



## City Council Work Session

Crest Hill, IL

February 13, 2023

7:00 PM

Council Chambers

1610 Plainfield Road, Crest Hill, IL 60403

## Agenda

- [1.](#) GovHR Compensation Study
- [2.](#) Bannon Variance
- [3.](#) Browns Chicken Sign Variance
- [4.](#) City Center Interior Building Signage Discussion
- [5.](#) Terminate Mechanical Concepts Contract
- [6.](#) Approve a Change Order with Harbour Contractors
- [7.](#) Approve City Center Change Orders
8. Public Comments
9. Mayor's Updates
- [10.](#) -Bridges to a New Day-Donation
11. Committee/Liaison Updates
12. City Administrator Updates
13. 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. (Executive Session)

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.





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**City Council Agenda Memo****Crest Hill, IL**

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<b>Meeting Date:</b>	February 13, 2023
<b>Submitter:</b>	Lisa Banovetz, Director of Finance / Glen Conklin, Treasurer
<b>Department:</b>	Treasurer's Office
<b>Agenda Item:</b>	GovHR Compensation Study

**Summary:** The City retained the services of GovHR to provide a compensation study to assist with analyzing the City's current pay practices to determine if the City's salary structure is competitive with comparable municipalities.

Rachel Skaggs, Senior Vice President from GovHR, will present a virtual presentation of the findings in the Compensation Study and will be available to answer any questions that may arise.

**Recommended Council Action:** Provide direction on how to proceed with the continued analysis of City employee compensation.

**Financial Impact:**

**Funding Source:** N/A

**Budgeted Amount:** N/A

**Cost:** N/A

**Attachments:** 2-13-23 GovHR Compensation Study.pdf





**City of Crest Hill, IL**  
**COMPENSATION STUDY**

**DRAFT FINAL REPORT**

**February 2023**





## Table of Contents

I.	INTRODUCTION	1
A.	Scope of Work	1
	Meetings & Compensation Survey	1
	Salary Survey	2
	Draft and Final Report Preparation	2
II.	SALARY DATA	3
A.	Selection of Comparable Jurisdictions for Data Purposes	3
B.	Salary Survey	4
C.	Appraisal and Use of Salary Data	5
III.	COMPENSATION PLAN DEVELOPMENT AND RECOMMENDATIONS	6
A.	Development of the Compensation Plan	6
B.	Defined Increment and Open Range Merit Plan	6
C.	Pay Philosophy and Proposed Compensation Plan	7
D.	Implementation and Administration of the Compensation Plan	8
E.	Future Administration of the Compensation Plan	8
	Appreciation	9

### **TABLES**

Table 1: Comprehensive Table	Page 10
Table 2: Proposed Compensation Ranges	Page 11

### **APPENDICES**

Appendix A: Comparable Community Analysis	Page 12
Appendix B: Detailed Salary Survey Data	Page 18



## I. INTRODUCTION

GovHR USA, LLC (GovHR) is pleased to have had the opportunity to work with the City of Crest Hill on this Compensation Study. Human resource management is a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Classification and Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the City can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures.

GovHR understands the high expectations that have been established in Crest Hill for service delivery and competitiveness in recruiting and retaining excellent employees. These factors have been taken into consideration in the analysis and reflected in the Study results.

### A. Scope of Work

The scope of work called for GovHR to carry out the following:

#### Meetings & Compensation Survey

Below is a list of tasks included in this component of the Study (listed in the order that the work was performed):

- **Study preparation and project meetings.** Met with the Finance Director and Employee Relations Manager/Assistant to the Finance Director to discuss Study methods and expectations, and to review the current Classification and Compensation Plan and organizational structure.
- **Determined comparable communities and collected compensation data.** GovHR, along with the City, determined a logical survey sample of “like” communities that impact the compensation market of Crest Hill. Then, GovHR designed and sent out the survey for the benchmark positions and benefits covered in the Study.



**Salary Survey**

The following tasks were included in this component of the Study:

- Tabulated, summarized, and analyzed comparative compensation information obtained from the comparable communities. Prepared pay tabulations that compared the salary ranges of the City of Crest Hill to the salary ranges of its comparable communities. Prepared comparison calculations at the 50<sup>th</sup>, 60<sup>th</sup>, 65<sup>th</sup>, 75<sup>th</sup> and 80<sup>th</sup> percentiles. Displayed data for each jurisdiction and for each position and summarized the data in table form. Based on discussions with the City and the gathered data, developed salary ranges that would establish Crest Hill as a payer at the 50<sup>th</sup> or 65<sup>th</sup> percentile of the salary data from the comparable communities.
- Based on the above data, developed, and recommended new salary schedules.

**Draft and Final Report Preparation**

- A preliminary analysis of the data and recommended Classification and Compensation Plan was shared with the City. Feedback from City Administration was reviewed and incorporated into the recommendations.
- This draft report has been prepared by GovHR and sent electronically to the City.
- A presentation on these draft findings. After the presentation, GovHR will make any necessary changes and submit electronically a final report to the City.



## II. SALARY DATA

The City initiated this Study with the objective of assuring that its Compensation Plan is both internally equitable and externally competitive. To achieve external competitiveness, a market survey of comparable jurisdictions was conducted. The following explains the labor market review and collection of salary data.

### A. Selection of Comparable Jurisdictions for Data Purposes

Selecting jurisdictions for the comparison group is an important element in a Classification and Compensation Study. When selecting jurisdictions to serve as comparables, it is important to use particular criteria to evaluate the other jurisdictions to assure that those chosen as comparables will be the most similar to Crest Hill.

To determine which municipalities should be used for survey purposes, GovHR first considered all Illinois communities with a population between approximately 10,000 and 60,000 in Will, Grundy, Cook, Kendall, Kane, Kankakee, and DuPage Counties; and with a per capita income between approximately \$20,000 - \$45,000. Then, the following comparison criteria were applied to each community:

<u>Criterion</u>	<u>Total Possible Points</u>	<u>Factor Weight</u>
1. Equalized Assessed Value	20	20%
2. Per Capita Income	20	20%
3. Total Expenditures	15	15%
4. Proximity	10	10%
5. Population	10	10%
6. Number of Full Time Employees	10	10%
7. State Sales Tax	5	5%
8. Indebtedness	5	5%
9. Property Tax Revenue	5	5%
	100	100%



Within each of the nine (9) categories, ranges of compatibility were established. For example, the closer a community was to matching the Crest Hill's estimated population, the closer the community would be to receiving the maximum of ten (10) points. A community whose population was significantly larger or smaller than City's population would receive fewer or even zero (0) points. Thus, a municipality achieving a total of one hundred (100) points would be considered most comparable to the City of Crest Hill. A community with zero (0) points was therefore determined to be the least comparable to Crest Hill. A more detailed explanation of the methodology used to determine the comparable communities is included in Appendix A.

A cutoff of eighty-five (85) points was established to select the communities most similar to Crest Hill across the nine (9) categories. After applying the nine (9) criteria, twenty (20) communities achieved eighty-five (85) or more compatibility points on the comparison scale with Crest Hill. Five (5) additional communities that scores slightly under eighty-five (85) points were added to the list because they have been comparables in the past. The full list of the twenty five (25) comparables is below. Communities with an asterisk response to the salary survey or supplied GovHR with a copy of their Compensation Plan.

Bourbonnais*	Bradley	Channahon*
Chicago Ridge	Crestwood*	Evergreen Park*
Hickory Hills	Homewood*	Lemont*
Lockport*	Minooka	Montgomery*
Morris*	Norridge*	North Aurora*
Northlake	Oak Forest	Palos Heights*
Palos Hills	Schiller Park	Shorewood*
Warrenville*	Westchester	Wood Dale*
Yorkville*		

## **B. Salary Survey**

After identifying the benchmark positions, the Consultants prepared and distributed a salary survey to the twenty-five (25) comparable communities. Fifteen (15) of the communities responded to the survey or supplied GovHR with a copy of their Compensation Plan. Table 1 is a summary of the benchmark salary survey data. The detailed salary survey data for each position is contained in Appendix B.

It is important to make a few of observations regarding Table 1 and Appendix B.



- 1) The salary data is information that was available as of November – December 2022. The new recommended salary ranges for the City were developed using this salary data from the comparable communities.
- 2) Some of the comparable municipalities provided salary range minimums and maximums for comparison purposes, while others (those that don't utilize salary ranges as part of their pay plans) provided actual salaries for surveyed positions. The salary range minimums and maximums were analyzed to determine the 50<sup>th</sup>, 60<sup>th</sup>, 65<sup>th</sup>, 75<sup>th</sup> and 80<sup>th</sup> percentiles to identify wage ranges for "average" and "above average" payers. Any actual salaries provided by the comparable municipalities were only analyzed in a few instances when there was not enough salary range information. Salary ranges are a better gauge of market salaries than an actual salary and are thus preferred to conduct analysis.
- 3) Data contained within Appendix B has been thoroughly reviewed. If the Consultants determined the data was not relevant, it was removed. Thus, if a specific position within the salary survey has two worksheets associated with it in Appendix B, then data was removed. The second data sheet will have the word "Edited" after the title of the position surveyed. If a specific data point was removed, it is highlighted on the first and second worksheets and then removed on the second worksheet associated with the position.

### **C. Appraisal and Use of Salary Data**

While comparing Crest Hill's current salaries to those paid by other employers in the comparable communities, it must be noted that variations in compensation may be due to several factors, including:

- 1) Organizational size and economic conditions can have an impact on positions. In smaller organizations, employees are often asked to "wear many hats" and therefore take on more duties and responsibilities than would normally be required of a certain position. In addition, the economic downturn forced organizations to "do more with less", compelling staff to take on more duties and responsibilities than they have in the past. Therefore, it becomes increasingly harder to compare "like" positions within organizations.
- 2) Some employers place a different relative worth on certain groups of employees. For example, some employers are forced to place a higher value on certain employees or groups of employees because of the market, and therefore, pay them more. Overall, the policies and value judgments of different employers in compensating the same kind of work can vary widely. There is rarely a single prevailing rate for any particular kind of work, even within the same labor market.



- 3) It can be difficult to make exact comparisons among the different employers of the duties and responsibilities of ostensibly similar jobs.

Nevertheless, comparative salary data is widely recognized as a good measure of the appropriate compensation rates with respect to the prevailing market. This data is also useful as an indication of prevailing opinions concerning the compensation relationships that should exist among different classifications of work.

### **III. COMPENSATION PLAN DEVELOPMENT AND RECOMMENDATIONS**

#### **A. Development of the Compensation Plan**

A basic element in any human resources management program is adequate and equitable employee compensation. A Compensation Plan of this nature is essential if qualified employees are to be recruited and retained. The Plan presented in this report is designed to accomplish the Study goals by:

- 1) Providing for equal compensation for work of equivalent job content and responsibility.
- 2) Facilitating adjustments to compensation levels based on changing economic and employment conditions that impact these interrelationships.
- 3) Establishing compensation ranges that compare favorably with those of other equivalent jurisdictions within the appropriate labor market.

In preparing this Plan, the Study only looked at base compensation. The compensation associated with longevity or other fringe benefits was not analyzed or factored into the Compensation Plan.

#### **B. Defined Increment and Open Range Merit Plan**

A Defined Increment Plan is a pay plan that has salary ranges with a minimum and a maximum with defined percentage increments (e.g., 3%) in between. If an employee has a satisfactory performance evaluation, he/she systematically advances through the compensation range. The performance evaluation and resulting salary increment increase occurs annually.



An Open Range Merit Plan also has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the compensation range based on an annual satisfactory performance evaluation, with the percentage of their increase determined annually by City Administration.

The City will determine the pay plan to be implemented as a result of this Study.

### **C. Pay Philosophy and Proposed Compensation Plan**

An important component in the process of developing a Compensation Plan is understanding and applying the pay philosophy of the City. GovHR worked with the City to develop a pay plan at the 50<sup>th</sup> and 65<sup>th</sup> percentiles. Crest Hill can choose which percentile they want to implement.

The Compensation Plan consists of eight (8) pay grades; one (1) being lowest and eight (8) being highest and is broken down into the following four (4) bands:

Grades 1 – 2: Administrative and Technical Staff

Grades 3 – 4: Supervisors and Advanced Technical Staff

Grades 5 – 7: Directors and Senior Managers

Grade 8: City Administrator

There is an 10% gradation between Grades 1 and 2 and Grades 5 – 7; there is a 20% gradation between Grades 3 and 4. All Grades have a 40% range spread from minimum to maximum and Grades 9 – 12 have a 40% range spread from minimum to maximum.

**Note:** Gradation refers to the relationship between the minimum compensation of one grade to the minimum compensation of the next grade (within a pay band). In this case, the starting compensation for employees in Grade 2 is 10% higher than Grade. The gradation will vary depending upon the relationship between the salary data for the grade, the number of grades in the compensation band and the established compensation range.

Table 1 combines all of the classification and compensation data at the 50<sup>th</sup> and 65<sup>th</sup> percentiles and Table 2 shows the compensation ranges for each grade.



#### **D. Implementation and Administration of the Compensation Plan**

Implementation of the Compensation Plan, as it affects individual employees, should be under the following pattern of adjustments:

- 1) Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range.
- 2) The compensation of employees whose present compensation is within the range for their classification should be slotted into the new Compensation Plan at their current pay rate.
- 3) The compensation of employees whose present compensation is above the maximum compensation of the range should be held at their present rate, without a reduction in compensation, until such time that further market analysis indicates commensurate alignment with the marketplace. However, the City can consider lump sum increases for these employees, which does not impact base compensation levels, until the ranges adjust to include the individual employee compensation rates.

In other studies, GovHR has been asked for ideas on how to address the situation of long-term employees whose current compensation falls near the bottom (within 5 - 10%) of the proposed range. If this occurs, it illustrates that the position has been compensated at less than the market rate for someone with similar tenure. Thus, some communities elect to make additional adjustments for those employees at implementation. This program is discretionary for the City to adopt and only occurs one time, at the implementation of the new Classification and Compensation Plan. If the City wishes to consider such a program, an example is illustrated below:

<b>Service</b>	<b>Adjustment</b>
1 - 3 Years	0%
Over 3 and up to 8 Years	1%
Over 8 and up to 15 Years	2%
Over 15 Years	3%

#### **E. Future Administration of the Compensation Plan**

To maintain competitive salary levels there should be an annual review of the City's salary ranges. The twenty-five (25) communities used in the survey group for this Study have been determined to be comparable jurisdictions to the City. Therefore, Crest Hill can continue to use these jurisdictions as a



comparable salary survey group for annual salary comparison purposes, until it is determined that they are no longer valid comparables. As mentioned earlier, the salary levels for these comparables are current as of November – December 2022. It is GovHR's recommendation that an annual survey of these communities be conducted to determine the percentage increase each organization in the comparable group is granting, either as an annual across-the-board increase to their employees or as a general adjustment to their compensation ranges. The City may wish to provide an across-the-board increase to all employees based on the information received from the comparable communities. If this is the case, then the increases would be granted separately from any merit increase that would be awarded as a result of a successful performance evaluation.

It is the further recommendation of GovHR that the compensation ranges for each grade be increased by the average percentage increase of the comparable group, even if an across-the-board increase is not given to all employees. Employees would continue to advance through the compensation ranges (provided that the employee is not at the maximum of the compensation range) by virtue of a merit increase granted for satisfactory or above satisfactory performance of their job duties. Finally, it is recommended that the City review the compatibility of the municipalities after five (5) years.

**Appreciation**

GovHR has appreciated the opportunity to work with the City of Crest Hill on this Compensation Study. A special thank you to the Finance Director and Employee Relations Manager/Assistant to the Finance Director for the significant amount of work and support dedicated to the project.



Job Title	Current Grade	New Grade	50th Percentile Salary Survey Data		65th Percentile Salary Survey Data		Current Salary	Proposed Salary Range 50th Percentile		Proposed Salary Range 65th Percentile	
City Administrator											
City Administrator*	7	8	150,519	200,692	160,188	213,584	183,600	150,000	210,000	158,000	221,200
Directors and Senior Managers											
Police Chief	6	7	114,831	155,000	117,434	161,475	151,903	110,715	155,001	113,740	159,236
Director of Public Works	6		111,574	152,670	112,618	154,807	117,300				
Director of Finance	6		111,352	151,945	112,618	153,495	132,600				
Community and Economic Development Director	6		108,142	150,250	108,847	153,230	127,000				
IT Director	6		95,171	127,580	99,676	136,661	122,400				
Deputy Police Chief or Operations	4-5	6	101,701	140,700	103,764	145,174	124,440	100,650	140,910	103,400	144,760
Deputy Police Chief of Patrol	4-5		101,553	139,369	105,085	141,685	124,440				
Assistant Public Works Director	4-5	5	91,661	128,378	94,933	129,990	94,860	91,500	128,100	94,000	131,600
City Engineer	6		88,346	123,333	91,071	128,753	107,100				
Supervisors and Advanced Technical											
Project Manager	4-5	4	81,500	112,764	83,071	113,566	-	78,600	110,040	82,800	115,920
Employee Relations Mgr./Assistant to the Finance Dir.	4-5		77,216	108,759	87,512	115,001	68,500				
Building Commissioner	4-5		81,731	111,731	84,194	114,007	85,000				
Wastewater Lead Operator	4-5	3	67,465	95,000	70,512	97,848	-	65,500	91,700	69,000	96,600
Utility Biling Supervisor*	4-5		62,131	82,841	66,621	88,828	70,460				
City Planner	6		65,000	90,000	66,361	91,358	-				
Building Inspector	1-3		60,673	81,606	61,867	86,281	-				
Administrative and Technical											
Deputy City Clerk	1-3	2	58,822	81,008	60,070	83,857	56,100	56,650	79,310	61,050	85,470
Records Supervisor	1-3		58,438	77,350	61,929	86,287	73,171				
Administrative Assistant - Mayor's Office	1-3	1	55,023	75,670	57,847	79,905	62,980	51,500	72,100	55,500	77,700
Administrative Assistant - Public Works	1-3		46,737	65,878	51,638	71,706	62,980				

\*Actual Salary data was used.



### 50th Percentile - Proposed Pay Ranges

Administrative and Technical 10% Between Each Grade and a 40% Range Spread		
	Minimum	Maximum
<b>1</b>	51,500	72,100
<b>2</b>	56,650	79,310

Supervisors and Advanced Technical 20% Between Each Grade and a 40% Range Spread		
	Minimum	Maximum
<b>3</b>	65,500	91,700
<b>4</b>	78,600	110,040

Directors and Senior Managers 10% Between Each Grade and a 40% Range Spread		
	Minimum	Maximum
<b>5</b>	91,500	128,100
<b>6</b>	100,650	140,910
<b>7</b>	110,715	155,001

City Administrator 40% Range Spread		
	Minimum	Maximum
<b>8</b>	150,000	210,000

### 65th Percentile - Proposed Pay Ranges

Administrative and Technical 10% Between Each Grade and a 40% Range Spread		
	Minimum	Maximum
<b>1</b>	55,500	77,700
<b>2</b>	61,050	85,470

Supervisors and Advanced Technical 20% Between Each Grade and a 40% Range Spread		
	Minimum	Maximum
<b>3</b>	69,000	96,600
<b>4</b>	82,800	115,920

Directors and Senior Managers 10% Between Each Grade and a 40% Range Spread		
	Minimum	Maximum
<b>5</b>	94,000	131,600
<b>6</b>	103,400	144,760
<b>7</b>	113,740	159,236

City Administrator 40% Range Spread		
	Minimum	Maximum
<b>8</b>	158,000	221,200



# APPENDIX A



1. Equalized Assessed Valuation: Maximum 20 Points						
\$413.10 Million						
Factor	Minimum Range			Maximum Range		Points
1.50	275.40	413.10		413.10	619.65	20
2.00	206.55	275.39		619.66	826.20	15
2.50	165.24	206.54		826.21	1,032.75	10
3.00	137.70	165.23		1,032.76	1,239.30	5
All Others						0
2. Per Capita Income: Maximum 20 Points						
25,439						
Factor	Minimum Range			Maximum Range		Points
1.50	16,959	25,439		25,439	38,159	20
2.00	12,720	16,958		38,160	50,878	15
2.50	10,176	12,719		50,879	63,598	10
3.00	8,480	10,175		63,599	76,317	5
All Others						0
3. Total Expenditures: Maximum 15 Points						
\$30.25 Million						
Factor	Minimum Range			Maximum Range		Points
1.50	20.17	30.25		30.25	45.38	15
2.00	15.13	20.16		45.39	60.50	11
2.50	12.10	15.12		60.51	75.63	7
3.00	10.08	12.09		75.64	90.75	3
All Others						0
4. Proximity to Crest Hill: Maximum 10 Points						
Factor:						Points
1 to 10 miles:						10
11 to 20 miles:						7
21 to 30 Miles:						4
31 and more miles:						2
All Others						0
5. Population: Maximum 10 Points						
20,459						
Factor	Minimum Range			Maximum Range		Points
1.50	13,639	20,459		20,459	30,689	10
2.00	10,230	13,638		30,690	40,918	7
2.50	8,184	10,229		40,919	51,148	4
3.00	6,820	8,183		51,149	61,377	2
All Others						0
6. Number of Full Time Employees: Maximum 10 Points						
67						
Factor	Minimum Range			Maximum Range		Points
1.5	45	67		67	101	10
2.0	34	44		102	134	7
2.5	27	33		135	168	4
3.0	22	26		169	201	2
All Others						0



## 7. State Sales Tax: Maximum 5 Points

**\$3.39 Million**

Factor	Minimum Range		Maximum Range		Points
1.50	2.26	3.39	3.39	5.09	5
2.00	1.70	2.25	5.10	6.78	4
2.50	1.36	1.69	6.79	8.48	3
3.00	1.13	1.35	8.49	10.17	2
All Others					0

## 8. Indebtedness: Maximum 5 Points

**\$32.09 Million**

Factor	Minimum Range		Maximum Range		Points
1.50	21.39	32.09	32.09	48.14	5
2.00	16.05	21.38	48.15	64.18	4
2.50	12.84	16.04	64.19	80.23	3
3.00	10.70	12.83	80.24	96.27	2
All Others					0

## 9. Property Tax Revenue: Maximum 5 Points

**\$2.44 Million**

Factor	Minimum Range		Maximum Range		Points
1.50	1.63	2.44	2.44	3.66	5
2.00	1.22	1.62	3.67	4.88	4
2.50	0.98	1.21	4.89	6.10	3
3.00	0.81	0.97	6.11	7.32	2
All Others					0

### Initial screen:

Illinois communities with a population between approximately 10,000 and 60,000 in Will, Grundy, Cook, Kendall, Kane, Kankakee, and DuPage Counties; and with a per capita income between approximately \$20,000 - \$45,000.

### Sources:

- (1) Illinois Comptroller Website - Local Government Data: Equalized Assessed Valuation, Total Expenditures, Indebtedness, States Sales Tax and Property Tax.
- (2) U.S. Census Bureau: 2020 Population and Per Capita Income - Past 12 Months in 2020 dollars.
- (3) Google Maps: Proximity

### Note:

Each of the eight criterion contain ranges to assess comparability with the City's data. For example, each of the four ranges for the City's population is developed using a factor of .5 percent (+/-). To determine the population range that will receive a score of 15 (most similar to the Village), the City's population is multiplied by 1.5 (maximum range) and divided by 1.5 (minimum range). The City's population is then multiplied and divided by 2.0, 2.5 and 3.0 to determine ranges of decreasing similarity (and subsequently decreasing "comparability points").



Municipality	EAV (millions)	Max. Points	Per Capita Income	Max. Points	Total Expe. (millions)	Max. Points	Proximity	Max Points	Population	Max. Points	Full Time Employees	Max. Points	Sales Tax (millions)	Max. Points	Debt (millions)	Max. Points	Prop. Tax (millions)	Max. Points	Total Points
Crest Hill	413.10	20	25,439	20	30.25	15	-	10	20,459	10	67	10	3.39	5	32.09	5	2.44	5	100
Montgomery	503.09	20	31,097	20	29.92	15	22.6	4	20,262	10	74	10	4.89	5	27.18	5	2.83	5	94
Bourbonnais	378.91	20	30,972	20	23.67	15	33.8	2	18,164	10	59	10	4.21	5	22.43	5	1.70	5	92
Palos Hills	394.45	20	34,564	20	22.81	15	21.2	4	18,505	10	74	10	1.65	3	42.15	5	2.22	5	92
Yorkville	623.60	15	35,449	20	33.87	15	21.2	7	21,533	10	87	10	4.45	5	45.25	5	3.42	5	92
Wood Dale	613.78	20	36,563	20	41.04	15	34.8	2	14,012	10	94	10	3.67	5	64.18	4	3.23	5	91
Channahon	601.69	20	38,475	15	30.39	15	12.7	7	13,383	7	65	10	2.39	5	25.55	5	2.19	5	89
Chicago Ridge	354.94	20	24,310	20	31.81	15	23.9	4	14,433	10	83	10	7.02	3	52.45	4	5.50	3	89
Crestwood	375.81	20	30,003	20	26.90	15	24.5	4	10,826	7	75	10	6.29	4	58.63	4	1.84	5	89
Shorewood	673.69	15	43,531	15	33.74	15	7.4	10	18,186	10	74	10	5.59	4	31.50	5	2.10	5	89
Homewood	415.21	20	33,243	20	36.69	15	27.4	4	19,463	10	111	7	6.38	4	59.97	4	6.03	3	87
Lockport	891.79	10	35,707	20	41.25	15	4.6	10	26,094	10	101	10	4.68	5	32.48	5	6.74	2	87
Morris	344.71	20	32,024	20	26.21	15	25.4	4	14,163	10	75	10	7.18	3	3.06	0	1.66	5	87
Norridge	552.43	20	36,959	20	20.79	15	39.4	2	15,251	10	66	10	4.29	5	3.84	0	2.24	5	87
Bradley	305.81	20	26,813	20	33.68	15	36.5	2	15,419	10	71	10	11.55	0	52.66	4	2.25	5	86
Evergreen Park	501.96	20	35,328	20	43.76	15	27.8	4	19,943	10	128	7	7.67	3	37.96	5	6.21	2	86
Lemont	773.98	15	45,675	15	23.70	15	12.0	7	17,629	10	66	10	3.19	5	45.08	5	3.96	4	86
Northlake	469.93	20	23,813	20	32.15	15	32.7	2	12,840	7	78	10	5.33	4	24.56	5	6.40	2	85
Oak Forest	517.06	20	35,289	20	38.53	15	24.8	4	27,478	10	124	7	2.37	5	56.71	4	9.92	0	85
Palos Heights	475.31	20	44,721	15	26.38	15	20.6	7	12,068	7	70	10	1.61	3	27.40	5	5.87	3	85
Westchester	602.14	20	43,868	15	31.92	15	28.3	4	16,892	10	92	10	2.11	4	34.58	5	6.92	2	85
Brookfield	460.69	20	38,222	15	40.25	15	27.9	4	19,476	10	93	10	2.28	5	38.63	5	8.69	0	84
Hickory Hills	289.75	20	29,712	20	17.36	11	21.9	4	14,505	10	61	10	1.89	4	1.92	0	2.20	5	84
West Chicago	772.22	15	30,245	20	34.74	15	34.0	2	25,614	10	108	7	4.17	5	36.22	5	3.66	5	84
Lyons	215.14	15	28,221	20	22.79	15	27.2	4	10,817	7	42	7	2.69	5	37.69	5	3.27	5	83
Schiller Park	401.84	20	30,168	20	35.99	15	39.0	2	11,709	7	92	10	3.36	5	58.93	4	8.14	0	83
Burbank	543.21	20	27,505	20	63.23	7	25.5	4	29,439	10	112	7	4.21	5	38.93	5	3.93	4	82
Minooka	435.77	20	34,655	20	17.85	11	14.7	7	12,758	7	40	7	3.31	5	5.10	0	1.75	5	82
Warrenville	526.08	20	39,721	15	19.98	11	24.1	4	13,553	7	72	10	2.66	5	15.55	3	3.66	5	80
Midlothian	204.14	10	29,855	20	22.82	15	26.9	4	14,325	10	81	10	2.47	5	80.65	2	5.31	3	79
North Aurora	589.91	20	40,697	15	18.50	11	24.1	4	18,261	10	64	10	6.47	4	8.96	0	2.42	5	79
Bensenville	635.90	15	27,530	20	37.49	15	34.7	2	18,813	10	110	7	6.39	4	88.00	2	5.23	3	78
Blue Island	233.76	15	23,061	20	31.80	15	30.9	4	22,558	10	116	7	1.32	2	5.02	0	3.08	5	78
Country Club Hills	212.78	15	30,318	20	32.08	15	25.5	4	16,775	10	110	7	3.37	5	92.37	2	13.06	0	78
Elmwood Park	525.42	20	31,428	20	44.18	15	37.0	2	24,521	10	121	7	1.72	4	122.40	0	11.66	0	78
River Grove	231.23	15	27,547	20	22.16	15	35.7	2	10,612	7	57	10	1.31	2	45.68	5	6.32	2	78
South Elgin	767.67	15	41,648	15	30.52	15	45.1	2	23,865	10	82	10	5.21	4	23.18	5	6.49	2	78
Lincolnwood	738.24	15	44,380	15	30.08	15	45.4	2	13,463	7	87	10	4.62	5	51.17	4	5.91	3	76
Huntley	1,023.61	10	39,735	15	28.73	15	63.6	2	27,740	10	98	10	4.19	5	19.79	4	4.50	4	75
Bellwood	275.99	20	27,244	20	45.83	11	30.2	4	18,789	10	112	7	1.13	2	124.13	0	10.80	0	74
Dolton	189.97	10	22,135	20	37.64	15	34.8	2	21,426	10	115	7	3.02	5	22.76	5	9.12	0	74
New Lenox	1,017.59	10	44,665	15	50.16	11	9.0	10	27,214	10	110	7	6.94	3	51.70	4	3.89	4	74
Bridgeview	575.47	20	26,074	20	70.91	7	23.3	4	17,027	10	114	7	0.66	0	308.21	0	3.62	5	73
Matteson	461.85	20	38,867	15	45.56	11	22.2	4	19,073	10	130	7	5.22	4	153.21	0	7.06	2	73
South Holland	362.21	20	28,649	20	48.17	11	30.3	4	21,465	10	224	0	4.74	5	14.21	3	11.09	0	73
Worth	190.04	10	28,284	20	15.67	11	22.3	4	10,970	7	43	7	1.89	4	41.08	5	2.83	5	73
Villa Park	731.20	15	34,529	20	51.63	11	27.8	4	22,263	10	137	4	6.27	4	101.49	0	4.36	4	72
Plano	249.59	15	29,648	20	13.78	7	27.5	4	11,847	7	48	10	2.12	4	3.93	0	1.43	4	71
Roselle	819.56	15	40,589	15	36.60	15	35.0	2	22,897	10	103	7	0.87	0	52.03	4	6.04	3	71
Alsip	693.23	15	30,308	20	47.66	11	26.3	4	19,063	10	133	7	7.11	3	143.57	0	13.17	0	70
Lansing	376.60	20	28,708	20	56.69	11	35.3	2	29,076	10	200	2	4.17	5	160.96	0	8.76	0	70
Richton Park	156.81	5	28,756	20	20.31	11	23.7	4	12,775	7	75	10	3.02	5	11.44	2	1.81	5	69
Carpentersville	720.89	15	26,770	20	58.51	11	54.8	2	37,983	7	167	4	7.15	3	67.94	3	11.74	0	65
Hazel Crest	152.80	5	29,372	20	23.65	15	26.1	4	13,382	7	91	10	1.37	3	10.11	0	9.21	0	64
Calumet City	426.49	20	23,688	20	51.95	11	37.4	2	36,033	7	212	0	7.22	3	355.50	0	11.47	0	63
Prospect Heights	454.19	20	39,534	15	13.68	7	46.9	2	16,058	10	42	7	1.28	2	9.65	0	0.39	0	63
Woodridge	1,377.86	0	43,098	15	44.56	15	16.5	7	34,158	7	107	7	5.85	4	72.01	3	3.47	5	63
Chicago Heights	396.30	20	21,948	20	79.00	3	26.3	4	27,480	10	222	0	3.46	5	229.25	0	18.38	0	62
Franklin Park	828.46	10	26,547	20	57.38	11	34.1	2	18,467	10	145	4	3.76	5	194.45	0	13.17	0	62
Rolling Meadows	943.92	10	37,478	20	72.69	7	41.5	2	24,200	10	157	4	4.13	5	78.18	3	12.00	0	61
Westmont	948.10	10	43,229	15	45.76	11	20.2	7	24,429	10	196	2	10.28	0	70.30	3	5.64	3	61
Hanover Park	425.06	20	26,823	20	66.58	7	38.3	2	37,470	7	199	2	12.84	0	10.70	2	12.02	0	60



Municipality	EAV (millions)	Max. Points	Per Capita Income	Max. Points	Total Expe. (millions)	Max. Points	Proximity	Max Points	Population	Max. Points	Full Time Employees	Max. Points	Sales Tax (millions)	Max. Points	Debt (millions)	Max. Points	Prop. Tax (millions)	Max. Points	Total Points
Crest Hill	413.10	20	25,439	20	30.25	15	-	10	20,459	10	67	10	3.39	5	32.09	5	2.44	5	100
Kankakee	246.35	15	20,680	20	65.86	7	38.1	2	24,052	10	216	0	7.94	3	246.71	0	5.99	3	60
Maywood	204.85	10	23,725	20	52.94	11	32.0	2	23,512	10	149	4	1.57	3	137.84	0	18.27	0	60
Park Forest	128.75	0	26,078	20	44.41	15	24.8	4	21,687	10	153	4	1.44	3	63.96	4	15.46	0	60
Algonquin	1,044.04	5	46,601	15	50.56	11	56.1	2	29,700	10	126	7	8.95	2	43.10	5	6.23	2	59
Melrose Park	752.49	15	21,881	20	92.57	0	32.9	2	24,796	10	99	10	22.04	0	218.59	0	16.77	0	57
Morton Grove	954.89	10	40,923	15	60.22	11	45.6	2	25,297	10	164	4	5.60	4	7.98	0	9.72	0	56
Glendale Heights	2,569.36	0	29,225	20	52.63	11	29.9	4	33,176	7	184	2	9.29	2	61.30	4	3.75	4	54
Homer Glen	1,024.38	10	42,934	15	12.71	7	11.1	7	24,543	10	21	0	3.87	5	0.66	0	0.00	0	54
Streamwood	859.08	10	31,692	20	67.48	7	43.1	2	39,577	7	196	2	9.23	2	17.01	4	11.41	0	54
Justice	157.21	5	27,526	20	13.08	7	23.8	4	12,600	7	10	0	0.43	0	17.58	4	1.61	4	51
Geneva	1,118.01	5	52,697	10	75.03	7	39.9	2	21,393	10	139	4	6.07	4	61.02	4	5.34	3	49
Pingree Grove	290.65	20	41,078	15	10.12	3	54.4	2	10,365	7	25	2	0.49	0	4.52	0	0.58	0	49
Carol Stream	1,381.99	0	37,658	20	50.23	11	33.3	2	39,854	7	153	4	10.18	0	1.29	0	3.98	4	48
Plainfield	1,611.01	0	45,365	15	63.95	7	9.4	10	44,762	4	136	4	8.80	2	42.90	5	7.24	0	47
Wheeling	1,143.41	5	36,999	20	90.28	3	49.5	2	39,137	7	215	0	5.47	4	41.14	5	15.41	0	46
Batavia	1,104.40	5	46,134	15	101.41	0	31.3	2	26,089	10	166	4	5.88	4	65.29	3	7.78	0	43
Niles	3,650.97	0	33,692	20	87.91	3	42.7	2	30,912	7	237	0	15.51	0	25.32	5	3.56	5	42
Addison	1,363.39	0	30,202	20	72.15	7	33.0	2	35,702	7	241	0	12.80	0	37.69	5	10.03	0	41
Bartlett	3,642.47	0	41,821	15	50.44	11	39.7	2	41,105	4	166	4	3.52	5	103.10	0	8.89	0	41
Romeoville	1,353.87	0	28,334	20	103.37	0	7.9	10	39,863	7	221	0	8.32	3	165.78	0	12.24	0	40
Bartlett	3,559.30	0	41,821	15	62.94	7	39.7	2	41,105	4	166	4	2.65	5	112.97	0	8.32	0	37
Berwyn	866.50	10	25,939	20	120.08	0	30.1	4	57,250	2	386	0	0.00	0	291.85	0	19.25	0	36
Campton Hills	490.99	20	66,605	5	3.58	0	45.2	2	10,885	7	8	0	0.24	0	0.08	0	0.00	0	34
Tinley Park	1,640.78	0	40,955	15	90.51	3	18.5	7	55,971	2	205	0	1.99	4	68.71	3	21.99	0	34
Orland Park	2,277.35	0	42,900	15	121.92	0	17.0	7	58,703	2	263	0	19.70	0	73.53	3	11.22	0	27
Lombard	1,764.08	0	41,154	15	109.87	0	27.7	4	44,476	4	222	0	12.19	0	15.98	3	11.54	0	26
Oak Lawn	1,317.10	0	33,998	20	162.71	0	25.4	4	58,362	2	312	0	13.76	0	193.03	0	14.10	0	26
Des Plaines	2,292.78	0	37,220	20	158.40	0	40.5	2	60,675	2	330	0	13.93	0	194.31	0	24.23	0	24
Elk Grove Village	2,339.70	0	41,703	15	155.86	0	38.1	2	32,812	7	302	0	12.04	0	128.35	0	14.48	0	24
St. Charles	1,611.32	0	50,467	15	155.89	0	38.9	2	33,081	7	237	0	16.28	0	157.59	0	13.45	0	24
Hoffman Estates	1,612.30	0	40,016	15	151.44	0	44.1	2	52,530	2	321	0	8.98	2	208.52	0	27.05	0	21
Mount Prospect	1,991.34	0	40,452	15	127.25	0	44.3	2	56,852	2	300	0	30.10	0	238.83	0	16.34	0	19



Municipality	EAV (millions)	Max. Points	Per Capita Income	Max. Points	Total Expe. (millions)	Max. Points	Proximity	Max Points	Population	Max. Points	Full Time Employees	Max. Points	Sales Tax (millions)	Max. Points	Debt (millions)	Max. Points	Prop. Tax (millions)	Max. Points	Total Points
Crest Hill	413.10	20	25,439	20	30.25	15	-	10	20,459	10	67	10	3.39	5	32.09	5	2.44	5	100
Montgomery	503.09	20	31,097	20	29.92	15	22.6	4	20,262	10	74	10	4.89	5	27.18	5	2.83	5	94
Bourbonnais	378.91	20	30,972	20	23.67	15	33.8	2	18,164	10	59	10	4.21	5	22.43	5	1.70	5	92
Palos Hills	394.45	20	34,564	20	22.81	15	21.2	4	18,505	10	74	10	1.65	3	42.15	5	2.22	5	92
Yorkville	623.60	15	35,449	20	33.87	15	21.2	7	21,533	10	87	10	4.45	5	45.25	5	3.42	5	92
Wood Dale	613.78	20	36,563	20	41.04	15	34.8	2	14,012	10	94	10	3.67	5	64.18	4	3.23	5	91
Channahon	601.69	20	38,475	15	30.39	15	12.7	7	13,383	7	65	10	2.39	5	25.55	5	2.19	5	89
Chicago Ridge	354.94	20	24,310	20	31.81	15	23.9	4	14,433	10	83	10	7.02	3	52.45	4	5.50	3	89
Crestwood	375.81	20	30,003	20	26.90	15	24.5	4	10,826	7	75	10	6.29	4	58.63	4	1.84	5	89
Shorewood	673.69	15	43,531	15	33.74	15	7.4	10	18,186	10	74	10	5.59	4	31.50	5	2.10	5	89
Homewood	415.21	20	33,243	20	36.69	15	27.4	4	19,463	10	111	7	6.38	4	59.97	4	6.03	3	87
Lockport	891.79	10	35,707	20	41.25	15	4.6	10	26,094	10	101	10	4.68	5	32.48	5	6.74	2	87
Morris	344.71	20	32,024	20	26.21	15	25.4	4	14,163	10	75	10	7.18	3	3.06	0	1.66	5	87
Norridge	552.43	20	36,959	20	20.79	15	39.4	2	15,251	10	66	10	4.29	5	3.84	0	2.24	5	87
Bradley	305.81	20	26,813	20	33.68	15	36.5	2	15,419	10	71	10	11.55	0	52.66	4	2.25	5	86
Evergreen Park	501.96	20	35,328	20	43.76	15	27.8	4	19,943	10	128	7	7.67	3	37.96	5	6.21	2	86
Lemont	773.98	15	45,675	15	23.70	15	12.0	7	17,629	10	66	10	3.19	5	45.08	5	3.96	4	86
Northlake	469.93	20	23,813	20	32.15	15	32.7	2	12,840	7	78	10	5.33	4	24.56	5	6.40	2	85
Oak Forest	517.06	20	35,289	20	38.53	15	24.8	4	27,478	10	124	7	2.37	5	56.71	4	9.92	0	85
Palos Heights	475.31	20	44,721	15	26.38	15	20.6	7	12,068	7	70	10	1.61	3	27.40	5	5.87	3	85
Westchester	602.14	20	43,868	15	31.92	15	28.3	4	16,892	10	92	10	2.11	4	34.58	5	6.92	2	85
Scored Less than 85 Points - but kept because they have been used as comparables in the past and scored more than 78 Points.																			
Hickory Hills	289.75	20	29,712	20	17.36	11	21.9	4	14,505	10	61	10	1.89	4	1.92	0	2.20	5	84
Schiller Park	401.84	20	30,168	20	35.99	15	39.0	2	11,709	7	92	10	3.36	5	58.93	4	8.14	0	83
Minooka	435.77	20	34,655	20	17.85	11	14.7	7	12,758	7	40	7	3.31	5	5.10	0	1.75	5	82
Warrenville	526.08	20	39,721	15	19.98	11	24.1	4	13,553	7	72	10	2.66	5	15.55	3	3.66	5	80
North Aurora	589.91	20	40,697	15	18.50	11	24.1	4	18,261	10	64	10	6.47	4	8.96	0	2.42	5	79



# APPENDIX B



City Administrator				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Village Administrator			147,290
Channahon	Village Administrator	132,500	185,500	139,764
Crestwood	Village Services Director			175,384
Evergreen Park	Mayor			124,834
Homewood	Village Manager			160,491
Lemont	Village Administrator	127,705	181,264	181,167
Lockport	City Administrator			206,875
Montgomery	Village Administrator	133,430	197,215	173,995
Morris	n/a			
Norridge	Village Administrator			120,921
North Aurora	City Administrator			190,550
Palos Heights	City Administrator		162,980	153,400
Shorewood	Village Administrator	148,625	167,824	160,000
Warrenville	City Administrator	155,936	214,411	
Wood Dale	City Manager	114,758	196,024	191,568
Yorkville	City Administrator			183,239
Crest Hill	City Administrator			183,600
Range Data				
Average		135,492.33	186,459.71	164,962.71
50th Percentile		132,965.00	185,500.00	167,243.00
60th Percentile		133,430.00	191,814.40	175,106.20
65th Percentile		137,228.75	194,971.60	177,986.35
70th Percentile		141,027.50	196,262.20	181,374.20
75th Percentile		144,826.25	196,619.50	182,721.00
80th Percentile		148,625.00	196,976.80	186,163.40
Actual Data				
Average		148,466.44	197,955.26	
50th Percentile		150,518.70	200,691.60	
60th Percentile		157,595.58	210,127.44	
65th Percentile		160,187.72	213,583.62	
70th Percentile		163,236.78	217,649.04	
75th Percentile		164,448.90	219,265.20	
80th Percentile		167,547.06	223,396.08	



Administrative Assistant (Mayor's Office)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Executive Administrative Assistant			54,600
Channahon	Administrative Assistant	47,500	66,500	58,865
Crestwood	n/a			
Evergreen Park	Administrative Assistant	62,000		63,860
Homewood	Executive Assistant	62,534	83,829	73,223
Lemont	Administrative Coordinator/Deputy Clerk	51,082	72,505	58,000
Lockport	Assistant to City Administrator	50,000	70,000	65,709
Montgomery	n/a			
Morris	Mayor's Secretary			67,886
Norridge	Executive Assistant			78,606
North Aurora	n/a			
Palos Heights	Administrative Assistant/Deputy Clerk		75,670	66,000
Shorewood	Executive Assistant	58,161	83,787	83,787
Warrenville	n/a			
Wood Dale	Administrative Assistant	55,023	80,376	55,036
Yorkville	n/a			
Crest Hill	Admin Assistant (Mayor's Office)			62,980
Range Data				
Average		55,185.71	76,095.29	65,961.08
50th Percentile		55,023.00	75,670.00	65,709.00
60th Percentile		56,905.80	78,493.60	66,000.00
65th Percentile		57,847.20	79,905.40	66,943.00
70th Percentile		58,928.80	81,058.20	67,886.00
75th Percentile		60,080.50	82,081.50	70,554.50
80th Percentile		61,232.20	83,104.80	73,223.00
Actual Data				
Average		59,364.98	79,153.30	
50th Percentile		59,138.10	78,850.80	
60th Percentile		59,400.00	79,200.00	
65th Percentile		60,248.70	80,331.60	
70th Percentile		61,097.40	81,463.20	
75th Percentile		63,499.05	84,665.40	
80th Percentile		65,900.70	87,867.60	



Deputy City Clerk				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Executive Administrative Assistant			54,600
Channahon	Executive Assistant/Deputy City Clerk	60,500	84,700	72,242
Crestwood	Deputy City Clerk			38,220
Evergreen Park	Deputy Clerk/Asst Finance Director			117,725
Homewood	Executive Assistant	62,534	83,829	73,223
Lemont	Administrative Coordinator/Deputy Clerk	51,082	72,505	58,000
Lockport	Administrative (Deputy City) Clerk	41,865	63,586	63,586
Montgomery	Executive Assistant/Deputy Clerk	58,822	86,965	64,002
Morris	Deputy City Clerk			69,922
Norridge	n/a			
North Aurora	Deputy Village Clerk/Executive Assistant	54,954	78,187	63,501
Palos Heights	Administrative Assistant/Deputy Clerk		75,670	66,000
Shorewood	n/a			
Warrenville	Executive Assistant/Deputy City Clerk	66,215	91,046	
Wood Dale	Deputy City Clerk	59,962	83,862	78,312
Yorkville	Executive Assistant/City Clerk	49,578	66,929	66,480
Crest Hill	Deputy City Clerk			56,100
Range Data				
Average		56,168.05	78,727.84	68,139.40
50th Percentile		58,822.40	81,008.00	66,000.00
60th Percentile		59,734.08	83,842.20	67,168.40
65th Percentile		60,069.60	83,857.05	69,233.60
70th Percentile		60,284.80	84,113.40	70,850.00
75th Percentile		60,500.00	84,490.50	72,242.00
80th Percentile		61,313.60	85,152.96	72,830.60
Actual Data				
Average		61,325.46	81,767.28	
50th Percentile		59,400.00	79,200.00	
60th Percentile		60,451.56	80,602.08	
65th Percentile		62,310.24	83,080.32	
70th Percentile		63,765.00	85,020.00	
75th Percentile		65,017.80	86,690.40	
80th Percentile		65,547.54	87,396.72	



Deputy City Clerk (Edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Executive Administrative Assistant			54,600
Channahon	Executive Assistant/Deputy City Clerk	60,500	84,700	72,242
Crestwood	Deputy City Clerk			38,220
Evergreen Park	Deputy Clerk/Asst Finance Director			
Homewood	Executive Assistant	62,534	83,829	73,223
Lemont	Administrative Coordinator/Deputy Clerk	51,082	72,505	58,000
Lockport	Administrative (Deputy City) Clerk	41,865	63,586	63,586
Montgomery	Executive Assistant/Deputy Clerk	58,822	86,965	64,002
Morris	Deputy City Clerk			69,922
Norridge	n/a			
North Aurora	Deputy Village Clerk/Executive Assistant	54,954	78,187	63,501
Palos Heights	Administrative Assistant/Deputy Clerk		75,670	66,000
Shorewood	n/a			
Warrenville	Executive Assistant/Deputy City Clerk	66,215	91,046	
Wood Dale	Deputy City Clerk	59,962	83,862	78,312
Yorkville	Executive Assistant/City Clerk	49,578	66,929	66,480
Crest Hill	Deputy City Clerk			56,100
Range Data				
Average		56,168.05	78,727.84	64,007.27
50th Percentile		58,822.40	81,008.00	65,000.80
60th Percentile		59,734.08	83,842.20	66,288.00
65th Percentile		60,069.60	83,857.05	66,996.30
70th Percentile		60,284.80	84,113.40	68,889.40
75th Percentile		60,500.00	84,490.50	70,502.00
80th Percentile		61,313.60	85,152.96	71,778.00
Actual Data				
Average		57,606.54	76,808.72	
50th Percentile		58,500.72	78,000.96	
60th Percentile		59,659.20	79,545.60	
65th Percentile		60,296.67	80,395.56	
70th Percentile		62,000.46	82,667.28	
75th Percentile		63,451.80	84,602.40	
80th Percentile		64,600.20	86,133.60	



Director of Finance				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Director of Finance			91,967
Channahon	Director of Finance	107,500	150,500	121,413
Crestwood	Village Comptroller			103,500
Evergreen Park	Finance Director			120,057
Homewood	Director of Finance	113,109	151,627	151,627
Lemont	Director of Finance	107,272	152,262	135,000
Lockport	Director of Finance	120,000	145,000	141,676
Montgomery	Director of Finance	111,871	165,350	112,000
Morris	n/a			
Norridge	n/a			
North Aurora	Director of Finance	108,659	153,712	137,694
Palos Heights	Director of Finance			91,582
Shorewood	Director of Finance	112,750	143,500	132,171
Warrenville	Director of Finance	115,628	158,989	
Wood Dale	Director of Finance	110,833	157,269	157,268
Yorkville	Director of Finance	99,278	138,588	151,929
Crest Hill	Director of Finance			132,600
Range Data				
Average		110,690.00	151,679.70	127,177.43
50th Percentile		111,352.00	151,944.50	132,171.00
60th Percentile		112,222.60	152,842.00	135,538.80
65th Percentile		112,618.15	153,494.50	137,155.20
70th Percentile		112,857.70	154,779.10	139,286.80
75th Percentile		113,019.25	156,379.75	141,676.00
80th Percentile		113,612.80	157,613.00	147,646.60
Actual Data				
Average		114,459.69	152,612.91	
50th Percentile		118,953.90	158,605.20	
60th Percentile		121,984.92	162,646.56	
65th Percentile		123,439.68	164,586.24	
70th Percentile		125,358.12	167,144.16	
75th Percentile		127,508.40	170,011.20	
80th Percentile		132,881.94	177,175.92	



Employee Relations Manager/Assistant to the Finance Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Human Resources Manager			70,526
Channahon	Human Resources Manager	71,000	99,400	82,125
Crestwood	Human Resource/ Finance Coordinator			88,500
Evergreen Park	Human Resources	90,000		94,500
Homewood	Assistant Finance Director	97,549	130,768	119,492
Lemont	Human Resources Manager	76,623	108,759	101,253
Lockport	Assistant Finance/HR Director	90,000	115,000	107,763
Montgomery	Human Resources Manager	77,809	115,006	86,689
Morris	n/a			
Norridge	n/a			
North Aurora	Accounting and Finance Manager	75,317	107,078	107,077
Palos Heights	n/a			
Shorewood	n/a			
Warrenville	Human Resources Generalist	66,215	91,046	
Wood Dale	Director of Admin Services	89,224	126,393	100,000
Yorkville	Senior Accounting Clerk	68,474	92,270	88,400
Crest Hill	Emp Relations Mgr./Asst to Finance Dir.			68,500
Range Data				
Average		80,221.10	109,524.44	95,120.45
50th Percentile		77,216.00	108,759.00	94,500.00
60th Percentile		82,375.00	113,751.80	100,000.00
65th Percentile		87,511.75	115,001.20	100,626.50
70th Percentile		89,456.80	115,003.60	101,253.00
75th Percentile		89,806.00	115,006.00	104,165.00
80th Percentile		90,000.00	119,560.80	107,077.00
Actual Data				
Average		85,608.41	114,144.55	
50th Percentile		85,050.00	113,400.00	
60th Percentile		90,000.00	120,000.00	
65th Percentile		90,563.85	120,751.80	
70th Percentile		91,127.70	121,503.60	
75th Percentile		93,748.50	124,998.00	
80th Percentile		96,369.30	128,492.40	



Police Chief				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Police Chief			139,561
Channahon	Chief of Police	107,500	150,500	130,728
Crestwood	Police Chief			136,500
Evergreen Park	Police Chief			189,379
Homewood	Police Chief	113,109	151,627	151,627
Lemont	Police Chief	107,272	152,262	145,480
Lockport	Police Chief	125,000	155,000	149,200
Montgomery	Police Chief	111,870	165,350	156,558
Morris	Chief of Police			125,297
Norridge	Police Chief			150,000
North Aurora	Police Chief	118,435	167,523	167,514
Palos Heights	Police Chief			159,650
Shorewood	Police Chief	126,432	148,335	142,829
Warrenville	Police Chief	117,184	161,128	
Wood Dale	Police Chief	114,831	162,863	142,500
Yorkville	Police Chief			149,240
Crest Hill	Police Chief			151,803
Range Data				
Average		115,737.00	157,176.44	149,070.87
50th Percentile		114,831.00	155,000.00	149,200.00
60th Percentile		116,713.40	159,902.40	149,544.00
65th Percentile		117,434.20	161,475.00	150,162.70
70th Percentile		117,934.60	162,169.00	151,301.60
75th Percentile		118,435.00	162,863.00	154,092.50
80th Percentile		121,061.00	163,857.80	157,176.40
Actual Data				
Average		134,163.78	178,885.04	
50th Percentile		134,280.00	179,040.00	
60th Percentile		134,589.60	179,452.80	
65th Percentile		135,146.43	180,195.24	
70th Percentile		136,171.44	181,561.92	
75th Percentile		138,683.25	184,911.00	
80th Percentile		141,458.76	188,611.68	



Deputy Police Chief of Patrol				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Patrol Commander			122,566
Channahon	Deputy Police Chief	100,500	140,700	122,193
Crestwood	Director of Police Operations			111,135
Evergreen Park	Deputy Police Chief			157,338
Homewood	Deputy Police Chief of Patrol	99,972	134,017	134,017
Lemont	Commander/Operations	97,056	137,760	133,443
Lockport	Deputy Police Chief of Patrol	120,000	145,000	135,271
Montgomery	Patrol Commander	92,455	136,653	137,823
Morris	Deputy Chief			109,034
Norridge	Deputy Chief			130,420
North Aurora	Deputy Police Chief of Patrol	102,606	145,870	145,871
Palos Heights	Deputy Police Chief			140,620
Shorewood	Deputy Chief	108,397	131,536	130,788
Warrenville	Deputy Chief of Police	110,676	152,180	
Wood Dale	Deputy Chief of Patrol	105,523	141,859	136,501
Yorkville	Deputy Chief	96,756	138,037	125,330
Crest Hill	Deputy Police Chief of Patrol			124,440
Range Data				
Average		103,394.10	140,361.20	131,490.00
50th Percentile		101,553.00	139,368.50	133,443.00
60th Percentile		103,772.80	141,163.60	134,518.60
65th Percentile		105,085.45	141,685.15	135,394.00
70th Percentile		106,385.20	142,801.30	136,255.00
75th Percentile		107,678.50	144,214.75	137,162.00
80th Percentile		108,852.80	145,174.00	138,382.40
Actual Data				
Average		118,341.00	157,788.00	
50th Percentile		120,098.70	160,131.60	
60th Percentile		121,066.74	161,422.32	
65th Percentile		121,854.60	162,472.80	
70th Percentile		122,629.50	163,506.00	
75th Percentile		123,445.80	164,594.40	
80th Percentile		124,544.16	166,058.88	



Deputy Police Chief of Operations				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Deputy Police Chief of Operations			128,771
Channahon	Deputy Police Chief	100,500	140,700	1,022,193
Crestwood	Director of Police Operations			111,135
Evergreen Park	Deputy Police Chief			157,338
Homewood	Deputy Police Chief of Operations	99,972	134,017	134,017
Lemont	Commander/Administration	97,056	137,760	130,827
Lockport	Deputy Police Chief of Operations	120,000	145,000	135,271
Montgomery	Deputy Police Chief	101,701	150,318	145,912
Morris	Deputy Chief			109,034
Norridge	n/a			
North Aurora	Deputy Police Chief of Operations	102,606	145,870	150,871
Palos Heights	Deputy Police Chief			140,620
Shorewood	Deputy Chief	108,397	131,536	130,788
Warrenville	Deputy Chief of Police	110,676	152,180	
Wood Dale	n/a			
Yorkville	Deputy Chief	96,756	138,037	125,330
Crest Hill	Deputy Police Chief of Operations			124,440
Range Data				
Average		104,184.89	141,713.11	201,700.54
50th Percentile		101,701.00	140,700.00	134,017.00
60th Percentile		102,425.00	144,140.00	136,340.80
65th Percentile		103,764.20	145,174.00	139,550.20
70th Percentile		106,080.60	145,522.00	142,736.80
75th Percentile		108,397.00	145,870.00	145,912.00
80th Percentile		109,308.60	147,649.20	148,887.40
Actual Data				
Average		181,530.48	242,040.65	
50th Percentile		120,615.30	160,820.40	
60th Percentile		122,706.72	163,608.96	
65th Percentile		125,595.18	167,460.24	
70th Percentile		128,463.12	171,284.16	
75th Percentile		131,320.80	175,094.40	
80th Percentile		133,998.66	178,664.88	



Records Supervisor (Police Department)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Records Supervisor (Police Department)			62,971
Channahon	Police Records Administrator	60,500	84,700	58,670
Crestwood	Police Department Clerk			60,800
Evergreen Park	Records Supervisor			109,081
Homewood	n/a			
Lemont	Records Manager	66,407	94,257	73,596
Lockport	Police Department Office Manager	50,000	70,000	72,622
Montgomery	Administrative Commander	92,455	136,653	137,823
Morris	Records and Technology Clerk			72,107
Norridge	n/a			
North Aurora	n/a			
Palos Heights	n/a			
Shorewood	Records Supervisor	56,375	69,700	62,687
Warrenville	Records Supervisor	66,215	91,046	
Wood Dale	n/a			
Yorkville	Records Supervisor	47,029	63,372	68,600
Crest Hill	Records Supervisor (Police Department)			73,171
Range Data				
Average		62,711.57	87,104.00	77,895.70
50th Percentile		60,500.00	84,700.00	70,353.50
60th Percentile		63,929.00	88,507.60	72,313.00
65th Percentile		65,643.50	90,411.40	72,544.75
70th Percentile		66,253.40	91,688.20	72,914.20
75th Percentile		66,311.00	92,651.50	73,352.50
80th Percentile		66,368.60	93,614.80	80,693.00
Actual Data				
Average		70,106.13	93,474.84	
50th Percentile		63,318.15	84,424.20	
60th Percentile		65,081.70	86,775.60	
65th Percentile		65,290.28	87,053.70	
70th Percentile		65,622.78	87,497.04	
75th Percentile		66,017.25	88,023.00	
80th Percentile		72,623.70	96,831.60	



Records Supervisor (Police Department) - Edited				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Records Supervisor (Police Department)			62,971
Channahon	Police Records Administrator	60,500	84,700	58,670
Crestwood	Police Department Clerk			60,800
Evergreen Park	Records Supervisor			
Homewood	n/a			
Lemont	Records Manager	66,407	94,257	73,596
Lockport	Police Department Office Manager	50,000	70,000	72,622
Montgomery	Administrative Commander			
Morris	Records and Technology Clerk			72,107
Norridge	n/a			
North Aurora	n/a			
Palos Heights	n/a			
Shorewood	Records Supervisor	56,375	69,700	62,687
Warrenville	Records Supervisor	66,215	91,046	
Wood Dale	n/a			
Yorkville	Records Supervisor	47,029	63,372	68,600
Crest Hill	Records Supervisor (Police Department)			73,171
Range Data				
Average		57,754.33	78,845.83	66,506.63
50th Percentile		58,437.50	77,350.00	65,785.50
60th Percentile		60,500.00	84,700.00	69,301.40
65th Percentile		61,928.75	86,286.50	70,528.85
70th Percentile		63,357.50	87,873.00	71,756.30
75th Percentile		64,786.25	89,459.50	72,235.75
80th Percentile		66,215.00	91,046.00	72,416.00
Actual Data				
Average		59,855.96	79,807.95	
50th Percentile		59,206.95	78,942.60	
60th Percentile		62,371.26	83,161.68	
65th Percentile		63,475.97	84,634.62	
70th Percentile		64,580.67	86,107.56	
75th Percentile		65,012.18	86,682.90	
80th Percentile		65,174.40	86,899.20	



Director of Public Works				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Director of Public Works			116,000
Channahon	Public Works Director	107,500	150,500	139,942
Crestwood	n/a			
Evergreen Park	Director of Public Works			157,437
Homewood	Director of Public Works	113,109	151,627	151,627
Lemont	Director of Public Works	102,164	145,011	136,657
Lockport	Director of Public Works/Engineering	125,000	155,000	150,711
Montgomery	Director of Public Works	111,870	165,350	143,975
Morris	Director of Public Works			106,394
Norridge	Vacant			120,000
North Aurora	Director of Public Works	108,659	153,712	153,712
Palos Heights	Director of Public Works			127,538
Shorewood	Director of Public Works	112,750	143,500	127,316
Warrenville	Director of Public Works	117,184	161,128	
Wood Dale	Director of Public Works	111,278	159,521	120,827
Yorkville	Director of Public Works	100,653	142,915	145,553
Crest Hill	Director of Public Works			117,300
Range Data				
Average		111,016.70	152,826.40	135,549.21
50th Percentile		111,574.00	152,669.50	138,299.50
60th Percentile		112,222.00	154,227.20	143,168.40
65th Percentile		112,618.00	154,806.80	144,685.10
70th Percentile		112,857.70	156,356.30	146,068.80
75th Percentile		113,019.25	158,390.75	149,421.50
80th Percentile		113,924.00	159,842.40	151,077.40
Actual Data				
Average		121,994.29	162,659.06	
50th Percentile		124,469.55	165,959.40	
60th Percentile		128,851.56	171,802.08	
65th Percentile		130,216.59	173,622.12	
70th Percentile		131,461.92	175,282.56	
75th Percentile		134,479.35	179,305.80	
80th Percentile		135,969.66	181,292.88	



Assistant Public Works Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Assistant Public Works Director			95,018
Channahon	Assistant DPW Director	91,000	127,400	
Crestwood	Public Works Foreman			90,100
Evergreen Park	Assistant Director of Public Works			111,919
Homewood	Assistant Director Public Works	97,549	130,768	130,768
Lemont	Superintendent/Manager	91,948	130,510	119,890
Lockport	Asst Director of Public Works/Engineer	110,000	140,000	136,000
Montgomery	Street and Water and Sewer Supts	84,050	124,230	105,055
Morris	Superintendent of Streets			95,872
Norridge	n/a			
North Aurora	Street and Water Superintendent	91,374	129,355	129,355
Palos Heights	Foreman			107,307
Shorewood	Assistant Public Works Director	97,375	117,875	110,321
Warrenville	n/a			
Wood Dale	Assistant Director of Public Works	89,224	126,393	93,288
Yorkville	n/a			
Crest Hill	Assistant Public Works Director			94,860
Range Data				
Average		94,065.00	128,316.38	110,407.75
50th Percentile		91,661.00	128,377.50	108,814.00
60th Percentile		93,033.40	129,586.00	111,279.80
65th Percentile		94,932.85	129,990.25	113,114.65
70th Percentile		96,832.30	130,394.50	117,498.70
75th Percentile		97,418.50	130,574.50	122,256.25
80th Percentile		97,479.40	130,664.80	127,462.00
Actual Data				
Average		99,366.98	132,489.30	
50th Percentile		97,932.60	130,576.80	
60th Percentile		100,151.82	133,535.76	
65th Percentile		101,803.19	135,737.58	
70th Percentile		105,748.83	140,998.44	
75th Percentile		110,030.63	146,707.50	
80th Percentile		114,715.80	152,954.40	



City Engineer				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	n/a			
Channahon	n/a			
Crestwood	n/a			
Evergreen Park	n/a			
Homewood	Village Engineer	99,972	134,017	134,017
Lemont	Contracted			
Lockport	Program Engineer	75,000	100,000	
Montgomery	n/a			
Morris	n/a			
Norridge	n/a			
North Aurora	City Engineer	91,374	129,355	112,959
Palos Heights	n/a			
Shorewood	n/a			
Warrenville	Senior Civil Engineer	85,317	117,311	
Wood Dale	n/a			
Yorkville	n/a			
Crest Hill	City Engineer			107,100
Range Data				
Average		87,915.75	120,170.75	123,488.00
50th Percentile		88,345.50	123,333.00	123,488.00
60th Percentile		90,162.60	126,946.20	125,593.80
65th Percentile		91,071.15	128,752.80	126,646.70
70th Percentile		92,233.80	129,821.20	127,699.60
75th Percentile		93,523.50	130,520.50	128,752.50
80th Percentile		94,813.20	131,219.80	129,805.40
Actual Data				
Average		111,139.20	148,185.60	
50th Percentile		111,139.20	148,185.60	
60th Percentile		113,034.42	150,712.56	
65th Percentile		113,982.03	151,976.04	
70th Percentile		114,929.64	153,239.52	
75th Percentile		115,877.25	154,503.00	
80th Percentile		116,824.86	155,766.48	



Project Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	n/a			
Channahon	Engineering Project Manager	81,500	114,100	102,739
Crestwood	n/a			
Evergreen Park	n/a			
Homewood	Project Coordinator	84,118	112,764	96,302
Lemont	n/a			
Lockport	Program Engineer	75,000	100,000	
Montgomery	n/a			
Morris	n/a			
Norridge	Superintendent of Public Works			120,530
North Aurora	Civil Engineer	67,881	96,512	
Palos Heights	n/a			
Shorewood	n/a			
Warrenville	Utility Maintenance Superintendent	86,870	119,446	
Wood Dale	n/a			
Yorkville	n/a			
Crest Hill	Project Manager			
Range Data				
Average		79,073.80	108,564.40	106,523.67
50th Percentile		81,500.00	112,764.00	102,739.00
60th Percentile		82,547.20	113,298.40	106,297.20
65th Percentile		83,070.80	113,565.60	108,076.30
70th Percentile		83,594.40	113,832.80	109,855.40
75th Percentile		84,118.00	114,100.00	111,634.50
80th Percentile		84,668.40	115,169.20	113,413.60
Actual Data				
Average		95,871.30	127,828.40	
50th Percentile		92,465.10	123,286.80	
60th Percentile		95,667.48	127,556.64	
65th Percentile		97,268.67	129,691.56	
70th Percentile		98,869.86	131,826.48	
75th Percentile		100,471.05	133,961.40	
80th Percentile		102,072.24	136,096.32	



Wastewater Lead Operator				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	n/a			
Channahon	Wastewater Utility Operator	58,500	81,900	
Crestwood	Water Operator			79,600
Evergreen Park	Water Plant Operator			88,642
Homewood	Utility Supervisor	84,118	112,764	103,040
Lemont	n/a			
Lockport	Wastewater Lead Operator			82,629
Montgomery	n/a			
Morris	Wastewater Operator			94,120
Norridge	n/a			
North Aurora	n/a			
Palos Heights	n/a			
Shorewood	n/a			
Warrenville	Utilities Crew Leader	72,543	99,747	
Wood Dale	Treatment Plant Operator	63,551	81,479	81,473
Yorkville	Sewer Foreman	67,465	95,000	
Crest Hill	Wastewater Lead Operator			
Range Data				
Average		69,235.40	94,178.00	88,250.67
50th Percentile		67,465.00	95,000.00	85,635.50
60th Percentile		69,496.20	96,898.80	88,642.00
65th Percentile		70,511.80	97,848.20	90,011.50
70th Percentile		71,527.40	98,797.60	91,381.00
75th Percentile		72,543.00	99,747.00	92,750.50
80th Percentile		74,858.00	102,350.40	94,120.00
Actual Data				
Average		79,425.60	105,900.80	
50th Percentile		77,071.95	102,762.60	
60th Percentile		79,777.80	106,370.40	
65th Percentile		81,010.35	108,013.80	
70th Percentile		82,242.90	109,657.20	
75th Percentile		83,475.45	111,300.60	
80th Percentile		84,708.00	112,944.00	



Utility Billing Supervisor				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	n/a			
Channahon	Public Works Clerk	49,500	69,300	
Crestwood	Water Department Supervisor			77,350
Evergreen Park	Utility Billing Specialist			62,000
Homewood	Finance Supervisor	69,034	92,543	69,034
Lemont	Utility Billing Supervisor	51,082	72,505	63,061
Lockport	Utility Billing Clerk II	41,865	63,585	63,585
Montgomery	n/a			
Morris	Water Department Clerk			40,515
Norridge	n/a			
North Aurora	Accounting and Finance Manager	75,317	107,078	107,077
Palos Heights	Administrative Clerk/Accounts Payable			52,000
Shorewood	n/a			
Warrenville	n/a			
Wood Dale	n/a			
Yorkville	Utility Billing Clerk	52,182	70,316	73,844
Crest Hill	Utility Billing Supervisor			70,459
Range Data				
Average		56,496.67	79,221.17	67,607.33
50th Percentile		51,632.00	71,410.50	63,585.00
60th Percentile		52,182.00	72,505.00	67,944.20
65th Percentile		56,395.00	77,514.50	69,996.00
70th Percentile		60,608.00	82,524.00	71,920.00
75th Percentile		64,821.00	87,533.50	73,844.00
80th Percentile		69,034.00	92,543.00	75,246.40
Actual Data				
Average		60,846.60	81,128.80	
50th Percentile		57,226.50	76,302.00	
60th Percentile		61,149.78	81,533.04	
65th Percentile		62,996.40	83,995.20	
70th Percentile		64,728.00	86,304.00	
75th Percentile		66,459.60	88,612.80	
80th Percentile		67,721.76	90,295.68	



Utility Billing Supervisor (Edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	n/a			
Channahon	Public Works Clerk			
Crestwood	Water Department Supervisor			77,350
Evergreen Park	Utility Billing Specialist			62,000
Homewood	Finance Supervisor	69,034	92,543	69,034
Lemont	Utility Billing Supervisor	51,082	72,505	63,061
Lockport	Utility Billing Clerk II			
Montgomery	n/a			
Morris	Water Department Clerk			
Norridge	n/a			
North Aurora	Accounting and Finance Manager	75,317	107,078	107,077
Palos Heights	Administrative Clerk/Accounts Payable			
Shorewood	n/a			
Warrenville	n/a			
Wood Dale	n/a			
Yorkville	Utility Billing Clerk			
Crest Hill	Utility Billing Supervisor			70,459
Range Data				
Average		65,144.33	90,708.67	75,704.40
50th Percentile		69,034.00	92,543.00	69,034.00
60th Percentile		70,290.60	95,450.00	72,360.40
65th Percentile		70,918.90	96,903.50	74,023.60
70th Percentile		71,547.20	98,357.00	75,686.80
75th Percentile		72,175.50	99,810.50	77,350.00
80th Percentile		72,803.80	101,264.00	83,295.40
Actual Data				
Average		68,133.96	90,845.28	
50th Percentile		62,130.60	82,840.80	
60th Percentile		65,124.36	86,832.48	
65th Percentile		66,621.24	88,828.32	
70th Percentile		68,118.12	90,824.16	
75th Percentile		69,615.00	92,820.00	
80th Percentile		74,965.86	99,954.48	



Administrative Assistant (Public Works)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Administrative Assistant (Public Works)			51,744
Channahon	Administrative Assistant	47,500	66,500	58,865
Crestwood	n/a			
Evergreen Park	Public Works Secretary			50,155
Homewood	Administrative Secretary	56,668	75,965	75,965
Lemont	Administrative Assistant (Public Works)	45,974	65,255	53,413
Lockport	Administrative Assistant (Public Works)	40,000	55,000	50,500
Montgomery	Executive Assistant (Public Works)	58,822	86,965	61,506
Morris	Public Works Secretary			51,717
Norridge	n/a			
North Aurora	Customer Service Specialist	43,035	61,298	61,298
Palos Heights	Administrative Assistant Public Works			59,737
Shorewood	Clerk	37,440	54,080	49,192
Warrenville	n/a			
Wood Dale	Administrative Assistant Public Works	55,023	80,376	75,566
Yorkville	n/a			
Crest Hill	Administrative Assistant (Public Works)			62,979
Range Data				
Average		48,057.80	68,179.85	58,304.80
50th Percentile		46,737.00	65,877.50	56,139.00
60th Percentile		49,004.60	68,393.00	59,388.20
65th Percentile		51,637.65	71,705.75	59,971.15
70th Percentile		54,270.70	75,018.50	60,829.70
75th Percentile		55,434.25	77,067.75	61,349.90
80th Percentile		56,010.00	78,611.60	61,464.08
Actual Data				
Average		52,474.32	69,965.76	
50th Percentile		50,525.10	67,366.80	
60th Percentile		53,449.38	71,265.84	
65th Percentile		53,974.04	71,965.38	
70th Percentile		54,746.73	72,995.64	
75th Percentile		55,214.91	73,619.88	
80th Percentile		55,317.67	73,756.90	



Director of Community and Economic Development				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	n/a			
Channahon	Director of Community Development	107,500	150,500	
Crestwood	n/a			
Evergreen Park	n/a			
Homewood	Dir Community/Econ Development	105,046	140,818	120,260
Lemont	Dir Community/Econ Development	102,164	145,011	130,944
Lockport	Dir Community/Econ Development	110,000	150,000	141,432
Montgomery	Director of Community Development	111,871	165,350	127,300
Morris	n/a			
Norridge	n/a			
North Aurora	Dir Community/Econ Development	108,659	153,712	153,715
Palos Heights	Community Development Coordinator			95,249
Shorewood	Economic Development Director	107,625	133,250	111,671
Warrenville	Dir Community/Econ Development	117,184	161,128	
Wood Dale	Dir Community/Econ Development	108,880	155,603	153,400
Yorkville	Director of Community Development	101,485	143,178	181,565
Crest Hill	Comm/Econ Development Director			127,000
Range Data				
Average		108,041.40	149,855.00	135,059.56
50th Percentile		108,142.00	150,250.00	130,944.00
60th Percentile		108,747.40	151,784.80	139,334.40
65th Percentile		108,846.85	153,230.20	143,825.60
70th Percentile		109,216.00	154,279.30	148,612.80
75th Percentile		109,720.00	155,130.25	153,400.00
80th Percentile		110,374.20	156,708.00	153,526.00
Actual Data				
Average		121,553.60	162,071.47	
50th Percentile		117,849.60	157,132.80	
60th Percentile		125,400.96	167,201.28	
65th Percentile		129,443.04	172,590.72	
70th Percentile		133,751.52	178,335.36	
75th Percentile		138,060.00	184,080.00	
80th Percentile		138,173.40	184,231.20	



Director of Community and Economic Development (Edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	n/a			
Channahon	Director of Community Development	107,500	150,500	
Crestwood	n/a			
Evergreen Park	n/a			
Homewood	Dir Community/Econ Development	105,046	140,818	120,260
Lemont	Dir Community/Econ Development	102,164	145,011	130,944
Lockport	Dir Community/Econ Development	110,000	150,000	141,432
Montgomery	Director of Community Development	111,871	165,350	127,300
Morris	n/a			
Norridge	n/a			
North Aurora	Dir Community/Econ Development	108,659	153,712	153,715
Palos Heights	Community Development Coordinator			
Shorewood	Economic Development Director	107,625	133,250	111,671
Warrenville	Dir Community/Econ Development	117,184	161,128	
Wood Dale	Dir Community/Econ Development	108,880	155,603	153,400
Yorkville	Director of Community Development	101,485	143,178	181,565
Crest Hill	Comm/Econ Development Director			127,000
Range Data				
Average		108,041.40	149,855.00	140,035.88
50th Percentile		108,142.00	150,250.00	136,188.00
60th Percentile		108,747.40	151,784.80	143,825.60
65th Percentile		108,846.85	153,230.20	148,014.40
70th Percentile		109,216.00	154,279.30	152,203.20
75th Percentile		109,720.00	155,130.25	153,478.75
80th Percentile		110,374.20	156,708.00	153,589.00
Actual Data				
Average		126,032.29	168,043.05	
50th Percentile		122,569.20	163,425.60	
60th Percentile		129,443.04	172,590.72	
65th Percentile		133,212.96	177,617.28	
70th Percentile		136,982.88	182,643.84	
75th Percentile		138,130.88	184,174.50	
80th Percentile		138,230.10	184,306.80	



City Planner				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Asst Village Administrator			103,000
Channahon	Planner	63,500	88,900	
Crestwood	n/a			
Evergreen Park	n/a			
Homewood	Planner	80,064	107,329	95,888
Lemont	Contracted			
Lockport	City Planner	65,000	90,000	84,066
Montgomery	Planner and Senior Planner	58,822	115,006	81,500
Morris	n/a			
Norridge	n/a			
North Aurora	City Planner	60,445	85,946	67,309
Palos Heights	n/a			
Shorewood	City Planner	75,663	92,604	76,554
Warrenville	Planner/GIS Technician	66,215	91,046	
Wood Dale	City Planner	61,045	83,049	72,500
Yorkville	Senior Planner	66,947	88,389	88,021
Crest Hill	City Planner			
Range Data				
Average		66,411.27	93,585.44	83,604.75
50th Percentile		65,000.00	90,000.00	82,783.00
60th Percentile		65,972.00	90,836.80	84,857.00
65th Percentile		66,361.40	91,357.60	86,241.25
70th Percentile		66,654.20	91,980.80	87,625.50
75th Percentile		66,947.00	92,604.00	89,987.75
80th Percentile		70,433.40	98,494.00	92,741.20
Actual Data				
Average		75,244.28	100,325.70	
50th Percentile		74,504.70	99,339.60	
60th Percentile		76,371.30	101,828.40	
65th Percentile		77,617.13	103,489.50	
70th Percentile		78,862.95	105,150.60	
75th Percentile		80,988.98	107,985.30	
80th Percentile		83,467.08	111,289.44	



Building Commissioner				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Building Commissioner			86,572
Channahon	Chief Building Official	81,500	114,100	95,319
Crestwood	n/a			
Evergreen Park	Building Commissioner			77,846
Homewood	Chief Building Inspector	80,064	107,329	93,750
Lemont	Building Commissioner	81,731	116,000	110,000
Lockport	Building Inspector II	85,000	100,000	87,418
Montgomery	Chief Building Official	84,050	124,230	100,770
Morris	Zoning/Health Officer/Bldg. Inspector			89,757
Norridge	n/a			
North Aurora	Chief Building Inspector	75,317	107,078	102,688
Palos Heights	Building Commissioner		113,477	105,000
Shorewood	Chief Building Official	84,768	109,000	94,812
Warrenville	Chief Code Official	85,317	117,311	
Wood Dale	n/a			
Yorkville	Building Code Official	78,685	109,985	114,098
Crest Hill	Building Commissioner			
Range Data				
Average		81,825.78	111,851.00	96,502.50
50th Percentile		81,731.00	111,731.00	95,065.50
60th Percentile		83,586.20	113,726.20	98,589.60
65th Percentile		84,193.60	114,006.55	101,057.70
70th Percentile		84,480.80	114,670.00	102,112.60
75th Percentile		84,768.00	115,525.00	103,266.00
80th Percentile		84,860.80	116,262.20	104,537.60
Actual Data				
Average		86,852.25	115,803.00	
50th Percentile		85,558.95	114,078.60	
60th Percentile		88,730.64	118,307.52	
65th Percentile		90,951.93	121,269.24	
70th Percentile		91,901.34	122,535.12	
75th Percentile		92,939.40	123,919.20	
80th Percentile		94,083.84	125,445.12	



Building Inspector				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	Building Inspector			66,622
Channahon	Building Inspector	62,000	86,800	
Crestwood	n/a			
Evergreen Park	n/a			
Homewood	n/a			
Lemont	Building Code Inspector	56,190	79,756	67,475
Lockport	Building Inspector	65,000	80,000	74,305
Montgomery	Building Inspector	58,822	86,965	70,262
Morris	n/a			
Norridge	Code Enforcement Officer			48,343
North Aurora	n/a			
Palos Heights	Electrical and Plumbing Inspectors			66,560
Shorewood	Bldg. Inspector/Code Enforcement	60,673	80,115	65,936
Warrenville	Building Inspector	66,047	90,815	
Wood Dale	n/a			
Yorkville	Building Inspector	60,560	81,606	85,280
Crest Hill	Building Inspector			
Range Data				
Average		61,327.49	83,722.40	68,097.93
50th Percentile		60,673.00	81,606.00	67,048.50
60th Percentile		61,469.20	84,722.40	68,032.48
65th Percentile		61,867.30	86,280.60	69,008.07
70th Percentile		62,600.00	86,832.96	69,983.66
75th Percentile		63,500.00	86,882.40	71,273.05
80th Percentile		64,400.00	86,931.84	72,687.96
Actual Data				
Average		61,288.13	81,717.51	
50th Percentile		60,343.65	80,458.20	
60th Percentile		61,229.23	81,638.98	
65th Percentile		62,107.26	82,809.68	
70th Percentile		62,985.29	83,980.39	
75th Percentile		64,145.75	85,527.66	
80th Percentile		65,419.16	87,225.55	



Information Technology Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	n/a			
Channahon	n/a			
Crestwood	n/a			
Evergreen Park	Information Technology Director			125,235
Homewood	Information Technology Director	95,171	127,580	99,560
Lemont	Contracted			
Lockport	n/a			
Montgomery	n/a			
Morris	n/a			
Norridge	Information Technology Specialist			90,000
North Aurora	Information Technology Manager	75,317	107,078	107,077
Palos Heights	IT Coordinator			67,204
Shorewood	IT Specialist	71,750	87,125	79,842
Warrenville	n/a			
Wood Dale	Information Technology Director	110,188	157,850	153,400
Yorkville	n/a			
Crest Hill	IT Director			122,400
Range Data				
Average		88,106.50	119,908.25	103,188.29
50th Percentile		85,244.00	117,329.00	99,560.00
60th Percentile		91,200.20	123,479.60	104,070.20
65th Percentile		94,178.30	126,554.90	106,325.30
70th Percentile		96,672.70	130,607.00	110,708.60
75th Percentile		98,925.25	135,147.50	116,156.00
80th Percentile		101,177.80	139,688.00	121,603.40
Actual Data				
Average		92,869.46	123,825.94	
50th Percentile		89,604.00	119,472.00	
60th Percentile		93,663.18	124,884.24	
65th Percentile		95,692.77	127,590.36	
70th Percentile		99,637.74	132,850.32	
75th Percentile		104,540.40	139,387.20	
80th Percentile		109,443.06	145,924.08	



Information Technology Director (Edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Bourbonnais	n/a			
Channahon	n/a			
Crestwood	n/a			
Evergreen Park	Information Technology Director			125,235
Homewood	Information Technology Director	95,171	127,580	99,560
Lemont	Contracted			
Lockport	n/a			
Montgomery	n/a			
Morris	n/a			
Norridge	Information Technology Specialist			
North Aurora	Information Technology Manager	75,317	107,078	107,077
Palos Heights	IT Coordinator			
Shorewood	IT Specialist			
Warrenville	n/a			
Wood Dale	Information Technology Director	110,188	157,850	153,400
Yorkville	n/a			
Crest Hill	IT Director			122,400
Range Data				
Average		93,558.67	130,836.00	121,318.00
50th Percentile		95,171.00	127,580.00	116,156.00
60th Percentile		98,174.40	133,634.00	121,603.40
65th Percentile		99,676.10	136,661.00	124,327.10
70th Percentile		101,177.80	139,688.00	128,051.50
75th Percentile		102,679.50	142,715.00	132,276.25
80th Percentile		104,181.20	145,742.00	136,501.00
Actual Data				
Average		109,186.20	145,581.60	
50th Percentile		104,540.40	139,387.20	
60th Percentile		109,443.06	145,924.08	
65th Percentile		111,894.39	149,192.52	
70th Percentile		115,246.35	153,661.80	
75th Percentile		119,048.63	158,731.50	
80th Percentile		122,850.90	163,801.20	





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**City Council Agenda Memo****Crest Hill, IL**

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<b>Meeting Date:</b>	February 13, 2023
<b>Submitter:</b>	Maura Rigoni, AICP, Interim Planner
<b>Department:</b>	Community & Economic Development
<b>Agenda Item:</b>	Bannon Variance

**Summary:** Robert Bannon has applied for a variance to permit the construction of a shed on the residential property located at 2411 Durness Court. The Zoning Ordinance requires all accessory structures to maintain a minimum setback of 10' from the rear yard. The applicant proposed to maintain a setback of 6" from the west property line. The applicant appeared before the Plan Commission on January 13, 2023, at which time a public hearing was held for the variance. The Plan Commission gave a favorable recommendation for the variation as presented.

**Recommended Council Action:** If the Mayor and City Council are amenable to the proposed variation, I would ask that you authorize the City Attorney and Staff to prepare the necessary Ordinance and supporting documents to approve the request subject to the Findings of Fact and the conditions as outlined in the PC recommendation.

**Funding Source:** N/A

**Budgeted Amount:**

**Attachments:** Plan Commission Report (and minutes) associated plans and documents





**To:** Plan Commission/ZBA  
**From:** Maura A. Rigoni, AICP, Interim Planner  
**cc:** Jim Marino, City Administrator  
**Date:** January 11, 2023  
**Re:** Bannon Shed Variance

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#### ***Project Details***

Project	Bannon Shed
Request	Variance
Location	2441 Durness Court

#### ***Site Details***

Lot Size:	+/- 15,500 SF
Existing Zoning	R-1

#### ***Land Use Summary***

	Land Use	Comp Plan	Zoning
Subject Parcel	Residential	Residential	R1
North	Residential	Residential	R1
South	Residential	Residential	R1
East	Residential	Residential	R1
West	Utility	Utility	N/A

#### ***Attachments***

Aerials, Supporting Documents prepared by Applicant.

#### ***Project Summary***

Robert Bannon has applied for a variance to permit the construction of a shed on the residential property located at 2441 Durness Court. The Zoning Ordinance requires all accessory structures to maintain a minimum setback of 4'—10' from the side rear yard. The applicant proposed to maintain a setback of 6" from the west property line.

#### ***Analysis***

In consideration of the request, the points of discussion and details are as follows:

- The property is currently zoned R-1 and subject to accessory structure regulations. Section 8.3-6 of the Zoning Ordinance outlines the regulation of accessory structures (sheds) requiring a minimum side rear yard setback of 10' 4". As noted above, the applicant proposes a setback of 6", requesting a variation of 9' 4".



- The subject parcel is currently improved with a home, deck, and driveway. The applicant proposes to construct a 10'x 8' shed (80 SF).
- In addition to the required setback, the property is subject to lot coverage regulations. The Zoning Ordinance regulates lot coverages to a maximum of 50%. Currently, the property has a lot coverage of +/-47%, and with the newly proposed shed, the lot coverage would increase to +/-48%, therefore in noncompliance with the ordinance.
- The property immediately to the west of the subject parcel is owned and maintained by ComEd, improved with overhead utilities.

Section 12.6-2 of the Zoning Ordinance states the Plan Commission shall recommend, and the City Council shall grant a variation only when it shall have been determined, and recorded in writing, that all of the following standards are complied with:

- 1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone;*
- 2. That the plight of the owner is due to unique circumstances; and*
- 3. That the variation, if granted, will not alter the essential character of the locality.*

Additional supplemental standards (Exhibit A) are attached for your consideration.

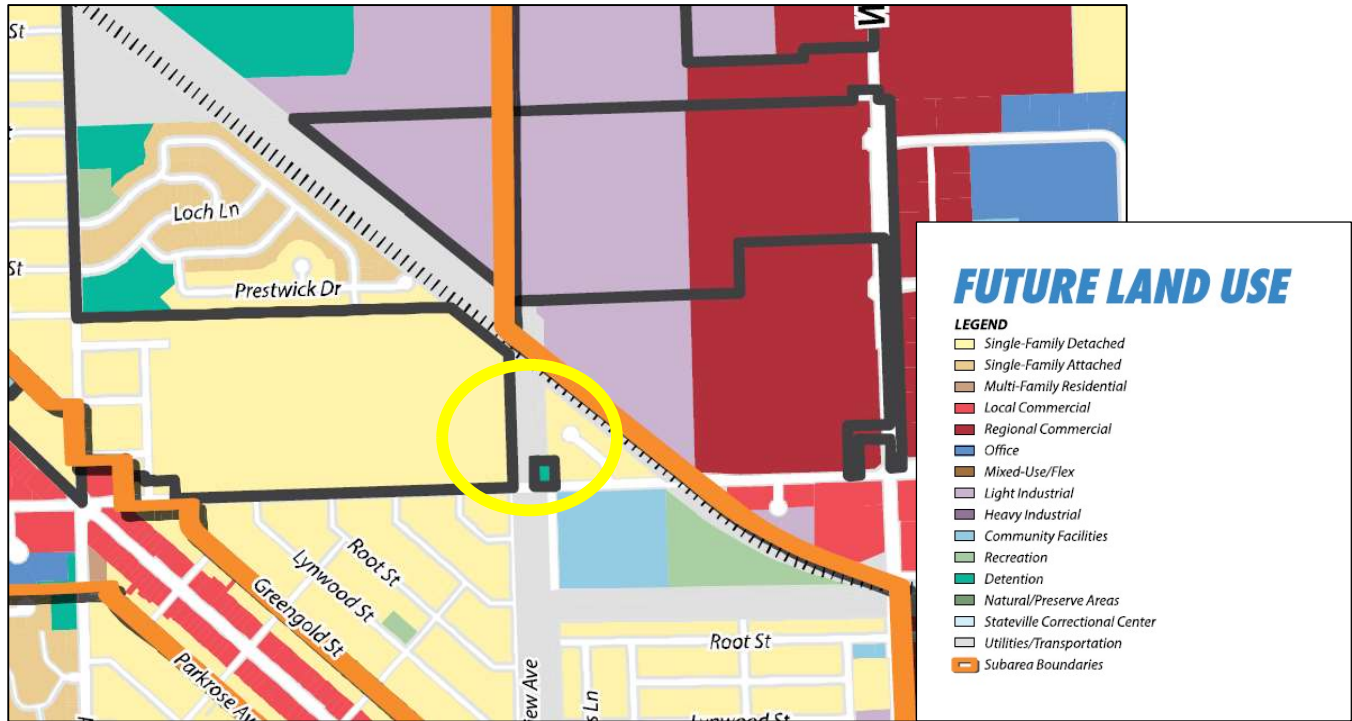
Items for discussion are as follows:

- Reduced setback from west property line.

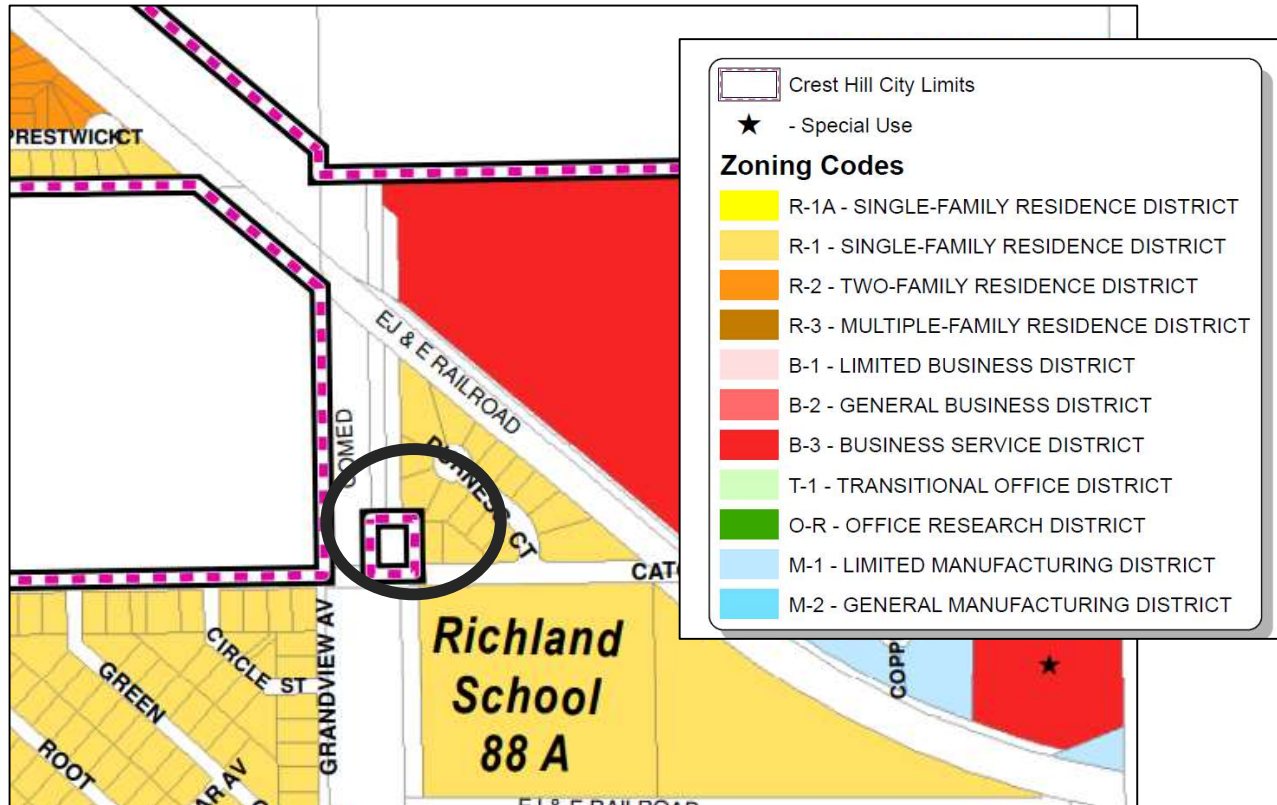
Please contact me at 815-412-2721 or [mrighoni@reltd.com](mailto:mrighoni@reltd.com) with any questions or concerns.



# FUTURE LAND USE MAP-COMP PLAN 2014



## ZONING MAP





**Exhibit A**

For the purpose of supplementing the above standards, the Plan Commission, in making the determination, whenever there are particular hardships, shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

1. *That the particular physical surroundings, shape, or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.*
2. *The conditions upon which the petition for a variation is based are unique to the property owner for which the variation is sought and are not applicable, generally, to the other property within the same zoning classification.*
3. *That the alleged difficulty or hardship is caused by the Ordinance and has not been created by any person presently having an interest in the property.*
4. *That the proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase congestion in the public streets or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.*
5. *That the variation does not permit a use otherwise excluded from the particular zone except for uses authorized by the Plan Commission, subject to the approval of the City Council, as "similar and compatible uses."*
6. *That the variation granted is the minimum adjustment necessary for the reasonable use of the land.*
7. *That the granting of any variation is in harmony with the general purposes and intent of the Zoning Ordinance, and will not be injurious to the neighborhood, be detrimental to the public welfare, alter the essential character of the locality, or be in conflict with the Comprehensive Plan for development of the City Administration and Enforcement City of Crest Hill.*
8. *That, for reasons fully set forth in the recommendations of the Plan Commission, and the report of the City Council, the aforesaid circumstances or conditions are such that the strict application of the provisions of the Zoning Ordinance would deprive the applicant of any reasonable use of his land. Mere loss in value shall not.*



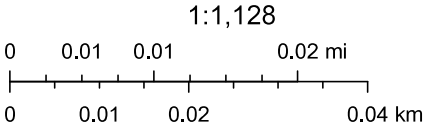
# Bannon Shed

Item 2.



1/5/2023, 10:00:08 AM

- City Limits
- Street Labels
- Parcels



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preservation ordinance. Commissioner Stanton asked that when the traffic study is done, Amazon be included. Discussion followed.

PUBLIC HEARING: Chairman Thomas asked for a motion to open the public hearing on case #V-23-1-1-1. The necessary paperwork was in order.

(#2) Motion by Commissioner Peterson, seconded by Commissioner Plettau, to open a public hearing on V-23-1-1-1.

On roll call, the vote was:

AYES: Commissioner Peterson, Plettau, Slabozeski, Stanton, Carroll, Deserio, Chairman Thomas.

NAYES: None.

ABSENT: None.

There being seven (7) affirmative votes, the MOTION CARRIED.

The public hearing was opened at 7:33 p.m.

Chairman Thomas presented a request (V-23-1-1-1) of Robert Bannon 2411 Durness for a setback variance from the required 10' to 6" off the property line for the construction of a shed. Mr. Bannon addressed the Commission. He explained that he would like to place an 8' x 10' shed, 6 inches off the property line versus the required 10 foot requirement. The property is pie shaped and is on a cul-de-sac. The rear of the property abuts the ComEd property so this would not impact the neighbors. Planner Rigoni explained that this is a large lot and is pie shaped. This request will meet the 50% lot coverage requirement. Chairman Thomas asked if there is an easement at the rear of the property. Planner Rigoni explained that we do not have any records that show one. We can condition the approval of the building permit subject to verification of an easement. Mr. Bannon explained that the foundation will be pavers and he would be able to move the shed if necessary. Commissioner Peterson asked if the power is overhead or underground. It is underground. Chairman Thomas questioned moving the shed closer to the existing deck. Mr. Bannon explained that this would interfere with the maintenance of the yard for lawn cutting. Commissioner Carroll asked about positioning the shed at the end of the driveway. Mr. Bannon explained that it would be an eyesore and in his neighbor's yard.

Chairman Thomas asked for comments and questions from the audience.

Ted Bostrom explained that he is not opposed to the variance request. He informed the Commission that he has a 7 ½' easement at the rear of his property. If it is in an easement, ComEd can come along and remove it. Chairman Thomas asked if we approve this request, do we need to contact ComEd. Planner Rigoni explained that we do not. ComEd will remove anything from an easement if they need to access it. Commissioner Peterson explained that there are overhead lines where he lives and ComEd has a more modern way to do the necessary repairs so that they don't have to drive their trucks back there. Mr. Bannon said that as far as the drainage, the low spot is 40' from the existing house. The drainage would be at least a foot away from the proposed shed.

Chairman Thomas asked for a motion to close the public hearing on (V-23-1-1-1).



(#3) Motion by Commissioner Carroll, seconded by Commissioner Deserio, to close the public hearing on (V-23-1-1-1).

On roll call, the vote was:

AYES: Commissioner Carroll, Deserio, Peterson, Plettau, Slabozeski, Stanton, Chairman Thomas.

NAYES: None.

ABSENT: None.

There being seven (7) affirmative votes, the MOTION CARRIED.

The public hearing was closed at 7:44 p.m.

Chairman Thomas asked for a motion to approve or deny a recommendation to the City Council on (V-23-1-1-1) request of Robert Bannon 2411 Durness for a setback variance from the allowed 10' to 6" off the west property line for the construction of a shed pending the location of the easement and drainage.

(#4) Motion by Commissioner Deserio, seconded by Commissioner Slabozeski, to recommend to the City Council the approval of the request of Robert Bannon 2411 Durness for a setback variance from the allowed 10' to 6" off the west property line for the construction of a shed pending the location of the easement and drainage.

On roll call, the vote was:

AYES: Commissioner Deserio, Slabozeski, Stanton, Carroll, Peterson, Plettau, Chairman Thomas.

NAYES: None.

ABSENT: None.

There being seven (7) affirmative votes, the MOTION CARRIED.

Chairman Thomas informed the petitioner that the Plan Commission is a recommendation body only. The City Council will hear their case at their next meeting unless further information is required prior to the City Council meeting.

Chairman Thomas asked for a motion to open the public hearing on case #V-23-1-1-1. The necessary paperwork was in order.

(#5) Motion by Commissioner Plettau, seconded by Commissioner Peterson, to open a public hearing on V-23-2-1-2.

On roll call, the vote was:

AYES: Commissioner Plettau, Peterson, Deserio, Carroll, Stanton, Slabozeski, Chairman Thomas.

NAYES: None.

ABSENT: None.

There being seven (7) affirmative votes, the MOTION CARRIED.

The public hearing was opened at 7:47 p.m.

Chairman Thomas presented a request (V-23-2-1-2) request of Brown's Chicken for a variance for an electronic message on a monument sign that is 6" larger than what is available on the road sign at 16111 Weber Road. Planner Rigoni informed the Commission that the representative who was scheduled to appear tonight was ill and could not be in attendance. She explained that a setback





## City Council Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	February 13, 2023
<b>Submitter:</b>	Maura Rigoni, AICP, Interim Planner
<b>Department:</b>	Community & Economic Development
<b>Agenda Item:</b>	Browns Chicken Sign Variance

**Summary:** Tim Kennefick, has filed an application for a variance to permit the installation of an additional panel and an electronic message center sign on the existing monument sign located at 16111 Weber Road, Crestlake Common. The applicant appeared before the Plan Commission on January 13, 2023, at which time a public hearing was held for the variance. The Plan Commission gave a favorable recommendation for the variation as presented.

The Sign Ordinance restricts electronic message center signs to a total of 20 SF and the maximum area of signs on property less than 5 acres to 50 SF. In 2017, City Council approved a setback variance for this sign, therefore any modification to the sign would require consideration by the City Council.

**Recommended Council Action:** If the Mayor and City Council are amenable to the proposed variation, I would ask that you authorize the City Attorney and Staff to prepare the necessary Ordinance and supporting documents to approve the request subject to the Findings of Fact and the conditions as outlined in the PC recommendation.

**Funding Source:** N/A

**Budgeted Amount:**

**Attachments:** Plan Commission Report (and minutes) associated plans and documents





**To:** Plan Commission/ZBA

**From:** Maura A. Rigoni, AICP, Interim Planner

**cc:** Jim Marino, City Administrator

**Date:** January 11, 2023

**Re:** Browns Chicken Sign Variance

---

#### ***Project Details***

Project	Browns Chicken Sign
Request	Variance
Location	16111 Weber Road

#### ***Site Details***

Lot Size:	2.7 Acres
Existing Zoning	B-3

#### ***Land Use Summary***

	Land Use	Comp Plan	Zoning
Subject Parcel	Commercial	Commercial	B3
North	Commercial	Commercial	B3
South	Commercial	Commercial	B3
East	Residential	Residential	R3
West	Unincorporated Residential	Residential	N/A

#### ***Attachments***

Aerials, Supporting Documents prepared by Applicant.

#### ***Project Summary***

Tim Kennefick, has filed an application for a variance to permit the installation of an additional panel and electronic message center sign on the existing monument sign located at 16111 Weber Road, Crestlake Common. The Sign Ordinance restricts electronic message center signs to a total of 20 SF and the maximum area of signs on property less than 5 acres to 50 SF. In 2017, City Council approved a setback variance for this sign.

#### ***Analysis***

In consideration of the request, the points of discussion and details are as follows:

- The property is currently zoned B-3 and subject to the regulations outlined for business districts in the Sign Ordinance.
- There are no proposed structural changes to the existing monument sign, but rather the applicant proposes to install a 23.4SF electronic message center sign, of which only 20 SF is permitted. . The face of the electronic message center sign is +/-18 SF, however ,the additional area is needed



to fill the space between the existing pillars. The area associated with the electronic message center sign does not count toward the maximum allowable area of the sign.

- The existing sign has an overall area of approximately 49 square feet and an overall height of 15'. As noted per Ordinance, signs are limited to 50 square feet, and 15' in height, therefore current sign is in compliance with the regulations.
- The addition of the electronic message center sign reduces the space between the bottom of the sign and the ground. This results in the sign not being classified as either a monument sign (solid base attached to the ground) or pylon sign (bottom edge of sign is 6' or greater above ground). In consideration of the installation of the electronic message sign, the Plan Commission is to review and consider the reduction in the space between bottom edge of sign and the ground.
- It is noted that regardless if the applicant met the maximum allowable area of the electronic message center sign and space between the ground and the edge of the sign, the request for the installation would still be required to appear for the Plan Commission and City Council, as this is a change to the previously reviewed and approved sign, associated with the requested setback variance of 2017.
- There is no proposed change in the setback or overall height of the sign.
- In 2019, the City of Crest Hill adopted revisions to the sign ordinance, requiring landscaping at the base of all monument signs. ***As part of considering the variance, the Plan Commission is encouraged to condition any recommendation on installing landscaping at the base of the sign.***

Section 12.6-2 of the Zoning Ordinance states the Plan Commission shall recommend, and the City Council shall grant a variation only when it shall have been determined, and recorded in writing, that all of the following standards are complied with:

- 1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone;*
- 2. That the plight of the owner is due to unique circumstances; and*
- 3. That the variation, if granted, will not alter the essential character of the locality.*

Additional supplemental standards (Exhibit A) are attached for your consideration.

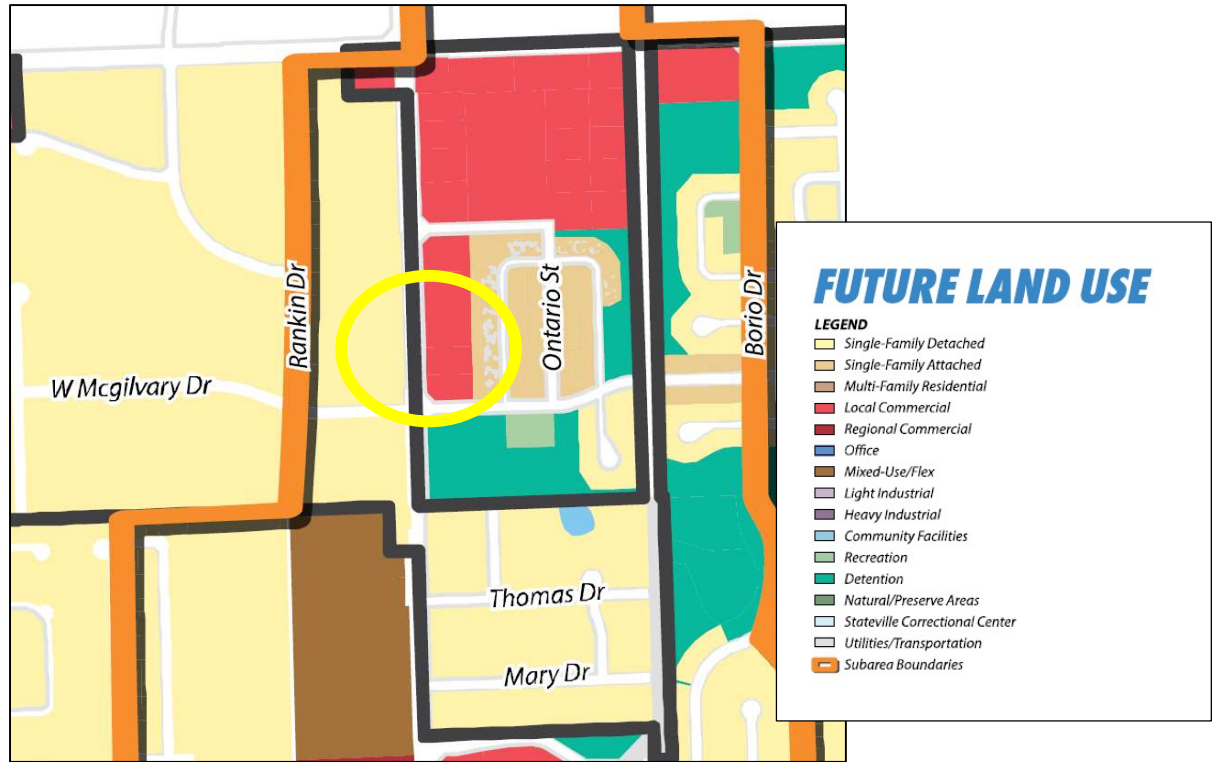
Items for discussion are as follows:

- Change in the approved sign.
- Increase in size for the electronic message center sign
- Reduction in space between sign and ground.

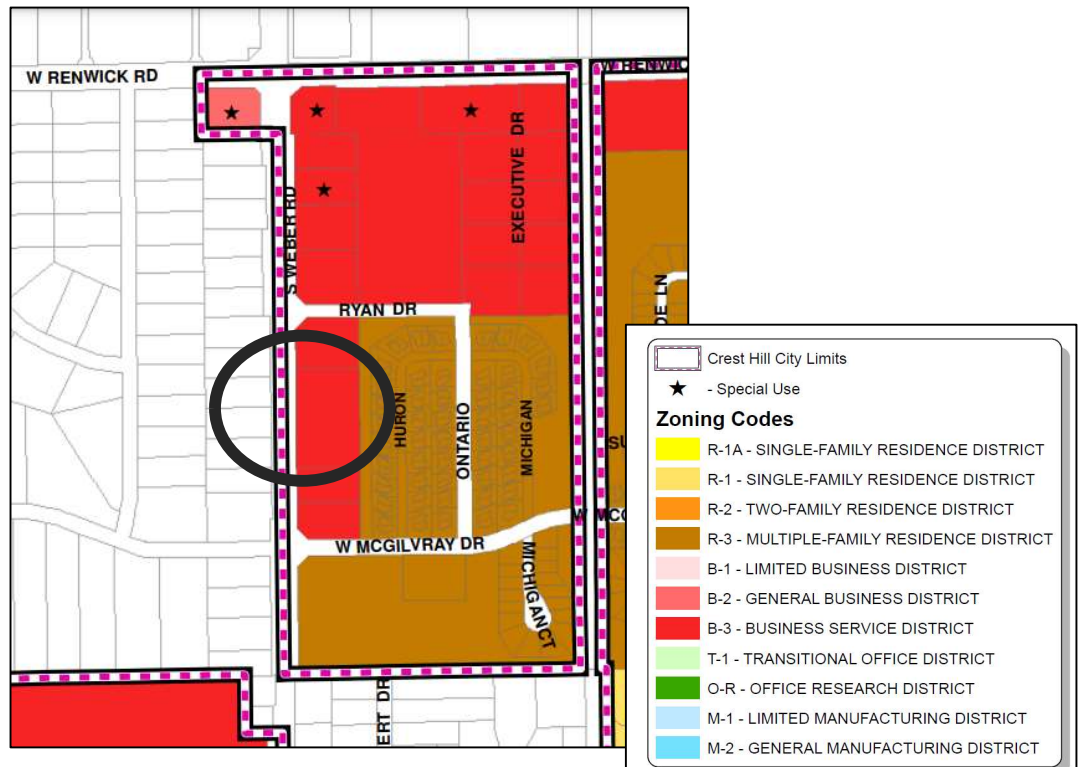
Please contact me at 815-412-2721 or mrigoni@reltd.com with any questions or concerns.



# FUTURE LAND USE MAP-COMP PLAN 2014



## ZONING MAP





**Exhibit A**

For the purpose of supplementing the above standards, the Plan Commission, in making the determination, whenever there are particular hardships, shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

1. *That the particular physical surroundings, shape, or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.*
2. *The conditions upon which the petition for a variation is based are unique to the property owner for which the variation is sought and are not applicable, generally, to the other property within the same zoning classification.*
3. *That the alleged difficulty or hardship is caused by the Ordinance and has not been created by any person presently having an interest in the property.*
4. *That the proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase congestion in the public streets or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.*
5. *That the variation does not permit a use otherwise excluded from the particular zone except for uses authorized by the Plan Commission, subject to the approval of the City Council, as "similar and compatible uses."*
6. *That the variation granted is the minimum adjustment necessary for the reasonable use of the land.*
7. *That the granting of any variation is in harmony with the general purposes and intent of the Zoning Ordinance, and will not be injurious to the neighborhood, be detrimental to the public welfare, alter the essential character of the locality, or be in conflict with the Comprehensive Plan for development of the City Administration and Enforcement City of Crest Hill.*
8. *That, for reasons fully set forth in the recommendations of the Plan Commission, and the report of the City Council, the aforesaid circumstances or conditions are such that the strict application of the provisions of the Zoning Ordinance would deprive the applicant of any reasonable use of his land. Mere loss in value shall not.*



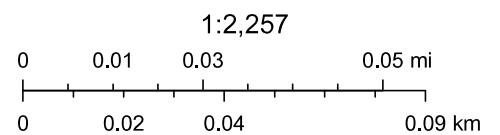
# Sign Variance

Item 3.



1/5/2023, 1:34:06 PM

-  City Limits
-  Street Labels
-  Parcels



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## City of Crest Hill Development Handbook

Appendix C

RECEIVED  
SEP 06 2022

BUILDING DEPARTMENT

Application for DevelopmentFor Office Use Only: Case Number: V-22-2-12-2

Project Name: Brown's Chicken Road Sign  
 Owner: Ed Daley Correspondence To: Tim Kennetick  
 Street No: 16111 Weber Street No: 55 E Park Blvd  
 City, State, Zip: Cresthill IL City, State, Zip: Villa Park, IL 60181  
 Phone: 708 306 6975 Phone: 847 456 4720  
 Email or fax: Ed.Daley@Comcast.net Email or fax: TKennetick@Comcast.net

## Property Address:

## Property Information:

Street No: 16111 Weber Lot Width: 432.76  
 City, State, Zip: Cresthill IL 60403 Lot Depth: 278.45  
 PIN: R2003-245546 Total Area: 120502.02

\* Attach a copy of the legal description of the property and applicable fees.

\* Submit electronic version of the legal description to:

[mdeharo@cityofcresthill.com](mailto:mdeharo@cityofcresthill.com) and [lthrasher@cityofcresthill.com](mailto:lthrasher@cityofcresthill.com).

Existing Zoning: ☐ Existing Land Use: Sign by Road Crestlake Commons  
 Requested Zoning: ☐ Proposed Land Use: \_\_\_\_\_

## Adjoining Properties Zoning and Uses:

North of Property: 16101 Weber / Advanced Physicians B-3  
 South of Property: 16151 Weber / 16113 thru 16143 in Shopping Center B-3  
 East of Property: 16146 - 16104 Huron St Cresthill IL R-3  
 West of Property: 16108 - 16144 Weber Rd Lockport IL R-2  
 Purpose Statement (intended use and approval sought): Sign is 6 inches  
 Bigger Than Available on Road Sign for  
 Shopping center. Crestlake Commons



## City of Crest Hill Development Handbook

## Appendix C

Development Request: Please check all that apply and describe:

☐ Rezoning: \_\_\_\_\_

☒ Special Use: \$

☒ Variance: Sign Shopping center sign

☐ Planned Unit Development: \_\_\_\_\_

☐ Annexation: \_\_\_\_\_

☐ Plat: \_\_\_\_\_

☐ Other: \_\_\_\_\_

Contact Information – if not yet known, please indicate as TBD. Check those parties in which copies of all correspondences should be forwarded.

☐ Civil Engineer \_\_\_\_\_ Phone Number \_\_\_\_\_

Company \_\_\_\_\_ Email Address \_\_\_\_\_

☐ Contractor TBD Phone Number \_\_\_\_\_

Company \_\_\_\_\_ Email Address \_\_\_\_\_

☐ Architect \_\_\_\_\_ Phone Number \_\_\_\_\_

Company \_\_\_\_\_ Email Address \_\_\_\_\_

☐ Builder \_\_\_\_\_ Phone Number \_\_\_\_\_

Company \_\_\_\_\_ Email Address \_\_\_\_\_

I agree to be present (in person or by counsel) when the Plan Commission and City Council hear this development request.

[Signature]  
Signature of the Applicant

9/6/22  
Date

If you (the applicant) are not the owner of record, please provide the owner's signature.

[Signature]  
Signature of the Owner

9/6/22  
Date



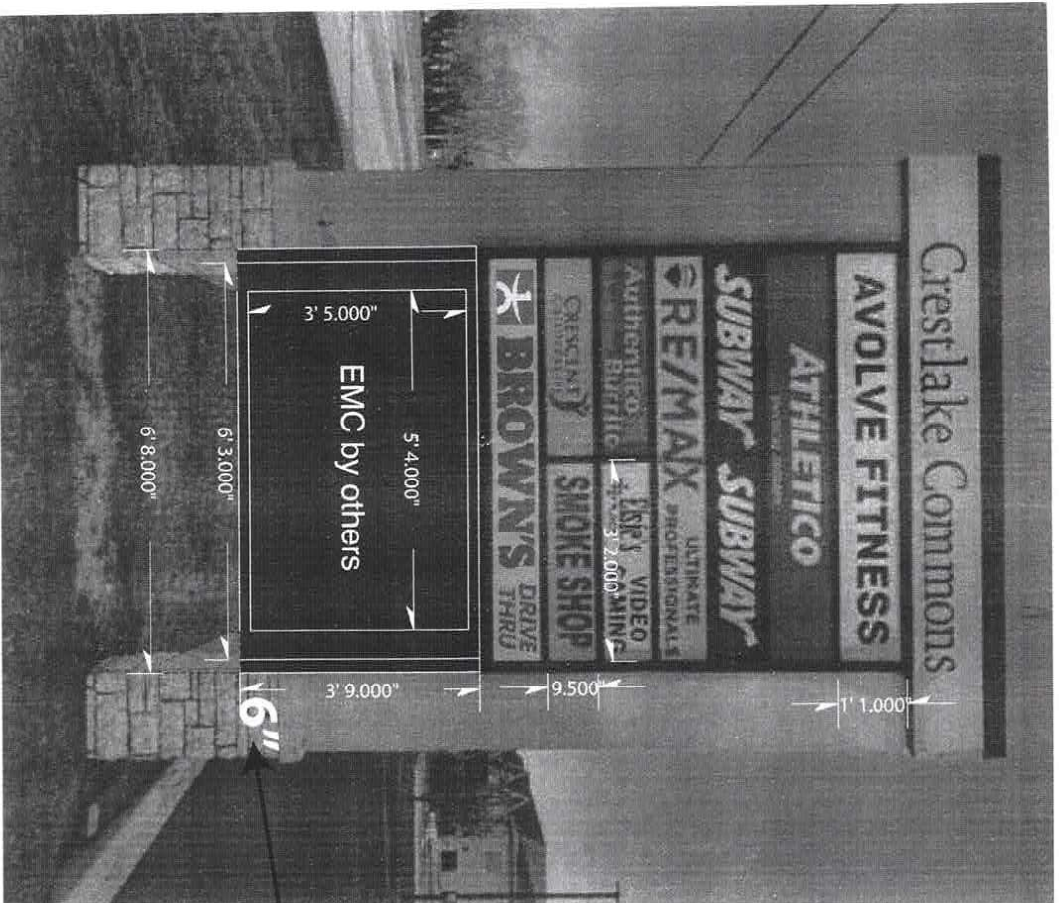
CLIENT: Brown's Chicken

- Move Crescent Chiropractic and one of the Smoke Shop panels up to replace La Michoacana and the extra Smoke Shop panel
- Supply new d/f single panel with logo/Browns/drivethru
- Mount 6'3"(w) x 3'9"(h) EMC unit (provided by others) supported with brackets and 2.5"w filler panels to fill the space between the columns and the frame around the actual unit.

Unless colors are called out in Pantone color, we will be using industry standard CMYK colors for Epson.

## Project:

Location: 16111 Weber Road Crest Hill, IL  
 Number: 210841  
 Drawing Number: 1.0  
 Date: 10/5/21 REV# 01 REV DATE: 10/7  
 Scale: N/A



Using 6 inches  
inside of the  
brick area.

EX. 49 SF 5 ac. <  
 fill in back w/bricks?  
 EMC = 23.4 SF  
 1 p/bn sign - bottom sig  
 le of above above gr.  
 1 q.s. sign?

ALL RIGHT SIGN IS NOT RESPONSIBLE FOR ANY MISPELLINGS, ERRORS OR OMISSIONS AFTER APPROVAL OF DESIGN PROOF. APPROVAL INCLUDED VIA EMAIL, FAX AND SIGNED PRINTED COPY. ANY MISPELLINGS, ERRORS OR OMISSIONS AFTER APPROVAL WILL BE CHARGED TO CUSTOMER OF THE PROJECT.

BY SIGNING THIS PRINT, I UNDERSTAND THAT I AM ACCEPTING ALL ASPECTS OF THIS DRAWING. THIS INCLUDES ARTWORK, SPECIFICATIONS, DIMENSIONS, SPELLING AND ANY OTHER REPRESENTATION AS HEREIN. THE ARTWORK LISTED ON THIS DESIGN PROOF IN HARD COPY OR DIGITAL FORM IS PROPERTY OF ALL-RIGHT SIGN INC. UNTIL FINAL PAYMENT HAS BEEN RECEIVED. ALL RIGHTS RESERVED. NO PART OF THIS ARTWORK OR DRAWING MAY BE REPRODUCED WITHOUT WRITTEN PERMISSION FROM ALL-RIGHT SIGN, INC.

Sign  
HERE

ALL-RIGHT  
Sign





Will County CCAO  
 Dale D. Butalla, CIA  
 302 N. Chicago Street  
 2nd Floor  
 Joliet, Illinois 60432  
 Phone: 1-815-740-4648

Item 3.

PIN 11-04-20-105-015-0000

## Parcel Information

&lt;&lt; Prev Parcel

Next Parcel &gt;&gt;

## LOCKPORT TOWNSHIP

Owner Name: SD BASECORP LLC

## Street Address:

16111 S WEBER RD  
 CREST HILL IL 60403

View Additional Addresses

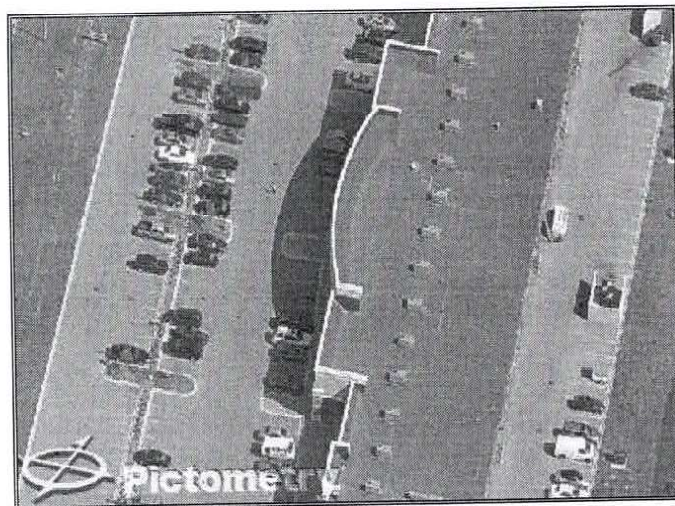


View on Bing Maps

Subdivision: CRESTLAKE COMMERCIAL SUB

Property Class: 0060 Commercial

Homesite Acres: 0.00  
 Farm Acres: 0.00  
 Open Space Acres: 0.00  
 Total Acres: 2.77



&lt;&lt; Prev Picture

1 of 4

Next Picture &gt;&gt;

GIS Map &amp; Address Information

Will County Treasurer's Tax Information

View Local Taxing Bodies

## Assessment Information

Year	Assess Level	Land Unimproved/Farm	Land Improved	Building Other/Farm	Building	Total	Market Value	Instant Date	Instant Amount
2022	SA/E	0	432,505	0	480,658	913,163	2,739,763		0
2022	TWP	0	432,505	0	480,658	913,163	2,739,763		0
2021	BOR	0	432,505	0	480,658	913,163	2,739,763		0
2020	BOR	0	432,505	0	480,658	913,163	2,739,763		0

## Sale Information

Sale Date	Sale Amount	Document Number
09/01/2006	7,300,000	2006148185

## Building Information

\*\* Building information is submitted periodically from the LOCKPORT TOWNSHIP Assessor; therefore, the building information listed may not be accurate or the most current. \*\*

Style: STRIP CENTER  
 Year Built: 2005  
 Total Sq. Ft: 25,607  
 Basement:  
 Garage:

Bathrooms:  
 Central Air: YES  
 Fireplace:  
 Porch:  
 Attic:

\*\* For the most comprehensive building characteristics and relevant information, please contact the LOCKPORT TOWNSHIP Assessor. \*\*

## Legal Description

LOT 2 IN CRESTLAKE COMMERCIAL SUB, BEING A SUB OF PRT OF THE NW1/4 OF SEC 20, T36N-R10E.



(#3) Motion by Commissioner Carroll, seconded by Commissioner Deserio, to close the public hearing on (V-23-1-1-1).

On roll call, the vote was:

AYES: Commissioner Carroll, Deserio, Peterson, Plettau, Slabozeski, Stanton, Chairman Thomas.

NAYES: None.

ABSENT: None.

There being seven (7) affirmative votes, the MOTION CARRIED.

The public hearing was closed at 7:44 p.m.

Chairman Thomas asked for a motion to approve or deny a recommendation to the City Council on (V-23-1-1-1) request of Robert Bannon 2411 Durness for a setback variance from the allowed 10' to 6" off the west property line for the construction of a shed pending the location of the easement and drainage.

(#4) Motion by Commissioner Deserio, seconded by Commissioner Slabozeski, to recommend to the City Council the approval of the request of Robert Bannon 2411 Durness for a setback variance from the allowed 10' to 6" off the west property line for the construction of a shed pending the location of the easement and drainage.

On roll call, the vote was:

AYES: Commissioner Deserio, Slabozeski, Stanton, Carroll, Peterson, Plettau, Chairman Thomas.

NAYES: None.

ABSENT: None.

There being seven (7) affirmative votes, the MOTION CARRIED.

Chairman Thomas informed the petitioner that the Plan Commission is a recommendation body only. The City Council will hear their case at their next meeting unless further information is required prior to the City Council meeting.

Chairman Thomas asked for a motion to open the public hearing on case #V-23-1-1-1. The necessary paperwork was in order.

(#5) Motion by Commissioner Plettau, seconded by Commissioner Peterson, to open a public hearing on V-23-2-1-2.

On roll call, the vote was:

AYES: Commissioner Plettau, Peterson, Deserio, Carroll, Stanton, Slabozeski, Chairman Thomas.

NAYES: None.

ABSENT: None.

There being seven (7) affirmative votes, the MOTION CARRIED.

The public hearing was opened at 7:47 p.m.

Chairman Thomas presented a request (V-23-2-1-2) request of Brown's Chicken for a variance for an electronic message on a monument sign that is 6" larger than what is available on the road sign at 16111 Weber Road. Planner Rigoni informed the Commission that the representative who was scheduled to appear tonight was ill and could not be in attendance. She explained that a setback



variance was granted for this location in 2017. Because the signage was approved with a variance, any changes would have to come back for approval if any changes are requested. This request would add an addition sign to the bottom of the monument sign and would overhang the brick face by 6". Also, per the ordinance that was updated in 2018, landscaping is now required. The petitioner had no problem complying with the updated ordinance. Commissioner Carroll asked how close the sign would be to the ground. Planner thought that it would be 3'. Chairman Thomas questioned signage that was located further to the south. Discussion followed on the landscaping.

Chairman Thomas asked for comments and questions from the audience. There were none.

Chairman Thomas asked for a motion to close the public hearing on (V-23-2-1-2).

(#6) Motion by Commissioner Carroll, seconded by Commissioner Plettau, to close the public hearing on (V-23-1-1-1).

On roll call, the vote was:

AYES: Commissioner Carroll, Plettau, Slabozeski, Stanton, Deserio, Peterson, Chairman Thomas.

NAYES: None.

ABSENT: None.

There being seven (7) affirmative votes, the MOTION CARRIED.

The public hearing was closed at 7:52 p.m.

Chairman Thomas asked for a motion to approve or deny a recommendation to the City Council on (V-23-2-1-2) request of Brown's Chicken for a variance for a sign that is 6" larger than what is available on the road sign at 16111 Weber Road and to include landscaping in the plan.

(#7) Motion by Commissioner Plettau, seconded by Commissioner Peterson, to recommend to the City Council the approval of (V-23-2-1-2) request of Brown's Chicken for a variance for a sign that is 6" larger than what is available on the road sign at 16111 Weber Road and to include landscaping in the plan.

On roll call, the vote was:

AYES: Commissioner Plettau, Peterson, Deserio, Carroll, Stanton Slabozeski, Chairman Thomas.

NAYES: None.

ABSENT: None.

There being seven (7) affirmative votes, the MOTION CARRIED.

PUBLIC COMMENTS: There was no one wishing to address the Commission.

Chairman Thomas gave a brief speech congratulating Administration Clerk Laurie Thrasher on her upcoming retirement after 34 year with the City and as secretary to the Plan Commission. Administration Clerk Thrasher gave a brief speech. She introduced Administration Clerk Samantha Tilley, Deputy City Clerk Karen Kozierka and City Clerk Christine Vershay-Hall who were attendance at the meeting. Commissioner Carroll gave a brief speech.

There being no further business before the Commission a motion for adjournment was in order.





## City Council Agenda Memo

Crest Hill, IL

**Meeting Date:** 2/13/2023  
**Submitter:** Mark Siefert, Director of Public Works  
**Department:** Public Works  
**Agenda Item:** City Center interior building signage discussion

### Summary:

Over the course of the past year staff has been working with Warehouse Direct and Takeform, to design, develop and implement a plan for interior building signage. Takeform is a nationwide signage company who has done thousands of buildings across the country. Building signage can be broken down into three categories: informational/directional, designation/office and regulatory. Each of these categories will play a different but pivotal role in the operations of the new City Center.

Three types of building materials will be utilized for this design based on councils' approval. The first sign material would be a heavy-duty plastic that will have raised numbers and letters, second would be vinyl to be placed on windows and doors, and lastly brushed aluminum would be utilized for the informational/decorative signage. The signs shown below and in the attached renderings are samples with generic wording for representative purposes only. Once the design is approved, the appropriate wording specific to our building will be designed into the signs.

### Signage Design



Most of the signage will have this design on the top of them which matches both the “swoosh” at the top of the city logo, but also matches the design of the entryway signs chosen by Council. Also, most of the signage will have interchangeable inserts to utilize the same signs for years to come.



## Informational/Directional Signage:

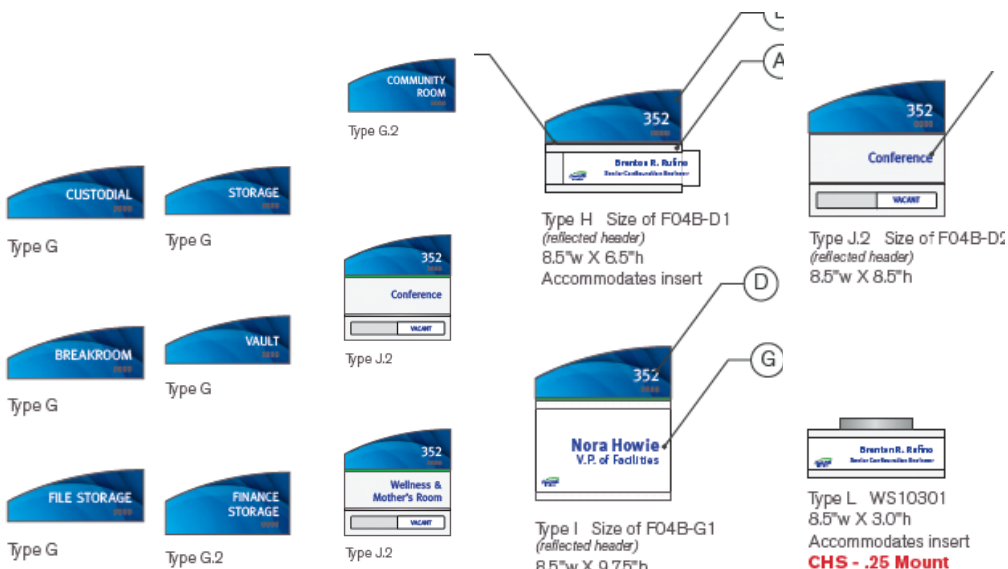


Signs like the above samples will be placed in common areas to direct the general public to certain areas of the building as well as direct them where they need to go to find specific rooms/items.

Locations include:

- Main Foyer
- Council Chamber Foyer
- Police Department Foyer

## Designation/Office/Conference Room Signage



The sample signs above will be located on the walls outside of the associated rooms. These signs will follow the same design of the city entryway signs and following the logo "swoosh". These



are just some of the signs that will be put up in City Center. The seven Type G signs will just name the room and will also have brail under the word. Rooms that can be utilized will have a sliding vacant/occupied indicator slot. Some of these rooms include the conference rooms and the wellness room. Offices will have the same swoosh and will include the room number. The interchangeable portion of the office signs will have the employee's name and title. The six conference rooms are indicated below.

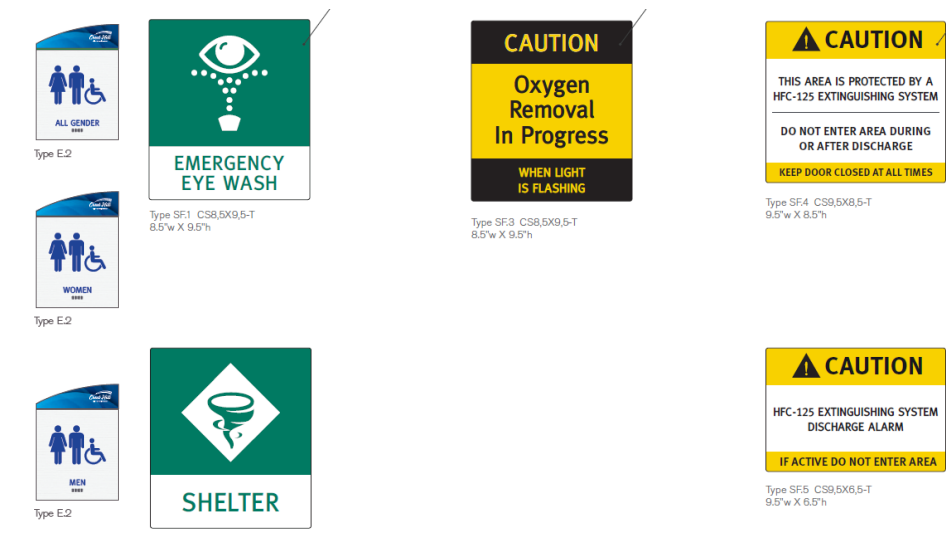
- Executive Conference Room
- Police Conference Room
- Police Squad Room
- Administration Conference Room
- Building Department Conference Room
- Public Meeting Room

The cubicles will also have name plates with interchangeable inserts. These will not have the top portion as it was determined they would not be able to be secured properly with them on there.

Locations include:

- Outside of all offices
- Outside of conference rooms
- Outside of misc./ rooms
- Mounted on all cubicles.

### Regulatory Signage



These signs are required by one of multiple regulatory agencies to meet life safety requirements. The attached signage plan has been approved by the Lockport Township Fire Department, along with our insurance carrier. The Fire Department will review and approve the building evacuation plan and the associated signage that directs people where to exit the building.



### Sign Locations:

- Stairwells
- IT Rooms
- Bathrooms

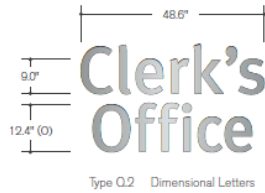
### Vinyl Door Signs



The above samples are white vinyl adhesive letters that will be placed at multiple locations throughout the City Center. The sign on the left showing business hours will be placed on the main entryway doors of the city hall, police, and council chamber wings of the building. The other two will be placed on the glass windows of the doors in the police department. These images make it appear as though these windows will be frosted, but that is not the case. The window coloring shown is used to offset the white lettering to make them easier to see.



## Foyer Signs



Similar to the current City Hall, staff felt it would be beneficial to have signs over the customer service windows so when residents walk in, they know which department is at each window. These signs would be made of a silver acrylic with standoffs to give it dimension. The Council Chamber sign would go above the double doors in the foyer of the Council Chambers. Even though it is evident that beyond the double doors are the council chambers, this sign will give it a cleaner and more finished look. Other style options include vinyl decal and acrylic panel with imprinted letters.

## Council Chamber Signs





The above sign would be centered on the large blue wall behind the dais. This sign would consist of brushed aluminum with standoffs for each letter and the two swooshes. The sign is currently slated to be 4' wide and 2' tall. The area where this sign is slated to be mounted is lit with a bright ceiling light fixture in such a way that the wall is "washed" in light so it should allow the aluminum to glow and give off a shine.

This is one example of a sign behind the dais. The size, style and color can be changed to meet council's décor preference. Other styles include acrylic lettering instead of brushed aluminum, flat mounted letters instead of offset letters, vinyl decal, or a flat mounted or offset acrylic panel with the logo imprinted on it.

Attached is a sample design for nameplates on the dais. This sample is like the current dais nameplates placed on top of the dais. Another option would involve a sign backing adhered to the dais in front of each seat with a slot to slide in interchangeable nameplates.

### **Summary**

Staff has worked with Warehouse Direct and Takeform to bring Council designs and recommendations for the signage around the entirety of the City Center. The sign types have been vetted with the Police Department and Fire Department for emergency situations. To save money, the signs will be installed by public works instead of the sign company. These signs were budgeted as part of the first set of contingency funds approved by the City Council.

Cristy Strain from Warehouse Direct will attend the work session to present samples and answer questions.

### **Recommended Council Action:**

Staff recommends that Council look at and vet the above signs and give staff direction to begin ordering the signs.

### **Financial Impact:**

**Funding Source:** General Fund

**Budgeted Amount:** \$50,000

**Cost:** \$34,950

**Attachments:** Price quote, renderings, sample signs



# WAREHOUSE DIRECT®

## OFFICE INTERIORS

2001 Mt. Prospect Rd  
Des Plaines, IL 60016  
Customer Number:

Jim Marino

Bill To:

Jim Marino  
City Administrator  
City of Crest Hill  
20690 City Center Blvd.  
Crest Hill, IL 60403  
815-741-5124  
jmarino@cityofcresthill.com

Jim Marino

Ship To:

Jim Marino  
City Administrator  
City of Crest Hill  
20690 City Center Blvd.  
Crest Hill, IL 60403  
815-741-5124  
jmarino@cityofcresthill.com

## QUOTATION

Item 4.

Date: 2/8/2023

Quote Number:

Pricing valid for 30 days.

Sales Rep: Rick Schackle

Specialist: Cristy Strain  
847-354-5433  
cstrain@warehousedirect.com  
847-956-5869

#	Item number	Description	Qty	Sell	Ext Sell
1	-	TAKEFORM SIGNAGE PER ITEMIZED PDF	1	\$33,650.00	\$33,650.00
2	-	FREIGHT	1	\$1,300.00	\$1,300.00
3	-	T&M INSTALLATION TO BE BILLED HOURLY	1	\$0.00	\$0.00

QUOTE# 18124

**\$34,950.00**

Accepted By: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

Date: \_\_\_\_\_  
PO: \_\_\_\_\_

Installation is available from Warehouse Direct.

Terms: 50% deposit via EFT or check, 50% net 30 days via EFT or check.

This is a confidential proposal for use by the intended client. Unauthorized distribution is prohibited.  
All pricing is valid for a maximum of **30 days** from the date of the quotation unless otherwise indicated  
the body of the proposal.

Please review this document carefully as once signed it is a contract of agreement to purchase as  
specified. **All products in this quotation are custom and manufactured to order and consequently  
NON-RETURNABLE. Ownership of said products transfers to our client upon Warehouse Direct receiving final  
payment.**

All orders are FOB factory. Please confirm your freight costs with your sales representative.



**takeform**

11601 Maple Ridge Rd, Medina, NY, 14103  
P 800.528.1398 F 585.798.8889  
www.takeform.net

## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
09.15.22AKB updt option 2  
11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type P  
01.18.23MM updt L, add L,a, Q  
02.07.23MM updt L,a, Q

**NOT**  
Production  
Ready

Scale: 1 1/2" = 1'

**Fusion™ | 04**  
Reflected

**Notes:**  
Sign copy shown is for sample purposes only

**Window Backer if required:**  
▪ Fusion w/o Backer: To match Face

### Product Approval

☐ As Is ☐ As Noted  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

Rendering 1 of 11



Type A6 - Size of F04F-ABB-1  
(reflected header)  
22"w X 42.25"h  
Accommodates insert  
Example Map Graphic Shown

### BLK

#### Face Finish

☐ (A) Formica **949 SP** White Sculpted

#### Insert

☐ (C) Media: White Polyester;  
Font: Meta Pro Bold, Normal  
**Map Graphic TBD**

#### Metal Accent

☐ (E) Natural

#### Direct Print Face

☐ (B) .080NG .187White;  
Artwork: /Crest Hill City Center  
/Imaging/Artwork/201428  
/GettyImages-1169595240.eps

#### Painted Acrylic Accent

☐ (D) .25" Clear/Clear Acrylic  
Painted **Green TBD**

#### Direct Print Logo

☐ (F) Use Artwork on RND  
Color: White





# takeform

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## Rendering

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Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
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 01.18.23MM updt L, add L<sub>a</sub>, Q  
 02.07.23MM updt L<sub>a</sub>, Q

**NOT**  
Production  
Ready

Scale: 1 1/2" = 1'

# Fusion™ 04

Reflected

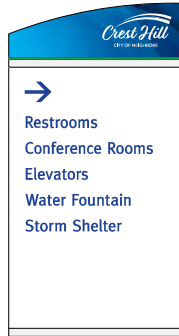
**Notes:**  
Sign copy shown is for sample purposes only

**Window Backer if required:**  
 ■ Fusion w/o Backer: To match Face

### Product Approval

☐ As Is ☐ As Noted  
 Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Rendering 2 of 11



Type B Size of F04C-W1  
(reflected header)  
11.0"w X 21.5"h  
Accommodates insert



Type D Size of F04B-R1  
(reflected header)  
8.5"w X 18.25"h  
Accommodates insert



Type E Size of F04B-BB-K2  
(reflected header)  
8.5"w X 12.0"h



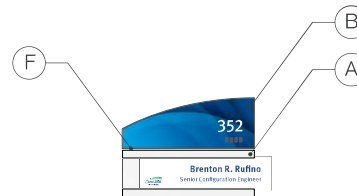
Type E.2 Size of F04B-BB-K2  
(reflected header)  
8.5"w X 12.0"h



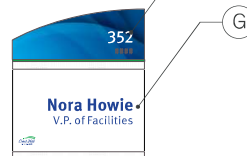
Type G.2 Size of F04B1-BH  
(reflected)  
8.5"w X 4.25"h



Type G.3 F04B2-BH  
8.5"w X 5.25"h



Type H Size of F04B-D1  
(reflected header)  
8.5"w X 6.5"h  
Accommodates insert



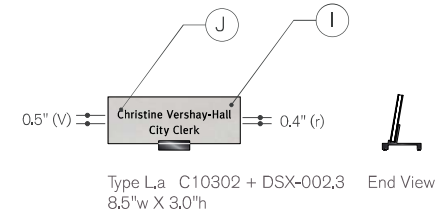
Type I Size of F04B-G1  
(reflected header)  
8.5"w X 9.75"h  
Accommodates insert



Type J.2 Size of F04B-D2S  
(reflected header)  
8.5"w X 8.5"h



Type L WS10301  
8.5"w X 3.0"h  
Accommodates insert  
**CHS - .25 Mount**



Type L.a C10302 + DSX-002.3  
8.5"w X 3.0"h

### BLK

**Face Finish**  
☐ (A) Formica **949 SP** White Sculpted

**Direct Print Face**  
☒ (B) .080NG, 187White;  
 Artwork: /Crest Hill City Center  
 /Imaging/Artwork/201428  
 /GettyImages-1169595240.eps

**Raised Copy**  
☒ (C) **Blue TBD**  
 Font: Meta (ADA)

**Raised Copy**  
☐ (D) **CO104** White  
 Font: Meta (ADA)

**Insert**  
☒ (E) Media: White Polyester;  
 Font: Meta Pro Bold, Normal  
 Graphics/Copy Color: **Green, Blue TBD**  
 Logo: Use on Rendering (colors TBD)

**Painted Acrylic Accent**  
☒ (F) .25" Clear/Clear Acrylic  
 Painted **Green TBD**

**Direct Print Copy**  
☒ (G) **Blue TBD**  
 Font: Meta (ADA)

**Direct Print Logo**  
☐ (H) Use Artwork on RND  
 Colors: White

**Face Finish**  
☒ (I) **LP106** Silver Wings

**Raised Copy**  
☒ (J) **CO101** Black  
 Font: Meta (ADA)



**takeform**

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**P** 800.528.1398 **F** 585.798.8889  
 www.takeform.net

## Rendering

Project:  
 Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
 CRE00047\_201428\_RND\_rev7

Design Review By:

Revisions:  
 05.13.22MM updt options 4 & 5  
 09.15.22AKB updt option 2  
 11.16.22MM rmv options, add signs  
 12.12.22JJ rmv options, update all type P  
 01.18.23MM updt L, add L,a, Q  
 02.07.23MM updt L,a, Q

**NOT**  
 Production  
 Ready

Scale: 3" = 1'

**Fusion™ | 04**  
 Reflected

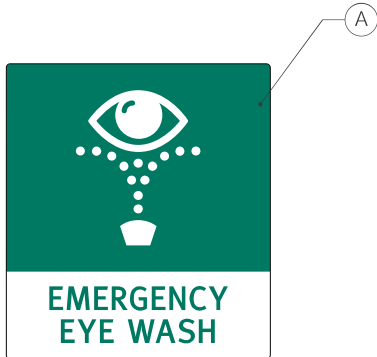
**Notes:**  
 Sign copy shown is for sample purposes only

**Window Backer if required:**  
 • Fusion w/o Backer: To match Face

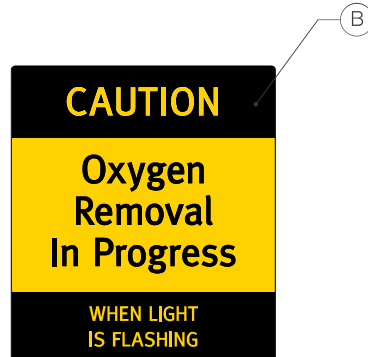
### Product Approval

☐ As Is ☐ As Noted  
 Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

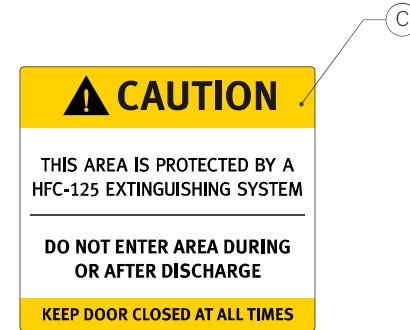
Rendering 3 of 11



Type SF.1 CS8,5X9,5-T  
 8,5"w X 9,5"h



Type SF.3 CS8,5X9,5-T  
 8,5"w X 9,5"h



Type SF.4 CS9,5X8,5-T  
 9,5"w X 8,5"h



Type SF.2 CS8,5X9,5-T  
 8,5"w X 9,5"h



Type SF.5 CS9,5X6,5-T  
 9,5"w X 6,5"h

ACM



(A) White, Safety Green 335;  
 Font: Meta (ADA)

ACM



(C) Black, White, Safety Yellow 109;  
 Font: Meta (Book, Bold)

ACM



(B) Black, Safety Yellow 109;  
 Font: Meta (ADA)



# takeform

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## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
 05.13.22MM updt options 4 & 5  
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 11.16.22MM rmv options, add signs  
 12.12.22JJ rmv options, update all type P  
 01.18.23MM updt L, add L,a, Q  
 02.07.23MM updt L,a, Q

Scale: 1/2" = 1'

# Ethos

LETTERS & LOGOS

- Notes:
- Client to verify mounting method
  - Logos are subject to modification based on final fabrication method.

### Product Approval

☐ As Is ☐ As Noted  
 Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Rendering 4 of 11

87.2"

9.0" (n)  
12.0" (D)

# Building Department

A

Type Q.1 Dimensional Letters

16.0"

12.0" (B)  
9.0"

# Utility Billing

Type Q.4 Dimensional Letters

48.6"

9.0"  
12.4" (O)

# Clerk's Office

Type Q.2 Dimensional Letters

133.0"

12.4" (C)  
9.0" (n)

# Council Chambers

Type Q.6 Dimensional Letters

89.2"

12.0" (P)  
9.0" (r)

# Park District

Type Q.3 Dimensional Letters

### Painted Acrylic (Clear/Clear)



Thickness: .25"  
 Finish on Face & Edges: **CO601** Satin Silver  
 Font: Meta Pro Book  
 Mounting: Stud with .25" Stand-Offs



**takeform**

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www.takeform.net

## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
09.15.22AKB updt option 2  
11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type P  
01.18.23MM updt L, add L,a, Q  
02.07.23MM updt L,a, Q

Scale: 3" = 1'

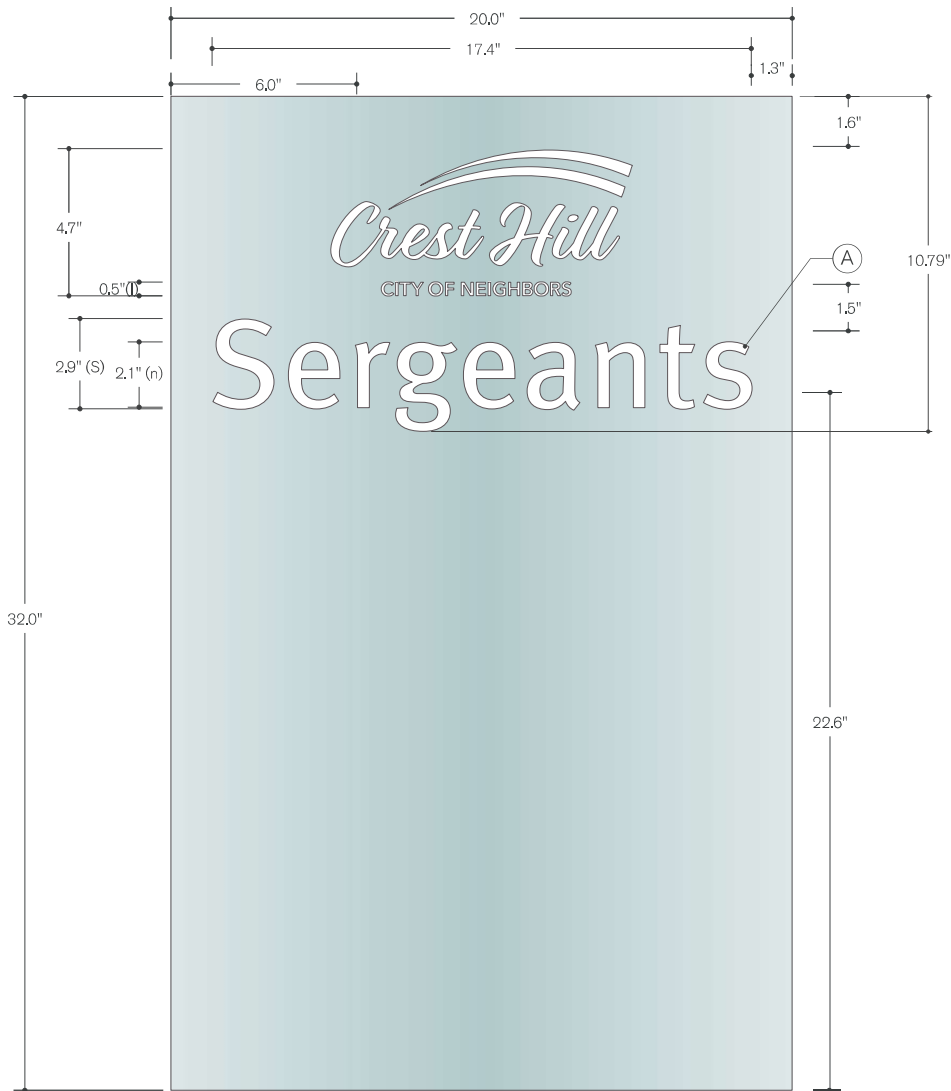
**Ethos**  
LETTERS & LOGOS

Notes:  
Logos are subject to modification  
based on final fabrication method.

### Product Approval

☐ As Is ☐ As Noted  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

Rendering 5 of 11



Type P.1 Vinyl  
Overall Size 17,36"w x 9,06"h

#### Vinyl



A

Finish: Matte White  
Font: Meta (Bold, Book)  
Logo: Use on RND  
Cut: Reverse



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## Rendering

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Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
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11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type P  
01.18.23MM updt L, add L,a, Q  
02.07.23MM updt L,a, Q

Scale: 3" = 1'

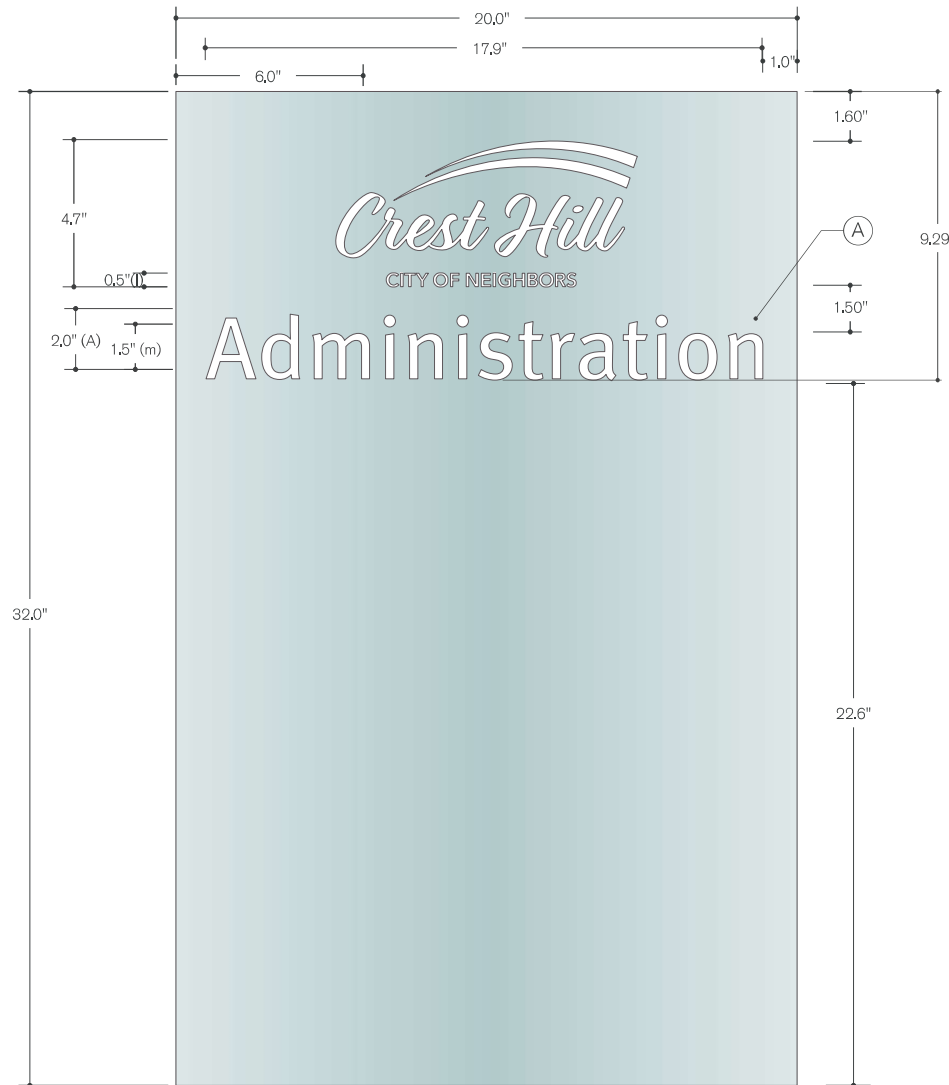
**Ethos**  
LETTERS & LOGOS

Notes:  
Logos are subject to modification  
based on final fabrication method.

### Product Approval

☐ As Is ☐ As Noted  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

Rendering 6 of 11



Type P2 Vinyl  
Overall Size 17,93"w x 7,71"h

### Vinyl

☐ **A** Finish: Matte White  
Font: Meta (Bold, Book)  
Logo: Use on RND  
Cut: Reverse



**takeform**

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P 800.528.1398 F 585.798.8889  
www.takeform.net

## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
09.15.22AKB updt option 2  
11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type P  
01.18.23MM updt L, add L,a, Q  
02.07.23MM updt L,a, Q

Scale: 3" = 1'

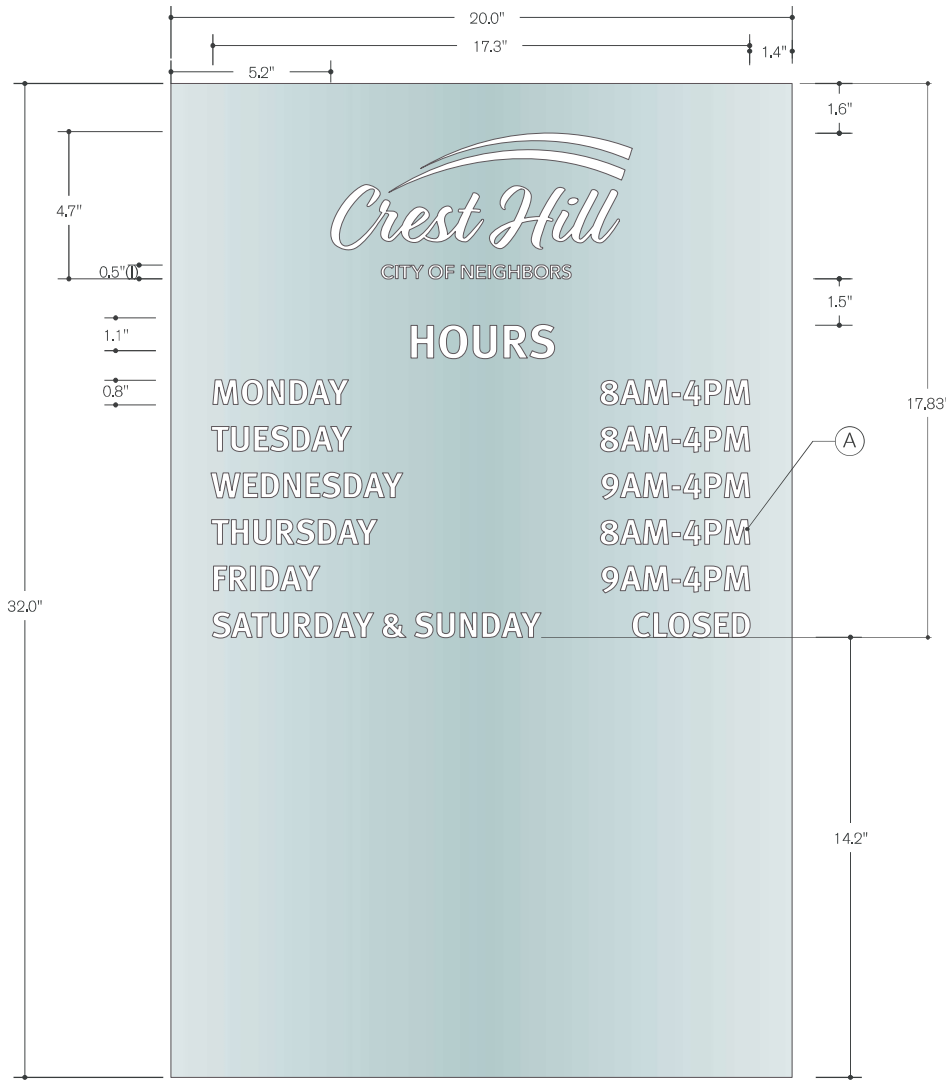
**Ethos**  
LETTERS & LOGOS

Notes:  
Logos are subject to modification based on final fabrication method.

### Product Approval

☐ As Is ☐ As Noted  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

Rendering 7 of 11



Type P3 Vinyl  
Overall Size 17.36"w x 16.25"h

#### Vinyl



A

Finish: Matte White  
Font: Meta (Bold, Book)  
Logo: Use on RND  
Cut: Reverse



11601 Maple Ridge Rd, Medina, NY, 14103  
**P** 800.528.1398 **F** 585.798.8889  
[www.takeform.net](http://www.takeform.net)

## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
09.15.22AKB updt option 2  
11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type F  
01.18.23MM updt L, add L<sub>a</sub>, Q  
02.07.23MM updt L<sub>a</sub>, Q

Scale: 3" = 1'

**Ethos**  
LETTERS & LOGOS

Notes:

- Logos are subject to modification based on final fabrication method.

## Product Approval

☐ As Is      ☐ As Noted

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Rendering 8 of 11



Type P.4 Vinyl  
Overall Size 16.97"w x 8.34"h

## Vinyl



A Finish: Matte White  
Font: Meta (Bold, Book)  
Logo: Use on RND  
Cut: Reverse



## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
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11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type P  
01.18.23MM updt L, add L,a, Q  
02.07.23MM updt L,a, Q

Scale: 1 1/2" = 1'

**Ethos**  
LETTERS & LOGOS

Notes:  
▪ Logos are subject to modification based on final fabrication method.

### Product Approval

☐ As Is ☐ As Noted  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_


Rendering 9 of 11



Type Q  
Dimensional Logo

**Client Note:** Logo has been modified for fabrication (small curve removed)

#### Solid Aluminum

  Thickness: .25"  
Finish: Brushed and Clear Coated  
Brush Direction: Horizontal  
Logo: Use on RND  
Mounting: Stud Flush



**takeform**

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 www.takeform.net

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Filename:  
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Design Review By:

Revisions:  
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 12.12.22JJ rmv options, update all type P  
 01.18.23MM updt L, add L,a, Q  
 02.07.23MM updt L,a, Q

**NOT**  
 Production  
 Ready

Scale: 1 1/2" = 1'

**Fusion™ | 04**  
 Reflected

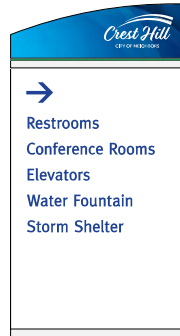
**Notes:**  
 Sign copy shown is for sample purposes only

**Window Backer if required:**  
 • Fusion w/o Backer: To match Face

### Product Approval

☐ As Is ☐ As Noted  
 Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Rendering 10 of 11



Type B



Type B



Type E.2



Type E.2



Type E.2



Type G



Type G



Type G



Type G



Type G



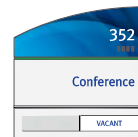
Type G



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Type J.2



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Type L  
 Updatable Insert

## EXAMPLE SIGNAGE



## Counts

Type	Description	Space Available	Qty
Crest Hill City Center - 201428			
D	Evacuation Plan		2
E	Stair ID		4
E.2	Restroom ID		10
E.2a	Restroom ID, extended		2
G	Medium Room ID (1 line of copy)		22
G.2	Medium Room ID (2 lines of copy)		9
G.3	Medium Room ID (3 lines of copy)		2
H	Medium Room ID with insert		27
I	Large Room ID with insert		14
J.2	Medium Room ID with slider		13
L	Workstation ID with insert		27
L.a	Room Name ID		25
P.1	Vinyl		1
P.2	Vinyl		1
P.3	Vinyl		3
P.4	Vinyl		2
Q.1	Dimensional Letters		1
Q.2	Dimensional Letters		1
Q.3	Dimensional Letters		1
Q.4	Dimensional Letters		1
Q.6	Dimensional Letters		1
SF.1	Safety Sign		1
SF.2	Safety Sign		4
SF.3	Safety Sign		2
SF.4	Safety Sign		2
SF.5	Safety Sign		2

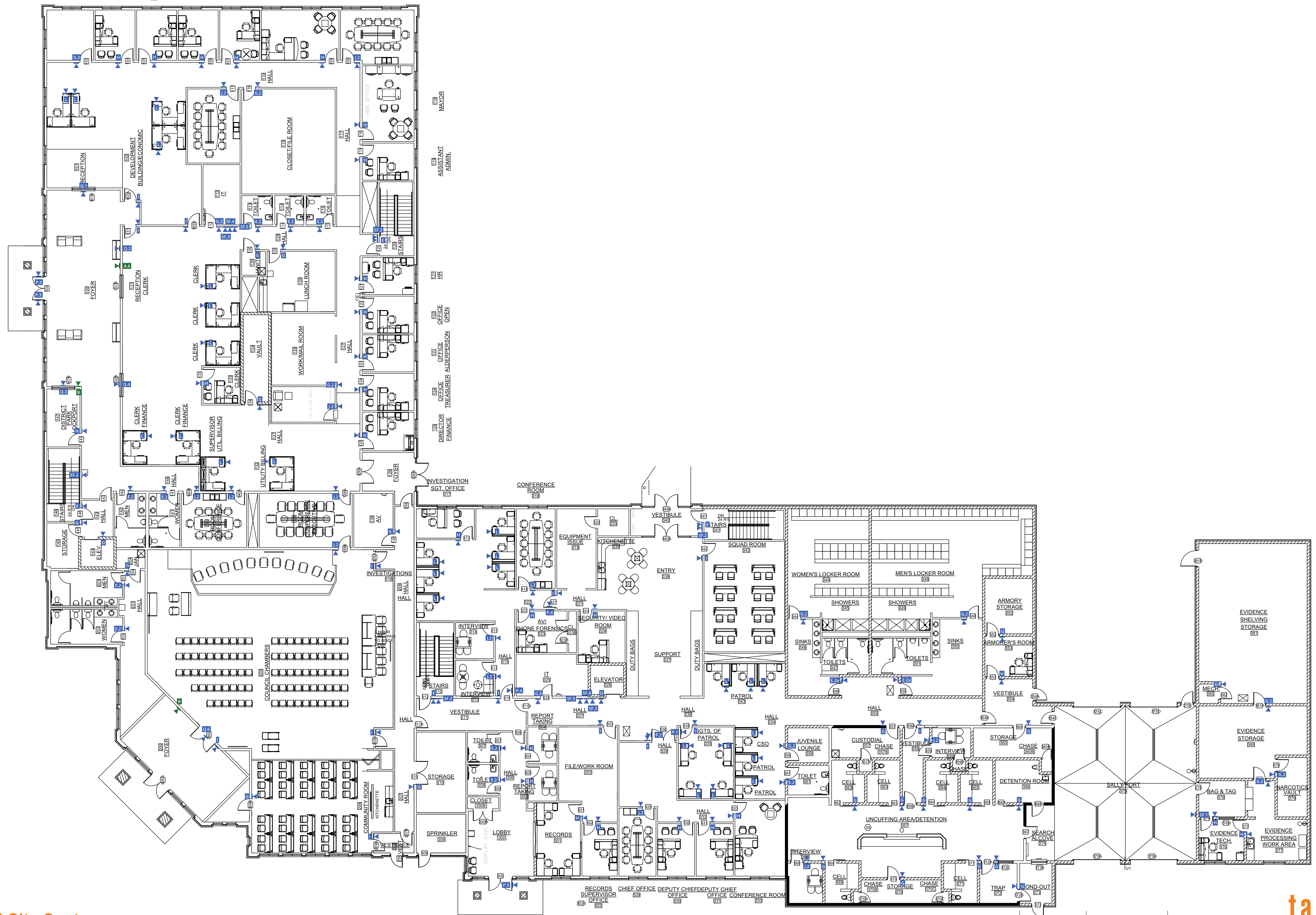


# Counts

Type	Description	Space Available	Qty
A.6	Directory		1
B	Directional		2

Subtotal: 183







Valerie Johnston

---

*Senior Response Analyst*

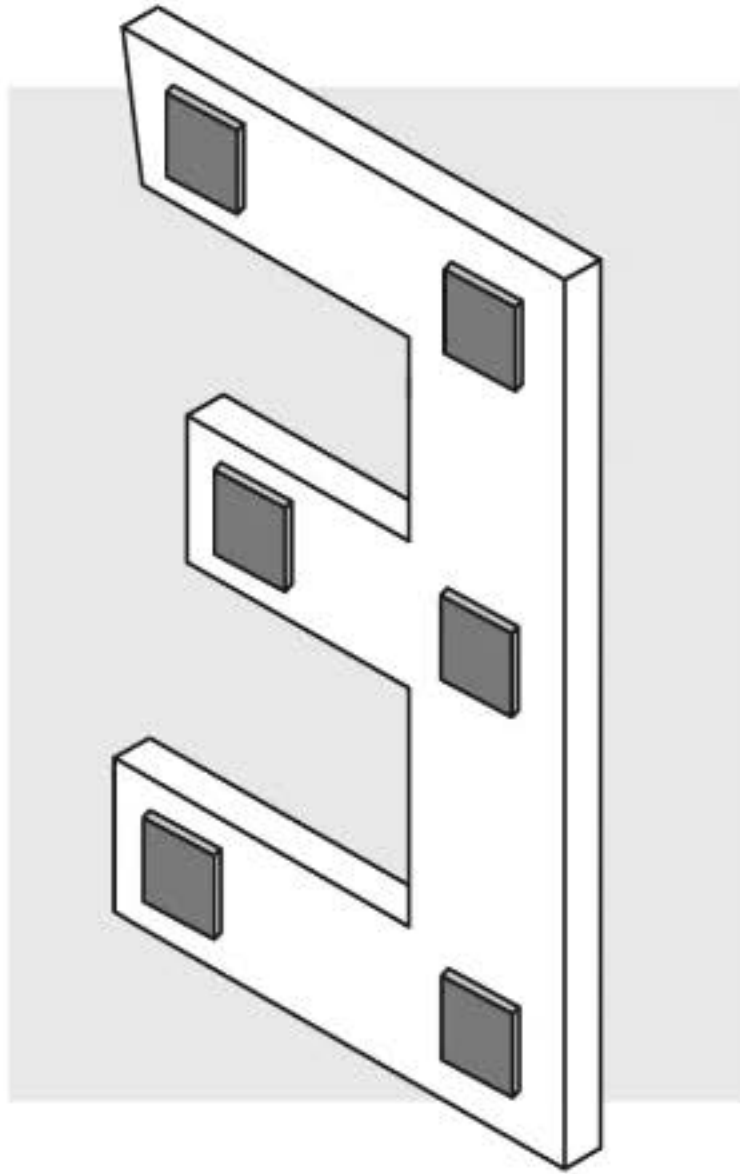


Forefront

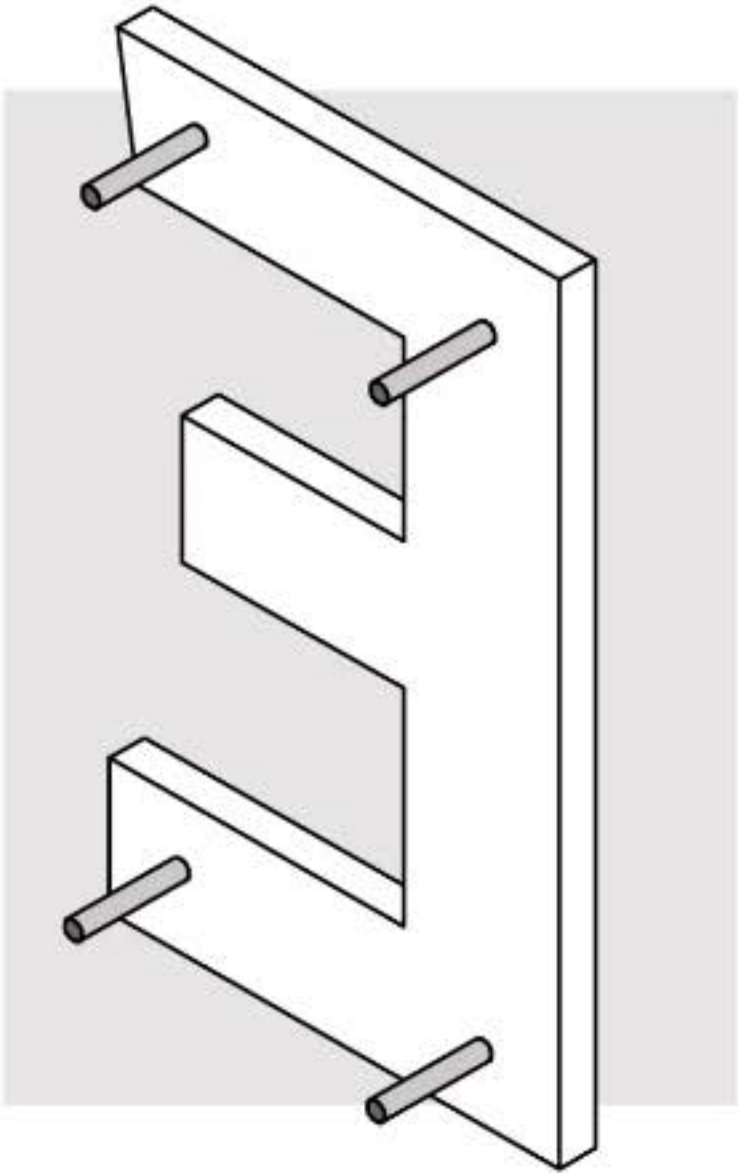




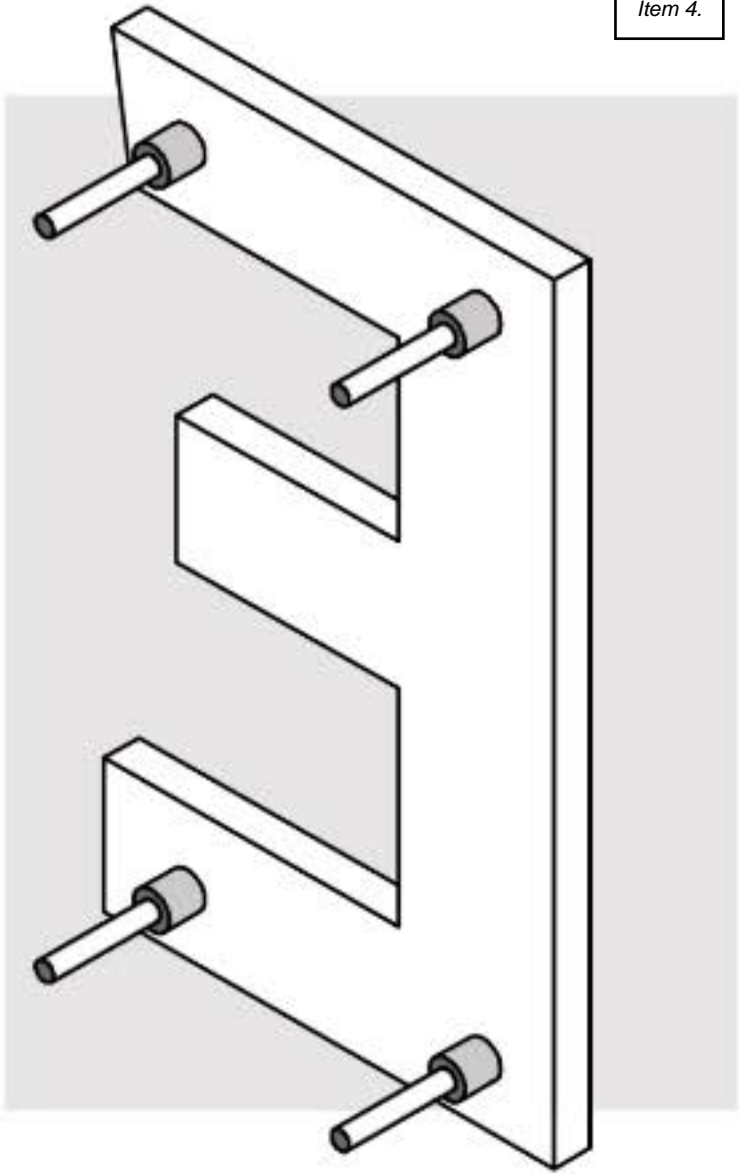




Tape Flush



Stud Flush



Stud with Stand-Offs



WELCOME TO  
BELLEVUE  
PUBLIC LIBRARY





## Agenda Memo

Crest Hill, IL

**Meeting Date:** February 13, 2023  
**Submitter:** Jim Marino, City Administrator  
**Department:** Administration  
**Agenda Item:** Terminate Mechanical Concepts Contract

**Summary:** The company that installed the air conditioning and heating (HVAC) system, Mechanical Concepts, has not responded to calls to complete their work at the city center building. In addition, their subcontractors are contacting us because they have not been paid by Mechanical Concepts. We believe the company has gone out of business.

I asked Mike Stiff to review our contract with Mechanical Concepts and their performance bond. Pursuant to the terms of the performance bond, we need to declare a default and terminate the contract in order to have another contractor complete the unfinished work.

The city uses Kirwan Mechanical to maintain the HVAC systems in our existing facilities. Kirwan was asked to provide a quote to complete the unfinished work by Mechanical Concepts. In addition, Kirwan was asked to recommend a new HVAC automation and control system to replace the residential grade thermostats currently in place. The current system is operated by individual Ecobee thermostats that are not integrated to adjust heating and air conditioning needs throughout the building.

If the city council votes to terminate the contract, we will file a claim with the insurance company and see if they are amenable to having Kirwan complete the HVAC work.

**Recommended Council Action:** Direct the city attorney to prepare the necessary documents to terminate the city's contract with Mechanical Concepts for city council consideration at the February 21 meeting.

**Financial Impact:** N/A

**Funding Source:**

**Budgeted Amount:**

**Cost:**

**Attachments:** N/A





## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	February 13, 2023
<b>Submitter:</b>	Jim Marino, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Approve a Change Order with Harbour Contractors

**Summary:** On July 5, 2022, the city council approved the attached change order with Harbour Contractors for construction management services to complete construction of the city center building. This change order covered construction management through January 2023. Construction has not been completed due to various factors including supply chain delays, unanticipated retrofitting and new construction work, and the final course of asphalt delayed due to a union strike and poor weather. As a result, the agreement with Harbour needs to be extended so they can complete construction.

The cost for these services in the change order approved last year was \$277,480. Due to the work delays mentioned above and reducing the number of individuals managing the construction, Harbour has been paid \$70,588.67 less than the approved change order amount.

Construction is now expected to be completed by the end of May. The amount that we have not yet paid Harbour can cover Harbour's management services through May 31, 2023. Thus, their work can be completed within the previously approved change order amount of \$277,480. A change order to extend the agreement with Harbour needs to be approved.

**Recommended Council Action:** Approve a change order with Harbour Contractors to extend their construction management services through May 31, 2023.

### Financial Impact:

**Funding Source:** General Fund Balance

**Budgeted Amount:** \$277,480

**Cost:** \$0.00

**Attachments:** Change order



**CREST HILL CITY CENTER**CHANGER ORDER REQUEST  
COR-2 - EXTENSION

February 9, 2023

Jim Marino  
City of Crest Hill  
1610 Plainfield Road  
Crest Hill, IL 60403

RE: Change Order Request COR-2 for Construction Management Services Extension

Mr. Jim Marino:

As per our discussions and your request, hereafter please find our Change Order Request (COR) No. 2 for Extending our Construction Management Services per our Original / Existing Contract, COR-1 and Work Authorization No. 3 for the City Center project.

Prior, we had anticipated some delay in our previous COR-1 which covered our work through January 2023 on a Time and Material (T&M) Basis. That said, due to unforeseeable delays and / or other reasons we anticipate the project will now run through May 2023 for Construction and Closeout procedures.

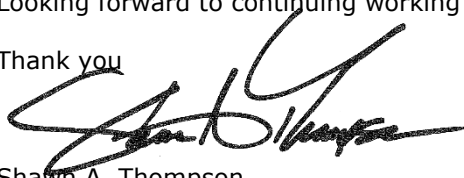
Currently, there is approximately \$70,588.67 remaining on our current contract that we feel will allow for us to extend our services through May 2023 as mentioned above continuing on a (T&M) Basis.

Take note that this would mean that this COR-2 will Extend Our Services through May 2023 or Until the Remaining Funds have been depleted. At which time any remaining funds not utilized during the course of the project per the T&M Structure shall be credited in full back to the City of Crest Hill.

Should you have any questions and / or concerns please contact me.

Looking forward to continuing working together on this project.

Thank you



Shawn A. Thompson  
Project Manager  
Harbour Contractors, Inc.  
P. 331.201.3484  
E. sthompson@harbour-cm.com





# Harbour Contractors, Inc.

Item 6.

23830 W. Main St.  
Plainfield, IL 60544  
Main: 815-254-5500 Fax: 815-254-5505

## CHANGE ORDER REQUEST

To: **Raymond Soliman**  
**City of Crest Hill**  
**1610 Plainfield Road**  
**Crest Hill, IL 60403**

COR Number: **2**

Date:

Project: **01-2115**  
**City of Crest Hill - Professional Services**

Phone Number:

Fax Number:

Project Manager: **Shawn Thompson**

***Harbour Contractors, Inc. hereby submits the cost of work for:***

**Extension of Professional Services**

Per the Original Contract, COR-1 and Work Authorization No. 3 Harbour Contractors, Inc. has been requested to continue with Construction Management Services for Construction of the Crest Hill City Center Project. This will continue all the current services being provided under said Contract, COR and Work Authorization.

This is being figured to Extend from February 1, 2023 to May 31, 2023 including the Standard Closeout Period of the Project or Until the Existing Remaining Funds of \$70,588.67 have been depleted. This increases the duration by approximately 120 Calendar Days.

We have based our figures on the current averages based on the Time and Material in place agreement and will bill each Month based on the Actual Materials and Hours accrued per month. At the end of the project any funds not utilized per the agreed Time and Material Billing will be credited back to the Owner in full.

Cost Of Work:

**0.00**

## **SCHEDULE IMPLICATION - 120 DAY(S)**

This request for change order shall be valid for a total of five (5) days from the Issue Date listed above. Any requests of extended time for consideration of this proposal beyond the time allotted above will be subject to review and adjustment of monetary and schedule issues listed in this Change Order Request. No documented response within the time period allowed above will be cause to void this proposal.

This proposal has been reviewed by Harbour Contractors, Inc. and appears to be a fair and reasonable proposal.

Requested By: **Harbour Contractors, Inc.**

Approved By: **City of Crest Hill**

By: \_\_\_\_\_  
**Shawn Thompson**

By: \_\_\_\_\_  
**Raymond Soliman**

Date:

Date: \_\_\_\_\_

Project: 01-2115

COR Number: **2**



June 22, 2022

Jim Marino  
City of Crest Hill  
1610 Plainfield Road  
Crest Hill, IL 60403

RE: Change Order Request COR-1 for Construction Management Services Extension

Mr. Jim Marino:

As per our discussions and your request, hereafter please find our Change Order Request (COR) No. 1 for Extending our Construction Management Services per our Original / Existing Contract and Work Authorization No. 3 for the City Center project.

Originally, we discussed to plan and figure our services to run slightly further than anticipated to ensure we would be covered if delays occurred that are unforeseeable. With that, we figured that our services would need to run through January 2023 to ensure we are covered through the construction and closeout procedures for the project.

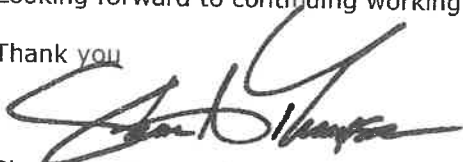
Take note that our billing will still be on a Time and Material (T&M) Basis until whenever the project is completed or should Crest Hill determine our services are no longer required. At which time any remaining funds not utilized during the course of the project per the T&M structure will be credited in full back to the City of Crest Hill.

We feel that the amount we have figured will be more than adequate to meet the needs of Crest Hill and the City Center project.

Should you have any questions and / or concerns please contact me.

Looking forward to continuing working together on this project.

Thank you



Shawn A. Thompson  
Project Manager  
Harbour Contractors, Inc.  
P. 331.201.3484  
E. sthompson@harbour-cm.com





# Harbour Contractors, Inc.

Item 6.

23830 W. Main St.  
Plainfield, IL 60544  
Main: 815-254-5500 Fax: 815-254-5505

## CHANGE ORDER REQUEST

To: Raymond Soliman  
City of Crest Hill  
1610 Plainfield Road  
Crest Hill, IL 60403

COR Number: 1  
Date:

Project: 01-2115  
City of Crest Hill - Professional Service

Phone Number:  
Fax Number:

Project Manager: Shawn Thompson

**Harbour Contractors, Inc. hereby submits the cost of work for:**  
Extension of Professional Services

Per the Original Contract along with Work Authorization No. 3 Harbour has been requested to continue with Construction Management Services for Construction of the Crest Hill City Center Project. This will continue all the current services being provided under said Contract and Work Authorization.

This is being figured to Extend from July 2022 to January 2023 including the Standard Closeout Period of the Project. This increases the duration by approximately 214 Calendar Days.

We have based our figures on the current averages based on the Time and Material in place agreement and will bill each Month based on the Actual Materials and Hours accrued per month. At the end of the project any funds not utilized per the agreed Time and Material Billing will be credited back to the Owner in full.

Cost Of Work: 277,480.00

## **SCHEDULE IMPLICATION - 214 DAY(S)**

This request for change order shall be valid for a total of five (5) days from the Issue Date listed above. Any requests of extended time for consideration of this proposal beyond the time allotted above will be subject to review and adjustment of monetary and schedule issues listed in this Change Order Request. No documented response within the time period allowed above will be cause to void this proposal.

This proposal has been reviewed by Harbour Contractors, Inc. and appears to be a fair and reasonable proposal.

Requested By: Harbour Contractors, Inc.

By:

Shawn Thompson

Approved By: City of Crest Hill

By:

Raymond Soliman

Date:

Date:

7-6-22

Project: 01-2115

COR Number:

1

99

Page 1 of 1





## Agenda Memo

Crest Hill, IL

**Meeting Date:** February 13, 2023

**Submitter:** Jim Marino, City Administrator

**Department:** Administration

**Agenda Item:** Approve City Center Change Orders

**Summary:** At the October 17, 2022 city council meeting, the council approved a supplement to the 2022-2023 fiscal year appropriations ordinance in the amount of \$750,000 for additional construction work and increased costs for the city center building. Harbour Contractors has prepared the attached change orders for this work that now require approval.

It is my understanding that councilmembers want to approve all future work and purchases before work commences and purchases are ordered. Work currently underway will continue but no new work or purchases will be initiated until council approval. Bear in mind that completion of construction will be delayed if all work and purchases must be approved before work is initiated or purchases are made.

Change orders needing approval are listed below. These four change orders that can be eliminated or scaled back: repainting the city hall foyer wall, installing non-slip stair treads in the stairwells, site visits by the architect and new file cabinets in the building department.

The change order with CCI Flooring is a credit because sealing the concrete floor in the basement is not required at this time since the basement will not be utilized. It can be sealed in the future if the basement is used for activities or other purposes.

The work for four change orders were already completed or is in process, as noted.

**Recommended Council Action:** Approve the following change orders:

- Change order with CCI Flooring in the amount of (\$7,950.00)
- Change order with Cosgrove Construction in the amount of \$3,891.00      Completed
- Change order with Cosgrove Construction in the amount of \$6,200.00
- Change order with Cosgrove Construction in the amount of \$7,250.00
- Change order with Cosgrove Construction in the amount of \$3,500.00
- Change order with Cosgrove Construction in the amount of \$33,491.00      Completed
- Change order with D Kersey in the amount of \$2,745.00



- Change order with Low Voltage Solutions in the amount of \$0.00
- Change order with Low Voltage Solutions in the amount of \$5,042.50
- Change order with Low Voltage Solutions in the amount of \$3,450.00
- Change order with Low Voltage Solutions in the amount of \$3,285.00
- Change order with Low Voltage Solutions in the amount of \$10,473.00      Completed
  
- Change order with Michael Hutchings in the amount of \$7,640.00      In Process
  
- Change order with NuVeterans Construction Services in the amount of \$35,600.00
  
- Change order with Omega Plumbing in the amount of \$3,836.00
  
- Change order with Superior Labor Solutions in the amount of \$2,750.00
  
- Change order with Techlife in the amount of \$9,475.00
- Change order with Techlife in the amount of \$14,885.00
  
- Change order with Timm Electric in the amount of \$2,890.00
  
- Change order with United Architects in the amount of \$7,500.00
  
- Change order with Weathershield in the amount of \$1,765.00
  
- Change order with Warehouse Direct in the amount of \$6,315.00
- Change order with Warehouse Direct in the amount of \$34,950.00

**Financial Impact:**

**Funding Source:** General Fund Balance

**Budgeted Amount:** \$750,000

**Cost:** \$197,458.50

**Attachments:** Change orders



CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 2/8/2023  
**Project:** Crest Hill City Center

**Contractor:** CCI Flooring, Inc.

**Change Order #:** 3

**Description:**

Eliminate Sealer on Concrete Floor in Basement Areas

\* Credit to Not Apply Concrete Sealer on Concrete Floor Slab in the Basement Areas (i.e. City and Police Department) due to Future Flooring Plans.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 67,000.00
<b>Previous Change Orders:</b>	<u>\$ 40,993.24</u>
<b>Contract Total Prior to this CO:</b>	\$ 107,993.24
<b>New Change Order Amount:</b>	\$ (7,950.00)
<b>New Contract Amount:</b>	<u><u>\$ 100,043.24</u></u>

**Approved:**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shawn Thompson - Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sub-Contractor

\_\_\_\_\_  
Date



**Thompson, Shawn**

---

**From:** Thompson, Shawn  
**Sent:** Monday, February 6, 2023 1:07 PM  
**To:** Jim Marino (jmarino@cityofcresthill.com)  
**Subject:** FW: Sealer and Epoxy CO's: 01-2115 Crest Hill City Center

**Follow Up Flag:** Follow up  
**Due By:** Wednesday, February 8, 2023 6:00 AM  
**Flag Status:** Flagged

Jim:

Pricing for the Basement Flooring in email string below.

Considering the future of the basement is unknown it would be our recommendation to either 1) Seal as planned or 2) Do Not Seal due to future flooring.

Let me know how you want to proceed so we can provide a Change Order if necessary for the 13<sup>th</sup>.

Thank you

**Shawn Thompson** | Project Manager

**Harbour Contractors, Inc.**

• Fax: (815)254-5505 • Cell: (331)201-3484  
 email. [sthompson@harbour-cm.com](mailto:sthompson@harbour-cm.com)

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**From:** Nathan Davis <nate@ccifloors.com>  
**Sent:** Thursday, January 26, 2023 2:09 PM  
**To:** Thompson, Shawn <sthompson@harbour-cm.com>  
**Cc:** Colin Obrien <colin@ccifloors.com>  
**Subject:** Re: Sealer and Epoxy CO's: 01-2115 Crest Hill City Center

Shawn see below in bold

1. Do Not Do Any Sealer in either the Basement ( **Credit labor \$5,492.16 Credit Materials \$2,457.84**  
**Grand total Credit (\$7,950.00)**

***Nathan Davis***  
***CCI Flooring Inc.***



CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 1/27/2023  
**Project:** Crest Hill City Center  
**Contractor:** Cosgrove Construction, Inc.  
**Change Order #:** 15

**Description:**

Miscellaneous Wall Patching and Finishing throughout:  
\* Miscellaneous Wall Patching at Modified Locations for Other Trade Work including, but not limited to, ADA Operator Control Access, Card Reader Access, Misc. Electrical access, etc.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 2,157,950.00
<b>Previous Change Orders:</b>	<u>\$ 469,909.75</u>
<b>Contract Total Prior to this CO:</b>	\$ 2,627,859.75
<b>New Change Order Amount:</b>	\$ 3,891.00
<b>New Contract Amount:</b>	<u><u>\$ 2,631,750.75</u></u>

**Approved:**

\_\_\_\_\_  
Administrator Date

\_\_\_\_\_  
Shawn Thompson - Project Manager Date

\_\_\_\_\_  
Sub-Contractor Date



**CITY OF CREST HILL  
CITY CENTER**

## Change Order

**Date:** 2/8/2023  
**Project:** Crest Hill City Center  
**Contractor:** Cosgrove Construction, Inc.  
**Change Order #:** 17

**Description:**

Various Items as requested by Crest Hill for the following:

- \* Door 380: Install Added WiFi Lock
- \* Door 356: Modify Existing Door to Receive Vision Kit and Install Kit (Supplied by Others)
- \* Door 000: Exchange Hardware for Electric Strike Hardware
- \* Room 101: Install (3) Base Cabinets (Supplied by Others)
- \* Exterior Gate Operators: Install Relay's to Work with Card Access System
- \* Room 100: Frame-Out Under Window Units (Typical of 3) as required for ADA Code including Primer Paint Only to Receive Wall Finishes by Others.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$	2,157,950.00
<b>Previous Change Orders:</b>	\$	<u>507,291.75</u>
<b>Contract Total Prior to this CO:</b>	\$	2,665,241.75
<b>New Change Order Amount:</b>	\$	6,200.00
<b>New Contract Amount:</b>	\$	<u><u>2,671,441.75</u></u>

**Approved:**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shawn Thompson - Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sub-Contractor

\_\_\_\_\_  
Date



# Cosgrove Construction Inc

20654 Amherst Court • Joliet, IL • 60433 • (815) 774-0036 • Fax (815) 774-9860

## Proposal

Date: February 8 2023

Submitted to: Harbour Contractors

Attn: Shawn Thompson

Job Name: Crest Hill City Hill

**DESCRIPTION**

**Cosgrove Construction Inc. proposes to furnish carpentry as described below.**

<b><u>ADDED WORK:</u></b>		
Install 1- more WiFi lock- door 380	\$250	
• Door 356, modify to accept new vision kit, install glass	\$300	
• Basement door 000, swap out hardware, labor	\$250	
• Room 101, install 3- new base cabinets	\$300	
• Add 2- relays for alarm system for exterior fencing L&M	\$1,500	
• Windows 131B, 147B & reception 100 build out walls Under windows: framing, drywall, taping 6'x40"x9" wide Paint new walls and touch up adjacent walls L&M	\$3,600	
Acceptance of proposal:		
Date of acceptance:		
Price good for 60- days, after June 1 labor/material prices may increase...		

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Cosgrove Construction Inc. employees are fully covered by Workmen's compensation Insurance.

Authorized

**Note: This Proposal may be withdrawn**



CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 2/8/2023  
**Project:** Crest Hill City Center  
**Contractor:** Cosgrove Construction, Inc.  
**Change Order #:** 18

**Description:**

## Final Painting Touch Up Allowance

\* Painting Allowance of \$7,250.00 to Cover Any Final Touch Up throughout the Facility Caused by Construction or Other Work as well as Punch-List Items.

Note: Any Allowance Not Used will be Credited Back to Client.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 2,157,950.00
<b>Previous Change Orders:</b>	<u>\$ 513,491.75</u>
<b>Contract Total Prior to this CO:</b>	\$ 2,671,441.75
<b>New Change Order Amount:</b>	\$ 7,250.00
<b>New Contract Amount:</b>	<u><u>\$ 2,678,691.75</u></u>

**Approved:**\_\_\_\_\_  
Administrator\_\_\_\_\_  
Date\_\_\_\_\_  
Shawn Thompson - Project Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Sub-Contractor\_\_\_\_\_  
Date



# Cosgrove Construction Inc

20654 Amherst Court • Joliet, IL • 60433 • (815) 774-0036 • Fax (815) 774-9860

## Proposal

Date: February 8 2023

Submitted to: Harbour Contractors

Attn: Shawn Thompson

Job Name: Crest Hill City Hill

**DESCRIPTION**

**Cosgrove Construction Inc. proposes to furnish carpentry as described below.**

<b>ADDED WORK:</b>	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
PAINT OPTION: Hit every room in building and touch up After all trades are out	\$7,250
Acceptance of proposal:	
Date of acceptance:	
Price good for 60- days, after June 1 labor/material prices may increase...	

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Cosgrove Construction Inc. employees are fully covered by Workmen's compensation Insurance.

Authorized

**Note:** This Proposal may be withdrawn



CITY OF CREST HILL  
CITY CENTER**Change Order**

**Date:** 2/8/2023  
**Project:** Crest Hill City Center  
**Contractor:** Cosgrove Construction, Inc.  
**Change Order #:** 19

**Description:**

Room 100 Foyer / Lobby Repaint Accent Wall

\* Repaint Entire North Walls Only to New Color Selected by Council.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 2,157,950.00
<b>Previous Change Orders:</b>	<u>\$ 520,741.75</u>
<b>Contract Total Prior to this CO:</b>	\$ 2,678,691.75
<b>New Change Order Amount:</b>	\$ 3,500.00
<b>New Contract Amount:</b>	<u><u>\$ 2,682,191.75</u></u>

**Approved:**\_\_\_\_\_  
Administrator\_\_\_\_\_  
Date\_\_\_\_\_  
Shawn Thompson - Project Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Sub-Contractor\_\_\_\_\_  
Date



# Cosgrove Construction Inc

20654 Amherst Court • Joliet, IL • 60433 • (815) 774-0036 • Fax (815) 774-9860

## Proposal

Date: February 8 2023  
 Submitted to: Harbour Contractors  
 Attn: Shawn Thompson  
 Job Name: Crest Hill City Hill

### DESCRIPTION

Cosgrove Construction Inc. proposes to furnish carpentry as described below.

<b>ADDED WORK:</b>	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
• Rm. 100 lobby/foyer, L&M for entire color change	\$3,500
[REDACTED]	
[REDACTED]	
Paint new wains and touch up adjacent wains	\$2,000
[REDACTED]	
Acceptance of proposal:	
Date of acceptance:	
Price good for 60- days, after June 1 labor/material prices may increase...	

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Cosgrove Construction Inc. employees are fully covered by Workmen's compensation Insurance.

Authorized

Note: This Proposal may be withdrawn



CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 2/6/2023  
**Project:** Crest Hill City Center  
**Contractor:** Cosgrove Construction, Inc.  
**Change Order #:** 16

**Description:**

Various Repaint and Added Painting Throuhgout Entire Facility:  
 \* Various Repaint and / or Added Painting throughout the Entire Facility for Drywall Patches,  
 Masonry Patches, Scuffs or Damages, Misc. Metals, Etc.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 2,157,950.00
<b>Previous Change Orders:</b>	<u>\$ 473,800.75</u>
<b>Contract Total Prior to this CO:</b>	\$ 2,631,750.75
<b>New Change Order Amount:</b>	\$ 33,491.00
<b>New Contract Amount:</b>	<u><u>\$ 2,665,241.75</u></u>

**Approved:**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shawn Thompson - Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sub-Contractor

\_\_\_\_\_  
Date



# ADDITIONAL WORK AUTHORIZATION

## COSGROVE CONSTRUCTION INC.

20654 Amherst Ct.  
JOLIET, IL 60433  
(815) 774-0036 Fax (815) 774-9860

Item 7.

11199

CUSTOMER NAME <i>Hickborn</i>		PHONE	DATE <i>Dec 9 - 2022</i>
STREET <i>Same</i>		JOB NAME <i>Cresthill City Hall</i>	JOB NUMBER
CITY	STATE	JOB ADDRESS <i>20701 Patrick</i>	
EXISTING CONTRACT NO.		CITY <i>Cresthill</i>	STATE <i>IL</i>

DESCRIPTION

*1st Finish Coat walls Room # 300, 306, 310, 206,  
Patches Primed 334,*

*Finish Coat Patches Room # 206, 310, 342, 327,  
333, 340*

*Spray Black dryfall To Ceiling Basement Workshop Room*

### LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
<i>PAINTER</i>	<i>M. Perizzi</i>				<del>8</del>	<i>8</i>	<del>8</del>	<i>8</i>	<i>128</i>	<i>1,024</i>
	<i>Sanford</i>				<del>8</del>	<i>8</i>		<i>8</i>	<i>128</i>	<i>1,024</i>
	<i>P. STEVENS</i>				<del>8</del>	<i>8</i>		<i>8</i>	<i>128</i>	<i>1,024</i>

LABOR TOTAL *3,072*

### MATERIAL/EQUIPMENT

ITEM	QUANTITY	UNIT PRICE	TOTAL
<i>20 gal Black dryfall</i>	<i>20 Gal</i>	<i>15</i>	<i>300</i>
<i>5 gal 200 Eggshell 7071</i>	<i>5 Gal</i>	<i>22</i>	<i>110</i>
<i>3 gal 200 Eggshell 0023</i>	<i>3 Gal</i>	<i>22</i>	<i>66</i>

TOTAL MATERIAL/EQUIPMENT *476*

TOTAL LABOR *3,072*

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK *\$3,548*

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date \_\_\_\_\_ Authorizing Signature \_\_\_\_\_ (OWNER SIGNS HERE)

Approved By *[Signature]* Date \_\_\_\_\_ (CONTRACTOR SIGNS HERE)

Print Name *Shane Roney*

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



# ADDITIONAL WORK AUTHORIZATION

Item 7.

**COSGROVE CONSTRUCTION INC.**  
20654 Amherst Ct.  
JOLIET, IL 60433  
(815) 774-0036 Fax (815) 774-9860

11200

CUSTOMER NAME <u>HABOUR CONST</u>		PHONE	DATE <u>Dec 12-2022</u>
STREET <u>San</u>		JOB NAME <u>Cresthill City Hall</u>	JOB NUMBER
CITY	STATE	JOB ADDRESS <u>20701 Patrick Dr</u>	
EXISTING CONTRACT NO.		CITY <u>Cresthill</u>	STATE <u>IL</u>

DESCRIPTION

1) PAINT 2 COATS TO NORTH & SOUTH walls WIEGHT ROOM in Basement

2) Potty Caulk & Sand Add 1x3 @ Top of Lockers in Rooms 344 & 348 Apply 1st Coat of Finish To Same Trim & Ceiling Patch in Room 348

3) Finish Paint Lobby & hall 300 & 306

4) SPOT 1st Finish & Finish Patches in Room 338 & 318

LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
PAINTERS	P. STEVENS	8							128	1,024
	J. SANFORD	8							128	1,024
	M. PITRIZZI	8							128	1,024

LABOR TOTAL 3,072

MATERIAL/EQUIPMENT

ITEM	QUANTITY	UNIT PRICE	TOTAL
3 gal 200 Low gloss	SW 7021	22	66
5 gal 200 Low gloss	SW 7073	22	110
3 Tubes Caulk		10	30
1 qt Potty		15	15
2 gal Patch Semi SW 0023		28	56
1 gal 200 Low gloss SW 7665		22	22

TOTAL MATERIAL/EQUIPMENT

TOTAL LABOR

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK

22 299  
3,072  
3,371

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date \_\_\_\_\_ Authorizing Signature \_\_\_\_\_ (OWNER SIGNS HERE)

Approved By [Signature] Date \_\_\_\_\_ (CONTRACTOR SIGNS HERE)

Print Name Steven Pugh

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



# ADDITIONAL WORK AUTHORIZATION

Item 7.

## COSGROVE CONSTRUCTION INC.

20654 Amherst Ct.  
JOLIET, IL 60433  
(815) 774-0036 Fax (815) 774-9860

11201

CUSTOMER NAME <u>Harbour</u>	PHONE	DATE <u>Dec-13</u>	<u>2022</u>
STREET	JOB NAME <u>Cresthill City Hall</u>	JOB NUMBER	
CITY <u>San</u> STATE	JOB ADDRESS <u>20701 Patrick dr</u>		
EXISTING CONTRACT NO.	CITY <u>Cresthill</u>	STATE <u>IL</u>	

### DESCRIPTION

Apply 1st Finish + 2nd Finish To Patches + Add drywall  
Room # 348, 344, 381, 379 @ Vent 375 @ Call Buttons  
367. New Conduit EMT Caulk @ Counter Tops  
Finish Paint 2 coats East + West walls @ Basement  
Weight Room  
2 coats Finish To Room 208  
Spot Prime drywall Patches @ Rooms 109, 108, 107, 106, 105, 104  
103 + 132

### LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
Painters ↓	P. STEVENS		8						128	1,024
	M. Pitrizzi		8						128	1,024
	J. Sanford		8						128	1,024

LABOR TOTAL 3.072

### MATERIAL/EQUIPMENT

ITEM	QUANTITY	UNIT PRICE	TOTAL
6 gal 200 Low Gloss	6 gal	22	132
Procat Semi 0023	3 gal	22	66
200 Low Gloss Sur 0023	4 gal	22	88
200 Latex Primer	5 gal	20	100

TOTAL MATERIAL/EQUIPMENT 386

TOTAL LABOR 3.072

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK 3,458

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date \_\_\_\_\_ Authorizing Signature \_\_\_\_\_ (OWNER SIGNS HERE)

Approved By [Signature] Date \_\_\_\_\_ (CONTRACTOR SIGNS HERE)

Print Name [Signature]

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



# ADDITIONAL WORK AUTHORIZATION

Item 7.

## COSGROVE CONSTRUCTION INC.

20654 Amherst Ct.  
JOLIET, IL 60433  
(815) 774-0036 Fax (815) 774-9860

11203

CUSTOMER NAME <u>Harbowa</u>		PHONE	DATE <u>Dec -14-2022</u>
STREET <u>Sam</u>		JOB NAME <u>Cresthill City hall</u>	JOB NUMBER
CITY	STATE	JOB ADDRESS <u>20201 Patrick</u>	
EXISTING CONTRACT NO.		CITY <u>Cresthill</u>	STATE <u>IL</u>

DESCRIPTION

1) Prime & PAINT Two COATS TO Ceilings Rm #352, 361  
 2) Patch spot, Prime & Paint To Holes in ceilings From moved  
 Hangers & Electric Senses Rm # 381, 380  
 3) Spot Patches with First Finish Rm # 126, 125, 124,  
 122, 121, 119, 118, 109, 108, 107, 106, 105, 104, 103, 100, 148  
 & 209  
 Finish PAINT Same Patches 125, 124, 121, 118 & 108

### LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
Painters	P. STEVENS			8					128	1,024
	M. Petrizzi			8					128	1,024

LABOR TOTAL 2,048

### MATERIAL/EQUIPMENT

ITEM	QUANTITY	UNIT PRICE	TOTAL
200 Prime	2 gal	20	40
200 Low gloss	4 gal	22	88
Ch b	3 gal	22	66

TOTAL MATERIAL/EQUIPMENT 194

TOTAL LABOR 2,048

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK 2,242

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date \_\_\_\_\_ Authorizing Signature \_\_\_\_\_  
(OWNER SIGNS HERE)

Approved By Steve P... Date \_\_\_\_\_  
(CONTRACTOR SIGNS HERE)

Print Name Steve P...

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



# ADDITIONAL WORK AUTHORIZATION

Item 7.

## COSGROVE CONSTRUCTION INC.

20654 Amherst Ct.  
JOLIET, IL 60433  
(815) 774-0036 Fax (815) 774-9860

11202

CUSTOMER NAME <u>HARBOR</u>		PHONE	DATE <u>Dec - 15 - 2022</u>
STREET <u>Same</u>		JOB NAME <u>Cresthill City Hall</u>	JOB NUMBER
CITY	STATE	JOB ADDRESS <u>20701 Patrick</u>	
EXISTING CONTRACT NO.		CITY <u>Cresthill</u>	STATE <u>IL</u>

### DESCRIPTION

- 1) PAINT Two 2 Coats To Hollow metal door frame Basement Weight Room
- 2) SPOT Prime Drywall Patches Rooms # 133, 139 120 & 205
- 3) Finish 2 Coat Paint To Patches done by other Room # 209, 103, 105, 106, 107

### LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
PAINTERS	P. STEVENS				8				128	1,024
	M. PETRIZZI				8				128	1,024

LABOR TOTAL 2.048

### MATERIAL/EQUIPMENT

ITEM	QUANTITY	UNIT PRICE	TOTAL

TOTAL MATERIAL/EQUIPMENT

TOTAL LABOR

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK 2.048

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date \_\_\_\_\_ Authorizing Signature \_\_\_\_\_ (OWNER SIGNS HERE)

Approved By Shawn Thompson Date \_\_\_\_\_ (CONTRACTOR SIGNS HERE)

Print Name Shawn Thompson

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



# ADDITIONAL WORK AUTHORIZATION

Item 7.

**COSGROVE CONSTRUCTION INC.**  
20654 Amherst Ct.  
JOLIET, IL 60433  
(815) 774-0036 Fax (815) 774-9860

11204

CUSTOMER NAME <u>Harbours</u>		PHONE	DATE <u>Dec 16-2022</u>
STREET		JOB NAME <u>Cresthill City Hall</u>	JOB NUMBER
CITY <u>Same</u>	STATE	JOB ADDRESS <u>Cresthill</u>	
EXISTING CONTRACT NO.		CITY <u>20101 PATRICK</u>	STATE <u>IL</u>

## DESCRIPTION

- 1) Apply 1<sup>ST</sup> Finish To Room 205
- 2) Finish Coat Patches AS needed To Rooms 119, 104, 109
- 3) Spot 1<sup>ST</sup> Finish Patches Hall 137, 127, 117 110  
16 Patches Spot 1<sup>ST</sup> Finish Patches Room 139

## LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
PAINTERS ✓	J. SANFORD					8			128	1,024
	M. PETRIZZI					8			128	1,024
	P. STELENS					8			128	1,024

LABOR TOTAL 3,072

## MATERIAL/EQUIPMENT

ITEM	QUANTITY	UNIT PRICE	TOTAL
200 Low Gloss	7 gal Sw 7661	22	154
200 Low Gloss	2 gal Sw 0023	22	44
200 Low Gloss	1 gal HC 154	22	22
200 Low Gloss	2 gal Sw 7665	22	44

TOTAL MATERIAL/EQUIPMENT 264

TOTAL LABOR 3,072

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK 3,336

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date 2022.12.19 Authorizing Signature [Signature] (OWNER SIGNS HERE)

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(CONTRACTOR SIGNS HERE)

Print Name \_\_\_\_\_

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



# ADDITIONAL WORK AUTHORIZATION

Item 7.

## COSGROVE CONSTRUCTION INC.

20654 Amherst Ct.  
JOLIET, IL 60433  
(815) 774-0036 Fax (815) 774-9860

11205

CUSTOMER NAME <u>Harboun</u>		PHONE	DATE <u>Dec - 19 - 2022</u>
STREET		JOB NAME <u>Cresthill City Hall</u>	JOB NUMBER
CITY	STATE	JOB ADDRESS <u>20701 Patricia</u>	
EXISTING CONTRACT NO.		CITY <u>Cresthill</u>	STATE <u>IL</u>

### DESCRIPTION

- 1) 2nd Coat walls in Room 205
- 2) Apply 1st Finish Coat To Patched & Sawed day wall To Room # 132, 131, 133 Stair 120, 146 & 341

### LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
	J. Sanford	8							128	1.024
	M. Pitrizzi	8							128	1.024
	P. STEVENS	6							128	768

LABOR TOTAL 2.816

### MATERIAL/EQUIPMENT

ITEM	QUANTITY	UNIT PRICE	TOTAL
200 Low Gloss	5 gal Sw 7661	22	110
↓	5 gal Sw 6243	22	110
	3 gal Sw 0023	<del>22</del> 22	66

TOTAL MATERIAL/EQUIPMENT 286.00

TOTAL LABOR 2816

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK 3,102

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date 2022. 12. 20

Authorizing Signature [Signature]

(OWNER SIGNS HERE)

Approved By \_\_\_\_\_

(CONTRACTOR SIGNS HERE)

Date \_\_\_\_\_

Print Name \_\_\_\_\_

118

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



# ADDITIONAL WORK AUTHORIZATION

Item 7.

## COSGROVE CONSTRUCTION INC.

20654 Amherst Ct.  
JOLIET, IL 60433

(815) 774-0036 Fax (815) 774-9860

11172

CUSTOMER NAME <u>HARBOR</u>		PHONE	DATE <u>12-20-2022</u>
STREET		JOB NAME <u>Cresthill City Hall</u>	JOB NUMBER
CITY <u>SAVANA</u>	STATE	JOB ADDRESS <u>20201 Patrick Dr</u>	
EXISTING CONTRACT NO.		CITY <u>Cresthill</u>	STATE <u>IL</u>

DESCRIPTION

PAINT WALLS STAIN 341 due to damage & Patches

2) PAINT Ceiling Room # 325

3) CAULK STAIN STRIPES TO ADJACENT WALLS AFTER IRON WORKERS ~~BE~~ WELDED FLAT IRON ON TOP STAINS 325, 120 146 & 312 PAINT 1<sup>ST</sup> COAT BLACK PAINT TO SAME STAIN 120 146 & 312

LABOR											
OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL	
	<u>J. Sanford</u>		<u>7</u>						<u>128</u>	<u>896</u>	
	<u>M. Pizzi</u>		<u>7</u>						<u>128</u>	<u>896</u>	
	<u>P. STEVENS</u>		<u>8</u>						<u>128</u>	<u>1,024</u>	

LABOR TOTAL 2816

MATERIAL/EQUIPMENT			
ITEM	QUANTITY	UNIT PRICE	TOTAL
<u>Caulk</u>	<u>12 Tubes</u>	<u>10</u>	<u>120</u>
<u>Waterbound Alkyd</u>	<u>1 gal</u>	<u>22</u>	<u>22</u>
<u>Chb</u>	<u>3 gal</u>	<u>22</u>	<u>66</u>
<u>200 Low Gloss 0023</u>	<u>5 gal</u>	<u>22</u>	<u>110</u>

TOTAL MATERIAL/EQUIPMENT 318

TOTAL LABOR 2816

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK 3,134

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date 2022.12.20 Authorizing Signature (OWNER SIGNS HERE)

Approved By \_\_\_\_\_ (CONTRACTOR SIGNS HERE) Date \_\_\_\_\_

Print Name \_\_\_\_\_



# ADDITIONAL WORK AUTHORIZATION

Item 7.

**COSGROVE CONSTRUCTION INC.**  
20654 Amherst Ct.  
JOLIET, IL 60433  
(815) 774-0036 Fax (815) 774-9860

11173

CUSTOMER NAME <u>Harbour</u>		PHONE	DATE <u>Dec-21-2022</u>
STREET		JOB NAME <u>Cresthill city hall</u>	JOB NUMBER
CITY	STATE	JOB ADDRESS <u>20701 Patrick</u>	
EXISTING CONTRACT NO.		CITY <u>Cresthill</u>	STATE <u>IL</u>

**DESCRIPTION**

- 1) Finish Touch up Patches @ Handrails Stain #120 146 due to no Backing
- 2) Finish PAINT 2nd Coat To Stain Strippers After INSTALL OF FLAT STOCK TO TOP OF Staining
- 3) PAINT Finish Coat 2nd Coat To west wall Room #310 due to Reworked dry wall @ Top of wall

**LABOR**

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
	<u>P. STEVENS</u>			<u>8</u>					<u>128</u>	<u>1,024</u>

LABOR TOTAL

**MATERIAL/EQUIPMENT**

ITEM	QUANTITY	UNIT PRICE	TOTAL
<u>Water based Alkyd Urethane</u>	<u>3 gal</u>	<u>22</u>	<u>66</u>
<u>200 Low Gloss 0023</u>	<u>1 gal</u>	<u>22</u>	<u>22</u>

TOTAL MATERIAL/EQUIPMENT 88

TOTAL LABOR 1,024

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK 1,112

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date 2022.12.21

Authorizing Signature [Signature]

(OWNER SIGNS HERE)

Approved By \_\_\_\_\_

(CONTRACTOR SIGNS HERE)

Date \_\_\_\_\_

Print Name \_\_\_\_\_

120

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



# ADDITIONAL WORK AUTHORIZATION

Item 7.

**COSGROVE CONSTRUCTION INC.**  
20654 Amherst Ct.  
JOLIET, IL 60433  
(815) 774-0036 Fax (815) 774-9860

11174

CUSTOMER NAME <u>HARBOR</u>		PHONE	DATE <u>12-22-2022</u>
STREET		JOB NAME <u>Cresthill City Hall</u>	JOB NUMBER
CITY <u>Same</u>	STATE	JOB ADDRESS <u>20701 Patrick</u>	
EXISTING CONTRACT NO.		CITY <u>Chest-hill</u>	STATE <u>IL</u>

DESCRIPTION  
Final Finish 2<sup>nd</sup> Coat To Patches in Rooms 110, 112, 127, And Paint Room # 6F drywall @ Ceiling 325 After Repair

## LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
Painter	P. STEVENS				8				128	1,024

LABOR TOTAL 1,024

## MATERIAL/EQUIPMENT

ITEM	QUANTITY	UNIT PRICE	TOTAL
Zero Low Gloss	6023 4 gal	22	88

TOTAL MATERIAL/EQUIPMENT 88

TOTAL LABOR 1,024

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK 1,112

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date 2022.12.22 Authorizing Signature [Signature] (OWNER SIGNS HERE)

Approved By \_\_\_\_\_ (CONTRACTOR SIGNS HERE) Date \_\_\_\_\_

Print Name \_\_\_\_\_

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



# ADDITIONAL WORK AUTHORIZATION

Item 7.

**COSGROVE CONSTRUCTION INC.**  
20654 Amherst Ct.  
JOLIET, IL 60433  
(815) 774-0036 Fax (815) 774-9860

11089

CUSTOMER NAME <u>Harbor</u>		PHONE	DATE <u>Dec-7-2022</u>
STREET <u>2701 Patrick Dr</u>		JOB NAME <u>City hall Cresthill</u>	JOB NUMBER
CITY <u>Cresthill</u>	STATE <u>IL</u>	JOB ADDRESS	
EXISTING CONTRACT NO.		CITY	STATE

DESCRIPTION Prep # Spot Prime Patches done by others  
To Rooms # 326, 378, 348, 344, 342, 340, 319, 317,  
321, 327, 333, 300, 207, 208, 310, 209, 126, 127, 117, 118,  
119, 121, 122, 123 & 125 339 & 338

## LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
	<u>P. STEVENS</u>			<u>8</u>					<u>128</u>	<u>1.024</u>
	<u>M. PITREZZI</u>			<u>8</u>					<u>128</u>	<u>1.024</u>

LABOR TOTAL 2.048

## MATERIAL/EQUIPMENT

ITEM	QUANTITY	UNIT PRICE	TOTAL
<u>Seal Pro block</u>	<u>5 gal</u>	<del>22</del>	<del>110</del>
<u>Prime</u>		<u>22</u>	<u>110</u>

TOTAL MATERIAL/EQUIPMENT ~~110~~

TOTAL LABOR

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK 2.158

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date \_\_\_\_\_ Authorizing Signature \_\_\_\_\_ (OWNER SIGNS HERE)

Approved By Steven Thompson (CONTRACTOR SIGNS HERE) Date \_\_\_\_\_

Print Name \_\_\_\_\_

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



# ADDITIONAL WORK AUTHORIZATION

Item 7.

**COSGROVE CONSTRUCTION INC.**  
20654 Amherst Ct.  
JOLIET, IL 60433  
(815) 774-0036 Fax (815) 774-9860

11198

CUSTOMER NAME <b>Harbor Const</b>		PHONE	DATE <b>Dec-8-2022</b>
STREET		JOB NAME <b>Cresthill City hall</b>	JOB NUMBER
CITY	STATE	JOB ADDRESS <b>20601 Patrick</b>	
EXISTING CONTRACT NO.		CITY <b>Cresthill</b>	STATE <b>IL</b>

DESCRIPTION

**Prep Ceiling for black day Fall Paint  
Remove drywall & Block fill Block walls in  
Basement weight Room**

**Spot 1st Finish AND finish 2 coat Patches done by  
Others Room # 319, 317 & 316 Spot 1st Finish Rooms  
342, 340**

## LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
<b>Painters</b> ↓	<b>J. SANFORD</b>				<b>8</b>				<b>128</b>	<b>1,024</b>
	<b>P. STEVENS</b>				<b>6</b>				<b>128</b>	<b>768</b>
	<b>M. PIRIZZI</b>				<b>8</b>				<b>128</b>	<b>1,024</b>

LABOR TOTAL **2,816**

## MATERIAL/EQUIPMENT

ITEM	QUANTITY	UNIT PRICE	TOTAL
<b>20 gal 200 Primer</b>	<b>20 gal x 20</b>	<b>400</b>	<del>8,000</del>
<b>20 gal Block Fill</b>	<b>20 gal x 22</b>	<b>440</b>	<del>8,800</del>
<b>5 gal 200 Low Gloss</b>	<b>5 gal x 22</b>	<b>110</b>	<del>1,100</del>

TOTAL MATERIAL/EQUIPMENT **950**

TOTAL LABOR **2,816**

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK **3,766**

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date \_\_\_\_\_ Authorizing Signature \_\_\_\_\_ (OWNER SIGNS HERE)

Approved By **Shawn Thompson** (CONTRACTOR SIGNS HERE) Date \_\_\_\_\_

Print Name \_\_\_\_\_

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



# ADDITIONAL WORK AUTHORIZATION

Item 7.

## COSGROVE CONSTRUCTION INC.

20654 Amherst Ct.  
JOLIET, IL 60433  
(815) 774-0036 Fax (815) 774-9860

11135

CUSTOMER NAME <u>Harbourn</u>		PHONE	DATE <u>Jan-9-2025</u>
STREET <u>San</u>		JOB NAME <u>City hall Cresthill</u>	JOB NUMBER
CITY <u>San</u>	STATE	JOB ADDRESS <u>20701 Patrick</u>	
EXISTING CONTRACT NO.		CITY <u>Cresthill</u>	STATE <u>IL</u>

### DESCRIPTION

Patched damaged ~~drywall~~ drywall on wall damage done by others & PAINT SAME AS NEEDED Room 205, 139 & 142

Repaint Final Coat to drywall Patches Room # 143,

Move Attic Stock To Basement

### LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	T	F	S/S	HRS	RATE	TOTAL
PAINTER	P. STEVENS	8						128		1.024

LABOR TOTAL 1.024

### MATERIAL/EQUIPMENT

ITEM	QUANTITY	UNIT PRICE	TOTAL
Dura bond 45	1 bag	14	14
200 Low Gloss	2 gal	22	44
Pracat eggshell	1 gal	22	22

TOTAL MATERIAL/EQUIPMENT 80

TOTAL LABOR 1.024

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK \$1,104

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date 2023.01.09 Authorizing Signature [Signature] (OWNER SIGNS HERE)

Approved By \_\_\_\_\_ Date \_\_\_\_\_ (CONTRACTOR SIGNS HERE)

Print Name \_\_\_\_\_

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 11/28/2022  
**Project:** Crest Hill City Center

**Contractor:** D Kersey

**Change Order #:** 14

**Description:**

Police Department Requested WiFi Lock and Vision Lite  
 \* Furnish Only WiFi Lockset (matching existing) for Door Labeled 380  
 \* Furnish Only Vision Lite measuring approximate 11" x 32" for Door Labeled 356.  
 Note: Vision Lite will come Primed Ready for Paint by Others. Vision Lite to be installed by Others which will require modifying the existing Door.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$	769,380.00
<b>Previous Change Orders:</b>	\$	207,087.00
<b>Contract Total Prior to this CO:</b>	\$	976,467.00
<b>New Change Order Amount:</b>	\$	2,745.00
<b>New Contract Amount:</b>	\$	979,212.00

**Approved:**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shawn Thompson - Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sub-Contractor

\_\_\_\_\_  
Date





4130 Timberlane Drive  
Northbrook, IL 60062  
847-919-4980 Office  
847-656-5002 Fax  
info@dkersey.com

January 27, 2022

Mr. Shawn Thompson  
Harbour Contractors, Inc.  
23830 W. Main Street  
Plainfield, IL 60544

**RE: New City Center – Doors and Windows**  
**COP#19 – WiFi Lockset for Door 380 / Vision Lite for Door 356**

Dear Mr. Thompson,

Per your request to furnish and deliver F.O.B Jobsite one (1) Sargent 72 IN 120 82278 LH for opening 380, 1 National Guard L-GLF 100-SP-TB 11"X 32" – grey primer – for 9"X30" visible narrow vision lite and one (1) National Guard ½" Polycarbonate 10"X31" with GT118 glazing tape.


Anderson Lock	\$ 2,465.00
D Kersey Construction (10% OH&P)	\$ 247.00
Subtotal	\$ 2,712.00
Performance & Payment Bond (1.2%)	\$ 33.00
Total	\$ 2,745.00

Please see attached email from Anderson Lock detailing pricing and cut sheets on the National Guard Products items. If this proposal is acceptable, please indicate your acceptance in writing, so we can order material, and issue a formal change order at your earliest convenience.

Sincerely,

Brian D. Kersey



**From:** Brian Kersey [brian@dkersey.com](mailto:brian@dkersey.com)   
**Subject:** Fwd: Outstanding Items: 01-2115 Crest Hill City Center - J13535 - CREST HILL CITY HALL  
**Date:** January 27, 2023 at 9:47 AM  
**To:**

**From:** Gordon Itami <[GordonI@andersonlock.com](mailto:GordonI@andersonlock.com)>  
**Subject:** Outstanding Items: 01-2115 Crest Hill City Center - J13535 - CREST HILL CITY HALL  
**Date:** January 27, 2023 at 9:20:19 AM CST  
**To:** Brian Kersey <[brian@dkersey.com](mailto:brian@dkersey.com)>  
**Cc:** Tanya Windbiel <[TanyaW@andersonlock.com](mailto:TanyaW@andersonlock.com)>, Sue Crispin <[SueC@andersonlock.com](mailto:SueC@andersonlock.com)>

Dear Brian,

1 x Sargent 72 in 120 82278 LH for opening 380 - \$1900.00 – price includes inbound freight and delivery to site/all installation by others.

1 x National Guard L-GLF 100-SP-TB 11" x 32" – grey primer – for 9" x 30" visible narrow vision lite

1 x National Guard 1/2" Polycarbonate 10" x 31" with GT118 glazing tape

Cost - \$565.00 – price includes inbound freight and delivery to site/all installation by others.

Best Regards,

**GORDON S ITAMI**

Project Manager | [gordonI@andersonlock.com](mailto:gordonI@andersonlock.com)  
 Anderson Lock Company | [andersonlock.com](http://andersonlock.com)  
 Office: 847-885-3667 Ext. 298 | Direct: 847-375-4298

Door Division / 1590 Touhy, Elk Grove, IL 60007  
 Sales & Service / 850 E Oakton, Des Plaines, IL 60018



**ANDERSON LOCK**

*Dedicated to Door Security Since 1960*



**From:** Brian Kersey [<mailto:brian@dkersey.com>]  
**Sent:** Friday, January 27, 2023 6:37 AM  
**To:** Gordon Itami <[GordonI@andersonlock.com](mailto:GordonI@andersonlock.com)>  
**Subject:** Fwd: Outstanding Items: 01-2115 Crest Hill City Center

Hi Gordon,

Crest Hill wants a cost to add one more WiFi lockset for Door 380. Also they want to cut a vision light in door 356, which is a non-rated HM door. Can this be done without reinforcing the door? If so, we would need a light kit. If not, is there a door we can sell them, perhaps one that comes pre-glazed with security glass? It is probably going to cost them \$1k for me to have my glazer come back and glaze 1 door, so even if it is a little pricey, it may be worth it. Let me know what you think.

Thanks,

Brian

—  
 Brian Kersey  
 D Kersey Construction Co.  
 4130 Timberlane Drive  
 Northbrook, IL 60062  
 847-919-4980 - Office  
 312-919-5223 - Cell  
[www.dkersey.com](http://www.dkersey.com)  
[brian@dkersey.com](mailto:brian@dkersey.com)

Begin forwarded message:

**From:** "Thompson, Shawn" <[sthompson@harbour-cm.com](mailto:sthompson@harbour-cm.com)>  
**Subject:** RE: Outstanding Items: 01-2115 Crest Hill City Center  
**Date:** January 27, 2023 at 6:25:22 AM CST  
**To:** Brian Kersey <[brian@dkersey.com](mailto:brian@dkersey.com)>

Brian:

See my comments in **Green** below.

The PD and City have been constantly adding items and more.





# L-GLF100-SP-TB

## Thru-Bolted Lite Kit

### PRODUCT CUT SHEET

#### For 1 3/4" Thick Doors and Variable Glass Thickness 3/8" to 1 1/4"

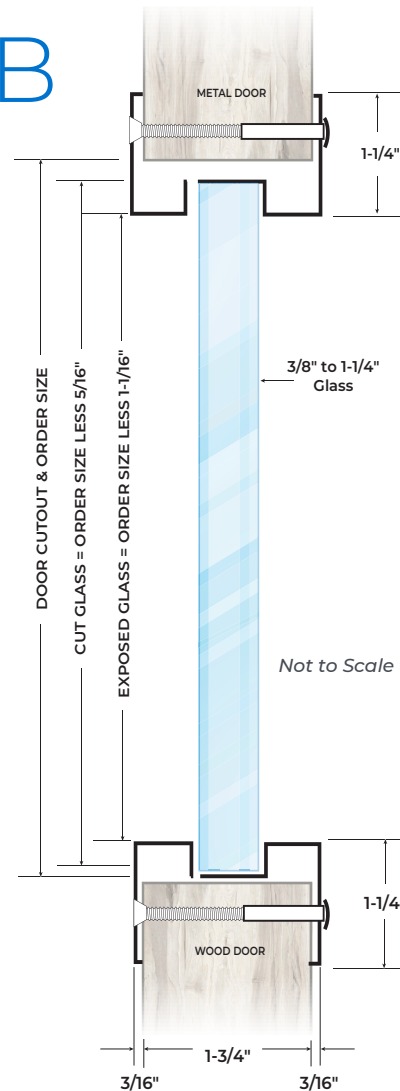
- 18 Ga. Cold Rolled Steel
- Mitered and Welded Corners
- Welded Reinforcing Clips at Corners
- Counter-Sunk Mounting Screw-Holes
- Thru-Bolts for 1 3/4" Door
- Gray Primer (GPZ) Powder Coat Finish

#### Required Information

- Specify Glass Thickness on Order

#### Available Options

- Powder Coat Color Options - See Color Chart on [www.ngp.com](http://www.ngp.com)
- False Mullion Bars
- Torx Security Thru-Bolts
- Galvanneal - A40 Steel
- Zinc Electro-Plating
- Glass & Glazing Tape
- Lead Lining - .030" Thick



Door prep requires square cut corners

PROJECT:

SUBMITTED BY:

DATE:

NOTES:

- Details Shown are for 1 3/4" Door Thickness
- Only Configurations Shown are Available
- Thru-Bolts Available for 1 3/4" Thick Doors Only

	DOOR	GLASS	GL. TAPE		DOOR	GLASS	GL. TAPE
	2"	1/4"	GT-114		1-3/4"	3/8"	GT-114
	2"	7/16"	GT-118		1-3/4"	1/2"	GT-316
	2"	1/2"	GT-118		1-3/4"	9/16"	GT-118
					1-3/4"	5/8"	GT-118
					1-3/8"	1/4"	GT-118
					2"	7/8"	GT-118
					2-1/4"	1"	GT-316
	DOOR	GLASS	GL. TAPE		DOOR	GLASS	GL. TAPE
	1-3/4"	3/4"	GT-118		1-3/4"	1"	GT-118
					1"	1/4"	GT-118
	DOOR	GLASS	GL. TAPE		DOOR	GLASS	GL. TAPE
	1-3/4"	1-1/8"	GT-118		1-3/4"	1-1/4"	GT-118
					1"	1/2"	GT-118

Designed for Use on 1 3/4" Thick Doors Manufactured Within Door Industry Tolerance of +/- 1/16".

NGP-LIT-L-GLF100-SP-TB-PCS-0822-A

**NGP MEMPHIS**  
4985 East Raines Road  
Memphis, TN 38118  
[orders@ngp.com](mailto:orders@ngp.com)

**NGP VEGAS**  
4584 Calimesa Street  
Las Vegas, NV 89115  
[vegasorders@ngp.com](mailto:vegasorders@ngp.com)

**ngp.com**  
1-800-NGP-RUSH





# Polycarbonate

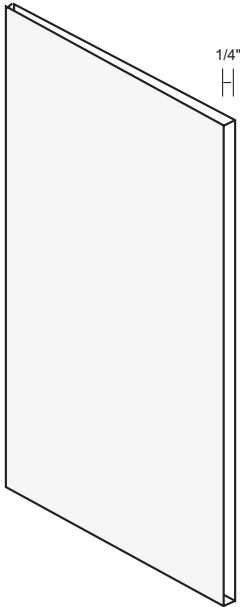
High Impact

## PRODUCT CUT SHEET

PROJECT:
SUBMITTED BY:
DATE:
NOTES:

### Material

- Impact Safety-Rated: Complies with IBC Requirements for Use in Doors. Meets ANSI Z97.1 Class A and CPSC 16CFR 1201 (CAT I and II)
- Burglary-Resisting Material. Meets UL Standard 972
- Available in 1/4", 1/2" Thicknesses (Specify on Order)
- Colorless Transparent Sheet
- Virtually Unbreakable - 300 Times Stronger Than Ordinary Glass
- Unlikely to Shatter or Chip When Bombarded with Thrown Rocks, Bricks or Bottles
- UV Stabilized to Resist Solar Exposure
- Manufactured in USA
- 5-Year Manufacturer Warranty
- NOT Fire-Rated
- Acoustical Ratings: 1/4" = STC 29  
1/2" = STC 34



### THICKNESSES AVAILABLE

	1/4"
	1/2"

NGP-GLA-POLYCARBONATE-PCS-1220-A



CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 1/26/2023  
**Project:** Crest Hill City Center  
**Contractor:** Low Voltage Solutions, Inc.  
**Change Order #:** 6

**Description:**

All Work as Outlined Below for Various Areas of the Facility:  
 \* Furnish and Install (11) Microphone Bases for the Existing Microphones at the Dais Location.  
 \*\* In Lieu of Drilling Holes in Countertop, these will run through Pop-Up Locations already within the Dais Countertop and Allow for Future Flexibility and Upgrades to be Done Seamlessly.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 227,991.00
<b>Previous Change Orders:</b>	\$ 30,813.00
<b>Contract Total Prior to this CO:</b>	\$ 258,804.00
<b>New Change Order Amount:</b>	\$ -
<b>New Contract Amount:</b>	\$ 258,804.00

**Approved:**

\_\_\_\_\_  
 Administrator Date

**Erik Sover**  
Digitally signed by Erik Sover  
 DN: C=US, E=esover@lvsolutions.com,  
 O=Low Voltage Solutions, OU=AV Division  
 Manager, CN=Erik Sover  
 Date: 2023.01.31 14:21:23-06'00'

\_\_\_\_\_  
 Sub-Contractor Date

  
 Shawn Thompson - Project Manager 2023-02-08  
 \_\_\_\_\_ Date





**Date:** January 13, 2023

**Change Order# 11-16075 CO#11**

**Project:** City Hall & PD Building- Audio Visual Design - City of Crest Hill City Hall & Police, 20701 Patrick Drive, Crest Hill, IL

**Job Number:** 11-16075

**Submitted By:** Erik Sover

*We hereby agree to make the change(s) specified below:*

CHANGE ORDER # 11: PROVIDE MICROPHONE BASES FOR EXISTING MICROPHONES FOR DAIS- 11 Total

TOTAL PRICE: \$0.00

SCOPE: In lieu of soldering & hole drilling into the top of the dais, LVS will furnish at each Board Member's Location (11) Total a Shure A412B Base for the existing MX418 C Microphones.

The Cable from the base will terminate to existing field cabling and pass through the provided table top reservoir at each location. It is understood that there is a "brushed" opening that will allow the cables to pass thru said cable reservoir and still allow them to close without pinching wires.

Product Cut Sheet: [www.https://www.shure.com/en-US/products/accessories/a412b?variant=A412B](https://www.shure.com/en-US/products/accessories/a412b?variant=A412B)

NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this price→ \$

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

ACCEPTED - The above prices and specifications of this Change Order are satisfactory and are hereby accepted.  
All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

\_\_\_\_\_  
Authorized Signature





CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 2/9/2023  
**Project:** Crest Hill City Center  
**Contractor:** Low Voltage Solutions, Inc.  
**Change Order #:** 7

**Description:**

Security Camera Adds and Rework as required by Police Department:

\* Added Security Camera Location in the Juvenile / Patrol Area including, but not limited to, new wiring to added location. Installation of Cameras in this Location by Others.

\* Swap Existing Camera Locations in the Utility / Clerk Areas per Police Department Security concerns including allowance to rewire as necessary and remounting the cameras.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 227,991.00
<b>Previous Change Orders:</b>	<u>\$ 30,813.00</u>
<b>Contract Total Prior to this CO:</b>	\$ 258,804.00
<b>New Change Order Amount:</b>	<u>\$ 5,042.50</u>
<b>New Contract Amount:</b>	<u><u>\$ 263,846.50</u></u>

**Approved:**\_\_\_\_\_  
Administrator\_\_\_\_\_  
Date\_\_\_\_\_  
Shawn Thompson - Project Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Sub-Contractor\_\_\_\_\_  
Date





**Date:** February 8, 2023

**Change Order# 11-16075 CO#12**

**Project:** City Hall & PD Building- Audio Visual Design - City of Crest Hill City Hall & Police, 20701 Patrick Drive, Crest Hill, IL

**Job Number:** 11-16075

**Submitted By:** Erik Sover

*We hereby agree to make the change(s) specified below:*

Scope of Work,

- Additional wiring for the camera in Patrol/Juvenile Detention area.
  - o TechLife add a camera to Investigations and move the camera to Patrol/Juvenile Detention area.
- Swapping Camera Positions in Utility / Clerk Area
  - o The Two Camera's here are swapping locations, but may require additional wiring to be in correct locations. Figure allowance for wiring if needed.

NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this **price**→ **\$5,042.50**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

ACCEPTED - The above prices and specifications of this Change Order are satisfactory and are hereby accepted.  
All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

\_\_\_\_\_  
Authorized Signature





CITY OF CREST HILL  
CITY CENTER**Change Order**

**Date:** 2/9/2023  
**Project:** Crest Hill City Center  
**Contractor:** Low Voltage Solutions, Inc.  
**Change Order #:** 8

**Description:**

Security Card Reader Access Door 000:

\* Wiring and Tagging Only for Card Reader Access to Door 000 as required for Security by the Police Department. Card Reader, Connection, Programming, Etc. by Others.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 227,991.00
<b>Previous Change Orders:</b>	<u>\$ 35,855.50</u>
<b>Contract Total Prior to this CO:</b>	\$ 263,846.50
<b>New Change Order Amount:</b>	<u>\$ 3,450.00</u>
<b>New Contract Amount:</b>	<u><u>\$ 267,296.50</u></u>

**Approved:**\_\_\_\_\_  
Administrator\_\_\_\_\_  
Date\_\_\_\_\_  
Shawn Thompson - Project Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Sub-Contractor\_\_\_\_\_  
Date





**Date:** February 8, 2023

**Change Order# 11-16075 CO#14**

**Project:** City Hall & PD Building- Access Control Add - City of Crest Hill City Hall & Police, 20701 Patrick Drive, Crest Hill, IL

**Job Number:** 11-16075

**Submitted By:** Erik Sover

*We hereby agree to make the change(s) specified below:*

Scope of Work,

In addition to those Fire Related Items we do have another Wired Card Reader we need to have done in the basement for door 000, which isn't on the plans. It's the door added between basements.

-Includes to pull tag and coil cabling. Devices and programming by others.

NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this **price→ \$3,450.00**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

ACCEPTED - The above prices and specifications of this Change Order are satisfactory and are hereby accepted.  
All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

\_\_\_\_\_  
Authorized Signature





**CITY OF CREST HILL  
CITY CENTER**

## Change Order

**Date:** 2/9/2023  
**Project:** Crest Hill City Center  
**Contractor:** Low Voltage Solutions, Inc.  
**Change Order #:** 9

**Description:**

**Fire Alarm Strobe Relocation in Room 380 Evidence Storage**

\* Relocation of Existing Strobe to be Outside of Storage Shelving that was added within the Room after the Device was Installed. The device is in the approved location per the Plans and Specs. The Plans and Specs never indicated Storage Shelving in this Room. This Device is located within a Masonry Wall adding to the difficulty of the work.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$	227,991.00
<b>Previous Change Orders:</b>	\$	<u>39,305.50</u>
<b>Contract Total Prior to this CO:</b>	\$	267,296.50
<b>New Change Order Amount:</b>	\$	<u>3,285.00</u>
<b>New Contract Amount:</b>	\$	<u><u>270,581.50</u></u>

**Approved:**

\_\_\_\_\_  
 Administrator Date

\_\_\_\_\_  
 Shawn Thompson - Project Manager Date

\_\_\_\_\_  
 Sub-Contractor Date





**Date:** February 8, 2023

**Change Order# 11-16075 CO#13**

**Project:** City Hall & PD Building- FA device relocation - City of Crest Hill City Hall & Police, 20701 Patrick Drive, Crest Hill, IL

**Job Number:** 11-16075

**Submitted By:** Erik Sover

*We hereby agree to make the change(s) specified below:*

**Scope of Work,**

- Relocate Strobe in Room 380: Evidence Storage
    - o Being blocked by Shelving Unit
    - o Please let me know if we need to get Electrician Involved ( would prefer not to)
- excludes conduit work by others if necessary.

NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this **price**→ **\$3,285.00**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

ACCEPTED - The above prices and specifications of this Change Order are satisfactory and are hereby accepted.  
All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

\_\_\_\_\_  
Authorized Signature





CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 1/26/2023  
**Project:** Crest Hill City Center  
**Contractor:** Low Voltage Solutions, Inc.  
**Change Order #:** 5

**Description:**

All Work as Outlined Below for Various Areas of the Facility:

\* Provide Cabling (aka Wiring) to the Locations listed below including, but not limited to,  
 Terminating / Landing, Labeling and Testing:

- \* Room 118 - Floor Box
- \* Room 135 - Wall and Island Locations
- \* Room 319 - Wall Location
- \* Room 342- Wall Location
- \* Room 303 - Wall Location
- \* Room 323 - (2) Wall Locations
- \* Room 324 - Wall Location
- \* (3) Key Box Locations

\* Provide Cabling (aka Wiring) to the Locations listed below including, but not limited to,  
 Terminating / Landing, Labeling and Testing:

- \* Room 319 - (4) Locations
- \* Room 328 - Wall Location
- \* Room 329 - Wall Location
- \* (2) Exterior AP for Camera Downloading Devices

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 227,991.00
<b>Previous Change Orders:</b>	\$ 20,340.00
<b>Contract Total Prior to this CO:</b>	\$ 248,331.00
<b>New Change Order Amount:</b>	\$ 10,473.00
<b>New Contract Amount:</b>	\$ 258,804.00

**Approved:**\_\_\_\_\_  
Administrator\_\_\_\_\_  
Date
  
 Shawn Thompson - Project Manager

2023-02-08

\_\_\_\_\_  
Date

Erik Sover

Digitally signed by Erik Sover  
 DN: C=US, E=esover@lvsolutions.com, O=Low  
 Voltage Solutions, OU=AV Division Manager,  
 CN=Erik Sover  
 Date: 2023.01.31 14:21:05-06'00'

\_\_\_\_\_  
Sub-Contractor\_\_\_\_\_  
Date





**Date:** January 11, 2023

**Change Order# 11-16075 CO#09**

**Project:** City Hall & PD Building- Voice Data Ticket Work Adds - City of Crest Hill City Hall & Police, 20701 Patrick Drive, Crest Hill, IL

**Job Number:** 11-16075

**Submitted By:** Erik Sover

*We hereby agree to make the change(s) specified below:*

Scope of Work,

Pull, terminate, label and test additional cabling for the below locations

- Floor box room 118
- Wall and Island loc in room 135
- Key box data 3 locations
- Wall loc room 319
- Squad room data loc
- Wall loc in room 303
- Two locs in room 323
- One loc in room 324

Notes

Based on working normal business hours M-F

All equipment and material sales tax is excluded

NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this **price→ \$5,883.00**

**Erik Sover**

Digitally signed by Erik Sover  
DN: C=US, E=esover@lvsolutions.com,  
O=Low Voltage Solutions, OU=AV Division  
Manager, CN=Erik Sover  
Date: 2023.01.31 14:20:27-06'00'

Authorized Signature

Date

ACCEPTED - The above prices and specifications of this  
Change Order are satisfactory and are hereby accepted.  
All work to be performed under same terms and conditions  
as specified in original contract unless otherwise stipulated.

Authorized Signature







**Date:** January 11, 2023

**Change Order# 11-16075 CO#10**

**Project:** City Hall & PD Building- Board Room Rework - City of Crest Hill City Hall & Police, 20701 Patrick Drive, Crest Hill, IL

**Job Number:** 11-16075

**Submitted By:** Erik Sover

*We hereby agree to make the change(s) specified below:*

Scope of Work,

Pull, terminate, label and test additional cabling for the below locations

-4 data locs in room 319

-1 loc in room 328

-1 loc in room 329

-2 outside AP locations for camera downloads

Includes rework of all data locations in the board room and testing all new cable that have been added.

Includes retermination of cable for wla phones in the detention area.

Notes

Based on working normal business hours M-F

All equipment and material sales tax is excluded

NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this price→ \$4,590.00

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

ACCEPTED - The above prices and specifications of this  
Change Order are satisfactory and are hereby accepted.  
All work to be performed under same terms and conditions  
as specified in original contract unless otherwise stipulated.

\_\_\_\_\_  
Authorized Signature





CITY OF CREST HILL  
CITY CENTER**Change Order**

**Date:** 2/7/2023  
**Project:** Crest Hill City Center  
**Contractor:** Micheal Hutchings, LLC  
**Change Order #:** 2

**Description:**

Work as Outlined Below per Council Approved Supplementary Items:  
 C-05: Room 135 - Work / Mail Room  
 \* Furnish and Installation of Solid Surface Countertop in the Types, Finishes, Etc. as approved by the Council for the Island Base Cabinets based on Final Field Measurement.  
 P-14: Room 319 - Equipment Issue  
 \* Furnish and Installation of Solid Surface (Dekton) Countertop in the Types, Finishes, Etc. as approved by the Police Department for the Base Cabinets based on Final Field Measurement.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 115,468.00
<b>Previous Change Orders:</b>	<u>\$ 74,243.00</u>
<b>Contract Total Prior to this CO:</b>	\$ 189,711.00
<b>New Change Order Amount:</b>	\$ 7,640.00
<b>New Contract Amount:</b>	<u><u>\$ 197,351.00</u></u>

**Approved:**

\_\_\_\_\_  
 Administrator Date

\_\_\_\_\_  
 Shawn Thompson - Project Manager Date

\_\_\_\_\_  
 Sub-Contractor Date



**MICHAEL HUTCHINGS, LLC**

Specializing in Commercial Cabinetry &amp; Solid Surface

---

**CHANGE ORDER REQUEST**

2-2-23

**HARBOUR CONTRACTORS, INC.**

23830 W. Main Street

Plainfield, IL 60544

att: Mr. Shawn Thompson

re: Crest Hill Project

Room 319 Equipment Issue

Furnish and install Dekton Solid Surface Counter tops

Finish selected by the Police Department

\$ 5,251.00

Room 135 Work / Mail

Furnish and install Solid Surface Countertop for island in the Finish  
selected by the City.

\$ 2,389.00

Total Request

---

\$ 7,640.00Please approve this request so material can be ordered,  
manufactured and installed.

Thank you, Michael Hutchings



CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 2/9/2023  
**Project:** Crest Hill City Center  
**Contractor:** NuVeterans Construction Services  
**Change Order #:** 3

**Description:**

Stairwells Rubber Surfacing:

\* Furnish and Install Stair Treads, Risers and Landings with Raised Round and / or Tactile Strips.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 123,275.00
<b>Previous Change Orders:</b>	<u>\$ 29,289.60</u>
<b>Contract Total Prior to this CO:</b>	\$ 152,564.60
<b>New Change Order Amount:</b>	<u>\$ 35,600.00</u>
<b>New Contract Amount:</b>	<u><u>\$ 188,164.60</u></u>

**Approved:**\_\_\_\_\_  
Administrator\_\_\_\_\_  
Date\_\_\_\_\_  
Shawn Thompson - Project Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Sub-Contractor\_\_\_\_\_  
Date



**NuVeterans  
CONSTRUCTION SERVICES, INC.**

950 W. 45<sup>th</sup> St.  
Chicago, Illinois 60609  
Phone: (312) 374-3084  
Fax: (312) 374-3086

**Certified Service-Disabled Veteran Owned Small Business**

DATE: 2/8/2023

TO: City of Crest Hill

RE: Additional Work City of Crest Hill City Center

NuVeterans Construction Services, Inc. proposes to furnish all labor, material, tools, equipment and insurance necessary to complete the following scope of work:

**SCOPE OF WORK: Stair Tread**

- Prep stair case to receive new stair treads
- Furnish and install +/- 280 Sq. Ft. of Tarkett Raised Round Rubber landing tiles at 4 stairwells
- Furnish and install Tarkett tactile warning strip at top landing
- Install +/- 88 Tarkett Raised Round Rubber Stair Treads/Riser with grit tape at 4 stairwells
- Install Tarkett Stair nosing's at top stairs

***PRICE: \$35,600.00***

Best regards,

Nicholas J. Anos  
President

**Proposal Accepted and Approved By:**

**Name:**

**Title:**

---





521 Oak Leaf Cr, Unit A  
Joliet, IL 60436  
815-773-0808  
FAX: 815-773-0812  
LIC. 058-138280

Item 7.

TO: Shawn Thompson at Harbour Construction

RE: Crest Hill City Center Change Order – Extra Salleyport Water Line

Below is the cost to add a water line for a hose bibb and connection to the evidence cabinet. A Watts 009 RPZ is included for connection to the evidence cabinet if required.

• Hose Bibb:	\$ 37.00
• Watts 009 RPZ ½"	\$ 491.00
• Labor (12 hrs x \$145/HR)	\$ 1,740.00
• Material:	\$ 668.00
• <u>Insulation:</u>	<u>\$ 900.00</u>
• <b>Total:</b>	<b>\$ 3,836.00</b>





Date: 1/16/2023

To: Shawn Thompson  
Harbour Contractors, Inc.  
23830 W. Main St.  
Plainfield, IL 60544

Re: Crest Hill City Center / Final Cleaning

Dear Shawn,

Enclosed please find the quote and scope of work as discussed. Feel free to call with any questions. We thank you for the opportunity to bid on this project.

Sincerely,

Ted Rawlings  
Vice President / Partner  
Superior Labor Solutions  
14 Congress Circle Roselle, IL. 60172  
Cell: 847-627-9969  
tedr@superior902.com





**SCOPE OF WORK**

Sweep, machine scrub and extract basement concrete flooring



**AGREEMENT:** Between Superior Labor Solutions and Harbour Contractors, Inc.



**SERVICE:** Final Cleaning

Work to be performed between the hours of 7:00am to 3:30pm Monday thru Friday utilizing UNION laborers.

**Cost : \$2,750.00**

Habour Contractors, Inc.

Superior Labor Solutions

Accepted By: \_\_\_\_\_

Accepted By: Ted Rawlings

Date:

Ted Rawlings  
Date: 1/16/2023



CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 2/9/2023  
**Project:** Crest Hill City Center

**Contractor:** Techlife

**Change Order #:** 4

**Description:**

**Added Card Readers & Services**

\* Add of (5) Card Readers per Police Department Direction at Doors 000, 126A, 143, 146 & 206.

\* Additional Software Licenses, Services and Connection

*Note: See Attached RCO / Proposals*

**Original Contract:** \$ 109,552.50

**Previous Change Orders:** \$ 524,393.57

**Contract Total Prior to this CO:** \$ 633,946.07

**New Change Order Amount:** \$ 9,475.00

**New Contract Amount:** \$ 643,421.07

**Approved:**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shawn Thompson - Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sub-Contractor

\_\_\_\_\_  
Date



**Techlife**

410 Warrenville Rd, Lower Level  
Lisle, IL 60532  
773-569-3929  
billing@techlifemsp.com  
techlifemsp.com



Item 7.

## Estimate

**ADDRESS**

Jim Marino  
City of Crest Hill  
1610 Plainfield Road  
Crest Hill, IL 60403

**ESTIMATE # 1110****DATE 02/07/2023**

ACTIVITY	QTY	RATE	AMOUNT
<b>General Parts</b>	5	495.00	2,475.00
WL-ET20-7WS			
Single-Gang 13.56MHz (ISO14443) + Bluetooth + Prox			
<b>Configuration Services</b>	1	7,000.00	7,000.00
- Installation			
- Firmware updates			
- Custom programming			
- Functionality testing			

TOTAL

**\$9,475.00**

Accepted By

Accepted Date



CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 2/9/2023  
**Project:** Crest Hill City Center

**Contractor:** Techlife

**Change Order #:** 5

**Description:**

Added WiFi and PoE Locksets / Readers Licenses and Service Plans

\* Add (13) WiFi and / or PoE Lockset Access Control Software Licensing and Integration

\* Configuration Services

\* Access Control Software Service Extensions / Adds

*Note: See Attached RCO / Proposals*

**Original Contract:** \$ 109,552.50

**Previous Change Orders:** \$ 533,868.57

**Contract Total Prior to this CO:** \$ 643,421.07

**New Change Order Amount:** \$ 14,885.00

**New Contract Amount:** \$ 658,306.07

**Approved:**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shawn Thompson - Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sub-Contractor

\_\_\_\_\_  
Date



**Techlife**

410 Warrenville Rd, Lower Level  
Lisle, IL 60532  
773-569-3929  
billing@techlifemsp.com  
techlifemsp.com



Item 7.

## Estimate

**ADDRESS**

Jim Marino  
City of Crest Hill  
1610 Plainfield Road  
Crest Hill, IL 60403

**ESTIMATE # 1111****DATE 02/07/2023**

ACTIVITY	QTY	RATE	AMOUNT
<b>Access Control Software</b> OO-ASSA-NL-L2 Fusion Software license to integrate ASSA ABLOY WiFi and PoE locks	13	515.00	6,695.00
<b>Configuration Services</b> - Firmware updates - Custom programming - Functionality testing	1	5,600.00	5,600.00
<b>Access Control Software</b> CC-Standard-T2  Connect Care Standard Plan - Under 100 readers/locks - Email, Phone, Live Chat Support (M-F 8AM-5PM CST), Software Upgrades, Knowledge Base Access, Annual Term	1	1,130.00	1,130.00
<b>Access Control Software</b> CC-DVRI  Annual Connect Care per DVR Integration site, part encompasses all VMS Integrations.	1	520.00	520.00
<b>Access Control Software</b> CC-ODX  Annual Connect Care per instance of OpenDX Import Utility.	1	740.00	740.00
<b>Access Control Software</b> Late fee (Expiration date 10/30/22)	1	200.00	200.00
TOTAL			<b>\$14,885.00</b>

Accepted By

Accepted Date



CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 2/7/2023  
**Project:** Crest Hill City Center  
**Contractor:** TIMM Electric, Inc.  
**Change Order #:** 20

**Description:****Underground Light Feed Repair**

\* Furnish and Install New Feed including, but not limited to, the Removal and Re-Installation of the Existing Light Pole, Excavation to Locate Damage Line, Repair of Damaged Line, Running of New Wiring and Reconnection / Installation of Existing Pole.

Note: Does Not Included Repairs or Restoration to Landscaping.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 1,241,855.00
<b>Previous Change Orders:</b>	<u>\$ 654,615.00</u>
<b>Contract Total Prior to this CO:</b>	\$ 1,896,470.00
<b>New Change Order Amount:</b>	\$ 2,890.00
<b>New Contract Amount:</b>	<u><u>\$ 1,899,360.00</u></u>

**Approved:**\_\_\_\_\_  
Administrator\_\_\_\_\_  
Date\_\_\_\_\_  
Shawn Thompson - Project Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Sub-Contractor\_\_\_\_\_  
Date





17832 MILLS ROAD  
JOLIET, IL 60433

Phone: (815) 723-4501

Fax: (815) 723-7243

**Estimate for:**

City of Crest Hill City Center Building  
1610 Plainfield Road  
Crest Hill, IL 60403

Project:  
Above Address

Proposal #: 9024  
Proposal Date: 2/3/2023

Commercial \* Residential \* Industrial  
Licensed \* Bonded \* Insured

Certified WBE Contractor by State of IL

Item 7.

# Proposal

**For Labor and Services Furnished:**

Quantity	Description
	<p>Shawn, We recently discovered that the reason One (1) pole did not work at the City of Crest Hill Complex was because the underground conduit and wiring was damaged when the landscaping (Trees) were installed.</p> <p>The cost to furnish and install a new feed including removal and re-installation of the pole, excavate to locate broken conduit, repair and pull new wires and reinstall the pole is \$2,890.00</p> <p>No landscape repairs or restoration is included. We will await the change order before proceeding with repairs.</p> <p>Please call with any questions. Sincerely, Thomas McGann</p>

This proposal is good for 60 days from proposal date. Total price is subject to any change orders. By signing this proposal you agree to the terms and conditions of this proposal

**Total**

**\$0.00**

Service Charge of 1.5% per month which is equal to annual rate of 18% will be made to all accounts over 30 days

SIGNATURE \_\_\_\_\_



CITY OF CREST HILL  
CITY CENTER**Change Order**

**Date:** 2/9/2023  
**Project:** Crest Hill City Center  
**Contractor:** United Architects, LTC  
**Change Order #:** 1

**Description:****Perform Architectural Construction Services:**

\* Provide Architectural Construcion Services per Proposal Dated 2-9-23 to include, but not be limited to Meeting with City to Review Stage of Construction, Walk-Through to Generate a Punch-List, Structural and MEP Engineer Consulting to Ensure these Items Done Correctly, Attend (1) City Board Meeting if Required and Perform a Final Walk-Through for Punch-List Completion.

Note: All Work is to be done on a Time and Material Basis Not To Exceed \$7,500.00

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 271,045.00
<b>Previous Change Orders:</b>	\$ -
<b>Contract Total Prior to this CO:</b>	\$ 271,045.00
<b>New Change Order Amount:</b>	\$ 7,500.00
<b>New Contract Amount:</b>	<u>\$ 278,545.00</u>

**Approved:**\_\_\_\_\_  
Administrator\_\_\_\_\_  
Date\_\_\_\_\_  
Shawn Thompson - Project Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Sub-Contractor\_\_\_\_\_  
Date





1002 PLAINFIELD ROAD • JOLIET, ILLINOIS 60435  
PHONE (815) 723-8060  
VIA EMAIL

February 9, 2023

Mr. Jim Marino  
City Administrator  
City of Crest Hill  
1610 Plainfield Road  
Crest Hill, IL 60403

RE: FINAL PUNCH LIST PROPOSAL  
NEW CITY CENTER BUILDING  
CITY OF CREST HILL  
PATRICK DRIVE  
CREST HILL, ILLINOIS

Dear Jim:

Thank you for requesting this proposal for the new city center building project.

This proposal is based upon providing construction administration services for the city hall, council chambers and community room, and the police station. This will be for a final punch list to observe that the construction has met final completion.

UNITED ARCHITECTS, LTD. will provide you with the following architectural services:

1. Meet with the general contractor to see what stage the construction is in.
2. Provide a few walk-throughs of the building to provide a final punch list which will indicate per room what items would need to be completed, to ensure that the building is constructed according to the construction documents that we had prepared.
3. Coordinate with our Structural engineering consultant who will ensure the structure for the foundations, floors, and roofs, were constructed properly.
4. Coordinate with our Mechanical engineering consultant who will ensure the mechanical, electrical, and plumbing for the building was constructed properly.
5. Coordinate with our detention consultant who will ensure the electronics and detention work for the building was constructed properly.
6. Attend a City board meeting to discuss the proposal and the project with the city council, if required.
7. Perform a final walk-through to ensure that the punch list items have been completed.



Mr. Jim Marino  
FINAL PUNCH LIST PROPOSAL  
NEW CITY CENTER BUILDING  
PATRICK DRIVE  
CREST HILL, ILLINOIS

Page 2

Item 7.

We will perform these Architectural and Engineering services based on the following hourly rates:

Mechanical Engineer	\$130/hour
Structural Engineer	\$150/hour
Detention Consultant	\$110/hour
Architectural Services	\$100/hour
Computer Drafter	\$ 50/hour

We will perform these services for an hourly rate not to exceed a total amount of \$7,500.00

We can start the punch list work in a couple of weeks. We will invoice monthly based on the hours for the work completed.

If you are in agreement with this proposal, please sign and date below. Return one original to our office with the deposit. Then we will start your project.

Sincerely,  
UNITED ARCHITECTS, LTD.



Robert J. Gebel, Jr.  
RJG/bg

P-73 CA

The undersigned hereby states that this proposal for a FINAL PUNCH LIST PROPOSAL NEW CITY CENTER BUILDING is understood, agreed to, and accepted. United Architects, Ltd. is hereby authorized to proceed with the services outlined herein.

---

Jim Marino

---

Date



CITY OF CREST HILL  
CITY CENTER**Change Order**

**Date:** 1/31/2023  
**Project:** Crest Hill City Center

**Contractor:** Weathershield LLC

**Change Order #:** 1

**Description:** Sally Port Floor Joint Filler  
 \* Furnish and Install Polyurea Caulk / Joint Filler at the Expansion Joints in the Sally Port to match the Epoxy Floor Color as close as possible from stock colors including all prep work of Joint and Protection of Flooring.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$	13,290.00
<b>Previous Change Orders:</b>	\$	-
<b>Contract Total Prior to this CO:</b>	\$	13,290.00
<b>New Change Order Amount:</b>	\$	1,765.00
<b>New Contract Amount:</b>	\$	15,055.00

**Approved:**

\_\_\_\_\_  
 Administrator Date

\_\_\_\_\_  
 Shawn Thompson - Project Manager Date

\_\_\_\_\_  
 Sub-Contractor Date





January 30, 2023

**Harbour Contractors, Inc.**  
23830 W. Main Street  
Plainfield, IL 60544  
**Attn: Shawn Thompson**

RE: **City Hall**  
20701 Patrick Drive  
Crest Hill, Illinois

Hello,

I have attached the proposal to fill the interior slab joints with polyurea

Please feel free to contact me at the office (630) 365-6565 or on my cell phone (630) 800-7238 if you have any questions or concerns.

Respectfully,

*Christopher Rush*

**Christopher Rush**  
Weathershield LLC  
(630) 376.6565 Office  
(630) 519.4688 Fax  
(630) 800.7238 Cell  
crush@weathershield.us







January 30, 2023

**Harbour Contractors, Inc.**  
 23830 W. Main Street  
 Plainfield, IL 60544  
**Attn: Shawn Thompson**

RE: **City Hall**  
 20701 Patrick Drive  
 Crest Hill, Illinois

#### SCOPE OF WORK

<i>Interior Slab Joints</i>			<i>Price</i>
Fill interior concrete floor joints with polyurea*			
<b><i>TOTAL</i></b>			<b>\$1,765.00</b>

\*Per pictures



# WAREHOUSE DIRECT®

## OFFICE INTERIORS

2001 Mt. Prospect Rd  
Des Plaines, IL 60016  
Customer Number:

Jim Marino

Bill To:

Jim Marino  
City Administrator  
City of Crest Hill  
20690 City Center Blvd.  
Crest Hill, IL 60403  
815-741-5124  
jmarino@cityofcresthill.com

Jim Marino

Ship To:

Jim Marino  
City Administrator  
City of Crest Hill  
20690 City Center Blvd.  
Crest Hill, IL 60403  
815-741-5124  
jmarino@cityofcresthill.com

## QUOTATION

Item 7.

Date: 1/26/2023

Quote Number:

Pricing valid for 30 days.

Sales Rep: Rick Schackle

Specialist: Cristy Strain  
847-354-5433  
cstrain@warehousedirect.com  
847-956-5869

#	Item number	Description	Qty	Sell	Ext Sell
1	H694	Brigade 600 Series Lateral File 42W 4-Drawer	4	\$1,150.00	\$4,600.00
	.L	Standard Random Key Lock			
	\$(P1)	P1 Paint Opts			
	.Q	Light Gray			
2	H692	Brigade 600 Series Lateral File 42W 2-Drawer	2	\$660.00	\$1,320.00
	.L	Standard Random Key Lock			
	\$(P1)	P1 Paint Opts			
	.Q	Light Gray			
3		RECEIVE, DELIVER & INSTALL	1	\$395.00	\$395.00
					\$6,315.00

Accepted By: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

Date: \_\_\_\_\_

PO: \_\_\_\_\_



#	Item number	Description	Qty	Sell	Ex	Item 7.
---	-------------	-------------	-----	------	----	---------

Installation is available from Warehouse Direct.

Terms: 50% deposit via EFT or check, 50% net 30 days via EFT or check.

This is a confidential proposal for use by the intended client. Unauthorized distribution is prohibited.  
All pricing is valid for a maximum of **30 days** from the date of the quotation unless otherwise indicated  
the body of the proposal.

Please review this document carefully as once signed it is a contract of agreement to purchase as  
specified. **All products in this quotation are custom and manufactured to order and consequently  
NON-RETURNABLE. Ownership of said products transfers to our client upon Warehouse Direct receiving final  
payment.**

All orders are FOB factory. Please confirm your freight costs with your sales representative.



CITY OF CREST HILL  
CITY CENTER

## Change Order

**Date:** 2/8/2023  
**Project:** Crest Hill City Center

**Contractor:** Warehouse Direct

**Change Order #:** 6.2

**Description:** Furnish Only of Interior Building Signage as shown per the Itemized Form attached hereto.

*Note: See Attached RCO / Proposals*

<b>Original Contract:</b>	\$ 157,588.73
<b>Previous Change Orders:</b>	<u>\$ 108,092.47</u>
<b>Contract Total Prior to this CO:</b>	\$ 265,681.20
<b>New Change Order Amount:</b>	\$ 34,950.00
<b>New Contract Amount:</b>	<u><u>\$ 300,631.20</u></u>

**Approved:**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shawn Thompson - Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sub-Contractor

\_\_\_\_\_  
Date



# WAREHOUSE DIRECT®

## OFFICE INTERIORS

2001 Mt. Prospect Rd  
Des Plaines, IL 60016  
Customer Number:

Jim Marino

Bill To:

Jim Marino  
City Administrator  
City of Crest Hill  
20690 City Center Blvd.  
Crest Hill, IL 60403  
815-741-5124  
jmarino@cityofcresthill.com

Jim Marino

Ship To:

Jim Marino  
City Administrator  
City of Crest Hill  
20690 City Center Blvd.  
Crest Hill, IL 60403  
815-741-5124  
jmarino@cityofcresthill.com

## QUOTATION

Item 7.

Date: 2/8/2023

Quote Number:

Pricing valid for 30 days.

Sales Rep: Rick Schackle

Specialist: Cristy Strain  
847-354-5433  
cstrain@warehousedirect.com  
847-956-5869

#	Item number	Description	Qty	Sell	Ext Sell
1	-	TAKEFORM SIGNAGE PER ITEMIZED PDF	1	\$33,650.00	\$33,650.00
2	-	FREIGHT	1	\$1,300.00	\$1,300.00
3	-	T&M INSTALLATION TO BE BILLED HOURLY	1	\$0.00	\$0.00

QUOTE# 18124

**\$34,950.00**

Accepted By: \_\_\_\_\_  
Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Title

PO: \_\_\_\_\_

Installation is available from Warehouse Direct.

Terms: 50% deposit via EFT or check, 50% net 30 days via EFT or check.

This is a confidential proposal for use by the intended client. Unauthorized distribution is prohibited.  
All pricing is valid for a maximum of **30 days** from the date of the quotation unless otherwise indicated  
the body of the proposal.

Please review this document carefully as once signed it is a contract of agreement to purchase as  
specified. **All products in this quotation are custom and manufactured to order and consequently  
NON-RETURNABLE. Ownership of said products transfers to our client upon Warehouse Direct receiving final  
payment.**

All orders are FOB factory. Please confirm your freight costs with your sales representative.



## Counts

Type	Description	Space Available	Qty
Crest Hill City Center - 201428			
D	Evacuation Plan		2
E	Stair ID		4
E.2	Restroom ID		10
E.2a	Restroom ID, extended		2
G	Medium Room ID (1 line of copy)		22
G.2	Medium Room ID (2 lines of copy)		9
G.3	Medium Room ID (3 lines of copy)		2
H	Medium Room ID with insert		27
I	Large Room ID with insert		14
J.2	Medium Room ID with slider		13
L	Workstation ID with insert		27
L.a	Room Name ID		25
P.1	Vinyl		1
P.2	Vinyl		1
P.3	Vinyl		3
P.4	Vinyl		2
Q.1	Dimensional Letters		1
Q.2	Dimensional Letters		1
Q.3	Dimensional Letters		1
Q.4	Dimensional Letters		1
Q.6	Dimensional Letters		1
SF.1	Safety Sign		1
SF.2	Safety Sign		4
SF.3	Safety Sign		2
SF.4	Safety Sign		2
SF.5	Safety Sign		2

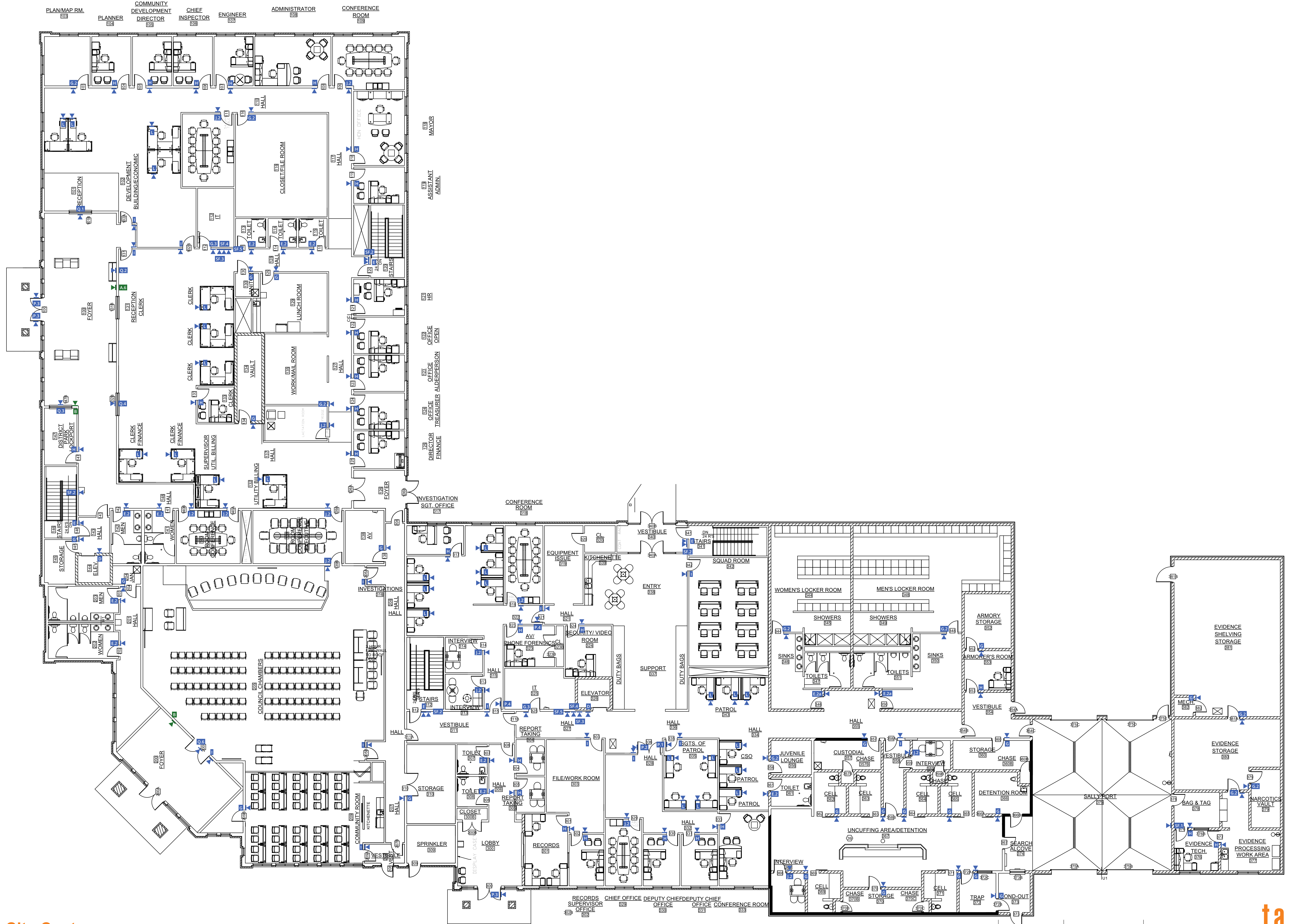


# Counts

Type	Description	Space Available	Qty
A.6	Directory		1
B	Directional		2

Subtotal: 183





Crest Hill City Center  
Main Floor

LEGEND | Standard | Glassbackers | Side 1 | Side 2



**takeform**

11601 Maple Ridge Rd, Medina, NY, 14103  
P 800.528.1398 F 585.798.8889  
www.takeform.net

## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
09.15.22AKB updt option 2  
11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type P  
01.18.23MM updt L, add L,a, Q  
02.07.23MM updt L,a, Q

**NOT**  
Production  
Ready

Scale: 1 1/2" = 1'

**Fusion™ | 04**  
Reflected

**Notes:**  
Sign copy shown is for sample purposes only

**Window Backer if required:**  
▪ Fusion w/o Backer: To match Face

### Product Approval

☐ As Is ☐ As Noted  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

Rendering 1 of 11



Type A6 - Size of F04F-ABB-1  
(reflected header)  
22"w X 42.25"h  
Accommodates insert  
Example Map Graphic Shown

### BLK

**Face Finish**  
☐ (A) Formica **949 SP** White Sculpted

**Direct Print Face**  
☐ (B) .080NG .187White;  
Artwork: /Crest Hill City Center  
/Imaging/Artwork/201428  
/GettyImages-1169595240.eps

**Insert**  
☐ (C) Media: White Polyester;  
Font: Meta Pro Bold, Normal  
**Map Graphic TBD**

**Painted Acrylic Accent**  
☐ (D) .25" Clear/Clear Acrylic  
Painted **Green TBD**

**Metal Accent**  
☐ (E) Natural

**Direct Print Logo**  
☐ (F) Use Artwork on RND  
Color: White

**Crest Hill**  
CITY OF NEIGHBORS



# takeform

11601 Maple Ridge Rd, Medina, NY, 14103  
**P** 800.528.1398 **F** 585.798.8889  
 www.takeform.net

## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
 05.13.22MM updt options 4 & 5  
 09.15.22AKB updt option 2  
 11.16.22MM rmv options, add signs  
 12.12.22JJ rmv options, update all type P  
 01.18.23MM updt L, add L,a, Q  
 02.07.23MM updt L,a, Q

**NOT**  
Production  
Ready

Scale: 1 1/2" = 1'

# Fusion™ 04

Reflected

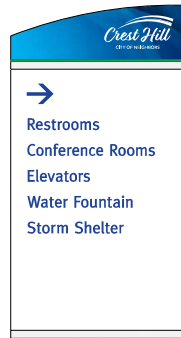
**Notes:**  
Sign copy shown is for sample purposes only

**Window Backer if required:**  
 ■ Fusion w/o Backer: To match Face

### Product Approval

☐ As Is ☐ As Noted  
 Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Rendering 2 of 11



Type B Size of F04C-W1  
(reflected header)  
11.0"w X 21.5"h  
Accommodates insert



Type D Size of F04B-R1  
(reflected header)  
8.5"w X 18.25"h  
Accommodates insert



Type E Size of F04B-BB-K2  
(reflected header)  
8.5"w X 12.0"h



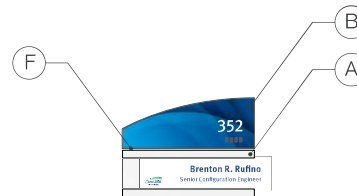
Type E.2 Size of F04B-BB-K2  
(reflected header)  
8.5"w X 12.0"h



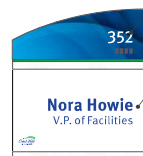
Type G.2 Size of F04B1-BH  
(reflected)  
8.5"w X 4.25"h



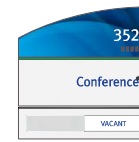
Type G.3 F04B2-BH  
8.5"w X 5.25"h



Type H Size of F04B-D1  
(reflected header)  
8.5"w X 6.5"h  
Accommodates insert



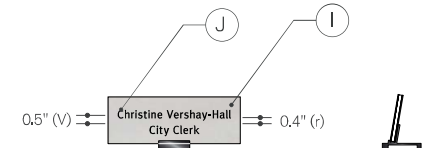
Type I Size of F04B-G1  
(reflected header)  
8.5"w X 9.75"h  
Accommodates insert



Type J.2 Size of F04B-D2S  
(reflected header)  
8.5"w X 8.5"h



Type L WS10301  
8.5"w X 3.0"h  
Accommodates insert  
**CHS - .25 Mount**



Type L.a C10302 + DSX-002.3  
8.5"w X 3.0"h

### BLK

**Face Finish**  
☐ (A) Formica **949 SP** White Sculpted

**Direct Print Face**  
☐ (B) .080NG, 187White;  
 Artwork: /Crest Hill City Center  
 /Imaging/Artwork/201428  
 /GettyImages-1169595240.eps

**Raised Copy**  
☐ (C) **Blue TBD**  
 Font: Meta (ADA)

**Raised Copy**  
☐ (D) **CO104** White  
 Font: Meta (ADA)

**Insert**  
☐ (E) Media: White Polyester;  
 Font: Meta Pro Bold, Normal  
 Graphics/Copy Color: **Green, Blue TBD**  
 Logo: Use on Rendering (colors TBD)

**Painted Acrylic Accent**  
☐ (F) .25" Clear/Clear Acrylic  
 Painted **Green TBD**

**Direct Print Copy**  
☐ (G) **Blue TBD**  
 Font: Meta (ADA)

**Direct Print Logo**  
☐ (H) Use Artwork on RND  
 Colors: White

**Face Finish**  
☐ (I) **LP106** Silver Wings

**Raised Copy**  
☐ (J) **CO101** Black  
 Font: Meta (ADA)



**takeform**

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 www.takeform.net

## Rendering

Project:  
 Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
 CRE00047\_201428\_RND\_rev7

Design Review By:

Revisions:  
 05.13.22MM updt options 4 & 5  
 09.15.22AKB updt option 2  
 11.16.22MM rmv options, add signs  
 12.12.22JJ rmv options, update all type P  
 01.18.23MM updt L, add L,a, Q  
 02.07.23MM updt L,a, Q

**NOT**  
 Production  
 Ready

Scale: 3" = 1'

**Fusion™ | 04**  
 Reflected

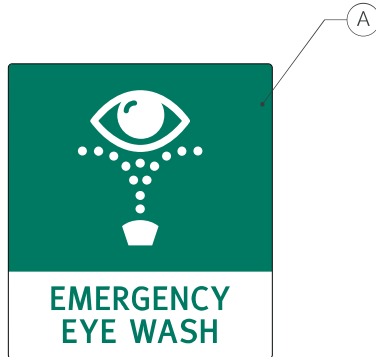
**Notes:**  
 Sign copy shown is for sample purposes only

**Window Backer if required:**  
 • Fusion w/o Backer: To match Face

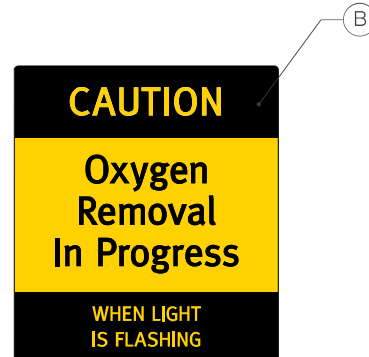
### Product Approval

☐ As Is ☐ As Noted  
 Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

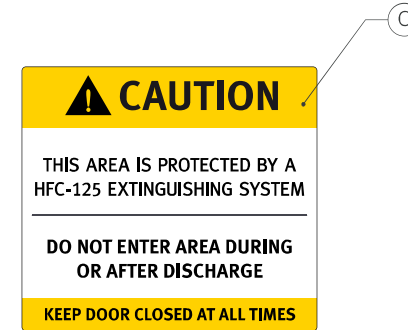
Rendering 3 of 11



Type SF.1 CS8,5X9,5-T  
 8,5"w X 9,5"h



Type SF.3 CS8,5X9,5-T  
 8,5"w X 9,5"h



Type SF.4 CS9,5X8,5-T  
 9,5"w X 8,5"h



Type SF.2 CS8,5X9,5-T  
 8,5"w X 9,5"h



Type SF.5 CS9,5X6,5-T  
 9,5"w X 6,5"h

ACM



(A) White, Safety Green 335;  
 Font: Meta (ADA)

ACM



(C) Black, White, Safety Yellow 109;  
 Font: Meta (Book, Bold)

ACM



(B) Black, Safety Yellow 109;  
 Font: Meta (ADA)



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## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
 05.13.22MM updt options 4 & 5  
 09.15.22AKB updt option 2  
 11.16.22MM rmv options, add signs  
 12.12.22JJ rmv options, update all type P  
 01.18.23MM updt L, add L,a, Q  
 02.07.23MM updt L,a, Q

Scale: 1/2" = 1'

# Ethos

LETTERS & LOGOS

- Notes:
- Client to verify mounting method
  - Logos are subject to modification based on final fabrication method.

### Product Approval

☐ As Is ☐ As Noted  
 Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Rendering 4 of 11

87.2"

9.0" (n)  
12.0" (D)

Building  
Department

A

Type Q.1 Dimensional Letters

16.0"

12.0" (B)  
9.0"

Utility Billing

Type Q.4 Dimensional Letters

48.6"

9.0"  
12.4" (O)

Clerk's  
Office

Type Q.2 Dimensional Letters

133.0"

12.4" (C)  
9.0" (n)

Council Chambers

Type Q.6 Dimensional Letters

89.2"

12.0" (P)  
9.0" (r)

Park District

Type Q.3 Dimensional Letters

### Painted Acrylic (Clear/Clear)



Thickness: .25"  
 Finish on Face & Edges: **CO601** Satin Silver  
 Font: Meta Pro Book  
 Mounting: Stud with .25" Stand-Offs



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## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
09.15.22AKB updt option 2  
11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type P  
01.18.23MM updt L, add L,a, Q  
02.07.23MM updt L,a, Q

Scale: 3" = 1'

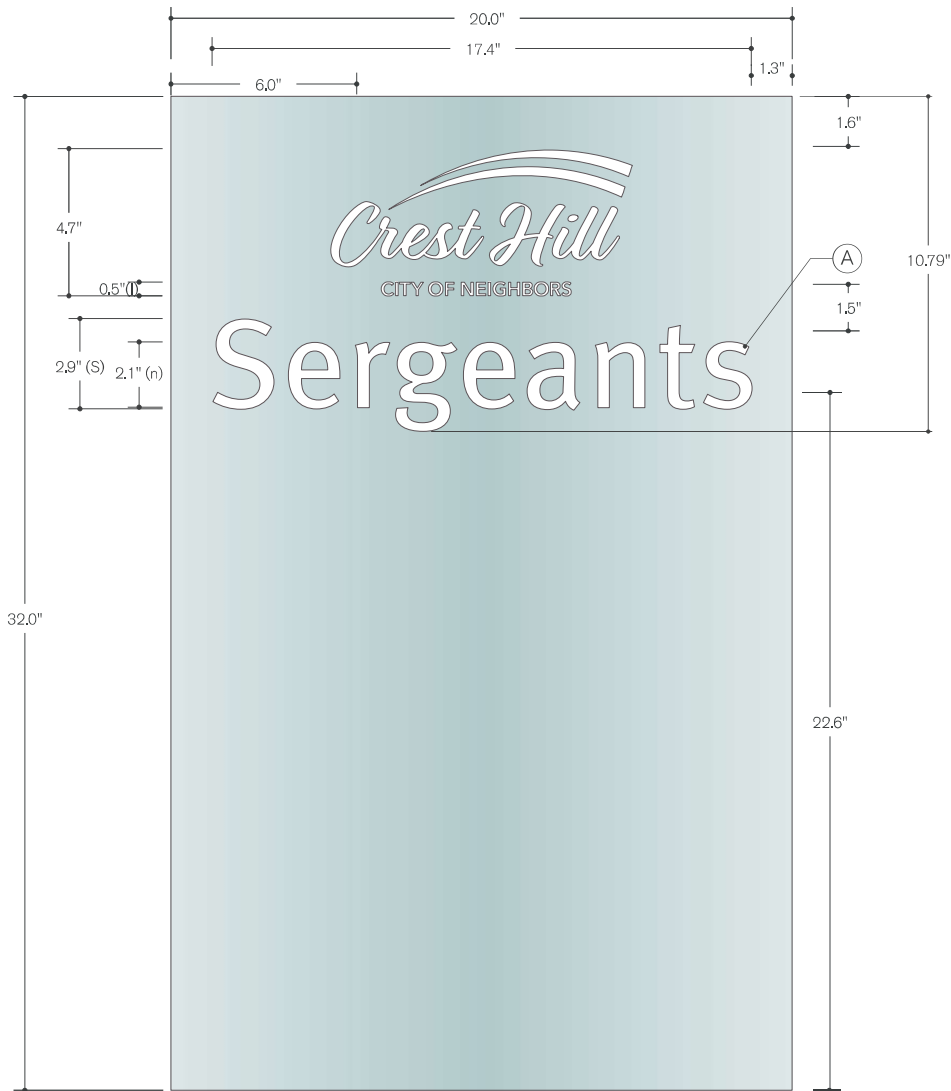
**Ethos**  
LETTERS & LOGOS

Notes:  
▪ Logos are subject to modification based on final fabrication method.

### Product Approval

☐ As Is ☐ As Noted  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

Rendering 5 of 11



Type P.1 Vinyl  
Overall Size 17,36"w x 9,06"h

### Vinyl



Finish: Matte White  
Font: Meta (Bold, Book)  
Logo: Use on RND  
Cut: Reverse



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## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By:  
TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
09.15.22AKB updt option 2  
11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type P  
01.18.23MM updt L, add L,a, Q  
02.07.23MM updt L,a, Q

Scale: 3" = 1'

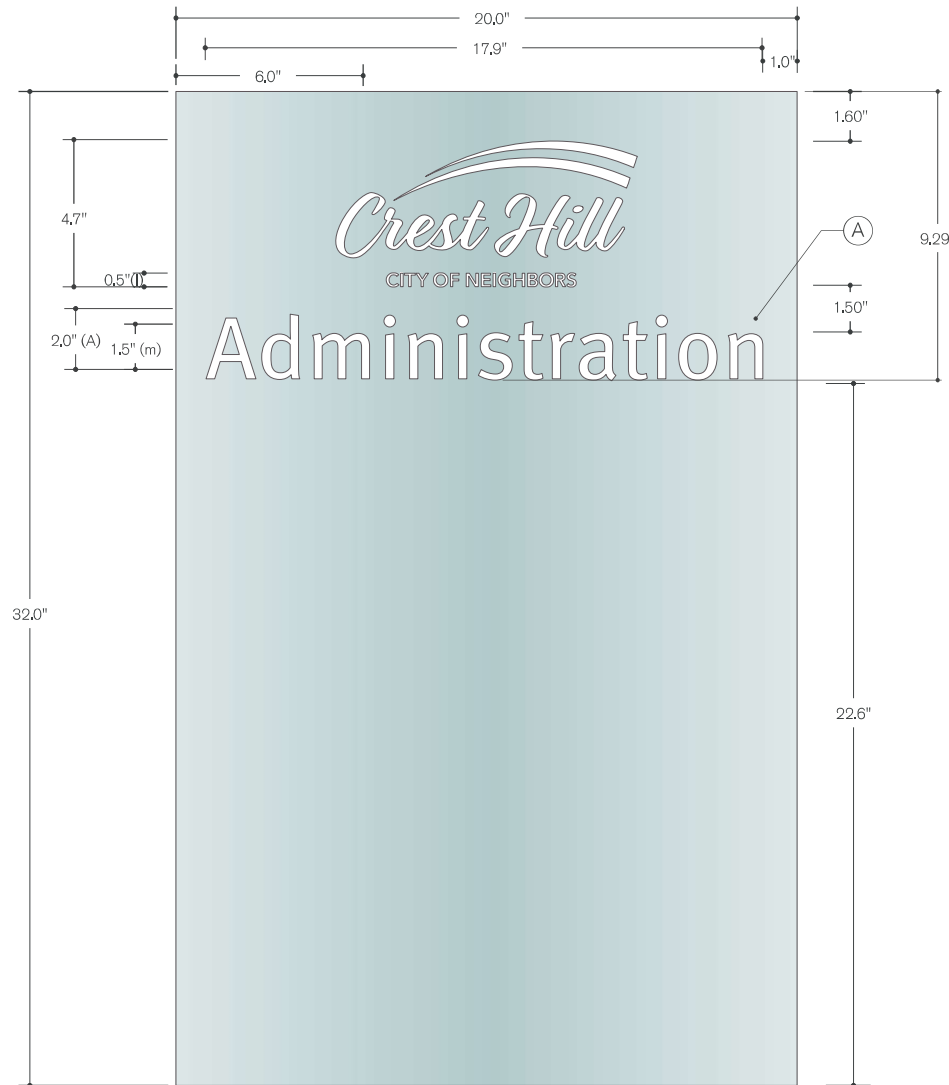
**Ethos**  
LETTERS & LOGOS

Notes:  
Logos are subject to modification  
based on final fabrication method.

### Product Approval

☐ As Is ☐ As Noted  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

Rendering 6 of 11



Type P2 Vinyl  
Overall Size 17,93"w x 7,71"h

### Vinyl



(A)

Finish: Matte White  
Font: Meta (Bold, Book)  
Logo: Use on RND  
Cut: Reverse



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## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
09.15.22AKB updt option 2  
11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type P  
01.18.23MM updt L, add L,a, Q  
02.07.23MM updt L,a, Q

Scale: 3" = 1'

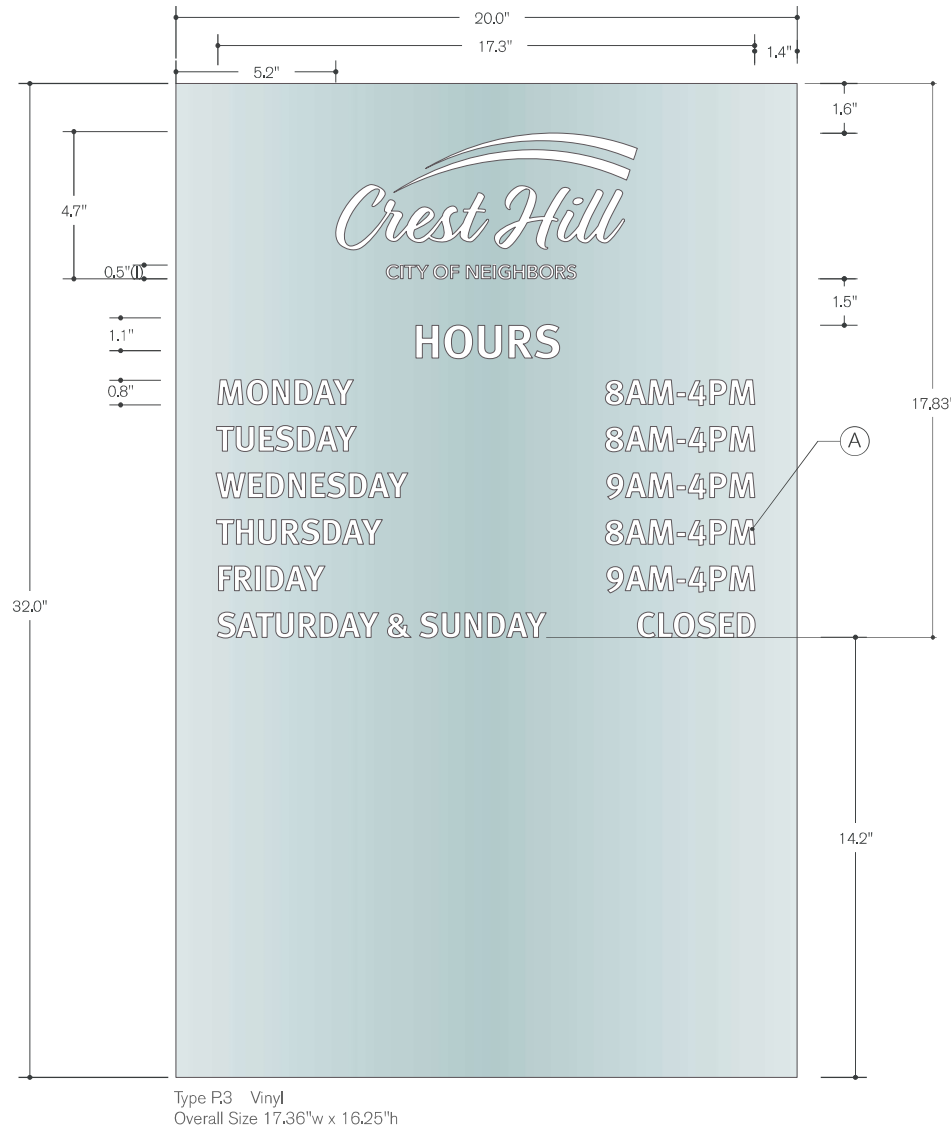
**Ethos**  
LETTERS & LOGOS

Notes:  
Logos are subject to modification  
based on final fabrication method.

### Product Approval

☐ As Is ☐ As Noted  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

Rendering 7 of 11



#### Vinyl



A

Finish: Matte White  
Font: Meta (Bold, Book)  
Logo: Use on RND  
Cut: Reverse



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## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
09.15.22AKB updt option 2  
11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type P  
01.18.23MM updt L, add L,a, Q  
02.07.23MM updt L,a, Q

Scale: 3" = 1'

**Ethos**  
LETTERS & LOGOS

Notes:  
▪ Logos are subject to modification  
based on final fabrication method.

### Product Approval

☐ As Is ☐ As Noted  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

Rendering 8 of 11



Type P4 Vinyl  
Overall Size 16.97"w x 8.34"h

#### Vinyl

☐ (A) Finish: Matte White  
Font: Meta (Bold, Book)  
Logo: Use on RND  
Cut: Reverse



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## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
09.15.22AKB updt option 2  
11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type P  
01.18.23MM updt L, add L,a, Q  
02.07.23MM updt L,a, Q

Scale: 1 1/2" = 1'

**Ethos**  
LETTERS & LOGOS

Notes:  
▪ Logos are subject to modification based on final fabrication method.

### Product Approval

☐ As Is ☐ As Noted  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

Rendering 9 of 11



Type Q  
Dimensional Logo

**Client Note:** Logo has been modified for fabrication (small curve removed)

#### Solid Aluminum



Thickness: .25"  
Finish: Brushed and Clear Coated  
Brush Direction: Horizontal  
Logo: Use on RND  
Mounting: Stud Flush



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## Rendering

Project:  
Crest Hill City Center

Date: 05.05.22 Drawn By: TW

Filename:  
CRE0047\_201428\_RND\_rev7

Design Review By:

Revisions:  
05.13.22MM updt options 4 & 5  
09.15.22AKB updt option 2  
11.16.22MM rmv options, add signs  
12.12.22JJ rmv options, update all type P  
01.18.23MM updt L, add L,a, Q  
02.07.23MM updt L,a, Q

**NOT**  
Production  
Ready

Scale: 1 1/2" = 1'

**Fusion™ | 04**  
Reflected

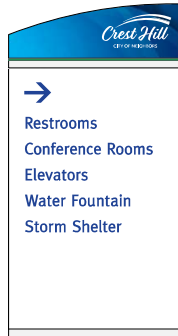
**Notes:**  
Sign copy shown is for sample purposes only

**Window Backer if required:**  
▪ Fusion w/o Backer: To match Face

### Product Approval

☐ As Is ☐ As Noted  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

Rendering 10 of 11



Type B



Type B



Type E.2



Type E.2



Type E.2



Type G



Type G



Type G



Type G



Type G



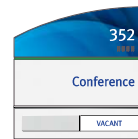
Type G



Type G.2



Type G.2



Type J.2



Type J.2



Type L  
Updatable Insert

## EXAMPLE SIGNAGE



**Board of Directors**

Wilma Warchol  
President  
Janet Schuler  
Vice President  
Theresa Skopec  
Secretary  
Dianah Stedman  
Treasurer  
Mechelle Daniels  
Board Member  
Marisol Padilla  
Board Member

**Executive Director**

Carolyn Khan

January 31, 2023  
Mayor Raymond R. Soliman  
1610 Plainfield Rd.  
Crest Hill, IL 60403

Dear Mayor Raymond R. Soliman,

**You're Invited.** Bridges to a New Day nfp is hosting its 18th annual **Spring Brunch Fundraiser**. This year, we are so excited to be able to hold an in-person Spring Brunch on March 26, 2023 at the Bolingbrook Golf Club. The after affects from the pandemic has not only drastically affected the agency's financial situation but the mental health of many of our clients. We have seen a dramatic increase in request for counseling services. We are seeing an increase in children in need of counseling services as well as adults struggling with depression and anxiety issues. We need your help to continue to provide much needed counseling services.

Bridges to a New Day, nfp is a non-for-profit counseling agency providing counseling services for all individuals, regardless of income level or age. In addition to providing school programs for students, we offer reduced-fee counseling services and accept some insurances. Our free domestic violence counseling program provides counseling to victims and their children. Thanks to generous support from donors like you, we have been providing these services to Romeoville, Lockport, Plainfield, Bolingbrook and other communities in Will County for more than 18 years. Over the years, your donation has allowed us to provide services to over 5,400 adults and children.

The event's goal is to raise funds to offset the cost of our agency's programs in a fun and entertaining manner. The **Spring Brunch** will be held on March 26 2022, the Bolingbrook Golf Club, 2001 Rodeo Dr, Bolingbrook, IL 60490 from 11am to 2 pm. Ticket prices are \$60 for adults and \$30 for children. We have had to raise the ticket price due to the event space cost. We will not profit from the ticket prices.

**Purchase your tickets early.** Help us make this Spring Brunch our most successful event! Tickets can be purchased on our website at [bridgestoanewday.org](http://bridgestoanewday.org) or by calling our agency (815) 838-2690. **Can't attend the Spring Brunch?** Consider being a sponsor or donate to help our cause. Attached is our sponsorship form outlining the opportunities on how you can make a difference. An hour of counseling service is only \$100.00 per family. Donations covering one or more sessions are a wonderful gift to bestow on a child or family. Your support allows us to continue our great work and help more people in need.

**We hope you can join us!** If you have any questions about purchasing tickets, becoming a sponsor, or making a donation, please contact me at (815) 838-2690 or [fund@bridgestoanewday.org](mailto:fund@bridgestoanewday.org).

Sincerely,

*Carolyn Khan*

Carolyn Khan, MA, LCPC, CDVP Executive Director  
Tax Number 20-0993233



**Bridges to a New Day, nfp**  
*Spring Brunch Sponsorship Opportunities*

**Please include this form with your donation.**  
**Return to: 215 W. Romeo Road, Romeoville, IL 60446**

Platinum Bridge - \$5,000.00

- Your logo posted on social media
- Prominent placement of your company info & logo at Spring Brunch (please send logo)
- Link on our website to your company
- Two-minute commercial at Spring Brunch
- Your company mentioned in all press releases

Gold Bridge - \$1,000.00

- Your logo posted on social media (please send logo)
- Recognition at event
- Link on our website to your company
- Your company mentioned in all press releases

Silver Bridge - \$500.00

- Your logo posted on social media (please send logo)
- Recognition at event
- Link on our website to your company

Bronze Bridge - \$250.00

- Your logo posted on social media (please send logo)
- Recognition at event

Bridge - \$100.00

- Announcement on social media about your sponsorship
- Recognition at event

**I would prefer to make a financial donation in the amount of \$** \_\_\_\_\_

**I would prefer to donate new items or services to the fundraiser. For example:** gift certificates, golf packages, sport event tickets, spa day, hair products etc. to be used to raise money at the fundraiser.

**Description of Item(s):** \_\_\_\_\_

**Value of Donated item(s):** \$ \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

In order to correctly identify your organization and your logo, we ask that you provide us with a business card (email to [Fund@BridgestoanewDay.org](mailto:Fund@BridgestoanewDay.org) for your ad/logo for larger ad sizes.). If this donation is in the memory of a person special to you, please let us know so it can be acknowledged in the fundraising material. All donations are tax deductible to the full extent provided by law. You will receive an acknowledgement of your gift that will also serve as a receipt for you tax deduction. Bridges to a New Day is a 501 c (3) organization.