappen Schmitt Surveying & Engineering, Inc.
Design Firm No. 184-002792

By: _____
Illinois Professional Land Surveyor No. 2709

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Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Special Use Permit Amendment to allow for drive-through operations for a Cannabis Dispensary

Brianna Draksler, petitioner
501 Pingree Road

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting the Special Use Permit Amendment for Ivy Hall at 501 Pingree Road

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

Background:

- Request: The request is for a Special Use Permit Amendment to remove the drive-through operation restriction.
- Existing Use: The site is an existing cannabis dispensary receiving approval in 2021. The SUP ordinance for this specific property restricted the drive-through use since it was not allowed per State Statute at the time of approval and the property is a former fast-food restaurant. The State amended the law in 2026 and now allows drive-through for cannabis dispensaries.
- Land Use: The land use map shows the area as Commerce. This land use designation is appropriate for this use.
- Zoning: The site is zoned B-2 PUD. The use of the property as a Cannabis Dispensary, which is allowed as a Special Use in the B-2 zoning district.
- Drive-through uses are permitted through a Limited Use Permit. If there was not a condition of approval on the original SUP ordinance the drive-through operation would be reviewed by staff.
- Woodstock's cannabis dispensary drive-through is open and operational.

PZC Highlights:

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

- The PZC asked questions about the drive-through operation, stacking and wait times, and operation and security in the store.

- The PZC felt the use met the SUP Findings of Fact.

The Planning and Zoning Commission recommended **approval (5-0)** of the petitioner's request for a Special Use Permit with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Ivy Hall Dispensary, received 09/15/26)

2. All conditions from Ordinance 7746 shall remain applicable unless modified by this request.

Votes Required to Pass: A simple majority vote

Acknowledgement Form

Regarding the Special Use Permit Amendment for Ivy Hall, please check one of the choices and sign below.

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

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

_____

_____

Petitioner's Name: [redacted] Date: 11/9/2026
Signature

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Ivy Hall Dispensary, received 09/15/26)

2. All conditions from Ordinance 7746 shall remain applicable unless modified by this request.

PIQ Map
501 Pingree Road



ORDINANCE NO.
FILE NO.

CITY OF CRYSTAL LAKE

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT FOR A CANNABIS DISPENSARY (501 Pingree Road)

WHEREAS, 501 Pingree LLC (the "***Current Owner***") is the record owner of the real property commonly known as 501 Pingree Road, Crystal Lake, Illinois 60014, PIN: 19-04-476-016, and legally described in Exhibit A attached hereto and made a part hereof (the "***Subject Property***"); and

WHEREAS, Ivy Hall Dispensary (the "***Applicant***") has received a Special Use Permit to operate a Cannabis Dispensary on the Subject Property; and

WHEREAS, the Subject Property is located in the City's B-2 zoning district under the Unified Development Ordinance (the "***UDO***"), which authorizes Cannabis Dispensaries as a special use; and

WHEREAS, the Subject Property is currently zoned as B-2 PUD; and

WHEREAS, in particular, the Applicant seeks a special use permit amendment to remove the restriction on drive-through operations and operate a drive-through pick up window. (as hereinafter defined) (the "***Application***"); and

WHEREAS, pursuant to notice duly published and given, the City's Planning and Zoning Commission (the "***PZC***") conducted a public hearing regarding the Application for the Proposed Special Use Permit Amendment on the Subject Property; and

Draft

WHEREAS, during the public hearing, the Applicant offered oral testimony regarding the plans for the development and use of the Application on the Subject Property, as the established cannabis dispensary with drive-through operations; and

WHEREAS, the Applicant testified that the Proposed Use will be licensed by the State of Illinois as provided in the Cannabis Regulation and Tax Act, 410 ILCS 705/1 *et seq.* (the "***Act***"), and regulations promulgated pursuant to the Act; and

WHEREAS, following the close of the public hearing, the PZC found that, subject to the terms and conditions of this Ordinance, the Proposed Use:

a. is desirable, at the proposed location, to provide a service or facility that will further the public convenience and general welfare;

b. will not be detrimental to area property values;

c. will comply with the zoning districts regulations;

d. will not negatively impact traffic circulation;

e. will not negatively impact public utilities or municipal service delivery systems;

f. will not negatively impact the environment or be unsightly;

g. will, to the extent practicable, preserve existing mature vegetation, and provide landscaping and architecture, which is aesthetically pleasing, compatible or complementary to surrounding properties and acceptable by community standard;

h. will meet requirements of all regulating governmental agencies;

i. will be subject to and required to conform to the conditions of this Ordinance; and

j. will be subject to and required to conform to the specific regulations for Cannabis Dispensaries under the UDO and City Code,

and based on such findings recommended approval of the Application; and

Draft

WHEREAS, the City Council, having considered the recommendations of the PZC and having further considered the Plans for the Proposed Use and other pertinent matters relating to the Application, accepted the findings of the PZC regarding the SUP Amendment; and

WHEREAS, pursuant to the terms of the UDO and the City's home rule authority; the Mayor and City Council, having considered all the relevant facts and circumstances relating to the Application, the evidence and testimony presented, the findings and recommendations of the PZC, and the other relevant evidence and information available, have determined that it is in the best interests of the City and its residents to grant the Application for Special Use Permit Amendment, subject to the terms and conditions of this Ordinance;

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

SECTION 1: Incorporation of Recitals. The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

SECTION 2: Granting of Application. Subject to the limitations and the conditions set forth in Section 3 of this Ordinance, the City Council hereby grants the SUP Amendment to remove the restriction on drive-through operations and allow the cannabis dispensary to offer drive-through pick up operation.

SECTION 3: Conditions on Approval. The Application granted pursuant to this Ordinance shall be, and is hereby, conditioned upon and limited by the following conditions, the violation of any of which shall be deemed a violation of the UDO. Further, any violation of the terms of the following conditions or any other provision of this Ordinance shall authorize the City Council, without further public notice or hearing, to terminate the approvals granted in this Ordinance by adopting an ordinance terminating such approvals:

Draft

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Ivy Hall Dispensary, received 09/15/26)

2. All conditions from Ordinance 7746 shall remain applicable unless modified by this request.

SECTION 4: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law. Upon this Ordinance having full force and effect, the City Clerk shall cause it to be recorded in the Office of the McHenry County, Illinois Recorder of Deeds. Upon Applicant's cessation of the Proposed Use on the Subject Property, the City shall, upon request from the then title holder, provide a release of the obligations under this Ordinance within 30 days of such request.

PASSED THIS 17th DAY OF NOVEMBER, 2026.
AYES:
NAYS:
ABSTAIN:
ABSENT:

APPROVED at Crystal Lake, Illinois, this 17th day of November, 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, Mayor

SEAL

ATTEST:

_____
Nick Hammonds, City Clerk

Draft

EXHIBIT A

Legal Description of the Subject Property

Lot 2 in AmCore Bank Subdivision, being a re-subdivision of Lot 1 in Crystal Lake Business Center Unit 2, being a Subdivision of that part of the East Half of Section 4, Township 43 North Range 8 East of the Third Principal Meridian and also a Subdivision of part of the Southeast Quarter of the Southeast Quarter of Section 4, Township 43 North, Range 8 East of the Third Principal Meridian, according to the Plat thereof recorded August 16, 1999 as Document No. 1999R0058147, in McHenry County, Illinois.

Draft

#2026-195
501 Pingree Road – Special Use Permit
Project Review for Planning and Zoning Commission

Meeting Date:	October 21, 2026
Request:	Amendment to the Special Use Permit for a Cannabis Dispensary to allow a drive-through use.
Location:	501 Pingree Road
Acreage:	Approximately 1.6 acres
Existing Zoning:	B-2 PUD General Commercial
Surrounding Properties:	North: B-2 General Commercial South: B-2 PUD General Commercial East: B-2 PUD General Commercial West: B-2 PUD General Commercial
Staff Contact:	Elizabeth Maxwell (815.356.3615)

Background:

- Existing Use: The site is an existing cannabis dispensary receiving approval in 2021.
- Previous Approvals: The existing Special Use Permit has a no drive-through use restriction.

Development Analysis:

General

- Request: The request to amend the existing Special Use Permit to allow drive-through operation to be in concert with current State regulations/allowances.
- Land Use: The land use map shows the area as Commerce. This land use designation is appropriate for this use.
- Zoning: The site is zoned B-2 PUD. The use of the property as a Cannabis Dispensary, which is allowed as a Special Use in the B-2 zoning district.
- The SUP ordinance for this specific property restricted the drive-through use since it was not allowed per State Statute at the time of approval and the property is a former fast food restaurant. The State amended the law in 2026 and now allows drive-through for cannabis dispensaries.

Comprehensive Land Use Plan 2030 Plan Review:

The Comprehensive Plan designates the subject property as Commerce, which allows for existing and future commercial, service and office uses. The following goal is applicable to this request:

Land Use - Commerce

Goal: Maintain a dynamic and sustainable base of commercial uses that provides a solid tax base, goods, services and jobs to the City, as well as the surrounding region through coordination in the Unified Development Ordinance, Comprehensive Land Use Plan and Economic Development Strategic Plan.

This can be accomplished with the following supporting action:

Supporting Action: Promote, retain, and attract businesses that provide a diverse tax base.

Economic Development – Revitalize and Enhance Key Commercial Corridors

Goal: Establish funding sources and work with property owners to assist with and encourage the redevelopment of commercial areas.

Economic Development – Attract and Retain Businesses

Goal: Establish marketing efforts to attract and retain businesses throughout the City.

This can be accomplished with the following supporting action:

Supporting Action: Continue to solicit the retail businesses which are most likely to succeed in various retail nodes in Crystal Lake.

Success Indicator: the number of retail businesses – grocery, restaurants, coffee/juice shops, apparel, electronics, and comparison goods – contacted, started and/or relocated.

Findings of Fact:

SPECIAL USE PERMIT

The petitioner has requested a Special Use Permit Amendment to allow the drive-through use for a Cannabis Dispensary. The below Special Use Permit review criteria were found to be met when the SUP was approved. Special Uses require a separate review because of their potential to impact surrounding properties and the orderly development of the City. Section 2-400 B of the Unified Development Ordinance establishes standard for all Special Uses in Crystal Lake. The criteria are as follows:

1. The use is necessary or desirable, at the proposed location, to provide a service or facility which will further the public convenience and general welfare.

   ☒ *Meets* ☐ *Does not meet*

2. The use will not be detrimental to area property values.

   ☒ *Meets* ☐ *Does not meet*

3. The use will comply with the zoning districts regulations.

   ☒ *Meets* ☐ *Does not meet*

4. The use will not negatively impact traffic circulation.

   ☒ *Meets* ☐ *Does not meet*

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

   ☒ *Meets* ☐ *Does not meet*

6. The use will not negatively impact the environment or be unsightly.

   ☒ *Meets* ☐ *Does not meet*

7. The use, where possible will preserve existing mature vegetation, and provide landscaping and architecture, which is aesthetically pleasing, compatible or complementary to surrounding properties and acceptable by community standards.

   ☒ *Meets* ☐ *Does not meet*

8. The use will meet requirements of all regulating governmental agencies.

   ☒ *Meets* ☐ *Does not meet*

9. The use will conform to any conditions approved as part of the issued Special Use Permit.

   ☒ *Meets* ☐ *Does not meet*

10. The use will conform to the regulations established for specific special uses, where applicable.

    ☒ *Meets* ☐ *Does not meet*

Recommended Conditions:

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Ivy Hall Dispensary, received 09/15/26)

2. All conditions from Ordinance 7746 shall remain applicable unless modified by this request.

City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: Ivy Hall Crystal Lake Drive-Thru

Action Requested

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

Petitioner Information

Name: Ivy Hall Dispensary

Address: 501 Pingree Rd, Crystal Lake, 60014

Phone: [redacted]

Fax:

E-mail: [redacted]o

Owner Information (if different)

501 Pingree LLC by:

Name: Mike Hagenson

Address: [redacted] W. Diversey Avenue
Chicago, IL 60647

Phone: [redacted]

Fax:

E-mail: [redacted]

Property Information

Project Description: Adding drive thru pickup to SUP

Project Address/Location: 501 Pingree Rd, Crystal Lake 60014

PIN Number(s): 19-04-476-016

Development Team

Please include address, phone, fax and e-mail

Developer: VDR Development Group [redacted] Brandon Dr, Glendale Heights, IL 60139. [redacted]

Architect: JTS Architects [redacted] Higgins Road, Suite 202, Elk Grove Village, IL 60007 [redacted]

Attorney: Joanne Caceras [redacted]

Engineer: JTS Architects [redacted] Higgins Road, Suite 202, Elk Grove Village, IL 60007 [redacted]

Landscape Architect: Jeff Boester [redacted] Road, Bartlett, IL 60103 [redacted]

Planner: JTS Architects [redacted] Road, Suite 202, Elk Grove Village, IL 60007 [redacted]

Surveyor: JTS Architects [redacted] Higgins Road, Suite 202, Elk Grove Village, IL 60007 Phone [redacted]

Other:

Signatures

Brianna Draksler [redacted] 9/15/26

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

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

501 Pingree LLC, by Mike Hagenson, Authorized Agent [redacted] 9/15/26

OWNER: Print and Sign name **Date**

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

City of Crystal Lake
Development Application
Ownership Sign-off Acknowledgement Form

The following information is related to a development application. As the owner of the property in question, I (we) acknowledge that the information provided in the submittal was reviewed and approved.

Owner Information

Name: Mike Hagenson

Address: _____

_____

Phone: [redacted]

E-mail: [redacted]

Project Name & Description: Ivy Hall Crystal Lake-Drive Thru

Amending the SUP to allow Drive Thru pickup

_____

_____

Project Address/Location: 501 Pingree Rd

Signature

[redacted] 9/18/26

Owner: Print and Sign name Date

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

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, OCTOBER 21, 2026
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

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

CALL TO ORDER

On roll call, commissioners, Jennifer Camacho, Stacy Mason, Sumish Parikh, Kathy Repholz, and Jeff Greenman were present. Bill Gronow and Laura Dzielski were absent. Mr. Greenman confirmed that a quorum was present.

City Planner Elizabeth Maxwell was present from staff.

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

2026-195 – 501 PINGREE ROAD – IVY HALL DISPENSARY – SPECIAL USE PERMIT AMENDMENT

Amendment to the Special Use Permit for a Cannabis Dispensary to allow drive-through operations.

Lisa Waggoner, attorney representing Ivy Hall, and Brianna Draksler, regional director, requested an amendment to the existing Special Use Permit to allow drive-through use at the Ivy Hall cannabis dispensary. Ms. Waggoner explained that the special use permit approved in 2021 prohibited drive-through use because it was not permitted under state law at the time. Ms. Waggoner stated that subsequent state legislation authorized dispensary drive-though facilities and requested removal of the existing prohibition.

Ms. Draksler described the location as a high-volume store serving recreational and medical customers. She stated that drive-through service would provide an additional convenient option, particularly for customers with mobility challenges or serious illnesses.

Ms. Draksler explained that the parking lot had recently been restriped and that the drive-through window was located on the south side of the building. The window would remain secure, and Ivy Hall would update the window and operating area to meet state requirements. Ms. Draksler stated that drive-through service would not begin until the required state inspection had occurred.

Ms. Waggoner stated that the findings supporting the original special use permit remained applicable and that the business would continue to comply with state requirements and cooperate with the City on necessary improvements.

Mr. Greenman asked the petitioners to explain how the drive-through process would work compared with customers entering the dispensary. In response, Ms. Draksler explained that customers would place orders in advance. Staff would verify identification and eligibility at the window, retrieve the order from a locked cabinet in a restricted-access area, review the order with the customer, take payment, complete the dispensing process, and provide a receipt. Orders would be prepared before customers arrive at the window, and the transactions were expected to take only a few minutes. Customers arriving without a pre-placed order would be directed to obtain assistance.

Mr. Greenman opened the public comment portion of the hearing. With no one wanting to speak, the public comment portion was closed. Mr. Greenman turned to staff to present the staff report.

Ms. Maxwell stated that the findings supporting the original special use permit had not materially changed. Ms. Maxwell recommended that the existing ordinance conditions remain in effect, except as modified by the requested amendment.

Ms. Mason asked whether approval would establish a general rule allowing drive-through service at other dispensaries. Ms. Maxwell explained that the existing prohibition was specific to this location's original ordinance and that another dispensary would need to be considered under its own applicable approvals. Ms. Mason also asked the petitioner to provide an estimation of customer traffic based on what has been presently observed. Ms. Draksler explained that an estimated 52% of orders are submitted online with transactions taking a maximum of 5-7 minutes per customer. Ms. Draksler stated that within a given 20-30 minutes, that 50 transactions could be made.

Ms. Repholz asked why drive-through services had previously been prohibited. Ms. Waggoner explained that restrictions were established to allow for the development of specific rules, particularly regarding security concerns. Ms. Repholz asked whether the business had experienced any disturbances or police activity. Ms. Draksler stated that there had been no major incidents that placed anyone's safety at risk. Ms. Repholz asked whether the business could refuse service to an individual who appeared intoxicated, like a bar refusing to serve an intoxicated customer. Ms. Draksler explained that each budtender receives training regarding employees and businesses potential liability when serving individuals who appear to be under the influence.

Mr. Parikh asked questions about how identification would be verified and how staff would ensure that products were dispensed only to eligible customers. Ms. Draksler explained that identification must be checked and scanned as required by state law. She stated that staff could not dispense an order if the required identification could not be verified.

Mr. Parikh raised concerns about situations in which a person might attempt to pick up an order on behalf of someone else, including a minor or another person in the vehicle. Ms. Draksler explained that staff would verify the purchaser's identity as well as the identities of every person in the vehicle. Ms. Draksler also described the exception for registered medical caregivers whose authorization is documented.

Mr. Parikh asked whether additional security measures would be implemented for the drive-through window. Ms. Draksler stated that the window would be secured and that shatter-resistant glass and locking measures were being considered. She added that the company would comply with the applicable state requirements, maintain camera visibility, and complete the required inspection before opening the drive

through. Ms. Draksler also indicated that the company would consider additional security measures, such as a gate, if required.

Mr. Parikh asked whether the drive-through would operate 24 hours a day or follow the dispensary's regular business hours. Ms. Draksler confirmed that the drive-through would operate during the existing business hours and that the business did not intend to change its hours.

Mr. Parikh asked whether the parking lot had been restriped to accommodate the drive-though and whether the vehicle queue could be managed without interfering with parking or circulation. Ms. Draksler explained the potential use of curbside pickup as an alternative if a customer arrived without placing an order in advance. Ms. Draksler explained that curbside pickup would require additional staff coordination and that the business did not plan to operate curbside pickup and drive-through simultaneously.

Mr. Parikh asked about the anticipated volume of drive-through customers, given that the location was the company's busiest store. Ms. Draksler reported that approximately $780,000 in monthly recreational sales and an average transaction of approximately $65. Ms. Draksler also described additional medical sales and stated that it was difficult to predict how many customers would use the drive through. She estimated that the anticipated share of drive-through customers would remain below 25% of the customer base. Mr. Parikh expressed concern that demand could increase during inclement weather or other busy periods and asked how the business would prevent the queue from becoming unmanageable. Ms. Draksler responded that the store had a large parking lot and that additional parking spaces could be designated for overflow if the drive-through line became too long. She explained that many orders were placed in advance, allowing staff to prepare them before customers arrived.

Mr. Parikh discussed the potential impact of a busy drive-through on the surrounding street and asked Ms. Maxwell whether additional measures could be taken if traffic backed up beyond the property Ms. Maxwell responded that the City could address traffic and safety concerns under existing requirements and that the Engineering Division could become involved if vehicle queues affected the public street.

Mr. Greeman emphasized that traffic and operational concerns were worth discussing because this was a new use at a busy location. Mr. Greenman encouraged the petitioner to continue evaluating the operation as it developed. Mr. Greenman then asked staff whether the approval should limit the business to either drive-through service or curbside pickup rather than allow both methods to operate simultaneously. He explained that limiting the available pickup methods could provide an additional safeguard if the business's operations or management changed in the future. Ms. Maxwell discussed whether a restriction on curbside pickup would be necessary, noting that customers using designated parking spaces would still be subject to identification checks and applicable state regulations. The discussion considered whether the City had a sufficient basis to prohibit curbside service if the state allowed it and the operation could be conducted safely.

Ms. Draksler explained that curbside pickup would be labor-intensive and would require staff to verify identification, retrieve orders, process payment, and complete dispensing procedures while maintaining camera visibility. Ms. Draksler also explained that any curbside pickup locations would be limited to designated areas visible to cameras and would not be available throughout the entire parking lot.

Ms. Camacho thanked the petitioner for explaining the business's procedures. Ms. Camacho then asked whether security personnel would remain on site and whether security would be provided inside or outside of the building. Ms. Draksler explained that security staff monitor cameras and conduct an exterior walk-around every hour to check the surrounding area. Ms. Camacho then asked whether the business accepts cash only. Ms. Draksler stated they accept both cash and debit card.

In closing, Ms. Waggoner stated that the application complied with applicable requirements and that the were agreeable with the recommended conditions in the staff report.

Ms. Repholz made a motion to approve the Special Use Permit Amendment request as presented, with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
    A. Application (Ivy Hall Dispensary, received 09/15/26)

2. All conditions from Ordinance 7746 shall remain applicable unless modified by this request.

Ms. Camacho seconded the motion. On roll call, Members Mason, Repholz, Parikh, Camacho and Greenman voted yes. The motion passed unanimously 5-0.

ADJOURNMENT

Mr. Mason made a motion to adjourn the meeting. Ms. Camacho seconded the motion. On voice vote, all members voted aye. The meeting was adjourned at 8:05 p.m.

ORDINANCE NO. 7746
FILE NO. 440

CITY OF CRYSTAL LAKE

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND VARIATION FOR A CANNABIS DISPENSARY (501 Pingree Road)

WHEREAS, PGSS, LLC (the "***Current Owner***") is the record owner of the real property commonly known as 501 Pingree Road, Crystal Lake, Illinois 60014, PIN: 19-04-476-016, and legally described in Exhibit A attached hereto and made a part hereof (the "***Subject Property***"); and

WHEREAS, Americanna Dream, LLC is the contract purchaser of the Subject Property; and

WHEREAS, Americanna Dream, LLC and CL Dispensary LLC (collectively, the "***Applicant***") have applied to the City of Crystal Lake (the "***City***") for zoning relief to establish a recreational cannabis dispensary (the "***Proposed Use***") upon the Subject Property, and the Current Owner has authorized such application; and

WHEREAS, the Subject Property is located in the City's B-2 zoning district under the Unified Development Ordinance (the "***UDO***"), which authorizes Cannabis Dispensaries as a special use; and

WHEREAS, the Subject Property is currently zoned as B-2 PUD; and

WHEREAS, in particular, the Applicant seeks: (i) a special use permit for the Proposed Use as a cannabis dispensary as authorized under Table 650-2-300 in Section 650-2-200 of the City's Unified Development Ordinance, as well as modifications to the previously approved Final

PUD Plan for the Subject Property consistent with the Proposed Use and the Plans (as hereinafter defined) (the "***SUP Relief***"); and (ii) a variation from the buffer required by 2-400-76(a)(v) for the Proposed Use (the "***Variation Relief***")(collectively, the SUP Relief and the Variation Relief are herein referred to as the "***Requested Relief***"); and

WHEREAS, pursuant to notice duly published and given, the City's Planning and Zoning Commission (the "***PZC***") conducted a public hearing regarding the Requested Relief for the Proposed Use on the Subject Property; and

WHEREAS, during the public hearing, the Applicant offered oral testimony regarding the plans for the development and use of the Proposed Use (as application and narrative filed by Applicant and as depicted on the plans submitted by Application which are collectively attached hereto as Exhibit B-1 and shall hereinafter be referred to as the "***Building and Site Plans***"), noting that the Proposed Use will occupy the building of a former Culver's Restaurant located on the Subject Property, but without drive-through operations; and

WHEREAS, during the public hearing, the Applicant testified that the former Culver's Restaurant ceased operations in 2018 and has remained vacant since that time; and

WHEREAS, during the public hearing, the Applicant further testified regarding the operations and security to be provided in connection with the Proposed Use, which operational plan is summarized in the "***Operational Plan***" attached hereto as Exhibit B-2, and which security plan is summarized in the "***Security Plan***" attached hereto as Exhibit B-3 (collectively, the Building and Site Plans, Operational Plan, and Security Plan are hereafter referred to as the "***Plans***"); and

WHEREAS, the Applicant further testified that the Proposed Use will be licensed by the State of Illinois as provided in the Cannabis Regulation and Tax Act, 410 ILCS 705/1 *et seq.* (the "***Act***"), and regulations promulgated pursuant to the Act; and

WHEREAS, following the close of the public hearing, the PZC found that, subject to the terms and conditions of this Ordinance, the Proposed Use:

a. is desirable, at the proposed location, to provide a service or facility that will further the public convenience and general welfare;

b. will not be detrimental to area property values;

c. will comply with the zoning districts regulations;

d. will not negatively impact traffic circulation;

e. will not negatively impact public utilities or municipal service delivery systems;

f. will not negatively impact the environment or be unsightly;

g. will, to the extent practicable, preserve existing mature vegetation, and provide landscaping and architecture, which is aesthetically pleasing, compatible or complementary to surrounding properties and acceptable by community standard;

h. will meet requirements of all regulating governmental agencies;

i. will be subject to and required to conform to the conditions of this Ordinance; and

j. will be subject to and required to conform to the specific regulations for Cannabis Dispensaries under the UDO and City Code,

and based on such findings recommended approval of the SUP Relief; and

WHEREAS, following the close of the public hearing, the PZC also declined to recommend the Variation Relief; and

WHEREAS, the City Council, having considered the recommendations of the PZC and having further considered the Plans for the Proposed Use and other pertinent matters relating to the Requested Relief, accepted the findings of the PZC regarding the SUP Relief and made the

following additional findings regarding the Variation Relief in the context of, and subject to, the terms and conditions this Ordinance:

a. The Subject Property is surrounded by other properties zoned in the B-2 zoning district under the UDO;

b. The property lying northwest of, but not adjacent to the Subject Property is zoned in the City's M Manufacturing district under the UDO (the "***580 Tracy Parcel***");

c. The City's 2030 Comprehensive Land Use Plan identifies the Subject Property, the 580 Tracy Parcel and the properties surrounding the Subject Property as intended for commercial land uses;

d. The 580 Tracy Parcel is currently developed with a religious establishment;

e. Under the UDO, Cannabis Dispensaries are to maintain a 500-foot buffer between such dispensary and the nearest property line of a religious establishment;

f. The Subject Property is located approximately 350 feet from the 580 Tracy Parcel;

g. The building on the 580 Tracy Parcel is setback far from Tracy Trail, and as a result the building housing the religious establishment is located 697 feet from the building that would serve the Proposed Use;

h. Due to the pre-existing conditions and the general appropriateness of having Cannabis Dispensaries near other B-2 or more intensely zoned properties, the plight of the Applicant is due to unique circumstances;

i. Granting the Variation Relief will not alter the essential character of the locality;

j. The conditions upon which the Variation Relief is based would not be applicable generally to other property within the same zoning classification;

k. The difficulty or hardship underlying the Variation Relief has not been created by any person presently having interest in the Subject Property;

l. Granting of the Variation Relief will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the Subject Property is located;

m. The Variation Relief will not impair an adequate supply of light or air to adjacent property, will not unreasonably diminish or impair the property values of adjacent property, will not unreasonably increase congestion in the public streets, substantially increase the danger of fire or otherwise endanger public safety;

and therefore further find and determine that, subject to the terms and conditions of this Ordinance, the Variation Relief satisfies the standards and conditions for approval under the UDO; and

WHEREAS, pursuant to the terms of the UDO and the City's home rule authority; the Mayor and City Council, having considered all the relevant facts and circumstances relating to the Requested Relief, the evidence and testimony presented, the findings and recommendations of the PZC, and the other relevant evidence and information available, have determined that it is in the best interests of the City and its residents to grant the Requested Relief, subject to the terms and conditions of this Ordinance;

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

SECTION 1: Incorporation of Recitals. The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

SECTION 2: Granting of SUP Relief. Subject to the limitations and the conditions set forth in Section 4 of this Ordinance, the City Council hereby grants the SUP Relief pursuant to the Plans, and, to the extent that the Final PUD plans for the Subject Property differ from the Plans, the Final PUD plans are hereby amended, and the Plans shall control.

SECTION 3: Granting of Variation Relief. Subject to the limitations and the conditions set forth in Section 4 of this Ordinance, the City Council hereby grants the Variation Relief pursuant to the Plans.

SECTION 4: Conditions on Approval. The Requested Relief granted pursuant to this Ordinance

shall be, and is hereby, conditioned upon and limited by the following conditions, the violation of any of which shall be deemed a violation of the UDO. Further, any violation of the terms of the following conditions or any other provision of this Ordinance shall authorize the City Council, without further public notice or hearing, to terminate the approvals granted in this Ordinance by adopting an ordinance terminating such approvals:

A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Subject Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Subject Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.

B. Compliance with Plans; City Approval. The Proposed Use shall be located, installed, operated, and maintained in substantial conformity with the Plans attached to this Ordinance as Exhibits B-1, B-2, and B-3.

C. Compliance with Laws. Except as otherwise expressly provided in this Ordinance, the UDO and City Code and all other applicable ordinances and regulations of the City shall continue to apply to the Proposed Use and the Subject Property. The development and use of the Subject Property shall be in compliance with all laws and regulations of all other state and local governments and agencies having jurisdiction.

D. No On-Site Consumption. No consumption of cannabis or products that include cannabis (including cannabis-infused products) may be consumed on the Subject Property. The Applicant shall be required to patrol the Subject Property to ensure compliance with this provision.

E. Staffing; Coordination with Police Department. The Proposed Use shall limit the number of patrons within the "sales floor" portion of the building on the Subject Property to no more than the number of the Applicant's staff available on-site. In addition, the Applicant or Applicant's agents shall meet semi-annually with the Crystal Lake Police Department to review the Security Plan, which plan may be modified or supplemented by written order of the Police Chief in conjunction with such semi-annual meeting provided that such written orders are not inconsistent with or more restrictive than the Act and its attendant regulations.

F. On-Site Landscaping. Unless otherwise authorized in writing by the Director of Community Development of the City, prior to the commencement of operations of the Proposed Use, the Applicant shall cause any dead or missing landscaping

materials on the Subject Property (as set forth in the Final PUD Plan) to be replaced and to add additional landscaping along Pingree Road pursuant to a plan to be developed by Applicant and subject to the approval of the Director of Community Development.

G. No Drive-Through Operations. Unless otherwise approved by an ordinance of the City Council, no drive-through operations shall be permitted on the Subject Property.

H. Modification of the Plans; Interpretation. Except as otherwise provided in this Ordinance, no material modification to the Plans shall be permitted unless expressly approved by an ordinance of the City Council. To the extent that any provision of this Ordinance conflicts with the Plans, the City's Director of Community Development shall have the authority to determine which conflicting provisions shall apply so as to protect the health, safety, and welfare of the City and its residents most effectively.

I. Fees and Costs. The Applicant shall reimburse the City for all of its costs (including engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, or implementation of this Ordinance up to a maximum amount of $7,500.00. Any amount not paid within 60 days after delivery of a demand in writing for such payment shall, along with the interest and costs of collection, become a lien upon the Subject Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

SECTION 5: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall be of no force or effect unless and until the Applicant has caused a duly authorized person to execute and thereafter file with the City its unconditional agreement and consent, in the form attached hereto as Exhibit C, and by this reference incorporated herein and made a part hereof; provided further that, if the Applicant does not so file the unconditional agreement and consent within 30 days following the passage of this Ordinance, the City Council may, in its discretion and without public notice or hearing, repeal this Ordinance and thereby revoke all approvals granted in this Ordinance. Upon this Ordinance having full force and effect, the City Clerk shall cause it to be recorded in the Office of the McHenry County, Illinois Recorder of Deeds. Upon Applicant's cessation of the Proposed Use on the Subject Property, the City shall,

upon request from the then title holder, provide a release of the obligations under this Ordinance within 30 days of such request.

PASSED THIS 19th DAY OF October, 2021.

AYES: 7

NAYS: 0

ABSTAIN: 0

ABSENT: 0

APPROVED at Crystal Lake, Illinois, this 19th day of October, 2021.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

EXHIBIT C

Unconditional Agreement and Consent

Pursuant to Section 5 of Crystal Lake Ordinance No. _____ and to induce the City of Crystal Lake to grant the approvals provided for in such Ordinance, the undersigneds acknowledge for the Applicant and its respective successors and assigns in title to the Subject Property that Applicant:

1. Has read and understands all of the terms and provisions of said Ordinance No. _____;

2. hereby unconditionally agrees to accept, consent to, and abide by all of the terms, conditions, restrictions, and provisions of Ordinance No. _____ and any amendments thereto; the UDO; and all other applicable codes, ordinances, rules, and regulations;

3. acknowledges and agrees that the City is not and shall not be, in any way, liable for any damages or injuries that may be sustained as a result of the City's issuance of any approvals or permits for the use of the Subject Property, and that the City's issuance of any approval or permit does not, and shall not, in any way, be deemed to insure the Applicant against damage or injury of any kind and at any time;

4. acknowledges that all public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any revocation on the grounds of any procedural infirmity or any denial of any procedural right;

5. agrees to and does hereby hold harmless and indemnify the City, the City's corporate authorities, and all City elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of these parties in connection with the Subject Property or any City action respecting the Proposed Use of the Subject Property or the Requested Relief, including without limitation the adoption of this Ordinance or granting the approvals to the Applicant pursuant to the Ordinance (or claims relating to any ordinance or code provision pursuant to which the Requested Relief is otherwise authorized), except as may arise from the City's gross negligence or willful misconduct, and provided that the City shall assert its available immunities in connection with such claims. In the event that the City elects to retain separate counsel in defense of any such claims, the Applicant hereby agrees to reimburse the City for its attorneys' fees and costs incurred in connection of such defense of claims; and

6. represents and acknowledges that the persons signing this Unconditional Agreement and Consent are duly authorized to do so on behalf of the Applicant.

Americanna Dream, LLC

BY_____
ITS_____

CL Dispensary LLC

BY_____
ITS_____

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Parking Restrictions - No Parking Anytime on the north side of Hill Drive from Catherine Court to Sunset Terrace, the south side of Hill Drive from Walkup Avenue to Catherine Court, the south side of Catherine Court from Hill Drive to Sunset Terrace, and the west side of Sunset Terrace from Catherine Court to Hill Drive

Staff Recommendation: Motion to adopt an Ordinance for no parking on the north side of Hill Drive from Catherine Court to Sunset Terrace, the south side of Hill Drive from Walkup Avenue to Catherine Court, the south side of Catherine Court from Hill Drive to Sunset Terrace, and the west side of Sunset Terrace from Catherine Court to Hill Drive

Staff Contact: Matt Farmer, Director of Public Works & Engineering

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Background:
On March 4, 2025, the City Council passed a no parking restriction from 7:00 a.m. to 2:00 p.m. on school days on Hill Drive from Walkup Avenue to Sunset Terrace, Catherine Court from Hill Drive to Sunset Terrace and Sunset Terrace from Catherine Court to Hill Drive. While the new parking restrictions have helped alleviate issues during school days, a nearby resident has requested that a full-time no-parking restriction be added in the neighborhood.



Central High School holds various events throughout the year, such as wrestling and cheerleading tournaments, which create parking congestion and hinder emergency vehicle access. Staff asked the resident to obtain signatures from at least 51% of area residents supporting the proposed change before moving it forward. The resident collected signatures from 57% of households in favor of the no-parking restriction.

It is recommended to change the parking restrictions to no parking anytime on the north side of Hill Drive from Catherine Court to Sunset Terrace, the south side of Hill Drive from Walkup Avenue to Catherine Court, the south side of Catherine Court from Hill Drive to Sunset Terrace and the west side of Sunset Terrace from Catherine Court to Hill Drive. The potential does exist of moving the parking problem to adjacent streets, so City staff will continue to monitor adjacent streets.

Votes Required to Pass:
Simple majority

ORDINANCE

WHEREAS, Hill Drive from Walkup Avenue to Sunset Terrace, Catherine Court from Hill Drive to Sunset Terrace and Sunset Terrace from Catherine Court to Hill Drive 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 anytime on the north side of Hill Drive from Catherine Court to Sunset Terrace, the south side of Hill Drive from Walkup Avenue to Catherine Court, the south side of Catherine Court from Hill Drive to Sunset Terrace and the west side of Sunset Terrace from Catherine Court to Hill Drive

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

SECTION I: That it shall be unlawful to park any vehicle on the north side of Hill Drive from Catherine Court to Sunset Terrace anytime.

SECTION II: That it shall be unlawful to park any vehicle on the south side of Hill Drive from Catherine Court to Sunset Terrace from 7:00 a.m. to 2:00 p.m. on School Days.

SECTION III: That it shall be unlawful to park any vehicle on the south side of Hill Drive from Walkup Avenue to Catherine Court anytime.

SECTION IV: That it shall be unlawful to park any vehicle on the north side of Hill Drive from Walkup Avenue to Catherine Court from 7:00 a.m. to 2:00 p.m. on School Days.

SECTION V: That it shall be unlawful to park any vehicle on the south side of Catherine Court from Hill Drive to Sunset Terrace anytime.

SECTION VI: That it shall be unlawful to park any vehicle on the north side of Catherine Court from Hill Drive to Sunset Terrace from 7:00 a.m. to 2:00 p.m. on School Days.

SECTION VII: That it shall be unlawful to park any vehicle on the west side of Sunset Terrace from Catherine Court to Hill Drive anytime.

SECTION VIII: That it shall be unlawful to park any vehicle on the east side of Sunset Terrace from Catherine Court to Hill Drive from 7:00 a.m. to 2:00 p.m. on School Days.

SECTION IV: 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 X: That suitable signs and markers shall be erected.

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

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

DATED this 17th day of November, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

SEAL
ATTEST

By:_____
Haig Haleblian, MAYOR

_____
Nick Hammonds, CITY CLERK

PASSED: November 17, 2026

APPROVED: November 17, 2026

Draft

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Amending City Code Section 295-14 Landmark Designation Procedure

HPC Recommendation: To approve the Historic Preservation Commission (HPC) recommendation and adopt an Ordinance amending Section 295-14 of the City Code of Ordinances of the City of Crystal Lake

City Council Discretion: Approve the various changes to the City Code

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

Background:

The Historic Preservation Commission is looking for ways to make landmarking property easier and remove outdated practices. Owner notification of landmarking is and will continue to be required.

Summary of the Changes

- Adding a requirement for a signed application.
- Removing requirement for certified mailing.
- Removing application fee.
- Changing the ordinance so that the Historic Preservation Commission will undertake the public notification requirements.

Request:

The amendments to the City Code include the following:

295-14 Designation Procedure
A. Landmark

(2)

(f) An indication of ~~whether or not~~whether the owner(s) consent(s) to the proposed designation.

(i) The signature of the party submitting the application as well as a statement indicating whether the owner has provided their consent to the proposed designation. ~~A filing fee of $25 shall accompany the application~~.

(3) Within 60 days after ~~filing of~~filing the application for landmark designation, the Commission shall hold a public hearing on the question of proposed landmark designation.

(4)

(b) Notice of the public hearing shall be published at least once not less than 15 days nor more than 30 days prior to the date of the hearing in a newspaper of general circulation in the area.

(c) The ~~applicant~~ Historic Preservation Commission shall, no later than 15 days in advance of the public hearing, post on the site or structure being considered for designation as a landmark a sign no smaller than ~~four~~ three (3) square feet, subject to the consent of the property owner. Said sign shall state that the site or structure is being considered for designation as a landmark, and shall bear the information required to be contained in published notices.

(d) The ~~applicant~~ Historic Preservation Commission shall also give written notice, 15 days in advance of the public hearing, to the persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate Tax Collector, of all tax parcels, whether tax exempt or not, lying immediately adjacent to the site or structure proposed for landmark designation. The ~~applicant~~ Historic Preservation Commission shall also give written notice to the property owner of the subject property. The written notices shall be sent via first class ~~certified~~ mail.

(f) The representative from the Historic Preservation Commission that completes the legal notification requirements shall complete and return a signed affidavit to City staff as part of the application packet of the legal notification publication, sign posting and legal notice mailing.

Change lettering f and g to g and h

(7) The ~~applicant(s) submitting the application for landmark designation~~Historic Preservation Commission shall bear all costs and pay all fees required in connection with said application. All fees shall be set by ordinance enacted by the City Council.

HPC Highlights:

- Staff summarized the various changes. The changes were based on discussions that were held at the Historic Preservation Commission meetings to make landmarking an easier and cost-free process for property owners.

Following the discussion, the HPC recommended **approval (6-0)** of the proposed changes as presented.

Votes Required to Pass: A simple majority vote.

Ord. No.
File. No.

AN ORDINANCE AMENDING
SECTION 295-14: LANDMARK DESIGNATION OF THE
CODE OF ORDINANCES OF THE CITY OF CRYSTAL LAKE, ILLINOIS

WHEREAS, pursuant to its home rule powers, the Illinois Municipal Code, and other applicable authority, the City is authorized to regulate historic preservation activities within the City and does so pursuant to the City's Historic Preservation Ordinance, set forth as Section 295 of the Crystal Lake City Code; and

WHEREAS, pursuant to the terms of a Petition (File #PLN-2026-199) before the Historic Preservation Commission, City staff proposed several Text Amendments for review to Section 295-14 of the Code of Ordinances of the City of Crystal Lake (the "City Code"); and

WHEREAS, on October 5, 2026, the Historic Preservation Commission reviewed the proposed text amendments and heard comments from members of the public who were present at the public meeting on that date and provided its recommendations to the Mayor and City Council of the City of Crystal Lake that the proposed amendments to the City Code be approved as stated in the minutes from the meeting; and

WHEREAS, the Mayor and City Council, having considered such recommendation from the Historic Preservation Commission, have found and determined that adopting amendments to Section 295-14 of the City Code as set forth in this Ordinance will be in the best interests of the City and its residents.

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

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

SECTION II: That the following provisions of Section 295-14 be amended as follows: [amendments are depicted in **Bold** and **underlined** and deletions are depicted as ~~strikethroughs~~]

295-14 Designation Procedure
A. Landmark

(2)

Draft

(f) An indication of ~~whether or not~~ **whether** the owners(s) consents (s) to the proposed designation~~.~~

~~(i) A filing fee of $25 shall accompany the application.~~ **The signature of the party submitting the application as well as a statement indicating whether the owner has provided their consent to the proposed designation.**

(3) Within 60 days after ~~filing of~~ **filing** the application for landmark designation, the Commission shall hold a public hearing on the question of proposed landmark designation.

(4)

(b) Notice of the public hearing shall be published at least once not less than 15 days nor more than 30 days prior to the date of the hearing **in a newspaper of general circulation in the area**.

(c) The ~~applicant~~ **Historic Preservation Commission** shall, no later than 15 days in advance of the public hearing, post on the site or structure being considered for designation as a landmark a sign no smaller than ~~four~~ three (3) square feet, subject to the consent of the property owner. Said sign shall state that the site or structure is being considered for designation as a landmark, and shall bear the information required to be contained in published notices.

(d) The ~~applicant~~ **Historic Preservation Commission** shall also give written notice, 15 days in advance of the public hearing, to the persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate Tax Collector, of all tax parcels, whether tax exempt or not, lying immediately adjacent to the site or structure proposed for landmark designation. The ~~applicant~~ **Historic Preservation Commission** shall also give written notice to the property owner of the subject property. The written notices shall be sent **via first class** ~~certified~~ mail.

(f) The representative from the Historic Preservation Commission that completes the legal notification requirements shall complete and return a signed affidavit to City staff as part of the application packet of the legal notification publication, sign posting and legal notice mailing.

[*Note – added a new item as letter "f" so that will change the following letters to "g" and "h"*]

(7) The ~~applicant(s) submitting the application for landmark designation~~ **Historic Preservation Commission** shall bear all costs and pay all fees required in connection with said application. All fees shall be set by ordinance enacted by the City Council.

SECTION III: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION IV: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the approval of the text amendment in accordance with the provisions of this Ordinance, as provided by law.

Draft

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

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

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: November 17, 2026
APPROVED: November 17, 2026

Draft

#2026-199
UDO Text Amendment – Various
Project Review for Planning and Zoning Commission

Meeting Date:	October 5, 2026
Request:	Amending Section 295 of the City Code
Staff Contact:	Elizabeth Maxwell, City Planner

Background:
The following revisions and additions are recommended based on recent discussions with the Historic Preservation Commission, City Council and city staff's observances of common sections that need attention

Summary of the Changes

- Adding a requirement for a signed application.
- Removing requirement for certified mailing.
- Removing application fee.

.

§ 295-14 **Designation procedure.**
A. Landmark application.

(1) Any person or group of persons or association, or the Commission on its own initiative, may request landmark designation for any site or structure which is located within the corporate limits of the City and which may have historic significance as set forth in the criteria for evaluation. No such person, group of persons or association, nor the Commission, shall be required to obtain the consent of the owner of the site or structure prior to filing the application for landmark designation, nor shall the owner's consent be required as a condition of designation itself.

(2) Applications shall be filed at the Crystal Lake Community Development Department on a form provided by the Commission. Persons wishing guidance or advice prior to completing an application may contact the staff of the Crystal Lake Planning and Economic Development Division. The form shall contain the following items:
[Amended 6-3-2014 by Ord. No. 7036]

(a) The name and address, as shown on the Tax Assessor's rolls, of the owner(s) of the property or properties proposed for designation.

(b) Party or parties proposing designation.

(c) The legal description and common street address of the property or properties proposed for designation.

(d) A map delineating the boundaries and location of the property or properties proposed for designation.

(e) A written statement describing the area and property or properties and setting forth reasons in support of the proposed designation.

(f) An indication of ~~whether or not~~whether the owner(s) consent(s) to the proposed designation.

(g) A list of significant exterior architectural features and/or objects that should be protected.

(h) Photographs of the site, structure, or area.

(i) A signed application by owner noting consent of application, or by petitioner on behalf of the request~~filing fee of $25 shall accompany the application~~.
[Amended 11-19-1996 by Ord. No. 3972; 6-16-1998 by Ord. No. 5065]

(3) Within 60 days after ~~filing of~~filing the application for landmark designation, the Commission shall hold a public hearing on the question of proposed landmark designation.

(4) Public hearing.

(a) Prior to the public hearing on the application for landmark designation, the Community Development Department shall conduct a study of the site or structure proposed for landmark designation and make a report containing preliminary findings on the historic, architectural and aesthetic significance of the site or structure.
[Amended 6-3-2014 by Ord. No. 7036]

(b) Notice of the public hearing shall be published at least once not less than 15 days nor more than 30 days prior to the date of the hearing in a newspaper of general circulation in the area.

(c) The applicant shall, no later than 15 days in advance of the public hearing, post on the site or structure being considered for designation as a landmark a sign no smaller than ~~four~~ three (3) square feet, subject to the consent of the property owner. Said sign shall state that the site or structure is being considered for designation as a landmark, and shall bear the information required to be contained in published notices.

(d) The applicant shall also give written notice, 15 days in advance of the public hearing, to the persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate Tax Collector, of all tax parcels, whether tax exempt or not, lying immediately adjacent to the site or structure proposed for landmark designation. The applicant shall also give written notice to the property owner of the subject property. The written notices shall be sent via first class ~~certified~~ mail.

(e) All published notices shall contain the number assigned to the application, the place, the nature, the purpose, and the date and time of such hearing, and the common address or location of the site or structure in question, the name and address of the applicant and of the owner of the site or structure, and the office address of the City where full information, including a legal description, may be obtained concerning the application.

(f) The public hearing shall be conducted by the Commission and a record of such proceedings shall be preserved in such a manner as the Commission shall, by rule, prescribe from time to time. The applicant shall produce at the time of the public hearing such information as the Commission may require, including but not limited to the following:

[1] All information required with the application.
[2] A visual presentation of the significant site or structures on the subject property, together with information as to the age, condition, and use of each.
[3] Proposals for preservation and enhancement of the property proposed for designation.

(g) The applicant and the owner(s) of the subject property shall be entitled to speak at the public hearing, and the Commission may accept comments from all other interested parties. The Commission shall review and evaluate the application according to the applicable standards (criteria) set forth in § **295-13**. A record of the proceedings shall be made and retained as public record.

(5) The Commission shall make written findings of fact and shall submit same, together with its recommendations, to the City Council within 60 days of receipt by the Commission of the application for landmark designation. However, if the Historic Preservation Commission finds at the time that the application merits further consideration, the Commission may table the request until its next regularly scheduled meeting in order to allow sufficient time for consideration.

(6) Within 60 days of the filing of the findings of fact by the Commission, the City Council shall grant or deny the application for landmark designation. A simple majority vote by the Crystal Lake City Council is necessary for approval of the designation. If the City Council approves the application for designation, a notice will be sent to the property owner(s), City Clerk's office and recorded with the County Recorder of Deeds. If the City Council denies the petition, no application for landmark designation of the same site or structure shall be made within 90 days of the date of final action on the original application.

(7) The applicant(s) submitting the application for landmark designation shall bear all costs and pay all fees required in connection with said application. All fees shall be set by ordinance enacted by the City Council.

B. Buildings designated as landmarks or Historic Districts shall be subject to issuance of certificates of appropriateness. A certificate of appropriateness shall be required for alteration, construction, removal, or demolition of a proposed landmark from the date that the application is filed until the final disposition of the request.

MINUTES
Historic Preservation Commission
October 5, 2026
City Hall, 100 W. Woodstock Street, Crystal Lake, IL

1) Call to Order
A. Freund called the meeting to order at 4:33 p.m.

2) Roll Call/Attendance
The following Commission members were present: Zach Benkert, Ana Freund, Bob Kosin, Amanda Marshall, Madison Sommerfield and Bob Wyman. City Planner, Elizabeth Maxwell was present for staff.

The Commission welcomed Amanda to the Commission.

7) Historic Preservation Ordinance Text Amendments
The Commission reviewed the proposed language of the text amendments to Section 295-14 of the City Code. The amendments removed the application fee, the certified mailing and reduced the sign size. The Commission also recommended that the language be changed that the Commission is responsible for the mailing, posting, and newspaper printing of the legal notice. A, Freund made a motion to approve the changes. Z. Benkert seconded the motion. On voice vote all members voted aye. Motion passed 6-0.

11) Adjournment
A. Freund made a motion to adjourn the meeting. Z. Benkert seconded the motion. On voice vote all members voted aye. Motion passed and the meeting ended at 5:53 p.m.

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Ordinance waiving the formal procurement requirements under City Code Section 102-3 and authorization to purchase Ubiquiti UniFi network equipment for the Citywide Network Refresh

Staff Recommendation: Motion to adopt an Ordinance waiving competitive bidding requirements under City Code Section 102-3 and authorizing the City Manager to proceed with the sole-source purchase of Ubiquiti UniFi network equipment, support plans, and related items for the Citywide Network Refresh in an amount not to exceed $105,000, allowing for a 10% contingency for unforeseen expenses

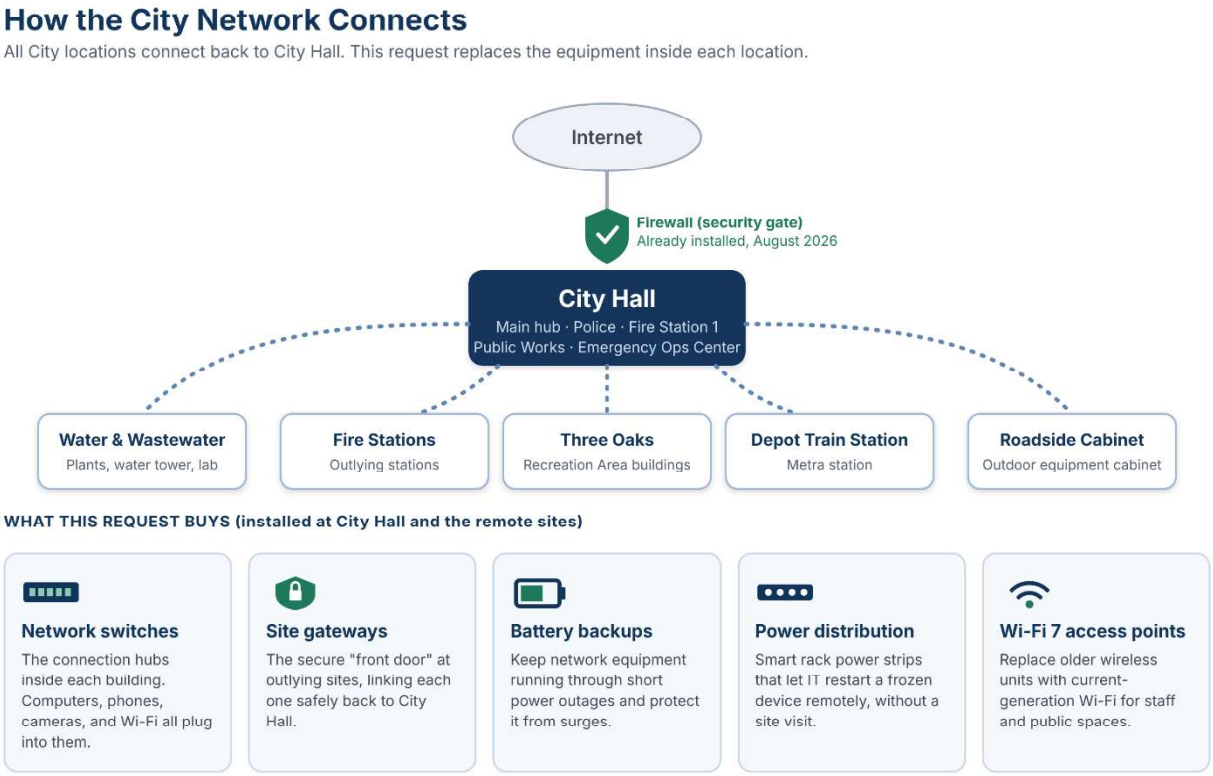
Staff Contact: Daniel Davis, Director of Information Technology

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Background:

The City's network has grown organically over many years, resulting in equipment from at least seven manufacturers across 19 sites (City Hall, Water & Wastewater facilities, Three Oaks Recreation Area, fire stations, Depot Train Station, and a roadside cabinet). Much of the equipment is out of support/warranty, no longer receives critical security updates, lacks configuration backups, and creates single points of failure. The Information Technology Department has developed a City-wide Network Refresh Plan to replace this mixed environment with a single, standardized Ubiquiti UniFi platform under one management console.

The core firewall portion of the refresh is already complete: an EF-Core high-availability pair has carried City Hall traffic since August 27, 2026. This Ordinance authorizes the remaining equipment—switches, gateways, UPS units, PDUs, and Wi-Fi 7 access points—needed to complete the program. Every individual site design was approved by the IT Director between September 18 and October 19, 2026. The full program is documented in the City-wide Network Refresh Plan and Network Refresh Order Summary dated October 19, 2026.



The total one-time program cost is $99,208, funded from the Fiscal Year (FY) 2026 Capital budget line item for Network Equipment Replacement ($200,000). Of this amount, approximately $81,209 is for proprietary Ubiquiti equipment, UI Care, and Enhanced Cyber Security plans purchased directly from the manufacturer. The balance DACs/optics, patch cables, and various other install hardware.

Sole-Source Justification:

Staff recommends a sole-source purchase of the Ubiquiti UniFi equipment directly from the manufacturer for the following reasons:

- Compatibility and operational continuity: The City has already standardized on Ubiquiti UniFi (decision July 2026) and has an EF-Core pair in production. Continuing with the same manufacturer is required for single-console management, Site Magic SD-WAN, Shadow Mode high availability, and unified visibility and configuration backups. Introducing other brands would recreate the fragmented multi-vendor environment the program is designed to eliminate.
- Warranty advantage of direct purchase: Buying direct provides a two-year warranty that begins when the City receives the equipment. Purchases through resellers carry only a one-year warranty that begins when Ubiquiti ships to the reseller, so inventory that has sat on a shelf arrives with reduced coverage.
- Manufacturer pre-sales support: For projects exceeding $50,000, Ubiquiti provides direct design and pre-sales assistance through experts.ui.com.
- Single accountable vendor: Ordering, account ownership, and warranty claims all run through Ubiquiti.

- Cost reasonableness: The full UniFi path (switches, gateways, UPS, and Wi-Fi) is approximately $99,200. An earlier Palo Alto firewall-only alternative was estimated at $125,000–$130,000 and would have left the switches and access points unchanged.

Competitive bidding is not practical or in the City's best interest because compatibility with the existing UniFi deployment, the specific feature set required for the approved designs, and the warranty and support advantages of direct purchase make Ubiquiti the sole economically feasible and operationally preferred source for the proprietary equipment.

Recommendation:

Staff recommends that the City Council waive the competitive bidding requirements of City Code Section 102-3 and authorize the City Manager to proceed with the sole-source purchase of Ubiquiti UniFi network equipment, UI Care, and Enhanced Cyber Security plans directly from the manufacturer, together with the remaining program items (sold-out hardware, cables, and install materials), for a total program expenditure not to exceed $105,000. Sufficient funds are available in the FY 2026 Capital budget.

Votes Required to Pass:

Two-thirds majority vote of Council members holding office (4 affirmative votes, excluding Mayor).

Ord. No.
File No.

The City of Crystal Lake, Illinois

ORDINANCE APPROVING THE WAIVER OF COMPETITIVE BIDDING FOR UBIQUITI NETWORK EQUIPMENT AND RELATED ITEMS FOR THE CITYWIDE NETWORK REFRESH

WHEREAS, the City of Crystal Lake Information Technology Department has developed a Citywide Network Refresh Proposal to replace aging, multi-vendor network equipment across 19 sites with a single standardized Ubiquiti UniFi platform; and

WHEREAS, the program includes switches, gateways, UPS units, PDUs, and Wi-Fi 7 access points, with a total one-time cost of $99,208; and

WHEREAS, funds are available in the FY2026 Capital Budget line item 110-05-1710-57040–CAPITAL – OPERATING EQUIPMENT – Network Equipment Replacement; and

WHEREAS, the City has already deployed an EF-Core high-availability firewall pair and has selected Ubiquiti UniFi as the end-to-end platform for operational consistency, single-console management, high availability, and reduced long-term support complexity; and

WHEREAS, purchasing the proprietary UniFi equipment and support plans directly from the manufacturer provides a two-year warranty beginning upon City receipt, manufacturer pre-sales design support for projects exceeding $50,000, and a single point of accountability for ordering and warranty claims; and

WHEREAS, competitive bidding is not practical or in the City's best interest because compatibility with the existing UniFi deployment, the specific feature set required by the approved designs, and the warranty and support advantages of direct purchase make Ubiquiti the sole economically feasible and operationally preferred source; and

WHEREAS, the City Council finds that waiving competitive bidding requirements for this sole-source purchase is in the best interest of the City;

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

Draft

SECTION ONE. Recitals. The foregoing recitals are repeated and incorporated as though fully set forth herein.

SECTION TWO. Waiver of Competitive Bidding Requirements of Section 102-3 and Authorization to Proceed with Purchase. The City Manager is authorized to proceed with the sole-source purchase of Ubiquiti UniFi network equipment, UI Care, and Enhanced Cyber Security plans directly from the manufacturer, together with the remaining program items (sold-out hardware, DACs, optics, patch cables, and install hardware) as described in the Citywide Network Refresh Proposal and Network Refresh Order Summary dated October 19, 2026, in a total amount of $105,000, without the necessity of seeking competitive bids.

SECTION THREE. Authorization to Execute Change Orders. The City Manager is authorized to execute change orders for up to 10% of the contract amount.

SECTION FOUR. Effective Date This Ordinance shall be in full force and effect from and after is passage, approval and publication in pamphlet form in the manner provided by law.

DATED this 17th day of November, 2026.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
Haig Haleblian, MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: November 17, 2026
APPROVED: November 17, 2026

Draft

Crystal Lake

CITY OF CRYSTAL LAKE · INFORMATION TECHNOLOGY

Citywide Network Refresh Proposal

Prepared by City of Crystal Lake IT · Covers 20 sites, the Server Room and the citywide Wi-Fi batch · Prices from store.ui.com, surcharge included

Summary

The City's network runs on equipment nobody planned as a whole. It grew one closet at a time, from at least seven brands, much of it unmanaged and without a common configuration standard. This proposal replaces it with one platform under one console, built to one set of standards, at every site.

The firewall half of the work is already done: a core firewall pair has carried the City Hall since August, and routing has moved off the legacy City Hall core. This proposal is the other half — the switches, gateways, power and Wi-Fi in every closet. Each site was designed and approved individually. This document puts them together as one program, with one cost and one rollout order.

SITES	SWITCHES	WI-FI 7 APS	ONE-TIME COST
20	72 → 49	26	$99,208
City Hall (6), water (7), parks (3), fire (2), Metra, Bicycle Tunnel	Retired and replaced, all managed from one console	Bought as one citywide batch	Everything, including cables and install hardware

What this asks for: authorization to place the full order: the Ubiquiti cart ($81,651), the remaining hardware and parts ($14,565), with the City Hall UPS units already on order ($3,434). Recurring costs are new circuits at FS3 and FS4, 5G service at the Bicycle Tunnel, and the yearly gateway security subscription (section 7).

1. Why replace it

Each site assessment found the same problems. Taken together, they are the case for the program:

Mixed, aging gear	72 switches from seven makers, most of them small-business units chained by hand. The City Hall core is a single chassis whose uplink modules cap every closet at 1 Gbps.
No common management	The estate spans several vendor consoles, each with its own firmware track and its own licensing. There is no single view of port state, PoE draw or device health.
Gateways at end of life	Nine gateway and router appliances sit in front of the water sites, fire stations and remote locations. All are at or near end of support, and each is its own console, with its own firmware and its own renewal.
Power	22 power devices from at least five makers, several of them unmanaged. Battery health and runtime are not visible to IT.
Single points of failure	One gateway at each fire station and water site. A gateway failure there takes the site offline until someone drives out with a spare.

2. What the City gets

72 switches, 7+ brands

49

One make, one console, every port visible

9 mixed gateways and routers

10 gateways

UniFi, with HA pairs at the critical sites

22 mixed UPS units

25 managed

Battery and load reported to the console

1G to every closet

10G

Once the new aggregation cores replace the legacy core

The 25 UniFi UPS units are 18 in this order and 7 from the Paragon order (Q5289303), which also holds one spare. The 10 gateways are 8× UDM-Pro-Max (four HA pairs), one UCG-Max and one UCG-Industrial, on top of the core firewall pair already in service.

3. Program standards

Every closet follows the same rules. A technician who knows one closet knows them all. These are the decisions behind the individual site designs, written down once.

One platform	Ubiquiti UniFi end to end: firewalls, gateways, switches, UPS, PDUs and Wi-Fi. Chosen over a firewall-only alternative that would have left every switch and AP as it was.
Core and routing	The core firewall HA pair does all routing. Switches stay Layer 2. Two ECS-Aggregation cores replace the legacy City Hall core, joined as an MC-LAG pair, so every closet uplinks to both and no single core can fail the building. The internet circuits and the segregated networks land on two dual-supply ECS-24-PoE switches, one per ISP with no link between them, each with a leg to both core firewalls. One switch failing costs one ISP and its networks, never both. Both core firewalls and both of these switches take their second power supply from a UPS on a separate wall circuit, so the internet edge survives the loss of either circuit.
Standard edge switch	USW-Pro-Max-48-PoE, or the 24-port model where one switch serves the site. 720 W PoE, 2.5G PoE++ ports for Wi-Fi 7, 10G SFP+ uplinks. Adjacent switches link by short DAC cables.
Remote sites	Site Magic SD-WAN, hub and spoke, back to the core firewall pair. The two fire stations move to new internet circuits. Two process-control gateways stay standalone, off the City network.
High availability	Fire stations and critical water sites get UDM-Pro-Max pairs in Shadow Mode. Each pair has its own small WAN switch, so a WAN mistake cannot leak into production or process-control VLANs.
Isolation by VLAN	Networks that must never reach the City network become VLAN-only, with no gateway: public-safety radio programming, a tenant circuit handoff, and payment terminals. Process control gets its own switches. Each

	isolated network is excluded from every trunk and tested before cutover.
Power	UniFi UPS in every closet, managed from the console. The Pro model where outlets need to be power-cycled remotely; a USP-PDU-Pro where the UPS has too few outlets. Dual-supply servers take one cord from each source. Cords are standardized on NEMA 5-15 (the standard North American 3-prong plug) wherever a device allows it.
Patching and color	0.5–1 ft clear-boot Cat6a, so every port traces to its panel by eye. Port color comes from Etherlighting, set by VLAN in software, so it never goes stale. Trunks carry a physical label.
Names	A fixed site-plus-type-plus-number scheme. HA members are 01 and 02, never “primary” and “standby”.
Support	UI Care (five-year advance replacement) and Enhanced Cyber Security on every gateway.

4. Site by site

Each site has its own full design, rack elevations and measurements on file. Costs are the equipment for that site at current prices. Wi-Fi, support plans, cables and install hardware are program-wide lines in section 6.

Site names below are generalized for external review. The letters and numbers do not correspond to the City’s own site numbering.

SITE	WHAT CHANGES	EQUIPMENT
CITY HALL		
Server Room	Two ECS-Aggregation cores replace the legacy core pair. Eight Pro Max 48s and two ECS-24-PoE (WAN and HA fan-out, one per ISP) replace 16 switches across five racks. Network consolidates into one rack; another is removed. A UPS 2U Pro on a second circuit carries the second supply of both core firewalls and both WAN/HA switches.	$26,498
Telco Closet	Six Pro Max 48s and a 24 replace 10 switches. A process-control firewall becomes a UDM-Pro-Max HA pair with its own dedicated switch.	$14,396

SITE	WHAT CHANGES	EQUIPMENT
Fire Department	Nine switching devices become three Pro Max 48s. Public-safety radio programming moves to an isolated VLAN.	$4,938
Water Pod	Four devices become two Pro Max 48s. The camera VLAN arrives on a trunk.	$3,162
EOC	Nine switches across two racks become one Pro Max 48. A tenant circuit moves to an isolated VLAN.	$2,076
2nd Floor Attic	**New IDF, added at Dan's request 2026-11-02.** The roof camera cables and the McCormick Water Tower link off the City Hall roof home-run here, with nothing to terminate on today. **Two** 8-port PoE++ switches — one for City, one for Water — so the water tower link and the roof cameras never share a switch. Plus a 2U UPS, a 12U wall cabinet and a Ubiquiti 24-port keystone patch panel for the home-runs (10 connections assumed). Couplers, cords, AC adapters and a shelf are in the program-wide install lines. Uplink paths to the Server Room not yet confirmed — two switches may need two.	$1,081
WATER		
Coventry Lab (WWTP2)	Two Pro Max 24s (production and process control); dual-fed servers on a UPS Pro and a surge-fed PDU.	$2,890
WWTP3	Two Pro Max 24s (process control and production, not linked). The end-of-life firewall retires; process control moves to the UniFi gateway.	$2,667
Coventry House (WWTP2)	Two Pro Max 24s, one UPS and a PDU replace the switches and both tower UPS units.	$2,367
McCormick Water Tower	End-of-life firewall becomes a UDM-Pro-Max HA pair, standalone, with its own process-control switch.	$2,054
WTP3, WTP4 and WTP5	Each unmanaged switch becomes a Pro Max 24 with a UniFi UPS Tower.	$3,165
FIRE STATIONS		
Fire Station 3	Warm site. Moves to dual WAN on new circuits; UDM-Pro-Max HA pair; one rack instead of two.	$4,259

SITE	WHAT CHANGES	EQUIPMENT
Fire Station 4	Moves to a new circuit; UDM-Pro-Max HA pair; one Pro Max 48.	$3,577
PARKS AND OTHER SITES		
3 Oaks — Managers Office	Two Pro Max 48s, two UPS units and PDUs. The existing gateway moves into a 2-post mount.	$4,383
3 Oaks — Boat House	Three switches become one Pro Max 48 (room for cameras). Payment terminals on an isolated VLAN.	$1,731
3 Oaks — Gate House	Three switches become one Pro Max 24. Payment terminals on the same isolated VLAN.	$1,180
Metra Station	One Pro Max 48, a UPS and a PDU replace the camera switch and an aging UPS.	$2,038
Bicycle Tunnel	LTE router and an unmanaged switch become a UCG-Industrial, USW-Industrial and 5G Max Outdoor.	$1,669
All sites, equipment		**$84,131**

Site figures come from the Rack Builder at store prices, with the Paragon quote price for the UPS units already ordered. A few differ by a few dollars from the individual site designs because store prices moved. **The attic row is the exception:** it has no site design yet, and was priced by hand from store prices on 2026-11-02.

5. Rollout

The order of work follows what each site depends on. It is a sequence, not a calendar — dates depend on delivery.

1. **Already done:** the core firewall cutover, the remote-site handoff onto it, and the first routing wave.
2. **Routing:** the remaining waves move every main-campus VLAN gateway off the legacy core. Each wave keeps the same gateway address, so no client changes.
3. **Order:** the in-stock cart once this proposal is authorized. Sold-out items are ordered as they restock or through a second vendor.

4. **Server Room first:** the new cores have to be in before the City Hall closets, because every closet uplinks to them. Until each closet cuts over, its fiber rides a spare 10G port.
5. **Campus closets:** one closet per window, each a single cutover.
6. **Paired process-control sites:** the two standalone gateways are IPsec peers, so one goes first and the other follows.
7. **Remote sites:** water, parks, transit and the underpass site, grouped by trip. The fire stations cut over when their new circuits are in.
8. **Close out:** every new device into monitoring, configurations backed up, documentation updated, old gear retired.

6. Cost

LINE	BASIS	AMOUNT
Site equipment, 20 sites	Section 4	$84,130.87
Wi-Fi 7 batch: 17× U7-Pro, 9× U7-Pro-Max	Replaces the existing APs citywide; one order	$6,299.00
UI Care and Enhanced Cyber Security, 10 gateways	UI Care $1,100 one-time; CyberSecure $990 first year	$2,090.00
DACs and optics	Counted per site; uncosted optics estimated	$1,110.00
Patch cables: 1,840 short, 213 at 3 ft, 98 at 6 ft	Clear-boot Cat6a, counted from the drawings plus 25%	$2,064.29
Install hardware and small parts	Power cords, keystone jacks and couplers, UPS rails, shelves, cage nuts, label tape, hook-and-loop, fiber jumpers, brackets	$3,214.00
Spare UPS 2U	On the Paragon order (Q5289303); five ordered, four placed	$300.14
Program total, one-time		**$99,208.30**

7. Recurring costs

ITEM	BASIS	ESTIMATE
New circuits, two fire stations	One dual WAN, one single; not yet quoted. Offset in part by leaving an existing shared circuit	$750–$1,200 / mo
Remote underpass 5G service	One SIM data plan	$40–$75 / mo
Enhanced Cyber Security	$99 per gateway per year (confirm at checkout)	$990 / yr

Retiring the end-of-life firewalls also ends their support and subscription renewals.

8. Open questions for the vendor

These are the technical points still to confirm before cutover, and the reason this document is being shared.

QUESTION	WHAT WE DO IF THE ANSWER IS NO
Is Shadow Mode supported with a **static WAN address** on the UDM-Pro-Max?	Each pair runs as one gateway plus an on-site cold spare. No hardware is wasted.
Does a **site-to-site IPsec tunnel survive a Shadow Mode failover** between two standalone gateway pairs?	Same fallback as above, for the two affected sites.
Will existing third-party **SFP modules** be accepted where fiber type allows?	New optics are already carried in the estimate.
Lead times on the items currently showing sold out — UPS units, the high-density PDU and the industrial switch.	Those items gate only their own sites; the rest of the rollout proceeds.

9. Outside this proposal

Two remaining closets	Not yet designed; each needs a site survey first.

Server Room rack PDUs	That room is fed at 208 V. Rack PDUs move to a separate power project.
Circuits	The fire station circuits are a separate carrier order, and both station cutovers wait on them.

Network addressing, internal hostnames, device-level security detail and monitoring tool names are deliberately left out of this document, because a board packet is a public record. The companion Order Summary carries the line-item detail and the vendor quote references.

Crystal Lake

CITY OF CRYSTAL LAKE · INFORMATION TECHNOLOGY

Network Refresh Order Summary

Prepared by City of Crystal Lake IT · Prices from store.ui.com, surcharge included · Revised 2026-11-02 to add the City Hall attic IDF

Summary

This covers every expenditure for the approved sites and the citywide Wi-Fi AP batch. Everything the Ubiquiti store has in stock is in a cart, ready to check out. The rest of the hardware, the DACs and optics, the patch cables, and an allowance for small parts are listed below.

UBIQUITI CART	STILL TO ORDER	ALREADY ORDERED	PROGRAM TOTAL
$81,209	$14,565	$3,434	$99,208
In stock, ready to check out	Hardware, interconnects, cables, install parts	Paragon Q5289303 (City Hall UPS)	One-time cost. Recurring costs in section 6

WHERE THE MONEY GOES	SOURCE	AMOUNT
1. Ubiquiti store cart (hardware, UI Care, CyberSecure)	store.ui.com	$81,209.00
2. Hardware not in the cart (sold out, other vendors)	Paragon, Ubiquiti, others	$8,176.57
3. DACs and optics	store.ui.com	$1,110.00
3. Patch cables: short, 3 ft and 6 ft, with 25% extra	Amazon	$2,064.29
4. Install hardware: power cords, keystone jacks, UPS rails, shelves, cage nuts, tape, hook-and-loop, fiber jumpers, brackets	Various (estimate)	$3,214.00

WHERE THE MONEY GOES	SOURCE	AMOUNT
5. City Hall closet UPS units	Paragon Q5289303 (ordered)	$3,434.44
Program total, one-time		**$99,208.30**

1. Ubiquiti store cart

Unit prices include Ubiquiti's checkout surcharge. UI Care (5-year advance replacement) and Enhanced Cyber Security are on every firewall and gateway, and on nothing else.

ITEM	SKU	QTY	UNIT	EXTENDED
Switch Pro Max 48 PoE	`USW-Pro-Max-48-PoE`	26	$1,431	$37,206
Switch Pro Max 24 PoE	`USW-Pro-Max-24-PoE`	11	$880	$9,680
Switch Flex 2.5G 8 PoE (City Hall attic: one City, one Water)	`USW-Flex-2.5G-8-PoE`	2	$219	$438
Switch Pro Max 16 PoE	`USW-Pro-Max-16-PoE`	2	$439	$878
Switch Lite 8 PoE (WAN switches)	`USW-Lite-8-PoE`	4	$120	$480
Enterprise Campus 24 PoE (Server Room WAN + HA fan-out, one per ISP)	`ECS-24-PoE`	2	$2,753	$5,506
Enterprise Campus Aggregation (Server Room)	`ECS-Aggregation`	2	$4,406	$8,812
Dream Machine Pro Max (four HA pairs)	`UDM-Pro-Max`	8	$660	$5,280
Cloud Gateway Max (3 Oaks — Managers Office)	`UCG-Max`	1	$307	$307
Cloud Gateway Industrial (Bicycle Tunnel)	`UCG-Industrial`	1	$638	$638
UniFi 5G Max Outdoor (Bicycle Tunnel)	`U5G-Max-Outdoor`	1	$439	$439
UPS Tower (WTP3/4/5, McCormick Water Tower)	`UPS-Tower-US`	4	$175	$700

ITEM	SKU	QTY	UNIT	EXTENDED
Power Distribution Pro	`USP-PDU-Pro`	8	$307	$2,456
Access Point U7 Pro (citywide batch)	`U7-Pro`	17	$208	$3,536
Access Point U7 Pro Max (citywide batch)	`U7-Pro-Max`	9	$307	$2,763
Hardware				**$79,119**
UI Care, Dream Machine Pro Max	`UI Care`	8	$119	$952
UI Care, Cloud Gateway Max	`UI Care`	1	$39	$39
UI Care, Cloud Gateway Industrial	`UI Care`	1	$109	$109
Enhanced Cyber Security, all 10 gateways	`CyberSecure`	10	$99	$990
Cart total (119 items)				**$81,209**

The UCG-Industrial ships with a free table stand. Shipping and tax are shown only at checkout.

2. Hardware not in the cart

These are in the approved site designs but could not go in the Ubiquiti cart, because they are either sold out or supplied by another vendor.

ITEM	QTY	WHERE	WHY NOT IN CART	EST. COST
UPS 2U `UPS-2U-US`	9	WWTP3 (2), 3 Oaks — Managers Office (2), Metra Station, 3 Oaks — Gate House, 3 Oaks — Boat House, Coventry House (WWTP2), Fire Station 4	Sold out	$2,701.26

ITEM	QTY	WHERE	WHY NOT IN CART	EST. COST
UPS 2U Pro `UPS-2U-Pro-US`	4	Fire Station 3 (2), Coventry Lab (WWTP2), Server Room second circuit (B-feed for both core firewalls and both WAN/HA switches)	Sold out	$2,578.32
Power Distribution Hi-Density `USP-PDU-HD`	1	City Hall — Telco Closet	Sold out	$1,100.00
Switch Industrial `USW-Industrial`	1	Bicycle Tunnel	Sold out	$499.00
24-port keystone patch panel `UACC-Rack-Panel-Patch-Blank-24`	4	Server Room (3), City Hall 2nd Floor Attic (1, new)	Sold out	$116.00
12U Rack Cabinet, 450 mm `UACC-Rack-12U-Wall-450-G`	1	City Hall 2nd Floor Attic (new)	Sold out 10/20, no restock date	$307.00
UPS 2U `UPS-2U-US`	1	City Hall 2nd Floor Attic (new)	Sold out	$307.00
Ubiquiti items, sold out today				**$7,608.58**
Rackmount.IT RM-UB-T4 kit (rack mount for the Lite 8 WAN switch)	3	City Hall — Telco Closet, Fire Station 3, Fire Station 4	Other vendor	$297.00
Tripp Lite Isobar 12-outlet surge suppressor	1	Coventry Lab (WWTP2)	Other vendor	$178.00
Tripp Lite Isobar 6-outlet surge strip	1	Bicycle Tunnel	Other vendor	$92.99
Hardware not in the cart				**$8,176.57**

The 13 UPS units on the Paragon Micro quote are priced at Paragon rates, since Paragon filled the City Hall UPS order when Ubiquiti and CDW could not. At Ubiquiti store prices those 13 would cost $5,755, which is $475 more. **Worth asking Paragon for a second quote covering the attic cabinet and UPS as well.** The Isobar 12 price is Markertek's; ask for a government quote at order. The UCG-Max enclosure at 3 Oaks is printed in-house at no cost.

⚠ **The attic depends on two sold-out items** — the wall cabinet has had no restock date since 10/20. The switch is in stock and can be ordered now.

3. DACs, optics and patch cables

Counts come from each site design. Where a design left optics uncosted because the fiber type is unknown, a 1G pair is priced at $25, which covers single-mode as well as multi-mode. Those lines are marked as estimates. Existing modules that UniFi accepts can move across, which would lower this total.

SITE	INTERCONNECTS	EST. COST
City Hall — Server Room	2× QSFP28 DAC 0.5 m, 6× SFP+ DAC 1 m, 4× SFP+ DAC 3 m, 2× SFP+ AOC 10 m, 8× SFP+ AOC 5 m, 3× 1G MM SFP, 3× 10G MM SFP+	$729.00
City Hall — Telco Closet	3× SFP+ DAC 0.5 m (within pairs); 3× SFP+ DAC 1 m between pairs *(estimate)*; 1G optic pair for the uplink, type to confirm *(estimate)*	$109.00
City Hall — Fire Department	SFP+ DAC 0.5 m, SFP+ DAC 1 m, 1G MM optic pair	$45.00
City Hall — Water Pod	SFP+ DAC 0.5 m, 1G MM optic pair	$30.00
3 Oaks — Managers Office	SFP+ DAC 0.5 m; 4–6 1G optics for the outbuilding fibers, 3 pairs *(estimate)*	$88.00
3 Oaks — Boat House	3 fibers on SFP+, 2 optic pairs *(estimate)*	$50.00
3 Oaks — Gate House	2 fibers on SFP+, 1 optic pair *(estimate)*	$25.00

SITE	INTERCONNECTS	EST. COST
Coventry House (WWTP2)	1G MM optic pair for the Lab fiber	$17.00
Coventry Lab (WWTP2)	1G MM optic pair, in case the existing modules are refused	$17.00
All remaining sites	*Copper only; none needed*	$0.00
DACs and optics		**$1,110.00**

SITE	SHORT 0.5–1 FT	3 FT	6 FT
City Hall — Server Room	432	54	39
City Hall — Telco Closet	312	11	18
City Hall — Fire Department	144	7	0
City Hall — Water Pod	96	2	0
City Hall — EOC	48	1	2
3 Oaks — Managers Office	96	12	4
3 Oaks — Boat House	48	1	0
3 Oaks — Gate House	24	2	0
Metra Station	48	11	0
WWTP3	48	7	0
Coventry House (WWTP2)	24	4	7

SITE	SHORT 0.5–1 FT	3 FT	6 FT
Coventry Lab (WWTP2)	48	8	0
Fire Station 3	48	23	2
Fire Station 4	48	11	0
McCormick Water Tower	0	6	6
WTP3, WTP4 and WTP5	0	6	0
Bicycle Tunnel	8	4	0
City Hall 2nd Floor Attic	10	0	0
Counted from the drawings	**1,482**	**170**	**78**
Plus 25% on every site	**1,853**	**213**	**98**
Order	**39 × 48-pack @ $34.99**	**22 × 10-pack @ $19.99**	**10 × 10-pack @ $25.99**

Short cords are one per switch port where a site has patch panels. Longer cords are one per networked device that does not sit next to a switch; servers count three (two NICs and a management port) and each HA pair counts seven (WAN, LAN, handoff, management and sync). Amazon clear-boot Cat6a, decided 2026-09-18, about $0.73 a cable against $3.54 for Etherlighting. Short 39 × $34.99 = $1,364.61; 3 ft 22 × $19.99 = $439.78; 6 ft 10 × $25.99 = $259.90. **Patch cables total $2,064.29.**

⚠ **The attic assumes 10 connections** on a 24-port panel, pending the survey. The 10 short cords do not change the order: 39 × 48-pack is 1,872 against 1,853 needed. Its uplink to the Server Room is still untraced and no optic or DAC is costed.

4. Install hardware and small parts

These items are not in any site design, but the install needs them. Every line is an estimate. Not included because IT already has them: cable testers, fiber test and cleaning gear, and the label printers. Blanking panels are not planned. Power standard: every device that can take one gets a NEMA 5-15 (standard North American 3-prong) cord.

ITEM	BASIS	EST. COST
10 ft power cords, NEMA 5-15P to C13	One per new device with an IEC inlet: 42 switches, 6 supplies on the 3 Enterprise Campus units, 8 UDM-Pro-Max, plus spares. About 70 at $8 (16 AWG or heavier). Confirm the USP-PDU-Pro outlet type before ordering	$560.00
Cat6a keystone jacks	The three blank 24-port keystone panels arrive empty. 72 at about $5; match shielded or unshielded to the cable	$360.00
Cat6a keystone couplers, attic	For the new attic patch panel, which also ships blank. 10 at about $5, one per assumed connection. Couplers rather than punchdown jacks, since the home-run cables are expected to arrive terminated — confirm on the survey	$50.00
Rails or center-mount shelf for UPS 2U Pro	630 mm deep and heavy; ears alone will not hold it on a 2-post. 6 at about $80, unless rails ship in the box	$480.00
Vented 1U shelves	Modems, gateways, ONTs and NAS units drawn on shelves at the remote and water sites, plus one in the City Hall attic cabinet — the Flex switches are not rack-mount units. 9 at about $40	$360.00
AC power adapters, attic switches	The Flex 2.5G ships without one. 2 at about $25. Not needed if the uplink feeds them over PoE, which depends on the untraced uplink path — carried as an estimate until that is known	$50.00
Cage nuts and rack screws	About 90 new rack-mount devices × 4, plus spares. 4 × 100 M6 cage nut and screw kits ($100), 4 × 100 12-24 screws for threaded 2-post rails ($60), one insertion tool ($15)	$175.00
Label tape	Flexible-ID tape for cable flags and standard tape for panels and devices. 8 cartridges at about $28	$224.00

ITEM	BASIS	EST. COST
Hook-and-loop cable ties	No zip ties on Cat6a. 6 rolls of 75 ft at about $20	$120.00
1U brush panels	Only where cords pass front to back. 3 at about $30	$90.00
Lacing bars	Rear of the wall cabinets. 8 at about $10	$80.00
Console cables, USB-C and RJ45	UniFi gear plus a spare for the legacy core. 2 at about $20	$40.00
DIN rail and mounting kit	The UCG-Industrial and USW-Industrial mount on DIN rail	$25.00
LC–LC duplex fiber jumpers	New optics, and the Server Room fiber panel move. About 20 at $10	$200.00
2-post conversion brackets, 1U	The two ECS-Aggregation cores in a 2-post rack. Listed in the proposal, not priced	$240.00
Spare power adapter, USW-Lite-8-PoE	One per WAN switch at the four HA sites	$100.00
Outdoor-rated cable and glands	Run to the 5G Max Outdoor	$60.00
Install hardware and small parts		**$3,214.00**

Interleaved patching (panel, switch, panel, switch) with 0.5–1 ft cords replaces the old 2U horizontal managers, so none are bought. Vertical finger managers on the 2-post racks would tidy the 3 ft and 6 ft runs; they are not in this total.

5. Already ordered

COVERS	STATUS	AMOUNT
City Hall closet UPS units: 5× UPS-2U ($300.14) and 3× UPS-2U Pro ($644.58), used by Water Pod, Telco (3 standard + 1 Pro), Fire and EOC. Leaves one standard unit spare.	Paragon Micro Q5289303 — ordered	$3,434.44

6. Recurring costs

These are not part of the one-time total. They are estimates until quotes are in.

ITEM	BASIS	ESTIMATE
New circuits, two fire stations	Both stations move off a shared circuit. One is dual WAN (two circuits); the other takes one. About $250–$400 a month each. The carrier supplies the handoff	$750–$1,200 / mo
Remote underpass 5G service	One SIM data plan for the U5G Max	$40–$75 / mo
Enhanced Cyber Security renewal	The $99 per gateway is a yearly subscription (confirm at checkout). UI Care is a one-time 5-year plan	$990 / yr

7. Open questions for the vendor

Every site goes ahead now. The questions below are being worked during the rollout rather than before the order. Each line says what changes if an answer comes back no.

ITEM	QUESTION	IF THE ANSWER IS NO
8× UDM-Pro-Max (four HA pairs)	Is Shadow Mode supported with a static WAN address, and does a site-to-site IPsec tunnel survive a failover between two standalone pairs?	Each pair runs as one gateway plus an on-site cold spare. No hardware is wasted
Sold-out items	Lead times on the UPS units, the high-density PDU and the industrial switch	Those items gate only their own sites. The rest of the order proceeds
Existing SFP modules	Will third-party modules be accepted where fiber type allows?	New optics are already carried in the estimate
Two fire stations	Circuits quoted and ordered (carrier, not vendor)	Gear sits until the circuits land. The order does not change

ITEM	QUESTION	IF THE ANSWER IS NO
One City Hall closet	Wall-plate count, 15–30	Above 48 live plates, add one USW-Pro-Max-24-PoE (+$880)
One City Hall closet	Live port and PoE reading	More than 144 live ports would add a fourth switch (+$1,431)
One 3 Oaks site	Fiber trace	The fiber type sets which optics to buy (already in the estimate)
City Hall 2nd Floor Attic	**Survey the space.** Uplink paths to the Server Room — **two switches may need two runs**, or one trunk carrying both VLANs; copper or fiber unknown either way. Also how the home-run cables terminate, the split of the 10 connections between City and Water, and mounting for a 12U cabinet carrying a 14 kg UPS	Cabling, an optic pair and a patch panel are not yet in any total. The switch, cabinet and UPS are

8. Not in this order

Server Room rack PDUs	Moved out of the refresh and into a separate room power project.
Two remaining closets	No design yet. Both need a site survey first.
Shipping and tax	Shown only at checkout. Paragon includes FedEx Ground at no charge.

Network addressing, internal hostnames and device-level security detail are deliberately left out of this document, because a board packet is a public record. Lines marked estimate are educated guesses.

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Resolution & Supplemental Resolution – Three Oaks Road at Lutter Drive/Sands Road Intersection Improvement

Staff Recommendation:

1. Motion to adopt a Resolution to authorize a change order for the Engineering Services for the Three Oaks Road at Lutter Drive/Sands Road Intersection Improvement beyond the previously authorized 10 percent contingency

2. Motion to adopt a Supplemental Resolution appropriating an additional $46,765.00 in MFT funds for Construction Engineering Services for the Three Oaks Road at Lutter Drive/Sands Road Intersection Improvement

Staff Contact: Matt Farmer, Director of Public Works & Engineering

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Discussion:

On February 20, 2024, the City Council adopted Resolution 24R-14, awarding a contract for Construction Engineering Services for the Three Oaks Road at Lutter Drive/Sands Road Intersection Improvement Project to Baxter & Woodman, Inc. The contract was awarded for a total amount of $231,793.00 and authorized the City Manager to approve change orders up to 10 percent of the contract amount, a maximum of $23,179.30. As the project progressed, additional construction engineering services were required, resulting in costs that exceeded the authorized contingency amount by $46,765.00. This additional cost covers construction engineering inspection and support services necessary to successfully complete the project.

The additional expense is the result of numerous and extensive project delays that were outside the City's control. The project was originally bid by the Illinois Department of Transportation (IDOT) in Spring 2024, with the expectation that construction would be completed within the same year. However, IDOT did not award the contract to Curran Contracting until the fall of 2024, with construction starting in early 2025. This delay immediately impacted the project schedule and resulted in higher billing rates for Baxter & Woodman due to the passage of time between proposal preparation and project commencement.

During the spring 2025 utility coordination, it was found that not all utilities had been relocated. This required coordination and plan review by Baxter and Woodman prior to construction starting. Once construction began in July of 2025, it was discovered that a previously relocated ComEd utility line had not been relocated to the correct location. As a result, the project was shut down for several months while ComEd designed and completed an additional utility relocation. During this shutdown period, Baxter & Woodman was required to provide inspection and coordination services, including

attendance at field meetings and investigations with ComEd to ensure the relocation was completed correctly. In addition, the roadway remained under temporary traffic control, requiring weekly inspection of traffic control devices and erosion-control measures, despite the suspension of active roadway construction.

Due to the ComEd delays, as well as numerous short-term delays associated with utility locating services provided by US Infrastructure Company (USIC), the project reached only approximately 50 percent completion during the 2025 construction season. As a result, Baxter & Woodman was required to design and implement a winter shutdown staging plan to safely carry the project into the 2026 construction season. This work required additional design and inspection services beyond the original scope of work.

In preparation for the 2026 construction season, two additional utility conflicts were identified involving AT&T facilities and the location of a ComEd utility pole. Resolving these issues required additional field meetings, coordination efforts, and engineering support from Baxter & Woodman. The utility conflicts also contributed to additional delays at the beginning of the 2026 construction season.

Further delays occurred when IP Atlantic, the electrical subcontractor originally retained by the general contractor to install the traffic signal and associated electrical infrastructure, ceased operations during the winter shutdown period. Electrical equipment procured for the project was subsequently inaccessible due to legal restrictions associated with the subcontractor's closure. Curran Contracting ultimately retained Helm Electric to complete the electrical work; however, several months elapsed before access to the equipment could be obtained, and work could begin. During the period between completion of the roadway improvements and commencement of the electrical work, Baxter & Woodman continued to provide project monitoring and site inspection services.

As a result of these unforeseen circumstances, Baxter & Woodman was required to attend numerous additional utility coordination meetings, provide supplemental survey services to assist utility companies, develop temporary construction staging plans not included in the original contract documents, and perform ongoing weekly monitoring, inspections, and reporting as required by IDOT throughout the duration of the project, including periods when no active construction was taking place. In addition, the cost of these services was originally calculated using billing rates from 2024 because the work was to be completed in 2024. The additional work required due to the delays was paid out using rates in the year completed (2025 and 2026), which compounds the deficit of funds.

Construction activities remain ongoing, with project completion anticipated in December of 2026. Following completion, additional engineering efforts will be required to prepare and process IDOT closeout documentation. Given the extent of the unforeseen delays and additional services required, the Public Works Department recommends approval of the additional funds requested by Baxter & Woodman. Staff believes the consultant has made a good-faith effort to complete the work within the terms of the original agreement and that the circumstances necessitating the additional work were beyond the consultant's control.

In order to fund these additional engineering services using Motor Fuel Tax (MFT) funds, it is necessary to submit a Supplemental Resolution to the Illinois Department of Transportation (IDOT) authorizing the expenditure of an additional $46,765.00.

Recommendation:

It is the recommendation of the Public Works Department that the City Council authorize the $46,765.00 change order beyond the originally authorized 10 percent contingency for the necessary additional engineering services rendered by Baxter and Woodman, Inc. as part of the Three Oaks Road at Lutter Drive/Sands Road Intersection Improvement and that a Supplemental Resolution be authorized for the additional expenditure of $46,765.00 in MFT funds.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has proceeded with the construction of intersection improvements at Three Oaks Road at Lutter Drive/Sands Road; and

WHEREAS, in order to ensure the project is constructed in accordance with applicable federal requirements, a consulting engineering services contract for construction engineering was awarded to Baxter & Woodman, Inc.; and

WHEREAS, due to delays in the construction of the project that were beyond the City's control, the CITY OF CRYSTAL LAKE has incurred additional construction engineering costs of $46,765.00 beyond the originally authorized ten percent contingency for the Construction Engineering Services Contract for the Three Oaks Road at Lutter Drive/Sands Road Intersection Improvement Project;

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 approve a change order for Construction Engineering Services for the Three Oaks Road at Lutter Drive/Sands Road Intersection Improvement Project between the CITY OF CRYSTAL LAKE and Baxter & Woodman, Inc. in the amount of $46,765.00, which exceeds the ten percent contingency previously authorized under Resolution No. 24R-14.

DATED this 17th day of November, 2026.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Haig Haleblian, MAYOR

SEAL
ATTEST:

_____
Nick Hammonds, CITY CLERK

PASSED: November 17, 2026
APPROVED: November 17, 2026

Draft

Illinois Department of Transportation

Resolution for Improvement Under the Illinois Highway Code

Is this project a bondable capital improvement?
☐ Yes ☒ No

Resolution Type	Resolution Number	Section Number
Supplemental		22-00134-00-TL

BE IT RESOLVED, by the Council (Governing Body Type) of the City (Local Public Agency Type)
of Crystal Lake (Name of Local Public Agency) Illinois that the following described street(s)/road(s)/structure be improved under the Illinois Highway Code. Work shall be done by Contract (Contract or Day Labor).

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
Three Oaks Road		FAU 4051	at Lutter Dr/Sand Rd	

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,
1. That the proposed improvement shall consist of
Intersection improvement with new traffic signal and channelization including a new multiuse path.

2. That there is hereby appropriated the sum of forty six thousand six hundred thirteen Dollars ($46,765.00) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

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

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

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

(SEAL, if required by the LPA)

Clerk Signature & Date

Approved

Regional Engineer Signature & Date
Department of Transportation

Draft

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Allocation of State Motor Fuel Tax (MFT) Funds for Fiscal Year 2027

Staff Recommendation: Motion to adopt a Resolution appropriating $1,424,964 in MFT funds

Staff Contact: Matt Farmer, P.E., Director of Public Works and Engineering

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

Road Salt for Snow and Ice Control (Total $599,964.60)
The Public Works Department estimates that it will spend $599,964.60 on road salt in the next fiscal year.

Annual Resurfacing Program (Total $825,000)
A portion of the City's annual resurfacing program will be paid utilizing MFT funds. The total MFT amount for the 2027 resurfacing program is proposed at $825,000.

Total estimated expenditures are $1,424,964. Any funds that are obligated and not spent will be returned to the City's unobligated MFT fund balance. The funds will then be available for future projects.

Votes Required to Pass:
Simple majority

Illinois Department of Transportation

Resolution for Maintenance Under the Illinois Highway Code

District	County	Resolution Number	Resolution Type	Section Number
1	McHenry		Original	27-00000-00-GM

BE IT RESOLVED, by the Council (Governing Body Type) of the City (Local Public Agency Type) of Crystal Lake (Name of Local Public Agency) Illinois that there is hereby appropriated the sum of One million four hundred and twenty four thousand nine hundred and sixty four dollars Dollars ($1,424,964.00)

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

01/01/27 (Beginning Date) to 12/31/27 (Ending Date).

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

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

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

I Nick Hammonds (Name of Clerk) City (Local Public Agency Type) Clerk in and for said City (Local Public Agency Type) of Crystal Lake (Name of Local Public Agency) in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Council (Governing Body Type) of Crystal Lake (Name of Local Public Agency) at a meeting held on 11/17/26 (Date).

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 17th (Day) day of November, 2026 (Month, Year).

(SEAL, if required by the LPA)

Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

Draft

Illinois Department of Transportation

Local Public Agency General Maintenance

Estimate of Maintenance Costs

Submittal Type: Original

District: 1

Estimate of Cost For: Municipality

Local Public Agency	County	Section Number	Maintenance Period Beginning	Ending
Crystal Lake	McHenry	27-00000-00-GM	01/01/27	12/31/27

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
Resurfacing	IV	No	Maintenance	LS	1	$825,000.00	$825,000.00	$825,000.00
Lake County Road Salt	I	No	Salt	Ton	5,770	$103.98	$599,964.60	$599,964.60
							Total Operation Cost	$1,424,964.60

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor				
Local Public Agency Equipment				
Materials/Contracts(Non Bid Items)				
Materials/Deliver & Install/Materials Quotations (Bid Items)	$599,964.60			$599,964.60
Formal Contract (Bid Items)	$825,000.00		$1,161,600.00	$1,986,600.00
Maintenance Total	$1,424,964.60		$1,161,600.00	$2,586,564.60

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering				
Engineering Inspection				
Material Testing				
Advertising				
Bridge Inspection Engineering				
Maintenance Engineering Total				
Total Estimated Maintenance	$1,424,964.60		$1,161,600.00	$2,586,564.60

Remarks

Road salt will be purchased through Lake County MPI bid.

SUBMITTED

Local Public Agency Official Signature & Date

Title

Director of Public Works & Engineering

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

Draft

Estimate of Maintenance Costs

Submittal Type: Original

Local Public Agency	County	Section	Maintenance Period Beginning	Ending
Crystal Lake	McHenry	27-00000-00-GM	01/01/27	12/31/27

IDOT Department Use Only

Received Location	Received Date	Additional Location?
		☐

WMFT Entry By	Entry Date

Draft

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Resolution Amendment – City Landscape and Mowing Maintenance

Staff Recommendation: Motion to amend the Resolution (Res.23R-44) for City Landscape and Mowing Maintenance, removing the 10% contingency limit and authorizing the contract to be paid in the unit pricing for 2026 and 2027

Staff Contact: Matt Farmer, Director of Public Works & Engineering

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Discussion:

On April 4, 2023, the City Council adopted Resolution 23R-44, awarding a contract for City Landscape and Mowing Maintenance for City-owned facilities to Mark 1 Landscape. This contract was awarded following the City's competitive bidding process, which considered unit pricing for various landscape and mowing services at City-maintained properties. The contract provided for four optional years, with the final year ending in April of 2028. The bid results from the March 15, 2023 bid opening are listed below, with a further breakdown attached for reference.

2023 Bid Results

Bidder	2023	2024	2025	2026	2027
Mark 1 Landscape[1]	$254,783.00	$260,150.00	$270,325.00	$278,465.00	$278,465.00
Yellowstone Landscape	$720,336.00	$741,979.00	$764,290.00	No Bid	No Bid

[1] *Indicates lowest responsive and responsible bidder*

The contract was awarded in unit pricing for regularly scheduled landscape maintenance and mowing at various City facilities, including the Municipal Complex, wastewater treatment plants, water treatment plants, and the Three Oaks Recreation Area. The contract also includes a price per square foot for additional properties that the City may need to add to its mowing schedule and an hourly rate for additional dead foliage removal. Mark 1 Landscape provided the lowest per unit pricing.

Resolution 23R-44 established a 10% contingency spending limit for change orders related to the contract. However, several factors have created an immediate need to authorize work beyond this previously approved limit. These factors include a longer 2026 growing season due to unseasonably warm weather, additional work required at the Three Oaks Recreation Area, and the addition of several new maintenance sites, including the new lawns and gardens at Depot Park. Since 2023, fourteen mowing sites have been added to the contract, and the frequency of mowing and landscape maintenance along US Route 14 medians has increased. Collectively, these additional services have increased contract costs beyond the amount originally authorized.

Removing the contingency limit will provide the Public Works Department with the flexibility to quickly coordinate necessary landscape maintenance throughout the remainder of the contract term, including the final optional extension. Additional expenses in 2026 and 2027 are anticipated to exceed the originally authorized 10% contingency by approximately $60,000 to $70,000 during each contract term. All additional work will be funded using previously budgeted funds.

When the contract for City Landscape and Mowing Maintenance was originally bid in 2023, only two vendors submitted proposals. The difference in cost between the two bidders for the first three years of the contract was over $1.4 million. Removing the ten percent contingency limit and authorizing payment for services at the unit prices listed in the contract for the current contract term and the final extension year will allow the City to continue with the current contract with Mark 1 Landscape at significant overall savings.

Recommendation:

It is the recommendation of the Public Works Department that the ten percent contingency spending limit for change orders related to the City's Landscape and Mowing Maintenance contract, established in Resolution 23R-44, be removed. The Public Works Department further recommends that it be authorized to pay for any work performed under the contract's scope of services at the listed unit pricing. Removal of the ten percent contingency limit does not alter any other terms of the contract. Funds have been budgeted for the additional work required under this contract. The Public Works Department will solicit bids for a new landscape maintenance and mowing services contract for the 2028 service year.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS, on April 4, 2023, the City Council adopted Resolution 23R-44 awarding a Contract for City Landscape and Mowing Maintenance for City-owned facilities to Mark 1 Landscape (the "Contract"), providing unit pricing for various landscape and mowing services at City-maintained properties. Included in Resolution 23R-44 is a ten (10) percent contingency spending limit for change orders related to the contract; and

WHEREAS, during the most recent term of the Contract it has become necessary to provide landscape and mowing maintenance at several additional properties that were not anticipated when the Contract was originally bid and awarded; and

WHEREAS, to continue providing landscape mowing and maintenance services at all City-maintained properties using the unit prices listed in the Contract, it is necessary to remove the ten percent (10%) contingency spending limit and authorize all spending at the listed unit prices, thereby allowing landscape and mowing maintenance work to be expanded as needed;

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 Resolution 23R-44, which approved the Landscape and Mowing Maintenance Contract between the City of Crystal Lake and Mark 1 Landscape, is hereby amended to authorize the City Manager to approve additional work performed under the Contract at the unit prices set forth therein, beyond the annual contract value and without a specified contingency limit, as necessary to maintain City-owned and City-maintained properties, provided such work is funded through appropriations authorized in the applicable annual budget during the 2026 and 2027 contract terms.

DATED this 17th day of November, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: November 17, 2026
APPROVED: November 17, 2026

Draft

ITEM	Mark 1 Landscape	2023 Season	Yellowstone Landscape	2023 Season	Mark 1 Landscape	2024 Season	Yellowstone Landscape	2024 Season	Mark 1 Landscape	2025 Season	Yellowstone Landscape	2025 Season
Lawn Mowing												
Mowing for City Properties (price per mow) x30	$ 3,070.00	$ 92,100.00	$ 12,532.00	$ 375,960.00	$ 3,165.00	$ 94,950.00	$ 12,908.00	$ 387,240.00	$ 3,260.00	$ 97,800.00	$ 13,296.00	$ 398,880.00
Mowing for Three Oaks Rec Area (price per mow) x30	$ 592.00	$ 17,760.00	$ 1,470.00	$ 44,100.00	$ 610.00	$ 18,300.00	$ 1,515.00	$ 45,450.00	$ 630.00	$ 18,900.00	$ 1,561.00	$ 46,830.00
Total:		**$ 109,860.00**		**$ 420,060.00**		**$ 113,250.00**		**$ 432,690.00**		**$ 116,700.00**		**$ 445,710.00**
Landscape Maintenance												
Turf Fertilization / Weed Control	$ 3,723.00	$ 3,723.00	$ 8,500.00	$ 8,500.00	$ 3,723.00	$ 3,723.00	$ 8,755.00	$ 8,755.00	$ 3,950.00	$ 3,950.00	$ 9,018.00	$ 9,018.00
Downtown Raised Planters	$ 6,525.00	$ 6,525.00	$ 15,199.00	$ 15,199.00	$ 6,525.00	$ 6,525.00	$ 15,655.00	$ 15,655.00	$ 6,920.00	$ 6,920.00	$ 16,125.00	$ 16,125.00
Hanging Flower Baskets	$ 16,270.00	$ 16,270.00	$ 60,500.00	$ 60,500.00	$ 16,270.00	$ 16,270.00	$ 62,315.00	$ 62,315.00	$ 17,265.00	$ 17,265.00	$ 64,185.00	$ 64,185.00
Train Station Beds	$ 14,150.00	$ 14,150.00	$ 29,410.00	$ 29,410.00	$ 14,150.00	$ 14,150.00	$ 30,293.00	$ 30,293.00	$ 15,010.00	$ 15,010.00	$ 31,202.00	$ 31,202.00
Veteran Park	$ 1,550.00	$ 1,550.00	$ 2,000.00	$ 2,000.00	$ 1,550.00	$ 1,550.00	$ 2,060.00	$ 2,060.00	$ 1,650.00	$ 1,650.00	$ 2,122.00	$ 2,122.00
Gazebo Park	$ 2,550.00	$ 2,550.00	$ 4,750.00	$ 4,750.00	$ 2,550.00	$ 2,550.00	$ 4,893.00	$ 4,893.00	$ 2,700.00	$ 2,700.00	$ 5,040.00	$ 5,040.00
Southwest Corner of Main & Woodstock	$ 2,600.00	$ 2,600.00	$ 1,700.00	$ 1,700.00	$ 2,600.00	$ 2,600.00	$ 1,751.00	$ 1,751.00	$ 2,750.00	$ 2,750.00	$ 1,804.00	$ 1,804.00
Nine Miscellaneous Locations	$ 3,920.00	$ 3,920.00	$ 13,920.00	$ 13,920.00	$ 3,920.00	$ 3,920.00	$ 14,338.00	$ 14,338.00	$ 4,155.00	$ 4,155.00	$ 14,769.00	$ 14,769.00
McCormick Park	$ 1,900.00	$ 1,900.00	$ 6,900.00	$ 6,900.00	$ 1,900.00	$ 1,900.00	$ 7,107.00	$ 7,107.00	$ 2,010.00	$ 2,010.00	$ 7,321.00	$ 7,321.00
Virginia Street Flower Planters	$ 4,240.00	$ 4,240.00	$ 8,350.00	$ 8,350.00	$ 4,240.00	$ 4,240.00	$ 8,601.00	$ 8,601.00	$ 4,495.00	$ 4,495.00	$ 8,859.00	$ 8,859.00
Downtown Light Poles (Cornstalks & Bows)	$ 2,800.00	$ 2,800.00	$ 5,320.00	$ 5,320.00	$ 2,800.00	$ 2,800.00	$ 5,480.00	$ 5,480.00	$ 2,970.00	$ 2,970.00	$ 5,645.00	$ 5,645.00
Municipal Complex	$ 10,450.00	$ 10,450.00	$ 17,118.00	$ 17,118.00	$ 10,450.00	$ 10,450.00	$ 17,632.00	$ 17,632.00	$ 11,090.00	$ 11,090.00	$ 18,161.00	$ 18,161.00
Total:		**$ 70,678.00**		**$ 173,667.00**		**$ 70,678.00**		**$ 178,880.00**		**$ 74,965.00**		**$ 184,251.00**
Three Oaks Recreation Area												
Turf Fertilization/Weed Control (price per season)	$ 7,550.00	$ 7,550.00	$ 11,500.00	$ 11,500.00	$ 7,775.00	$ 7,775.00	$ 11,845.00	$ 11,845.00	$ 8,010.00	$ 8,010.00	$ 12,200.00	$ 12,200.00
Turf Aeration (price per season)	$ 1,600.00	$ 1,600.00	$ 3,632.00	$ 3,632.00	$ 1,600.00	$ 1,600.00	$ 3,741.00	$ 3,741.00	$ 1,600.00	$ 1,600.00	$ 3,854.00	$ 3,854.00
Fall Tree Fertilization (price per season)	$ 1,550.00	$ 1,550.00	$ 1,272.00	$ 1,272.00	$ 1,595.00	$ 1,595.00	$ 1,311.00	$ 1,311.00	$ 1,640.00	$ 1,640.00	$ 1,351.00	$ 1,351.00
Flower Planter Maintenance (price per season)	$ 1,380.00	$ 1,380.00	$ 4,500.00	$ 4,500.00	$ 1,420.00	$ 1,420.00	$ 4,635.00	$ 4,635.00	$ 1,465.00	$ 1,465.00	$ 4,775.00	$ 4,775.00
Plant Beds/Tree Ring Management (price per season)	$ 10,800.00	$ 10,800.00	$ 18,850.00	$ 18,850.00	$ 11,125.00	$ 11,125.00	$ 19,416.00	$ 19,416.00	$ 11,460.00	$ 11,460.00	$ 19,999.00	$ 19,999.00
Flower Basket Maintenance (price per season)	$ 8,940.00	$ 8,940.00	$ 28,875.00	$ 28,875.00	$ 9,205.00	$ 9,205.00	$ 29,742.00	$ 29,742.00	$ 9,480.00	$ 9,480.00	$ 30,635.00	$ 30,635.00
Total:		**$ 31,820.00**		**$ 68,629.00**		**$ 32,720.00**		**$ 70,690.00**		**$ 33,655.00**		**$ 72,814.00**
Downtown Parking Lots - Maintenance & Mowing												
	$ 8,400.00	**$ 8,400.00**	$ 13,000.00	**$ 13,000.00**	$ 8,652.00	**$ 8,652.00**	$ 13,390.00	**$ 13,390.00**	$ 8,910.00	**$ 8,910.00**	$ 13,792.00	**$ 13,792.00**
Route 14 & 31 Medians & Gateway Signs Maint.												
Turf Mowing (price per mow) x15	$ 1,805.00	**$ 27,075.00**	$ 2,100.00	**$ 31,500.00**	$ 1,860.00	**$ 27,900.00**	$ 2,163.00	**$ 32,445.00**	$ 1,915.00	**$ 28,725.00**	$ 2,228.00	**$ 33,420.00**
Bed Maintenance (price per maintenance event) x7	$ 490.00	**$ 3,430.00**	$ 1,000.00	**$ 7,000.00**	$ 490.00	**$ 3,430.00**	$ 1,030.00	**$ 7,210.00**	$ 520.00	**$ 3,640.00**	$ 1,061.00	**$ 7,427.00**
Spring Clean Up	$ 1,760.00	**$ 1,760.00**	$ 3,660.00	**$ 3,660.00**	$ 1,760.00	**$ 1,760.00**	$ 3,770.00	**$ 3,770.00**	$ 1,865.00	**$ 1,865.00**	$ 3,884.00	**$ 3,884.00**
Fall Clean Up	$ 1,760.00	**$ 1,760.00**	$ 2,820.00	**$ 2,820.00**	$ 1,760.00	**$ 1,760.00**	$ 2,904.00	**$ 2,904.00**	$ 1,865.00	**$ 1,865.00**	$ 2,992.00	**$ 2,992.00**
Total:		**$ 34,025.00**		**$ 44,980.00**		**$ 34,850.00**		**$ 46,329.00**		**$ 36,095.00**		**$ 47,723.00**
TOTAL OF ALL SECTIONS =		**$ 254,783.00**		**$ 720,336.00**		**$ 260,150.00**		**$ 741,979.00**		**$ 270,325.00**		**$ 764,290.00**

Mowing Additional Properties (price per sq. ft.)	$0.0025		$0.25		$0.0025		$0.26		$0.0025		$0.27	
Remove Dead Foliage (hourly rate)	$180.00		$85.00		$180.00		$88.00		$180.00		$91.00	

ITEM	Mark 1 Landscape	2026 Season	Yellowstone Landscape	2026 Season	Mark 1 Landscape	2027 Season	Yellowstone Landscape	2027 Season
Lawn Mowing								
Mowing for City Properties (price per mow) x30	$ 3,360.00	$ 100,800.00		$ -	$ 3,360.00	$ 100,800.00		$ -
Mowing for Three Oaks Rec Area (price per mow) x30	$ 650.00	$ 19,500.00		$ -	$ 650.00	$ 19,500.00		$ -
Total:		**$ 120,300.00**		**$ -**		**$ 120,300.00**		**$ -**
Landscape Maintenance								
Turf Fertilization / Weed Control	$ 4,070.00	$ 4,070.00		$ -	$ 4,070.00	$ 4,070.00		$ -
Downtown Raised Planters	$ 7,120.00	$ 7,120.00		$ -	$ 7,120.00	$ 7,120.00		$ -
Hanging Flower Baskets	$ 17,780.00	$ 17,780.00		$ -	$ 17,780.00	$ 17,780.00		$ -
Train Station Beds	$ 15,460.00	$ 15,460.00		$ -	$ 15,460.00	$ 15,460.00		$ -
Veteran Park	$ 1,700.00	$ 1,700.00		$ -	$ 1,700.00	$ 1,700.00		$ -
Gazebo Park	$ 2,780.00	$ 2,780.00		$ -	$ 2,780.00	$ 2,780.00		$ -
Southwest Corner of Main & Woodstock	$ 2,830.00	$ 2,830.00		$ -	$ 2,830.00	$ 2,830.00		$ -
Nine Miscellaneous Locations	$ 4,235.00	$ 4,235.00		$ -	$ 4,235.00	$ 4,235.00		$ -
McCormick Park	$ 2,070.00	$ 2,070.00		$ -	$ 2,070.00	$ 2,070.00		$ -
Virginia Street Flower Planters	$ 4,630.00	$ 4,630.00		$ -	$ 4,630.00	$ 4,630.00		$ -
Downtown Light Poles (Cornstalks & Bows)	$ 3,060.00	$ 3,060.00		$ -	$ 3,060.00	$ 3,060.00		$ -
Municipal Complex	$ 11,425.00	$ 11,425.00		$ -	$ 11,425.00	$ 11,425.00		$ -
Total:		**$ 77,160.00**		**$ -**		**$ 77,160.00**		**$ -**
Three Oaks Recreation Area								
Turf Fertilization/Weed Control (price per season)	$ 8,250.00	$ 8,250.00		$ -	$ 8,250.00	$ 8,250.00		$ -
Turf Aeration (price per season)	$ 1,600.00	$ 1,600.00		$ -	$ 1,600.00	$ 1,600.00		$ -
Fall Tree Fertilization (price per season)	$ 1,690.00	$ 1,690.00		$ -	$ 1,690.00	$ 1,690.00		$ -
Flower Planter Maintenance (price per season)	$ 1,510.00	$ 1,510.00		$ -	$ 1,510.00	$ 1,510.00		$ -
Plant Beds/Tree Ring Management (price per season)	$ 11,805.00	$ 11,805.00		$ -	$ 11,805.00	$ 11,805.00		$ -
Flower Basket Maintenance (price per season)	$ 9,765.00	$ 9,765.00		$ -	$ 9,765.00	$ 9,765.00		$ -
Total:		**$ 34,620.00**		**$ -**		**$ 34,620.00**		**$ -**
Downtown Parking Lots - Maintenance & Mowing								
	$ 9,175.00	**$ 9,175.00**		**$ -**	$ 9,175.00	**$ 9,175.00**		**$ -**
Route 14 & 31 Medians & Gateway Signs Maint.								
Turf Mowing (price per mow) x15	$ 1,975.00	**$ 29,625.00**		**$ -**	$ 1,975.00	**$ 29,625.00**		**$ -**
Bed Maintenance (price per maintenance event)x7	$ 535.00	**$ 3,745.00**		**$ -**	$ 535.00	**$ 3,745.00**		**$ -**
Spring Clean Up	$ 1,920.00	**$ 1,920.00**		**$ -**	$ 1,920.00	**$ 1,920.00**		**$ -**
Fall Clean Up	$ 1,920.00	**$ 1,920.00**		**$ -**	$ 1,920.00	**$ 1,920.00**		**$ -**
Total:		**$ 37,210.00**		**$ -**		**$ 37,210.00**		**$ -**
TOTAL OF ALL SECTIONS =		**$ 278,465.00**		**$ -**		**$ 278,465.00**		**$ -**

Mowing Additional Properties (price per sq. ft.)	$0.0025		NO BID		$0.0025		NO BID	
Remove Dead Foliage (hourly rate)	$180.00		NO BID		$180.00		NO BID	

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Designation and Auction Sale of Surplus Property

Staff Recommendation: Motion to Adopt a Resolution:

1. Designating the items identified in Exhibit "A" as surplus property, and
2. Authorizing surplus items to be disposed of as designated in Exhibit "A," and
3. Authorizing the City Manager to execute an agreement with Obenauf Auction Service, Inc., for the sale of City surplus property
4. Authorizing surplus items not sold, donated, or whose proposed auction price is less than a scrap price, be scrapped in accordance with the City's scrap metal policy

Staff Contact: Jodie Hartman, Director of Finance

Background:

The City of Crystal Lake periodically coordinates the selling of surplus City equipment. A list of property proposed as surplus, to be destroyed, dismantled or sold through a public online bidding process or brokerage sale, is attached as Exhibit "A". Exhibit "A" identifies a list of surplus non-utilized pieces of equipment which have been submitted by various City departments. The designation of equipment as surplus and subsequent auction sales of equipment provides the following benefits to the City:

1) Designating equipment as surplus allows the City the ability to make space available currently occupied by the non-utilized equipment.
2) Partnerships with auction firms minimize the costs and time required to sell the equipment through a bidding process. These costs include advertising, publishing legal notification, and staff time required to show the equipment. The associated cost to the City by utilizing Obenauf Auction Service, Inc., is a 3% commission for all items sold.
3) Participation in auction sales provides an additional avenue for the sale of the surplus equipment and vehicles to increase the likelihood that the City will maximize its return on the sale of the items.

The items in Exhibit "A" marked for sale will be sold through auction by the City's broker, Obenauf Auction Service, Inc. Items marked as junk/destroy, scrap or dismantle for parts have been determined by the responsible department to have minimal or no value.

Recommendation:

It is the recommendation of staff to designate the items in Exhibit "A" as surplus, to authorize the City Manager to execute an agreement with Obenauf Auction Service, Inc., for the sale of the surplus items through a public online bidding process administered by Obenauf with a 3% sales commission for all items sold, and to authorize the destruction or dismantling of the surplus items as indicated.

Votes Required to Pass:

Simple majority

Res. No.

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE from time to time designates surplus items that are no longer needed or obsolete; and

WHEREAS disposing of said items provides revenue and utilization of an online auction service increases the likelihood that the City will maximize its return on the sale of the items.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the items identified in Exhibit "A" be and are hereby designated as surplus; and

BE IT FURTHER RESOLVED that the surplus items are to be disposed of as designated in Exhibit "A;" and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute an agreement with Obenauf Auction Service, Inc., for auction services pertaining to items listed on "Exhibit A" for a 3% sales commission; and

BE IT FURTHER RESOLVED that any items not sold or whose proposed auction price is less than a scrap price, be scrapped in accordance with the City's scrap metal policy.

DATED this 17th day of November, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: November 17, 2026
APPROVED: November 17, 2026

Draft

Exhibit A

DEPT	QTY	ITEM	YEAR	MAKE/MANUFACTOR	MODEL	SERIAL NO	DISPOSITION ACTION REQUIRED	COLOR
PW	12	Orange Lunchroom Folding Chairs	1976				Scrap	Orange
PW	1	2015 John Deere Terrain Cut	2015	John Deere	Terrain Cut 1575	1TC1575VAFS015167	Sale to General Public	Green
Fire	1	Bariatric Ambulance Equipment		Stryker	6083 MX-Pro	70439070	Sale to General Public	Yellow

Draft

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: Encroachment Agreement with Korver Solar for the Property at PIN 14-31-126-003

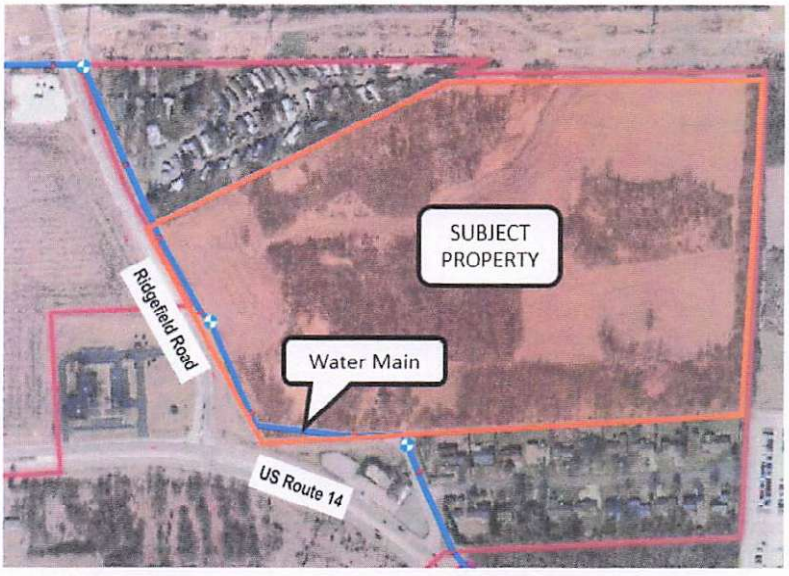
Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an encroachment agreement with Korver Solar for the property at PIN 14-31-126-003

Staff Contact: Matt Farmer, P.E., Director of Public Works and Engineering

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Background:

Korver Solar is constructing a solar power generation system on parcel 14-31-126-003 located outside the city limits within McHenry County. The County approved a conditional use permit for this project on June 16, 2026. The City has an existing forty-foot-wide easement that runs along the southern edge of the property. This easement contains a City water main.



Korver Solar is leasing the property from the current owner to construct a solar power generation system consisting of conductors and roads. To construct the project, they are requesting permission from the City to encroach upon the existing easement, through the attached Encroachment Agreement. The City's water main will remain intact and will not be required to be relocated. The following conditions are outlined in the encroachment agreement:

- The City will retain access to the easement area at all times with written notice provided to Korver Solar. In emergencies, no notice will be required.
- A clear access route will always be maintained to accommodate City maintenance vehicles.
- No more than one underground Schedule 80 PVC conduit (for electrical cables) may cross the easement.

- Korver Solar assumes all risks for damage, injuries, or losses to property or persons, except where caused by the City.
- No encroachments may be placed above or below the easement within five feet on either side.
- Korver Solar must conduct all activities in a manner that does not interfere with the City's access to its infrastructure.

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

Votes Required to Pass:
Simple majority

RESOLUTION

WHEREAS, William Gruber owns certain real property located at 14-31-126-003, which is located in McHenry County, outside the City of Crystal Lake city limits; and

WHEREAS, Korver Solar will be leasing the property to construct a solar power generation system; and

WHEREAS, McHenry County approved a conditional use permit for this use on June 16, 2026; and

WHEREAS, the City has a forty-foot-wide easement per document no. 2003R0122303 located on the southern edge of this property; and

WHEREAS, the owners, Korver Solar and the City, desire to enter into an Encroachment Agreement to allow Korver Solar to construct the solar power generation system.

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

BE IT FURTHER RESOLVED that the City Manager is authorized to execute an encroachment agreement between the City of Crystal Lake and Korver Solar for property at 14-31-126-003.

DATED this 17th day of November, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: November 17, 2026
APPROVED: November 17, 2026

Draft

Korver Solar, LLC
30 W. Hubbard Street, Suite 400
Chicago, IL 60654
Attn: Paul Bottum

STATE OF ILLINOIS

COUNTY OF McHENRY

ENCROACHMENT AGREEMENT

This Encroachment Agreement (this "**Agreement**") is made and entered into this 26th day of October, 2026, by and between City of Crystal Lake, an Illinois municipal corporation (hereinafter referred to as "**CITY**"), and Korver Solar, LLC, a Delaware limited liability company (hereinafter referred to as "**PERMITTEE**").

WITNESSETH THAT:

WHEREAS, William Gruber (collectively, the "**Owner**") are the owners of certain premises property in McHenry County identified by PIN 14-31-126-003 (the "**Subject Property**") and

WHEREAS, CITY is the holder of a forty feet (40') wide easement recorded in the McHenry County Recorder Office as Document No. 2003R0122303 (hereinafter referred to as the "**Easement**") over, under and across such portion of the Subject Property described in the Easement (the "**Easement Premises**"); and

WHEREAS, pursuant to the authority contained in the Easement, CITY has the right to construct, lay and maintain sanitary sewer mains, water mains, pipes, manholes and all necessary fittings over, across and through the Easement Premises (hereinafter referred to as the "**Facilities**"), for the purpose of transporting and moving sanitary sewage, including therein a right of ingress and egress in, over and across the Easement Premises for the purposes of upkeep, maintenance and repair; and

WHEREAS, PERMITTEE has entered into a lease with the Owner pertaining to the Subject Property and intends to construct a solar power generation system, consisting in part of conductors and roads (hereinafter referred to as the "**Encroachments**"), upon and within a portion of the confines of the Easement Premises, all as generally depicted on Exhibit "A"; and

WHEREAS, PERMITTEE has requested permission from CITY to maintain, use, and enjoy the Encroachments upon a portion of the Easement Premises; and

WHEREAS, CITY is willing to grant such permission upon the terms and conditions set forth as follows.

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions hereinafter set forth, the parties hereto agree as follows:

1. CITY hereby grants permission to PERMITTEE, and PERMITTEE's agents, employees, contractors, successors and assigns, to maintain, operate and use the Encroachments upon the Easement Premises, subject to the following conditions:

A. CITY will retain access to the Easement Premises and the Facilities at all times upon prior written notice to PERMITTEE and, if PERMITTEE elects, in the presence of a PERMITTEE representative.

B. In the event of an emergency in connection with the operation of the Facilities, the CITY and its authorized agents and representatives may enter upon the Easement Premises without prior notice to the PERMITTEE, provided that the CITY provides notice to the PERMITTEE of its entrance upon the Easement Premises as soon as practical following the CITY's resolution of the emergency which necessitated such entry.

C. PERMITTEE shall always ensure that a pathway which is suitable for the passage of CITY trucks and other trucks, vehicles or equipment necessary for the CITY to exercise any of the rights granted to CITY by the Easement shall be maintained, which will allow CITY access upon the Subject Property to the entirety of the Easement Premises.

D. PERMITTEE agrees that no more than one (1) overhead conduit for electrical cables shall be installed which crosses over the Easement Premises and that such cables shall be installed by the electric utility or Permittee, or by their respective contractors, subcontractors, engineers, agents or designees.

E. PERMITTEE assumes all risks for damages, injuries, or loss to either property or persons, which may be incurred by PERMITTEE or its respective agents, invitees, or licensees present on or in the vicinity of the Easement Premises and in any way associated with the Encroachments, unless any such damages, injuries or loss are caused by CITY or its agents, invitees, employees or licensees.

F. Other than depicted in Exhibit A, no portion of the Encroachments can be installed over or upon the Easement Premises or on any portion of the Subject Property within five feet on either side of the Easement Premises which will block, impede or interfere with the passage of vehicles, equipment or personnel of the CITY or its authorized contractors from entering the CITY'S access to the EASEMENT premises or interfere with the rights granted to the CITY by the Easement.

E. PERMITTEE shall at all times conduct all its activities on said Easement Premises in such a manner as not to unreasonably interfere with or impede the operation of the Facilities and/or the rights of CITY granted by the Easement in any manner whatsoever.

2. CITY agrees and acknowledges that Exhibit A may not represent an exact depiction of the nature and location(s) of the final, as-built Encroachments. CITY agrees to any such Encroachments so long as such Encroachments are reasonable in nature and location(s).

3. PERMITTEE agrees and acknowledges that nothing in this Agreement will obligate CITY to replace, remove, or relocate any of the Facilities as they exist and are located on, over or under the Easement Premises as of the date of this Agreement. PERMITTEE agrees that it shall reimburse CITY for the actually incurred and reasonable costs of all repairs required due to any damage caused to the Facilities directly caused by or resulting from PERMITTEE or its employees, agents or contractors performing construction, maintenance or repair activities on the Easement Premises. CITY will exclusively perform all repairs to the Facilities.

3. PERMITTEE agrees to indemnify, protect, and hold CITY, its parent, affiliates, subsidiaries, and their directors, officers, employees, representatives and agents harmless from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage, injury, suit, proceeding, judgment, cost, or expense of whatever kind or nature, including but not limited to reasonable attorneys' fees, arising out of PERMITTEE's exercise of its rights granted by this Agreement, including but not limited to PERMITTEE'S negligence, except where such loss, cost, liability, or expense was caused by the negligence or willful misconduct of CITY or its agents, invitees, employees or licensees.

4. This instrument and the covenants and agreements herein contained shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the parties and the benefits of this Agreement shall run with the land.

[SIGNATURES ON IMMEDIATELY FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this instrument the day and year first above written.

CITY:

City of Crystal Lake,
an Illinois municipal corporation

By:_____

Name:_____

Title:_____

STATE OF _____)
) **ss.:**
COUNTY OF _____)

On _____, 20__, before me, the undersigned, personally appeared _____ _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual [s] whose name[s] [is] [are] subscribed to the within instrument and acknowledged to me that the named individual executed the same in that named individual's capacity[ies], and that by the named individual's signature on the instrument, the individual[s], or the person upon behalf of which the individual[s] acted, executed the instrument.

_____
Notary Public

[OFFICIAL SEAL]

My commission expires: _____

PERMITTEE:

Korver Solar, LLC,
a Delaware limited liability company

By: [redacted]

Name: PAUL J. BOTTUM

Title: AUTHORIZED PERSON

STATE OF Illinois)
) **ss.:**
COUNTY OF Cook)

On October 28, 2026, before me, the undersigned, personally appeared ✓ Paul Bottum, personally known to me or proved to me on the basis of satisfactory evidence to be the individual [s] whose name[s] [is] [are] subscribed to the within instrument and acknowledged to me that the named individual executed the same in that named individual's capacity[ies], and that by the named individual's signature on the instrument, the individual[s], or the person upon behalf of which the individual[s] acted, executed the instrument.

[redacted]
Notary Public

[OFFICIAL SEAL
CHRISTIANNA MICHELLE CASEY
Notary Public, State of Illinois
Commission No. 1020391
My Commission Expires
November 04, 2029]

My commission expires: November 4, 2029

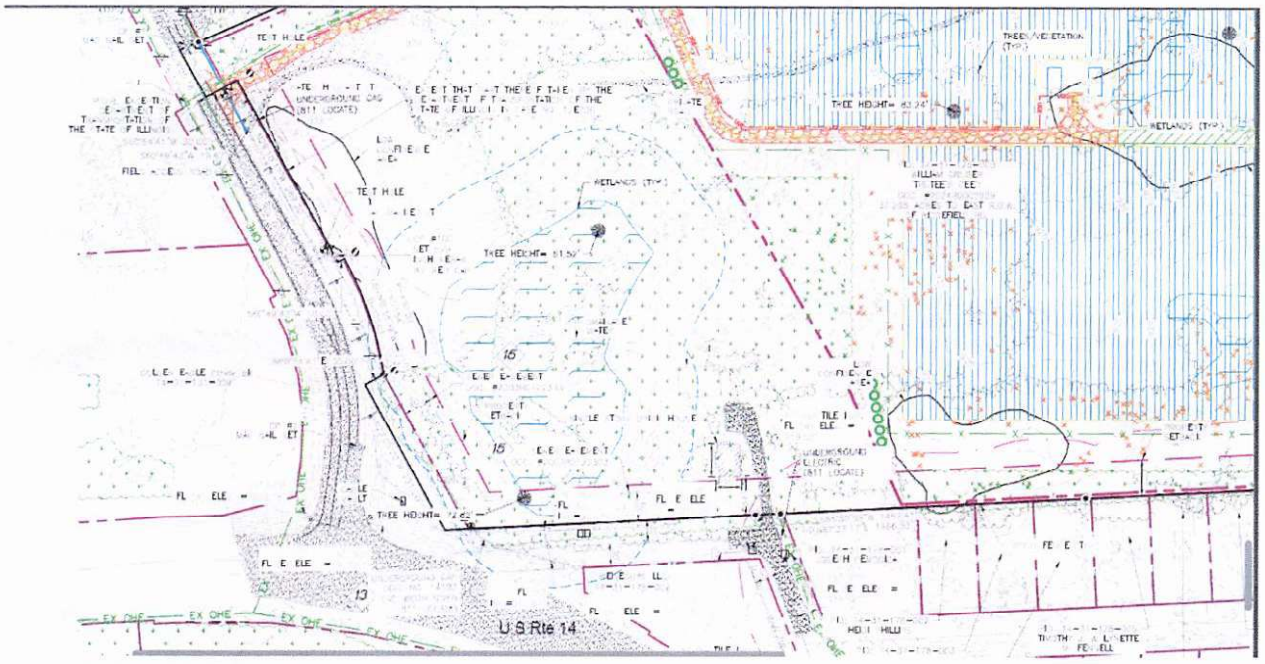
CONSENT OF OWNER.:

Owner William Gruber hereby consents to the terms and conditions of this Encroachment Agreement.

[redacted]

Exhibit A

Depiction of the Encroachments



Agenda Item No: 19

City Council

Agenda Supplement

Meeting Date: November 17, 2026

Item: Truth in Taxation Compliance Procedural Requirement

Staff Recommendation: Motion to adopt a resolution determining the 2026 tax levy in compliance with the Truth in Taxation Law

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

Background:

Adoption of this resolution is procedural requirement, as the actual levy ordinance will be considered after the public hearing at the December 15, 2026 City Council meeting. The monies collected from the 2026 tax levy will be received in fiscal year 2027.

The amounts for line items included in the levy, such as public safety pensions and a portion of Fire Rescue operations, have already been calculated and determined necessary. The proposed levy includes an overall increase of 8.46% to the total dollars levied, inclusive of the Crystal Lake Public Library. The actual tax levy ordinance will be placed on the December 15, 2026 City Council agenda for consideration. The City's proposed annual budget for 2027 is scheduled for consideration at the City Council meeting on December 1, 2026.

The proposed levy would:

- Maintain a ZERO levy for general operations, which includes City Administration, Police, Community Development and Public Works activities.
- Provide necessary funding for Police and Firefighters' Pension Funds, Fire Rescue operations, crossing guards, IMRF and Social Security funding, and support of the Crystal Lake Public Library.
- DECREASE the City's property tax rate by an estimated 2.8%.
- Be spread over a wider tax base than the previous year, as the City's Equalized Assessed Valuation (EAV) is estimated to grow by 7%.

- Minimize the impact to property holders, due to the rate decrease for the City's portion of the levy. Property tax owners with an increase of 6% on a property formerly valued at $400,000 would pay an additional $36.76 to the City for the year. This breaks down to $3.06 per month.
- Include an overall increase of 8.46% to the total dollar amount levied, inclusive of the Crystal Lake Public Library. The City's increase is proposed at 4%, with the cost increase driven by public safety pension contribution requirements. The Library's levy request is increasing 3% for operations but an additional $1 million for capital building needs brings the total increase up to 21.56% for the library.

The proposed tax levy is more than 5% than the taxes extended for the prior tax levy therefore, a "Black Box" publication is required. The notice will be printed in the local newspaper as an act of transparency. A public hearing has been scheduled for December 15, 2026, prior to the adoption of the tax levy ordinance.

Recommendation:

It is staff's recommendation to approve a resolution determining the maximum 2026 tax levy.

Votes Required to Pass:

Simple majority

Res.

RESOLUTION

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

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

WHEREAS, in compliance with the Truth in Taxation Act, since the proposed tax levy is more than 5% than the taxes extended for the prior tax levy, a notice is required to be published in a general circulation newspaper published in the taxing district and therefore will be published; and

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

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

The Corporate Authorities determine the amount of money estimated to be necessary to be raised by taxation for the 2026 tax levy is approximately $23,066,257 which is more than 105% of the aggregate extensions for the 2025 tax levy, which was $21,266,779.

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

CITY OF CRYSTAL LAKE,
an Illinois municipal corporation,

By:_____
Haig Haleblian, Mayor

SEAL

ATTEST

_____
City Clerk

PASSED: November 17, 2026
APPROVED: November 17, 2026

Draft

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: November 17, 2026

Item: City Code Chapter 451 Amendment – Snow Clearing

Recommendation: Motion to adopt an Ordinance amending Chapter 451 of the City Code regarding Snow Clearing

Staff Contact: Matt Farmer, Director of Public Works and Engineering
Kathryn Cowlin, Director of Community Development

Background:

At the February 3, 2026 City Council meeting, the City Council discussed potential options for sidewalk snow removal. The City Council provided direction to pursue the following options:

1. ***Expand the downtown snow removal requirement to encompass the entire downtown (eliminate gaps and include Walkup Avenue, Main Street south of UPRR, both sides of Crystal Lake Avenue, and north side of Woodstock Street west of Walkup Avenue)***

2. ***Add two other commercial areas:***
   US-14, Virginia Road, Teckler Boulevard, and some of the streets in the Crystal Lake Business Park (Congress Parkway, Commonwealth Drive, Federal Drive, Exchange Drive).

In addition, the City Council discussed a phased approach to pursue additional sidewalk snow shoveling requirements at other locations throughout the City. The City will monitor compliance with the new sidewalk requirements this season. Future ordinance updates may be pursued, such as an ordinance similar to the administrative mowing fine for commercial properties that do not comply with the shoveling requirements. While no changes are recommended to on-street parking, City staff will monitor on-street parking enforcement during snowfall events this winter as well.

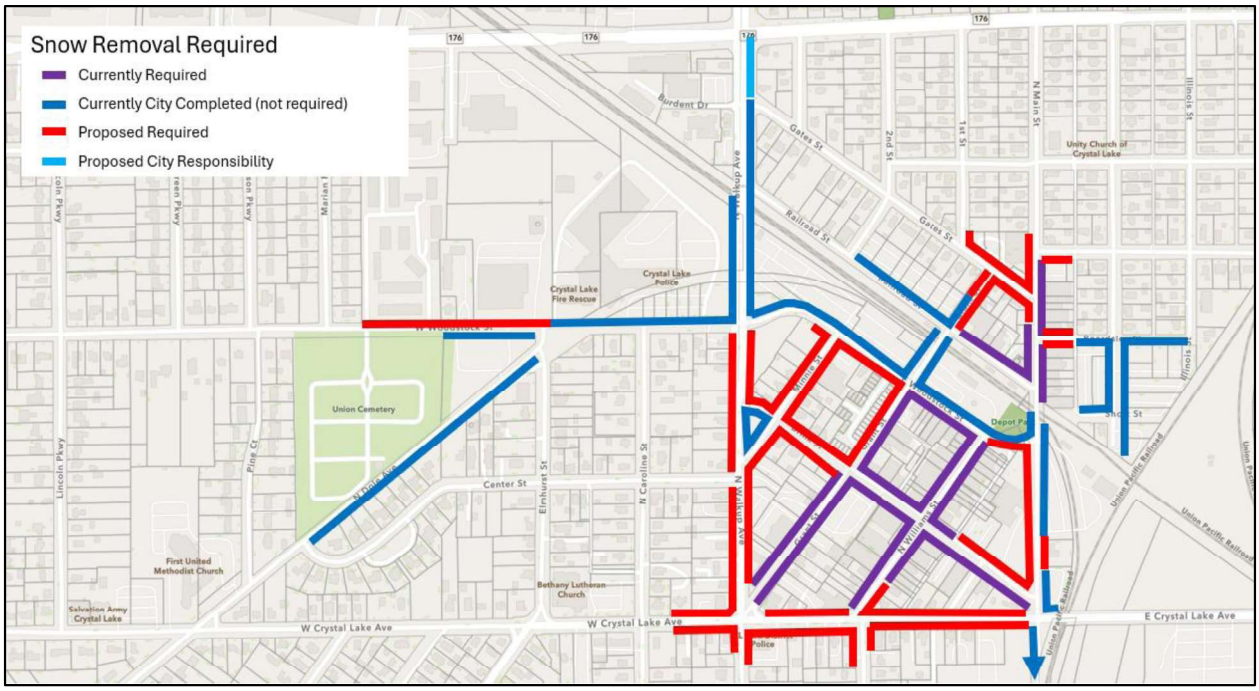
Option 1: Expand the downtown requirement to encompass the entire downtown (eliminate gaps and include Walkup Avenue, Main Street south of UPRR, both sides of Crystal Lake Avenue, and north side of Woodstock Street west of Walkup Avenue)

This option would "square up" the downtown area and add the *north side of Woodstock Street west to 162 Woodstock Street (apartments).* There are businesses and some residences along Crystal Lake Avenue and Walkup Avenue that are currently not subject to the Code that are a part of the downtown. Pedestrians are walking past residential, apartment and condominium properties that

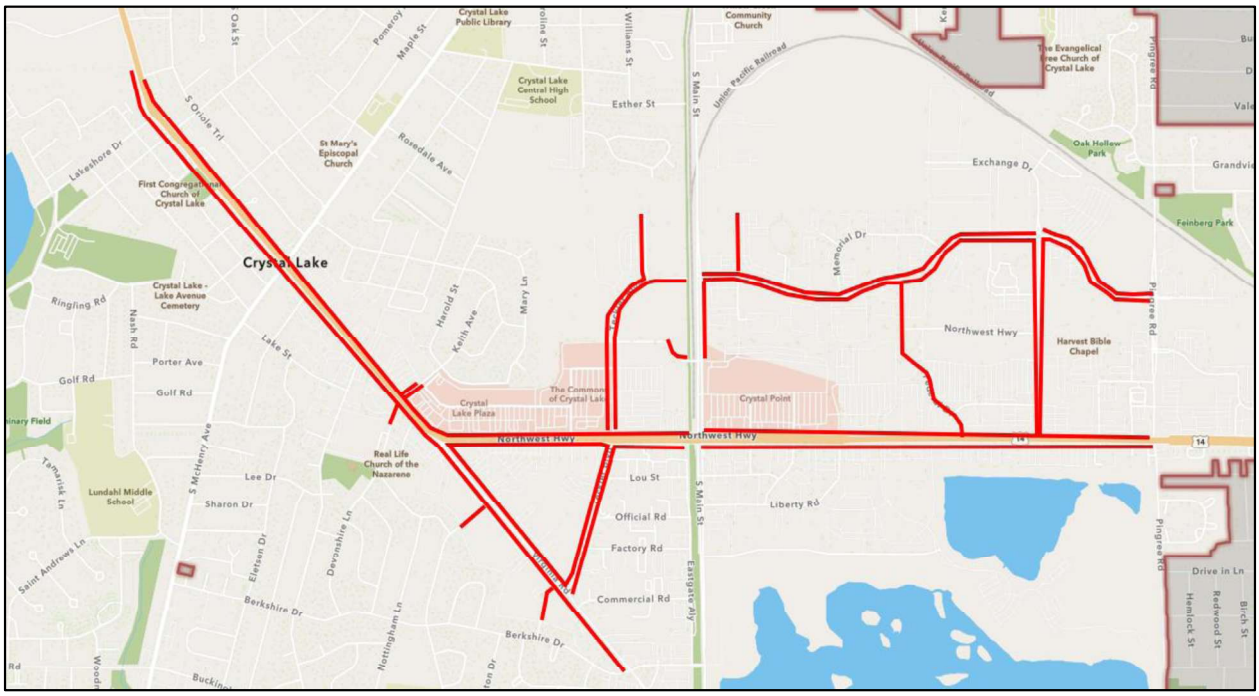
do not have to clear sidewalks. This creates gaps in snow removal on sidewalks for pedestrians in the downtown and some of these are between public parking (on street and lots) and the downtown. Commercial and apartment/condominium properties already have private snow removal contractors clearing internal parking lots and walkways.

There is also active pedestrian traffic between the downtown and the apartments at 162 Woodstock Street (west of City Hall). Adding the sidewalk on the north side of Woodstock Street would affect three private properties in addition to the apartment property. The City would expand its sidewalk snow removal responsibilities to include the multi-use path between Illinois Route 176 (IL-176) and Gates Street. The City currently clears the path between Gates Street and Railroad Street. North of IL-176 the path is cleared by the Crystal Lake Park District from IL-176 to Burning Bush Trail.

The exhibit below shows the current requirements, current city-maintained sections and what would be added for sidewalk snow removal:



Option 2: Add two other commercial areas:
US-14 from the west edge of the Virginia Street Corridor to Pingree Road, Virginia Road, Teckler Boulevard, Congress Parkway, Exchange Drive, Federal Drive, Main Street, Commonwealth Drive, Commons Drive and Pathway Court.



This expands upon the current downtown requirement to encompass properties along US-14 from Carpenter Street east to Main Street, Virgina Road from US-14 to Berkshire Drive (access to CVS, Mariano's, Walgreen's), Teckler Boulevard from Virginia Road to North Main Street (access to Jewel-Osco and new apartments). This area (see Exhibit) contains commercial land uses near high density residential. As noted above, many of these commercial properties are managed by property management companies that already contract for on-site snow removal. City staff reviewed this corridor last winter after a recent snow event and it was evident, particularly along Virginia Road, that there is pedestrian traffic (footprints in the snow). This requirement would include side-street portions of commercial properties along these routes (e.g. Apartment building on Virginia with frontage on the side street would clear both sidewalk sections.)

The second area includes some streets in the Crystal Lake Business Park. Congress Parkway provides sidewalk access to the Post Office, Pingree Metra Station, as well as sidewalk access south to the retail areas along US-14. With this option, the City would take responsibility for the sections of sidewalk adjacent to the Pingree Metra Station (Pingree Road, Congress Parkway, and Exchange Drive).

The recently approved Pulte Development and previously approved apartments on Exchange Drive will likely increase pedestrian traffic in the future. This option would include the City ensuring

that clear access to the pedestrian push buttons at traffic signals are maintained. This work would take place post-storm (after plowing operations).

Penalties:

Chapter 451-5 of the City Code specifies charges in the event that the City or a City contractor is utilized for snow clearing. Recommended changes to Chapter 451-5 are detailed below.

> If **a property owner fails to remove or treat accumulations of snow, ice, sleet, and/or freezing rain as required by this Chapter and** the City removes and/or treats snow and/or ~~ice~~ **accumulations of ice, sleet, and/or freezing rain**, or causes the removal and/or treatment of snow and/or ~~ice~~ **accumulations of ice, sleet, and/or freezing rain** through a contractor, the City shall charge the property owner the following fees:
> A. For the first hour of removal and/or treatment: $250.
> B. For each additional hour or part thereof: $200.

City staff proposes to gain compliance through education of the new requirements via direct communication to the affected properties. The City will respond to compliance issues on a complaint-based basis.

The code would go into effect for the 2027/2028 winter season to allow for the commercial properties to understand the new requirements and amend their contracts with snow removal companies. This winter, the City will send a letter to all effected property owners and ask them to remove snow from the sidewalk in accordance with the new provisions that would take effect September 1, 2027.

Recommendation:

Staff recommends amending City Code Chapter 451 to expand the Downtown Business District snow shoveling boundaries and adding portions of US-14 from the west edge of the Virginia Street Corridor to Pingree Road, Virginia Road, Teckler Boulevard, Congress Parkway, Exchange Drive, Federal Drive, Main Street, Commonwealth Drive, Commons Drive and Pathway Court. The attached ordinance reflects the proposed amendments to Chapter 451 of the City Code to take effect on September 1, 2027.

Additional overnight parking requirements are not proposed at this time. City staff will continue to monitor overnight parking during snow events to gauge whether further restrictions are warranted.

Votes Required to Pass:

Simple majority.

ORDINANCE NO. XXXX

CITY OF CRYSTAL LAKE

AN ORDINANCE AMENDING REGULATIONS RELATING TO SNOW REMOVAL

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

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

WHEREAS, pursuant to Chapter 451 of the City Code of Crystal Lake (the "***City Code***"), property owners or other responsible person with property located in the downtown business area, which lot contains, abuts or fronts on a paved public sidewalk, are required to remove and clear away snow and accumulations of ice, sleet, or freezing rain from those sidewalks ("***Snow Removal Regulations***"); and

WHEREAS, the City desires to amend its Snow Removal Regulations to include additional areas of required snow, ice, sleet, and freezing rain removal; and

WHEREAS, the Mayor and City Council of the City have determined that it is appropriate, necessary, and in the best interests of the health, safety, and public welfare of the City and its residents to amend the Snow Removal Regulations as hereinafter set forth;

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

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

SECTION TWO. Amendment to Chapter 451 of the City Code. Chapter 451, entitled "Snow Removal," of the City Code is hereby amended as follows:

Chapter 451 Snow Removal

* * *

§ 451-2 Depositing snow on public streets.

No person, firm or corporation shall shovel, plow or otherwise remove snow from private property and deposit it upon the streets or public rights-of-way of the City; except owners of property within the ~~downtown business area~~ **snow removal area**, herein defined, may shovel, plow or otherwise remove snow from the public sidewalk and deposit it upon the street or public right-of-way within the ~~downtown business area~~ **snow removal area**.

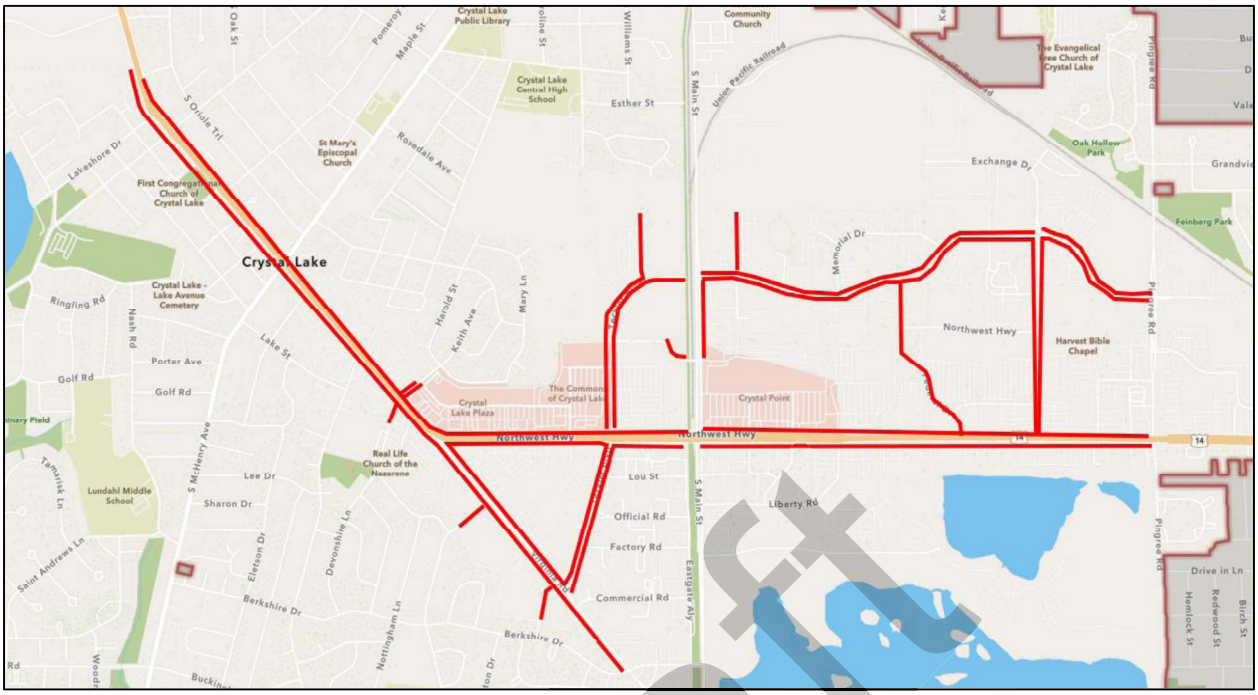
§ 451-3. Removal of Snow and Ice.

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

ROUTE 14 COMMERCIAL CORRIDOR AND BUSINESS PARK

The area indicated on the following map including US-14 from the west edge of the Virginia Street Corridor to Pingree Road, Virginia Road, Teckler Boulevard, Congress Parkway, Exchange Drive, Federal Drive, Main Street, Commonwealth Drive, Commons Drive and Pathway Court for properties zoned Commercial, Office, Manufacturing or Multi-Family Residential:

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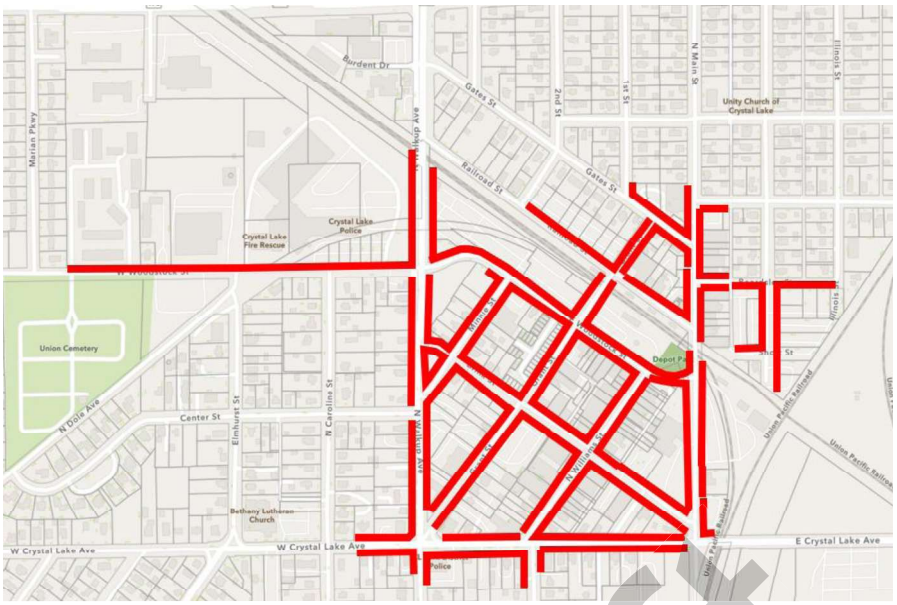


DOWNTOWN BUSINESS AREA

~~The area comprised of the east ROW line for Main Street between Prairie Street and the UPRR ROW; the west ROW line for Main Street from the driveway for 110 North Main Street to the UPRR ROW; the north ROW line for Railroad Street from Main Street to Grant Street; the south ROW line for Woodstock Street between Grant Street and Williams Street; the west ROW line for Williams Street from Woodstock Street to Crystal Lake Avenue; the east ROW line for Williams Street from Woodstock Street to 19 North Williams Street; the west ROW line for Grant Street from Crystal Lake Avenue to Brink Street; the east ROW line for Grant Street from Crystal Lake Avenue to Woodstock Street; the north ROW line for Brink Street from Grant Street to the alley behind 51 North Williams Street; and the south ROW line for Brink Street from Grant Street to Main Street.~~

The area indicated in the following map for properties zoned Commercial, Office, Residential-Office, Manufacturing or Multi-Family Residential:

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REMOVAL COSTS

The expenditures incurred by the City pursuant to § 451-5.

SNOW REMOVAL AREA

The area consisting of the Route 14 Commercial Corridor and Business Park, and Downtown Business Area, as defined in this Section.

B. Duty of ~~downtown business area~~ **snow removal area** property owners. Every property owner or other responsible person with property located in the ~~downtown business area~~ **snow removal area**, which lot contains, abuts or fronts on a paved public sidewalk, shall remove and clear away, or cause to be removed and cleared away **from that sidewalk**, snow and also accumulations of ice, sleet, or freezing rain that result in an unsafe condition for pedestrians. The accumulation may be from any source, including precipitation and drifting. After initial clearance, the responsible person shall maintain the sidewalk in a safe condition for pedestrians.

(1) All snow, ice, or freezing rain that results in an unsafe condition for pedestrians prior to 6:00 a.m. on a public sidewalk adjacent to property ~~utilized for commercial purposes~~ **in the snow removal area** shall be removed by the property owner or other responsible person by 12:00 noon of the same day. This requirement does not apply to Sundays and major holidays; and in the case of a major blizzard event, this requirement shall be relaxed. Immediately after the accumulation of ice on such sidewalk, it shall be treated with sand, salt**,** or other substance to prevent it from being slippery along the entire length and the entire width of the public sidewalk (or a clear four-foot path in the case of wider sidewalks) which is upon, fronts or

Draft

abuts the property. For owners of property ~~most closely~~ abutting sidewalk ramps, owners shall clear the ramps in the same fashion as the sidewalk.

(2) In the event snow, ice, sleet**,** or freezing rain on a sidewalk has become so hard that it cannot be reasonably removed without damage to the sidewalk, or is otherwise largely impractical to remove, the person responsible for said removal shall cause enough sand or other abrasive material to be put on the sidewalk to make travel thereon reasonably safe, and shall maintain the sidewalk in such condition until weather permits the owner to comply with this section.

C. Breach of duty. In the event that a ~~downtown business area~~ **snow removal area** property owner fails to comply with Subsection B, the City may remove, or cause to be removed, all accumulated snow and ice from any sidewalk abutting the property.

§ 451-4 Notices of violation; abatement by City.

* * *

B. It shall also be the duty of the City to serve or cause to be served a notice upon the owner or occupant of the ~~downtown business area~~ **snow removal area** property that is in violation of the provisions of this chapter. If the person so served does not abate the nuisance within a timely fashion, the City may cause snow removal/treatment to create a safe condition for pedestrians without further notice.

§ 451-5 Charges.

If **a property owner fails to remove or treat accumulations of snow, ice, sleet, and/or freezing rain as required by this Chapter and** the City removes and/or treats ~~snow and/or ice~~ **accumulations of snow, ice, sleet, and/or freezing rain**, or causes the removal and/or treatment of ~~snow and/or ice~~ **accumulations of ice, sleet, and/or freezing rain** through a contractor, the City shall charge the property owner the following fees:

A. For the first hour of removal and/or treatment: $250.

B. For each additional hour or part thereof: $200.

SECTION FOUR. **Effective Date.**

This Ordinance shall be in full force and effect on September 1, 2027, following its passage and publication in pamphlet form as provided by law.

Draft

PASSED THIS ___ day of _____, 2026.

AYES: ( )

NAYS: ( )

ABSENT: ( )

APPROVED THIS ____ day of _____, 2026.

_____
Haig Haleblian, Mayor

ATTEST:

_____
Nick Hammonds, City Clerk

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