



City Council Work Session

Crest Hill, IL

July 13, 2026

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

MAYOR

CLERK

TREASURER

CITY ADMINISTRATOR

1. City Hall/Police Station Plumbing Update
2. Final Utility Bill Code Discussion
3. Resolution Approving a Professional Service Agreement for Design Services for the Division Water Main Extension for the Illinois Crime Lab Services by and Between the City of Crest Hill, Will County, Illinois and V3 Companies for a not to exceed of \$75,203.00
4. Confidential/Closed Session Policy Recommendations
5. Executive Conference Room Use Discussion

ECONOMIC DEVELOPMENT DEPARTMENT

1. Property Owner Association (POA) Registration

ENGINEERING DEPARTMENT

POLICE DEPARTMENT

1. Private Parking Enforcement Agreement

PUBLIC WORKS DEPARTMENT

FINANCE DEPARTMENT

PUBLIC COMMENT(Limit 3 minutes per person)

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.

EXECUTIVE SESSION:

1. 5 ILCS 120/2(c)(29): Discussion between internal or external auditors and the City's audit committee, finance committee, or equivalent body concerning internal control weaknesses, potential fraud risk areas, known or suspected fraud, and fraud interviews conducted in accordance with generally accepted auditing standards.

ADJOURNMENT



Agenda Memo

Crest Hill, IL

Meeting Date: July 13, 2026
Submitters: Blaine Wing and Don Seeman
Departments: Administration and Building
Agenda Item: City Hall/Police Station Plumbing Update

Summary: On June 22nd staff discussed several ongoing issues, including plumbing, windows, and others, with plumbing and interior windows being the top priorities. Since that date, staff have met with Omega and on Monday evening, representatives will be attending the meeting to explain what they have seen and what they recommend to correct the issues.

Recommended Council Action: To proceed as recommended with the cost for this portion being up to \$21,382.00, not including epoxy restoration.

Financial Impact: Not yet finalized.

Funding Source: General Fund

Attachments: Plumbing Proposal



521 Oak Leaf Court Unit A
Joliet, IL 60436
815-773-0808
FAX: 815-773-0812
LIC. 055-031454

Item 1.

TO: Don Seeman at City of Crest Hill

RE: Police Station Underground Issues

Date: July 9, 2026

We hereby propose to perform the following work according to the drawings and specifications that have been supplied to us for the above-mentioned project:

Inclusions:

- Ω **All work to be performed at regular hours, except sawcutting which will take place after 6:00 pm**
- Ω Floor Scan of sawcut area before cutting
- Ω Sawcutting and removal of concrete
- Ω Dust control and wall and floor protection set up prior to sawcutting
- Ω Reworking the double wye to be two single wye connections
- Ω Pour back of concrete with Barrier One Additive.
- Ω An add alternate has been provided below for adding a solenoid valve and timer to introduce water to a shower in both the men's and women's locker rooms to help with the lack of water coming from the current toilets. Price includes a solenoid valve, timer, piping, and insulation patching for each location.

Exclusions:

- Ω Roof, wall, or ceiling demolition. All roof, wall, or ceiling demolition by others.
- Ω Roof, wall, or ceiling patching or repair. All roof, wall, or ceiling patching by others
- Ω Epoxy Floor patching by others
- Ω Removing ceiling grid or tiles.
- Ω Insulation on existing piping
- Ω Gas piping, valves, regulators, outlets, or other gas equipment
- Ω Access Panels
- Ω Heat Tracing
- Ω Removal or remediation of any environmentally hazardous materials. Including, but not limited to any asbestos or lead containing materials. All hazardous material removal by others
- Ω Environmentally contaminated spoils
- Ω Supplying any dishwashers, refrigerators, or any other appliances
- Ω Condensate piping or providing any extra drains for condensate.
- Ω Dumpsters
- Ω Pipe Painting
- Ω Tap on, water meter, or permit fees

Change work orders will not be performed without written consent.

Payment to be made as follows: **Monthly Draws**

Should customer fail to pay pursuant to the terms of this contract, and Omega Plumbing, Inc. elects to take legal action to collect this amount, customer shall be responsible for reimbursement of all attorney’s fees (including contingency based percentages charged by attorneys) and court costs incurred as a result of the enforcement of this contract

We will supply general liability and workers compensation insurance, fire and other insurance to be supplied by others.

The total cost for the work referenced above will be as follows:

Crest Hill Police Station Underground Issues	\$ 17,802.00
Add Alt 1: Add Solenoid Valve and Timer for Water Introduction	\$ 3,580.00

Respectfully Submitted,

Kevin Himmelman
Omega Plumbing
815-773-0808

Note: This proposal may be withdrawn by us in thirty days

We hereby accept the above proposal submitted to us by OMEGA PLUMBING and will commence the project within thirty days:

Signed: _____ Date: _____



Condensate Drain Valve Assemblies

2-way normally closed operation

Compact design

Adjustable timers with status indication



www.ascovalve.com

ASCO® Condensate Drain Valve Assemblies

Item 1.

Compressed air is used extensively in manufacturing and other processes to power various pneumatic equipment. When air is compressed, the temperature can typically rise to over 400°F. As the air in the system begins to cool, condensate is formed. This condensate, if not drained properly, will damage equipment and decrease the overall efficiency of your compressed air system. ASCO condensate drain valve assemblies are designed to effectively drain excess condensate from receiver tanks, pre-filters, separators, air dryers, and drip legs. By utilizing ASCO's proven solenoid and piloted piston valves, condensate drain valve assemblies will enhance the reliability and extend the life of your compressed air system.

Benefits

- Reduced on-site labor, installation time and assembly costs
- Compact design for use in small areas
- Adjustable timers with status indication and agency approvals
- Wide range of options and levels of assembly
- Proven ASCO solenoid valve design and quality
- Easy maintenance
- 1/4" to 1" NPT

Typical compressed air system diagram



Piloted Piston Series

ASCO's new range of clog-proof drain valves features the 8290 series piloted piston valve, known for its proven ruggedness and dependability. It is available in 3/8" to 1" NPT and features a 316 Stainless Steel body for durability and fluid compatibility. Because of its design, it is a zero maintenance valve which requires no condensate filter or strainer. The 8290 is an economical alternative to electric motorized ball drain valves.

Solenoid Series

ASCO's new condensate drain valve assemblies feature 2-way, normally closed solenoid valves with brass bodies. Their compact design saves space, simplifies service, and improves performance. A short stroke design allows for increased life of vital components. Each assembly features an adjustable, solid state timer with LED indicators and a Type 4 rating.

To calculate the volume of condensate that can be drained by the valve:

F_g = square root of pressure drop

$F_g \times C_v$ = GPM (Gallons Per Minute)

$GPM/60$ = GPS (Gallons Per Second)

$GPS \times 128$ = OPS (Ounces Per Second)

$OPS \times \text{On time of valve (seconds)}$ = DV (Drained Volume)

Construction

Valve Parts in Contact with Fluids			
Part	Solenoid Drain Valve	Piston Valve Solenoid Pilot	Piston Drain Valve
Body	Brass		316L Stainless Steel
Stem	-	-	316L Stainless Steel ①
Core Tube	Stainless Steel		-
Bonnet	Stainless Steel	Plated Steel	-
Core and Plugnut	Stainless Steel		-
Springs	Stainless Steel		-
Disc	NBR	FKM	316L Stainless Steel ②
Disc Seals	NBR	FKM	PTFE
Shading Coil	Copper		-
Stuffing Box	-	-	316L Stainless Steel
Stuffing Box Seal	-	-	PTFE
Wiper Seal	-	-	FKM
Screw	-	-	316L Stainless Steel ③

① 431 Stainless Steel for 50mm. ② Brass for 50mm. ③ No screw for 50mm.

Valve


Timer




Pilot Valve


Timer




Electrical

Standard Coil Class of Insulation	Watt Rating and Power Consumption				Ambient Temp. °F	DIN Spare Coil Family
	DC Watts	AC				
		Watts	VA Holding	VA Inrush		AC/DC
F	6.9	6.3	8.8	12.1	15 to 140	400125
F	9.2	9.2	14	23	15 to 140	ZA34A
F	5.5	4	6	12	15 to 140	4300
F	13	13	24	44	15 to 140	Z134A

Specifications (Assembly)

Inlet Pipe Size (Ins.)	Valve Outlet Pipe Size (Ins.)	Valve Orifice Dia. (Ins.)	Cv Flow	Condensate Drained (oz/sec.) ①	Operating Pressure Differential (psi)		Pilot Pressure (psi)	Assembly Number ②	Featured Assembly Components		
					Min.	Max.			Air or Water	Electrical Connections	Mechanical / Maintenance
1/4 F	1/4 F	1/8	0.35	10	0	175	-	CDVA0JPJW5XCMLL CDVA0JPK1QZBSVN	-	-	
									DIN to 6' cord w/N.A. plug	-	
1/2 M ④	1/4 F	1/8	0.35	10	0	175	-	CDVA0JPL6ND5VR2 CDVA0JPLC7F5104	-	Manual Shutoff / Filter	
									DIN to 6' cord w/N.A. plug	Manual Shutoff / Filter	
3/8 F	3/8 F	7/16	1.99	56	5	175	-	CDVA138122AKBA8 CDVA13817MCJGKA	-	-	
									DIN to 6' cord w/N.A. plug	-	
1/2 M ④	3/8 F	7/16	1.99	56	5	175	-	CDVA1382CJSCKEQ CDVA1382J3UBQPS	-	Manual Shutoff / Filter	
									DIN to 6' cord w/N.A. plug	Manual Shutoff / Filter	
1/2 F	1/2 F	9/16	4.45	144	5	230	-	CDVA1MSH84LMV4U CDVA1MSHDPNM0DW	-	-	
									DIN to 6' cord w/N.A. plug	-	
1/2 M ④	1/2 F	9/16	4.45	144	5	230	-	CDVA1MSJJM2F39A CDVA1MSJQ64E8JC	-	Manual Shutoff / Filter	
									DIN to 6' cord w/N.A. plug	Manual Shutoff / Filter	
3/8 F	3/8 F	3/8	2.3	76	0	240	60 to 150	CDVA5G5JCJP39FN CDVA5G5JJ3R2EQQ	-	-	
									DIN to 6' cord w/N.A. plug	-	
1/2 F	1/2 F	1/2	4.1	117	0	180	60 to 150	CDVA60Q0JLZ5L7A CDVA60Q0Q614RGC	-	-	
									DIN to 6' cord w/N.A. plug	-	
3/4 F	3/4 F	3/4	7.6	154	0	90	60 to 150	CDVA6K8GQP97PW0 CDVA6K8GW8B6V52	-	-	
									DIN to 6' cord w/N.A. plug	-	
1 F	1	1	15	304	0	90	60 to 150	CDVA73790TM3NV6 ③ CDVA73796CP2U48 ③	-	-	
									DIN to 6' cord w/N.A. plug	-	

① Volume of condensate drained per second at max operating pressure. ② Additional assemblies available through configurator. ③ Also available in bronze. ④ Manual Shutoff / Filter

Specifications (Solenoid Valve)

Item 1.

Pipe Size (ins.)	Orifice Dia. (ins.)	Cv Flow	Volume Drained per Second (oz/sec.) ①	Operating Pressure Differential (psi)			Max. Fluid Temp. °F	Brass	Wattage	
				Min.	Max. AC	Max. DC			AC	DC
					Water	Water				
1/4"	1/16"	0.11	5	0	435	435	195	SC8261S405	9.2	9.2
1/4"	3/32"	0.18	7	0	290	230	195	SC8261S406	9.2	9.2
1/4"	1/8"	0.35	10	0	175	60	195	SC8261S408	9.2	9.2
1/4"	5/16"	0.93	24	0	145	145	195	SC8261S413	9.2	9.2
3/8"	25/64"	1.75	45	0	145	45	195	SC8238S401	9.2	9.2
3/8"	7/16"	2.89	81	5	175	175	195	SC8238T402	4	5.5
1/2"	1/2"	2.46	63	0	145	45	195	SC8238S404	13	13
1/2"	9/16"	4.45	144	5	230	230	195	SC8238T405	4	5.5

① Volume of condensate drained per second at max operating pressure (AC).

Specifications (Piston Valve)

Pipe Size (ins.)	Orifice Dia. (ins.)	Cv Flow	Volume Drained per Second (oz/sec.) ①	Operating Pressure Differential (psi)		Max. Fluid Temp. °F	316 Stainless Steel	Air or Water Pilot Pressure (psi)	
				Min.	Max.			Min.	Max.
					Water				
3/8"	3/8"	2.3	76	0	240	366	8290A791	60	150
1/2"	1/2"	4.1	117	0	180	366	8290A792	60	150
3/4"	3/4"	7.6	154	0	90	366	8290A793	60	150
1"	1"	15	304	0	90	366	8290A395	60	150
1"	1"	15	304	0	90	366	8290A386 ②	60	150

① Volume of condensate drained per second at max operating pressure. ② Brass/bronze body.

Specifications (Pilot Valve)

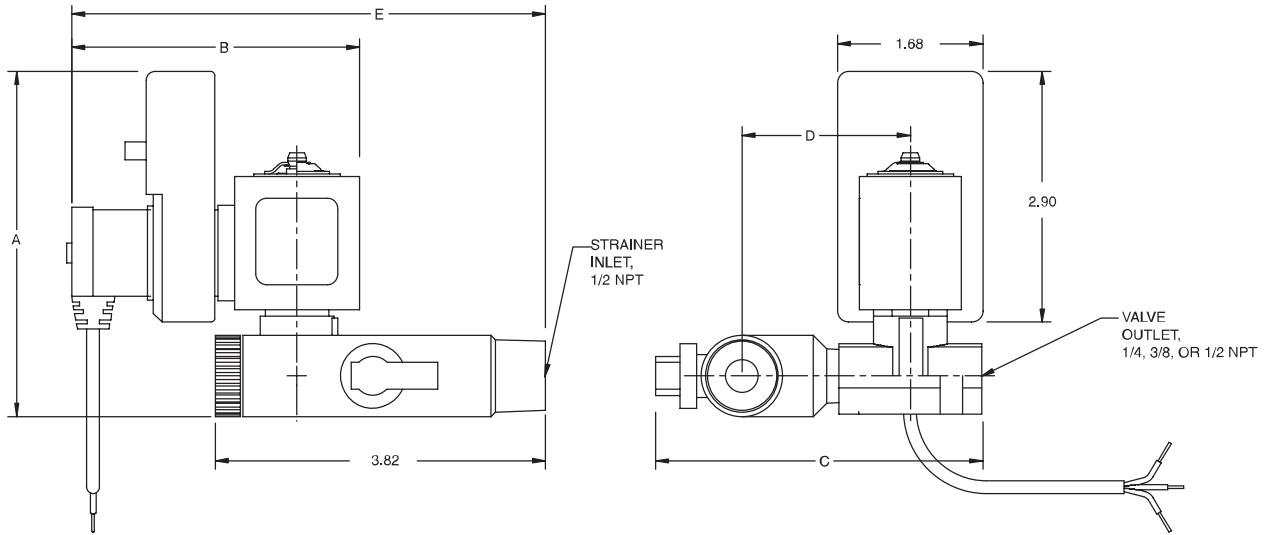
Pipe Size (ins.)	Orifice Dia. (ins.)	Cv Flow	Operating Pressure Differential (psi)			Max. Fluid Temp. °F	Brass	Wattage	
			Min.	Max. AC	Max. DC			AC	DC
				Air or Water	Air or Water				
3 way Solenoid Pilot Valves - Normally Closed									
1/8"	1/16"	0.09	0	140	140	180	SC8356A002V	6.3	6.9

Assembly Components

Assembly Part Numbers	Size	Drain Valve	Pilot Valve	Timer	Power Cord	Ball/Strainer
CDVA0JJPJW5XCMLL	1/4"	SC8261S408 120/60	-	272839-001	-	-
CDVA0JPK1QZBSVN	1/4"	SC8261S408 120/60	-	272839-001	272852	-
CDVA0JPL6ND5VR2	1/4"	SC8261S408 120/60	-	272839-001	-	272851
CDVA0JPLC7F5104	1/4"	SC8261S408 120/60	-	272839-001	272852	272851
CDVA138122AKBA8	3/8"	SC8238T402 120/60	-	272839-009	-	-
CDVA13817MCJGKA	3/8"	SC8238T402 120/60	-	272839-009	272852	-
CDVA1382CJSCKEQ	3/8"	SC8238T402 120/60	-	272839-009	-	272851-002
CDVA1382J3UBQPS	3/8"	SC8238T402 120/60	-	272839-009	272852	272851-002
CDVA1MSH84LMV4U	1/2"	SC8238T405 120/60	-	272839-009	-	-
CDVA1MSHDPNM0DW	1/2"	SC8238T405 120/60	-	272839-009	272852	-
CDVA1MSJJM2F39A	1/2"	SC8238T405 120/60	-	272839-009	-	272851-003
CDVA1MSJQ64E8JC	1/2"	SC8238T405 120/60	-	272839-009	272852	272851-003
CDVA5G5JCP39FN	3/8"	8290A791	SC8356A002V 120/60	272839-009	-	N/R
CDVA5G5JJ3R2EQQ	3/8"	8290A791	SC8356A002V 120/60	272839-009	272852	N/R
CDVA60Q0JLZ5L7A	1/2"	8290A792	SC8356A002V 120/60	272839-009	-	N/R
CDVA60Q0Q614RGC	1/2"	8290A792	SC8356A002V 120/60	272839-009	272852	N/R
CDVA6K8GQP97PW0	3/4"	8290A793	SC8356A002V 120/60	272839-009	-	N/R
CDVA6K8GW8B6V52	3/4"	8290A793	SC8356A002V 120/60	272839-009	272852	N/R
CDVA73790TM3NV6	1"	8290A386	SC8356A002V 120/60	272839-009	-	N/R
CDVA73796CP2U48	1"	8290A386	SC8356A002V 120/60	272839-009	272852	N/R

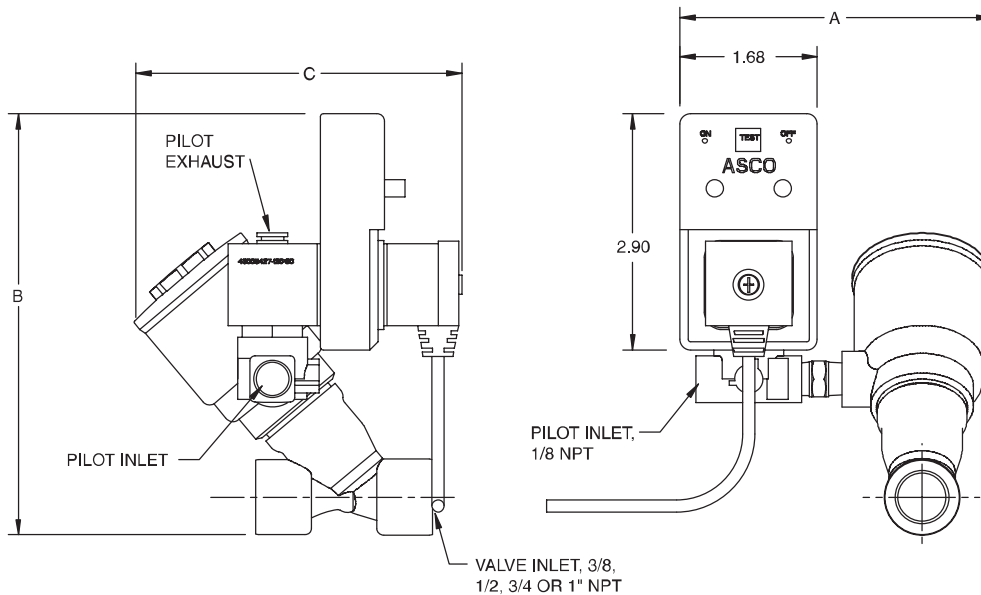
Dimensions (Solenoid Series)

Assembly Number	A	B	C	D	E
CDVA0JPLC7F5104	3.99	3.33	3.79	1.95	5.48
CDVA1382J3UBQPS	4.93	3.29	5.39	3.35	5.40
CDVA1MSJQ64E8JC	4.93	3.29	5.39	3.35	5.40



Dimensions (Pilot Piston Series)

Assembly Number	A	B	C
CDVA5G5JJ3R2EQQ	3.82	5.16	3.99
CDVA60Q0Q614RGC	3.82	5.16	3.99
CDVA6K8GW8B6V52	3.82	5.16	3.99
CDVA73796CP2U48	4.70	6.56	5.43



Timer

Timing Ranges:

Standard: On: 2 sec. to 40 sec.
Off: .5 min. to 45 min.

Optional: On: .5 sec. (minimum), 45 min. (maximum)
Off: 2 sec. (minimum), 4 hours (maximum)

All solid state, no moving parts to wear
Manual override for testing/resetting

UL, CE approvals

Type 4 rated

MOV voltage suppression

LED status lights

Ambient temperature range: 14°F to +122°F



Power Cord

Allows for easy connection to AC wall outlet

UL recognized

Other termination types available upon request

	Specification	Construction
Cord	6 Feet Long	PVC Outer Jacket
Conductor	3 x 18 AWG	-
Contacts	-	Silver Plated Brass
Plug Housing	3 Prong North American	Nylon
Max. Power Rating	5 amp	-
Max. Voltage Rating	250 V	-
Environmental Rating	TYPE 1,3,4 / IEC IP67	-
Terminal Seal Gasket	-	NBR

Manual Shutoff / Filter

Prevents debris from clogging valve

Hand turn isolation valve for maintenance of strainer or drain valve

Knurled strainer screen end cap for easy maintenance

Brass body



	Specification	Construction
Max. Pressure (psi)	290	-
Max. Temp. (F)	230	-
Mesh Strainer	40 Micron	Stainless Steel
Manual Shutoff Handle	1/4 Turn	Chrome Plated ABS
Ball Seal	-	PTFE
End Cap Seal	-	NBR

ASCO® Condensate Drain Valve Assembly Configurator

ASCO simplified the condensate drain valve assembly selection process with an online catalog number configurator. Once you have determined the required features, you can easily construct a catalog number by clicking on each feature and then clicking the View Details button. A second screen will appear, which provides the product catalog number, product attributes, and 3D CAD models. The configurator is programmed to accept only valid constructions.

In addition to creating a catalog number, the configurator can also decipher a catalog number. Type a valid CDV catalog number into the window next to the Enter Catalog Number button. The configurator automatically highlights the appropriate construction features.

In order to use the online configurator go to: www.ascovalve.com/CDVConfigurator

Design a Condensate Drain Valve Assembly

★ Indicates a required attribute.


<p>★ Drain Valve Type</p> <p>Solenoid Operated Drain Valve</p> <p>Piloted Piston Drain Valve</p>	<p>★ Pipe Size</p> <p>1/4"</p> <p>3/8"</p> <p>1/2"</p> <p>3/4"</p> <p>1"</p>	<p>★ Timer On Range</p> <p>0.5 Sec Fixed</p> <p>30 Sec Fixed</p> <p>0.5 to 10 Sec</p> <p>2 to 40 Sec</p> <p>0.25 to 10 Min</p> <p>0.3 to 30 Min</p> <p>0.5 to 45 Min</p>	<p>★ Voltage</p> <p>24/60Hz AC</p> <p>120/60Hz AC</p> <p>240/60Hz AC</p> <p>12 DC</p> <p>24 DC</p>
<p>★ Maximum Operating Pressure</p> <p>30 psi</p> <p>45 psi</p> <p>60 psi</p> <p>90 psi</p> <p>105 psi</p> <p>130 psi</p> <p>170 psi</p> <p>230 psi</p> <p>290 psi</p> <p>435 psi</p>	<p>★ Drain Valve Body Material</p> <p>Brass/Bronze</p> <p>Stainless Steel</p>	<p>★ Timer Off Range</p> <p>2 to 40 Sec</p> <p>0.5 to 45 Min</p> <p>0.25 to 4 Hrs</p>	<p>★ Valve Elastomer</p> <p>NBR</p> <p>FKM</p> <p>PTFE</p>

Optional Components

Power Cord Set - DIN 3 Prong Plug
NA Plug
NA Plug w/ 180 Ground
Blunt
Tinned and Stripped

Information

Hover the mouse over a field for additional information about that field.



Min/Max Ambient Temperature: 15°F - 180°F
Min/Max Fluid Temperature: 32°F - 180°F
Minimum Operation Pressure: Solenoid 5 psi, Piston 0 psi
Piston Valves Standard with PTFE Elastomers
Strainer Inlet size 1/2" NPT External
Pilot Valve Operating Pressure: 60-150 psi

www.ascovalve.com



Canada
Tel 519-758-2700

Australia
Tel (61) 2-9-451-7077

Brazil
Tel (55) 11-4208-1700

Mexico
Tel (52) 55-3640-0200

France
Tel (33) 1-47-14-32-00

Germany
Tel (49)-7237-9960

United Kingdom
Tel (44) 1695-713600

China
Tel (852) 2-343-8580

Singapore
Tel (65) 6556-1100

Japan
Tel (81) 798-65-6361

Features

- Solid state electronic timer used to automatically control ASCO solenoid valves
- Typically used with ASCO Solenoid Valves for automatic draining of condensate in compressed air systems
- Selectable timing ranges (2-40 seconds "on"; 30 seconds to 45 minutes "off")
- Manual override for test/reset
- LED lights to indicate timing phase

Technical Specifications

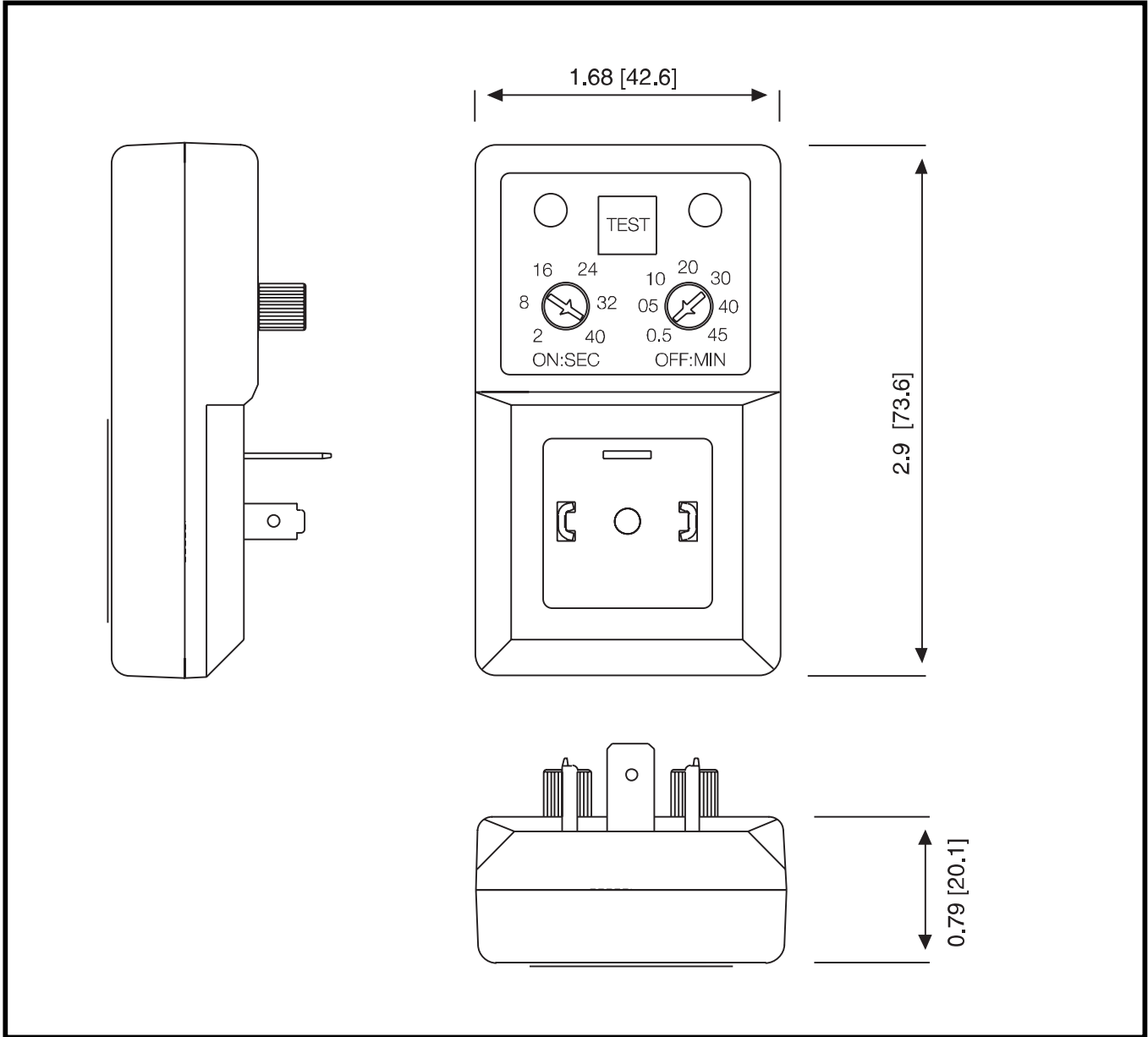
Supply Voltage	24 - 240V AC/DC 50/60 Hz
Current Consumption	4 mA max.
Operating Temperature	14°F - 122°F
Environmental Protection	Type 4
Switch Capacity	1 Amp
Inrush Current Capacity	10 Amps for 10 mSec
Duty Cycle	100%
Repeat Accuracy	± 0.1%
Scale Accuracy	± 10%
Reset/Test	Manual Touch Switch
Printed Circuit Board	UL 94V0
Connection	DIN 43650 ISO-4400/6952
Indicators	LEDs to indicate phases
On Time	Adjustable from 2 to 40 sec.
Off Time	Adjustable from 30 sec to 45 min.

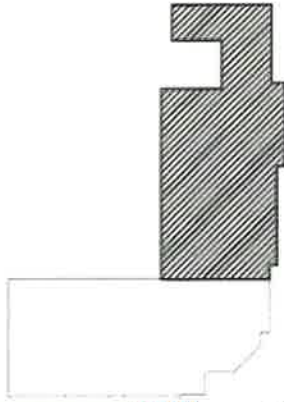
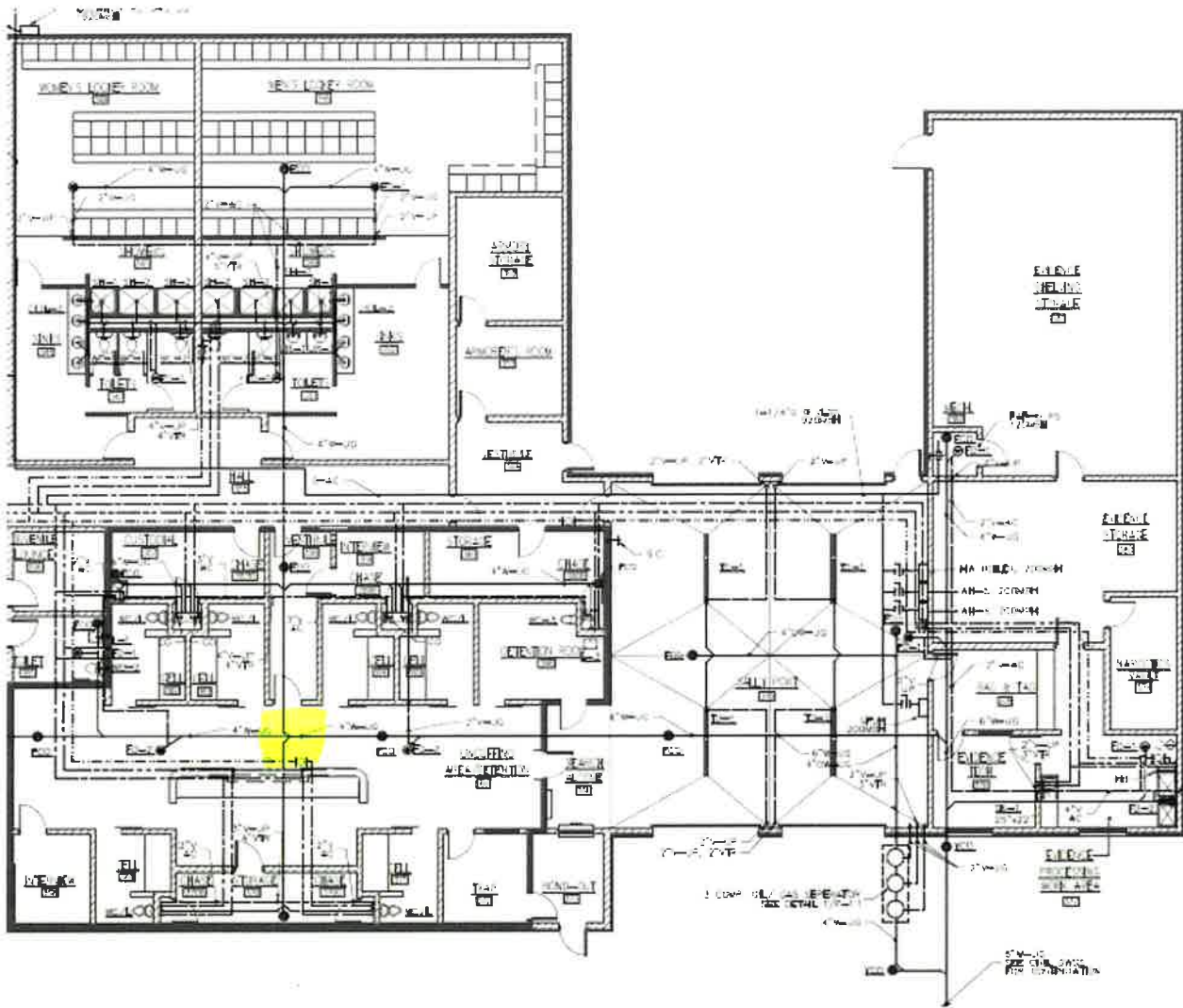


Timer and Accessories Kit Numbers

Timer Catalog Number:	272839-001 272839-009**
Power Cord* Kit Number:	272852
DIN Connector Kit Number:	272873
* 6' power cord has DIN connector and 3-prong plug for wall outlet. ** For use with DIN 11 CDV Assemblies.	

Dimensions inches (mm)





BUILDING KEY PLAN
SCALE: 1/8" = 1'-0"



THIS DRAWING IS THE PROPERTY OF THE ARCHITECT AND SHOULD NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.

ISSUED FOR BIDDING DECEMBER 30, 2019

CITY HALL & POLICE BUILDING
FOR: CITY OF CREST HILL
20701 PATRICK DRIVE, CREST HILL, IL

DESIGNED BY: S.C.
CHECKED BY: BOB GIBBEL
DATE: DECEMBER 30, 2019
PROJECT NO: 9-10
TITLE: POLICE TRAINING CENTER PLAN

SHEET
P-2.3

Item 1.

REVISIONS



Agenda Memo

Crest Hill, IL

Meeting Date: July 13, 2026
Submitter: Blaine Wing, City Administrator
Department: Administration
Agenda Item: Final Utility Bill Code Discussion

Summary: As the City has become aware that not every transfer of property has had final utility (water/sewer/refuse/recycling) paid prior to the sale of the property, the City by ordinance wants to ensure that final reads and payments are paid prior to the sale.

Attached is a draft ordinance, which has been modeled after another non-home rule community in Illinois, to address the same issues. As such, with minor adjustments and filling in the fee amount (for example \$10.00 for the certificate of zero municipal debt) the attached ordinance is ready for City Council’s discussion.

Recommended Council Action: Discuss and finalize for future City Council review and approval.

Financial Impact: Undetermined.

Funding Source: N/A

Budgeted Amount: N/A

Cost: N/A

Attachments: Draft Ordinance

ORDINANCE NO. _____

AN ORDINANCE ADDING CHAPTER 3.21 (SATISFACTION OF MUNICIPAL DEBTS) TO TITLE 3 (REVENUE AND FINANCE) TO THE CITY OF CREST HILL CODE OF ORDINANCES

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

WHEREAS, the Corporate Authorities of the City of Crest Hill, Will County, Illinois, have the statutory ability to make, enact, and enforce all needful rules and regulations for the operation and management of its combined waterworks and sewerage system, including the establishment of rates to be charged to users of combined waterworks and sewerage system (65 ILCS 5/11-139-8); and

WHEREAS, the Corporate Authorities of the City of Crest Hill, Will County, Illinois have previously exercised said authority by establishing Title 13, Water and Sewer of its Code of Ordinances; and

WHEREAS, the City of Crest Hill has encountered problems due to water customers and property owners failing to notify the City of the impending sale of property and thus failing to obtain accurate final water meter reads and final bills issued prior to the sale of property within the City; and

WHEREAS, in furtherance of its statutory powers, the Corporate Authorities have now determined that the City of Crest Hill Code of Ordinances should be amended to add a comprehensive set of Ordinances to ensure that all municipal debts, including unpaid water and sewer charges and other delinquent fees are satisfied prior to the transfer of title to property.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1: The City Council hereby finds that all the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: That Chapter 3.30 (Satisfaction of Municipal Debts), including Sections 3.21.010, 3.21.020, 3.21.030, 3.21.040, 3.21.050, 3.21.060, 3.21.070, and 3.21.080 are hereby added to Title 3 (Revenue and Finance) of the City of Crest Hill Code of Ordinances, as follows:

CHAPTER 3.21 SATISFACTION OF MUNICIPAL DEBTS

§ 3.21.010 Purpose.

The purpose of this division is to establish a system to provide for the collection of unpaid water service charges and other delinquent fees and charges owed to the City from individuals or entities upon the sale or other transfer of real estate within the City.

§3.21.020 Definitions.

The following definitions shall apply to the interpretation and enforcement of this division:

Beneficial interest means the interest held by a beneficiary in a trust where the trustee of the trust holds legal title to real estate for the benefit of the beneficiaries of such trust.

Transferor of the real estate means the person or persons, entity or entities that transfer the title to real estate or the beneficial interest in a trust that holds title to real estate to another person or persons, entity or entities. The definition shall also include the transfer of control of a property subject to the Illinois Condominium Property Act from the developer to the condominium association board of managers.

City means the City of Crest Hill, Illinois.

§ 3.21.030 Satisfaction of municipal debts.

- (a) Unless the transfer is exempt and only to the extent exempted, no real estate located in the City and no beneficial interest of a trust holding title real estate located in the City shall be sold, quitclaimed, exchanged or otherwise transferred unless it has been determined by the City's director of finance that:
- (1) The City's water, sewer, and refuse collection charges related to the real estate have been paid in full; and
 - (2) The transferor of the real estate is not otherwise in debt to the City.
- (b) Unless exempted, the requirement of obtaining a municipal debt satisfaction certificate shall be mandatory on all transfers of ownership of or beneficial interest in real estate located within the City.

§ 3.21.040 Exempt transfers.

The following transfers are exempt from compliance with the requirement that the City's water, sewer and refuse collection charges related to the real estate have been paid in full:

- (a) The transfer of title or assignment of the beneficial interest of a trust holding title to a condominium unit for which a condominium association pays the water, sewer, and/or refuse collection charges.

§ 3.21.050 Application.

- (a) Upon entering into any agreement to transfer the title of real estate located within the City or to assign the beneficial interest of a trust holding title to real estate located within the City, the titleholder or the beneficiary of the trust holding title shall immediately and before the transfer make application to the City's director of finance for a final reading of the water meter serving the real estate and for a municipal debt satisfaction certificate. The application shall be accompanied by the original deed or other document of transfer. Upon the final reading of the water meter's being made and the amount owed being determined, including, but not limited to, any outstanding penalties for delinquent payments and for other monetary obligations owed to the City, the applicant shall make full payment to the City in the amounts then determined to be due. The application for a municipal debt satisfaction certificate shall be submitted to the director of finance during regular business hours not less than seven business days prior to any proposed sale, assignment or other transfer of real estate or of the legal or beneficial interest of a trust holding title to real estate located in the City to allow sufficient time for the director of finance to determine if the applicant has met the requirements for a municipal debt satisfaction certificate.
- (b) If the director of finance determines that the transferor of the real estate has paid in full all water, sewer and refuse collection charges as of the most recent billing, and that the transferor of the real estate is not otherwise in debt to the City, the director of finance shall issue a municipal debt satisfaction certificate. The municipal debt satisfaction certificate shall state that as of the date of the most recent billing, all water, sewer and refuse collection charges have been paid in full and that the transferor of the real estate is not otherwise in debt to the City. Any unbilled charges incurred after the issuance of the municipal debt satisfaction certificate to, and including, the date of the closing of the sale or transfer of the real estate shall remain the responsibility of the transferor of the real estate.
- (c) The municipal debt satisfaction certificate shall be valid for a period of 30 days from the date of issuance.
- (d) The director of finance shall keep a record of all municipal debt satisfaction certificates on file in the office of the department of finance. Copies of any municipal debt satisfaction certificate related to the property shall be furnished, upon request, to any person having a tenancy interest in the property for which the certificate is requested.

- (e) If the director of finance determines that the transferor of the real estate has not paid in full all water, sewer and/or refuse collection charges, or that the transferor of the real estate is otherwise in debt to the City, no municipal debt satisfaction certificate shall be issued. Instead, the applicant will be issued a report in a form adopted by the department of finance which details any water, sewer, refuse collection charges, and/or debts owed by the transferor of the real estate to the City. When, and if, the transferor of the real estate has paid all of the debts noted on the report, the applicant may reapply for a municipal debt satisfaction certificate.

§ 3.21.060 Appeals.

- (a) Any person whose application for a municipal debt satisfaction certificate has been denied may file an appeal with the City Administrator to contest the findings contained in the report or request that the requirements of this division be waived in his or her particular circumstances.
- (b) An appeal to the City Administrator must be made by filing a notice of appeal with the City manager. The notice of appeal must be filed within ten days from the date of issuance of the report denying the issuance of the municipal debt satisfaction certificate. The City Administrator may grant a variance from the requirements of the division only when the applicant can prove by a preponderance of the evidence that:
- (1) Compliance with the requirements of the division will place an extreme hardship on the applicant; or
 - (2) Physical conditions of the real estate make compliance with the requirements of the division impossible.
- (c) The City Administrator shall hold a hearing on the appeal within seven days of the filing of the notice of appeal. The City Administrator shall issue a written decision within seven (7) days of the close of the hearing.

§ 3.21.070 Fee.

A fee of \$ _____ for the preparation of a municipal debt satisfaction certificate shall be payable upon application for the municipal debt satisfaction.

§ 3.21.080 Penalty.

Any person who participates in the sale or transfer of any structure, building or dwelling unit in the City in violation of this division as seller, buyer, broker or agent, shall be subject to a fine of not less than \$200.00 nor more than \$750.00 for such violation.

SECTION 3: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 5: That the City Clerk is hereby directed to publish this Ordinance.

SECTION 6: That the City Clerk is hereby directed to notify all area Title Insurance Companies of the passage of this Ordinance with a request that their list of Municipalities with transfer taxes or similar final water meter reading ordinances be updated to include this Ordinance.

SECTION 6: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

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PASSED THIS _____ DAY OF _____, 2026.

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

Christine Vershay-Hall, City Clerk

APPROVED THIS _____ DAY OF _____, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk



Agenda Memo

Crest Hill, IL

Meeting Date:	July 13, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Resolution approving a professional service agreement for design services for the Division Water Main Extension for the Illinois Crime Lab Services by and between the city of Crest Hill, Will County, Illinois and V3 Companies for a not to exceed of \$75,203.00.

Summary: Pursuant to Resolution 1425-an IGA with the State of Illinois Development Board in which the City will be reimbursed by the State of Illinois for a professional engineering, contract construction and all other collateral services related to the installation of new water in a new easement along the south side of Division from Well 11 to Broadway. This new line is being installed to provide city water to the new State Crime Lab and Illinois State Police District 5 Headquarters.

Attached is a proposal from V3 Companies, Ltd. for the preparation of contract plans and bid documents and engineering construction cost estimates for the installation of this new water main.

These services will include the following:

- Data collection and review.
- Collection of pavement cores and preparation of a geotechnical report.
- CCDD soil disposal evaluation.
- Utility coordination.
- Preparing and receiving approval of required permits for the project (IEPA, county and state).
- Preparation of water main and roadway rehabilitation plans and specifications.
- Prepare bid documents.
- Prepare estimate engineering construction cost estimates.
- Quality assurance/quality control and constructability reviews
- Project administration and management.
- Perform field inspections and attend project meeting.
- Provide support during the bidding process.

Construction Engineering has not been negotiated at this time, but will be once the project is ready for bid. Once the construction engineering scope and fee are determined, an agreement will be presented to the City Council for review and approval.

The project schedule is to have the entire bid package ready for bidding by the middle of August 2026 with construction anticipated in fall of 2026 .

Recommended Council Action: Resolution approving a professional service agreement for design services for the Division Water Main Extension for the Illinois Crime Lab Services by and between the city of Crest Hill, Will County, Illinois and V3 Companies for a not to exceed of \$75,203.00.

Financial Impact:

Funding Source: Reimbursement (State of Illinois)

Budgeted Amount: \$150,000.00 per IGA

Cost: \$75,203.00

Attachments:

RESOLUTION-Division Watermain Extension-CDB

Exhibit A-Division Street Watermain V3 proposal design 07012026

Resolution No 1425-State of Illinois Capital Dev Board Customer Work Agreement for Design and Construction with Crest Hill (signed Legal)



July 1, 2026

Mr. Ron Wiederman, P.E.
 City Engineer
 City of Crest Hill
 2090 Oakland Ave
 Crest Hill, Illinois 60403

RE: Proposal for Professional Services
 Design Services for Watermain • Division Street

Dear Mr. Wiedeman,

On behalf of V3 Companies, we are pleased to submit this agreement for watermain installation on Division Street from existing City Well House 11 to the south going east to Rt-53. If you find this proposal to be acceptable, the executed copies of this letter, which set forth the contractual elements of this agreement, will constitute an agreement between City of Crest Hill and V3 Companies (V3) for services on this project.

PROJECT UNDERSTANDING

It is our understanding that the City of Crest Hill is requesting the preparation of construction documents for a watermain extension along Division Street from City Well House 11 to Rt-53 intersection.

Upon contract approval, V3 will proceed with design services and initiate the Illinois Environmental Protection Agency (IEPA) permitting process to support the project’s anticipated schedule. The detailed scope of work is attached, along with the proposed fee schedule, which delineates the services included under this contract.

COMPENSATION

SERVICE	FEE
Prepare and Specifications	\$75,203 (Not to Exceed)
Total Project Cost	\$75,203 (Not to Exceed)

Division Street Watermain									
TASK	Project Director	Road Project Manager	Design Eng II	Technician	Project Man I	Project Sci I	TOTAL HOURS	LUMP SUM COST	TOTAL FEE
FINAL ENGINEERING									
Final Engineering Plans/ Specs/ Cost		15	250	30			295		49,584
IEPA permitting		4	4				8	1200	2,838
CCDD review and Soil Boring review		3			15	25	43	5000	10,805
QA/QC	4	6					10		2,658
Meetings		4					4		994
Data Collection and Utility Coordination		10	10	5			25		5,033
Bid Support		10	5				15		3,291
Hours	4	52	269	35	15	25	400	Total	\$75,203
Rate	\$292	\$249	\$161	\$188	\$181	\$94			
Fee	\$1,166	\$12,928	\$43,287	\$6,563	\$2,716	\$2,344	\$69,003	\$6,200	\$75,203

Mr. Ron Wiedeman, P.E.
City of Crest Hill
July 1, 2026

We appreciate the opportunity to present this proposal and look forward to working with the City of Crest Hill on this project.

Sincerely,

V3 COMPANIES, LTD.



Kurt Corrigan, P.E.

Vice President of Municipal Services

Accepted For:

CITY OF CREST HILL

By: _____

Title: _____

Date: _____



SCOPE OF SERVICES – PHASE II ENGINEERING

The following is the scope of services necessary to successfully deliver plans, specifications, and construction estimates to the City of Crest Hill for the Division Street watermain replacement project. Phase II Engineering will meet the City’s policies, procedures, and guidelines.

DATA COLLECTION & REVIEW

Items to be provided by the city include the following:

- As-built plans for previous watermain projects adjacent to this project;
- Utility maps for water, sewer, sanitary and private utilities.

FIELD VISITS

The design team will conduct up to two field visits (two V3 team members) to verify and evaluate existing field conditions, including pavement, curb and sidewalk conditions. V3 will also meet with City staff to identify existing water valves to identify how to isolate water service and watermain connections.

CCDD SOIL DISPOSAL EVALUATION

An environmental screening for CCDD soil disposal will be conducted by V3. A V3 geologist will be onsite and collect samples for environmental analysis. The sampling plan will be dependent on the proposed excavation for the project, and the results of the environmental review of the land use history of the properties adjoining the project. Project soils will be evaluated for CCDD disposal based on the criteria in IL Title 35 Part 1150 Subtitle J: Clean Construction or Demolition Debris, and LPC-663 documentation will be provided for qualifying soils. Any project soils that do not meet the criteria for CCDD disposal will be delineated and characterized for alternative disposal detailed in the plan documents.

UTILITY COORDINATION

Throughout the plan development V3 will provide utility coordination. The following is included under this task:

- Submit for a JULIE design request.
- Prepare letters and exhibits as needed to initiate coordination with utility companies within the project corridor.
- Submit plans to the private utility companies at the preliminary level of completion in order to coordinate any required utility adjustments/relocations. Additional plan submittals at pre-final and final levels of completion will be made as needed for additional coordination of adjustments/relocations.
- Review and identify potential utility conflicts according to the preferred alternative.

PERMITTING WITH IEPA WATERMAIN AND NOI PERMIT

V3 will submit and acquire permits from the IEPA and IDNR. Permit information will be included in the contract bid documents. It is our intent to have the permits secured prior bidding, therefore this coordination effort will begin as the 30% plans are developed. Associated permit fees will be paid by the City of Crest Hill. We will also fast track the watermain permit with the IEPA which there is a service fee for fast tracking which we have included in our fee.

PLANS, SPECIFICATIONS & ESTIMATES

Construction plans and specifications for the roadway improvements will be prepared in accordance to City of Crest Hill and IDOT standards and guidelines at 30% (watermain layout review), 60% (preliminary), 90% (pre-final) and 100% (final) stages. The plans will consist of the following sheets:

- Cover sheet
- Index of sheets/general notes
- Summary of quantities
- Typical sections
- Alignment, ties and benchmarks
- Maintenance of traffic plans and notes as needed
- Erosion and sediment control plans and notes
- Existing Condition plans
- Removal plans
- Roadway plan and profile (if needed)
- Watermain plan and profile
- City details
- IDOT details/Construction Details

V3 will prepare quantity computations and engineer's opinion of probable construction costs at the 60%, 90% and 100% stages of the project. The computed quantities will serve as the basis for the Summary of Quantities sheet and the engineer's opinion of probable construction costs.

Specifications and special provisions will be prepared at the 90% and 100% stages of the project. Where a project item contains work, material, unique sequence of operations or any other requirements that are not included in the Standard Specifications for Road and Bridge Construction, Supplemental Specifications and Recurring Special Provisions or BDE Special Provisions, a project specific Special Provision will be written.

Plans, specifications and estimates will be submitted to the City of Crest Hill for review. All documents will be revised based on comments received from reviewing agencies. A disposition of comments will be prepared with each resubmittal.

CONSTRUCTABILITY REVIEWS

Internal constructability reviews will be conducted between the 60% and the 90% submittals. If needed, the project team will meet with City after the constructability review to present their findings and discuss alternative construction methods or construction staging options and cost savings alternatives.

QUALITY ASSURANCE/QUALITY CONTROL

V3 will perform in-house quality control reviews to ensure that plans, specifications, cost estimates, reports and other computations or assumptions, that form the basis for any deliverable, are correct and meet the standards and guidelines for the element or system. These quality control reviews will occur prior to submittal of any deliverable to City. The Project Manager will be responsible for the oversight of the QA/QC procedures and quality control reviews of the documents submitted for the project.

MEETINGS

V3 will attend meetings as required throughout the duration of the project. Anticipated meetings could include, but are not be limited to:

- Watermain Layout Review meeting (1)
- Phase II Progress Meeting with City (1)

BID SUPPORT

During the bidding phase, V3 will:

- Attend the Pre-Bid Meeting (up to two V3 representatives), if necessary.
- Provide responses to bidder questions and answer RFI's that arise during the bidding phase.
- Issue any addendums to perspective bidders as required to interpret or clarify the Bid Documents.
- Review the bid proposals and prepare a recommendation of award letter to the City of Crest Hill.
-



SCOPE OF SERVICES

DIVISION STREET WATERMAIN REPLACEMENT PROJECT

Item 3.

RESOLUTION NO. _____**A RESOLUTION APPROVING A PROFESSIONAL SERVICE AGREEMENT FOR DESIGN SERVICES FOR THE DIVISION WATER MAIN EXTENSION FOR THE ILLINOIS CRIME LAB- BY AND BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS AND V3 COMPANIES, LTD. FOR AN AMOUNT OF \$75,203.00**

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

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

WHEREAS, V3 Companies, Ltd. (the "COMPANY"), is an entity that is in the business of providing design engineering services, including Preparation of Final Plans and Bid Documents, geotechnical investigations, and all collateral work (the "Services"); and

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

WHEREAS, City Staff have negotiated an AGREEMENT for Division Water Main Extension for the Illinois Crime Lab (the "Agreement") with the Company for the purposes of engaging the Company to perform the Services (a copy of the Agreement is attached hereto as Exhibit A and fully incorporated herein); and

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

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

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

SECTION 1: PREAMBLE. The City Council hereby finds that all of the recitals contained in the preamble to this Resolution are true, correct and complete and are hereby incorporated by reference hereto and made part hereof.

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of this Agreement (Exhibit A) in the amount of \$75,203.00 are fair, reasonable, and acceptable to the City and that the same is hereby approved in form and substance.

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

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

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

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

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PASSED THIS 13TH DAY JULY, 2026.

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

APPROVED THIS 13TH DAY OF JULY, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A

The City of Crest Hill, a Municipal Corporation ("the City") and State of Illinois, Capital Development Board ("Customer") agree that the City will furnish at the Customer's expense all labor and materials necessary to extend the City's existing water main from Crest Hill Well #11 east to the existing Illinois State Police District 5 Headquarters and new Illinois State Police Crime Lab (Customer's Premises) located at or near 16648 Broadway St., Lockport, 19422 Division St, 19444 Division St, Illinois as more further defined in Sections A, B, and C below and attached.

- Section A. Providing water service facilities to be owned and maintained by the City. See attached Section A, Scope of Water Main Extension.
- Section B. A sketch attached hereto is hereby made a part of this Agreement and expressly designates ownership of the facilities and location of work., See Section B.
- Section C. A detailed cost estimate of work and services being reimbursed by Customer to the City.

The Customer agrees to pay to the City the full amount needed to prepare design plans, and conveyance documents, to bid out per city requirements, to construct the new water main utility and costs associated with the inspection and documentation to ensure compliance with City requirements, as estimated in Exhibit C, which is estimated at \$1,800,000.00, but, final costs will be based on actual costs incurred by the City. The City will provide to the Customer documentation in the form of pay requests, invoices and proof of payment for reimbursement of work performed as outlined in Exhibit C. Reimbursement will be submitted on a monthly basis until work is completed and the full balance owed is paid.

Work will be performed by contractors, approved and awarded pursuant to the City's normal bidding procedures.

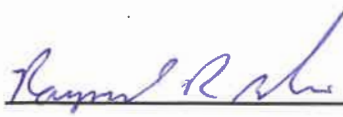
All water main and transmission equipment installed as part of the scope of work is and shall remain the property of the City.

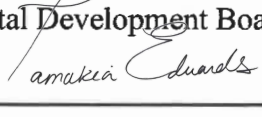
FOR THE CITY:

FOR THE CUSTOMER

Submitted by:
City of Crest Hill

Accepted by:
State of Illinois
Capital Development Board

By: 
(Signature)

By: 
(Signature)

Name: RAYMOND R. SOLIMAN

Name: Tamakia Edwards

Title: MAYOR

Title: Executive Director

Date: 6-16-26


Date: 6/18/26

ATTEST: 
(Signature)

Name: CHRISTINE VERSHAY-HALL

Title: CITY CLERK

Date: 6-16-26

By: 
(Signature)

Name: Joel Meints

Title: CFO

Date: 6/18/26


By: 
(Signature)

Name: Amy Romano by Lauren Noll

Title: General Counsel

Date: 6/21/26

Approved By:

By: 
(Signature)

Name: RAYMOND R. SOLIMAN

Title: MAYOR

Date: 6-16-26

City's Mailing Address:

20600 City Center Blvd.
Crest Hill, Illinois, 60403
Attention: City Administrator

Customer's Mailing Address:

Capital Development Board
3rd Floor, Stratton Building
401 S. Spring St.
Springfield, Illinois 62706
Attention: Dan Troglia
CDB Project No 291-000-018

CHARGES UNDER CUSTOMER WORK AGREEMENT

Section C (Project Cost Estimates)

Total Estimated Cost

Design Engineering	\$100,000.00
Survey Engineering	\$30,000.00
Conveyance Document Services (Attorney Prepared Documents)	\$25,000.00
Construction	\$1,500,000.00
Construction Engineering	\$125,000.00
Construction Testing	\$20,000.00
Estimated Total Project Costs	\$1,800,000.00

Termination of Funding:

Item 3.

CDB's obligations shall cease immediately, without further payment being required, in any year for which the General Assembly of the State of Illinois or other legally applicable funding source fails to make an appropriation sufficient to pay such obligation

CERTIFICATIONS

LEGAL ABILITY TO CONTRACT: City certifies it is under no legal prohibition on contracting with the State of Illinois, has no known conflicts of interest and further specifically certifies that:

1.1. As part of each certification, City acknowledges and agrees that should City or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Illinois Certification requirements, one or more of the following sanctions will apply:

- the contract may be void by operation of law,
- the State may void the contract, and
- the City and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

1.2. City certifies it is not prohibited by federal agencies pursuant to a United States Department of Homeland Security Binding Operational Directive due to cybersecurity risks. 30 ILCS 500/25-90.

1.3.

1.4. certifies that it is a legal entity authorized to do business in Illinois prior to submission of a bid, offer, or proposal. 30 ILCS 500/1-15.80, 20-43.

- 1.5. City certifies it has neither been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5.
- 1.6. City certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e), *amended* by Pub. Act No. 97-0895 (August 3, 2012).
- 1.7. City certifies that it and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has cured the delinquency within 7 calendar days from the bid date by satisfying the entire debt, entering into a deferred payment plan to pay the debt, or is actively disputing or seeking a resolution to the debt), and City and its affiliates acknowledge the State may declare the contract void if this certification is false or if City or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt. 30 ILCS 500/50-11, 50-60.
- 1.8. City
- 1.9. City certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years and is therefore not barred from being awarded a contract. 30 ILCS 500/50-14.
- 1.10. City certifies it has neither paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract. 30 ILCS 500/50-25.
- 1.11. City certifies it is not in violation of the “Revolving Door” provisions of the Illinois Procurement Code. 30 ILCS 500/50-30.
- 1.12. City certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38.
- 1.13. City certifies that if it has hired a person required to register under the Lobbyist Registration Act to assist in obtaining any State contract, that none of the lobbyist’s costs, fees, compensation, reimbursements, or other remuneration were billed to the State. 30 ILCS 500/50-38.

- 1.14. City certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers, or employees of the State. 30 ILCS 500/50-40, 50-45, 50-50.
- 1.15. City certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency/University grants an exception. 30 ILCS 565.
- 1.16. Drug Free Workplace
 - 4.20.1. If City employs 25 or more employees and this contract is worth more than \$5,000, City certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.
 - 4.20.2. If City is an individual and this contract is worth more than \$5,000, City certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580.
- 1.17. City certifies that neither City nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the United States. Department of Commerce. 30 ILCS 582.
- 1.18. City certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States. 720 ILCS 5/33 E-3, E-4.
- 1.19. City certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105.
- 1.20. City certifies it does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any “discriminating club.” 775 ILCS 25/2.
- 1.21. City certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor or indentured labor under penal sanction. 30 ILCS 583.
- 1.22. City certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12. 30 ILCS 584.
- 1.23. City certifies that any violation of the Lead Poisoning Prevention Act, as it applies to owners of residential buildings, has been mitigated. 410 ILCS 45.
- 1.24. City warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits City and subcontractors from hiring the then-serving Governor’s family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

- 1.25. City certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at (www.dhs.state.il.us/iitaa) 30 ILCS 587.
- 1.26. City certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code. 30 ILCS 500/20-160 and 50-37. City will not make a political contribution that will violate these requirements.

In accordance with section 20-160 of the Illinois Procurement Code, City certifies as applicable:

City is not required to register as a business entity with the State Board of Elections.

or

City has registered with the State Board of Elections. As a registered business entity, City acknowledges a continuing duty to update the registration as required by the Act.

1.27. City certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or a subcontract that are manufactured in the United States or Illinois. 30 ILCS 517.

1.28. City certifies that, for the duration of this contract it will:

- post its employment vacancies in Illinois and border states on the Department of Employment Security's IllinoisJobLink.com website or its successor system; or
- will provide an online link to these employment vacancies so that this link is accessible through the IllinoisJobLink.com website or its successor system; or
- is exempt from 20 ILCS 1005/1005-47 because the contract is for construction-related services as that term is defined in section 1-15.20 of the Procurement Code; or the contract is for construction and City is a party to a contract with a bona fide labor organization and performs construction. (20 ILCS 1005/1005-47).

CITY (show Company name and DBA)

CITY OF CREST HILL

Signature Raymond R. Soliman

Printed Name RAYMOND R. SOLIMAN

Title MAYOR Date 6-16-26

Address 20600 CITY CENTER BLVD.

CREST HILL, IL 60403

I certify that:

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

- If you are an individual, enter your name and SSN as it appears on your Social Security Card.
- If you are a sole proprietor, enter the owner's name on the name line followed by the name of the business and the owner's SSN or EIN.
- If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name on the name line and the d/b/a on the business name line and enter the owner's SSN or EIN.
- If the LLC is a corporation or partnership, enter the entity's business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).
- For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.

Name: _____

Business Name: CITY OF CREST HILL

Taxpayer Identification Number:
 Social Security Number _____
 or
 Employer Identification Number 36-6009518

Legal Status (check one):

- | | |
|---|---|
| <input type="checkbox"/> Individual | <input checked="" type="checkbox"/> Governmental |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Nonresident alien |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Estate or trust |
| <input type="checkbox"/> Legal Services Corporation | <input type="checkbox"/> Pharmacy (Non-Corp.) |
| <input type="checkbox"/> Tax-exempt | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.) |
| <input type="checkbox"/> Corporation providing or billing classification) medical and/or health care services | <input type="checkbox"/> Limited Liability Company (select applicable tax classification) |
| | <input type="checkbox"/> D = disregarded entity |
| | <input type="checkbox"/> C = corporation |
| <input type="checkbox"/> Corporation NOT providing or billing classification) medical and/or health care services | <input type="checkbox"/> P = partnership |

Signature: [Handwritten Signature]

Date: 6/16/2020



Agenda Memo

Crest Hill, IL

Meeting Date: July 13, 2026
Submitter: Blaine Wing, City Administrator
Department: Administration
Agenda Item: Confidential/Closed Session Policy Recommendations

Summary: In order to follow best practices, maintain confidentiality, protect attorney/client privilege, and more, the City Attorney is recommending that City Council discuss and consider the attached Best Practices for Crest Hill Confidentiality/Closed Session Policy.

Recommended Council Action: Discuss and finalize for future City Council review and approval.

Financial Impact: Undetermined.

Funding Source: N/A

Budgeted Amount: N/A

Cost: N/A

Attachment: Recommendations/Discussion of Best Practices for Crest Hill Confidentiality/Closed Session Policy

RECOMMENDATIONS/DISCUSSION OF BEST PRACTICES FOR CITY OF CREST HILL CONFIDENTIALITY/CLOSED SESSION POLICY

- a. Cell phone use during meetings (including executive sessions) shall be virtually eliminated by any elected official, appointed official, staff member, or any other person that is a part of the meeting, except for emergency situations where that person should step out of the meeting to handle the emergency. These communications are subject to FOIA and could also cause legal issues-especially if made during a meeting subject to the Open Meetings Act.
- b. No photos or videos shall be taken during any executive session held by the City Council, any committee or commission of the City.
- c. Going forward, all confidential materials (handouts or documents) that are distributed during an executive session shall be collected at the end of executive session by the City Attorney or any other specially designated counsel and destroyed.
 - i. However, the City Attorney/designated special counsel shall keep a copy of any handout or document in the event it needs to be referenced later. This will help maintain the attorney client privilege and ensure no documents are later disseminated.
 - ii. As a reminder, when there are conversations that need to be protected by the attorney client privilege (such as legal issues), these conversations should occur only between the City Attorney and the city council members and not with other council members.
- d. Any discussion regarding specific breaches of confidentiality or attorney/client privilege, must be discussed during an open meeting, as there is no exception to discuss these topics during closed session. The following are potential actions that may be taken in the event it is determined there was a breach of confidential information or a breach of the City's attorney/client privilege: public censure; referral of the case to the Will County State's Attorney's Office for prosecution; referral of the case to the Illinois Attorney General's Office.
 - i. It should be noted that Section 3.5-55-15 of the Illinois Municipal Code (65 ILCS 5/3.1-55-15), provides a penalty for misconduct by a City Officer:

"Every municipal officer who is guilty of a culpable omission of duty, or who is guilty of willful and corrupt oppression, misconduct, or misfeasance in the discharge of the duties of office, shall be guilty of a business offense and, on conviction, shall be fined not less than \$501 nor more than \$1,000. The court entering the conviction shall enter an order removing the convicted officer from office."
- e. We are also recommending annual training sessions for the elected officials, with an organization such as the Will County Governmental League, to review the duties and responsibilities of each elected office (Mayor, City Council, City Clerk, and City Treasurer). This will be beneficial and should also be extended to City Staff

who are responsible for handling confidential matters as part of their job duties. Once completed, the annual training certificates should be submitted to HR for record-keeping purposes.

- f. Similarly, at least every other year, we believe that it would also be beneficial to have a training session to refresh all elected officials and appointed officers on the topic of attorney/client privilege. The City holds the privilege and thus, the elected and appointed officers of the City are covered by the privilege when they have protected conversations with the City Attorneys. If an elected official or appointed officer communicates privileged information to certain unprotected staff members, the privilege can be broken, making the communication subject to general disclosure or even FOIA. Further, while certain information discussed in executive session may not be protected under the attorney/client privilege, even when the attorney is present, that information remains confidential and should not be disclosed beyond the executive session. This includes personnel issues, the purchase and/or sale of property, negotiations of CBAs and other contracts, etc. Thus, it is imperative that all elected officials and appointed officers understand how the attorney/client privilege works.
- g. Although staff report to their respective department heads, when an elected official ask them to do something, many staff feel like they do not have an option to decline the task, even if they do not have the time to perform the task. To avoid potential conflict, our office recommends that elected officials make requests directly to the department head, who can then delegate the tasks to his/her staff accordingly. This will streamline productivity and avoid any feeling that the staff must prioritize the request directly from the elected official over their normal work. This would exclude instances where the elected official is merely asking the staff to answer a specific question.
- h. As a general rule, public business must be conducted in public. However, the Illinois Open Meetings Act (“OMA”) authorizes specific topics to be discussed in closed session. The OMA provides exceptions to the general rule and does not require a public body to go into closed session for said exceptions. Thus, if members of the City Council are going to share the information discussed in executive session with the citizens of the City or staff members, then our office would recommend that the City Council does not go into an executive session for said topic and instead discuss the topic in open session for the public to hear. This will remove any potential breach issue and also will not involve the attorney client privilege.
- i. We continue to recommend that all elected officials and appointed officers complete the required Open Meetings Act, Freedom of Information Act, ethics, harassment, and cyber training annually and provide the City Administrator or HR Director with certificates of completion for record keeping purposes.

- j. All elected officials are reminded that they do not have individual authority to bind the City to financial obligations without prior approval of the City Council. All city funds spent should be allocated and approved by the City Council. For example, an event should have an itemized budget which is presented to the City Council for approval beyond a line-item budget amount. It is further recommended that within 60 days of the event, that a report is provided to City Council to disclose the actual costs.
- k. Lastly, the City should implement multi-factor authentication (MFA) for all employees and elected officials who have access to the City's email. Further, the City should also explore the ability to encrypt certain email and potentially password protect confidential and privileged information and documents.



Agenda Memo

Crest Hill, IL

Meeting Date:	July 13, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Executive Conference Room Use Discussion

Summary: City Council has asked to once again discuss using the Executive Conference Room for some or all Executive Session topics. Staff have confirmed the capacity of the room being 20 individuals in the room. Additionally, staff have worked with IT and the Clerk's Office to make sure that digital recordings are able to be made and kept confidential.

As such, staff are prepared to discuss and even recommend the use of the Executive Conference Room for specific topics (especially those that will have remote participation). If there are other concerns or questions pertaining to the use of the Executive Conference Room for closed session topics during Executive Sessions, please let Ashley, Blaine, or Attorney Stiff know.

Recommended Council Action: Discuss and possibly even use the Executive Conference Room in the near future.

Financial Impact: Undetermined.

Funding Source: N/A

Budgeted Amount: N/A

Cost: N/A

Attachment: None.



Work Session Agenda Memo

Crest Hill, IL

Meeting Date:	July 13, 2026
Submitter:	Daniel Ritter, Community Development Director Ron Wiedeman, Director of Engineering
Department:	Community Development and Engineering
Agenda Item:	Property Owner Association (POA) Registration Requirement

Summary:

Currently, the City requires all Homeowners Associations (HOAs) to register annually with the City Clerk's Office. This registration helps ensure that each association remains active and that the City maintains current contact information for association boards and management companies. Having accurate contact information allows the City to efficiently address property maintenance, public safety, engineering, and other issues related to common areas, including ponds, private roads, lighting, building exteriors, fences, and similar facilities.

The current registration requirement applies only to HOAs and does not include Property Owners Associations (POAs), such as commercial property associations or "master" associations that govern both residential and commercial properties. At present, the City is aware of one established POA, the Crest Hill Business Park, with additional associations anticipated in the near future. Requiring these associations to register annually would provide the City with the same benefits of maintaining up-to-date contact information and ensuring effective communication with association boards and management companies. There are no existing or proposed registration fees for any association registrations.

Recommended Council Action:

Discuss POA registration requirements and move the drafted Ordinance to the July 20, 2026, regular City Council Meeting.

Attachment:

1. Draft Ordinance Amending Section 15.02.020 (Definitions) and Adding Section 15.02.210 to Chapter 15.02 (Housing Code) of Title 15 (Buildings and Construction) of the Crest Hill City Code of Ordinances

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 15.02.020 (DEFINITIONS) AND ADDING SECTION 15.02.210 TO CHAPTER 15.02 (HOUSING CODE) OF TITLE 15 (BUILDINGS AND CONSTRUCTION) OF THE CREST HILL CITY CODE OF ORDINANCES

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, the City Council of the City of Crest Hill has previously established a Code of Ordinances governing Buildings, Construction and Housing, which Ordinances are codified in Title 15 (Buildings and Construction), including Chapter 15.02 (Housing Code); and

WHEREAS, Chapter 15.02 previously included definitions of Homeowners’ Associations and required Homeowners’ Associations to register with the City Clerk; and

WHEREAS, the City Council has been advised that in addition to Homeowners’ Associations of residential dwellings in the City, there are also certain commercial and business properties which are served by an established association which, under the language of the current Ordinances in Chapter 15.02 are not defined or required to register with the City Clerk; and

WHEREAS, the City Council has from time to time amended, updated, and otherwise modified its Ordinances pertaining to housing, as needed; and

WHEREAS, the City Council has determined that the Definitions Section of Chapter 15.02 (15.02.020) should be amended to define a Landowners’ Association and that a new registration section (15.02.210) should be added to Chapter 15.02.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1: The City Council hereby finds that all of the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: That Section 15.02.020 (Definitions) Chapter 15.02 (Housing Code) of Title 15 (Buildings and Construction) of the Crest Hill Code of Ordinances is hereby repealed in its entirety and replaced with the following:

§ 15.02.020 - DEFINITIONS.

(A) For the purposes of this Chapter the following definitions shall apply unless the

context clearly indicates a different meaning:

ACCESSORY STRUCTURE. A detached structure which is not used or intended to be used for living or sleeping by human occupants and which is located on or partially on any premise.

BASEMENT. A portion of a building located partly underground, but having less than half its clear floor-to-ceiling height below the average grade of the adjoining ground.

BUILDING. Includes “structure” and shall be construed as if followed by the words “or part thereof.”

BUILDING CODE AUTHORITY. The legally designated Administrator of the City Building and Zoning Code and/or his authorized representative.

CELLAR. That portion of a building located partly or wholly underground and having half or more than half of its clear floor-to-ceiling height below the average grade of the adjoining ground.

CENTRAL HEATING SYSTEM. A single system supplying heat or one or more dwelling unit(s) or more than one room in a building.

CHIMNEY. A vertical masonry shaft of reinforced concrete, or other approved noncombustible, heat resistant material enclosing one or more flues, for the purpose of removing the by-products of combustion from solid, liquid or gaseous fuel.

DILAPIDATED. Fallen into partial ruin or decay.

DORMITORY. A room or group of rooms in any dwelling used for living and sleeping purposes by four or more persons.

DWELLING. Any enclosed space which is wholly or partly used or intended to be used for living or sleeping by human occupants; except that temporary housing as hereinafter defined shall not be regarded as a dwelling.

DWELLING UNIT. Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

EGRESS. A place or means of entering or exiting a dwelling.

EXTERMINATION. The control and elimination of insects, rodents, or other pests by eliminating their harborage places; by removing and making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping, or by any other recognized pest elimination methods approved by the state or other governmental entity with the authority to regulate the aforesaid.

FAMILY. One adult person plus one more persons who are immediately related to the adult and residing in the same dwelling unit. **FAMILY** shall not include any cousins of the second blood or beyond.

FLUSH WATER CLOSET. A toilet bowl flushed with water under pressure with a water sealed trap above the floor level.

GARBAGE. The animal and vegetable waste resulting from the handling, preparation, cooking, serving and nonconsumption of food.

GUEST. Any person who shares a dwelling unit in a nonpermanent status for not more than 30 days.

HABITABLE ROOM. A room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes, excluding bathrooms, water closet compartments, laundries, furnace rooms, pantries, kitchenettes, and utility rooms of less than 50 square feet of floor space, foyers or common corridors, stairways, closets, storage spaces and workshops, hobby and recreation areas in unheated or uninsulated parts of structure below ground level or in attics.

HEATED WATER. Water heated to a temperature of not less than 120°F at the outlet.

HOMEOWNERS' ASSOCIATION. Any group of residents within a defined subdivision or planned unit development consisting of single- or multi-family dwellings, where the group has been formally chartered in the subdivision or PUD covenants and/or declarations, or has been registered with the Illinois Secretary of State or other state agency.

HOUSEHOLD. A family and/or one or more unrelated persons, including servants, who share the same dwelling and use some or all of its cooking and eating facilities.

INFESTATION. The presence within or around a dwelling of any insects, rodents, or other pests.

KITCHEN. Any room containing any or all of the following equipment, or any area of a room within three feet of such equipment: sink and dishwasher, stove, range or microwave oven, refrigerator cabinets and/or shelves for storage of equipment and utensils and counter or table for food preparation.

KITCHENETTE. A small kitchen or an alcove containing cooking facilities.

LANDOWNERS' ASSOCIATION. Any group of commercial or non-residential property owners within a subdivision or planned unit development where the group has been formally chartered in the subdivision or planned unit development covenants and/or declarations, or has been registered with the Illinois Secretary of State or other

State of Illinois agency.

MULTIPLE DWELLING. Any building containing more than two dwelling units and/or rooming units.

OCCUPANT. Any person living, sleeping, cooking or eating in, or having possession of a dwelling unit or a rooming unit; except that a guest will not be considered an occupant.

OPERATOR. Any person who has charge, care, control, or management of a building, or part thereof, in which dwelling units, or rooming units are leased for occupancy.

OWNER. Any person who, alone or jointly or severally with others:

- (1) has legal or equitable title to any premise, dwelling or dwelling unit, or
- (2) is in charge, care, or control of any premise, dwelling or dwelling unit, as owner or agent of the owner, or as executor, administrator, trustee or guardian of the estate of the owner.

PERMISSIBLE OCCUPANCY. The maximum number of persons permitted to reside in a dwelling unit or rooming unit.

PERSON. Any individual, firm, corporation, association partnership or other legal entity.

PLUMBING. Includes all of the following supplied facilities and equipment; gas pipes, gas burning equipment, water pipes, garbage disposal units, waste pipes, water closet pipes, sinks, installed dishwashers, lavatories, bathtubs, shower baths, installed clothes washing machines, catch basins, drains, vents and any other similar supplied fixtures, and the installation thereof, together with all connections to water, sewer, or gas lines.

PREMISES. A platted lot or part thereof, or an unplatted lot or parcel of land, either occupied or unoccupied by any dwelling or other structure, including any such building, accessory structure or other structure thereon.

PRIVACY. The existence of such conditions that a person to carry out an activity commenced without interruption or interference, either by sight or sound, by unwanted persons.

RAT HARBORAGE. Any place where rats can live, nest, or seek shelter.

RAT PROOF. Any form of construction which will prevent the ingress or egress of rats to or from a given space or building, or gaining access to food, water, or harborage.

It consists of the closing and keeping closed of every opening in foundations, basements, cellars, exterior and interior walls, ground or first floors, roofs, sidewalk gratings, sidewalk openings and other places that may be reached and entered by rats by climbing, burrowing or other methods, by the use of materials impervious to rat gnawing and other methods approved by the Building Code Authority.

REFUSE. All putrescible and non-putrescible solids (except fecal matter and animal carcasses) including garbage, rubbish and ashes.

REFUSE CONTAINER. A water-tight container that is constructed of durable material impervious to rodents, that is capable of being serviced without creating unsanitary conditions, or such other containers approved by the Building Code Authority. Openings into the container such as covers and doors shall be tight-fitting.

ROOMING UNITS. Any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking purposes.

RUBBISH. Non-putrescible solid wastes (excluding ashes) consisting of either:

(1) combustible wastes such as paper, cardboard, plastic containers, yard clippings and wood;

(2) non-combustible wastes such as tin cans, glass and crockery.

SAFETY. The condition of being free from danger and hazards which may cause accidents or disease.

SPACE HEATER. A self-contained, heating appliance of either the circulating type or the radiant type intended primarily to heat only one room.

TEMPORARY HOUSING. Any tent, trailer, mobile home, or any other structure used for human shelter which is designed to be transportable and which is not permanently affixed to the same premises for more than 30 consecutive days.

(B) When a question arises as to the specific performance criteria which applies to any requirement of performance standard of this Chapter, the codes and ordinances of the city shall first be used for the interpretation of the requirements and the interpretation of this Chapter.

(C) Whenever the terms dwelling, dwelling unit, rooming units, premises, and structures are used herein, they shall be construed as they were followed by the phrase "or any part thereof."

(D) Words used herein in the singular shall be interpreted to include the plural, the plural the singular, the masculine to include feminine, and the feminine the masculine. (Ord. 1034, passed 7-21-97; Am. Ord. 1406, passed 6-19-06)

SECTION 3: That in addition to the foregoing amendment to Section 15.02.020, the following new Section 15.02.210 is hereby added to Chapter 15.02 of Title 15, as follows:

§15.02.210 Landowners' Associations.

- (A) Any Landowners' Association representing the owners of commercial or business property within a subdivision or planned unit development located in whole or in part in the city must register with the City Clerk's office. At registration, the City Clerk shall require the following information:
- (1) A copy of the covenants or declarations that created the Landowners' Association, with the stamped document number showing the recordation by the Will County Recorder of Deeds;
 - (2) If no covenants or declarations exist, a stamped copy of a certification by an agency of the State of Illinois establishing the existence of the association;
 - (3) The names and addresses of all officers of the Landowners' Association, with telephone numbers (if available) FAS numbers or e-mail addresses, with a requirement that all information must be updated by the Landowners' Association on a yearly basis, and where an officer has been added or removed the Clerk's office must be notified within 30 days.
 - (4) The name and address of the business entity, whether it be a person, partnership, or corporation, which created the Landowners' Association.
- (B) Where a Landowners' Association seeks to address the City Council at a public meeting, one of the officers of the association must request that the matter be placed on the Council agenda for the requisite meeting.
- (C) Each Landowners' Association must update its registration with the City Clerk's office no later than January 31 of each year, and if there is a change in the officers of the association, the new names, addresses and telephone numbers of the officers must be submitted to the City Clerk within 30 days of the change.

SECTION 4: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 5: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 6: That the City Clerk is hereby directed to publish this Ordinance.

SECTION 7: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

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DRAFT

PASSED THIS ___ DAY OF _____, 2026.

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

Christine Vershay-Hall, City Clerk

APPROVED THIS ___ DAY OF _____, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk



Agenda Memo

Crest Hill, IL

Meeting Date: 7-13-26
Submitter: Deputy Chief Ryan Dobczyk
Department: Police Department
Agenda Item: Approval request for private parking agreement

Summary: The Crest Hill Police Department was contacted by the Homeowners’ Association Board of Park Place on the Green, a gated community, regarding the establishment of a private property enforcement agreement with the City of Crest Hill and the Crest Hill Police Department. The Board President completed the required application and provided all necessary information, including the property’s real estate PIN.

Recommended Council Action: Approve the private property agreement between Park Place on the Green and the City of Crest Hill

Financial Impact: None

Attachments: Draft Private Parking Enforcement Agreement PDF

AGREEMENT FOR TRAFFIC ENFORCEMENT ON PRIVATE PARKING AREAS/PRIVATE STREETS

Pursuant to 625 ILCS 5/11-209, the City of Crest Hill, a municipal corporation, hereby enters into the following agreement (“Agreement”) with _____ the legal owner (“Owner”) of a private parking area or street located at _____, (“Subject Property”) in the City of Crest Hill, Illinois, and further described in Attachment A hereto.

Real Estate Pin No. _____

Owner has established restrictions, regulations and controls on vehicular and pedestrian movement and parking on the Subject Property, which are posted and established in certain recorded Declarations, Covenants, and Restrictions shown in the attached exhibits ____ and _____. Owner hereby approves and authorizes City of Crest Hill police officers and other authorized agents to enter onto any common areas and private street, road or parking area on the Subject Property for the purpose of issuing citations, Ordinance Violations, or administrative hearing notices to any person found violating any such restrictions, any City of Crest Hill Ordinance, or the Illinois Vehicle Code. All fines and penalties shall be enforced, collected and used by the City of Crest Hill in a manner similar to any other such fines issued for parking or ordinance violations on City of Crest Hill owned streets or roads.

At the request of the Owner (or its designated agent), the City may, but need not, tow or cause the removal of any vehicle found violating the Owner’s parking restrictions with all costs to be paid by the Owner or the owner of the vehicle.

No restrictions or regulation established by this agreement shall be effective unless the Owner has installed the proper and adequate signs or other control devices advising of such regulations and restrictions. The cost and maintenance of such signs or other control devices shall be the sole responsibility of the Owner.

The undertaking by the City of Crest Hill to enforce traffic regulations on the Subject Property shall not be construed to be a guarantee by the city that there

shall be enforcement action taken in any particular case. The City shall utilize its best efforts to enforce these restrictions consistent with its other responsibilities and functions.

The Owner shall defend, indemnify and hold harmless the City of Crest Hill from any liability or loss resulting from the City’s enforcement actions on the Subject Property in the performance of services pursuant to this Agreement, including but not limited to claims against the City of Crest Hill for improper towing of any vehicle.

This agreement shall be effective upon its approval by the corporate authorities of the City of Crest Hill and its recording with the Will County Recorder of Deeds. This Agreement may be terminated upon thirty (30) days’ written notice by either party.

City of Crest Hill

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

Owner
By: _____

Its: _____