



Regular City Council Meeting

Crest Hill, IL

June 01, 2026

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

1. **OPENING OF MEETING**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CITIZEN/SPECIAL REQUEST/PUBLIC HEARINGS/PRESENTATIONS**
 - A. 2026 Grand Prairie Water Challenge Presentation
5. **PUBLIC COMMENT FOR AGENDA ITEMS ONLY: (Limit 3 minutes per person)**
6. **CONSENT AGENDA:** *(All items on the Consent Agenda are considered routine by one motion. These items will not be separately discussed unless an Alderperson so requests, in which event the item will be removed from the Consent Agenda and considered separately.)*
 - A. Approve the Minutes from the Regular City Council Meeting Held on May 18, 2026
 - B. Approve a Sign Permit Waiver for Festa Italiana - American Italian Cultural Society
 - C. Approve a Parade Road Closure for Festa Italiana - American Italian Cultural Society
 - D. Approve a Three-Day Liquor License Waiver for Festa Italiana - American Italian Cultural Society
 - E. Approve Pay Request #3 from Fer Pal Construction USA, LLC with Direction to Strand Associates to Send to the IEPA for Approval and Disbursement for a Total Amount of \$265,787.06
 - F. Approve the Civic Plus Website Agreements
 - G. Approve a Resolution Adopting the City of Crest Hill Brand Star Standards Guide+2026-2027
7. **REPORTS & COMMUNICATIONS FROM DEPARTMENTS & ELECTED OFFICIALS**
 - A. Mayor's Report:

- 1. Introduction of the Public Works Superintendents of Operations, Water, and Wastewater
 - B. City Clerk's Report:
 - C. City Treasurer's Report:
 - A. Approval of the Regular and Overtime Payroll from May 4, 2026, through May 17, 2026, in the Amount of \$304,127.24
 - B. Approval of the List of Bills Issued through June 2, 2026, in the Amount of \$1,494,183.44
 - D. City Attorney:
 - E. City Administrator:
 - F. Public Works Department:
 - 1. Approve an Emergency Repair Proposal with Water Well Solutions and the City of Crest Hill, Will County, IL for the Booster Pump Systems at Well 4 and Well 9 in the Amount of \$11,725.00
 - G. City Engineer:
 - H. Finance:
 - I. Police Department:
 - J. Community Development:
- 11. **UNFINISHED BUSINESS:**
- 12. **NEW BUSINESS:**
- 13. **COMITTEE/LIAISON REPORTS:**
- 14. **CITY COUNCIL COMMENTS:**
- 15. **PUBLIC COMMENT:** (*Limit 3 minutes per person*)
- 16. **EXECUTIVE SESSION:**
 - 1. 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

2. 5ILCS 120/2 (c)/(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
3. 5ILCS 120/2 (c)(2): Collective negotiating matters between the public body and its employees or their representative, or deliberations concerning salary schedules for one or more classes of employees.

17. ADJOURNMENT:

The Agenda for each regular meeting and special meeting (except a meeting held in the event of a bona fide emergency, rescheduled regular meeting, or any reconvened meeting) shall be posted at the City Hall and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. The City Council shall also post on its website the agenda for any regular or special meetings. The City Council may modify its agenda for any regular or special meetings. The City Council may modify its agenda before or at the meeting for which public notice is given, provided that, in no event may the City Council act upon any matters which are not posted on the agenda at least forty-eight (48) hours in advance of the time for the holding of the meeting.

MINUTES OF THE REGULAR MEETING
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
May 18, 2026

1. OPENING OF MEETING

The regular meeting of the City of Crest Hill was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited in unison.

3. ROLL CALL

Roll call indicated the following present: Mayor Raymond Soliman, City Clerk Christine Vershay-Hall, City Treasurer Jamie Malloy, Alderman Scott Dyke, Alderman Darrell Jefferson, Alderwoman Claudia Gazal, Alderperson Tina Oberlin, and Alderman Nate Albert.

Absent were: Alderman Angelo Deserio, Alderman Mark Cipiti, Alderman Joe Kubal.

Mayor Soliman stated that he received messages from Alderman Deserio, Alderman Cipiti and Alderman Kubal who were unable to be present. They were excused. It was determined by City Attorney Mike Stiff that with six Council members present, there is a quorum for tonight's meeting.

Also present were: City Administrator Blaine Wing, Police Chief Ed Clark, Finance Director Glenn Gehrke, City Engineer Ron Wiedeman, Assistant City Administrator/HR Director Ashley Monroe, Community & Economic Development Director Dan Ritter and City Attorney Mike Stiff.

4. CITIZEN/SPECIAL REQUEST/PUBLIC HEARINGS

1. Lockport Township Fire District Life Safety Awards

Lockport Township Fire District Chief John O'Connor appeared before the Council to present the Lockport Fire District Award for Exemplary Action to two Crest Hill Police Officers. Chief O'Connor explained that this award—the only one the fire district confers upon non-fire district personnel—recognizes citizens or individuals who demonstrate exceptional initiative, skill, or character through actions worthy of special recognition.

Chief O'Connor described two separate incidents in 2025 in which Crest Hill police officers responded to cardiac arrest calls and immediately initiated CPR. The first incident occurred on November 21, 2025, on Kelly Avenue, involving Officer Brett Williams, who was initially dispatched for a seizure call later determined to be a cardiac arrest. The second incident occurred on December 18, 2025, on Theodore Street, involving a 74-year-old male found unresponsive

with head trauma in his basement. Chief O'Connor noted that the fire district's recognition criteria require that a patient not only regain a pulse and spontaneous breathing prior to ambulance arrival at the emergency department, but also that the patient walk out of the hospital without long-term neurological deficits—a standard both cases met.

Chief O'Connor thanked Police Chief Ed Clark and the Crest Hill Police Department, noting that this level of cooperation between police and fire personnel is characteristic of their ongoing partnership. Mayor Soliman thanked Chief O'Connor for attending and acknowledged the daily collaboration between the fire and police departments.

2. Lockport Township Back-to-School Fair Program

Lockport Township Supervisor Alex Zapien presented a proposal for a partnership between Lockport Township and the City of Crest Hill to host a Back-to-School Fair in Crest Hill. Supervisor Zapien provided background on the program, explaining that the Township has hosted annual back-to-school fairs providing free school supply kits to residents, with the fair's location historically influencing which residents attend. After adding a Romeoville location the prior year, feedback prompted the Township to introduce a third location in Crest Hill for the current year.

Supervisor Zapien outlined that approximately 80 percent of Crest Hill falls within Lockport Township, a higher proportion than either Lockport or Romeoville. He described a prior challenge in which a small number of Crest Hill residents who fell outside the township boundaries called to register and had to be turned away.

The formal proposal included three elements: (1) use of a City of Crest Hill facility as the event location; (2) outreach assistance from the City to reach Crest Hill residents who fall outside the township boundaries; and (3) a request that the City financially cover the cost of supply kits for any non-township Crest Hill residents who register, at approximately \$24.85 per kit. The event would be capped at 100 total attendees and is anticipated to take place in July during daytime weekday hours. A small group of community vendors, including the White Oak Library, the fire district, and the police, would also be invited to participate.

Alderwoman Oberlin expressed enthusiasm for the program and offered her personal assistance as a retiree. Alderman Albert inquired about walk-in attendees, and Supervisor Zapien explained that walk-ins are accommodated when possible with available supplies and that the Township provides referrals to other area back-to-school fairs. Alderman Jefferson noted that he has operated a similar back-to-school supply event in Cook County since 2005 funded through donations and suggested that donation sourcing could potentially reduce costs. Supervisor Zapien acknowledged the flexibility and expressed openness to incorporating donated items, particularly backpacks, in future years.

Mayor Soliman expressed support for the partnership and indicated the matter would be discussed further at the upcoming work session, drawing a parallel to existing cooperative efforts such as the shred event, Winterfest, and the Easter Egg Hunt. The Council indicated consensus to pursue the partnership and directed that details be coordinated through appropriate channels.

3. Proclamation–Building Safety Month May 2026

Community and Economic Development Director Dan Ritter read the proclamation on behalf of Building Commissioner Don Seeman, who was unable to attend the meeting. The proclamation recognized the month of May 2026 as Building Safety Month under the theme “Built to Last.”

Director Ritter on behalf of the building department, noted a record number of permits issued—more than at any time since 2008. Council members offered additional commendations to the building department team, specifically recognizing Building Commissioner Don Seeman, as well as Jake, Adam, Zoe, Ky, Atefa, City Engineer Ron Wiedeman, Consultant Ron Mentzer and consultant Donald Morris for their collective contributions.

Mayor Soliman asked for a motion to approve the proclamation for building Safety Month.

Aldersperson Oberlin made a motion to Approve the Building safety month proclamation. Seconded by Alderwoman Gazal. Roll Call: Ayes: Dyke, Jefferson, Gazal, Oberlin, Albert. Nays: None. Abstain: None. Absent: Deserio, Cipiti, Kubal. MOTION CARRIED.

Mayor Soliman asked Council to defer to the first agenda item under the Mayor’s report for a proclamation for motorcycle awareness month for May.

7A. MAYOR’S REPORT:

The proclamation for Motorcycle Awareness Month for May 2026 was read in portions by Council members. The proclamation recognized the 39th anniversary of A.B.A.T.E. (A Brotherhood Aimed Toward Education) of Illinois, Inc. The proclamation was brought forward at the request of Alderman Deserio, who was absent.

Alderman Albert made a motion to Approve the Motorcycle Awareness Month Proclamation May 2026. Seconded by Aldersperson Oberlin. Roll Call: Ayes: Jefferson, Gazal, Oberlin, Albert, Dyke. Nays: None. Absent: Cipiti, Kubal, Deserio. MOTION CARRIED.

Mayor Soliman presented a framed copy of the proclamation to Lisa MacLean of Will County A.B.A.T.E., who accepted on behalf of the organization. Ms. MacLean briefly addressed the Council, noting A.B.A.T.E.’s ongoing work in driver’s education outreach to high school students, advocacy in Springfield regarding emerging issues such as

autonomous vehicles and e-bike regulation, and the availability of motorcycle safety courses at Joliet Junior College and Kankakee Community College for as little as \$20.

Council discussion touched on the prevalence of distracted driving and the particular vulnerability of motorcyclists. Alderwoman Gazal asked about available training courses, and Ms. MacLean confirmed that courses at the college level are accessible and affordable, advocating that riding course completion should be a requirement for all motorcyclists.

5. PUBLIC COMMENT FOR AGENDA ITEMS ONLY

No one approached the podium to make public comments on the agenda items.

6. CONSENT AGENDA

Mayor Soliman asked if any of the Council members wished to have any items removed from the consent agenda for further discussion.

Alderman Dyke requested to remove item 6N (Approval of the List of Bills Issued through May 31, 2026, in the Amount of \$,524,815.54.) from the consent agenda.

Alderman Jefferson requested to remove item 6J (Approval of the Lidice Memorial Budget FY 26-27 for the 84th Lidice Memorial Ceremony that will be Held on June 7, 2026.) from the consent agenda.

Mayor Soliman proceeded to read the consent agenda items:

- 6A. Approve the Minutes from the Work Session Meeting Held on April 27, 2026.
- 6B. Approve the Minutes of the Regular City Council Meeting Held on May 4, 2026. Mayor Soliman stated that there is a correction to page 115, which is on the dias.
- 6C. Approve the Minutes from the Work Session Meeting Held on May 11, 2026.
- 6D. Approve a Resolution Approving a Master Contract between the City of Crest Hill, Will County, Illinois and V3 Companies for Professional Construction Services for the 2026 Construction Season for a not to Exceed an Amount of \$646,245.00. **Resolution #1418**
- 6E. Approve an Ordinance Amending Title 12 (Streets and Sidewalks), Chapter 12.28 (Construction of Utility Facilities in the Rights of Way), Sections 12.28.150 and 12.28.230 of the City of Crest Hill Code of Ordinances. **Ordinance #2062**
- 6F. Approve a Resolution Approving the Execution of an Intergovernmental Agreement by and between the City of Crest Hill and The Grand Prairie Water Commission Establishing a Joint Improvement Program. **Resolution #1419**

- 6G. Approval of a Special Event Police Services Contract with Double “J” Sports Bar, Inc.
- 6H. Approval to Purchase a New Single Axle Dump Truck from Lindco Equipment Sales, Inc., through the Sourcewell Cooperative Purchasing Contract, in the Amount of \$273,251.00.
- 6I. Approval to Purchase a New 2026 Elgin Pelican Sweeper, through the Sourcewell Cooperative Purchasing Contract, in the Amount of \$334,860.00.
- 6J. Approval of the Lidice Memorial Budget FY 26-27 for the 84th Lidice Memorial Ceremony that will be Held on June 7, 2026. *(REMOVED for Discussion)*
- 6K. Approve the Azavar/LocalGov Agreement to Process the City’s Places for Eating Tax (PFET) with the City of Crest Hill, Will County, IL not to Exceed an Amount of \$9,000.00.
- 6L. Approve the CivicPlus Agreement for the City’s Website Update Project with the City of Crest Hill, Will County, IL for the Next Three (3) years not to Exceed an Amount of \$27,883.25.
- 6M. Approval of the Regular and Overtime Payroll from April 20, 2026, through May 18, 2026, in the Amount of \$312,137.98.
- 6N. Approval of the List of Bills Issued through May 31, 2026, in the Amount of \$,524,815.54. *(REMOVED for Discussion)*

Mayor Soliman asked for a motion to approve the consent agenda items, excluding items **6J**, and **6N**.

Alderman Albert made a motion to Approve the Consent Agenda. Seconded by Alderperson Oberlin. Roll Call: Ayes: Gazal, Oberlin, Albert, Dyke, Jefferson. Nays: None. Abstain: None. Absent: Cipiti, Kubal, Deserio. MOTION CARRIED.

Mayor Soliman commented that they would now discuss the items that were removed from the Consent Agenda to discuss separately.

- 6J. Approval of the Lidice Memorial Budget FY 26-27 for the 84th Lidice Memorial Ceremony that will be Held on June 7, 2026.

Alderman Jefferson requested this item be pulled from the consent agenda, raising two concerns: (1) the use of City funds to film the event, and (2) the absence of documentation formally connecting the City to what he characterized as a privately organized event held on private property. He acknowledged the event’s historical significance but expressed that the City’s ongoing financial and operational involvement warranted clearer

formal documentation, particularly given that City staff had previously performed maintenance on private property.

Mayor Soliman stated a gentleman who was a member of Crest Hill staff for many years provided his own equipment and filmed the Lidice event (and the Veteran's Memorial Day event) at a nominal cost. He stated in the last couple of years they have used Road to Eternity to film those two events for those who could not personally make it to the events.

Alderman Oberlin added that the Lidice Memorial, now in its 84th year, predates the City's incorporation, is open to the public, and is a deeply historical part of the community.

Alderman Jefferson stated that the fact there is no paperwork connecting the Lidice monument to the City and that the event is held on private property is still a concern for him. He would like to see the property owners take part in the event, in terms of name and also financially.

Alderman Albert made a motion to approve the budget as presented.

Alderman Jefferson stated that this item can be approved but wanted paperwork to be presented to the Council or discussed in an upcoming work session. Alderman Oberlin noted that she had recently initiated outreach to the property owners Chicago-area contacts requesting documentation, though a response had not yet been received.

Alderman Dyke suggested that the City explore the possibility of relocating the Lidice Monument to City-owned property, noting that the monument had been vandalized twice at its current location and that a planned park adjacent to City Hall could provide an appropriate setting. He proposed bringing the matter to a work session and engaging with the Czechoslovakian organization to discuss the idea.

Alderman Gazal stated that she is open to any ideas about this issue and favored Alderman Dyke's ideas of moving the monument to City property. She also mentioned the opportunity of the City buying the Lidice property. She wants to make sure that the City is protected by having something documented on paper, so that it is safe for staff to be on private property for this event. The Council needs to work together to make changes that will make a difference.

Alderman Oberlin stated that she doesn't know how the owners of the Lidice property would feel about the City wanting to buy the property or move the monument. She stated that two years ago she arranged to have somebody else come in privately to take care of the lawn. Originally the park district was managing lawn maintenance, but she doesn't know what happened to that agreement. The man she asked to take care of it is still overseeing it today.

Alderman Albert stated that there is an approval process happening for an event that is two weeks away. He wanted to know if the longer-term detailed questions could be addressed through a future work session rather than delay approval.

Alderwoman Gazal stated that if an Alderman had an item removed from the consent agenda, then it can be discussed. Alderman Albert stated that there was a motion for approval ten minutes prior.

Mayor Soliman stated that there is a motion on the floor and acknowledged the legitimate concerns raised and agreed that a work session discussion would be appropriate, including inviting representatives of the Czechoslovakian organization. He noted that any relocation would require the organization's cooperation and willingness, given the monument's long-standing historical and cultural significance. He indicated the City is still several years away from completing the adjacent park due to funding timelines.

Alderman Albert made a motion to Approve consent agenda item 6J, the approval of the Lidice Memorial Budget FY 26-27 for the 84th Lidice Memorial Ceremony that will be Held on June 7, 2026. Seconded by Alderperson Oberlin. Roll Call: Ayes: Dyke, Gazal, Oberlin, Albert. Nays: Jefferson. Abstain: None. Absent: Deserio, Cipiti, Kubal. MOTION CARRIED.

- 6N. Approval of the List of Bills Issued through May 31, 2026, in the Amount of \$,524,815.54.

Mayor Soliman stated that before he asks Alderman Dyke to speak, he was made aware of a typographical error in the consent agenda item itself. It stated the amount as \$524,815.54 and it should have been \$1,524,815.54.

Alderman Dyke requested this item be pulled to ask two questions. First, he inquired about a line item for water fountains totaling \$7,159.96 from Menards. City Administrator Blaine Wing explained that the City had been leasing water filtration units in several public works buildings purchased by a former Public Works Director, incurring ongoing monthly costs. He indicated that units normally priced at approximately \$3,000 each were purchased for approximately \$1,700 each, with an additional 11 percent Menards rebate reducing the effective cost further. A total of four units were purchased, and the same drinking fountain standard used in City Hall and the police department will now be applied across public works buildings and the new wastewater treatment facility, resulting in significant annual savings. Second, Alderman Dyke inquired about a line item described as an "unmanned vehicle" for \$14,532. Administrator Wing confirmed this was the police department's drone.

Alderwoman Gazal made a motion to Approve consent agenda item 6N, the Approval of the List of Bills Issued through May 31, 2026, in the Amount

of \$1,524,815.54. Seconded by Alderman Dyke. Roll Call: Ayes: Oberlin, Albert, Dyke, Jefferson, Gazal. Nays: None. Abstain: None. Absent: Cipiti, Kubal, Deserio. MOTION CARRIED.

City Clerk Christine Vershay-Hall provided the resolution and ordinance numbers:

- 6D: Resolution 1418
- 6E: Ordinance 2062
- 6F: Resolution 1419

7. REPORTS & COMMUNICATIONS FROM DEPARTMENTS & ELECTED OFFICIALS

7B. CITY CLERK'S REPORT:

1. Approve a Block Party Application on Essex Ct for Joshua Resto on Sunday, August 8, 2026.

City Clerk Christine Vershay-Hall reported one block party application received for a resident on Essex Court, requesting a party on August 8, 2026, from 12:00 p.m. to 11:00 p.m., with closure of Essex Court to Borio Drive.

Mayor Soliman asked for a motion to approve a block party application on Essex Ct for Joshua Resto on Sunday, August 8, 2026.

Alderman Gazal made a motion to Approve a Block Party Application on Essex Ct for Joshua Resto on Sunday, August 8, 2026. Seconded by Alderman Jefferson. Roll Call: Ayes: Albert, Dyke, Jefferson, Gazal, Oberlin. Nays: None. Absent: Kubal, Deserio, Cipiti. MOTION CARRIED.

7C. CITY TREASURER'S REPORT:

There were no items to report.

7D. CITY ATTORNEY:

There were no items to report.

7E. CITY ADMINISTRATOR:

Alderman Gazal questioned the recent purchase of audio-visual equipment for the Council chambers cable room. Alderman Gazal asked why AVI wasn't hired for a study and to go over the system before the purchase was made. She further asserted that the Council used to give approval every time there was something needed for the AV system and cable room. Administrator Wing explained that AVI, which is now Forte Solutions, sent a vendor proposal for over \$80,000, and by consulting with a neighboring municipality, he was able to source equivalent equipment for

under \$8,000. Administrator Wing noted that he had raised the general topic of AV equipment needs in February and that cameras were at end-of-life. As cameras fail, he is switching them out with new ones. Alderwoman Gazal expressed concern that such purchases should be communicated to the full Council in advance, and only emergency purchases fall within the administrator’s authority. She also asked if the neighboring municipality has the same system that Crest Hill does or are we trying to copy a system that is different from the City’s system. Alderwoman Gazal reiterated the importance of proactive communication with the Council before purchases are made since it is taxpayer money. When asked who is responsible for installing the new cameras, Administrator Wing stated that he is working with various vendors to get pricing for the installation now. He also stated that we had several of the same actual components that Romeoville had replaced within the last three years. Administrator Wing also stated that the ordinance she is quoting is the emergency clause, but there is also a regular clause that states the City Administrator can purchase items up to \$20,000.

City Administrator Wing addressed a question raised by Alderman Jefferson regarding the role and scope of authority of City committees, specifically in the context of the Lockport Township Back-to-School Fair presentation, which was directed to the full Council rather than routed through the events committee. Alderman Jefferson requested a work session discussion to clarify the defined responsibilities and duties of the City’s committees. Administrator Wing agreed to bring the matter to a future work session.

7F. PUBLIC WORKS DEPARTMENT:

- 1. Approval of the Clarke Environmental Mosquito Management Agreement

City Administrator Blaine Wing presented this item, noting that Clarke Environmental had made a presentation at a prior work session and that the council had moved the item forward for approval. The agreement covers mosquito management services for the period 2027 through 2029.

Alderwoman Gazal made a motion to approve the Clarke Environmental Mosquito Management agreement for 2027-2029. Seconded by Alderman Albert. Roll Call: Ayes: Jefferson, Gazal, Oberlin, Albert, Dyke. Nays: None. Abstain: None. Absent: Cipiti, Kubal, Deserio. MOTION CARRIED.

7G. CITY ENGINEER:

Alderman Dyke thanked Engineer Wiedeman for keeping him informed regarding ongoing projects in Ward 1, including work on Oakland Avenue.

7H. FINANCE:

There were no items to report.

7H. POLICE DEPARTMENT:

Police Chief Ed Clark provided two updates. First, he reported that the department held its inaugural awards ceremony the prior Thursday, honoring Officer Williams and Officer Gorski for the cardiac arrest incidents recognized by the Lockport Fire District, as well as Sergeant Smith, Officer Sandoval, Officer Tough, and Sergeant Fenoglio for a critical incident in 2022, each receiving lifesaving awards and a medal of honor. Officer Tetlow received both a medal of honor and a Purple Heart for injuries sustained in that incident. Approximately 60–65 individuals attended, including officers, fire department personnel, and Wescom dispatchers, and that the families of the honorees were very appreciative.

Second, Chief Clark reported that the department's Cop on a Rooftop fundraiser for Special Olympics, held the following day, raised \$4,700 at the event, bringing the department's running total to \$12,000 for the year. Chief Clark noted a possible upcoming rowing challenge event as an additional fundraising opportunity.

Mayor Soliman commended Chief Clark on the successful awards ceremony, noting that Officer Tetlow's attendance was particularly meaningful.

7J. COMMUNITY DEVELOPMENT:

Community & Economic Development Director Dan Ritter provided an informal update on the QuikTrip development project, reporting that abatement work had recently been completed on the property. Engineering and building plans are expected to be submitted within the next few weeks. The developer is hoping to complete utility disconnections within the following month and aims to begin demolition in early July.

8. UNFINISHED BUSINESS

There was no unfinished business.

9. NEW BUSINESS

There was no new business.

10. COMMITTEE/LIAISON REPORTS

Alderperson Oberlin announced that the 84th Lidice Memorial Ceremony will take place on Sunday, June 7, 2026, at 11:00 a.m. at the memorial site. In the event of inclement weather, the ceremony will be relocated to City Hall. The Czechoslovakian school will provide refreshments, and all are welcome to attend.

Mayor Soliman announced that the Veterans and Police Memorial Committee invites all residents and council members to the 39th Annual Memorial Day Ceremony on Monday, May 25, 2026, beginning with a short concert by the Frankfort Brass Band at 1:40 p.m., followed by the formal program at 2:00 p.m. The guest speaker will be Mr. Calvin Lee, a U.S. Army veteran of 20 years and current ROTC director at Joliet Central High School. The program will honor veterans who have passed, as well as the department's two slain police officers

killed in the line of duty, with family members expected to attend. Light refreshments will follow in the community room. In the event of rain, the program will be held inside City Hall. Seating and tenting will be provided outdoors.

11. CITY COUNCIL COMMENTS

Alderman Albert wished residents a happy Memorial Day weekend and encouraged attendance at the Memorial Day and Lidice events.

Alderwoman Oberlin echoed those sentiments, encouraging the public to reflect on the meaning of Memorial Day and to thank veterans for their service.

Alderman Dyke encouraged residents to visit a cemetery or memorial on Memorial Day and reminded the public that honoring veterans is not limited to a single day of the year.

12. PUBLIC COMMENT

Resident Linda Dyke addressed the Council to note that the week of May 4–10 is observed nationally as Municipal Clerks Week, and that the clerk’s office deserved recognition for maintaining official records, minutes, and keeping city government organized. She thanked City Clerk Christine Vershay-Hall and the clerk’s office staff on behalf of the community. Mayor Solomon acknowledged that the proclamation opportunity had been missed and thanked the clerk’s office for their ongoing work.

13. ADJOURNMENT

There being no further business before the Council, and no action needed from an executive session, a motion for adjournment was in order.

Alderman Dyke made a motion to adjourn at 8:20 p.m. Seconded by Alderman Jefferson. Roll Call: Ayes: Gazal, Oberlin, Albert, Dyke, Jefferson. Nays: None. Absent: Cipiti, Kubal, Deserio. MOTION CARRIED.

Approved this ___ day of _____, 2026,
As presented _____
As amended _____

CHRISTINE VERSHAY-HALL, CITY CLERK

RAYMOND R. SOLIMAN, MAYOR



Agenda Memo

Crest Hill, IL

Meeting Date: June 01, 2026
Submitter: Mayor Raymond R. Soliman *R.S.*
Department: Mayor's Office
Agenda Item: Three Day Liquor License Waiver & Permit Fees Waiver

Summary:

Ms. Christina Hayden and Dan Brandolino representing the American Italian Cultural Society are respectfully requesting a waiver of the permit fee for a three-day liquor license for Friday, August 7, 2026, Saturday, August 8, 2026 and Sunday, August 9, 2026 for the annual Festa Italiana Picnic.

Additionally, Ms. Hayden is respectfully requesting a waiver for all permit fees associated with signage for the Festa Italiana Picnic held on the same weekend. Your consideration in this matter would be greatly appreciated.

Recommended Council Action: Approval

Financial Impact:

Funding Source:

Budgeted Amount:

Cost:

Attachments:



Agenda Memo

Crest Hill, IL

Meeting Date: June 01, 2026
Submitter: Mayor Raymond R. Soliman *RS*
Department: Mayor's Office
Agenda Item: Festa Italian Parade

Summary:

Ms. Christina Hayden and Dan Brandolino respectfully request approval for the use of our Police Officers and for the road closure for the annual Festa Italiana Parade to be held on Sunday, August 9, 2026 at 12:00 noon. Your consideration in this matter would be greatly appreciated.

Recommended Council Action: Approval

Financial Impact:

Funding Source:

Budgeted Amount:

Cost:

Attachments:



Agenda Memo

Crest Hill, IL

Meeting Date: June 01, 2026
Submitter: Mayor Raymond R. Soliman *R.S.*
Department: Mayor's Office
Agenda Item: Three Day Liquor License Waiver & Permit Fees Waiver

Summary:

Ms. Christina Hayden and Dan Brandolino representing the American Italian Cultural Society are respectfully requesting a waiver of the permit fee for a three-day liquor license for Friday, August 7, 2026, Saturday, August 8, 2026 and Sunday, August 9, 2026 for the annual Festa Italiana Picnic.

Additionally, Ms. Hayden is respectfully requesting a waiver for all permit fees associated with signage for the Festa Italiana Picnic held on the same weekend. Your consideration in this matter would be greatly appreciated.

Recommended Council Action: Approval

Financial Impact:

Funding Source:

Budgeted Amount:

Cost:

Attachments:



Agenda Memo

Crest Hill, IL

Meeting Date:	June 1, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	To approve Pay Request #3 from Fer Pal Construction USA, LLC with direction to Strand Associates to send to the IEPA for approval and disbursement for a total amount of \$265,787.06.

Summary: Strand Associates have reviewed the attached pay requests from Fer Pal Construction USA, LLC, for the CIPP Water Main Rehabilitation, Phase 1 project along Broadway and Theodore and are asking the Council to approve this invoice as listed in the list of bills and direct Strand Associates to submit all required paperwork to the IEPA for approval and disbursement based on the IEPA loan agreement.

Once the City receives the disbursement check from the IEPA the City will release the check to Fer Pal Construction USA LLC.

The pay request as listed in the list of bills being approved is Fer Pal Construction's pay request #3 for \$265,787.06 for work ending April 24, 2026.

Recommended Council Action: To approve Pay Request #3 from Fer Pal Construction USA, LLC with direction to Strand Associates to send to the IEPA for approval and disbursement for a total amount of \$265,787.06.

Financial Impact:

Funding Source: IEPA Loan/Water Fund

Approved Contract Amount: \$2,587,714.59

Work Completed to date: \$1,928,188.49

Attachments:

Crest Hill Pay Application Letter No 3Encl.



Strand Associates, Item E.
 1170 South Houbolt Road
 Joliet, IL 60431
 (P) 815.744.4200
 www.strand.com

Transmittal Letter

DATE: 5/19/2026 PROJECT NO. 3894.073 (Loan No. L17-6384)

COMPANY NAME: City of Crest Hill
 ATTENTION: Ron Wiedeman, City Engineer
 ADDRESS: 20600 City Center Boulevard
 CITY/STATE/ZIP: Crest Hill, IL 60403
 RE: Pay Application No. 3 - CIPP Water Main Rehabilitation Phase 1 (Loan No. L17-6384)

WE ARE SENDING YOU:

- | | | | | |
|--|-----------------------------------|--|----------------------------------|---|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Contract | <input checked="" type="checkbox"/> Letter | <input type="checkbox"/> Report | <input type="checkbox"/> Shop Drawings |
| <input checked="" type="checkbox"/> Change Order | <input type="checkbox"/> Drawings | <input checked="" type="checkbox"/> Pay Apps | <input type="checkbox"/> Samples | <input type="checkbox"/> Specifications |
| <input checked="" type="checkbox"/> Other <u>Illinois Apprenticeship Initiative Form, Strand Associates, Inc - invoices.</u> | | | | |

Copies	Date	No.	Description
1	5/19/2026	1	Recommendation for Pay Application No. 3
1	5/19/2026	2	AP5 - Application for Payment No. 3
1	5/19/2026	3	Fer-Pal Invoice No. 3 with Waivers of Lien
1	5/19/2026	4	Change Order No. 3
1	5/19/2026	5	Illinois Works Apprenticeship Initiative Form - Pay Period No. 3
1	5/19/2026	6	IEPA Request for Loan Disbursement No. 3
1	5/19/2026	7	Strand Associates Inc. Invoices

ITEMS TRANSMITTED AS SHOWN:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> For approval | <input type="checkbox"/> Approved as submitted | <input type="checkbox"/> Resubmit _____ copies for approval |
| <input type="checkbox"/> For your use | <input type="checkbox"/> Approved as noted | <input type="checkbox"/> Submit _____ copies for distribution |
| <input type="checkbox"/> As requested | <input type="checkbox"/> Approved as noted-Resubmit | <input type="checkbox"/> Additional Information Required |
| <input type="checkbox"/> For review and comment | <input type="checkbox"/> Not Approved | <input type="checkbox"/> For signature |
| <input type="checkbox"/> Other _____ | | |

REMARKS:

Please see attached Strand's recommendation for payment application No. 3. for the City of Crest Hill's CIPP Water Main Rehabilitation Phase 1 project. City to review the package for approval. City to sign the Change Order No. 3, Illinois Works Apprenticeship Form, and Request for Loan Disbursement No. 3.

Signed
 Matt Lichtenwalter

Copy to: File



May 19, 2026

Mr. Ron Wiedeman, City Engineer
City of Crest Hill
20600 City Center Boulevard
Crest Hill, IL 60403

Re: Water Main CIPP Lining Rehabilitation Phase 1 (Loan No. L176384)
City of Crest Hill, Illinois (City)

Dear Ron,

Strand Associates, Inc.[®] (Strand) has received Pay Application No. 32 from Fer-Pal Construction USA, LLC (Contractor). The amount for each line item appears appropriate, and Strand recommends the application for payment in the amount of \$265,787.06. Enclosed is a signed copy of the application.

Strand has reviewed Change Order No. 3. The change order includes additions to the Contract Price. The following are the justifications for each addition in Change Order No. 3.

- 3a AUP Remobilization (1 each [EA] at \$62,563.83/EA). Contractor pulled off the site during the winter and remobilized to perform the remainder of the work.
- 3b Bid Item No. 2–Removal and Disposal of Non-Clean Construction Demolition Debris Material (36.14 ton [T] at \$192.50/T). Additional quantity was required to allow for sufficient space to work around the existing gas main.
- 3c Bid Item No. 6–Exploratory Excavation (1 EA at \$2,750.00/EA). Additional quantity was required to locate and avoid existing utilities when excavating pits were required for lining.
- 3d Bid Item No. 55–Temporary Bypass Piping, 4-IN (1,190 linear foot [LF] at \$20.00/LF). Additional quantity was required to provide temporary water service to impacted properties.
- 3e AUP No. 3–Lining Pit Modification (1 EA at \$15,288.77/EA). Additional quantity was required due to unforeseen excavation challenges caused by a high-pressure gas main located within 24 inches of the water main, which necessitated extra labor, equipment, and compliance with utility restrictions.

Enclosed is a signed copy of Change Order No. 3 for the City’s approval and signature.

Mr. Ron Wiedeman, City Engineer
City of Crest Hill
Page 2
May 19, 2026

If there are any questions, please call 815-744-4200.

Sincerely,

STRAND ASSOCIATES, INC.®



Matthew J. Lichtenwalter

Enclosures

c/enc.: Joel Ponce, Fer-Pal Construction USA, LLC

SUMMARY SHEET
(Use with AP2 or AP3)

APPLICATION FOR PAYMENT

OWNER: City of Crest Hill PROJECT: CIPP Water Main Rehabilitation Phase 1
CONTRACTOR: Fer-Pal Construction USA, LLC CONTRACT: 3-2024 (Loan No. L17-6384)
FOR PERIOD ENDING: April 24, 2026 PAYMENT APPLICATION DATE: May 8, 2026
PAYMENT APPLICATION NO.: 3

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT \$2,479,970.40
PLUS: ADDITIONS TO CONTRACT \$552,556.89
LESS: DEDUCTIONS FROM CONTRACT \$506,478.15
ADJUSTED CONTRACT AMOUNT TO DATE \$2,526,049.14

WORK PERFORMED

COST OF WORK COMPLETED \$1,928,188.49
PLUS MATERIALS STORED (ATTACH SCHEDULE) \$0.00
NET AMOUNT EARNED TO DATE \$1,798,802.76
LESS AMOUNT OF RETAINAGE \$129,385.73
SUBTOTAL \$1,533,015.70
LESS PREVIOUS PAYMENTS \$1,533,015.70
AMOUNT DUE THIS APPLICATION \$265,787.06

CONTRACTOR's Certification:

The undersigned CONTRACTOR certifies, to the best of its knowledge, the following: (1) All previous progress payments received from OWNER on account of Work done under the Contract have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to OWNER at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to OWNER indemnifying OWNER against any such Liens, security interest, or encumbrances); and (3) All Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Required lien waivers attached.

Dated 5/19/26

Fer-Pal Construction USA, LLC

CONTRACTOR

By [Signature]
(Authorized Signature)

By Joel Ponce
(Print Name)

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated 5/19/2026

STRAND ASSOCIATES, INC.®

By [Signature]
(Authorized Signature)

By Matt Lichtenwalter
(Print Name)

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 2029

To Owner: City of Crest Hill
 Project: EH25330- CREST HILL, IL - BROADWAY ST. Application No.: 5
 Distribution to: Owner Architect Contractor
 Period To: 2026-04-24
 Project Nos:
 Contract For:
 Contract Date:

From Contractor: FER-PAL Construction USA LL Via Architect:
 1350 Gasket Drive,
 Elgin, IL 60120

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached

- 1. Original Contract Sum \$2,479,975.70
- 2. Net Change By Change Order \$46,073.44
- 3. Contract Sum To Date \$2,526,049.14
- 4. Total Completed and Stored To Date \$1,928,188.49
- 5. Retainage:
 - a 6.71% of Completed Work \$129,385.73
 - b 0.00% of Stored Material \$0.00
- Total Retainage \$129,385.73
- 6. Total Earned Less Retainage \$1,798,802.76
- 7. Less Previous Certificates For Payments \$1,533,015.70
- 8. Current Payment Due \$265,787.06
- 9. Balance To Finish, Plus Retainage \$727,246.38

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: FER-PAL Construction USA LLC

By: *[Signature]* Date: 5/19/26

State of: Illinois County of: Cook
 Subscribed and sworn to before me this 19th day of May 2026
 Notary Public: Rachel Denise Lee
 My Commission expires: March 14, 2029



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and information comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$265,787.06

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$235,601.54	\$127,862.65
Total Approved this Month	\$0.00	\$61,665.45
TOTALS	\$235,601.54	\$189,528.10
Net Changes By Change Order	\$46,073.44	

Item E.

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 5
 Application Date : 05/12/26
 Period To: 04/24/26
 Owner Project No:

Invoice #: 2029 Contract : EH26330- CREST HILL, IL - BROADWAY ST.

A	B	C	D	E	F	G	H	I								
Item No.	Description of Work	UM	Contract Qty	Unit Price	Scheduled Value	Qty from Prev App	Earned from Prev App	Verified Qty This Period	Earned This Period	Qty to Date	Earned to Date	Material Presently Stored (Not in D or E)	Total Compl & Stored	% Compl G/C	Balance To Finish	Retention
1	Rock Excavation	CY	10.00	440.00	4,400.00	49.48	21,771.20	5.43	2,389.20	54.91	24,160.40	0.00	24,160.40	549.10%	-19,760.40	1,852.73
2	Removal and Disposal of Non-CCDD	TON	350.00	192.50	67,375.00	396.30	76,287.76	114.84	22,106.69	511.14	98,394.45	0.00	98,394.45	146.04%	-31,019.45	4,754.85
3	Foundation Material	CY	10.00	60.50	605.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	605.00	0.00
4	Trench Backfill	CY	375.00	60.50	22,687.50	169.33	10,244.47	0.00	0.00	169.33	10,244.47	0.00	10,244.47	45.15%	12,443.03	667.97
5	Removal and Disposal of Unsuitable	CY	10.00	192.50	1,925.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,925.00	0.00
6	Exploratory Excavation	EA	2.00	2,750.00	5,500.00	3.00	8,250.00	2.00	5,500.00	5.00	13,750.00	0.00	13,750.00	250.00%	-8,250.00	746.13
7	Pavement Removal	SY	287.00	27.50	7,892.50	362.38	9,965.45	70.78	1,946.45	433.16	11,911.90	0.00	11,911.90	150.93%	-4,019.40	638.90
8	Stoewalk Removal	SF	4,870.00	3.30	16,071.00	205.50	678.15	315.00	1,039.50	520.50	1,717.65	0.00	1,717.65	10.69%	14,353.35	61.34
9	Curb and Gutter Removal	LF	255.00	16.50	4,207.50	78.75	1,299.38	40.00	660.00	118.75	1,959.38	0.00	1,959.38	46.57%	2,248.12	117.52
10	Class B Patches 10-IN	SY	93.00	165.00	15,345.00	335.20	55,308.00	0.00	0.00	335.20	55,308.00	0.00	55,308.00	360.43%	-39,963.00	2,501.03
11	Class B Patches 12-IN	SY	45.00	192.50	8,662.50	14.70	2,829.75	0.00	0.00	14.70	2,829.75	0.00	2,829.75	32.67%	5,832.75	127.96
12	Class B Patches 13-IN	SY	46.00	214.50	9,867.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,867.00	0.00
13	Class D Patches 6-IN	SY	109.00	93.50	10,191.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	10,191.50	0.00
14	Class D Patches 8-IN	SY	85.00	104.50	8,882.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	8,882.50	0.00
15	Class D Patches 10-IN	SY	26.00	137.50	3,575.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,575.00	0.00
16	Inlet Filter	EA	41.00	220.00	9,020.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,020.00	0.00
17	Combination Concrete Curb and Gutter B 6-12	LF	195.00	82.50	16,087.50	86.00	7,260.00	0.00	0.00	86.00	7,260.00	0.00	7,260.00	45.13%	8,827.50	328.30
18	Barrier Curb	LF	60.00	66.00	3,960.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,960.00	0.00
19	Detectable Warnings	SF	120.00	82.50	9,900.00	16.00	1,320.00	0.00	0.00	16.00	1,320.00	0.00	1,320.00	13.33%	8,580.00	59.69
1b	Correction to Contract Price	CY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
20	Portland Cement Concrete Sidewalk 5-IN	SF	4,870.00	18.70	91,069.00	401.00	7,498.70	0.00	0.00	401.00	7,498.70	0.00	7,498.70	8.23%	83,570.30	339.10

Item E.

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 5
Application Date : 05/12/26
Period To: 04/24/26
Owner Project No:

Invoice # : 2029 **Contract : EH25330- CREST HILL, IL - BROADWAY ST.**

A	B	C	D	E	F	G	H	I								
Item No.	Description of Work	Contract Qty	UM	Unit Price	Scheduled Value	Qty from Prev App	Earned from Prev App	Verified Qty This Period	Earned This Period	Qty to Date	Earned to Date	Material Presently Stored (Not in D or E)	Total Compl & Stored	% Compl G / C	Balance To Finish	Retention
21	Thermoplastic Pavement Marking-Line 4-IN	192.00	LF	3.40	652.80	80.00	272.00	0.00	0.00	80.00	272.00	0.00	272.00	41.67%	380.80	12.30
22	Thermoplastic Pavement Marking-Line 6-IN	100.00	LF	3.75	375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	375.00	0.00
23	Thermoplastic Pavement Marking-Line 12-IN	300.00	LF	8.75	2,625.00	164.00	1,435.00	0.00	0.00	164.00	1,435.00	0.00	1,435.00	54.67%	1,190.00	64.89
24	Thermoplastic Pavement Marking-Line 24-IN	38.00	LF	19.40	623.20	26.00	426.40	0.00	0.00	26.00	426.40	0.00	426.40	68.42%	196.80	19.28
25	Thermoplastic Pavement Marking-Letters and Symbols	32.00	SF	19.90	636.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	636.80	0.00
26	Modified Urethane Pavement Marking-Line 4-IN	100.00	LF	8.80	880.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	880.00	0.00
27	Modified Urethane Pavement Marking Line 6-IN	208.00	LF	10.20	2,121.60	208.00	2,121.60	0.00	0.00	208.00	2,121.60	0.00	2,121.60	100.00%	0.00	95.94
28	Modified Urethane Pavement Marking-Line 24-IN	38.00	LF	19.80	752.40	38.00	752.40	0.00	0.00	38.00	752.40	0.00	752.40	100.00%	0.00	34.02
29	Modified Urethane Pavement Marking-Letters and Symbols	32.00	SF	28.50	912.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	912.00	0.00
30	Raised Reflective Pavement Markers	2.00	EA	1,650.00	3,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,300.00	0.00
31	Brick Pavers to be Removed and Replaced	9.00	SY	330.00	2,970.00	0.00	0.00	7.00	2,310.00	7.00	2,310.00	0.00	2,310.00	77.78%	660.00	0.00
32	Hardwood Mulch 3-IN	8.00	SY	110.00	880.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	880.00	0.00
33	Restoration-Seed and Blanket	0.00	LS	0.00	16,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	16,500.00	0.00
34	Valve Vault to be Abandoned	2.00	EA	1,100.00	2,200.00	4.00	4,400.00	0.00	0.00	4.00	4,400.00	0.00	4,400.00	200.00%	-2,200.00	198.97
35	Valve Vault to be Removed	3.00	EA	1,650.00	4,950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	4,950.00	0.00
36	Valve Box to be Removed	3.00	EA	550.00	1,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,650.00	0.00
37	Connections to Existing Water Main	6.00	EA	11,000.00	66,000.00	4.00	44,000.00	0.00	0.00	4.00	44,000.00	0.00	44,000.00	66.67%	22,000.00	2,984.52
38	Water Main 6-IN DI	123.00	LF	126.50	15,559.50	32.50	4,111.25	0.00	0.00	32.50	4,111.25	0.00	4,111.25	26.42%	11,448.25	331.79
39	Water Main 8-IN DI	51.00	LF	148.50	7,573.50	45.00	6,662.50	0.00	0.00	45.00	6,662.50	0.00	6,662.50	88.24%	891.00	302.19

Item E.

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 5

Application Date : 05/12/26

Period To: 04/24/26

Owner Project No:

Invoice #: 2029 Contract : EH25330-CREST HILL, IL - BROADWAY ST.

A	B	C	D	E	F	G	H	I								
Item No.	Description of Work	Contract Qty	UM	Unit Price	Scheduled Value	Qty from Prev App	Earned from Prev App	Verified Qty This Period	Earned This Period	Qty to Date	Earned to Date	Material Presently Stored (Not in D or E)	Total Compl & Stored	% Compl G/C	Balance To Finish	Retention
40	Water Main 10-IN DI	126.00	LF	165.00	20,790.00	15.50	2,557.50	0.00	0.00	15.50	2,557.50	0.00	2,557.50	12.30%	18,232.50	145.50
41	8-IN Gate Valve	4.00	EA	2,200.00	8,800.00	5.00	11,000.00	0.00	0.00	5.00	11,000.00	0.00	11,000.00	125.00%	-2,200.00	497.42
42	10-IN Gate Valve	4.00	EA	3,850.00	15,400.00	1.00	3,850.00	0.00	0.00	1.00	3,850.00	0.00	3,850.00	25.00%	11,550.00	348.19
43	Valve Vault Type A Type 1 Frame4-FT DIA	4.00	EA	7,342.50	29,370.00	4.00	29,370.00	0.00	0.00	4.00	29,370.00	0.00	29,370.00	100.00%	0.00	1,328.11
44	Valve Vault Type A Type 1 Frame5-FT DIA	4.00	EA	10,450.00	41,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	41,800.00	0.00
45	Valve Box	1.00	EA	275.00	275.00	5.00	1,375.00	0.00	0.00	5.00	1,375.00	0.00	1,375.00	50.00%	-1,100.00	87.05
46	Fire Hydrant W / Auxiliary Valve and Valve Box	7.00	EA	17,050.00	119,350.00	4.00	68,200.00	0.00	0.00	4.00	68,200.00	0.00	68,200.00	57.14%	51,150.00	4,626.01
47	Fire Hydrant to be Removed	7.00	EA	1,100.00	7,700.00	5.00	5,500.00	2.00	2,200.00	7.00	7,700.00	0.00	7,700.00	100.00%	0.00	298.45
48	Insertion Valve 6-IN	1.00	EA	23,980.00	23,980.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	23,980.00	0.00
49	Insertion Valve 8-IN	1.00	EA	25,025.00	25,025.00	1.00	25,025.00	0.00	0.00	1.00	25,025.00	0.00	25,025.00	100.00%	0.00	2,263.26
50	Water Main Lining 6-IN	61.00	LF	115.00	7,015.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,015.00	0.00
51	Water Main Lining 8-IN	998.00	LF	125.00	124,750.00	1,110.00	138,750.00	0.00	0.00	1,110.00	138,750.00	0.00	138,750.00	111.22%	-14,000.00	12,548.55
52	Water Main Lining 10-IN	2,773.00	LF	150.00	415,950.00	1,220.00	183,000.00	0.00	0.00	1,220.00	183,000.00	0.00	183,000.00	44.00%	232,950.00	16,550.52
53	Mechanical Cap	1.00	EA	2,750.00	2,750.00	1.00	2,750.00	0.00	0.00	1.00	2,750.00	0.00	2,750.00	100.00%	0.00	248.71
54	Temporary Bypass Piping 2-IN	155.00	LF	15.00	2,325.00	2,676.00	40,140.00	0.00	0.00	2,676.00	40,140.00	0.00	40,140.00	726.45%	-37,815.00	3,630.26
55	Temporary Bypass Piping 4-IN	3,215.00	LF	20.00	64,300.00	1,260.00	25,200.00	1,190.00	23,800.00	2,450.00	49,000.00	0.00	49,000.00	76.21%	15,300.00	2,279.09
56	Pipe Ramp	9.00	EA	100.00	900.00	23.00	2,300.00	11.00	1,100.00	34.00	3,400.00	0.00	3,400.00	377.78%	-2,500.00	208.01
57	Hose Bibb Repair	30.00	EA	825.00	24,750.00	7.00	5,775.00	0.00	0.00	7.00	5,775.00	0.00	5,775.00	23.33%	18,975.00	522.29
58	Preconstruction Videotaping	0.00	LS	0.00	1,650.00	0.00	1,650.00	0.00	0.00	0.00	1,650.00	0.00	1,650.00	100.00%	0.00	149.23
59	Construction Layout and Staking	0.00	LS	0.00	11,000.00	0.00	11,000.00	0.00	0.00	0.00	11,000.00	0.00	11,000.00	100.00%	0.00	994.84
60	Mobilization (Contractor Profit Bonds Insurance)	0.00	LS	0.00	199,000.00	0.00	199,000.00	0.00	62,563.83	0.00	261,563.83	0.00	261,563.83	131.44%	-62,563.83	17,997.56
61	Maintenance of Existing Traffic Signal Installation	4.00	EA	2,750.00	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	11,000.00	0.00

Item E.

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 5
Application Date : 05/12/26
Period To: 04/24/26
Owner Project No:

Invoice # : 2029 Contract : EH25330-CREST HILL, IL - BROADWAY ST.

A	B	C	D	E	F	G	H	I							
Item No.	Description of Work	Contract Qty	Unit Price	Scheduled Value	Qty from Prev App	Earned from Prev App	Verified Qty This Period	Earned This Period	Qty to Date	Earned to Date	Material Presently Stored (Not in D or E)	Total Compl & Stored	% Compl G / C	Balance To Finish	Retention
62	Temporary Traffic Signal Timing	4.00	EA	2,750.00	4.00	11,000.00	0.00	0.00	4.00	11,000.00	0.00	11,000.00	100.00%	0.00	994.84
63	Traffic Control	0.00	LS	0.00	0.00	55,000.00	0.00	0.00	0.00	55,000.00	0.00	55,000.00	100.00%	0.00	3,730.65
64	Changeable Message Sign	3.00	EA	2,200.00	3.00	6,600.00	0.00	0.00	3.00	6,600.00	0.00	6,600.00	100.00%	0.00	596.90
65	Pit Excavation	180.00	SY	1,500.00	55.40	83,100.00	22.10	33,150.00	77.50	116,250.00	0.00	116,250.00	43.06%	153,750.00	7,515.56
66	Water Service Internal Reinstatement	60.00	EA	750.00	22.00	16,500.00	0.00	0.00	22.00	16,500.00	0.00	16,500.00	36.67%	28,500.00	746.13
67	Cash Allowance for IDOT Individual Utility Permit Bond (Sect	0.00	LS	0.00	0.00	50,000.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00	3.00%	48,500.00	135.65
SL	DO NOT USE- FOR SL UPLOAD ONLY	0.00	LS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
101	Trench Backfill	89.00	CY	60.50	89.00	5,384.50	0.00	0.00	89.00	5,384.50	0.00	5,384.50	100.00%	0.00	243.49
102	Pavement Removal	71.00	SY	27.50	71.00	1,952.50	0.00	0.00	71.00	1,952.50	0.00	1,952.50	100.00%	0.00	125.93
103	Sidewalk Removal	575.00	SF	3.30	42.00	1,897.50	0.00	0.00	42.00	138.60	0.00	138.60	7.30%	1,758.90	6.27
104	Curb and Curb and Gutter Removal	24.00	LF	16.50	0.00	396.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	396.00	0.00
105	Class B Patches 10-IN	40.00	SY	165.00	40.00	6,600.00	0.00	0.00	40.00	6,600.00	0.00	6,600.00	100.00%	0.00	298.45
106	Class B Patches 8-IN	31.00	SY	104.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,239.50	0.00
107	Inlet Filter	12.00	EA	220.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,840.00	0.00
108	Combination Concrete Curb and Gutter B 6-12	24.00	LF	110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,640.00	0.00
109	Portland Cement Concrete Sidewalk 5-IN	575.00	SF	16.50	42.00	693.00	0.00	0.00	42.00	693.00	0.00	693.00	7.30%	8,794.50	31.34
111	Modified Urethane Pavement Marking-Line 6-IN	512.00	LF	10.15	468.00	4,750.20	0.00	0.00	468.00	4,750.20	0.00	4,750.20	91.41%	446.60	214.80
112	Modified Urethane Pavement Marking-Line 24-IN	82.00	LF	19.80	82.00	1,623.60	0.00	0.00	82.00	1,623.60	0.00	1,623.60	100.00%	0.00	73.42
113	Restoration-Seed and Blanket	0.00	LS	0.00	0.00	8,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	8,800.00	0.00
114	Valve Vault to be Abandoned	3.00	EA	1,100.00	4.00	4,400.00	0.00	0.00	4.00	4,400.00	0.00	4,400.00	133.33%	-1,100.00	198.97

Item E.

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply

Application No. : 5
 Application Date : 05/12/26
 Period To: 04/24/26
 Owner Project No:

Invoice #: 2029 Contract : EH26330- CREST HILL, IL - BROADWAY ST.

A	B	C	D	E	F	G	H	I								
Item No.	Description of Work	UM	Contract Qty	Unit Price	Scheduled Value	Qty from Prev App	Earned from Prev App	Verified Qty This Period	Earned This Period	Qty to Date	Earned to Date	Material Presently Stored (Not in D or E)	Total Compl & Stored	% Compl G/C	Balance To Finish	Retention
115	Connections to Existing Water Main	EA	5.00	11,000.00	55,000.00	5.00	55,000.00	0.00	0.00	5.00	55,000.00	0.00	55,000.00	100.00%	0.00	2,487.10
116	Water Main 6-IN DI	LF	4.00	385.00	1,540.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,540.00	0.00
117	Water Main 8-IN DI	LF	55.00	192.50	10,587.50	33.00	6,352.50	0.00	0.00	33.00	6,352.50	0.00	6,352.50	60.00%	4,235.00	287.26
118	8-IN Gate Valve	EA	3.00	3,300.00	9,900.00	3.00	9,900.00	0.00	0.00	3.00	9,900.00	0.00	9,900.00	100.00%	0.00	447.68
119	Valve Vault Type A Frame 4-FT-DIA	EA	3.00	9,350.00	28,050.00	2.00	18,700.00	0.00	0.00	2.00	18,700.00	0.00	18,700.00	66.67%	9,350.00	845.61
120	Water Main Lining 8-IN	LF	1,261.00	125.00	157,625.00	1,321.00	165,125.00	0.00	0.00	1,321.00	165,125.00	0.00	165,125.00	104.76%	7,500.00	14,933.90
121	Temporary Bypass Piping 4-IN	LF	930.00	30.00	27,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	27,900.00	0.00
122	Pipe Ramp	EA	7.00	100.00	700.00	17.00	1,700.00	0.00	0.00	17.00	1,700.00	0.00	1,700.00	242.86%	-1,000.00	153.75
123	Hose Bibb Repair	EA	10.00	825.00	8,250.00	1.00	825.00	0.00	0.00	1.00	825.00	0.00	825.00	10.00%	7,425.00	37.31
124	Traffic Control	LS	0.00	0.00	1,650.00	0.00	1,650.00	0.00	0.00	0.00	1,650.00	0.00	1,650.00	100.00%	0.00	111.92
125	Pit Excavations	SY	50.00	1,500.00	75,000.00	26.70	40,050.00	0.00	0.00	26.70	40,050.00	0.00	40,050.00	53.40%	34,950.00	3,622.12
126	Water Service Internal Reinstatement	EA	9.00	750.00	6,750.00	12.00	9,000.00	0.00	0.00	12.00	9,000.00	0.00	9,000.00	133.33%	-2,250.00	406.98
CO-9	10" Butterfly Valve	EA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
CO-1	AUP #1 6"x6" Pressure connection w/6 Gate Valve	EA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
CO-2	AUP #2 6" Gate Valve	EA	0.00	0.00	2,264.80	1.00	2,684.80	0.00	0.00	1.00	2,684.80	0.00	2,684.80	118.54%	-420.00	242.81
CO-3	T & M Theodore and Broadway Exploration	LS	0.00	0.00	45,008.47	0.00	45,008.47	0.00	0.00	0.00	45,008.47	0.00	45,008.47	100.00%	0.00	4,070.57
CO-4	Lining Pit Modification	EA	9.00	15,288.77	137,598.93	3.00	45,866.31	7.00	107,021.39	10.00	152,887.70	0.00	152,887.70	111.11%	-15,288.77	4,149.15
CO-5	Re-instatement of 2" water service connection(excavation, I	LS	0.00	0.00	4,065.32	0.00	4,065.32	0.00	0.00	0.00	4,065.32	0.00	4,065.32	100.00%	0.00	183.84
CO-6	Re-instatement of 2" water serv connection(labor&materials	LS	0.00	0.00	5,068.96	0.00	5,068.96	0.00	0.00	0.00	5,068.96	0.00	5,068.96	100.00%	0.00	229.22
CO-7	Relocate existing roundways and B boxes fr behind existing I	LS	0.00	0.00	12,200.75	0.00	12,200.75	0.00	0.00	0.00	12,200.75	0.00	12,200.75	100.00%	0.00	551.72

Item E.

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No.: 5

Application Date: 05/12/26

Period To: 04/24/26

Owner Project No:

Invoice #: 2029 Contract: EH25330-CREST HILL, IL - BROADWAY ST.

A	B	C	D	E	F	G	H	I								
Item No.	Description of Work	Contract Qty	UM	Unit Price	Scheduled Value	Qty from Prev App	Earned from Prev App	Verified Qty This Period	Earned This Period	Qty to Date	Earned to Date	Material Presently Stored (Not in D or E)	Total Compl & Stored	% Compl G/C	Balance To Finish	Retention
CO-9	10" Butterfly Valve	4.00	EA	6,184.45	24,737.80	2.00	12,368.90	2.00	12,368.90	2.00	12,368.90	0.00	12,368.90	50.00%	12,368.90	559.33
CONT	Contingency	0.00	LS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
CO-10	Bail Valve Replacement 1613 Broadway Street	1.00	EA	1,061.40	1,061.40	1.00	1,061.40	1.00	1,061.40	1.00	1,061.40	0.00	1,061.40	100.00%	0.00	48.00
Strand2	Unit Price Correction for CO-2: AUP#2.6" Gate Valve	0.00	LS	0.00	0.00	0.00	-420.00	0.00	0.00	0.00	-420.00	0.00	-420.00	0.00%	420.00	-18.99
Strand3	CO-3: Deduct Change Order	0.00	LS	0.00	-61,665.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-61,665.45	0.00
StrandCO	Deduction	0.00	LS	0.00	-127,862.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-127,862.65	0.00
Grand Totals					2,526,049.14		1,662,401.43		265,787.06		1,928,188.49	0.00	1,928,188.49	76.33%	597,860.65	129,385.73

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by **City of Crest Hill, IL.** to furnish Water Main Lining work for the premises known as Crest Hill, IL- Broadway St. Water Main Lining of which the City of Crest Hill, IL is the owner.

THE undersigned, for and in consideration of **Two Hundred Sixty Five Thousand Seven Hundred Eighty Seven Dollars and 06/100 \$265,787.06** Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, **INCLUDING EXTRAS.** *

DATE: 5/19/2026

[Handwritten Signature] GM

COMPANY NAME: **Fer-Pal Construction USA, LLC**
ADDRESS: **1350 GASKET DRIVE, ELGIN, IL 60120**

SIGNATURE: _____

NAME / TITLE: **Joel Ponce / General Manager**

* EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE undersigned, **Joel Ponce**, being duly sworn, deposes and says that he or she is **Secretary** of **FER-PAL CONSTRUCTION USA, LLC** who is the Contractor furnishing **WATER MAIN LINING** work on the project known as Crest Hill Broadway Street of which the Village of Crest Hill, IL is the owner and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or subcontracts for specific portions of said work or for material entering the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Fer-Pal Construction USA, LLC	Water Main Lining	\$2,526,049.14	\$1,533,015.70	\$265,787.06	\$727,246.38
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$2,526,049.14	\$1,533,015.70	\$265,787.06	\$727,246.38

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 5/19/2026

SIGNATURE: _____

[Handwritten Signature]

Subscribed and sworn to before me this

19th

Of

May

[Handwritten Signature]
NOTARY PUBLIC



* EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

PARTIAL WAIVER OF LIEN

STATE OF ILLINOIS)
) SS
 COUNTY OF COOK)
 TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been retained by Fer-Pal Construction USA LLC to furnish: Excavation Work
 for the project known as CIPP Water Main Rehabilitation Phase 1, Contract 3-2024
 of which City of Crest Hill is the owner.

THE undersigned, for and in consideration of Four Hundred Eighty Four Thousand Two Hundred Ninety Four and 61/100s
 (\$ 484,294.61) Dollars, and other good and valuable consideration, the receipt whereof is hereby acknowledged, do(es)
 hereby waiver and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with
 respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and
 on the moneys, funds, or other considerations due or to become due from the owner, on account of labor, services, material, fixtures, apparatus or
 machinery, furnished to this date by the undersigned for the above-described premises.

DATE 05/06/26 COMPANY NAME Sheridan Plumbing & Sewer, LLC
 ADDRESS 6754 West 74th Street
Bedford Park, IL 60638

SIGNATURE AND TITLE  President
Anthony Johansen

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.

CONTRACTOR'S AFFIDAVIT


STATE OF ILLINOIS)
) SS
 COUNTY OF COOK)
 TO WHOM IT MAY CONCERN:

THE undersigned, being suly sworn, deposes and says that he/she is President of Sheridan Plumbing & Sewer, LLC
 who is the contractor of the CIPP Water Main Rehabilitation, Contract 3-2024
 work on the building located at _____ and owned by: City of Crest Hill

That the total amount of the contract including extras \$ 1,364,401.98 Dollars on which he/she has received payment of
\$429,199.69 Dollars prior to this payment. That all waivers are true, correct, and genuine and delivered unconditionally and that there
 is no claim either legal or equitable to defect the validity of said waivers. That the following are the names and addresses of all parties who have
 furnished material or labor, or both, for said work and all parties having contracts or subcontracts for specific portions of said work or for material
 entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material
 required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Sheridan Plumbing & Sewer, LLC	Excavating	\$1,098,153.08	\$289,034.28	\$402,610.02	\$406,508.78
Kreative Scape	Concrete	\$160,575.00	\$103,420.41	\$57,154.59	\$0.00
Midwest Chlorinating, Inc	Materials/ Testing	\$16,000.00	\$8,940.00	\$7,060.00	\$0.00
Precision Pavement	Paving	\$17,898.90	\$0.00	\$0.00	\$17,898.90
Premium Concrete Cutting, Inc.	Asphalt	\$15,000.00	\$10,956.00	\$4,044.00	\$0.00
Schollmeyer Landscaping, Inc.	Landscaping	\$26,500.00	\$0.00	\$0.00	\$26,500.00
TAT Enterprises, Inc.	Asphalt	\$30,275.00	\$16,849.00	\$13,426.00	\$0.00
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE		\$1,364,401.98	\$429,199.69	\$484,294.61	\$450,907.68

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 05/06/26 SIGNATURE 
 SUBSCRIBED AND SWORN TO BEFORE ME THIS 6th DAY OF May 2026


 NOTARY PUBLIC

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS

Gty #: _____

COUNTY OF: DuPage

Escrow #: _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by FER-PAL CONSTRUCTION USA LLC

to furnish TRAFFIC CONTROL & PROTECTION

for the premises known as CIPP WATER MAIN REHABILITATION PHASE 1, CONTRACT 3-2024

of which CITY OF CREST HILL, ILLINOIS

THE undersigned, for and in consideration of Thirty Three Thousand One Hundred Fifty-nine and 00/100

\$ 33,159.00 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished to this date, by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE 5/7/2026 COMPANY NAME D2K Traffic Safety, Inc.

ADDRESS 1400 Powis Road, West Chicago, IL 60185

SIGNATURE AND TITLE [Signature], Controller

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF DuPage

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Courtney Hartnett BEING DULY SWORN, DEPOSES

AND SAYS THAT HE OR SHE IS (POSITION) Controller OF

(COMPANY NAME) D2K Traffic Safety, Inc. WHO IS THE

CONTRACTOR FURNISHING Traffic Control & Protection WORK ON THE BUILDING

LOCATED AT CIPP WATER MAIN REHABILITATION PHASE 1, CONTRACT 3-2024

OWNED BY CITY OF CREST HILL, ILLINOIS

That the total amount of the contract including extras* is \$ 146,335.65 on which he or she has received payment of \$ 75,469.31 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
D2K Traffic Safety, Inc.	Traffic Control	\$ 146,335.65	\$ 75,469.31	\$ 33,159.00	\$ 37,707.34
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE		\$ 146,335.65	\$ 75,469.31	\$ 33,159.00	\$ 37,707.34

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE: 5/7/2026 SIGNATURE: [Signature]

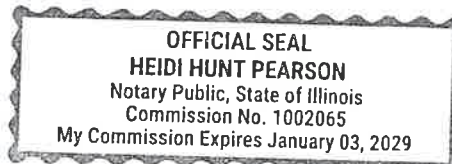
SUBSCRIBED AND SWORN TO BEFORE ME THIS 7th DAY OF May 2026

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

[Signature]
NOTARY PUBLIC

F.3870 R5/96

Provided by Chicago Title Insurance Company





Strand Associates, Inc.
 1170 South Houbolt Road
 Joliet, IL 60431
 (P) 815 744 4200
 www.strand.com

May 13, 2026

CHANGE ORDER NO. 3

PROJECT: CIPP Water Main Rehabilitation Phase 1
 OWNER: City of Crest Hill, Illinois
 CONTRACT: 3-2024
 CONTRACTOR: Fer-Pal Construction USA, LLC

Description of Change

3a	AUP Remobilization (1 EA at \$62,563.83/EA)	ADD	\$62,563.83
3b	Bid Item No. 2—Removal and Disposal of Non-CCDD Material (36.14 TONS at \$192.50/TON)	ADD	\$6,956.95
3c	Bid Item No. 6—Exploratory Excavation (1 EA at \$2,750.00/EA).	ADD	\$2,750.00
3d	Bid Item No. 55—Temporary Bypass Piping, 4-inch (1,190 LF at \$20.00/LF).	ADD	\$23,800.00
3e	Bid Item No. 56—Pipe Ramp (3 EA at \$100.00/EA).	(DEDUCT)	(\$300.00)
3f	Bid Item No. 57—Hose Bib Repair (23 EA at \$825.00/EA)	(DEDUCT)	(\$18,975.00)
3g	Bid Item No. 65—Pit Excavation (102.50 SY at \$1,500.00/SY)	(DEDUCT)	(\$153,750.00)
3h	AUP No. 3—Lining Pit Modification (1 EA at \$15,288.77/EA)	ADD	\$15,288.77
TOTAL VALUE OF THIS CHANGE ORDER:		(DEDUCT)	(\$61,665.45)

Contract Price Adjustment

Original Contract Price	\$2,479,970.40
Previous Change Order Adjustments	\$107,744.19
Adjustment in Contract Price this Change Order	(\$61,665.45)
Current Contract Price including this Change Order	\$2,526,049.14

MJL:amm\S:\JOL\3800--3899\3894\073\Construction\Change Orders\CO No 3\CO_Crest Hill_No 3.docx

Strand Associates, Inc.

City of Crest Hill-Fer-Pal Construction USA, LLC
Contract 3-2024, Change Order No. 3
Page 2
May 13, 2026

Contract Substantial Completion Date Adjustment


Original Contract Substantial Completion Date	September 30, 2025
Contract Substantial Completion Date Adjustments due to previous Change Orders	273 Days
Contract Substantial Completion Date Adjustments due to this Change Order	0 Days
Current Substantial Contract Completion Dates including all Change Orders	June 30, 2026

Contract Final Completion Date Adjustment

Original Contract Final Completion Date	October 30, 2025
Contract Final Completion Date Adjustments due to previous Change Orders	274 Days
Contract Final Completion Date Adjustments due to this Change Order	0 Days
Current Final Contract Completion Dates including all Change Orders	July 31, 2026

This document shall become a supplement to the Contract and all provisions will apply hereto.

RECOMMENDED

	<u>5/19/2026</u>
ENGINEER-Strand Associates, Inc.®	Date

APPROVED 	<u>5/19/26</u>
CONTRACTOR-Fer-Pal Construction USA, LLC	Date

APPROVED	
OWNER-City of Crest Hill, Illinois	Date

Change Order

FER-PAL Construction USA LLC
 1350 Gasket Drive,
 Elgin, IL 60120

Distribution CREST HILL, IL - BROADWAY ST.

 Office Field
 Other

Project: CREST HILL, IL - BROADWAY ST. **Contract Number:** EH25330- CREST HILL, IL - BROADWAY ST

Proposed Change Order #: OCO 12 Remobilization for 2026

To (Contractor): FER-PAL Construction USA LLC **Change Order Date :** 05/19/26
 1350 Gasket Drive,
 Elgin, IL 60120

You are directed to make the following changes in this Contract:

C.O. Item	Contract Item	Change in Days	UM	Units	Description	Unit Price	Amount
1			LS		Remobilization for 2026		62,563.83
Total For Change Order:							62,563.83

Not valid until signed by both the Owner and Architect. Signature of the Contractor indicates the Contractor's agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was	2,479,975.70
The net change by previously authorized Change Orders was	46,073.44
The Contract Sum prior to this Change Order was	2,526,049.14
The Contract Sum will be increased by this Change Order	62,563.83
The new Contract Sum will be	2,588,612.97

Authorized By Owner: City of Crest Hill	Accepted By Contractor: FER-PAL Construction USA LLC 1350 Gasket Drive, Elgin, IL 60120	Architect/Engineer: ,
By: _____	By: _____	By: _____
Date: _____	Date: _____	Date: _____

FER-PAL CONSTRUCTION USA, LLC CIPP QUOTE**MARCH 24, 2026**

Customer:	City of Crest Hill, IL
Attention:	
Project	City of Crest Hill - CIPP Water Main Rehabilitation Phase 2 - RE-MOBILIZATION COST ONLY

Respectfully Submitted by: Chris Reynolds, Project Manager & Estimator, Fer-Pal Construction USA LLC

ITEM	DESCRIPTION - BASE BID	ESTIMATED QUANTITY	UNIT	UNIT PRICE	EXTENDED TOTAL PRICE
60	Re-Mobilization - PH2 - 2026	1	EA	\$ 14,500.00	\$ 14,500.00

BASE BID TOTAL \$ 14,500.00

INCLUSIONS AND EXCLUSIONS	INCLUDED	EXCLUDED
Materials and Installation Method	x	
Potable water certification : NSF 61	x	
Lining Reports, DVD Inspection Videos		x
GPS As Builts		x
Laser Profile of inside the water main to determine the sizing of the water main		x
Temporary Water By-Pass System to Service Residents or Commercial Industrial Buildings		x
Site permit, IEPA permit, DNR permit, parking permit, fire hydrants permit		x
Traffic control supply or handling, flagpersons, signage and barrels		x
Excavation, backfill and all surface restoration of access pits		x
Free use at all times of the closet fire hydrant or other adequate source of water (water tank truck)		x
Cutting of the water main to gain access to water main to be lined		x
Dewatering		x
Shoring, shoring systems, engineered drawings for shoring system		x
Supply and/or handling of Jersey Barriers, Steel Plates and the like		x
Cleaning residues disposal if required		x
Flushing, disinfection, water sampling and water main commissioning		x
Pressure Testing of CIPP-Lined pipe per ASTM F1216-16-8.3 Standards		x
Roads cleaning and landscaping		x
Pipe mechanical work		x
Tie-ins, connections		x
Bonds		x

ADDITIONAL NOTES:

A	Quote effective for 30 days
B	Price does not include night and/or weekend work
C	Price includes ONE (1) Mobilization; If more than one mobilization will be required, all costs associated with any additional mobilizations will be borne by the City or General Contractor



FER-PAL CONSTRUCTION USA, LLC • 1350 GASKET DRIVE • ELGIN, IL. 60120 • (847) 214-0103



6754 W. 74th Street
 Bedford Park, IL 60638
 (708)475-7100 (708)475-7138 fax
 IL Plumbing License No. 055-027841

March 20, 2026

Fer-Pal Construction USA LLC
 1350 Gasket Drive
 Elgin, IL. 60120

Attn: Joel Ponce

PROJECT: City of Crest Hill, CIPP Water Main Rehabilitation – Phase 1
 Request for 2026 Spring Mobilization

Summary of attached force account billings

Labor:		\$15,326.28
Equipment:		\$4,348.80
Material:		\$0.00
Rented Equipment:		\$0.00
Subcontractor		\$0.00
	Total:	<u>\$19,675.08</u>
Bond:	0.0%	\$0.00
Bond MU	10%	<u>\$0.00</u>
	Total Bill:	<u>\$19,675.08</u>

Note: Please see attached for itemized costs.

PROJECT COST: The Scope of Work was estimated on an force account basis. This cost includes weekday work, environmental monitoring, personal protective equipment up to Chemical Protection Level D, travel time, standard insurance and any other items stated in above Scope of Work.



6754 W. 74th Street
Bedford Park, IL 60638-6029
(708) 475-7114 (708) 475-7138 fax
IL Plumbing License No. 055-027841
IDOT Contractor No: 050C
WBE Certified

General Contractor: Sheridan Plumbing & Sewer
Job No.: S25-150
Description: Water Main Rehabilitation Phase 1, Contract 3-2024
Location: Crest Hill, Illinois
Desc. Of Work: Mobilization
Route:
Mile Post
County: WILL
Report. No. MOB2
Owner: City of Crest Hill
Contract No.:
Authorization No.
Project No.

Month: **March-2026**

Days:	20				
-------	----	--	--	--	--

Notes: 2026 Mobilization/Demobilization Costs
Costs include mobilization of equipment and Shoring materials from North Chicago, IL to and from Crest Hill, IL
(Based on 2 days mobilization / 2 days De-mobilization)

File Save Name: Crest Hill_CIPP WM Lining 2025_ MOB2_Spring 2026 Mobilization

Item E.

S25-150
 Location: Water Main Rehabilitation Phase 1, Contract 3-2024
 City: Crest Hill, Illinois
 Work: Mobilization

Name	Position	March-2026			Total Hours	Rate	Insurance Amount	Payroll Amount	Earnings to Date	Unemployme F.U.I.
		20 ST	20 OT	20 DT						
George Gentry	Oper. 150 Foreman jc 35*	32			32.0	\$65,000	\$2,080.00	\$2,080.00	\$ 10,000.00	
Guy Lepore	Oper. 150 Class 1 jc 31*					\$63,000			\$ 10,000.00	
Shawn Radloff	Laborer, Semi-Skilled jc 12					\$51,400			\$ 10,000.00	
Modesto Gamboa	Laborer, Semi-Skilled jc 12	32			32.0	\$51,400	\$1,644.80	\$1,644.80	\$ 10,000.00	
Miguel Garcia	Laborer, Semi-Skilled jc 12					\$51,400			\$ 10,000.00	
Jake Collins	Laborer, Semi-Skilled jc 12	32			32.0	\$51,400	\$1,644.80	\$1,644.80	\$ 10,000.00	
Israel Garcia	Laborer, Semi-Skilled jc 12					\$51,400			\$ 10,000.00	
Dylan Strand	Labor Apprentice jc 17					\$30,840			\$ 10,000.00	
Tracy Morano	Plumber journeyman 130					\$58,500			\$ 10,000.00	

Subtotals, Labor		Tax Deferred Savings			Total	
		ST	OT	DT	hours @	hours @
					64.0	\$37.28
					32.0	\$39.28
					32.0	\$52.83

Subtotals, Labor		Plus 35 % of		Subtotals, Labor		Plus 10 % of		Total Labor	
Workmen's Compensation Insurance	24.69 % of	\$9,446.08	\$9,446.08	\$9,446.08	\$9,446.08			\$2,574.07	\$2,574.07
Public Liability & Property Damage	4.41 % of	\$1,325.75	\$1,325.75	\$1,325.75	\$1,325.75			\$3,306.13	\$3,306.13
Federal Unemployment Tax	0.80 % of	\$236.80	\$236.80	\$236.80	\$236.80			\$12,752.21	\$12,752.21
State Unemployment Tax	6.83 % of	\$5,369.60	\$5,369.60	\$5,369.60	\$5,369.60			\$366.74	\$366.74
Federal Social Security Tax	7.65 % of	\$5,369.60	\$5,369.60	\$5,369.60	\$5,369.60			\$410.77	\$410.77
Total Payroll Additives		\$2,340.06	\$2,340.06	\$2,340.06	\$2,340.06			\$234.01	\$234.01
								\$15,326.28	\$15,326.28

I hereby certify that the above statement is a copy of that portion of the payroll which applies to the above state work and that the rates shown for taxes and insurance are actual costs.

Sheridan Plumbing & Sewer

Item E.

Job No. : S25-150
 Description: Water Main Rehabilitation Phase 1, Contract 3-2024
 Location: Crest Hill, Illinois
 Desc. Of Work: Mobilization

ID	Subcategory	Manufacturer	Model	Year	Config	Rate	Date(s)	hours	amount
ST11	Mini Excavator	John Deere	JD35	2024		\$ 24.81	20		
	Service Truck	Ford	F450 DXL 4x4	2024		\$ 43.28	32	32.00	\$ 1,385.28
	Tracked Excavator	John Deere	JD 135G	2019		\$ 78.99			
	Tracked Excavator	John Deere	JD 85	2024		\$ 75.37			
	Excavator Bucket	John Deere	.875 Cu Yd	2019		\$ 5.16			
	Excavator Bucket	John Deere	5 Cu Yd	2019		\$ 4.75			
VA 19	Vactor	Kenworth	T800	2014	Kenworth T800 chassis 2115-1024 PD	\$ 394.00			
	Tracked Skid Steer Loader	Peterbilt	JD 329	2019		\$ 92.39			
DT07	Six Wheel Dump Truck	John Deere	T-900	2024	350HP	\$ 67.20		32	\$ 2,150.40
	Wheel Loader	Egger Beaver	JD344L	2020	103HP	\$ 37.42		16	\$ 598.72
	Tow Behind Trailer		20XP	2022	2015 21' flat deck, 20 ton non-fill trailer	\$ 6.70		32	\$ 214.40
	Confined space entry Equipment					\$ 12.50			
	4 gas monitor					\$ 4.16			

TOTAL EQUIPMENT \$4,348.80

Route _____ Mile Post _____ County WILL Auth. No. _____
Force Account bill for City of Crest Hill Contract No. _____

Summary of attached force account billings

Labor: \$15,326.28
Equipment: \$4,348.80
Material: \$0.00
Rented Equipment: \$0.00
Subcontractor \$0.00

Total: \$19,675.08

Bond: 0.0% \$0.00
Bond MU 10% \$0.00

Total Bill: \$19,675.08

Resident

Job No.: S25-150
Description: Water Main Rehabilitation Phase 1, Contract 3-2024
Location: Crest Hill, Illinois
Desc. Of Work: Mobilization
March-2026

NOTES: 2026 Mobilization/Demobilization Costs
Costs include mobilization of equipment and Shoring materials from
North Chicago, IL to and from Crest Hill, IL
(Based on 2 days mobilization / 2 days De-mobilization)

Illinois Works Apprenticeship Initiative Quarterly Periodic Loan Applicant / Grantee Report

Item E.

Organization Name	City of Crest Hill	FEIN Number	36-6009518	UEIN Number	JU4MXRLL9KD6
Loan/Grant Awarding Agency	EPA	Construction Start Date	September 08, 2025	Construction End Date	July 31, 2026
Loan/Grant Number	L176384	Estimated Total Project Costs	\$2,479,975.70	Estimated Total State Contribution	\$2,587,714.59

Reporting Period: Period Start Date 11/2/25 Period End Date 4/25/26

Applicable Apprenticeship Goal (Select all that apply):

10% total project cost 10% total state contribution only

Waiver Approved by IL DCEO IL DCEO Waiver Approval Date

(If a waiver was granted for any prevailing wage classification, the Grantee does not need to report on those classifications on this form.)

Reduction Approved by IL DCEO IL DCEO Reduction Approval Date

(If selected, enter the applicable prevailing wage classification(s) and approved reduced percentage(s).)

Prevailing Wage Classification	Reduced Percentage	Prevailing Wage Classification	Reduced Percentage

Illinois Works Apprenticeship Initiative Quarterly Periodic Loan Applicant/Grantee Report

Please provide information in this chart for the entire project if the apprenticeship goal applies to the entire project.
Provide information for only the state contribution if the apprenticeship goal applies only to state appropriated capital funds.

Prevailing Wage Classification	Total Hours for Classification in Reporting Period	Total Apprenticeship Hours for Classification in Reporting Period	% of Apprenticeship Hours	Total Hours for Classification (Cumulative from Start of the Project)	Total Apprenticeship Hours (Cumulative from Start of the Project)	% of Apprenticeship Hours (Cumulative from Start of the Project)	If no apprenticeship hours recorded, explain.
Laborers	1072	194.5	18%	5741.5	1841	32%	
Operators	203	0	0	667	0	0	No Apprentices Employed
Foreman	0	0	0	420	0	0	No Apprentices Employed
Plumbers	0	0	0	29	0	0	No Apprentices Employed

Organization Certification and State Agency Acknowledgement

1. Organization Certification:

By signing this form, I certify to the best of my knowledge and belief that the form is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my grant award(s).

City of Crest Hill

Institution/Organization Name:

Printed Name (Executive Director or equivalent):

Signature (Executive Director or equivalent):

Title (Executive Director or equivalent):

Date/Time Field

2. State Agency Acknowledgement:

State Agency

Printed Name

Signature:

Title

Date/Time Field



ILLINOIS WATER REVOLVING LOAN FUND REQUEST FOR LOAN DISBURSEMENT

Complete this form for each request for disbursement from the State Water Revolving Fund pursuant to the executed loan agreement. Report **total cumulative costs** incurred to date and submit copies of all supporting invoices. Submit cost allocation if there are other funding sources.

PLEASE COMPLETE, PRINT, SIGN, SCAN, AND EMAIL TO EPA.LOANMGMT@ILLINOIS.GOV

LOAN RECIPIENT: City of Crest Hill **LOAN NUMBER:** L17- 6384

SERVICE DATES FOR THIS REQUEST:

FROM: 04/24/2026 **PAY REQUEST NUMBER:** 3

TO: 01/09/2026 **DATE SUBMITTED:** _____

	ELIGIBLE BUDGET (Per grant agreement +/- IEPA APPROVED change orders)	TOTAL CUMULATIVE COSTS INCURRED TO DATE	TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE
LEGAL/ADMINISTRATIVE	0	0	
DESIGN ENGINEERING	120100	120100	120100
CONSTRUCTION ENGINEERING	178500	128709.06	128709.06
CONSTRUCTION (before retainage) <small>*List each contractor separately</small>	2525953.77	1928188.47	1928093.1
Other:			
TOTAL COSTS TO DATE		2176997.53	2176902.16
LESS RETAINAGE <small>*List each contractor separately</small>		129385.73	129380.96
LESS PAID WITH OTHER FUNDING SOURCES		0	0
LESS TOTAL INTEREST EARNED ON INVESTED FUNDS			0
LESS TOTAL DISBURSEMENTS TO DATE			1753084.64
LESS ROUNDING ADJUSTMENTS FOR BONDS (IF NECESSARY)			0
NET DISBURSEMENT REQUESTED			294436.56

FOR AGENCY USE ONLY

PREPARED BY: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____



Illinois Environmental Protection Agency

Item E.

2520 West Iles Avenue • P.O. Box 19276 • Springfield • Illinois • 62794-9276 • (217)782-2027

LOAN RECIPIENT: City of Crest Hill

PAY REQUEST NUMBER: 3

LOAN NUMBER: L17- 6384

Please indicate compliance with the following by marking the corresponding box:

<input checked="" type="checkbox"/>	This disbursement request constitutes a report in accordance with Section 4(b)(2) of the Illinois Grant Funds Recovery Act (30 ILCS 705/4(b)(2)) and is intended to describe the progress of the project and the expenditure of the loan funds related thereto.
<input checked="" type="checkbox"/>	The loan recipient is in compliance with all Standard and Special Conditions of the Loan Agreement and any subsequent Amendments executed for this loan project.
<input checked="" type="checkbox"/>	No refunds, rebates, or credits have been received by the loan recipient.
<input checked="" type="checkbox"/>	The loan recipient is in compliance with the wage rate requirements established in rules issued by the U.S. Department of Labor to implement the Davis-Bacon Wage Act and other related acts (29 CFR Parts 1, 3, and 5). Certified payroll records for the time period covered by the submitted invoices are being maintained and are available for review.
<input checked="" type="checkbox"/>	If this disbursement contains construction costs, the Illinois Works Apprenticeship Initiative Periodic Report is included with this request. Only applies to loans issued since May 8, 2020.
<input checked="" type="checkbox"/>	Engineering charges have been reviewed, and are reasonable, supported, and separated with documentation and in accordance with the approved engineering contract. The loan recipient acknowledges that no construction observation charges after the approved final completion date are eligible for loan reimbursement.
<input checked="" type="checkbox"/>	Each prime contractor has current and appropriate insurance coverage including workman's compensation, public liability and property damage, fire, and extended coverage including "All Risk" type of Builder's Risk Insurance.
<input checked="" type="checkbox"/>	Flood insurance has been acquired and maintained on eligible insurable structures under construction pursuant to the National Flood Insurance Act of 1968, as amended; or official exclusion from flood insurance requirements has been received from the Federal Emergency Management Agency; or there are no insurable structures located within a flood plain.
<input type="checkbox"/>	This is a first or final disbursement request and the additional checklist has been completed and submitted.

PLEASE COMPLETE, PRINT, SIGN, SCAN, AND EMAIL TO EPA.LOANMGMT@ILLINOIS.GOV

I hereby certify that this request for disbursement is, to the best of my knowledge and belief, a true and accurate request for disbursement, that it is made in accordance with the conditions of the loan for the project, and that I am authorized to request disbursement on behalf of the borrower.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____ **DATE:** _____

PRINT OR TYPE: _____ **TITLE:** _____

FIRST DISBURSEMENT CHECKLIST

Please indicate compliance with the following by marking the corresponding box:

<input type="checkbox"/>	Executed construction contract documents have been submitted to Illinois EPA and include the non-discrimination clause, Davis-Bacon language, and Davis-Bacon wage rate tables.
<input type="checkbox"/>	Performance and payment bonds (dated not earlier than the date of the executed contract), certificate of insurance with the loan recipient as an additional insured, and notice to proceed have been submitted to the Illinois EPA.
<input checked="" type="checkbox"/>	Copies of agreements or grants providing other funding for this project have been submitted to the Illinois EPA. An allocation of funds from the other funding sources will be provided with each loan disbursement request.
<input checked="" type="checkbox"/>	The public notification/signage requirement has been met and the Certificate of Completion has been submitted to the Illinois EPA.
<input checked="" type="checkbox"/>	The Illinois Works Jobs Program Act Apprenticeship Initiative Budget Supplement form has been submitted to the IEPA within 90 days of the grant agreement.

FINAL DISBURSEMENT CHECKLIST

Please indicate compliance with the following by marking the corresponding box:

<input type="checkbox"/>	If construction has been completed, the newly-constructed facility is being operated in accordance with the provisions of the Clean Water Act or Safe Drinking Water Act, Illinois Environmental Protection Act and all regulations adopted thereunder.
<input type="checkbox"/>	Change orders for final quantities have been submitted to the IEPA and match the contractor's final costs.
<input type="checkbox"/>	The appropriate Illinois EPA regional field office has been notified in writing of the completion of construction, plans of record have been forwarded to that office, and a final inspection has been requested. A copy of the request for inspection has already been provided to the Post-Construction Unit or is included with the final disbursement request.
<input type="checkbox"/>	Proof of flood insurance has been submitted to the IEPA pursuant to the National Flood Insurance Act of 1968, as amended; or official exclusion from flood insurance requirements has been received from the Federal Emergency Management Agency.
<input type="checkbox"/>	The Certification of Compliance with Public Works Project Apprenticeship Goals has been submitted to the Illinois EPA. Only applies to loans issued since May 8, 2020.

AFTER FINAL DISBURSEMENT

Within 30 days after the warrant (check) from the State Comptroller has been issued, the recipient shall submit to the Illinois EPA:

<input type="checkbox"/>	Final lien waivers from all primary contractors.
<input type="checkbox"/>	Certification by the recipient that all bills have been paid.
<input type="checkbox"/>	Certification by the recipient of training and operation and maintenance documents.
<input type="checkbox"/>	Release discharging the State of Illinois, its officers, agents, and employees from all liabilities, obligations, and claims arising out of the project work.
<input type="checkbox"/>	If the loan application for a treatment works (WPC) project was received after September 30, 2014, certification by the recipient that a Fiscal Sustainability Plan has been developed and implemented in accordance with the Water Resources Reform and Development Act (WRRDA) of 2014.

I hereby certify that this request for disbursement is, to the best of my knowledge and belief, a true and accurate request for disbursement, that it is made in accordance with the conditions of the loan for the project, and that I am authorized to request disbursement on behalf of the borrower.

SIGNATURE OF AUTHORIZED

REPRESENTATIVE: _____ **DATE:** _____

PRINT OR TYPE: _____ **TITLE:** _____



Strand Associates, Inc.
1170 South Houbolt Road
Joliet, IL 60431
(815) 744-4200

Invoice

January 14, 2026

Project No: 3894.073

Invoice No: 0234347

Ronald Wiedeman
City of Crest Hill
20600 City Center Blvd
Crest Hill, IL 60403

Project: 3894.073 Water Main CIPP Lining Ph. 1 -

Construction RPR

Professional Services Billed: December 1, 2025 through December 31, 2025**Professional Personnel**

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
ENGINEER			
	.50	294.84	147.42
	3.00	226.10	678.30
	.50	203.62	101.81
	14.00	140.94	1,973.16
	119.00	133.04	15,831.76
ADMINISTRATIVE			
	2.00	125.72	251.44
	139.00		18,983.89

Total Labor	18,983.89
--------------------	------------------

Total Expenses	1,039.98
-----------------------	-----------------

Total this Invoice	\$20,023.87
---------------------------	--------------------

Outstanding Invoices

Number	Date	Balance
0233449	12/10/2025	25,893.89
Total		25,893.89

Contract Amount	178,500.00
------------------------	------------

Total Billings to Date	120,083.41
-------------------------------	------------



Strand Associates, Inc.
1170 South Houbolt Road
Joliet, IL 60431
(815) 744-4200

Invoice

February 12, 2026
Project No: 3894.073
Invoice No: 0235747

Ronald Wiedeman
City of Crest Hill
20600 City Center Blvd
Crest Hill, IL 60403

Project: 3894.073 Water Main CIPP Lining Ph. 1 -

Construction RPR

Professional Services Billed: January 1, 2026 through January 31, 2026

Professional Personnel

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
ENGINEER			
	.75	311.28	233.46
	.75	294.84	221.13
	2.00	226.10	452.20
	.50	203.62	101.81
	1.00	157.75	157.75
	2.00	140.94	281.88
ADMINISTRATIVE			
	<u>.50</u>	125.72	<u>62.86</u>
	7.50		1,511.09

Total Labor **1,511.09**

Total Expenses **113.70**

Total this Invoice **\$1,624.79**

Outstanding Invoices

Number	Date	Balance
0234347	1/14/2026	20,023.87
Total		20,023.87

Contract Amount 178,500.00

Total Billings to Date 121,708.20



Strand Associates, Inc.
1170 South Houbolt Road
Joliet, IL 60431
(815) 744-4200

Invoice

April 13, 2026
Project No: 3894.073
Invoice No: 0238050

Ronald Wiedeman
City of Crest Hill
20600 City Center Blvd
Crest Hill, IL 60403

Project: 3894.073 Water Main CIPP Lining Ph. 1 -

Construction RPR

Professional Services Billed: March 1, 2026 through March 31, 2026

Professional Personnel

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
ENGINEER			
	7.50	226.10	1,695.75
	.25	209.05	52.26
	8.25	140.94	1,162.76
	25.00	133.04	3,326.00
ADMINISTRATIVE			
	3.50	125.72	440.02
	<u>44.50</u>		<u>6,676.79</u>

Total Labor 6,676.79

Total Expenses 324.07

Total this Invoice \$7,000.86

Contract Amount 178,500.00

Total Billings to Date 128,709.06

Invoice No.	Expense				Sum
	Miles	Mileage	Office	Computer	
0234347				\$1,039.98	\$1,039.98
0235747				\$113.70	\$113.70
0238050			\$0.93	\$323.14	\$324.07
					\$0.00
					\$0.00



Agenda Memo

Crest Hill, IL

Meeting Date: June 1, 2026
Submitter: Blaine Wing, City Administrator
Department: Administration
Agenda Item: Website Update Project

Summary: On May 18th not all of the supporting agreements were attached. In order to be transparent, those agreements are now attached for approval. Although included, the website module agreement had a watermark with the word “EXAMPLE”. So, that agreement has been updated/finalized and attached. Then the non-attached agreement which is for the new Agenda & Minutes module is now attached. Finally, the ADA Compliance modules (AudioEye and DocAccess), Archiving module and AI Chatbot were attached and that portion of website agreements have already been signed and executed. As a reminder, the overall initial year total remains **\$35,047.19** for the website and modules.

I am attaching the May 18th agenda memo for reference, as all of these modules were all discussed on May 11th, then placed on the May 18th consent agenda.

Recommended Council Action: Approval on the City Council agenda on June 1st.



Agenda Memo

Crest Hill, IL

Meeting Date:	May 18, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Website Update Project

Summary: The City’s website was last refreshed in 2016. While staff continue to update information, pictures, and sections of the website, a new design, added functionality, and easier navigation are all needed. As part of the existing agreement with CivicPlus, the City was able to use a provision to get a refresh of the design and move to CivicPlus’ latest platform.

While there are other website vendors, taking advantage of refreshing design and moving to the newer platform made the most financial sense. At this point in our website update, staff are also recommending a few additional modules, so that the new design also includes other enhancements too. Specifically, staff are recommending the following:

- Website on new platform, SSL Cert, and 4-year redesign: (1st Yr: \$7,409.89)
- Municode Agenda/Minutes to newer CivicPlus version: (1st Yr: \$7,500.00)
- ADA Compliance (AudioEye and DocAccess): (1st Yr: Included in \$20,137.30)
- Website & Social Media Archiving: (1st Yr: Included in \$20,137.30)
- AI Chatbot: (1st Yr: Included in \$20,137.30)

1st Year Total: \$35,047.19

Currently the City is only paying for the website (Admin budget) and Municode Agenda/Minutes module (Clerk’s Budget). With new regulations, the City needs to be in compliance with both ADA and Archiving requirements. Thus, those modules are strongly recommended. Staff also evaluated several chatbot solutions and the newer CivicPlus solution has the lower price starting at \$5,000 and best cross-platform functionality. Thus, the overall website upgrade project remains within the recently approved 2026-27 budget.

Separately, we are also working with our current vendor American Legal on getting the City’s municipal code into their web-based version and then integrated with our new website. That project is in coordination with the Clerk’s Office and will be forthcoming.

Attorney Stiff has been given copies of the CivicPlus agreements for review.

Recommended Council Action: Approval on the May 18th City Council agenda.


CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-119409-1
4/9/2026 11:09 AM
5/10/2026

Client:
City of Crest Hill, IL

Bill To:
CREST HILL CITY, ILLINOIS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Erin Chmielowski		erin.chmielowski@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Conversion Pro Premium Implementation	Includes config. of up to 6 existing meeting types, up to 6 existing boards, 1 approval workflow per existing meeting type, 1 existing staff report, access to 4h of group training, 1h of consulting and recorded training resources

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee
1.00	AMM Select: AI Editing Assistant	AI Editing Assistant is an optional AMMS feature that enables authorized users to enhance agenda and meeting content using integrated AI tools to generate, summarize, rewrite, or polish text in fields like item descriptions, fiscal info, and minutes.

Total Investment - Initial Term	USD 7,500.00
Annual Recurring Services (Subject to Uplift)	USD 7,500.00

Initial Term	6/1/2026 - 5/31/2027, Renewal Term 6/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-119409-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign): _____

By (please sign): _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Organization Legal Name: _____

Billing Contact: _____

Title: _____

Billing Phone Number: _____

Billing Email: _____

Billing Address: _____

Mailing Address: (If different from above) _____

PO Number: (Info needed on Invoice (PO or Job#) if required)



Item F.

Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#367704

6/28/2026

Bill To
Glenn Gehrke
City of Crest Hill
1610 Plainfield Rd
Crest Hill IL 60403

TOTAL DUE

\$7,409.89

Due Date: 7/28/2026

Terms	Customer	Approving Authority
Net 30	City of Crest Hill, IL	

Qty	Item	Start Date	End Date
1	CivicSend Communication Platform Annual Fee	6/28/2026	6/27/2027
1	SSL Certificate Annual Fee	6/28/2026	6/27/2027
1	48 Month Redesign Ultimate Annual - Municipal Websites Central	6/28/2026	6/27/2027
1	Hosting & Security Annual Fee - Municipal Websites Central	6/28/2026	6/27/2027

Total	\$7,409.89
Due	\$7,409.89

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For our current W-9, please click this link: [CivicPlus W-9](#). For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021



Meeting Date: June 1, 2026

Submitter: Blaine Wing, City Administrator
Ashley Monroe, Assistant City Administrator/HR Director

Department: Administration

Agenda Item: Approve Brand Standards Guide+ for 2026-2027

Summary: The City of Crest Hill has a vested interest in effective communication with its residents, businesses, and the public. The goal of updating and focusing the City’s communication efforts resulted in entering into an agreement with communications consultant Method Engine, LLC, on December 15, 2025 (Res. 1368). Method Engine has coordinated with City staff to support a range of communications and branding initiatives, including assisting with the transition to an updated website management platform, and creating a plan for targeted strategic communications for print, digital and social media platforms.

Staff and Method Engine have also developed a comprehensive Brand Standards Guide that will help the City execute clear and effective branded communications. An overview of the draft guide was presented at the May 11th Work Session and City Council provided an opportunity to share feedback by May 22, 2026.

The Guide establishes information about the City, goals for communication style, tone, and messaging, offers instructions on making changes to the City’s website, posting processes for social media, and aligns all use of the City’s branded logos and colors for digital and printed materials. Especially while the City does not have a single individual creating content and distributing it on behalf of the City, this guide is an essential ingredient for the multiple staff responsible for City communications in their respective departments.

The flexible nature of the content in each year’s guide is the reason it is titled, “Brand Standards Guide+”. As this is a working guide, the initial version (2026-2027) includes instructions for moving to the City’s new website platform. After we complete that process and analyze the success of our communication strategy, the document may require editing. The document will be reviewed annually and proposed edits made by City staff. The next update will be brought back to Council for review in summer 2027.

Recommended Council Action: Adopt Brand Standards Guide+ for 2026-2027.

Attachments:
Resolution
Brand Standards Guide (May 29,2026)

RESOLUTION NO. _____

**A RESOLUTION ADOPTING THE CITY OF CREST HILL BRAND STANDARDS
GUIDE+ 2026-2027**

WHEREAS, the Corporate Authorities of the City of Crest Hill, Will County, Illinois, have the authority to adopt resolutions and to promulgate rules and regulations that pertain to the City’s government and affairs and protect the public health and, safety, and welfare of its citizens; and

WHEREAS, the Corporate Authorities desire to have a uniform and standard guide for effective communication of public information to the City’s citizens, as clear and appropriate messaging and communication of public information and awareness is important for the safety and welfare of Crest Hill residents, businesses, and the surrounding community; and

WHEREAS, the City Staff have developed a Brand Standards Guide+, a copy of which is attached hereto as Exhibit A for use as the City’s official and formal policy guide for City communications; and

WHEREAS, the Corporate Authorities have reviewed the Brand Standards Guide+ attached as Exhibit A and have determined that is should be approved and adopted as the Crest Hill official policy guide for City communications and further determine that the Brand Standards Guide+ should be reviewed annually.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

SECTION 1: PREAMBLE. Recitals set forth above are found to be true and incorporated herein and made part of hereof.

SECTION 2: BRAND STANDARDS GUIDE+ ADOPTED. The Brand Standards Guide+ attached hereto and incorporated herein as “Exhibit A” is hereby adopted by the City of Crest Hill as the official policy of the City relative to communications.

SECTION 3: ANNUAL REVIEW AND AMENDMENT. The Brand Standards Guide+ shall be reviewed annually by City Staff and brought before the City Council with any proposed changes.

SECTION 3: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with any of the provisions of this Resolution shall be and the same are hereby repealed.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect immediately upon its passage and publication according to law.

PASSED THIS 1ST DAY OF JUNE, 2026.

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

APPROVED THIS 1ST DAY OF JUNE, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A
(Brand Standards
Guide+)



Brand Standards Guide

June 1, 2026

METHODENGINE®



Table of Contents

- About Crest Hill
- The Residents of Crest Hill
- Messaging & Tone of Voice
- Brand and Visual Identity System
- Branded Content & Material Templates
- Website Guidelines & Recommendations
- Social Media Guidelines & Recommendations
- Photography & Image Usage
- Community Events Promotion

About Crest Hill

About Crest Hill

Crest Hill is a welcoming, growing community rooted in strong traditions and a neighborly spirit. Located along historic U.S. Route 66 in Will County, about 33 miles southwest of Chicago, the city blends small-town charm with the accessibility of a connected regional location.

Home to approximately 20,000 residents, Crest Hill proudly calls itself the “City of Neighbors.” Multigenerational families, local businesses, and people from diverse cultural backgrounds shape the character of the community. With a balanced mix of families, working adults, and seniors, along with diverse neighborhoods, schools, and businesses, Crest Hill reflects a vibrant and evolving community.

With quality schools, family-friendly neighborhoods, and attainable housing options, Crest Hill offers a place where residents can build a life, stay connected, and take pride in the community they call home.



Mission

To serve the residents of Crest Hill with transparency, professionalism, and care by delivering reliable services, fostering community connection, and ensuring that every resident feels informed, respected, and included in the life of the city.

Vision

Crest Hill will grow as a vibrant, welcoming community where residents of all backgrounds feel connected and informed, local businesses thrive, and the city's unique character is clearly recognized and celebrated. Through strong communication, community partnerships, and thoughtful growth, Crest Hill will continue to be a place where families choose to live, invest, and build their future.

Goals

Strengthen Community Identity

Clearly define and communicate what makes Crest Hill unique—its history, neighborhoods, businesses, and community spirit—so residents and visitors alike understand the value of the city.

Improve Resident Communication

Provide consistent, professional, and accessible communication across all city channels to ensure residents receive timely, relevant, and easy-to-understand information.

Increase Resident Engagement

Encourage participation from all residents, including newer residents, renters, seniors, and multilingual populations, by creating more opportunities for involvement and feedback.

Support Local Businesses

Build stronger relationships with the business community through improved outreach, clearer communication, and meaningful opportunities for collaboration.

Promote Community Amenities

Increase awareness and use of Crest Hill's parks, trails, amenities, events, and local assets by improving how they are communicated and promoted to residents.

Foster Strong Partnerships

Continue building strong relationships with regional partners—including local government agencies, schools, and community organizations—to enhance services and opportunities for residents.

The Residents of Crest Hill

Resident Overview

The residents of Crest Hill represent a **growing, diverse, and multigenerational community** that values neighborhood connections, affordability, and quality of life. The city has approximately **20,000 residents** with a median age of about **39**, reflecting a balanced mix of families, working adults, and seniors.

Key Demographic Characteristics

Diverse and Growing Population

Crest Hill has become increasingly diverse in recent years. The population is roughly:

- **Population:** 20,459
- **Age:** The median age is 39.1, 18.4% 65 years or older
- **Language Spoken at Home:** English 73.6%, Other than English 26.4%
- **Median Income:** 73,033 Household Income
- **Employment:** 55% employment rate
- **Education:** 23.9% Bachelor's degree or higher
- **Housing:** 67.3% Homeownership rate

Source: [United States Census Bureau](#) (data above pulled on May 20, 2026)

Resident Types

Strong Mix of Longtime Residents and Newcomers

Crest Hill includes:

- **Multigenerational families and lifelong residents** who have deep ties to the community
- **Younger families and first-time homebuyers** attracted by attainable housing
- **New residents moving from surrounding suburbs**

Many residents grow up in the community, leave for education or work, and later return to raise their families.

Family-Oriented Community

These factors contribute to Crest Hill's reputation as a **family-friendly place to live**.

- Safe neighborhoods
- Quality schools
- Access to parks and recreation
- Local events and community traditions

Renters and Transitional Residents

Approximately **25–33% of residents are renters**, creating a significant group that may feel less connected to local government or community events. This group includes:

- Young professionals
- Families in transition
- Residents new to the area

Engaging renters and newer residents is a key opportunity for stronger community participation.

Older Adult Population

Crest Hill also has a **significant senior population**, including longtime residents who have lived in the community for decades. Communication with this group often requires clear, accessible information and traditional outreach channels.

Messaging & Tone of Voice

Crest Hill Messaging Framework

A messaging framework identifies the **core ideas the city should consistently communicate** across its website, social media, newsletters, and outreach.

Community and Connection

- Community where neighbors know one another and residents take pride in their city
- Strong relationships, local traditions, and community involvement

Quality of Life

- Family-friendly neighborhoods and strong schools
- Parks and recreation opportunities
- Attainable housing

Local Character and History

- Unique long-standing businesses
- Historical monuments
- Location along historic U.S. Route 66

A City That Listens and Communicates

Committed to keeping residents informed and engaged through:

- Clear communication
- Accessible information
- Opportunities for community participation

Opportunity and Growth

As the city continues to grow and diversify, Crest Hill is focused on:

- Strengthening services
- Supporting businesses
- Creating opportunities that benefit residents today and in the future

Recommended Brand Tone of Voice

Core Tone Characteristics

Welcoming

Friendly and inclusive, reflecting the city's neighborly atmosphere.

Clear and straightforward

Avoid bureaucratic or overly technical language. Residents should easily understand information the first time they read it.

Respectful and professional

Communications should build trust and credibility with residents and businesses.

Community-focused

Emphasize shared pride, local identity, and connection among residents.

Accessible

Use plain language and simple structure to help reach multilingual audiences and residents who may not regularly follow city government communications.

The tone should strike a balance between **professional and approachable**. Residents need to trust the information, but also feel that the City is speaking *with them*, not *at them*.

City of Crest Hill vs. Crest Hill

Both are fine to use.

Official, branded pages (website, social media, etc):

Use “Crest Hill”

New Website URL cresthill.gov:

Plan to transition more to “Crest Hill” as we roll out the new website. Note **cityofcresthill.com** will automatically redirect to **cresthill.gov**.

Voice Guidelines

Helpful Guardrails

Use

- Plain language
- Active voice
- Short paragraphs
- Clear calls to action
- Inclusive language

Avoid

- Government jargon
- Long, complex sentences
- Passive voice
- Overly promotional language
- Excessive acronyms

Three words that should define the Crest Hill Voice:

Welcoming
Clear
Community-Focused

Formal Tone of Voice

When to Use

Use a **formal tone** for:

- Official announcements
- Policies and ordinances
- Press releases
- Emergency notifications
- Legal or procedural information
- Council communications

Style Guidelines

- Professional and direct
- Structured and informative
- Avoid slang or overly casual language
- Still keep sentences clear and simple

Example

Complicated language & not enough information:

Residents are hereby advised that municipal snow removal operations will commence following precipitation events exceeding two inches.

Recommended:

Crest Hill will begin snow removal operations after snowfall exceeds two inches. Crews will work to clear main roads first, followed by residential streets. [View the GIS map](#) for more details and updates.

Informal Tone of Voice

When to Use

Use a **more conversational tone** for:

- Social media
- Community events
- City newsletters
- Parks and recreation updates
- Resident engagement campaigns

Style Guidelines

- Friendly and conversational
- Encouraging participation
- Shorter sentences
- Use inclusive language (“our community,” “neighbors,” “families”)

Example

Too Formal:

The City of Crest Hill will host Winter Fest on Saturday at 5:00 p.m.

Recommended (friendly, motivational, CTA):

Join us Saturday at 5:00 p.m. for Winter Fest! Bring your family and enjoy lights, music, and holiday activities for all ages. [Click here](#) for more details.

Visual Identity System

Logo Variations



Primary Usage:

With Tagline



Secondary Usage:

No Tagline. For example, when using the logo at a smaller size, or secondary use after primary logo)



Reversed Logo:

For dark backgrounds. May use with or without tagline.

Resizing the Logo



Be sure to maintain the image ratio of the logo.



Microsoft & Google Docs:

Drag one of the 4 corners to resize while maintaining the correct ratio



Microsoft & Google Docs:

Dragging one of the sizes distorts the logo.

Colors



Blue

RGB: 0, 60, 155

CMYK: 100, 61, 0, 39

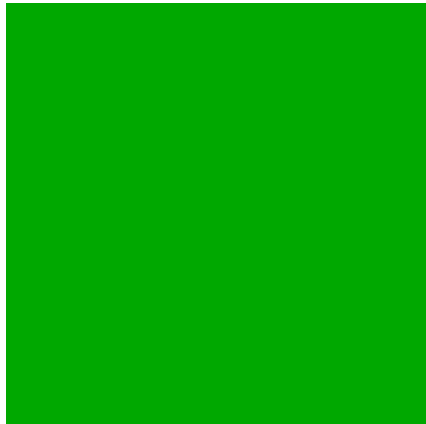
HEX: 003c9b

Primary Uses:

Logo

Headlines

Accent Colors



Green

RGB: 0, 168, 0

CMYK: 100, 0, 100, 34

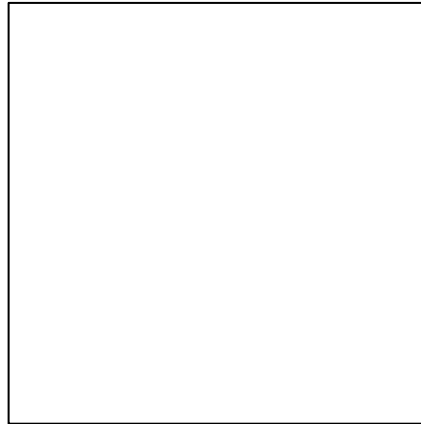
HEX: 00a800

Primary Uses:

Logo

Subheads

Accent Colors



White

RGB: 255, 255, 255

CMYK: 0, 0, 0, 0

HEX: FFFFFFFF

Primary Uses:

Background Color

Text on dark background



Black

RGB: 0, 0, 0

CMYK: 0, 0, 0, 100

HEX: 000000

Primary Uses:

Text

Font Families

PRIMARY FONT

Segoe

Note this font is Microsoft compatible.
Primary Uses: Headlines & body copy

Segoe Regular

Segoe Bold

aA bB cC dD eE fF gG hH iI jJ kK lL mM nN
oO pP qQ rR sS tT uU vV wW xX yY zZ

Crest Hill is the “City of Neighbors”.

SECONDARY FONT

Open Sans

Note this font is Google compatible (Google docs, etc)
Primary Uses: Headlines & body copy

Open Sans Regular

Open Sans Bold

aA bB cC dD eE fF gG hH iI jJ kK lL mM nN
oO pP qQ rR sS tT uU vV wW xX yY zZ

Crest Hill is the “City of Neighbors”.

NEW WEBSITE FONT

Poppins

Poppins Regular

Poppins Bold

PRINT FONTS

Lato

Primary Uses: Print & Digital (if font available)

Lato Regular

Lato Bold

Sofia Pro

Primary Uses: Print & Digital (if font available)

Sofia Pro Regular

Sofia Pro Bold

Branded Content & Material Templates

Email Signature

To _____ Bcc _____

Cc _____

Add a subject _____ Draft saved at 9:19 AM

|

Blaine Wing, City Administrator



Address: 20600 City Center Blvd., Crest Hill, IL 60403

Phone: (815) 741-5100 ext. 238

Email: bwing@cityofcresthill.com

Website: www.cityofcresthill.com

Do you want to schedule a meeting with me? Click on the following link to find available dates and times. <https://calendly.com/bwing-cityofcresthill/30min>

This email message, and any attached files (collectively, this "Email Message"), is intended solely for the individuals or entities to whom it is addressed and may contain information that is proprietary, confidential, and/or exempt from disclosure under applicable law, including protected health information. If you are not the intended recipient, or an agent or employee of the intended recipient who is authorized to receive this Email Message, please notify the sender immediately and delete this Email Message from your computer. Do not read, view, or copy this Email Message, and do not disclose it to anyone else. Reading, viewing, copying, or disclosing this Email Message may be prohibited, restricted, and/or punishable by law. The statements, opinions, and views expressed by the author in this EmailMessage are the personal statements, opinions, and views of the author only, and they should not be construed, deemed, or interpreted to be those of the City of Crest Hill or any other elected or appointed official, officer, agent, or employee of the City of Crest Hill. All email messages, and any attached files sent to and from the City of Crest Hill may be public records obtainable by the public under the Illinois Freedom of Information Act.

Recommended Consistency Rules

- Font: Aptos
- Name & Title
- Crest Hill Logo with Tagline
- Address
- Phone
- Email
- Website
- Link to scheduler (if applicable)
- Email Disclaimer Statement

Note: Will be transitioning to <http://cresthill.gov> in the summer of 2026

Letterhead

Recommended Consistency Rules

- Always spell out the **full date**
- Use **Subject** or **RE** line for clarity
- Keep letters to **one page when possible**
- Use **11-12 pt Segoe font**
- Maintain **left alignment** for readability

Note: Will be transitioning to <http://cresthill.gov> in the summer of 2026

CITY OF CREST HILL
NAME OF DEPARTMENT
 1610 Plainfield Road
 Crest Hill, IL 60403
 815-741-5111
cityofcresthill.com


 CITY OF NEIGHBORS

March 11, 2026

John Smith
 ABC Development Group
 123 Main Street
 Chicago, Illinois 60601

Subject: Lorem Ipsum Dolor Sit

Dear Mr. Smith,

Lorem ipsum dolor sit amet conse pellentesque sem placerat. In id cl aenean sed diam urna tempor. Pul egestas. Iaculis massa nisl malesu class aptent taciti sociosqu. Ad lito

Cleo eu aenean sed diam urna tem bibendum egestas. Iaculis massa r semper vel class aptent taciti socii himenaeos.

Donec quam felis, ultricies nec, pe quis enim. Donec pede justo, fring rhoncus ut, imperdiet a, venenatis Integer tincidunt. Cras dapibus. Viv eleifend tellus. Aenean leo ligula, p lorem ante, dapibus in, viverra qui laoreet. Quisque rutrum. Aenean i ullamcorper ultricies nisi. Nam ege condimentum rhoncus, sem quarr ipsum. Nam quam nunc, blandit v odio et ante tincidunt tempus. Do ante. Etiam sit amet orci eget eros

Sed fringilla mauris sit abet nibh. Donec sodales sagittis magna. Sed consequat, leo eget bibendum sodales, augue velit cursus nunc, quis gravida magna mi a libero. Fusce vulputate eleifend sapien. Vestibulum purus quam, scelerisque ut, mollis sed, nonummy id, metus. Nullam accumsan lorem in dui. Cras ultricies mi eu turpis hendrerit fringilla. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilla Curae; In ac dui quis mi consectetuer lacinia.

Nam pretium turpis et arcu. Duis arcu tortor, suscipit eget, imperdiet nec, imperdiet iaculis, ipsum. Sed aliquam ultrices mauris. Integer ante arcu, accumsan a, consectetur eget, posuere ut, mauris. Praesent adipiscing. Phasellus ullamcorper ipsum rutrum nunc. Nunc nonummy metus. Vestibulum volutpat pretium libero. Cras id dui. Aenean ut eros et nisl sagittis vestibulum. Nullam nulla eros, ultricies sit amet, nonummy id, imperdiet feugiat, pede. Sed lectus. Donec mollis hendrerit risus. Phasellus nec sem in justo pellentesque facilisis. Etiam imperdiet imperdiet orci. Nunc nec neque.

Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Curabitur ligula sapien, tincidunt non, euismod vitae, posuere imperdiet, leo. Maecenas malesuada. Praesent congue erat at massa. Sed cursus turpis vitae tortor. Donec posuere vulputate arcu. Phasellus accumsan cursus velit. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilla Curae; Sed aliquam, nisi quis porttitor congue, elit erat euismod orci, ac

Sincerely,

Blaine Wing
 City Administrator
 City of Crest Hill

Phone: (815) 741-5100 ext. 238
 Email: bwing@cityofcresthill.com
 Website: www.cityofcresthill.com

cityofcresthill.com
pg 2

Digital Letterhead

Raymond R. Soliman
 Mayor

Christine Vershay-Hall
 Clerk

Glen Conklin
 Treasurer

Ward 1
 Scott Dyke
 John Vershay

Ward 2
 Claudia Gazal
 Darrell Jefferson

Ward 3
 Tina Oberlin
 Mark Cipiti

Ward 4
 Nate Albert
 Joe Kubal


 CITY OF NEIGHBORS

March 11, 2026

John Smith
 ABC Development Group
 123 Main Street
 Chicago, Illinois 60601

Subject: Crest Hill 2045 Comprehensive Plan

Dear Mr. Smith,

Lorem ipsum dolor sit amet consectetur adipiscing elit. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus dui connullis. Tempus leo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. Iaculis massa nisl malesuada lacinia integer nunc posuere. Ut hendrerit semper vel class aptent taciti sociosqu. Ad litora torquent per conubia nostra inceptos himenaeos.

Cleo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. Iaculis massa nisl malesuada lacinia integer nunc posuere. Ut hendrerit semper vel class aptent taciti sociosqu. Ad litora torquent per conubia nostra inceptos himenaeos.

Thank you for your continued interest in the City of Crest Hill.

Sincerely,

Blaine Wing
 City Administrator
 Crest Hill

Phone: (815) 741-5100 ext. 238
 Email: bwing@cityofcresthill.com
 Website: www.cityofcresthill.com

CITY OF CREST HILL
 20600 City Center Boulevard
 Crest Hill, IL 60403
 815-741-5100
cityofcresthill.com

Formal Letterhead

Press Releases

Recommended Consistency Rules

Length: Maximum 1 page when possible

Headlines: Use sentence case (not all caps)

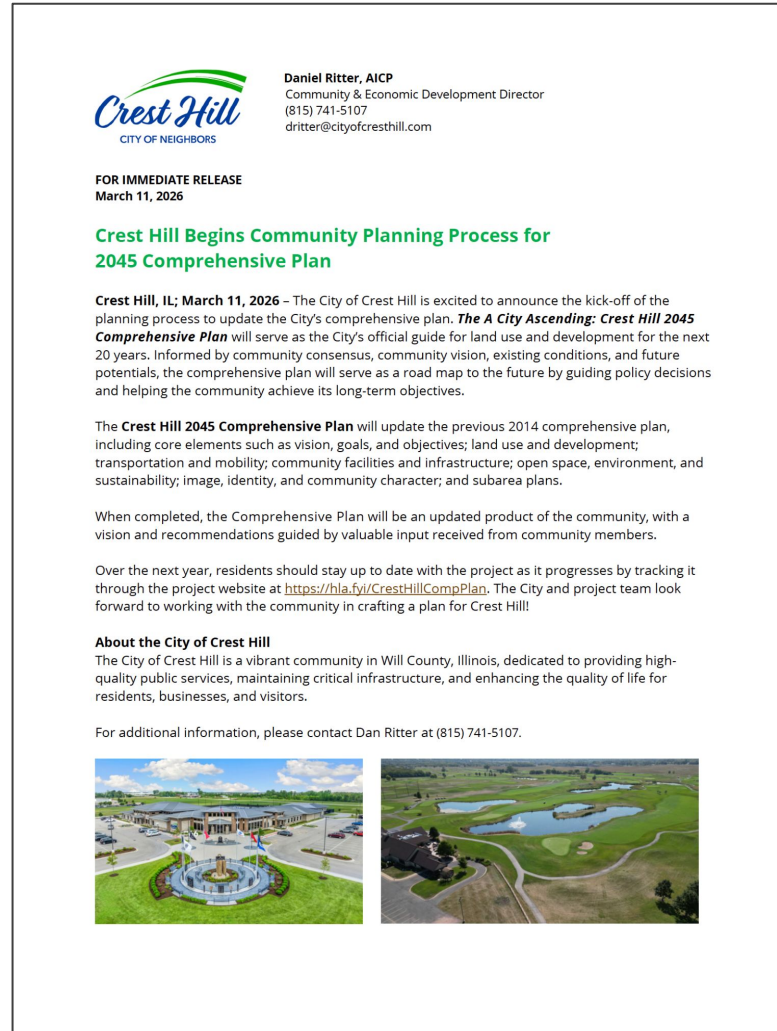
Quotes: Add a quote when possible


Formatting

- **Headline bold & can be brand green or black**
- **Left-aligned text**
- **One space between paragraphs**
- **No indentation**
- **Include “About the City of Crest Hill” copy when applicable**
- **Use images when possible**

Dates & Numbers

- **Spell out months**
- **Use numerals for numbers (10 residents, 25 projects)**
- **Write times as 6 p.m., 10:30 a.m.**



 **Daniel Ritter, AICP**
Community & Economic Development Director
(815) 741-5107
dritter@cityofcresthill.com

FOR IMMEDIATE RELEASE
March 11, 2026

Crest Hill Begins Community Planning Process for 2045 Comprehensive Plan

Crest Hill, IL; March 11, 2026 – The City of Crest Hill is excited to announce the kick-off of the planning process to update the City's comprehensive plan. *The A City Ascending: Crest Hill 2045 Comprehensive Plan* will serve as the City's official guide for land use and development for the next 20 years. Informed by community consensus, community vision, existing conditions, and future potentials, the comprehensive plan will serve as a road map to the future by guiding policy decisions and helping the community achieve its long-term objectives.


The **Crest Hill 2045 Comprehensive Plan** will update the previous 2014 comprehensive plan, including core elements such as vision, goals, and objectives; land use and development; transportation and mobility; community facilities and infrastructure; open space, environment, and sustainability; image, identity, and community character; and subarea plans.

When completed, the Comprehensive Plan will be an updated product of the community, with a vision and recommendations guided by valuable input received from community members.

Over the next year, residents should stay up to date with the project as it progresses by tracking it through the project website at <https://hla.fyi/CrestHillCompPlan>. The City and project team look forward to working with the community in crafting a plan for Crest Hill!

About the City of Crest Hill
The City of Crest Hill is a vibrant community in Will County, Illinois, dedicated to providing high-quality public services, maintaining critical infrastructure, and enhancing the quality of life for residents, businesses, and visitors.

For additional information, please contact Dan Ritter at (815) 741-5107.



Recommended Press Release Categories:

1. **Announcements** (projects, programs, initiatives)
2. **Events** (meetings, festivals, public engagement)
3. **Milestones** (awards, openings, project completion)

Each follows the same structure but emphasizes different information.

Note: Will be transitioning to <http://cresthill.gov> in the summer of 2026

Website Guidelines & Recommendations

Website Color Palette, Image Sizes & Typography Standards

Color Palette



Template Image Sizes

(width x height - measured in pixels at 72ppi)

363 x 141 Site ID (logo) PNG	2200 x 500 Home Banner JPG	2200 x 300 Interior Banner JPG
285 x 205 News Flash JPG	325 x 325 Photo buttons JPG	100 x 100 Graphic Buttons SVG

Interior Typography

Poppins - Bold - #001F51

Headline

Poppins - Bold - #003C9B

Headline Level 2

Poppins - Bold - #00A800

Headline Level 3

Poppins - Regular - #000C1F

Normal Text

Poppins - Regular - #003C9B

Links

Recommended Free Website Image Resizing Online tools:

https://www.freedocumentmaker.com/resize-images?utm_source=chatgpt.com

- Lets users control size, quality, format (JPG/PNG/WebP)
- Still very simple but slightly more flexible Good for “exact dimensions” (like 1200x628)

[ImageResizer.com](https://www.image-resizer.com)

- Super clean interface (literally 2-3 steps)
- Fast + works on any device

2026 Website Relaunch

The purpose of these guidelines is to provide guidance and support for different individuals and departments to edit or add content to:

1. **Interior pages of the website**
2. **News Section on Home Page** (Live edit or widget)
3. **Events Section on Home Page** (Live edit or widget)

For the relaunch, you will build your content on the existing interface and back end content management system, but it will change to the new design when launched. The anticipated launch date is June/July 2026.

Website Platform/Provider:
Civic Plus

Civic Plus Basic Instructions Checklist:

<https://www.civicplus.help/municipal-websites-central/docs/launch-preparation-checklist>

New Home Page Layout:

<https://www.cityofcresthill.com/374/Home---2026>

New Interior Page Layout (must be logged in to view):

<https://www.cityofcresthill.com/149/Clerks-Office/?structureID=6&themeID=17&preview=true>

2026 Website Relaunch: New Home Page

Key Areas:

Top banner

May rotate or change out for holidays, etc.

Quick Links

Agendas & Minutes, Water, Permits, Report a Concern, Project Updates, Utility Billing

Featured Area

Currently shown as placeholders

Crest Hill News

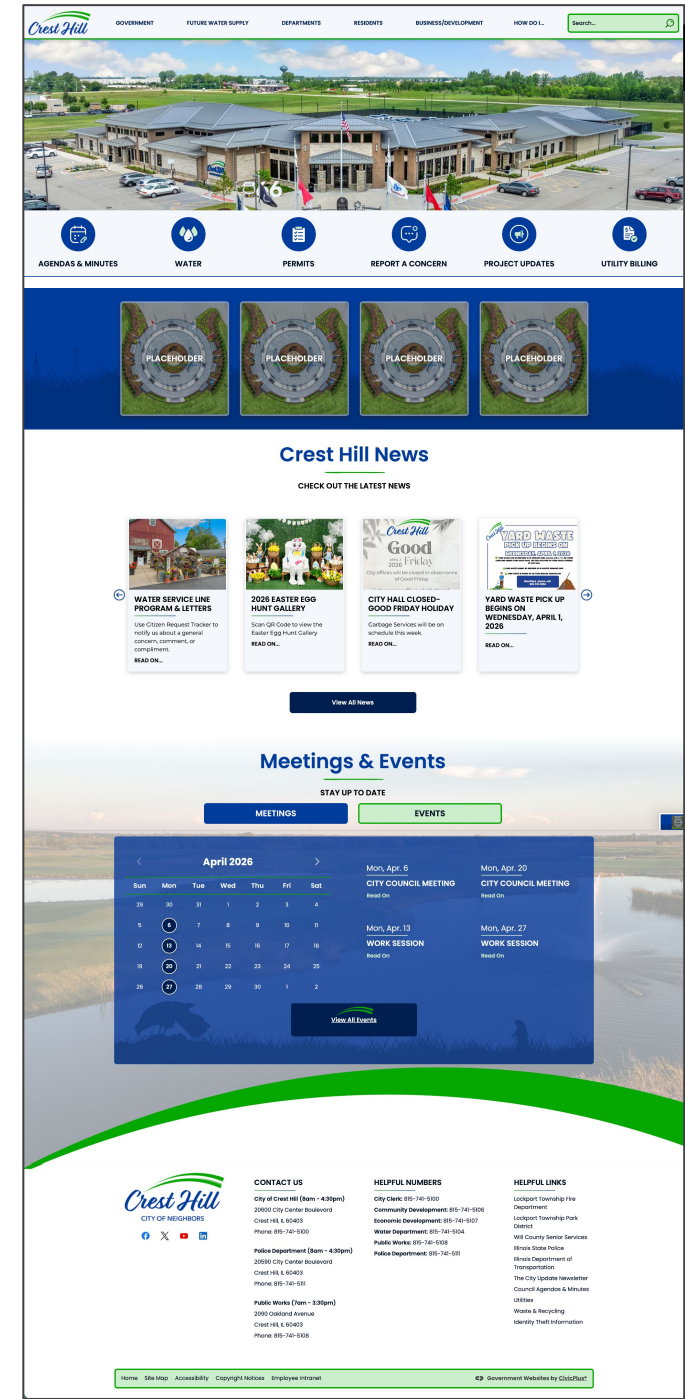
Features most recent news posts

Meetings & Events

May add your events to this calendar

Footer

Contains contact information and helpful numbers / links



Item G.

2026 Website Relaunch: Adding News Items

Crest Hill News

CHECK OUT THE LATEST NEWS



WATER SERVICE LINE PROGRAM & LETTERS

Use Citizen Request Tracker to notify us about a general concern, comment, or compliment.

[READ ON...](#)



2026 EASTER EGG HUNT GALLERY

Scan QR Code to view the Easter Egg Hunt Gallery

[READ ON...](#)



CITY HALL CLOSED - GOOD FRIDAY HOLIDAY

Garbage Services will be on schedule this week.

[READ ON...](#)



YARD WASTE PICK UP BEGINS ON WEDNESDAY, APRIL 1, 2026

[READ ON...](#)

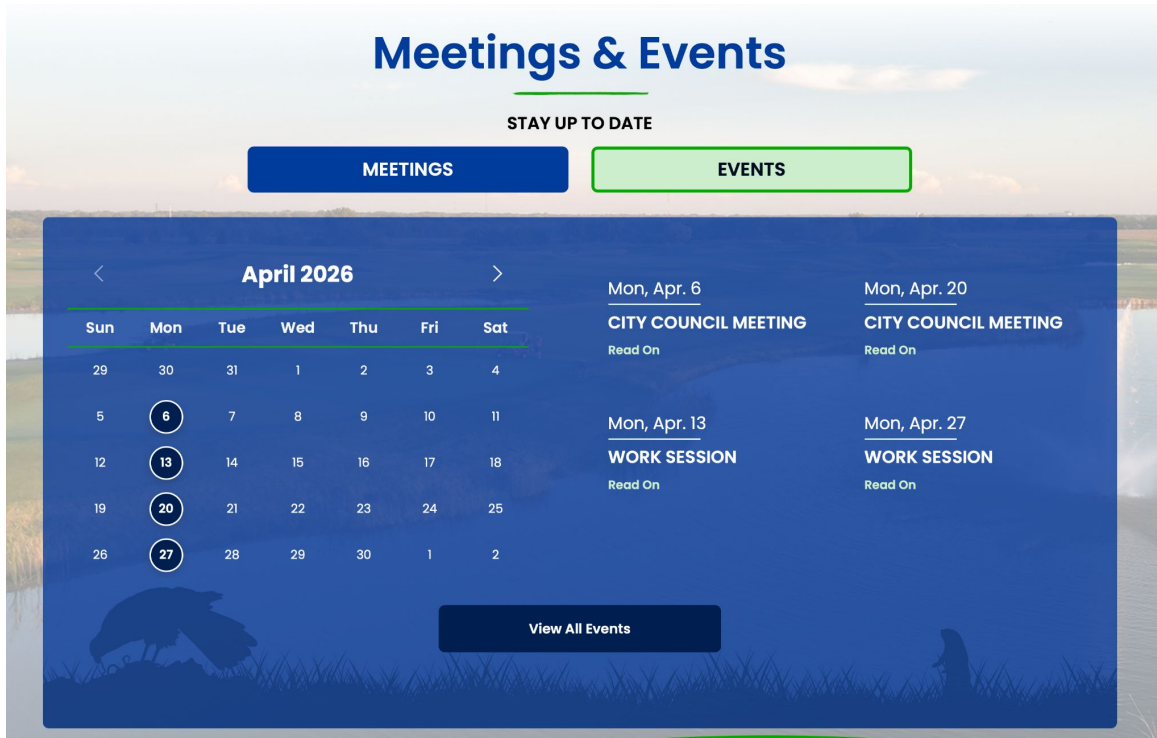
[View All News](#)

1. Sign into the website.
2. Navigate to Modules and on the Content tab, select News Flash.
3. Select which category you would like to add an item to.
4. Click Add Item.
5. Fill in the information fields including Display dates, Title, Link options, Lead In, Full Text, Image, and other settings as needed.
6. Note you can check a box if you would like this news item featured on the home page.
7. Click Save and Publish.
8. Fill in the Notification options if desired and choose when to send the notification

Link to how to add News Flash:

<https://www.civicplus.help/municipal-websites-central/docs/add-manage-news-flash-items>

2026 Website Relaunch: Add and Manage Calendar Events



1. Sign into the website.
2. Navigate to Modules and on the Content tab, select Calendar.
3. Select the Calendar you want to add an event to.
4. Click the “Ad Events” button.
5. Fill in the event’s information fields.
6. Click Save and (changes/publish/submit).
7. Choose if you would like to notify your subscribers.

Link to how to add and manage Events:

<https://www.civicplus.help/municipal-websites-central/docs/add-manage-calendar-events?highlight=add%20event>

2026 Website Relaunch: Department Pages / Section

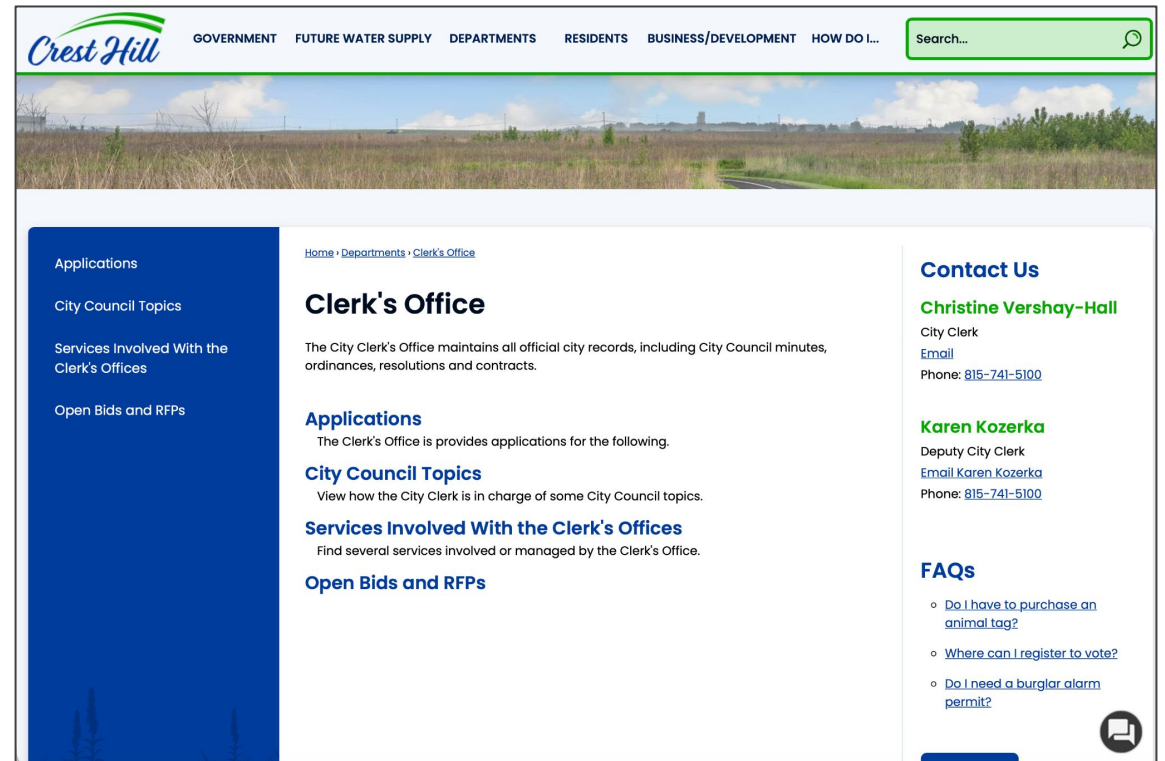
Key Links (after login to your Civic Plus Crest Hill account):

- New Interior Page Design (log in first, then use this link):
<https://www.cityofcresthill.com/149/Clerks-Office/?structureID=6&themelD=17&preview=true>

Note that the new design will not show until the official 2026 launch, so you will edit using the existing interface.

- To view how your page will appear when launched, **add this extension** to the end of your interior page url to preview with the new design:
</?structureID=6&themelD=17&preview=true>

New Interior Page Layout:



2026 Website Relaunch: Department Pages / Section

STEP 1:

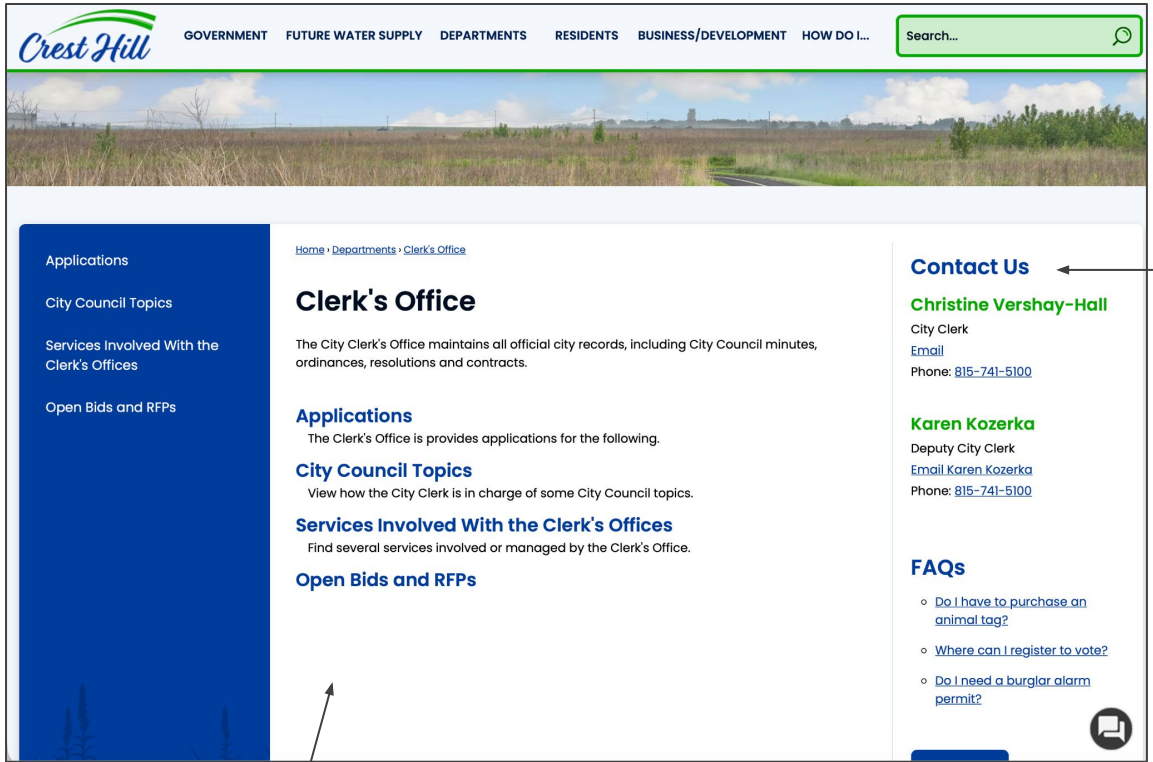
Login to the Civic Plus platform.

STEP 2:

Start by cleaning up your pages or sections. Remove any content that is outdated, duplicated, or no longer needed.

STEP 3:

Update and add new content using the following instructions.



Top Photo Area:

- You may change this image.
- <https://www.civicplus.help/municipal-websites-central/docs/add-images-to-a-banner>

Secondary Navigation Area (Blue Background):

- This contains links to all of the pages in the category.
- <https://www.civicplus.help/municipal-websites-central/docs/secondary-navigation-overview>

Page Content Area:

- Recommend starting each page with a general overview: what, responsibilities, etc.
- You can use the brand blue and/or green for subheads. The remaining text should be black.
- You can add links, buttons, photos, and graphics in this area.
- <https://www.civicplus.help/municipal-websites-central/docs/page-content>

Feature Section:

- Recommend the following content for this area:
 - Director Photo (preferred to personalize)
 - Director Name, Title, Contact Info
 - Department Contact Info
- You can also include things like FAQs or Quicklinks. Think about frequent needs of visitors.
- <https://www.civicplus.help/municipal-websites-central/docs/enable-or-disable-the-feature-column>

Social Media Guidelines & Recommendations

Crest Hill Social Media Guidelines

The purpose of these guidelines is to ensure that social media communication from the Crest Hill is clear, consistent, accurate, and aligned with the City's goals of transparency, service, and community engagement.

Social media should function as an extension of City Hall, providing residents with timely information, improving access to services, and reinforcing trust in City operations.

Recommended Free Social Media Image Resizing Online tool:

https://postonce.to/tools/image-resizer?utm_source=chatgpt.com#platform-selector

- One-click presets for Facebook, LinkedIn, etc.
- Shows preview before download
- No upload to server (privacy-friendly)

CORE PRINCIPLES

Content shared on city social media platforms should follow these principles:

Clarity Over Complexity

Information should be written in plain, resident-friendly language. Avoid internal jargon, technical language or unnecessary detail.

Accuracy & Timeliness

All information must be verified before posting. Updates should be shared promptly when timelines, projects, or conditions change.

Consistency Across Departments

Regardless of which department the content originates from, all posts should feel unified in tone, structure, and quality.

Service-Oriented Communication

Every post should aim to inform, guide, or assist residents - not simply broadcast information.

SOCIAL MEDIA IN 2026

THE FRONT DOOR - NOT A BULLETIN BOARD

- ➔ Social media is often the first place residents look when they need information - before the website, before calling City Hall, and before searching Google. They expect accurate, current, and official information wherever they are. It's no longer supplemental, it's an essential access point.

TRANSLATION LAYER FOR INFORMATION

- ➔ Government information is complex by nature. Social media's role is to translate it into clear, digestible, resident-friendly language. It's value is not the volume of posts, but clarity of understanding and building trust.

TRUST & TRANSPARENCY ENGINE

- Trust is built through consistency, visibility, and reliability. Residents expect regular updates, visibility into decision-making and timelines, and honest communication during disruptions or delays. It's proof that the city is present, listening, and accountable.

COMMUNITY IDENTITY BUILDER

- Beyond alerts and notices, social media is where residents emotionally connect to their city. It reinforces civic pride, highlights local people, events, and progress, and hows that Crest Hill is not just a place to live, but a community to belong to. It helps residents feel informed and invested.



01. PUBLIC SERVICE INFO

PRIMARY ROLE:

- Reduces calls/emails, increases trust, and prevents misinformation

PRIMARY PLATFORMS:

- Facebook Page, X (alerts), YouTube (meetings)

CONTENT SERIES IDEAS:

- “This Week in Crest Hill” (weekly recap, 5 bullets)
- “Project Update” posts tied to infrastructure notices (like watermain work)
- “Understanding Your City” (simple explainers: how ordinances work, what a plan commission does)

EXAMPLE CONTENT POSTS:

- “Oakland Ave Watermain: What to expect this week (parking, closures, timeline)”
- “PFAS Update: What We’re Doing & Where to Find the Presentation”
- “Public Notice Explained: What This Notice Means for Residents”
- “What to Expect During Utility Maintenance (Noise, Access, Duration)”
- “Council Meeting Preview: 3 Agenda Items Residents Should Know About”

FRAMING PRINCIPLE:

- Every post should answer “What is happening, why it matters, and what residents need to do”



02. RESIDENT ENGAGEMENT

PRIMARY ROLE:

- Reduce friction, increase usage of services

PRIMARY PLATFORMS:

- Facebook Page, Facebook Group

CONTENT SERIES IDEAS:

- “Did You Know?” City Services
- Seasonal Service Guides
- Employment & Volunteer Opportunities

EXAMPLE CONTENT POSTS:

- ➡ • “Did You Know You Can Pay Your Bill/Ticket Online In Under Two Minutes?”
- ➡ • “New to Crest Hill? Start Here: Services, Alerts, and Key Resources”
- “Save This Post: Seasonal Service Schedule”
- “How To Sign Up For Text & Email Alerts (Step-By-Step)”
- “Job Openings Currently Available With The City”

FRAMING PRINCIPLE:

- ➡ • If a post reduces confusion, prevents a phone call, or helps a resident complete a task faster, it’s doing it’s job.



03. COMMUNITY IDENTITY DEV

PRIMARY ROLE:

- Strengthen civic pride, reinforce Crest Hill’s unique identity, and highlight the people, places, and events.

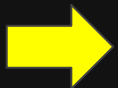
PRIMARY PLATFORMS:

- Facebook Page
- Facebook Group
- YouTube (Select Highlights)

CONTENT SERIES IDEAS:

- Community Event Spotlights
- Local Business & Organization Features
- Crest Hill History - “Then vs. Now”

EXAMPLE POST IDEAS:



- “Community Event Preview: What To Expect”
- “Photo Recap From [Festival, Cleanup Day, Community Event”
- “Local Business Spotlight: Who They Are & Why They Matter”
- “Meet Your Neighbors: Resident/Volunteer Spotlight”
- “This Weekend in Crest Hill: Events & Activities”

FRAMING PRINCIPLE:

- Community-focused content should make residents feel informed and proud to be a part of Crest Hill.



04. DEPARTMENT SPOTLIGHTS

PRIMARY ROLE:

- Humanize city departments, increase understanding of how they work, build appreciation.

PRIMARY PLATFORMS:

- Facebook Page
- YouTube (Optional short-form or longer features)

CONTENT SERIES IDEAS:

- Meet the Department
- Behind-The-Scenes Operations
- Seasonal Preparation Updates

EXAMPLE POST IDEAS:



- "A Day In The Life of Public Works"
- "How Snow Routes Are Prioritized & Why"
- "Meet the Team Responsible For Water Quality & Safety"
- "Employee Milestone or Retirement Recognition"
- "How Many Requests the City Handled Last Month"

FRAMING PRINCIPLE:

- When residents understand the people and processes behind city services, trust & patience increases.



Crest Hill Social Media Platforms

PLATFORM USAGE GUIDELINES

Facebook Page (Primary Channel)

- Serves as the official source of record for public communication
- All major updates should be posted here first
- Posts should include full context, not just headlines
- Turned off ability to comment

Facebook Group (Secondary/Community Layer)

- Used for reminders, discussion, and engagement
- Official updates should link back to the Facebook page
- Not to be used as the primary channel for official notices
- Allows comments

LinkedIn

- Focused on recruitment, culture, and professional updates
- Not used for resident alerts or service updates

X (Twitter)

- Reserved for alerts and time-sensitive updates
- Short, direct, and action-oriented

YouTube

- Used for meetings, hearings, and video-based transparency
- Should be paired with summary posts on other platforms

Crest Hill Facebook Page (new) and Group

Crest Hill currently uses a Facebook Group as its primary communications channel. It is recommended that we transition to a Facebook page, which is best practices for municipalities. These changes will improve public accessibility, transparency, and consistency in how Crest Hill communicates with its residents — and with the broader public.

FACEBOOK PAGE — RECOMMENDED AS OFFICIAL RECORD

Municipalities require a Facebook Page as their authoritative, public-facing communications channel. Unlike Groups, Pages are always public, fully searchable, and accessible to non-members, non-Facebook users, members of the media, developers, and prospective residents. Key advantages include:

- **Public Accessibility** — no account or membership required to view
- **Discoverability** — indexed by search engines; easily shared and linked
- **Consistency** — post formats aligned with the City's service responsibilities
- **Transparency** — content is archivable and auditable as a public record

Recommended uses for the Page include police reports and public safety notices, road closures and utility updates, council meeting reminders and agendas, Public Works schedules, event announcements, and "How Do I?" service posts (e.g., paying tickets, water bills, permits).

FACEBOOK GROUP — CURRENT USE & RECOMMENDED ROLE

The Group's visibility settings have been updated from private to public. Going forward, the Group is best suited as a community engagement layer rather than the City's primary communications channel. Recommended uses include:

- Reminders that link back to the official Facebook Page and City website
- Community pride posts and resident-centric content

INITIAL TRANSITION STEPS

1. Establish the official Facebook Page
2. Use the existing Group to direct members' attention to the new Page
3. Initially will post on both Facebook Page and Group, reminding people that official posts will be only on the Facebook Page at a certain date.

Crest Hill Social Media Workflow

SUGGESTED APPROVAL PROCESS FOR POSTS CREATED BY METHOD ENGINE:

1. Method Engine to provide topic suggestions on the first of the month for the following month.
2. Ashley to coordinate with appropriate departments for any direction/artwork/etc. Also determine if posts need to be on a particular day.
3. Method Engine to create text & visuals
4. Blaine to get final approval from City Council for posts
5. Edits as needed
6. Method Engine to post
7. Quarterly Report

We suggest asking departments for any topics/content they would like created at the beginning of each quarter.

TIME SENSITIVE POSTS

- Departments may post without prior approval (e.g. police department, post events, boil water, extreme weather, emergency situations)

COMMENT & ENGAGEMENT

- Commenting will be turned off for each post on Official Facebook page and Group page.
- Posts will be drafted in a way that invites participation or awareness, and sends users to the City's website or other resources for primary source information.
- Staff will monitor private messages for questions related to posted information. Clarifications that can benefit the general public should be issued/updated via appropriate City media channels.

Crest Hill Social Media Graphics

- Include logo on graphic or at least “Crest Hill”
- Use images or graphics when possible



Example Post and Copy:

Let's work together to keep Crest Hill clean and green 🌿

This Earth Day, consider picking up litter, recycling more, or spending time enjoying one of our local parks.

Every small effort makes a difference!

POSTING STANDARDS

All posts should include:

- A clear headline or opening sentence
- Relevant details for events (what, when, where, why it matters)
- Any required action for residents
- A link to the website or event page when needed

Formatting Best Practices:

- Use short paragraphs or bullet points for readability
- Avoid large blocks of text

Formatting Best Practices:

- Use short paragraphs or bullet points for readability
- Avoid large blocks of text
- Use hashtags to increase discoverability

VOICE & TONE

The City's voice should be:

- Clear and direct
- Professional but approachable
- Informational, not promotional
- Calm and neutral (especially in sensitive situations)

Photography & Image Usage

Photography & Illustration Guidelines

Photography

Photography plays a key role in representing Crest Hill as welcoming, authentic, and community-focused. Images should reflect real people, real places, and real moments that showcase the city's character, services, and quality of life.

Photography Style

Overall Tone

- Authentic, candid, and community-driven
- Bright, natural, and optimistic
- Inclusive and representative of Crest Hill's diverse population

Subject Matter

- Residents engaging in everyday life
- City employees serving the community
- Local events, parks, infrastructure, and neighborhoods
- Small businesses and community spaces

Composition & Framing

- Prioritize natural moments over staged poses
- Use a mix of wide shots (environment) and close-ups (human connection)

Lighting

- Use natural light whenever possible

What to Avoid

- Overly staged or corporate-looking imagery
- Low-resolution, blurry, or poorly lit photos
- Images that feel disconnected from the Crest Hill community

Illustration/Graphic Guidelines

Illustration can complement photography by adding clarity, warmth, and visual consistency across City communications. Illustrations should feel approachable, modern, and aligned with Crest Hill's community-focused identity.

Photography Release Forms - Residents & Employees

Purpose

To protect Crest Hill and ensure proper consent, a signed photo release form is required when individuals are clearly identifiable in photography or video.

When a release is required:

- Residents featured in posed or primary-subject imagery
- City employees featured outside of public, newsworthy coverage
- Minors (must have parent/guardian consent)
- Any photography used for marketing, advertising, or promotional campaigns

Approved uses include:

- Social media (Facebook, Instagram, LinkedIn, etc.)
- City website and digital platforms
- Print materials (brochures, mailers, signage)
- Press and promotional campaigns

Best practices:

- Always obtain written consent prior to use whenever possible
- Keep releases on file and organized by project/date

Community Events Promotion

Community Events Promotion

Community Event Communication Guidelines

Clear, consistent communication is essential to drive awareness, attendance, and community engagement. All event-related communications should be timely, informative, and aligned with the City of Crest Hill's voice: welcoming, helpful, and community-focused.

Core Event Information (Required in All Communications)

Every event promotion—regardless of channel—must include the following:

- **Event Name**
- **Date** (include day of the week)
- **Time** (include start and end time, if applicable)
- **Location** (full address + venue name if applicable)
- **Brief Description** (what it is, who it's for, why attend)
- **Cost** (free or ticketed; include pricing if applicable)
- **Call to Action** (e.g., "Register," "Join us," "Learn more")
- **Contact Information** (phone, email, or website for questions)

Optional but Recommended:

- Parking details
- Weather considerations (rain date, indoor/outdoor)
- Registration deadlines or capacity limits

Event Promotion Timeline & Reminders

Consistent reminders help maximize turnout and ensure residents don't miss important events.

Timeline (optional):

- **Initial Announcement:**
3–4 weeks before the event (website, social media, email)
- **Reminder #1:**
1–2 weeks before (highlight key attractions or reasons to attend)
- **Reminder #2:**
2–3 days before (short, action-oriented)
- **Day-Of Reminder:**
Morning of event (time, location, quick reminder)
- **Post-Event Follow-Up (Optional):** Share photos, recap, and thank attendees

Channels for Events:

Website Events Calendar
Social Media
Press Releases
Print Flyers

METHOD ENGINE®



Agenda Memo

Crest Hill, IL

Meeting Date: 6/1/2026
Submitter: Gary Richardson, Director of Public Works
Department: Public Works
Agenda Item: Introduction of the Public Works Superintendents of Operations, Water, and Wastewater.

Summary:

The Public Works Department is proud to introduce three new superintendents for Operations, Water, and Wastewater. All three individuals will bring expert knowledge and quality leadership skills to the Department.

Offers of employment have been issued for the three superintendent positions, and all three individuals have accepted these conditional offers.

City Staff have been working with the individuals to finalize pre-employment screenings. The candidates ready for an imminent start date will be introduced at the June 1, 2026, meeting.

Report Criteria:

Detail report type printed
 [Report].Check Issue Date = 05/25/2026,06/02/2026

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
26	Aflac	028374	May AFLAC 05-2026	05/26/2026	2,164.30	2,164.30	26485	06/02/2026	526	01002439
Total 26:					2,164.30	2,164.30				
45	Allied Nurser	52755	PULVERIZED DIRT	04/21/2026	564.00	564.00	26488	06/02/2026	426	01035400
Total 45:					564.00	564.00				
82	Vestis	6030516662	UNIFORMS FOR FLEE	04/29/2026	16.98	16.98	26557	06/02/2026	426	01035344
		6030516662	UNIFORMS FOR STRE	04/29/2026	57.54	57.54	26557	06/02/2026	426	01035344
		6030516662	MATS FOR PUBLIC WO	04/29/2026	30.58	30.58	26557	06/02/2026	426	01035300
		6030516662	UNIFORMS FOR BUILD	04/29/2026	10.60	10.60	26557	06/02/2026	426	01045344
		6030516662	UNIFORMS FOR STP	04/29/2026	16.12	16.12	26557	06/02/2026	426	07075344
		6030520810	UNIFORMS FOR STP	05/13/2026	25.12	25.12	26557	06/02/2026	526	07075344
		6030520810	UNIFORMS FOR WATE	05/13/2026	13.79	13.79	26557	06/02/2026	526	07065344
		6030520823	UNIFORMS FOR FLEE	05/13/2026	15.56	15.56	26557	06/02/2026	526	01035344
		6030520823	UNIFORMS FOR STRE	05/13/2026	57.42	57.42	26557	06/02/2026	526	01035344
		6030520823	MATS FOR PUBLIC WO	05/13/2026	29.17	29.17	26557	06/02/2026	526	01035300
		6030520823	UNIFORMS FOR BUILD	05/13/2026	9.18	9.18	26557	06/02/2026	526	01045344
		6030520823	UNIFORMS FOR STP	05/13/2026	10.64	10.64	26557	06/02/2026	526	07075344
		6030522491	UNIFORMS FOR STP	05/20/2026	25.12	25.12	26557	06/02/2026	526	07075344
		6030522491	UNIFORMS FOR WATE	05/20/2026	13.79	13.79	26557	06/02/2026	526	07065344
		6030522493	UNIFORMS FOR FLEE	05/20/2026	15.56	15.56	26557	06/02/2026	526	01035344
		6030522493	UNIFORMS FOR STRE	05/20/2026	57.42	57.42	26557	06/02/2026	526	01035344
		6030522493	MATS FOR PUBLIC WO	05/20/2026	29.17	29.17	26557	06/02/2026	526	01035300
		6030522493	UNIFORMS FOR BUILD	05/20/2026	9.18	9.18	26557	06/02/2026	526	01045344
		6030522493	UNIFORMS FOR STP	05/20/2026	10.64	10.64	26557	06/02/2026	526	07075344
Total 82:					453.58	453.58				
102	AT&T 831-00	2154616113	MONTHLY INTERNET 2	05/19/2026	2,503.11	2,503.11	26490	06/02/2026	526	07065350
Total 102:					2,503.11	2,503.11				
103	AT&T 831-00	6963065115	INTERNET & PHONE S	05/19/2026	175.92	175.92	26491	06/02/2026	526	07065350
Total 103:					175.92	175.92				
137	Chicago Part	40V0132908	SEWER- PUMP BATTE	05/13/2026	98.50	98.50	26493	06/02/2026	526	07085366
Total 137:					98.50	98.50				
285	Cintas Fire P	0F94788875	SPRINKLER INSPECTI	05/19/2026	435.97	435.97	26494	06/02/2026	526	01045360
Total 285:					435.97	435.97				
293	CivicPlus LL	374702	SOCIAL MEDIA ARCHI	05/22/2026	7,188.00	7,188.00	26495	06/02/2026	526	01065300
		374702	SOCIAL MEDIA ARCHI	05/22/2026	1,000.00	1,000.00	26495	06/02/2026	526	01065300
		374702	DOCACCESS - ANNUA	05/22/2026	3,511.80	3,511.80	26495	06/02/2026	526	01065300
		374702	IMPLEMENTATION DO	05/22/2026	1,500.00	1,500.00	26495	06/02/2026	526	01065300
		374702	AUDIOEYE - ANNUAL	05/22/2026	2,437.50	2,437.50	26495	06/02/2026	526	01065300
		374702	AUDIOEYE - SET UP -	05/22/2026	1,000.00	1,000.00	26495	06/02/2026	526	01065300
		374702	AI POWERED AGENT -	05/22/2026	2,500.00	2,500.00	26495	06/02/2026	526	01065300

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
		374702	CIVICPLUS AGENT - IM	05/22/2026	1,000.00	1,000.00	26495	06/02/2026	526	01065300
Total 293:					20,137.30	20,137.30				
434	Ryan Dobczy	Gas Reimubr	DOBCZYK-REIMBURS	04/29/2026	59.53	59.53	26541	06/02/2026	426	01025342
		Meal Reimbu	MEAL REIMBURSEME	03/13/2026	59.34	59.34	26541	06/02/2026	426	01025343
		Meal Reimbu	MEAL EXPENSE-DOBC	04/16/2026	59.89	59.89	26541	06/02/2026	426	01025343
Total 434:					178.76	178.76				
443	Duke's Lands	3638	SPRING CLEAN UP	05/11/2026	4,800.00	4,800.00	26499	06/02/2026	526	01045300
Total 443:					4,800.00	4,800.00				
451	Dynegy 1266	April 2026	WELL #4 ELECTRIC	05/05/2026	1,569.09	1,569.09	26504	06/02/2026	426	07065353
Total 451:					1,569.09	1,569.09				
452	Dynegy 6760	April 2026	EAST PLANT ELECTRI	05/05/2026	7,931.55	7,931.55	26508	06/02/2026	426	07085353
Total 452:					7,931.55	7,931.55				
453	Dynegy 6635	December 20	WEST PLANT ELECTRI	05/06/2026	30,136.04	30,136.04	26507	06/02/2026	426	07085353
		February 202	WEST PLANT ELECTRI	05/06/2026	13,100.92	13,100.92	26507	06/02/2026	426	07085353
		January 2026	WEST PLANT ELECTRI	05/06/2026	14,994.92	14,994.92	26507	06/02/2026	426	07085353
		March 2025-	WEST PLANT ELECTRI	05/06/2026	6,577.66	6,577.66	26507	06/02/2026	426	07085353
Total 453:					64,809.54	64,809.54				
454	Dynegy 0817	April 2026	WELL #11 ELECTRIC	05/05/2026	2,182.62	2,182.62	26502	06/02/2026	426	07065353
Total 454:					2,182.62	2,182.62				
455	Dynegy 0098	April 2026	WELL 10 ELECTRIC	05/05/2026	863.44	863.44	26500	06/02/2026	426	07065353
Total 455:					863.44	863.44				
457	Dynegy 6385	April 2026	WELL 9 & 12 ELECTRI	05/05/2026	2,274.84	2,274.84	26506	06/02/2026	426	07065353
Total 457:					2,274.84	2,274.84				
458	Dynegy 0906	April 2026	WELL #7 ELECTRIC	05/05/2026	1,289.12	1,289.12	26503	06/02/2026	426	07065353
Total 458:					1,289.12	1,289.12				
459	Dynegy 1656	April 2026	WELL #8 ELECTRIC	05/05/2026	1,095.92	1,095.92	26505	06/02/2026	426	07065353
Total 459:					1,095.92	1,095.92				
461	Dynegy 0425	April 2026	WELL #1 ELECTRIC	05/05/2026	1,623.15	1,623.15	26501	06/02/2026	426	07065353
Total 461:					1,623.15	1,623.15				
526	FedEx	9-295-82734	FEDEX EXPRESS SER	05/13/2026	11.39	11.39	26509	06/02/2026	526	01025310
Total 526:					11.39	11.39				

Vendor Number	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
605	Gordon Flesc	IN15615346	GORDON FLESC SE	05/10/2026	183.74	183.74	26511	06/02/2026	526	01165300
Total 605:					183.74	183.74				
610	Grainger	9914445763	EAST PLANT MAINTEN	05/13/2026	168.44	168.44	26512	06/02/2026	526	07085366
		9922336582	WEST PLANT MAINTEN	05/19/2026	53.07	53.07	26512	06/02/2026	526	07085365
Total 610:					221.51	221.51				
640	Hawkins Inc	7424492	SULFUR DIOXIDE & C	05/15/2026	240.00	240.00	26514	06/02/2026	526	07085421
		7424492	SULFUR DIOXIDE & C	05/15/2026	240.00	240.00	26514	06/02/2026	526	07065421
		7425397	WATER CHEMICALS	05/04/2026	3,285.89	3,285.89	26514	06/02/2026	526	07065421
Total 640:					3,765.89	3,765.89				
644	Core & Main	Y929262	METERS	04/29/2026	10,955.00	10,955.00	26497	06/02/2026	426	07095470
Total 644:					10,955.00	10,955.00				
664	Highland Plu	17963	FURNISHED LABOR A	05/20/2026	385.00	385.00	26515	06/02/2026	526	01045360
Total 664:					385.00	385.00				
750	Illinois Phleb	2749	PHLEBOTOMY SERVIC	05/20/2026	425.00	425.00	26516	06/02/2026	526	01025310
Total 750:					425.00	425.00				
826	JP Morgan C	ACC Shorew	K9 EXPENSE	04/27/2026	82.50	82.50	476	05/25/2026	426	01025346
		B&H Photo 0	CHAMBERS VIDEO EQ	04/29/2026	7,033.99	7,033.99	476	05/25/2026	426	01105360
		BP Gas 04/2	TRAVEL EXPENSE-FU	04/24/2026	58.00	58.00	476	05/25/2026	426	01025342
		Chewy 05/07	K9 EXPENSE	05/07/2026	96.09	96.09	476	05/25/2026	526	01025346
		ClerkMinutes	HEYGOV CLERK MINU	05/06/2026	1,188.00	1,188.00	476	05/25/2026	526	01115300
		ClerkMinutes	HEYGOV CLERK MINU	05/06/2026	1,188.00	1,188.00	476	05/25/2026	526	01115300
		Cleveland M	HOTEL NASC	04/29/2026	802.93	802.93	476	05/25/2026	426	07075341
		CM-Universal	CANCELLED HOTEL R	04/15/2026	1,433.27-	1,433.27-	476	05/25/2026	426	01025342
		Comcast 025	INTERNET SVC APR 20	04/12/2026	389.83	389.83	476	05/25/2026	426	07085301
		Comcast 055	INTERNET SVC 20590	05/09/2026	254.80	254.80	476	05/25/2026	526	01025300
		Comcast 060	INTERNET SVC	04/21/2026	250.17	250.17	476	05/25/2026	426	07065301
		Crowne Plaz	HOTEL RESERVATION-	04/30/2026	165.71	165.71	476	05/25/2026	426	01025342
		Firewater BB	MEAL EXPENSE-TRAI	05/06/2026	107.82	107.82	476	05/25/2026	526	01025343
		Four Points P	HOTEL STAY WATERC	04/16/2026	319.70	319.70	476	05/25/2026	426	07065341
		Four Points P	HOTEL STAY WATERC	04/16/2026	319.70	319.70	476	05/25/2026	426	07065341
		Houbolt Roa	FLEET- TOLL EXTENSI	03/25/2026	22.25	22.25	476	05/25/2026	426	01075400
		Hucks Gas 0	FUEL CHARGE	04/14/2026	37.49	37.49	476	05/25/2026	426	07065341
		Inidiana Toll	TOLLWAY CHARGE	04/26/2026	11.40	11.40	476	05/25/2026	426	07065341
		Inidiana Toll	TOLLWAY CHARGE	04/29/2026	11.40	11.40	476	05/25/2026	426	07065341
		IPass Replen	FLEET- TOLLWAY REP	04/21/2026	20.00	20.00	476	05/25/2026	426	01075400
		Jimmy Johns	MEAL EXPENSE FOR I	05/05/2026	43.48	43.48	476	05/25/2026	526	01025341
		Mach 1 Gas	TRAVEL EXPENSE-FU	04/24/2026	62.03	62.03	476	05/25/2026	426	01025342
		Microsoft G1	EMAIL ACCOUNT	05/10/2026	8.40	8.40	476	05/25/2026	526	07085301
		OfficeMax 04	TABS FOR BUDGET BI	04/13/2026	282.90	282.90	476	05/25/2026	426	01105401
		Ohio Turnpike	TOLLWAY CHARGE	04/26/2026	3.50	3.50	476	05/25/2026	426	07065341
		Ohio Turnpike	TOLLWAY CHARGE	04/26/2026	12.75	12.75	476	05/25/2026	426	07065341
		Ohio Turnpike	TOLLWAY CHARGE	04/29/2026	12.75	12.75	476	05/25/2026	426	07065341
		Ohio Turnpike	TOLLWAY CHARGE	04/29/2026	3.50	3.50	476	05/25/2026	426	07065341
		Potsolve May	POTSOLVE	05/16/2026	210.12	210.12	476	05/25/2026	526	07065350
		Prime Health	CHART SWAP - INVES	05/04/2026	124.88	124.88	476	05/25/2026	526	01025310

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
		Road Ranger	TRAVEL EXPENSE-FU	04/29/2026	63.01	63.01	476	05/25/2026	426	01025342
		Same Day A	AWARDS-2026	05/07/2026	581.52	581.52	476	05/25/2026	526	01025310
		Sunoco 04/2	FUEL CHARGE	04/26/2026	46.78	46.78	476	05/25/2026	426	07065341
		Sunoco 04/2	FUEL CHARGE	04/29/2026	57.50	57.50	476	05/25/2026	426	07065341
		Wallys Gas 0	TRAVEL EXPENSE-FU	05/01/2026	49.00	49.00	476	05/25/2026	526	01025342
		Total 826:			12,488.63	12,488.63				
846	Kimball Midw	104470580	GLOVES	05/15/2026	307.50	307.50	26519	06/02/2026	526	07085402
		104470580	CLAMPS	05/15/2026	98.10	98.10	26519	06/02/2026	526	07085366
		104471019	GLOVES	05/15/2026	257.76	257.76	26519	06/02/2026	526	01045344
		Total 846:			663.36	663.36				
885	LeadsOnline	425425	LEADSONLINE INVEST	05/12/2026	7,100.00	7,100.00	26521	06/02/2026	526	01025310
		Total 885:			7,100.00	7,100.00				
914	Low Voltage	35616	OPEN OPTIONS CARE	05/22/2026	4,325.00	4,325.00	26522	06/02/2026	526	01065300
		Total 914:			4,325.00	4,325.00				
958	Meade, Inc.	716878	STREET LIGHT REPAI	05/19/2026	880.41	880.41	26524	06/02/2026	426	01035300
		717053	TRAFFIC SIGNAL REP	05/19/2026	16,982.00	16,982.00	26524	06/02/2026	426	05005300
		Total 958:			17,862.41	17,862.41				
961	Menards	4290	FLEET- TRAILER HITC	05/04/2026	47.95	47.95	26525	06/02/2026	526	01075400
		4357	BUILDING MAINTENAN	05/05/2026	10.96	10.96	26525	06/02/2026	526	01045400
		4678	PW MAINTENANCE SU	05/11/2026	37.88	37.88	26525	06/02/2026	526	01035400
		4688	PW MAINTENANCE SU	05/11/2026	50.35	50.35	26525	06/02/2026	526	01035400
		Total 961:			147.14	147.14				
965	M.E. Simpso	45884	LEAK DETECTION	01/29/2026	6,335.00	6,335.00	26523	06/02/2026	426	07065300
		46566	ESRI PRO-MAPS	05/21/2026	1,500.00	1,500.00	26523	06/02/2026	526	07065300
		Total 965:			7,835.00	7,835.00				
986	Allegra Joliet	143785	BUSINESS CARDS	02/05/2026	64.15	64.15	26487	06/02/2026	426	01035401
		146322	BUSINESS CARDS FO	05/11/2026	44.41	44.41	26487	06/02/2026	526	01165401
		Total 986:			108.56	108.56				
1058	Nicor 94-96-3	April 2026	WSTP NICOR GAS	05/08/2026	441.46	441.46	26533	06/02/2026	426	07085350
		Total 1058:			441.46	441.46				
1059	Nicor 39-52-5	April 2026	WELL #10 NICOR	05/07/2026	69.53	69.53	26531	06/02/2026	426	07065350
		Total 1059:			69.53	69.53				
1060	Nicor 56-57-8	April 2026	NICOR GAS WELL #9/1	05/04/2026	187.03	187.03	26532	06/02/2026	426	07065350
		Total 1060:			187.03	187.03				
1063	Nicor 24-66-3	April 2026	LIFT STATION NICOR	05/04/2026	64.34	64.34	26530	06/02/2026	426	07075350

Vendor Number	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1063:					64.34	64.34				
1084	Oestreich Sal	247479	REPLACE LATCH	05/07/2026	225.00	225.00	26535	06/02/2026	526	01045400
Total 1084:					225.00	225.00				
1148	Physicians I	36742 29426	PREEMPLOYMENT SC	05/05/2026	196.00	196.00	26536	06/02/2026	426	01105300
Total 1148:					196.00	196.00				
1174	PreCise MR	IN200-20129	FLEET- OBD2 Y CABLE	05/18/2026	100.00	100.00	26537	06/02/2026	526	01075400
		IN200-20129	FLEET- OBD2 Y CABLE	05/18/2026	28.85	28.85	26537	06/02/2026	526	01075400
		IN200-20129	FLEET- PUBLIC WORK	05/19/2026	486.00	486.00	26537	06/02/2026	526	01035300
Total 1174:					614.85	614.85				
1222	Reliance Sta	June 2026	RELIANCE STD 06-202	06/01/2026	280.00	280.00	26539	06/02/2026	526	01002438
		May 2026	RELIANCE STD 05-202	05/01/2026	280.00	280.00	26539	06/02/2026	526	01002438
Total 1222:					560.00	560.00				
1237	Robinson En	26050164	PROFESSIONAL SERV	05/11/2026	3,943.25	3,943.25	26540	06/02/2026	426	01035330
		26050165	MISC ENGINEERING S	05/11/2026	1,678.75	1,678.75	26540	06/02/2026	426	01035330
		26050166	MISC ENGINEERING S	05/11/2026	4,752.50	4,752.50	26540	06/02/2026	426	01035330
		26050167	ARPA ADMINISTRATIO	05/11/2026	534.50	534.50	26540	06/02/2026	426	13007640
		26050235	2025 SANITARY SEWE	05/12/2026	6,739.50	6,739.50	26540	06/02/2026	426	07075330
		26050278	RICH FOODS - PRETR	05/14/2026	297.25	297.25	26540	06/02/2026	426	07075330
		26050290	GIS DATA UPDATES	05/15/2026	7,313.75	7,313.75	26540	06/02/2026	426	07085301
		26050291	GIS DATA CREATION	05/15/2026	30,273.75	30,273.75	26540	06/02/2026	426	07085301
		26050292	WASTEWATER PRETR	05/15/2026	212.75	212.75	26540	06/02/2026	426	07075330
		26050547	WASTEWATER PRETR	05/15/2026	3,281.75	3,281.75	26540	06/02/2026	426	07075330
Total 1237:					59,027.75	59,027.75				
1281	Secretary of	#913 Plates	FLEET- UNIT #913 REG	05/20/2026	151.00	151.00	26542	06/02/2026	526	01075400
		#913 Title	FLEET- UNIT #913 TITL	05/20/2026	165.00	165.00	26543	06/02/2026	526	01075400
Total 1281:					316.00	316.00				
1343	Spring-Green	9990316	SPRING MAXIMIZER T	05/09/2026	250.29	250.29	26545	06/02/2026	526	01045300
Total 1343:					250.29	250.29				
1353	Stanard & As	SA00006467	STRUCTURED ORAL	05/13/2026	8,593.58	8,593.58	26546	06/02/2026	526	01025341
Total 1353:					8,593.58	8,593.58				
1355	Joe Johnson	P10755	FLEET- UNIT #120 DIAL	05/15/2026	655.21	655.21	26518	06/02/2026	526	01075400
Total 1355:					655.21	655.21				
1373	Strand Assoc	0238843	MISC ENGINEERTING-	05/13/2026	477.34	477.34	26549	06/02/2026	426	07065330
		0238844	CCT DEMONSTRATIVE	05/13/2026	802.05	802.05	26549	06/02/2026	426	07065331
		0238845	EAST AND WEST REC	05/13/2026	9,000.00	9,000.00	26549	06/02/2026	426	12007602
		0238846	DESIGN CIPP WATER	05/13/2026	1,195.81	1,195.81	26549	06/02/2026	426	12007602
		0238847	CE SERVICES CIPP W	05/13/2026	22,577.53	22,577.53	26549	06/02/2026	426	12007620

Vendor Number	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
		0238848	CATON FARM WM EXT	05/13/2026	6,485.53	6,485.53	26549	06/02/2026	426	12007620
		0238849	ON-CALL WTER ENGIN	05/13/2026	908.10	908.10	26549	06/02/2026	426	07065330
		0238850	CHEMICAL FEED UPG	05/13/2026	1,818.59	1,818.59	26549	06/02/2026	426	12007620
		0238851	BROADWAY WM SERV	05/13/2026	2,156.93	2,156.93	26549	06/02/2026	426	07065330
		0238852	BROADWAY WM SERV	05/13/2026	1,788.40	1,788.40	26549	06/02/2026	426	07065330
		0239127	SCADA DESIGN GPWC	05/13/2026	800.00	800.00	26549	06/02/2026	426	07065331
		0239128	WELLHOUSE GENERA	05/13/2026	3,309.47	3,309.47	26549	06/02/2026	426	07065330
		0239295	WEST PLANT	05/13/2026	830,075.00	830,075.00	26549	06/02/2026	526	35007512
		Total 1373:			881,394.75	881,394.75				
1377	Standard Tru	1034181	FLEET- UNIT #221 HYD	05/21/2026	70.44	70.44	26547	06/02/2026	526	01075400
		Total 1377:			70.44	70.44				
1502	Underground	080097	RING GASKET	05/12/2026	12.00	12.00	26551	06/02/2026	526	01035400
		Total 1502:			12.00	12.00				
1503	Uni-Max Man	5783	JANITORAL SERVICES	05/15/2026	3,760.00	3,760.00	26552	06/02/2026	526	01045300
		Total 1503:			3,760.00	3,760.00				
1521	USABlueBoo	INV0104544	STP LAB SUPPLIES	05/12/2026	431.64	431.64	26553	06/02/2026	526	07085420
		INV0105144	STP LAB SUPPLIES	05/19/2026	1,897.85	1,897.85	26553	06/02/2026	526	07085420
		Total 1521:			2,329.49	2,329.49				
1549	Verizon Wirel	6142503790	VERIZON WIRELESS S	05/01/2026	36.01	36.01	26556	06/02/2026	426	01065350
		6142503790	VERIZON WIRELESS S	05/01/2026	1,663.32	1,663.32	26556	06/02/2026	426	01105350
		6142503790	VERIZON WIRELESS S	05/01/2026	227.02	227.02	26556	06/02/2026	426	07065350
		6142503790	VERIZON WIRELESS S	05/01/2026	98.03	98.03	26556	06/02/2026	426	07075350
		6142503790	VERIZON WIRELESS S	05/01/2026	98.03	98.03	26556	06/02/2026	426	07085350
		Total 1549:			2,122.41	2,122.41				
1629	Work Zone S	70182	SOLAR LIGHTS	05/11/2026	150.00	150.00	26558	06/02/2026	526	01035400
		70280	STREET SIGNS	05/20/2026	94.00	94.00	26558	06/02/2026	526	01035400
		Total 1629:			244.00	244.00				
1734	Velan Solutio	1213	WE NEVER WALK ALO	05/15/2026	768.00	768.00	26555	06/02/2026	526	01025341
		Total 1734:			768.00	768.00				
1740	KONE Inc.	1159136615	ANNUAL ELEVATOR IN	04/30/2026	1,861.20	1,861.20	26520	06/02/2026	426	01045360
		872019110	ANNUAL ELEVATOR M	05/01/2026	13,315.20	13,315.20	26520	06/02/2026	526	01045360
		Total 1740:			15,176.40	15,176.40				
1867	Jim's Truck In	215909	FLEET- UNIT #43 INSP	05/05/2026	41.00	41.00	26517	06/02/2026	526	01075400
		216149	FLEET- UNIT #43 INSP	05/18/2026	41.00	41.00	26517	06/02/2026	526	01075400
		Total 1867:			82.00	82.00				
1879	Nicor 24-47-6	April 2026	NICOR MONTHLY STAT	05/07/2026	284.95	284.95	26529	06/02/2026	426	01105350

Vendor Number	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1879:					284.95	284.95				
1880	Nicor 17-28-8	April 2026	POLICE DEPARTMENT	05/07/2026	313.48	313.48	26528	06/02/2026	426	01105350
Total 1880:					313.48	313.48				
1897	FER-PAL Co	CIPP Pay Ap	THEODORE AND BRO	05/08/2026	265,787.06	265,787.06	26510	06/02/2026	526	13007640
Total 1897:					265,787.06	265,787.06				
1924	V3 Companie	10426725	OAKLAND AVE-PHASE	05/05/2026	13,831.72	13,831.72	26554	06/02/2026	426	12007620
		10426726	INNERCIRCLE WATER	05/05/2026	937.58	937.58	26554	06/02/2026	426	12007620
		10426727	DIVISION PROFESSIO	05/05/2026	11,781.42	11,781.42	26554	06/02/2026	426	35005330
		10426728	INNERCIRCLE WATER	05/05/2026	10,998.68	10,998.68	26554	06/02/2026	426	12007620
Total 1924:					37,549.40	37,549.40				
1950	Pure Water P	2464348	WATER FOR PW	04/28/2026	65.00	65.00	26538	06/02/2026	526	01035343
		2464348	WATER FOR WEST PL	04/28/2026	47.50	47.50	26538	06/02/2026	526	07085343
		2475163	WATER FOR ELROSE	05/08/2026	65.00	65.00	26538	06/02/2026	526	01045401
		2475163	PAPER STATEMENT F	05/08/2026	3.00	3.00	26538	06/02/2026	526	01035401
Total 1950:					180.50	180.50				
1953	Amazon Capi	13C7-FDJX-	TONER	05/20/2026	61.49	61.49	26489	06/02/2026	526	01025401
		13CK-FD6G-	PICTURE FRAME FOR	05/14/2026	39.49	39.49	26489	06/02/2026	526	01035401
		1637-7JTJ-7	POLICE WEEK ITEMS	05/11/2026	50.95	50.95	26489	06/02/2026	526	01025400
		1C79-KPQR-	FACILITIES- 2 GALLON	05/18/2026	248.46	248.46	26489	06/02/2026	526	01045400
		1DFQ-FHQF-	OFFICE SUPPLIES	05/18/2026	129.46	129.46	26489	06/02/2026	526	01105401
		1HDL-NVLL-	OFFICE SUPPLIES	05/20/2026	10.39	10.39	26489	06/02/2026	526	01105401
		1JJ7-XJQ3-T	BADGE HOLDERS	05/22/2026	13.98	13.98	26489	06/02/2026	526	01165401
		1TCH-RPLL-	AIR PURIFIER	05/13/2026	110.99	110.99	26489	06/02/2026	526	01105401
		1TCH-RPLL-	AIR QUALITY MONITO	05/13/2026	61.99	61.99	26489	06/02/2026	526	01105401
		1WJH-WXLN	FILE FOLDERS	05/08/2026	17.91	17.91	26489	06/02/2026	526	01025401
		1YRV-QRDR	SEAL STAMP FOR DO	05/14/2026	20.97	20.97	26489	06/02/2026	526	01115401
		1YRV-QRDR	SEAL STAMP FOR DO	05/14/2026	11.98	11.98	26489	06/02/2026	526	01125401
		1YRV-QRDR	SHIPPING & HANDLIN	05/14/2026	6.71	6.71	26489	06/02/2026	526	01125401
Total 1953:					784.77	784.77				
1954	Charles J De	130	ADMINISTRATIVE HEA	05/20/2026	300.00	300.00	26492	06/02/2026	526	01015300
Total 1954:					300.00	300.00				
1971	Graybar Fina	20331188	PHONE SYSTEM MON	05/26/2026	2,110.85	2,110.85	26513	06/02/2026	526	07095300
Total 1971:					2,110.85	2,110.85				
1977	AIS Inc	98380	MIMECAST SECURITY	05/13/2026	1,362.50	1,362.50	26486	06/02/2026	526	01065300
		98521	MIMECAST SECURITY	05/13/2026	1,125.00	1,125.00	26486	06/02/2026	526	01065300
		98522	REMOTE SUPPORT	05/13/2026	2,270.00	2,270.00	26486	06/02/2026	526	07085301
		98523	REMOTE SUPPORT	05/13/2026	1,787.50	1,787.50	26486	06/02/2026	526	01065300
		98665	PRINTER BW	05/14/2026	166.95	166.95	26486	06/02/2026	526	07085301
		98684	ACROBAT LIC (1 QTY)	05/20/2026	280.83	280.83	26486	06/02/2026	526	01065300

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1977:					6,992.78	6,992.78				
1985	SpectrumVol	858287 June	SPECTRUM GF MONT	06/01/2026	130.01	130.01	26544	06/02/2026	526	01105350
		858287 June	SPECTRUM ENT MON	06/01/2026	130.00	130.00	26544	06/02/2026	526	07065350
Total 1985:					260.01	260.01				
2024	Comcast Bus	271403275	ROUTER EQUIPMENT	05/15/2026	4,004.74	4,004.74	26496	06/02/2026	526	01065301
Total 2024:					4,004.74	4,004.74				
2082	National PEL	23590	EMPLOYMENT LAW S	03/02/2026	325.00	325.00	26527	06/02/2026	426	01105341
Total 2082:					325.00	325.00				
2097	Northwestern	David Reavis	STAFF AND COMMAND	05/18/2026	4,700.00	4,700.00	26534	06/02/2026	526	01025341
Total 2097:					4,700.00	4,700.00				
2151	Globe Ticket	407708	SQUAD CAR THERMAL	05/14/2026	176.00	176.00	26498	06/02/2026	526	01025400
Total 2151:					176.00	176.00				
2165	TEST Inc and	INV0507260	TROUBLESHOOT RAW	05/07/2026	700.00	700.00	26550	06/02/2026	526	07085365
Total 2165:					700.00	700.00				
2253	Method Engi	3702	MARKETING SUPPOR	05/04/2026	2,870.00	2,870.00	26526	06/02/2026	426	01105300
Total 2253:					2,870.00	2,870.00				
2291	Storino, Ram	March 2026	PROFESSIONAL SERV	04/30/2026	8,055.03	8,055.03	26548	06/02/2026	426	01105302
Total 2291:					8,055.03	8,055.03				
Grand Totals:					1,494,183.44	1,494,183.44				

Report Criteria:

Detail report type printed

[Report].Check Issue Date = 05/25/2026,06/02/2026



Agenda Memo
Crest Hill, IL

Meeting Date:	6/1/2026
Submitter:	Gary Richardson, Director of Public Works
Department:	Public Works
Agenda Item:	Approval of emergency repairs for the booster pump systems at Well 4 and Well 9 in the amount of \$11,725.00.

Summary:

The Public Works Department is requesting approval for emergency repairs and maintenance to the booster pump systems at Well 4 and Well 9 to ensure continued reliable service and prevent equipment failure. Water Well Solutions recently inspected both facilities and identified concerns with the booster pumps at both locations.

The major concerns for the booster pump and VFD at Well 4 are:

- Elevated motor temperature
- Excessive vibrations readings
- Operating over the rated capacity
- Malfunctioning of the VFD

The major concerns for the booster pump at Well 9 are:

- Potential internal damage from shift wear
- Not being in regular operation due to the pump leaking

Due to the severity of the condition at Well 4 and the inoperability of Well 9 these repairs are urgent. If not addressed there is a high risk of imminent mechanical failure.

Recommended Council Action:

Approve the emergency repair and maintenance for the booster pump systems at Well 4 and Well 9.

Financial Impact:

The total estimated cost for time and materials would be \$11,725.00.

Attachments:

Letter from Water Well Solutions



May 7, 2026

City of Crest Hill
2090 Oakland Ave.
Crest Hill, IL 60403
Attn: John Kemp – Utilities Operator

RE: Well 4 and Well 9 Booster Rehabs & Maintenance

Mr. Kemp -

Water Well Solutions is pleased to submit the following proposal for the various maintenance required at your Well 4 and Well 9 facilities.

Our technician visited your sites on April 28th, 2026. At Well 4, there was concern of the motor for your booster pump running too hot. While onsite, our technician measured the temperature to be 100.4 degrees after running for 30 minutes. Also, motor vibrations were fairly elevated, measuring 2.28 mm/s in the middle of the motor, 12.09 mm/s at the top of the motor, and 16.6 mm/s at the pump case. Anything over 11.2 mm/s is in the “forbidden” category with our vibration meter, meaning this booster pump should not be operated at its current vibration readings.

The elevated vibrations are likely due to the motor being run faster than it should. The motor is nameplated for 1770 RPM. The drive at times though runs it at 2020 RPM, well beyond its limit. In addition to this, the motor is nameplated for 72 full load amps. While on site, we measured 82.8 amps. Oddly enough, that is the exact max service factor amps it should be running at, with a 15% buffer over full load. Something in the drive is making it go to the max service factor amps. The service factor is generally only run into as needed, and not all the time unless absolutely necessary.

We would suggest to pull this pump sooner than later. We would require Crest Hill to drain the tank ahead of time, or valve the tank off, so we can remove this pump. We would also suggest to have the VFD looked at. We understand it is giving a 2010 code that is for overheating but it does not call for the pump to be shut off. We have technicians available to perform this work and suggest doing so. We can also look to see what set points this is running off of, because ideally, we would not want to go above 72 amps under normal conditions.

We understand there are also some valves that need to be replaced at Well 4’s site. We are proposing to replace these valves. We understand you have the valves. Please advise if you have gasket kits as well, otherwise we could bring some with.

Lastly, our technician went to Well 9 to inspect the booster pump. We were told the booster leaks and hasn’t run in a long time. We would suggest to replace the upper packing above the lantern ring, which we can perform, in an attempt to stop the leaking. Should this not be a suitable fix, the shaft would have to be removed and likely replaced as it is likely too hour-glassed from wear. This would be at an additional cost and not included in this proposal.

Pricing Schedule

WWS proposes the mobilization of a service truck with boom & 2-man crew with a support truck and equipment for the scope of work. We would only use a 1-man crew for the VFD technician. The cost associated with the scope of work outlined above is shown in the table below. Please note, this work will be billed on a time and materials basis, so as to reflect the actual hours used on the job, in accordance with the fee schedule below.

Well 4 Booster and Valve Rehab				
Mobilize and Pull Pump; Replace valves	QTY	Unit	Unit Cost	Extended Total
Crane and 1-man Crew	8	HR	\$265.00	\$2,120.00
Serviceman w/ Service Truck	8	HR	\$240.00	\$1,920.00
Operator – OT	6	HR	\$307.50	\$1,845.00
TOTAL ESTIMATED COST				\$5,885.00

Well 4 VFD Rehab				
Mobilize and Diagnose VFD issues	QTY	Unit	Unit Cost	Extended Total
VFD Operator	16	HR	\$240.00	\$3,840.00
TOTAL ESTIMATED COST				\$3,840.00

Well 9 Booster Rehab				
Mobilize and Re-Pack Pump	QTY	Unit	Unit Cost	Extended Total
Serviceman w/ Service Truck	8	HR	\$240.00	\$1,920.00
Materials				
Packing	2	FT	\$40.00	\$80.00
TOTAL ESTIMATED COST				\$2,000.00

WWS is signatory to Local Union 150 operating engineers.

Water Well Solutions shall not be held liable for any damage to the well, surrounding property, or loss of use arising from or related to the performance of such services, except to the extent such damage or loss is caused by the sole negligence or willful misconduct of Water Well Solutions.

The Client further agrees to indemnify and hold harmless Water Well Solutions, its employees, agents, and subcontractors from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or resulting from the services provided, except where such claims are the direct result of Water Well Solution's negligence.