



Regular City Council Meeting

Crest Hill, IL

December 15, 2025

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. **APPOINTMENTS/CITIZEN/ PUBLIC HEARINGS/SPECIAL REQUEST**
 - 4 A. Holiday Lights Contest Winners Presentation
 - 4 B. Approve a Resolution Approving the Appointment of Gary Richardson to the Position of Director of Public Works for the City of Crest Hill Effective December 16, 2025, and Setting the Initial Salary for Gary Richardson
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.)***
 - 6 A. Approve the Minutes of the Work Session Meeting Held on November 24, 2025
 - 6 B. Approve the Minutes from the Regular Meeting Held on December 1, 2025
 - 6 C. Approve the Minutes from the Special Work Session Meeting Held on December 2, 2025
 - 6 D. Approve a Resolution Approving an Employee Leasing Agreement by and between the City of Crest Hill, Will County, IL and MGT Impact Solutions, LLC for the Services of Stephana Przybylski as Interim Human Resources for the City of Crest Hill
 - 6 E. Approve a Resolution Approving the Execution of an Agreement by and between the City of Crest Hill and LocalGov Staffing Solutions for Recruitment Services Relating to the Search for an Assistant City Administrator/HR
 - 6 F. Approve a Resolution Approving an Extension of the Term of the Updated and Extended Independent Contractor Consulting Services Agreement by and between the City of Crest Hill, Will County, IL and Ronald Mentzer

- 6 G. Approve a Resolution Approving an Agreement for Consolidated Strategy, Marketing, Management & Reporting Services by and between the City of Crest, Will County, IL and Method Engine, LLC not to exceed \$20,000
- 6 H. Approve a Resolution Approving an Agreement for the 2025 MFT Patching Program by and between the City of Crest Hill, Will County, Illinois and D Construction, Inc. for an Amount of \$281,310.00
- 6 I. Approval to Award the Contract to Hoerr Construction Inc. for the 2024 Sanitary Sewer Cleaning and Televising for Lining Priority Areas 4 and 5 Maintenance Improvement in the Amount of \$1,063,280.00
- 6 J. Approval of Pay Request #35 from Vissering Construction, Inc. with Direction to Send it to the IEPA for Approval and Disbursement for a Total Amount of \$761,869.16
- 6 K. Approve a Resolution Amending the Credit Card and Purchasing Policies of the City of Crest Hill
- 6 L. Approve the Resolution Approving a Revised Wastewater Discharge Permit No. 1001-22 Issued to Rich Products Corporation
- 6 M. Approval of the List of Bills Issued through December 31, 2025, in the Amount of \$2,307,688.05
- 6 N. Approval of the Regular and Overtime Payroll from November 17, 2025, November 30, 2025, in the Amount of \$308,999.49

7. REPORTS & COMMUNICATIONS FROM DEPARTMENTS & ELECTED OFFICIALS

7 A. Mayor's Report:

7 B. City Clerk's Report:

7 B 1. Approval of Autumn Ridge Association to use the Community Room in 2026

7 C. City Treasurer's Report:

7 D. City Attorney:

7 D 1. Approve an Ordinance for Referendum Seeking a Public Advisory Opinion on the Question of Whether to Abolish the Civil Service Commission for the City of Crest Hill, Illinois

7 E. City Administrator:

7 F. Public Works Department:

7 G. City Engineer:

7 G 1. Approve Pay Request #1 from Fer Pal Construction USA, LLC with Direction to Strand Associates that Once all Revised Documents are Received, to Send to the IEPA for Approval and Disbursement for a Total Amount of \$1,078,900.10

7 H. Police Department:

7 I. Community Development:

7 I 1. Approve a Resolution Approving an Agreement for an Update and Audit of the 2014 City of Crest Hill Comprehensive Plan by and between the City of Crest Hill, Will County, IL and Houseal Lavigne Associates, LLC

8. **UNFINISHED BUSINESS:**
9. **NEW BUSINESS:**
10. **COMITTEE/LIAISON REPORTS:**
11. **CITY COUNCIL COMMENTS:**
12. **PUBLIC COMMENT:** *(Limit 3 minutes per person)*
13. **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.



Agenda Memo

Crest Hill, IL

Meeting Date:	December 15, 2025
Submitter:	Blaine Wing
Department:	Administration
Agenda Item:	Approve a Resolution Approving the Appointment of Gary Richardson to the Position of Director of Public Works for the City of Crest Hill Effective December 16, 2025, and Setting the Initial Salary for Gary Richardson

Summary: The City used LocalGov Staffing Solutions to advertise the position. The City received numerous applications and chose to interview 4 finalists and eventually selected Gary. As you will read, Gary is very qualified and was most recently a director in Lansing, IL.

Gary will be attending Monday's meeting and Gary will start on Tuesday, December 16, 2025.

Recommended Council Action: Approve a Resolution Approving the Appointment of Gary Richardson to the Position of Director of Public Works for the City of Crest Hill Effective December 16, 2025, and Setting the Initial Salary for Gary Richardson.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: \$160,000 + Benefits

Cost: \$150,000 Annual Salary, \$400 Monthly Vehicle Stipend + Benefits

Attachments:

- Appointment Resolution
- Resume



Experience

2018 to 5/2025

Village of Lansing, IL (pop. 29,000)
Former Public Works Director

2014 to 2018

Village of University Park, IL (pop. 7,100)
Public Works Director

2005 to 2020

Elmhurst Park District, IL (pop. 47,260)
Facility Specialist

1997 to 2004

Dowlings Fleet Service
Assistant Manager

1995 to 1997

Fordham University
Athletic Operations Supervisor

1992 to 1995

Mount Vernon Board of Education, IL
Building & Grounds Maintenance

Certifications & Training

- Illinois Pesticide Operator License
- CPR & AED certified
- APWA Diversity Chair
- South Suburban PW Association
- Lead service line experience
- Municipal Separate Storm Sewer System (MS4) exposure
- Contract & vendor oversight
- Water System Operations Exposure

Key Qualifications

- 30+ years public works experience
- Former PW Director
- Water system oversight experience
- Road, fleet, and facilities management
- Staff supervision 30+, union shop
- Strong budget and cost control
- Major capital project involvement

Gary Richardson

QUALIFICATION

Extensive background in buildings and grounds, athletic facilities, roads and bridges. Previous responsibilities have included supervision and training of all staff, coordinating all requirements of various jobs with other subcontractors (fire protection, HVAC, plumbing, equipment installation, etc.), ordering and expediting materials, and dealing with inspectors, general contractors and other project officials. Consistently have brought in projects that would better facilities at or under budget.

WORK HISTORY

12/18- 05/25 **Public Works Director - Village of Lansing, IL**

Oversaw the drinking water and sanitary system, all aspects of the public works department; including 40+ staff members; budgets, union negotiations, Federal and State EPA, and the day to day operations.

11/14 - 12/18 **Public Works Director - Village of University Park**

Oversee all aspects of the public works department including the parks department, water and sewer, sanitation, fleet management and E.M.O.

02/05 - 11/20 **Facility Specialist, Elmhurst Park District**

Supervised and maintained athletic buildings and grounds and parks facilities. Snow removal and salt truck driver. Light and heavy equipment operator. Train seasonal staff. CPR & AED certified. State of Illinois Pesticide Operator's license. Member of IL Turf Field Management.

1997-2004 **Assistant Manager, Dowlings Fleet Service**

Supervise four man crew. Responsible for the upkeep of buildings and grounds and automobiles. Handle all end of day business transactions and payroll of staff. Ordering stock and input inventory of new stock into main computer system which supplies four different states.

1995-1997 **Athletic Operations Supervisor, Fordham University**

Supervise and maintain all athletic facilities, buildings and grounds and a six member staff.

1992-1995 **Maintenance Staff for Building and Grounds, Mount Vernon Board of Education**

Maintain Athletic Grounds

EDUCATION

1982-1986 Mount Vernon High School

REFERENCES

Furnished upon request.

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE APPOINTMENT OF GARY RICHARDSON TO
THE POSITION OF DIRECTOR OF PUBLIC WORKS FOR THE FOR THE CITY
OF CREST HILL EFFECTIVE DECEMBER 16, 2025, AND SETTING THE INITIAL
SALARY FOR GARY RICHARDSON**

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

WHEREAS, the Corporate Authorities have previously exercised its statutory authority to create the position of Director of Public Works, which position is codified in Chapter 2.50 of the City of Crest Hill Code of Ordinances, as amended from time to time; and

WHEREAS, the City of Crest Hill is currently without the services of a permanent Director of Public Works; and

WHEREAS, Section 2.50.040 establishes that the hiring of the position of Director of Public Works shall be by mayoral appointment with the advice and consent of the City Council; and

WHEREAS, the Mayor has appointed Gary Richardson to the position of Director of Public Works for the City of Crest Hill beginning December 16, 2025; and

WHEREAS, the Corporate Authorities have hereby determined that it is in the best interests of the City and its citizens to approve the Appointment of Gary Richardson as the Director of Public Works for the City of Crest Hill beginning on December 16, 2025; and

WHEREAS, Section 2.50.040 of the City of Crest Hill Code of Ordinances provides that the compensation for the Public Works Director shall be fixed by the City Council; and

WHEREAS, the Corporate Authorities have determined that the foregoing appointment of Daniel Ritter to the position of Community and Economic Development Director, as now approved and effective December 16, 2025, shall be at a starting salary of \$150,000.00 annually, a \$400 monthly vehicle stipend, with employee benefits as outlined in the City of Crest Hill Employee Handbook; and

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. The City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: GARY RICHARDSON APPOINTED AS PUBLIC WORKS DIRECTOR. The City Council hereby approves the appointment of Gary Richardson as Public Works Director for the City of Crest Hill effective December 16, 2025, at a starting salary of \$150,000.00 annually, a \$400 monthly vehicle stipend, with employee benefits as outlined in the City of Crest Hill Employee Handbook.

SECTION 3: SEVERABILITY. If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

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

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PASSED THIS 15th DAY OF DECEMBER, 2025.

	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	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 15th DAY OF DECEMBER, 2025.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
November 24, 2025

The November 24, 2025, the City Council work session was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers, 20600 City Center Blvd. Crest Hill, Will County, Illinois.

The following Council members were present: Mayor Raymond Soliman, City Clerk Christine Vershay-Hall, City Treasurer Jamie Malloy, Alderman Scott Dyke, Alderman Angelo Deserio, Alderman Darrell Jefferson, Alderwoman Claudia Gazal, Alderperson Tina Oberlin, Alderman Mark Cipiti, Alderman Nate Albert, Alderman Joe Kubal.

Also Present were: City Administrator Blaine Wing, City Engineer Ron Wiedeman, Community & Economic Development Director Daniel Ritter, City Attorney Mike Stiff.

MAYOR

There were no agenda items.

CLERK

There were no agenda items.

TREASURER

There were no agenda items.

CITY ADMINISTRATOR

City Administrator Blaine Wing reminded Council about petitions for the possible referendum to abolish the Civil Service Commission. Approximately 90-100 signatures had been collected, with a total of 340 needed by the December 15th deadline for placement on the March 17, 2026, ballot. He emphasized the importance of obtaining the remaining 240 signatures in a timely manner.

ECONOMIC DEVELOPMENT DEPARTMENT

1. Discuss and Provide Direction on the Ryan Dr. & Weber Rd. Traffic Signal Relocation and Investigating Alternative Options to Improve Safety at the Intersection of McGilvary Dr. & Weber Rd.

Community & Economic Development Director Dan Ritter presented an update on the previously proposed traffic signal relocation from Ryan Drive to McGilvary Drive. He explained that the original cost estimate of \$750,000 had increased to approximately \$1.5 million based on current designs. The plan would require significant changes including restricting access at Ryan Drive and closing one access point on McGilvary Drive.

Director Ritter cited several concerns with the relocation plan:

- The substantial cost increase
 - Negative impacts on commercial properties near Ryan Drive, as businesses prefer proximity to traffic signals.
 - The potential for increased traffic through residential areas, especially on Ontario Street
 - Feedback from the Seasons at Crest Hill development, which prefers the signal to remain at Ryan Drive

Alderwoman Gazal, who had initially advocated for the relocation for many years, explained that after seeing all the impacts, she now agreed that moving the signal would create new problems. She noted her constituents, particularly elderly residents, were concerned about increased traffic through residential streets like Ontario, Michigan, and Huron.

Several Council members expressed concerns about pedestrian safety along Weber Road and other major thoroughfares in Crest Hill. City Engineer Ron Wiedeman suggested potential alternatives to improve the McGilvary/Weber intersection including adjusting signal timing, modifying the median, or implementing restricted turn hours.

The Council reached consensus to pause the signal relocation project and instead explore alternative safety improvements at the McGilvary/Weber intersection. Staff will develop these alternatives while also waiting for traffic studies from the Seasons at Crest Hill development.

Alderman Albert commented that it is disappointing to him that the County will not allow Crest Hill to have a light at both intersections. He also stated that this is the only intersection from Route 30 to I-55 that does not have a light on Weber Road. He then commented that he is in favor of pausing this, so they do not lose Ryan Drive, but he is 100% in favor of trying to get an additional light at McGilvary at some point and encourage the County to do so.

Engineer Wiedeman commented that we could beat the quarter mile rule, but we do not meet traffic warrants at this intersection.

Alderman Jefferson asked when the last traffic study was done, and Engineer Wiedeman stated it was a year ago.

Mayor Soliman conducted a straw poll indicating approval to keep the Ryan Drive signal in place while exploring alternative safety options for McGilvary Drive.

AYES: Ald. Gazal, Deserio, Dyke, Kubal, Albert, Cipiti, Oberlin.

NAYES: None.

ABSTAIN: Ald. Jefferson.

ABSENT: None.

2. 2227 Parkrose Street (Stanley Gustafson Park) - Plat of Subdivision, Special Use, City Code and Zoning Ordinance Variations

Community & Economic Development Director Dan Ritter presented the City's application for a final plat of subdivision, special use permit for an existing public park and playground, and multiple variations at Stanley Gustafson Park. The park currently shares a lot with a City well site, and this subdivision would create two separate lots. This is the first step toward transferring ownership of the park to the Park District, which would allow them to reinvest in the property and pursue grants.

Director Ritter noted that the Planning Commission unanimously approved the requests, and a young resident had expressed excitement about potential park improvements during the public hearing. Alderman Cipiti suggested adding a reverter clause to the future transfer agreement to ensure the property returns to the City if it ever ceases to be operated as a park. City Attorney Stiff confirmed this could be included in the transfer agreement.

Mayor Soliman asked if anyone in the audience would like to speak for or against the special use for the existing public park and playground, case number SU-25-4-11-1, or the multiple variations, case number V-25-4-11-1. Let the record reflect that no one from the audience approached the podium.

Mayor Soliman conducted a straw poll approval to place the ordinance approving the final plat of subdivision, special use permit, and variations with the suggestion from Alderman Cipiti to include a reverter clause in the future transfer agreement.

AYES: Ald. Albert, Kubal, Dyke, Deserio, Jefferson, Gazal, Oberlin, Cipiti.

NAYES: None.

ABSENT: None.

ENGINEERING DEPARTMENT

1. A Resolution for a Professional Services Agreement for Design Engineering Services for the Theodore Retaining Wall Replacement between Knapp and Barthelone by and between the City of Crest Hill, Will County, Illinois, and Christopher B. Burke Engineering Ltd in the amount of \$39,690.00

City Engineer Ron Wiedeman presented a proposal for design engineering services to replace the final deteriorating retaining wall along Theodore Street. This wall is located near the former City Hall and is currently crumbling, with debris falling onto the sidewalk. The proposal from Christopher B. Burke Engineering, who has designed the other wall replacements along this corridor, would provide design and cost estimates for future budgeting. Engineer Wiedeman noted that easements would need to be obtained as the wall is on private property, though maintenance responsibility belongs to the City.

Mayor Soliman conducted a straw poll.

AYES: Ald. Gazal, Jefferson, Deserio, Dyke, Kubal, Albert, Cipiti, Oberlin.

NAYES: None.
 ABSENT: None.

The straw poll indicated unanimous approval to place the resolution on the December 1st Council meeting agenda.

2. A Resolution for a Professional Services Agreement for a Four-Year Water System Generator Replacement Program-Design Services by and Between the City of Crest Hill, Will County, Illinois and Strand and Associates, Inc. in the amount of \$202,000.00

City Engineer Ron Wiedeman presented a two-part contract with Strand Engineering to (1) prepare procurement documents for seven new generators and (2) design their installation at City wells. He explained that six existing generators at wells 1, 7, 9, 10, 11, and 12 are old and inefficient, requiring constant repairs, while wells 4 and 8 have no generators at all. The design would ensure consistent generator models across all locations for easier maintenance.

Engineer Wiedeman noted that the procurement contract would schedule delivery of two generators per year, with an estimated construction cost of approximately \$250,000 per well. This replacement program was previously included in the City's capital plan and rate study, with completion targeted by 2030.

Mayor Soliman conducted a straw poll.

AYES: Ald. Oberlin, Cipiti, Albert, Kubal, Dyke, Deserio, Jefferson, Gazal.
 NAYES: None.
 ABSENT: None.

The straw poll indicated unanimous approval to place the resolution on the December 1st Council meeting agenda.

3. Resolution Approving an Agreement for the Installation of a Maintenance Access Road Adjacent to the E.J. E Railroad Property from the City Property Located at Oakland/Caton Farm Rd to the City's Existing Diversion Structure by and Between the City of Crest Hill, Will County, Illinois and John R Russ and Company Inc. for an Amount of \$28,001.00

Engineer Ron Wiedeman presented a proposal to construct a temporary service road to access the City's diversion structure, which will be repaired as part of the receiving station contract for Grand Prairie. The area, which contains the City's main drain, has become overgrown with trees and is currently inaccessible if repairs are needed. The City recently approved \$19,000 for tree removal in the area.

Engineer Wiedeman received two competitive proposals for the road construction and recommended John Russ and Company. The proposed road would run from the diversion structure to city property at Oakland and Caton Farm, where the new receiving station will be located. John Russ will also grade a section of the City's parcel to improve access. Engineer Wiedeman emphasized that Public Works would need to maintain the access road regularly after construction.

Mayor Soliman conducted a straw poll.

AYES: Ald. Dyke, Deserio, Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal.

NAYES: None.

ABSENT: None.

The straw poll indicated unanimous approval to place the resolution on the December 1st Council meeting agenda.

4. Resolution Approving a Professional Service Agreement for the WY2025 Water Audits and non-Revenue Water Reduction Consultation by and between the City of Crest Hill, Will County, Illinois, and Engineering Enterprises, Inc. for an Amount of \$29,000.00

City Engineer Ron Wiedeman presented a professional services agreement with Engineering Enterprises Inc. (EEI) to prepare the City's required water audit for 2025. He explained this annual audit is required by the IEPA as part of the City's water allocation and helps determine water loss percentages. The previous audit covered 2001-2024, bringing the City up to date, and this contract would cover the 2025 audit due at the end of January.

Mayor Soliman conducted a straw poll.

AYES: Ald. Oberlin, Cipiti, Albert, Kubal, Gazal, Jefferson, Deserio, Dyke.

NAYES: None.

ABSENT: None.

The straw poll indicated unanimous approval to place the resolution on the December 1 Council meeting agenda.

5. A Resolution Approving the Adaption of a Complete Streets Policy

City Engineer Ron Wiedeman presented a resolution to adopt a Complete Streets Policy, which would require consideration of all transportation modes (vehicles, bicycles, pedestrians) when designing road projects. He explained that having this policy in place is necessary to qualify for federal transportation grants, including a potential grant through SEMAK to fund improvements at Division and Weber Road.

The discussion expanded to address broader concerns about pedestrian safety throughout Crest Hill, particularly along major thoroughfares like Weber Road and Route 30. Several Council members noted there was an increase in pedestrians and cyclists along these roads with no safe walking paths. Director Ritter added that improving walkability would be a focus in the upcoming comprehensive plan, and that adopting this policy would help the City secure grants for pedestrian infrastructure.

Mayor Soliman conducted a straw poll.

AYES: Ald. Gazal, Jefferson, Deserio, Dyke, Oberlin, Cipiti, Albert, Kubal.

NAYES: None.

ABSENT: None.

The straw poll indicated unanimous approval to place the resolution on the December 1 Council meeting agenda.

POLICE DEPARTMENT

There were no agenda items.

PUBLIC WORKS DEPARTMENT

1. Wonderware and Dell Support Renewals

City Administrator Blaine Wing presented a proposal to renew support contracts for the Wonderware software and Dell hardware that operate the City's SCADA system at the East Sewer Treatment Plant. He explained that failing to renew would increase future costs from \$24,000.00 to approximately \$60,000.00. The renewal had been delayed for about four months while staff determined whether the City needed one or two licenses for its treatment plants, concluding that two licenses were required.

Mayor Soliman conducted a straw poll.

AYES: Ald. Kubal, Albert, Cipiti, Oberlin, Gazal, Jefferson, Deserio, Dyke.

NAYES: None.

ABSENT: None.

The straw poll indicated unanimous approval to place the item on the December 1st Council meeting agenda.

PUBLIC COMMENTS

No members of the public came forward to address the Council.

There being no further business before the Council, and no action needed from the executive sessions, the meeting is adjourned.

The meeting adjourned at 8:18 p.m.

Approved this ____ day of _____, 2025.
As presented _____
As amended _____

CHRISTINE VERSHAY-HALL, CITY CLERK

RAYMOND R. SOLIMAN, MAYOR

DRAFT

MINUTES OF THE REGULAR MEETING
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
December 1, 2025

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 Angelo Deserio, Alderman Darrell Jefferson, Alderwoman Claudia Gazal, Alderperson Tina Oberlin, Alderman Mark Cipiti, Alderman Nate Albert, and Alderman Joe Kubal.

Also present were: City Administrator Blaine Wing, Police Chief Ed Clark, Finance Director Glenn Gehrke, City Engineer Ron Wiedeman, and City Attorney Mike Stiff.

4. CITIZEN/SPECIAL REQUEST/PUBLIC HEARINGS

A. Public Hearing for the 2025 Annual Property Tax Levy

Mayor Soliman asked for a motion to enter into Public Hearing.

Alderperson Oberlin made a motion to enter into a Public Hearing at 7:02 p.m. Seconded by Alderwoman Gazal. Roll Call: Ayes: Dyke, Deserio, Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal. Nays: None. MOTION CARRIED.

Finance Director Glenn Gehrke presented the 2025 annual property tax levy. He explained that home-ruled taxing bodies in Illinois are allowed to raise tax levies annually by the rate of inflation (CPI) or 5%, whichever is lower. For 2025, the CPI is 0.29%.

Director Gehrke provided a detailed explanation of the levy process, noting that the City must adopt and certify their tax levy with Will County by the last Tuesday of December. He showed that Crest Hill's tax rate is in the median range compared to other municipalities in Will County but below the average.

Director Gehrke explained the calculation method, showing that the maximum tax amount would be \$2,785,000.00 based on the CPI increase

plus new property values. However, he recommended requesting \$2,800,000.00 to capture potential new properties, noting that the actual amount received would be less but never more than the requested amount.

He also illustrated how property tax bills are divided among various taxing bodies, with Crest Hill representing only about 7% of a resident's total property tax bill. School districts make up more than 50% of property taxes, followed by fire districts at 13%.

Director Gehrke noted that while property values (EAVs) have been increasing, the tax rate has been decreasing proportionally.

He mentioned that some errors had been identified in the final documents, which had been corrected by the Deputy Clerk.

Mayor Soliman asked if the Council had any questions or comments. There were none.

Mayor Soliman asked if anyone in the audience would like to approach the podium and ask a question or make a comment in regard to the Public Hearing. There were none.

Mayor Soliman asked for a motion to close the Public Hearing.

Aldersperson Oberlin made a motion to close the Public Hearing at 7:09 p.m. Seconded by Alderwoman Gazal. Roll Call: Ayes: Deserio, Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal, Dyke. Nays: None. MOTION CARRIED.

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. Hearing none, Mayor Soliman proceeded with reading the consent agenda items:

- A. Approve an Ordinance for the Levy and Assessment of Taxes for the Fiscal Year Beginning May 1, 2026, and Ending April 30, 2027, for the City of Crest Hill, Will County, Illinois. **Ordinance #2039**
- B. Approve an Ordinance Abating the Tax hereto Levied for the Year 2025 to Pay the Principal of and Interest on General Obligation Refunding Bonds (Waterworks and Sewerage System Alternate Revenue Source), Series 2019A, of the City of Crest Hill, Will County, Illinois. **Ordinance #2040**
- C. Approve an Ordinance Abating the Tax hereto Levied for the Year 2025 to Pay the Principal of and Interest on General Obligation Refunding Bonds

(Sales Tax Alternate Revenue Source), Series 2019B, of the City of Crest Hill, Will County, Illinois. **Ordinance #2041**

- D. Approve the Minutes of the Work Session Meeting Held on November 10, 2025.
- E. Approve the Minutes from the Regular Meeting Held on November 17, 2025.
- F. Approve a Resolution for a Professional Services Agreement for Design Engineering Services for the Theodore Retaining Wall Replacement between Knapp and Barthelone by and between the City of Crest Hill, Will County, Illinois and Christopher B. Burke Engineering, Ltd in the Amount of \$39,690.00. **Resolution #1359**
- G. Approve a Resolution Approving a Professional Service Agreement for the WY2025 Water Audits and Non-Revenue Water Reduction Consultation by and between the City of Crest Hill, Will County, Illinois, and Engineering Enterprises, Inc. for an Amount of \$29,000.00. **Resolution #1360**
- H. Approve a Resolution Approving an Agreement for the installation of a Maintenance Access Road Adjacent to the E.J & E Railroad Property from the City Property Located at Oakland/ Caton Farm Rd. to the City's Existing Diversion Structure by and between the City of Crest Hill, Will County, Illinois and John R. Russ and Company Inc. for an Amount of \$28,001.00. **Resolution #1361**
- I. Approve a Resolution Approving the Adoption of a Complete Streets Policy. **Resolution #1362**
- J. Approve a Resolution for a Professional Services Agreement for a Four-Year Water System Generator Replacement Program-Design Services by and between the City of Crest Hill, Will County, Illinois and Strand and Associates, Inc. in the Amount of \$202,000.00. **Resolution #1363**
- K. Approve an Ordinance Amending Chapter 12.28 (Construction of Utility Facilities in the Rights-of-Way) of Title 2 (Streets and Sidewalks) of the City of Crest Hill Code of Ordinances. **Ordinance #2042**
- L. Approve an Ordinance Approving Final Plat of Subdivision, Special Use Permit, and Multiple Variations to the Crest Hill Zoning Ordinance and Crest Hill Code of Ordinances with Respect to Certain Real Property Known as Stanley Gustafson Park Located at 2227 Parkrose Street in Crest Hill, Illinois (Application of City of Crest Hill). **Ordinance #2043**
- M. Approve the Expenditure for Wonderware and Dell Support Renewals for One Year for the SCADA System for the East Sewer Treatment Plant in the Amount of \$24,090.27.

- N. Approval of the Regular and Overtime Payroll from November 3, 2025, November 16, 2025, in the Amount of \$289,758.82.

Mayor Soliman asked for a motion to approve the consent agenda items.

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

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

- 6A: Ordinance 2039
- 6B: Ordinance 2040
- 6C: Ordinance 2041
- 6F: Resolution 1359
- 6G: Resolution 1360
- 6H: Resolution 1361
- 6I: Resolution 1362
- 6J: Resolution 1363
- 6K: Ordinance 2042
- 6L: Ordinance 2043

7. REPORTS & COMMUNICATIONS FROM DEPARTMENTS & ELECTED OFFICIALS

A. MAYOR'S REPORT:

Mayor Soliman expressed gratitude to the Public Works Department and Police Department for their exceptional work during the recent snowstorm, which was the worst November snowstorm on record. He mentioned that Public Works staff worked over thirty-six straight hours to ensure streets were passable. He also thanked City Administrator Blaine Wing and Public Works Interim Director Julius Hansen for their on-site management during the storm.

Mayor Soliman reminded residents not to throw snow into streets and to avoid parking on roads during snow events. He also complimented Alderwoman Gazal for decorating the Council Chambers and mentioned the upcoming Winterfest on Saturday.

B. CITY CLERK'S REPORT:

City Clerk Christine Vershay-Hall had nothing to report.

C. CITY TREASURER'S REPORT:

1. Approval of the List of Bills Issued through December 2, 2025, in the Amount of \$1,865,059.85.

Mayor Soliman asked for a motion to approve the list of bills through December 2, 2025.

Alderman Jefferson made a motion to Approve the List of Bills issued through December 2, 2025, in the amount of \$1,865,059.85. Seconded by Alderwoman Gazal. Roll Call: Ayes: Cipiti, Albert, Kubal, Dyke, Deserio, Jefferson, Gazal. Naves: Oberlin. MOTION CARRIED.

Treasurer Jamie Malloy thanked Alderwoman Gazal and her daughter, Pilar, for decorating City Hall during the snowstorm.

D. CITY ATTORNEY:

City Attorney Mike Stiff had nothing to report.

E. CITY ADMINISTRATOR:

- 1. Approve Ordinance Amending Title 2 (Administration and Personnel), Chapter 2.92 (Actions Against the City) of the City of Crest Hill Code of Ordinances.

City Administrator Blaine Wing presented an ordinance amendment related to "Actions Against the City." He explained that the ordinance had been on the books since 1977 and was being reviewed because the City is now part of an insurance pool. City Attorney Stiff provided a memo explaining the recommendation to repeal the ordinance.

After brief discussion, it was decided that more explanation was needed at a work session.

Mayor Soliman asked for a motion to table the Approval of Ordinance Amending Title 2 (Administration and Personnel), Chapter 2.92 (Actions Against the City) of the City of Crest Hill Code of Ordinances.

Alderwoman Gazal made a motion to TABLE the Approval of an Ordinance Amending Title 2 (Administration and Personnel), Chapter 2.92 (Actions Against the City) of the City of Crest Hill Code of Ordinances. Seconded by Alderman Jefferson. Roll Call: Ayes: Cipiti, Albert, Kubal, Dyke, Deserio, Jefferson, Gazal, Oberlin. Naves: None. MOTION CARRIED.

Administrator Wing also reported on the status of petitions for a referendum on abolishing Civil Service. He stated that they had received approximately one hundred signatures but needed 240 signatures by December 15th. He encouraged Council members to help collect more signatures.

F. PUBLIC WORKS DEPARTMENT:

There were no items to report but Administrator Wing confirmed that the crews are prepared for the upcoming snow events.

G. CITY ENGINEER:

City Engineer Ron Wiedeman reported that Theodore Street was now open, though Broadway would remain closed for a couple more weeks due to ongoing construction. He noted that with the snow and cold weather, construction would resume next week.

Alderman Deserio raised a concern about traffic signals at Division and Weber, specifically that the east-west light changes quickly. Engineer Wiedeman agreed to contact the County (who controls the signals) to address the issue.

H. POLICE DEPARTMENT:

Police Chief Ed Clark had nothing to report but answered questions about vehicles that remained parked on streets during snow events. He reported that sixty-eight citations were issued during the recent snowstorm and explained that vehicles that continued to obstruct snow removal in future storms could be towed if they became a hazard.

I. COMMUNITY DEVELOPMENT:

There were no items for discussion, but Administrator Wing mentioned that updates would be provided at the upcoming workshop.

8. UNFINISHED BUSINESS:

There was no unfinished business.

9. NEW BUSINESS:

There was no new business.

10. COMMITTEE/LIAISON REPORTS:

Aldерwoman Gazal reminded everyone about the upcoming Winterfest on Saturday from 3:00 until 6:00 p.m., beginning with a parade at 3:00 p.m. Followed by the lighting ceremony. She mentioned there would be free food, food trucks, hot chocolate, coffee, and s'mores, as well as fire pits and heat warmers. She thanked various volunteers including Glenn Gehrke, Don Seeman, and Jamie Malloy for their help with preparations.

Aldерwoman Gazal also reminded residents about the holiday decorating contest, with submissions due by December 8th and winners to be announced at the December 15th meeting.

11. CITY COUNCIL COMMENTS:

Council members offered brief positive comments, including thanks to the Public Works and the Police Departments for their work during the snowstorm.

Aldersperson Oberlin encouraged residents to check on elderly neighbors during cold weather.

Alderwoman Gazal thanked Public Works Department and the Police Department for all their hard work. She also asked residents to support the newly opened Feather Fork restaurant.

Alderman Deserio asked everyone to be safe out there in the winter weather conditions and to move aside and give the plow trucks some room.

Several Council members gave holiday wishes to residents.

12. PUBLIC COMMENT:

No one approached the podium for public comment.

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 7:35 p.m. Seconded by Alderman Deserio. Roll Call: Ayes: Cipiti, Albert, Kubal, Dyke, Deserio, Jefferson, Gazal, Oberlin. Nays: None. MOTION CARRIED.

Approved this ___ day of _____, 2025.

As presented _____

As amended _____

CHRISTINE VERSHAY-HALL, CITY CLERK

RAYMOND R. SOLIMAN, MAYOR

MINUTES OF THE SPECIAL WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
December 2, 2025

The December 2, 2025, the Special City Council work session was called to order by Mayor Raymond R. Soliman at 6:30 p.m. in the Council Chambers, 20600 City Center Blvd. Crest Hill, Will County, Illinois.

The following Council members were present: Mayor Raymond Soliman, City Clerk Christine Vershay-Hall, City Treasurer Jamie Malloy, Alderman Scott Dyke, Alderman Darrell Jefferson, Alderwoman Claudia Gazal (via Phone), Alderperson Tina Oberlin, Alderman Mark Cipiti, Alderman Joe Kubal.

Also Present were: City Administrator Blaine Wing.

Absent were: Alderman Angelo Deserio, Alderman Nate Albert.

Mayor Soliman commented that he received a text from Alderman Albert and has excused him from the meeting.

Mayor Soliman asked if there were any objections to allowing Alderwoman Gazal to join the meeting remotely. There were no objections.

Alderwoman Gazal joined the meeting remotely at 6:37 p.m., after Council established that she could clearly hear and she was in attendance.

EXECUTIVE SESSION 5 ILCS 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.

Mayor Soliman asked for a motion to go into executive session on Personnel 5 ILCS 120/2(c)(1).

Alderperson Oberlin made a Motion to go into Executive Session on Personnel 5 ILCS 120/2(c)(1) at 6:37 p.m. Seconded by Alderman Cipiti. Roll Call: Ayes: Dyke, Jefferson, Gazal, Oberlin, Cipiti, Kubal. Nays: None. Absent: Deserio, Albert.

Discussion was had deciding who would be invited into the executive session.

Mayor Soliman asked for a motion to reconvene from the executive session on Personnel 5 ILCS 120/2(c)(1).

Alderperson Oberlin made a Motion to Reconvene from the Executive Session on Personnel 5 ILCS 120/2(c)(1) at 10:25 p.m. Seconded by Alderman Jefferson. Roll Call: Ayes: Gazal, Oberlin, Cipiti, Kubal, Dyke, Jefferson. Nays: None. Absent: Albert, Deserio. MOTION CARRIED.

PUBLIC COMMENT:

There was no public comment at tonight’s meeting

ADJOURNMENT:

There being no further business before the Council, and no action needed from the executive sessions, the meeting is adjourned.

The meeting was adjourned at 10:26 p.m.

Approved this _____ day of _____, 2025

As presented _____

As amended _____

CHRISTINE VERSHAY-HALL, CITY CLERK

RAYMOND R. SOLIMAN, MAYOR

DRAFT

RESOLUTION NO. _____

A RESOLUTION APPROVING AN EMPLOYEE LEASING AGREEMENT BY AND BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, AND MGT IMPACT SOLUTIONS, LLC FOR THE SERVICES OF STEPHANA PRZYBYLSKI AS INTERIM HUMAN RESOURCES FOR THE CITY OF CREST HILL

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, safety, and welfare of its citizens; and

WHEREAS, pursuant to Section 2-2-12 of the Illinois Municipal Code (65 ILCS 5/2-2-12), the City Council possesses the authority to enter into contracts that serve the legitimate corporate purposes of the City; and

WHEREAS, the City of Crest Hill is currently without a Full-Time Human Resources Manager, and the current Interim Human Resources Consultant’s Agreement expires in January, 2026; and

WHEREAS, MGT Impact Solutions, LLC (“MGT”) is a national public-sector staffing firm specializing in the temporary placement of positions in local government (the “Services”); and

WHEREAS, the City of Crest Hill has in the past contracted with MGT Impact Solutions, LLC, and its predecessor for the services of various Interim positions, including Interim City Administrator, Interim Finance Director, and Interim Public Works Director; and

WHEREAS, MGT has offered the services of Stephana Przybylski (“Przybylski”) as Interim Human Resources Przybylski is ready, willing, and able to perform the duties of Interim Human Resources (“Duties”) for the City; and

WHEREAS, City Staff have negotiated an Employee Leasing Agreement (the “Agreement”) with MGT for the purposes of engaging Przybylski to perform the Duties (a copy of the Agreement is attached hereto as Exhibit A and fully incorporated herein); and

WHEREAS, the City Council has reviewed the Agreement and determined that the conditions, terms, and provisions of the Agreement are fair, reasonable, and acceptable to the City; and

WHEREAS, MGT is willing and able to lease its employee, Stephana Przybylski, to the City of Crest Hill as Interim Human Resources effective January 12, 2026; and

WHEREAS, the City Council desires to engage MGT to provide the Services and MGT (and Przybylski) is ready, willing, and able to perform the Services for the City effective January 12, 2026; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its citizens to approve the Agreement with MGT and to authorize the Mayor to execute the agreement, with a starting date of January 12, 2026.

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. The City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: AGREEMENT APPROVED AND RATIFIED. The City Council hereby finds and declares that the conditions, terms, and provisions of the Agreement (Exhibit A) are fair, reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and deliver, and the Clerk to attest, the Agreement, and further to take all other actions, including without limitation the execution and delivery of all documents necessary and appropriate to effectuate the intent of this Resolution, which is to enter into the Agreement with MGT.

SECTION 3: SEVERABILITY. If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

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

[Left Intentionally Blank]

PASSED THIS 15TH DAY OF DECEMBER, 2025.

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

Christine Vershay-Hall, City Clerk

APPROVED THIS 15TH DAY OF DECEMBER, 2025.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A

EMPLOYEE LEASING AGREEMENT

THIS EMPLOYEE LEASING AGREEMENT (this "Agreement") is made by **MGT Impact Solutions, LLC** ("MGT"), and the **City of Crest Hill, Illinois** (the "Client"). MGT and the Client can be individually identified as a ("Party") and collectively as the ("Parties"). MGT and the Client agree as follows:

SECTION 1 SCOPE OF AGREEMENT

Section 1.01. Assigned Employee. The Client will lease certain employees of MGT, and MGT will lease to the Client, the personnel identified in attached Exhibit A, (the "Assigned Employee"). **Exhibit A** identifies the temporary position and/or assignment (the "Assignment") each Assigned Employee will fill at the Client, and it further identifies the base compensation for each Assigned Employee, as of the effective date of this Agreement. **Exhibit A** may be modified from time to time by an amended Exhibit A signed by both MGT and the Client. MGT has the sole authority to assign and/or remove the Assigned Employee, provided however, that the Client may request, in writing, that MGT remove or reassign the Assigned Employee which removal or reassignment shall not be unreasonably withheld by MGT. The Parties understand and acknowledge that the Assigned Employee is subject to the Client's day-to-day supervision.

Section 1.02. Independent Contractor. MGT is and remains an independent contractor, and not an employee, agent, partner of, or joint venturer with, the Client. MGT has no authority to bind the Client to any commitment, contract, agreement or other obligation without the Client's express written consent.

SECTION 2 SERVICES AND OBLIGATIONS OF MGT AND CLIENT

Section 2.01. Payment of Wages. MGT will, to the extent applicable and /or required by law, timely pay the wages and related payroll taxes of the Assigned Employee from MGT's own account in accordance with federal and Illinois law and MGT's standard payroll practices. MGT will withhold from such wages all applicable taxes and other deductions elected by the Assigned Employee. The Client acknowledges that MGT may engage a financial entity to maintain its financing and record-keeping services, which may include the payment of wages and related payroll taxes in accordance with this Section 2.01. The Client agrees to cooperate with MGT and any such financial entity to ensure timely payment of wages, related payroll taxes, and any applicable fees pursuant to Section 2.01. As to Assigned Employees, MGT will comply with the Immigration Reform and Control Act of 1986, Title VII of the Civil Rights Act of 1964, as amended, (Title VII), the Americans With Disabilities Act of 1990 (ADA), the Age Discrimination in Employment Act (ADEA), the Equal Pay Act of 1963, the Civil Rights Acts of 1866 and 1871 (42 U.S.C. § 1981), the Family and Medical Leave Act of 1993, the Fair Labor Standards Act of 1938, the National Labor Relations Act, the Employee Retirement Income Security Act ("ERISA") of 1974, and any other federal, state or local statute, state constitution, ordinance, order, regulation, policy or decision regulating wages and the payment of wages, prohibiting employment discrimination or otherwise establishing or relating to rights of Assigned Employee.

Section 2.02. Workers' Compensation. To the extent required by applicable law, MGT will maintain in effect workers' compensation coverage covering its Assigned Employee's work in an Assignment. Any applicable coverage under this Agreement terminates on the Termination Date of this Agreement. It is understood and agreed that the Client shall be under no obligation to reimburse or indemnify MGT for the workers compensation claims of the Assigned Employee(s) and MGT agrees to not seek any such reimbursement and/or indemnification; provided, however, that, this provision shall not apply and the Client shall be obligated to reimburse and hold MGT harmless for all loss and expense incurred as a result of such workers compensation claims in the event the Client engaged in intentional, reckless or grossly negligent misconduct relating thereto.

Section 2.03. Employee Benefits. MGT will provide to Assigned Employee those employee benefits identified in the attached **Exhibit B**. MGT may amend or terminate any of its employee benefit plans according to their terms. All employee benefits, including severance benefits for Assigned Employee will be included in Fees payable to MGT under Section 3.01 of this Agreement.

Section 2.04. Maintenance and Retention of Payroll and Benefit Records. MGT will maintain records of all wages and benefits paid and personnel actions taken by MGT in connection with any of the Assigned Employees. MGT will retain control of such records and make them available for inspection as required by applicable federal, state or local laws.

Section 2.05. Other Obligations of MGT. MGT will comply with any federal, state and local law applicable to its Assigned Employee(s).

Section 2.06. Direction and Control. The Parties agree and acknowledge that, with relation to the work to be performed by the Assigned Employee for Client hereunder, the Client has the right of direction and control over the Assigned Employee, including matters of discipline, excluding removal or reassignment, as provided for by Section 1.01. The Assigned Employee(s) will be supervised, directly and indirectly, and exclusively with regard thereto by the Client's supervisory and managerial employees and shall be deemed and considered a "public employee" under the Illinois Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et seq., and specifically as an agent, volunteer, servant or employee" under Section 1-102 thereof with respect to the work performed for the Client hereunder.

Section 2.07. Obligations of the Client. Pursuant to this Agreement the Client covenants, agrees and acknowledges:

(a) The Client will provide the Assigned Employee with a suitable workplace, that complies with US Occupational Safety and Health Administration ("OSHA") statutes and regulations, and all other health and safety laws, regulations, ordinances, directives, and rules applicable to the Assigned Employee and the Assigned Employee's workplace. The Client agrees to comply, at its expense, with all health and safety directives from MGT's internal and external loss control specialists, MGT's workers' compensation carrier, or any government agency having jurisdiction over the place of work. The Client will provide and ensure use of all functional personal protective equipment as required by any federal, state or local law, regulation, ordinance, directive, or rule or as deemed necessary by MGT's workers' compensation carrier. MGT and/or its insurance carriers have the right to inspect the Client's premises to ensure that the Assigned Employee is not exposed to an unsafe workplace. MGT's rights under this paragraph do not diminish or alter the Client's obligations to the Assigned Employee under applicable law, or its obligations to MGT under this Agreement.

(b) With respect to the Assigned Employee, the Client will comply with all applicable labor and employment-related laws and regulations, and any other federal, state or local statute, state constitution, ordinance, order, regulation, policy or decision, prohibiting employment discrimination, or otherwise establishing or relating to the terms and conditions of Assigned Employee's Assignment.

(c) The Client retains the right to exert sufficient direction and control over the Assigned Employee as is necessary to conduct the Client's business and operations, without which, the Client would be unable to conduct its business, operation or to comply with any applicable licensure, regulatory or statutory requirements.

(d) The Client cannot remove or reassign the Assigned Employee unless mutually agreed to in writing by MGT and the Client in accordance with Section 1.01 of this Agreement.

Client will timely confer with MGT regarding any concern or complaint regarding Assigned Employee's performance or conduct under this Agreement.

(e) The Client will not pay wages, salaries or other forms of direct or indirect compensation, including employee benefits, to Assigned Employee. Client represents that its actions under this Agreement do not violate its obligations it may have under any collective bargaining Agreement.

(f) The Client must report to MGT any injury to any Assigned Employee of which it has knowledge within twenty-four (24) hours of acquiring such knowledge. If any Assigned Employee is injured in the course of performing services for the Client, the Client must follow the procedures and practices regarding injury claims and reporting.

(g) The Client must report all on the job illnesses, accidents and injuries of the Assigned Employee to MGT within twenty-four (24) hours following notification of said injury by Assigned Employee or Assigned Employee's representative.

SECTION 3 FEES PAYABLE TO MGT

Section 3.01. Fees. The Client will pay MGT fees for the services provided under this Agreement as follows:

(a) The base compensation as fully identified on **Exhibit A**, as amended; plus

(b) Any employee benefits MGT paid to the Assigned Employee as identified on **Exhibit B** (if applicable), including, but not limited to, salary; wages; commissions; bonuses; sick pay; workers' compensation, health and other insurance premiums; payroll, unemployment, FICA and other taxes; vacation pay; overtime pay; severance pay; monthly automobile allowances, and any other compensation or benefits payable under any applicable MGT pension and welfare benefit plan or federal, state or local laws covering the Assigned Employee.

Section 3.02. Payment Method. Every two (2) weeks during the term of this Agreement, MGT will invoice in writing the Client for the fees owed under this Agreement. Within thirty (30) days following receipt of such invoice, the Client must pay all invoiced amounts by check, wire transfer or electronic funds transfer to MGT to an account or lockbox as designated on the invoice. Late payments will be subject to all applicable interest payments or service charges provided by state or local law. In addition to charging interest or service charges provided by applicable law, MGT may, upon written notice to Client, suspend performance of services under this Agreement while any amount due is past due and remains unpaid.

SECTION 4 INSURANCE

Section 4.01. General and Professional Liability Insurance.

(a) The Client must maintain in full force and effect at all times during the term of this Agreement a Comprehensive (or Commercial) General Liability policy and Professional Liability insurance policy or policies (the "Policies") insuring the Client, its officials, and employees, with minimum coverage in the amount of \$1,000,000 per occurrence, \$3,000,000 aggregate. In the alternative, as applicable, the Client may maintain in full force and effect at all times during the term of this Agreement a self-insured retention ("SIR") which provides the same minimum coverage limits as set forth above. In the event such SIR exists

and applies to this Agreement, the Client agrees to fully discuss the SIR's parameters with MGT and its relationship to the Policies. At a minimum, the Policies must insure the Client its officials and employees against bodily injury and property damage liability caused by on-premises business operations, completed operations and/or products or professional service and non-owned automobile coverage. The non-owned automobile coverage shall not include the Assigned Employee's personal vehicle.

(b) MGT shall use its best efforts to obtain general liability and professional liability insurance naming the Client as an additional insured for Losses (as defined in Section 7 of this Agreement) to the Client arising out of the wrongful conduct of the Assigned Employee(s). To the extent that such coverage is available, responds to or defends against any such Losses, the Client shall have no further rights against MGT with relation thereto.

Section 4.02. Certificate of Insurance. Upon request, the Client will promptly issue to MGT one or more Certificates of Insurance, verifying the Client's compliance with the provisions of Section 4.01. It is understood and agreed that the commencement of work by an Assigned Employee hereunder prior to the issuance of any required Certificate of Insurance shall not constitute nor be deemed a waiver of the obligation of the Client under this provision nor the enforceability hereof.

Section 4.03. Automobile Liability Insurance. The Client shall maintain in effect automobile liability insurance which shall insure the Client and the Assigned Employee if the Assigned Employee operates a Client vehicle for any reason in connection with his her Assignment hereunder. Such coverage shall insure against liability for bodily injury, death and property damage.

SECTION 5 DURATION AND TERMINATION OF AGREEMENT

Section 5.01. Term and Effective Date. The Effective Date of this Agreement is the date that this Agreement is last signed by MGT on the signature page (the "Effective Date"). The period during which the Assigned Employee works at the Client is defined as the ("Term"). The Term commences on the Effective Date and will continue for the period identified on the attached Exhibit A, or until it is terminated in accordance with the remaining provisions of this Section 5. For the purposes of this Agreement, the date on which this Agreement expires and/or is terminated is the ("Termination Date").

Section 5.02. Termination of Agreement for Failure to Pay Fees. If the Client fails to timely pay the fees required under this Agreement, MGT may give the Client notice of its intent to terminate this Agreement for such failure and if such failure is remedied within ten (10) days, the notice will be of no further effect. If such failure is not remedied within the ten (10) day period, MGT has the right to terminate the Agreement upon expiration of such remedy period.

Section 5.03. Termination of Agreement for Material Breach. If either Party materially breaches this Agreement, the non-breaching Party must give the breaching Party written notice of its intent to terminate this Agreement for such breach and if such breach is remedied within ten (10) days, the notice will be of no further effect. If such breach is not remedied within the ten (10) day period, the non-breaching Party has the right to immediately terminate the Agreement upon expiration of such remedy period.

Section 5.04. Termination of Agreement to execute Temp-to-Hire Option. At the end of the Term, the Client may, upon payment of the Temp-to-hire fee, hire the Assigned Employee as a permanent or temporary employee of the Client. Client acknowledges the substantial investment of time and resources by MGT under this Agreement to place its leased employee with Client. If after the end of the Term, Client is interested in hiring the Assigned Employee as either a permanent or temporary employee, MGT will determine a reasonable Temp to Hire fee based on the totality of the circumstances.

SECTION 6 NON-SOLICITATION

Section 6.01. Non-Solicitation. The Client acknowledges MGT's legitimate interest in protecting its business for a reasonable time following the termination of this Agreement. Accordingly, the Client agrees that during the Term of this Agreement and for a period of two (2) years thereafter, the Client will not solicit, request, entice or induce Assigned Employee to terminate their employment with MGT, and the Client will not hire Assigned Employee as a permanent or temporary employee. If a Temp-to-Hire option provided for in Section 5.04 is properly exercised by the Client, then this Section 6.01 will not apply.

Section 6.02. Injunctive Relief. The Client recognizes that the rights and privileges granted by this Agreement are of a special, unique, and extraordinary character, the loss of which cannot reasonably or adequately be compensated for in damages in any action at law. Accordingly, the Client understands and agrees that MGT is entitled to equitable relief, including a temporary restraining order and preliminary and permanent injunctive relief, to prevent or enjoin a breach of Section 6.01 of this Agreement. The Client also understands and agrees that any such equitable relief is in addition to, and not in substitution for, any other relief to which MGT can recover.

Section 6.03. Survival. The provisions of Section 6 survive the expiration or termination of this Agreement.

SECTION 7 DISCLOSURE AND INDEMNIFICATION PROVISIONS

Section 7.01. Indemnification by MGT. MGT agrees to indemnify, defend and hold the Client and its related entities or their agents, representatives or employees (the "Client Parties") harmless from and against all claims, liabilities, damages, costs and expenses ("Losses") arising out of any of the following: (a) MGT's breach of its obligations under this Agreement; (b) actions or conduct of MGT and its related business entities, their agents, representatives, and employees (the "MGT Parties"), taken or not taken with respect to the Assigned Employees that relate to events or incidents occurring prior or subsequent to the term of this Agreement; or (c) acts or omissions of MGT or any of the MGT Parties including the Assigned Employee, that are the direct and proximate cause of any such Loss.

Section 7.02. Indemnification by the Client. The Client agrees to indemnify, defend and hold the MGT Parties harmless from and against all Losses arising out of any of the following: (a) Client's breach of its obligations under this Agreement; (b) activities or conditions associated with the Assignment, including without limitation, the Assigned Employee workers' compensation claims, but only as specifically provided in Section 2.02 of this Agreement; or (c) acts or omissions of Client that are the direct and proximate cause of any such Loss. Notwithstanding the foregoing, the Client shall have no obligation to the MGT parties under this Section with respect to Losses arising out of events or incidents occurring before or after the term of this Agreement.

Section 7.03. Indemnification Procedures. The Party seeking indemnity (the "Indemnified Party") from the other Party (the "Indemnifying Party") pursuant to this Section 7, must give the Indemnifying Party prompt notice of any such claim, allow the Indemnifying Party to control the defense or settlement of such claim and cooperate with the Indemnifying Party in all matters related thereto. However, prior to the Indemnifying Party assuming such defense and upon the request of the Indemnified Party, the Indemnifying Party must demonstrate to the reasonable satisfaction of the Indemnified Party that the Indemnifying Party (a) is able to fully pay the reasonably anticipated indemnity amounts under this Section 7 and (b) will take steps satisfactory to the Indemnified Party to ensure its continued ability to pay such amounts. In the event the Indemnifying Party does not control the defense, the Indemnified Party may defend against any such claim at the Indemnifying Party's cost and expense, and the Indemnifying Party must fully cooperate with

the Indemnified Party, at no charge to the Indemnified Party, in defending such potential Loss, including, without limitation, using reasonable commercial efforts to keep the relevant Assigned Employee available. In the event the Indemnifying Party controls the defense, the Indemnified Party is entitled, at its own expense, to participate in, but not control, such defense. The failure to promptly notify the Indemnifying Party of any claim pursuant to this Section will not relieve such Indemnifying Party of any indemnification obligation that it may have to the Indemnified Party, except that the Indemnifying Party shall have no obligation to reimburse the Indemnified Party for fees and costs incurred and any settlements made by the Indemnified Party without the prior written consent of the Indemnified Party prior to such notice or to the extent that the Indemnifying Party demonstrates that the defense of such action was materially prejudiced by the Indemnified Party's failure to timely give such notice.

Section 7.04. Survival of Indemnification Provisions. The provisions of Section 7 survive the expiration or termination of this Agreement.

SECTION 8 MISCELLANEOUS PROVISIONS

Section 8.01. Amendments. This Agreement may be amended at any time and from time to time, but any amendment must be in writing and signed by all the Parties to this Agreement, except for changes to the fees provided for in Section 3.

Section 8.02. Binding Effect. This Agreement inures to the benefit of and binds the Parties and their respective heirs, successors, representatives and assigns. Neither Party may assign its rights or delegate its duties under this Agreement without the express written consent of the other Party, which consent will not be unreasonably withheld.

Section 8.03. Counterpart Execution. This Agreement may be executed and delivered in any number of counterparts, each of which will be an original, but all of which together constitutes one and the same instrument. This Agreement may be executed and delivered via facsimile or electronic mail.

Section 8.04. Entire Agreement. This Agreement constitutes the entire agreement between the Parties regarding MGT's placement of the Assigned Employee with the Client, and contains all of the terms, conditions, covenants, stipulations, understandings and provisions agreed upon by the Parties. This Agreement supersedes and takes precedence over all proposals, memorandum agreements, tentative agreements, and oral agreements between the Parties, made prior to and including the Effective Date of this Agreement not specifically identified and incorporated in writing into this Agreement. No agent or representative of either Party has the authority to make, and the Parties will not be bound by or liable for, any statement, representation, promise, or agreement not specifically set forth in this Agreement.

Section 8.05. Further Assurances. The Parties will execute and deliver any and all additional papers, documents, and other assurances and do any and all acts and things reasonably necessary in connection with the performances of their obligations under this Agreement.

Section 8.06. Gender. Whenever the context herein so requires, the masculine, feminine or neuter gender and the singular and plural number include the other.

Section 8.07. Section Headings. Section and other headings contained in this Agreement are for reference purposes only and do not affect in any way the meaning or interpretation of this Agreement.

Section 8.08. Severability. If any part or condition of this Agreement is held to be void, invalid or inoperative, such shall not affect any other provision hereof, which will continue to be effective as though such void, invalid or inoperative part, clause or condition had not been made.

Section 8.09. Waiver of Provisions. The failure by one Party to require performance by the other Party shall not be deemed to be a waiver of any such breach, nor of any subsequent breach by the other Party of any provision of this Agreement, and shall not affect the validity of this Agreement, nor prejudice either Party's rights in connection with any subsequent action. Any provision of this Agreement may be waived if, but only if, such waiver is in writing signed by the Party against whom the waiver is to be effective.

Section 8.10. Confidentiality. Each Party will protect the confidentiality of the other's records and information and must not disclose confidential information without the prior written consent of the other Party. Each Party must reasonably cooperate with the other Party regarding any Freedom of Information Act (FOIA) request calling for production of documents related to this Agreement.

Section 8.11. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Illinois applicable to contracts made and to be performed entirely within such state, except the law of conflicts.

Section 8.12. Force Majeure. MGT will not be responsible for failure or delay in assigning its Assigned Employee to Client if the failure or delay is caused by labor disputes and strikes, fire, riot, terrorism, acts of nature or of God, or any other causes beyond the control of MGT.

Section 8.13. Assignment. Neither party may assign any rights nor delegate any duties or obligations under this Agreement without the express written consent of the other party. Notwithstanding the foregoing, MGT, or its permitted successive assignees or transferees, may assign or transfer this Agreement or delegate any rights or obligations hereunder without consent: (i) to any entity controlled by, or under common control with, MGT, or its permitted successive assignees or transferees; or (ii) in connection with a merger, reorganization, transfer, sale of assets or change of control or ownership of MGT, or its permitted successive assignees or transferees.

SECTION 9 DISPUTE RESOLUTION

SECTION 9.01. Mandatory Mediation/Arbitration.

- (a) **Party Conference.** In the event of any controversy, dispute or claim arising out of or in any way related to this Agreement or the subject-matter hereof (a "Claim"), the Parties, by and through their principals, shall, within thirty (30) days of being advised of the Claim, confer and attempt to informally resolve the Claim. The purpose of this conference is to either resolve the Claim arising hereunder or, in circumstances where a claim has been asserted or threatened against the Client based on or potentially based on, in whole or in part, the conduct, acts, errors or omissions of the Assigned Employee, to agree upon a collaborative strategy whereby the parties participate in a manner that does not negatively impact the defense of the claim and, to the extent possible, preserves a unified defense. All parties agree to engage in good faith efforts in this regard.
- (b) **Mandatory Mediation.** In the event that the Party Conference required under paragraph (a) above, is unsuccessful, the Claim shall then be subject to mediation in an endeavor to settle the dispute in an amicable manner. Mediation shall be a condition precedent to arbitration required under paragraph 9.01 (c). The mediation shall be conducted by a mediator selected jointly by the Parties who is:

an uninterested party who is a current or former local government executive or officer; a risk manager, executive of an insurance or reinsurance company or of an insurance or reinsurance intermediary; a practicing lawyer with experience in the insurance industry and/or municipal or employment law; or a retired judge. The Parties shall agree to such a mediator within fourteen (14) days of a request hereunder being received by the non-requesting party. In the event that the Parties fail to so agree within the time stipulated or otherwise extended by agreement of the Parties, the mediator shall be selected in accordance with the Commercial Mediation Rules of the American Arbitration Association. The mandatory mediation shall be held in Chicago, Illinois, or at location otherwise agreed by the Parties, within 45 days after the selected mediator has accepted his or her appointment.

- (c) Mandatory Arbitration. Any Claim not resolved by mediation as set forth in paragraph 9.01(b) hereof ("the Mediation Claim"), including any disputes as to the scope and meaning of this Article and the arbitrability of any Claim, shall be decided by arbitration. A claim in arbitration must be initiated within ninety (90) calendar days after termination of the Mediation Claim, which in the absence of agreement by the Parties to the contrary, shall be deemed the date on which the last demand or offer in settlement was made or on which the Parties met in person with the mediator, whichever is later. The Parties shall jointly agree on single arbitrator, who shall meet the same qualifications as required of the Mediator as set forth in paragraph 9.01 (b) hereof. The Arbitrator shall be selected by the Parties within thirty (30) days of receipt of the Arbitration Claim by the non-demanding party. Failing agreement of the parties within the time stipulated or otherwise extended by agreement of the Parties, the arbitrator shall be selected in accordance with the Commercial Arbitration Rules of the American Arbitration Association – Expedited Procedure.
- (d) Hearings and Award. The arbitration shall be before one (1) arbitrator and shall be held in Chicago, Illinois, or at such other location as may be agreed by the Parties. Hearings hereunder shall not be open to the public and will be private and confidential. The award rendered by the Arbitrator shall be final and judgment may be entered thereon in accordance with applicable law in a court of competent jurisdiction. The arbitrator will be bound by the terms and conditions of this Agreement and shall have no power, in rendering his or her award, to alter or depart from any express provision of this Agreement, and his or her failure to observe this limitation shall constitute grounds for vacating the award. The arbitrator will not be empowered to award punitive damages except for willful misconduct. The award of the arbitrator shall be final and binding upon the parties and judgment upon the award may be entered in any court having jurisdiction thereof.

SECTION 10 NOTICES

SECTION 10.01. Notices. All Notices given under this Agreement must be written and may be given by personal delivery, first class U.S. Mail, registered or certified mail return receipt requested, overnight delivery service, or electronic mail.

Notices will be deemed received at the earlier of actual receipt or three (3) days from mailing date. Notices must be sent to the Parties at their respective addresses shown below. A Party may change its address for notice by giving written notice to the other Party.

If to MGT: MGT Impact Solutions, LLC
790 Frontage Road Suite 213
Northfield, Illinois 60093
Attn: Michael J. Earl
224-261-8366 - mearl@mgt.us

If to Client: CITY OF CREST HILL
20600 City Center Boulevard
Crest Hill, Illinois 60403
Attn: Mayor Ray Soliman
815-741-5100 - rsoliman@cityofcresthill.com

IN WITNESS WHEREOF, the Parties executed this Agreement on the Effective Date, which is the date this Agreement is last signed by MGT.

MGT IMPACT SOLUTIONS, LLC

By _____
Name: A. Trey Traviesa
Title: CEO – MGT Impact Solutions, LLC

EFFECTVE DATE: December 4, 2024

CLIENT

By _____
Name: _____
Title: _____

EXHIBIT A
Assigned Employee and Base Compensation

ASSIGNED EMPLOYEE: Stephana Przybylski

POSITION/ASSIGNMENT: Interim HR Director

POSITION TERM: January 12, 2026 – April 17, 2026. Thereafter, the agreement may be extended up to July 17, 2026 upon mutual agreement of both parties. Either party may terminate the agreement at any time by providing two weeks' advance written notice.

BASE COMPENSATION: \$119/hour. Work hours per week will vary but are expected to average between 21-24 hours/week.

OTHER-PAID TIME OFF: State required paid leave (Illinois Paid Leave for all Workers Act) is included in the fee for service. Employee will coordinate any leave requests with the client. Time off for paid leave shall be administered in accordance with state law.

The parties hereby represent and warrant that the individuals whose signatures appear below are authorized by resolution or by their position with that party to enter into and execute this Exhibit A and any amendment thereto on that party's behalf.

MGT IMPACT SOLUTIONS, LLC

CITY OF CREST HILL

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

This Exhibit A amends and supplements but does not replace all Exhibits A dated prior to the Effective Date of this Agreement.

RESOLUTION NO. _____

A RESOLUTION APPROVING THE EXECUTION OF AN AGREEMENT BY AND BETWEEN THE CITY OF CREST HILL AND LOCALGOV STAFFING SOLUTIONS FOR RECRUITMENT SERVICES RELATING TO THE SEARCH FOR AN ASSISTANT CITY ADMINISTRATOR /HR MANAGER

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 which protect the public health, safety, and welfare of its citizens; and

WHEREAS, pursuant to Section 2-2-12 of the Illinois Municipal Code (65 ILCS 5/2-2-12), the City Council is authorized to enter into contracts that serve the legitimate corporate purposes of the City; and

WHEREAS, the City of Crest Hill is currently without the services of a permanent HR Manager, and the current Interim HR Manager's contract expires in January 2026; and

WHEREAS, the City of Crest Hill has determined to create a new appointed position of Assistant City Administrator/HR Manager; and

WHEREAS, the City of Crest Hill has determined to conduct a search for the Assistant City Administrator/HR Manager position, once created; and

WHEREAS, LocalGov Staffing Solutions (the "Company"), is an Illinois Company that is in the business of providing recruitment services to units of local government (the "Services"); and

WHEREAS, the City of Crest Hill recently engaged the Company to provide recruitment services related to the search for a Full-Time Director of Public Works, which recruitment services were successful in securing a new Director of Public Works; and

WHEREAS, on November 6, 2025, the Company submitted to the City a written Recruitment Services Proposal for Direct Hire Recruitment Services for an Assistant City Administrator/Human Resources along with Public Works Department Superintendents, which proposal is attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the City Council desires to engage the Company to provide the Direct Hire Recruitment Services for the Assistant City Administrator/Human Resources only in the amount of \$17,100.00 as outlined in Exhibit A; and

WHEREAS, the Company has submitted to the City a December 15, 2025, Direct Hire Placement Services Agreement for the recruitment and hiring of an Assistant City Administrator/Human Resources Manager, which is attached hereto as Exhibit B and incorporated herein; and

WHEREAS, the Company is ready, willing, and able to perform the Services for the City; and

WHEREAS, the Corporate Authorities of the City have reviewed the Proposal (Exhibit A) and the Services Agreement (Exhibit B) and have determined that the conditions, terms, and provisions of the Services Agreement are fair, reasonable, and acceptable to the City; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its citizens to enter into the Agreement (Exhibit B) with the Company.

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. The City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of the Agreement (Exhibit B) are fair, reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and deliver, and the City Clerk to attest, the Agreement, and further to take any and all other actions, including without limitation the execution and delivery of any and all documents, necessary and appropriate to effectuate the intent of this Resolution, which is to enter into the Agreement with the Company.

SECTION 3: SEVERABILITY. If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect immediately upon its passage and approval, as provided by law.

[Intentionally Blank]

PASSED THIS 15TH DAY OF DECEMBER, 2025.

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

Christine Vershay-Hall, City Clerk

APPROVED THIS 15TH DAY OF DECEMBER, 2025.

EXHIBIT A
(November 6, 2025, Proposal)

EXHIBIT B
(December 15, 2025, Direct
Hire Placement Services
Agreement)



CITY OF NEIGHBORS

Recruitment Services Proposal

**Assistant City Administrator/
Human Resources
Public Works Superintendents**

November 6, 2025



Laurie Pederson
President

LP@LocalGovStaffing.com

847.805.7180

www.LocalGovStaffing.com



Executive Summary

LocalGov Staffing Solutions (LGSS) specializes in local government recruitment and placement services, leveraging nearly two decades of expertise. We are dedicated to connecting skilled professionals with impactful public sector roles, addressing the unique needs of local governments across the United States. By fostering lasting relationships built on trust and integrity, we support the growth and success of both our clients and candidates, ultimately benefiting the communities they serve.

Our Services

Our service offerings are specifically designed to cater to the unique needs of local government entities. At LocalGov Staffing Solutions, we provide a comprehensive range of talent acquisition services including direct hire, advertising and candidate outreach services, candidate background screenings and reference checks.

Our advanced sourcing technology and in-depth knowledge of local government enable us to identify and recruit top-tier candidates who are not only highly qualified but also passionate about public service. We tailor our services to meet the specific requirements of each client, ensuring efficient and effective staffing solutions.

Innovative Approach

At LocalGov Staffing Solutions, innovation drives our recruitment strategy. We leverage the latest sourcing technology, data-informed outreach methods, and industry best practices to stay ahead of workforce trends. By combining modern tools with deep knowledge of municipal operations, we're able to reach both active and passive candidates — giving our clients a competitive edge in attracting top-tier talent while reducing time to hire and improving retention.



Scope of Services
Assistant City Administrator/Human Resources
Direct Hire Recruitment Services Process

Timeline	The direct hire process will be conducted by reviewing and vetting candidates as they apply, and the timeline will vary based on the applicant interest.
Advertising & Outreach	All advertising and candidate outreach will be conducted by LGSS.
Screen candidates	All applicants will be reviewed for qualifications.
Conduct pre-interview	Qualified candidates will be interviewed via live video to verify qualifications and experience prior to client interview.
Present qualified applicants to client	Qualified candidate applications will be sent to the City for review and approval to move forward with an interview.
Interview Scheduling	LGSS will schedule all interviews between the City and Candidates.
Client conducts interview process	Client interviews candidates. Interview questions can be provided upon request.
LGSS conducts background screening	LGSS will conduct a Background Screening on the finalist candidate.
Client finalizes hire	Client or LGSS may present an offer to a finalist and assist with negotiations.
★ Candidate Guarantee	If for any reason the hired person leaves the employment of the City of Crest Hill within the first 60 days from start date, LGSS will replace the candidate at no additional charge. One guarantee per position/placed employee. (Terms and Conditions apply.)



Scope of Services
Public Works Department Superintendents
Direct Hire Recruitment Services

Timeline	The direct hire process will be conducted by reviewing and vetting candidates as they apply, and the timeline will vary based on the applicant's interest.
Advertising & Outreach	<i>All Superintendent positions will be advertised in one position announcement. Candidates will apply via one application link and LGSS will separate based on position type. All advertising and candidate outreach will be conducted by LGSS.</i>
Screen candidates	All applicants will be reviewed for qualifications.
Conduct pre-interview	Qualified candidates will be interviewed via live video to verify qualifications and experience prior to client interview.
Present qualified applicants to client	Qualified candidate applications will be sent to the City for review and approval to move forward with an interview.
Interview Scheduling	LGSS will schedule all interviews between the City and Candidates.
Client conducts interview process	Client interviews candidates. Interview questions can be provided upon request.
LGSS conducts background screening	LGSS will conduct a Background Screening on the finalist candidates. One finalist per Superintendent position.
Client finalizes hire	Client or LGSS may present an offer to a finalist and assist with negotiations.
★ Candidate Guarantee	If for any reason the hired person(s) leaves the employment of the City of Crest Hill within the first 60 days from start date, LGSS will replace the candidate at no additional charge. One guarantee per position/placed employee. (Terms and Conditions apply.)



Pricing Summary

	Original Fee	10% Repeat Client Discount
Recruitment:		
Asst. CA/Human Resources	\$19,000	\$17,100
Public Works Superintendents:		
Superintendent #1:	\$19,000	\$17,100
Superintendent #2:	\$7,000	\$6,300
Superintendent #3:	\$4,500	\$4,050
Total 4 positions:	\$49,500	\$44,550

Non-Refundable Retainer & Payment Terms

Recruitment:	*Non-Refundable Retainer	Invoiced on candidate's first day of employment
Asst. CA/Human Resources	\$2,500	\$14,600
Public Works Superintendent #1:	\$2,500	\$14,600
Public Works Superintendent #2:	\$2,500	\$3,800
Public Works Superintendent #3:	\$2,500	\$1,550
Total:	\$10,000	\$34,550

*Non-Refundable Retainer will be invoiced upon receipt of signed contract.

Payment Terms: Payment is due within 30 days of invoice receipt.

Investing in Long-Term Partnerships

A 10% Repeat Client Discount will apply to all services contracted with LGSS from the date of contract execution through 12/31/2026.

Additional Details

- Advertising sources will be selected by LGSS at no additional cost to the City.
- The recruitment process will be conducted virtually by LGSS. The client may choose to conduct in-person interviews, which will be scheduled by LGSS.
- Background screening cost is included for the final candidate for each position. If additional screenings occur, the client will be charged for each additional, not-to-exceed \$500 per candidate.



Best Practices, Confidentiality & Compliance

At LocalGov Staffing Solutions, we are committed to strict compliance with all applicable employment laws, ethical standards, and industry best practices. Our processes prioritize transparency, fairness, and equity while adhering to privacy laws and maintaining the highest level of client and candidate confidentiality.

Additionally, we recognize the importance of accountability in government operations and are well-versed in Open Meetings, Open Records, and Sunshine Laws across various states. Our team stays informed of jurisdiction-specific legal requirements, ensuring full compliance while safeguarding sensitive information. By integrating industry-leading practices and aligning with state transparency mandates, we provide a reliable and trustworthy service that upholds the integrity of public institutions, supports our clients, and promotes the well-being of the candidates we place.

Conclusion

At LocalGov Staffing Solutions, we are committed to delivering exceptional recruitment services tailored to the unique needs of local government entities. Our expertise, strategic approach, and dedication to compliance ensure that we provide transparent, efficient, and effective staffing solutions. By leveraging industry's best practices, advanced technology, and a deep understanding of public sector requirements, we help our clients build strong, reliable teams.

We appreciate the opportunity to partner with you and look forward to supporting your organization's staffing needs with professionalism, integrity, and results-driven solutions.

The LGSS Advantage

Guaranteed Results

Small upfront fee.
No placement, no additional cost.
(Direct-Hire option)

Strategic Advertising

LGSS maximizes the value of advertising dollars by tailoring job postings to each position type for optimal visibility and impact.

Beyond traditional advertising and social media, LGSS utilizes advanced technology to connect with both active and passive candidates through targeted phone calls, texts, emails, and InMail.

Extensive Candidate Outreach

Tailored Service Packages

We offer custom services tailored to meet our clients needs. Not every client needs a full-service recruitment. Build your own process.

Local Government Expertise

With nearly two decades of experience in public sector recruitment, we understand the specialized requirements of government roles.

We build lasting relationships based on trust and integrity, providing ongoing support to ensure the success of both our clients and candidates.

Unmatched Client & Candidate Support

Compliance & Transparency

We uphold strict adherence to all employment laws, ethical standards, and industry best practices, ensuring transparency, fairness, and equity. Additionally, we are well-versed in Open Meetings, Open Records, and Sunshine Laws across various states, ensuring compliance with public sector transparency requirements.





DIRECT HIRE PLACEMENT SERVICES AGREEMENT

This Direct Placement Agreement ("Agreement") is made this 15th day of December, 2025 by and between LocalGov Staffing Solutions, LLC, ("LGSS"), and the City of Crest Hill, Illinois ("Client"). LGSS is in the business of identifying and assisting in the recruiting of candidates with certain skill sets and abilities and Client desires to engage LGSS to conduct assignments to identify candidates in accordance with the terms of this Agreement.

1. Proposal Reference

This Agreement incorporates and is based upon the proposal submitted by LGSS dated November 6, 2025, which outlines the scope of work, deliverables, timeline, and fee structure. The terms of that proposal are binding and hereby made a part of this Agreement. The City of Crest Hill has selected the Direct Hire Recruitment Services Process for the Assistant City Administrator/Human Resources position included in the referenced proposal.

2. LocalGov Staffing Solutions Obligations

- a. Client will provide a position profile, summary of responsibilities, or job description for the position including any experience, qualifications, degrees, licenses, or salary information required. Client agrees to provide additional information and feedback if reasonably requested by LGSS to refine the candidate search or to ensure qualifications. We will use reasonable and diligent efforts to find a candidate that meets your criteria and submit information to you in the format you reasonably request.
- b. This Agreement authorizes LGSS to advertise and promote the Client's name, logo, and relevant community and organizational information in connection with the position.
- c. LGSS will commence a diligent search for qualified candidates for the designated job opening(s). Prior to referring any candidate to the Client, LGSS will use its best efforts to ensure that the candidate meets the Client's selection criteria and performance-related standards through a careful screening of the candidate's professional background and interest related to the opening. Within that screening process, and prior to presenting a candidate to the Client for consideration, LGSS is expected to: (i) ensure that the candidate has a basic understanding of the position, (ii) confirm that the candidate has the basic qualifications for the position, (iii) personally interview each candidate presented, and (iv) provide written documentation of the candidate's qualifications (i.e. resume). Upon concluding the screening process LGSS will refer candidates to the Client and inform the candidates accordingly.

3. Fees and Expenses

- a. Fees for our services are paid on a contingency basis and are owed only if you hire a Candidate, directly or indirectly, or engage the Candidate's services within one year of our referral. A non-refundable retainer fee is required to initiate the recruitment, and no additional fees are owed unless a hire is made. The fee is also earned if the Client refers the Candidate to another organization that subsequently hires the Candidate. Your prior receipt of a candidate's resume or other materials from any source, and any prior consideration of the candidate for employment, shall not affect your obligation to pay the fee. The Fee covers all fees and expenses incurred by LGSS in the conduct of the search, including professional fees, research expenses, and communication costs.



- b. Prior to the Employee's start date with Client, LGSS and Client will execute a Direct Placement Exhibit A ("Exhibit A"), which will state the employee name and start date.
- c. If LGSS refers a candidate to Client, and Client does not hire that candidate for the initially discussed position, Client agrees not to hire or engage that candidate, either for the original position or for any other position with Client, for a period of twelve (12) months from the date of referral, without paying LGSS a placement fee of \$3,000. This obligation applies whether the candidate is hired as an employee, independent contractor, consultant, or through any other arrangement.
- d. LGSS shall invoice the Fee to Client in two installments. A non-refundable retainer of \$2,500 will be invoiced upon placement of the job advertisement. The remaining balance of \$14,600 will be invoiced on the candidate's first day of employment. The total fee for this recruitment shall be \$17,100. Payment for each invoice is due to LGSS within thirty (30) days of the invoice date.

4. Candidate Guarantee

- a. If a candidate placed by LGSS resigns or is terminated for performance-related reasons within 60 days of their start date, we will provide one replacement candidate at no additional cost within 60 days of the employee's departure. If we are unable to successfully provide a replacement, we will issue a refund, minus the retainer fee and any additional advertising and background screenings included in process) to cover recruiter time and sourcing efforts throughout the process. This guarantee reflects our confidence in our recruitment process and our commitment to long-term hiring success.
- b. Exclusions include the following:
 - i. Layoffs, downsizing, or position elimination by the employer.
 - ii. Significant changes to the candidate's role, compensation, or work environment.
 - iii. Misconduct or policy violations by the employer lead to candidate resignation.
- c. Valid for Full-Service Recruitment candidates (Direct Hire/Permanent Placement) where LGSS is involved in the entire recruitment process through placement of candidate. Not valid for customized or partial services.

5. Confidentiality and Open Record Compliance

- a. LGSS agrees to accept in confidence all materials and information disclosed by Client and to use these materials and information only as shall be necessary in performing the services described in this Agreement and for no other purpose.
- b. The Client agrees to notify LGSS in writing if any applicant names or related information are subject to disclosure under open records laws, open meetings laws, Sunshine Laws, or any other applicable public disclosure requirements. LGSS shall not be responsible for any such disclosures made by the Client in compliance with these laws. The Client further agrees to take reasonable measures to protect the confidentiality of applicant information to the extent permitted by law.

6. Limitation of Liability

The Client assumes responsibility for the payment of all employment-related taxes, as well as any



other costs or risks typically associated with its employed workforce. LGSS shall not be liable for any claims, costs, expenses, damages, obligations or losses arising from or in connection with the acts or omission of any Employee. Client shall indemnify LGSS and hold it harmless against and from any such claims made or brought by third parties.

7. Equal Opportunity Employer

Client is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, marital status, sexual orientation, national origin, age, disability or Vietnam era, disabled or other veteran status. LGSS agrees that it will conduct its business in conformity with the Equal Opportunity Commission’s guidelines and will not discriminate in referring candidates to Client.

8. Term

The term of this Agreement shall commence on the date hereof and shall continue until canceled by either party hereto upon thirty (30) day’s prior written notice of termination to the other party. Client is still responsible for all outstanding invoices, even after any such termination.

9. Miscellaneous

This Agreement together with each Exhibit executed and delivered in accordance with the terms of this Agreement, shall constitute the entire understanding of the parties hereto and supersedes all previous agreements or negotiations on the subject matter hereof, whether written or oral, and shall not be modified or amended except by written agreement duly executed by both parties hereto.

ACKNOWLEDGED: I am an authorized representative of Client and agree to the foregoing terms and conditions of this Agreement.

LOCALGOV STAFFING SOLUTIONS, LLC

Client: CITY OF CREST HILL, ILLINOIS

By: _____

By: _____

Name: Laurie Pederson

Name: _____

Title: President

Title: _____

Date: December 15, 2025

Date: _____



City Council Meeting Memo

Crest Hill, IL

Meeting Date:	December 15, 2025
Submitter:	Daniel Ritter, Community & Economic Development Director
Department:	Community Development
Agenda Item:	Approve a Resolution to Extended the Independent Contractor Agreement Consulting Service Agreement by and between the City of Crest Hill, Will County, IL, and Ronald Mentzer

Summary: Mr. Mentzer has provided Community and Economic Development consulting-related services to the City of Crest Hill on a part-time basis since September 2023 through an Employee Leasing Agreement the City Council approved. He has functioned in a variety of different capacities. During the recent transition between directors, Ron also filled in as Interim Director. Ron continues to have high value to the Community Development Department and the City of Crest Hill by managing large projects he has a specific background/history on (Seasons at Crest Hill, Quick Trip, Hendrickson, Fire Training Facility, etc.) However, his overall feedback and guidance continue to benefit the overall success and transition to the new permanent Director and City Planner.

Specifically, he assists in finding areas of existing code, processes, and policies that have consistently been a hindrance to development and staff time and are in need of immediate revision. Many of these go back several years and with his help, we are already starting to tackle some of those issues. Having worked for several years for Crest Hill, he has strong institutional knowledge, and with his background as a long-time former director, Mr. Metzner provides strong planning, zoning, and overall organizational guidance that assists the overall organization. Ron is a team player and always willing to work with other divisions, other departments, attend late meetings, or do what is necessary to assist the Director or City Administrator.

Extending his contract for both development project management and larger guidance/transition would be very valuable to the Department and City. Ron has worked 3 days (24 hours) a week, and this proposal would keep him at the current work schedule through the end of the fiscal year (April 30, 2025). Any extension or costs beyond this proposed extension will need to be part of the FY27 budget process.

Due to several staffing turnovers through the fiscal year and not using a previously approved consultant, the department has a current expected excess of \$147,355.72 in budgeted "personnel" funds (unused salaries, benefits, IMRF, etc. as of 12/5/25). Those available funds more than offset the projected cost of \$46,900 for the continuation of the contract and directly tied to the work that continues to get caught up on within the department. Additionally, I will note that while it isn't a set amount able to be calculated ahead of time, some of his consultant costs are reimbursable by developers on larger projects, requiring a professional services reimbursement agreement.

Financial Impact/Analysis:

Funding Source: General Fund

Original Budgeted Amount: \$80,000

Current Billed (through 12/5/25): \$76,235.25

“Excess” FY26 Personnel Budget: \$147,355.72

Proposed Additional Cost: \$46,920

Recommended Council Action: Approve a Resolution to Extended the Independent Contractor Agreement Consulting Service Agreement by and between the City of Crest Hill, Will County, IL, and Ronald Mentzer

RESOLUTION NO. _____**A RESOLUTION APPROVING AN EXTENSION OF THE TERM OF THE UPDATED AND EXTENDED INDEPENDENT CONTRACTOR CONSULTING SERVICES AGREEMENT BY AND BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, AND RONALD MENTZER**

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, safety, and welfare of its citizens; and

WHEREAS, pursuant to Section 2-2-12 of the Illinois Municipal Code (65 ILCS 5/2-212), the City Council possesses the authority to enter into contracts that serve the legitimate corporate purposes of the City; and

WHEREAS, Ronald Mentzer (the "Consultant"), is an individual who is qualified to render community development, economic development, municipal tax increment financing, organizational and operational efficiency, staff development, and other management consulting services (the "Services"); and

WHEREAS, Consultant was previously leased to the City of Crest Hill through a contract with MGT where he functioned as the City's Interim Community and Economic Development Director for a period of 16 months; and

WHEREAS, thereafter, the City Council determined to engage the Consultant to provide the Services to assist with certain projects in the Community and Economic Development Department after the hiring of Patrick Ainsworth as Director of Community and Economic Development;

WHEREAS, Patrick Ainsworth resigned from his position with the City of Crest Hill effective July 1, 2025; and

WHEREAS, on July 21, 2025, by the passage of Resolution #1323 the City Council determined to extend the Independent Contractor Consulting Services Agreement with Ronald Mentzer to December 31, 2025 to allow him to continue to handle certain projects within the City on which he has been working as well as to have him act as the Interim Director of Community and Economic Development until Daniel Ritter began his employment with the City of Crest Hill; and

WHEREAS, Daniel Ritter is now the Director of Community and Economic Development and has recommended that Ronald Mentzer's current Consulting Services Agreement, as amended by Resolution #1323, and which now ends on December 31, 2025, be

extended to the end of the City's Fiscal Year, April 30, 2026, to allow him to continue to work on certain projects;

WHEREAS, City Staff have negotiated an Amended Exhibit A to the Independent Contractor Consulting Services Agreement (the "Agreement") with the Consultant which extends his services to the end of the City's Fiscal Year, April 30, 2026, (a copy of the Amended Exhibit A is attached hereto as Exhibit 1 and fully incorporated herein); and

WHEREAS, the City Council has reviewed Exhibit 1 and determined that it should be approved and attached to the Independent Contractor Services Agreement with all other conditions, terms, and provisions of the Agreement approved by Resolution #1323 to remain the same, and

WHEREAS, the City Council has determined that it is in the best interests of the City and its citizens to enter into the Amendment with the Consultant.

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. The City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of the Amendment (Exhibit 1) are fair, reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and deliver, and the Clerk to attest, the Amendment, when finalized, and further to take any and all other actions, including without limitation the execution and delivery of any and all documents, necessary and appropriate to effectuate the intent of this Resolution, which is to enter into the Amendment with the Consultant.

SECTION 3: SEVERABILITY. If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict 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 15TH DAY OF DECEMBER, 2025.

	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	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 15TH DAY OF DECEMBER, 2025.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

Exhibit 1 (Amended Exhibit A
to the Independent Contractor
Consulting Services Agreement
approved on July 21, 2025)

EXHIBIT A

CONSULTANT SCOPE OF SERVICES AND BASE COMPENSATION

CONSULTANT: Ronald Mentzer

TERM OF ENGAGEMENT: From January 1, 2026, to April 30, 2026

SCOPE OF SERVICES: The Consultant will provide municipal community development, economic development, tax increment financing, organizational and operational efficiency, staff development, and other management consulting services focused on:

1. Ensuring contiguity in City of Crest Hill Community Development Department operations.
2. Providing project review and City approval process support on significant ongoing development projects and proposals to enable the new Community and Economic Development Director to focus meaningful time on City economic development efforts. Significant ongoing development projects and proposals include, but are not limited to: the development of the balance of the Heidner property at the northwest corner of Weber Road and Division Street, the development of the Lucky Brothers gas station, convenience store, and Dunkin' Donuts store at the southwest corner of Broadway Street and Caton Farm Road, Midwest Industrial Fund's (MIF) development of a 150,000+ sq. ft. industrial/warehouse/office building at the south end of Advantage Drive.
3. Providing project review, City approval process coordination, and property sale support for the pending sale and redevelopment of the former City of Crest Hill City Hall site to QuikTrip.
4. Transferring institutional knowledge regarding City regulations, review and approval processes, staffing, and operational challenges and opportunities to the new full-time Community and Economic Development Director.
5. Assisting in the review and potential creation of a new East Weber Road/Caton Farm Road TIF District and providing private sector TIF assistance and other economic development incentive requests.
6. Coordinating the preparation and filing of the required annual Tax Increment Financing District Fiscal Reports with the State of Illinois and ensuring that the City conducts the required Tax Increment Financing Joint Review Board meetings for the two existing TIF Districts in the City.

BASE COMPENSATION:

\$115.00 per hour for hours worked. The maximum number of hours per week shall be twenty-four (24) unless otherwise authorized by the Mayor and City Council.

PREMIUM COMPENSATION FOR DIRECTOR DUTIES:

In addition to the Base Compensation set forth in this Agreement, Consultant shall be entitled to receive premium compensation of Ten Dollars (\$10.00) per hour for each hour during which Consultant performs duties that are specifically designated as Director-level responsibilities and are approved in advance in writing by the City Administrator. Such premium compensation shall only apply to hours documented and verified as spent performing said Director duties and shall be paid in accordance with the City's standard payment schedule.

Signature Page to Follow

RONALD MENTZER

Date: _____

THE CITY OF CREST HILL

By: RAYMOND SOLIMAN
Its: Mayor
Date: _____



Agenda Memo

Crest Hill, IL

Meeting Date: December 15, 2025
Submitter: Blaine Wing, City Administrator
Department: Administration
Agenda Item: Consolidated Strategy & Marketing Proposal

Summary: With all of the stuff that I and staff are doing (website, newsletter, and social media), we need some professional help – for about 6 months and then maybe a staff member. I think on average these professional services would cost about \$3k per month (so about \$18,000). I think this will help us strategically and then we can have the template and format to follow (with our current people) and/or discuss an entry-level employee position OR even continue using this or another firm to handle our updates.

Recommended Council Action: Approve the Consolidated Marketing Campaign Management & Reporting proposal with Method Engine, LLC in the amount not to exceed \$20,000.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: None

Cost: Not to exceed \$20,000

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AGREEMENT FOR CONSOLIDATED STRATEGY, MARKETING, MANAGEMENT & REPORTING SERVICES BY AND BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, AND METHOD ENGINE, LLC

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, safety, and welfare of its citizens; and

WHEREAS, pursuant to Section 2-2-12 of the Illinois Municipal Code (65 ILCS 5/2-2-12), the City Council is authorized to enter into contracts that serve the legitimate corporate purposes of the City; and

WHEREAS, the City of Crest Hill needs consulting services related to its website, City Newsletter, and social media communications; and

WHEREAS, Method Engine, LLC (the “Company”), is a Chicago-based digital strategy agency with experience serving governmental, educational, and healthcare organizations to strengthen communications, streamline digital services, and engage their communities more effectively (the “Services”); and

WHEREAS, the City Council desires to engage the Company to provide the Services and the Company is ready, willing, and able to perform the Services for the City; and

WHEREAS, the Company has submitted and City Staff have reviewed an Agreement for consolidated strategy, marketing, management & reporting services not to exceed a total of \$20,000.00 (the “Agreement”) for the purposes of engaging the Company to perform the Services (a copy of the Agreement is attached hereto as Exhibit A and fully incorporated herein); and

WHEREAS, the City Council has reviewed the Agreement and determined that the conditions, terms, and provisions of the Agreement are fair, reasonable, and acceptable to the City; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its citizens to enter into the Agreement with the Company.

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. The City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of the Agreement (Exhibit A) are fair, reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and deliver, and the Clerk to attest, the Agreement, and further to take any and all other actions, including without limitation the execution and delivery of any and all documents, necessary and appropriate to effectuate the intent of this Resolution, which is to enter into the Agreement with the Company.

SECTION 3: SEVERABILITY. If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect immediately upon its passage and approval, as provided by law.

[Intentionally Blank]

PASSED THIS 15TH DAY OF DECEMBER, 2025.

	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	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 15TH DAY OF DECEMBER, 2025.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A
(Consolidated
Strategy, Marketing,
Management &
Reporting Services
Agreement)

METHODENGINE

City of Crest Hill

CONSOLIDATED STRATEGY,
MARKETING MANAGEMENT & REPORTING

Presented by Method Engine, LLC

December 4, 2025

Contact:

John Zoppi, Managing Partner
Method Engine, LLC
222 South Riverside Plaza, 15th Floor
Chicago, IL 60606

Office: 312-876-2017
Mobile: 773-230-3131

Introduction

Method Engine is a Chicago-based digital strategy agency with deep experience serving governmental, educational, and healthcare organizations, helping them strengthen communications, streamline digital services, and engage their communities more effectively.

Our portfolio includes partnerships with civic clients as well as leading institutions such as The University of Chicago, Chicago Children's Museum, Ingalls Health System, Lincoln Center, Kohler Pro, and Mitsubishi Materials.

With expertise spanning strategy, branding, interactive design, and digital advertising, we combine strategic insight, creative storytelling, and technical execution to deliver solutions that are both impactful and sustainable, making us a trusted partner for organizations committed to transparency, growth, and community connection.

Approach

Method Engine will partner with the City of Crest Hill to gain a clear understanding of the City's priorities and marketing objectives as they stand today. This discovery process will be both thorough and collaborative, ensuring that our efforts reflect the organization's vision while staying rooted in the needs of the community.

From there, we will work together to identify and prioritize the digital marketing tactics most effective in advancing those goals. Our approach balances strategic impact with transparency, focusing on initiatives that deliver measurable results while strengthening engagement with residents.

We are starting with a conservative allocation of hours and fees, designed to be used thoughtfully and efficiently. This ensures that the City's most pressing needs are addressed first, while also laying the foundation for future growth and long-term success. The areas of focus are summarized as follows:

Areas of Focus

Our initial collaboration will concentrate on the following priorities, ensuring that resources are directed where they will have the greatest impact:

1. Digital Presence & Visibility

- Strengthening the City's online presence through updated content, improved navigation, and accessible design.
- Ensure residents can easily find essential information and services, while reinforcing Crest Hill's identity as a welcoming, forward-thinking community.

2. Community Engagement & Communication

- Expand the City's ability to connect with residents through timely updates, newsletters, and social media outreach.
- Highlight events, initiatives, and opportunities that foster civic pride and participation.

3. Operational Efficiency & Support

- Streamline digital tools that make everyday tasks easier for residents (bill payments, service requests, alerts).
- Provide marketing support that reduces administrative burden and helps City staff focus on serving the community.

Goals & Objectives

The City of Crest Hill's official website serves three critical purposes:

- (1) providing essential public service information
- (2) enabling resident engagement and convenience
- (3) promoting community identity and development.

1. Public Service Information & Transparency

For the **city**, the website is a central hub to communicate official updates, policies, and infrastructure projects. For **residents**, it ensures access to reliable information about daily life and civic responsibilities.

- **City purposes:**
 - Share updates on water supply projects, roadway improvements, and public works notices.
 - Publish financial transparency reports and ordinances to maintain accountability.
 - Provide emergency alerts and community safety information through the Smart Message Alert Network.
- **Resident purposes:**
 - Stay informed about construction projects, water service line programs, and environmental initiatives.
 - Access council minutes, codes of ordinances, and consumer confidence reports for water quality.
 - Understand city operations and hours of service for departments like police, public works, and city hall.

2. Resident Engagement & Convenience

The site is designed to make civic participation and everyday tasks easier.

- **City purposes:**
 - Reduce administrative burden by offering online services (bill payments, ticket payments, employment applications).
 - Encourage volunteerism and participation in programs like the Teen Connection.
 - Provide calendars and newsletters to keep residents connected to city activities.
- **Resident purposes:**
 - Pay water bills or tickets online without visiting city offices.
 - Sign up for notifications, access recycling and waste service calendars, and track holiday closures.
 - Find helpful numbers for quick access to city departments and related services.

3. Community Identity & Development

The website also functions as a platform to highlight Crest Hill's culture, growth, and opportunities.

- **City purposes:**
 - Showcase Crest Hill's economic development initiatives and strategic location for businesses.
 - Promote city events like Winter Fest, decorating contests, and food drives to strengthen community ties.
 - Recognize achievements such as financial reporting excellence and infrastructure milestones.

- **Resident purposes:**
 - Discover local events, healthy living resources, and community organizations.
 - Explore real estate, education, and economic development opportunities.
 - Celebrate civic pride through contests, festivals, and citywide initiatives.

The Crest Hill website is not just an administrative tool—it's a **bridge between city governance and residents' daily lives**, balancing transparency, convenience, and community identity. It helps the city manage operations efficiently while empowering residents to stay informed, engaged, and connected.

Implementation Tactics & Deliverables

Marketing Strategy, Creative Support & Consultation

- Audience research, segmentation, and primary persona development.
- Competitor research for industry positioning & value.
- Key message and content strategy.
- Recommendations with tactical action steps.

Website Content Additions, Updates & Maintenance

- Site Copy & Image Updates, Additions & Refinements
- WordPress Site & Theme Updates & Plug-In Checks, Back Ups & Security
- Digital Marketing Performance, Tracking & Reporting
- Preliminary SEO Implementation
- GA4 Set Up & Google My Business Listing Support
- On-Going Website & Digital Marketing Performance Analysis & Reporting

On-Going Marketing Support Activities

Include but not limited to....

- Brand Standards Guidelines
- Print & Digital Support Materials
- Trade Show Presence
- Social Media Set Up & On-Going Support
- E-Mail Marketing
- PR Facilitation
- SEO Optimization(s)
- Management, Direction and Alignment for all marketing collaboration resources as needed.

ACTIVITY & FEE SUMMARY

ESTIMATED AVERAGE MONTHLY RANGE: [REDACTED] /month*

Resources: Resource types available that may be assigned and utilized based upon need could include, but are not limited to:

- Client Partner
- Fractional CMO (advisory role)
- Digital Project & Account Manager
- Business & Marketing Strategist
- Brand Strategist & Creative Director
- Technology Strategist
- Senior Designer
- Senior Developer/Programmer
- Social Media Manager
- Copywriter(s)
- Communication & Content Specialist(s)

Value Statement**Purpose and Intent**

These Terms and Conditions are established to ensure that the City receives services in a manner that is transparent, accountable, and fiscally responsible. The intent is to balance flexibility in project execution with safeguards that protect the City's interests, ensuring that resources are used efficiently and deliverables are clearly documented.

Commitment to Partnership

The Contractor and the City acknowledge that successful outcomes depend on clear communication, mutual trust, and measurable progress. Accordingly, these provisions are designed not to restrict collaboration, but to provide clarity, consistency, and confidence in the management of public funds.

Transparency and Accountability

By requiring itemized billing, defined personnel roles, and monthly reporting, the City can evaluate the value of services rendered and ensure that work performed aligns with agreed objectives. The Contractor benefits from clear expectations, while the City benefits from reliable oversight and predictable costs.

Terms & Conditions

1. Personnel and Billing Rates

- 1.1 Contractor shall provide the City with a schedule of personnel assigned to the Project, including each individual's name, title, role, and hourly billing rate.
- 1.2 No blended or median billing rates shall be applied unless expressly disclosed. Each individual's actual rate must be disclosed and billed accordingly.
- 1.3 Rates are variable based upon the resource types utilized.
- 1.4 The applicable hourly rates for services performed under this Agreement shall be as set forth in Exhibit A – ME Rate Structure (2025–2026).
- 1.5 Contractor shall provide advance notice of any rate changes beyond the ranges specified in Exhibit A and obtain written approval from the City prior to implementation.

Exhibit A – ME Rate Structure (2025–2026)

Resource Type	Junior	Midlevel	Senior
Account Management	████	████	████
Strategy & Research	████	████	████
Branding & Design	████	████	████
Copywriting & Content Creation	████	████	████
Interactive Application Development	████	████	████
Interactive Design & UX	████	████	████
Digital Advertising (SEM, SEO, PPC)	████	████	████
Public Relations & Media Relations	████	████	████
Social Media & Email Marketing	████	████	████

2. Monthly Fee Cap and Hourly Estimates

- 2.1 Compensation under this Agreement shall not exceed █████ per calendar month without the prior written consent of the City.
- 2.2 Contractor estimates that services will require an average of 20–24 hours per month across all resources.
- 2.3 Monthly billing shall be based upon actual time incurred by required resources and is expected to fall within the estimated range.
- 2.4 In months where fewer than 20 hours are utilized, the total invoiced amount may be less than the lower limit of the estimate.
- 2.5 If actual time incurred in any given month is expected to exceed the upper limit of 24 hours, Contractor shall first obtain written authorization from the City of Crest Hill prior to exceeding such limit.
- 2.6 Any single assignment that cannot be completed within the monthly hourly allocations, or that exceeds 10 hours, may require a separate quotation and may be billed independently of the monthly estimate.

3. Itemized Invoicing

3.1 Contractor shall submit monthly invoices to the City that include, at a minimum:

- The name and role of each individual who performed services;
- The hourly rate applied;
- The number of hours worked;
- A description of the tasks performed.

3.2 Invoices that do not meet these requirements may be rejected by the City until corrected.

3.3 Contractor shall maintain detailed time records and make such records available to the City upon request.

4. Approval of Work

4.1 The City shall designate a Project Manager or Authorized Representative to review and approve all work performed prior to payment.

4.2 Contractor shall not undertake work outside the agreed scope without prior written authorization from the City's Authorized Representative.

5. Scope Changes

5.1 If the scope of the Project changes significantly from the description in this Agreement, Contractor shall notify the City of Crest Hill of any cost variations prior to the completion of work.

5.2 Requests made beyond the scope of this Agreement shall be estimated separately and submitted to the City for review and approval prior to work proceeding.

6. Expenses

6.1 Expenses related to this Project shall be billed in addition to Professional Fees as outlined in this Agreement.

6.2 Expenses may include, but are not limited to: travel, lodging, parking, delivery services.

7. Billing and Payment Terms

7.1 Work shall be billed as it progresses monthly.

7.2 Payments are due within thirty (30) days from receipt of invoice.

7.3 A service charge of three percent (3%) per month may be applied to past due accounts.

8. Limitation of Liability

8.1 Contractor and the City agree to limit liabilities and any damage claims to an amount no greater than the total contract value.

8.2 The City agrees to remove all liability from Contractor for consequential damages.

9. Warranty and Acceptance

9.1 Contractor offers a warranty period of no more than ninety (90) days past delivery for all work provided.

9.2 Final payment constitutes acceptance of the work "as is."

9.3 Any further edits, revisions, or changes after acceptance shall require a new agreement or may be billed on a time-and-materials basis with the express written consent of the City of Crest Hill.

9.4 Contractor offers no guarantees of the results of work performed.

10. Dispute Resolution

10.1 All disputes and contract breaches shall be addressed through mediation and binding arbitration in the State of Illinois, Cook County.

10.2 Any litigation arising under this Agreement shall be conducted in the State of Illinois, Cook County.

SUBMITTED BY:



John Zoppi, Managing Partner
METHOD ENGINE, LLC

APPROVED BY:



Raymond R. Soliman, Mayor
CITY OF CREST HILL



Agenda Memo

Crest Hill, IL

Meeting Date:	December 15, 2025
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Resolution approving an Agreement for the 2025 MFT Patching Program by and Between the City of Crest Hill, Will County, Illinois and D Construction, Inc. for an amount of \$281,310.00.

Summary: Attached is the construction agreement for the 2025 MFT Patching Program which was awarded to D Construction, Inc. at the September 2, 2025 council meeting.

Recommended Council Action:

Resolution approving an Agreement for the 2025 MFT Patching Program by and Between the City of Crest Hill, Will County, Illinois and D Construction, Inc. for an amount of \$281,310.00.

Financial Impact:

Funding Source: MFT Fund

Budgeted Amount: \$300,000.00

Cost: \$281,310.00

Attachments:

D Construction MFT Patching 2025 Resolution

Exhibit A-D Construction Section 26-00000-02-GM Contract.

RESOLUTION NO. _____

**A RESOLUTION APPROVING A CONSTRUCTION AGREEMENT FOR THE 2025
MFT PATCHING PROGRAM BY AND BETWEEN THE CITY OF CREST HILL,
WILL COUNTY, ILLINOIS AND D CONSTRUCTION, INC. FOR AN AMOUNT OF
\$281,310.00**

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, pursuant to Section 2-2-12 of the Illinois Municipal Code (65 ILCS 5/2-2-12), the City Council possesses the authority to enter into contracts that serve the legitimate corporate purposes of the City; and

WHEREAS, D Construction, Inc. (the "COMPANY"), is an entity that is in the business of providing Construction Services for the 2025 MFT Patching Program. (the "Services"); and

WHEREAS, the City Council desires to engage the Company to provide the Services and the Company is ready, willing to perform the Services for the City; and

WHEREAS, City Staff have negotiated an AGREEMENT FOR Construction Services for the 2025 MFT Patching Program. (the "Agreement") with the Company for the purposes of engaging the Company to perform the Services (a copy of the Agreement is attached hereto as Exhibit A and fully incorporated herein); and

WHEREAS, the Staff and City Council has reviewed the Agreement and determined that the conditions, terms, and provisions of the Agreement are fair, reasonable, and acceptable to the City; and

WHEREAS, the City Council has determined that it is in the best interest of the City and its citizens to enter into the Agreement with the Company.

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. The City Council hereby finds that all of the recitals contained in the preamble to this Resolution are true, correct and complete and are hereby incorporated by reference hereto and made part hereof.

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of this Agreement (Exhibit A) in the amount of \$281,310.00 are fair, reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and

deliver, and the Clerk to attest, the Agreement, and further to take any and all other actions, including without limitation the execution and delivery of any and all documents, necessary and appropriate to effectuate the intent of this Resolution, which is to enter into the Agreement with the Company.

SECTION 3: SEVERABILITY. If any section, paragraph, clause or provisions of this Resolution is held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

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

[Intentionally Blank]

PASSED THIS 15th DAY DECEMBER, 2025.

	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 15th DAY OF DECEMBER, 2025.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A



Contractor's Name

D. Construction, Inc.

Contractor's Address

1488 S. Broadway Street

City

Coal City

State

IL

Zip Code

60416

STATE OF ILLINOIS

Local Public Agency

City of Crest Hill

County

Will

Section Number

26-00000-00-GM

Street Name/Road Name

2025 PATCHING PROGRAM

Type of Funds

MFT & Local

CONTRACT BOND (when required)

For a County and Road District Project

Submitted/Approved

Highway Commissioner Signature

Date

Signature and Date boxes for Highway Commissioner

Submitted/Approved

County Engineer/Superintendent of Highways

Date

Signature and Date boxes for County Engineer

For a Municipal Project

Submitted/Approved/Passed

Signature

Date

Signature and Date boxes for Municipal Project

Official Title

Mayor

Department of Transportation

Concurrence in approval of award

Regional Engineer Signature

Date

Signature and Date boxes for Department of Transportation

Local Public Agency City of Crest Hill	Local Street/Road Name 2025 PATCHING PROGRAM	County Will	Section Number 26-00000-00-GM
---	---	----------------	----------------------------------

1. THIS AGREEMENT, made and concluded the 2nd day of September 2025 between the City of Crest Hill, known as the party of the first part, and D. Construction, Inc., its successor, and assigns, known as the party of the second part.

2. For and in consideration of the payments and agreements mentioned in the Proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the Bond referring this contract, the party of the second part agrees with said party of the first part, at its own proper cost and expense, to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described, and in full compliance with all of the terms of this contract.

3. It is also understood and agreed that the LPA Formal Contract Proposal, Special Provisions, Affidavit of Illinois Business Office, Apprenticeship or Training Program Certification, and Contract Bond hereto attached, and the Plans for Section 26-00000-00-GM in City of Crest Hill, approved by the Illinois Department of Transportation on 07/24/25, are essential documents of this contract and are a part hereof.

4. IN WITNESS WHEREOF, the said parties have executed this contract on the date above mentioned.

Attest: _____ The _____ City _____ of Crest Hill _____
Local Public Agency Type Name of Local Public Agency

Clerk _____ Date _____

Party of the First Part _____ Date _____
 By: _____

(SEAL)

(If a Corporation)

Corporate Name
D. Construction, Inc.

President, Party of the Second Part _____ Date _____
 By: _____ 9/11/25

(SEAL)

(If a Limited Liability Corporation)

LLC Name

Manager or Authorized Member, Party of the Second Part
 By: _____

(If a Partnership)

Partner _____ Date _____

Partner _____ Date _____

Partners doing Business under the firm name of
 Party of the Second Part

(If an individual)

Party of the Second Part _____ Date _____

Attest: Secretary _____ Date 9/11/25

(SEAL)



Contract Bond

Bond Number 268021187



Local Public Agency	County	Street Name/Road Name	Section Number
City of Crest Hill	Will	2025 Patching Program	26-00000-00-GM

Bond information to be returned to Local Public Agency at 20600 City Center Boulevard, Crest Hill, IL 60403
Complete Address

We, D. Construction, Inc., 1488 S. Broadway Street, Coal City, IL 60416
Contractor's Name and Address

a/an Corporation organized under the laws of the State of Illinois as PRINCIPAL, and
State

Liberty Mutual Insurance Company 175 Berkeley St Boston, MA 02116
Surety Name and Address

as SURETY, are held and firmly bound unto the above Local Public Agency (hereafter referred to as "LPA") in the penal sum of
Two Hundred Eighty-One Thousand Three Hundred Ten Dollars and 00/100

Dollars (\$281,310.00) lawful money of the United States, to be paid to said LPA, the payment of which we bind ourselves,
successors and assigns jointly to pay to the LPA this sum under the conditions of this instrument.

WHEREAS, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that the said Principal has entered into a written contract with the LPA acting through its awarding authority for the construction of work on the above sections, which contract is hereby referred to and made a part hereof, as if written herein at length, and whereby the said Principal has promised and agreed to perform said work in accordance with the terms of said contract, and has promised to pay all sums of money due for any labor, materials, apparatus, fixtures or machinery furnished to such Principal for the purpose of performing such work and has further agreed to pay all direct and indirect damages to any person, firm, company or corporation to whom any money may be due from the Principal, subcontractor or otherwise for any such labor, materials, apparatus, fixtures or machinery so furnished and that suit may be maintained on such bond by any such person, firm, company or corporation for the recovery of any such money.

NOW, THEREFORE, if the said Principal shall perform said work in accordance with the terms of said contract, and shall pay all sums of money due or to become due for any labor, materials, apparatus, fixtures or machinery furnished to it for the purpose of constructing such work, and shall commence and complete the work within the time prescribed in said contract, and shall pay and discharge all damages, direct and indirect, that may be suffered or sustained on account of such work during the time of the performance thereof and until the said work shall have been accepted, and shall hold the LPA and its awarding authority harmless on account of any such damages and shall in all respects fully and faithfully comply with all the provisions, conditions and requirements of said contract, then this obligation shall be void; otherwise it shall remain in full force and effect.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective agents this 9th day of September 2025.
Day Month and Year

PRINCIPAL

Company Name

Company Name

By
 Signature & Title Date

By
 Signature & Title Date

Attest
 Signature & Title Date

Attest
 Signature & Title Date

(If PRINCIPAL is a joint venture of two or more contractors, the company names and authorized signature of each contractor must be affixed.)

STATE OF IL
COUNTY OF Macon

I, Catherine L Ater, a Notary Public in and for said county, do hereby certify that
Notary Name

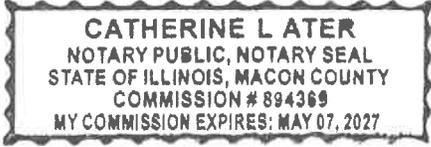
Kenneth T Sandeno and Tamara L Hansen

Insert name of Individuals signing on behalf of PRINCIPAL

who is/are each personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument on behalf of PRINCIPAL, appeared before me this day in person and acknowledged respectively, that he/she/they signed and delivered said instrument freely and voluntarily for the uses and purposes therein set forth.

Given under my hand and notarial seal this 9th day of September 2025
Day Month, Year

(SEAL)



Notary Public Signature

Catherine L Ater

Date commission expires 5-7-27

SURETY

Name of Surety

Liberty Mutual Insurance Company

Title Attorney-in-Fact

By: [Signature]

STATE OF IL
COUNTY OF Macon

I, Catherine L Ater, a Notary Public in and for said county, do hereby certify that
Notary Name

James D Morgason

Insert name of Individuals signing on behalf of PRINCIPAL

who is/are each personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument on behalf of SURETY, appeared before me this day in person and acknowledged respectively, that he/she/they signed and delivered said instrument freely and voluntarily for the uses and purposes therein set forth.

Given under my hand and notarial seal this 9th day of September 2025
Day Month, Year

(SEAL)



Notary Public Signature

Catherine L Ater

Date commission expires 5-7-27

Approved this 2nd day of September 2025
Day Month, Year

Attest:

Local Public Agency Clerk Signature

[Signature Box]

Date

[Date Box]

Awarding Authority

City of Crest Hill

Awarding Authority Signature

[Signature Box]

Date

[Date Box]

Municipality

Clerk

Local Public Agency Type



POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8214700-981239

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Matthew D. Bennet; Michael K. Breheny; Daniel A. Martini; James D. Morgason; Holli Schorey; Wesly Shade; Ashlyn B. Tucker

all of the city of FORSYTH state of IL each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 3rd day of September, 2025.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: Nathan J. Zangerle

Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 3rd day of September, 2025 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 9th day of September, 2025.



By: Renee C. Llewellyn

Renee C. Llewellyn, Assistant Secretary

25-00276



Local Public Agency
Formal Contract Proposal

COVER SHEET

Proposal Submitted By:
 Contractor's Name
 D. Construction, Inc.
 Contractor's Address
 1488 S. Broadway
 City
 Coal City
 State
 IL
 Zip Code
 60416

STATE OF ILLINOIS
 Local Public Agency
 CREST HILL
 County
 Will
 Section Number
 26-00000-00-GM
 Route(s) (Street/Road Name)
 2025 PATCHING PROGRAM - VARIOUS STREETS WITHIN CREST HILL
 Type of Funds
 MFT & Local

Proposal Only Proposal and Plans Proposal only, plans are separate

Submitted/Approved
For Local Public Agency:

For a County and Road District Project
 Submitted/Approved
 Highway Commissioner Signature & Date
 Submitted/Approved
 County Engineer/Superintendent of Highways Signature & Date

For a Municipal Project
 Submitted/Approved/Passed
 Signature & Date
 [Signature] 7/16/2025
 Official Title
 MAYOR

Department of Transportation
 Released for bid based on limited review
 Regional Engineer Signature & Date

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.



Local Public Agency CREST HILL	County Will	Section Number 26-00000-00-GM	Route(s) (Street/Road Name) 2025 PATCHING PROGRAM -
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NOTICE TO BIDDERS

Sealed proposals for the project described below will be received at the office of CITY HALL

20600 CITY CENTER BOULEVARD, CREST HILL, IL 60403	Name of Office	until 10:00 AM	on 08/07/25
Address		Time	Date

Sealed proposals will be opened and read publicly at the office of CITY HALL

20600 CITY CENTER BOULEVARD, CREST HILL, IL 60403	Name of Office	at 10:00 AM	on 08/07/25
Address		Time	Date

DESCRIPTION OF WORK

Location 2025 MFT PATCHING PROGRAM	Project Length N/A
---------------------------------------	-----------------------

Proposed Improvement

THE WORK TO BE PERFORMED CONSISTS OF THE CONSTRUCTION OF CLASS D PATCHES OF VARYING SIZE AND THICKNESS, PAVEMENT MARKINGS, DRAINAGE & UTILITY STRUCTURE ADJUSTMENTS AND ALL NECESSARY TRAFFIC CONTROL REQUIRED TO COMPLETE THE WORK.

1. Plans and proposal forms will be available in the office of

ELECTRONICALLY AT WWW.CBBEL.COM/BIDDING-INFO FOR A NON-REFUNDABLE \$30.00 FEE VIA QUESTCDN #9784663; CONTACT ALEX SCHAEFER AT ASCHAEFER@CBBEL.COM

2. Prequalification
If checked, the 2 apparent as read low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57) in triplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and two originals with the IDOT District Office.
3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.
4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:
 - a. Local Public Agency Formal Contract Proposal (BLR 12200)
 - b. Schedule of Prices (BLR 12201)
 - c. Proposal Bid Bond (BLR 12230) (if applicable)
 - d. Apprenticeship or Training Program Certification (BLR 12325) (do not use for project with Federal funds.)
 - e. Affidavit of Illinois Business Office (BLR 12326) (do not use for project with Federal funds)
5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.
6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case, be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.
7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.
8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.
9. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

Local Public Agency	County	Section Number	Route(s) (Street/Road Name)
CREST HILL	Will	26-00000-00-GM	2025 PATCHING PROGRAM -

PROPOSAL

- Proposal of D. Construction, Inc.
Contractor's Name
1488 S. Broadway, Coal City, IL 60416
Contractor's Address
- The plans for the proposed work are those prepared by Christopher B Burke Engineering, LTD
and approved by the Department of Transportation on -
- The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the "Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.
- The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.
- The undersigned agrees to complete the work within _____ working days or by 10/31/25 unless additional time is granted in accordance with the specifications.
- The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond of check shall be forfeited to the Awarding Authority.
- Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the products of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price. A bid may be declared unacceptable if neither a unit price nor a total price is shown.
- The undersigned submits herewith the schedule of prices on BLR 12201 covering the work to be performed under this contract.
- The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12201, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.
- A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond, if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to: City Treasurer of Crest Hill
The amount of the check is 5% OF BID AMOUNT Five percent bid bond ----- (5% Bid Bond).

Attach Cashier's Check or Certified Check Here

In the event that one proposal guaranty check is intended to cover two or more bid proposals, the amount must be equal to the sum of the proposal guaranties which would be required for each individual bid proposal. If the proposal guaranty check is placed in another bid proposal, state below where it may be found.

The proposal guaranty check will be found in the bid proposal for: Section Number _____ .

Local Public Agency	County	Section Number	Route(s) (Street/Road Name)
CREST HILL	Will	26-00000-00-GM	2025 PATCHING PROGRAM -

CONTRACTOR CERTIFICATIONS

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the Department enter into the contract with the bidder.

- Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedure established by the appropriate Revenue Act, its liability for the tax or the amount of the tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.
- Bid-Rigging or Bid Rotating.** The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with the Department by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

A violation of section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense, or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent on behalf of the corporation.

A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or Local government. No corporation shall be barred from contracting with any unit of State or Local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent on behalf of the corporation.

- Bribery.** The bidder or contractor or subcontractor, respectively, certifies that, it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.
- Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be canceled.

Local Public Agency	County	Section Number	Route(s) (Street/Road Name)
CREST HILL	Will	26-00000-00-GM	2025 PATCHING PROGRAM -

SIGNATURES

(If an individual)

Bidder Signature & Date

Business Address

City State Zip Code

(If a partnership)

Firm Name

Signature & Date

Title

Business Address

City State Zip Code

Insert the Names and Addresses of all Partners

(If a corporation)

Corporate Name

D. Construction, Inc.

Signature & Date

 08-07-25

Title

President

Business Address

1488 S. Broadway

City State Zip Code

Coal City IL 60416

Insert Names of Officers

President

Kenneth Sandeno

Attest:



Secretary

Secretary

Tamara L. Hansen

Treasurer

Tamara L. Hansen



Schedule of Prices



Contractor's Name
 D. Construction, Inc.

Contractor's Address City State Zip Code
 1488 S. Broadway Coal City IL 60416

Local Public Agency County Section Number
 CITY OF CREST HILL WILL 26-00000-00-GM

Route(s) (Street/Road Name)
 2025 Pavement Patching Program - Various Streets

Schedule for Single Bid

(For complete information covering these items, see plans and specifications.)

SP	ITEM #	ITEM DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL
#	1	CLASS D PATCHES (SPECIAL), 2 INCH, N50 - SKIP PATCHING	SQ YD	2150	21.00	45,150.00
#	2	CLASS D PATCHES (SPECIAL), 2 INCH, N70 - SKIP PATCHING	SQ YD	1350	21.00	28,350.00
#	3	CLASS D PATCHES (SPECIAL), 6 INCH, N50 - SKIP PATCHING	SQ YD	2870	59.00	169,330.00
#	4	CLASS D PATCHES (SPECIAL), 12 INCH, N70 - SKIP PATCHING	SQ YD	130	120.00	15,600.00
#	5	VALVE BOXES TO BE ADJUSTED	EACH	1	500.00	500.00
	6	THERMOPLASTIC PAVEMENT MARKING - LETTERS AND SYMBOLS	SQ FT	45	30.00	1,350.00
	7	THERMOPLASTIC PAVEMENT MARKING - LINE 4"	FOOT	1715	4.00	6,860.00
	8	THERMOPLASTIC PAVEMENT MARKING - LINE 6"	FOOT	165	6.00	990.00
	9	THERMOPLASTIC PAVEMENT MARKING - LINE 12"	FOOT	25	12.00	300.00
	10	THERMOPLASTIC PAVEMENT MARKING - LINE 24"	FOOT	120	24.00	2,880.00
#	11	DRAINAGE & UTILITY STRUCTURES TO BE ADJUSTED	EACH	10	1,000.00	10,000.00
Bidders Total Proposal =						\$281,310.00

CERTIFICATION

- # Indicates Special Provision
- Each pay item should have a unit price and a total price.
- If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern.
- If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
- A bid may be declared unacceptable if neither a unit price or total price is shown.



Local Public Agency Proposal Bid Bond

Local Public Agency City of Crest Hill	County Will	Section Number 26-00000-00-GM
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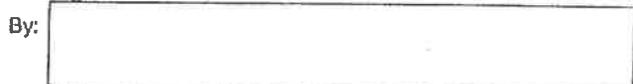
WE, D. Construction, Inc. 1488 S Broadway St Coal City, IL 60416 as PRINCIPAL, and Liberty Mutual Insurance Company as SURETY, are held jointly, severally and firmly bound unto the above Local Public Agency (hereafter referred to as "LPA") in the penal sum of 5% of the total bid price, or for the amount specified in the proposal documents in effect on the date of invitation for bids, whichever is the lesser sum. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly pay to the LPA this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written proposal to the LPA acting through its awarding authority for the construction of the work designated as the above section,

THEREFORE if the proposal is accepted and a contract awarded to the PRINCIPAL by the LPA for the above designated section and the PRINCIPAL shall within fifteen (15) days after award enter into a formal contract, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in the "Standard Specifications for Road and Bridge Construction" and applicable Supplemental Specifications, then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the LPA determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the LPA acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this 7th of Aug 2025

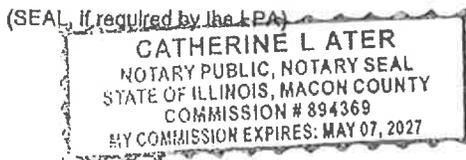
Principal		Surety	
Company Name <u>D. Construction, Inc.</u>	Company Name 	Company Name <u>Liberty Mutual Insurance Company</u>	Company Name
Signature & Date By:  8/7/2025	Signature & Date By: 	Signature & Date By:  8/7/2025	Signature & Date By: 
Title <u>Kenneth T. Sandeno, President</u>	Title 	Title <u>Notary Public</u>	Title

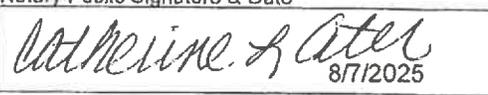
(If Principal is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed.)

STATE OF IL
COUNTY OF Macon
I, Catherine L Ater, a Notary Public in and for said county do hereby certify that
Kenneth T. Sandeno and James D Morgason
(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instruments as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this 7th day of Aug 2025



Notary Public Signature & Date
 8/7/2025
Date commission expires 05/07/2027

Local Public Agency	County	Section Number
City of Crest Hill	Will	26-00000-00-GM

ELECTRONIC BID BOND

Electronic bid bond is allowed (box must be checked by LPA if electronic bid bond is allowed)

The Principal may submit an electronic bid bond, in lieu of completing the above section of the Proposal Bid Bond Form. By providing an electronic bid bond ID code and signing below, the Principal is ensuring the identified electronic bid bond has been executed and the Principal and Surety are firmly bound unto the LPA under the conditions of the bid bond as shown above. (If PRINCIPAL is a joint venture of two or more contractors, an electronic bid bond ID code, company/Bidder name title and date must be affixed for each contractor in the venture.)

Electronic Bid Bond ID Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Company/Bidder Name

--

Signature & Date

--

Title

--



POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8212683-981239

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Ashlyn B. Tucker; Daniel A. Martini; Holli Schorey; James D. Morgason; Matthew D. Bennet; Michael K. Breheny; Wesly Shade

all of the city of Forsyth state of IL each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 15th day of October, 2024.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: Nathan J. Zangerle
Nathan J. Zangerle, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 15th day of October, 2024 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 7th day of August, 2025.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com



Affidavit of Availability
For the Letting of 08/07/25



Bureau of Construction
2300 South Dirksen Parkway/Room 322
Springfield, IL 62764

Instructions: Complete this form by either typing or using black ink. "Authorization to Bid" will not be issued unless both sides of this form are completed in detail. Use additional forms as needed to list all work.

Part I. Work Under Contract ****See the attached letter and certificate of eligibility****

List below all work you have under contract as either a prime contractor or a subcontractor. It is required to include all pending low bids not yet awarded or rejected. In a joint venture, list only that portion of the work which is the responsibility of your company. The uncompleted dollar value is to be based upon the most recent engineer's or owners estimate, and must include work subcontracted to others. If no work is contracted, show NONE.

	1	2	3	4	Awards Pending	Accumulated Totals
Contract Number						
Contract With						
Estimated Completion Date						
Total Contract Price						
Uncompleted Dollar Value if Firm is the Prime Contractor						
Uncompleted Dollar Value if Firm is the Subcontractor						
Total Value of All Work						

Part II. Awards Pending and Uncompleted Work to be done with your own forces.

List below the uncompleted dollar value of work for each contract and awards pending to be completed with your own forces. All work subcontracted to others will be listed on the reverse of this form. In a joint venture, list only that portion of the work to be done by your company. If no work is contracted, show NONE.

Earthwork						
Portland Cement Concrete Paving						
HMA Plant Mix						
HMA Paving						
Clean & Seal Cracks/Joints						
Aggregate Bases, Surfaces						
Highway, R.R., Waterway Struc.						
Drainage						
Electrical						
Cover and Seal Coats						
Concrete Construction						
Landscaping						
Fencing						
Guardrail						
Painting						
Signing						
Cold Milling, Planning, Rotomilling						
Demolition						
Pavement Markings (Paint)						
Other Construction (List)						
Totals						

Disclosure of this information is REQUIRED to accomplish the statutory purpose as outlined in the "Illinois Procurement Code." Failure to comply will result in non-issuance of an "Authorization To Bid." This form has been approved by the State Forms Management Center.

Part III. Work Subcontracted to Others.

For each contract described in Part I, list all the work you have subcontracted to others.

	1	2	3	4	Awards Pending
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Total Uncompleted					

Notary

I, being duly sworn, do hereby declare this affidavit is a true and correct statement relating to ALL uncompleted contracts of the undersigned for Federal, State, County, City and private work, including ALL subcontract work, ALL pending low bids not yet awarded or rejected and ALL estimated completion dates.

Officer or Director

Title

Signature

Date

Company

Address

City

State

Zip Code

Subscribed and sworn to before me

this ____ day of _____, _____

(Signature of Notary Public)

My commission expires _____

(Notary Seal)

Add pages for additional contracts



“D” Construction, Inc.

General Contractor

1488 South Broadway, Coal City, IL 60416
Office (815) 634-2555 FAX (815) 634-8748

August 6, 2025

City of Crest Hill
20600 City Center Boulevard
Crest Hill, IL 60403

Sealed Bid For: “City of Crest Hill - 2025 MFT Patching Program - Section No. 26-00000-00-GM”

Bid Due: 08/07/2025 at 10:00AM

To whom it may concern:

Per the Illinois Department of Transportation Rules of Prequalification of Contractors please find our request to forgo filing an Affidavit of Availability per Article 650.310 sub D based on our Super Unlimited financial rating (See Attached Certificate of Eligibility).

If you have any questions, please call (815) 634-2555.

Sincerely,

Kenneth Sandeno
President



Certificate of Eligibility

D. Construction, Inc.
1488 South Broadway Street Coal City, IL 60416
Contractor No 1320

WHO HAS FILED WITH THE DEPARTMENT AN APPLICATION FOR PREQUALIFICATION STATEMENT OF EXPERIENCE, EQUIPMENT AND FINANCIAL CONDITION IS HEREBY QUALIFIED TO BID AT ANY OF DEPARTMENT OF TRANSPORTATION LETTINGS IN THE CLASSES OF WORK AND WITHIN THE AMOUNT AND OTHER LIMITATIONS OF EACH CLASSIFICATION, AS LISTED BELOW, FOR SUCH PERIOD AS THE UNCOMPLETED WORK FROM ALL SOURCES DOES NOT EXCEED SUPER UNLIMITED

001	EARTHWORK	\$37,675,000
002	PCC PAVING	\$32,650,000
003	HMA PLANT MIX	Unlimited
012	DRAINAGE	\$30,900,000
014	ELECTRICAL	\$10,050,000
017	CONCRETE CONSTRUCTION	\$29,650,000
018	LANDSCAPING	\$2,200,000
024	GROUTING	\$675,000
032	COLD MILL PLAN. & ROTOMILL	\$15,375,000
034	DEMOLITION	\$2,650,000
08A	AGGREGATE BASES & SURF. (A)	\$25,225,000
09C	HWY., R.R. & WATERWAY STR.	Unlimited

THIS CERTIFICATE OF ELIGIBILITY IS VALID FROM 1/2/2025 TO 2/28/2026 INCLUSIVE, AND SUPERSEDES ANY CERTIFICATE PREVIOUSLY ISSUED, BUT IS SUBJECT TO REVISION OR REVOCATION, IF AND WHEN CHANGES IN THE FINANCIAL CONDITION OF THE CONTRACTING FIRM OR OTHER FACTS JUSTIFY SUCH REVISIONS OR REVOCATION. ISSUED AT SPRINGFIELD, ILLINOIS ON 1/2/2025.


Engineer of Construction



Apprenticeship and Training Program Certification

Local Public Agency	County	Street Name/Road Name	Section Number
City of Crest Hill	Will	VARIOUS	26-00000-00-GM

All contractors are required to complete the following certification

- For this contract proposal or for all bidding groups in this deliver and install proposal.
- For the following deliver and install bidding groups in this material proposal.

Illinois Department of Transportation policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. The award decision is subject to approval by the Department. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidder's subcontractors to disclose participation in apprenticeship or training programs that are (1) approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and (2) applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

- Except as provided in paragraph 4 below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.
- The undersigned bidder further certifies, for work to be performed by subcontract, that each of its subcontractors either (A) is, at the time of such bid, participating in an approved, applicable apprenticeship or training program; or (B) will, prior to commencement of performance of work pursuant to this contract, establish participation in an approved apprenticeship or training program applicable to the work of the subcontract.
- The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

Carpenters Local 174, Cement Masons Local 11 - Area 161, Ironworkers Local 444, Laborers Local 75, Operators Local 150

- Except for any work identified above, if any bidder or subcontractor shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforces and positions of ownership.

N/A

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. The Department at any time before or afterward may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. In order to fulfill the participation requirement, it shall not be necessary that any applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract or deliver and install proposal.

Bidder D. Construction, Inc.	Signature & Date  08-07-25 Kenneth Sandeno		
Title President	City Coal City	State IL	Zip Code 60416
Address 1488 S. Broadway			



Affidavit of Illinois Business Office

Local Public Agency City of Crest Hill	County Will	Street Name/Road Name Various	Section Number 26-00000-00-GM
---	----------------	----------------------------------	----------------------------------

I, Kenneth Sandeno of Morris, Illinois,
Name of Affiant City of Affiant State of Affiant

being first duly sworn upon oath, state as follows:

1. That I am the President of D. Construction, Inc..
Officer or Position Bidder
2. That I have personal knowledge of the facts herein stated.
3. That, if selected under the proposal described above, D. Construction, Inc., will maintain a business office in the
Bidder
 State of Illinois, which will be located in Grundy County, Illinois.
County
4. That this business office will serve as the primary place of employment for any persons employed in the construction contemplated by this proposal.
5. That this Affidavit is given as a requirement of state law as provided in Section 30-22(8) of the Illinois Procurement Code.

Signature & Date
 08-07-25

Print Name of Affiant
 Kenneth Sandeno

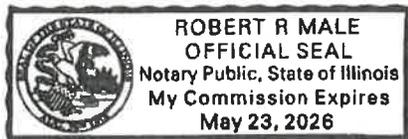
Notary Public

State of IL
 County Kendall

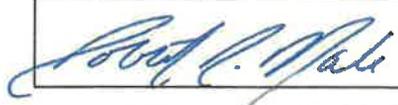
Signed (or subscribed or attested) before me on 08-07-25 by
(date)

Kenneth Sandeno, authorized agent(s) of
(name/s of person/s)

D. Construction, Inc.
Bidder



(SEAL)

Notary Public Signature & Date
 08-07-25
 My commission expires 05-23-26



Agenda Memo

Crest Hill, IL

Meeting Date:	December 15, 2025
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Award the contract to Hoerr Construction Inc. in the amount of \$1,063,280.00 for the 2024 Sanitary Sewer Cleaning and Televising for Lining Priority Areas 4 and 5 Maintenance Improvement.

Summary: Bids were advertised and solicited for qualified contractors to provide unit price costs for the 2024 Sanitary Sewer Cleaning and Televising for Lining Priority Areas 4 and 5 Maintenance Improvement.

The city solicited bids through the newspaper looking for qualified contractors. A total of eight (8) local prequalified contractors picked up bids and five (5) submitted bids. The bids were received for the maintenance improvement at Crest Hill City Hall until 10:00 AM local time on Thursday, November 6, 2025. Bids were opened and read aloud on Thursday, November 6, 2025, at 10:00 AM in the Council Chambers. The following is a list of the bids received:

Results

- | | |
|----------------------------------|--------------------------------|
| 1. Hoerr Construction Inc. | \$1,063,280.00 |
| 2. Insituform Technologies, LLC. | \$1,085,102.40 |
| 3. Performance Pipelining Inc. | \$1,222,620.00, Incomplete bid |
| 4. Inliner Solutions | \$1,587,878.00 |
| 5. National Power Rodding Corp. | \$2,008,100.00 |

The EOPCC was \$870,730.00

Please Note that Performance Pipeline bid was incomplete due to acknowledging addendum 4, but did not include needed pay items to address this addendum.

Project will not begin until the spring of 2026 and will take approximately 4 months to complete. Therefore, the cost for this work will be paid out of the 2026 approved budget which include \$500,000.00 for this work and the 2027 budget where the remaining balance along with a 10% contingency will be included.

I, along with our consultant, have reviewed the quotes and found them to be correct and in order, and we feel that the bids do reflect the market as it exists today.

Recommended Council Action: Award the contract to Hoerr Construction Inc. in the amount of \$1,063,280.00 for the 2024 Sanitary Sewer Cleaning and Televising for Lining Priority Areas 4 and 5 Maintenance Improvement.

Financial Impact:

Funding Source: Sewer Fund

Budgeted Amount: \$500,000.00 (2026 Budget)-\$563,280.00 plus 10% (2027 Budget)

Cost: \$1,063,280.00

Attachments:

_25-R0993 Bid Tab.pdf

_25-R0993 Award Recommendation Letter



November 6, 2025

To: Mayor and City Council
 City of Crest Hill
 20600 City Center Boulevard
 Crest Hill, IL 60403

Attn: Ronald J. Wiedeman, P.E, City Engineer

RE: **City of Crest Hill (REL Project # 25-R0993)**
2025 Sanitary Sewer Cured-in-Place Pipelining
Contract Award Recommendation

Dear Mr. Wiedeman,

A public bid opening was held on Thursday, November 6, 2025, for the referenced project. We have reviewed the bid results received and find them to be as follows:

<u>Contractor</u>	<u>TOTAL</u>	
Hoerr Construction, Inc.	\$1,063,280.00	
Insituform Technologies USA, LLC	\$1,085,102.40	
Performance Pipelining, INC.	\$1,222,620.00	<i>*incomplete bid</i>
Inliner Solutions	\$1,587,878.00	
National Power Rodding Corp.	\$2,008,100.00	

We have reviewed the bids above and found them to be correct and in order. We recommend that the contract be awarded to the low responsive bidder, Hoerr Construction, Inc., in the amount of One Million, Sixty-Three Thousand, Two Hundred Eighty Dollars (\$1,063,280.00).

**Please note – an incomplete bid was submitted by Performance Pipelining, INC. as seen on the attached bid tab.*

If you have any questions, or need additional information, please contact me at your convenience.

Very truly yours,

Joe Sullivan
 I & I Department Manager
 (815) 412-2025
joe.sullivan@reltd.com

R:\2025-2029\2025\25-R0993.CTH_Bid and Contract Documents\25-R0993 Award Recommendation Letter.docx

Xc: Dana West, REL
 Mallory Weisbrodt, REL

Encl. Bid Tabulation

Tabulation of Bids
25-R0993

Item 6 I.

Local Public Agency: City of Crest Hill
County: Will
Section: _____
Estimate: \$870,730.00

Date: 11/6/2025
Time: 10:00 AM

Attended By: Mallory Weisbrodt

Name of Bidder:	Hoerr Construction Inc.	Insituform Technologies, LLC.	Performance Pipelining Inc.	Inliner Solutions, LLC	National Power Rodding Corp.
Address of Bidder:	1416 County Road 200 North	580 Goddard Ave	1551 West Norris Drive	5031 W. 66th Street	2500 W. Arthington St.
		CORPORATE OFFICE			
	Goodfield, IL 61742	Chesterfield, MO 63005	Ottawa, IL 61350	Bedford Park, IL 60638	Chicago, IL 60612
Approved Engineer's Estimate					

Item No.	Item Description	Unit	QTY	Unit Price	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
R3001085	CUT PROTRUDING TAPS	EACH	1	\$350.00	\$350.00	\$1,000.00	\$1,000.00	\$425.00	\$425.00	\$1,000.00	\$1,000.00	\$1,476.00	\$1,476.00	\$1,000.00	\$1,000.00
R3003025	JOINTS TO BE GROUTED, 27"	EACH	1	\$7,000.00	\$7,000.00	\$6,000.00	\$6,000.00	\$12,500.00	\$12,500.00	\$5,000.00	\$5,000.00	\$22,120.00	\$22,120.00	\$5,000.00	\$5,000.00
R300000A	CURED-IN-PLACE PIPE TEMPERATURE MONITORING	FOOT	3,320	\$4.00	\$13,280.00	\$4.00	\$13,280.00	\$3.00	\$9,960.00	\$1.00	\$3,320.00	\$1.00	\$3,320.00	\$5.00	\$16,600.00
X0326661	CURED-IN-PLACE PIPE LINER, 21"	FOOT	380	\$170.00	\$64,600.00	\$460.00	\$174,800.00	\$450.71	\$171,269.80	\$340.00	\$129,200.00	\$493.00	\$187,340.00	\$400.00	\$152,000.00
X0326662	CURED-IN-PLACE PIPE LINER, 27"	FOOT	2,420	\$240.00	\$580,800.00	\$260.00	\$629,200.00	\$265.66	\$642,897.20	\$355.00	\$859,100.00	\$435.00	\$1,052,700.00	\$600.00	\$1,452,000.00
X0326663	CURED-IN-PLACE PIPE LINER, 30"	FOOT	520	\$265.00	\$137,800.00	\$300.00	\$156,000.00	\$344.52	\$179,150.40	\$350.00	\$182,000.00	\$459.00	\$238,680.00	\$600.00	\$312,000.00
R3002080	SERVICE LATERALS TO BE REINSTATED	EACH	5	\$180.00	\$900.00	\$600.00	\$3,000.00	\$250.00	\$1,250.00	\$1,000.00	\$5,000.00	\$550.00	\$2,750.00	\$500.00	\$2,500.00
X0326275	RAILROAD RIGHT-OF-WAY ENTRY PERMIT	EACH	2	\$2,500.00	\$5,000.00	\$10,000.00	\$20,000.00	\$7,500.00	\$15,000.00	\$1,000.00	\$2,000.00	\$7,373.00	\$14,746.00	\$3,500.00	\$7,000.00
Z0048665	RAILROAD PROTECTIVE LIABILITY INSURANCE	L SUM	1	\$11,000.00	\$11,000.00	\$10,000.00	\$10,000.00	\$2,650.00	\$2,650.00	\$1,000.00	\$1,000.00	\$14,746.00	\$14,746.00	\$10,000.00	\$10,000.00
X0327762	RAILROAD FLAGGER	DOL	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
X2010106	TREE & BRUSH REMOVAL (UNDER 6 UNITS DIAMETER)	UNIT	100	\$50.00	\$5,000.00	\$50.00	\$5,000.00	\$50.00	\$5,000.00	-	-	\$50.00	\$5,000.00	\$50.00	\$5,000.00
20100110	TREE REMOVAL (6 TO 15 UNITS DIAMETER)	UNIT	100	\$50.00	\$5,000.00	\$50.00	\$5,000.00	\$50.00	\$5,000.00	-	-	\$50.00	\$5,000.00	\$50.00	\$5,000.00
20100210	TREE REMOVAL (OVER 15 UNITS DIAMETER)	UNIT	100	\$50.00	\$5,000.00	\$50.00	\$5,000.00	\$50.00	\$5,000.00	-	-	\$50.00	\$5,000.00	\$50.00	\$5,000.00
R2004015	CONTINGENCY	L SUM	1	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
				TOTAL:	\$870,730.00		\$1,063,280.00		\$1,085,102.40		\$1,222,620.00		\$1,587,878.00		\$2,008,100.00

Agenda Memo

Crest Hill, IL



Date: 12/10/2025
Submitter: Julius Hansen, Interim Director of Public Works
Department: Public Works
Agenda Item: Approval of Pay Request #35 from Vissering Construction Inc. with direction to send it to the IEPA for approval and disbursement for a total amount of \$761,869.16

Summary:

Strand Engineering and Staff have reviewed the attached pay requests from Vissering Construction Inc for the West Plant Expansion Project and are asking the council to approve these along with the invoice in the list of bills. Vissering’s pay request #35 is \$761,869.16 for work performed between November 1 and November 30, 2025. Once the City receives the disbursement check from the IEPA the City will release the check to Vissering.

Recommended Council Action:

Approval of Pay Request #35 from Vissering Construction Inc. with direction to send it to the IEPA for approval and disbursement for a total amount of \$761,869.16.

Financial Impact:

See attached memo and application for payment from Strand Engineering

Attachments:

Memo and application for payment from Strand Engineering Pay Request #35

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



December 5, 2025

Mr. Julius Hansen, Interim Director of Public Works
City of Crest Hill
20600 City Center Boulevard
Crest Hill, IL 60403

Re: Crest Hill West Sewage Treatment Plant Improvements
Contract 1-2022
City of Crest Hill, Illinois (City)

Dear Mr. Hansen:

Enclosed are Pay Application No. 35, waivers of lien, certified payroll, American Iron and Steel documentation, and apprenticeship reporting forms for the City's West Sewage Treatment Plant Improvements project. A summary of the Contract status is shown on the enclosed Application for Payment.

For Pay Application No. 35, Vissering Construction Company (Contractor) is requesting a total of \$761,869.16 for the work performed between November 1 and 30, 2025. Please refer to its breakdown of values in the enclosed pay application. Specifically, this value includes a variety of items such as general conditions; overhead and profit; grating, plating, and plank; painting; extensive site piping work including natural gas, Structure 30 ductile iron piping and stainless-steel air piping installation, Structure 47 piping; recycle pump installation in Structure 30; site electrical and duct bank routing and building interior conduit and wire installation. Strand Associates, Inc.® has reviewed the pay application submitted by Contractor and recommends the Application for Payment request in the amount of \$761,869.16.

The current total Contract amount is \$4,587,366.00. There have been nine change orders to date. Total work completed through November 30, 2025, is \$42,407,474.24. A total of \$2,479,368.30 is being held in retainage, in accordance with the Contract Documents.

Sincerely,

STRAND ASSOCIATES, INC.®

Dominic L. Gattone, P.E.

Enclosures

Contractor's Application for Payment No. 35

Application Period: 11.01.25-11.31.25	Application Date: 11.30.2025
To (Owner) CITY OF CREST HILL, IL; ATTN: J.HANSEN 20600 CITY CENTER BLVD, CREST HILL, IL 60403	From (Contractor): VISSERING CONSTRUCTION COMPANY Via (Engineer): STRAND ASSOCIATES
Project: W. SEWAGE TREATMENT PLANT IMPROVEMENTS	Contract: GENERAL CONSTRUCTION
Owner's Contract No.:	Contractor's Project No.: 11108.00 Engineer's Project No.: 1-2022

Application For Payment Change Order Summary

Approved Change Orders	Additions	Deductions
1	\$45,297.00	(\$1,383,338.00)
2	\$19,757.00	
3	\$9,362.00	(\$16,295.00)
4	\$45,205.00	(\$1,807.00)
5	\$26,445.00	(\$16,673.00)
6	\$56,463.00	(\$20,035.00)
7 & 8	\$55,757.00	
9	\$130,695.00	(\$3,467.00)
TOTALS	\$388,981.00	(\$1,441,615.00)
NET CHANGE BY CHANGE ORDERS	(\$1,052,634.00)	

1. ORIGINAL CONTRACT PRICE..... \$ 50,640,000.00
2. Net change by Change Orders..... \$ (1,052,634.00)
3. Current Contract Price (Line 1 ± 2)..... \$ 49,587,366.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)..... \$ 42,407,474.24
5. RETAINAGE:
 - a. 5% X \$ 49,587,366.00 Work Completed..... \$ 2,479,368.30
 - b. 10% X _____ Stored Material..... \$ _____
 - c. Total Retainage (Line 5a + Line 5b)..... \$ 2,479,368.30
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 39,928,105.94
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 39,166,236.78
8. AMOUNT DUE THIS APPLICATION..... \$ 761,869.16
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)..... \$ 9,659,260.06

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (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 Work covered by prior Applications for Payment; (2) title of 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 is not defective.

By:  Date: 12/2/2025
 Tony Marzetta, Project Manager

Payment of: \$ _____ (Line 8 or other - attach explanation of the other amount)

is recommended by: _____ (Engineer) _____ (Date)

Payment of: \$ _____ (Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding Agency (if applicable) _____ (Date)

SUMMARY SHEET
(Use with AP2 or AP3)

APPLICATION FOR PAYMENT

ATTN: JULIUS HANSEN, INTERIM PUBLIC WORKS DIRECTOR
OWNER: 20600 CITY CENTER BLVD, CREST HILL,
IL. 60403
CONTRACTOR: VISSERING CONSTRUCTION
COMPANY

PROJECT: W. SEWAGE TREATMENT PLANT
IMPROVEMENTS
CONTRACT: 1-2022 (11108.00)
11.30.2025

PAYMENT APPLICATION NO.: 35

<u>CONTRACT AMOUNT</u>	
ORIGINAL CONTRACT AMOUNT	\$50,640,000.00
PLUS: ADDITIONS TO CONTRACT	\$388,981.00
LESS: DEDUCTIONS FROM CONTRACT	\$1,441,615.00
ADJUSTED CONTRACT AMOUNT TO DATE	\$49,587,366.00
<u>WORK PERFORMED</u>	
COST OF WORK COMPLETED	\$42,407,474.24
PLUS MATERIALS STORED (ATTACH SCHEDULE)	\$0.00
NET AMOUNT EARNED TO DATE	\$42,407,474.24
LESS AMOUNT OF RETAINAGE	\$2,479,368.30
SUBTOTAL	\$39,928,105.94
LESS PREVIOUS PAYMENTS	\$39,166,236.78
AMOUNT DUE THIS APPLICATION	\$761,869.16

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 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

VISSERING CONSTRUCTION COMPANY

CONTRACTOR

BY:

Tony Marzetta
(Authorized Signature)

BY:

Tony Marzetta, Project Manager
(Print Name)

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

DATED:

Dec. 4 25

STRAND ASSOCIATES, INC ©

BY:

Dominic Gattone
(Authorized Signature)

BY:

Dominic Gattone
(Print Name)



Agenda Memo

Crest Hill, IL

Meeting Date:	December 8, 2025
Submitter:	Glenn Gehrke
Department:	Treasurer/Finance
Agenda Item:	Approve a Resolution Amending the Credit Card and Purchasing Policies of the City of Crest Hill

Summary: The Staff is recommending updating the credit card and purchasing policies. The credit card policy has been updated to issue credit cards to individual staff members, who will be accountable for items purchased with cards issued to them, specifically. The limits on each card will be set in accordance with their purchase policy authorization limits.

Recommended Council Action:

Approve the policy as presented.

Financial Impact:

Funding Source: \$0.00

Budgeted Amount: \$0.00

Cost: \$0.00

Attachments:

Credit Card and Purchasing Policies UPDATE 2025.12.15.pdf

RESOLUTION NO. _____**A RESOLUTION AMENDING THE CREDIT CARD AND PURCHASING POLICIES
OF THE CITY OF CREST HILL**

WHEREAS, the City of Crest Hill seeks to provide an effective and efficient guide for the City's employees who may be required to requisition and purchase goods and services for the City and used within the scope of their employment; and

WHEREAS, the Corporate Authorities of the City of Crest Hill have previously adopted a Credit Card Policy and a Purchasing Policy, which has from time to time been amended due to the growth of the City and other needs; and

WHEREAS, the City's Purchasing Policy was last reviewed, revised, and updated in 2022; and

WHEREAS, the Corporate Authorities have determined that it is in the best interests of the City to Amend its previously adopted Credit Card Policy, and its Purchasing Policy as attached hereto and incorporated herein as Exhibits A and B, respectively.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

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

SECTION 2: APPROVAL OF AMENDED POLICIES: The Credit Card Policy attached hereto and incorporated herein as "Exhibit A" and the Purchasing Policy attached hereto and incorporated herein as "Exhibit B" are hereby adopted by the City of Crest Hill as the official policy of the City relative to Credit Card usage and purchases.

SECTION 3: REPEALER: All prior versions of said Credit Card and Purchasing Policies, ordinances, resolutions or parts of ordinances or resolutions conflicting with any of the provisions of this Resolution shall be and the same are hereby repealed.

SECTION 4: EFFECTIVE DATE: This Resolution shall take effect immediately upon its passage and approval as provided by law.

[Left Intentionally Blank]

RESOLVED THIS 15TH DAY OF DECEMBER, 2025.

	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	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 15TH DAY OF DECEMBER, 2025.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

Exhibit A (Revised Credit Card Policy)



Credit Card Policy

INTRODUCTION

Introduction/Statement of Policy

The purpose of this policy manual is to provide the City of Crest Hill officials and staff with guidelines and directions for the acquisition of goods and services using City issued credit cards; while used with good judgment and common sense, the policies and procedures conveyed herein will allow the City to obtain required supplies and services efficiently and economically.

These policies were reviewed and adopted by the City Council and must be adhered to by City employees and City Officials.

Employees and officials are expected to read and understand these policies and procedures. This policy is designed to be a fluid document and may be modified from time to time to conform to changes in legislation, technology, and actual practice. Although it may not answer every question related to purchasing practices, it does provide general guidelines for the use of City issued credit cards. Employees or officials who need help dealing with specific situations not covered by the manual should contact the City Administrator or Finance Director.

The City Administrator, or the Mayor and City Council in matter affecting the City Administrator, shall be the final authority with regards to enforcement of any of the provisions of these policies.

CODE OF ETHICS FOR USING CITY ISSUED CREDIT CARDS

City Issued Credit Cards Code of Ethics

All City personnel and officials engaged in purchasing and related activities on behalf of the City shall conduct themselves in a manner above reproach in every respect. Transactions relating to the expenditure of public funds require the highest degree of public trust to protect the interests of the City and the residents of Crest Hill. City employees and officials shall strive to ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations, and City policies.

PROCEDURES FOR USING CITY ISSUED CREDIT CARDS

Who is eligible to use corporate credit cards?

The City Administrator, in conjunction with the City Council shall determine which employee(s) or official(s) shall be allowed to use a City of Crest Hill credit card.

Guidelines for Card Use

1. It is the responsibility of each cardholder to be acquainted with the purchasing policies and guidelines of the City and to make card purchases in accordance with these policies. Examples of the types of transactions your Corporate Credit Card could be used for include:
 - Business Travel
 - Seminar Registration



Credit Card Policy

- Professional Memberships
- Business meeting expenses
- Purchase material and supplies

The above list is by no means complete. It is understood that from time to time, payment by credit card is the most economical way of obtaining goods and services. The original receipt or a City Expense Authorization form for these items must be attached to the monthly credit card statement

The credit limit for anyone card shall coincide with the purchasing restrictions in the purchasing manual for the specific individual or as specifically authorized by the City Council.

2. The City of Crest Hill credit card is not a personal credit card and remains the property of the City of Crest Hill. All outstanding charges on the card are the liability of the City of Crest Hill.
3. Cardholders cannot use the City of Crest Hill corporate credit card for personal purchases with the intent of reimbursing the City of Crest Hill at a later date.
4. The City of Crest Hill corporate credit card that the individual receives has the cardholder's name and account information included on the back of the card. The cardholder may authorize another employee to charge City expenses online, when no other means of obtaining the product or service is available. Authorization by the City Administrator is required prior to using the credit card (See attachment A). Support must be forwarded to the City Administrator immediately following the use.
5. The City of Crest Hill retains the right to cancel the cardholder's corporate credit card. Cards may be revoked for misuse or non-compliance of procedures.

How to Purchase-Cardholder Responsibilities

1. An original receipt must support each purchase prior to processing the monthly statement. The cardholder is responsible for ensuring a receipt or adequate support for the items charged on the City of Crest Hill credit card. When online registration or purchases are made, printouts of the registration or purchase must be retained and attached to the monthly credit card statement. The lack of a receipt or adequate support may require the user to pay for the expense from personal funds.
2. Receipts are to be given to the Finance department as they are incurred so that Finance may match them with the monthly statement when received. The appropriate budgeted line item must be indicated on the receipt.
3. In the rare case where no receipt is obtained, the cardholder must initial the credit card statement next to the charge. In addition, certification that the expenses were incurred in the conduct of City business must be completed and signed. (See exhibit A) The Finance Director or City Administrator will determine if the business expense could be processed. If determined that there is inadequate support, the user will be required to reimburse the City from personal



Credit Card Policy

funds.

4. For overnight business travel, in addition to supporting the monthly credit card statement, the cardholder still has the obligation to follow the City of Crest Hill's Business Travel Policy, which requires a reconciliation to be completed within one week of travel.

Reconciliation Responsibilities

- The City of Crest Hill receives monthly credit card statements
- Receipts are matched against items on the monthly statement
- If no receipt has been matched to the expenditure, the Finance Department will provide the cardholder with a copy of the statement indicating the expense incurred. Verification of these transactions on the statement is the responsibility of each cardholder.
- If a receipt cannot be obtained after a reasonable effort, the cardholder should write "**No Receipt**" and their initials on the statement next to the item. The City Expense Authorization form (Exhibit A) must be completed and subsequently approved by the City Administrator and Finance Director. This will be allowed on an exception basis only, and continued failure to provide receipts will result in card privileges being revoked.
- The cardholder and the Finance Department are responsible for following up with a vendor on any erroneous charges, disputed items, or returns.
- The Finance Department shall keep a copy of both the front and backside of every credit issued in the City's name. Finance will handle any additions/deletions to the account with the credit card company.

Safekeeping

- It is the responsibility of the employee who holds a City of Crest Hill credit card to maintain the safety and security of that card. Any lost or stolen cards should be reported 1) to the local police where the lost or stolen card was discovered, 2) to the Credit Card Company, and 3) the Finance Department of the City of Crest Hill.
- Any person leaving employment that has a City of Crest Hill credit card shall surrender that card during their exit interview. The Finance Department should be given the surrendered card, and they will contact the Credit Card Company to remove that individual from authorized users.



Credit Card Policy

CITY OF CREST HILL CREDIT CARD USAGE AUTHORIZATION FORM

This form is to be used:

- 1) Prior to making a purchase when utilizing another cardholder's credit card (i.e. for registering online for a seminar) or
- 2) Authorization to pay from the statement when a receipt is unavailable. (This should be minimally used. Consistent misuse, i.e. no receipt provided, will result in the individual being responsible for the expenditure.)

Date: _____

Dept requesting: _____

Vendor where the purchase was made: _____

Item Purchased: _____

Method of Purchase (Please Circle): Telephone/ Internet/Other _____

Amount of Purchase: _____

Account Coding _____

Signature of Employee

Signature of Department Head

Approved by _____
City of Crest Hill
Cardholder

Card Number

Exhibit B (Revised Purchasing Policy)



Purchasing Policy

Objective

To establish a standard procedure to be followed by all departments in procuring goods and services and to facilitate purchases with vendors who will offer quantity and cash discounts and obtain quality goods at the lowest possible prices.

Prompt Payment Act

The City of Crest Hill is subject to the State of Illinois's Prompt Payment Act, and as such, invoices must be paid in a timely manner. It is the responsibility of the Purchasing party to ensure that invoices are presented in a timely manner for payment with the proper authorization.

Purchasing Authority

The City Council through the Budget Approval Process sets the authority to purchase all goods and services in any fiscal year. The City Administrator shall serve as the head Purchasing Agent for the City of Crest Hill, and as such, serve as the main administrator of the City's Purchasing Policy. The Finance Director shall serve as the processing agents for purchase transactions.

At any time, the City Council may waive any and all purchasing requirements, particularly in any cases where the City is soliciting unique professional services or expertise, purchasing used equipment or in cases where vendors have exclusive marketing rights. The City may waive the competitive bidding process when pricing is available that insures the lowest price, i.e. State Bid, GSA Pricing, or Private businesses offering government pricing on the item to be purchased.

Appendix A details the purchasing authority and authorization requirements for purchases for the City of Crest Hill.

Equal Opportunity/Non-Discrimination Policy

It is the policy of the City of Crest Hill that all potential suppliers shall have an equal opportunity to submit bids or quotations and to complete on an equal basis for the City business.

All purchase orders and contracts to which the City of Crest Hill is party, shall contain a non-discrimination in employment clause which provides:

"The vendor agrees that in performing under this purchase order with the contracting municipality, he shall not discriminate against any worker, employee or applicant, or any member of the public because of race, religion, color, national origin or sex, ancestry, age, marital status, physical or mental handicap, or unfavorable discharge from clause will be incorporated in all contracts entered into with suppliers of materials or services who may perform any such labor or services in connection with this contract."



Purchasing Policy

Even if such clause is not included, the above clause shall be construed to be incorporated as a part of such purchase orders and contracts.

Shipping and Freight Policy

All bid prices and price quotations shall be FOB City of Crest Hill with delivery to a point or points within the City.

It is the policy of the City to avoid paying freight charges whenever possible. When taking informal quotations, applicable freight charges should be included. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder. Unless otherwise stated in the "notice of call for bids", all formal bid proposals shall include freight and delivery charges, if any.

Selection of Vendors

Whenever practical, the City will strive to select the lowest qualified quote or bid in the selection of goods and services. If City staff deems that a quote or bid does not meet the quality, dependability, or uniformity standards required, they may petition the City Administrator for an exception to price based selections.

Vendor Discounts

It is the policy of the City to take advantage of all available vendor discounts. The following points should be kept in mind:

- Cash Discounts are offered for prompt payment, usually within ten days of the date of the invoice. Purchasing parties can aid the City by ensuring that the invoice and purchase order (if required) are authorized and forwarded to the Finance Department the same day that materials are delivered.
- Trade Discounts are sometimes offered to municipalities for the purpose of attracting their business. In most cases, the City will not be offered a trade discount unless the purchaser asks if one is available. Therefore, it is essential that purchasing parties, when taking informal price quotations, ask if trade discounts are available.

Cooperative Purchasing

Cooperative purchasing between the City of Crest Hill and the State of Illinois or between the City and other local governments can result in significant savings on the purchase price of many items. It is the policy of the City to enter into cooperative purchasing agreements when:

- Substantial savings will result
- Quality, availability or service will not be sacrificed
- The City will be separately billed for its purchases



Purchasing Policy

- Ordered items will be delivered directly to the City (unless otherwise agreed upon).

The Head Purchasing Agent shall have the authority to analyze the feasibility of cooperative purchasing arrangements. The City Council encourages cooperative purchasing but maintains the right to reject any or all such agreements.

Receiving and Inspection

Purchasing parties (or their designates) are responsible for receiving and inspecting all deliveries that they initiated to ensure that items received conform to the specifications and quantities set forth in the purchase order. All deliveries should be thoroughly inspected to ensure that materials are received in satisfactory condition, and the invoiced price is compared to that on the purchase order. Only after all items on a purchase order have been delivered in an acceptable condition should the purchasing party submit the appropriate forms to the Finance Department so bills may be paid. Each vendor must accept returned items for full credit. All bills will eventually appear on the Vendor List for monthly Council approval.

The party receiving the goods will:

- Inspect for completeness of delivery
- Sign off as received on packing slip
- Mark on the packing slip goods damaged or not received
- Attach all documents to original invoice for payment
- Note on the original invoice any goods not received or damaged
- The original invoice must be authorized for payment by the appropriate party based on the dollar amount.
- Send completed documents to Finance Department for payment
- Contacts vendor on any discrepancies

Request for Payment for Special Events

From time to time, the City will host events that require payment onsite for specific vendors. When this is the case, the following steps shall be followed:

- On the regular bill list preceding the event, any contracts or invoices that need to be paid on or before the event date should be forwarded to finance for payment, following general purchasing and approval guidelines as described in this document
- Checks will be issued following City Council Approval
- Checks will be stored in the Finance safe
- On the last business day preceding the event, the City Administrator and Finance Director will designate an employee to be responsible for transporting the checks from the City Hall safe to the event site and disbursing payment to vendors.



Purchasing Policy

- Any receipts or additional contract documents generated at the event will be returned to the Finance Department on the first business day following the event for filing with the relevant invoice.

Emergency Purchases

Emergency contracts or procurements may be made in the best interest of the public without competitive bidding or prior notice when:

- There exists a threat to public health, safety, or welfare; or
- When immediate expenditure is necessary to prevent or minimize serious disruption in critical City services that affect public health, safety or welfare.

The term of the emergency contract or purchase shall be limited to the time reasonably needed for a competitive procurement. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

Such emergency purchases may be made or contracts awarded by the following succession of City officials:

1. The mayor
2. The City administrator
3. The finance director
4. The department head pertinent to the emergency

Only in the absence of all preceding official(s) will a subsequent official be called upon to make an emergency purchase decision. For instance, the only time the finance director would be asked to make an emergency purchase decision would be in the absence of both the mayor and City administrator. For terms of this policy, the absence of the preceding official(s) will mean either a vacancy in the position or the inability to make physical, voice or other forms of communicative connection to that official.

The finance director shall report any emergency purchases in excess of ten thousand dollars (\$10,000.00) to the City Council at its next regular meeting following said emergency purchase, giving the name of the vendor, date, description of the item or items purchased, the amount of the purchase, the nature of the merchandise and the justification of the emergency purchase.

Request for Checks Less Than \$2,500

In certain situations, and with an upper limit of \$2,500, City Department Heads may request that direct payment for goods or services be authorized. These situations arise where:

- The purchase is time sensitive and delaying payment until the next regularly scheduled Council meeting will interrupt the flow of City business or cause the City to lose an opportunity for competitive pricing or;
- The return of a deposit being held by the City or a refund being issued by the City to an eligible program participant. Refunds and deposit returns will only be issued when the City can confirm that the initial payment by the customer was not returned by our bank.



Purchasing Policy

Some examples include:

- Advances - travel and others - a travel agent who will accept purchase orders should be used for travel and lodging arrangements whenever possible
- Inexpensive mail-order items
- Seminars
- Membership dues
- Limited outside services
- C.O.D. charges
- Petty cash reimbursements

Department heads may request direct payment for goods or services using the procedure outlined below.

Prepare check request to include:

- Vendor/Payee
- Nature of expenditure
- Any comments
- Fund/Account to charge
- Purchasing Agent/department head approval

All check requests will be paid on a semi monthly basis following regularly scheduled Council Meetings. All checks issued from a check request will be listed on a separate report to be presented to the Council for review.

Requisition of Services

The City Administrator or their designee is authorized to enter into service contracts in an amount not to exceed \$20,000. Any service contract exceeding \$20,000 requires approval by the City Council. A minimum of three quotes for services shall still be solicited when practical. The City may choose to select a vendor based on quality or expertise of services provided rather than price at the discretion of the City Administrator.

Except in the case of legal counsel retained/engaged by SWARM or the City's insurers to defend/represent the City, any specific employees, officers, elected officials, agents or staff in any dispute, claim, litigation or other proceeding, no City employee, elected official, director, officer or agent shall have the authority to engage any legal counsel without first obtaining the approval of the City Council.

Invoices



Purchasing Policy

Invoices should be sent to the Department requesting the item(s). The Department Head must authorize (sign) invoices originating from their department; indicate the expense account that should be charged, and forward to the Finance department for payment.

It will be noted that the Finance Department will pay for goods and services on original invoices only. Invoices must have the proper authorization before payment is made.

No payments will be paid on statements or copies of invoices unless the department head attests to the fact that the original invoice is lost and that the invoice copy is replacing the original invoice that is lost.

No invoice or copy of invoice will be paid unless there is sufficient documentation to warrant such payment.

Reimbursement to City Employees

On rare occasions, an employee may need to purchase an item for City use with their own funds and seek reimbursement from the City. This should be a method of last resort and should follow the purchasing authority schedule listed in Appendix A. Methods to alleviate this need include both procuring goods through vendors that the City has a credit relationship with and the use of employee issued credit cards. Employees shall turn in their complete vendor issued receipt with proper account coding for reimbursement on the next regular check run. Reimbursements necessary for employee travel are outlined in the Travel Policy portion of the City's Personnel Manual.

Payment

Payment of Invoices will be made following approval by the City Council of the vendor list at each City Council Meeting. The City Council may also approve items for payment not on the vendor list but separately listed on the Agenda.

Electronic Payment

For vendors accepting payments electronically, the following steps shall be taken

- When presented with ACH payment instructions, staff will use a publicly available phone number to independently contact the vendor and verify the payment information
- Staff will ensure that any other identifying information submitted with the payment information matches what the City has on file (Vendor name, addresses, points of contact)
- Internet searches will also be used to confirm that the employee submitting the information works for the company, and that the identifying information supplied with the payment information is accurate.
- If there is any concern that the payment information is invalid, or it cannot be independently verified, a paper check will be mailed instead
- Once verified, the ACH instructions will be entered into the vendor record by the Accounts Payable clerk and verified by the Assistant Finance Director or Finance Director

- For any vendor wishing to change banking information, all of the above steps will be taken again.
- For new vendors, or vendors wishing to transition to electronic payments, the City may choose to transmit a payment amount less than \$1.00 without telling the vendor the amount of payment. The vendor should be able to confirm the amount of payment. This is a method of confirming payment instructions without transmitting a material amount of money.
- In all cases, cybersecurity best practices will be followed to ensure the security and accuracy of electronic data

Check Fraud

The City shall utilize preventative measures where available to guard against check fraud and theft. These measures currently include, but are not limited to, positive pay and ACH debit blocking. In the event that the City becomes the victim of fraud or theft, staff will notify the bank and the Crest Hill Police Department as soon as practical so that they may each follow their respective protocols. Staff will make themselves available and supply appropriate documentation for these processes.

City of Crest Hill Purchasing Authority

Amount	Purchasing Party	Quotes Required	Additional Comments
\$100,000 & greater	City Council Approval	N/A	For purchases, sealed competitive bidding process is required unless waived by the City Council
\$20,001 - \$99,999	City Council Approval	3 written	City Administrator will determine when receiving written quotes are more practicable and advantageous than to go through a competitive bidding process
\$20,000 - \$30,000	City Administrator in emergency situations only; City Council Approval for all regular purchases	3 written	Three written quotes, the best quote may be chosen without having to go through the quote process again. Due regard to budgetary constraints must be maintained.
\$5,000 - \$20,000	City Administrator Approval	3 written	Three written quotes are required. Due regard to budgetary constraints must be maintained. Requisition of Services – City Administrator is authorized to enter into service contracts not to exceed \$20,000. Engagement of legal counsel must obtain City Council approval prior to engagement.
\$2,500 - \$10,000	Finance Director, Assistant City Administrator/HR	3 verbal*	Three verbal quotes are required. Due regard to budgetary constraints must be maintained.
\$2,500 - \$4,999	Department Head Approval.	3 verbal*	Three verbal quotes are required. Due regard to budgetary constraints must be maintained.
\$1,000 - \$2,499	Department personnel (primary) approved by the department head and the city administrator	At least two verbal*	Due regard to budgetary constraints must be maintained.
\$0. - \$1,000	Department personnel (alternate) approved by the department head and the city administrator	At least two verbal*	Due regard to budgetary constraints must be maintained.

Verbal quotes: Verbal quotes must have some form of documentation, this may include, but not limited to: text messages, screenshots of an online price, or emails.

Note: Authority to approve is automatically filtered down.



Agenda Memo

Crest Hill, IL

Date: 12/15/2025

Submitter: Julius Hansen, Interim Director of Public Works

Department: Public Works

Agenda Item: Industrial Wastewater Pretreatment Program SIU Permit Revision

Summary:

The revised wastewater discharge permit for the Significant Industrial User (SIU), includes the following revisions:

- The items in yellow highlight are for the planned switch from *time proportional* sampling to *flow proportional* sampling for the composite wastewater samples that Rich Products Corporation are required to collect. The switch to flow proportional composite sampling is required by Newton Ellens at USEPA Region 5. This item was discussed at last year's Pretreatment Compliance Inspection (PCI) with Newton at the City and for several months after the PCI. Although we tried to allow the time proportional sampling to continue as authorized by the Control Authority (City), the USEPA feels strongly that the composite samples are required to be collected using flow proportional methods per the regulation – 40 CFR Part 403.12(g)(3). (When wastewater flow is constant, meaning flow does not vary by more than 10% of the average flow over time, time proportional sampling for composite samples can be used. When flow is not constant, meaning the flow does vary by 10% of the average over time, flow proportional sampling is required for composite samples. We recently provided Newton Ellens with 24 hours of wastewater flow volume data, and it was determined to vary by more than 10% during a 24-hour period and, as such, he is requiring that Rich Products switch to flow proportional sampling for representative composite samples of the wastewater stream entering the East STP.
- The red line comments in the draft permit are proposed changes to the surcharge based on Rich Products May 21, 2025, email request to allow an increase in wastewater discharge from a maximum volume of 50,000 gpd to 75,000 gallons per day (gpd) in the next 12 to 16 months. Currently, they are discharging between 20K to 30K+ gpd as shown in recent monthly surcharge invoices. The request for an increased maximum flow volume in a permit revision for an increased volume of wastewater discharge does not mean they will discharge the maximum 75K gpd. They will be increasing production of the pizza lines in the middle of 2026 and that will result in increased wash down sanitation of the lines and increased volume of wastewater discharge to the sewer system. According to the former plant operator, the East STP can accommodate the additional volume of wastewater at the treatment plant. The surcharge sliding scale on page 5 of

the permit was adjusted to allow the 75,000 gpd maximum discharge at no surcharge and if discharge goes beyond that amount, a surcharge of \$1,000 per day would apply. The surcharge rates are raised every year by 5% unless the City decides otherwise.

- Given the increased volume of wastewater and given the surcharge calculations outlined in the discharge permit, the surcharge dollar amount will continue to trend upward each month, and it will increase because the volume of water is increasing. The surcharge is dependent on the concentrations of both BOD and TSS in the wastewater samples collected and the volume of wastewater as shown in the monthly surcharge invoice.
- The environmental impact remains the same for the wastewater treatment process and the East STP NPDES permit requirements. The wastewater characteristics will not change, just the volume of water that will be treated at the East STP and entering the receiving waters. In general, surcharge funds recovered from this SIU facility can be used by the City for funding needed for maintenance at the East STP and/or for funding the City's wastewater pretreatment program.

Recommended Council Action:

Approve the agreement.

Attachments:

- Cover Memo
- Wastewater Discharge Permit # 1001-22 agreement for Rich Products Corporation

RESOLUTION NO. _____

**A RESOLUTION APPROVING A REVISED WASTEWATER DISCHARGE PERMIT
NO. 1001-22 ISSUED TO RICH PRODUCTS CORPORATION**

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, safety, and welfare of its citizens; and

WHEREAS, in 2021 the City of Crest Hill passed Ordinance #1878 which established a comprehensive Sewer Use and Wastewater Pretreatment Ordinance codified in Chapter 13.30 of the City of Crest Hill Code of Ordinances; and

WHEREAS, pursuant to Chapter 13.30, certain industrial and commercial wastewater dischargers must apply for and receive a Significant Industrial User pretreatment permit from the City of Crest Hill and must follow all Illinois Environmental Protection Act regulations and the Crest Hill Ordinances, including Chapter 13.30; and

WHEREAS, Rich Products Corporation ("Rich Products"), a Crest Hill Business and wastewater discharger, has previously applied for and has been issued a Significant Industrial User pretreatment permit (1001-22) by the City of Crest Hill; and

WHEREAS, on May 21, 2025, Rich Products sought a permit modification to increase its total maximum volume of wastewater discharge, the City's professional staff has processed that request and has prepared a Revised Wastewater Discharge Permit No. 1001-22, a copy of which is attached hereto and incorporated herein as Exhibit A; and

WHEREAS, the City's professional staff and consulting engineers, Robinson Engineering, Ltd. have prepared and are recommending approval of Exhibit A, the Corporate Authorities have determined that the revised permit should be granted.

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. The City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference thereto and made a part hereof.

SECTION 2: REVISED WASTEWATER DISCHARGE PERMIT APPROVED. The City Council hereby approves Exhibit A in form and substance and hereby authorizes the Interim Director of Public Works to issue said revised permit effective immediately.

SECTION 3: SEVERABILITY. If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect immediately upon its passage and approval, as provided by law.

[Left Intentionally Blank]

PASSED THIS 15TH DAY OF DECEMBER, 2025.

	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	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 15TH DAY OF DECEMBER, 2025.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

Exhibit A (Revised Wastewater Discharge Permit 1001-22)



20600 City Center Boulevard, Crest Hill, Illinois 60403
cityofcresthill.com 815-741-5100

CITY OF CREST HILL – INDUSTRIAL PRETREATMENT PROGRAM

WASTEWATER DISCHARGE PERMIT NO. 1001-22 ISSUED TO:

Rich Products Corporation
21511 Division Street
Crest Hill, Illinois 60403

Frozen Food Manufacturing
NAICS 311412
SIC 2051

Issue Date: April 26, 2022
Effective Date: June 1, 2022

Revised Date: **November 20, 2025**
Expiration Date: May 31, 2027

Authorized Representative (AR):
Darryl R. Burgess
Director EH & S
Direct: 716-878-8106
Facility: 815-773-4707
Mobile: 716-864-9094
dburgess@rich.com

Duly Authorized Representative (Duly AR)
Carlos M. Perea
Environmental Health and Safety Manager
Direct: 815-773-4732
Facility: 815-773-4707
Mobile: 224-634-7029
cperea@rich.com

Average Daily Water Used at Facility 40,000 gallons per day
Average Daily Wastewater Discharge: 29,000 gallons per day
Maximum Allowable Daily Flow: 50,000 gallons per day
Maximum Allowable Monthly Average Daily Flow: 47,000 gallons per day
Significant Industrial User (SIU)

Facility tributary to:

City of Crest Hill East WWTP

In compliance with the City of Crest Hill Code of Ordinance Chapter 13.30 (Sewer Use and Wastewater Pretreatment Ordinance) and all amendments thereto; the Illinois Environmental Protection Act, Subtitle C, Chapter I; and the Clean Water Act (CWA); the above identified Permittee is hereby authorized to discharge process and domestic sanitary waste at the above location through the discharge locations identified herein to the above-named City of Crest Hill wastewater treatment plant in accordance with the effluent limitations, special conditions, standard conditions, and attachments herein and the discharge limitations, conditions, and requirements set forth in Ordinance Chapter 13.30 and all amendments thereto. Compliance with this Permit does not relieve the Permittee of its obligation to comply with all pretreatment regulations, standards, or requirements under local, State and Federal laws, including any such laws, regulations, standards, or requirements that may become effective during the term of this Permit.

Permittee is not authorized to discharge after the above expiration date. In order to receive authorization to discharge beyond the expiration date, the Permittee shall submit the proper application as required by the City of Crest Hill by November 30, 2026.

Julius Hansen
Interim Director of Public Works, City of Crest Hill
Effective this 20th day of November 2025

Effluent Limitations, Monitoring, and Sampling

From the latest revision date of this Permit until the expiration date, the effluent of the below discharge(s) shall be monitored and limited at all times as follows.

Sampling Point Name: Outfall 001

Sampling Point Location: Outfall 001 is a covered sewer manhole located outside the building and east of the flow meter room in the southern portion of the Rich Products Corporation property as shown on the Sample Location Map in Attachment C.

Table 1: Effluent Limitations and Monitoring Requirements

PARAMETER	1-DAY MAX CONCENTRATION LOCAL LIMITS ⁽¹⁾ (mg/L)	MONITORING FREQUENCY	SAMPLE TYPE
Ammonia Nitrogen (As N)	160	(2)	24-Hour Flow Proportional Composite (3)
Arsenic	0.017	(2)	24-Hour Flow Proportional
BOD ₅	2,000	Weekly	24-Hour Flow Proportional
Chromium	0.51	(2)	24-Hour Flow Proportional
Chloride	800	(2)	24-Hour Flow Proportional
Copper	0.01	(2)	24-Hour Flow Proportional
FOG (Food Origin)	200	3 per Month	Grab
FOG (Mineral/Petroleum)	100	(2)	Grab
Lead	0.04	(2)	24-Hour Flow Proportional
Mercury	0.0005	(2)	24-Hour Flow Proportional
Molybdenum	0.056	(2)	24-Hour Flow Proportional
Nickel	0.068	(2)	24-Hour Flow Proportional
pH (S.U.)	5.0 – 9.5	Weekly	Grab
Phenols	6.2	(2)	Grab
Phosphorus (As P)	26	(2)	24-Hour Flow Proportional
Silver	0.1	(2)	24-Hour Flow Proportional
Sulfate	163	(2)	24-Hour Flow Proportional
Surfactants	20	(2)	24-Hour Flow Proportional
Total Suspended Solids	2,000	Weekly	24-Hour Flow Proportional
Zinc	0.12	(2)	24-Hour Flow Proportional

The Permittee shall ensure the analysis method which its contractual laboratory is utilizing is capable of quantifying a pollutant concentration equal to half (or less) of the effluent limitation listed in this Permit. In addition, the analysis method used, method detection limit (MDL), and practical quantitation limit (PQL) must be listed on the submitted analytical report. If a parameter is detected, even if not quantifiable, it must be reported. See Standard Condition 10(e) for more information.

FOOTNOTES TO TABLE 1: EFFULENT LIMITATIONS AND MONITORING REQUIREMENTS:

- (1) 1-Day Max Limits based on Local Limits contained in City of Crest Hill Ordinance Chapter 13.30.305 and all amendments thereto. Local Limits apply to total flow from the industry immediately prior to discharge to the City of Crest Hill sewer. All concentrations for metallic substances are for “total” metal unless otherwise noted. All values reported in milligrams per liter (mg/L) roughly equivalent to parts-per-million (ppm) concentrations.
- (2) The Permittee is not required to regularly sample for the parameters in gray. The limits on parameters in gray are still enforceable even though the Permittee is not required to collect samples regularly.

(3) 24 Hour Flow-Proportional Composite Sample pursuant to 40 CFR Part 403.12(g)(3).

Special Conditions

SPECIAL CONDITION 1. This Permit may be modified to include different discharge limitations which are consistent with applicable laws, regulations, or judicial orders; if indicated by appropriate water quality monitoring and analysis.

SPECIAL CONDITION 2. Samples taken in compliance with the discharge monitoring requirements shall be taken at a point representative of the discharge, but prior to entry into the City’s sanitary sewer system, as defined in Standard Condition 10. The Permittee is authorized to discharge industrial wastewater to the Wastewater Treatment Plant (WWTP) from only the Outfall 001 location. Outfall 001 receives pizza-processing sanitation wastewater, refrigeration condenser wastewater and domestic sanitary wastewater. The Outfall 001 compliance point for sample collection is located outside of the facility on the southern portion of the property directly east of the flow meter room (Attachment C). The Permittee shall comply with the limits for the parameters by collection samples at Outfall 001 as outlined in Table 1.

All wastewater samples shall be taken on production days. FOG samples shall be taken at the beginning of sanitation activities. For all discharge sampling the Permittee shall contract directly with a laboratory certified by the National Environmental Laboratory Accreditation Program (NELAP). The laboratory will be instructed to send copies of the laboratory reports when they are completed directly to the Permittee’s authorized representative and to City’s authorized representative.

SPECIAL CONDITION 3. The Permittee shall record the daily total process water being used and report the average and maximum daily process flow in the Industrial Monitoring Report (IMR) submittal on the IMR forms provided in Attachment D. The Permittee shall record daily pH of the facility wastewater on the pH log provided in Attachment D. The pH log (Attachment D) shall be submitted in the monthly IMR.

SPECIAL CONDITION 4. The Permittee shall pay a surcharge to the City for wastewater discharge flowrates, BOD₅, TSS, FOG and pH. Surcharges shall be calculated using the Excel worksheets provided by the Pretreatment Coordinator as shown in the example included in the IMR in Attachment D. The completed Excel worksheet and all laboratory reports, in it’s entirety, including chain of custody forms, are required to be included in the monthly IMR. The surcharge shall be calculated as follows:

BOD₅ surcharge shall equal the Monthly average BOD₅ loading subject to surcharge x Number of days in the month x (current rate per the then-applicable Sewer Ordinance) per pound. As of May 1st, 2025, the current surcharge rate of the Sewer Ordinance is \$1.48 per pound of BOD₅ in excess of the BOD pounds per day resultant from the total quantity of water discharged at an average BOD₅ concentration of 200 mg/l.

TSS surcharge shall equal the Monthly average TSS loading subject to surcharge x Number of days in the month x (current rate) per pound. As of May 1st, 2025, the current surcharge rate is \$1.20 per pound of TSS in excess of the TSS pounds per day resultant from the total quantity of water discharged at an average TSS concentration of 240 mg/l.

FOG Surcharge shall equal the Number of daily sample results in the month exceeding the limit set forth above x \$1,000. pH Surcharge shall equal the Number of daily sample results in the month outside the range set forth above x \$1,000.

Surcharge rates are subject to change based upon City Ordinance, including applicable annual surcharge rate increases (currently set for May 1 each year) set forth in the City Ordinance. Any changes to the City surcharge rates shall be reflected in monthly invoicing.

The daily BOD₅ loading subject to surcharge shall be established by the following calculation (negative values shall not be included in the calculation):

BOD₅ loading subject to surcharge = (Gallons Discharged x (BOD₅ Concentration mg/L - 200 mg/L) x 8.345 x 10⁻⁶) pounds

The daily TSS loading subject to surcharge shall be established by the following calculation (negative values shall not be included in the calculation):

TSS loading subject to surcharge = (Gallons Discharged x (TSS Concentration mg/L - 240 mg/L) x 8.345 x 10⁻⁶) pounds

Gallons discharged for BOD and TSS shall be measured at the same time that 24-hour composite samples are taken, by an effluent (wastewater) flow meter located in the discharge line at Outfall 001, prior to the sanitary sewer tie-in.

SPECIAL CONDITION 5. The Permittee shall comply with limits for discharge flow rates. The Permittee shall be responsible for purchasing, installing, operating and maintaining a wastewater flow metering device with a constant read approved by the City. The cost for the operation and maintenance of the wastewater flow metering device shall be paid by the Permittee. To the extent the City's approval of the flow meter type depends on the design capacity of the flume, the Permittee agrees to perform the following: (1) continue to monitor and report output for 90 days on a monthly basis after the installation of a new flow meter or in the event of an Significant Production Alteration (SPA); and (2) if the data show material design deficiencies in the existing flume, the Permittee will retain a Professional Engineer licensed in the State of Illinois to assess and provide design recommendations within 45 days from such determination; thereafter the Permittee will address non-capital design deficiencies within 30 days and any capital design deficiencies within 60 days. Resolution of any capital deficiencies shall be documented and submitted to City for review and acceptance.

Readings for both potable water and wastewater may be taken automatically if use of an automatic reading device is agreed upon by the City and the Permittee, in which case readings shall be taken at midnight each day; or manually in which case readings shall be taken at 7:00 am each day.

The Permittee's wastewater flow metering device shall be calibrated at least once every six (6) months at the Permittee's expense by a qualified outside representative hired by the Permittee. The City shall be furnished a copy of the calibration results. If the recorder is not calibrated at this frequency, the wastewater flow metering device shall be considered to have failed.

In the event of a failure of the Permittee's wastewater flow metering device, the Gallons Discharged value shall be calculated utilizing the ratio between the influent potable water meter and wastewater discharge meter. The ratio shall be calculated as follows:

$$\text{Ratio} = \frac{\text{Average of the previous 3 months of wastewater discharge}}{\text{Average of the previous 3 months of potable water discharge}}$$

To estimate the wastewater discharge for days of missing data, the ratio shall be multiplied by the potable water reading for the day(s) of missing data for purposes of the calculation of daily BOD₅ and TSS.

In the event of a failure of the Permittee's wastewater flow metering device for more than 96 hours, the City may impose a fine of \$100 per day for each day thereafter until the flow metering device is repaired and functional.

In the event that the Permittee does not collect a wastewater sample in accordance with Special Condition 4, the BOD₅, FOG and TSS concentrations, for each sample, for purposes of the calculation listed above, shall be one and a half (1.5) times the average of the most recent month's concentrations of BOD₅, FOG, and TSS during production.

Monthly average discharge is defined as the total monthly flow divided by number of total days in the month.

The discharge flow rates, concentrations, and physical quantity of the pollutants at Outfall 001 are subject to the following limits:

Maximum daily flow shall not exceed 75,000 gallons per day (measured over a 24-hour period from each midnight to the following midnight). Maximum monthly average daily flow shall not exceed 72,000 gallons per day.

If FOG samples demonstrate an Exceedance that causes material FOG-related treatment issues in the collection system or at the WWTP, the Permittee will meet with the City no later than ten (10) days after the issue is identified and Notice is provided to the Permittee. At the meeting, the Permittee shall present a remediation plan. Monetary reimbursement for FOG related issues shall be negotiated between the Permittee and the City. The City and the Permittee agree to negotiate in good faith to reach a resolution to address FOG related issues, including appropriate apportionment of any costs to remediate the issue.

The Permittee shall implement best practices to dry clean the plant prior to sanitation and take other measures to prevent wastes from entering the drain. The Permittee agrees to fund once per calendar year (between January 1 and March 31) the cleaning and televising of the sewer line from its facility to the WWTP up to \$20,000 per year.

The City will be responsible to contract with and supervise a third-party contractor for the cleaning and televising work funded by Permittee pursuant to this Permit. The Permittee shall have no liability to the City or any third party for the work beyond its funding obligations set forth herein. City acknowledges that the Permittee shall not be in breach of this Agreement for City's failure to timely conduct cleaning or televising work.

Notwithstanding any other provision herein to the contrary, the City may immediately revoke the Permittee's authorization to discharge under this permit in the event of an Exceedance that is greater than two times (2x) the limits set forth herein for water flow, BOD₅, FOG, or TSS as determined and confirmed by two successive monthly samples ("Double Exceedance"). In the event of a Double Exceedance over two successive months, the Permittee shall present the City with a remediation plan within ten (10) working days. For each month with a confirmed Double Exceedance, the Permittee shall be responsible to pay an additional surcharge fee of \$1,000, in addition to the established surcharge fee(s) to be paid by the Permittee as set forth in this Special Condition 4, within thirty (30) days of notification by the City of such Double Exceedance.

Exceedances of discharge flow rates, concentrations, and discharge limits set forth in this permit constitute an excessive discharge to the collection system and WWTP and are prohibited. Surcharges for such Exceedances shall be assessed as follows:

Daily Flow Surcharge (maximum daily flow) shall be calculated as follows:

- A. Number of days in month equal to or below 75,000 GPD, no surcharge;
- B. Number of days in month between 75,001 GPD up to 100,000 GPD x \$1,000;
- C. Number of days in month above 100,001 GPD x \$2,000.

Monthly Flow Surcharge (maximum monthly average daily flow) shall be \$10,000, for any month where the monthly average is greater than 72,000 GPD.

The City shall provide the Permittee invoices on a monthly basis. The Permittee shall pay the invoice within thirty (30) days of receipt. City may assess interest at the rate of 1% per month for any unpaid balance on surcharges that were timely invoiced but not paid within forty-five (45) days of receipt of invoicing.

SPECIAL CONDITION 6. The Permittee shall provide the City at least sixty (60) days written Notice prior to implementation of a Significant Production Alteration (SPA), and at least five (5) days written Notice prior to startup and initial commencement of subsequent discharge that will occur following the implementation of a SPA. A SPA means either (1) an alteration of the Permittee's production that may cause the wastewater discharge characteristics at Outfall 001 to exceed the discharge limits indicated in this permit; or (2) introduction of any pollutants to the Permittee's discharge previously unreported by Rich Products Corporation.

Beginning no later than 24 hours after the implementation and startup of a SPA that arises from a material change to the type of product line(s) manufactured at the facility (i.e. to something other than crust and pizza), the Permittee shall sample its wastewater discharge daily for a 10-day interval, including both a 24-hour composite sample and, where applicable, grab samples for BOD, FOG, TSS, and pH. The City shall have the right but not the obligation to secure, at its sole cost and expense, a duplicate sample and analysis for any sampling required herein.

SPECIAL CONDITION 7. The Permittee shall submit an Industrial Monitoring Report (IMR) to the City of Crest Hill and Robinson Engineering, Ltd. every month. See the table in Standard Condition 12(a) for specific due dates. The laboratory reports and chain of custody forms, in its entirety, for analytical testing of samples shall be included with the IMR. The completed Attachment D forms, the Excel worksheet surcharge forms and all laboratory reports shall be submitted on a monthly basis as one portable format document (pdf) for the electronic submittals.

Pursuant to record keeping requirements in 40 CFR Part 403.12(o)(2), the Permittee must make monitoring records available for inspection and copying by EPA and the Publicly Owned Treatment Works ("POTW"). The record retention period shall be extended during the course of any unresolved litigation regarding the Permittee or POTW or when requested by the EPA.

A pdf copy of the Industrial Monitoring Report shall be e-mailed to the following addresses:

- pretreatment@cityofcresthill.com
- pretreatment@reltd.com

A hard copy with original signatures of the Industrial Monitoring Report shall be mailed to the following address:

**City of Crest Hill
Public Works Department
2090 Oakland Avenue
Crest Hill, IL 60403**

SPECIAL CONDITION 8. All Industrial Monitoring Reports must contain the following signed certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

SPECIAL CONDITION 9. If sampling performed by the Permittee indicates a violation of this Permit, the Permittee shall notify the Pretreatment Coordinator with the City of Crest Hill and Robinson Engineering **within 24 hours** of becoming aware of the violation. The Permittee is considered aware of a violation when the Permittee receives the analytical results in verbal or written form from the environmental consultant. It is acceptable for the Permittee's environmental consultant to provide the notification. The Permittee shall also repeat the sampling and analysis, and submit a written statement detailing the reasons for Noncompliance, the steps planned and taken to reduce, eliminate, and prevent future Noncompliance, and the results of the repeat analysis to the City within 30 days after becoming aware of the violation. Failure to take these steps constitutes Significant Noncompliance. The City is required by EPA regulations to publish the names of industries which were in Significant Noncompliance in a local newspaper annually. Additional enforcement action may be taken by the City.

SPECIAL CONDITION 10. In the event of an emergency at the facility, including but not limited to a slug load discharge (as defined by USEPA) of process wastewater or raw materials, or a spill event resulting in a release of process waste water or raw materials which impacts the ground, groundwater, stormwater collection system, or to the sanitary system, the Permittee shall call the City's 24-hour dispatch service, [Wescom], at [815-439-2830] and report the event immediately. A follow-up written report must be submitted to the City and Robinson Engineering within five (5) days of such event. The Permittee shall have thirty (30) days thereafter either to cure or, if cure is not possible within thirty (30) days, to provide the City with adequate assurance that compliance will be achieved as soon as practicable, to the reasonable satisfaction of the City. In the event the Permittee neither cures, nor provides adequate assurance with thirty (30) days of Notice, the City may revoke the Permittee's authorization to discharge.

Pursuant to the bypass provisions of 40 CFR Part 403.17, the Permittee shall adhere to the following:

- a) a prohibition on bypasses, per 40 CFR Part 403.17(d);
- b) a ten-day prior notification requirement for anticipated bypasses; and
- c) requirement to provide a written submission within five days of the Permittee becoming aware of the bypass.

SPECIAL CONDITION 11. The City may request in writing a submittal of operational information in a specified form and at a required frequency at any time during the effective period of this Permit.

SPECIAL CONDITION 12. The Permittee shall submit a new or revised Spill/Slug Control Plan by July 15th of every even numbered year. The Permittee shall develop said plan, submit it for approval to the City, and implement such a plan. The initial Spill/Slug Control Plan shall be submitted within 45 days of the effective date of this permit. A Spill/Slug Control Plan shall address, at a minimum, the following:

1. Description of discharge practices, including non-routine batch discharges;
2. Description of stored chemicals;
3. Procedures for immediately notifying the Pretreatment Coordinator or Director of Public Works of any accidental or slug discharge, as required by the City Ordinance in Chapter 13.30 and all amendments thereto; and
4. Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures, or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

A notice shall be permanently posted on the Permittee's bulletin board or other prominent place advising employees who to call in the event of an accidental discharge or slug load. Permittee shall ensure that all employees who may cause such a discharge to occur are advised of the emergency notification procedure.

SPECIAL CONDITION 13. The Permittee shall notify the City of Crest Hill and Robinson Engineering, Ltd. of any planned changes that may affect the volume of wastewater, the volume of process wastewater flow, any change to the characteristics of the wastewater or any change to the type of process wastewater generated from the production lines, as required by Chapter 13.30 of the City's Ordinance and all amendments thereto.

SPECIAL CONDITION 14. In order to renew this wastewater discharge permit, the Permittee shall submit the proper application as required by the City of Crest Hill by November 30, 2026.

SPECIAL CONDITION 15. Standard Conditions and Definitions are included in this Permit as Attachments A and B, respectively.

ATTACHMENT A

STANDARD CONDITIONS

1. **Duty to comply.** The Permittee must comply with all conditions of this Permit. Any Permit Noncompliance constitutes a violation of the Ordinance and is grounds for enforcement action; for Permit termination, revocation and reissuance, or modification; or for denial of a Permit renewal application.
2. **Duty to reapply.** If the Permittee wishes to continue an activity regulated by this Permit after the expiration date of this Permit, the Permittee must apply for and obtain a new Permit. If the Permittee submits a proper application as required by the City, this Permit shall continue in full force and effect until the City makes its final decision on the application.
3. **Need to halt or reduce activity not a defense.** It shall not be a defense for a Permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this Permit.
4. **Duty to mitigate.** The Permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this Permit which has a reasonable likelihood of adversely affecting human health or the environment.
5. **Proper operation and maintenance.** The Permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the Permittee to achieve compliance with the conditions of this Permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up, or auxiliary facilities, or systems only when necessary to achieve compliance with the conditions of this Permit.
6. **Permit actions.** This Permit may be modified, revoked and reissued, or terminated for cause. The filing of a request by the Permittee for a Permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated Noncompliance, does not stay any Permit condition.
7. **Property rights.** This Permit does not convey any property rights of any sort, or any exclusive privilege.
8. **Duty to provide Information.** The Permittee shall furnish to the City within a reasonable time, any information which the City may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Permit, or to determine compliance with this Permit. The Permittee shall also furnish to the City, upon request, copies of records required to be kept by this Permit.
9. **Inspection and entry.** The Permittee shall allow an authorized representative of the City, upon the presentation of credentials and other documents as may be required by law, to:
 - a. Enter upon the Permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this Permit;
 - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this Permit;
 - c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Permit; and
 - d. Sample or monitor at reasonable times, for the purpose of assuring Permit compliance, or as otherwise authorized by the Act, any substances or parameters at any locations.
10. **Monitoring and records.**

- a. Samples and measurements taken for the purpose of monitoring required in this Permit shall be representative of the activity being monitored.
 - b. The samples should be representative of the facility's discharge. Coordination with the sampling company will be required to ensure that sampling will meet this requirement. The City may monitor as frequently as is necessary, at its discretion.
 - c. Unless otherwise indicated, concentrations refer to the total amount of the constituent present in all phases, whether solid, suspended or dissolved, elemental or combined, including all oxidation states. Where constituents are commonly measured as other than total, the phase is so indicated.
 - d. The Permittee shall retain records of all monitoring information, including all calibration and maintenance records, and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this Permit, and records of all data used to complete the application for this Permit, for a period of at least three years from the date of this Permit, measurement, report or application. This period may be extended by request of the City at any time.
 - e. Records of monitoring information shall include:
 - i. The date, exact place, and time of sampling or measurements;
 - ii. The individual(s) who performed the sampling or measurements;
 - iii. The date(s) analyses were performed;
 - iv. The individual(s) who performed the analyses;
 - v. The analytical techniques or methods used;
 - vi. The method detection limit (MDL) and reporting limit (RL) for each analytical technique; and
 - vii. The results of such analyses. Results which were not detected must be reported as "Not Detected", or "ND", or "< [MDL]". Results which are detected by the analysis at or above the MDL but not quantifiable must be reported as the concentration detected and be flagged as "Detected Not Quantifiable", or "DNQ", or using an appropriate qualifier and footnote description. If a result is detected, it must be reported. Failure to report a detected result is considered withholding analytical results and constitutes Significant Noncompliance.
 - f. Monitoring must be conducted according to test procedures approved under 40 CFR Part 136, unless other test procedures have been specified in this Permit. Where no test procedure under 40 CFR Part 136 has been approved, the Permittee must submit to the City a test method for approval. The Permittee shall calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals to ensure accuracy of measurements.
 - g. The appropriate flow measurement devices and methods consistent with approved scientific practices shall be selected and used to ensure the accuracy and reliability of measurements of the volume of monitored discharges. The devices shall be installed, calibrated, and maintained to ensure that the accuracy of the measurements is consistent with the accepted capability of that type of device. Devices selected shall be capable of measuring flows with a maximum deviation of less than ten percent (10%) from true discharge rates throughout the range of expected discharge volumes.
11. **Signatory requirement.** All applications, reports, or information submitted to the City shall be signed and certified.
- a. **Application.** All Permit applications shall be signed as follows:
 - i. **For a corporation:** by a principal executive officer of the corporation;
 - ii. **For a partnership or sole proprietorship:** by a general partner or the proprietor, respectively.

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- b. **Reports.** All reports required by permits, or other information requested by the City shall be signed by a person described in paragraph a., or by a duly authorized representative of that person. A person is a duly authorized representative only if:
 - i. The authorization is made in writing by a person described in paragraph a.; and
 - ii. The authorization specifies either an individual or a position responsible for the overall operation of the facility from which the discharge originates, such as a plant manager, superintendent or
 - iii. person of equivalent responsibility; and
 - iv. The written authorization is submitted to the City.
- c. **Changes of authorization.** If an authorization under paragraph b. is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of paragraph b. must be submitted to the City prior to or together with any reports, information, or applications to be signed by an authorized representative.

12. Reporting requirements.

- a. **Submitting reports.** All submittals to the City shall be postmarked or hand delivered* in accordance with the following table:

Table 3: Industrial Monitoring Report (IMR) Deadlines

Reporting Interval		Date Due
Monthly or More Frequently		15 th Day of the Following Month
Quarterly	1 st Quarter (Jan 1 st – Mar 31 st)	April 15 th
	2 nd Quarter (April 1 st – June 30 th)	July 15 th
	3 rd Quarter (July 1 st – September 30 th)	October 15 th
	4 th Quarter (October 1 st – December 31 st)	January 15 th of the Following Year
Semi-Annually	1 st Half (Jan 1 st – June 31 st)	July 15 th
	2 nd Half (July 1 st – Dec 31 st)	January 15 th of the Following Year
Annually		January 15 th of the Following Year

*All hand delivered reports must be received by the City by the end of the business day corresponding to that reporting interval.

- b. **Planned changes.** The permitted shall give notice to the City as soon as possible of any planned physical alterations or additions to the permitted facility.
- c. **Anticipated noncompliance.** The Permittee shall give advance notice to the City of any planned changes in the permitted facility or activity which may result in Noncompliance with Permit requirements.
- d. **Monitoring reports.**
 - i. If the Permittee monitors any pollutant more frequently than required by the Permit, using test procedures approved under 40 CFR 136 or as specified in the Permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the IMR.
 - ii. Calculations for all limitations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified by the City in the Permit.
- e. **Twenty-four hour reporting.** The Permittee shall report any Noncompliance which may endanger health or the environment. Any information shall be provided orally within 24 hours from the time the Permittee becomes aware of the circumstances. The Permittee is considered to be aware of a violation when the Permittee receives the analytical report from the laboratory or environmental consultant. It is acceptable for the Permittee’s laboratory or environmental consultant to provide the notification. A written submission shall also be provided within thirty days of the time the Permittee becomes aware of the circumstances. The written submission shall contain a description of the Noncompliance and its cause; the period of Noncompliance, including the exact dates and

- times; and if the Noncompliance has not been corrected, the anticipated time it is expected to continue and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the Noncompliance. The following shall be included as information which must be reported within 24 hours:
- i. Any unanticipated bypass which exceeds any effluent limitation in the Permit;
 - ii. Violation of a maximum daily discharge limitation for any of the pollutants listed by the City in the Permit is to be reported within 24 hours. The City may waive the written report on a case-by-case basis if the oral report has been received within 24 hours.
- f. **Immediate notifications.** The Permittee shall immediately notify by telephone to the City's 24-hour dispatch service, [Wescom], at [815-439-2830] in the case of any discharge, including but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, or slug load that may cause potential problems for the POTW. This notification shall include the location of the discharge, type of waste, concentration, and volume, if known, and corrective actions taken by the user.
- i. Within five (5) days following such discharge, the Permittee shall, unless waived by the City, submit a detailed report describing the cause(s) of the discharge and the measures to be taken by the Permittee to prevent similar future damage, or other liability which may be incurred as a result of damage to the City, natural resources or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to 12f.
- g. **Other noncompliance.** The Permittee shall report all instances of Noncompliance not reported under paragraphs 12c, 12d, or 12e, at the time monitoring reports are submitted. The reports shall contain the information listed in paragraphs 12d and 12e.
- h. **Other information.** Where the Permittee becomes aware that it failed to submit any relevant facts in a Permit application, or submitted incorrect information in a Permit application, or in any report to the City, it shall promptly submit such facts or information.
13. **Transfer of permits.** A Permit is non-transferable. It may not be sold, traded, transferred, assigned, or sublet.
14. All manufacturing and commercial dischargers must notify the City as soon as they know or have reason to believe:
- a. That any activity has occurred or will occur which would result in the discharge of any toxic pollutant identified under Section 307 of the Clean Water Act which is not limited in the Permit, if that discharge will exceed the highest of the following notification levels:
 - i. One hundred micrograms per liter (100 ug/L).
 - ii. Two hundred micrograms per liter (200 ug/L) for acrolein and acrylonitrile, five hundred micrograms per liter (500 ug/L) for 2,4-dinitrophenol and for 2-methyl-4, 6-dinitrophenol; and one milligram per liter (1 mg/L) for antimony;
 - iii. Five (5) times the maximum concentration value reported for that pollutant in the Industrial Discharge Permit Application; or
 - iv. The level established by the City in this Permit.
 - b. That they have begun or expect to use or manufacture as an intermediate or final product or byproduct any toxic pollutant which was not reported in the Industrial Discharge Permit Application.
15. If an applicable standard or limitation is promulgated by Federal regulation and that standard or limitation is more stringent than any limitation in the Permit, or controls a pollutant not limited in the

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Permit, the Permit shall be modified or revoked and reissued to conform to that discharge standard of limitation.

16. The permittee shall not make any false statement, representation or certification in any application, record, report, plan or other document submitted to the City, the Agency or the USEPA, or required to be maintained under this Permit.
17. In case of conflict between these standard conditions and any other condition(s) included in this Permit, the other condition(s) shall govern.
18. The provisions of this Permit are severable, and if any provision of this Permit, or the application of any provision of this Permit is held invalid, the remaining provisions of this Permit shall continue in full force and effect.
19. The Ordinance provides that any User who is found to have violated, or continues to violate, one or more Permit conditions may be fined in the amounts not to exceed One Thousand Dollars (\$1,000.00) per violation, per day. In addition, the City may recover reasonable attorney's fees, court costs, court reporter fees, and other expenses of litigation by appropriate suit at law against the User found to have violated one or more Permit conditions.
20. The Ordinance provides that any person who knowingly makes any false statements, representation, or certification in any application, record, plan, or other document filed or required to be maintained pursuant to this Permit, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required by the Ordinance, shall, upon conviction, be subject to the penalties and costs listed in Standard Condition 19, shall be guilty of a misdemeanor, shall be punished by a fine of not more than One Thousand Dollars (\$1,000.00) per violation, per day, and/or shall be incarcerated in a penal institution other than a penitentiary for a period not to exceed six (6) months.

ATTACHMENT B
DEFINITIONS

Act means the Illinois Environmental Protection Act, 111½ Ill. Rev. Stat., Sec. 1001-1051 as Amended.

ADMI means the American Dye Manufacturer's Institute.

Agency means the Illinois Environmental Protection Agency.

Aliquot means a sample of specified volume used to make up a total composite sample.

Analyte means pollutant or parameter.

Average Monthly Discharge Limitation (30-day average) means the highest allowable average of daily discharges over a calendar month, calculated as the sum of all daily discharges measured during the calendar month divided by the number of daily discharges measured during that month.

Average Weekly Discharge Limitation (7-day average) means the highest allowable average of daily discharges over a calendar week divided by the number of daily discharges measured during that week.

Best Management Practice (BMP) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Bi-Weekly means once every two weeks.

Board means the Illinois Pollution Control Board.

Clean Water Act (formerly referred to as the Federal Water Pollution Control Act) means Public Law 92-500, as amended. 33 U.S.C. 1251 et seq.

Daily Discharge means the discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for purposes of sampling. For pollutants with limitations expressed in units of mass, the "daily discharge" is calculated as the total mass of the pollutant discharged over the day. For pollutants with limitations expressed in other units of measurement, the "daily discharge" is calculated as the average measurement of the pollutant over the day.

8-Hour Composite Sample means a combination of at least three sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over an 8-hour period.

Flow Proportional Composite Sample means a combination of sample aliquots of at least 100 milliliters collected at periodic intervals such that either the time interval between each aliquot or the volume of each aliquot is proportional to either the stream flow at the time of sampling or the total stream flow since the collection of the previous aliquot.

Grab Sample means an individual sample of at least 100 milliliters collected at a randomly selected time over a period not exceeding 15 minutes.

Maximum Daily Discharge Limitation (daily maximum) means the highest allowable daily discharge.

Method Detection Limit (MDL) means the MDL is the minimum concentration of a substance that can be measured and reported with 99% confidence that the analyte concentration is greater than zero.

NPDES (National Pollution Discharge Elimination System) means the national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing pretreatment requirements, under Sections 307, 402, 318, and 405 of the Clean Water Act.

Ordinance means the City of Crest Hill Chapter 13.30 Sewer Use and Wastewater Pretreatment Ordinance and all amendments thereto.

Permit means the most recently revised version of this document and its attachments.

Permittee means Rich Products Corporation (RPC)

Reporting Limit (RL) means the lowest concentration at which an analyte can be detected in a sample and its concentration can be reported with a reasonable degree of accuracy and precision during routine laboratory operating conditions.

Quarterly means once every three months. The first quarter is January through March. The second quarter is April through June. The third quarter is July through September. The fourth quarter is October through December.

24-Hour Composite Sample means a combination of at least 8 sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over a 24-hour period.

USEPA means the United States Environmental Protection Agency.

User means any person who contributes, causes, or permits the contribution of wastewater into the Publicly-Owned Treatment Works.

City means the City of Crest Hill.

Permit No. 1001-22

Issued: 4/26/2022

Revised: 11/20/2025

ATTACHMENT D
INDUSTRIAL MONITORING REPORT

CITY OF CREST HILL
Industrial Monitoring Report (IMR) CONTINUED

Monthly Summary		
Average Process Flow	gallons/day	
Maximum Process Flow	gallons/day	
Minimum pH	S.U.	
Maximum pH	S.U.	

To the best of my knowledge and belief, Rich Products Corporation was: (check one)

IN Compliance **NOT in Compliance**

with the requirements of its Wastewater Discharge Permit during this reporting period.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Authorized Representative
Printed Name and Title

Signature

Date

City Use Only

Name of City Representative

- Approved
- Approved As Noted
- Awaiting Additional Data

Initial

Effective Date: June 1, 2022 – May 31,

2027

HAULED EFFLUENT WASTEWATER MANIFEST SUMMARY LOG

IU Name: Rich Products Corporation Address: 21511 Division Street, Crest Hill, IL 60403 Permit No.: 1001-22 Reporting Period: _____

Log Summary: Total Volume of Effluent Wastewater Pumped and Hauled from Compliance Manhole (Outfall 001) this Monthly Reporting Period _____

Date	Hauling Company Name	Manifest Number or Truck Ticket Number	Total Hauled Effluent Wastewater In Gallons or Pounds

No waste was hauled during this reporting period. (*Check Only if Applicable*)

I certify that I am familiar with the information contained in this report and that, to the best of my knowledge and belief, such information is true, accurate, and complete.

Authorized Representative – Printed Name and Title

Signature

Date

October 2025 Surcharge Invoice Summary						
Daily						
Sample Date	BOD Result (mg/L)	TSS Result (mg/L)	Wastewater	Surcharge	Surcharge	
			Discharge Gallons	BOD Load (lbs)	TSS Load (lbs)	
10/1/2025	426	198	29,352	55.4		
10/8/2025	567	192	22,029	67.5		
10/15/2025	580	435	23,523	74.6	38.3	
10/23/2025	469	262	24,535	55.1	4.5	
10/29/2025	1,300	2,880	23,518	215.9	518.1	
Average:				93.7	187.0	
			lb/day	days/mo.	\$/lb	
BOD Surcharge			93.7	31	\$ 1.48	\$ 4,297.83
TSS Surcharge			187.0	31	\$ 1.20	\$ 6,955.20



20600 City Center Boulevard, Crest Hill, Illinois 60403
cityofcresthill.com 815-741-5100

CITY OF CREST HILL – INDUSTRIAL PRETREATMENT PROGRAM

WASTEWATER DISCHARGE PERMIT NO. 1001-22 ISSUED TO:

Rich Products Corporation
21511 Division Street
Crest Hill, Illinois 60403

Frozen Food Manufacturing
NAICS 311412
SIC 2051

Issue Date: April 26, 2022
Effective Date: June 1, 2022

Revised Date: **November 20, 2025**
Expiration Date: May 31, 2027

Authorized Representative (AR):
Darryl R. Burgess
Director EH & S
Direct: 716-878-8106
Facility: 815-773-4707
Mobile: 716-864-9094
dburgess@rich.com

Duly Authorized Representative (Duly AR)
Carlos M. Perea
Environmental Health and Safety Manager
Direct: 815-773-4732
Facility: 815-773-4707
Mobile: 224-634-7029
cperea@rich.com

Average Daily Water Used at Facility 40,000 gallons per day
Average Daily Wastewater Discharge: 29,000 gallons per day
Maximum Allowable Daily Flow: 50,000 gallons per day
Maximum Allowable Monthly Average Daily Flow: 47,000 gallons per day
Significant Industrial User (SIU)

Facility tributary to: City of Crest Hill East WWTP

In compliance with the City of Crest Hill Code of Ordinance Chapter 13.30 (Sewer Use and Wastewater Pretreatment Ordinance) and all amendments thereto; the Illinois Environmental Protection Act, Subtitle C, Chapter I; and the Clean Water Act (CWA); the above identified Permittee is hereby authorized to discharge process and domestic sanitary waste at the above location through the discharge locations identified herein to the above-named City of Crest Hill wastewater treatment plant in accordance with the effluent limitations, special conditions, standard conditions, and attachments herein and the discharge limitations, conditions, and requirements set forth in Ordinance Chapter 13.30 and all amendments thereto. Compliance with this Permit does not relieve the Permittee of its obligation to comply with all pretreatment regulations, standards, or requirements under local, State and Federal laws, including any such laws, regulations, standards, or requirements that may become effective during the term of this Permit.

Permittee is not authorized to discharge after the above expiration date. In order to receive authorization to discharge beyond the expiration date, the Permittee shall submit the proper application as required by the City of Crest Hill by November 30, 2026.

Julius Hansen
Interim Director of Public Works, City of Crest Hill
Effective this 20th day of November 2025

Effluent Limitations, Monitoring, and Sampling

From the latest revision date of this Permit until the expiration date, the effluent of the below discharge(s) shall be monitored and limited at all times as follows.

Sampling Point Name: Outfall 001

Sampling Point Location: Outfall 001 is a covered sewer manhole located outside the building and east of the flow meter room in the southern portion of the Rich Products Corporation property as shown on the Sample Location Map in Attachment C.

Table 1: Effluent Limitations and Monitoring Requirements

PARAMETER	1-DAY MAX CONCENTRATION LOCAL LIMITS ⁽¹⁾ (mg/L)	MONITORING FREQUENCY	SAMPLE TYPE
Ammonia Nitrogen (As N)	160	(2)	24-Hour Flow Proportional Composite (3)
Arsenic	0.017	(2)	24-Hour Flow Proportional
BOD ₅	2,000	Weekly	24-Hour Flow Proportional
Chromium	0.51	(2)	24-Hour Flow Proportional
Chloride	800	(2)	24-Hour Flow Proportional
Copper	0.01	(2)	24-Hour Flow Proportional
FOG (Food Origin)	200	3 per Month	Grab
FOG (Mineral/Petroleum)	100	(2)	Grab
Lead	0.04	(2)	24-Hour Flow Proportional
Mercury	0.0005	(2)	24-Hour Flow Proportional
Molybdenum	0.056	(2)	24-Hour Flow Proportional
Nickel	0.068	(2)	24-Hour Flow Proportional
pH (S.U.)	5.0 – 9.5	Weekly	Grab
Phenols	6.2	(2)	Grab
Phosphorus (As P)	26	(2)	24-Hour Flow Proportional
Silver	0.1	(2)	24-Hour Flow Proportional
Sulfate	163	(2)	24-Hour Flow Proportional
Surfactants	20	(2)	24-Hour Flow Proportional
Total Suspended Solids	2,000	Weekly	24-Hour Flow Proportional
Zinc	0.12	(2)	24-Hour Flow Proportional Composite (2)

The Permittee shall ensure the analysis method which its contractual laboratory is utilizing is capable of quantifying a pollutant concentration equal to half (or less) of the effluent limitation listed in this Permit. In addition, the analysis method used, method detection limit (MDL), and practical quantitation limit (PQL) must be listed on the submitted analytical report. If a parameter is detected, even if not quantifiable, it must be reported. See Standard Condition 10(e) for more information.

FOOTNOTES TO TABLE 1: EFFULENT LIMITATIONS AND MONITORING REQUIREMENTS:

- (1) 1-Day Max Limits based on Local Limits contained in City of Crest Hill Ordinance Chapter 13.30.305 and all amendments thereto. Local Limits apply to total flow from the industry immediately prior to discharge to the City of Crest Hill sewer. All concentrations for metallic substances are for “total” metal unless otherwise noted. All values reported in milligrams per liter (mg/L) roughly equivalent to parts-per-million (ppm) concentrations.
- (2) The Permittee is not required to regularly sample for the parameters in gray. The limits on parameters in gray are still enforceable even though the Permittee is not required to collect samples regularly.

(3) 24 Hour Flow-Proportional Composite Sample pursuant to 40 CFR Part 403.12(g)(3).

Special Conditions

SPECIAL CONDITION 1. This Permit may be modified to include different discharge limitations which are consistent with applicable laws, regulations, or judicial orders; if indicated by appropriate water quality monitoring and analysis.

SPECIAL CONDITION 2. Samples taken in compliance with the discharge monitoring requirements shall be taken at a point representative of the discharge, but prior to entry into the City's sanitary sewer system, as defined in Standard Condition 10. The Permittee is authorized to discharge industrial wastewater to the Wastewater Treatment Plant (WWTP) from only the Outfall 001 location. Outfall 001 receives pizza-processing sanitation wastewater, refrigeration condenser wastewater and domestic sanitary wastewater. The Outfall 001 compliance point for sample collection is located outside of the facility on the southern portion of the property directly east of the flow meter room (Attachment C). The Permittee shall comply with the limits for the parameters by collection samples at Outfall 001 as outlined in Table 1.

All wastewater samples shall be taken on production days. FOG samples shall be taken at the beginning of sanitation activities. For all discharge sampling the Permittee shall contract directly with a laboratory certified by the National Environmental Laboratory Accreditation Program (NELAP). The laboratory will be instructed to send copies of the laboratory reports when they are completed directly to the Permittee's authorized representative and to City's authorized representative.

SPECIAL CONDITION 3. The Permittee shall record the daily total process water being used and report the average and maximum daily process flow in the Industrial Monitoring Report (IMR) submittal on the IMR forms provided in Attachment D. The Permittee shall record daily pH of the facility wastewater on the pH log provided in Attachment D. The pH log (Attachment D) shall be submitted in the monthly IMR.

SPECIAL CONDITION 4. The Permittee shall pay a surcharge to the City for wastewater discharge flowrates, BOD₅, TSS, FOG and pH. Surcharges shall be calculated using the Excel worksheets provided by the Pretreatment Coordinator as shown in the example included in the IMR in Attachment D. The completed Excel worksheet and all laboratory reports, in it's entirety, including chain of custody forms, are required to be included in the monthly IMR. The surcharge shall be calculated as follows:

BOD₅ surcharge shall equal the Monthly average BOD₅ loading subject to surcharge x Number of days in the month x (current rate per the then-applicable Sewer Ordinance) per pound. As of May 1st, 2025, the current surcharge rate of the Sewer Ordinance is \$1.48 per pound of BOD₅ in excess of the BOD pounds per day resultant from the total quantity of water discharged at an average BOD₅ concentration of 200 mg/l.

TSS surcharge shall equal the Monthly average TSS loading subject to surcharge x Number of days in the month x (current rate) per pound. As of May 1st, 2025, the current surcharge rate is \$1.20 per pound of TSS in excess of the TSS pounds per day resultant from the total quantity of water discharged at an average TSS concentration of 240 mg/l.

FOG Surcharge shall equal the Number of daily sample results in the month exceeding the limit set forth above x \$1,000. pH Surcharge shall equal the Number of daily sample results in the month outside the range set forth above x \$1,000.

Surcharge rates are subject to change based upon City Ordinance, including applicable annual surcharge rate increases (currently set for May 1 each year) set forth in the City Ordinance. Any changes to the City surcharge rates shall be reflected in monthly invoicing.

The daily BOD₅ loading subject to surcharge shall be established by the following calculation (negative values shall not be included in the calculation):

BOD₅ loading subject to surcharge = (Gallons Discharged x (BOD₅ Concentration mg/L - 200 mg/L) x 8.345 x 10⁻⁶) pounds

The daily TSS loading subject to surcharge shall be established by the following calculation (negative values shall not be included in the calculation):

TSS loading subject to surcharge = (Gallons Discharged x (TSS Concentration mg/L - 240 mg/L) x 8.345 x 10⁻⁶) pounds

Gallons discharged for BOD and TSS shall be measured at the same time that 24-hour composite samples are taken, by an effluent (wastewater) flow meter located in the discharge line at Outfall 001, prior to the sanitary sewer tie-in.

SPECIAL CONDITION 5. The Permittee shall comply with limits for discharge flow rates. The Permittee shall be responsible for purchasing, installing, operating and maintaining a wastewater flow metering device with a constant read approved by the City. The cost for the operation and maintenance of the wastewater flow metering device shall be paid by the Permittee. To the extent the City's approval of the flow meter type depends on the design capacity of the flume, the Permittee agrees to perform the following: (1) continue to monitor and report output for 90 days on a monthly basis after the installation of a new flow meter or in the event of a Significant Production Alteration (SPA); and (2) if the data show material design deficiencies in the existing flume, the Permittee will retain a Professional Engineer licensed in the State of Illinois to assess and provide design recommendations within 45 days from such determination; thereafter the Permittee will address non-capital design deficiencies within 30 days and any capital design deficiencies within 60 days. Resolution of any capital deficiencies shall be documented and submitted to City for review and acceptance.

Readings for both potable water and wastewater may be taken automatically if use of an automatic reading device is agreed upon by the City and the Permittee, in which case readings shall be taken at midnight each day; or manually in which case readings shall be taken at 7:00 am each day.

The Permittee's wastewater flow metering device shall be calibrated at least once every six (6) months at the Permittee's expense by a qualified outside representative hired by the Permittee. The City shall be furnished a copy of the calibration results. If the recorder is not calibrated at this frequency, the wastewater flow metering device shall be considered to have failed.

In the event of a failure of the Permittee's wastewater flow metering device, the Gallons Discharged value shall be calculated utilizing the ratio between the influent potable water meter and wastewater discharge meter. The ratio shall be calculated as follows:

$$\text{Ratio} = \frac{\text{Average of the previous 3 months of wastewater discharge}}{\text{Average of the previous 3 months of potable water discharge}}$$

To estimate the wastewater discharge for days of missing data, the ratio shall be multiplied by the potable water reading for the day(s) of missing data for purposes of the calculation of daily BOD₅ and TSS.

In the event of a failure of the Permittee's wastewater flow metering device for more than 96 hours, the City may impose a fine of \$100 per day for each day thereafter until the flow metering device is repaired and functional.

In the event that the Permittee does not collect a wastewater sample in accordance with Special Condition 4, the BOD₅, FOG and TSS concentrations, for each sample, for purposes of the calculation listed above, shall be one and a half (1.5) times the average of the most recent month's concentrations of BOD₅, FOG, and TSS during production.

Monthly average discharge is defined as the total monthly flow divided by number of total days in the month.

The discharge flow rates, concentrations, and physical quantity of the pollutants at Outfall 001 are subject to the following limits:

Maximum daily flow shall not exceed 75,000 gallons per day (measured over a 24-hour period from each midnight to the following midnight). Maximum monthly average daily flow shall not exceed 72,000 gallons per day.

If FOG samples demonstrate an Exceedance that causes material FOG-related treatment issues in the collection system or at the WWTP, the Permittee will meet with the City no later than ten (10) days after the issue is identified and Notice is provided to the Permittee. At the meeting, the Permittee shall present a remediation plan. Monetary reimbursement for FOG related issues shall be negotiated between the Permittee and the City. The City and the Permittee agree to negotiate in good faith to reach a resolution to address FOG related issues, including appropriate apportionment of any costs to remediate the issue.

The Permittee shall implement best practices to dry clean the plant prior to sanitation and take other measures to prevent wastes from entering the drain. The Permittee agrees to fund once per calendar year (between January 1 and March 31) the cleaning and televising of the sewer line from its facility to the WWTP up to \$20,000 per year.

The City will be responsible to contract with and supervise a third-party contractor for the cleaning and televising work funded by Permittee pursuant to this Permit. The Permittee shall have no liability to the City or any third party for the work beyond its funding obligations set forth herein. City acknowledges that the Permittee shall not be in breach of this Agreement for City's failure to timely conduct cleaning or televising work.

Notwithstanding any other provision herein to the contrary, the City may immediately revoke the Permittee's authorization to discharge under this permit in the event of an Exceedance that is greater than two times (2x) the limits set forth herein for water flow, BOD₅, FOG, or TSS as determined and confirmed by two successive monthly samples ("Double Exceedance"). In the event of a Double Exceedance over two successive months, the Permittee shall present the City with a remediation plan within ten (10) working days. For each month with a confirmed Double Exceedance, the Permittee shall be responsible to pay an additional surcharge fee of \$1,000, in addition to the established surcharge fee(s) to be paid by the Permittee as set forth in this Special Condition 4, within thirty (30) days of notification by the City of such Double Exceedance.

Exceedances of discharge flow rates, concentrations, and discharge limits set forth in this permit constitute an excessive discharge to the collection system and WWTP and are prohibited. Surcharges for such Exceedances shall be assessed as follows:

Daily Flow Surcharge (maximum daily flow) shall be calculated as follows:

- A. Number of days in month equal to or below 75,000 GPD, no surcharge;
- B. Number of days in month between 75,001 GPD up to 100,000 GPD x \$1,000;
- C. Number of days in month above 100,001 GPD x \$2,000.

Monthly Flow Surcharge (maximum monthly average daily flow) shall be \$10,000, for any month where the monthly average is greater than 72,000 GPD.

The City shall provide the Permittee invoices on a monthly basis. The Permittee shall pay the invoice within thirty (30) days of receipt. City may assess interest at the rate of 1% per month for any unpaid balance on surcharges that were timely invoiced but not paid within forty-five (45) days of receipt of invoicing.

SPECIAL CONDITION 6. The Permittee shall provide the City at least sixty (60) days written Notice prior to implementation of a Significant Production Alteration (SPA), and at least five (5) days written Notice prior to startup and initial commencement of subsequent discharge that will occur following the implementation of a SPA. A SPA means either (1) an alteration of the Permittee's production that may cause the wastewater discharge characteristics at Outfall 001 to exceed the discharge limits indicated in this permit; or (2) introduction of any pollutants to the Permittee's discharge previously unreported by Rich Products Corporation.

Beginning no later than 24 hours after the implementation and startup of a SPA that arises from a material change to the type of product line(s) manufactured at the facility (i.e. to something other than crust and pizza), the Permittee shall sample its wastewater discharge daily for a 10-day interval, including both a 24-hour composite sample and, where applicable, grab samples for BOD, FOG, TSS, and pH. The City shall have the right but not the obligation to secure, at its sole cost and expense, a duplicate sample and analysis for any sampling required herein.

SPECIAL CONDITION 7. The Permittee shall submit an Industrial Monitoring Report (IMR) to the City of Crest Hill and Robinson Engineering, Ltd. every month. See the table in Standard Condition 12(a) for specific due dates. The laboratory reports and chain of custody forms, in its entirety, for analytical testing of samples shall be included with the IMR. The completed Attachment D forms, the Excel worksheet surcharge forms and all laboratory reports shall be submitted on a monthly basis as one portable format document (pdf) for the electronic submittals.

Pursuant to record keeping requirements in 40 CFR Part 403.12(o)(2), the Permittee must make monitoring records available for inspection and copying by EPA and the Publicly Owned Treatment Works (“POTW”). The record retention period shall be extended during the course of any unresolved litigation regarding the Permittee or POTW or when requested by the EPA.

A pdf copy of the Industrial Monitoring Report shall be e-mailed to the following addresses:

- pretreatment@cityofcresthill.com
- pretreatment@reltd.com

A hard copy with original signatures of the Industrial Monitoring Report shall be mailed to the following address:

**City of Crest Hill
Public Works Department
2090 Oakland Avenue
Crest Hill, IL 60403**

SPECIAL CONDITION 8. All Industrial Monitoring Reports must contain the following signed certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

SPECIAL CONDITION 9. If sampling performed by the Permittee indicates a violation of this Permit, the Permittee shall notify the Pretreatment Coordinator with the City of Crest Hill and Robinson Engineering **within 24 hours** of becoming aware of the violation. The Permittee is considered aware of a violation when the Permittee receives the analytical results in verbal or written form from the environmental consultant. It is acceptable for the Permittee’s environmental consultant to provide the notification. The Permittee shall also repeat the sampling and analysis, and submit a written statement detailing the reasons for Noncompliance, the steps planned and taken to reduce, eliminate, and prevent future Noncompliance, and the results of the repeat analysis to the City within 30 days after becoming aware of the violation. Failure to take these steps constitutes Significant Noncompliance. The City is required by EPA regulations to publish the names of industries which were in Significant Noncompliance in a local newspaper annually. Additional enforcement action may be taken by the City.

SPECIAL CONDITION 10. In the event of an emergency at the facility, including but not limited to a slug load discharge (as defined by USEPA) of process wastewater or raw materials, or a spill event resulting in a release of process waste water or raw materials which impacts the ground, groundwater, stormwater collection system, or to the sanitary system, the Permittee shall call the City's 24-hour dispatch service, [Wescom], at [815-439-2830] and report the event immediately. A follow-up written report must be submitted to the City and Robinson Engineering within five (5) days of such event. The Permittee shall have thirty (30) days thereafter either to cure or, if cure is not possible within thirty (30) days, to provide the City with adequate assurance that compliance will be achieved as soon as practicable, to the reasonable satisfaction of the City. In the event the Permittee neither cures, nor provides adequate assurance with thirty (30) days of Notice, the City may revoke the Permittee's authorization to discharge.

Pursuant to the bypass provisions of 40 CFR Part 403.17, the Permittee shall adhere to the following:

- a) a prohibition on bypasses, per 40 CFR Part 403.17(d);
- b) a ten-day prior notification requirement for anticipated bypasses; and
- c) requirement to provide a written submission within five days of the Permittee becoming aware of the bypass.

SPECIAL CONDITION 11. The City may request in writing a submittal of operational information in a specified form and at a required frequency at any time during the effective period of this Permit.

SPECIAL CONDITION 12. The Permittee shall submit a new or revised Spill/Slug Control Plan by July 15th of every even numbered year. The Permittee shall develop said plan, submit it for approval to the City, and implement such a plan. The initial Spill/Slug Control Plan shall be submitted within 45 days of the effective date of this permit. A Spill/Slug Control Plan shall address, at a minimum, the following:

1. Description of discharge practices, including non-routine batch discharges;
2. Description of stored chemicals;
3. Procedures for immediately notifying the Pretreatment Coordinator or Director of Public Works of any accidental or slug discharge, as required by the City Ordinance in Chapter 13.30 and all amendments thereto; and
4. Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures, or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

A notice shall be permanently posted on the Permittee's bulletin board or other prominent place advising employees who to call in the event of an accidental discharge or slug load. Permittee shall ensure that all employees who may cause such a discharge to occur are advised of the emergency notification procedure.

SPECIAL CONDITION 13. The Permittee shall notify the City of Crest Hill and Robinson Engineering, Ltd. of any planned changes that may affect the volume of wastewater, the volume of process wastewater flow, any change to the characteristics of the wastewater or any change to the type of process wastewater generated from the production lines, as required by Chapter 13.30 of the City's Ordinance and all amendments thereto.

SPECIAL CONDITION 14. In order to renew this wastewater discharge permit, the Permittee shall submit the proper application as required by the City of Crest Hill by November 30, 2026.

SPECIAL CONDITION 15. Standard Conditions and Definitions are included in this Permit as Attachments A and B, respectively.

ATTACHMENT A

STANDARD CONDITIONS

Item 6 L.

1. **Duty to comply.** The Permittee must comply with all conditions of this Permit. Any Permit Noncompliance constitutes a violation of the Ordinance and is grounds for enforcement action; for Permit termination, revocation and reissuance, or modification; or for denial of a Permit renewal application.
2. **Duty to reapply.** If the Permittee wishes to continue an activity regulated by this Permit after the expiration date of this Permit, the Permittee must apply for and obtain a new Permit. If the Permittee submits a proper application as required by the City, this Permit shall continue in full force and effect until the City makes its final decision on the application.
3. **Need to halt or reduce activity not a defense.** It shall not be a defense for a Permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this Permit.
4. **Duty to mitigate.** The Permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this Permit which has a reasonable likelihood of adversely affecting human health or the environment.
5. **Proper operation and maintenance.** The Permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the Permittee to achieve compliance with the conditions of this Permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up, or auxiliary facilities, or systems only when necessary to achieve compliance with the conditions of this Permit.
6. **Permit actions.** This Permit may be modified, revoked and reissued, or terminated for cause. The filing of a request by the Permittee for a Permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated Noncompliance, does not stay any Permit condition.
7. **Property rights.** This Permit does not convey any property rights of any sort, or any exclusive privilege.
8. **Duty to provide Information.** The Permittee shall furnish to the City within a reasonable time, any information which the City may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Permit, or to determine compliance with this Permit. The Permittee shall also furnish to the City, upon request, copies of records required to be kept by this Permit.
9. **Inspection and entry.** The Permittee shall allow an authorized representative of the City, upon the presentation of credentials and other documents as may be required by law, to:
 - a. Enter upon the Permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this Permit;
 - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this Permit;
 - c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Permit; and
 - d. Sample or monitor at reasonable times, for the purpose of assuring Permit compliance, or as otherwise authorized by the Act, any substances or parameters at any locations.
10. **Monitoring and records.**

- a. Samples and measurements taken for the purpose of monitoring required in this Permit shall be representative of the activity being monitored.
 - b. The samples should be representative of the facility's discharge. Coordination with the sampling company will be required to ensure that sampling will meet this requirement. The City may monitor as frequently as is necessary, at its discretion.
 - c. Unless otherwise indicated, concentrations refer to the total amount of the constituent present in all phases, whether solid, suspended or dissolved, elemental or combined, including all oxidation states. Where constituents are commonly measured as other than total, the phase is so indicated.
 - d. The Permittee shall retain records of all monitoring information, including all calibration and maintenance records, and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this Permit, and records of all data used to complete the application for this Permit, for a period of at least three years from the date of this Permit, measurement, report or application. This period may be extended by request of the City at any time.
 - e. Records of monitoring information shall include:
 - i. The date, exact place, and time of sampling or measurements;
 - ii. The individual(s) who performed the sampling or measurements;
 - iii. The date(s) analyses were performed;
 - iv. The individual(s) who performed the analyses;
 - v. The analytical techniques or methods used;
 - vi. The method detection limit (MDL) and reporting limit (RL) for each analytical technique; and
 - vii. The results of such analyses. Results which were not detected must be reported as "Not Detected", or "ND", or "< [MDL]". Results which are detected by the analysis at or above the MDL but not quantifiable must be reported as the concentration detected and be flagged as "Detected Not Quantifiable", or "DNQ", or using an appropriate qualifier and footnote description. If a result is detected, it must be reported. Failure to report a detected result is considered withholding analytical results and constitutes Significant Noncompliance.
 - f. Monitoring must be conducted according to test procedures approved under 40 CFR Part 136, unless other test procedures have been specified in this Permit. Where no test procedure under 40 CFR Part 136 has been approved, the Permittee must submit to the City a test method for approval. The Permittee shall calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals to ensure accuracy of measurements.
 - g. The appropriate flow measurement devices and methods consistent with approved scientific practices shall be selected and used to ensure the accuracy and reliability of measurements of the volume of monitored discharges. The devices shall be installed, calibrated, and maintained to ensure that the accuracy of the measurements is consistent with the accepted capability of that type of device. Devices selected shall be capable of measuring flows with a maximum deviation of less than ten percent (10%) from true discharge rates throughout the range of expected discharge volumes.
11. **Signatory requirement.** All applications, reports, or information submitted to the City shall be signed and certified.
- a. **Application.** All Permit applications shall be signed as follows:
 - i. **For a corporation:** by a principal executive officer of the corporation;
 - ii. **For a partnership or sole proprietorship:** by a general partner or the proprietor, respectively.

- b. **Reports.** All reports required by permits, or other information requested by the City shall be signed by a person described in paragraph a., or by a duly authorized representative of that person. A person is a duly authorized representative only if:
- The authorization is made in writing by a person described in paragraph a.; and
 - The authorization specifies either an individual or a position responsible for the overall operation of the facility from which the discharge originates, such as a plant manager, superintendent or
 - person of equivalent responsibility; and
 - The written authorization is submitted to the City.
- c. **Changes of authorization.** If an authorization under paragraph b. is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of paragraph b. must be submitted to the City prior to or together with any reports, information, or applications to be signed by an authorized representative.

12. Reporting requirements.

- a. **Submitting reports.** All submittals to the City shall be postmarked or hand delivered* in accordance with the following table:

Table 3: Industrial Monitoring Report (IMR) Deadlines

Reporting Interval		Date Due
Monthly or More Frequently		15 th Day of the Following Month
Quarterly	1 st Quarter (Jan 1 st – Mar 31 st)	April 15 th
	2 nd Quarter (April 1 st – June 30 th)	July 15 th
	3 rd Quarter (July 1 st – September 30 th)	October 15 th
	4 th Quarter (October 1 st – December 31 st)	January 15 th of the Following Year
Semi-Annually	1 st Half (Jan 1 st – June 31 st)	July 15 th
	2 nd Half (July 1 st – Dec 31 st)	January 15 th of the Following Year
Annually		January 15 th of the Following Year

*All hand delivered reports must be received by the City by the end of the business day corresponding to that reporting interval.

- b. **Planned changes.** The permitted shall give notice to the City as soon as possible of any planned physical alterations or additions to the permitted facility.
- c. **Anticipated noncompliance.** The Permittee shall give advance notice to the City of any planned changes in the permitted facility or activity which may result in Noncompliance with Permit requirements.
- d. **Monitoring reports.**
- If the Permittee monitors any pollutant more frequently than required by the Permit, using test procedures approved under 40 CFR 136 or as specified in the Permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the IMR.
 - Calculations for all limitations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified by the City in the Permit.
- e. **Twenty-four hour reporting.** The Permittee shall report any Noncompliance which may endanger health or the environment. Any information shall be provided orally within 24 hours from the time the Permittee becomes aware of the circumstances. The Permittee is considered to be aware of a violation when the Permittee receives the analytical report from the laboratory or environmental consultant. It is acceptable for the Permittee's laboratory or environmental consultant to provide the notification. A written submission shall also be provided within thirty days of the time the Permittee becomes aware of the circumstances. The written submission shall contain a description of the Noncompliance and its cause; the period of Noncompliance, including the exact dates and

- times; and if the Noncompliance has not been corrected, the anticipated time it is expected to continue and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the Noncompliance. The following shall be included as information which must be reported within 24 hours:
- i. Any unanticipated bypass which exceeds any effluent limitation in the Permit;
 - ii. Violation of a maximum daily discharge limitation for any of the pollutants listed by the City in the Permit is to be reported within 24 hours. The City may waive the written report on a case-by-case basis if the oral report has been received within 24 hours.
- f. **Immediate notifications.** The Permittee shall immediately notify by telephone to the City's 24-hour dispatch service, [Wescom], at [815-439-2830] in the case of any discharge, including but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, or slug load that may cause potential problems for the POTW. This notification shall include the location of the discharge, type of waste, concentration, and volume, if known, and corrective actions taken by the user.
- i. Within five (5) days following such discharge, the Permittee shall, unless waived by the City, submit a detailed report describing the cause(s) of the discharge and the measures to be taken by the Permittee to prevent similar future damage, or other liability which may be incurred as a result of damage to the City, natural resources or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to 12f.
- g. **Other noncompliance.** The Permittee shall report all instances of Noncompliance not reported under paragraphs 12c, 12d, or 12e, at the time monitoring reports are submitted. The reports shall contain the information listed in paragraphs 12d and 12e.
- h. **Other information.** Where the Permittee becomes aware that it failed to submit any relevant facts in a Permit application, or submitted incorrect information in a Permit application, or in any report to the City, it shall promptly submit such facts or information.
13. **Transfer of permits.** A Permit is non-transferable. It may not be sold, traded, transferred, assigned, or sublet.
14. All manufacturing and commercial dischargers must notify the City as soon as they know or have reason to believe:
- a. That any activity has occurred or will occur which would result in the discharge of any toxic pollutant identified under Section 307 of the Clean Water Act which is not limited in the Permit, if that discharge will exceed the highest of the following notification levels:
 - i. One hundred micrograms per liter (100 ug/L).
 - ii. Two hundred micrograms per liter (200 ug/L) for acrolein and acrylonitrile, five hundred micrograms per liter (500 ug/L) for 2,4-dinitrophenol and for 2-methyl-4, 6-dinitrophenol; and one milligram per liter (1 mg/L) for antimony;
 - iii. Five (5) times the maximum concentration value reported for that pollutant in the Industrial Discharge Permit Application; or
 - iv. The level established by the City in this Permit.
 - b. That they have begun or expect to use or manufacture as an intermediate or final product or byproduct any toxic pollutant which was not reported in the Industrial Discharge Permit Application.
15. If an applicable standard or limitation is promulgated by Federal regulation and that standard or limitation is more stringent than any limitation in the Permit, or controls a pollutant not limited in the

Permit, the Permit shall be modified or revoked and reissued to conform to that discharge standard or limitation.

16. The permittee shall not make any false statement, representation or certification in any application, record, report, plan or other document submitted to the City, the Agency or the USEPA, or required to be maintained under this Permit.
17. In case of conflict between these standard conditions and any other condition(s) included in this Permit, the other condition(s) shall govern.
18. The provisions of this Permit are severable, and if any provision of this Permit, or the application of any provision of this Permit is held invalid, the remaining provisions of this Permit shall continue in full force and effect.
19. The Ordinance provides that any User who is found to have violated, or continues to violate, one or more Permit conditions may be fined in the amounts not to exceed One Thousand Dollars (\$1,000.00) per violation, per day. In addition, the City may recover reasonable attorney's fees, court costs, court reporter fees, and other expenses of litigation by appropriate suit at law against the User found to have violated one or more Permit conditions.
20. The Ordinance provides that any person who knowingly makes any false statements, representation, or certification in any application, record, plan, or other document filed or required to be maintained pursuant to this Permit, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required by the Ordinance, shall, upon conviction, be subject to the penalties and costs listed in Standard Condition 19, shall be guilty of a misdemeanor, shall be punished by a fine of not more than One Thousand Dollars (\$1,000.00) per violation, per day, and/or shall be incarcerated in a penal institution other than a penitentiary for a period not to exceed six (6) months.

ATTACHMENT B
DEFINITIONS

Act means the Illinois Environmental Protection Act, 11 1/2 Ill. Rev. Stat., Sec. 1001-1051 as Amended.

ADMI means the American Dye Manufacturer's Institute.

Agency means the Illinois Environmental Protection Agency.

Aliquot means a sample of specified volume used to make up a total composite sample.

Analyte means pollutant or parameter.

Average Monthly Discharge Limitation (30-day average) means the highest allowable average of daily discharges over a calendar month, calculated as the sum of all daily discharges measured during the calendar month divided by the number of daily discharges measured during that month.

Average Weekly Discharge Limitation (7-day average) means the highest allowable average of daily discharges over a calendar week divided by the number of daily discharges measured during that week.

Best Management Practice (BMP) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Bi-Weekly means once every two weeks.

Board means the Illinois Pollution Control Board.

Clean Water Act (formerly referred to as the Federal Water Pollution Control Act) means Public Law 92-500, as amended. 33 U.S.C. 1251 et seq.

Daily Discharge means the discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for purposes of sampling. For pollutants with limitations expressed in units of mass, the "daily discharge" is calculated as the total mass of the pollutant discharged over the day. For pollutants with limitations expressed in other units of measurement, the "daily discharge" is calculated as the average measurement of the pollutant over the day.

8-Hour Composite Sample means a combination of at least three sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over an 8-hour period.

Flow Proportional Composite Sample means a combination of sample aliquots of at least 100 milliliters collected at periodic intervals such that either the time interval between each aliquot or the volume of each aliquot is proportional to either the stream flow at the time of sampling or the total stream flow since the collection of the previous aliquot.

Grab Sample means an individual sample of at least 100 milliliters collected at a randomly selected time over a period not exceeding 15 minutes.

Maximum Daily Discharge Limitation (daily maximum) means the highest allowable daily discharge.

Method Detection Limit (MDL) means the MDL is the minimum concentration of a substance that can be measured and reported with 99% confidence that the analyte concentration is greater than zero.

NPDES (National Pollution Discharge Elimination System) means the national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing pretreatment requirements, under Sections 307, 402, 318, and 405 of the Clean Water Act.

Ordinance means the City of Crest Hill Chapter 13.30 Sewer Use and Wastewater Pretreatment Ordinance and all amendments thereto.

Permit means the most recently revised version of this document and its attachments.

Permittee means Rich Products Corporation (RPC)

Reporting Limit (RL) means the lowest concentration at which an analyte can be detected in a sample and its concentration can be reported with a reasonable degree of accuracy and precision during routine laboratory operating conditions.

Quarterly means once every three months. The first quarter is January through March. The second quarter is April through June. The third quarter is July through September. The fourth quarter is October through December.

24-Hour Composite Sample means a combination of at least 8 sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over a 24-hour period.

USEPA means the United States Environmental Protection Agency.

User means any person who contributes, causes, or permits the contribution of wastewater into the Publicly-Owned Treatment Works.

City means the City of Crest Hill.

Permit No. 1001-22

Issued: 4/26/2022

Revised: 11/20/2025

**ATTACHMENT D
INDUSTRIAL MONITORING REPORT**

CITY OF CREST HILL

IU Name: Rich Products Corporation

Address: 21511 Division Street, Crest Hill, IL 60403

Permit No.: 1001-22

Monthly Reporting Period: _____

Sampling Point: Outfall 001

EXAMPLE PROVIDED BELOW– IMR EXCEL WORKSHEET TO BE USED BY PERMITTEE

Input First Day of Reporting Month -> **4/1/2022**

**IMR Monthly Report
Reporting Month: April-2022**

☐ = Automatic Calculation

**Rich Products Corporation
21511 Division Street, Crest Hill, IL 60403
Discharge Permit No.: 1001-22**

Total Discharge Days: 30
Total Wastewater Discharge: 746,887
Monthly Average Discharge: **24,896**
Total Potable Water Usage: 1,302,890
Ratio (Discharge:Potable Water): 57.3%

Date	Day of the Week	Potable Water Reading (ft ³ /day)	Total Daily Potable Water (GPD)	Total Daily Wastewater Discharge (GPD)	BOD Local Limit	TSS Local Limit	FOG (Food Origin) Local Limit	pH Local Limit
					2,000 mg/L	2,000 mg/L	200 mg/L	range 5.0 - 9.5
					BOD (mg/L)	TSS (mg/L)	FOG (mg/L)	pH
3/31/2022	Thursday	15877996						
4/1/2022	Friday	15884107	45,713	24,370				
4/2/2022	Saturday	15892143	60,113	19,656				
4/3/2022	Sunday	15897952	43,454	21,361				
4/4/2022	Monday	15902280	32,376	18,709				
4/5/2022	Tuesday	15910163	58,969	34,934				
4/6/2022	Wednesday	15917524	55,064	26,313	157	636	34	8.33
4/7/2022	Thursday	15923131	41,943	19,313				
4/8/2022	Friday	15929698	49,125	28,544				
4/9/2022	Saturday	15933286	26,840	21,465				
4/10/2022	Sunday	15937063	28,254	23,651				
4/11/2022	Monday	15945174	60,674	32,757				
4/12/2022	Tuesday	15951464	47,052	28,797				
4/13/2022	Wednesday	15958593	53,329	31,990	214	64		7.50
4/14/2022	Thursday	15965749	53,531	32,279				
4/15/2022	Friday	15972045	47,097	23,487				
4/16/2022	Saturday	15975050	22,479	18,127				
4/17/2022	Sunday	15977623	19,247	12,309				
4/18/2022	Monday	15985443	58,498	36,275				
4/19/2022	Tuesday	15990132	35,076	24,614				
4/20/2022	Wednesday	15993741	26,997	18,914	187	72	58	7.71
4/21/2022	Thursday	16001315	56,657	25,747				
4/22/2022	Friday	16008356	52,670	30,358				
4/23/2022	Saturday	16013511	38,562	22,980				
4/24/2022	Sunday	16017252	27,985	22,423				
4/25/2022	Monday	16024088	51,137	26,644				
4/26/2022	Tuesday	16030516	48,085	34,560				
4/27/2022	Wednesday	16037643	53,314	25,739	92	58	25	8.14
4/28/2022	Thursday	16044281	49,656	27,913				
4/29/2022	Friday	16049851	41,666	21,537				
4/30/2022	Saturday	16052167	17,325	11,121				
Total			1,302,890	746,887				
Average			43,351	24,896				

**ATTACHMENT D
INDUSTRIAL MONITORING REPORT**

CITY OF CREST HILL
Industrial Monitoring Report (IMR) CONTINUED

Monthly Summary		
Average Process Flow	gallons/day	
Maximum Process Flow	gallons/day	
Minimum pH	S.U.	
Maximum pH	S.U.	

To the best of my knowledge and belief, Rich Products Corporation was: (check one)

IN Compliance

NOT in Compliance

with the requirements of its Wastewater Discharge Permit during this reporting period.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Authorized Representative
Printed Name and Title

Signature

Date

City Use Only

- Approved
- Approved As Noted
- Awaiting Additional Data

Name of City Representative

Initial

2027

HAULED EFFLUENT WASTEWATER MANIFEST SUMMARY LOG

IU Name: Rich Products Corporation Address: 21511 Division Street, Crest Hill, IL 60403 Permit No.: 1001-22 Reporting Period: _____

Log Summary: Total Volume of Effluent Wastewater Pumped and Hauled from Compliance Manhole (Outfall 001) this Monthly Reporting Period _____

Date	Hauling Company Name	Manifest Number or Truck Ticket Number	Total Hauled Effluent Wastewater In Gallons or Pounds

No waste was hauled during this reporting period. *(Check Only if Applicable)*

I certify that I am familiar with the information contained in this report and that, to the best of my knowledge and belief, such information is true, accurate, and complete.

Authorized Representative – Printed Name and Title

Signature

Date

October 2025 Surcharge Invoice Summary						
Daily						
Sample Date	BOD Result (mg/L)	TSS Result (mg/L)	Wastewater	Surcharge	Surcharge	
			Discharge Gallons	BOD Load (lbs)	TSS Load (lbs)	
10/1/2025	426	198	29,352	55.4		
10/8/2025	567	192	22,029	67.5		
10/15/2025	580	435	23,523	74.6	38.3	
10/23/2025	469	262	24,535	55.1	4.5	
10/29/2025	1,300	2,880	23,518	215.9	518.1	
Average:				93.7	187.0	
			lb/day	days/mo.	\$/lb	
BOD Surcharge			93.7	31	\$ 1.48	\$ 4,297.83
TSS Surcharge			187.0	31	\$ 1.20	\$ 6,955.20

Report Criteria:

Detail report type printed
 [Report].Check Issue Date = 12/01/2025,12/05/2025,12/16/2025

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
55	Amalgamate	71511225	2019B PAYING AGENT	12/01/2025	475.00	475.00	25509	12/16/2025	1125	32006301
		71521225	2019A BOND PAYING A	12/01/2025	475.00	475.00	25509	12/16/2025	1125	30006301
Total 55:					950.00	950.00				
82	Vestis	6030466947	UNIFORMS FOR FLEE	11/12/2025	12.73	12.73	25601	12/16/2025	1125	01035344
		6030466947	UNIFORMS FOR STRE	11/12/2025	49.50	49.50	25601	12/16/2025	1125	01035344
		6030466947	MATS FOR PUBLIC WO	11/12/2025	28.58	28.58	25601	12/16/2025	1125	01045300
		6030466947	UNIFORMS FOR BUILD	11/12/2025	12.78	12.78	25601	12/16/2025	1125	01045344
		6030466947	UNIFORMS FOR STP	11/12/2025	13.18	13.18	25601	12/16/2025	1125	07075344
		6030471045	UNIFORMS FOR STP	11/26/2025	24.29	24.29	25601	12/16/2025	1125	07075344
		6030471045	UNIFORMS FOR WATE	11/26/2025	12.96	12.96	25601	12/16/2025	1125	07065344
		6030471048	UNIFORMS FOR FLEE	11/26/2025	12.73	12.73	25601	12/16/2025	1125	01035344
		6030471048	UNIFORMS FOR STRE	11/26/2025	42.33	42.33	25601	12/16/2025	1125	01035344
		6030471048	MATS FOR PUBLIC WO	11/26/2025	28.58	28.58	25601	12/16/2025	1125	01045300
		6030471048	UNIFORMS FOR BUILD	11/26/2025	12.78	12.78	25601	12/16/2025	1125	01045344
		6030471048	UNIFORMS FOR STP	11/26/2025	13.43	13.43	25601	12/16/2025	1125	07075344
		6030473107	UNIFORMS FOR STP	12/03/2025	24.45	24.45	25601	12/16/2025	1125	07075344
		6030473107	UNIFORMS FOR WATE	12/03/2025	13.12	13.12	25601	12/16/2025	1125	07065344
		6030473110	UNIFORMS FOR FLEE	12/03/2025	12.73	12.73	25601	12/16/2025	1125	01035344
		6030473110	UNIFORMS FOR STRE	12/03/2025	42.03	42.03	25601	12/16/2025	1125	01035344
		6030473110	MATS FOR PUBLIC WO	12/03/2025	28.58	28.58	25601	12/16/2025	1125	01045300
		6030473110	UNIFORMS FOR BUILD	12/03/2025	12.78	12.78	25601	12/16/2025	1125	01045344
		6030473110	UNIFORMS FOR STP	12/03/2025	10.42	10.42	25601	12/16/2025	1125	07075344
Total 82:					407.98	407.98				
112	Accurate Em	AUR2379930	ACCURATE DEC 2025	12/01/2025	293.91	293.91	25505	12/16/2025	1125	01105300
Total 112:					293.91	293.91				
137	Battery Servi	0125068	FLEET- 4 GROUP 65 B	11/26/2025	600.00	600.00	25513	12/16/2025	1125	01075400
		0125068	FLEET- 4 GROUP 65 B	11/26/2025	3.80	3.80	25513	12/16/2025	1125	01075400
Total 137:					603.80	603.80				
171	Brent Hasser	1055	CONSULTNG SERVICE	12/01/2025	2,500.00	2,500.00	25515	12/16/2025	1125	01105300
Total 171:					2,500.00	2,500.00				
187	Christopher	206147	DESIGN-CATON FARM	11/10/2025	652.50	652.50	25519	12/16/2025	1125	05005330
		206148	DESIGN-MCGILVERY A	11/10/2025	940.00	940.00	25519	12/16/2025	1125	05005330
		206149	KNAPP DR TRAFFIC S	11/10/2025	6,422.50	6,422.50	25519	12/16/2025	1125	13005330
		206150	DESIGN SERVICES FO	11/10/2025	13,352.50	13,352.50	25519	12/16/2025	1125	12007602
		206151	KELLY AND CORA CON	11/10/2025	3,787.50	3,787.50	25519	12/16/2025	1125	13007640
		206152	HILLCREST WATER M	11/10/2025	30,425.65	30,425.65	25519	12/16/2025	1125	12007620
		206505	DESIGN-CATON FARM	12/08/2025	2,185.00	2,185.00	25519	12/16/2025	1125	05005330
		206506	DESIGN SERVICES FO	12/08/2025	4,423.18	4,423.18	25519	12/16/2025	1125	12007602
		206507	2025 STREET PRGRA	12/08/2025	525.00	525.00	25519	12/16/2025	1125	13007640
		206508	HILLCREST WATER M	12/08/2025	42,443.84	42,443.84	25519	12/16/2025	1125	12007620
		206509	STP APPLICAITON WE	12/08/2025	5,000.00	5,000.00	25519	12/16/2025	1125	01035330

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 187:					110,157.67	110,157.67				
272	Chicago Metr	2026MUN-00	FY 2026 LOCAL CONT	11/19/2025	921.24	921.24	25518	12/16/2025	1125	01015345
Total 272:					921.24	921.24				
285	Cintas Fire P	0F94771056	FIRE EXTINGUISHER I	11/25/2025	500.96	500.96	25520	12/16/2025	1125	01045360
		0F94771207	FIRE EXTINGUISHER I	11/25/2025	116.95	116.95	25520	12/16/2025	1125	01045360
Total 285:					617.91	617.91				
294	Civic System	INV-07962	CASELLE SEMI-ANNU	07/01/2025	5,346.00	5,346.00	25521	12/16/2025	1125	11007303
		INV-07962	CASELLE SEMI-ANNU	07/01/2025	12,393.00	12,393.00	25521	12/16/2025	1125	01065301
Total 294:					17,739.00	17,739.00				
320	ComEd 9282	November 20	VALVE STATION 1912	11/26/2025	25.92	25.92	25530	12/16/2025	1125	07065353
Total 320:					25.92	25.92				
323	ComEd 2717	November 20	ELECTRIC 1306-1/2 HA	11/26/2025	30.05	30.05	25525	12/16/2025	1125	07075353
Total 323:					30.05	30.05				
324	ComEd 5197	November 20	ELECTRIC - 0 ROOT B	11/26/2025	30.05	30.05	25529	12/16/2025	1125	07075353
Total 324:					30.05	30.05				
334	ComEd 3357	NOVEMBER	3437183000	11/23/2025	69.17	69.17	25526	12/16/2025	1125	01035351
		NOVEMBER	4391646000	11/23/2025	47.43	47.43	25527	12/16/2025	1125	01035351
		NOVEMBER	8530765000	11/23/2025	94.50	94.50	25528	12/16/2025	1125	01035351
Total 334:					211.10	211.10				
385	Critical Reac	4484	ANNUAL FEE	12/03/2025	520.00	520.00	25535	12/16/2025	1125	01065301
Total 385:					520.00	520.00				
518	Experian	6000181021	EXPERIAN	11/30/2025	25.00	25.00	25540	12/16/2025	1125	01025310
Total 518:					25.00	25.00				
583	Gasvoda & A	INV25SVC04	INSTALL SIEMENS MA	11/24/2025	6,581.05	6,581.05	25543	12/16/2025	1125	07085366
Total 583:					6,581.05	6,581.05				
585	Claudia Gaza	Winterfest 20	WINTERFEST SUPPLIE	11/30/2025	63.84	63.84	25522	12/16/2025	1125	01108001
Total 585:					63.84	63.84				
640	Hawkins Inc	7261272	WATER CHEMICALS	11/17/2025	2,701.29	2,701.29	25546	12/16/2025	1125	07065421
		7270292	WATER MAINTENANC	11/26/2025	456.01	456.01	25546	12/16/2025	1125	07065361
Total 640:					3,157.30	3,157.30				
649	Jason Heiss	Parking Reim	TRAVEL EXPENSE-HEI	12/02/2025	2.77	2.77	25555	12/16/2025	1125	01025342

Vendor Number	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 649:					2.77	2.77				
664	Highland Plu	7814	FURNISHED LABOR A	12/01/2025	385.00	385.00	25547	12/16/2025	1125	01045360
Total 664:					385.00	385.00				
682	Homer Tree	63269	TREE PRUNING	11/28/2025	1,400.00	1,400.00	25549	12/16/2025	1125	01035300
Total 682:					1,400.00	1,400.00				
724	Illinois State	2025100621	LIQ LICENSE - ISP	10/31/2025	500.00	500.00	25553	12/16/2025	1125	01025310
Total 724:					500.00	500.00				
729	Illinois Assoc.	20485 Clark	ILACP MEMBERSHIP D	10/01/2025	265.00	265.00	25550	12/16/2025	1125	01025345
Total 729:					265.00	265.00				
749	Illinois Municipi	Memebership	2026 IML MEMBERSHI	11/21/2025	1,750.00	1,750.00	25551	12/16/2025	1125	01115345
Total 749:					1,750.00	1,750.00				
750	Illinois Phleb	2526	PHLEBOTOMY SERVIC	12/05/2025	425.00	425.00	25552	12/16/2025	1125	01025310
Total 750:					425.00	425.00				
842	John Kemp	Clothing Allo	FY 26 CLOTHING REIM	11/28/2025	162.74	162.74	25557	12/16/2025	1125	07065344
Total 842:					162.74	162.74				
873	LAI LLC	25-62186	DRY PIT SUBMERSIBL	11/29/2025	93,279.00	93,279.00	25560	12/16/2025	1125	07085366
Total 873:					93,279.00	93,279.00				
921	M&J Undergr	Inner Circle P	INNERCIRCLE WM AN	10/31/2025	300,631.53	300,631.53	25563	12/16/2025	1125	12007620
Total 921:					300,631.53	300,631.53				
956	McMaster Ca	55958003	FLEET- COTTER PINS,	11/25/2025	328.25	328.25	25564	12/16/2025	1125	01075400
Total 956:					328.25	328.25				
958	Meade, Inc.	715014	TRAFFIC SIGNAL MAIN	11/28/2025	216.74	216.74	25565	12/16/2025	1125	01035300
		715014	TRAFFIC SIGNAL MAIN	11/28/2025	216.74	216.74	25565	12/16/2025	1125	01035300
		715014	TRAFFIC SIGNAL MAIN	11/28/2025	216.74	216.74	25565	12/16/2025	1125	01035300
Total 958:					650.22	650.22				
961	Menards	96693	WEST PLANT MAINTEN	11/12/2025	267.72	267.72	25566	12/16/2025	1125	07085365
		96732	BUILDING MAINTENAN	11/13/2025	245.30	245.30	25566	12/16/2025	1125	01045400
		97163	FLEET- SANDING BELT	11/21/2025	121.52	121.52	25566	12/16/2025	1125	01075400
		97353	WINTERFEST SUPPLIE	11/25/2025	72.42	72.42	25566	12/16/2025	1125	01108001
		97361	WINTERFEST SUPPLIE	11/25/2025	49.99	49.99	25566	12/16/2025	1125	01108001
		97379	EVENTS- 3 PROPANE	11/26/2025	137.97	137.97	25566	12/16/2025	1125	01108001
		97668	WATER DEPARTMENT	12/02/2025	19.99	19.99	25566	12/16/2025	1125	07065361
		97713	BUILDING MAINTENAN	12/03/2025	34.32	34.32	25566	12/16/2025	1125	01045400

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
		97791	BUILDING MAINTENAN	12/04/2025	108.70	108.70	25566	12/16/2025	1125	01045400
		97847	BUILDING MAINTENAN	12/05/2025	17.24	17.24	25566	12/16/2025	1125	01045400
		97906	WINTERFEST SUPPLIE	12/06/2025	38.28	38.28	25566	12/16/2025	1125	01108001
		Total 961:			1,113.45	1,113.45				
969	Metropolitan I	INV079182	WELL 1 VALVE REPAIR	11/26/2025	19,039.00	19,039.00	25568	12/16/2025	1125	07065361
		Total 969:			19,039.00	19,039.00				
973	Microbac Lab	C25008965	QUARTERLY LAND AP	11/25/2025	812.00	812.00	25569	12/16/2025	1125	07085306
		Total 973:			812.00	812.00				
991	MOE Fringe	January 2025	JANUARY 2025	12/01/2025	8,548.40	8,548.40	459	12/01/2025	1125	01034200
		January 2025	JANUARY 2025	12/01/2025	6,106.00	6,106.00	459	12/01/2025	1125	01074200
		January 2025	JANUARY 2025	12/01/2025	2,442.40	2,442.40	459	12/01/2025	1125	01114200
		January 2025	JANUARY 2025	12/01/2025	1,526.50	1,526.50	459	12/01/2025	1125	01124200
		January 2025	JANUARY 2025	12/01/2025	4,884.80	4,884.80	459	12/01/2025	1125	07064200
		January 2025	JANUARY 2025	12/01/2025	2,442.40	2,442.40	459	12/01/2025	1125	07074200
		January 2025	JANUARY 2025	12/01/2025	4,579.50	4,579.50	459	12/01/2025	1125	07084200
		January 2025	JANUARY 2025	12/01/2025	6,106.00	6,106.00	459	12/01/2025	1125	07094200
		January 2025	JANUARY 2025	12/01/2025	3,003.00	3,003.00	459	12/01/2025	1125	01034200
		January 2025	JANUARY 2025	12/01/2025	1,001.00	1,001.00	459	12/01/2025	1125	01044200
		January 2025	JANUARY 2025	12/01/2025	500.50	500.50	459	12/01/2025	1125	01124200
		January 2025	JANUARY 2025	12/01/2025	1,001.00	1,001.00	459	12/01/2025	1125	01164200
		January 2025	JANUARY 2025	12/01/2025	900.90	900.90	459	12/01/2025	1125	07064200
		January 2025	JANUARY 2025	12/01/2025	800.80	800.80	459	12/01/2025	1125	07074200
		January 2025	JANUARY 2025	12/01/2025	800.80	800.80	459	12/01/2025	1125	07084200
		January 2025	JANUARY 2025	12/01/2025	2,002.00	2,002.00	459	12/01/2025	1125	07094200
		January 2025	JANUARY 2025	12/01/2025	2,002.00	2,002.00	459	12/01/2025	1125	01024200
		January 2025	JANUARY 2025	12/01/2025	1,201.20	1,201.20	459	12/01/2025	1125	01034200
		January 2025	JANUARY 2025	12/01/2025	4,004.00	4,004.00	459	12/01/2025	1125	01044200
		January 2025	JANUARY 2025	12/01/2025	1,001.00	1,001.00	459	12/01/2025	1125	01124200
		January 2025	JANUARY 2025	12/01/2025	2,002.00	2,002.00	459	12/01/2025	1125	01164200
		January 2025	JANUARY 2025	12/01/2025	400.40	400.40	459	12/01/2025	1125	07064200
		January 2025	JANUARY 2025	12/01/2025	200.20	200.20	459	12/01/2025	1125	07074200
		January 2025	JANUARY 2025	12/01/2025	1,201.20	1,201.20	459	12/01/2025	1125	07094200
		Total 991:			58,658.00	58,658.00				
1036	Conserv FS	6446243	ICE MELT	12/03/2025	1,015.30	1,015.30	25533	12/16/2025	1125	01035400
		Total 1036:			1,015.30	1,015.30				
1066	Nicor 08-01-5	November 20	WELL #7 NICOR GAS	12/02/2025	304.16	304.16	25571	12/16/2025	1125	07065350
		Total 1066:			304.16	304.16				
1067	Nicor 89-80-1	November 20	EAST PLANT NICOR	12/02/2025	1,268.89	1,268.89	25573	12/16/2025	1125	07085350
		Total 1067:			1,268.89	1,268.89				
1102	Ottosen DiNo	18516	LABOR / PERSONNEL	11/30/2025	1,224.00	1,224.00	25574	12/16/2025	1125	01105302
		Total 1102:			1,224.00	1,224.00				

Vendor Number	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
1165	Porter Lee C	32709	BEASR LICENSE ANN	12/01/2025	1,430.00	1,430.00	25575	12/16/2025	1125	01065301
Total 1165:					1,430.00	1,430.00				
1196	R&R Septic	25-3187	PUMP TRUCK TO MOV	11/25/2025	750.00	750.00	25577	12/16/2025	1125	07085373
		25-3269	PUMP TRUCK TO MOV	12/08/2025	750.00	750.00	25577	12/16/2025	1125	07085373
Total 1196:					1,500.00	1,500.00				
1222	Reliance Sta	December 20	RELIANCE STD 12-202	12/01/2025	280.00	280.00	25578	12/16/2025	1125	01002438
		November 20	RELIANCE STD 11-202	11/01/2025	280.00	280.00	25578	12/16/2025	1125	01002438
Total 1222:					560.00	560.00				
1237	Robinson En	25110023	RICH FOODS - PRETR	11/06/2025	354.50	354.50	25579	12/16/2025	1125	07075330
		25110026	MS4 COMPLIANCE FY	11/06/2025	253.75	253.75	25579	12/16/2025	1125	07075330
		25110027	GIS DATA UPDATES	11/06/2025	3,151.50	3,151.50	25579	12/16/2025	1125	07075301
		25110028	GIS DATA MAINTENAN	11/06/2025	3,896.25	3,896.25	25579	12/16/2025	1125	07075301
		25110029	GIS DATA UPDATES	11/06/2025	1,237.50	1,237.50	25579	12/16/2025	1125	07075301
		25110335	QUIET ZONE COORDI	11/18/2025	4,988.50	4,988.50	25579	12/16/2025	1125	01035330
		25110336	2025 SANITARY SEWE	11/18/2025	8,350.00	8,350.00	25579	12/16/2025	1125	07075330
Total 1237:					22,232.00	22,232.00				
1253	George E. Ry	12236	PLAN COMMISSION CO	11/24/2025	497.40	497.40	25544	12/16/2025	1125	01105310
Total 1253:					497.40	497.40				
1283	SEECO Con	20068	WEST PLANT MATERI	11/14/2025	1,192.00	1,192.00	25583	12/16/2025	1125	35007512
Total 1283:					1,192.00	1,192.00				
1295	Shaw Media	11251008529	DIVISION RECON ADV	11/30/2025	485.30	485.30	25584	12/16/2025	1125	13005330
		11251008529	CREST HILL PAGE	11/30/2025	470.26	470.26	25584	12/16/2025	1125	01105321
		11251008529	PLAN COMMISSION LE	11/30/2025	133.82	133.82	25584	12/16/2025	1125	01165324
		11251008529	LEVY PUBLIC HEARIN	11/30/2025	323.00	323.00	25584	12/16/2025	1125	01105321
Total 1295:					1,412.38	1,412.38				
1336	Spesia & Tayl	824651	GENERAL CORPORAT	12/02/2025	19,735.50	19,735.50	25587	12/16/2025	1125	01105302
Total 1336:					19,735.50	19,735.50				
1353	Stanard & As	SA00006317	PERSONALITY EVALU	11/26/2025	495.00	495.00	25588	12/16/2025	1125	01025341
Total 1353:					495.00	495.00				
1373	Strand Assoc	0232061	GPWC WATER SCADA	11/13/2025	800.00	800.00	25590	12/16/2025	1125	07065331
		0232062	GPWC WATER SCADA	11/13/2025	14,250.00	14,250.00	25590	12/16/2025	1125	07065331
		0232153	CORRASION CONTRO	11/13/2025	1,110.50	1,110.50	25590	12/16/2025	1125	07065332
		0232154	GPWC RECEIVING ST	11/13/2025	19,920.00	19,920.00	25590	12/16/2025	1125	12007602
		0232155	CIPP WM REHABILITAT	11/13/2025	40,963.57	40,963.57	25590	12/16/2025	1125	12007602
		0232156	WM CIPP-THEODORE	11/13/2025	30,142.82	30,142.82	25590	12/16/2025	1125	12007620
		0232157	CATON FARM WM EXT	11/13/2025	958.24	958.24	25590	12/16/2025	1125	12007620
		0232158	PFAS STUDY-STRAND	11/13/2025	20,032.84	20,032.84	25590	12/16/2025	1125	07065331
		0232159	ON CALL WASTEWATE	11/13/2025	11,362.59	11,362.59	25590	12/16/2025	1125	07065331
		0232160	CHEMICAL FEED UPG	11/13/2025	4,420.21	4,420.21	25590	12/16/2025	1125	07065330

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1373:					143,960.77	143,960.77				
1377	Standard Tru	1032951	FLEET- PRESSURE W	12/03/2025	101.07	101.07	25589	12/16/2025	1125	01075400
Total 1377:					101.07	101.07				
1379	Suburban La	GA5005690	DRINKING WATER LAB	12/01/2025	1,916.00	1,916.00	25567	12/16/2025	1125	07065306
		GA5005834	WEST AND EAST NP	12/02/2025	880.00	880.00	25567	12/16/2025	1125	07085306
Total 1379:					2,796.00	2,796.00				
1392	SWAHM	December 20	SWAHM DEC 2025	12/01/2025	104,708.41	104,708.41	460	12/01/2025	1125	01002438
Total 1392:					104,708.41	104,708.41				
1425	Third Millenni	33663	COCH UTILITY BILL RE	11/30/2025	1,743.04	1,743.04	25594	12/16/2025	1125	07095321
Total 1425:					1,743.04	1,743.04				
1432	Ron Tirapelli	668987	FLEET- UNIT # 922 KE	11/20/2025	5.00	5.00	25580	12/16/2025	1125	01075400
		669250	FLEET - UNIT #962 BL	12/01/2025	206.05	206.05	25580	12/16/2025	1125	01075400
Total 1432:					211.05	211.05				
1452	TransUnion	306605-2025	TRANSUNION	12/01/2025	149.45	149.45	25595	12/16/2025	1125	01025310
Total 1452:					149.45	149.45				
1508	United Meter	4772	METER AND MXU INST	11/18/2025	2,335.00	2,335.00	25596	12/16/2025	1125	07095470
Total 1508:					2,335.00	2,335.00				
1515	Unlimited Gr	127723	APPROVED INSPECTI	11/25/2025	620.00	620.00	25597	12/16/2025	1125	01105321
Total 1515:					620.00	620.00				
1521	USABlueBoo	INV0089325	STP LAB SUPPLIES	11/24/2025	1,210.61	1,210.61	25598	12/16/2025	1125	07085420
		INV0089598	CHEMKEY	12/01/2025	2,045.67	2,045.67	25598	12/16/2025	1125	07065420
Total 1521:					3,256.28	3,256.28				
1548	Verizon Wirel	6129215310	MONTHLY STATEMENT	11/23/2025	1,361.06	1,361.06	25599	12/16/2025	1125	01065350
Total 1548:					1,361.06	1,361.06				
1549	Verizon Wirel	6129922846	VERIZON WIRELESS S	12/01/2025	36.01	36.01	25600	12/16/2025	1125	01065350
		6129922846	VERIZON WIRELESS S	12/01/2025	1,291.92	1,291.92	25600	12/16/2025	1125	01105350
		6129922846	VERIZON WIRELESS S	12/01/2025	269.05	269.05	25600	12/16/2025	1125	07065350
		6129922846	VERIZON WIRELESS S	12/01/2025	103.05	103.05	25600	12/16/2025	1125	07075350
		6129922846	VERIZON WIRELESS S	12/01/2025	103.05	103.05	25600	12/16/2025	1125	07085350
Total 1549:					1,803.08	1,803.08				
1562	James Vogrin	Clothing Allo	FY 26 CLOTHING REIM	12/01/2025	184.20	184.20	25554	12/16/2025	1125	07084107
		Clothing Allo	FY 26 CLOTHING REIM	12/01/2025	184.19	184.19	25554	12/16/2025	1125	07074107

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1562:					368.39	368.39				
1589	Wescom	20260107	WESCOM DISPATCH S	12/02/2025	24,541.65	24,541.65	25602	12/16/2025	1125	01025307
Total 1589:					24,541.65	24,541.65				
1610	Williams Brot	WBCI Pay A	WBCI FINAL PAY APP	11/03/2025	100,988.53	100,988.53	25603	12/16/2025	1225	35007631
Total 1610:					100,988.53	100,988.53				
1661	Axon Enterpri	INUS399965	AXON-TASER	12/01/2025	11,951.20	11,951.20	25511	12/16/2025	1125	01025400
Total 1661:					11,951.20	11,951.20				
1694	Nicor 13-03-7	November 20	PW NICOR	12/02/2025	1,048.40	1,048.40	25572	12/16/2025	1125	01035351
Total 1694:					1,048.40	1,048.40				
1740	KONE Inc.	1159043766	ANNUAL ELEVATOR IN	11/25/2025	1,861.20	1,861.20	25559	12/16/2025	1125	01045360
Total 1740:					1,861.20	1,861.20				
1745	Bannon Exter	15687	QUARTERLY EXTERMI	06/18/2025	170.00	170.00	25512	12/16/2025	1125	01045300
		15688	QUARTERLY EXTERMI	06/18/2025	110.00	110.00	25512	12/16/2025	1125	01045300
		16016	QUARTERLY EXTERMI	11/19/2025	170.00	170.00	25512	12/16/2025	1125	01045300
Total 1745:					450.00	450.00				
1749	AEP Energy	3013134305	STREET LIGHTS - 1 TH	12/01/2025	15,750.69	15,750.69	25506	12/16/2025	1125	01035351
Total 1749:					15,750.69	15,750.69				
1769	Conrad Polyg	6736	POLYGRAPH EXAM M	09/30/2025	225.00	225.00	25532	12/16/2025	1125	01025400
		6829	POLYGRAPH EXAM-HE	11/28/2025	450.00	450.00	25532	12/16/2025	1125	01025400
Total 1769:					675.00	675.00				
1771	911 Tech, Inc	1847	COPFTO-ANNUAL SUB	12/04/2025	2,116.80	2,116.80	25504	12/16/2025	1125	01065301
Total 1771:					2,116.80	2,116.80				
1791	Conor Sween	Travel Reimb	SWEENEY-TRAVEL REI	11/20/2025	164.25	164.25	25531	12/16/2025	1125	01025342
Total 1791:					164.25	164.25				
1793	Leonards Uni	2394	BLOCKS FOR TENT	11/26/2025	400.00	400.00	25561	12/16/2025	1125	01108001
Total 1793:					400.00	400.00				
1853	Buckeye Pow	PI2009887	CITY CENTER GENER	11/30/2025	459.33	459.33	25516	12/16/2025	1125	01045360
Total 1853:					459.33	459.33				
1867	Jim's Truck In	212524	FLEET- SAFETY LANE I	11/07/2025	43.00	43.00	25556	12/16/2025	1125	01075300

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1867:					43.00	43.00				
1897	FER-PAL Co	Water Main C	CONSTRUCTION-WAT	12/05/2025	1,078,900.10	1,078,900.10	25541	12/16/2025	1125	12007620
Total 1897:					1,078,900.10	1,078,900.10				
1950	Pure Water P	2290635	WATER FOR WEST PL	11/28/2025	47.50	47.50	25576	12/16/2025	1125	07075401
		2290635	WATER FOR PW	11/28/2025	65.00	65.00	25576	12/16/2025	1125	01035401
		2300908	WATER FOR ELROSE	12/08/2025	65.00	65.00	25576	12/16/2025	1125	01045401
		2300908	PAPER STATEMENT F	12/08/2025	3.00	3.00	25576	12/16/2025	1125	01035401
Total 1950:					180.50	180.50				
1953	Amazon Capi	11XK-HW9P-	PLATES	12/03/2025	25.10	25.10	25510	12/16/2025	1125	01035401
		11XK-HW9P-	GALLON BAGS	12/03/2025	41.57	41.57	25510	12/16/2025	1125	07065401
		139G-VMDN-	PAPER PLATES	12/05/2025	64.38	64.38	25510	12/16/2025	1125	01025400
		16TL-L1JF-7	DESK CALENDAR	11/25/2025	30.75	30.75	25510	12/16/2025	1125	01125401
		17JP-JXMT-6	WREATHS	11/26/2025	139.98	139.98	25510	12/16/2025	1125	01108001
		19DP-4H7J-	HOOKS	11/26/2025	63.68	63.68	25510	12/16/2025	1125	01108001
		19H3-LG16-7	ADMIN SUPPLIES	12/04/2025	92.94	92.94	25510	12/16/2025	1125	01105401
		1CRT-YH19-	WINTERFEST WREAT	12/01/2025	419.94	419.94	25510	12/16/2025	1125	01108001
		1HNQ-N77K-	WINTERFEST ELF CHA	12/04/2025	20.99	20.99	25510	12/16/2025	1125	01108001
		1JFH-Y4L1-	TREE TOPPER	12/01/2025	29.35	29.35	25510	12/16/2025	1125	01108001
		1JGM-NXRY-	STAPLER	12/04/2025	39.37	39.37	25510	12/16/2025	1125	01105401
		1QKN-7HCL-	WINTERFEST SIGN HO	12/05/2025	230.36	230.36	25510	12/16/2025	1125	01108001
		1RGQ-M6JL-	PACKING TAPE	12/01/2025	12.79	12.79	25510	12/16/2025	1125	01165401
		1RGQ-M6JL-	VEHICLE SEAT GAP FI	12/01/2025	23.59	23.59	25510	12/16/2025	1125	01165401
		1RGQ-M6JL-	VEHICLE TRASH CAN	12/01/2025	9.99	9.99	25510	12/16/2025	1125	01165401
		1RVH-PHJQ-	COPY PAPER	12/03/2025	46.99	46.99	25510	12/16/2025	1125	01035401
		1RVH-PHJQ-	NOTE PADS	12/03/2025	6.86	6.86	25510	12/16/2025	1125	01035401
		1RVH-PHJQ-	SYRINGES	12/03/2025	44.97	44.97	25510	12/16/2025	1125	07085420
		1RVH-PHJQ-	PURE AND CLEAN DIS	12/03/2025	19.15	19.15	25510	12/16/2025	1125	07085420
		1WLV-K6GV-	HOOKS	11/26/2025	49.60	49.60	25510	12/16/2025	1125	01108001
		1WLV-K6GV-	WINTERFEST SUPPLIE	11/26/2025	98.24	98.24	25510	12/16/2025	1125	01108001
		1XJJ-YDH6-	SPACE HEATER	12/01/2025	15.19	15.19	25510	12/16/2025	1125	01125401
		CM#1XYD-6	FLEET- VENT SHADE	11/26/2025	49.99-	49.99-	25510	12/16/2025	1125	01075400
		CM#1XYD-6	FLEET- VENT SHADE	11/26/2025	49.99-	49.99-	25510	12/16/2025	1125	01075400
Total 1953:					1,425.80	1,425.80				
1971	Graybar Fina	1394859	PHONE SYSTEM MON	11/25/2025	2,110.85	2,110.85	25545	12/16/2025	1125	01105350
Total 1971:					2,110.85	2,110.85				
1977	AIS Inc	95837	AIS MONTHLY INVOIC	12/08/2025	15,020.00	15,020.00	25507	12/16/2025	1125	01065300
Total 1977:					15,020.00	15,020.00				
1983	Cornwell Eng	016304-01-0	LAKE MICIGAN CORR	11/06/2025	8,455.00	8,455.00	25534	12/16/2025	1125	07065332
Total 1983:					8,455.00	8,455.00				
2006	Zorn Compre	AR016867	WELL COMPRESSOR	11/21/2025	2,306.14	2,306.14	25604	12/16/2025	1125	07065361
Total 2006:					2,306.14	2,306.14				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
2024	Comcast Bus	256421495	COMCAST MONTHLY	11/15/2025	8,210.33	8,210.33	25523	12/16/2025	1125	01065300
Total 2024:					8,210.33	8,210.33				
2043	Donald E. Mo	November 20	MORRIS SERVICES N	11/25/2025	415.00	415.00	25539	12/16/2025	1125	01165300
Total 2043:					415.00	415.00				
2058	The Fun One	Winterfest 20	SPECIAL EVENT WINT	12/05/2025	1,183.07	1,183.07	25503	12/05/2025	1125	01108001
Total 2058:					1,183.07	1,183.07				
2071	ComEd 0904	November 20	CITY CENTER STREET	11/26/2025	184.81	184.81	25524	12/16/2025	1125	01035351
Total 2071:					184.81	184.81				
2073	David Strahl	85	HOURS FOR DAVID ST	12/01/2025	2,321.62	2,321.62	25538	12/16/2025	1125	01105300
		86	HOURS FOR DAVID ST	12/08/2025	3,785.25	3,785.25	25538	12/16/2025	1125	01105300
Total 2073:					6,106.87	6,106.87				
2091	Lenny's Gas	5852	FLEET- VEHICLE WAS	12/04/2025	72.00	72.00	25542	12/16/2025	1125	01075400
Total 2091:					72.00	72.00				
2100	Sign Langua	5382	SIGN LANGUAGE INTE	11/21/2025	200.00	200.00	25585	12/16/2025	1125	01015300
Total 2100:					200.00	200.00				
2128	Caselle LLC	INV-14345	SEMI ANNUAL HOSTIN	12/04/2025	18,759.03	18,759.03	25517	12/16/2025	1125	01065300
Total 2128:					18,759.03	18,759.03				
2129	Sam Chellino	Winterfest 20	WINTERFEST 2025-SA	12/08/2025	200.00	200.00	25581	12/16/2025	1125	01108001
Total 2129:					200.00	200.00				
2133	Lisa Kikkert	Christmas Ca	CHRISTMAS CARDS 2	12/03/2025	73.73	73.73	25562	12/16/2025	1125	01025400
Total 2133:					73.73	73.73				
2140	Nicholas Cal	Travel Reimb	REIMBURSEMENT-CA	11/25/2025	511.48	511.48	25570	12/16/2025	1125	01025342
Total 2140:					511.48	511.48				
2151	CTI/USA Inc	406851	SQUAD CAR THERMAL	11/17/2025	167.03	167.03	25536	12/16/2025	1125	01025400
Total 2151:					167.03	167.03				
2165	TEST Inc and	12125198	OPERATOR SERVICES	12/01/2025	6,500.00	6,500.00	25593	12/16/2025	1125	07085300
Total 2165:					6,500.00	6,500.00				
2168	Hoerr Constr	125-696	STORM CULVERT CLE	11/30/2025	6,179.50	6,179.50	25548	12/16/2025	1125	01035300
Total 2168:					6,179.50	6,179.50				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
2174	Sustainable	112425	RON MENTZER SERVI	11/24/2025	5,491.25	5,491.25	25592	12/16/2025	1125	01165300
Total 2174:					5,491.25	5,491.25				
2207	Dahme Mech	CFS Upgrad	CHEMICAL FEED SYST	11/21/2025	31,500.00	31,500.00	25537	12/16/2025	1125	12007620
Total 2207:					31,500.00	31,500.00				
2217	Boundary Fe	0000468	FENCE REPAIR	09/16/2025	6,230.00	6,230.00	25514	12/16/2025	1125	07065361
Total 2217:					6,230.00	6,230.00				
2236	Alano Club of	Sewer Repair	HILLCREST WATER M	11/04/2025	3,500.00	3,500.00	25508	12/16/2025	1125	12007620
Total 2236:					3,500.00	3,500.00				
2239	Sopranos Piz	Winterfest 20	WINTERFEST PIZZA	12/01/2025	700.00	700.00	25586	12/16/2025	1125	01108001
Total 2239:					700.00	700.00				
2241	SD Productio	Winterfest 20	WINTERFEST PHOTO	12/04/2025	1,000.00	1,000.00	25582	12/16/2025	1125	01108001
Total 2241:					1,000.00	1,000.00				
2242	Sumerce Col	Winterfest 20	WINTERFEST COFFEE	12/04/2025	500.00	500.00	25591	12/16/2025	1125	01108001
Total 2242:					500.00	500.00				
2243	kincaid-burro	1531	WINTER NEWSLETTE	12/05/2025	637.50	637.50	25558	12/16/2025	1125	01105321
Total 2243:					637.50	637.50				
Grand Totals:					<u>2,307,688.05</u>	<u>2,307,688.05</u>				

Report Criteria:

Detail report type printed
 [Report].Check Issue Date = 12/01/2025,12/05/2025,12/16/2025



Agenda Memo

Crest Hill, IL

Meeting Date: December 15, 2025
Submitter: City Clerk Christine Vershay-Hall
Department: Clerk’s Department
Agenda Item: Approval of Autumn Ridge Association to use the Community Room in 2026

Summary:

Katie from Autumn Ridge Association would like to reserve the Community Room for their board meetings in 2026.

The meeting dates are as follows: January 15th, April 16th, July 16th and September 17th. All meetings will start at 7:00pm.

Recommended Council Action:

Approval of Autumn Ridge Association to use the Community Room in 2026

Financial Impact:

Funding Source:

Budgeted Amount:

Cost:

Attachments:

NA

ORDINANCE NO. _____**ORDINANCE FOR REFERENDUM SEEKING A PUBLIC ADVISORY OPINION ON
THE QUESTION OF WHETHER TO ABOLISH THE CIVIL SERVICE COMMISSION
FOR THE CITY OF CREST HILL, ILLINOIS**

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, the City of Crest Hill, a non-home rule municipality is authorized by 65 ILCS 5/3.1-40-60 and 10 ILCS 5/28-5 to submit public questions to the electorate.

WHEREAS, it has been proposed that abolishing the Civil Service Commission for its hiring practices is in the best interest of the City.

WHEREAS, the Civil Service Commission is a time-consuming practice for hiring staff for the City of Crest Hill and doing away with it would allow the City to fill open positions in a time effective manner.

WHEREAS, it appears the question of abolishing the Civil Service Commission is a controversial matter of concern to the general public.

WHEREAS, the City Council, and Mayor of the City of Crest Hill are desirous of acting in the best interest of their constituency have determined to seek an advisory referendum concerning the proposed actions relative to abolishing the Civil Service Commission for the City's hiring practices.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1: The City Council hereby finds that all of the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: That the advisory question of abolishing the Civil Service Commission shall be placed on the ballot for consideration by the electorate of the City of Crest Hill, Will County, Illinois, at the next regularly scheduled election for which this public question would be eligible to be submitted to the voters by the local election official. The local election official shall make their certifications of this ordinance as required by 10 ILCS 5/28-5 to each election authority having jurisdiction over any of the territory of the City of Crest Hill.

SECTION 3: That a non-binding public opinion response is sought by the Corporate Authorities of the City of Crest Hill, Will County, Illinois and that the substance of the public question and form shall be as follows:

“Shall the City of Crest Hill, Will County, Illinois, abolish civil service as provided in Division 1, Article 10 of the Illinois Municipal Code (65 ILCS 5/10-1-1 et seq.)?”

SECTION 4: The City Clerk shall give the required notices to the election authority as prescribed by Illinois law and shall certify the question to the election authority as provided in section 28-5 of the election code. The ballot for such election shall be substantially in the following form as prescribed by law.

Shall the City of Crest Hill, Will County, Illinois, abolish civil service as provided in Division 1, Article 10 of the Illinois Municipal Code (65 ILCS 5/10-1-1 et seq.)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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SECTION 5: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 6: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 7: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 8: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED THIS _____ DAY OF _____, 2025.

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

Christine Vershay-Hall, City Clerk

APPROVED THIS _____ DAY OF _____, 2025.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

DRAFT



Agenda Memo

Crest Hill, IL

Meeting Date:	December 15, 2025
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	To approve Pay Request #1 from Fer Pal Construction USA, LLC with direction to Strand Associates that once all revised documents are received, to send to the IEPA for approval and disbursement for a total amount of \$1,078,900.10

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 following document is finalized and provided by the Contractor.

- **Draft Illinois Works Apprenticeship Report:** Fer-Pal to provide prevailing wage classification and hours worked onsite.

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 #1 for \$1,078,900.10 for work ending October 31, 2025.

Recommended Council Action: To approve Pay Request #1 from Fer Pal Construction USA, LLC with direction to Strand Associates that once all revised documents are received to send to the IEPA for approval and disbursement for a total amount of \$1,078,900.10

Financial Impact:

Funding Source: IEPA Loan/Water Fund

Approved Contract Amount: \$2,479,975.70

Work Completed to date: \$1,078,900.10

Attachments:

CrestHill_Pay Application Letter No. 1

Fer-Pal Application for Payment No 1-Final

AP5 for Payment 1

L176384_Crest Hill_request-for-loan-disbursement_No 1-Signed

L176384_illinois-works-apprenticehip-intiative-periodic-reporting-form_No. 1

CPR_H20_Pay App No. 1

CPR_Sheridan_Pay App No. 1



December 5, 2025

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
City of Crest Hill, Illinois

Dear Ron,

Strand Associates, Inc.[®] (Strand) has received Pay Application No. 1 from Fer-Pal Construction USA, LLC (Fer-Pal). The amount for each line item appears appropriate, and Strand recommends the application for payment in the amount of \$1,078,900.10. Enclosed is a signed copy of the application.

This recommendation for payment is contingent upon receipt of the following documents that are to be prepared and provided by Fer-Pal.

- Signed AP5, Application for Payment Form
- Completed Illinois Works Apprenticeship Initiative Quarterly Periodic Loan Applicant/Grantee Report
- Certified Payroll for Sheridan Plumbing and Sewer, Inc. and H2O Infrastructure Inc.
- Revised Application for Payment No. 1

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

Sincerely,

STRAND ASSOCIATES, INC.[®]

Matt J. Lichtenwalter

Enclosure

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

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 1868

To Owner: City of Crest Hill

Project: EH25330- CREST HILL, IL - BROADWAY ST.

Application No.: 3

Distribution to:
 Owner
 Architect
 Contractor

Period To: 2025-10-31

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

Project Nos:

Contract Date:

Contract For:

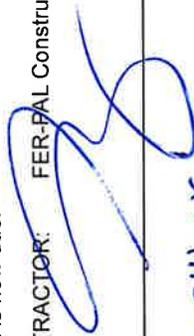
CONTRACTOR'S APPLICATION FOR PAYMENT

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 \$0.00
- 3. Contract Sum To Date \$2,479,975.70
- 4. Total Completed and Stored To Date \$1,198,777.91
- 5. Retainage:
 - a. 10.00% of Completed Work \$119,877.81
 - b. 0.00% of Stored Material \$0.00
- Total Retainage \$119,877.81
- 6. Total Earned Less Retainage \$1,078,900.10
- 7. Less Previous Certificates For Payments \$0.00
- 8. Current Payment Due \$1,078,900.10
- 9. Balance To Finish, Plus Retainage \$1,401,075.60

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: _____ Date: 12/10/25

County of: Cook

day of

State of: Illinois

Subscribed and sworn to before me this

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 the data 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 \$1,078,900.10

(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	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

Item 7 G 1.

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. : 3
Application Date : 12/09/25
Period To: 10/31/25
Owner Project No:

Invoice # : 1868 **Contract : EH25330- 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	0.00	0.00	43.48	19,131.20	43.48	19,131.20	0.00	19,131.20	434.80%	-14,731.20	1,913.12
2	Removal and Disposal of Non-CCDD	TON	350.00	192.50	67,375.00	0.00	0.00	149.93	28,861.53	149.93	28,861.53	0.00	28,861.53	42.84%	38,513.47	2,866.15
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	0.00	0.00	74.83	4,527.22	74.83	4,527.22	0.00	4,527.22	19.95%	18,160.28	452.72
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	0.00	0.00	3.00	8,250.00	3.00	8,250.00	0.00	8,250.00	150.00%	-2,750.00	825.00
7	Pavement Removal	SY	287.00	27.50	7,892.50	0.00	0.00	151.38	4,162.95	151.38	4,162.95	0.00	4,162.95	52.75%	3,729.55	416.30
8	Sidewalk Removal	SF	4,870.00	3.30	16,071.00	0.00	0.00	205.50	678.15	205.50	678.15	0.00	678.15	4.22%	15,392.85	67.82
9	Curb and Curb and Gutter Removal	LF	255.00	16.50	4,207.50	0.00	0.00	78.75	1,299.38	78.75	1,299.38	0.00	1,299.38	30.88%	2,908.12	129.94
10	Class B Patches 10-IN	SY	93.00	165.00	15,345.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	15,345.00	0.00
11	Class B Patches 12-IN	SY	45.00	192.50	8,662.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	8,662.50	0.00
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 Filler	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	16,087.50	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,900.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	91,069.00	0.00

Item 7 G 1.

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. : 3
Application Date : 12/09/25
Period To: 10/31/25
Owner Project No:

Invoice # : 1868 **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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	652.80	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,625.00	0.00
24	Thermoplastic Pavement Marking-Line 24-IN	38.00	LF	16.40	623.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	623.20	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,121.60	0.00
28	Modified Urethane Pavement Marking-Line 24-IN	38.00	LF	19.80	752.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	752.40	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,970.00	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,200.00	0.00
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	0.00	0.00	2.00	22,000.00	2.00	22,000.00	0.00	22,000.00	33.33%	44,000.00	2,200.00
38	Water Main 6-IN DI	123.00	LF	126.50	15,559.50	0.00	0.00	25.50	3,225.75	25.50	3,225.75	0.00	3,225.75	20.73%	12,333.75	0.00
39	Water Main 8-IN DI	51.00	LF	148.50	7,573.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,573.50	0.00
Item 7 G 1.																

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. : 3

Application Date : 12/09/25

Period To: 10/31/25

Owner Project No:

Contract : EH25330- CREST HILL, IL - BROADWAY ST.

Invoice # : 1868

A	B	C	D	E	F	G	H	I					
Item No.	Description of Work	Unit Price	Scheduled Value	Qty 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	165.00	20,790.00	0.00	4.00	660.00	4.00	660.00	0.00	660.00	3.17%	20,130.00	66.00
41	8-IN Gate Valve	2,200.00	8,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	8,800.00	0.00
42	10-IN Gate Valve	3,850.00	15,400.00	0.00	1.00	3,850.00	1.00	3,850.00	0.00	3,850.00	25.00%	11,550.00	385.00
43	Valve Vault Type A Type 1 Frame4-FT DIA	7,342.50	29,370.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	29,370.00	0.00
44	Valve Vault Type A Type 1 Frame5-FT DIA	10,450.00	41,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	41,800.00	0.00
45	Valve Box	275.00	275.00	0.00	2.00	550.00	2.00	550.00	0.00	550.00	200.00%	-275.00	55.00
46	Fire Hydrant W / Auxiliary Valve and Valve Box	17,050.00	119,350.00	0.00	2.00	34,100.00	2.00	34,100.00	0.00	34,100.00	28.57%	85,250.00	3,410.00
47	Fire Hydrant to be Removed	1,100.00	7,700.00	0.00	1.00	1,100.00	1.00	1,100.00	0.00	1,100.00	14.29%	6,600.00	110.00
48	Insertion Valve 6-IN	23,980.00	23,980.00	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	25,025.00	25,025.00	0.00	1.00	25,025.00	1.00	25,025.00	0.00	25,025.00	100.00%	0.00	2,502.50
50	Water Main Lining 6-IN	115.00	7,015.00	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	125.00	124,750.00	0.00	1,110.00	138,750.00	1,110.00	138,750.00	0.00	138,750.00	111.22%	-14,000.00	13,875.00
52	Water Main Lining 10-IN	150.00	415,950.00	0.00	1,220.00	183,000.00	1,220.00	183,000.00	0.00	183,000.00	44.00%	232,950.00	18,300.00
53	Mechanical Cap	2,750.00	2,750.00	0.00	1.00	2,750.00	1.00	2,750.00	0.00	2,750.00	100.00%	0.00	275.00
54	Temporary Bypass Piping 2-IN	15.00	2,325.00	0.00	2,676.00	40,140.00	2,676.00	40,140.00	0.00	40,140.00	726.45%	-37,815.00	4,014.00
55	Temporary Bypass Piping 4-IN	20.00	64,300.00	0.00	1,260.00	25,200.00	1,260.00	25,200.00	0.00	25,200.00	39.19%	39,100.00	2,520.00
56	Pipe Ramp	100.00	900.00	0.00	23.00	2,300.00	23.00	2,300.00	0.00	2,300.00	255.56%	-1,400.00	230.00
57	Hose Bibb Repair	825.00	24,750.00	0.00	7.00	5,775.00	7.00	5,775.00	0.00	5,775.00	23.33%	18,975.00	577.50
58	Preconstruction Videotaping	0.00	1,650.00	0.00	0.00	1,650.00	0.00	1,650.00	0.00	1,650.00	100.00%	0.00	165.00
59	Construction Layout and Staking	0.00	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	0.00	11,000.00	100.00%	0.00	1,100.00
60	Mobilization (Contractor Profit Bonds Insurance)	0.00	199,000.00	0.00	0.00	199,000.00	0.00	199,000.00	0.00	199,000.00	100.00%	0.00	19,900.00
61	Maintenance of Existing Traffic Signal Installation	2,750.00	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	11,000.00	0.00

Item 7 G 1.

CONTINUATION SHEET

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Application Date : 12/09/25

Period To: 10/31/25

Owner Project No:

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Contract : EH25330- CREST HILL, IL - BROADWAY ST.

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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
62	Temporary Traffic Signal Timing	4.00	EA	2,750.00	11,000.00	0.00	0.00	4.00	11,000.00	4.00	11,000.00	0.00	11,000.00	100.00%	0.00	1,100.00
63	Traffic Control	0.00	LS	0.00	55,000.00	0.00	0.00	0.00	27,500.00	0.00	27,500.00	0.00	27,500.00	50.00%	27,500.00	2,750.00
64	Changeable Message Sign	3.00	EA	2,200.00	6,600.00	0.00	0.00	3.00	6,600.00	3.00	6,600.00	0.00	6,600.00	100.00%	0.00	660.00
65	Pit Excavation	180.00	SY	1,500.00	270,000.00	0.00	0.00	55.40	83,100.00	55.40	83,100.00	0.00	83,100.00	30.78%	186,900.00	8,310.00
66	Water Service Internal Reinstatement	60.00	EA	750.00	45,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	45,000.00	0.00
67	Cash Allowance for IDOT Individual Utility Permit Bond (Sect	0.00	LS	0.00	50,000.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	3.00%	48,500.00	150.00
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	0.00
101	Trench Backfill	89.00	CY	60.50	5,384.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,384.50	0.00
102	Pavement Removal	71.00	SY	27.50	1,952.50	0.00	0.00	30.26	832.15	30.26	832.15	0.00	832.15	42.62%	1,120.35	83.22
103	Sidewalk Removal	575.00	SF	3.30	1,897.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,897.50	0.00
104	Curb and Curb and Gutter Removal	24.00	LF	16.50	396.00	0.00	0.00	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	6,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,600.00	0.00
106	Class B Patches 8-IN	31.00	SY	104.50	3,239.50	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	2,640.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	2,640.00	0.00
108	Combination Concrete Curb and Gutter B.6-12	24.00	LF	110.00	2,640.00	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	9,487.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,487.50	0.00
111	Modified Urethane Pavement Marking-Line 6-IN	512.00	LF	10.15	5,196.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,196.80	0.00
112	Modified Urethane Pavement Marking-Line 24-IN	82.00	LF	19.80	1,623.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,623.60	0.00
113	Restoration--Seed and Blanket	0.00	LS	0.00	8,800.00	0.00	0.00	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	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

Item 7 G 1.

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. : 3
Application Date : 12/09/25
Period To: 10/31/25
Owner Project No:

Invoice # : 1868 **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
115	Connections to Existing Water Main	5.00	EA	11,000.00	55,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	55,000.00	0.00
116	Water Main 6-IN DI	4.00	LF	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	55.00	LF	192.50	10,587.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	10,587.50	0.00
118	8-IN Gate Valve	3.00	EA	3,300.00	9,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,900.00	0.00
119	Valve Vault Type A Type 1 Frame 4-FT-DIA	3.00	EA	9,350.00	28,050.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	28,050.00	0.00
120	Water Main Lining 8-IN	1,261.00	LF	125.00	157,625.00	0.00	0.00	1,321.00	165,125.00	1,321.00	165,125.00	0.00	165,125.00	104.76%	-7,500.00	16,512.50
121	Temporary Bypass Piping 4-IN	930.00	LF	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	7.00	EA	100.00	700.00	0.00	0.00	17.00	1,700.00	17.00	1,700.00	0.00	1,700.00	242.86%	-1,000.00	170.00
123	Hose Bibb Repair	10.00	EA	825.00	8,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	8,250.00	0.00
124	Traffic Control	0.00	LS	0.00	1,650.00	0.00	0.00	0.00	825.00	0.00	825.00	0.00	825.00	50.00%	825.00	82.50
125	Pit Excavations	50.00	SY	1,500.00	75,000.00	0.00	0.00	26.70	40,050.00	26.70	40,050.00	0.00	40,050.00	53.40%	34,950.00	4,005.00
126	Water Service Internal Reinstatement	9.00	EA	750.00	6,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	6,750.00	0.00
CO-1	AUP #1 8"x6" Pressure connection w/6 Gate Valve	0.00	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
CO-2	Item CO-2	1.00	EA	0.00	0.00	0.00	0.00	1.00	2,684.80	1.00	2,684.80	0.00	2,684.80	0.00%	-2,684.80	268.48
CO-3	T & M Theodore and Broadway Exploration	0.00	LS	0.00	0.00	0.00	0.00	0.00	45,008.47	1.00	45,008.47	0.00	45,008.47	0.00%	-45,008.47	4,500.85
CO-4	Lining Pit Modification	0.00	EA	0.00	0.00	0.00	0.00	3.00	45,866.31	3.00	45,866.31	0.00	45,866.31	0.00%	-45,866.31	4,586.63
CO-5	Re-instatement of 2" water service connection(excavation, I	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-6	Item CO-6	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-7	Relocate existing roundways and B boxes fr behind existing t	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-8	Downtime incurred for identification of undefined existing	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

Item 7 G 1.

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. : 3

Application Date : 12/09/25

Period To: 10/31/25

Owner Project No:

Contract : EH25330- CREST HILL, IL - BROADWAY ST.

Invoice # : 1868

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
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
Grand Totals					2,479,975.70		0.00	0.00	1,198,777.91		1,198,777.91	0.00	1,198,777.91	48.34%	1,281,197.79	119,877.81

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
FOR PERIOD ENDING: October 31 2025 PAYMENT APPLICATION DATE: December 5, 2025
PAYMENT APPLICATION NO.: 1

CONTRACT AMOUNT

ORIGINAL CONTRACT AMOUNT \$2,479,970.40
PLUS: ADDITIONS TO CONTRACT \$5.30
LESS: DEDUCTIONS FROM CONTRACT \$0.00
ADJUSTED CONTRACT AMOUNT TO DATE \$2,479,975.70

WORK PERFORMED

COST OF WORK COMPLETED \$1,198,777.91
PLUS MATERIALS STORED (ATTACH SCHEDULE) \$0.00
NET AMOUNT EARNED TO DATE \$1,198,777.91
LESS AMOUNT OF RETAINAGE \$119,877.81
SUBTOTAL \$1,078,900.10
LESS PREVIOUS PAYMENTS \$0.00
AMOUNT DUE THIS APPLICATION \$1,078,900.10

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 12/9/2025

Fer-Pal Construction USA, LLC
CONTRACTOR
By [Signature]
(Authorized Signature)

By KEITH ZOLLERS
(Print Name)

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated 12/9/2025

STRAND ASSOCIATES, INC.®
By [Signature]
(Authorized Signature)

By Matthew Lichtenwalter
(Print Name)



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: 09/08/2025

PAY REQUEST NUMBER: 1

TO: 10/31/2025

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	\$ 0.00	\$ 0.00	
DESIGN ENGINEERING	\$ 120,100.00	\$ 0.00	
CONSTRUCTION ENGINEERING	\$ 178,500.00	\$ 0.00	
CONSTRUCTION (before retainage) <small>*List each contractor separately</small>	\$ 2,479,975.70	\$ 1,198,777.91	\$ 1,198,777.91
Other:			
TOTAL COSTS TO DATE		\$ 1,198,777.91	\$ 1,198,777.91
LESS RETAINAGE <small>*List each contractor separately</small>			\$ 119,877.81
LESS PAID WITH OTHER FUNDING SOURCES		\$ 0.00	\$ 0.00
LESS TOTAL INTEREST EARNED ON INVESTED FUNDS			\$ 0.00
LESS TOTAL DISBURSEMENTS TO DATE			\$ 0.00
LESS ROUNDING ADJUSTMENTS FOR BONDS (IF NECESSARY)			\$ 0.00
NET DISBURSEMENT REQUESTED			\$ 1,078,900.10

FOR AGENCY USE ONLY

PREPARED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____



Illinois Environmental Protection Agency

Item 7 G 1.

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

LOAN RECIPIENT: City of Crest Hill

PAY REQUEST NUMBER: 1

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 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 checked="" 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:

Raymond J. Salmer

DATE: 12/15/2025

PRINT OR TYPE:

Raymond Salmer

TITLE: Mayer

FIRST DISBURSEMENT CHECKLIST

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

<input checked="" 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 checked="" 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:

PRINT OR TYPE:

Raymond R Soliman
Raymond Soliman

DATE:

12/15/2025

TITLE:

Mayer

Illinois Works Apprenticeship Initiative Quarterly Periodic Loan Applicant/Grantee Report

Item 7 G 1.

Organization Name	City of Crest Hill	FEIN Number	36-6009518	UEIN Number	JU4MXRLL9KD6
Loan/Grant Awarding Agency	IEPA	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	\$2,479,975.70

Reporting Period: Period Start Date 9/8/25 Period End Date 10/31/25

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.
Laborer (Heavy & Highway)							
Operators							
Foreman							

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):

NOT FOR SIGNATURE

Signature (Executive Director or equivalent):

Title (Executive Director or equivalent):

Date/Time Field

2. State Agency Acknowledgement:

State Agency

Printed Name

NOT FOR SIGNATURE

Signature:

Title

Date/Time Field



City Council Meeting Memo

Crest Hill, IL

Meeting Date:	December 15, 2025
Submitter:	Daniel Ritter, AICP, Community & Economic Development Director
Department:	Community Development
Agenda Item:	Approve a Resolution for a Contract with Housel Lavigne Associates to Update the Crest Hill Comprehensive Plan

Summary/Background:

The City's existing Comprehensive Plan ("Comp Plan") was adopted in May 2014 after a year of gathering information, receiving public input, and policy direction from the Plan Commission and City Council. The project's consultant and manager was Housel Lavigne Associates, a firm specializing in community comprehensive planning, urban design, and economic development.

Comprehensive plans are forward-looking documents that chart the city's growth, development, improvement, and economic well-being over several years. It serves as a blueprint for strengthening the City as a vibrant and sustainable community, reflecting a shared community vision, and providing strategic direction for the future. Comprehensive planning works to provide a perspective beyond current events or current proposals. The document gives the City Council and city staff a guide on where to focus time, energy, and money as it works towards improving the City. A good plan also assists in the city's economic development efforts by giving the private sector upfront and clear expectations of what the City desires to see happen in the community. A Comprehensive Plan does not usually have specific regulations that are implemented or enforced. However, a good plan helps guide other regulations like the Zoning Ordinance and Subdivision Regulations to help implement the plan's larger vision, goals, and objectives.

Comprehensive Plans are typically updated every 8 to 10 years. This helps them to stay relevant and responsive to our community's evolving needs. This regular review and update process also allows the plan to adapt to new trends, technologies, markets, and challenges. The City's current comprehensive plan is over 11 years old; with major changes in the development market and at national, state, and local levels during that time, it requires updating. A plan update also gives current staff and elected officials ownership of the document and its recommendations; this allows it to be actively used for project planning, budgeting, and policy-setting. Updating the Comprehensive Plan also helps the city defend its regulations and decision-making process as it provides justification for the regulations, programs, and policies put in place to help implement the shared vision and plan.

The current 2014 Comprehensive Plan can be found on the City's website and at this link:

www.cityofcresthill.com/DocumentCenter/View/1107/City-of-Crest-Hill-Comprehensive-Plan-PDF

City Council Meeting
December 15, 2025
2026 Comprehensive Plan Update

Plan Update and Consultant:

Staff consulted with the previous Comprehensive Plan consultant, Housel Lavigne, on the best path forward to update the current plan. After numerous discussions and reviews of the plan documents, City staff and Housel Lavigne agreed that there was likely not a need for a full-scale redo of the existing plan at this time. Instead, staff is proposing we move forward with a more limited “Audit and Update” of the current plan.

This “Audit and Update” is a simplified process that is outlined in the attached proposal document. It will give the current plan the updates needed in terms of things like market trends, demographics, city facilities, walkability, pictures, developments, etc. This process will still include several opportunities for public input (including a combined Plan Commission/Council meeting) and other methods of public outreach. This “Audit and Update” approach is anticipated to cost \$63,400, which is a significant financial savings compared to implementing a completely new plan (likely around \$150,000). Additionally, the update process will take around 6-9 months, as opposed to around 18-24 months needed for a new plan. The advantage of using the same consultant is that they will have continuity and knowledge of both the City and access to all relevant data from the original plan. By using Housel Lavigne, it will make updates simpler and more efficient. Depending on final contract approval, meetings, and consultant availability, the plan update is currently expected to kick off in February/March 2026 and aim for adoption before the end of 2026. A draft contract is attached for the Council’s initial review and is currently under review by the City Attorney. After Attorney review, adjustments may be made before Council’s adoption.

Housel Lavigne will be at the workshop to present information about their team, give an overview of comprehensive planning, and explain the process for the proposed update.

Several other communities in the area have completed or are in the process of completing a Comprehensive Plan. Most notably, the City of Joliet recently started a new comprehensive plan, and the timing provides an opportunity to work together to ensure some continuity among the plans, projects, goals, and objectives.

Budget:

Total Cost:	\$63,400
Budgeted:	FY26 - \$20,000 (Economic Development Plans)
	FY27 - \$43,400 (Carry Over/Proposed)

Additionally, staff is pursuing grants with state and regional agencies such as CMAP or Heritage Corridor. We will apply for any available assistance to help offset any costs. However, with this being a smaller plan update, the availability and timing of such grants may be more difficult. Even if a grant isn’t obtained for this Plan, staff will be proactively applying for grants for follow-up action items addressed in the plan (for example, pedestrian/bicycle transportation improvement plan, sub-area plans, etc.)

Recommended Council Action:

Approve a Resolution for a Contract with Housel Lavigne Associates to Update the Crest Hill Comprehensive Plan.

Attachments:

- A. Resolution and Professional Services Contract
- B. Housel Lavigne Memo – City of Crest Hill Comprehensive Plan Audit and Update Proposal (10/29/25)
- C. Housel Lavigne PowerPoint PDF for 12/8/25 Meeting
- D. IML – Developing a Comprehensive Plan Fact Sheet – September 2025

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AGREEMENT FOR AN UPDATE AND AUDIT OF THE 2014 CITY OF CREST HILL COMPREHENSIVE PLAN BY AND BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, AND HOUSEAL LAVIGNE ASSOCIATES, LLC

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, safety, and welfare of its citizens; and

WHEREAS, pursuant to Section 2-2-12 of the Illinois Municipal Code (65 ILCS 5/2-2-12), the City Council is authorized to enter into contracts that serve the legitimate corporate purposes of the City; and

WHEREAS, in 2014 the City of Crest Hill engaged Houseal Lavigne Associates, LLC to assist in the drafting of an official City of Crest Hill Comprehensive Plan; and

WHEREAS, the City of Crest Hill has determined that it is necessary to audit and update the 2014 Comprehensive Plan; and

WHEREAS, Houseal Lavigne (the “Company”), is an urban planning, design, and geospatial services firm with the necessary experience and staff to conduct the audit and update to the 2014 Crest Hill Comprehensive Plan (the “Services”); and

WHEREAS, the City Council desires to engage the Company to provide the Services and the Company is ready, willing, and able to perform the Services for the City; and

WHEREAS, the Company has submitted and City Staff have reviewed an October 29, 2025 Memorandum, Proposal, and Scope of Work (the “Proposal”) for the proposed audit and update to the 2014 Comprehensive Plan and a December, 2025 Professional Services Agreement for delivery of the Services for an amount not to exceed total of \$63,400.00 (the “Agreement”), which Proposal is attached as Exhibit A and which Agreement is attached hereto as Exhibit B, both of which are fully incorporated herein; and

WHEREAS, the City Council has reviewed the Proposal and Agreement and have determined that the conditions, terms, and provisions of the Agreement are fair, reasonable, and acceptable to the City; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its citizens to enter into the Agreement with the Company.

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. The City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of the Agreement (Exhibit B) are fair, reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and deliver, and the Clerk to attest, the Agreement, and further to take any and all other actions, including without limitation the execution and delivery of any and all documents, necessary and appropriate to effectuate the intent of this Resolution, which is to enter into the Agreement with the Company.

SECTION 3: SEVERABILITY. If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect immediately upon its passage and approval, as provided by law.

[Intentionally Blank]

PASSED THIS 15TH DAY OF DECEMBER, 2025.

	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	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 15TH DAY OF DECEMBER, 2025.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A (10-29-25
Memorandum and
Proposal)



MEMORANDUM

CHICAGO
88 W Randolph St Suite 200
Chicago, IL 60601
312-372-1008

LOS ANGELES
360 E 2nd St Suite 800
Los Angeles, CA 90012
213-259-1008

HELENA
317 Cruse Ave Suite 202
Helena, MT 59601
406-944-1008

SEATTLE
999 3rd Ave Suite 700
Seattle, WA 98104
206-828-1008

MILWAUKEE
313 North Plankinton Ave Suite 207
Milwaukee, WI 53203
414-392-1008

Date: October 29, 2025
To: City of Crest Hill
Daniel Ritter, Community and Economic Development Director
From: Houseal Lavigne
Nik Davis, AICP, Principal
Josh Koonce, AICP, Practice Lead
Re: City of Crest Hill Comprehensive Plan Audit and Update

VIA EMAIL

This memorandum outlines Houseal Lavigne's recommended Scope of Work to update the City of Crest Hill's Comprehensive Plan. Based on preliminary discussion with City staff, we have revised our initial approach and recommend the Comprehensive Plan Audit and Update as described below.

- **Comprehensive Plan Audit and Update** (*outlined on the following pages*). Houseal Lavigne will conduct an audit to determine which elements of the Comprehensive Plan need targeted revisions. The Comprehensive Plan Update will be informed by City staff, elected and appointed officials, the online community survey, and community open house. The Plan's layout, photos and overall design will be updated as part of the update. *The cost for this approach is estimated at \$63,400, with an anticipated seven-month timeline.*

Houseal Lavigne recommends this approach as we understand the City is continuing to work through long-term implementation projects identified in 2014, has experienced modest population change, and expects minimal changes to its overall vision, goals, and objectives.

The following pages outline our proposed Scope of Work, Preliminary Timeline, and Budget for the audit and update.



Proposed Scope of Work

A detailed breakdown of each step in our proposed scope of work is provided below.

Step 1: Initiation and Outreach

To initiate the Comprehensive Plan Audit and Update process, the Project Team will host an initial coordination call with City staff to review the scope of work, project timeline, and key deliverables. The Project Team will outline other data needs including the most up-to-date GIS data.

The Project Team will prepare a project website and online community survey for residents and business owners to offer a community-wide opinion on a range of topics and issues. We will also host a series of facilitated meetings with department heads, and the City's elected and appointed officials to enable discussion and establish a consensus on changes to the vision and goals for the City. This step will conclude with a summary of outreach and anticipated key plan updates and will provide focus and direction for the subsequent Comprehensive Plan Audit and Update.

Tasks

- 1a. Staff Kick-Off Meeting and Data Collection
- 1b. Project Website and Online Community Survey
- 1c. Department Heads Meeting
- 1d. Community Listening Session – Joint Elected and Appointed Officials Meeting (City Council and Plan Commission)
- 1e. Outreach Summary and List of Key Plan Updates

Step 2: Comprehensive Plan Audit and Update

The Comprehensive Plan Audit and Update will be based on issues and opportunities collected during outreach, information provided by the City, feedback from elected and appointed officials, and staff-identified major changes needed since the past Comprehensive Plan (2014). We intend to move through this task efficiently, reserving project budget and resources for planning, drafting, and updating the Plan.

Given our previous experience preparing the City of Crest Hill Comprehensive Plan (2014), revisions may include but are not limited to the following sections: *Community Profile (incl. demographics); Vision, Goals, and Objectives; Existing Land Use; Future Land Use Plan; and others as needed.*

Tasks

- 2a. Past Plans, Studies, and Reports Review (*for studies conducted in the interim since adoption of the 2014 Plan*)
- 2b. Comprehensive Plan Audit and Update
- 2c. Staff Review and Discussion Meeting

Step 3: Draft and Final Comprehensive Plan Update

Based on the previous steps of the process, a draft version of the City of Crest Hill Comprehensive Plan will be prepared for staff review and consideration. The overall layout, structure, design, and format of the new Comprehensive Plan will be updated with new information, graphics, and maps.

The Project Team will prepare final revisions to the Comprehensive Plan Update document in a PDF format. The Project Team will provide outreach summaries (PDFs), and updated GIS data compiled during the planning process (geodatabase or shapefile) if applicable. A final presentation will be made to the Plan Commission for informational purposes only.

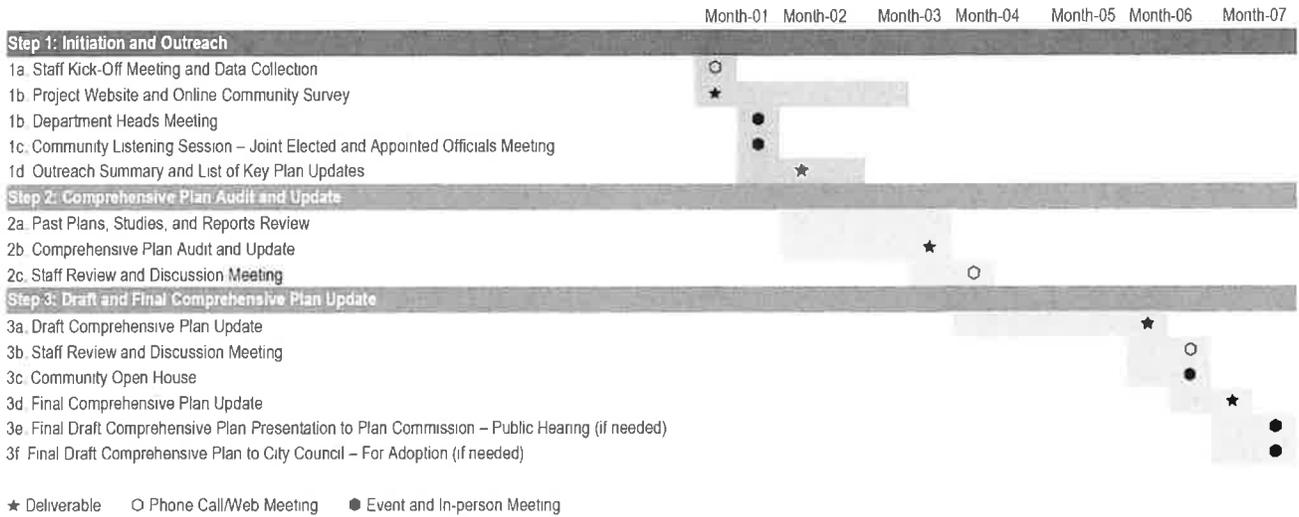
Note: As a targeted update to the current 2014 document, we anticipate the Comprehensive Plan Update may not need to be adopted by City Council. Public hearing and adoption meetings have been included as optional/as-needed tasks 3e and 3f, should they be required.

Tasks

- 3a. Draft Comprehensive Plan Update
- 3b. Staff Review and Discussion Meeting
- 3c. Community Open House – Draft Plan Review
- 3d. Final Comprehensive Plan Update
- 3e. Final Draft Comprehensive Plan to Plan Commission – Public Hearing (if needed)
- 3f. Final Draft Comprehensive Plan to City Council – For Adoption (if needed)

Preliminary Timeline

The timeline below provides an overall framework to complete each step outlined in our proposed Scope of Work. We anticipate completing the Comprehensive Plan Audit and Update in seven (7) months. As needed, we will work with City staff to refine this Scope of Work and project schedule in a manner that is most advantageous to the assignment.



Budget

Our proposed budget to undertake the above scope of work will not exceed **\$63,400** including all direct project-related expenses. Optional tasks can be added at the additional cost identified in the memorandum above, and are not included in this proposed not-to-exceed budget.

Step	Fee
Step 1: Staff Initiation and Outreach	\$13,150
Step 2: Comprehensive Plan Audit and Update	\$8,890
Step 3: Draft and Final Comprehensive Plan Update	\$41,360
Total Not-to-exceed	\$63,400

If you have any questions regarding our approach or budget, please feel free to contact Josh Koonce at jkoonce@hlplanning.com / (312) 372-1008 ext. 112.

If the City is amenable to our approach and budget, Houseal Lavigne can prepare a draft contract for review and execution.

EXHIBIT B
(Professional Services
Agreement)

**PROFESSIONAL SERVICES
AGREEMENT**

DECEMBER ____, 2025

BETWEEN

CITY OF CREST HILL

AND

HOUSEAL LAVIGNE ASSOCIATES, LLC.

AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN CITY OF CREST HILL
AND
HOUSEAL LAVIGNE ASSOCIATES, LLC.

THIS AGREEMENT, made and entered into this ____ day of _____, 20__, by and between HOUSEAL LAVIGNE ASSOCIATES LLC., an Illinois Limited Liability Company with principal offices at 188 W. Randolph, Suite 200, Chicago, IL 60601 (hereinafter referred to as the "CONSULTANT"), and the City of Crest Hill, a municipal corporation of the State of Illinois, whose mailing address is 20600 City Center Boulevard, Crest Hill, IL 60403 (hereinafter referred to as the "CLIENT").

WITNESSETH THAT:

WHEREAS, the CLIENT desires to engage the services of the CONSULTANT to furnish technical and professional assistance in connection with the preparation of the Crest Hill Comprehensive Plan Audit and Update (hereinafter referred to as the "PROJECT") and the CONSULTANT has signified its willingness to furnish technical and professional service to the CLIENT; and WHEREAS, the CONSULTANT represents to the CLIENT that it has sufficient expertise and resources to enable it to provide such advice and assistance to the CLIENT; and

WHEREAS, the CLIENT is interested in hiring a CONSULTANT to assist with a project, and

WHEREAS, CONSULTANT is qualified to do business in Illinois and

WHEREAS, The CLIENT and CONSULTANT wish to enter into this Agreement to specify the duties and obligations of the Parties for the Services described herein, and

WHEREAS, CONSULTANT is willing to perform Services in accordance with the terms hereinafter provided, agrees to comply with all federal, state, and local laws and ordinances applicable to this Agreement.

NOW, THEREFORE, the parties do mutually agree as follows:

A. Scope of CONSULTANT's Services

The CONSULTANT agrees to perform in a good and professional manner those services described in Attachment A, *Scope of Services*, Section 2, a copy of which is attached hereto and incorporated in this AGREEMENT. All documents, work papers, maps, and study materials produced by the CONSULTANT in the performance of these services become the property of the CLIENT during and upon completion of the services to be performed under this AGREEMENT.

B. Services to be Provided by the Client

All existing information, data, reports, and records which are useful for carrying out the work on this PROJECT and which are owned or controlled by the CLIENT shall be furnished to the CONSULTANT in a timely manner. The completion of the services to be performed by the CONSULTANT under this AGREEMENT is contingent upon the receipt from the CLIENT, at no cost to the CONSULTANT, the data and reports and other material as described in Attachment A, Section 1, in a timely manner. If, by reason of any fault of CLIENT, the information, data, reports and records to be provided by the CLIENT are not made available to the CONSULTANT in a timely manner, the CONSULTANT may, at its option, stop work on the PROJECT until such materials are provided.

C. Meetings and CONSULTANT Visits

The CONSULTANT will attend meetings as specifically identified in the *Scope of Services*, Attachment A, Section 2. A "meeting" within the body of this AGREEMENT shall mean a gathering requiring the attendance of the CONSULTANT or CONSULTANT's staff, including workshops, formal presentations, interviews, meetings with CLIENT'S staff, public meetings and workshops, and public hearings. Public meetings shall be scheduled at least seven (7) to fifteen (15) days in advance, and

public hearings shall be scheduled with sufficient advance notice to comply with state and local notice requirements. Attendance at "additional" meetings, meetings not identified in Attachment A, Section 2, *Scope of Services*, will be subject to the provisions of Article L (Extra Work) of this AGREEMENT. The CONSULTANT may conduct "site visits" to gather information, data, and perform field reconnaissance. These "site visits" shall not be counted as meetings under this AGREEMENT. When conducting "site visits" or in the community attending scheduled meetings, the CONSULTANT may informally meet with CLIENT staff to review and discuss aspects of the PROJECT. These informal CLIENT meetings with staff shall not be counted as meetings under this agreement. Throughout the PROJECT the CONSULTANT may conduct phone calls or teleconferences with CLIENT staff on an as needed basis, to maintain open communication and discuss certain aspects of the PROJECT. These phone calls and teleconferences with CLIENT staff shall not be counted as meetings under this AGREEMENT.

D. Deliverables

CONSULTANT agrees to provide products to the CLIENT as identified in Attachment A, Sections 2, *Scope of Services*. The CONSULTANT shall provide all deliverables at least five (5) days in advance of all public meetings. All deliverables become the property of the CLIENT, including all hard copies and electronic (PDF format) file copies.

E. Changes

The CLIENT may, from time to time, request changes in Attachment A, *Scope of Services*, of the services to be performed by the CONSULTANT hereunder. Such changes, including any appropriate increase or decrease in the amount of compensation, which are mutually agreed upon, shall be incorporated in written amendments to this AGREEMENT.

F. CONSULTANT's Compensation

The CONSULTANT shall be compensated for services rendered under the terms of this AGREEMENT on the basis of the CONSULTANT's hourly rates as provided in Attachment A, Section 3, Hourly Rates and Per Diem Schedule. The Hourly Rates and Per Diem Schedule will be updated at the beginning

of every calendar year and the updated Hourly Rates and Per Diem Schedule will apply to the terms of this AGREEMENT. The CONSULTANT's compensation will include staff time devoted to the PROJECT and for directly related project expenses. The maximum cost for CONSULTANT services under this AGREEMENT is a not to exceed amount of **\$63,400**, including directly related job expenses. Directly related job expenses include but are not limited to: travel (typically including airfare, mileage, car rental, staff per diem for meals and incidentals, and lodging), printing, graphic reproduction, mailing, the purchase of additional maps, plans and reports and other out-of-pocket expenses that are related to carrying out services under this AGREEMENT. Any reimbursable expenses that are not enumerated above must be identified by the CONSULTANT and approved by the CLIENT in writing.

The CONSULTANT will not exceed the "not to exceed amount" without specific written authorization from the CLIENT or an amendment to this AGREEMENT. The CONSULTANT represents and warrants that absent Extra Work, as referenced in Article M, all work to be performed under this AGREEMENT can and will be performed without exceeding the maximum compensation amount and directly related job expense amount, both set forth above.

G. Method of Payment

The CONSULTANT will submit monthly invoices for services performed and directly related job expenses incurred on the PROJECT during the billing period. Invoices will provide the hours worked by each of the CONSULTANT's employees, the hourly rate, and the tasks performed in support of the directly related job expenses. Invoices are due and payable no later than thirty (30) days from the date of CLIENT's receipt of the invoice.

H. Time of Performance

The services of the CONSULTANT will begin upon delivery to the CONSULTANT of an executed copy of this AGREEMENT, and shall, absent causes beyond the reasonable control of the CONSULTANT, be completed within 7-months of delivery of said executed AGREEMENT. The completion of services by the CONSULTANT shall be, among other things, contingent upon the timely receipt of the services,

data, and other reports described in Attachment A, *Scope of Services* and upon the timely conduct by the CLIENT of meetings and decisions required for its purposes in the execution of Attachment A. For the purpose of this AGREEMENT, timely shall mean that decisions and choices be made within ten (10) working days for CLIENT staff review of CONSULTANT submittals, services, data, and reports as are delivered to the CLIENT's representative; and fifteen (15) calendar days for such decisions and choices to be made by the City Council, or other elected or appointed bodies of the CLIENT. If the CLIENT requests that CONSULTANT perform Extra Work as defined in Article L such as is not now included in Attachment A, the CONSULTANT, if agreed to by the CLIENT, may suspend work on the PROJECT or a portion of the PROJECT, and may extend the period of time allotted to perform the services identified in Attachment A under this AGREEMENT, to a mutually agreed upon period of time necessary to compensate for Extra Work.

I. Excusable Delays

The CONSULTANT shall not be in breach of this AGREEMENT by reason of any failure in performance of this AGREEMENT in accordance with its terms if such failure arises out of causes beyond the reasonable control and without the fault or negligence of the CONSULTANT. Such causes may include, but are not restricted or limited to, acts of God or of the public enemy, acts of government in either its sovereign or contractual capacity, fires, floods, strikes, and unusually severe weather, but in every case, so long as the failure to perform is beyond the reasonable control and without the fault or negligence of the CONSULTANT, the CONSULTANT shall not be deemed to be in breach of this AGREEMENT.

J. Termination

The CLIENT shall have the right to terminate this AGREEMENT by written prior notice to the CONSULTANT at least five (5) working days before the specified effective date of such termination. In such event, documents and work papers prepared by the CONSULTANT under this AGREEMENT shall become the property of the CLIENT. On receipt of said documents and work papers by the CLIENT, the CONSULTANT shall receive compensation and reimbursement for the work actually

performed before the date of termination, in accordance with Article F, CONSULTANT's Compensation, of this AGREEMENT, less payment for services and expenses previously paid.

K. Non-discrimination

The CONSULTANT shall engage in lawful employment practices. The CONSULTANT shall not fail, refuse to hire, discharge, or otherwise discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, national origin, or handicap unrelated to the individual's ability to perform the duties of the position.

L. Extra Work

If requested and agreed to in writing by the CLIENT and CONSULTANT, the CONSULTANT will be available to furnish, or obtain from others, Extra Work of the following types:

1. Extra work or extended services due to changes in the general scope or timing of the PROJECT, including, but not limited to; changes in size, complexity or character of the work items; acceleration of the work schedule involving services beyond normal working hours; non-delivery of any materials, data, or other information to be furnished by the CLIENT not within the reasonable control of the CONSULTANT.
2. Additional or extended services, including PROJECT administration due to the prolongation of the period of delivery of services specified in this AGREEMENT time through no fault of the CONSULTANT.
3. Attendance at additional meetings beyond those made part of the AGREEMENT.
4. Other additional services requested and agreed to by the CLIENT and CONSULTANT, which are not otherwise provided for under this AGREEMENT.

The compensation and schedule for completing Extra Work authorized by the CLIENT shall be subject to negotiation between the CLIENT and the CONSULTANT in accordance with the provision of Article E (Changes) of this AGREEMENT.

M. Entire Agreement

This agreement, including the attachments to this agreement, contains the entire agreement of the parties. It may not be changed orally but only by an amendment in writing executed by the parties to this AGREEMENT.

N. Governing Law

This AGREEMENT will be governed by and construed in accordance with the laws of the State of Illinois and within the jurisdiction of Will County. The exclusive venue for any disputes or litigation regarding a breach of the agreement or to enforce the terms of the agreement, shall be the Circuit Court for the Twelfth Judicial Circuit, Will County, Illinois.

O. Client Representative to CONSULTANT

The CLIENT designates Daniel Ritter to act as its representative with respect to the work to be performed under this AGREEMENT, and such person shall have authority to transmit instructions, receive information, interpret and define CLIENT's policies and provide decisions in a timely manner pertinent to the work covered by this AGREEMENT until the CONSULTANT has been advised in writing by the CLIENT that such authority has been revoked. The CONSULTANT designates John Houseal, as the CONSULTANT's representative to the CLIENT.

P. Employment Opportunity

The Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Consultant shall take affirmative action to insure that applicants are employed, and that employees are treated during their employment, without regard for their race, religion, color, sex, or national origin or any other protected class. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay, or other forms of compensation; and selection for training including apprenticeship.

Q. General Compliance with Laws

CONSULTANT agrees to comply with all federal, state, and local laws and ordinances applicable to the work in effect at the time of the work. If CONSULTANT is found to have been in violation of any applicable federal, state, or local laws and ordinances, such violation may be the basis for the suspension or termination under this Agreement.

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have executed this AGREEMENT on the date and year first above written.

CONSULTANT:

HOUSEAL LAVIGNE ASSOCIATES, LLC.

X _____

John Houseal, FAICP

Partner

Date: _____

CLIENT:

City of Crest Hill

X _____

Name/Title: _____

Date: _____

ATTACHMENT A

Section 1: CLIENT ASSISTANCE TO THE CONSULTANT

Section 2: SCOPE OF SERVICES

Section 3: HOURLY RATES AND PER DIEM SCHEDULE (2025/2026)

Attachment A – Section 1: **CLIENT ASSISTANCE TO THE CONSULTANT**

Whereas the scope of services will be undertaken by the CONSULTANT, it is understood and agreed that the CLIENT will provide the following assistance to the CONSULTANT:

1. The CLIENT, with the CONSULTANT's assistance, will schedule and arrange and provide notices for all meetings and workshops including contacting agencies, individuals and citizens to be invited to meetings.
2. The CLIENT, with the CONSULTANT'S assistance, will collect and compile previously prepared and available reports, projects, studies, maps and other data owned or in control of the CLIENT and that might be useful for the project.
3. The CLIENT will provide to the CONSULTANT an up-to-date base map (electronic and hard copy), including GIS files and information.

Attachment A – Section 2: **SCOPE OF SERVICES**

Step 1: Initiation and Outreach

To initiate the Comprehensive Plan Audit and Update process, the Project Team will host an initial coordination call with City staff to review the scope of work, project timeline, and key deliverables. The Project Team will outline other data needs including the most up-to-date GIS data.

The Project Team will prepare a project website and online community survey for residents and business owners to offer a community-wide opinion on a range of topics and issues. We will also host a series of facilitated meetings with department heads, and the City's elected and appointed officials to enable discussion and establish a consensus on changes to the vision and goals for the City. This step will conclude with a summary of outreach and anticipated key plan updates and will provide focus and direction for the subsequent Comprehensive Plan Audit and Update.

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Given our previous experience preparing the City of Crest Hill Comprehensive Plan (2014), revisions may include but are not limited to the following sections: *Community Profile (incl. demographics); Vision, Goals, and Objectives; Existing Land Use; Future Land Use Plan; and others as needed.*

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Based on the previous steps of the process, a draft version of the City of Crest Hill Comprehensive Plan will be prepared for staff review and consideration. The overall layout, structure, design, and format of the new Comprehensive Plan will be updated with new information, graphics, and maps.

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Note: As a targeted update to the current 2014 document, we anticipate the Comprehensive Plan Update may not need to be adopted by City Council. Public hearing and adoption meetings have been included as optional/as-needed tasks 3e and 3f, should they be required.

Tasks

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- 3b. Staff Review and Discussion Meeting
- 3c. Community Open House – Draft Plan Review
- 3d. Final Comprehensive Plan Update
- 3e. Final Draft Comprehensive Plan to Plan Commission – Public Hearing (if needed)
- 3f. Final Draft Comprehensive Plan to City Council – For Adoption (if needed)

Attachment A – Section 3:
HOURLY RATES AND PER DIEM SCHEDULE (2025/2026)

This Hourly Rates and Per Diem Schedule will be updated at the beginning of every calendar year and will apply to all AGREEMENTs as specified in Article F. CONSULTANT's Compensation, for the calendar year specified above.

Houseal Lavigne Hourly Rates

Partner	\$305
Principal	\$295
Practice Lead	\$245
Senior Project Manager/Analyst	\$200
Project Manager	\$190
Planner II/Analyst II	\$140-\$160
Planner I/Analyst I	\$120-\$130
Clerical/Technical	\$90

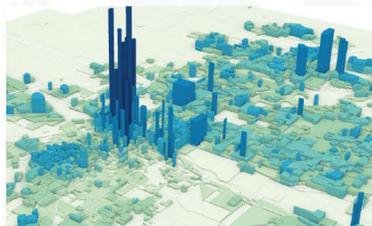
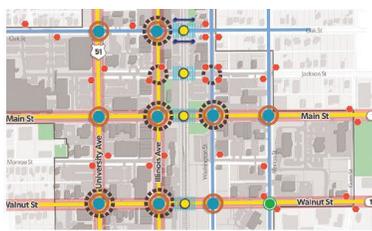
Houseal Lavigne Per Diem

Full Day	\$65
Local Region - Full Day	\$40

Crest Hill Comprehensive Plan

Crest Hill, Illinois

December 8, 2025



Agenda

Project Team

Comprehensive Plan Overview

Process

Questions



PROJECT TEAM INTRODUCTIONS

Key Project Team Members



Josh Koonce AICP

Practice Lead

Project Oversight, Senior
Project Management, Planning,
Community Engagement



Mitch Baker RPP, MCIP

Planner II

Project Management/Internal
Team Lead, Planning,
Community Engagement





PLANNING | ZONING | DESIGN | GEOSPATIAL

Houseal Lavigne is an urban planning, design, and geospatial services firm focused on powering the art of planning with science and technology. We focus on leveraging evidence-based decision-making along with graphically compelling and effective storytelling. We pride ourselves on creativity, collaboration, and critical thinking. Our team is built on strong relationships, the exchange of ideas, and a commitment to innovation. Our priorities are to do good, work smart, have fun, and provide visionary, responsive, and viable solutions to our clients and partners.



ALL SCALES

Over 450 Planning & Zoning Studies throughout the Country, including Zoning, Comprehensive Plans, Downtown Plans, Neighborhood Plans, Housing Studies, TOD/Corridor Plans, and Redevelopment Plans



NATIONAL EXPERIENCE

National Experience includes Alabama, Arkansas, California, Colorado, Connecticut, Georgia, Kansas, Kentucky, Illinois, Indiana, Iowa, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Utah, Virginia, Washington, Wisconsin



INNOVATIVE and FUN

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of Chicagoans use
ACTIVE TRANSPORTATION
to get to work

APA CA AWARD	APA CO AWARD	APA IA AWARD	APA IL AWARD	APA IN AWARD	APA MI AWARD
APA MIN AWARD	APA MO AWARD	APA NC AWARD	APA TN AWARD	APA VA AWARD	APA WI AWARD
APA AL AWARD	APA County Planning AWARD	 esri SPECIAL ACHIEVEMENT IN GIS AWARD	CNU Congress for the New Urbanism	APA NATIONAL EXCELLENCE AWARD	APA SMART CITIES AWARD Tech

PLANNING EXPERIENCE

Allen County, IN
 Anderson, SC
 Aurora, CO
 Ardmore, OK
 Battle Creek, MI
 Benton Harbor, MI
 Bentonville, AR
 Brentwood, MO
 Bristol, VA
 Brookfield, IL
 Brownsburg, IN
 Byron, IL
 Cañon City, CO
 Carpentersville, IL
 Cary, IL
 Centerton, AR
 Channahon, IL
 Clemson, SC
 Columbia County, GA
 Commerce City, CO
 Coralville, IA
 Council Bluffs, IA
 Countryside, IL
 Crest Hill, IL

Crestwood, MO
 Crete, IL
 Crothersville, IN
 Culver, IL
 Davis Junction, IL
 Downers Grove, IL
 El Paso County, CO
 Elgin, IL
 Fairview Heights, IL
 Flint, MI
 Fond du Lac Area, WI
 Fort Dodge, IA
 Fort Lupton, CO
 Fort Wayne, IN
 Frederick, CO
 Forest Park, IL
 Franklin Park, IL
 Freeport, IL
 Galena, IL
 Galesburg, IL
 Gardner, KS
 Grand Junction, CO
 Greater Bridgeport, CT
 Geneva, IL

Greater Byron, IL
 Greenwich, CT
 Grundy County, IL
 Gunnison, CO
 Gurnee, IL
 Hammond, IN
 Harwood Heights, IL
 Hawthorn Woods, IL
 Helena, MT
 Highwood, IL
 Homer Glen, IL
 Hudson, OH
 Jackson, MO
 Jackson, TN
 Jenks, OK
 Joliet, IL
 Kenilworth, IL
 Kershaw County, SC
 Lansing, IL
 Lockport, IL
 Lincolnwood, IL
 Lynwood, IL
 Mahomet, IL
 Manhattan, IL

Marion, IA
 Mattoon, IL
 Maywood, IL
 McHenry County, IL
 Melrose Park, IL
 Milliken, CO
 Minooka, IL
 Monroe Center, IL
 Morrisville, NC
 Montgomery, IL
 Morton Grove, IL
 Mundelein, IL
 Muskogee, OK
 Naperville, IL
 New Buffalo, MI
 Niles, IL
 Northbrook, IL
 North Aurora, IL
 Oak Creek, WI
 Oak Park, IL
 Oakbrook Terrace, IL
 Opelika, AL
 Palos Heights, IL
 Palos Park, IL

Pingree Grove, IL
 Plainfield, IL
 Plainfield, IN
 Pleasant Hill, IA
 Prairie Grove, IL
 River Forest, IL
 Schaumburg, IL
 Sioux City, IA
 South Beloit, IL
 South Chicago, IL
 Springfield, MO
 St. Charles, IL
 St. Cloud, MN
 Sugar Grove, IL
 Summerville, SC
 Sunset Hill, MO
 Tipton, IN
 University City, MO
 Wake Forest, NC
 Westmont, IL
 Westmoreland County, PA
 Whiting, IN
 Windsor, CO
 Wyoming, MI



PLANNING EXPERIENCE

Allen County, IN
 Anderson, SC
 Aurora, CO
 Ardmore, OK
 Battle Creek, MI
 Benton Harbor, MI
 Bentonville, AR
 Brentwood, MO
 Bristol, VA
 Brookfield, IL
 Brownsburg, IN
 Byron, IL
 Cañon City, CO
 Carpentersville, IL
 Cary, IL
 Centerton, AR
Channahon, IL
 Clemson, SC
 Columbia County, GA
 Commerce City, CO
 Coralville, IA
 Council Bluffs, IA
 Countryside, IL
Crest Hill, IL

Crestwood, MO
 Crete, IL
 Crothersville, IN
 Culver, IL
 Davis Junction, IL
 Downers Grove, IL
 El Paso County, CO
 Elgin, IL
 Fairview Heights, IL
 Flint, MI
 Fond du Lac Area, WI
 Fort Dodge, IA
 Fort Lupton, CO
 Fort Wayne, IN
 Frederick, CO
 Forest Park, IL
 Franklin Park, IL
 Freeport, IL
 Galena, IL
 Galesburg, IL
 Gardner, KS
 Grand Junction, CO
 Greater Bridgeport, CT
 Geneva, IL

Greater Byron, IL
 Greenwich, CT
 Grundy County, IL
 Gunnison, CO
 Gurnee, IL
 Hammond, IN
 Harwood Heights, IL
 Hawthorn Woods, IL
 Helena, MT
 Highwood, IL
Homer Glen, IL
 Hudson, OH
 Jackson, MO
 Jackson, TN
 Jenks, OK
Joliet, IL
 Kenilworth, IL
 Kershaw County, SC
 Lansing, IL
Lockport, IL
 Lincolnwood, IL
 Lynwood, IL
 Mahomet, IL
Manhattan, IL

Marion, IA
 Mattoon, IL
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 Milliken, CO
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COMPREHENSIVE PLAN OVERVIEW

What is a Comprehensive Plan?

- **Roadmap** for the next 20 years
- Establish a common **community vision** and articulates **local aspirations**
- Policy guide for a **broad range of topics**
- **Foundation** for decision-making and **aids in review** of development proposals
- **Coordinated “playbook”** for departments and partners
- Plan municipal **capital needs**
- Support **grant funding** efforts
- Attract and guide **potential investors**
- **NOT regulatory** – Informs decisions about aligning regulations and policies
- Dynamic document that can be **updated** and **maintained** to respond to new trends
- **Inform** and **educate** the community



Illinois Compiled Statutes

(65 ILCS 5/11-12-5) (from Ch. 24, par. 11-12-5)

“Every municipality may create a plan commission or a planning department or both.”

- Plan commissions or planning departments can prepare and recommend a comprehensive plan for present and future municipal development.
- The plan may guide public improvements like streets, parks, utilities, and zoning standards, and designate land for annexation.
- Plan commissions can recommend changes to the official comprehensive plan over time.
- Comprehensive plans assist municipal officials in executing projects aligned with the comprehensive plan.



Illinois Compiled Statutes

(65 ILCS 5/11-12-6) (from Ch. 24, par. 11-12-6)

- The plan is advisory and does not regulate or control the use of private property, except where implemented by duly enacted ordinances.
- Corporate authorities may designate an official land use map by ordinance before or after adopting the comprehensive plan.
- The map may cover the whole area within the plan or separate parts, including up to 1.5 miles of contiguous unincorporated area.
- The official comprehensive plan, or any amendment/addition, is effective only after formal adoption by the corporate authorities.
- The plan must be publicly available.



Planning Process: *Start with the 2014 Plan...*

**ADOPTED
MAY
2014**

CITY OF CREST HILL COMPREHENSIVE PLAN



PREPARED BY HOUSEAL LAVIGNE ASSOCIATES



Seven Month Process

Where are we today?

Where do we want to go?

How do we get there?

Step 1: Initiation and Outreach

Step 2: Audit and Update

Step 3: Draft and Final Plan



Step 1: Initiation and Outreach

- 1a. Staff Kick-Off Meeting and Data Collection
- 1b. Project Website and Online Community Survey
- 1c. Department Heads Meeting
- 1d. Community Listening Session – Joint Elected and Appointed Officials Meeting (City Council and Plan Commission)
- 1e. Outreach Summary and List of Key Plan Updates



Step 2: Comprehensive Plan Audit and Update

- 2a. Past Plans, Studies, and Reports Review (*for studies conducted in the interim since adoption of the 2014 Plan*)
- 2b. Comprehensive Plan Audit and Update
- 2c. Staff Review and Discussion Meeting



Step 3: Draft and Final Comprehensive Plan Update

- 3a. Draft Comprehensive Plan Update
- 3b. Staff Review and Discussion Meeting
- 3c. Community Open House – Draft Plan Review
- 3d. Final Comprehensive Plan Update
- 3e. Final Draft Comprehensive Plan to Plan Commission – Public Hearing (if needed)
- 3f. Final Draft Comprehensive Plan to City Council – For Adoption (if needed)



Closing Remarks

EXPERIENCE | CREATIVITY | COMMITMENT | IMPLEMENTATION

THANK YOU