CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
June 18, 2024
7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – June 4, 2024**
5. **Accounts Payable**
6. **Public Presentation**
   The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.
7. **Mayor's Report**
8. **City Council Reports**
9. **Consent Agenda**
   a. **Special Event and Street Closure Request - St. Thomas the Apostle Church Outdoor Mass and Picnic - Sunday, July 28, 2024**
   b. **Special Event Request and Street Closure – Crystal Lake Police Department's National Night Out – Thursday, August 8, 2024**
   c. **Championship Signs Resolution and Proclamation**
   d. **Consideration of Cancellation of July 2, 2024 Regular City Council Meeting**
10. **McHenry County NOW Women Roar 24 Special Event – Saturday, October 12, 2024**
11. **Special Event Request - 2024 Lakeside Festival Kids Bike Parade and Police Assistance Fee Waiver – Saturday, July 6, 2024**
12. **Downtown Crystal Lake/Main Street – Crystal Lake Cars and Caffeine Charity Car Show Special Event Request, Street Closures and Police Department Assistance Fee Waiver – September 1, 2024**
13. **775 S. Main Street, Lennar - Conceptual Planned Unit Development review for a 107-unit townhome development - Discussion Only**
14. **Purchase of dispensary box providing free Narcan to community members**
15. **Bid Award – Fire Station No. 1 Kitchen Remodel**
16. **Policy Approval – Property Owner Initiated Lead Service Line Replacement Reimbursement Program**

17. Board and Commission Reappointments – Library Board

18. Board and Commission Appointments and Reappointment – Historic Preservation Commission

19. Council Inquiries and Requests

20. 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

21. Reconvene to Regular Session

22. Adjourn

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

Agenda Item No: 9a

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: Special Event and Street Closure Request - St. Thomas the Apostle Church Outdoor Mass and Picnic - Sunday, July 28, 2024

Staff Recommendation: Motion to approve the St. Thomas the Apostle Church's application for a Special Event for an outdoor mass and picnic, including the closure of part of Lake Street, on Sunday, July 28, 2024, pursuant to the staff recommended conditions

Staff Contact: Kathryn Cowlin, Director of Community Development
Laurrie Fitzgerald, Support Services Coordinator

Background: St. Thomas the Apostle Church has requested a Special Event approval for their annual outdoor mass and picnic. The event is scheduled for Sunday, July 28, 2024 from 7:00 a.m. until 7:00 p.m. The request includes permission to close Lake Street between Washington Street and the western portion of the St. Thomas the Apostle Church property. Closing Lake Street would make it safer for the participants to move between the St. Thomas school area to the parking lot and grassy area across the street from the school, as well as provide for adequate time for setup and cleanup. The City Council has approved similar requests annually since 2013, with the exception of 2020 and 2021, due to the global pandemic.

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

1) City-owned barricades must be used to block off the street closure sections. Barricades must be placed to allow access to existing crosswalks. In addition, a "Local Traffic Only" sign must be placed temporarily at the entrance to Lake Street from Dole Avenue.
2) The petitioner must send a notice to all affected property owners along Lake Street.
3) Signs indicating the road closure shall be posted a minimum of 7 days prior to the event.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME OUTDOOR MASS AND PICNIC

EVENT LOCATION 469 LAKE ST. CRYSTAL LAKE, IL. 60014

RECEIVED
MAY 24 2024
By:

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
HISPANIC COMMUNITY OF SAINT THOMAS THE APOSTLE PARISH OUTDOOR MASS WITH PICNIC
PURPOSE: TO PROMOTE FELLOWSHIP WITHIN HISPANIC COMMUNITY, DONATED PROCEED GO
TO SAINT THOMAS THE APOSTLE CHURCH

3. Will the event require the use of City-owned property? ☐ Yes ☑ No
4. Is a Site Map/Route Map attached? ☐ Yes ☐ No
5. Is the event an annual/recurring event? ☑ Yes ☐ No
6. Will the event require a public street/sidewalk to be blocked or closed? ☑ Yes ☐ No
7. Will the event require use of a public parking lot? ☐ Yes ☑ No
8. Number of persons scheduled to monitor and work the event: 90 PEOPLE
9. Estimated attendance: 500 PEOPLE

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

ORGANIZATION INFORMATION

11. ☐ Organization is registered with the State of Illinois as a Non-Profit Organization
12. Name of Event Manager: Rev. William Tunarosa, Hispanic Ministry Associate Priest
13. Contact Information for Event Manager:

Address: St. Thomas The Apostle Church
272 King St. Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: [redacted] ☑
Emergency phone: 815 455 5400 ☐
Cell phone: [redacted] ☑
Email: jguimaray@stthomascl.church ☑

EVENT OPERATION

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

Set Up: July 27th, 2024
Event: July 28th, 2024
Dismantling: July 28th, 2024

15. Hours of the event:

Set Up: 7:00am
Event: 10:00am
Dismantling: 5:00-6:00pm

CITY MANAGER'S OFFICE

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

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

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

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

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

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

N/A

N/A

**Please complete the attached Temporary Liquor License Application*

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☐ Yes ☑ No

    Temporary neighborhood event signs ☐ Yes ☑ No

    Directional signs ☐ Yes ☑ No

    Banner ☐ Yes ☑ No

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

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

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

    Description of Products_____

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

    Name of Company ARROW SEPTIC SERVICES
    Address 1704 LAMB ST. WOODSTOCK, IL
    Phone 847 516 8050

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

    If yes, please specify the power requirements and plan for provision
    ST. THOMAS LITTLE CHRISTOPHER SHOPPE, 469 LAKE ST. CRYSTAL LAKE, IL. 60014

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

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

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

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

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

Lake St. Grounds, St. Thomas Parish Office, St. Thomas Church

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify _____

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

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

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

Robert W. Jones

Signature

5/21/2024

Date

Rev. Robert W. Jones, Pastor

Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

ST. THOMAS THE APOSTLE
CATHOLIC CHURCH

May 20th, 2024

Crystal Lake City Council
100 W. Municipal Complex
Crystal Lake, IL 60014

Dear Council Members,
St. Thomas the Apostle Church is planning an Outdoor Mass and Picnic for Sunday, July 28th, 2024, it will begin at 10:00 am Mass and end at 7:00 pm.

Approximately 500 people, including children, are expected to participate in this Mass and Picnic.

Activities will include Mass, live music, food and refreshments, and group games. Most of the activities will take place in the parking lot and grassy area across from St. Thomas School at 469 Lake Street in Crystal Lake.

RECEIVED
MAY 24 2024
BY

A map of the area is enclosed for your review.

Safety for all participants crossing Lake Street is a primary concern. Accordingly, we respectfully request permission to close a portion of Lake Street from 7:00 am until 7:00 pm. The additional hours prior to and after the event will allow adequate time for set-up and cleanup.

Please note that it is our hope that the roadway to be closed will not cause significant inconvenience to the residents in the area from having access to their homes and driveways.

We would appreciate it if you would please let us know if our presence is needed at the upcoming City Council meeting regarding this matter. Your consideration of this matter is greatly appreciated. Thank you.

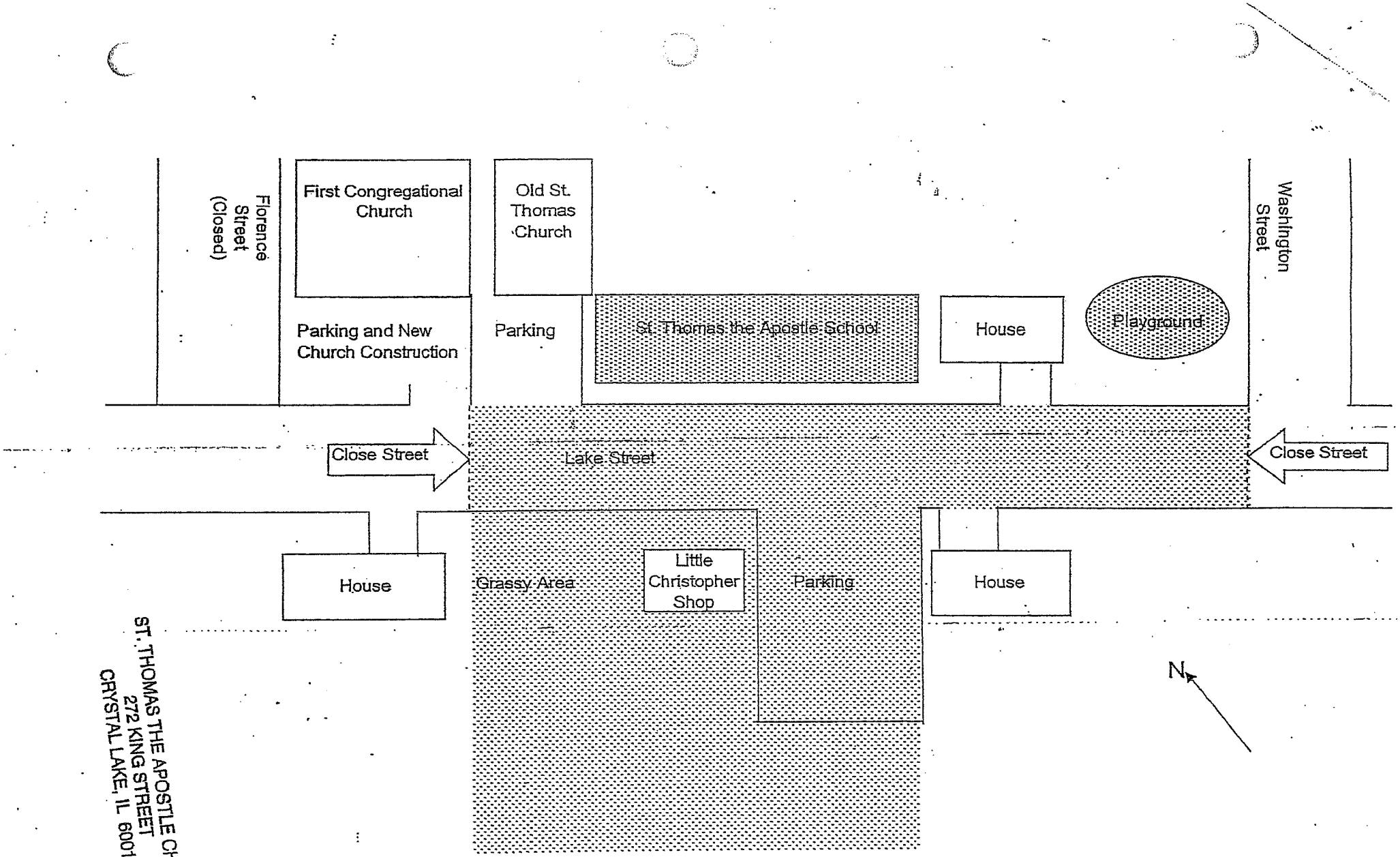
Sincerely, in Christ,

Robert W. Jones

Rev. Robert w. Jones, Pastor
St. Thomas the Apostle Church

272 King St, Crystal Lake, IL 60014 *(Parish Office)*
451 W. Terra Cotta Ave, Crystal Lake, IL 60014 *(Oak Street Church)*
453 Pierson St, Crystal Lake, IL 60014 *(Pierson Street Church)*

Phone 815-455-5400
Fax 815-455-2733
www.stthomascl.church


Florence Street (Closed)
First Congregational Church
Old St. Thomas Church
Washington Street
Parking and New Church Construction
Parking
St. Thomas the Apostle School
House
Playground
Close Street
Lake Street
Close Street
House
Grassy Area
Little Christopher Shop
Parking
House
N
ST. THOMAS THE APOSTLE CHURCH
272 KING STREET
CRYSTAL LAKE, IL 60014

Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: Special Event Request and Street Closure – Crystal Lake Police Department's National Night Out – Thursday, August 8, 2024

Recommendation: Motion to approve the Crystal Lake Police Department's Special Event for National Night Out and street closure of Williams Street between Brink Street and Crystal Lake Avenue on August 8, 2024 pursuant to the staff recommended conditions

Staff Contact: Kathryn Cowlin, Director of Community Development
Laurrie Fitzgerald, Support Services Coordinator

Background: The City of Crystal Lake Police Department has applied for a Special Event Permit to hold National Night Out in downtown Crystal Lake. The event is to be held on Williams Street between Brink Street and Crystal Lake Avenue on August 8, 2024 between 3:00 p.m. and 8:00 p.m. The event will include a mobile DJ, food vendors, and games.

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

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

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

1. This approval is valid for the Special Event Permit and closure of Williams Street between Brink Street and Crystal Lake Avenue on August 8, 2024 from 3:00 p.m. to 8:00 p.m.
2. The event shall be in accordance with the submitted site plan.
3. All electrical must comply with the 2017 National Electric Code and is subject to an inspection prior to starting the event.
4. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs cannot obstruct the view of traffic or be attached to utility poles.

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

The applicant has been made aware of these recommended conditions and advised to attend the June 18, 2024 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME National Night Out

EVENT LOCATION Downtown Crystal Lake

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

RECEIVED
MAY 2 1 2024
By

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

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

3. Will the event require the use of City-owned property? ☑ Yes ☐ No
4. Is a Site Map/Route Map attached? ☑ Yes ☐ No
5. Is the event an annual/recurring event? ☑ Yes ☐ No
6. Will the event require a public street/sidewalk to be blocked or closed? ☑ Yes ☐ No
7. Will the event require use of a public parking lot? ☑ Yes ☐ No
8. Number of persons scheduled to monitor and work the event: 10
9. Estimated attendance: 1,000

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

ORGANIZATION INFORMATION

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

12. Name of Event Manager: Kris Stolzman

13. Contact Information for Event Manager:

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

(Please check preferred means of contact)

Daytime phone: 815-356-3673 ☑

Emergency phone: _____ ☐

Cell phone: [redacted] ☐

Email: Kstolzman@crystallake.org ☐

EVENT OPERATION

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

Set Up: 8/8/24 3pm

Event: 8/8/24 5PM

Dismantling: 8/8/24 9PM

15. Hours of the event:

Set Up: 3 pm

Event: 5pm

Dismantling: 8pm

CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☐ Yes ☑ No

    Directional signs ☐ Yes ☑ No

    Banner ☐ Yes ☑ No

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

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

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

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

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

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

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

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

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

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

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify Water for Dunk Tanks

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

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

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

Signature _____ Date 4/8/24

Kris Stokman
Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

DOWNTOWN CRYSTAL LAKE
25 West Crystal Lake Avenue - Crystal Lake, Illinois 60014
Phone: (815) 479-0835
Website: www.DowntownCL.org - Email: Info@DowntownCL.org

June 10, 2024

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

Dear Mr. Helm,

I am writing on behalf of the Historic District of Downtown Crystal Lake (Downtown Crystal Lake/Main Street) to express our full support for the National Night Out event being held on August 8, 2024. We appreciate the police department's efforts in building strong community relationships through this event, and we are more than happy to provide any support they may need. Officer Kristiana Stolzman has been proactive in communicating with the businesses that will be affected by the street closure, and we are assisting her in that communication.

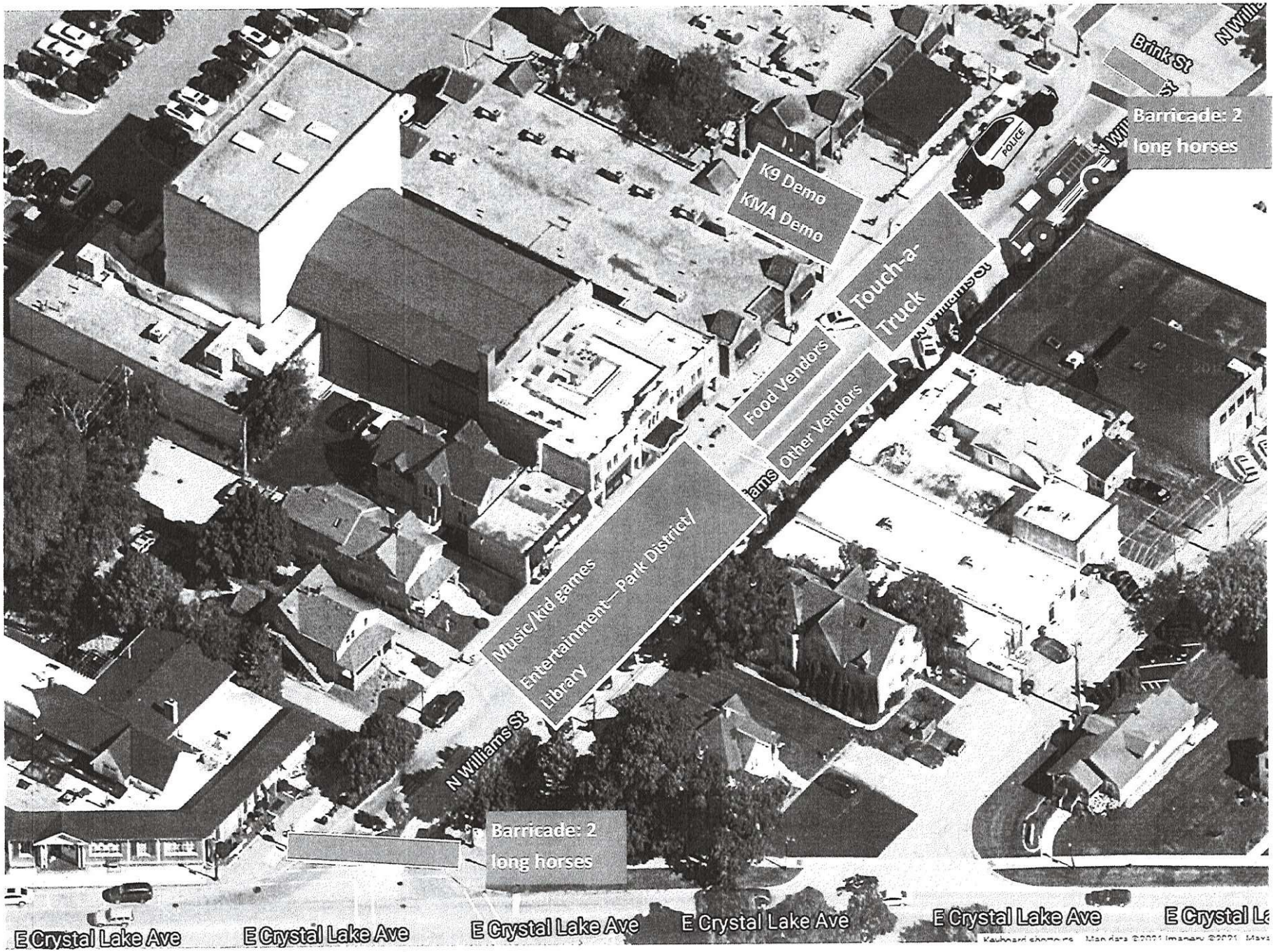
Please let me know if you have any questions or need any further information.

Sincerely,

Joy Neal

Joy Neal
Executive Director
Downtown Crystal Lake/Main Street




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

Agenda Item No: 9c

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: Championship Signs Resolution & Proclamation

Staff recommendation: Motion to adopt a Resolution authorizing signs to be placed recognizing Crystal Lake Central High School's Girls Varsity Soccer Team as the 2024 Class 2A Girls Soccer IHSA State Champions

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

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

On June 1, 2024, the Girls Varsity Soccer Team from Crystal Lake Central High School won the IHSA Class 2A State Championship. This is a tremendous accomplishment by this team of student-athletes.

Recommendation:
Staff recommends that signs be placed in relative proximity to Crystal Lake Central High School to recognize the achievement of the Girls Varsity Soccer Team.

Votes Required to Pass:
Simple majority

RESOLUTION

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

WHEREAS, on June 1, 2024 the Crystal Lake Central High School's Girls Varsity Soccer Team won the 2024 Class 2A Girls Soccer IHSA State Championship.

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

BE IT FURTHER RESOLVED that the City Manager is authorized to direct staff to place signs acknowledging the Crystal Lake Central High School's Girls Varsity Soccer Team as the 2024 Class 2A Girls Soccer IHSA State Champions.

DATED this 18th day of June, 2024.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: June 18, 2024
APPROVED: June 18, 2024

Mayoral Proclamation

WHEREAS, the entire Crystal Lake Central High School Girls Soccer Team, led by 13 seniors, demonstrated perseverance, hard work, dedication and sportsmanship during the 2024 season; and

WHEREAS, these efforts helped Crystal Lake Central High School Girls Soccer Team win first place in the Fox Valley Conference in 2024, finishing the season with a record of of 23-2-2; and

WHEREAS, the Crystal Lake Central High School Girls Soccer Team defeated several opponents in the post-season, including Grayslake North, Wauconda, Lake Forest, Vernon Hills, Saint Ignatius College Prep, Burlington Central, and Triad High School; and

WHEREAS, the Crystal Lake Central High School Girls Soccer Team won the 2024 Class 2A IHSA State Championship, defeating four-time State Champion Triad 1-0, to bring home the first State Championship in program history; and

WHEREAS, Head Coach Sarah Fack and the entire coaching staff, team member parents, faculty and student body at Crystal Lake Central High School were integral in guiding the team to victory through their unwavering support.

NOW, THEREFORE, I, Haig Haleblian, Mayor of the City of Crystal Lake, hereby recognize and heartily congratulate the Crystal Lake Central High School Girls Soccer Team on its outstanding accomplishment.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Crystal Lake to be affixed this 18th day of June 2024.

_____

Haig Haleblian, Mayor

Agenda Item No: 9d

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: Consideration of Cancellation of July 2, 2024 Regular City Council Meeting

Mayor's Recommendation: City Council Discretion

Contact: Haig Haleblian, Mayor

Background:

Due to the Independence Day Holiday, the City Council may wish to consider cancelling the July 2, 2024 Regular City Council Meeting. City staff has reviewed upcoming items and has no concerns regarding the cancellation.

Votes Required to Pass:

Simple majority.

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: McHenry County NOW Women Roar 24 Special Event – Saturday, October 12, 2024

City Council Discretion: Motion to approve the Special Event for McHenry County NOW Women Roar 24, pursuant to the recommended staff conditions listed in the agenda supplement.

Staff Contact: Kathryn Cowlin, Director of Community Development
Laurrie Fitzgerald, Support Services Coordinator

Background:

McHenry County NOW, the local chapter of the National Organization for Women, has applied for a Special Event to hold a Get Out The Vote campaign event geared toward the women of McHenry County in Depot Park on Saturday, October 12, 2024, from 12:00 p.m. to 3:00 p.m.

The organizers wish to hold an event to assist women in the county to register to vote and to get them motivated to cast their vote for whichever candidates. This event will be an nonpartisan effort focused solely on women and the power they carry with their vote, intending to promote the solidarity and empowerment of women.

Due to the event utilizing City property in Depot Park, City Council approval is required.

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

1. The approval is valid on Saturday October 12, 2024.
2. The site must be maintained and free of garbage.
3. Signs must not obstruct the view of traffic or be attached to utility poles.
4. Pedestrian ways or fire lanes cannot be obstructed.
5. Temporary promotional signage for this event is approved. Locations and details of the signage must be submitted to the City.
6. If power is run, all electrical cords must be properly sized and protected. All connections must meet the requirements of the 2017 National Electrical Code. Please contact the Building Division at 815-356-3605 if you have any questions regarding these requirements.

CITY OF Crystal Lake ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME WomenRoar24 Popup

EVENT LOCATION Depot Park 90 E Woodstock St Crystal Lake, IL

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

- ☐ Carnival
- ☐ Circus
- ☐ Festival
- ☐ Filming
- ☐ General use of City-owned property
- ☐ Parade
- ☐ Outdoor Sales
- ☐ Run/Walk Event
- ☑ Other Non-partisan voter registration and Women's Empowerment Event

2. General Description/Purpose of the event:
We will be hosting popup events like this throughout the county running Sept thru Election Day.
This will be a completely nonpartisan effort focused solely on WOMEN and the power we carry with our vote in this country.
These events are about the solidarity & Empowerment of Women.

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

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

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

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

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

8. Number of persons scheduled to monitor and work the event: 6

9. Estimated attendance: Estimate 100 spread out throughtout the day as drop in & out

10. Is a "rain date" proposed? Y ☑ or N ☐ If yes, what is the rain date? 9/1/24

ORGANIZATION INFORMATION

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

12. Name of Event Manager: Dee Darling

13. Contact Information for Event Manager:

Address: 824 Burr Oak Cir
Cary, IL 60013

(Please check preferred means of contact)

Daytime phone: _____ ☐

Emergency phone: [redacted] ☐

Cell phone: _____ ☐

Email: mchenryconow.pres@gmail.com ☑

EVENT OPERATION

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

Set Up: 12:00pm

Event: 12:30pm-2:30pm

Dismantling: 3:00pm

15. Hours of the event:

Set Up: 12:00pm

Event: 12:30pm-2:30pm

Dismantling: 3:00pm

CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? ☑ Yes ☐ No (POP UP ONLY (NO STAKES))

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

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

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

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

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

Description of Products _____

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

Name of Company _____
Address _____
Phone _____

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

If yes, please specify the power requirements and plan for provision
If there is an outdoor outlet great, don't need special electricity source if not

_____

_____

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

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

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

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

28. Please state what provisions have been made for first aid and emergency medical services, if any:
We will have on site first aid just in case, but do not anticipate needing it as this is not a physical event

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify _____

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

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

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

Signature

5/31/24
Date

Dee Darling
Print Name

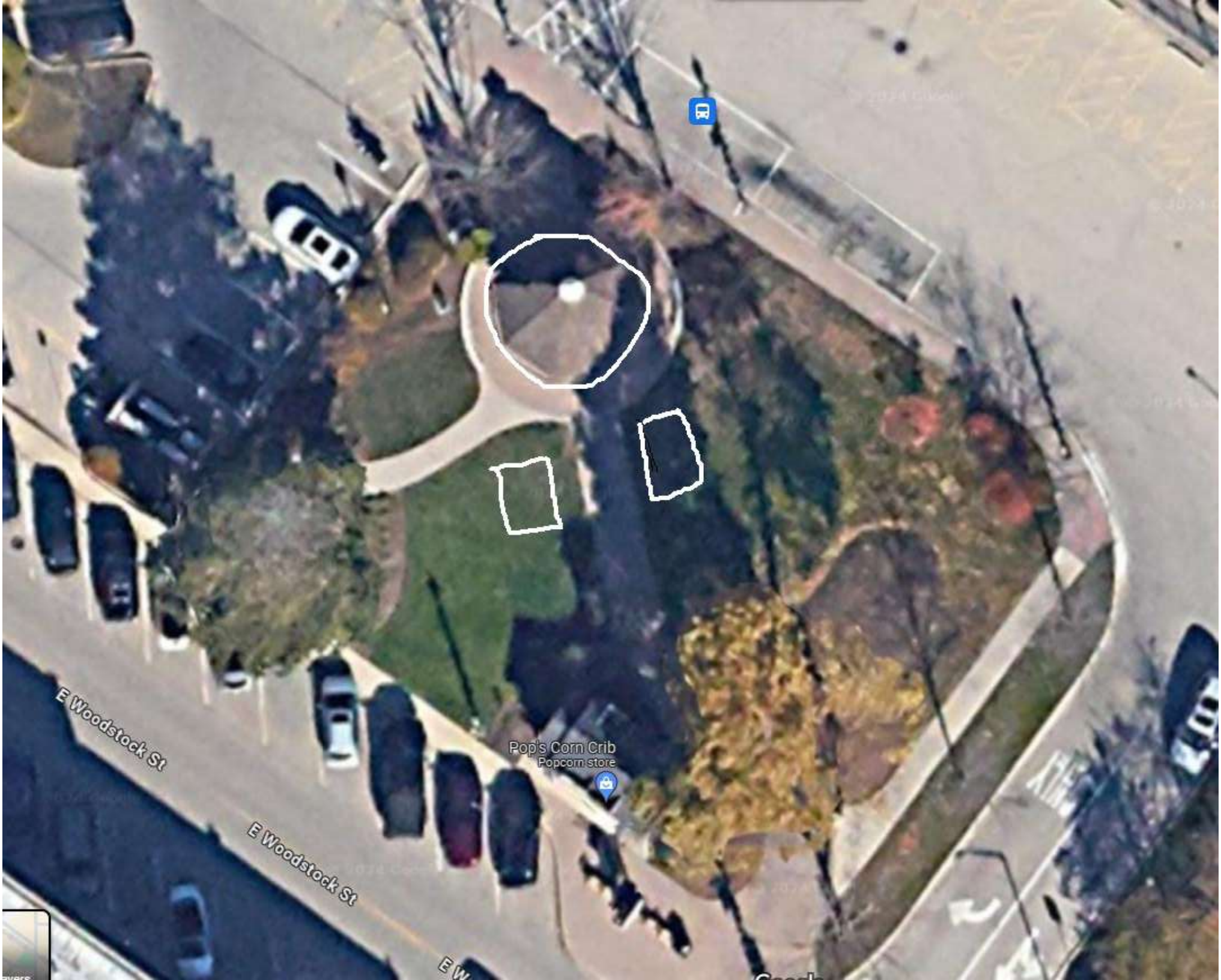
STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ❑ Yes ❑ No

City Council Approval Required: ❑ Yes ❑ No


E Woodstock St
E Woodstock St
Pop's Corn Crib
Popcorn store

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: Special Event Request - 2024 Lakeside Festival Kids Bike Parade and Police Assistance Fee Waiver – Saturday, July 6, 2024

Staff Recommendation: Motion to approve the Special Event Request for the 2024 Lakeside Festival Kids Bike Parade, pursuant to the recommended conditions and to waive Police Officer assistance fees (~$750.00) for this event

Staff Contact: Kathryn Cowlin, Director of Community Development
Laurrie Fitzgerald, Support Services Coordinator

Background:
The Lakeside Festival Committee has submitted a special event permit application for the 2024 Lakeside Festival Kids Decorated Bike Parade. The parade will be held Saturday, July 6, 2024 from 12:00 p.m. until 12:45 p.m. Additionally, they are requesting a Crystal Lake Police Detail to assist with the traffic control and safety during the event.

As part of their application, they are requesting the use of Lake Shore Drive, from Dole Avenue to County Club Road, and County Club Road, from Lake Shore Drive to the second entrance drive of The Dole. This event has been a feature of the Lakeside Festival for over 30 years.

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

1) The volunteers for both races carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
2) The organizers must coordinate with the Crystal Lake Police Department regarding assistance during the event.
3) All debris created by the event needs to be cleaned up during and after the event.
4) Streets are not to be marked with paint or any permanent materials.
5) A weather monitoring person is required during the event and an emergency plan shall be in place in the event of severe weather.

The organizers are requesting a waiver of the Police assistance fee. The Police Department estimates that the chargeback fees would not be more than $750.00.

The applicant has been made aware of these recommended conditions and advised to attend the June 18, 2024, City Council meeting to answer any questions.

Votes Required to Pass:

A simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Lakeside Festival Kids' Bike Parade

EVENT LOCATION Corner of Dole and Lake Shore Dirve to Lakeside Festival Grounds

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
Kids' Bike Parade has been a feature of the Lakeside Festival over July 4th for over 30 years.

The kids and parents gather at the triangle where Dole Ave meets the Lake across from the Boat gate. Police cars escort the parade in the road in front of Main Beach to the first turn in at the Dole/Lakeside grounds.

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

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

9. Estimated attendance: 70

RECEIVED
JUN 10 2024
By: LJ Am

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

ORGANIZATION INFORMATION

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

Address: 154 Ridge Ave 60014

(Please check preferred means of contact)

Daytime phone: [redacted] ☐

Emergency phone: ☐

Cell phone: ☐

Email: ☑

EVENT OPERATION

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

Set Up: July 6th11:00

Event: 11:45 July6th

Dismantling: 12:45 July 6th

15. Hours of the event:

Set Up: 11:00 - 12:00

Event: 12:00 - 12:45

Dismantling: 12:15 - 12:45

CITY MANAGER'S OFFICE

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

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

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

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

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

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

No alcohol . Insurance is part of the Lakeside Festival Group

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☑ Yes ☐ No

    Directional signs ☐ Yes ☑ No

    Banner ☐ Yes ☑ No

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

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

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

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

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

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

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

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

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

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

First Aid and emergency services would be provided as part of Lakeside Festival at the grounds, which is where the parade ends.

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify _____

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

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

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

Signature _____ Date 6/4/24

SHARON L. CHAKOIAN
Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

The Dole

City of Crystal Lake ~

This letter is to request a waiver of police assistance fees for the upcoming children's parade taking place during the annual Lakeside Festival July 4th – July 7th, 2024. The children's parade will be Saturday be on July 6th at noon. Children are encouraged to show their patriotism by decorating their bikes, wagons, tricycles, strollers and wheelchairs.

This is always a fun family activity for the children and a great part of the Lakeside Festival, coordinated by the Crystal Lake Women of Today and sponsored by local businesses. We appreciate all your help and support.

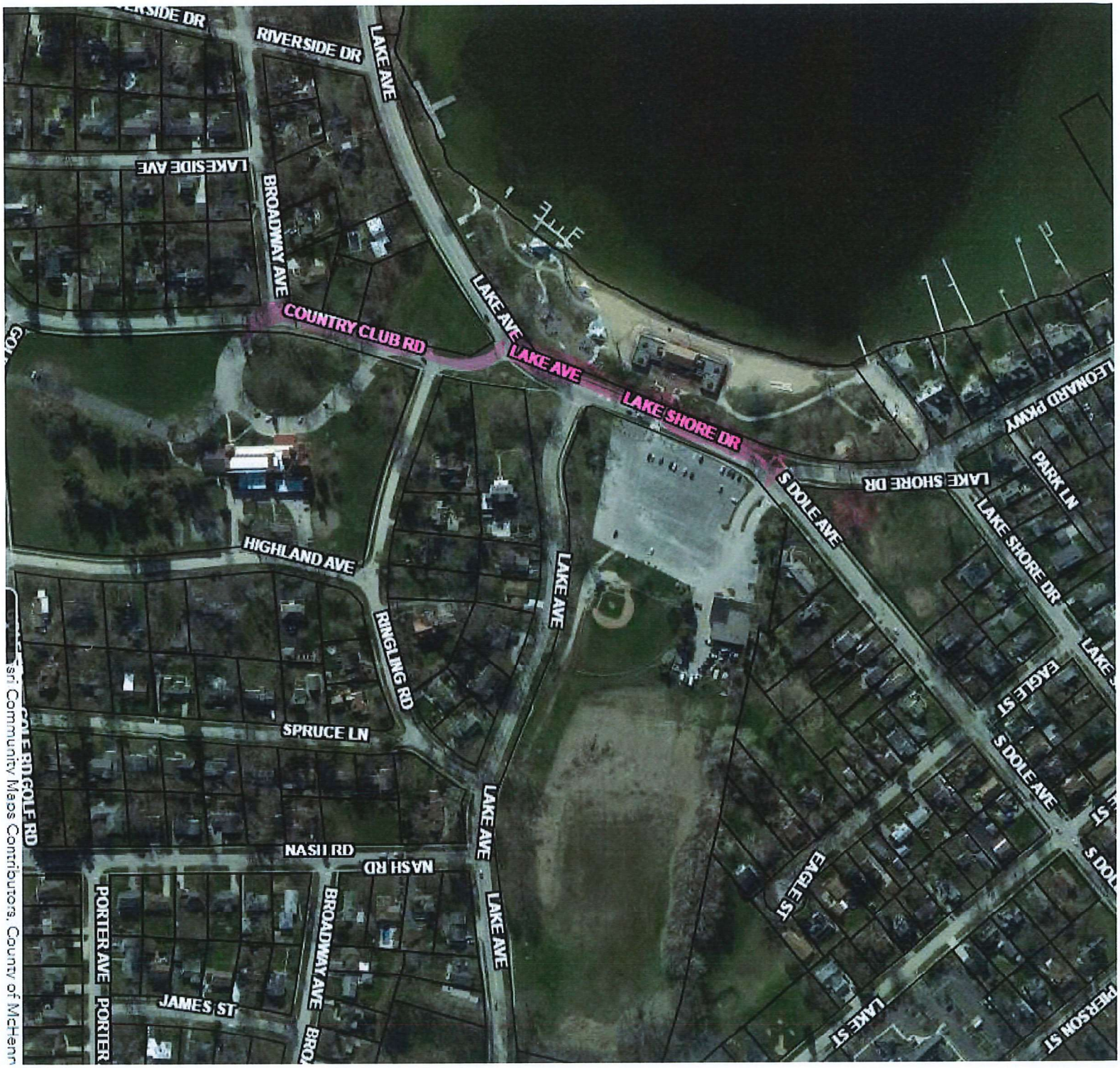
Warmly,

Kathryn Loprino

Director of Community Engagement & Events

Lakeside Fest

C:815-333-9253


RIVERSIDE DR
LAKE AVE
LAKESIDE AVE
BROADWAY AVE
COUNTRY CLUB RD
LAKE AVE
LAKE SHORE DR
S DOLE AVE
LAKE SHORE DR
LEONARD PKWY
PARK LN
HIGHLAND AVE
LAKE AVE
RINGLING RD
SPRUCE LN
LAKE SHORE DR
EAGLE ST
S DOLE AVE
COLE RD GOLF RD
NASH RD
LAKE AVE
EAGLE ST
PORTER AVE
BROADWAY AVE
LAKE AVE
JAMES ST
LAKE ST
PERSON ST
Esri Community Maps Contributors, County of McHenr

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: Downtown Crystal Lake/Main Street – Crystal Lake Cars and Caffeine Charity Car Show Special Event Request, Street Closures and Police Department Assistance Fee Waiver – September 1, 2024

Recommendation: Motion to approve the Crystal Lake Cars and Caffeine Charity Car Show event, street closures, pursuant to staff recommendations, and waiver of the Police Department charge back fees (~$4,487.04)

Staff Contact: Kathryn Cowlin, Director of Community Development
Laurrie Fitzgerald, Support Services Coordinator

Background: The applicant has applied for a Special Event to hold the Crystal Lake Cars and Caffeine Charity Car Show on Sunday, September 1, 2024, from 10:00 a.m. to 2:00 p.m. Crystal Lake Cars and Caffeine is a group that is passionate about automobiles and wants to share that passion with the community. In collaboration with Historic Downtown Crystal Lake / Main Street, the event will showcase a stunning array of vehicles and downtown businesses. All proceeds from the event will be donated to the McHenry County Police Charities *Shop with a Cop* program.

City Council approval is required because the applicant is requesting permission to close off Williams Street between Woodstock Street and Crystal Lake Avenue, Brink Street between Grant and Main Streets, the Brink Street parking lot, and Ormsby Motors parking lot at the corner of Main and Brink Streets. Grant Street will be closed earlier in the day for the Crystal Lake Half Marathon, which City Council approved earlier this year, and the organizers are requesting to extend the closure for unloading and loading of the show vehicles. Letters of support and approval have been received from Ormsby Motors and the Half Marathon organizer.

The Police Department estimates that the cost for Police Officer assistance for this event is approximately $4,487.04 based on the scope of the event.

The organizers of the event are requesting a waiver of the fee.

If the request is approved, staff recommends the following conditions:

1. The approval is valid on Sunday, September 1, 2024. Street closures are approved between 10:00 a.m. and 2:00 p.m.
2. All electrical must comply with the 2017 National Electric Code.
3. The event organizers must coordinate with the Downtown Crystal Lake Association, Crystal Lake Public Works Department, and the Crystal Lake Police Department regarding staffing, signage, and other needs for the event.
4. Advance notice shall be given to all surrounding businesses and residents and signage shall be posted advising the public of the upcoming restricted street parking and parking lot closures.
5. City owned barricades and parking cones will be used to block parking on the streets and parking lots to be used during the event.
6. Emergency vehicle access of at least 20 feet must be maintained throughout the event. Items shall not be placed on the roadway to prohibit access, and volunteers shall be available to remove barricades to all emergency vehicle access.
7. A weather monitoring person is required during the event and an emergency plan shall be in place, in the event of severe weather.
8. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs cannot obstruct the view of traffic or be attached to utility poles.
9. The applicant must provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. Downtown amenities and landscaping must be properly maintained and/or restored to their original condition, as necessary.
10. Pop up tents, sun shades, or other types of portable tents shall be properly anchored.
11. Pre-event advertisements and event-day signage should direct motorists to the commuter lots for parking.
12. No liquor service is allowed at the event.
13. In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the June 18, 2024 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Crystal Lake Cars and Caffeine Charity Car Show

EVENT LOCATION Downtown Crystal Lake - Williams and Brink Streets

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
Crystal Lake Cars and Caffeine members and other car enthusiasts display their cars with registration fees going to local charities

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

8. Number of persons scheduled to monitor and work the event: approximately 20

9. Estimated attendance: 1,000

10. Is a "rain date" proposed? Y ☒ or N ☐ If yes, what is the rain date? Sunday, 9/8/2024

ORGANIZATION INFORMATION

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

12. Name of Event Manager: Jim and Becky Long

13. Contact Information for Event Manager:

Address: 1831 Kings Gate Ln
Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: _____ ☐

Emergency phone: [redacted] ☐

Cell phone: [redacted] ☒

Email: [redacted] ☐

EVENT OPERATION

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

Set Up: 9/1/2024

Event: 9/1/2024

Dismantling: 9/1/2024

15. Hours of the event:

Set Up: 6am - 10am

Event: 10am - 1pm

Dismantling: 1pm - 2pm

CITY MANAGER'S OFFICE

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

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

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

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

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

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

—

**Please complete the attached Temporary Liquor License Application*

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☒ Yes ☐ No

    Temporary neighborhood event signs ☒ Yes ☐ No

    Directional signs ☒ Yes ☐ No

    Banner ☒ Yes ☐ No

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

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

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

    Description of Products_____

23. Will the event require portable sanitation facilities? ☒ Yes ☐ No
    ★working with ½ marathon to share their existing portable units and to add additional toilets
    Name of Company LPS
    Address 5500 Pearl St Rosemont, IL 60018
    Phone 844-633-3577

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

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

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

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

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

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

28. Please state what provisions have been made for first aid and emergency medical services, if any:
none

PUBLIC WORKS

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

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

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

Specify _____

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

☒ Barricade Borrowing Application
☒ Certificate of Insurance/Hold Harmless Agreement
☐ Raffle License Application - Kris Stolzman to submit
☐ Temporary Liquor License Application

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

Joy Neal — Signature

04/08/2024 — Date

Joy Neal — Print Name

On behalf of Downtown Crystal Lake per advisory Board

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

June 11th, 2024

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

To Whom it May Concern:

The Downtown Crystal Lake / Main Street organization is requesting a waiver of fees for Police detail for the Cars and Caffeine event taking place on September 1st, 2024. This event is expected to draw between 500-1,000 visitors into our Downtown for this one day event. Our Downtown organization is a 501c3 that plans, promotes, and runs this event that enriches our community and draws visitors from all over Northern Illinois.

We appreciate your consideration of this request.

Sincerely,

Joy Neal

Joy Neal
Downtown Crystal Lake Executive Director

March 27, 2024

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

Dear Mr. Helm,

The Crystal Lake Half Marathon (CLHALF), under the event management company, Race Production by Trudy, is in support of the "Crystal Lake Cars and Caffeine" event that is to be held on Sunday, September 1, 2024. The finish line for the CLHALF utilizes Grant Street from Crystal Lake Avenue to Brink Street from 5:00 a.m. until 12:30 p.m. Per my discussion with the organizers, they will be utilizing both Williams Street and Brink Streets. This will not interfere with the CLHALF, and therefore our team supports this event.

Please let me know if there is any additional information or questions I can answer or clarify. I can be reached at 224-629-6197.

Regards,

Trudy :)

Trudy Wakeman
Race Director for the Crystal Lake Half Marathon

Ormsby Motors

50 Main Street — P. O. Box 220 Telephone 815-459-4566
Crystal Lake, Illinois.60014

April 11,2023

Dear Eric,

I spoke to both Jim Long and the Mayor about Crystal Lake Cars and Caffeine Charity Car Show to take place 9/1/2024 rain date 9/8/2024.

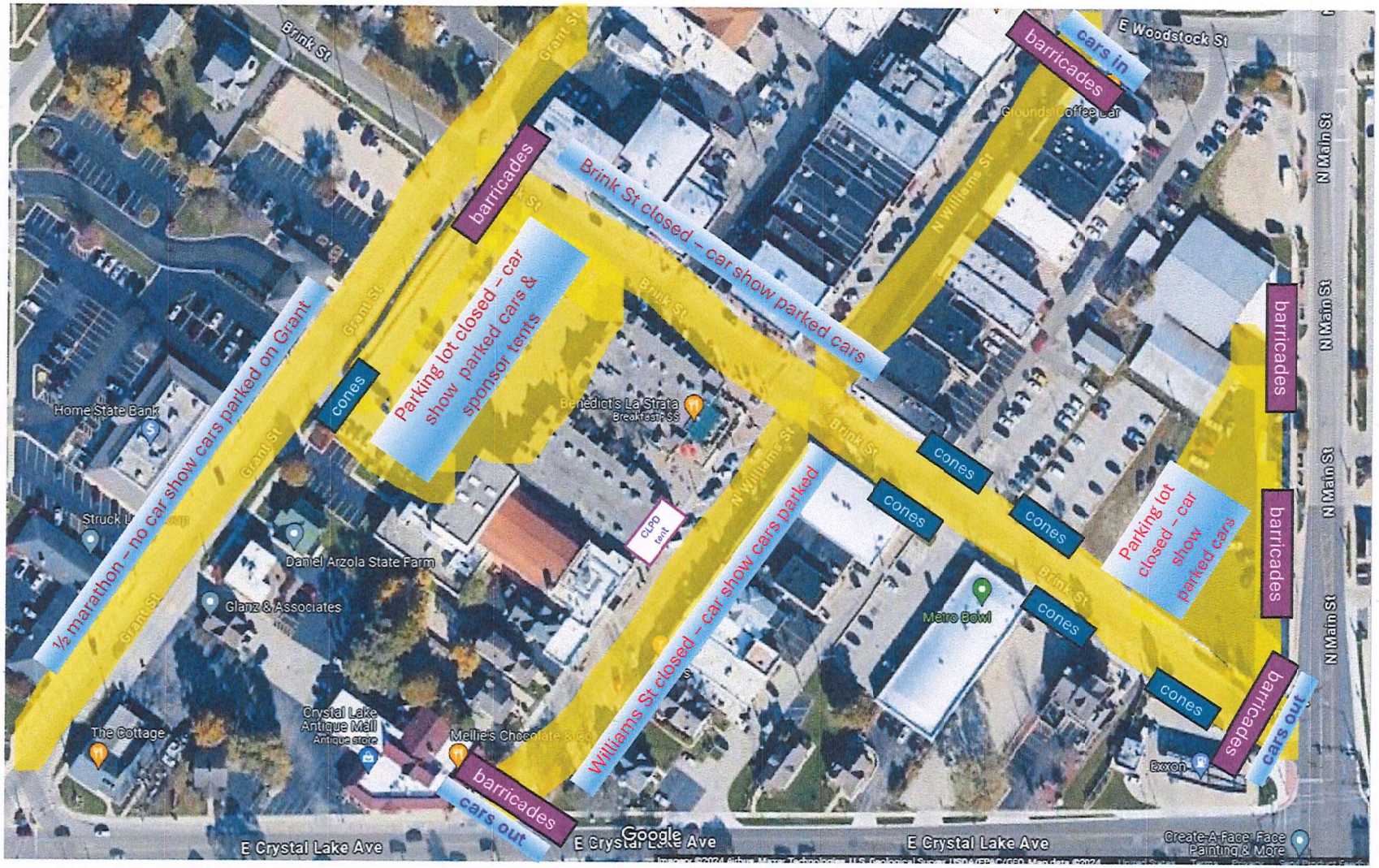
Ormsby Motors is in support of this event and looks forward to it coming together.

If you would have any overflow of show participants, we would be happy to let you use our south lot to accommodate those cars.

Please let me know if there is anything else I could help with to make this event a success.

Thank you.

Tom Ormsby


Brink St
Grant St
barricades
cars in
E Woodstock St
Grounds Coffee Bar
N Williams St
N Main St
Brink St closed – car show parked cars
Parking lot closed – car show parked cars & sponsor tents
cones
½ marathon – no car show cars parked on Grant
Home State Bank
Benedict's La Strata Breakfast $$
CLPD tent
Daniel Arzola State Farm
Glanz & Associates
Williams St closed – car show cars parked
Metro Bowl
Parking lot closed – car show parked cars
barricades
cars out
The Cottage
Crystal Lake Antique Mall
Antique store
Mellie's Chocolate & Co
Exxon
E Crystal Lake Ave
Google
Create-A-Face Face Painting & More

Legend

10x10 sponsor tents

2 portable toilets & handwashing station



Brink/Grant Street parking lot will be closed to public parking

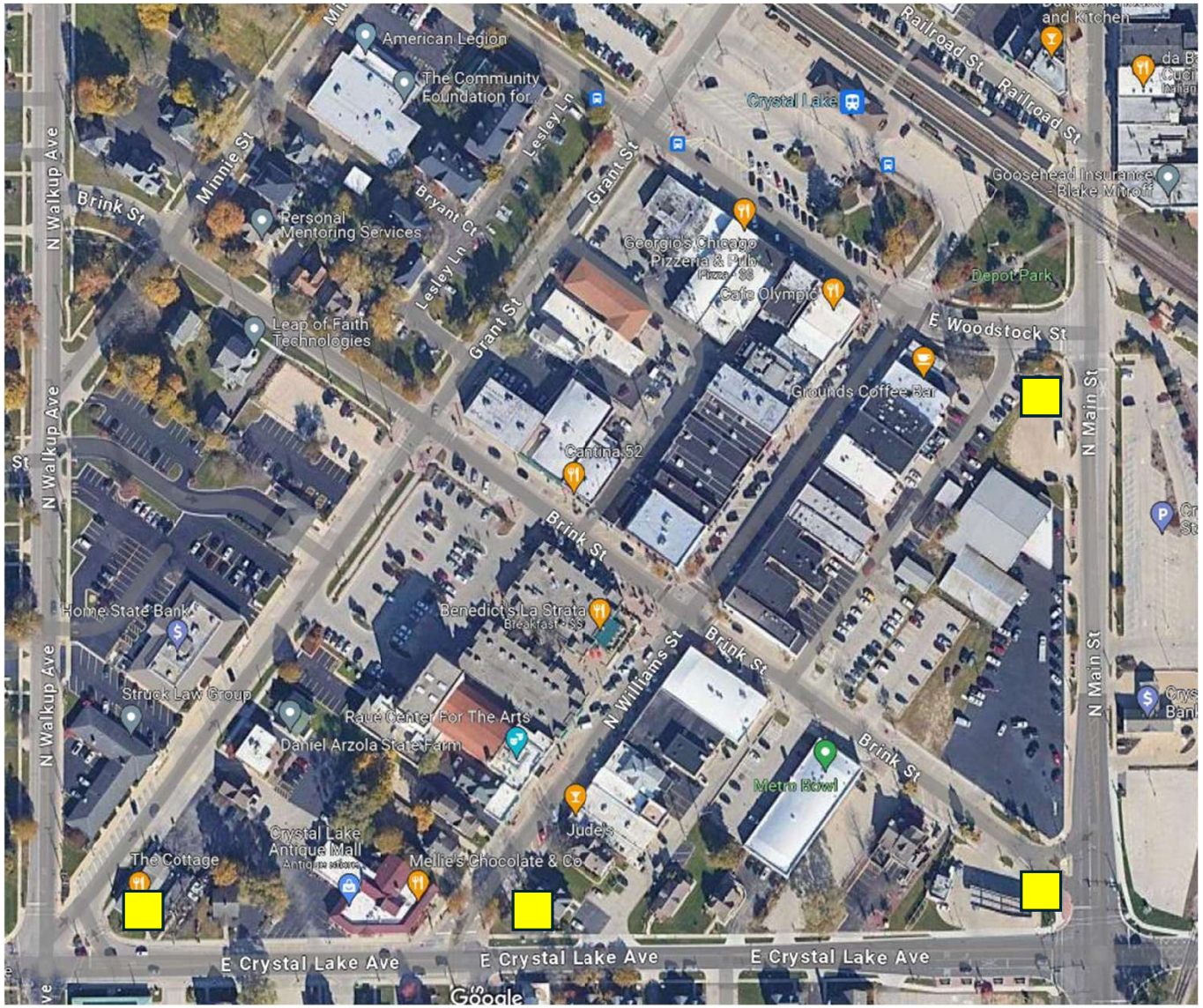
Car show cars will be parked in available existing parking spaces

Total of 14 Sponsor tents along the North and East sides of the parking lot

2 portable toilets and 1 hand washing station in North corner of parking lot (1/2 marathon toilets and washing station is moved from Raue parking lot to corner of parking lot)

Legend

18” x 24” yard signs

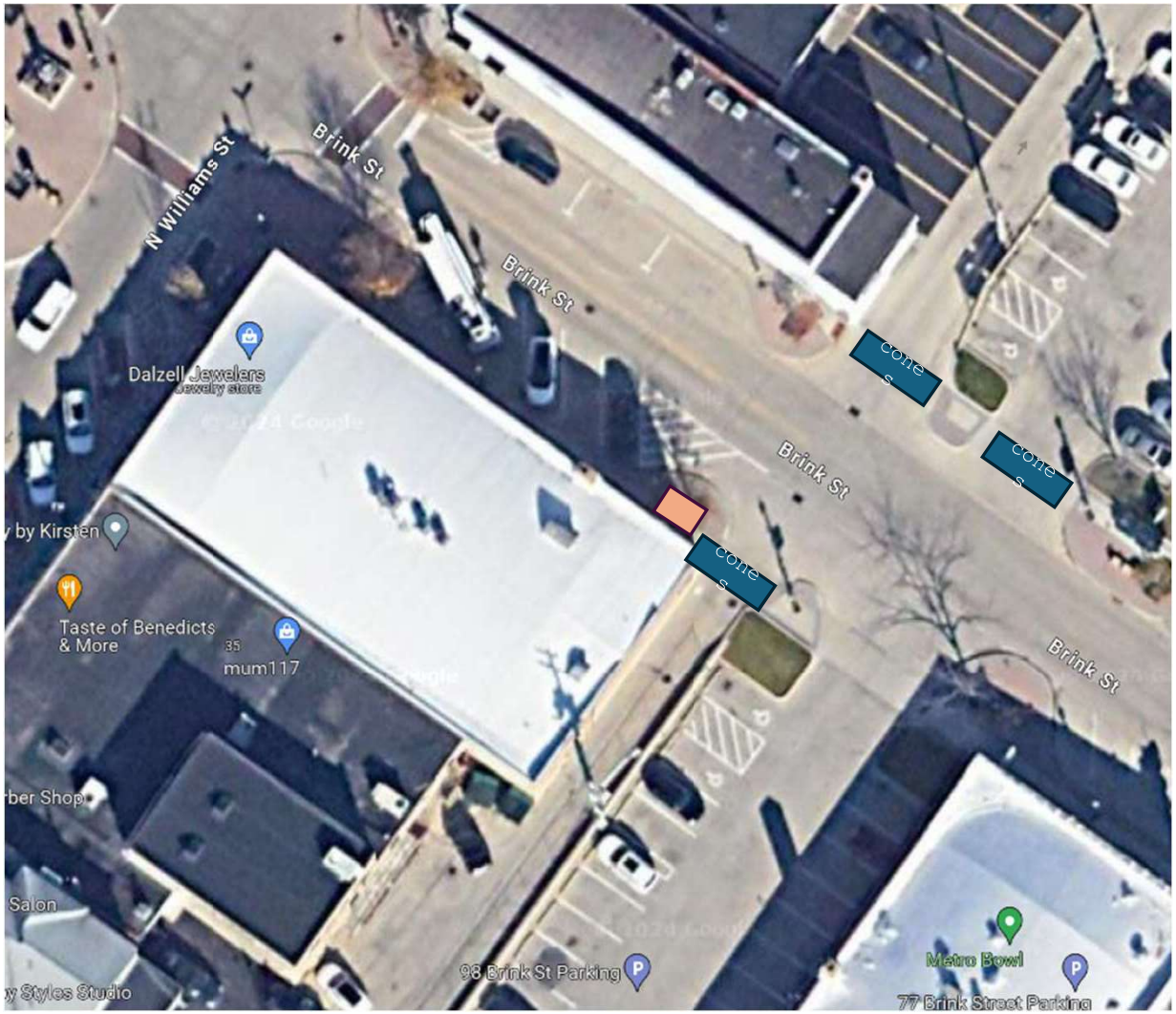


Yard signs advertising the car show will be placed in grass areas on private property

Signs will be posted the morning of the car show and removed at completion of the car show

~~Legend~~

1 portable toilet



1 portable toilet placed on the back corner of Dalzell next to the alley way

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Conceptual Planned Unit Development review for a 107-unit townhome development

Lennar, petitioner
775 S. Main Street

City Council Discretion: For Discussion Only

Staff Contact: Kathryn Cowlin, Director of Community Development
Katie Rivard, Assistant City Planner

Background:

- Request: Conceptual Planned Unit Development review for a 107-unit townhome development.
- Zoning: The site is currently zoned M PUD Manufacturing. It would need to be rezoned to R-3B PUD Multi-Family Residential. Nearby residential units includes the apartments and rental townhomes in Water's Edge.
- Land Use: The current land use is vacant. The Comprehensive Plan land use designation is Commerce and this proposal will require an amendment to the land use plan to change from Commerce to High Density Residential.
- The initial request was a conceptual for 106 townhomes units with no guest parking spaces. Prior to the PZC meeting, the petitioner submitted a revised site plan with 107 units with 10 guest parking spaces and 23 on-street spaces. This summary will summarize the revised site plan.

Development Analysis:

- The Petitioner would request variations in conjunction with the Planned Unit Development. Based on the plans submitted, the following variations are required:
    - Density: Approximately 10.7 units to the acre instead of the maximum 9 units to the acres for multi-family residential.

- Parking for a variation of 17 spaces to allow 224 spaces instead of the minimum required 241 spaces.
- Sidewalks shall be constructed if none exist whenever any new development, nonresidential or residential is erected. (While a variation is required to not have a sidewalk along Main Street, as part of this development the City is requesting a multi-use path along the rear of the property to provide public access).
- Horizontal Curve Radius for less than the minimum require 150-foot centerline curve on the north end.

GENERAL

- The proposed development would consist of five (5) 4-unit buildings, three (3) 5-unit buildings and 12 6-unit buildings for a total of 107 units.
- The R-3B zoning district permits 9 units to the net acre. The development is proposed at approximately 10.7 units to the acre.
- The proposed development complies with the required setbacks.

SITE LAYOUT

- Access into the site would utilize the existing access at Main Street and Berkshire Drive, and a new, second access will be provided on Main Street at the northwest corner of the property.
- There will be two (2) parks within the site that provide direct access to the future path around Three Oaks Recreation Area. The petitioner will be responsible for installing an 8-foot path with two (2) shoulders along the eastern property line for public use.
- Sidewalks and parkway trees are provided throughout the site.
- The petitioner will not install a sidewalk on the east side of S. Main Street as they will be required to install pedestrian signal heads to the north leg of S. Main Street at Berkshire Drive. This will allow the site to connect to the Prairie Trail on the west side of S. Main Street.

BUILDING ELEVATIONS

- The buildings are three-story, rear-loading townhomes. A previous conceptual PUD review illustrated front loaded units, the Planning and Zoning Commission expressed a desired for rear-loaded townhomes.
- The buildings will have a combination of brick and vertical and horizontal vinyl siding. There will be brick on the front and side elevations, with brick extending the full length on the front façade of the corner units. There will be two (2) color schemes.

	
Color Scheme "A"	*Color Scheme "B"*

- Each unit will have a balcony on the rear side.
- Per the UDO's Design Standards for multi-family residential, the following standards must be met.
    - Front facades shall provide at least three (3) of the following design features:
        - One or more dormer windows or cupola - not provided
        - A recessed entry – not provided
        - A covered porch - provided
        - Pillars, posts or pilasters - provided
        - One or more bay windows with a minimum projection of 12 inches from the façade planes - not provided
        - Eaves with a minimum six-inch projection from the façade plane - provided
        - A parapet wall with articulated design - not provided
        - Multiple windows with a minimum four-inch-wide trim - provided

PARKING

- Garage parking would be utilized for the townhomes.
- Based on the submitted plans, 241 parking spaces would be required (2 per DU, 1 space shall be in an enclosed garage and 1 can be at least 21 feet long + 0.25 guest spaces per unit). 224 parking spaces are provided. This would be a variation of 17 parking spaces.
- The development will have 10 off-street guest parking spaces. 27 guest spaces are required per the UDO.
- There will also be 23 on-street parking spaces. Vehicles cannot park along the northern curve as it does not meet the minimal horizontal curve radius. Engineering has no concerns with the variance.

STORMWATER

- The stormwater ordinance will need to be met. A review will be required by the City's stormwater consultant.
- The petitioner will utilize the City's detention basin to the north.

PZC Highlights:

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

1. Site Design: What is the preferred land use? Is an owner-occupied townhome project desirable for the location based on the proximity to Three Oaks Recreation Area?

   The PZC was supportive of the land use, especially that they would be owner-occupied. They feel this is an area of housing that needs to be filled. They were appreciative of them adding guest parking spaces.

2. Density: With a Planned Unit Development, variations can be granted provided the projects is of superior quality. How can the development achieve superior quality to justify the density variation?

   The PZC expressed concerns with the picture of the pavilion in the Amenities Exhibit. They felt it looked manufactured. They would like to see something more inviting.

3. Elevations: Are there architecture elements and/or features that could be enhanced?

   They feel there are opportunities to make it look different and go beyond the typical townhome developments already in the City. They would like to see added features to the side elevations such as a bay windows.

City Council Discussion Points:

1. Site Design: What is the preferred land use? Is an owner-occupied townhome project desirable for the location based on the proximity to Three Oaks Recreation Area?

2. Density: With a Planned Unit Development, variations can be granted provided the projects is of superior quality. How can the development achieve superior quality to justify the density variation?

3. Elevations: Are there architecture elements and/or features that could be enhanced?

PIQ Map
775 S. Main Street, Crystal Lake, IL



CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, JUNE 5, 2024
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

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

CALL TO ORDER
On roll call, members Gronow, Mason, Repholz, Skluzacek, Teetsov and Smith were present. Chairman Greenman was absent.

Katie Rivard, Assistant City Planner, was present from Staff.

Mr. Gronow said this meeting is being recorded for broadcast and future playback on the City's cable channel. He led the group in the Pledge of Allegiance.

APPROVE MINUTES OF THE MAY 15, 2024 PLANNING AND ZONING COMMISSION MEETING
Mr. Skluzacek made to approve the minutes from the May 15, 2024 regular Planning and Zoning Commission meeting. Ms. Teetsov seconded the motion. On voice vote, all members voted aye. Motion passed.

2024-88 7502 S. MAIN STREET – CONCEPTUAL PLANNED UNIT DEVELOPMENT FOR TOWNHOME DEVELOPMENT – PUBLIC MEETING

Ms. Lisa Waggoner, attorney for petitioner, Mr. Rick Murphy, Lennar Homes, and Mr. Rich Olson, planner with Gary Weber and Associates were present to represent the request.

Ms. Waggoner provided a brief description of the proposed development. She spoke to the Vulcan Lakes TIF District. She provided staff and the Commission members with a copy of the Available Properties List and Map found on the City's website. She noted there are more than ample opportunities for commercial elsewhere. She stated the development would link to Three Oaks Recreation Area, the Prairie Path, and Water's Edge. There is a demand for ownership particularly attached residences. This property has been on the market for 10 years.

Mr. Murphy provided a background on Lennar Homes. They have been in existence since 1954 and provided stability as a company. He stated he appreciates staff and the Commission.

Mr. Olson stated he prepared the concept plan. He spoke to the location and its surrounding land uses. The development would provide connected access to places such as the Prairie Path and Coventry Elementary School. The site is flat, drains to the north and is surrounded by a wooded area to the east. The product is referred to as Urban Style townhomes. There will be two open spaces with access to the future path and individual open space between buildings. Mr. Olson spoke to the amenity areas with the

pavilion and seating. This area will have pathways all around and will connect to the other open space and the path around Three Oaks Recreation Area. This is a good transition between existing land uses.

Mr. Murphy stated they are bringing quality development to the area. These townhomes are a new product. The units will have three bedrooms, 3.5 baths and a two-car garage. They will be approximately 1,700 square feet to over 2,000 square feet. He noted many of the entrances face Main Street. There are enough trees that it will be hard to see the water. There are big slopes on the eastern edge. He spoke to the architectural features of the buildings.

Ms. Rivard presented an overview of the request.

Ms. Teetsov was glad that guest parking was added. She is excited to see this would be owner-occupied and that this is an area of housing that needs to be filled. She asked about the costs of the units. Mr. Murphy stated it depends on the engineering and construction costs, but they will be higher priced. Ms. Teetsov mentioned the architecture of The Garlands of Barrington and suggested they consider the materials and colors used in this development. She would like to see them go beyond the typical developments we see today. This is an opportunity to make it look different. She would like for them to maximize the shelter area and make it stand out.

Ms. Repholz stated she is completely in favor of the concept. She is delighted for owner-occupied. There are not many opportunities to purchase high-end residential. She is happy to see guest parking added.

Mr. Smith stated the picture of the pavilion looks manufactured. The rendering was better. The structure should be more inviting. He asked if the path would be public or private. Mr. Murphy stated the path will be public but will meander on and off the property due to the slope. Lennar would be responsible for the construction, but the City would maintain it. Mr. Smith would like to see limited access on Main Street. He asked about the existing curb cut on the south side of Recreation Drive. He asked if they could split detention and provide an entrance onto Recreation Drive. Mr. Murphy stated splitting the detention is not as efficient as keeping it as one. He also stated it will cut off the bike path. Mr. Olson noted grading and traffic. Mr. Smith stated he does not object to residential, but thinks mixed-use is a good alternative. He stated the Water's Edge development has changed the area.

Ms. Mason echoed the previous comments. She thinks it is a nice use of the space and is happy with the townhomes. She asked about the timeline. Mr. Murphy stated it depends on the approval process. They could move fast if there is favorable feedback.

Mr. Skluzacek asked about adding another entrance on Main Street. Mr. Murphy stated they are trying to minimize interactions with traffic. He stated people will be pulling out forward from their units. Mr. Olson said for a project of this size, they are lucky to have two entrances. Mr. Skluzacek stated he agrees with previous comments.

Mr. Gronow asked for clarification on the acreage and density. Ms. Waggoner stated the townhome parcel is approximately 10.28 acres, but when combined with the City owner parcel to be used for detention it is approximately 13 acres. Mr. Murphy stated it is approximately 10 dwelling units per acre. He stated it makes sense to calculate the City parcel. They are asking for an exception due to the quality of the design. Mr. Gronow stated that for-sale products are needed. He asked about the maintenance of the detention

area. Ms. Rivard stated Lennar will enter a maintenance agreement with the City. Lennar will be responsible for maintaining the detention area. Mr. Gronow asked about the path. Mr. Murphy stated there are no issues coming in and off the property. Lennar will construct, but the City will maintain. Mr. Gronow summarized the comments from the Commissioners. The comments were related to the exterior features, adding more features to the side elevations such as a bay window and enhancing the park pavilion. Mr. Murphy stated they meet four out of the six design requirements.

Ms. Repholz asked for clarification on the number of units. Mr. Olson responded 107 units.

REPORT FROM PLANNING

Staff provided an update on recent petitions and upcoming projects.

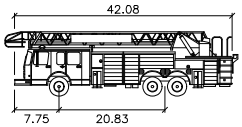
COMMENTS FROM THE COMMISSION

None.

ADJOURNMENT

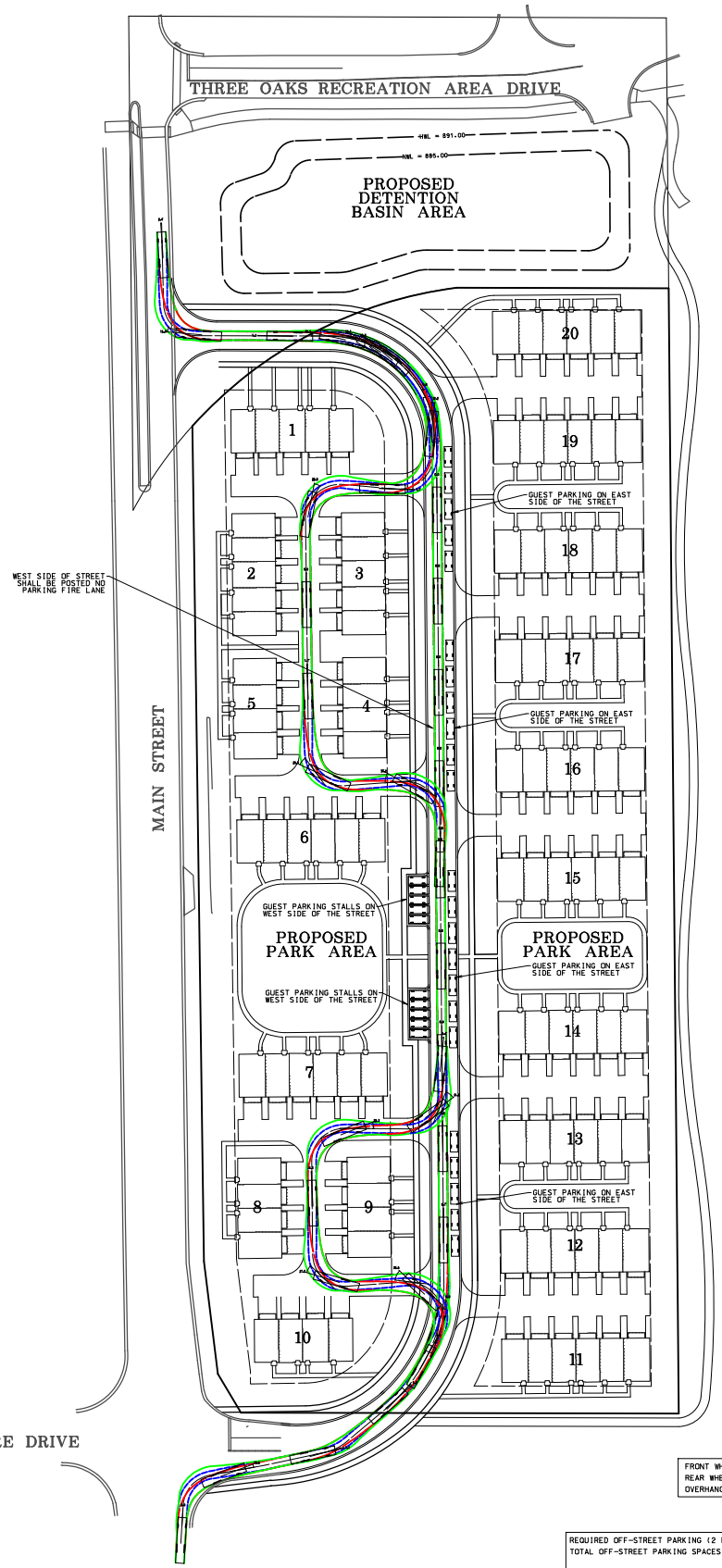
Ms. Mason made a motion to adjourn the meeting. Ms. Teetsov seconded the motion. On voice vote, all members voted aye. The meeting was adjourned at 8:10 p.m.

Alternate Site Plan



Crystal Lake Firetruck
feet

Width	: 8.00
Track	: 8.08
Lock to Lock Time	: 6.0
Steering Angle	: 37.0



N

SCALE 1" - 50'
0 50 100

FRONT WHEEL PATH:
REAR WHEEL PATH:
OVERHANG ENVELOPE:

REQUIRED OFF-STREET PARKING (2 PER UNIT) =	214 REQUIRED
TOTAL OFF-STREET PARKING SPACES PROVIDED (2 PER GARAGE) =	214
REQUIRED OFF-STREET GUEST PARKING (0.25 PER UNIT) =	27 REQUIRED
TOTAL GUEST PARKING STALLS PROVIDED =	10
TOTAL GUEST PARKING IN DRIVEWAYS PROVIDED (2 PER UNIT) =	214
TOTAL OFF-STREET GUEST PARKING PROVIDED =	224
TOTAL ON-STREET GUEST PARKING PROVIDED =	23
TOTAL PARKING PROVIDED IN THE COMMUNITY =	461

Mackie Consultants, LLC
9575 W. Higgins Road, Suite 500
Rosemont, IL 60018
(847)696-1400
www.mackieconsult.com

DATE	DESCRIPTION OF REVISION	BY

DESIGNED	MS
DRAWN	MS
APPROVED	MTL
DATE	05/24/2024
SCALE	1"=50'

FIRE TRUCK TURNING AND PARKING EXHIBIT
THREE OAKS COMMUNITY
CRYSTAL LAKE, ILLINOIS

SHEET 1 OF 1

PROJECT NUMBER: 4782

© MACKIE CONSULTANTS LLC, 2024

ILLINOIS FIRM LICENSE 184-002694

5/23/2024 8:57:45 AM
M:\4782\Exhibits\Fire Truck Turning Exhibit\4782-Fire Truck Turning Exhibit.dgn



SITE DATA

LAND USE	UNITS	AREA
URBAN TOWNHOMES	108	8.1

0 50' 100' 200'
SCALE: 1"=100'
NORTH

CONCEPT PLAN
CRYSTAL LAKE, ILLINOIS 5/15/2024

LENNAR

GARY R. WEBER ASSOCIATES, INC.
LAND PLANNING
ECOLOGICAL CONSULTING
LANDSCAPE ARCHITECTURE
WWW.GRWAINC.COM

L:\Projects\LN22128\Acad\LN22128_A09_01CP.dwg

LENNAR

Three Oaks Rec Center

Chicago Division - Renderings

Prepared for the City of Crystal Lake



CHELSEA
ELEVATION #7B

AMHERST
ELEVATION #1B

AMHERST
ELEVATION #1B

CHELSEA
ELEVATION #7B

FRONT CONTROL ELEVATION
SCALE: 1/4" = 1'-0"

BSB DESIGN
BSBDESIGN.COM

220 N Smith St
Suite 210
Palatine, IL
60074
847-705-2200

Lennar
Chicago Division

COLOR SCHEME 'A'

4-UNIT BUILDING ELEVATIONS

The drawings presented are illustrative of character and design intent only, and are subject to change based upon final design considerations (i.e. applicable codes, structural, and MEP design requirements, unit plan / floor plan changes, etc.) © 2023 BSB Design, Inc.



CHELSEA
ELEVATION #7B

AMHERST
ELEVATION #1B

AMHERST
ELEVATION #1B

CHELSEA
ELEVATION #7B

FRONT CONTROL ELEVATION
SCALE: 1/4" = 1'-0"

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Chicago Division

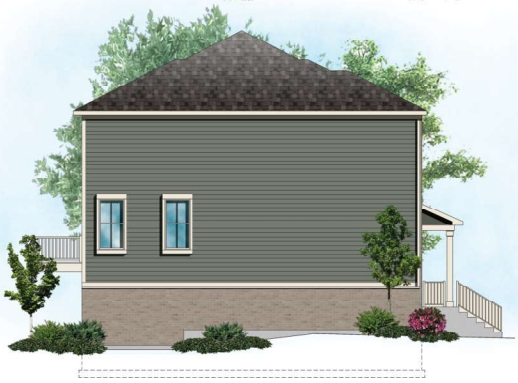
COLOR SCHEME 'B'

4-UNIT BUILDING ELEVATIONS

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REAR CONTROL ELEVATION
SCALE: 3/16" = 1'-0"



LEFT CONTROL ELEVATION
SCALE: 3/16" = 1'-0"



RIGHT CONTROL ELEVATION
SCALE: 3/16" = 1'-0"

COLOR SCHEME 'A'

4-UNIT BUILDING ELEVATIONS

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Chicago Division

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Palatine, IL
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REAR CONTROL ELEVATION
SCALE: 3/16" = 1'-0"



LEFT CONTROL ELEVATION
SCALE: 3/16" = 1'-0"



RIGHT CONTROL ELEVATION
SCALE: 3/16" = 1'-0"

COLOR SCHEME 'B'

4-UNIT BUILDING ELEVATIONS

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FRONT CONTROL ELEVATION

SCALE: 1/4" = 1'-0"

BSB DESIGN
BSBDESIGN.COM

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60074
847-705-2200

Lennar
Chicago Division

COLOR SCHEME 'A'

5-UNIT BUILDING ELEVATIONS

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September 14, 2023 | SF230345.00



CHELSEA
ELEVATION #7B

AMHERST
ELEVATION #1B

CHELSEA
ELEVATION #6B

AMHERST
ELEVATION #1B

CHELSEA
ELEVATION #7B

FRONT CONTROL ELEVATION

SCALE: 1/4" = 1'-0"

BSB DESIGN
BSBDESIGN.COM

220 N Smith St.
Suite 210
Palatine, IL
60074
847-705-2200

Lennar
Chicago Division

COLOR SCHEME 'B'

5-UNIT BUILDING ELEVATIONS

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September 14, 2023 | SF230345.00



REAR CONTROL ELEVATION

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



LEFT CONTROL ELEVATION

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



RIGHT CONTROL ELEVATION

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

BSB DESIGN
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220 N Smith St.
Suite 210
Palatine, IL
60074
847-705-2200

Lennar
Chicago Division

COLOR SCHEME 'A'

5-UNIT BUILDING ELEVATIONS

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REAR CONTROL ELEVATION

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



LEFT CONTROL ELEVATION

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



RIGHT CONTROL ELEVATION

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

BSB DESIGN
BSBDESIGN.COM

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60074
847-705-2200

Lennar
Chicago Division

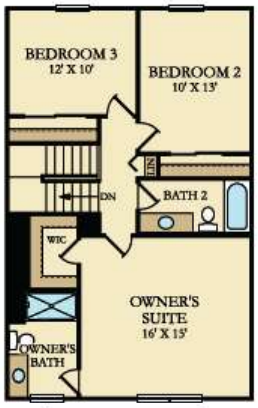
COLOR SCHEME 'B'

5-UNIT BUILDING ELEVATIONS

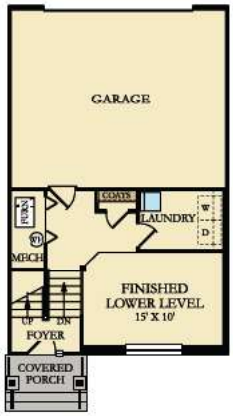
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UTH Floorplan – Chelsea Model

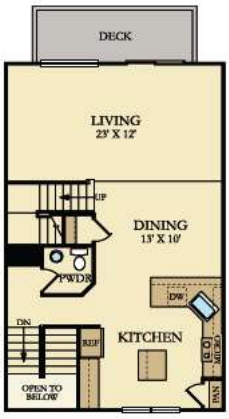
2079 sq. ft. 3 Bedrooms 2.5 Baths 2 – Car Garage



SECOND FLOOR



LOWER LEVEL



FIRST FLOOR



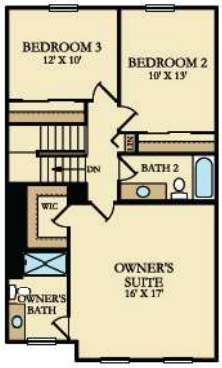
OPTIONAL LOFT



OPTIONAL GARDEN BATH



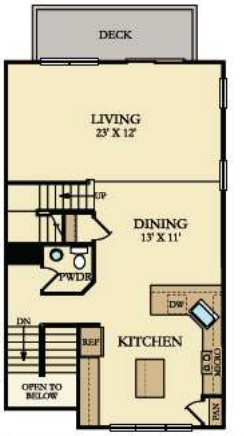
OPTIONAL DELUXE
SHOWER BATH



OPTIONAL END UNIT CONDITION



OPTIONAL END UNIT CONDITION



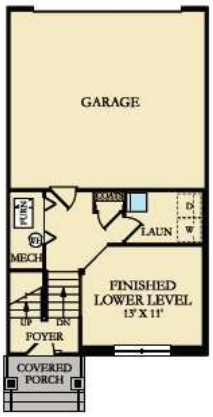
OPTIONAL END UNIT CONDITION

UTH Floorplan – Chatham Model

1,894 sq. ft. 3 Bedrooms 2.5 Baths 2 – Car Garage



SECOND FLOOR



LOWER LEVEL



FIRST FLOOR



OPTIONAL LOFT



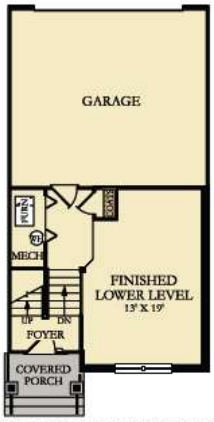
OPTIONAL DELUXE
SHOWER BATH



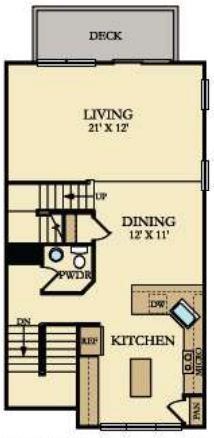
OPTIONAL GARDEN BATH



OPTIONAL END UNIT CONDITION



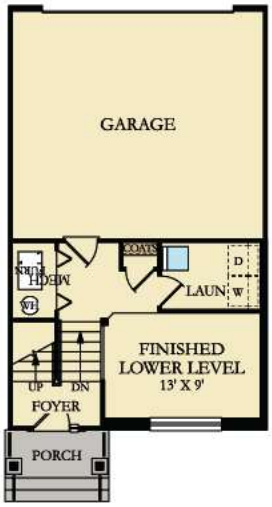
OPTIONAL END UNIT CONDITION



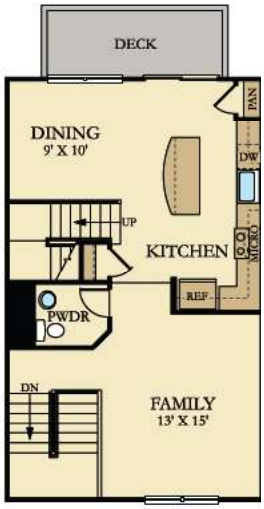
OPTIONAL END UNIT CONDITION

UTH Floorplan – Amherst Model

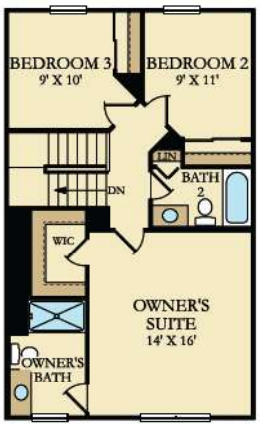
1,764 sq. ft. 3 Bedrooms 2.5 Baths 2 – Car Garage



LOWER LEVEL



FIRST FLOOR



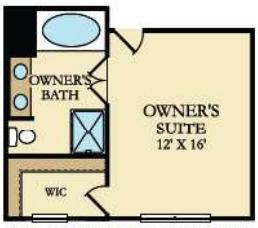
SECOND FLOOR



OPTIONAL LOFT



OPTIONAL DELUXE
SHOWER BATH



OPTIONAL GARDEN BATH

Building Materials

- 30 - year architectural shingle on all homes
- Maintenance free aluminum soffit, facia, and gutters.
- .044 Premium grade vinyl siding per plan. Double 5 exposure with multiple color option and manufactured by Royal Building Products.
- Full thickness face brick on front and side elevations per plan.
- Cultured Stone on front elevations per plan
- 4’’ Window surrounds and / or shutters at all elevations.
- Front elevations supplemented by dormers, porch columns, pillars and shutters and material variation
- Corbeling, brackets, decorative gable vents, shakes, and battens per plan
- In glass window grills on front, side, and rear elevations
- Fully landscaped front and rear yards.



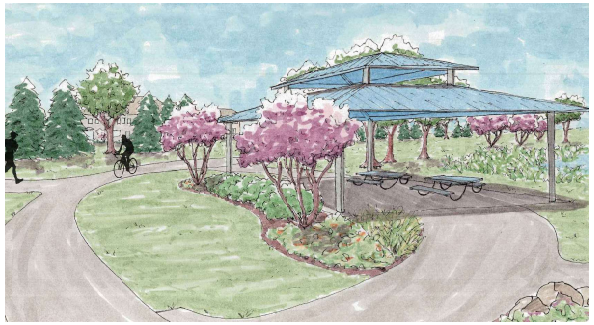
PARK ENLARGEMENT



SHELTER



TRAIL PERSPECTIVE



SHELTER AREA PERSPECTIVE

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: Purchase of dispensary box providing free Narcan to community members

Staff Recommendation: Motion to adopt a Resolution authorizing the Police Department to install a dispensary box to provide free Narcan to those who may be at risk of overdose from opioids

Staff Contact: James Black, Chief of Police

Background:

The Police Department is seeking authorization to purchase a dispensary box to provide free Narcan to those individuals that may be at risk of an opioid overdose. A City Council inquiry was made about the availability of free Narcan within McHenry County. Currently there are four locations in McHenry County that provide free Narcan to residents. These locations are:

- McHenry County College (Crystal Lake)
- The Other Side Café and Sober Bar (Crystal Lake)
- Community Health Partnership (Harvard)
- Youth and Family Center of McHenry County (McHenry)

The above locations were selected by the McHenry County Health Department and the dispensary machines were purchased through a grant. The Police Department will purchase a dispensary box from Illinois Supply Company for $622.76. The City received funds through the Opioid Settlement and will use those funds to purchase the dispensary box. Narcan will be supplied free of charge from the McHenry County Health Department. This will include the restocking of any Narcan dispensed.

City Legal Counsel has reviewed this proposal.

Votes Required to Pass:

Simple majority.

Res. 24R -

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, County of McHenry, State of Illinois, that it is the policy of the City of Crystal Lake (the "City") to assist those who may be at risk of overdose from opioids, and the City Council endorses and ratifies the program of the Crystal Lake Police Department to make Narcan available free of charge.

DATED this 18th day of June, 2024.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: June 18, 2024
APPROVED: June 18, 2024

Draft

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: Bid Award – Fire Station No. 1 Kitchen Remodel

Staff Recommendation: Motion to award the bid for the Fire Station No. 1 Kitchen Remodel to the lowest responsive and responsible bidder, Efraim Carlson & Son, Inc., and adopt a Resolution authorizing the City Manager to execute a contract with Efraim Carlson & Son, Inc. in the amount of $218,000.00, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract

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

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Background:
The City of Crystal Lake's Fire Station No. 1, situated within the Municipal Complex, functions as both an operational base and residential quarters for on-duty Fire Department personnel. These staff members, while on duty, are tasked with the procurement and preparation of their own meals, which amounts to three daily meals for as many as fourteen individuals. Aside from the countertops, which were replaced in 2012 due to wear, the kitchen is original to the construction of the station in 2004. After two decades of consistent use by the Fire Department staff, the kitchen has surpassed its intended lifespan and now necessitates a complete overhaul. The kitchen requires improvements beyond remodeling, such as modifications to the ventilation exhaust system and plumbing to accommodate meal preparation for a large group. Some of the major appliances also require replacement. This renovation will enhance workflow efficiency and expand the kitchen's operational capacity in anticipation of an increase in per-shift personnel in the forthcoming years.

On June 4, 2024, staff publicly opened and read aloud bids received for the Fire Station No. 1 Kitchen Remodel project. The breakdown of the bids is as follows:

Bidder	Bid Total
Efraim Carlson & Son, Inc. √	$218,000.00
Carmichael Construction, Inc.	$219,986.00
Wm. Tonyan & Sons, Inc.	$239,987.00
Yad Construction, LLC	$253,500.00
Sjostrom & Sons, Inc.	$270,715.00
Manusos General Contracting, Inc.	$285,890.00
Bee Liner Lean Services, Inc.	$348,135.00
Kandu Construction	$367,000.00

√ Indicates recommended lowest responsible bidder

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 Fire Station No. 1 Kitchen Remodel contract to the lowest responsive and responsible bidder, Efraim Carlson & Son, Inc., in the amount of $218,000.00.

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.

Staff and the City's consultant, Wold Architects and Engineers, have reviewed the bid submitted by Efraim Carlson & Son, Inc. and found that they meet all of the City's requirements. Funds are available in the current fiscal year budget for this work.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS the CITY has identified the need to remodel the kitchen of Fire Station No. 1, located within the Municipal Complex at 100 W. Woodstock St., in order to modernize the facility, replace equipment and fixtures that have surpassed their service life, and increase the operational capacity of the kitchen; and

WHEREAS the CITY received and publicly opened bids for the Fire Station No. 1 Kitchen Remodel project on June 4, 2024; and

WHEREAS the lowest responsive and responsible bidder is Efraim Carlson & Son, Inc., Libertyville, 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 Efraim Carlson & Son, Inc. for the Fire Station No. 1 Kitchen Remodel project in the amount of $218,000.00; and

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

DATED this 18th day of June, 2024.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

Draft

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: June 18, 2024
APPROVED: June 18, 2024

Draft

THE CITY OF CRYSTAL LAKE

CONTRACT FOR THE

FIRE STATION NO. 1 KITCHEN REMODEL

BIDDER'S PROPOSAL

Full Name of Bidder Efraim Carlson & Son, Inc. ("Bidder")

Principal Office Address 14052 Petronella Drive Ste. 105 Libertyville, IL 60048

Local Office Address 14052 Petronella Drive Ste. 105 Libertyville, IL 60048

Contact Person David M Hillstrom Telephone 847-573-1888

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

Attention: ***Michael Wisinski – Public Works Manager***
SEALED BID: Fire Station No. 1 Kitchen Remodel

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 ***Fire Station No. 1 Kitchen Remodel***; (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 local taxes; (5) to do all

SCHEDULE OF PRICES

A. LUMP SUM CONTRACT

BIDDING FOR: City of Crystal Lake Fire Station No. 1 Kitchen Remodel	
Description	**Price**
Base Bid	$ 213,500.00
Allowance #1 (Additional Wall Prep & Painting – See Section 01 21 00 3.01 SCHEDULE OF ALLOWANCES)	$4,500.00
BID TOTAL	$ 218,000.00

For providing, performing, and completing all Work, the total Contract Price of:

218,000 (in writing) Dollars and 00 (in writing) Cents

two hundred eighteen thousand (in figures) Dollars and 00 (in figures) Cents

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 installed complete in place, measured on the basis defined in the Contract;

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

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: Policy Approval – Property Owner Initiated Lead Service Line Replacement Reimbursement Program

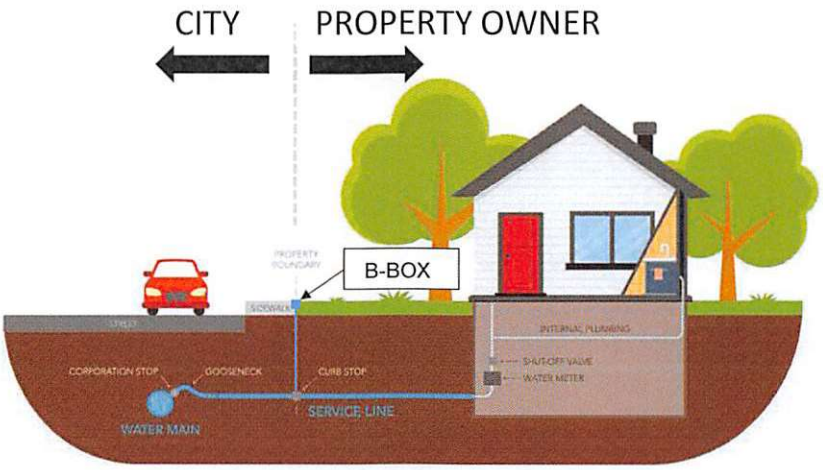
Staff Recommendation: Motion to adopt a Resolution to approve the Property Owner Initiated Lead Service Line Replacement Reimbursement Program

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

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Background:
Water is provided to a building via a service line that runs between the City's water main and the water meter in a building. There is a valve on the service line near the property line that is called a curb-stop or B-Box (see picture below). The B-Box allows the City to shut off the water flowing from the main to a house.

In the City of Crystal Lake, the portion of the service line between the water main and the B-Box is the responsibility of the City. The remaining portion, from the B-Box into the house is the property owner's responsibility (repair and replacement.)



Public Act (P.A.) 102-613 known as the Lead Service Line Replacement and Notification Act addresses lead service line replacements under different scenarios. One scenario is a mandate that the City start replacing lead service lines beginning in 2027 and replace 6% of the total number of

service lines annually until all are replaced in 17 years. Another mandate is that when a lead service line is disturbed (such as part of a water main project) the City must offer to replace the lead service line.

At the February 2, 2024 City Council meeting, staff presented options for funding of the P.A. 102-613. At the meeting there was general consensus that a Homeowner Grant (Privately Administered) option should initially be pursued. Staff presented a template for this option at the April 10, 2024 City Council Budget Workshop. The City Council requested a policy and application for the Program be prepared for consideration.

Program Summary:

Under the steps of the Program, a Property Owner may choose to voluntarily work with staff to hire their own plumbing contractor (lowest of multiple bids) to replace the lead service line at their property. The application packet breaks down the process into five steps. Upon completion and approval of the five steps, the City would reimburse the property owner for agreed to costs of the replacement of the lead service line. Depending on the location of the B-Box, reimbursement costs will vary between $7,000 and $12,000. A copy of the policy and application is attached.

Resident Input:

The Illinois Environmental Protection Agency required letters to be mailed out in May of 2024 to all properties that may contain lead in the service line. In total, almost 2,000 letters were mailed to Crystal Lake residents. Staff received hundreds of phone calls inquiring about the purpose of the letter and what their options are for eliminating the lead from their service lines. Residents were encouraged that the City is continually looking for Federal/State funding to fund this mandate. Residents were also very encouraged to know that City staff was working on a Program to assist with the replacement of their lead service lines. Staff has built the Policy and Program based on other community experiences and Crystal Lake resident input.

Recommendation:

Several different programs will be needed in order to replace all of the lead service lines in the City. These programs may take the form of City initiated capital water main projects, City initiated lead service line replacement projects, and property owner initiated lead service line replacements.

Staff is requesting approval of a new policy to authorize a Property Owner Initiated Lead Service Line Replacement Reimbursement Program. If approved, the City will immediately accept applications and Lead Service Line Replacements could begin as early as August 2024.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS, the City recognizes that there are lead service lines within its water delivery system and desires to implement a policy relative to the replacement of lead service lines; and

WHEREAS, the City has determined the need to establish a program to share in the cost of replacing private property lead service lines.

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 hereby adopts the Policy for the Crystal Lake Property Owner Initiated Lead Service Line Replacement Reimbursement Program which is attached hereto and made part hereof.

DATED this 18th day of June, 2024.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: June 18, 2024
APPROVED: June 18, 2024

POLICY FOR THE CITY OF CRYSTAL LAKE PROPERTY OWNER INITIATED LEAD SERVICE LINE REPLACEMENT REIMBURSEMENT PROGRAM

PURPOSE:
The City of Crystal Lake is required by section 415 ILCS 5/17.12(v) of the Lead Service Line Replacement and Notification Act to ensure the replacement of all lead service lines within the City's drinking water service area by the statutory deadlines.

Several different programs will be needed in order to replace all of the lead service lines in the City. These programs may take the form of City initiated capital water main projects, City initiated lead service line replacement projects and property owner initiated lead service line replacements.

Under the City of Crystal Lake Ordinance § 515-43(E), the property owner owns and maintains their water service line from the connection at the water meter to the shut off (B-Box) and the City owns and maintains the B-Box, curb stop, and the service line from the B-Box to the water main.

The City is providing this reimbursement program to assist property owners who choose to replace their private side lead service lines independent of a City capital improvement project or other program. When the private and public side of the water service line are both lead, both sides of the service line must be replaced at the same time. The City will evaluate funds available for this program annually.

Draft

Applications will be reviewed in the order that they are received by the City; however, preference will be given to high-risk facilities (i.e., parks, playgrounds, clinics, child care facilities, etc.) or other specific geographic areas of concentration in a specific year as determined by the City. Applications submitted after funding is exhausted for a particular fiscal year will automatically move to the next fiscal year for consideration of replacement.

ELIGIBLE PARTICIPANTS/FUNDING:
This policy and reimbursement of costs by the City will apply only to property owners with buildings that have a confirmed private side lead service line entering into a residence or business.

The City will provide reimbursement to the property owner for actual incurred and eligible costs, subject to the following maximum reimbursement amounts:

Condition A: $7,000 per line for lead service line replacement from the water meter to the B-Box (private side replacement only); or,

Condition B: $10,000 per line for lead service line replacement from the water meter to the water main where the water main is on the close side of the roadway. Sidewalk excavation may be required, but roadway excavation is not required; or,

Condition C: $12,000 per line for lead service line replacement from the water meter to the water main where the water main is under the roadway and therefore roadway excavation is required; or,

Condition D: $11,000 per line for lead service line replacement from the water meter to the water main where the water main is on the far side of the roadway. Sidewalk excavation may be required, but roadway excavation is not required.

COSTS ELIGIBLE FOR REIMBURSEMENT FOR BUILDINGS WITH LEAD OR GALVANIZED SERVICE LINES:

- Costs of replacement of the water service line from the water main to the B-Box;
- Costs of replacement of the curb stop valve and the B-Box;
- Costs of replacement of the water service line from the B-Box to the valve before the water meter inside the building;
- Costs of excavation or boring;
- Costs to replace/repair concrete sidewalk or driveway (asphalt or concrete). The area of replacement for which reimbursement may be provided shall be discussed and approved by the City staff prior to removal;
- Costs to backfill excavation with approved material;
- Costs to repair curb/gutter;
- Costs to repair roadway pavement; and
- Costs to repair landscaping limited to sod/seed/erosion blanket in the disturbed areas

COSTS NOT ELIGIBLE FOR REIMBURSEMENT:

- Landscaping, including shrubs, flowers, trees, etc.;
- Costs related to relocation of the water meter to meet the existing plumbing code;
- Costs associated with interior restoration or remodeling (drywall, paneling, flooring, carpet, cabinetry, etc.);
- Decorative sidewalk/driveway (stamped concrete) or paver bricks;
- Costs associated with damage to neighboring properties due to the plumbing contractor or owner's work unless pre-approved by City staff; and
- Costs above the lowest contract proposal amount
- Use of materials not meeting the requirements of the City's guide specifications or City Codes
- Ancillary homeowner improvements to include interior plumbing and fixtures not necessary in the replacement of the lead water service
- Costs above the lowest contract proposal amount

Draft

HOW TO APPLY AND PROPERTY OWNER'S RESPONSIBILITIES:
Property owners must complete the following steps before commencing replacement:

1. Visit https://bit.ly/leadserviceCL to navigate to the City of Crystal Lake web page that provides information on drinking water and lead. Located on this page is a link to the Property Owner Initiated Lead Service Line Replacement Reimbursement Program application. Alternatively, the Property Owner may obtain a paper copy of the application from City Hall or scan the QR Code for the web page.
2. Complete the Property Owner Initiated Lead Service Line Replacement Reimbursement Program application, obtaining signatures for each step where required.
3. Allow inspection of the property service line by City staff or contractor.
4. Obtain of (3) qualified Contractor Bid Proposals on forms provided by the City unless a lower number of proposals is approved by City Staff.
5. Submit all received bid proposals for review and approval by City Staff.
6. After approval of bid proposals by City Staff and execution by the property owner of the Letter of Agreement, the property owner shall enter into a contract with their selected contractor to complete the replacement of the lead service line. A copy of signed contract consistent with the City approved bid proposal must be provided to the City prior to commencement of work.
7. Work to be conducted and completed by contractor in accordance with the City approved bid proposal.
8. Schedule inspection of the work by City Staff.
9. Submit a Disbursement Request to the City.
10. Provide a Final Waiver of Lien to City Staff after full payment to the Contractor. Lien waiver must include the City of Crystal Lake.

Draft

Eligible participants must provide access to the property to City employees or City contractors during regular work hours (7:00 a.m. to 3:00 p.m., Monday through Friday) to inspect the building's plumbing before approval into the Program by the City, and to inspect the completed work before receiving reimbursement from the City.

PLEASE NOTE: The City will not reimburse any property owner for work done without the prior authorization of the City of Crystal Lake.

ADDITIONAL PROGRAM ELIGIBILITY REQUIREMENTS:

1. The private side of the service line must be confirmed as lead pipe by the City.
2. Service line must be directly connected to the City of Crystal Lake community water supply and within the City corporate limits.
3. Project must meet all City of Crystal Lake Plumbing Code Requirements.
4. Property owner must have no outstanding City Code violations.
5. Property owner must have no past dues balances outstanding with the City of Crystal Lake.

OWNERSHIP AND MAINTENANCE:
Improvements completed under this policy shall be divided into property owner and City ownership. The property owner shall own, maintain and repair/replace the service line from the water meter located inside the building to the B-Box. The City shall own, maintain, and repair/replace the B-Box, corporation valve, and the service line from the corporation valve to the water main. The property owner must confirm their responsibility as part of the application process.

PRIOR WRITTEN CONFIRMATION REQUIRED:
The City will provide reimbursement for the installation of service line materials only when such payment has been pre-approved in writing by the City of Crystal Lake using the application form and in accordance with this Policy.

The City will only be responsible for reimbursement of costs for changes and improvements made by the property owner with prior written approval from the City.

COMPLETION OF CONTROL MEASURES:
The property owner shall hire a Plumbing Contractor registered with the Illinois Department of Public Health (IDPH) in accordance with the Illinois Plumbing License Law (225ILCS320). The Plumbing Contractor must utilize a plumber who has obtained an IDPH license to complete the improvements. The property owner is responsible for making all payments to the Plumbing Contractor and shall be responsible for coordinating, planning, scheduling, and accepting the upgrades.

The Property Owner will hire the Plumbing Contractor, and the City of Crystal Lake will not be a party to that agreement/contract.

The Property Owner will obtain a building permit from the City of Crystal Lake. Permit fees associated with this Program will be waived.

Before reimbursement, the City will make a final inspection of the project to verify the replacement of the service line per City plumbing code requirements.

The City does not warranty nor guarantee the work or the effectiveness of the property owner selected plumbing contractor.

Draft

PAYMENT BY THE CITY:
If approved, the City will provide written confirmation to the Property Owner of the maximum amount that the City will reimburse for the plumbing improvements. The plumbing contractor may then apply for a water service line replacement permit with the fee waived. Upon receipt of the permit, the work may begin. The licensed plumbing contractor shall arrange for all required inspections according to the permit.

Once the work is complete, the following steps must be taken to receive the disbursement of funds:

1. City plumbing inspector will review the completed work. The inspector will need to certify the replacement of the service line and that the plumbing improvements previously approved by the City meet all local and state codes before approval for reimbursement.
2. The City will issue a Certificate of Completion.
3. The Property Owner submits a Request for Disbursement.
4. The City will disburse 100% of the maximum payout less $200.00.
5. The Property Owner pays 100% of the invoice to the Plumbing Contractor.
6. The Property Owner submits a copy of the Contractor's Final Waiver of Lien and paid receipt to collect the remaining $200.00 holdback.

If all criteria are met, the City will provide payment to the property owner in approximately 10 business days via a paper check. The maximum amount to be paid by the City to the property owner shall not exceed the lower of: 1) the lowest of the three written quotes submitted as per the above stated policy, or 2) the maximum reimbursement amounts set forth in this policy, or 3) the final invoice from the Plumbing Contractor.

The City reserves the right to change the policy or reimbursement amount at any time.

Draft

City of Crystal Lake

Revised June 2024

Draft

APPLICATION FOR:
PROPERTY OWNER INITIATED LEAD SERVICE LINE REPLACEMENT REIMBURSEMENT PROGRAM

The City of Crystal Lake is required by section 415 ILCS 5/17.12(v) of the Lead Service Line Replacement and Notification Act to ensure the replacement of all lead service lines within the City's drinking water service area by the statutory deadlines.

Several different programs will be needed in order to replace all of the lead service lines in the City. These programs may take the form of City initiated capital water main projects, City initiated lead service line replacement projects, and property owner initiated lead service line replacements.

Under the City of Crystal Lake Ordinance § 515-43(E), the property owner owns and maintains their water service line from the connection at the water meter to the shut off (B-Box) and the City owns and maintains the B-Box, curb stop, and the service line from the B-Box to the water main.

The City is providing this reimbursement program to assist property owners who choose to replace their private side lead service lines independent of a City capital improvement project or other program. When the private and public side of the water service line are both lead, both sides of the service line must be replaced at the same time. The City will evaluate funds available for this program annually.

Applications will be reviewed in the order that they are received; however, preference will be given to high-risk facilities (i.e., parks, playgrounds, clinics, child care facilities, etc.) and other specific geographic areas of concentration in a specific year. Applications submitted after funding runs out for a particular fiscal year will automatically move to the next fiscal year for consideration of replacement. Applications may be submitted through email at leadservicelineprogram@crystallake.org or may be submitted by mail delivered to City Hall at the following address:

City of Crystal Lake
(Property Owner Initiated Lead Service Line
Replacement Reimbursement Program)
100 W. Woodstock Street
Crystal Lake, IL 60014

or delivered to City Hall in person. Applications received by mail or in person will be date and time stamped.

Lead is generally not present in source water, but can be present in tap water through corrosion of the water service pipe and plumbing materials that are made of or contain lead. Homes that were built before 1970 may have lead service lines or have internal plumbing that contains lead. The Safe Drinking Water Act (SDWA) Section 1417 (a)(1) required that after June 19, 1986 only "lead- free" pipe, solder, or flux shall be used for the installation or repair of any plumbing in residential or non-residential properties providing water for human consumption, which is connected to a public water supply. Financial assistance is being offered by the City of Crystal Lake in the form of a reimbursement per water service towards the cost of the replacement of the property owner's private lead water service.

Draft

Property Owner Initiated Lead Service Line Replacement Reimbursement Program

What is it?

The Property Owner Initiated Lead Service Line Replacement Reimbursement Program has been established to provide financial assistance to homeowners with a private side lead service line who desire to replace their lead water service line to reduce the exposure to lead and to mitigate the risk of consuming water that may contain lead. Eligible homeowners may qualify for reimbursement to install a new water service line of approved materials as stated in the Illinois State Plumbing Code and in accordance to the City of Crystal Lake requirements.

What is a Lead Service Line and how do I know if I have one?

A service line is the pipe that provides drinking water to a building from the water main in the City right-of-way. Service lines in the City consist of copper, lead, or galvanized steel. Lead service lines are generally a dull gray color. The pipe is soft enough that it can be identified by carefully scratching it with a key or other similar object. If the pipe is made of lead, the area scratched will turn bright silver in color. When a magnet is touched to the lead pipe, the magnet will not attach to the lead pipe.

What is the difference between the private side and public side of the water service line?

The private side of the service line is the portion of the water service line from the curb stop (a valve located underground with the B-Box on top of the valve) in the City right-of-way, into the building, and connecting to the water meter in the basement, crawlspace, or utility room. The Property Owner is responsible for the maintenance and repair of this section of the service line. The public side of the service line is the portion of the water service line including the curb stop, B-Box, and pipe from the curb stop to the City water main. The public side of the service line is owned and maintained by the City of Crystal Lake.

Why Should I Replace my Lead Service?

Lead is not present in source water, but can be present in tap water through corrosion of the water service pipe and plumbing materials that are made of lead. The Safe Drinking Water Act requires the EPA to determine the level of contaminants in drinking water at which no adverse health effects are likely to occur with an adequate margin of safety. These non-enforceable health goals, based solely on possible health risks, are called maximum contaminant level goals (MCLGs). EPA has set the maximum contaminant level goal for lead in drinking water at zero because lead is a toxic metal that can be harmful to human health even at low exposure levels. Lead is persistent, and it can bioaccumulate in the body over time. More information on this topic can be found on the United States Environmental Protection Agency website.

Draft

Who is eligible and what are the average costs?

Property owners of residential property within the City may qualify for the program if the following criteria are met:

1. Must have a service line directly connected to the City water system.
2. Must have a private side lead service line.
3. Must not have commenced replacement of private lead water service prior to reimbursement approval by the City.
4. Must not be delinquent in any fees or payments to the City.
5. Must not have any outstanding property code violations in the City.

The cost of lead service line replacement is site specific. Actual cost of replacement reflects a number of factors including the size and length of the service line, the technique used for installation, and pre-existing conditions (i.e. accessibility, finished basements, etc.). Typical service line replacement costs can range from $6,000 to $15,000 depending on length of the service line.

Eligible costs are as follows:

- Costs of replacement of the water service line from the water main to the curb stop valve
- Costs of replacement of the curb stop valve and the B-Box
- Costs of replacement of the water service line from the curb stop valve to the valve before the water meter inside the building
- Costs of excavation or boring
- Costs to replace/repair the sidewalk or driveway (area of replacement to be discussed prior to removal)
- Costs to backfill excavation with approved material
- Costs to repair curb/gutter
- Costs to repair roadway pavement
- Costs to repair landscaping limited to sod/seed/erosion blanket in the disturbed areas

Non-Eligible Costs:

- Landscaping including shrubs, flowers, trees, etc.
- Costs related to relocation of the water meter to meet the existing plumbing code;
- Costs associated with interior restoration or remodeling (drywall, paneling, flooring, carpet, cabinetry, etc.)
- Decorative sidewalk/driveway (stamped concrete) or paver bricks;
- Costs associated with damage to neighboring properties due to the plumbing contractor or owner's work unless pre-approved by City staff
- Use of materials not meeting the requirements of the City's guide specifications or City Codes
- Ancillary homeowner improvements to include interior plumbing and fixtures not necessary in the replacement of the lead water service
- Costs above the lowest contract proposal amount

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Step 1: Application

The Property Owner will fill out Section 1 of the application for the Property Owner Initiated Lead Service Line Replacement Reimbursement Program. Staff will provide information to the owner concerning items including the following:

- Construction/Disturbance Expectations
- Funding Availability
- Timeline Requirements

Step 2: Verification

After Section 1 of the application has been approved, City staff will determine if funding is available in the current fiscal year. After funding availability has been verified, the City will determine the maximum cost share available for the property and evaluate the service line in the building to identify what portions (private side or public side) of the line consist of a lead pipe. The Contractor Bid Proposal template will be provided to the property owner identifying the pay items required.

Step 3: Price Quotes

The Property Owner must provide price quotations on the form included in Section 2 of the application for the Property Owner Initiated Lead Service Line Replacement Reimbursement Program from plumbing contractors registered with the Illinois Department of Public Health in accordance with the Illinois Plumbing License Law (225 ILCS320). The City will reimburse the property owner for work approved according to the Policy. As part of Step 3, City staff will discuss the following items with the property owner:

- Maximum time allowed before a contract is signed with the plumbing contractor
- Maximum time allowed before the work begins by the plumbing contractor
- Maximum time allowed to complete the work

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Step 4: Complete Work

The Property Owner enters into a contract with their selected contractor. The Property Owner must follow the schedule identified in Section 3 of the application to remain eligible for the Property Owner Initiated Lead Service Line Replacement Reimbursement Program. During the installation of the new service line, several inspections take place. Refer to the City of Crystal Lake Water Service Replacement document. A Certificate of Completion is included in Section 4. The certificate will be signed by City Staff after all inspections have been approved. Once the certificate is obtained, the Property Owner submits a Request for Disbursement form to the City. The Request for Disbursement form includes a signature line for the property owner guaranteeing prompt and full payment to the contractor.

Step 5: Disbursement of Funds

The City will issue a check to the property owner approximately three (3) weeks after the City receives the completed Request for Disbursement form. The check will be issued to the Property Owner at the Finance counter at City Hall. The Property Owner must provide a Final Waiver of Lien to the City from the plumbing contractor within 21 calendar days of receipt of the check to avoid penalties identified in the Letter of Agreement and Section 5 of the application.

Section 1: Application

Owner Name: _____ Property Address: _____

Phone Number: _____ Email Address: _____

Is the private side of the service line to the building lead? ☐ Yes ☐ No ☐ Unsure

Is the public side of the service line to the building lead? ☐ Yes ☐ No ☐ Unsure

Is the property directly connected to the City water supply? ☐ Yes ☐ No ☐ Unsure

Has your water meter been upgraded in the past 5 years? ☐ Yes ☐ No ☐ Unsure

Have you read and understood the policy for the Property Owner Initiated Lead Service Line Replacement Reimbursement Program? ☐ Yes ☐ No

Do you agree that the City will not provide reimbursement for any work started before approval in Section 4 of the application? ☐ Yes ☐ No

The above information is true and correct to the best of my knowledge: _____
Signature of Applicant *Date*



No additional information is required from the applicant until after approval of Section 1.

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The private side of the service line is copper. ☐ Yes ☐ No

The private side of the service line cannot be determined from inside the building. ☐ Yes ☐ No

If yes to any box, this property does not qualify for the Program.

_____
Director of Public Works *Date*

For Office Use Only

The private side of the service line is lead. ☐ Yes ☐ No

If yes, this property does qualify for the Program and can continue to Section 2.

_____
Director of Public Works *Date*

Section 2: Verification

Owner Name: _____ Property Address: _____

For Office Use Only

Only the private side of the service line is lead. ☐ Yes ☐ No

The private and public side of the service line is lead. ☐ Yes ☐ No

The maximum cost share is: ☐ $7,000 ☐ $10,000 ☐ $11,000 ☐ $12,000

Sufficient funds are available in this fiscal year. ☐ Yes ☐ No

If sufficient funds are available for this fiscal year, City staff shall evaluate the property for pay items required to be bid by the property owner's selected contractors.

_____

Director of Public Works *Date*

For Office Use Only

The pay items to be included in the Contractor's Bid Proposal have been identified. ☐ Yes ☐ No

The Contractor's Bid Proposal template has been provided to the Property Owner. ☐ Yes ☐ No

If yes, the Property Owner has 30 calendar days to provide Contractor's Bid Proposal from three contractors meeting the requirements of the Program.

_____

Director of Public Works *Date*

For Office Use Only

There are no current City Code Violations _____

Building Commissioner *Date*

There are no past due balances outstanding _____

Director of Finance *Date*

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Does the Property Owner acknowledge receipt of the Contractor Bid Proposal template from City Staff? ☐ Yes ☐ No

Property Owner understands they have until 4:00 p.m. on _____ (30 calendar days) to return three Contractor's Bid Proposals to City Staff for review.
Month Day Year

(Failure to comply with this requirement may result in the application moving back to Section 1. Extensions to the calendar day requirements may be approved at the sole discretion of City Staff.)

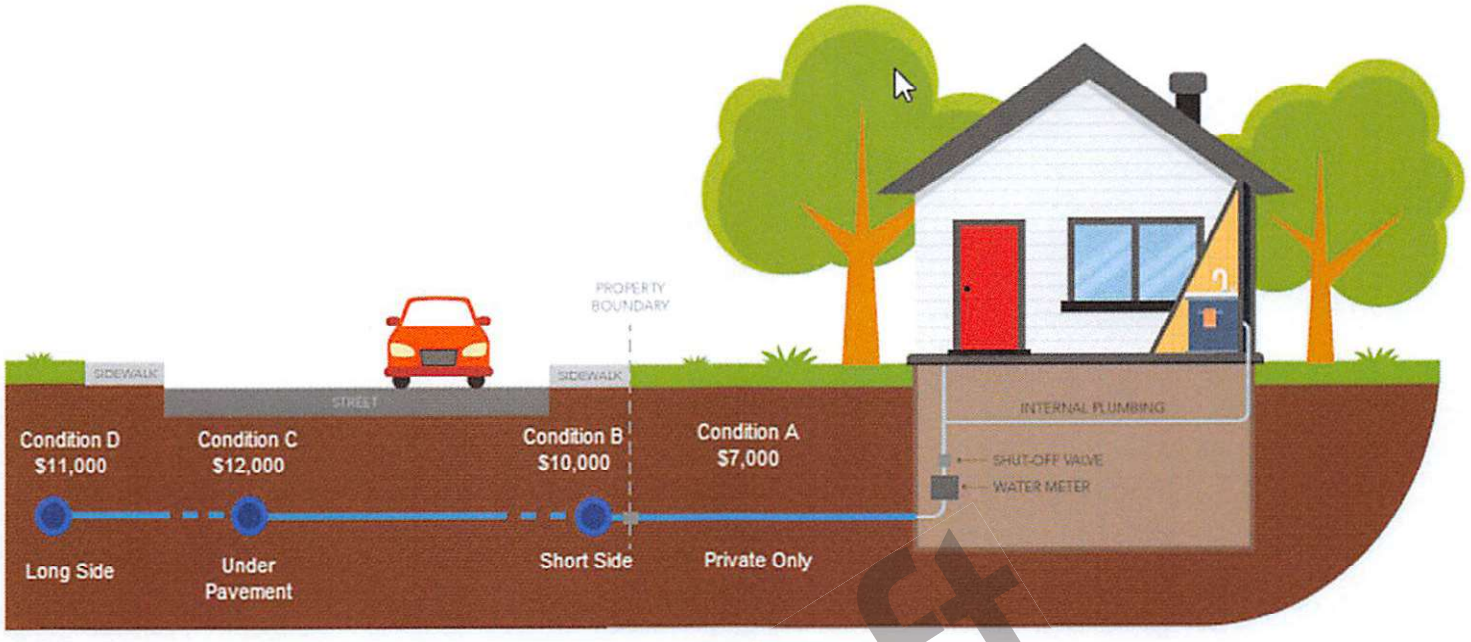
The above information is true and correct to the best of my knowledge: _____

Signature of Applicant

GO

The Property Owner shall submit three Contractor's Bid proposals according to the requirements of the Policy.

Maximum Reimbursement Conditions



Reimbursement by the City will apply only to property owners with buildings that have a confirmed private side lead service line entering into a residence or business. Partial lead service line replacements are prohibited under statute. All lead portions of a service line between the water main and the water meter must be replaced at the same time.

The City will provide a maximum reimbursement of the following up to actual incurred and eligible costs:

- Condition A: $7,000 per building for lead service line replacement from the water meter to the curb stop (private side replacement only); or,
- Condition B: $10,000 per building for lead service line replacement from the water meter to the water main where the water main is on the close side of the roadway. Sidewalk excavation may be required, but roadway excavation is not required; or,
- Condition C: $12,000 per building for lead service line replacement from the water meter to the water main where the water main is under the roadway and therefore roadway excavation is required; or,
- Condition D: $11,000 per building for lead service line replacement from the water meter to the water main where the water main is on the far side of the roadway. Sidewalk excavation may be required, but roadway excavation is not required.

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CONTRACTOR BID PROPOSAL

LEAD WATER SERVICE LINE REPLACEMENT - PRIVATE SIDE

(WATER METER TO CURB STOP)

	Description	Quantity	Units	Unit Price	Extension
1.	Lead Water Service Line Replacement (Private)*	1	Each		
2.	Sidewalk Removal and Replacement		Sq. Ft.		
3.	Driveway Removal and Replacement		Sq. Ft.		
4.					

* The following items are included in the cost of the Lead Water Service Line Replacement (Private)

a. Water service line pipe, all appurtenances, and installation required from the water meter to the curb stop
b. Restoration with seed/blanket/fertilizer

Water service line pipe at this address is _____" copper pipe.

LEAD WATER SERVICE LINE REPLACEMENT - PUBLIC SIDE

(CURB STOP TO CORPORATION VALVE)

	Description	Quantity	Units	Unit Price	Extension
1.	Lead Water Service Line Replacement (Public)**		Each		
2.	Curb and Gutter***		Ft.		
3.	Controlled Low Strength Material and Pavement Patch***		LSUM		
4.					

** The following items are included in the cost of the Lead Water Service Line Replacement (Public)

c. New curb stop and B-Box
d. Water service line pipe, all appurtenances, and installation required from the curb stop to the City water main
e. Disconnection from the City Water Main of the existing line by turning the corporation valve and capping

*** These items are only required if identified by City Staff and included in this proposal

f. Curb and Gutter per City standard
g. Controlled low strength material backfill (see attached Notice to Contractors)
h. Temporary patch in the pavement with 3" of cold patch

Owner Name: _____ Property Address: _____

Contractor Name: _____ Contractor Address: _____

Contractor Email: _____ Days bid honored for: _____

IDPH Cont. License: _____ IDPH Plumber License: _____

Cont. Signature: _____ Date: _____

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NOTICE

ATTENTION: ALL CONTRACTORS

Backfill Material Specifications for Utility Street Openings

When excavation for utility work is required within two (2) feet of a roadway, CA-7 or CA-11 shall be used for pipe bedding and must also be placed and properly compacted to one foot above utility pipes.

The remainder of the trench shall use Controlled Low-Strength Material (CLSM), Mix I, as specified in Section 1019 of the IDOT Standard Specifications. CLSM shall be proportioned to yield one cubic yard with the following materials:

Portland Cement:	50 lb.
Fly Ash – Class C or F:	125 lb.
Fine Aggregate – Saturated Surface Dry:	2,900 lb.
Water:	50-65 gal.
Air Content:	No air is entrained

Material tickets from the CLSM supplier must be submitted to the City inspector on the day of placement and must include the mix description, quantity, time, date, and location of delivery.

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Questions regarding this can be directed to the City of Crystal Lake Public Works and Engineering Department at 815-356-3614.

City of Crystal Lake
Community Development Department

100 W. Woodstock Street
Crystal Lake, IL 60014
www.crystallake.org

Phone (815) 356-3605
Fax (815) 404-2107
building@crystallake.org

Water Service Replacement

Please provide the following information when applying for a permit:

- Apply online using **City of Crystal Lake ez APP**
  OR submit a Building Permit Application
  Applications are available at City Hall or online at the City's website, **www.crystallake.org**.
- Water main location and route from City main to b-box (If water service to b-box is lead)
- Plans which include the location of b-box and route to house
- Type of material to be installed
- Contractors List such as excavator, plumber, concrete contractor and asphalt contractor
- Plumbing Contractors Registration (copy)
- Plumbing license (copy)
- Letter of Intent (original copy)

Please schedule all inspections by 4:00 P.M. the day before the inspection.

The following inspections are needed for a water service line replacement:

- Underground (prior to backfilling trench)
  - Abandonment of existing water service line
  - Connection of new water service line
- Pre-pour sidewalk, driveway or approach (if applicable)
- Pavement replacement (if applicable)
- Connect & seal water meter
- Final inspection

Please provide the following when requesting an inspection:

- Inspection type
- Address
- Date and time frame (am or pm)
- Permit number
- Name and telephone number of homeowner or contractor requesting inspection

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Permit Requirements:

- Comply with the current Illinois State Plumbing Code with City of Crystal Lake Amendments
- Contact J.U.L.I.E for the location of utilities before excavation
- Type K copper or ductile iron required for water service per City of Crystal Lake Amendment.
- Water service depth to be minimum of six feet (6')
- Maintain street clear for traffic
  - No material or gravel to be stored on street or public right of way

- Keep street clean at all times
- Protect the excavation from the public
- Replacement of public sidewalks shall be completed as follows:
  - Install grade 9 gravel and compact in 2 foot lifts
  - Rebar 2, 3/8 inches in diameter must be installed into existing sidewalks through new section being replaced
  - Public sidewalk is required to be replaced within 60 days
    - If sidewalk not replaced at time of water service replacement, public sidewalk shall be filled level with CA 6 stone or covered with an approved method to eliminate a tripping hazard

Attached Documents:

- Pavement Cut and Replacement RD-06
- Typical Water Service Lot Location UG-05

Note: If there any changes from the approved plans contact the Community Development Department to review before proceeding.

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Please note that the information provided in this handout is general in nature. If you have specific questions or need additional information, please contact a Community Development Department representative at (815) 356-3605 or building@crystallake.org.

Section 3: Price Quotes

Owner Name: _____ Property Address: _____

	For Office Use Only
Three Contractor's Bid Proposals Returned to City Staff?	☐ Yes ☐ No
Were the quotes provided by the date agreed to in Section 2?	☐ Yes ☐ No
Do all three quotes meet the requirements of the policy?	☐ Yes ☐ No
Is the applicant approved for reimbursement consideration according to the policy?	☐ Yes ☐ No
If no, provide an explanation. _____	
Did the applicant submit a W-9 IRS form?	☐ Yes ☐ No

The maximum amount of reimbursement is $_____

_____

Director of Public Works *Date*

City Staff and the Property owner shall have a preconstruction meeting at City Hall between the hours of 7:30 a.m. and 3:00 p.m. Monday thru Friday prior to final authorization to begin work. Upon completion of the preconstruction meeting, when the Property Owner signs the Program Letter of Agreement, the Property owner shall have 14 calendar days to execute a contract with their preferred contractor (and provide a copy to the City), and 60 calendar days to have the work completed (extensions may be granted by City Staff).

Does the Property Owner acknowledge and agree to the maximum reimbursement? ☐ Yes ☐ No

Does the Property Owner agree to execute a contract with their preferred contractor within 14 calendar days and begin work within 30 calendar days of the date of signature below? ☐ Yes ☐ No
(Failure to comply with this requirement may result in the application moving back to Section 1. Extensions to the calendar day requirements may be approved at the sole discretion of City Staff.)

Has the Property Owner signed the Letter of Agreement? ☐ Yes ☐ No

Property Owner understands they have until 4:00 p.m. on _____ to return an executed contract from the selected contractor.
Month Day Year

Property Owner understands they have until 4:00 p.m. on _____ to begin the work by the selected contractor.
Month Day Year

_____
Signature of Applicant *Date*

_____
Signature of Director of PW *Date*

GO

Applicant is authorized to begin construction to replace the lead service line described in this application.

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POPERTY OWNER INITIATED LEAD SERVICE LINE REPLACEMENT REIMBURSEMENT PROGRAM

LETTER OF AGREEMENT

I/We understand and agree that the City of Crystal Lake established the Property Owner Initiated Lead Service Line Replacement Reimbursement Program (Program) to assist residents in mitigating the risks of consuming lead in drinking water. The Program provides for reimbursement of eligible costs defined in Section 3 of the Program application upon approval by City Staff. I/We state that we are the owners of the above-described property and desire to participate in the City of Crystal Lake Program for replacing lead service lines. I/We have read the City of Crystal Lake Policy for the Crystal Lake Property Owner Initiated Lead Service Line Replacement Reimbursement Program (the "Policy") and agree to all the terms and conditions. Pending acceptance of this application and approval of reimbursement by the City of Crystal Lake, I/we further agree as follows:

The property owner(s) shall hire and oversee the work of the Illinois Department of Public Health licensed plumbing contractor employing an Illinois Department of Public Health licensed plumber to complete these improvements. The City of Crystal Lake shall not be a party to the contract between the property owner and the hired contractor nor does the City, in any way, guarantee or warranty the work or its effectiveness.

The property owner(s) will provide access to the property to City employees or agents during regular work hours (7:00 to 3:00, Monday thru Friday), to inspect the building's plumbing before approval by the City and also to inspect the completed work prior to reimbursement by the City.

The property owner(s) agrees to replace all lead service line material and all galvanized lines that have lead materials attached to the service line material to the first valve before the water meter.

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Prior to the installation of any plumbing work, the Property Owner shall follow the steps of the Program obtaining the required signatures in each Section. No work shall commence until the City has approved each section and a permit is issued. The City shall be notified to inspect the plumbing work as required under any permit.

Disbursement of funds for eligible items at approved amounts will be made after work is completed, inspected, and approved by the City and in accordance with the Policy. A completed Request for Disbursement form must be completed and submitted. The City will disburse 100% of the maximum payout identified in Section 3 of the application form for the Program less $200.00. The withheld $200.00 shall be disbursed after the property owner provides the City with a final waiver of lien and paid receipt from the contractor who performed the work if the Property Owner submits these items by the due date to be identified in Section 5.

Payment of funds to the Contractor shall be made immediately after disbursement by the City. The Home Owner agrees to provide a copy of the FINAL WAIVER OF LIEN from the Contractor within 21 calendar days of receipt of the check. The lien wavier shall include the City of Crystal Lake.

Liability – The City shall have no liability for any defective work or other damage, injury and/or loss on account of any act or omission of the Contractor in the performance of the work. The Property Owner shall make any claim for such matters directly against the Contractor or Contractor's insurance carrier. The property owner(s) agrees to release and waive any claim, suit, or liability and to indemnify and hold harmless the City of Crystal Lake, its elected officials, officers, employees, engineers, and agents, from any liability, damage, loss, claims, demands, and actions of any nature whatsoever which arise out of the replacement of the service line Property Owner is responsible for all maintenance of system including but not limited to replacement parts, pumps, circuit breakers, valves, pipes, etc. The property owner(s) agrees that ownership and maintenance responsibilities of any plumbing improvements and plumbing facilities installed under this reimbursement

program will be retained in accordance with Ordinance § 515-43 Water system.

Disclaimer – The Program is designed to eliminate lead from the water distribution system. The replacement of the lead water service lines will substantially reduce the risk of consuming lead in drinking water; however, interior plumbing fixtures may still contain lead or lead solder.

Breach – If the Homeowner fails to comply with all requirements of this Agreement or to complete installation as provided in this Agreement, the City shall have no obligation to disburse funds to the Homeowner.

I/We understand and agree with all of the above statements and agree to comply accordingly.

_____	_____	_____
Homeowner(s) – Printed Name(s)	*Signature(s)*	*Date*

_____, Crystal Lake, IL 60014

Property Address

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Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

___ – ___ – ____

or

Employer identification number

__ – _____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** | **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

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Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.

• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.

• Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

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2—The United States or any of its agencies or instrumentalities.

3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.

5—A corporation.

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.

7—A futures commission merchant registered with the Commodity Futures Trading Commission.

8—A real estate investment trust.

9—An entity registered at all times during the tax year under the Investment Company Act of 1940.

10—A common trust fund operated by a bank under section 584(a).

11—A financial institution as defined under section 581.

12—A middleman known in the investment community as a nominee or custodian.

13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5.[2]
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

[1] See Form 1099-MISC, Miscellaneous Information, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/EIN*. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

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Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

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Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Go to *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

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Lead Informational Notice

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Dear Water Customer: Today's Date:_____

This notice contains important information about your water service and may affect your rights. We encourage you to have this notice translated in full into a language you understand and before you make any decisions that may be required under this notice.

Diese Mitteilung beinhaltet wichtige Informationen über Ihre Wasserversorgung und könnte Ihre Rechte beeinflussen. Wir bitten Sie, dass Sie diese Mitteilung vollständig in eine Sprache übersetzen lassen, die Sie verstehen, bevor Sie eventuelle Entscheidungen treffen, welche im Zusammenhang mit dieser Benachrichtigung erforderlich sind.

Ang abisong ito ay naglalaman ng mahalagang impormasyon tungkol sa iyong serbisyo sa tubig at maaaring makaapekto sa iyong mga karapatan. Hinihikayat namin kayo na isalin nang buo ang abisong ito sa wikang naiintindihan ninyo at bago kayo gumawa ng anumang mga desisyon na maaaring kailanganin sa abisong ito.

આ સૂચનામાં તમારી પાણીની સેવા વિશે મહત્વપૂર્ણ માહિતી શામેલ છે અને તમારા અધિકારોને અસર કરી શકે છે. અમે તમને પ્રોત્સાહિત કરીએ છીએ કે તમે આ સૂચના હેઠળ જરૂરી હોય તેવા કોઈપણ નિર્ણયો લો તે પહેલાં તમે આ સૂચનાને તમે સમજો છો તે ભાષામાં સંપૂર્ણ ભાષાંતર કરો.

Niniejsze zawiadomienie zawiera ważne informacje na temat Państwa przyłącza wodociągowego i może mieć wpływ na Państwa prawa. Przed podjęciem jakichkolwiek decyzji, które mogą być wymagane na mocy niniejszego zawiadomienia, zachęcamy Państwa do przetłumaczenia całości niniejszego zawiadomienia na język, który będzie dla Państwa zrozumiały.

يحتوي هذا الإشعار على معلومات مهمة حول خدمة المياه لديك، وقد يؤثر على حقوقك. قبل اتخاذ أي قرارات قد تكون مطلوبة بموجب هذا الإشعار فإننا نشجعك على ترجمته بالكامل إلى لغة تفهمها.

اس نوٹس میں آپ کی پانی کی سروسز سے متعلق اہم ترین معلومات موجود ہیں اور یہ آپ کے حقوق کو متاثر کر سکتا ہے۔ ہم آپ کو ترغیب دیں گے کہ آپ اس نوٹس کا مکمل طور پر اس زبان میں ترجمہ کروائیں جو آپ سمجھتے ہوں اور ممکن ہے کہ آپ کے کوئی فیصلہ لینے سے قبل اس نوٹس کے تحت یہ درکار بھی ہو۔

Este aviso contiene información importante sobre su servicio de agua y puede afectar sus derechos. Lo animamos a que traduzca este aviso a un idioma que comprenda antes de tomar cualquier decisión que pueda ser necesaria en virtud del mismo.

이 통지서에는 귀하의 권리에 영향을 미칠 수 있는 수도 서비스에 관한 중요한 정보가 제시되어 있습니다. 이 통지서에서 요구하는 결정을 내리기 전에 이 통지서를 귀하가 이해할 수 있는 언어로 번역하시기 바랍니다.

本通知包含有关您的供水服务的重要信息，可能会影响到您的权利。在您做出本通知所要求的任何决定之前，我们鼓励您将本通知完整地翻译成您可理解的语言。

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Lead Informational Notice

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Our water system will soon begin a water line maintenance and/or construction project that may affect the lead concentrations in your drinking water. Lead, a metal found in natural deposits, is harmful to human health, especially young children, and pregnant women. It can cause damage to the brain and kidneys and can interfere with the production of red blood cells that can carry oxygen to all parts of your body. The most common exposure to lead is swallowing or breathing in lead paint chips and dust. However, lead in drinking water can also be a source of lead exposure. In the past, lead was used in some water service lines and household plumbing materials. Lead in water usually occurs through corrosion of plumbing products containing lead; however, disruption (construction or maintenance) of lead service lines may also temporarily increase lead levels in the water supply. This disruption may be sometimes caused by water main maintenance/replacement.

The purpose of this notice is for informational purposes only. While it's not known for certain whether this construction project will adversely affect the lead (if present) plumbing in and outside your home, below describes some information about the project and some preventative measures you can take to help reduce the amount of lead in drinking water.

Project Start Date:_____ Project expected to be completed by:_____

Project location and description:_____

_____

_____

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What you can do to reduce lead exposure in drinking water during this construction project:

- *Run your water to flush out lead.* If the plumbing in your home is accessible; you may be able to inspect your own plumbing to determine whether you have a lead service line or lead solder. Otherwise, you will most likely have to hire a plumber.
  - If you do not have a lead service line, running the water for 1 – 2 minutes at the kitchen tap should clear the lead from your household plumbing to the kitchen tap. Once you have done this, fill a container with water and store it in the refrigerator for drinking, cooking, and preparing baby formula throughout the day.
  - If you do have a lead service line, flushing times can vary based on the length of your lead service line and the plumbing configuration in your home. The length of lead service lines varies considerably. Flushing for at least 3 – 5 minutes is recommended.
- *Use cold water for drinking, cooking, and preparing baby formula.* Do not cook with or drink water from the hot water tap; lead dissolves more easily into hot water. Do not use water from the hot water tap to make baby formula.
- *Look for alternative sources or treatment of water.* You may want to consider purchasing bottled water or a water filter that is certified to remove "total lead".
- *Clean and remove any debris from faucet aerators on a regular basis.*
- *Do not boil water to remove lead. Boiling water will not reduce lead.*
- *Purchase lead-free faucets and plumbing components.*
- *Remove the entire lead service line.*
- *Test your water for lead.* Call us at: _____to find out how to get your water tested for lead. While we do not do the testing, we can provide a list of laboratories certified to do the testing. Laboratories will send you the bottles for sample collection.Please note that we are not affiliated with any laboratory, and they will charge you a fee.
  - If test results indicate a lead level above 15 ug/L, bottled water should be used by pregnant women, breast-feeding women, young children, and formula-fed infants.

Section 4: Complete Work

Owner Name: _____ Property Address: _____

The selected contractor shall obtain the proper building permit at City Hall before beginning work. When the contractor presents the signed copy of Section 3 of this document, the building permit fees shall be waived for this property.

For Office Use Only

The property owner has until _____ to submit an executed contract with the contractor.
Month/Day/Year from Section 3

The property owner has until _____ to begin work by the contractor.
Month/Day/Year from Section 3

Was a signed contract returned to City staff in the agreed to time frame? ☐ Yes ☐ No
Did work begin to replace the service line in the agreed to time frame? ☐ Yes ☐ No
Does the application need to be moved back to Section 1? ☐ Yes ☐ No
If yes, provide an explanation. _____

_____

_____

_____
Director of Public Works *Date*

For Office Use Only

Certificate of Completion

The Contractor has completed the lead service line replacement, required inspections, and has obtained approval of the work performed. The property owner may submit a Request for Disbursement in order to defray the cost of the lead service line replacement.

_____
Director of Public Works *Date*

Draft

Property Owner has submitted a Request for Disbursement on _____ for a check to be issued in approximately 10 business days.
Month Day Year

_____
Signature of Applicant *Date*

_____
Signature of Director of PW *Date*



There are no additional requirements of the Property Owner until the funds are collected in the form of a check from City Hall during regular business hours.

PROPERTY OWNER INITIATED LEAD SERVICE LINE REPLACEMENT REIMBURSEMENT PROGRAM

REQUEST FOR DISBURSEMENT

Name:_____Property Location:_____

Phone: (home) _____(work/cell) _____

Date plumbing work was completed: _____

Plumbing permit number issued: _____

Plumbing contractor who performed work: _____

Total cost of eligible expenses: $_____

Owner Certification

I, _____am the Property Owner of the premises indicated above and I certify that all of the information contained on this Request for Disbursement form is true and accurate to the best of my knowledge.

_____ _____

Signature *Date*

Building Division Certification

As an authorized agent of the City of Crystal Lake, I certify that I have reviewed all the necessary paperwork associated with above mentioned Property Owner Initiated Lead Service Line Replacement Reimbursement Program, and found them in compliance with the provisions of the Program as well as all applicable City Codes, and Final Inspections have been satisfactorily passed.

_____ _____

Signature *Date*

Public Works Department Certification

As an authorized agent of the City of Crystal Lake who administers the Property Owner Initiated Lead Service Line Replacement Reimbursement Program, I certify that I have reviewed all the necessary paperwork associated with above mentioned Program, and found them in compliance with the provisions of the Program. Therefore, I recommend the disbursement amount be paid.

For Office Use Only

The maximum amount of disbursement is $_____

_____ _____

Signature *Date*

Draft

Section 5: Disbursement of Funds

Owner Name: _____ Property Address: _____

The Property owner agrees to pay their Contractor the full agreed to amount of the contract. ☐ Yes ☐ No

The Property owner understands and agrees to provide the City a copy of the Final Waiver of Lien and paid receipt in compliance with the Letter of Agreement. ☐ Yes ☐ No

Property Owner understands they have until 4:00 p.m. on _____ to return a copy of the final waiver of lien and paid receipt in order to collect the $200 holdback. Month Day Year

The above information is true and correct to the best of my knowledge: _____
Signature of Applicant *Date*



Property owner shall provide the Final Waiver of Lien and paid receipt to the City as described in the Letter of Agreement.

For Office Use Only

The Property Owner was notified on _____ that the disbursement check was available for collection at City Hall.
Month/Day/Year

The Property Owner collected the disbursement check on _____.
Month/Day/Year

_____
Director of Public Works *Date*

For Office Use Only

The Property owner submitted the Final Waiver of Lien and paid receipt on _____.
Month/Day/Year

Did the Property Owner submit the Final Waiver of Lien and paid receipt by the due date? ☐ Yes ☐ No
Will the $200.00 withheld be disbursed to the Property Owner? ☐ Yes ☐ No
If no, provide an explanation. _____
_____
_____

The $200.00 withheld until the Final Waiver of Lien was provided to the City may be disbursed.

_____
Director of Public Works *Date*

Draft

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: Board and Commission Reappointments – Library Board

Mayor's Recommendation: Motion to reappoint Rebecca Sisler, James Becker and Charles Ebann to the Library Board for terms ending June 30, 2027

Contact: Haig Haleblian, Mayor

Background:

Rebecca Sisler, James Becker and Charles Ebann are current Library Board members whose three-year terms expire June 30, 2024. All three members would like to be reappointed.

Library Board appointments and reappointments are nominated by the Mayor and confirmed by the City Council.

Should the City Council have any questions, please contact Mayor Haleblian.

Votes Required to Pass:

Simple majority

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: June 18, 2024

Item: Historic Preservation Commission Appointments and Reappointment

Staff Recommendation: City Council Discretion

Contact: Mayor Haig Haleblian

Background:

The Historic Preservation Commission has recommended nomination of Zachary Benkert and Madison Sommerfield to fill the vacancies on the Commission for the term ending June 30, 2024. There are currently two additional vacancies on the nine-member Commission.

In addition, Bob Kosin has asked to be reappointed to the Commission. His term expires June 30, 2024. The Commission has also recommended his reappointment.

Appointments to the Historic Preservation Commission are made and confirmed by the Mayor and City Council.

Votes Required to Pass:

Simple majority.

To whom it may concern,

My name is Zachary Benkert and I would like to thank you for considering me for the Crystal Lake Historic Preservation Commission.

Crystal Lake has been my home for most of my life, and for all the years I have called it home I have always been proud to call myself a resident of our beautiful city. I spent my early years exploring Veterans Acres, playing soccer and baseball at Lippold park, and enjoying a cup of ice cream at The Freeze after a long day of play at the lakefront. I attended St Thomas the Apostle School here in Crystal Lake and then went on to Marian Central in Woodstock before attending college at St. Norberts College and then DePaul University in Chicago where I graduated with a degree in Sales and Leadership.

Recently I made a career shift as well as a shift in focus for my life. I have spent the last three years planning, developing, and building a new single-family home right here in Crystal Lake. As the general contractor for a new construction build, I have learned a great deal about what goes into building a structure from the ground up and how to turn that structure into a home. It was an immensely satisfying experience that I will never forget, and it is one that I hope to repeat. In addition to that project, I also found time to get licensed as a Real Estate Broker in the state of Illinois and I now practice with Baird and Warner.

Despite home construction being a recent career move, I have been exposed to building and construction my whole life. Growing up my father and grandfather ran a successful housing development company that built townhouse communities and single-family homes all over the Chicagoland area. My first job when I was 15 was cleaning up the homes at the end of the day after the carpenters and plumbers had done their work. I have many memories of exploring half-built homes and talking with the tradesmen that were always bustling around. Those experiences have fostered a love for home building and a respect for those who work countless hours to design and build these structures.

Crystal Lake has many key locations that all the residents know and love and they have come to define the town for the people that live here. To the people of this city, they are critical to what makes their home special, and many people may not even realize that some of these places have been around for scores of years. Keeping these buildings and locations in good repair and true to their original designs is just as important as making sure new developments are adding to this great town. This commission is a great opportunity to expand my knowledge and understanding of Real Estate and home building in a unique way. It is also a fantastic chance to learn more about my hometown and to help keep Crystal Lake special for the next generation and I would be honored to join it.

Thank you,

Zach



Madison Sommerfield
125 S Walkup Ave.
Crystal Lake, IL 60014
[redacted]

May 24, 2024

Dear Crystal Lake Preservation Commission,

My name is Madison Sommerfield, and I'm an invested resident in the City of Crystal Lake. I have lived in the downtown neighborhood of Crystal Lake, right across from Central High School for the last 11 years and have truly fallen in love with not only the community but the local architecture and history. I am very involved in our local Church, Gospel Collective, in Crystal Lake. My two oldest children attend Husmann Elementary School and my youngest attends Purple Moose Enrichment Preschool in the community. Although I'm originally from Indianapolis, my husband spent many years of his adolescence growing up in Crystal Lake. We love everything Crystal Lake has to offer our young family and are always looking to be more involved and contribute back into our community as well.

I have a Bachelor of Arts and Architecture from Judson University and feel my architectural design background could greatly contribute to the Preservation Commission's mission. I would really like to take part in helping residents and business owners preserve their historic structures, while also working with them to make them function well for their current needs. I look forward to learning more about the history and architecture of Crystal Lake specifically and be a part in telling its story and preserving its history for future generations.

My love for and dedication to the Crystal Lake community and passion for architecture, design, and history, make me a great candidate for the Preservation Commission. I appreciate you taking the time to consider me for the commission, and I look forward to chatting with you more about it.

Thank you for your consideration.

Sincerely,

Madison Sommerfield