CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake
City Council Chambers
December 1, 2026
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – November 10, 2026 Budget Workshop Special Meeting and November 17, 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. **Approving the 2027 City Council Meeting Schedule**

9. **Water Sustainability Presentation – Discussion Only**

10. **The 2027-2029 Collective Bargaining Agreement between the City of Crystal Lake and the Metropolitan Alliance of Police, Crystal Lake Sergeants Chapter #178**

11. **Supplemental Resolution – City Website Upgrade Services and Annual Maintenance**

12. **Bid Award – Bio-Solids Land Application & Landfill Disposal**

13. **Bid Award – Unleaded Gasoline and Diesel Fuel**

14. **Intergovernmental Agreement with the Illinois Department of Transportation for the intersection improvement at IL Route 176 and Oak Street**

15. **Public Hearing for the Annual Budget for the 2027 Fiscal year; and Adoption of the Annual Budget Ordinance Salary Ordinance, an Ordinance amending Chapter 467, Taxation of the City Code and an Ordinance amending Section 515-15, Rates and Charges, of the City Code**

16. **Council Inquiries and Requests**

17. **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**

18. Reconvene to Regular Session

19. Adjourn

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

Agenda Item No. 8a

City Council
Agenda Supplement

Meeting Date: December 1, 2026

Item: Accounts Payable List

Staff Recommendation: Approve

Staff Contact: Jodie Hartman, Director of Finance

Background:

Attached is the Accounts Payable list for the December 1, 2026 City Council meeting. This list includes bills received since the last Council approval on November 17, 2026 to date. Should the Council have questions regarding any of the items listed, please contact me.

Votes Required to Pass:

Simple majority.

CITY OF CRYSTAL LAKE

VOUCHER LIST PRESENTED TO THE CITY COUNCIL

AT THEIR MEETING ON DECEMBER 1, 2026

INVOICE APPROVAL (BY INVOICE) FOR CITY OF CRYSTAL LAKE

EXP CHECK RUN DATES 12/01/2026 - 12/01/2026
POSTED AND UNPOSTED
OPEN AND PAID

Description		Amount
ADAM BUCHEGER		
REIMBURSEMENT - SPECIAL ORDER SHOES		239.99
	TOTAL:	239.99
ADAMS STEEL SERVICE & SUPPLY, INC.		
ROUNDABOUT SCULPTURE CRANE SERVICE		1,595.00
	TOTAL:	1,595.00
AIRGAS USA, LLC		
RENTAL ACETYLENE & OXYGEN		41.51
ARGON		372.94
	TOTAL:	414.45
AL WARREN OIL CO INC		
2026 FUEL PURCHASING - GENERATORS WW		2,575.73
2026 FUEL PURCHASING - UNLEADED		10,889.99
2026 FUEL PURCHASING - DIESEL		3,938.04
	TOTAL:	17,403.76
ALEXANDER CHEMICAL CORP.		
2026 CHLORINE CYLINDERS FOR WATER TREATMENT		2,178.00
2026 CHLORINE CYLINDERS FOR WATER TREATMENT		1,089.00
	TOTAL:	3,267.00

Description		Amount
AMAZON CAPITAL SERVICES, INC.		
COFFEE FILTERS		11.82
WALL PLATES		75.45
PAINT MARKERS / FIRST AID KIT		19.25
HAND TOWELS		580.86
COOK RESPIRATOR		247.00
MICROSOFT PRO CASES		106.36
PINK PAPER, REGISTER RECEIPT PAPER, & COUNTERFEIT PEN		41.46
FIRE EXTINGUISHERS, BLANKETS		425.57
HP 148 TONER-2		133.85
GORILLA TAPE		25.96
PD TRAINING P105 PROJECTOR CABLING		38.98
SMOKE PELLETS		22.66
DEWALT 20V BATTERY		119.99
OFFICE SUPPLIES		159.87
LOCK OUT TOOL		11.86
NIGHTTIME TRAFFIC WANDS		20.30
TOWEL, SOAP, PAPER DISPENSERS		919.96
PHONE CLIPS		23.88
ELKAY REPLACEMENT FILTERS		485.26
PANEL VIEW FOR LIFT 12		1,685.30
KEYBOARD CASE FOR IPAD		99.99
RESPIRATOR BAG		27.19
DRAIN SEALER LIQUID AND TRAP		186.15
TOOLS - GRINDER AND RECIPROCATING SAW		273.00
OTTERBOX FOR LIFT ON-CALL PHONE		30.02
BELT CLIP HOLSTERS, USB ADAPTERS, & CABLE		182.99
CONCRETE DRILL BIT		43.99
LOCKOUT TAGOUT KITS		113.98
CHANNEL AERATOR, HITCH, CERTIFICATE FRAMES		462.61
MOUSE TRAPS & ELECTRICAL SUPPLIES		128.88
PACKING TAPE, PRINTER TONER, & FILE FOLDERS		52.40
WINTERIZATION ITEMS FOR WWTP #2		102.68
GREASE GUN COUPLER & CARTRIDGES PLANT 3		306.40
STACKABLE CHAIRS WITH WHEELS		925.99
INTERMATIC MECHANICAL TIMER SWITCH DEPOT		70.99
OVERLOAD RELAY FOR PLANT 3 - WASTE PUMP 2		260.75
ECG EKG PAPER		223.40
	TOTAL:	8,647.05
ANDANTE PROPERTIES LLC		
LSL REIMBURSEMENT - 177 ELLSWORTH ST.		13,610.00
LSL REIMBURSEMENT - 177 ELLSWORTH ST.		200.00
	TOTAL:	13,810.00
ANDERSON PEST SOLUTIONS		
PEST CONTROL SERVICE - STATION 3		95.38
	TOTAL:	95.38
ANDY FRAIN SERVICES, INC.		
CROSSING GUARD SERVICES - OCTOBER 2026		19,335.54
3 OAKS SECURITY SERVICES - OCTOBER 2026		5,750.50
	TOTAL:	25,086.04
BAXTER & WOODMAN		
SOURCE WATER PROTECTION PLAN UPDATE FOR WELL 19		3,148.50
PEDESTRIAN CONN TO PRAIRIE TRAIL IMPR CONST ENG		1,167.32
	TOTAL:	4,315.82
BENNY'S SERVICE CENTER INC		
SAFETY TESTING ON VEHICLES		750.00
	TOTAL:	750.00

Description		Amount
BERGER EXCAVATING CONTRACTORS INC		
CRYSTAL CREEK DAYLIGHTING CONSTRUCTION		280,893.27
REFUND - RETURNED METER		1,338.79
	TOTAL:	282,232.06
BILLIE JEAN ANTHONY		
IPSI MEALS REIMBURSEMENT		22.26
	TOTAL:	22.26
BLUE PARK CAPITAL PARTNERS, LLC		
BALLISTIC VESTS - GODINEZ, KELLER		1,180.00
CARROLL - PANTS		76.00
HOJNACKI - PANTS		152.00
	TOTAL:	1,408.00
BOND CONWAY LAW FIRM, LTD		
LEGAL SERVICES		609.50
	TOTAL:	609.50
BRIAN HIRCHERTS COLLISION CENTER, INC		
REPAIRS ON PD UNIT 1032		2,276.68
	TOTAL:	2,276.68
BUILDERS CHICAGO CORPORATION		
REMOVE AND REPLACE EXISTING OPERATOR		4,255.94
	TOTAL:	4,255.94
BUSINESS STORAGE, INC		
DOCUMENT SHREDDING - SECOND VISIT		864.00
	TOTAL:	864.00
BYRNE SOFTWARE TECHNOLOGIES INC		
ACCELA MAINTENANCE AND SUPPORT		810.00
ACCELA IMPLEMENTATION SERVICES - LIQUOR LICENSING		6,050.00
ACCELA MAINTENANCE AND SUPPORT		607.50
	TOTAL:	7,467.50
CHRISTOPHER B BURKE ENGINEERING LTD		
STORMWATER REVIEW (551 CONGRESS)		852.50
STORMWATER REVIEW (OASIS SENIOR LIVING)		1,497.50
STORMWATER REVIEW (OAKBROOK ESTATES)		697.50
STORMWATER REVIEW (450 ESSEX)		465.00
STORMWATER REVIEW (1099 NORTH SHORE)		193.75
STORMWATER REVIEW (931 NORTH SHORE)		310.00
STORMWATER REVIEW (IMMANUEL LUTHERAN EXPANSION)		1,497.50
STORMWATER REVIEW (COMED FLEET GARAGE)		2,586.25
STORMWATER REVIEW (WATERS EDGE PARKING LOT)		678.75
	TOTAL:	8,778.75
CHRISTOPHER BRATANICK		
EXPLORTORY WORK - SEWER CAMERA LINE		900.00
STORM REPAIR		900.00
	TOTAL:	1,800.00

Description		Amount
CIVILTECH ENGINEERING		
DOWNTOWN PEDESTRIAN ACCOMMODATION STUDY		2,558.79
MAIN STREET SIDEWALK FEASIBILITY STUDY		5,285.07
	TOTAL:	7,843.86
CLARK BAIRD SMITH LLP		
PROFESSIONAL SERVICES		1,443.75
	TOTAL:	1,443.75
CLARK DIETZ INC		
LIFT STATION 6 DESIGN ENGINEERING		280.00
	TOTAL:	280.00
CLARK HILL PLC		
PROFESSIONAL SERVICES		3,272.50
	TOTAL:	3,272.50
COMCAST CABLE		
COMCAST FIBER LEASE AND DEDICATED INTERNET		3,872.00
	TOTAL:	3,872.00
COMCAST CABLE		
EOC TV SERVICE		4.18
	TOTAL:	4.18
CONCENTRIC INTEGRATION, LLC		
WTP5 TRANSFER PUMP INTEGRATION		1,032.00
	TOTAL:	1,032.00
COSTAR REALTY INFORMATION, INC.		
2026 ECONOMIC DEVELOPMENT MARKETING		458.98
	TOTAL:	458.98
CUDA & HANZEL LLC		
LEGAL SERVICES - GENERAL MATTERS		137.50
	TOTAL:	137.50
DATAVANT, LLC		
DATA RETRIEVAL - SUBPOENA CL-26-010235		80.65
	TOTAL:	80.65
DENISE SMITH		
REFUND FOR 2026 AQUATHON		500.00
	TOTAL:	500.00

Description		Amount
DIANE PENKAVA		
LSL REIMBURSEMENT - 70 W FRANKLIN AVE.		7,445.00
LSL REIMBURSEMENT - 70 W FRANKLIN AVE.		200.00
	TOTAL:	7,645.00
DUNN, THOMAS		
CLOTHING ALLOWANCE REIMBURSEMENT		94.72
	TOTAL:	94.72
DYNEGY ENERGY SERVICES		
ELECTRIC SERVICE		146.38
ELECTRIC SERVICE		162.64
ELECTRIC SERVICE		162.64
ELECTRIC SERVICE - WTP5		7,877.09
ELECTRIC SERVICE		113.80
ELECTRIC SERVICE		280.48
ELECTRIC SERVICE		251.59
ELECTRIC SERVICE		22.17
ELECTRIC SERVICE		1,804.70
ELECTRIC SERVICE		300.51
ELECTRIC SERVICE		712.87
ELECTRIC SERVICE		77.59
ELECTRIC SERVICE		53.47
ELECTRIC SERVICE		73.85
ELECTRIC SERVICE - WWTP2		14,833.88
ELECTRIC SERVICE		449.39
ELECTRIC SERVICE		449.75
ELECTRIC SERVICE		256.38
ELECTRIC SERVICE		89.18
ELECTRIC SERVICE		57.71
ELECTRIC SERVICE		45.33
ELECTRIC SERVICE		97.58
ELECTRIC SERVICE		65.12
ELECTRIC SERVICE		70.51
ELECTRIC SERVICE		99.67
ELECTRIC SERVICE		121.71
ELECTRIC SERVICE		145.92
ELECTRIC SERVICE		344.05
ELECTRIC SERVICE - WTP1		9,933.65
ELECTRIC SERVICE		50,398.76
ELECTRIC SERVICE		84.40
ELECTRIC SERVICE		22.45
ELECTRIC SERVICE - WTP3		15,830.24
ELECTRIC SERVICE		111.04
ELECTRIC SERVICE		127.94
ELECTRIC SERVICE		95.69
ELECTRIC SERVICE		92.29
ELECTRIC SERVICE		67.29
	TOTAL:	105,929.71
EA MOTORSPORTS INC		
IMPACT SOCKET SET		149.99
	TOTAL:	149.99
EBY GRAPHICS		
DECALS UNIT 35		236.54
	TOTAL:	236.54

Description		Amount
ED'S RENTAL & SALES, INC. #2		
MCCORMICK PARK PROJECT - MINI-LOADER RENTAL		300.00
DOWNTOWN PARKING LOTS - TILLER RENTAL		149.50
MCCORMICK PARK PROJECT - TRENCHER RENTAL		210.00
	TOTAL:	659.50
ELECTRICAL CONTRACTORS INC		
GATE REPAIR - PLANT 3		303.00
	TOTAL:	303.00
ENDEAVOR HEALTH MEDICAL GROUP		
HORTON - NIPAS		46.00
	TOTAL:	46.00
ESTRADA, JESUS J.		
REFUND - PARKING TICKET OVERPAYMENT		20.00
	TOTAL:	20.00
EVERBRIDGE, INC		
NIXLE ENGAGE SUBSCRIPTION COMMUNITY NOTIFICATIONS		6,556.36
	TOTAL:	6,556.36
FEDEX		
POSTAGE		2,307.40
	TOTAL:	2,307.40
FEHR GRAHAM & ASSOCIATES, LLC		
PROJECT 1 - LSL REPLACEMENT CONSTRUCTION ENGINEERING		5,214.00
CONSULTING SERVICES		1,263.00
ENG SERVICES (LIFT STATION AT BIRCHWOOD DEVELOPMENT)		1,263.00
	TOTAL:	7,740.00
FILIPPINI LAW FIRM LLP		
LEGAL SERVICES		19,026.50
	TOTAL:	19,026.50
FLOCK GROUP INC		
YEAR 4/5 MOVEABLE CAMERAS CONTRACT		23,000.00
	TOTAL:	23,000.00
FOXCROFT MEADOWS		
TOPSOIL		240.00
TOPSOIL, FERTILIZER, GRASS SEED		273.50
TOPSOIL		240.00
MCCORMICK PARK PROJECT - MULCH		490.00
MCCORMICK PARK PROJECT - MULCH		98.00
MCCORMICK PARK PROJECT - GRASS SEED		257.00
TOPSOIL		240.00
TOPSOIL		80.00
	TOTAL:	1,918.50

Description		Amount
GALLS PARENT HOLDINGS LLC		
FENIX FLASHLIGHT		46.28
	TOTAL:	46.28
GASVODA & ASSOCIATES, INC		
WWTP SAMPLER TUBING		686.19
	TOTAL:	686.19
GEMCO REPAIR LLC		
ANNUAL LADDER TESTING 2026		1,204.00
HEAT SENSORS FOR LADDERS		176.00
	TOTAL:	1,380.00
GENUINE PARTS COMPANY, INC		
NAPA PURCHASES		52,318.35
	TOTAL:	52,318.35
GESKE & SONS, INC		
POTHOLE PATCHING MATERIAL		159.17
POTHOLE PATCHING MATERIAL		65.50
POTHOLE PATCHING MATERIAL		40.61
POTHOLE PATCHING MATERIAL		54.37
EMERGENCY PAVEMENT PATCH - ACKMAN RD.		15,016.32
POTHOLE PATCHING MATERIAL		238.42
POTHOLE PATCHING MATERIAL		153.27
POTHOLE PATCHING MATERIAL		203.71
	TOTAL:	15,931.37
GEWALT HAMILTON ASSOC INC		
TRAFFIC STUDY - CARLEMONT RE-SUBDIVISION		1,349.47
	TOTAL:	1,349.47
GOODMARK NURSERIES		
TREES FOR MCCORMICK PARK		5,586.00
	TOTAL:	5,586.00
HAMPTON, LENZINI & RENWICK, INC.		
MAIN ST. & LIBERTY INTERSECTION IMPROVEMENTS - PRELIM		4,166.85
	TOTAL:	4,166.85
HD SUPPLY, INC		
WTP LAB SUPPLIES		489.45
LAB SUPPLIES		476.74
TRAFFIC CONES		476.16
ACETONE - LAB		18.72
	TOTAL:	1,461.07
HOME DEPOT CREDIT SERVICES		
HOME DEPOT PURCHASES - OCTOBER 2026		1,507.29
	TOTAL:	1,507.29

Description		Amount
IL ASSOC OF WASTEWATER AGENCIES		
ANNUAL AGENCY MEMBERSHIP DUES		2,296.00
	TOTAL:	2,296.00
IL DEPT. OF AGRICULTURE		
SCALES RECERTIFICATION		601.38
	TOTAL:	601.38
ILLINOIS PUBLIC WORKS MUTUAL AID NE		
MEMBERSHIP (2027)		250.00
	TOTAL:	250.00
INSIGHT PUBLIC SECTOR INC		
Adobe Acrobat Pro subscription		48.85
	TOTAL:	48.85
INT'L SOCIETY OF ARBORICULTURE		
ISA YEARLY MEMBERSHIP/DUES		285.00
	TOTAL:	285.00
JEAN MCDANIEL		
LSL REIMBURSEMENT - 45 ELMHURST ST.		16,185.00
LSL REIMBURSEMENT - 45 ELMHURST ST.		200.00
	TOTAL:	16,385.00
JEREMY LENNON		
IPSI MEALS REIMBURSEMENT		42.41
	TOTAL:	42.41
JOHN BROEDERDORF		
LSL REIMBURSEMENT - 519 EAGLE ST.		16,400.00
LSL REIMBURSEMENT - 519 EAGLE ST.		200.00
	TOTAL:	16,600.00
JUSTIN BERNERO		
TRAINING - MEAL REIMBURSEMENT		55.84
	TOTAL:	55.84
KAPLAN PAVING, LLC		
NORTHSHORE PAVEMENT REPLACEMENT (LIFT STATION 14)		4,560.00
	TOTAL:	4,560.00
KEYTH SECURITY SYSTEMS INC		
WTP REPROGRAM CODES		280.00
	TOTAL:	280.00

Description		Amount
LEE JENSEN SALES CO INC		
NYLON SLING		23.00
	TOTAL:	23.00
LENNAR		
UB refund for account: 075228-001		15.03
UB refund for account: 075164-001		19.60
	TOTAL:	34.63
LENNY HOFFMAN EXCAVATING INC		
REFUND - METER		720.00
	TOTAL:	720.00
MANNING GROSS + MASSENBURG LLP		
LEGAL SERVICES		22.50
	TOTAL:	22.50
MARK LUKASIK		
UB refund for account: 029369-000		12.77
	TOTAL:	12.77
MCCANN INDUSTRIES, INC.		
UNIT 427 WHEEL LOADER SUPPLIES		126.00
	TOTAL:	126.00
MCMASTER CARR SUPPLY CO.		
PLANT 2, DIGESTER #1 RECIRC PUMP #1 SEALS		128.33
GASKET MATERIAL		474.67
	TOTAL:	603.00
MEADE ELECTRIC CO INC		
STREET/TRAFFIC LIGHT MAINTENANCE & REPAIR		12,652.18
	TOTAL:	12,652.18
MECHANICAL24 INC		
ICE MACHINE LEASE #17		328.00
	TOTAL:	328.00

	Description		Amount
MENARD INC			
	FIREWORKS BARGES		585.12
	FILTER		12.39
	MISC SUPPLIES		55.35
	CABLE TIES		90.99
	MISC SUPPLIES		9.93
	MISC SUPPLIES		125.27
	MISC SUPPLIES		60.23
	RETURNED MERCHANDISE FOR CREDIT		(5.94)
	MISC SUPPLIES		8.00
	ELECTRICAL SUPPLIES		281.27
	DECORATION SUPPLIES & SIGN STOCK		242.26
	MISC SUPPLIES		120.75
	MISC SUPPLIES		80.82
	STEEL PIPE & MISC SUPPLIES		327.62
	MISC SUPPLIES		1.40
	CONCRETE MIX		11.97
	MISC SUPPLIES		56.45
	STEEL WALL FRAMING STUDS, TRACK, & SCREWS		664.08
		TOTAL:	2,727.96
MES I ACQUISITION INC			
	HOLMATRO EXTENSION PIPE		984.00
	VENTIS CHARGER		144.31
		TOTAL:	1,128.31
MICROSYSTEMS, INC.			
	OCTOBER 2026 DOCUMENT SCANNING SERVICES		4,146.72
		TOTAL:	4,146.72
MIDWEST SALT			
	2026 WATER TREATMENT SALT - WTP4		2,835.11
	2026 WATER TREATMENT SALT - WTP2		2,742.03
	2026 WATER TREATMENT SALT - WTP3		3,292.76
	2026 WATER TREATMENT SALT - PRODUCTION		2,916.56
	2026 WATER TREATMENT SALT - PRODUCTION		2,987.66
	2026 WATER TREATMENT SALT - PRODUCTION		2,815.72
		TOTAL:	17,589.84
MOBILE HEALTH SOLUTIONS CORPORATION			
	REQUIRED TEST		280.00
		TOTAL:	280.00
MOTOROLA SOLUTIONS			
	STARCOM AIRTIME - NOVEMBER 2026		9,077.00
		TOTAL:	9,077.00
MULTI SERVICE TECHNOLOGY SOLUTIONS INC			
	PROFESSIONAL AIR NEEDLE		69.99
		TOTAL:	69.99
NANCY JOHNSON			
	LSL REIMBURSEMENT - 100 S. WILLIAMS ST.		13,285.00
	LSL REIMBURSEMENT - 100 S. WILLIAMS ST.		200.00
		TOTAL:	13,485.00

Description		Amount
NATIONAL SOFTWASH, INC		
WTP5 RESEVOIR EXTERIOR CLEANING		5,250.00
	TOTAL:	5,250.00
NATIONAL VETERINARY ASSOCIATES INC		
CRUISE - WELLNESS, VACCINES		254.12
SAKE - WELLNESS		42.50
CRUISE - MINOR PROCEDURE		25.00
	TOTAL:	321.62
NCPERS GROUP LIFE INS		
VOLUNTARY GOUP INSURANCE - TO BE REIMBURSED		496.00
	TOTAL:	496.00
NICOR / BILL PAYMENT CENTER		
GAS SERVICE		122.75
GAS SERVICE		69.63
GAS SERVICE		199.58
GAS SERVICE		107.14
GAS SERVICE		182.84
GAS SERVICE		82.69
GAS SERVICE		181.38
GAS SERVICE		64.55
GAS SERVICE		190.02
GAS SERVICE		333.52
GAS SERVICE		69.62
GAS SERVICE		64.55
GAS SERVICE		502.90
GAS SERVICE		66.73
GAS SERVICE		64.55
GAS SERVICE		66.03
GAS SERVICE		184.24
GAS SERVICE		93.09
GAS SERVICE		64.55
GAS SERVICE		67.80
GAS SERVICE		266.73
GAS SERVICE		65.86
GAS SERVICE		69.61
GAS SERVICE		68.18
GAS SERVICE		143.64
GAS SERVICE		282.72
GAS SERVICE		68.93
	TOTAL:	3,743.83
NORTHERN TOOL & EQUIPMENT CATALOG HOLDINGS, INC		
BATTERY POWERED CHISEL		736.64
	TOTAL:	736.64
ORMSBY MOTORS INC		
UNIT 436 OIL CHANGE, FILTERS		215.75
	TOTAL:	215.75
PACE ANALYTICAL SERVICES, LLC		
DRINKING WATER LAB SERVICES		143.50
DRINKING WATER LAB SERVICES		153.75
DRINKING WATER LAB SERVICES		241.80
DRINKING WATER LAB SERVICES		1,120.75
	TOTAL:	1,659.80

Description		Amount
PAHCS II		
REQUIRED TESTS		117.00
REQUIRED TESTS		247.00
REQUIRED TESTS		235.00
REQUIRED TESTS		235.00
REQUIRED TESTS		640.00
REQUIRED TESTS		1,120.00
REQUIRED TESTS		30.00
	TOTAL:	2,624.00
PARAMEDIC SERVICES OF ILLINOIS, INC		
AMBULANCE BILLING/COLLECTION SERVICES SEP 26		7,904.46
AMBULANCE BILLING/COLLECTION SERVICES OCT 26		9,525.54
	TOTAL:	17,430.00
PATRIOT PAVEMENT MAINTENANCE		
CRACK SEALING		50,000.00
	TOTAL:	50,000.00
POINT READY MIX LLC		
FLOWABLE FILL FOR WALKUP RESTORATION		1,051.50
	TOTAL:	1,051.50
R CARLSON & SONS INC		
REFUND - RETURNED METER		1,997.78
	TOTAL:	1,997.78
RJN GROUP INC		
LIFT 19 WW FORCE MAIN ASSESSMENT SERVICES		5,175.50
	TOTAL:	5,175.50
ROLANDO GARCIA		
190 BEARDLSEY - LEAD SERVICE LINE REPLACEMENT		13,535.00
	TOTAL:	13,535.00
RUSSO POWER EQUIPMENT INC		
CHAPS & POLE PRUNER		467.98
	TOTAL:	467.98
SAFE RESTRAINTS INC		
ADDITIONAL WRAP - PATROL		1,657.12
	TOTAL:	1,657.12
SCHROEDER ASPHALT SERVICES, INC.		
WILLIAMS & ESTHER DRAINAGE IMPROVEMENTS		8,208.70
	TOTAL:	8,208.70

Description		Amount
SEBIS DIRECT INC (SERVICE)		
UTILITY BILL PRINTING		1,174.73
	TOTAL:	1,174.73
SEECOM/ACH		
ANNUAL ALARM MONITORING FEE SEPTEMBER 2026		9,906.00
ANNUAL ALARM MONITORING FEE OCTOBER 2026		9,906.00
	TOTAL:	19,812.00
SENSAPHONE		
WWTP #2 INFLUENT ALARM DIALER		1,418.13
	TOTAL:	1,418.13
SHAW SUBURBAN MEDIA GROUP		
NEWSPAPER SUBSCRIPTION		536.60
	TOTAL:	536.60
STREICHER'S		
HORTON, DIAZ - TACTICAL COAT & PANTS - NIPAS		480.00
	TOTAL:	480.00
STRYKER SALES CORPORATION		
POWER-PRO REPAIR		356.89
	TOTAL:	356.89
SUPER AGGREGATES		
CONCRETE DEBRIS REMOVAL		480.00
	TOTAL:	480.00
TERMINAL SUPPLY INC		
SUPPLY STOCK FOR FLEET SHOP		620.07
	TOTAL:	620.07
THE AUTO GLASS SHOP INC		
WINDSHEILD REPLACEMENT UNIT 306		685.00
	TOTAL:	685.00
THERMOSTAT BLOCKER I, INC		
REMOVE/REPLACE CONDENSATE PUMP & FLOAT ASSEMBLY		1,167.00
	TOTAL:	1,167.00
THOMPSON ELEVATOR INSP SERVICE INC		
2026 ELEVATOR INSPECTIONS (PASS THRU COSTS)		100.00
	TOTAL:	100.00

Description		Amount
THOMPSON, JOSEPH		
TRAINING - MEAL REIMBURSEMENT		68.93
	TOTAL:	68.93
TIGER EYE ENGINEERING, LLC		
PAVEMENT CONDITION & ASSESSMENT REPORT		103,984.00
	TOTAL:	103,984.00
TODAY'S UNIFORMS		
CLOTHING ACCOUNT BALANCE AS OF 10-28-2026		17,114.65
	TOTAL:	17,114.65
TROJAN TECHNOLOGIES CORP		
UV DISINFECTION PARTS		3,643.51
CREDIT FOR INVOICE 200/50019388		(861.86)
	TOTAL:	2,781.65
TROTSKY INVESTIGATIVE POLYGRAPH		
POLICE/FIRE CANDIDATES POLYGRAPH EXAMS		1,680.00
POLICE/FIRE CANDIDATES POLYGRAPH EXAMS		420.00
	TOTAL:	2,100.00
TROTTER AND ASSOC		
PHOSPHORUS REMOVAL WWTP 2 & 3 DESIGN		25,461.70
	TOTAL:	25,461.70
UPS		
POSTAGE - STREAMLIGHT REPAIRS		41.84
	TOTAL:	41.84
USALCO, LLC		
ALUM PLANT 2		4,860.25
	TOTAL:	4,860.25
VEREGY CENTRAL, LLC		
WATER METER REPLACEMENT PROGRAM SERVICES		19,978.71
	TOTAL:	19,978.71
VERIZON WIRELESS		
CELLULAR SERVICE - AUGUST 2026		8,049.71
	TOTAL:	8,049.71
VESTIS GROUP, INC ARAMARK UNIFORM & CAREER APPAREL GROUP, INC		
MAT/TOWEL SERVICE		66.14
MAT/TOWEL SERVICE		65.70
MAT AND SHOP TOWEL RENTAL		83.16
TOWEL/MAT SERVICE		39.63
MAT/TOWEL SERVICE		51.35
	TOTAL:	305.98

	Description		Amount
VICTOR FORD			
	CHECK CHARGING SYSTEM WARNING REPAIR		598.78
	VEHICLE ALIGNMENT		180.00
		TOTAL:	778.78
VIPER PLUMBING LLC			
	SPLASH PAD LEAK DETECTION		850.00
	SPLASH PAD REPAIRS		2,325.00
		TOTAL:	3,175.00
W.S. DARLEY & CO			
	HELMET SHIELDS		165.50
	SPECIAL ORDER REPAIR - CONTESSO PANTS		247.00
		TOTAL:	412.50
W.W. GRAINGER, INC			
	BOILER FIRE EYE - PLANT 2		283.20
	WTP1 CL2 ROOM HEATER FAN		410.77
		TOTAL:	693.97
WEATHERWORKS CONSULTING METEOROLOGI			
	WEATHER FORECASTING SERVICES		2,470.00
		TOTAL:	2,470.00
WELDERS SUPPLY COMPANY			
	CREDIT - PRE PAYMENT		(21.42)
	PROPANE		59.02
		TOTAL:	37.60
WELLPOINT FEDERAL			
	AMBULANCE REFUND J KELCH 05/23/26		406.02
	AMBULANCE REFUND J KELCH 05/23/26		398.24
		TOTAL:	804.26
WENDY'S /MS #2			
	UB refund for account: 031881-000		19.61
		TOTAL:	19.61
WM J CASSIDY TIRE & AUTO SUPPLY			
	MOUNT CUSTOM TIRES		120.00
		TOTAL:	120.00
WOLD ARCHITECTS & ENGINEERS			
	POLICE GARAGE CONCEPTUAL STUDY		1,688.01
		TOTAL:	1,688.01
YELLOWSTONE LANDSCAPE INC			
	TREE PLANTING FALL		37,910.00
		TOTAL:	37,910.00

Description		Amount
YORK UTILITIES		
REFUND - RETURNED METER		3,367.23
	TOTAL:	3,367.23
ZIEGLER'S ACE HARDWARE		
ZIEGLER'S ACE PURCHASES - OCTOBER 2026		146.02
	TOTAL:	146.02
ZOLL MEDICAL CORPORATION		
INFANT ADHESIVE SPO2 SENSORS		744.56
	TOTAL:	744.56
Report Total:		1,147,278.67

FUND TOTALS:

101 GENERAL FUND	282,974.94
110 CAPITAL REPLACEMENT FUND	201,764.92
115 VEHICLE REPLACEMENT FUND	236.54
201 RESTRICTED POLICE FUNDS	847.62
230 FIRE RESCUE FUND	65,039.69
235 CROSSING GUARD FUND	19,335.54
260 PARKING FUND	1,530.22
369 WATER'S EDGE TIF	1,944.00
620 WATER & SEWER FUND	161,083.82
630 W&S CAPITAL & EQUIP REPL FUND	412,521.38

PAYMENT TYPE TOTALS:

ACH Transaction	823,966.65
Paper Check	323,312.02

INVOICE APPROVAL (BY INVOICE) FOR CITY OF CRYSTAL LAKE

EXP CHECK RUN DATES 11/13/2026 - 11/13/2026
POSTED AND UNPOSTED OPEN AND PAID
VENDOR CODES: MISC, 000053, 000073, 000092, 000293 (10286 more)

	Invoice Number	Bank Account	Description	Amount
102700 COMCAST CABLE				
	0142513-10262026	GFCKG	CITY HALL WATER INTERNET	176.85
	8771 10 004 0014530	GFCKG	CABLE SERVICE NOV 2026	16.01
Total For: COMCAST CABLE				192.86
136132 ENTERPRISE FM TRUST				
	100326 & 110426	GFCKG	LEASED VEHICLE CHARGES	10,069.15
Total For: ENTERPRISE FM TRUST				10,069.15
027672 FEDEX				
	9-511-94921	GFCKG	POSTAGE	9.49
	9-520-45082	GFCKG	POSTAGE	36.33
	9-530-03758	GFCKG	POSTAGE	88.96
Total For: FEDEX				134.78
055973 MCHENRY CO RECORDER				
	INVOICE_3525	GFCKG	LAREDO SERVICES & PRINTED PAGES	253.00
Total For: MCHENRY CO RECORDER				253.00
136813 SEBIS DIRECT INC (POSTAGE)				
	POSTAGE DEC 26	GFCKG	UTILITY BILL POSTAGE DEC 26	7,122.88
Total For: SEBIS DIRECT INC (POSTAGE)				7,122.88
102663 WEX BANK				
	116385289	GFCKG	GASOLINE PURCHASES	172.11
Total For: WEX BANK				172.11
Report Total:				17,944.78

FUND TOTALS:

101 GENERAL FUND	448.83
115 VEHICLE REPLACEMENT FUND	2,560.26
230 FIRE RESCUE FUND	188.12
260 PARKING FUND	77.46
620 WATER & SEWER FUND	7,135.48
630 W&S CAPITAL & EQUIP REPL FUND	7,534.63

PAYMENT TYPE TOTALS:

ACH Transaction	17,192.03
Paper Check	752.75

LIST OF BILLS PRESENTED FOR APPROVAL
December 1, 2026

APPROVED BY:

Mayor	City Manager
Council Member	Finance Director

Fund	Description	Amount
101	General Fund	$283,423.77
110	Capital Replacement Fund	$201,764.92
115	Vehicle Replacement Fund	$2,796.80
201	Restricted Police Funds	$847.62
230	Fire/Rescue Fund	$65,227.81
235	Crossing Guard Fund	$19,335.54
260	Parking Fund	$1,607.68
369	Water's Edge TIF	$1,944.00
620	Water and Sewer Fund	$168,056.66
630	W&S Capital & Equip Repl Fund	$420,056.01
	Subtotal - Checks	**$1,165,060.81**
	Wire Transfers	
	Biweekly Payroll 11/20/26	$1,332,527.91
	IEPA Loan Payment	$218,717.05
	Subtotal - Wire Transfers	**$1,551,244.96**
	GRAND TOTAL	**$2,716,305.77**

Agenda Item No: 8b

City Council
Agenda Supplement

Meeting Date: December 1, 2026

Item: Resolution Approving 2027 City Council Meeting Schedule

Staff Recommendation: Adoption of the Resolution Approving 2027 City Council Meeting Schedule

Staff Contact: Eric T. Helm, City Manager

Background:
This Resolution approves the 2027 schedule of City Council meetings. The Illinois Open Meetings Act requires the annual approval and publishing of the City Council meetings.

Votes Required to Pass:
Simple majority

Res.

The City of Crystal Lake

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that pursuant to the Illinois Open Meetings Act, 5 ILCS 120/2, which requires public notice of an annual meeting schedule, the City Council approves the attached 2027 Calendar of Regularly Scheduled Meetings and authorizes its publication.

DATED this 1st day of December, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

_____
Haig Haleblian, MAYOR

SEAL:

ATTEST:

_____
Nick Hammonds, CITY CLERK

Passed: December 1, 2026
Approved: December 1, 2026

Draft

CITY OF CRYSTAL LAKE 2027 CALENDAR OF REGULARLY SCHEDULED MEETINGS

The following schedule designates the place, time, and date of all regularly scheduled meetings of the City Council, Boards and Commissions. For further information, please call the City Manager's Office at (815) 459-2020.

CITY COUNCIL

Place: Aaron T. Shepley City Hall, City Council Chambers, 100 W. Woodstock Street
Date: 1st and 3rd Tuesday, except April and November
Time: 7:00 p.m.

January 5, 19	**April 20**	**July 6, 20**	**October 5, 19**
February 2, 16	**May 4, 18**	**August 3, 17**	**November 16**
March 2, 16	**June 1, 15**	**September 7, 21**	**December 7, 21**

Workshop Meetings

Place: Aaron T. Shepley City Hall, City Council Chambers, 100 W. Woodstock Street
Date: 2nd and 4th Tuesday, except February
Time: 7:00 p.m.

January 12, 26	**April 13, 27**	**July 13, 27**	**October 12, 26**
February 9	**May 11, 25**	**August 10, 24**	**November 9, 23**
March 9, 23	**June 8, 22**	**September 14, 28**	**December 14, 28**

Agenda Item No: 9

City Council
Agenda Supplement

Meeting Date: December 1, 2026

Item: Water Sustainability Presentation – Discussion Only

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

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Background:
Scott Kuykendall is the Water Resources Specialist for McHenry County. He oversees the County's scientific studies on groundwater, helps develop water resources policy, maintains the County's environmental compliance, and provides education and outreach. Prior to joining the County, Mr. Kuykendall had over 20 years of experience working as an environmental scientist for firms specializing in environmental engineering and ecology. Mr. Kuykendall is a member of many organizations dedicated to water resources management, natural areas restoration, and sustainability. He earned a bachelor's degree in Geography from Southern Illinois University and a Graduate Certificate in Environmental Management and Sustainability from the Illinois Institute of Technology.

Mr. Kuykendall will present on the subject of water sustainability in McHenry County. The presentation will cover existing McHenry County water sources, including deep wells and shallow wells. Lake Michigan water (not currently a source in McHenry County) will also be discussed. Included in the presentation will be an opportunity for McHenry County Communities to work together with the Illinois State Water Survey to create a data-driven groundwater sustainability model that can be used to help guide future development and decisions.

Discussion Only

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: December 1, 2026

Item: 2027-2029 Collective Bargaining Agreement between the City of Crystal Lake and the Metropolitan Alliance of Police, Crystal Lake Police Sergeants Chapter #178

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute the 2027-2029 Collective Bargaining Agreement between the City of Crystal Lake and the Metropolitan Alliance of Police, Crystal Lake Police Sergeants Chapter #178

Staff Contact: Tom Kotlowski, Chief of Police
Julie Meyer, Director of Human Resources

Background:
Staff presents to the Mayor and City Council a new collective bargaining agreement between the City of Crystal Lake and the Metropolitan Alliance of Police, Crystal Lake Police Sergeants Chapter #178. This contract was ratified by a super majority vote of the union members.

Votes Required to Pass:

Simple Majority.

The City of Crystal Lake

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute the 2027-2029 Collective Bargaining Agreement between the City of Crystal Lake and the Metropolitan Alliance of Police, Crystal Lake Police Sergeants Chapter #178.

Dated this 1st day of December, 2026.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

BY: _____
Haig Haleblian, Mayor

SEAL:
ATTEST:

_____
Nick Hammonds, City Clerk

Passed: December 1, 2026
Approved: December 1, 2026

Draft

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: December 1, 2026

Item: Supplemental Resolution – City Website Upgrade Services and Annual Maintenance

Staff Recommendation: Motion to adopt a Resolution to authorize a change order for the City Website Upgrade Services and Annual Maintenance in the amount of $75.39

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

Background:

On April 21, 2026, the City Council adopted Resolution 26R-47, awarding a contract for City website upgrade services and annual maintenance to CivicPlus LLC. The contract was awarded for a total amount of $46,303.27 for Fiscal Year 2026, with automatic one-year renewals capped at a 3% annual increase. A contingency was not included in the authorizing Resolution.

During the implementation of the new City website with Civic Plus, the City and contractor identified an unforeseen cost related to the Secure Sockets Layer (SSL) certificates for the City's website. An SSL certificate is a security protocol that encrypts data sent between a user's browser and a web server to keep information private and prevent tampering. The previous City website required a SSL certificate for the main website and a second SSL certificate for the Clearly Crystal Lake website. City staff initially believed that the new CivicPlus site would incorporate Clearly Crystal Lake, which would eliminate one of the SSL certificates. However, the City will need to continue to purchase a second SSL certificate for the Clearly Crystal Lake domain with the new website in the amount of $75.39.

Recommendation:

It is the recommendation of the Information Technology Department that the City Council authorize a change order in the amount of $75.39 beyond the originally authorized contract amount for additional add-ons to the City website upgrade services contract.

Votes Required to Pass:

Simple Majority

Res. No. 26R-___

RESOLUTION

WHEREAS, on April 21, 2026, the City Council adopted Resolution 26R-47 awarding the contract to Civic Plus LLC in the amount of $46,303.27; and

WHEREAS, during implementation of CivicPlus' services, an unforeseen amount of $75.39 beyond the originally authorized contract amount was identified as necessary for the City website services.

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 RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to approve a change order for City Website Upgrade Services between the City of Crystal Lake and Civic Plus LLC in the amount of $75.39, which exceeds the original contract amount authorized under Resolution No. 26R-47.

DATED this 1st day of December, 2026.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
Haig Haleblian, MAYOR

SEAL:
ATTEST:

_____
CITY CLERK

PASSED: December 1, 2026
APPROVED: December 1, 2026

Draft

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: December 1, 2026

Item: Bid Award – Bio-Solids Land Application & Landfill Disposal

Staff Recommendation: Motion to award the bid for Bio-Solids Land Application & Landfill Disposal to the lowest responsive and responsible bidder, Synagro Central, LLC, and adopt a Resolution authorizing the City Manager to execute a nine-month contract (April 1, 2027 through December 31, 2027), in the submitted bid amounts, with one optional one-year extension

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

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Background:
The City of Crystal Lake operates two Wastewater Treatment facilities, which collectively generate approximately ~2,800 wet tons of bio-solids, a solid waste by-product of the wastewater treatment process, annually. Bio-solids management involves adherence to regulations set forth by both the United States Environmental Protection Agency (USEPA) and the Illinois Environmental Protection Agency (IEPA).

Crystal Lake's wastewater treatment facilities produce bio-solids that meet the USEPA 40 CFR Part 503 Class "B" standards. These standards allow for the bio-solids to be disposed of at a landfill facility or land applied to farm fields. The removal and disposal of bio-solids from the City's wastewater treatment facilities typically occurs two to three times per year between Wastewater Treatment Plant #2 and #3, in compliance with federal, state, and local regulations, as well as adherence to City specifications and IEPA Permit requirements.

Under the City's Host Agreement with Waste Management, Crystal Lake is permitted to dispose of up to 3,000 wet tons of bio-solids per year at a Waste Management landfill, free of charge. The sole cost incurred by the City for this disposal is transportation.

Staff followed the City's procurement policies and advertised the Bio-Solids Land Application & Landfill Disposal bid in the newspaper and on QuestCDN, a web-based bid solicitation service that

attracts local and national vendors and contractors. Additionally, staff reached out to regional service contractors in an effort to solicit competitive bids. Five bio-solids contractors downloaded the bid specifications, including Synagro, Stewart Spreading, Merrell Bros., Midwest Injection, and DRT Biosolids.

On November 13, 2026, staff publicly opened and read aloud bids received for Bio-Solids Land Application & Landfill Disposal. The City received one bid and one no-bid letter. This contract was bid out last in 2024, and the City received three bids. Since then, Synagro bought out one of the previous bidders (Dahm Enterprises), and the two remaining bidders from 2024 responded to this solicitation. City staff reached out to other contractors that downloaded the bid set to ask why they didn't bid. The responses were mixed, including out-of-state (distance to work site), Illinois prevailing wage issues, and no intent to bid (pulled bid set only to track the market). The City has worked previously with the sole vendor that submitted a bid, Synagro Central, LLC, and the pricing offered is comparable to the pricing provided by the vendor in the previous contract. The breakdown of bids is as follows:

Bio-Solids Land Application & Landfill Disposal April 1, 2027 – December 31, 2027	**Est. Quantity (Wet Tons)**	**√ Synagro Central, LLC, Baltimore, MD**		**Stewart Spreading, Inc., Sheridan, IL**
		Price per wet ton	***Total***	
1. Landfill Disposal – DeKalb County Landfill (hauling only, tipping fees waived)	1,100	$48.30	$53,130.00	No Bid
2. Landfill Disposal – Countryside Landfill (hauling only, tipping fees waived)	1,100	$36.40	$40,040.00	No Bid
3. Land Application	600	No Bid	—	No Bid
Total Bid (Year 1)			**$93,170.00**	**No Bid**

√ Indicates recommended lowest responsible bidder

Due to regulatory changes in the industry, land application of bio-solids has become a more sensitive issue for municipalities and contractors alike. As a result, during the bidding process, the City and the contractors could not agree on the indemnification (hold harmless) language for land application. This resulted in a no-bid letter from Stewart Spreading and a no-bid from Synagro on the land application item (Item 3) of the bid form. Land application is only a backup option under this contract, and landfill disposal is the City's primary disposal method. The City's disposal capacity at Waste Management landfills (3,000 wet tons per year) should still meet the needs of the City. City staff reviewed the bid and recommends proceeding with Synagro's bid for landfill disposal (Items 1 and 2).

The base term of this contract will be nine months (April 1, 2027 through December 31, 2027), and it will provide for one optional one-year extension. The initial contract term is 9 months to align with all other Public Works contracts that follow the new fiscal year (January 1 through December 31) renewal schedule. Optional Year pricing will increase according to the Chicago-Naperville-Elgin, IL-IN-WI, CPI All Items Index 12-month percentage change, not seasonally

adjusted, for August of the previous calendar year, as reported in September by the U.S. Bureau of Labor Statistics.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy, in accordance with the invitation to bid document. Based on this assessment, City staff recommends awarding the Bio-Solids Land Application & Landfill Disposal contract to the lowest responsive and responsible bidder, Synagro Central, LLC, in the bid amounts for landfill disposal. The bid documents allow the City to accept or reject any item of a bid.

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

The City has previously worked with Synagro and has been satisfied with their services. Removal and disposal of bio-solids is a necessary part of the wastewater treatment process and funds for this purchase are budgeted each fiscal year.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS it is necessary for the CITY OF CRYSTAL LAKE to dispose of bio-solids generated at its wastewater treatment facilities; and

WHEREAS the CITY received and publicly opened bids for Bio-Solids Land Application & Landfill Disposal on November 13, 2026; and

WHEREAS the lowest responsive and responsible bidder for landfill disposal is Synagro Central, LLC;

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

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a nine-month contract between the CITY OF CRYSTAL LAKE and Synagro Central, LLC for Bio-Solids Land Application & Landfill Disposal, for the period of April 1, 2027 through December 31, 2027, in the bid amounts; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve up to one, one-year extension of this contract, with optional year pricing increasing according to the Chicago-Naperville-Elgin, IL-IN-WI, CPI All Items Index 12-month percentage change, not seasonally adjusted, for August of the previous calendar year as reported in September by the U.S. Bureau of Labor Statistics.

DATED this 1st day of December, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: December 1, 2026
APPROVED: December 1, 2026

Draft

THE CITY OF CRYSTAL LAKE

CONTRACT FOR

WASTEWATER DIVISION BIO-SOLIDS DISPOSAL LANDFILL & LAND APPLICATION

BIDDER'S PROPOSAL

Full Name of Bidder Synagro Central, LLC ("Bidder")

Principal Office Address 435 Williams Court, Suite 100, Baltimore, MD 21220

Local Office Address 4515 Infirmary Road, Miamisburg, OH 45342

Contact Person Will Walker, Area Sales Manager Telephone 224-242-0666

TO: The City of Crystal Lake ("Owner")
100 W. Woodstock Street
Crystal Lake, Illinois 60014

Attention: Michael Collins – Public Works Manager
SEALED BID: Wastewater Division Bio-Solids Disposal Landfill & Land Application

Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. 1, which are securely stapled to the end of this Bidder's Proposal [if none, write "NONE"] ("Bid Package").

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

1. Work Proposal

A. Contract and Work. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will contract with Owner, in the form of the Contract included in the Bid Package: (1) to provide, perform and complete at the site or sites described in the Bid Package ("Work Site") and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for the ***Wastewater Division Bio-Solids Disposal Landfill & land Application***; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure and furnish all Bonds and all certificates and policies of insurance specified in the Bid Package; (4) to pay all applicable federal, state and

SCHEDULE OF PRICES

A. UNIT PRICE CONTRACT

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

COMPLETE TABLE AS INDICATED

Bid Award Criteria will consider the total cost of Items 1 through 3 based on the estimated Year 1 quantities provided (April 1, 2027 – December 31, 2027). All unit prices are per wet ton, and shall not include landfill tipping fees, which are waived under the City's agreement with Waste Management. All quantities are estimates and not guarantees of tonnage or work requested. Optional Year 2 pricing shall be determined using the year one prices adjusted using the Consumer Price Index described below. Optional Year 2 is not part of the Bid Award Criteria and may only be authorized at the sole discretion of the City by written authorization from the City.

Item No.	Description of Work	Unit	Est. Quantity Year 1 (Apr. 1 – Dec. 31, 2027)	Unit Price Year 1 (Apr.–Dec. 2027)
1	Loading and trucking of bio-solids to DeKalb County Landfill (tipping fees waived – do not include)	Wet Ton	1,100	$ 48.30
2	Loading and trucking of bio-solids to Countryside Landfill (tipping fees waived – do not include)	Wet Ton	1,100	$ 36.40
3	Land application of Class B bio-solids (loading, trucking, application, site procurement, permits, testing, and reporting)	Wet Ton	600	$ No Bid
	BID AWARD CRITERIA TOTAL – YEAR 1 (Sum of Extended Amounts):			$ 93,170.00

BID AWARD CRITERA TOTAL - YEAR 1 (Items 1-3):

Ninety three thousand, one hundred seventy (in writing) Dollars and zero (in writing) Cents

SCHEDULE OF PRICES (CONT'D.)

Optional Years Pricing Increase Following Consumer Price Index	Optional Year pricing will increase each year according to the Chicago-Naperville-Elgin, IL-IN-WI CPI All Items Index 12-month percentage change, not seasonally adjusted, for August of the previous calendar year as reported in September by the U.S. Bureau of Labor Statistics. If CPI data for August is not released by the U.S. Bureau of Labor Statistics, the Optional Year pricing will instead increase according to the same CPI index and calculation for the next sequential month for which data is available.

B. BASIS FOR DETERMINING PRICES

It is expressly understood and agreed that:

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

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

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

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

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

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: December 1, 2026

Item: Bid Award - Unleaded Gasoline and Diesel Fuel

Staff Recommendation: Motion to award the bid for unleaded gasoline and diesel fuel purchase and delivery to the lowest responsive and responsible bidder, Al Warren Oil Company, Inc., and adopt a Resolution authorizing the City Manager to execute a two-year contract with Al Warren Oil Company, Inc. from January 1, 2027 through December 31, 2028, with the option to extend the agreement for one additional year (January 1, 2029 through December 31, 2029) in the amounts bid

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

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Background:

The City bids out the purchase of gasoline and diesel fuel. Fuel is provided to all City departments as well as the Crystal Lake Park District, Village of Oakwood Hills, Northern Illinois Special Recreation Association (NISRA), Crystal Lake Cemetery Association, and the McHenry County Division of Transportation (McDOT) during winter storms. Non-City entities are invoiced for fuel used and a small administrative fee. The annual contract is based on a per-gallon fee for delivery of the fuel. The actual cost of the fuel is based on surcharges to the low-rack posting price per gallon as published in the Oil Price Information Service (OPIS) price listing for the Chicago market on the day of each fuel delivery. Under the new contract, the vendor will also furnish, install, and maintain remote fuel-level monitoring for the City's aboveground fuel storage tank and will coordinate and dispatch deliveries as needed; all related costs are included in the per-gallon delivery fee.

Bid award criteria considers the estimated gallons used per year by the City multiplied by the vendor's mark-up per gallon for each fuel type for the base contract term (January 1, 2027 through December 31, 2028). On November 18, 2026, the City of Crystal Lake publicly opened the bids received for unleaded gasoline, diesel fuel, and optional off road fuel for the City's fleet and generators. The optional off-road fuel price is not included in the base bid total and may be added to the contract at the City's sole discretion.

The bid was posted on QuestCDN on October 26, 2026. Seven oil and petroleum supply companies downloaded the bid documents. Only one bid was received; however, the low bid in the 2026 bid opening is lower than the second-lowest bid from the March 2024 bid. The City has worked with the vendor Al Warren Oil Company, Inc., previously, and has been satisfied with the service and product provided. The following is a breakdown of the bid that was received:

Base Term Rates (January 1, 2027 – December 31, 2028)

Fuel Purchase & Delivery (January 1, 2027 – December 31, 2028)		√ Al Warren Oil Company Bensenville, IL	
	Estimated Annual Gallons	Delivery Price Mark-up per Gallon	*Mark-up x Estimated Gallons*
Gasoline	110,000	+.0775	$8,525.00
Diesel Fuels	75,000	+.0775	$5,812.50
Annual Total (Gasoline + Diesel)			**$14,337.50**
Optional Bid: Off-Road ULSD #1 & #2 (Red Dyed) – not included in Base Bid Total	5,000	+.4000	$2000.00

√ Indicates recommended lowest responsive and responsible bidder

Optional Year Rates (at discretion of City and vendor)

Al Warren Oil Company - Optional Year Pricing	Optional Year 1 (January 1, 2029 – December 31, 2029)
	Delivery Price Mark-up per Gallon
Gasoline	+.0775
Diesel Fuels	+.0775
Optional Bid: Off-Road ULSD #1 & #2 (Red Dyed)	+.4000

Recommendation:

The Public Works Department has reviewed the bid received for completeness and accuracy, in accordance with the invitation to bid document. Based on this assessment, City staff recommends awarding the Unleaded Gasoline and Diesel Fuel Purchase and Delivery contract to the lowest responsive and responsible bidder, Al Warren Oil Company, Inc., in the bid amounts for the base two-year term of January 1, 2027 through December 31, 2028, with an optional one-year extension (January 1, 2029 through December 31, 2029) to the contract. Staff also recommends including the optional off-road (red-dyed) diesel fuel for the City's generators at the bid price of $.40 per gallon above/below the OPIS low rack price.

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

Fuel purchase and delivery is a necessary part of City operations and funds for this purchase are budgeted each fiscal year.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need for purchase and delivery of unleaded gasoline and diesel fuel for City fleet vehicles and equipment; and

WHEREAS the CITY OF CRYSTAL LAKE received bids for the purchase and delivery of unleaded gasoline and diesel fuel on November 18, 2026; and

WHEREAS the lowest responsive and responsible bidder was Al Warren Oil Company, Inc., Bensenville, Illinois.

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

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Al Warren Oil Company, Inc. for the purchase and delivery of unleaded gasoline and diesel fuel in the bid amounts for the base two-year term of January 1, 2027 through December 31, 2028, including the optional off-road (red-dyed) diesel fuel for City generators, with the option to extend the agreement for one additional year (January 1, 2029 through December 31, 2029).

DATED this 1st day of December, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: December 1, 2026
APPROVED: December 1, 2026

Draft

THE CITY OF CRYSTAL LAKE

CONTRACT FOR THE PURCHASE AND DELIVERY OF

UNLEADED GASOLINE AND DIESEL FUEL

BIDDER'S PROPOSAL

Full Name of Bidder Al Warren Oil Co Inc. ("Bidder")

Principal Office Address 107 Gateway Rd. Bensenville, IL 60106

Local Office Address 107 Gateway Rd. Bensenville IL 60106

Contact Person Arnie Berg Telephone 630-484-4368

TO: The City of Crystal Lake ("Owner")
100 W. Woodstock Street
Crystal Lake, Illinois 60014

Attention: ***Michael Collins – Public Works Manager***
Sealed Bid: Unleaded Gasoline and Diesel Fuel

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

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

1. **Work Proposal**

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

SCHEDULE OF PRICES

A. UNIT PRICE CONTRACT – DELIVERY PRICE PER GALLON

For providing, performing, and completing all Work, the sum of the products resulting from multiplying the number of gallons of each item delivered to and accepted by Owner by the price per gallon for such item, which price per gallon shall be the OPIS low rack price for the Chicago market on the market date of delivery, plus or minus the Delivery Price per Gallon set forth below:

BASE CONTRACT TERM (January 1, 2027 – December 31, 2028)

Item	Delivery Price per Gallon (+) or (–)	Estimated Annual Gallons	Total Cost (price × estimated gallons)
1. Unleaded Gasoline	$ +.0775	110,000	$ 8525.00
2. Diesel Fuel (ULSD / S15 #1-D, #2-D)	$ +.0775	75,000	$ 5812.50
3. OPTIONAL: Off-Road ULSD #1 & #2 (red dyed)	$ +.4000	5,000	$ 2000.00

Add Total Cost for Line 1 and 2 and multiply by two to represent 24 months for the BASE BID TOTAL: $ 14,337.50

OPTIONAL ONE-YEAR EXTENSION (January 1, 2029 – December 31, 2029)

Item	Delivery Price per Gallon (+) or (–)	Estimated Annual Gallons	Total Cost (price × estimated gallons)
4. Unleaded Gasoline	$ +.0775	110,000	$ 8525.00
5. Diesel Fuel (ULSD / S15 #1-D, #2-D)	$ +.0775	75,000	$ 5812.50
6. OPTIONAL: Off-Road ULSD #1 & #2 (red dyed)	$ +.4000	5,000	$ 2000.00

Bidder shall indicate plus (+) or minus (-) for each Delivery Price per Gallon.

B. BASIS FOR DETERMINING PRICES

It is expressly understood and agreed that:

1. The estimated annual gallons set forth in this Schedule of Prices for each item are Owner's estimate only, for the comparison of Bidder's Proposals; Owner reserves the right to increase or decrease such quantities; and payment shall be made only for the actual number of gallons delivered and accepted, at the price per gallon determined as provided in this Schedule of Prices and the Contract;

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

3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work as well as all taxes, contributions, and premiums for

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: December 1, 2026

Item: Intergovernmental Agreement with the Illinois Department of Transportation for the intersection improvement at IL Route 176 and Oak Street

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an intergovernmental agreement with the Illinois Department of Transportation for the intersection improvement at IL Route 176 and Oak Street

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

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Background:
The intersection improvement at Oak Street and IL Route 176 includes modernization of the existing traffic signal with the addition of northbound and southbound left turn lanes. This traffic signal is over 45 years old. This improvement will utilize Motor Fuel Tax funding, IL Route 176 is owned and maintained by the Illinois Department of Transportation (IDOT). IDOT has agreed to financially participate in 50% of the construction and construction engineering, per the attached IDOT standard agreement, for a maximum of $387,000. The engineer's estimate of probable cost for construction is $704,000.

The City will continue to be the lead agency for the improvement. The project is anticipated to be advertised for bid in early 2027, with construction expected to begin in the summer of 2027. A standard IDOT format is being utilized for the intergovernmental agreement.

Votes Required to Pass:
Simple majority

RESOLUTION

WHEREAS, IL Route 176 is owned and maintained by the Illinois Department of Transportation (IDOT); and

WHEREAS, Oak Street is owned and maintained by the CITY; and

WHEREAS, maintenance responsibilities of the intersection are 50% IDOT and 50% City; and

WHEREAS, the existing traffic signal at IL Route 176 and Oak Street is beyond its useful life and in need of improvement; and

WHEREAS, IDOT has agreed to pay for the construction and construction engineering of the improvement to modernize the existing traffic signal for an amount up to $387,000.

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 intergovernmental agreement between the City of Crystal Lake and the Illinois Department of Transportation for the IL Route 176 at Oak Street intersection improvement.

DATED this 1st day of December, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: December 1, 2026
APPROVED: December 1, 2026

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Illinois Department of Transportation

Intergovernmental Agreement

Governmental Body Name
Crystal Lake

Agreement Number
JN-127-014

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

Remittance Address (if different from above)	City	State	Zip Code

Phone	Unique Entity Identifier (UEI)	FEIN/TIN
(847) 459-2020		36-6005840

Brief Description of Service (full description specified in Part 5)
Financially participate and reimburse the City of Crystal Lake for the traffic signal modernization along IL 176.

Compensation Method (full details specified in Part 6)
Reimbursement

Total Compensation Amount	Advance Pay	Agreement Term Start Date	Agreement Term Expiration Date
$387,000.00	☐ Yes ☒ No	12/01/26	12/01/34

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REQUIRED SIGNATURES

By signing below, the GOVERNMENTAL BODY and the DEPARTMENT agree to comply with and abide by all provisions set forth in Parts 1-8 herein and any Appendices thereto.

FOR THE **GOVERNMENTAL BODY:**

Signature	Date

Name	Title
Eric Helm	City Manager

FOR THE **DEPARTMENT:**

Signature	Date

Name	Title
Gia Biagi	Secretary of Transportation

Delegate Printed Name	Printed Title

Signature	Date

Name	Title
Michael Prater	Chief Counsel

(Approved as to form)

Signature	Date

Name	Title
Lora Rensing, Director	Office of Highways Project Implementation

Signature	Date

Name	Title
Eric Bolinger	Chief Fiscal Officer

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INTERGOVERNMENTAL AGREEMENT
FOR

This Agreement is by and between

Please type or print legibly the GOVERNMENTAL BODY'S legal name and address

City of Crystal Lake
100 W. Woodstock St
Crystal Lake, IL 60014

Attention

Eric Helm

Email

ehelm@crystallake.org

referred to as the GOVERNMENTAL BODY, and the State of Illinois, acting by and through its Department of Transportation, referred to as the DEPARTMENT individually referred to as a PARTY, and collectively referred to as the PARTIES.

Part 1	Scope/Compensation/Term
Part 2	General Provisions
Part 3	Federally Funded Agreements
Part 4	Specific Provisions
Part 5	Scope of Services/Responsibilities
Part 6	Compensation for Services
Part 7	Certification Regarding Lobbying
Part 8	Agreement Award Notification

Part 1
SCOPE / COMPENSATION / TERM

A. **Scope of Services and Responsibilities** The DEPARTMENT and the GOVERNMENTAL BODY agree as specified in Part 5.

B. **Compensation** Compensation (if any) shall be as specified in Part 6.

C. **Term of Agreement** This Agreement will start 12/01/26 and will expire 12/01/34

D. **Amendments** All changes to this Agreement must be mutually agreed upon by the DEPARTMENT and the GOVERNMENTAL BODY and be incorporated by written amendment, signed by the parties.

☒ E. **Renewal** This Agreement may not be renewed.

OR

☐ E. **Renewal** This Agreement may be renewed upon written agreements by the parties.

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Part 2
GENERAL PROVISIONS

A. **Changes** If any circumstances or condition in this Agreement changes, the GOVERNMENTAL BODY must notify the DEPARTMENT in writing within seven (7) days.

B. **Compliance/Governing Law** The terms of this Agreement shall be construed in accordance with the laws of the State of Illinois. Any obligations and services performed under this Agreement shall be performed in compliance with all applicable state and federal laws. The Parties hereby enter into this Intergovernmental Agreement pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

C. **Availability of Appropriation** This Agreement is contingent upon and subject to the availability of funds. The DEPARTMENT, at its sole option, may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (2) the Governor decreases the DEPARMENT's funding by reserving some or all of the DEPARTMENT's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly; or (3) the DEPARMENT determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. GOVERNMENTAL BODY will be notified in writing of the failure of appropriation or of a reduction or decrease.

D. **Records Inspection** The DEPARTMENT or a designated representative shall have access to the GOVERNMENTAL BODY's work and applicable records whenever it is in preparation or progress, and the GOVERNMENTAL BODY shall provide for such access and inspection.

E. **Records Preservation** The GOVERNMENTAL BODY, shall maintain for a minimum of **six (6) years** after the completion of the Agreement, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement.

F. **Cost Category Transfer Request** For all transfers between or among appropriated and allocated cost categories, DEPARTMENT approval is required. To secure approval, the GOVERNMENTAL BODY must submit a written request to the DEPARTMENT detailing the amount of transfer, the cost categories from and to which the transfer is to be made, and rationale of the transfer.

G. **Subcontracting/Procurement Procedures/Employment of DEPARTMENT Personnel**

1. Subcontracting-Subcontracting, assignment or transfer of all or part of the interests of the GOVERNMENTAL BODY concerning any of the obligations covered by this Agreement is prohibited without prior written consent of the DEPARTMENT.

2. Procurement of Goods or Services - Federal Funds For purchases of products or services with any Federal funds that cost more than $3,000.00 but less than the simplified acquisition threshold fixed at 41 U.S.C. 134, (currently set at $250,000.00) the GOVERNMENTAL BODY shall obtain price or rate quotations from an adequate number (at least three) of qualified sources. Procurement of products or services with any Federal funds for $250,000 or more will require the GOVERNMENTAL BODY to use the Invitation for Bid process or the Request for Proposal process. In the absence of formal codified procedures of the GOVERNMENTAL BODY, the procedures of the DEPARTMENT will be used, provided that the procurement procedures conform to the provisions in Part 3(K) below. The GOVERNMENTAL BODY may only procure products or services from one source with any Federal funds if: (1) the products or services are available only from a single source; or (2) the DEPARTMENT authorizes such a procedure; or, (3) the DEPARTMENT determines competition is inadequate after solicitation from a number of sources.

3. Procurement of Goods or Services - State Funds For purchases of products or services with any State of Illinois funds that cost more than $20,000.00, ($10,000.00 for professional and artistic services) but less than the small purchase amount set by the Illinois Procurement Code Rules, currently set to not exceed $100,000 for professional and artistic services, (See 30 ILCS 500/20-20(a) and 44 Ill. Admin Code 6.100) the GOVERNMENTAL BODY shall obtain price or rate quotations from an adequate number (at least three) of qualified sources. Procurement of products or services with any State of Illinois funds not exceeding $100,000 for goods and services or more for professional and artistic services will require the GOVERNMENTAL BODY to use the Invitation for Bid process or the Request for Proposal process. In the absence of formal codified procedures of the GOVERNMENTAL BODY, the procedures of the DEPARTMENT will be used. The GOVERNMENTAL BODY may only procure products or services from one source with any State of Illinois funds if: (1) the products or services are available only from a single source; or (2) the DEPARTMENT authorizes such a procedure; or, (3) the DEPARTMENT determines competition is inadequate after solicitation from a number of sources.

   The GOVERNMENTAL BODY shall include a requirement in all contracts with third parties that the contractor or consultant will comply with the requirements of this Agreement in performing such contract, and that the contract is subject to the terms and conditions of this Agreement.

4. EMPLOYMENT OF DEPARTMENT PERSONNEL The GOVERNMENTAL BODY will not employ any person or persons currently employed by the DEPARTMENT for any work required by the terms of this Agreement.

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Part 3
☒ FEDERALLY FUNDED AGREEMENTS
[Not applicable to this Agreement]

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PART 4
SPECIFIC PROVISIONS

A. **Invoices** Invoices submitted by the GOVERNMENTAL BODY will be for costs that have been incurred to complete the Part 5, Scope of Services. If the GOVERNMENTAL BODY's invoices are deemed by the DEPARTMENT or auditors to not be sufficiently documented for work completed, the DEPARTMENT may require further records and supporting documents to verify the amounts, recipients and users of all funds invoiced pursuant to this Agreement. Furthermore, if any of the deliverables in Part 5 are not satisfactorily completed, GOVERNMENTAL BODY will refund payments made under this agreement to the extent that such payments were made for any such incomplete or unsatisfactory deliverable.

Any invoices/bills issued by the GOVERNMENTAL BODY to the DEPARTMENT pursuant to this Agreement shall be sent to the following address:

Illinois Department of Transportation

Attention
Craig Bauer

Address
201 W. Center Court

E-mail
craig.bauer@illinois.gov

City	State	Zip Code
Schaumburg	IL	60515

All invoices shall be signed by an authorized representative of the GOVERNMENTAL BODY.

B. **Billing and Payment** All invoices for services performed and costs incurred by the GOVERNMENTAL BODY prior to July 1st of each year must be presented to the DEPARTMENT no later than ***July 31st*** of that same year for payment under this Agreement. Notwithstanding any other provision of this Agreement, the DEPARTMENT shall not be obligated to make payment to the GOVERNMENTAL BODY on invoices presented after said date. Failure by the GOVERNMENTAL BODY to present such invoices prior to said date may require the GOVERNMENTAL BODY to seek payment of such invoices through the Illinois Court of Claims and the Illinois General Assembly. No payments will be made for services performed prior to the effective date of this Agreement. The DEPARMENT will direct all payments to the GOVERNMENTAL BODY's remittance address listed in this Agreement.

C. **Termination** This Agreement may be terminated by either party by giving thirty (30) calendar days written notice. If the DEPARTMENT is dissatisfied with the GOVERNMENTAL BODY's performance or believes that there has been a substantial decrease in the GOVERNMENTAL BODY's performance, the DEPARTMENT may give written notice that remedial action shall be taken by the GOVERNMENTAL BODY within seven (7) calendar days. If such action is not taken within the time afforded, the DEPARTMENT may terminate the Agreement by giving seven (7) calendar days written notice to the GOVERNMENTAL BODY. In either instance, the GOVERNMENTAL BODY shall be paid for the value of all authorized and acceptable work performed prior to the date of termination, including non-cancelable obligations made prior to receipt of notice of termination and for which work will be completed within thirty (30) days of receipt of notice of termination, based upon the payment terms set forth in the Agreement.

D. **Location of Service** Service to be performed by the GOVERNMENTAL BODY shall be performed as described in Part 5.

E. **Ownership of Documents/Title to Work** All documents, data and records produced by the GOVERNMENTAL BODY in carrying out the GOVERNMENTAL BODY's obligations and services hereunder, without limitation and whether preliminary or final, shall become and remain the property of the DEPARTMENT. The DEPARTMENT shall have the right to use all such documents, data and records without restriction or limitation and without additional compensation to the GOVERNMENTAL BODY. All documents, data and records utilized in performing research shall be available for examination by the DEPARTMENT upon request. Upon completion of the services hereunder or at the termination of this Agreement, all such documents, data and records shall, at the option of the DEPARTMENT, be appropriately arranged, indexed and delivered to the DEPARTMENT by the GOVERNMENTAL BODY.

F. **Software** All software and related computer programs produced and developed by the GOVERNMENTAL BODY (or authorized contractor or subcontractor thereof) in carrying out the GOVERNMENTAL BODY's obligation hereunder, without limitation and whether preliminary or final, shall become and remain the property of both the DEPARTMENT and the GOVERNMENTAL BODY. The DEPARTMENT shall be free to sell, give, offer or otherwise provide said software and related computer programs to any other agency, department, commission, or board of the State of Illinois, as well as any other agency, department, commission, board, or other governmental entity of any country, state, county, municipality, or any other unit of local government, or to any entity consisting of representatives of any unit of government, for official use by said entity. Additionally, the DEPARTMENT shall be free to offer or otherwise provide said software and related computer programs to any current or future contractor.

The DEPARTMENT agrees that any entity to whom the software and related computer programs will be given, sold or otherwise offered shall be granted only a use license, limited to use for official or authorized purposes, and said entity shall otherwise be

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prohibited from selling, giving or otherwise offering said software and related computer programs without the written consent of both the DEPARTMENT and the GOVERNMENTAL BODY.

G. **Confidentiality Clause** Any documents, data, records, or other information given to or prepared by the GOVERNMENTAL BODY pursuant to this Agreement shall not be made available to any individual or organization without prior written approval by the DEPARTMENT. All information secured by the GOVERNMENTAL BODY from the DEPARTMENT in connection with the performance of services pursuant to this Agreement shall be kept confidential unless disclosure of such information is approved in writing by the DEPARTMENT.

H. **Compliance with Freedom of Information Act.** Upon request, GOVERNMENTAL BODY shall make available to DEPARTMENT all documents in its possession that DEPARTMENT deems necessary to comply with requests made under the Freedom of Information Act. (5 ILCS 140/7(2)).

I. **Reporting/Consultation** The GOVERNMENTAL BODY shall consult with and keep the DEPARTMENT fully informed as to the progress of all matters covered by this Agreement.

J. **Travel Expenses** Expenses for travel, lodging, or per diem is NOT allowed pursuant to this Agreement.

K. **Indemnification** Unless prohibited by State law, the GOVERNMENTAL BODY agrees to hold harmless and indemnify the DEPARTMENT, and its officials, employees, and agents, from any and all losses, expenses, damages (including loss of use), suits, demands and claims, and shall defend any suit or action, whether at law or in equity, based on a alleged injury or damage of any type arising from the actions or inactions of the GOVERNMENTAL BODY and/or the GOVERNMENTAL BODY's employees, officials, agents, contractors and subcontractors, and shall pay all damages, judgments, costs, expenses, and fees, including attorney's fees, incurred by the DEPARTMENT and its officials, employees and agents in connection therewith.

GOVERNMENTAL BODY shall defend, indemnify and hold the DEPARTMENT harmless against a third-party action, suit or proceeding ("Claim") against the DEPARTMENT to the extent such Claim is based upon an allegation that a Product, as of its delivery date under this Agreement, infringes a valid United States patent or copyright or misappropriates a third party's trade secret.

L. **Equal Employment Practice** The GOVERNMENTAL BODY must comply with the "Equal Employment Opportunity Clause" required by the Illinois Department of Human Rights. The GOVERNMENTAL BODY must include a requirement in all contracts with third parties (contractor or consultant) to comply with the requirements of this clause. The Equal Employment Opportunity Clause reads as follows:

In the event that the GOVERNMENTAL BODY, its contractor or consultant fails to comply with any provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act Rules and Regulations of the Illinois Department of Human Rights ("IDHR"), the GOVERNMENTAL BODY, its contractor or consultant may be declared ineligible for future contracts or subcontracts with the state of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the GOVERNMENTAL BODY agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization;
2. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with IDHR's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service;
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organizations or representative of the contractor's obligations under the Illinois Human Rights Act and IDHR's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly notify IDHR and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder;
5. That it will submit reports as required by IDHR's Rules and Regulations, furnish all relevant information as may from time to time be requested by IDHR or the contracting agency, and in all respects comply with the Illinois Human Rights Act and IDHR's Rules and Regulations;

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6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and IDHR for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and IDHR's Rules and Regulations;
7. That it will include verbatim or by reference the provisions of this Clause in every contract and subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Agreement, the GOVERNMENTAL BODY, its contractor or consultant will be liable for compliance with applicable provisions of this clause; and further it will promptly notify the contracting agency and the Department in the event any of its contractor or subcontractor fails or refuses to comply therewith. In addition, the GOVERNMENTAL BODY will not utilize any contractor or subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the state of Illinois or any of its political subdivisions or municipal corporations;
8. The GOVERNMENTAL BODY must have written sexual harassment policies that include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment, under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee's internal complaint process including penalties; (v) the legal recourse, investigative, and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policies must be provided to the DEPARTMENT upon request; and

In addition, the GOVERNMENTAL BODY is subject to the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., which prohibits discrimination in connection with the availability of public accommodations.

M. **Tax Identification Number** GOVERNMENTAL BODY certifies that:

1. The number shown on this form is a correct taxpayer identification number (or it is waiting for a number to be issued), **and**
2. It is not subject to backup withholding because: (a) it is exempt from backup withholding, or (b) has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the GOVERNMENTAL BODY that it is no longer subject to backup withholding, **and**
3. It is a U.S. entity (including a U.S. resident alien).

NAME OF GOVERNMENTAL BODY: City of Crystal Lake

Taxpayer Identification Number: 36-6005840

Legal Status (check one):

☐ Tax-exempt ☒ Government ☐ Other _____

N. **International Boycott** The GOVERNMENTAL BODY certifies that neither GOVERNMENTAL BODY nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This applies to contracts that exceed $10,000 (30 ILCS 582).

O. **Forced Labor** The GOVERNMENTAL BODY certifies it complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the DEPARTMENT under this Agreement have been or will be produced in whole or in part by forced labor, or indentured labor under penal sanction (30 ILCS 583).

P. **Equipment** The DEPARTMENT and the GOVERNMENTAL BODY agree to the following:

1. The GOVERNMENTAL BODY must obtain the DEPARTMENT's written approval prior to purchasing any equipment with funds acquired under this Agreement;
2. The GOVERNMENTAL BODY acknowledges that the DEPARTMENT is under no obligation to approve, and the DEPARTMENT may, if it approves, subject that approval to additional terms and conditions as the DEPARTMENT may require;
3. The GOVERNMENTAL BODY acknowledges that any equipment purchased under this Agreement must remain the property of the DEPARTMENT;
4. The GOVERNMENTAL BODY must use the equipment for the authorized purpose under Part 5 (Scope of Service/ Responsibilities) and Part 6 (Compensation) during the period of performance or the equipment's entire useful life;
5. The GOVERNMENTAL BODY must not sell, transfer, encumber, or otherwise dispose of any equipment that is acquired under this Agreement without prior DEPARTMENT's written approval;
6. In cases where the GOVERNMENTAL BODY fails to dispose of any equipment properly, as determined by the DEPARTMENT, the GOVERNMENTAL BODY may be required to reimburse the DEPARTMENT for the cost of the equipment; and
7. For purposes of this provision, "equipment" includes any tangible or intangible product, having a useful life of two years or more, an acquisition cost of at least $100, and used solely in GOVERNMENTAL BODY's performance under this Agreement.

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PART 5
SCOPE OF SERVICE/RESPONSIBILITIES

In order to ensure the safety of the motoring public and residents near and along IL 176, the City of Crystal Lake (GOVERNMENTAL BODY) requested the DEPARTMENT to financially participate in the modernization of the traffic signal at the intersection of IL 176 at Oak Street, hereinafter referred to as the IMPROVEMENT.

WHEREAS, the DEPARTMENT has agreed to participate in the construction and construction engineering costs associated with the IMPROVEMENT as outlined in the letter between the parties dated February 13, 2024, a copy of which is attached as Exhibit A and made a part of hereof.

I. GOVERNMENTAL BODY'S SCOPE OF SERVICES/RESPONSIBILITIES

A. The GOVERNMENTAL BODY agrees to act as the lead agency in performing the engineering, construction, and obtaining all applicable permits associated with the IMPROVEMENT.

B. The GOVERNMENTAL BODY agrees to receive bids and award the contract, furnish engineering inspection during construction, and cause the IMPROVEMENT to be built in accordance with the approved plans, specifications, and contract.

C. Upon completion of the IMPROVEMENT, and acceptance by the DEPARTMENT of the new traffic signal, the financial responsibility for maintenance and energy charges for the operation of the traffic signal shall remain as outlined in the current Master Agreement executed between the GOVERNMENTAL BODY and the STATE for term began July 1, 2021.

II. DEPARTMENT'S SCOPE OF SERVICES/RESPONBILITIES

A. The DEPARTMENT agrees to reimburse the GOVERNMENTAL BODY for Fifty Percent (50%) of construction and Fifty Percent (50%) of construction engineering for the IMPROVEMENT currently not to exceed Three Hundred Eighty Seven Thousand Dollars ($387,000).

B. Upon award of the contract, and receipt of an invoice based on the contract bid price from the GOVERNMENTAL BODY, the DEPARTMENT agrees to pay 80% of its share of the construction cost of the IMPROVEMENT.

C. The DEPARTMENT further agrees that upon completion of the IMPROVEMENT, and receipt of an invoice from the GOVERNMENTAL BODY, the DEPARTMENT will reimburse the GOVERNMENTAL BODY the remaining share of construction cost of the IMPROVEMENT. It is further agreed the notwithstanding the estimated cost of the IMPROVEMENT, the DEPARTMENT shall be responsible for reimbursing the GOVERNMENTAL BODY (50%) for the total actual construction costs and construction engineering associated with the IMPROVEMENT.

III. MAINTENANCE AND JURISDICTION

Upon final field inspection of the IMPROVEMENT, the parties mutually agree to continue to maintain their respective maintenance and jurisdiction prior to this agreement.

IV. PROJECT DESIGNATION NUMBERS

IL 176 at Oak Street
City of Crystal Lake
PPS No.: 1-81865-0000
State Job Number: N-91-008-27
Agreement Number: JN-127-014

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PART 6
COMPENSATION FOR SERVICES

Funding

	$387,000.00	100%
Subtotal	$387,000.00	100%
Local Match Provided Through the GOVERNMENTAL BODY		
GRAND TOTAL	$387,000.00	

Funding Breakdown

The DEPARTMENT agrees to fund 50% of the actual construction cost of the IMPROVEMENT. It is the intent of the DEPARTMENT that all or a portion of the costs to this IMPROVEMENT will be paid or reimbursed from the proceeds of tax-exempt bonds subsequently issued by the State. The provision is no way constitutes an obligation of the DEPARTMENT to use any particular funding or to confer a contractual or other right to demand that any particular funding be used.

Budget

305,000

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PART 7

CERTIFICATION REGARDING LOBBYING

(49 CFR PART 20)

☒ **[NOT APPLICABLE TO THIS AGREEMENT]**

Draft

PART 8
AGREEMENT AWARD NOTIFICATION

REQUIRED FOR ALL PROJECTS

Does this project receive Federal funds? ☐ Yes ☒ No

Amount of Federal funds	Name of Project

Federal Project Number

Assistance Listing Number*, Federal Agency, Program Title

*For Assistance Listing Number, refer to original Federal Award/Grant Agreement.

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ANNUAL CERTIFICATION FOR SINGLE AUDIT COMPLIANCE

NOTICE

- The certification applies ONLY to governmental agencies, local units of government and non-profit agencies expending federal funds for this project. It does not apply to for-profit public or private entities.
- If 2 CFR Part 200, Subpart F, Section 200.501, Audit Requirements applies to your organization, submit the certification or a copy of your single audit to the DEPARTMENT at the end of your fiscal year for any fiscal year in which you expended any federal funds related to this contract.

NOTE: ANNUAL COMPLIANCE WITH THIS REQUIREMENT IS MANDATORY FOR EVERY YEAR IN WHICH FEDERAL FUNDS ARE EXPENDED FOR THIS PROJECT BY ANY STATES, LOCAL GOVERNMENTS OR NONPROFIT ORGANIZATIONS. FAILURE TO COMPLY WITH THE ANNUAL CERTIFICATION TO THE DEPARTMENT WILL RESULT IN SUSPENSION OF PAYMENTS TO REIMBURSE PROJECT COSTS.

In accordance with 2 CFR Part 200, Subpart F, Section 200.501, Audit Requirements, non-federal entities that expended at least the threshold amount as set out in 2 CFR 200.501(a) in federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The DEPARTMENT is required by federal law to obtain and review the single audit of all entities that had any federally participating funds pass through it, irrespective of the amount provided by the DEPARTMENT. It is the responsibility of the agencies expending Federal funds to comply with the requirements and determine whether they are required to have a single audit performed.

In order to comply with the requirements, your agency must provide the following information to the DEPARTMENT on an annual basis for every year in which you expended funds for costs associated with this project:

1. If your agency expended at least the threshold amount as set out in 2 CFR 200.501(a) or more in Federal awards from all sources, including other agencies, in a year, you are required to have a single audit performed, and submit a copy of the report to the DEPARTMENT within the earlier of 30 days after completion of the single audit or no more than nine months after the end of your fiscal year end.

2. If your agency expended less than the threshold amount as set out in 2 CFR 200.501(a) in Federal awards from all sources, including other agencies, in any fiscal year for which you expended funds for project costs, and were not required to conduct a single audit, **you must complete and return the certification statement.**

3. If your agency receives multiple awards from the DEPARTMENT, only one annual submittal of this information is required.

Please submit a copy of your single audit or the Single Audit Not Required Certification to:

Illinois Department of Transportation
Financial Review & Investigation Section, Rm. 126
2300 South Dirksen Parkway
Springfield, IL 62764
DOT.AuditReview@illinois.gov

The single audit must be comprised of four parts. You have the option of including the four parts in one report or a combination of reports. The four parts are commonly known as:

1. Comprehensive Annual Financial Report (Financial Statements).
2. Schedule of Expenditures of Federal Awards and Independent Auditor's Report thereon.
3. Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and other matters based on an Audit of Financial Statements performed in accordance with Government Auditing Standards.
4. Independent Auditor's Report on Compliance with Requirements Applicable to each Major Program and on Internal Control over Compliance in accordance with 2 CFR Part 200.

Additional information which should be submitted:

1. Corrective Action Plan(s), if applicable,
2. Management Letter, if applicable, and
3. Status of Prior Year Findings, if applicable.

For your convenience, you may also submit the information via email to DOT.AuditReview@illinois.gov or via fax at 217/782-5634. If you have any questions, please contact the Audit Coordination Section at 217/782-6041.

Draft

NOTICE

Do not submit this certification to the DEPARTMENT with your signed contract.

- The certification applies ONLY to governmental agencies, local units of government and non-profit agencies expending Federal funds for this project. It does not apply to for-profit public or private entities.
- If 2 CFR Part 200, Subpart F, Section 200.501, Audit Requirements applies to your organization, submit the certification or a copy of your single audit to the DEPARTMENT at the end of your fiscal year for any fiscal year in which you expended any Federal funds related to this contract.

Annual Certification of Audit Type

1. Do not submit this Certification to the Department with your signed contract.
2. This form must be submitted, by the award recipient, yearly, within 60 days of the award recipient's fiscal year end, for the entire length of the contract.
3. You will submit this form to: DOT.AuditReview@illinois.gov within 60 days of your fiscal year end.

The Illinois Department of Transportation (IDOT) is required to obtain and review the Single Audit of all entities that have federally participating funds pass through it.

Section A

The certification applies ONLY to government agencies, local units of government and non-profit agencies expending federal funds. It does not apply to for-profit public or private entities.
The requirements of a Single Audit are as follows:

- In accordance with 2 CFR 200 Uniform Administrative Requirements, non-federal entities are required to have a single audit conducted if the total federal awards expended, from all awarding agencies, in the entity's fiscal year are:
  - **$750,000.00** or more for fiscal years starting **before October 1, 2024.**
  - **$1,000,000.00** or more for fiscal years starting **on or after October 1, 2024.**

Section B

Certification for fiscal year _____ through _____
Check the box that applies.

☐ The amount of federal funding our organization expended for our fiscal year, _____ through _____ , meets or exceeds, the Single Audit threshold. Therefore, we are required to have a Single Audit.

☐ The amount of federal funding our organization expended for our fiscal year, _____ through _____ , is below the Single Audit threshold. Therefore, we are not required to have a Single Audit.

Section C

Organization Name	Fiscal Year End Date
City of Crystal Lake	

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

Contact Name	Title

Phone	E-mail

FEIN (do not enter a dash)	UEI

Section D

I certify that the above information is correct and in compliance with 2 CFR 200 Uniform Administrative Requirements:

Name	Title

Date

Draft

Illinois Department of Transportation
Office of Highways Project Implementation / Region 1 / District 1
201 West Center Court / Schaumburg, Illinois 60196-1096

Exhibit A

February 13, 2024

The Honorable Haig Haleblian
Mayor
City of Crystal Lake
100 West Woodstock Street
Crystal Lake, IL 60014

Dear Mayor Haleblian:

The Illinois Department of Transportation (Department) has received your letter dated December 14, 2023, requesting State financial participation in the locally initiated traffic signal modernization improvement of IL 176 at Oak Street in the City of Crystal Lake (City). The Department has reviewed your request for State financial participation and offers the following information.

Based on the cost estimate provided with your letter, the estimated cost of the proposed traffic signal modernization within the State highway right-of-way is approximately $304,731. The Department's policies allow for State financial participation for the non-federal portion of the payable construction and preconstruction items associated with the State-owned facility for locally initiated federally funded projects. It is the Department's understanding that the City currently has not secured any federal funding for this locally initiated project. For locally initiated projects that involve work within the State highway right-of-way but do not involve federal funding, the Department will consider State financial participation up to fifty percent of the costs associated with the payable construction and preconstruction items. The total cost of the City's locally initiated project is estimated at $564,317 for construction and $45,145 for Construction Engineering, a total cost estimate of $609,462. Therefore, as a locally funded project, the Department's financial participation would be limited to approximately $304,731, fifty percent of construction and preconstruction items based on the aforementioned cost estimate.

The City is encouraged to continue to explore various federal funding options available through the mayoral council or regional federal funding sources. At present, the Department's maximum financial participation will be $304,731. The Department will make every effort to program the State's financial participation in a future fiscal year to coincide with the Village's anticipated project schedule for implementation. This letter will serve as a Letter of Intent and will be the basis for the preparation of a future formal intergovernmental agreement. Any increase in the anticipated level of State financial participation must be requested and approved in writing prior to any expenditure. The City agrees to continue to act as the lead agency for these improvements, and as a locally initiated project not involving any federal funding, will coordinate the proposed work in the State highway right-of-way through the Department's Bureau of Local Roads and Streets.

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At the end of this letter is a space for you to indicate your concurrence to the terms of this Letter of Intent. Please indicate your concurrence by signing the Letter of Intent in the space provided and returning the original signed letter to the Department at your earliest convenience.

If you have any questions or need additional information, please contact me or Katie Herdus, Area Programmer, at (847) 705-4090.

Very truly yours,

Jose Rios, P.E.
Region One Engineer

Concur_____

Do Not Concur_____

Title_____

Date_____

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Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: December 1, 2026

Item: Public Hearing for the Annual Budget for the 2027 Fiscal Year; and Adoption of the Annual Budget Ordinance, Salary Ordinance, an Ordinance amending Chapter 467, Taxation of the City Code and an Ordinance amending Section 515-15, Rates and Charges, of the City Code.

Staff Recommendation: 1. Public Hearing for the Annual Budget for the 2027 Fiscal Year.

2. Motion to Adopt:
   a. An Ordinance approving and adopting the Annual Budget for the 2027 Fiscal Year
   b. The Salary Ordinance for the 2027 Fiscal Year,
   c. An Ordinance amending Chapter 467, Taxation, of the City Code
   d. An Ordinance amending Section 515-15, Rates and Charges, of the City Code

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

Budget

Attached, please find the proposed Annual Budget for Fiscal Year 2027 for City Council consideration. State Statute requires the City to adopt the budget prior to the beginning of each fiscal year. The City's fiscal year 2027 begins on January 1, 2027 and ends December 31, 2027.

The City has worked diligently to present a proposed annual budget that is:

- ✓ Balanced
- ✓ Continues the City's commitment to public safety
- ✓ Continues the City's investment in infrastructure
- ✓ Within the parameters of the City's financial policies

The draft budget for fiscal year 2027 was placed on public display on November 6, 2026. A notice of public hearing regarding the budget was published in the Northwest Herald for circulation in Crystal Lake on Saturday, November 21, 2026.

The proposed budget maintains high quality City services while allowing for capital investment in facilities and improvements. The proposed budget also continues the funding of General Fund services without the use of a General Fund property tax. After all adjustments, the General Fund is anticipated to end the 2027 fiscal year with available fund balance equal to approximately 50% of its operating expenses.

Salary Ordinance

Included as part of the adoption of the proposed Annual Budget for Fiscal Year 2027 is the salary ordinance. Non-union employees' ability to receive a salary increase is based upon their individual performance, or merit, not based on cost of living adjustments. Collective bargaining agreements outline amounts of compensation to be paid to union employees.

Municipal Packaged Liquor Tax

The City has conducted significant research into the state of the City's fire rescue facilities and the necessary investment to meet the current needs of the Fire Rescue Department. As a result of that research, the City is pursuing renovating City property to provide a new fire station #3 on Congress Parkway. This new station, along with other significant capital projects, has identified a gap in funding. Staff proposes a 3% packaged liquor tax, effective February 2027, to meet this capital funding need. The packaged liquor tax would be applied to alcoholic liquor sold unopened at retail in its original package or container, and only for consumption off the retail premises. It would not be applied to sales of alcoholic beverages served for consumption at Crystal Lake restaurants and bars. The adoption of this tax requires an amendment to the City Code, Chapter 467, Taxation.

Water & Sewer Rate

The Water and Sewer Fund is a self-supporting utility. The Fiscal Year 2027 budget incorporates a water and sewer user fee increase of 3%, effective January 2027. The impact to a household consuming 4,000 gallons of water would be $2.03 per month. Even with the increase, the City's water and sewer rates continue to fall below the mid-point when compared to forty-four other Chicagoland communities. Rates have also been adjusted fractionally for rounding to nickel increments, given the Federal change to no longer print pennies for circulation. Some items, such as the new account deposit and the turn-on fee, have not been amended. The water and sewer rates were last amended in 2025.

Votes Required to Pass:

Simple majority

Ord. No.
File No.

AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE CITY OF CRYSTAL LAKE, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2027 AND ENDING DECEMBER 31, 2027

WHEREAS, the City Council designates a Budget Officer for the City who shall compile an annual budget for the City of Crystal Lake; and

WHEREAS, the Budget Officer has proposed to the corporate authorities a budget as required by Section 8-2-9.3 of the Illinois Municipal Code; and

WHEREAS, Section 8-2-9.9 of the Illinois Municipal Code requires that the corporate authorities of the City of Crystal Lake allow for public inspection of the tentative annual budget at least ten (10) days prior to its passage; and

WHEREAS, the tentative annual budget has been available for public inspection in the Office of the City Manager and online on the City's website from November 6, 2026; and

WHEREAS, after proper notice being given, a public hearing was conducted on December 1, 2026, to obtain public comment on the tentative annual budget for the City of Crystal Lake for the fiscal year beginning January 1, 2027 and ending December 31, 2027; and

WHEREAS, Section 8-2-9.6 of the Illinois Municipal Code and Section 33-2 (C) of the City Code authorizes the City Council to delegate authority to heads of municipal departments to delete, add to, or change sub-classes within an adopted budget.

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

Draft

Section 1: The fiscal year budget of the City of Crystal Lake, McHenry County, Illinois, for the fiscal year beginning January 1, 2027 and ending December 31, 2027, in the form attached hereto is hereby approved and adopted.

Section 2: The City Manager is hereby authorized to transfer budgeted amounts between departments within any fund; however, expenditures in excess of the total budgeted amount per fund must be approved by the City Council per Section 33-2 of the City Code. No revision of the budget shall be made increasing the total budget without proper approval from the City Council.

Section 3: That a certified copy of this Ordinance and a copy of the budget hereby approved shall be filed with the McHenry County Clerk in accordance with the provisions of the statutes of the State of Illinois.

DATED at Crystal Lake, Illinois, this 1st day of December, 2026.

APPROVED:

_____

Haig Haleblian, MAYOR

ATTEST:

_____

CITY CLERK

PASSED: December 1, 2026
APPROVED: December 1, 2026

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

Draft

Ord. No.
File No.

AN ORDINANCE ESTABLISHING CERTAIN ANNUAL, DAILY OR HOURLY PAY RATES AND PAY RANGES AND THE SALARY ADMINISTRATION SCHEDULE FOR THE CITY OF CRYSTAL LAKE EMPLOYEES

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, ILLINOIS;

SECTION I: ANNUAL, DAILY OR HOURLY RATES

That the ranges of annual, daily or hourly rates for the employees of the City are hereby to read as follows on attached chart.

SECTION II: SALARY ADMINISTRATION PROCEDURES

A. The City Manager shall develop procedures and direct the administration of those procedures to ensure that individual employee's wages are determined and allocated in an equitable manner in keeping with the goals and requirements of this policy.

B. New employees and newly promoted employees shall be paid a salary within their new salary range that is not less than the minimum of the range and does not exceed the maximum of their new pay range. Salary increases for individual employees will be timed and salary increase amounts will be determined following the specific criteria below:
   1. Quality of performance since the employee's last salary adjustment.
   2. Comparison of current salary to pay of other employees of like duties, responsibilities and performance.
   3. Position of an employee's current salary within the pay range in terms of overall ability and overall performance since the employee first entered the range.

C. The City Manager shall annually direct the review and survey of certain positions and their salary ranges in comparison with other communities in proximity to the City of Crystal Lake or of like size and comparable composition.

D. The City Manager shall annually approve salary rates and their effective dates for all employees.

E. The City Manager may initiate exceptions to this policy when, in his judgment, such action is for the good of the organization.

Draft

SECTION III: JOB CLASSIFICATION:

That all positions of the City shall be separated into classifications and each classification shall have a pay range and the designation of an annual, daily, or hourly rate of pay. The classifications of positions may be modified as deemed appropriate by the City Manager.

All employees, including department directors, part-time and seasonal employees, shall receive such compensation as shall be determined from time to time by the City Manager provided, however, no expenditure shall be made on account of or pursuant to appointment or employment by the City Manager unless sufficient funds have been appropriated in the annual budget.

SECTION IV: REPEALER

That all ordinances or parts of ordinances, rules and regulations in conflict with this ordinance shall be and are hereby repealed.

SECTION V: EFFECTIVE DATE

That this Ordinance shall be in full force and effect from and after the first day of January 2027.

DATED at Crystal Lake, Illinois, this 1st day of December, 2026.

APPROVED:

_____

Haig Haleblian, MAYOR

ATTEST:

_____

CITY CLERK

PASSED: December 1, 2026
APPROVED: December 1, 2026

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

Draft

Compensation Plan - Full-Time and Part-Time Non-Represented Employees

Effective 01.01.2027 to 12.31.2027

		Annual		Hourly	
	Grade	Minimum	Maximum	Minimum	Maximum
Police Records Assistant	3	55,120	79,394	26.50	38.17
Accounts Payable Coordinator	4	58,989	84,926	28.36	40.83
Administrative Assistant	4	58,989	84,926	28.36	40.83
Community Service Officer	4	58,989	84,926	28.36	40.83
Development Services Representative	4	58,989	84,926	28.36	40.83
Management Assistant	4	58,989	84,926	28.36	40.83
Deputy City Clerk	5	63,107	90,896	30.34	43.70
Development Services Specialist	5	63,107	90,896	30.34	43.70
Help Desk Support Technician	5	63,107	90,896	30.34	43.70
Legal and Transparency Compliance Coordinator	5	63,107	90,896	30.34	43.70
Payroll Coordinator	5	63,107	90,896	30.34	43.70
Property Control Officer	5	63,107	90,896	30.34	43.70
Public Education Specialist	5	63,107	90,896	30.34	43.70
Utility Billing Coordinator	5	63,107	90,896	30.34	43.70
Human Resources Generalist	6	67,579	97,282	32.49	46.77
Recreation Operations Manager	6	67,579	97,282	32.49	46.77
Executive Assistant	7	72,946	105,040	35.07	50.50
Accountant	8	78,062	112,590	37.53	54.13
Building Inspector	8	78,062	112,590	37.53	54.13
Community Development Analyst	8	78,062	112,590	37.53	54.13
Engineering Inspector	8	78,062	112,590	37.53	54.13
Finance Analyst	8	78,062	112,590	37.53	54.13
Fire Alarm Technician and Inspector	8	78,062	112,590	37.53	54.13
Fire Inspector	8	78,062	112,590	37.53	54.13
IT Support Specialist	8	78,062	112,590	37.53	54.13
Management Analyst	8	78,062	112,590	37.53	54.13
Planner	8	78,062	112,590	37.53	54.13
Public Works Analyst	8	78,062	112,590	37.53	54.13
Support Services Coordinator	8	78,062	112,590	37.53	54.13
Accounting Manager	9	83,491	122,720	40.14	59.00
Lab Supervisor	9	83,491	122,720	40.14	59.00
Plans Examiner	9	83,491	122,720	40.14	59.00
Plumbing Inspector	9	83,491	122,720	40.14	59.00
Assistant City Planner	10	88,774	127,858	42.68	61.47
Assistant to the City Manager	10	88,774	127,858	42.68	61.47
Police Records Supervisor	10	88,774	127,858	42.68	61.47
Public Works Manager	10	88,774	127,858	42.68	61.47
Public Works Supervisor	10	88,774	127,858	42.68	61.47

Compensation Plan - Full-Time and Part-Time Non-Represented Employees

Effective 01.01.2027 to 12.31.2027

		Annual		Hourly	
	Grade	Minimum	Maximum	Minimum	Maximum
Civil Engineer	12	98,800	143,208	47.50	68.85
Network Administrator	12	98,800	143,208	47.50	68.85
Police Sergeant*		131,851	148,741	63.39	71.51
Assistant Finance Director	14	113,818	161,075	54.72	77.44
Public Works Superintendant	14	113,818	161,075	54.72	77.44
Building Commissioner	15	119,226	171,704	57.32	82.55
Capital Engineering Manager	15	119,226	171,704	57.32	82.55
City Engineer	15	119,226	171,704	57.32	82.55
City Planner	15	119,226	171,704	57.32	82.55
Economic Development Manager	15	119,226	171,704	57.32	82.55
Police Commander	15	119,226	171,704	57.32	82.55
Deputy Director of Public Works & Engineering	17	136,032	195,894	65.40	94.18
Deputy Fire Chief	17	136,032	195,894	65.40	94.18
Deputy Police Chief	17	136,032	195,894	65.40	94.18
Director of Human Resources	18	143,437	206,544	68.96	99.30
Director of Information Technology	18	143,437	206,544	68.96	99.30
Deputy City Manager	19	154,918	223,059	74.48	107.24
Director of Community Development	19	154,918	223,059	74.48	107.24
Director of Finance	19	154,918	223,059	74.48	107.24
Director of Public Works & Engineering	20	161,138	232,024	77.47	111.55
Fire Rescue Chief	20	161,138	232,024	77.47	111.55
Police Chief	20	161,138	232,024	77.47	111.55

*Salary range subject to change upon approval of the applicable collective bargaining agreement

Compensation Plan - Temporary/Seasonal and Three Oaks Recreation Area Employees
Effective 01.01.2027 to 12.31.2027

	Grade	Hourly Minimum	Hourly Maximum
Temporary/Seasonal Positions			
Seasonal Laborer			
Public Works Fleet		15.00	18.00
Public Works Streets Summer		15.00	18.00
Public Works Water		15.00	18.00
Public Works Wastewater		15.00	18.00
Three Oaks Attendant		15.00	18.00
Three Oaks Lifeguard		16.50	20.00
Three Oaks Assistant Marina Manager		15.50	21.00
Three Oaks Lifeguard Instructor		17.00	22.00
Public Works Streets Winter		25.00	30.00
Interns			
Administrative Intern		15.00	31.50
Engineering Intern		15.00	20.00
GIS Intern		15.00	20.00
Management Intern		15.00	20.00
Planning Intern		15.00	20.00
Finance Intern		15.00	20.00
Three Oaks Recreation Area Regular Part-Time Positions			
Three Oaks Maintenance Specialist		17.50	32.00

ORDINANCE NO. _____

An Ordinance Amending Chapter 467 – Taxation, of the Crystal Lake City Code and Imposing a Packaged Liquor Tax

WHEREAS, the City of Crystal Lake, McHenry County, Illinois, 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 functions as granted in the Constitution of the State of Illinois; and

WHEREAS, pursuant to its home rule authority and to Section 8-11-2 of the Illinois Municipal Code, 65 ILCS 5/8-11-2, the Mayor and City Council of the City of Crystal Lake have determined that it is useful, appropriate and in the best interests of the City to impose a tax upon the purchase of Packaged Liquor at retail at any Alcoholic Liquor Establishment within the corporate limits of the City.

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

SECTION 1: The Code of Ordinances of the City of Crystal Lake be and is hereby amended by adding Article XVIII to Chapter 467 as follows:

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ARTICLE XVIII. Packaged Liquor Tax

§ 467-107. Definitions.

As used in this Article, the following terms shall have the following meanings except where the context clearly indicates a different meaning:

(a) *Alcoholic liquor* means spirits, wine, beer, ale, or other liquid containing more than one-half of one percent of alcohol by volume, which is fit for beverage purposes.

(b) *Alcoholic liquor establishment* means any establishment licensed, pursuant to the provisions of the Municipal Code, to sell alcoholic liquor at retail.

(c) *Packaged Liquor* means alcoholic liquor sold unopened at retail in its original package or container, and only for consumption off the retail premises.

(d) *Person* means any individual, firm or corporation, representative, or entity.

(e) *Purchase at retail* means to obtain for use or consumption in exchange for consideration, whether in the form of money, credits, or any other form of direct or indirect consideration, and not for resale.

(f) *Retailer* means any person who sells or offers for sale, for use or consumption and not for resale.

§ 467-108. Imposition of Tax

(a) A tax shall be imposed upon the purchase of Packaged Liquor at retail at any Alcoholic Liquor Establishment within the Municipality, at a rate of three percent (3%) of the purchase price of such Packaged Liquor, the ultimate incidence of any liability for payment of which shall be borne by the purchaser.

(b) This tax shall be known as the Municipal Packaged Liquor Tax.

§ 467-109. Collection of Tax by Retailer

The owner and the operator of each Alcoholic Liquor Establishment within the Municipality shall have the duty to collect and account for the Municipal Packaged Liquor Tax from each purchaser at the time the purchase is made. This tax shall be known as the Municipal Packaged Liquor Tax.

§ 467-110. Administration and Enforcement

The Director of Finance, or designee, is hereby designated as the administration and enforcement officer of the tax imposed by this Article on behalf of the Municipality.

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It shall be the responsibility and duty of the Director of Finance, or designee, to collect all amounts due the Municipality.

§ 467-111. Books and Records

The owner or operator of each Alcoholic Liquor Establishment within the Municipality shall have the duty to maintain complete and accurate books, records, and accounts showing the gross receipts for sales of Packaged Liquor and the taxes collected each day, which shall be made available to the Municipality for examination and for audit by the Municipality upon reasonable notice and during customary business hours.

§ 467-112. Returns

A monthly Packaged Liquor tax return shall be filed by each owner or operator of an Alcoholic Liquor Establishment in the Municipality. Each monthly return shall list all gross receipts for all Packaged Liquor sold during the preceding month, and the taxes due to the Municipality as outlined in this Article. Each return shall be accompanied by payment to the Municipality of all taxes due and owing for the month covered by the return, and a copy of the Alcoholic Liquor Establishment's Sales and Use Tax return form, (Illinois Department of Revenue form ST-1 inclusive of multi-location form ST-2, or any successor form) as filed with the State of Illinois for the month covered by the return. All returns required by this Article shall be due by the 20th of the month following the month described in the return. For all returns filed and paid when due, the Alcoholic Liquor Establishment retailer may retain an amount equal to one percent (1%) of the tax amount due for the month, as compensation for services rendered in the collection and payment of such surcharge. For returns not received by the Municipality when due, penalties will be applied as described in §467-114. Penalties.

§ 467-113. Collection of Unpaid Tax

Whenever any person fails to pay any taxes provided for in this Article, or when any owner or operator of an Alcoholic Liquor Establishment in the Municipality fails to collect the tax imposed by this Article from any person who has the ultimate liability for payment of the tax, the attorney for the Municipality shall, upon request of the Director of Finance or designee, bring or cause to be brought an action to enforce the payment of the tax on behalf of the Municipality in any court of competent jurisdiction.

§ 467-114. Penalties

(a) Original delinquency. Any person who fails to remit any tax imposed by this article within the time required shall pay a penalty of 10% of the amount of the tax in addition to the amount of the tax.

(b) Continued delinquency. Any person who fails to remit any delinquent remittance on or before a period of 30 days following the date on which the remittance first became delinquent shall pay a second delinquency penalty of 10% of the amount of the tax in

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addition to the amount of the tax and the ten-percent penalty first imposed.

(c) Fraud. If the nonpayment of any remittance due under this article is due to fraud, a penalty of 10% of the amount of the tax shall be added thereto in addition to the penalties stated in Subsections A and B.

(d) Interest. In addition to the penalties imposed, any person who fails to remit any tax imposed by this article shall pay interest at the rate of 10% per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.

(e) Penalties merged with tax. Every penalty imposed and such interest as accrues under the provisions of this section shall become a part of the tax herein required to be paid.

§ 467-115. Further Remedies.

Nothing in this Article shall be construed as limiting any additional or further remedies that the City may have for enforcement of this Article.

SECTION 2: Effective Date of Taxes. The taxes imposed by this Ordinance shall take effect on February 1, 2027.

SECTION 3: This ordinance shall be in full force and effect, and shall be controlling, upon its passage and approval.

PASSED THIS ____ DAY OF _____, 2026.

AYES:

NAYS:

ABSENT:

APPROVED this ___ day of _____, 2026.

_____
Haig Haleblian, MAYOR

ATTEST:

_____
City Clerk

Draft

Ordinance #:
File #:

ORDINANCE AMENDING THE CRYSTAL LAKE CITY CODE

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

Section 1: Amendment of City Code § 515-15, Rates and Charges, of Chapter 515, Water and Sewer, of the City Code is hereby repealed and replaced in its entirety with the following:

§ 515-15. Rates and Charges.

The consumer or user on all property or premises upon which any building or structure has been or may hereafter be erected having connection with any mains or pipes which exist or may hereafter be constructed and used in connection with the water and sewage or water or sewage systems of the City of Crystal Lake shall pay the following rates according to the following schedule:

A. Water rate. Beginning January 1, 2027, the following rates shall apply:
(1) Monthly service charge: $9.20.
(2) Each 1,000 gallons: $6.30.

B. Sewer rate. Beginning January 1, 2027, the following rates shall apply:
(1) Monthly service charge: $11.00
(2) Each 1,000 gallons: $6.25

C. The rates and charges herein established shall be collected from owners, occupants, consumers and users of the premises for all such use from and after each scheduled rate adjustment. The minimum rate for water and sewer monthly billing shall be equal to the combined water and sewer monthly service charge for the rate period covered. The fee paid for sewer use shall be determined by the water meter reading. No discounts shall be allowed for any difference between the water meter reading and actual sewer use.

D. Senior citizens may qualify for a water and sewer rate discount of 20% for the first 5,000 gallons billed each month by requesting the discount and registering with the Finance Department. To receive the discount, a senior citizen must be 65 years of age and must reside at the address, and the account must be in his/her name.

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E. Water users outside corporate limits of the City of Crystal Lake shall pay 1 1/3 times the fee charged for the same services within the City (except those users covered by contractual agreements whose fees should be determined in accordance with such contracts).

F. Bulk water sales made by metered connections to secondary community water supplies or via metered hydrant for on-site use or via metered hydrant to a tanker for transport to an end user (except those users covered by contractual agreements) shall be billed monthly and pay the following rates according to the following schedule:

(1) Bulk water rate (except those users covered by contractual agreements). Beginning January 1, 2027, and continuing until further adjusted by the Mayor and City Council of the City of Crystal Lake:

(a) Monthly service charge: $49.25.
(b) Each 1,000 gallons: $19.15.

G. Water used during construction of new buildings. Beginning January 1, 2027, and continuing until further adjusted by the Mayor and City Council of the City of Crystal Lake:

(1) One- and two-family residences: $119.65.
(2) Multifamily, commercial, industrial:
(a) Under 2,000 square feet, minimum fee: $116.15
(b) Each additional square foot over 2,000 to 10,000: $0.070.
(c) Each additional square foot over 10,000 to 50,000: $0.025.
(d) Each additional square foot over 50,000: $0.010.

H. Temporary hydrant connection. In those instances in which temporary hydrant connections are intended, the following regulations shall apply:

(1) User Fees

(a) The user shall pay to the City:

[1] A monthly service charge of $49.25 regardless of the length of rental during the course of a month.

[2] $19.15 per 1,000 gallons of water used. The fee is charged in 1,000 gallon increments and shall be billed at the time the meter is returned.

[3] A daily hydrant meter/RPZ unit rental fee of $9.75.

(b) Upon the return of the meter, a meter reading shall be taken and the user shall be billed these fees. The minimum billing shall be for 1,000 gallons with a minimum rental fee of one (1) week in addition to the service fee of $49.25.

(2) Deposit. As a condition precedent to the issuance of the hydrant meter/RPZ unit for such temporary connection, the applicant shall deposit with the City the sum of one thousand five hundred dollars ($1,500.00) for a ¾ inch hydrant meter/RPZ unit rental or three thousand five hundred dollars ($3,500.00) for a 2" inch hydrant meter/RPZ unit rental to secure the payment of fees related to such connection. This deposit will be used

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to offset the hydrant meter rental charges as outlined in Section H (1) and any damage. Deposits shall be refunded upon return and inspection of all equipment in good operating condition, which shall include the successful testing of the RPZ.

(3) Hydrant meter/RPZ unit rentals may be rented throughout the year dependent on availability, and all units shall be returned by December 31st of each year, unless alternate arrangements have been made with the Public Works Department. Units not returned by December 31st shall result in the forfeiture of the deposit. Customers who have forfeited their deposits shall be prohibited from using the hydrant meter/RPZ unit and to draw any water from the City's fire hydrants until such time as the account has been paid in full for the water used and a new meter/RPZ unit deposit has been paid. A re-certified unit will then be provided to the customer.

(4) The user of any temporary hydrant meter/RPZ unit is responsible for the replacement cost in the event the unit is lost, stolen, or damaged in any way.

I. Surcharge for industrial users. When the average concentrations of BOD and/or suspended solids exceeds 300 mg/l or 350 mg/l, respectively, a surcharge shall be $0.80 per pound of BOD, and $0.40 per pound of suspended solids. All measurements, tests, and analysis of the characteristics of water and wastes to determine the industrial user surcharge factors shall be conducted in conformance with § 515-13. All commercial and institutional users shall be reclassified "industrial" as per the Office of Management and Budget's "Standard Industrial Classification Manual," 1972 Edition, under the category "Division D Manufacturing," when any of their wastes exceed the concentration of § 515-13 of this article.

J. New Account Deposit.

(1) Upon the establishment of a new water/sewer account, a deposit shall be made to such account prior to any water/sewer service being received at the property associated with the new account. Upon application for service, all new customers must indicate whether the service is requested for property that is owned or rented.
(2) The new customer deposit shall be fifty dollars ($50.00) for water/sewer service.
(3) New account deposits shall be credited to water/sewer service customers in "good standing" for a period of 24 consecutive months with a minimum of 22 timely payments and no payments or drafts having been returned for insufficient funds. Such credits shall be applied to the customer's next bill following the 24th consecutive month of timely payments. No deposits to current accounts shall be refunded directly to the customer until account closure.
(4) The Finance Director is authorized to waive the deposit requirement in the event that the City has received an executed application for participation in the City's Direct Debit program from the new account applicant prior to the first billing cycle. Such waiver shall remain in effect during such time as the customer is enrolled in the Direct Debit Program and the account remains in good standing. An account in good standing is one that has not had direct debit payments returned to the City for insufficient funds on two consecutive billing periods. Should the account not remain

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in good standing at any point during the first 24 months following the establishment of the new account, the new account deposit will be added to the customer's account, regardless of enrollment in the Direct Debit Program. The Finance Director is authorized to process a refund of deposits held by the City on behalf of water and sewer customers who participate in the Direct Debit Program. Refunds shall be processed in the form of an account billing credit.

(5) The deposit requirement shall be waived for any existing customer relocation to a new location and establishing a new account or adding an account for an additional property within the City service area, provided that during the preceding 24 consecutive months such customer's existing account has been kept in good standing.

K. Terms of Payment

(1) Liability For Payment Of Fees For Water/Sewer Service: The user of the City's water/sewer service and the occupant and owner of the property, or the owner's agent, if different from the user, shall be jointly and severally liable for the payment of any user fees, penalties, or special assessments billed for water/sewer service.

(2) Owner Notified If Tenant Delinquent: After the account has been delinquent for sixty (60) days, if the owner has provided the City with the owner's name and address, the City shall deliver notice of the tenant's or occupant's delinquency to the owner. Depositing the required notice in the mail, addressed to the owner at the address listed in the City's records, postage prepaid, shall constitute delivery.

(3) Manner Of Correcting Inaccurate Bills: In any instance where a customer's bill has been incorrectly calculated or stated for any reason except unlawful use of utility services, the City shall correct the billing for any period of time not exceeding twelve (12) months during which incorrect bills were rendered for under-billed accounts and twelve (12) months for credits due to an error which caused the account to be overbilled.

(4) Deferred Payment Plan: Where a customer has been under-billed, the City may enter into a written deferred payment agreement with the customer, whereby the amount due to the billing error may be paid in equal installments over a period not to exceed twelve (12) months from the date on which the agreement is signed.

(5) Termination Of Service: The City shall have and hereby reserves the right, power and authority to suspend or terminate water/sewer service as provided for in § 515-16 to any customer at any time without incurring any liability or cause of action for damages of any kind.

(6) Resumption Of Service: If service is discontinued because the customer's bills for service are in arrears, or for violation of any provisions of this Article after notice, such service shall not be restored until all charges, costs and damages, if any, shall have been paid to the Finance Department; or the violation has been corrected; and any charges for reinstatement of service pursuant to this Chapter have been paid to the Finance Department.

(7) Voluntary Water Shutoff: The City provides a water shutoff service to residents who are on vacation or away for an extended period. The fee for voluntary water shutoff

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shall be $100. The fee shall cover the cost of water shut-off at the valve box in the City's right-of-way (the valve the City has installed to access water service) and then turned back on upon request. The fee shall not be applicable to any school districts or any unit of local government.

(8) Responsibility for Meter with Customer: If water service is terminated pursuant to this Section, the customer shall remain liable for protecting the water meter from damage from freezing or other causes. If the meter is damaged, the customer shall be required to return the damaged meter to the City, purchase a new meter, and have the new meter installed in accordance with City Code requirements, all at his/her own expense.

(9) Collection: The City may take all legal action necessary to collect fees from delinquent accounts including, without limitation, termination of service, recording a lien against the property, foreclosing on such lien, hiring a collection agency, refusing to grant any other utility service, or to issue any City permit or license to the delinquent customer until the delinquent account has been paid in full, including any penalties, costs incurred to record liens or releases of lien, or costs of collection.

(10) Blanket Policy: The City shall also have the right to disconnect or refuse service to any customer with one or more installations if the bills are not paid at any one installation.

(11) Charges And Discounts Prorated: The charges and discounts established in this Article shall be prorated by the Finance Department for customers receiving service for less than a full billing period.

L. Periodic review of charges. The adequacy of the water and sewer charge shall be reviewed by the City Manager at least annually as part of the annual budget process. The water and sewer service charge shall be revised periodically to reflect change in local operation, maintenance and repair costs, including capital replacement costs.

M. Disposition of revenues. All revenues and moneys derived from the operation of the water and sewer system shall be deposited in the Water and Sewer Fund. The Director of Finance shall receive all such revenues from the water and sewer system and all other funds and moneys incidental to the operation of such system as the same may be delivered to him/her and deposit the same in the account of the fund designated as the Water and Sewer Fund of the City of Crystal Lake.

N. Accounts. The Director of Finance shall establish a proper system of accounts and shall keep proper books, records and accounts in which complete and correct entries shall be made of all transactions relative to the water and sewer system, and at regular annual intervals he/she shall cause to be made an audit by an independent auditing concern of the books to show the receipts and disbursements of the sewerage system.

Section 2: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

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DATED at Crystal Lake, Illinois, this 1st day of December 2026.

APPROVED:

_____
Haig Haleblian, MAYOR

ATTEST:

_____
CITY CLERK

PASSED: December 1, 2026
APPROVED: December 1, 2026

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

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