City Council Work Session
Crest Hill, IL
November 23, 2026
7:00 PM
Council Chambers
20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

MAYOR

CLERK

TREASURER

CITY ADMINISTRATOR

PUBLIC WORKS DEPARTMENT

1. West Wastewater Treatment Plant Project Update Presentation
2. Request for Council Guidance for the West Wastewater Treatment Plant Centrifuge Crane
3. Approval of Engineering Services Agreement with Strand Associates, Inc. for East Wastewater Treatment Plant Capital Improvement Plan in the amount of $200,000.
4. Approval of the Purchase of New Office Furnishings for the West Wastewater Treatment Plant not to Exceed the Budgeted Amount of $30,000
5. Approval of the Lease of two (2) Frost Solutions Mini-Weather Stations for the amount of $6,450.00

ECONOMIC DEVELOPMENT DEPARTMENT

1. Commercial Property Improvement Grant for a Monument Sign at Crystal Salon Suites, 2304 Plainfield Rd
2. Plan Commission Recommendation for a Variation Request from Section 8.3-8 Permitted Obstructions in Yards of the Crest Hill Zoning Ordinance with Respect to Certain Real Property Located at 1720 Cora Street in Crest Hill, Illinois (Application of Meleenah I. Diaz and Jaden W. Banister).
3. Plan Commission Recommendation for a Special Use Permit for a Massage Establishment known as Thrive Therapeutic Massage PLLC with Respect to Certain Real Property Located at 16151 S Weber Road, Unit LL50, in Crest Hill, Illinois (Application of Ruth Carroll).

4. 2027 GIS Consortium Service Provider Contract by and Between the City of Crest Hill and Municipal GIS Partners, Inc. (MGP)

5. Discuss New Community Development/Permitting Software

ENGINEERING DEPARTMENT

POLICE DEPARTMENT

FINANCE DEPARTMENT

1. Discussion of the 2026 Annual Tax Levy

PUBLIC COMMENT(Limit 3 minutes per person)

EXECUTIVE SESSION:

1. 5ILCS 120/2 (c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

2. 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

ADJOURNMENT

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

Work Session Agenda Memo

Crest Hill, IL

Meeting Date:	11/23/2026
Submitter:	Gary Richardson, Director of Public Works
Department:	Public Works
Agenda Item::	West Wastewater Treatment Plant Project Update Presentation

Summary:

Strand Associates Inc. will provide project update for the West Wastewater Treatment Plant Project.

As a note, the last change order for time extended the Substantial Completion date to January 31, 2027 and the Final Completion date to April 30, 2027. The Contractor continues to strive to make these dates, but weather may play a factor in his timely conclusion. This is especially due to outside concrete work that remains as well as final asphalt paving in the spring. We will keep the board informed as more information becomes available.

Attachments:

Strand Associates Inc. West Wastewater Treatment Plant Project Update Presentation



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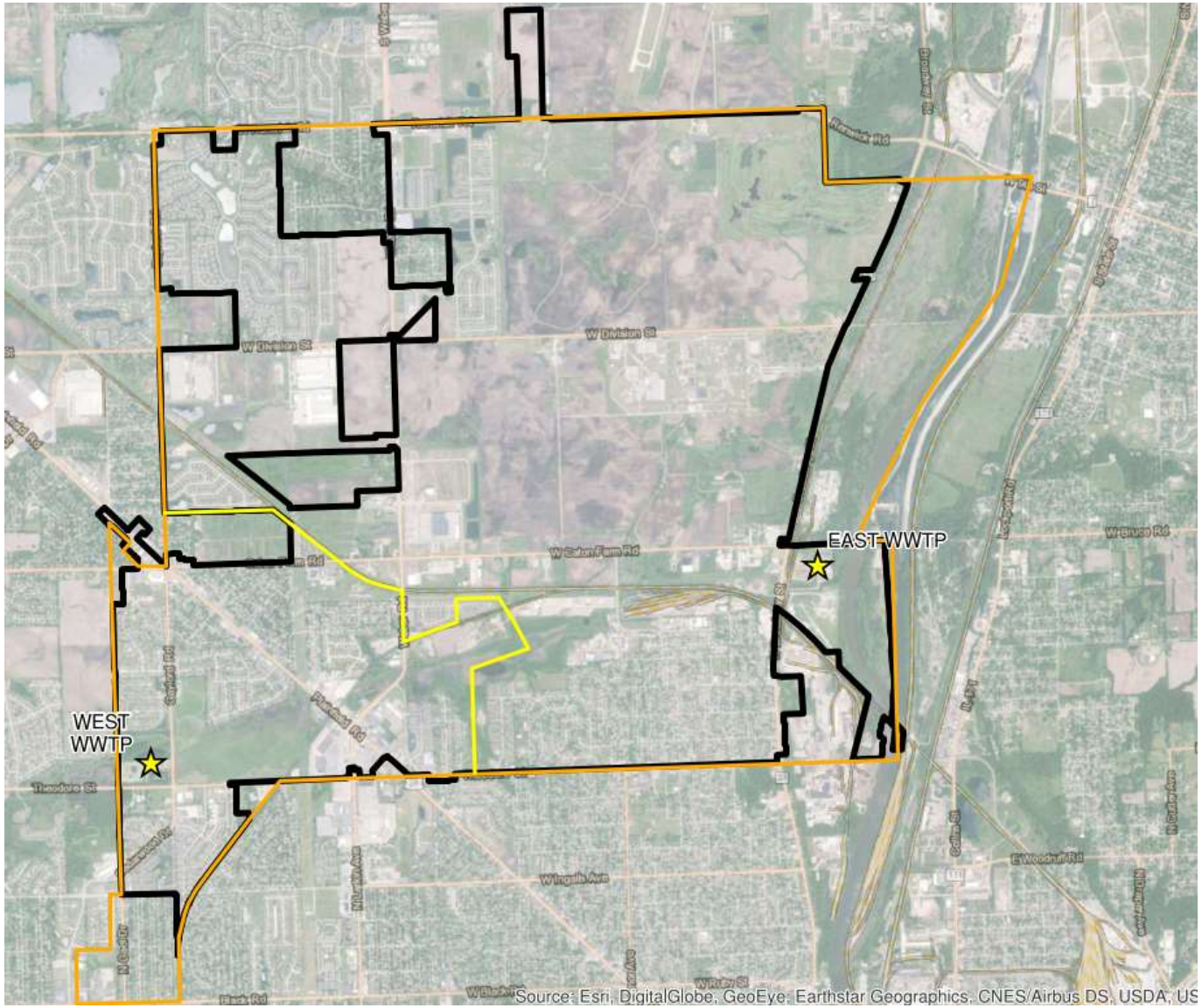
Strand Associates, Inc.®

West Sewage Treatment Plant Project Updates

City of Crest Hill

November 2026

Wastewater Treatment in the City – 2 Plants



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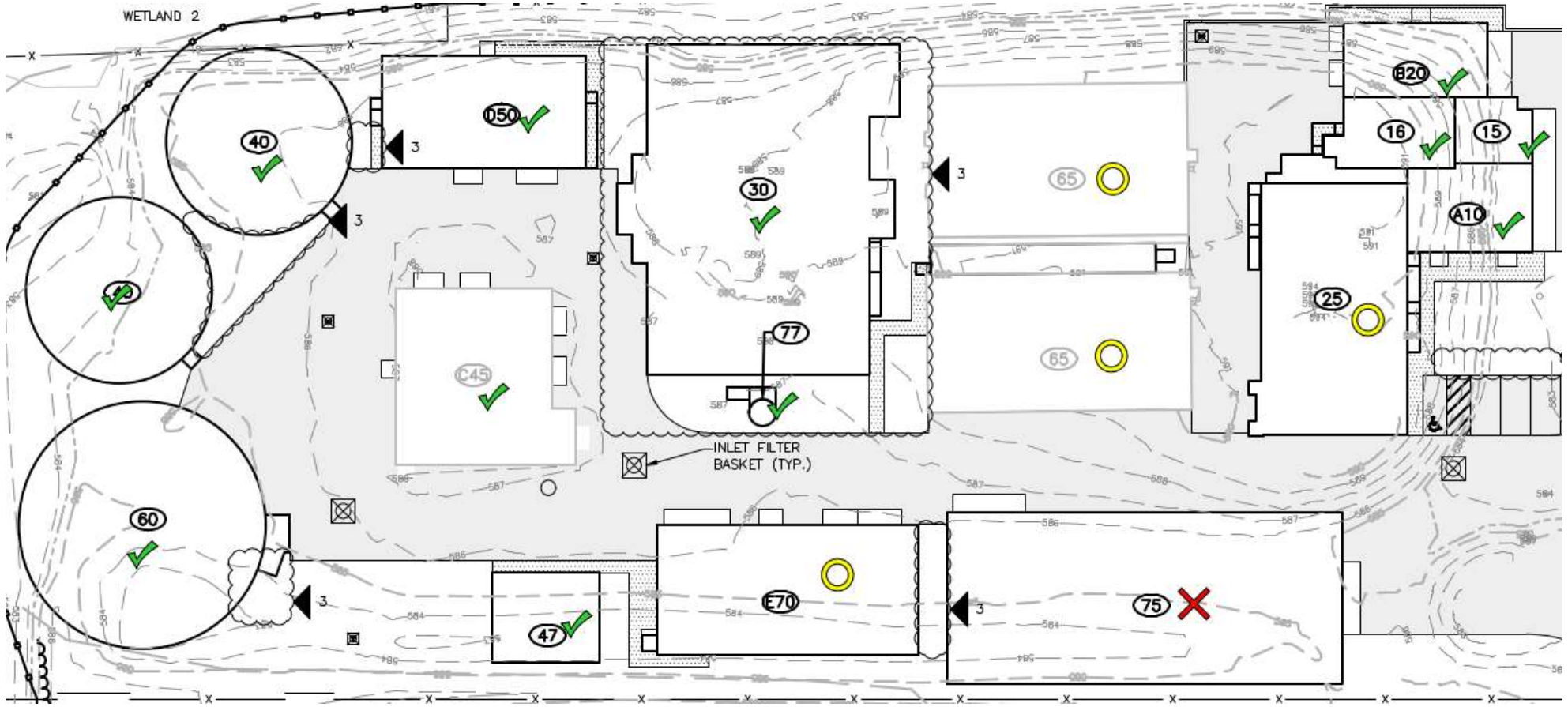
West Sewage Treatment Plant Improvements Project

- Last upgraded in 1993.
- Bids opened for this project in November 2022.
- Long construction timeline:
  - Electrical equipment lead times.
  - Phasing and small footprint of site
- Substantial Completion – January 31, 2027
- Final Completion – April 30, 2027

Bidding Summary	
Low Bid	$51,770,000
Deductive Alternate (Grit Removal)	($630,000)
Equipment Alternates	($500,000)
Change Order #1	($1,338,041)
Subtotal	**$49,301,959**
Principal Forgiveness	($5,000,000)

STRAND ASSOCIATES®

Current Construction Status



- Green Checks – In Service
- Yellow Circles – Nearly Complete
- Red X – Structure Incomplete

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Progress Photos – Screen and Wash Press



Progress Photos - Clarifier



Progress Photos – Aeration Blowers



Progress Photos – Aeration Tanks, Admin. Building, Filter Building



Questions?



Source: © marish – vectorstock.com

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Work Session Agenda Memo

Crest Hill, IL

Meeting Date:	11/23/2026
Submitter:	Gary Richardson, Director of Public Works
Department:	Public Works
Agenda Item:	Request for Council Guidance for the West Wastewater Treatment Plant Centrifuge Crane

Summary:

As part of the construction of the new West Wastewater Treatment Plant, the original project design included an overhead crane and hoist system located above the centrifuge in the dewatering building. The crane was subsequently removed from the project in a cost saving effort. The City has now received information from our engineer and contractor regarding the cost and benefits of reinstating the crane system, as well as the costs associated with renting a crane whenever the centrifuge must be removed for maintenance or repair.

Strand Associates, Inc. and Vissering Construction Company have provided a cost proposal to re-add the crane system. The proposed crane would be a monorail crane and trolley system specifically designed to remove and reinstall the centrifuge and associated components within the building. The total cost to re-install the crane system is approximately $91,021. The proposal includes the crane and trolley equipment, structural modifications, electrical work, roofing modifications, and associated labor necessary to complete the installation.

As an alternative, staff obtained a quote from Stevenson Crane Service, Inc. to provide crane services when the centrifuge requires removal. The estimate is $26,490 per occurrence and includes labor, rigging equipment, and construction of a temporary system to remove the centrifuge unit.

Based on the quoted costs, the crane installation cost of approximately $91,021 would be equivalent to roughly four crane rental events. Future maintenance requirements, repair frequency, emergency service needs, scheduling considerations, and operational efficiencies should all be considered when evaluating the long-term value of installing the crane.

Given the significance of the cost difference and the long-term operational impacts, staff is requesting Council guidance before proceeding with either option.

Recommended Council Action:

Staff is seeking Council direction on the following:

Authorize the addition of the overhead crane and hoist system at a cost of approximately $91,021.

OR

Leave the crane out of the project and utilize rental crane services, currently estimated at approximately $26,490 each time the centrifuge must be removed and reinstalled for maintenance or repair.

Attachments:

- Rental estimate from Stevenson Crane Services, Inc.
- Cost proposal from Strand Associates Inc and Vissering Construction Company

STEVENSON
CRANE - RIGGING - HEAVY HAUL

410 Stevenson Drive - Bolingbrook, IL 60440
16675 Van Dam Road - South Holland, IL 60473
Office: 630-972-9199 219-972-9199
Fax: 630-972-0303 708-331-4454

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Quote Date: 07/07/2026
Start date:

Salesperson: Kevin Walsh
Cell Phone: 708-692-7758
Email: kevin@stevensoncrane.com

Customer: 815-741-5100

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

Quoted to: Antrina Trimble

Job Location:

Crest Hill Sewage Treatment
1631 Gaylord Road

Crest Hill, IL 60403

Site Reviewed By: Bob 630-487-1572

Description of Work: Take out 12,375lb unit
L - 175"
W - 52"

Comments: - Quoted for (2) days
- Day 1 - build gantry system & take unit out
- Day 2 - load unit on trailer provided by customer & tear down gantry system
- Hand rail on structure will need to be removed & reddish colored pipe that goes in front of the structure in front of the

Quantity		Equipment Description	Estimated Rate	Estimated Total
1.00	Each	RHH Project Billing Labor/rigging equipment needed to build gantry systems to bring down unit from structure	26,490.00	26,490.00

Non-Taxable Sub-Total:	$ 26,490.00
Taxable Sub-Total:	$ 0.00
Crest Hill-Will-IL Sales Tax	$ 0.00
Estimated Total:	$ 26,490.00

Accepted by City of Crest Hill | Date | Accepted by Stevenson Crane Service, Inc. | Date

Thank you for the opportunity to quote this work!

****Pricing is effective for 90 days from the date of this quote AND based on availability****

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GENERAL TERMS AND CONDITIONS APPLICABLE TO BOTH BARE RENTALS AND OPERATED RENTALS

1. **Title:** Title to the Equipment now is and at all times hereinafter shall remain and be vested only in Stevenson Crane Service, Inc. or its designee ("Lessor"). In the event the Equipment is levied upon by reason of execution, garnishment, or attachment, or for any reason whatsoever, the Lessor may retake the Equipment with or without notice and with or without legal process, and may use all force necessary to do so and the renter of the Equipment ("Lessee") hereby expressly waives all damages, physical and pecuniary, so caused, if any, by Lessor in the process of taking the Equipment.
2. **Rental Term:** The period of rental of the Equipment, may be stated in a quote, Equipment Schedule or Invoice.
3. **Right to Control:** It is expressly agreed by and between the parties hereto that the Equipment and all persons operating the Equipment are under the exclusive jurisdiction, supervision and control of Lessee under these Terms and Conditions or any Equipment Schedule or Invoice. It shall be the duty of Lessee to give specific instructions and directions to all persons operating, maintaining, and assembling/disassembling the Equipment. Lessee specifically agrees that the Lessor has absolutely no control over any person operating or assisting in operating the Equipment. Lessor may, at its option, provide a pool of personnel from which the Lessee may select or reject personnel for its own use in the operation of, or assisting in the operation of, the Equipment. Lessee agrees that if Lessee allows any person from this pool of personnel, or any other person, to operate or assist in operation of the Equipment, that these persons have been selected and approved by the Lessee and are under the Lessee's exclusive direction and control and are the Lessee's agents, servants and employees, and the Lessee waives the right to make any claim to the contrary. If the Lessee selects a person to operate or assist in the operation of the Equipment from the pool of personnel which the Lessor may provide at its option, the lease payments made by the Lessee shall include that person's wages, even though that person's wages may be disbursed by the Lessor. These Terms and Conditions and any Equipment Schedule or Invoice issued pursuant to these Terms and Conditions is upon the agreement of the parties that the Lessor has no right to replace or substitute personnel except at the direction of and with the approval of Lessee and that the Lessee shall have the right to control, including the right of termination, and shall be deemed to have exercised that right as to all details or operation of the Equipment and personnel the Lessee selects to operate the Equipment.
4. **Waiver of Subrogation/Lien:** Lessee hereby agrees to waive any and all right of subrogation and any and all lien rights which may accrue to it or its insurers. This shall include, but not be limited to, rights of subrogation and lien rights arising from workers compensation/employer's liability policies or other employee benefit programs or acts, commercial general liability policies, or any other loss incurred by the Lessee, or any other party, as a result of bodily injury or property damage. The Lessee understands that this waiver shall bind its insurers of all levels, and agrees to put these insurers on notice of this waiver and to have any necessary endorsements added to the insurance policies applicable to the lease of the Equipment. The Lessee further agrees that to the extent any insurer fails to recognize and honor this waiver and attempts to subrogate against the Lessor or enforce any lien rights against the Lessor, the Lessee shall be liable to the Lessor for all such sums as the Lessor may be required to pay or otherwise suffer loss of as a result of such subrogation or enforcement of lien rights.
5. **Ground Conditions:** The Lessee hereby agrees that it will assume all responsibility for the ground or soil conditions in the area where the Equipment is to be stored, parked or operated. The Lessee shall perform or have performed all necessary inspections or testing to determine the nature of the ground or soil and its ability to support the Equipment while in operation or otherwise. If the ground or soil condition is such that it cannot support the Equipment, the Lessee shall take all necessary measures to ensure that these conditions are remedied prior to the Equipment being placed on that ground or soil. These measures include, but are not limited to, the provision of proper shoring or cribbing or other measures.
6. **Power Lines:** Lessee assumes all responsibility to protect the Equipment and persons in or around the Equipment from the danger of power lines. Lessee shall not expose the Equipment or any persons in or around such Equipment to the danger of energized power lines. All power lines in the work area shall be identified prior to the work beginning. All power lines are to be de-energized prior to the Equipment being operated in or around such power lines. Lessee shall contact the local electric utility or other such authorized entity to arrange to have the power lines de-energized prior to beginning work. Even if power lines are de-energized, Lessee shall keep the Equipment clear of such power lines at the distance required by OSHA, ANSI and any other safety regulations or standards. If it is not possible to de-energize power lines, then the Lessee shall be responsible for the insulating of any power lines, the grounding of all Equipment and will be required to use rigging or other Equipment designed to prevent electrocution. Further, the Lessee shall keep the Equipment clear of such energized power lines at the distance required by OSHA, ANSI any other safety regulations or standards.
7. **Rigging:** Lessee is required to provide any and all rigging to be used with the Equipment. If chokers, slings, straps, chains, hooks, spreaders, fittings, rope or wire or any other related rigging, are loaned to the Lessee by the Lessor for the Lessee's convenience, they are solely the Lessee's responsibility. Lessee assumes responsibility for any defects in any rigging, whether the property of Lessee or otherwise. Lessee assumes the responsibility for damage to any load on hook due to a failure of the rigging. Lessee assumes the responsibility for the method of rigging and agrees that all persons involved in the rigging process are qualified according to OSHA's definition 1926.1401 and are under Lessee's direct supervision and control.

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8. **Accident Investigation:** As part of Lessee's obligations hereunder, Lessee shall bear the cost of any investigation initiated by the Lessor, Lessor's insurance carriers or Lessor's third party adjusters (designated below as Lessor "representatives") into any accident of any kind, when such accident occurs during the term of any lease of the equipment, and involving directly or indirectly the Equipment, whether or not such accident involves personal injury or death or damage to the Equipment or other property or any or all of the above. The decision to initiate any such investigation and the scope of any such investigation shall be at the sole discretion of the Lessor or the Lessor's representatives. The cost of any such investigation to be paid by the Lessee, shall include, but not limited to attorneys' fees for site inspections, contract and document review and interview with witnesses of any kind, including costs of travel, fees of private investigators for site inspections, any fees or costs associated with obtaining and reproducing related contracts and documents and interviews of witnesses of any kind, including adjustors' fees, costs for photography, experts' fees, including costs of site inspections and destructive and/or non-destructive testing, as needed, and costs of dismantling, storing and maintaining property, Equipment or other items as evidence. These costs shall be invoiced to the Lessee along with rental fees and other costs incurred under these Terms and Conditions or any Equipment Lease or Invoice and shall be payable according to the terms of these Terms and Conditions or any Equipment Lease or Invoice.
9. **No Reliance on Load Measuring Device:** If any Equipment has been fitted with a load measuring device, the Lessee hereby acknowledges and agrees that the Lessor has made no warranties or representations whatsoever with respect to the ability of the said load measuring device to accurately or consistently measure the weight of loads being lifted by such Equipment. The Lessee further acknowledges and agrees that it is the responsibility of the Lessee to independently determine the weight of every load to be lifted by any Equipment comprising all or any portion of the Equipment so as to ensure that any such load measuring device shall be used as an operator-aide only. As well, the Lessee acknowledges and agrees that if he relies in any way whatsoever on any load measuring device that he does so completely at his own risk.
10. **Rent Adjustments:** All rental rates are based on an 8 hour day (daily rentals), 40 hour week (weekly rentals), or 160 hour month (monthly rentals), on a single day shift operation. Lessee shall pay a proportionate hourly charge should the Equipment be used longer than the periods described above the overage rates shall be based as follows: 1/8 of the daily rate for each hour worked in excess of eight (8) hours in any one day; 1/40 of the weekly rate for each hour worked in excess of forty (40) hours in any five (5) day period; 1/160 of the monthly rate for each hour worked in excess of one hundred sixty (160) hours worked in any twenty-eight (28) day period. Unless otherwise stated, three (3) consecutive days equals one week and three (3) consecutive weeks equals a month. Lessee shall not be entitled to any abatement, deduction, reduction, set-off, counterclaim, recoupment or defense against rent for any reason, including any non-working time of the Equipment.
11. **Payment:** All payments of the rental rate or other amounts due from Lessee to Lessor under these Terms and Conditions and any Equipment Schedule or Invoice shall be made in US currency and are due net thirty (30) days from invoice date. In addition to the payment of the rental rate specified in these Terms and Conditions or any Equipment Schedule or Invoice, Lessee shall pay Lessor upon demand:
    a. All taxes, levies, assessments, fees and other public charges against or upon any of the Equipment, including but not limited to, personal property taxes, if applicable.
    b. All fines, penalties, forfeitures, court costs, expenses and attorney's fees (unless prohibited by law), and costs arising with respect to Lessee's possession, transportation, use, maintenance or repair of the Equipment, including but not limited to any parking, traffic or other violations assessed against the Equipment, Lessor or Lessee.
    c. Lessor's cost and expenses, including attorney's fees and costs (unless prohibited by law), incurred in enforcing the Terms and Conditions and any Equipment Schedule or Invoice, collecting any amounts due hereunder, or in repossessing the Equipment.
    d. Any outstanding payments more than thirty (30) days past due hereunder shall bear interest at one and a half percent (1.5%) per month.
12. **Defaults:** If Lessee fails to perform or fulfill any obligation under these Terms and Conditions or any Equipment Schedule or Invoice, Lessee shall be in default of these Terms and Conditions and any Equipment Schedule or Invoice. Subject to any statute, ordinance or law to the contrary, Lessee shall have three (3) days from the date of notice of default by Lessor to cure the default. In the event Lessee does not cure a default, Lessor may at Lessor's option (a) cure such default and the cost of such action may be added to Lessee's financial obligations under these Terms and Conditions or any Equipment Schedule of Invoice or (b) declare Lessee in default of these Terms and Conditions or any Equipment Schedule or Invoice. If Lessee shall become insolvent, cease to do business as a going concern or if a petition has been filed by or against Lessee under the Bankruptcy Act or similar federal or state statute, Lessor may immediately declare Lessee in default of these Terms and Conditions or any Equipment Schedule or Invoice. In the event of default, Lessor may, as permitted by law, re-take possession of the Equipment. Lessor may, at its option, hold Lessee liable for any difference between the rent that would have been payable under these Terms and Conditions or any Equipment Schedule or Invoice during the balance of the unexpired term and any rent paid by any successive lessee if the Equipment is re-let minus the cost and expenses of such reletting. In the event Lessor is unable to re-let the Equipment during any remaining term of these Terms and Conditions or any Equipment Schedule or Invoice, after default by Lessee, Lessor may at its option hold Lessee liable for the balance of the unpaid rent under these Terms and Conditions or any Equipment Schedule or Invoice as if these Terms and Conditions or any Equipment Schedule or Invoice had continued in force.

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13. **INDEMNIFICATION (IL AND MO):** **TO THE FULLEST EXTENT PERMITTED BY LAW, LESSEE AGREES TO INDEMNIFY AND SAVE LESSOR, ITS EMPLOYEES AND AGENTS HARMLESS FROM CLAIMS FOR DEATH OR INJURY TO PERSONS, INCLUDING LESSOR'S EMPLOYEES, OF LOSS, DAMAGE OR INJURY TO PROPERTY, INCLUDING THE EQUIPMENT, ARISING IN ANY MANNER OUT OF LESSEE'S USE OF THE EQUIPMENT, MAINTENANCE OR REPAIR, SERVICING OR ADJUSTMENT THERETO, OR BY ANY FAILURE TO PROVIDE ANY THEREOF, OR BY ANY INTERRUPTION OF SERVICE OR LOSS OF USE THEREOF. LESSEE'S DUTY TO INDEMNIFY HEREUNDER SHALL INCLUDE COSTS OR EXPENSES ARISING OUT OF CLAIMS SPECIFIED HEREIN, INCLUDING ALL COURT AND/OR ARBITRATION COSTS, FILING FEES, ATTORNEYS' FEES AND COSTS OF SETTLEMENT. HOWEVER, THE INDEMNIFICATION OBLIGATION UNDER THE ABOVE PARAGRAPH SHALL NOT BE LIMITED IN ANY WAY BY ANY LIMITATION ON THE AMOUNT OR TYPE OF DAMAGE, COMPENSATION, OR BENEFITS PAYABLE BY OR FOR THE LESSEE UNDER WORKERS COMPENSATION ACTS, DISABILITY BENEFIT ACTS, OR OTHER EMPLOYEE BENEFIT ACTS. THE LESSEE'S OBLIGATIONS HEREUNDER SHALL FURTHER NOT BE LIMITED BY THE AMOUNT OF ITS LIABILITY INSURANCE AND THE PURCHASE OF SUCH INSURANCE FOR LESSOR SHALL NOT OPERATE TO WAIVE ANY OF THE ABOVE OBLIGATIONS. THIS PROVISION IS SEPARATE AND DISTINCT FROM ANY OTHER PROVISION OR PARAGRAPH IN THIS CONTRACT, INCLUDING ANY PROVISION OR PARAGRAPH CONCERNING INDEMNIFICATION AND PROCUREMENT OF INSURANCE. LESSEE'S OBLIGATION TO INDEMNIFY THE INDEMNITEES SHALL SURVIVE THE TERMINATION OF THESE TERMS AND CONDITIONS. IN JURISDICTIONS IN WHICH THE INDEMNIFICATION PROVIDED FOR IN THIS SECTION IS BROADER THAN THAT ALLOWED BY APPLICABLE LAW, THIS SECTION SHOULD BE INTERPRETED AS PROVIDING THE BROADEST INDEMNIFICATION PERMITTED AND SHOULD BE LIMITED ONLY TO THE EXTENT NECESSARY TO COMPLY WITH SUCH LAW.**
INDEMNIFICATION (ALL OTHER STATES): **TO THE FULLEST EXTENT PERMITTED BY LAW, LESSEE AGREES TO INDEMNIFY AND SAVE LESSOR, ITS EMPLOYEES AND AGENTS HARMLESS FROM CLAIMS FOR DEATH OR INJURY TO PERSONS, INCLUDING LESSOR'S EMPLOYEES, OF LOSS, DAMAGE OR INJURY TO PROPERTY, INCLUDING THE EQUIPMENT, ARISING IN ANY MANNER OUT OF LESSEE'S USE OF THE EQUIPMENT, MAINTENANCE OR REPAIR, SERVICING OR ADJUSTMENT THERETO, OR BY ANY FAILURE TO PROVIDE ANY THEREOF, OR BY ANY INTERRUPTION OF SERVICE OR LOSS OF USE THEREOF. LESSEE'S DUTY TO INDEMNIFY HEREUNDER SHALL INCLUDE COSTS OR EXPENSES ARISING OUT OF CLAIMS SPECIFIED HEREIN, INCLUDING ALL COURT AND/OR ARBITRATION COSTS, FILING FEES, ATTORNEYS' FEES AND COSTS OF SETTLEMENT. HOWEVER, THE INDEMNIFICATION OBLIGATION UNDER THE ABOVE PARAGRAPH SHALL NOT BE LIMITED IN ANY WAY BY ANY LIMITATION ON THE AMOUNT OR TYPE OF DAMAGE, COMPENSATION, OR BENEFITS PAYABLE BY OR FOR THE LESSEE UNDER WORKERS COMPENSATION ACTS, DISABILITY BENEFIT ACTS, OR OTHER EMPLOYEE BENEFIT ACTS. THE LESSEE'S OBLIGATIONS HEREUNDER SHALL FURTHER NOT BE LIMITED BY THE AMOUNT OF ITS LIABILITY INSURANCE AND THE PURCHASE OF SUCH INSURANCE FOR LESSOR SHALL NOT OPERATE TO WAIVE ANY OF THE ABOVE OBLIGATIONS. THIS PROVISION IS SEPARATE AND DISTINCT FROM ANY OTHER PROVISION OR PARAGRAPH IN THIS CONTRACT, INCLUDING ANY PROVISION OR PARAGRAPH CONCERNING INDEMNIFICATION AND PROCUREMENT OF INSURANCE. LESSEE'S OBLIGATION TO INDEMNIFY THE INDEMNITEES SHALL SURVIVE THE TERMINATION OF THESE TERMS AND CONDITIONS. IN JURISDICTIONS IN WHICH THE INDEMNIFICATION PROVIDED FOR IN THIS SECTION IS BROADER THAN THAT ALLOWED BY APPLICABLE LAW, THIS SECTION SHOULD BE INTERPRETED AS PROVIDING THE BROADEST INDEMNIFICATION PERMITTED AND SHOULD BE LIMITED ONLY TO THE EXTENT NECESSARY TO COMPLY WITH SUCH LAW.**

14. **DISCLAIMER OF WARRANTY: IT IS UNDERSTOOD BETWEEN THE PARTIES THAT LESSOR IS NOT THE MANUFACTURER, OR AGENT OF THE MANUFACTURER, OF THE EQUIPMENT. LESSEE HAS HAD AN OPPORTUNITY TO INSPECT THE EQUIPMENT AND AGREES TO LEASE THE EQUIPMENT "AS IS". LESSEE FURTHER AGREES THAT THE EQUIPMENT IS OF THE SIZE, DESIGN AND CAPACITY SELECTED BY LESSEE, AND THAT LESSEE IS SATISFIED THAT THE SAME IS SUITABLE FOR ITS PURPOSE, AND THAT LESSOR HAS MADE NO REPRESENTATION OR WARRANTY WITH RESPECT TO THE SUITABILITY, DURABILITY OR FITNESS OF THE EQUIPMENT FOR THE PURPOSES AND USES OF LESSEE: NOR DOES LESSOR GIVE OR MAKE ANY OTHER REPRESENTATION OR WARRANTY, EITHER WRITTEN OR ORAL, EXPRESS, IMPLIED OR STATUTORY WITH RESPECT THERETO.**

15. **Assignment:** These Terms and Conditions, any Equipment Schedule or Invoice, nor Lessee's rights hereunder are non-assignable except with Lessor's prior, written consent.

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16. **Taxes:** Regardless of the location of Lessee or the destination and location of the use of the Equipment, any and all sales or use tax that may accrue because of these Terms and Conditions or any Equipment Schedule or Invoice shall be in addition to rent and must be paid when due by Lessee. Usage of this equipment within City of Chicago limits may require a City taxes and will be applied as necessary. Lessee has the option to arrange for freight for any Equipment. ***Lessee Outside of Illinois:*** Lessee is responsible for and agrees to pay all state and local use, user, lease, sales and personal property taxes and/or fees that may be due and related to the Terms and Conditions or any Equipment Schedule or Invoice and use of the Equipment. Lessee agrees to pay, reimburse and/or indemnify Lessor for any such taxes and/or fees imposed on Lessor and related to these Terms and Conditions or any Equipment Schedule or Invoice. Lessor is an Illinois corporation with its only offices located within Illinois. Lessor does not provide tax, legal or accounting advice and this should not be relied on for, tax, legal or accounting advice. Lessee should consult its own tax, legal and accounting advisors regarding any sales or use tax applicable to these Terms and Conditions or any Equipment Schedule or Invoice. All rent payments made by credit card will incur a three percent (3%) convenience fee.

ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO ONLY BARE RENTALS

17. **Bare Rental: LESSEE ACKNOWLEDGES THAT THE EQUIPMENT UNDER A BARE RENTAL IS RENTED TO LESSEE ON A BARE RENTAL BASIS ONLY IN ITS "AS IS" CONDITION.**

18. **Acceptance:** It is understood and agreed that Lessee will inspect the Equipment within twenty-four (24) hours after receipt and that unless, within such time written notification is given to Lessor, stating the detail with respect to any alleged defects, Lessee shall be conclusively presumed to have accepted the Equipment in its then condition.

19. **Bare Rental Term:** Rental of the Equipment, and transfer of the risk of loss, starts immediately upon delivery to Lessee at Lessor's yard or upon pick up of Equipment at Lessor's yard by Lessee and ends upon return to Lessor's yard. No allowance will be made for Sundays, holidays or time in transit, or for any period of time Equipment may not be in actual use while in Lessee's possession. CANCELLATION FEE: Any rental canceled after 8:00 p.m. CST the night before the start of the rental term will be subject to a one-day rental charge including, but not limited to, freight, permits & labor.

20. **Damage to Equipment or Injury:** Lessee agrees to promptly notify Lessor in writing of any loss or destruction or damage to the Equipment or injury resulting from use of the Equipment. Lessee assumes and shall bear the entire risk of loss or destruction of, or damage to the Equipment or injuries resulting from any cause whatsoever, whether or not insured (excluding latent manufacturing defects in the Equipment). All repairs to the Equipment occasioned by damage during the term shall be at the expense of Lessee and must be authorized by Lessor, must meet manufacturer specifications and the Equipment must be certified by the manufacturer after such repairs are completed. If, upon Lessee's return of the Equipment, Lessor determines that the Equipment has been subject to damage or excess wear and tear, improper usage or usage in excess of that provided for in these Terms and Conditions or any Rental Document, Lessee agrees to pay Lessor immediately upon demand the amount necessary to restore the Equipment to the same condition as when initially leased, ordinary wear and tear excepted. It is understood that no rent, whether previously paid or due, shall apply to or offset the amounts due from Lessee for such loss or damage to the Equipment. LESSOR IS NOT RESPONSIBLE FOR ANY LOSS, DELAY COSTS, FEES OR DAMAGES ARISING FROM DEFECTS IN OR INEFFICIENCY OF EQUIPMENT LEASED OR ACCIDENTAL BREAKAGE THEREOF. The Agreement term and rental period for the particular Equipment shall continue to run until all repairs to such Equipment are fully completed to the sole satisfaction of Lessor, the rent and repair expenses are fully paid (excluding latent manufacturing defects in the Equipment), and the Equipment is returned to Lessor in the same condition as initially leased to Lessee, ordinary wear and tear excepted. Charges for the cleaning of equipment will be accessed if Equipment is not returned in the same condition as initially leased to Lessee.

21. **Transportation:** Lessee agrees to pay all transportation costs, including but not limited to, loading and unloading costs, and agrees to be responsible for any damage or loss to the Equipment while it is in transit (including but not limited to, fuel costs and taxes, mileage charges, weight and road use permits, highway taxes and any other OFTA taxes). If the Equipment is transported on its own wheels, Lessee, at its own expense, shall provide a responsible person (at least 21 years of age with a valid driver's license) to accompany the Equipment to and from the shipping and receiving point. Equipment shall be returned to the destination designated by Lessor. While Equipment is transported to and from Lessor to Lessee, the Lessee shall furnish insurance as required by Section 25 herein and attached Exhibit A.

22. **Usage:** Lessee, at its own expense, shall, operate, inspect, maintain, store and repair the Equipment (unless the parties hereto agree in writing otherwise), and return the Equipment to Lessor in the same condition as when delivered to Lessee, ordinary wear and tear from normal use excepted. **LESSEE SHALL COMPLY WITH AND CONFORM TO ALL LAWS, REGULATIONS, ORDINANCES, RULES AND ORDERS OF ANY GOVERNMENTAL ENTITY RELATING TO THE POSSESSION, TRANSPORTATION AND USE OF THE EQUIPMENT. LESSEE AGREES TO PROVIDE OR OTHERWISE SELECT COMPETENT AND EXPERIENCED PERSONNEL TO DIRECT THE OPERATION OF THE EQUIPMENT, IN ACCORDANCE WITH OSHA 29 CFR 1926.1428 SIGNAL PERSON QUALIFICATIONS AND LESSEE FURTHER AGREES THAT THE STANDARD OF CARE AND RESPONSIBILITIES WILL BE IN ACCORDANCE**

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WITH ALL AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) SPECIFICATIONS AND THAT ASME B30.5-2014 (AND AS AMENDED) SHALL BE USED WHEN OPERATING THE EQUIPMENT, SPECIFICALLY CHAPTER 5-3 OPERATION, AS WELL AS THE OSHA 29 CFR SUBPART CC CRANES AND DERRICKS IN CONSTRUCTION SECTIONS 1926.1400 - 1926.1442. Lessor shall have no responsibility of any kind for compliance with any such laws, regulations or ordinances during the period the Equipment is in Lessee's possession or control. Lessee acknowledges that it has read and understands these Terms and Conditions in its entirety and that these Terms and Conditions is executed by a duly authorized representative of Lessor and Lessee and this Agreement constitutes the sole agreement of the parties and supersedes all oral negotiations and prior writings with respect to the subject matter hereof.

23. **Operation of Equipment:** Lessee agrees to familiarize any operator with the safe operation of the equipment and to cause the Equipment to be operated at all times only by competent, trained employees in accordance with the manufacturer's operator's manual and agrees to pay all expenses incident to its operation. If training is needed, please contact Lessor in writing prior to attempting any operation of the Equipment and training can be provided at a possible additional cost. Any downtime associated with operator's inability to operate the equipment or damage resulting therefrom, will be at Lessee's expense.

24. **Repairs and Operation Costs:** Lessee agrees to inspect the Equipment upon taking delivery. Lessee's failure to notify Lessor in writing of any deficiencies in the Equipment within twenty-four (24) hours after taking delivery, or such other period of time as may be mutually agreed upon in writing, is Lessee's acknowledgment that the Equipment was, when delivered, in good, safe and serviceable condition and fit for its intended use. Lessee shall maintain the Equipment in good, safe operating condition and shall bear all costs of whatever nature incurred in doing so. Without first obtaining Lessor's written consent, Lessee shall not incur any liability or expend any money for Lessor's account. The title to all parts, materials and supplies furnished to the Equipment become the property of the holder of the title to the Equipment. All accessories or attachments not listed in an Equipment Schedule or Invoice, or necessarily included as part of the Equipment, shall be furnished by Lessee at its own expense.

25. **Insurance:** Lessee assumes the entire risk of loss or damage to the Equipment from any cause whatsoever and the obligation of the Lessee to pay the rental herein shall not in any manner be affected and shall remain in full force and effect irrespective of any damage, loss or destruction to the Equipment. Lessee agrees at its own cost and expenses to ensure the Equipment with companies approved by Lessor, against any such risk and in such amounts as Lessor may require. Such insurance shall expressly cover both Lessor and Lessee, as their interest may appear, and any proceeds whether resulting from loss or damage shall be paid by the insurance carriers to Lessor to be held in trust by Lessor for the purpose of defraying the cost and expense of repairing or replacing the Equipment involved, or, at the option of the Lessor, to be applied toward the payment of the obligation of the Lessee hereunder. Lessee shall provide Lessor with Certificates of Insurance of such insurance contracts and such contracts shall provide that the same may not be cancelled without giving the Lessor thirty (30) days advance notice of such cancellation. Lessee will also procure at its own cost Commercial General Liability insurance including an endorsement for Contractual Liability insurance for minimum limits of $1,000,000.00 bodily injury and $1,000,000.00 property damage or $1,000,000.000 combined single limits bodily injury and property damage. Such policy shall be endorsed to include the Lessor as an additional insured and such endorsement shall clearly stat that such insurance as provided by the Lessee's policy is primary and non-contributing with any other policies covering the Lessor. Lessee's insurance policy shall also contain a clause with would require the insuring company to send thirty (30) days' notice of cancellation to the Lessor. Lessee also agrees that they will submit to Lessor Certificates of Insurance verifying the above policies and that such certificates shall have attached copies of the additional insured endorsements naming Lessor and also copies of the endorsement making the coverage primary and non-contributing if this is a separate endorsement from the endorsement naming Lessor as additional insured. Please refer to insurance requirements as set forth on attached Exhibit A.

26. **Preventive Maintenance Schedule:** Lessor may provide maintenance at Lessee's request and expense but Lessee is responsible for adhering to the preventative maintenance schedule set forth in the manufacturer's operation manual.

ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO ONLY OPERATED RENTALS

27. ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO ONLY OPERATED RENTALS

27. **Operated Rental:** Lessor may provide to Lessee one or more persons experienced in operating and maintaining the Equipment (which may consist of an operator and/or crew person(s), hereinafter collectively referred to as the "Operator"), which Operator shall at all times operate and maintain the Equipment under the direction and control of Lessee. Lessee acknowledges and agrees that at no time under an Operated Rental shall the Equipment be operated, in any fashion or for any purpose, by anyone other than the Operator.

28. **Operation of Equipment; Operators and Control:** Lessee agrees that the Equipment and all persons operating such Equipment, including Lessor's employees, agents or independent contractors, are under Lessee's exclusive jurisdiction, possession, supervision, and control. Lessee is responsible for providing overall jobsite safety. Lessee is responsible for providing Lessor accurate load weights and the operation of the Equipment shall not exceed the manufacturer's safety requirements and rated load capacities and Lessee accepts all liability from its failure to do so. Lessee

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assumes responsibility, control of, and supervision for rigging, hooking and unhooking loads. Lessee agrees to provide competent and experienced personnel to supervise and direct the operation of the Equipment, including competent and qualified signal persons. **THE EQUIPMENT SHALL BE OPERATED IN A SAFE AND LAWFUL MANNER AT ALL TIMES; IN ACCORDANCE WITH THE MANUFACTURER'S OPERATORS MANUAL; AND IN ACCORDANCE WITH OSHA 29 CFR 1926.1428 SIGNAL PERSON QUALIFICATIONS. LESSEE FURTHER AGREES THAT THE STANDARD OF CARE AND RESPONSIBILITIES WILL BE IN ACCORDANCE WITH ALL AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) SPECIFICATIONS AND THAT ASME B30.5-2014 (AND AS AMENDED) SHALL BE USED WHEN OPERATING THE EQUIPMENT, SPECIFICALLY CHAPTER 5-3 OPERATION, AS WELL AS THE OSHA** 29 CFR SUBPART CC CRANES AND DERRICKS IN CONSTRUCTION SECTIONS 1926.1400-1926.1442.

29. **Damage to Equipment:** Lessee assumes and shall bear the entire risk of loss or destruction of, or damage to the Equipment caused by Lessee, whether or not insured (excluding latent manufacturing defects in the Equipment). All repairs to the Equipment occasioned by damage caused by Lessee during the term shall be at the expense of Lessee and must be authorized by Lessor, must meet manufacturer specifications and the Equipment must be certified by the manufacturer after such repairs are completed. Lessor and Lessee acknowledge and agree that the replacement value of the Equipment set forth in any quote, Equipment Schedule or Invoice shall be deemed the value of the Equipment in order to establish the amount of the loss or damage. It is understood that no rent, whether previously paid or due, shall apply to or offset the amounts due from Lessee for such loss or damage to the Equipment. The Terms and Conditions term and rental term for the particular Equipment shall continue to run until all repairs to such Equipment are fully completed to the sole satisfaction of Lessor, the rent and repair expenses are fully paid (excluding latent manufacturing defects in the Equipment).

MISCELLANEOUS TERMS AND CONDITIONS APPLICABLE TO BARE AND OPERATED RENTALS

30. **Term:** The Terms and Conditions begin on the Effective Date and shall remain in effect until terminated in writing by either Lessor or Lessee upon thirty (30) days' notice and payment of any outstanding amounts due. **If this agreement is not executed by the parties, the Lessee agrees that these Terms and Conditions are deemed accepted once work and/or rental equipment commences.**

31. **Force Majeure:** Neither party shall be liable to the other party for failure to comply with these Terms and Conditions or performance of its obligations hereunder to the extent such failure has been caused by Force Majeure, provided that the non-performing party shall give notice to the other party as soon as commercially possible and shall exercise reasonable efforts to resume performance. For the purposes of these Terms and Conditions, "Force Majeure" shall mean fire, war, insurrection, act of terrorism, riots, flood, hurricane, typhoon, earthquake, tornado, mudslide, tsunami, and any other natural disaster, pandemic or other causes beyond the reasonable control and not due to the fault of the non-performing party.

32. **Assembly and Disassembly:** If iron workers are required to assist in assembly or disassembly of equipment and Lessor is required to provide additional operators, Lessee will be responsible for such additional charges.

33. **Full Agreement; Governing Law, Non-Waiver, Severability:** These Terms and Conditions and any Equipment Schedule or Invoice issued pursuant to the Terms and Conditions shall be interpreted and enforced according to the laws of the state of Illinois. These Terms and Conditions and any Equipment Schedule or Invoice constitute the full agreement of Lessor and Lessee and any changes to these Terms and Conditions or any Equipment Schedule or Invoice must be evidenced in writing signed by Lessor and Lessee. In case of any conflict between the terms of these Terms and Conditions and the terms of any Equipment Schedule, Invoice, or any other agreement between the parties, these Terms and Conditions shall prevail. These Terms and Conditions and any Equipment Schedule or Invoice shall be binding upon and shall inure to the benefit of the parties hereto, their respective successors and permitted assigns. Lessee acknowledges and represents that these Terms and Conditions and any Equipment Schedule or Invoice issued pursuant to the Terms and Conditions has been negotiated (either telephonically, electronically or in person) within and administered and managed by the Lessor at its executive offices in Illinois, any Equipment has been ordered (either telephonically, electronically or in person) prepared in and shipped from Illinois shall be managed by Lessor from its offices in Illinois, shall have invoices issued by Lessor from its offices in Illinois, and shall have no effect until accepted by Lessor at its offices in Illinois. Lessee hereby irrevocably consents to personal jurisdiction and venue in United States District of Illinois, Northern District and hereby waives any claim Lessee may have that such court is an inconvenient forum for the purposes of any suit, action or other proceeding arising out of these Terms and Conditions or any Equipment Schedule or Invoice which is brought against Lessee, and hereby agrees that all claims in respect of any action may be heard or determined in this court. Nothing contained herein is intended to preclude Lessor from commencing any action hereunder or relative hereto in any court having jurisdiction thereof. To the extent permitted by law, Lessee waives trial by jury in any action. These Terms and Conditions and any Equipment Schedule or Invoice shall be interpreted fairly and reasonably and neither more strongly for nor against either party. Headings are provided for convenience only, not for interpretation of these Terms and Conditions or any Equipment Schedule or Invoice. No failure of Lessor to enforce performance of any terms or covenants, or to exercise or delay in exercising any right, under these Terms and Conditions or any Equipment Schedule or Invoice shall operate as

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a waiver thereof nor shall any single or partial exercise of any right hereunder preclude any other or further exercise thereof or the exercise of any other right. If any provision of these Terms and Conditions or any Equipment Schedule or Invoice is held to be invalid or illegal by a court of competent jurisdiction, the invalid or illegal term will be deemed excluded from these Terms and Conditions or any Equipment Schedule or Invoice and will not invalidate the remaining terms of these Terms and Conditions or any Equipment Schedule or Invoice.

Exhibit A

INSURANCE CERTIFICATE REQUIREMENTS

These Terms and Conditions ("Terms and Conditions") require that your company maintain insurance coverage on all Equipment from Stevenson Crane Service, Inc. Please be advised that it is your company's responsibility to contact your insurance agent to confirm that proper coverage is in place and to request that certificate(s) of insurance ("COI" or "COI's") be sent directly to Stevenson Crane Service, Inc. **Please note that Stevenson Crane Service, Inc. must be listed as an Additional Insured and a Loss Payee on your company's insurance policies (other than workers compensation) and all policies must contain a Waiver of Subrogation in favor of Stevenson Crane Service, Inc.** Stevenson Crane Service, Inc. must have received your company's executed Terms and Conditions and COI(s) in the proper form and amounts prior to releasing any Equipment to your company.

PHYSICAL DAMAGE COVERAGE (Equipment Leased or Rented from Others) "All Risk" including Flood & Earthquake

NOTE: Certificate must state All Risk coverage including Flood & Earthquake "includes coverage for overweight or overload to the boom or jib" (Cranes and Forklifts Only).
Option A: Blanket Leased/Rented Coverage Limit $1,000,000 or higher if unit value exceeds $1,000,000.
Option B: Unit Specific - Include a full description of rented equipment (Year, Make, Model, Serial Number and insured value).
Valuation should be replacement cost or stated value from the estimate or rental agreement.
Policy deductible **MUST** be shown on the certificate, deductible greater than $10,000 must be approved at Stevenson Crane Service, Inc.'s sole discretion.

GENERAL LIABILITY COVERAGE

Primary, Non-Contributory Commercial General Liability Insurance on an occurrence basis, including bodily injury and property damage coverage with minimum limits of at least $1,000,000 per occurrence and $2,000,000 in the aggregate (non-contributory excess/umbrella policy may be utilized to meet aggregate limits). If your policy has a deductible COI should reflect the deductible amount.
"Per Project" Aggregate.
Stevenson Crane Service, Inc. must be named Additional Insured CG 20 10 1001 & CG 20 37 1001 or equivalent (CG 2028 0413 and CG 2034 0413) are also acceptable.
Riggers Liability Coverage with minimum limits of $1,000,000.

WORKERS' COMPENSATION

Workers' Compensation and employer's liability insurance, with limits of at least the statutory minimum or $1,000,000 (whichever is greater).

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AUTOMOBILE INSURANCE

Automobile liability insurance of no less than $1,000,000.
CSL for any on road equipment including Hired Automobile (such as mobile cranes or boom trucks, etc.) and comprehensive and collision coverage.
Additional Insured/Loss Payee endorsement that provides Additional Insured/Loss Payee status to the Certificate holder.

EXCESS/UMBRELLA INSURANCE

Excess/Umbrella liability insurance of no less than $5,000,000.
CSL as required by contract.
Policy must follow-form over primary policies.

Please email COI's to billing@stevensoncrane.com

Any questions regarding these requirements should be directed to Joe Lyons (jlyons@stevensoncrane.com)

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VISSERING
Construction Company
where success is measured one project at a time

PROPOSAL
WORKSHEET SUMMARY

Project: CITY OF CREST HILL - WEST SEWAGE TREATMENT PLANT IMPROVEMENTS

Change Order Request #: 047

To: Strand Associates, Inc.
Dominic Gattone, PE

Date: 6/17/2026
A/E Project #: IDFPR No. 184-001273
VCC Project #: 11108.00

WORK DESCRIPTION
Re-addition of crane - E70 Building

Line No	Cost Description	Labor Amt	Material Amt	Equip & Other Amt	Sub-Contractor Amt	Sub-Total
1	Connelly Electric - See Attached				$ 4,010.00	$ 4,010.00
2	Sterling Commercial Roofing - See Attached				$ 3,102.00	$ 3,102.00
3	Tri-State Tool & Hoist - See Attached				$ 23,995.00	$ 23,995.00
4	Vissering Construction	$ 29,520.00	$ 11,803.00	$ 8,640.00		$ 49,963.00
5						$ -
6						$ -
7						$ -
8						$ -
9						$ -
10						$ -
11						$ -
12						$ -
13						$ -
14						$ -
15						$ -
16						$ -
17						$ -
18						$ -
19						$ -
20						$ -
21						$ -
22						$ -
23						$ -
24						$ -
25						$ -
Sub-Total		**$ 29,520.00**	**$ 11,803.00**	**$ 8,640.00**	**$ 31,107.00**	**$ 81,070.00**

ACCEPTANCE OF PROPOSAL (OWNER): City of Crest Hill

Name/Title: Gary Richardson, Public Works Director

Signature: _____

Date: _____

ACCEPTANCE OF PROPOSAL (A/E): Strand Associates, Inc.

Name/Title: Dominic Gattone, PE

Signature: _____

Date: _____

ACCEPTANCE OF PROPOSAL (CONTRACTOR): VISSERING CONSTRUCTION CO

Name/Title: Tony Marzetta, Project Manager

Signature: _____

Date: December 10, 2025

Contractor's Net:	$ 49,963.00
Sub-Contactor's Net:	$ 31,107.00
Net Subtotal:	$ 81,070.00
Contractor's Fee: (15% on Own Work, 5% on Subs, & 0% on Credits):	$ 9,049.80
Sub-Total:	$ 90,119.80
Bonds & Insurance - 1%:	$ 901.20
Worksheet Total:	**$ 91,021.00**

STRAND ASSOCIATES®
Excellence in Engineering℠

Cost Proposal Request
West Sewage Treatment Plant Improvements
City of Crest Hill, Illinois
Contract 1-2022
November 19, 2025

COST PROPOSAL NO.: 047

TO: Vissering Construction Company
ISSUED BY: Dominic Gattone, P.E.

DISTRIBUTION

Tony Marzetta, Project Manager — Vissering Construction Company (Contractor)
Julius Hansen — City of Crest Hill, Illinois
Dominic Gattone, P.E. — Strand Associates, Inc.®

Please submit an itemized quotation for changes in the Contract Price and Time incidental to proposed modifications to the Contract Documents described herein. The purpose of this request is to add a monorail/crane system above the centrifuge system in Structure E70. The monorail/crane system will be identical to the one that was included before Change Order No. 1 took effect.

DESCRIPTIONS AFFECTING THE SPECIFICATIONS

Section 41 22 23–Hoists and Cranes

047-1 Add–Part 2–Products, 2.01 Hoists. B:

Building	Manufacturer	Model	Load Capacity (Ton)	Motor Size (hp)	Speeds (fpm)	Lift Height (ft)
E70	Coffing	EC-10005	5	2	5	24

hp=horsepower
fpm=feet per minute
ft=feet

047-2 Add–Part 2–Products, 2.02 Trolleys. B:

Building	Manufacturer	Model	Load Capacity (Ton)	Motor Size (hp)	Speeds (fpm)
E70	Coffing	ECMT-10005	5	0.25	35

047-3 Add–Part 2–Products, 2.03 Cord Reels. A:

Building	System	Mounting Location	Function
E70	Monorail	Monorail Beam	Power to hoist and trolley

DESCRIPTIONS AFFECTING THE DRAWINGS

Drawing E70-ASM1.01

047-04 Add monorail, hoist, and trolley. See notes on the enclosed revised drawing. Modify the existing roof drawing to install an anchor system in accordance with Detail A on 99-ASM5.07. Modify the ethylene propylene diene monomer (EPDM) roofing system to complete the work. Provide a new roofing warranty from the roof manufacturer.

Drawing E70-E1.01

047-05 Provide 3~#12 and #12 ground in 3/4-inch conduit from 20-ampere spare circuit breaker in PP-E70 for the hoist and trolley. Provide a manual motor switch disconnect for the hoist and trolley.

LIGHTING PANEL LP-E70-01

Service: 120/208V, 3ø, 4W | Enclosure: NEMA 1 | Mounting: Surface
Main Breaker: 250 A MCB | Main Bus: Copper
Location: Dewatering and Operations Building | SCIC: 10 kAIC

Room Number/Description	Amps	Poles	Ckt. #	Phase A	Phase B	Phase C	Phase A	Phase B	Phase C	Ckt. #	Poles	Amps	Room Number/Description
SCC-E70 - Electrical Room	20	1	1	1000			1000			2	1	20	FACP-E70* - Fire Riser Room
SCC-E70 - Electrical Room	20	1	3		500			360		4	1	20	Receptacles - Laboratory
3 Spare	20	1	5			0			180	6	1	20	Exterior Lighting Control Panel - Electrical Room
Lighting - Structure 75 Exterior	20	1	7	102			1140			8	1	15	Receptacle - Incubator
Receptacles - Structure 75	20	1	9		540			180		10	1	20	FIT-E70-01 - Centrifuge Room
Lighting - Vehicle Storage, Centrifuge, and Electrical Rooms	20	1	11			1012			306	12	1	20	Lighting - Exterior
Lighting - Lobby, Fire Riser, Nursing Room, Women's Restroom, Men's Restroom, and Laboratory	20	1	13	428			1174			14	1	20	Lighting - Upper Level
Receptacles - Fire Riser, Nursing, Centrifuge, and Electrical Rooms	20	1	15		900			540		16	1	20	Receptacles - Exterior
Receptacles - Fire Riser, Nursing, Centrifuge, and Electrical Rooms	20	1	17			1080			900	18	1	20	Receptacles - Exterior
Receptacles - Lobby, Garage, and Laboratory	20	1	19	900			400			20	1	20	Receptacle - EWC-E70-01 Restrooms
Receptacles - Lobby, Garage, and Laboratory	20	1	21		900			900		22	1	20	Receptacles - Women's, Men's Restrooms
Receptacles - Laboratory	20	1	23			360			1080	24	1	20	Receptacles - Open Control Room
nLight ECLYPSE Control Panel	20	1	25	500			1080			26	1	20	Receptacles - Open Control Room
Spare	20	1	27		0			1080		28	1	20	Receptacles - Laboratory
Electric Wall Heater (EWH-E70-01) - Fire Riser Room	20	2	29			1508			720	30	1	20	Receptacles - Laboratory
			31	1508			696			32	1	20	EF-E70-01 - Southwest Exterior
Electric Wall Heater (EWH-E70-02) - Nursing Room	20	2	33		1000			528		34	1	20	EF-E70-02 - Southwest Exterior
			35			1000			113	36	1	20	EF-E70-03 - Women's Restroom
Electric Wall Heater (EWH-E70-03) - Women's Restroom	20	3	37	1600			113			38	1	20	EF-E70-04 - Men's Restroom
			39		1600			360		40	1	20	Receptacles - Laboratory
			41			1600			360	42	1	20	Receptacles - Laboratory
Electric Wall Heater (EWH-E70-04) - Men's Restroom	20	3	43	1600			240			44	1	20	Refridgerator Receptacle - Laboratory
			45		1600			180		46	1	20	Receptacles - UV Disinfection Structure 47
			47			1600			600	48	1	20	Fume Hood - Laboratory
SS-E70-01 Control Panel	20	1	49	100			180			50	1	20	UVT Probe Air Cleaning - Structure 47
PEC-E70-01 Control Panel	20	1	51		500			300		52	1	20	Heat Trace Thermostat - Centrifuge
Spare	20	1	53			0			396	54	1	20	SAM-47-01 - Sampler - Structure 47
			55	0			56			56	1	20	Lighting - UV Disinfection Structure 47
Receptacles - Laboratory	20	1	57		1080			476		58			
Dishwasher Receptacle - Laboratory	20	1	59			500			476	60	3	50	Lighting Panel (LP-E70-02) - Elevator Equipment - South Vehicle Storage
Spare	20	1	61	0			476			62			
Site Lighting - North and North East of Structure 75	20	1	63		354			4583		64	3	100	Lighting Panel (LP-E70-03) - Mechanical Room
Site Camera (C-05-03) Media Cabinet	20	1	65			500			4747	66			
Site Camera (C-05-04) Media Cabinet	20	1	67	500			6765			68			
Spare	30	2	69		0			696		70	1	20	Exhaust Fan (EF-E70-07) - Fume Hood
			71			0			500	72	1	20	Access Control Panel - Electrical Room
Total Load per Phase per Side (VA)				8238	8974	9160	13320	10183	10378				

Total Load Phase A (VA)	21558	VA
Total Load Phase B (VA)	19157	VA
Total Load Phase C (VA)	19538	VA
Total Connected Load (VA)	60253	VA

*BREAKER SHALL BE RED AND PERMANENTLY LABELED FIRE ALARM CONTROL PANEL.

Total Connected Load	167	A
Total Connected Load + 25%	209	A
Spare 25%	21	A
Feeder Load	230	A

LIGHTING PANEL LP-E70-02

Service: 120/208V, 3ø, 4W | Enclosure: NEMA 1 | Mounting: Surface
Main Breaker: 50 A MCB | Main Bus: Copper
Location: Dewatering and Operations Building | SCIC: 10 kAIC

Room Number/Description	Amps	Poles	Ckt. #	Phase A	Phase B	Phase C	Phase A	Phase B	Phase C	Ckt. #	Poles	Amps	Room Number/Description
Receptacle - Elevator Pit	20	1	1	180			36			2	1	20	Lift Platform Shaft Lighting
Receptacle - Elevator Pit Sump Pump (SP-E70-01)	20	1	3		1176		3	0		4	1	20	Spare 3
Spare	20	1	5			0			36	6	1	20	Machine Space Shroud Light
Spare	20	1	7	0			0			8	1	20	Spare
Spare	20	1	9		0			0		10	1	20	Spare
Spare	20	1	11			0			0	12	1	20	Spare
Spare	20	1	13	0			0			14	1	20	Spare
Spare	20	1	15		0			0		16	1	20	Spare
Spare	20	1	17			0			0	18	1	20	Spare
Total Load per Phase per Side (VA)				180	1176	0	36	0	36				

Total Load Phase A (VA)	216	VA
Total Load Phase B (VA)	1176	VA
Total Load Phase C (VA)	36	VA
Total Connected Load (VA)	1428	VA

Total Connected Load	4	A
Total Connected Load + 25%	5	A
Spare 25%	0	A
Feeder Load	5	A

LIGHTING PANEL LP-E70-03

Service: 120/208V, 3ø, 4W | Enclosure: NEMA 1 | Mounting: Surface
Main Breaker: 100 A MCB | Main Bus: Copper
Location: Dewatering and Operations Building | SCIC: 10 kAIC

Room Number/Description	Amps	Poles	Ckt. #	Phase A	Phase B	Phase C	Phase A	Phase B	Phase C	Ckt. #	Poles	Amps	Room Number/Description
Receptacles - Open Control Room	20	1	1	540			1174			2	1	20	Lighting - Open Control Room
Receptacles - Open Control Room	20	1	3		180			240		4	1	20	Receptacle - Refrigerator
Receptacles - Open Control Room	20	1	5			720			1500	6	1	20	Electric Wall Heater (EUH-E70-05) - Unisex Restroom
Receptacles - Open Control Room	20	1	7	540			1500			8	1	20	Electric Wall Heater (EUH-E70-06) - Storage Room
Receptacles - Unisex Restroom, Storage Room, Mechanical Room, Office-1, and Office-2	20	1	9		1260			1000		10	1	20	Electric Wall Heater (EWH-E70-07) - Mechanical Room
Receptacles - Storage Room Mechanical Room, Office-1, and Office-2	20	1	11			900			1000	12			
Receptacles - Network Rack in Server Room	20	1	13	360			49			14	1	20	Exhaust Fan (EF-E70-05) - Unisex Restroom
Receptacles - Network Rack in Server Room	20	1	15		360			22		16	1	20	Water Softener (WS-E70-01) - Mechanical Room
Receptacles - Server Room	20	1	17			360			600	18	1	20	Water Heater (GWH-E70-01) - Mechanical Room
Receptacles - Observation Deck	20	1	19	360			60			20	1	20	Hot Water Pump (HWP-E70-01) - Mechanical Room
Spare	20	1	21		0			1685		22	1	20	Split System Outdoor Unit - Server Room
Spare	20	1	23			0			1685	24			
Spare	20	1	25	0			0			26	1	20	Lighting - Stairway and Upper Level Hallway
Spare	20	1	27		0			0		28	1	20	Lighting - Server Room, Restroom Storage Room, and Offices
Spare	20	1	29			0			0	30	1	20	Spare
Total Load per Phase per Side (VA)				1800	1800	1980	2783	2947	4785				

Total Load Phase A (VA)	4583	VA
Total Load Phase B (VA)	4747	VA
Total Load Phase C (VA)	6765	VA
Total Connected Load (VA)	16095	VA

Total Connected Load	45	A
Total Connected Load + 25%	56	A
Spare 25%	6	A
Feeder Load	61	A

POWER PANEL PP-E70

Service: 480, 3ø, 3W | Enclosure: NEMA 1 | Mounting: Surface
Main Breaker: 600 A | Main Bus: Copper
Location: Operations and Dewatering Building | SCIC: 42 kAIC

Room Number/Description	Amps	Poles	Ckt. #	Phase A	Phase B	Phase C	Phase A	Phase B	Phase C	Ckt. #	Poles	Amps	Room Number/Description
			1	25,000			0			2			
XFMR-E70 - Electrical Room	125	3	3		25,000			0		4	3	30	SPD - Electrical Room
			5			25,000			0	6			
			7	30,345			0			8			
Centrifuge (CENT-E70-01) Control Panel	150	3	9		30,345			0		10	3	15	Power Metering Panel - Electrical Room
			11			30,345			0	12			
			13	997			2,500			14			
Make Up Air Unit (MAU-E70-01) - Centrifuge Room	20	3	15		997			2,500		16	3	20	North Vehicle Storage Electric Heater (EUH-E70-01)
			17			997			2,500	18			
			19	2,577			2,500			20			
Make Up Air Unit (MAU-E70-02) - Vehicle Storage	20	3	21		2,577			2,500		22	3	20	South Vehicle Storage Electric Heater (EUH-E70-02)
			23			2,577			2,500	24			
			25	6,374			500			26			
Roof Top Unit (RTU-E70-01) - On Roof	40	3	27		6,374			500		28	3	20	Electric Duct Heater (EDH-E70-01) - Offices
			29			6,374			500	30			
			31	5,748			2,327			32			
UV Control Panel - Vehicle Storage	30	3	33		5,748			2,327		34	3	20	Electric Duct Heater (EDH-E70-02) - Open Control Room
			35			5,748			2,327	36			
			37	11,085			5,000			38			
3 Lift Platform	60	3	39		11,085			5,000		40	3	25	Electric Duct Heater (EDH-E70-03) - Lobby
			41			11,085			5,000	42			
			43	2,245			1,833			44			
Water Source Heat Pump (WSHP-E70-01) - Electrical Room	20	3	45		2,245			1,833		46	3	20	Electric Duct Heater (EDH-E70-04) - Lower Level Restrooms
			47			2,245			1,833	48			
			49	0			0			50			
3 Spare	20	3	51		0		3	0		52	3	20	Hoist and Trolley
			53			0			0	54			
			55	942			0			56			
Exhaust Fan (EF-70-06)	20	3	57		942			0		58	3	20	Spare
			59			942			0	60			
			61	0			0			62			
Spare	20	3	63		0			0		64	3	20	Spare
			65			0			0	66			
			67	0			0			68			
Spare	20	3	69		0			0		70	3	20	Spare
			71			0			0	72			
Total Load per Phase per Side (VA)				85313	85313	85313	14660	14660	14660				

Total Load Phase A (VA)	99973	VA
Total Load Phase B (VA)	99973	VA
Total Load Phase C (VA)	99973	VA
Total Connected Load (VA)	299919	VA

Total Connected Load	361	A
Total Connected Load + 25%	451	A
Spare 25%	113	A
Feeder Load	564	A

CPR-047

REVISIONS

NO.		DATE:
1	ISSUED FOR BID	5/12/2022
2	CONFORMED DRAWINGS	12/1/2022
3	CHANGE ORDER NO. 1	X/X/2023

ELECTRICAL SCHEDULES - 3

WEST SEWAGE TREATMENT PLANT IMPROVEMENTS
CITY OF CREST HILL
WILL COUNTY, ILLINOIS

JOB NO. 3894.051
PROJECT MGR. DOMINIC GATTONE

STRAND ASSOCIATES®

SHEET 242
99-E6.14

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CPR-047

LOWER LEVEL PLAN

GENERAL NOTES:

1. SEE ROOM FINISH SCHEDULE AND SPECIFICATION FOR TREATMENTS OF WALLS, FLOORS AND CEILINGS NOT CALLED OUT ON DRAWINGS.
2. SEE SPECIFICATIONS FOR LAB AND SCADA/CONTROL ROOM FURNITURE.
3. EXCEPT WHERE SHOWN OTHERWISE, ROOM FURNITURE AND ARCHITECTURAL CASEWORK (SHELVING, COUNTERS, ETC.) SHALL BE PROVIDED BY CONTRACTOR AS SHOWN AND SPECIFIED.
4. RESTRAIN ALL DUCTILE IRON JOINTS BURIED UNDER SLAB.
5. SEE 99–ASM6.03 FOR GENERAL STRUCTURE NOTES.

KEY NOTES:

(1) HYDRAULIC BACK DRIVE.
(2) POLYMER TOTE CONTAINMENT, SEE SPECIFICATIONS.
(3) PROVIDE INSPECTION HATCHES ON THE CONVEYORS AT LOCATIONS ACCESSIBLE TO OPERATORS. PROVIDE ADDITIONAL HATCH BENEATH PLATFORM. COORDINATE SIZE TO AVOID CONFLICT W/ PLATFORM.
(4) ACCESS WALKWAYS AND STAIRS BY EQUIPMENT MANUFACTURER.
(5) CONVEYOR SHALL BE HEAT TRACED AND INSULATED ACCORDING TO THE SPECIFICATIONS. CONVEYOR SHALL BE HEAT TRACED AND INSULATED FROM BUILDING E70 TO THE END OF THE CONVEYOR.
(6) EMERGENCY EYE WASH AND SAFETY SHOWER.
(7) PROVIDE LONG RADIUS ELBOWS FOR UNDERSLAB PEC CHEMICAL PIPE.
(8) SPACE RESERVED FOR ADA LOCKERS AND ADA BENCHES.
(9) MOUNT PEC PIPING TO WALL. PROVIDE SUPPORTS AS NECESSARY.
(10) 1'–0" HANDRAIL EXTENSION (TYP.)

KEY NOTES (CONTINUED):

(11) CONCRETE PAN STAIRS WITH VINYL TREAD AND RISER FINISH. 4'–5" OUT–TO–OUT. SEE SPECIFICATION 09 65 13 FOR FINISH.
(12) P–LAM COUNTER, 7'–4"x2'–6".
(13) METAL SHROUD FOR MACHINE SPACE BY ELEVATOR MANUFACTURER.
(14) ALUMINUM GRATING STAIRS E 99–ASM5.04
(15) 5–TON MONORAIL ABOVE A 99–ASM5.07 . (CENTER OVER EQUIPMENT).
(16) STAIR FOUNDATION G 99–ASM5.02
(17) MCJ–2 L 99–ASM5.02 FOR MCJ'S IN BRICK VENEER, SEE ELEVATION VIEWS.
(18) #6@40" VERTICAL MASONRY REINFORCING (TYP. AT EXTERIOR 12" BLOCK WALLS).
(19) 1~#6 EACH FACE @ 8" VERTICAL MASONRY REINFORCING (TYP. 1ST 4 CORES AT OHC DOOR JAMBS).
(20) #4@48" VERTICAL MASONRY REINFORCING (TYP. EXTERIOR 8" BLOCK WALLS.)

KEY NOTES (CONTINUED):

(21) #4@48" VERTICAL MASONRY REINFORCING.
(22) 1~#4 VERTICAL BAR @ 8" TYP. 1ST 2 CORES AT JAMBS.
(23) 1~#4 VERTICAL @ 8" TYP. 1ST 3 CORES AT JAMBS.
(24) MASONRY PILASTER (TYP. OF 4) B E70–ASM5.03
(25) NON–BEARING MASONRY WALL N 99–ASM5.02
(26) 4"x1/2" REDUCER AND 1/2" FLEXIBLE HOSE TO BE PROVIDED BY CENTRIFUGE MANUFACTURER.
(27) NON–CORRODING INSECT SCREEN BETWEEN TWO FLANGES ON DOWNWARD TURNED 45° FLANGED FITTING.
(28) PRESSURE GAUGE CONNECTION, SEE DETAIL J 99–P5.01
(29) BARRIER FREE SHOWER, SEE DETAIL B 99–ASM5.06
(30) TOOL STORAGE AND ACCESS TO ELEVATOR CONTROL PANEL.
(31) HVAC EQUIPMENT PAD. VERIFY SIZE AND LOCATION W/HVAC SCHEDULES.
(32) HVAC OPENING. SEE H–DRAWINGS AND LINTEL SCHEDULE.
(33) PROVIDE LINTEL B–1 AT ELEVATOR DOORWAYS AND EQUIPMENT ACCESS.
(34) FLEXIBLE HOSE BY MANUFACTURER TO LEFT OF UNION.
(35) FUME HOOD WITH ENCLOSURE UP TO CEILING ELEVATION.

NO.	REVISIONS	DATE:
1	ISSUED FOR PERMIT	5/12/2022

DEWATERING AND OPERATIONS BUILDING
LOWER LEVEL PLAN

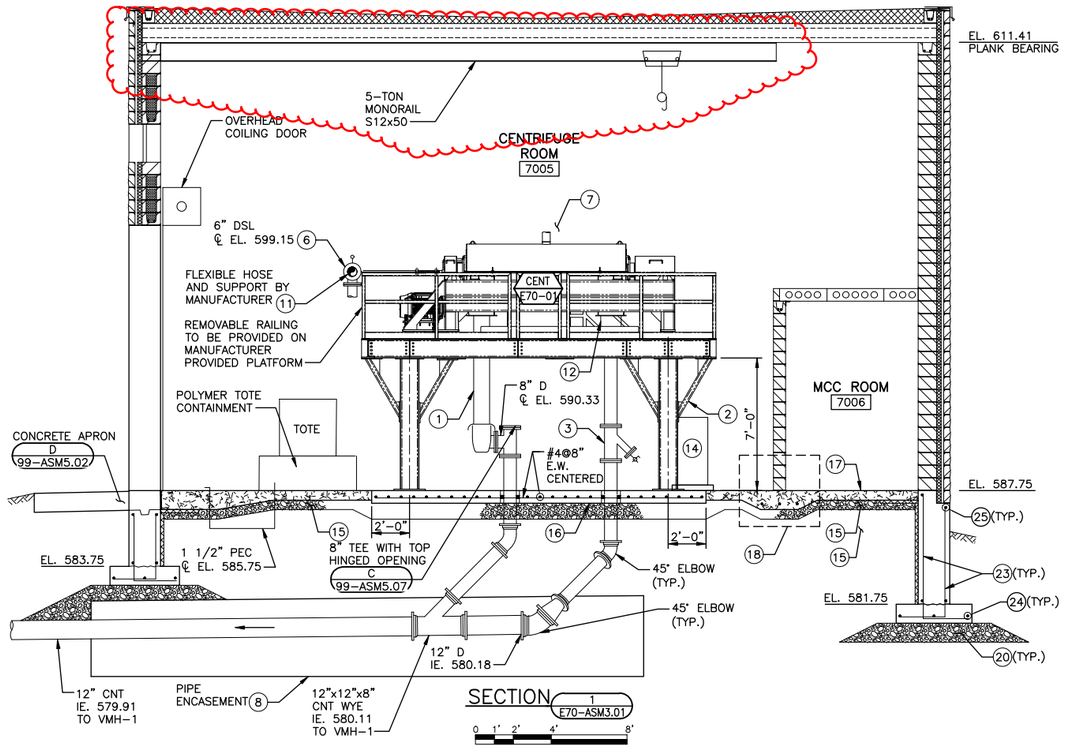
WEST SEWAGE TREATMENT PLANT IMPROVEMENTS
CITY OF CREST HILL
WILL COUNTY, ILLINOIS

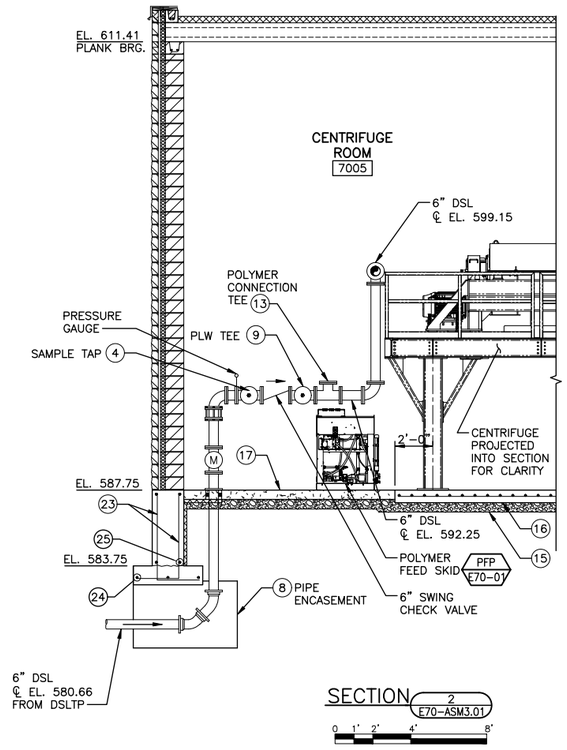
JOB NO. 3894.036
PROJECT MGR. DOMINIC GATTONE

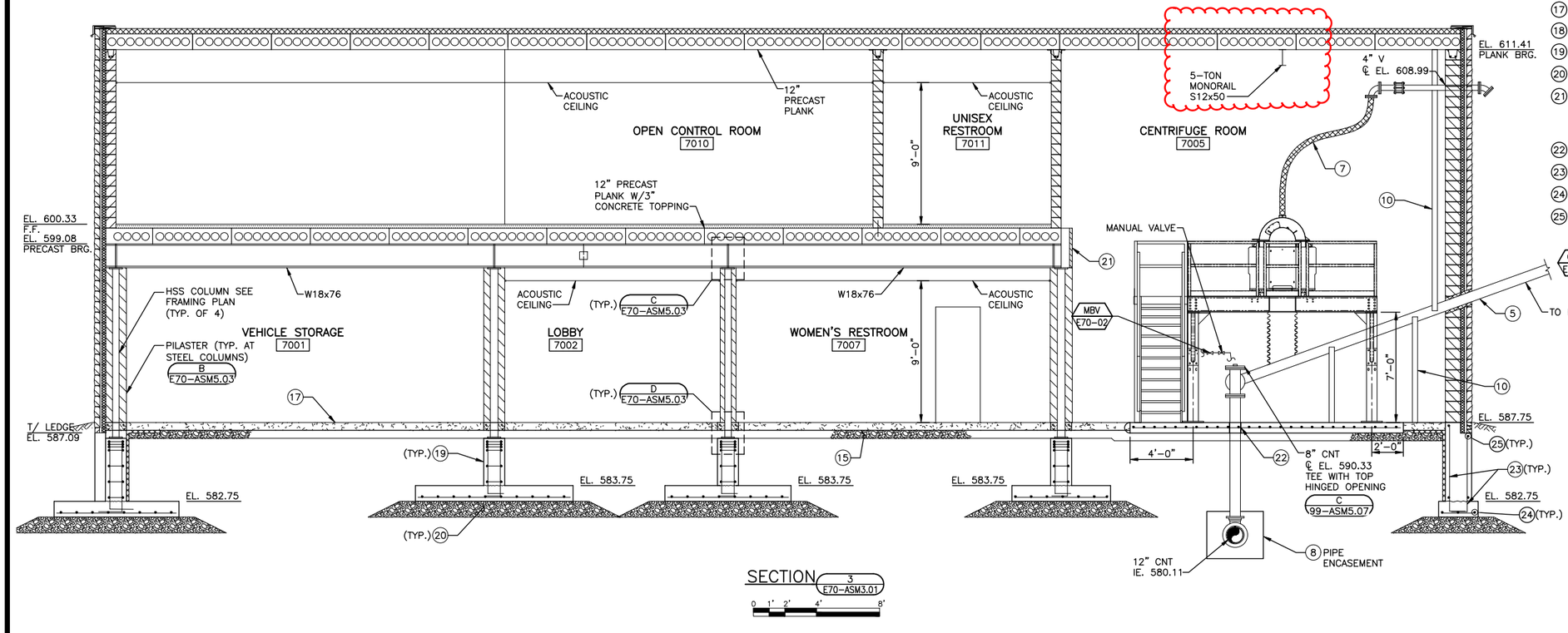
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SHEET 174 E70-ASM1.01

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GENERAL NOTES:

1. REFER TO GENERAL NOTES ON DRAWING E70-ASM1.01.
2. OVER EXCAVATION AND BACKFILL WITH SELECT STRUCTURAL FILL AS REQUIRED. SEE TABLE ON DRAWING 99-ASM6.03 AND SPECIFICATIONS.

KEY NOTES:

(1) EQUIPMENT MANUFACTURER SHALL PROVIDE FLEXIBLE TRANSITION, PIPE AND FITTING FROM THE CENTRIFUGE DEWATERED SLUDGE HOPPER TO THE CONVEYOR BELOW.

(2) CENTRIFUGE SUPPORT STAND, WITH ACCESS WALKWAY AND STAIRS SHALL BE DESIGNED AND PROVIDED BY THE EQUIPMENT MANUFACTURER.

(3) PROVIDE 8"x8"x4" WYE WITH BLIND FLANGE AND 1-INCH SAMPLE TAP AND BALL VALVE FOR SAMPLING CENTRATE. PROVIDE 1" SAMPLE PIPE WITH VALVE. PROVIDE TAP OFFSET FROM CENTER TO DRAIN LEG OF WYE.

(4) PROVIDE 6"x6"x6" TEE WITH BLIND FLANGE AND 1-INCH SAMPLE TAP AND BALL VALVE FOR SAMPLING CENTRIFUGE FEED SLUDGE.

(5) SEE PLAN VIEW KEYNOTE CONCERNING HEAT TRACING.

(6) PRESSURE GAUGE CONNECTION, SEE DETAIL J / 99-P5.01

(7) PROVIDE FLEXIBLE PVC PIPE FOR VENT PIPING.

(8) PROVIDE PIPE ENCASEMENT FOR LENGTH OF PIPE BENEATH THE BUILDING. SEE DETAIL B / 99-ASM5.02

(9) PROVIDE 6"x6"x6" TEE WITH BLIND FLANGE AND 1 1/2" TAP FOR PLW CONNECTION FOR CLEANING CENTRIFUGE.

(10) EQUIPMENT MANUFACTURER SHALL DESIGN AND PROVIDE CONVEYOR SUPPORTS (TYP.).

(11) CENTRIFUGE MANUFACTURER SHALL SUPPLY FEED PIPING FROM THE SHOWN LOCATION TO THE CENTRIFUGE. MANUFACTURER IS RESPONSIBLE FOR TRANSITION FROM 6" PIPING TO 1.5" INLET. VERIFY LAYOUT, LENGTH AND ELEVATION OF SUPPLY FEED WITH THE MANUFACTURER.

(12) EQUIPMENT MANUFACTURER SHALL PROVIDE TRANSITION FITTING FROM THE CENTRIFUGE TO THE 8" CENTRATE DRAIN PIPING.

(13) PROVIDE 6"x6"x6" TEE FOR POLYMER FEED CONNECTION. SEE DETAIL N / 99-ASM5.05

(14) HYDRAULIC BACKDRIVE.

(15) VAPOR BARRIER OVER 6" GRANULAR CUSHION.

(16) EQUIPMENT PAD. 8" THICK CONCRETE PAD W/ #4@8" E.W. CENTERED IN SLAB.

(17) 6" CONCRETE SLAB-ON-GRADE WITH FIBROUS REINFORCING.

(18) NON-BEARING CMU WALL N / 99-ASM5.02

(19) SEE PIER SCHEDULE FOR PIER REINFORCING.

(20) 12" CRUSHED STONE MAT OVER GEOTEXTILE FABRIC.

(21) GROUT ALL SPACES AROUND BEAM SOLID. PROVIDE 2" CMU FOR FINISHED APPEARANCE OF EAST FACE OF WALL. SEE DETAIL E / E70-ASM5.03

(22) WRAP PIPE W/ 1/2" EXPANSION MATERIAL.

(23) #4@32" DOWELS ALT. FACES @ 16".

(24) #5@12" CONT. W/CORNER BARS.

(25) 2~#5 CONT. TOP & BOTTOM J / 99-ASM5.01

NO.	REVISIONS	DATE:
-	ISSUED FOR BIDDING	5/12/2022

DEWATERING AND OPERATIONS BUILDING SECTIONS - 1

WEST SEWAGE TREATMENT PLANT IMPROVEMENTS
CITY OF CREST HILL
WILL COUNTY, ILLINOIS

JOB NO. 3894.036

PROJECT MGR. DOMINIC GATTONE

STRAND ASSOCIATES®

SHEET NO. 182 E70-ASM3.01

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CONNELLY ELECTRIC

CHANGE NOTICE

40 S. Addison Rd.
Addison, IL 60101

Connelly CCN # 026
Field Ticket #
Date: 12/1/2025
Project Name: Crest Hill WWTP - West Sewage Treatment Pla
Project Number: 22-0686
Page Number: 1

Client Address:

Vissering Construction
1631 Gaylord Rd.
Crest Hill, IL 60403
Telephone: 815.673.5511
Contact: Tony Marazetta

Site Address:

Vissering Construction
Contact: Tony Marazetta
1631 Gaylord Rd.
Crest Hill, IL 60403

Work Description

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.
This price is good for acceptance within **10** days from the date of receipt.
We request a time extension of **3** days.
We will supply and install all materials, labor, and equipment as per your instructions on **Connelly CCN # 026.**

Description:

This CCN was generated in response to CPR047 - Re-addition of Crane - Pricing Request dated 11/19/2025. Connelly has been requested to provide pricing for conduit, wire, and motor disconnect switch for the new hoist and trolley. The purpose of this request is to add a monorail/crane system above the centrifuge system in Structure E70. The monorail/crane system will be identical to tghe one that was included before Change Order No. 1 took effect.

Itemized Breakdown

System	Material($)	Mat(%)	Labor Hrs	Lab(%)
|| Included in PCO#001	268.16	17.55	5.20	48.69
|| New Items	1,260.06	82.45	5.48	51.31
Total	**1,528.22**	**100.00**	**10.68**	**100.00**

Included in PCO#001

Description	Qty	Total Mat.	Total Hrs.
3/4" GRC (GALV)	40	161.62	2.40
3/4" GRC MYERS HUB	2	8.67	0.90
#12 THHN	150	42.87	0.90
Connect Hoist & Trolley	1	15.00	1.00
Supports	8	40.00	0.00
Totals	**201**	**268.16**	**5.20**

New Items

Description	Qty	Total Mat.	Total Hrs.
#12 BARE-CU	50	9.96	0.60
30A/600V NON FUS NEMA4X	1	1,244.10	2.40
CABLE TAG	8	6.00	1.28
Terminations	8	0.00	1.20
Totals	**67**	**1,260.06**	**5.48**

Site Address:

CHANGE NOTICE

Vissering Construction
1631 Gaylord Rd.
Crest Hill, IL 60403

Connelly CCN # **026**
Field Ticket #
Date: 12/1/2025
Project Name: Crest Hill WWTP - West Sewage Treatment Pla
Project Number: 22-0686
Page Number: 2

Summary

MATERIAL		
General Materials		1,528.22
Material Total		**1,528.22**
Foreman	(2.67 Hrs @ $133.77)	357.17
Journeyman	(8.01 Hrs @ $127.07)	1,017.83
Truck	(1.00 @ 8.00 @ $31.57 + 0.000 % + 0.000 % + 0.000 %)	252.56
Overhead	(@ 10.000 %)	315.58
Markup	(@ 5.000 %)	173.57
Subtotal		**3,644.93**
Final Amount		**$3,644.93**

STRAND ASSOCIATES®
Excellence in Engineering℠

Cost Proposal Request
West Sewage Treatment Plant Improvements
City of Crest Hill, Illinois
Contract 1-2022
November 19, 2025

COST PROPOSAL NO.: 047

TO: Vissering Construction Company
ISSUED BY: Dominic Gattone, P.E.

DISTRIBUTION

Tony Marzetta, Project Manager — Vissering Construction Company (Contractor)
Julius Hansen — City of Crest Hill, Illinois
Dominic Gattone, P.E. — Strand Associates, Inc.®

Please submit an itemized quotation for changes in the Contract Price and Time incidental to proposed modifications to the Contract Documents described herein. The purpose of this request is to add a monorail/crane system above the centrifuge system in Structure E70. The monorail/crane system will be identical to the one that was included before Change Order No. 1 took effect.

DESCRIPTIONS AFFECTING THE SPECIFICATIONS

Section 41 22 23–Hoists and Cranes

047-1 Add–Part 2–Products, 2.01 Hoists. B:

Building	Manufacturer	Model	Load Capacity (Ton)	Motor Size (hp)	Speeds (fpm)	Lift Height (ft)
E70	Coffing	EC-10005	5	2	5	24

hp=horsepower
fpm=feet per minute
ft=feet

047-2 Add–Part 2–Products, 2.02 Trolleys. B:

Building	Manufacturer	Model	Load Capacity (Ton)	Motor Size (hp)	Speeds (fpm)
E70	Coffing	ECMT-10005	5	0.25	35

047-3 Add–Part 2–Products, 2.03 Cord Reels. A:

Building	System	Mounting Location	Function
E70	Monorail	Monorail Beam	Power to hoist and trolley

DESCRIPTIONS AFFECTING THE DRAWINGS

Drawing E70-ASM1.01

047-04 Add monorail, hoist, and trolley. See notes on the enclosed revised drawing. Modify the existing roof drawing to install an anchor system in accordance with Detail A on 99-ASM5.07. Modify the ethylene propylene diene monomer (EPDM) roofing system to complete the work. Provide a new roofing warranty from the roof manufacturer.

Drawing E70-E1.01

047-05 Provide 3~#12 and #12 ground in 3/4-inch conduit from 20-ampere spare circuit breaker in PP-E70 for the hoist and trolley. Provide a manual motor switch disconnect for the hoist and trolley.

LIGHTING PANEL LP-E70-01

Service: 120/208V, 3ø, 4W | Enclosure: NEMA 1 | Mounting: Surface
Main Breaker: 250 A MCB | Main Bus: Copper
Location: Dewatering and Operations Building | SCIC: 10 kAIC

Room Number/Description	Amps	Poles	Ckt. #	Phase A	Phase B	Phase C	Phase A	Phase B	Phase C	Ckt. #	Poles	Amps	Room Number/Description
SCC-E70 - Electrical Room	20	1	1	1000			1000			2	1	20	FACP-E70* - Fire Riser Room
SCC-E70 - Electrical Room	20	1	3		500			360		4	1	20	Receptacles - Laboratory
3 Spare	20	1	5			0			180	6	1	20	Exterior Lighting Control Panel - Electrical Room
Lighting - Structure 75 Exterior	20	1	7	102			1140			8	1	15	Receptacle - Incubator
Receptacles - Structure 75	20	1	9		540			180		10	1	20	FIT-E70-01 - Centrifuge Room
Lighting - Vehicle Storage, Centrifuge, and Electrical Rooms	20	1	11			1012			306	12	1	20	Lighting - Exterior
Lighting - Lobby, Fire Riser, Nursing Room, Women's Restroom, Men's Restroom, and Laboratory	20	1	13	428			1174			14	1	20	Lighting - Upper Level
Receptacles - Fire Riser, Nursing, Centrifuge, and Electrical Rooms	20	1	15		900			540		16	1	20	Receptacles - Exterior
Receptacles - Fire Riser, Nursing, Centrifuge, and Electrical Rooms	20	1	17			1080			900	18	1	20	Receptacles - Exterior
Receptacles - Lobby, Garage, and Laboratory	20	1	19	900			400			20	1	20	Receptacle - EWC-E70-01 Restrooms
Receptacles - Lobby, Garage, and Laboratory	20	1	21		900			900		22	1	20	Receptacles - Women's, Men's Restrooms
Receptacles - Laboratory	20	1	23			360			1080	24	1	20	Receptacles - Open Control Room
nLight ECLYPSE Control Panel	20	1	25	500			1080			26	1	20	Receptacles - Open Control Room
Spare	20	1	27		0			1080		28	1	20	Receptacles - Laboratory
Electric Wall Heater (EWH-E70-01) - Fire Riser Room	20	2	29			1508			720	30	1	20	Receptacles - Laboratory
			31	1508			696			32	1	20	EF-E70-01 - Southwest Exterior
Electric Wall Heater (EWH-E70-02) - Nursing Room	20	2	33		1000			528		34	1	20	EF-E70-02 - Southwest Exterior
			35			1000			113	36	1	20	EF-E70-03 - Women's Restroom
Electric Wall Heater (EWH-E70-03) - Women's Restroom	20	3	37	1600			113			38	1	20	EF-E70-04 - Men's Restroom
			39		1600			360		40	1	20	Receptacles - Laboratory
			41			1600			360	42	1	20	Receptacles - Laboratory
Electric Wall Heater (EWH-E70-04) - Men's Restroom	20	3	43	1600			240			44	1	20	Refridgerator Receptacle - Laboratory
			45		1600			180		46	1	20	Receptacles - UV Disinfection Structure 47
			47			1600			600	48	1	20	Fume Hood - Laboratory
SS-E70-01 Control Panel	20	1	49	100			180			50	1	20	UVT Probe Air Cleaning - Structure 47
PEC-E70-01 Control Panel	20	1	51		500			300		52	1	20	Heat Trace Thermostat - Centrifuge
Spare	20	1	53			0			396	54	1	20	SAM-47-01 - Sampler - Structure 47
			55	0			56			56	1	20	Lighting - UV Disinfection Structure 47
Receptacles - Laboratory	20	1	57		1080			476		58			
Dishwasher Receptacle - Laboratory	20	1	59			500			476	60	3	50	Lighting Panel (LP-E70-02) - Elevator Equipment - South Vehicle Storage
Spare	20	1	61	0			476			62			
Site Lighting - North and North East of Structure 75	20	1	63		354			4583		64	3	100	Lighting Panel (LP-E70-03) - Mechanical Room
Site Camera (C-05-03) Media Cabinet	20	1	65			500			4747	66			
Site Camera (C-05-04) Media Cabinet	20	1	67	500			6765			68			
Spare	30	2	69		0			696		70	1	20	Exhaust Fan (EF-E70-07) - Fume Hood
			71			0			500	72	1	20	Access Control Panel - Electrical Room
Total Load per Phase per Side (VA)				8238	8974	9160	13320	10183	10378				

Total Load Phase A (VA)	21558	VA
Total Load Phase B (VA)	19157	VA
Total Load Phase C (VA)	19538	VA
Total Connected Load (VA)	60253	VA

*BREAKER SHALL BE RED AND PERMANENTLY LABELED FIRE ALARM CONTROL PANEL.

Total Connected Load	167	A
Total Connected Load + 25%	209	A
Spare 25%	21	A
Feeder Load	230	A

LIGHTING PANEL LP-E70-02

Service: 120/208V, 3ø, 4W | Enclosure: NEMA 1 | Mounting: Surface
Main Breaker: 50 A MCB | Main Bus: Copper
Location: Dewatering and Operations Building | SCIC: 10 kAIC

Room Number/Description	Amps	Poles	Ckt. #	Phase A	Phase B	Phase C	Phase A	Phase B	Phase C	Ckt. #	Poles	Amps	Room Number/Description
Receptacle - Elevator Pit	20	1	1	180			36			2	1	20	Lift Platform Shaft Lighting
Receptacle - Elevator Pit Sump Pump (SP-E70-01)	20	1	3		1176		3	0		4	1	20	Spare 3
Spare	20	1	5			0			36	6	1	20	Machine Space Shroud Light
Spare	20	1	7	0			0			8	1	20	Spare
Spare	20	1	9		0			0		10	1	20	Spare
Spare	20	1	11			0			0	12	1	20	Spare
Spare	20	1	13	0			0			14	1	20	Spare
Spare	20	1	15		0			0		16	1	20	Spare
Spare	20	1	17			0			0	18	1	20	Spare
Total Load per Phase per Side (VA)				180	1176	0	36	0	36				

Total Load Phase A (VA)	216	VA
Total Load Phase B (VA)	1176	VA
Total Load Phase C (VA)	36	VA
Total Connected Load (VA)	1428	VA

Total Connected Load	4	A
Total Connected Load + 25%	5	A
Spare 25%	0	A
Feeder Load	5	A

LIGHTING PANEL LP-E70-03

Service: 120/208V, 3ø, 4W | Enclosure: NEMA 1 | Mounting: Surface
Main Breaker: 100 A MCB | Main Bus: Copper
Location: Dewatering and Operations Building | SCIC: 10 kAIC

Room Number/Description	Amps	Poles	Ckt. #	Phase A	Phase B	Phase C	Phase A	Phase B	Phase C	Ckt. #	Poles	Amps	Room Number/Description
Receptacles - Open Control Room	20	1	1	540			1174			2	1	20	Lighting - Open Control Room
Receptacles - Open Control Room	20	1	3		180			240		4	1	20	Receptacle - Refrigerator
Receptacles - Open Control Room	20	1	5			720			1500	6	1	20	Electric Wall Heater (EUH-E70-05) - Unisex Restroom
Receptacles - Open Control Room	20	1	7	540			1500			8	1	20	Electric Wall Heater (EUH-E70-06) - Storage Room
Receptacles - Unisex Restroom, Storage Room, Mechanical Room, Office-1, and Office-2	20	1	9		1260			1000		10	1	20	Electric Wall Heater (EWH-E70-07) - Mechanical Room
Receptacles - Storage Room Mechanical Room, Office-1, and Office-2	20	1	11			900			1000	12			
Receptacles - Network Rack in Server Room	20	1	13	360			49			14	1	20	Exhaust Fan (EF-E70-05) - Unisex Restroom
Receptacles - Network Rack in Server Room	20	1	15		360			22		16	1	20	Water Softener (WS-E70-01) - Mechanical Room
Receptacles - Server Room	20	1	17			360			600	18	1	20	Water Heater (GWH-E70-01) - Mechanical Room
Receptacles - Observation Deck	20	1	19	360			60			20	1	20	Hot Water Pump (HWP-E70-01) - Mechanical Room
Spare	20	1	21		0			1685		22	1	20	Split System Outdoor Unit - Server Room
Spare	20	1	23			0			1685	24			
Spare	20	1	25	0			0			26	1	20	Lighting - Stairway and Upper Level Hallway
Spare	20	1	27		0			0		28	1	20	Lighting - Server Room, Restroom Storage Room, and Offices
Spare	20	1	29			0			0	30	1	20	Spare
Total Load per Phase per Side (VA)				1800	1800	1980	2783	2947	4785				

Total Load Phase A (VA)	4583	VA
Total Load Phase B (VA)	4747	VA
Total Load Phase C (VA)	6765	VA
Total Connected Load (VA)	16095	VA

Total Connected Load	45	A
Total Connected Load + 25%	56	A
Spare 25%	6	A
Feeder Load	61	A

POWER PANEL PP-E70

Service: 480, 3ø, 3W | Enclosure: NEMA 1 | Mounting: Surface
Main Breaker: 600 A | Main Bus: Copper
Location: Operations and Dewatering Building | SCIC: 42 kAIC

Room Number/Description	Amps	Poles	Ckt. #	Phase A	Phase B	Phase C	Phase A	Phase B	Phase C	Ckt. #	Poles	Amps	Room Number/Description
			1	25,000			0			2			
XFMR-E70 - Electrical Room	125	3	3		25,000			0		4	3	30	SPD - Electrical Room
			5			25,000			0	6			
			7	30,345			0			8			
Centrifuge (CENT-E70-01) Control Panel	150	3	9		30,345			0		10	3	15	Power Metering Panel - Electrical Room
			11			30,345			0	12			
			13	997			2,500			14			
Make Up Air Unit (MAU-E70-01) - Centrifuge Room	20	3	15		997			2,500		16	3	20	North Vehicle Storage Electric Heater (EUH-E70-01)
			17			997			2,500	18			
			19	2,577			2,500			20			
Make Up Air Unit (MAU-E70-02) - Vehicle Storage	20	3	21		2,577			2,500		22	3	20	South Vehicle Storage Electric Heater (EUH-E70-02)
			23			2,577			2,500	24			
			25	6,374			500			26			
Roof Top Unit (RTU-E70-01) - On Roof	40	3	27		6,374			500		28	3	20	Electric Duct Heater (EDH-E70-01) - Offices
			29			6,374			500	30			
			31	5,748			2,327			32			
UV Control Panel - Vehicle Storage	30	3	33		5,748			2,327		34	3	20	Electric Duct Heater (EDH-E70-02) - Open Control Room
			35			5,748			2,327	36			
			37	11,085			5,000			38			
3 Lift Platform	60	3	39		11,085			5,000		40	3	25	Electric Duct Heater (EDH-E70-03) - Lobby
			41			11,085			5,000	42			
			43	2,245			1,833			44			
Water Source Heat Pump (WSHP-E70-01) - Electrical Room	20	3	45		2,245			1,833		46	3	20	Electric Duct Heater (EDH-E70-04) - Lower Level Restrooms
			47			2,245			1,833	48			
			49	0			0			50			
3 Spare	20	3	51		0		3	0		52	3	20	Hoist and Trolley
			53			0			0	54			
			55	942			0			56			
Exhaust Fan (EF-70-06)	20	3	57		942			0		58	3	20	Spare
			59			942			0	60			
			61	0			0			62			
Spare	20	3	63		0			0		64	3	20	Spare
			65			0			0	66			
			67	0			0			68			
Spare	20	3	69		0			0		70	3	20	Spare
			71			0			0	72			
Total Load per Phase per Side (VA)				85313	85313	85313	14660	14660	14660				

Total Load Phase A (VA)	99973	VA
Total Load Phase B (VA)	99973	VA
Total Load Phase C (VA)	99973	VA
Total Connected Load (VA)	299919	VA

Total Connected Load	361	A
Total Connected Load + 25%	451	A
Spare 25%	113	A
Feeder Load	564	A

CPR-047

NO.	REVISIONS	DATE:
1	ISSUED FOR BID	5/12/2022
2	CONFORMED DRAWINGS	12/1/2022
3	CHANGE ORDER NO. 1	X/X/2023

ELECTRICAL SCHEDULES - 3

WEST SEWAGE TREATMENT PLANT IMPROVEMENTS
CITY OF CREST HILL
WILL COUNTY, ILLINOIS

JOB NO. 3894.051
PROJECT MGR. DOMINIC GATTONE

STRAND ASSOCIATES®

SHEET 242
99-E6.14

CPR-047

LOWER LEVEL PLAN

GENERAL NOTES:

1. SEE ROOM FINISH SCHEDULE AND SPECIFICATION FOR TREATMENTS OF WALLS, FLOORS AND CEILINGS NOT CALLED OUT ON DRAWINGS.
2. SEE SPECIFICATIONS FOR LAB AND SCADA/CONTROL ROOM FURNITURE.
3. EXCEPT WHERE SHOWN OTHERWISE, ROOM FURNITURE AND ARCHITECTURAL CASEWORK (SHELVING, COUNTERS, ETC.) SHALL BE PROVIDED BY CONTRACTOR AS SHOWN AND SPECIFIED.
4. RESTRAIN ALL DUCTILE IRON JOINTS BURIED UNDER SLAB.
5. SEE 99-ASM6.03 FOR GENERAL STRUCTURE NOTES.

KEY NOTES:

(1) HYDRAULIC BACK DRIVE.
(2) POLYMER TOTE CONTAINMENT, SEE SPECIFICATIONS.
(3) PROVIDE INSPECTION HATCHES ON THE CONVEYORS AT LOCATIONS ACCESSIBLE TO OPERATORS. PROVIDE ADDITIONAL HATCH BENEATH PLATFORM. COORDINATE SIZE TO AVOID CONFLICT W/ PLATFORM.
(4) ACCESS WALKWAYS AND STAIRS BY EQUIPMENT MANUFACTURER.
(5) CONVEYOR SHALL BE HEAT TRACED AND INSULATED ACCORDING TO THE SPECIFICATIONS. CONVEYOR SHALL BE HEAT TRACED AND INSULATED FROM BUILDING E70 TO THE END OF THE CONVEYOR.
(6) EMERGENCY EYE WASH AND SAFETY SHOWER.
(7) PROVIDE LONG RADIUS ELBOWS FOR UNDERSLAB PEC CHEMICAL PIPE.
(8) SPACE RESERVED FOR ADA LOCKERS AND ADA BENCHES.
(9) MOUNT PEC PIPING TO WALL. PROVIDE SUPPORTS AS NECESSARY.
(10) 1'-0" HANDRAIL EXTENSION (TYP.)

KEY NOTES (CONTINUED):

(11) CONCRETE PAN STAIRS WITH VINYL TREAD AND RISER FINISH. 4'-5" OUT-TO-OUT. SEE SPECIFICATION 09 65 13 FOR FINISH.
(12) P-LAM COUNTER, 7'-4"x2'-6".
(13) METAL SHROUD FOR MACHINE SPACE BY ELEVATOR MANUFACTURER.
(14) ALUMINUM GRATING STAIRS (E / 99-ASM5.04)
(15) 5-TON MONORAIL ABOVE (A / 99-ASM5.07). (CENTER OVER EQUIPMENT).
(16) STAIR FOUNDATION (G / 99-ASM5.02)
(17) MCJ-2 (L / 99-ASM5.02) FOR MCJ'S IN BRICK VENEER, SEE ELEVATION VIEWS.
(18) #6@40" VERTICAL MASONRY REINFORCING (TYP. AT EXTERIOR 12" BLOCK WALLS).
(19) 1~#6 EACH FACE @ 8" VERTICAL MASONRY REINFORCING (TYP. 1ST 4 CORES AT OHC DOOR JAMBS).
(20) #4@48" VERTICAL MASONRY REINFORCING (TYP. EXTERIOR 8" BLOCK WALLS.)

KEY NOTES (CONTINUED):

(21) #4@48" VERTICAL MASONRY REINFORCING.
(22) 1~#4 VERTICAL BAR @ 8" TYP. 1ST 2 CORES AT JAMBS.
(23) 1~#4 VERTICAL @ 8" TYP. 1ST 3 CORES AT JAMBS.
(24) MASONRY PILASTER (TYP. OF 4) (B / E70-ASM5.03)
(25) NON-BEARING MASONRY WALL (N / 99-ASM5.02)
(26) 4"x1/2" REDUCER AND 1/2" FLEXIBLE HOSE TO BE PROVIDED BY CENTRIFUGE MANUFACTURER.
(27) NON-CORRODING INSECT SCREEN BETWEEN TWO FLANGES ON DOWNWARD TURNED 45° FLANGED FITTING.
(28) PRESSURE GAUGE CONNECTION, SEE DETAIL (J / 99-P5.01)
(29) BARRIER FREE SHOWER, SEE DETAIL (B / 99-ASM5.06)
(30) TOOL STORAGE AND ACCESS TO ELEVATOR CONTROL PANEL.
(31) HVAC EQUIPMENT PAD. VERIFY SIZE AND LOCATION W/HVAC SCHEDULES.
(32) HVAC OPENING. SEE H-DRAWINGS AND LINTEL SCHEDULE.
(33) PROVIDE LINTEL B-1 AT ELEVATOR DOORWAYS AND EQUIPMENT ACCESS.
(34) FLEXIBLE HOSE BY MANUFACTURER TO LEFT OF UNION.
(35) FUME HOOD WITH ENCLOSURE UP TO CEILING ELEVATION.

NO.	REVISIONS	DATE:
1	ISSUED FOR PERMIT	5/12/2022

DEWATERING AND OPERATIONS BUILDING
LOWER LEVEL PLAN

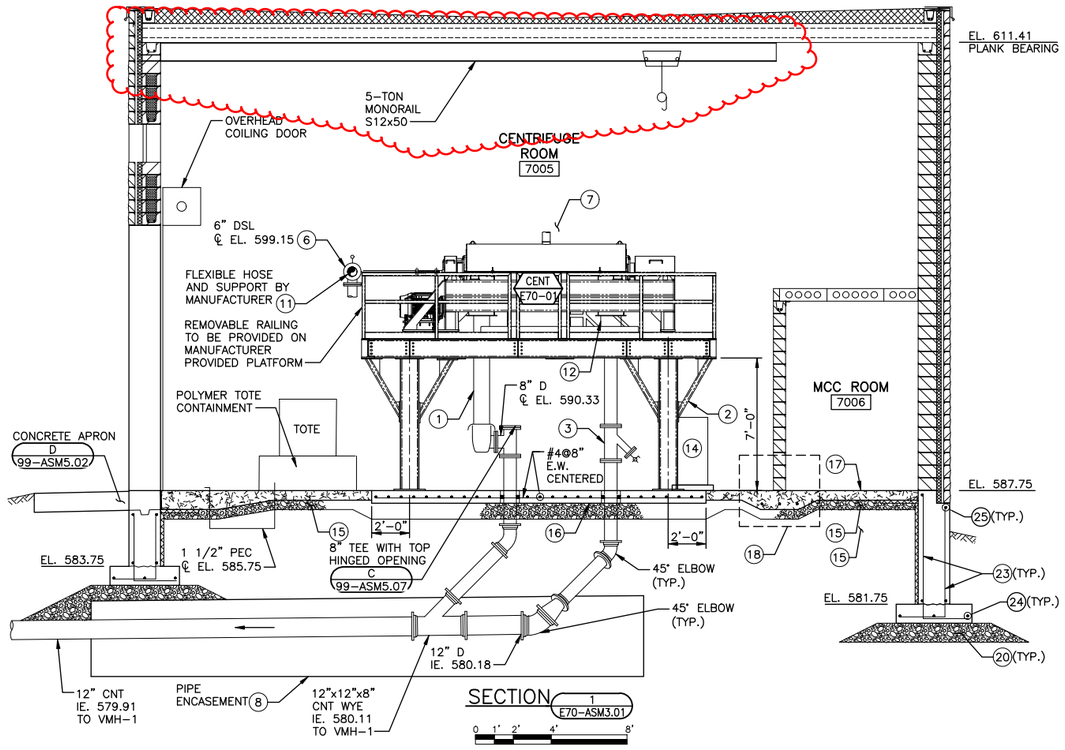
WEST SEWAGE TREATMENT PLANT IMPROVEMENTS
CITY OF CREST HILL
WILL COUNTY, ILLINOIS

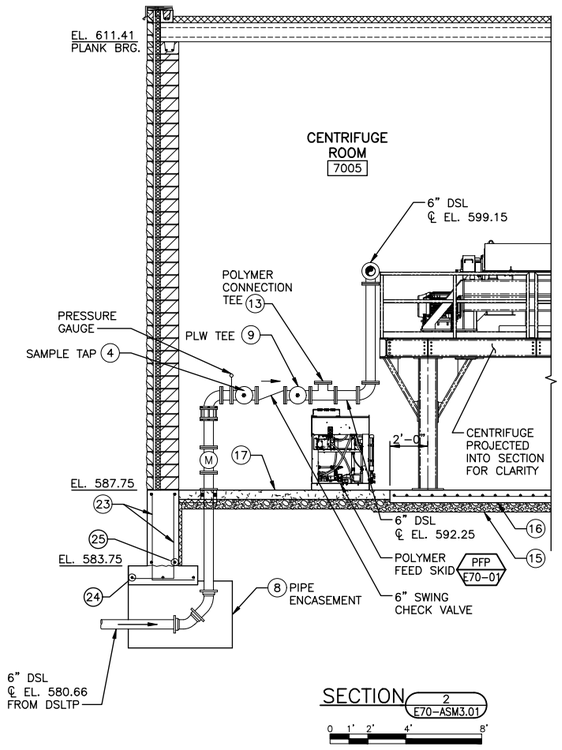
JOB NO. 3894.036
PROJECT MGR. DOMINIC GATTONE

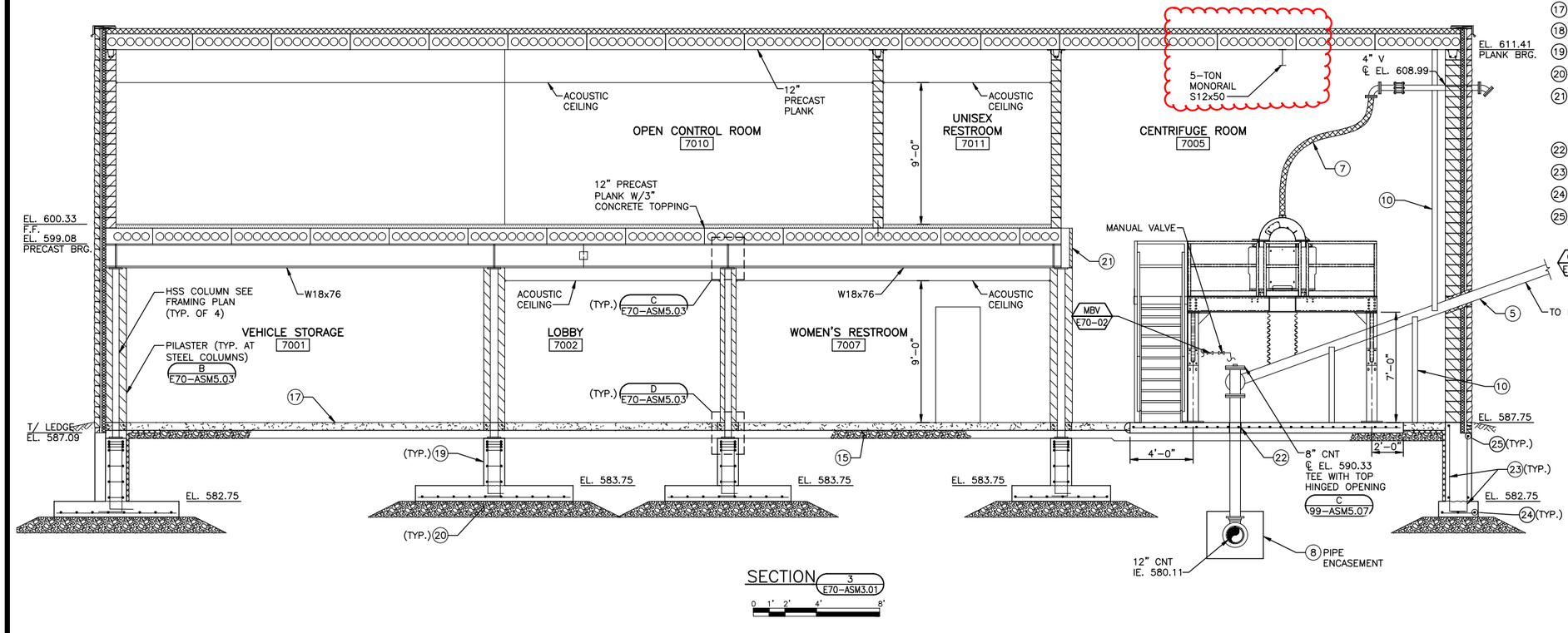
STRAND ASSOCIATES®

SHEET 174 E70-ASM1.01

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GENERAL NOTES:

1. REFER TO GENERAL NOTES ON DRAWING E70-ASM1.01.
2. OVER EXCAVATION AND BACKFILL WITH SELECT STRUCTURAL FILL AS REQUIRED. SEE TABLE ON DRAWING 99-ASM6.03 AND SPECIFICATIONS.

KEY NOTES:

1. EQUIPMENT MANUFACTURER SHALL PROVIDE FLEXIBLE TRANSITION, PIPE AND FITTING FROM THE CENTRIFUGE DEWATERED SLUDGE HOPPER TO THE CONVEYOR BELOW.
2. CENTRIFUGE SUPPORT STAND, WITH ACCESS WALKWAY AND STAIRS SHALL BE DESIGNED AND PROVIDED BY THE EQUIPMENT MANUFACTURER.
3. PROVIDE 8"x8"x4" WYE WITH BLIND FLANGE AND 1-INCH SAMPLE TAP AND BALL VALVE FOR SAMPLING CENTRATE. PROVIDE 1" SAMPLE PIPE WITH VALVE. PROVIDE TAP OFFSET FROM CENTER TO DRAIN LEG OF WYE.
4. PROVIDE 6"x6"x6" TEE WITH BLIND FLANGE AND 1-INCH SAMPLE TAP AND BALL VALVE FOR SAMPLING CENTRIFUGE FEED SLUDGE.
5. SEE PLAN VIEW KEYNOTE CONCERNING HEAT TRACING.
6. PRESSURE GAUGE CONNECTION, SEE DETAIL J / 99-P5.01
7. PROVIDE FLEXIBLE PVC PIPE FOR VENT PIPING.
8. PROVIDE PIPE ENCASEMENT FOR LENGTH OF PIPE BENEATH THE BUILDING. SEE DETAIL B / 99-ASM5.02
9. PROVIDE 6"x6"x6" TEE WITH BLIND FLANGE AND 1 1/2" TAP FOR PLW CONNECTION FOR CLEANING CENTRIFUGE.
10. EQUIPMENT MANUFACTURER SHALL DESIGN AND PROVIDE CONVEYOR SUPPORTS (TYP.).
11. CENTRIFUGE MANUFACTURER SHALL SUPPLY FEED PIPING FROM THE SHOWN LOCATION TO THE CENTRIFUGE. MANUFACTURER IS RESPONSIBLE FOR TRANSITION FROM 6" PIPING TO 1.5" INLET. VERIFY LAYOUT, LENGTH AND ELEVATION OF SUPPLY FEED WITH THE MANUFACTURER.
12. EQUIPMENT MANUFACTURER SHALL PROVIDE TRANSITION FITTING FROM THE CENTRIFUGE TO THE 8" CENTRATE DRAIN PIPING.
13. PROVIDE 6"x6"x6" TEE FOR POLYMER FEED CONNECTION. SEE DETAIL N / 99-ASM5.05
14. HYDRAULIC BACKDRIVE.
15. VAPOR BARRIER OVER 6" GRANULAR CUSHION.
16. EQUIPMENT PAD. 8" THICK CONCRETE PAD W/ #4@8" E.W. CENTERED IN SLAB.
17. 6" CONCRETE SLAB-ON-GRADE WITH FIBROUS REINFORCING.
18. NON-BEARING CMU WALL N / 99-ASM5.02
19. SEE PIER SCHEDULE FOR PIER REINFORCING.
20. 12" CRUSHED STONE MAT OVER GEOTEXTILE FABRIC.
21. GROUT ALL SPACES AROUND BEAM SOLID. PROVIDE 2" CMU FOR FINISHED APPEARANCE OF EAST FACE OF WALL. SEE DETAIL E / E70-ASM5.03
22. WRAP PIPE W/ 1/2" EXPANSION MATERIAL.
23. #4@32" DOWELS ALT. FACES @ 16".
24. #5@12" CONT. W/CORNER BARS.
25. 2~#5 CONT. TOP & BOTTOM J / 99-ASM5.01

NO.	REVISIONS	DATE:
-	ISSUED FOR BIDDING	5/12/2022

DEWATERING AND OPERATIONS BUILDING
SECTIONS - 1

WEST SEWAGE TREATMENT PLANT IMPROVEMENTS
CITY OF CREST HILL
WILL COUNTY, ILLINOIS

JOB NO.
3894.036

PROJECT MGR.
DOMINIC GATTONE

STRAND ASSOCIATES®

SHEET NO.
182
E70-ASM3.01

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CONNELLY ELECTRIC

CHANGE NOTICE

476 Brighton Drive
Bloomingdale, IL 60108

Connelly CCN # 026-REV. #1
Field Ticket #
Date: 11/17/2026
Project Name: Crest Hill WWTP - West Sewage Treatment Pla
Project Number: 22-0686
Page Number: 1

Client Address:

Vissering Construction
1631 Gaylord Rd.
Crest Hill, IL 60403
Telephone: 815.673.5511
Contact: Tony Marazetta

Site Address:

Vissering Construction
Contact: Tony Marazetta
1631 Gaylord Rd.
Crest Hill, IL 60403

Work Description

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.
This price is good for acceptance within **10** days from the date of receipt.
We request a time extension of **0** days.
We will supply and install all materials, labor, and equipment as per your instructions on **Connelly CCN # 026-REV. #1.**

Description:

This CCN was generated in response to CPR047 - Re-addition of Crane - Pricing Request dated 11/19/2025. Connelly has been requested to provide pricing for conduit, wire, and motor disconnect switch for the new hoist and trolley. The purpose of this request is to add a monorail/crane system above the centrifuge system in Structure E70. The monorail/crane system will be identical to the one that was included before Change Order No. 1 took effect.

***11/17 Update: Per request from Vissering, dated 11/16, this CCN has been revised and updated to reflect actual updated pricing on labor and materials.**

Itemized Breakdown

Description	Qty	Total Mat.	Total Hrs.
3/4" GRC (GALV)	40	167.20	2.40
3/4" GRC MYERS HUB	2	10.12	0.90
#12 THHN	150	46.92	0.90
#12 BARE-CU	50	11.48	0.60
30A/600V NON FUS NEMA4X	1	1,392.00	2.40
CABLE TAG	8	6.00	1.28
Connect Hoist & Trolley	1	15.00	1.00
Supports	8	40.00	0.00
Terminations	8	0.00	1.20
Totals	**268**	**1,688.72**	**10.68**

Summary

MATERIAL		
General Materials		1,688.72
Material Total		**1,688.72**
Foreman	(5.34 Hrs @ $148.05)	790.59
Journeyman	(5.34 Hrs @ $138.53)	739.75
Truck	(1.00 @ 8.00 @ $31.57 + 0.000 % + 0.000 % + 0.000 %)	252.56

Site Address:

CHANGE NOTICE

Vissering Construction
1631 Gaylord Rd.
Crest Hill, IL 60403

Connelly CCN #	**026-REV. #1**
Field Ticket #	
Date:	11/17/2026
Project Name:	Crest Hill WWTP - West Sewage Treatment Pla
Project Number:	22-0686
Page Number:	2

Summary (Cont'd)

Subtotal		**3,471.62**
Overhead	(@ 10.000 %)	347.16
Markup	(@ 5.000 %)	190.94
Subtotal		**4,009.72**
Final Adjustment		0.28
Final Amount		**$4,010.00**

Sterling
COMMERCIAL ROOFING
A TECTA AMERICA COMPANY, LLC

2711 Locust Street
Sterling IL 61081
Phone: 815-626-7744

7595 State Street
Bettendorf IA 52722
Phone: 563-232-8858

TO:	vissering construction	DATE:	12/8/2025
ATTN:	tony marzetta	FROM:	george
PROJECT:	crest hill	C.O. #1	22-538
REQUEST:	4 -24x24 squares cut out for plate and bolts		
FOR:			

Scope: repair holes cut by others 24x24 for plate installation by others.
refill areas and repair roof for warranty

DATE	TRADE	Cost	Amt	Total
12/08/25	2m/ 12 hrs	140.00	16.00	1,688.00

LABOR 2,240.00

MATERIAL	COST	AMT	TOTAL
varios iso , vapor barrier membrane adhesive			750.00
SUB TOTAL			
15% O&P			112.00
LABOR			2,240.00

MATL 862.00

TOTAL : $3,102.00

Tri-State Tool & Hoist, Inc.

707 S. Ellsworth Ave.
Salem, OH 44460
Phone: (330) 332-3500
Fax: (330) 332-3510

QUOTATION NO. 2025-283SF

PAGE 1 OF 1

Date: 11/25/2025

Company Vissering Const Co.

Attn Julie Eurich
Phone 815-673-5511 Ext:
Fax
Cell
Email jeurich@vissering.com

WE ARE PLEASED TO SUBMIT THE FOLLOWING QUOTATION FOR YOUR CONSIDERATION:

Subject Crest Hill WWTP E70 Bldg.

Quantity	Description	Your Net Cost Each	Total Line Item Cost
-		$ -	$ -
1	Coffing ECMT 10005 5 Ton Electric Chain Hoist - 3 Part Single Reeved 24ft. Lift	$ 21,845.00	$ 21,845.00
-	Single Speed @ 5fpm	$ -	$ -
-	Motorized Trolley - Single Speed 35 FPM -	$ -	$ -
-	Pendant Control	$ -	$ -
-	Chain Container	$ -	$ -
-	460/3/60 Hz	$ -	$ -
-		$ -	$ -
1	Conductrix 1400 Series Power Cord Reel. 12 AWG / 4 Conductor 50 ft. Long With Base,	$ 1,450.00	$ 1,450.00
-	Ball stop and Cable Grip	$ -	$ -
-		$ -	$ -
1	Freight to Jobsite	$ 700.00	$ 700.00
-		$ -	$ -
-		$ -	$ -
-		$ -	$ -
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-		$ -	$ -
-		$ -	$ -
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-		$ -	$ -
-		$ -	$ -
		TOTAL	**$23,995.00**

F. O. B.	Factory	TERMS:	Net 30 Days to Approved Accounts
		Total Approximate Ship Weight (lbs.)	

Price is for material only, unless otherwise noted above.
Does not include taxes or any items not mentioned in quote.
Quote valid for 30 days.

Quoted By,

BY *Brent Tice*

Date:

Note: Sign and return one (1) copy of this quotation to initiate order process.

Quotation is accepted subject to Standard Terms and Conditions.
I accept your Terms and Conditions. Please enter my Order.

Company:

CC

Address:

Cell

Signature:

CHANGE ORDER

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

PROJECT: 22-4170
Crest Hill West STP Improv
175 Benchmark Industrial Dr
Streator, IL 61364

TO: Pleasant Mount Welding, Inc.
45 Dundaff Street
Carbondale, PA 184071801

CHANGE ORDER #: 119
CHANGE ORDER DATE: 11/21/2025
PROJECT #s: LOI
DATE OF CONTRACT: 11/15/2022
FOR: Misc Metals

The Contract is changed as follows:

PENDING CHANGE ORDER 4170PC19 Revised 11/18/2026

Add 1 Galv. steel S12x50 monorail beam at Dewatering & Ops Bldg per CPR-047

Freight Incl - Tax Not Incl **Total Contract Change (Add) $ 10,843**

There is an eight-ten week lead-time on change order after material released

In the event you enter into a formal contract with PMWI, we will provide a schedule of values for the metal work related to this project. If materials are deleted after submittals have been prepared, we can only offer a credit of approximately 85 % the scheduled value. If design calculations and / or P.E. stamps are required on submittals, credit may be as little as 70% the scheduled value. If materials are deleted prior to shop drawing preparation or engineering work, a 100% credit can be issued. **Due to rising costs of material & shipping, prices are only good for 30 days from above date.**

The original Contract Sum was	$994,594.00
The net change by previously authorized Change Orders is	($70,632.00)
The Contract Sum prior to this Change Order was	$923,962.00
The Contract Sum will be increased by this Change Order in the amount of	$10,843.00
The new Contract Sum including this Change Order will be	$934,805.00
The Contract Time will be increased by	0 days.
The date of Substantial Completion as of this Change Order therefore is	Unchanged

Not valid until signed by all parties below.

	Pleasant Mount Welding, Inc.	Vissering Construction Company
ARCHITECT	**CONTRACTOR**	**OWNER**
	45 Dundaff Street	175 Benchmark Industrial Dr
ADDRESS	**ADDRESS**	**ADDRESS**
	Carbondale, PA 184071801	Streator, IL 61364
BY *(Signature)*	**BY** *(Signature)*	**BY** *(Signature)*
		Tony Marzetta
(Typed Name)	*(Typed Name)*	*(Typed Name)*
DATE	**DATE**	**DATE**

Quantum Software Solutions, Inc. Document

ESTIMATE

Vissering Construction Co.

Job Title | **General Contractors** | **Date**

CODE	DESCRIPTION	REF	MATERIAL QTY	MATERIAL UNIT PRICE	MATERIAL EXTENSION	LABOR QTY	LABOR UNIT PRICE	LABOR EXTENSION	SUB & EQUIP. QTY	SUB & EQUIP. UNIT PRICE	SUB & EQUIP. EXTENSION	TOTAL
					960.00	248		**29520.00**			**8,640.00**	**$39,120.00**
	Cut Open Roof				$0.00	32	120.00	$3,840.00	1		$0.00	$3,840.00
	Install Anchors				$0.00	32	120.00	$3,840.00			$0.00	$3,840.00
	Install Scaffold				$0.00	56	120.00	$6,720.00			$0.00	$6,720.00
	Install Beam				$0.00	40	120.00	$4,800.00			$0.00	$4,800.00
	Install Stops				$0.00	24	120.00	$2,880.00			$0.00	$2,880.00
	Wreck Scaffold				$0.00	56	120.00	$6,720.00			$0.00	$6,720.00
	Scissor Lift				$0.00			$0.00	160	25.00	$4,000.00	$4,000.00
	Lull		80	10.00	$800.00			$0.00	80	30.00	$2,400.00	$3,200.00
	Scaffold				$0.00			$0.00	80	5.00	$400.00	$400.00
	Foreman Truck & Equipment				$0.00			$0.00	80	20.00	$1,600.00	$1,600.00
	Shop Mobe & De-Mobe				$0.00	8	90.00	$720.00			$0.00	$720.00
	Semi		8	20.00	$160.00			$0.00	8	30.00	$240.00	$400.00
					$0.00			$0.00			$0.00	$0.00
					$0.00			$0.00			$0.00	$0.00
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					$0.00			$0.00			$0.00	$0.00
	Overhead & Profit			960.00	$0.00	0%	29520.00	$0.00	0%	8640.00	$0.00	

Agenda Memo

Crest Hill, IL

Meeting Date:	11/23/2026
Submitter:	Gary Richardson, Director of Public Works
Department:	Public Works
Agenda Item:	Approval of Engineering Services Agreement with Strand Associates, Inc. for East Wastewater Treatment Plant Capital Improvement Plan in the amount of $200,000.

Summary:

The Public Works Department requests the approval of an engineering services agreement with Strand Associates, Inc. in the amount of $200,000 to provide planning and engineering services for the East Wastewater Treatment Plant. The proposed work will evaluate the facility's current condition, assess regulatory compliance needs, review treatment processes, identify equipment deficiencies, and develop a comprehensive Capital Improvement Plan to guide future investments at the plant.

The scope of work includes an evaluation of standby power requirements, biological phosphorus removal and biological nutrient removal opportunities, and preparation of an updated Project Plan for the East Wastewater Treatment Plant. The plan will include a review of existing treatment facilities, future flow and loading projections, regulatory requirements, environmental considerations, and development of a long-term implementation strategy for recommended improvements. A key component of the project is preparation of a Capital Improvement Plan that will identify necessary infrastructure improvements, equipment replacements, and regulatory-driven projects, along with associated cost estimates and implementation schedules.

The proposed planning effort will provide the City with a roadmap for maintaining reliable operations at the East Wastewater Treatment Plant while preparing for future regulatory requirements and infrastructure needs. The resulting Capital Improvement Plan will assist the City in prioritizing projects, pursuing funding opportunities, and budgeting for future improvements.

Recommended Council Action:

Approve the Engineering Services Agreement with Strand Associates, Inc. for East Wastewater Treatment Plant Capital Improvement Plan in the amount of $200,000.

Financial Impact:

$200,000

Attachments:

Proposal for engineering services agreement with Strand Associates, Inc. in the amount of $200,000.

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

NFS TO OWNER

October 5, 2026

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

Attention: Honorable Raymond Soliman, Mayor

Re: Agreement for General Services
Standby Power, Biological Phosphorus Removal and Biological Nutrient Removal, and Project Plan

This is an Agreement between the City of Crest Hill, Illinois, hereinafter referred to as OWNER, and Strand Associates, Inc.®, hereinafter referred to as ENGINEER, to provide engineering services (Services) for the Standby Power, Biological Phosphorus Remove and Biological Nutrient Removal, and Project Plan project. This Agreement shall be in accordance with the following elements.

Scope of Services

ENGINEER will provide the following Services to OWNER.

Startup

Participate in a kickoff meeting with OWNER to review project scope; project management; operations, and maintenance criteria; permitting; communication planning; project schedule; and project budget and to gather available information. Participate in a walkthrough of the East Sewage Treatment Plant (ESTP) with up to five ENGINEER's personnel.

Standby Power Services

1. Evaluate the existing electrical infrastructure and meet with OWNER to discuss which loads should be powered from standby power. Review standby power availability and maintenance considerations, and assist OWNER with its selection of up to four possible standby power configurations.

2. Prepare preliminary one-line diagrams, standby power and related equipment location drawings, and Class 5 opinions of probable construction cost (OPCC) for up to four OWNER-selected standby power configurations (plug in only; small, medium, and large sizing).

3. Prepare an electronic portable document format (PDF) file of draft Technical Memorandum No. 1 summarizing the above findings and submit to OWNER for review.

4. Meet with OWNER in Workshop No. 1 to discuss Technical Memorandum No. 1. Incorporate OWNER comments, as appropriate, and submit a final PDF file of Technical Memorandum No. 1 to OWNER.

Biological Phosphorus Removal and Biological Nutrient Removal

1. Prepare a sampling plan for wastewater influent characterization and liquids and solids stream process performance. OWNER shall provide all data and additional sampling and lab analyses required, including lab fees.

2. Evaluate existing treatment processes for the potential to reduce effluent phosphorus and nitrogen concentrations.

3. Summarize potential effluent phosphorus and nitrogen reduction measures using existing facilities.

4. Participate in up to two in-person meetings and up to four virtual meetings with OWNER throughout the analysis phase.

5. Prepare a PDF file of Technical Memorandum No. 2 summarizing the above findings and submit to OWNER for review.

6. Meet with OWNER in Workshop No. 2 to discuss Technical Memorandum No. 2. Incorporate OWNER comments, as appropriate, and submit a final PDF file of Technical Memorandum No. 2 to OWNER.

Project Plan Services

1. Prepare updates to Section 1–Introduction of the East Water Reclamation Facility Project Plan (Project Plan) dated October 2020 by ENGINEER and update Section 2–Existing Collection and Conveyance Facilities with a summary of existing and anticipated conveyance facilities and sewer service area, the conveyance layout, and tributary area to the ESTP. Review existing hydraulic profile to accommodate new filters.

2. Review and assess the condition of the existing unit processes and associated major equipment; supervisory control and data acquisition system; electrical equipment; and heating, ventilation, and air conditioning equipment at the ESTP. Meet with ESTP staff to review known treatment process or equipment deficiencies. Include staff from electrical, mechanical, wastewater process, and wastewater operations in the visit.

3. Update Section 3–Existing Wastewater Treatment Facilities with a summary of the evaluation of the existing ESTP's capacity.

4. Prepare a PDF file of draft Technical Memorandum No. 3 summarizing updates to Section 1 through Section 3, and submit to OWNER for review.

5. Meet with OWNER for Workshop No. 3 to discuss Technical Memorandum No. 3. Incorporate OWNER comments, as appropriate, and submit a final PDF of Technical Memorandum No. 3 to OWNER.

6. Update Section 4–Waste Load and Flow Forecasts using updated population projections provided by OWNER to review future flows and loadings. It is anticipated that expansion of the ESTP is not required.

7. Update Section 5–Regulatory Review. This section will include a review of potential impacts of current and pending future regulations including national and state initiatives related to nutrients, ammonia, and other relevant wastewater-related criteria and initiatives.

8. Prepare Section 6–Capital Improvement Plan. Consider capital costs for new processes required for pending regulatory changes and equipment replacement to address identified deficiencies. Prepare a Class 5 OPCC for the modifications.

9. Prepare a PDF file of draft Technical Memorandum No. 4 summarizing Section 4 through Section 6 and submit to OWNER for review.

10. Meet with OWNER for Workshop No. 4 to discuss Technical Memorandum No. 4. Incorporate OWNER comments, as appropriate, and submit a final PDF of Technical Memorandum No. 4 to OWNER.

11. Prepare Section 7–Project Implementation Plan. Prepare a potential implementation plan for OWNER-selected improvements, including preliminary site layout and preliminary design criteria. Prepare Class 5 OPCC, preliminary cost allocations, and potential user charges for the implementation plan.

12. Prepare updates to Section 8–Environmental Impact Summary. Summarize potential environmental impacts of OWNER-selected modifications. Request environmental signoffs, if needed, from the appropriate agencies including the Illinois Department of Natural Resources for endangered species, natural areas, and Wetlands Policy Act; Illinois State Clearinghouse; Illinois Department of Agriculture; and the Illinois Historic Preservation Agency. OWNER shall be responsible for any agency fees for the environmental signoffs.

13. Prepare a PDF of the draft Project Plan and provide to OWNER for review. The draft Project Plan is anticipated to include the following sections:

    a. Executive Summary.
    b. Section 1–Introduction.
    c. Section 2–Existing Collection and Conveyance Facilities.
    d. Section 3–Existing Wastewater Treatment Facilities.
    e. Section 4–Waste Load and Flow Forecasts.
    f. Section 5–Regulatory Review.
    g. Section 6–Capital Improvement Plan.
    h. Section 7–Project Implementation Plan.
    i. Section 8–Environmental Impact Summary.

14. Prepare a Microsoft PowerPoint slide presentation for discussion of the draft Project Plan and present it to the City Board at a council meeting.

15. Incorporate OWNER comments, as appropriate, and submit one PDF file and two hard copies of the Project Plan to OWNER and three hard copies of the Project Plan to the Illinois Environmental Protection Agency (IEPA) for review. Prepare the IEPA Wastewater Project Planning Submittal Checklist to the IEPA.

16. Assist OWNER in preparing for a public hearing after receipt of the IEPA's Preliminary Environmental Impact Determination. OWNER shall be responsible for any advertising and publishing, hosting the public hearing, and compiling the record of the hearing to be submitted to the IEPA for final approval.

Service Elements Not Included

The following services are not included in this Agreement. If such services are required, they will be provided through an amendment to this Agreement or through a separate agreement with OWNER.

1. Additional Site Visits and/or Meetings: Additional OWNER-required site visits or meetings.

2. Archaeological or Botanical Investigations: ENGINEER will assist OWNER in engaging the services of an archaeologist or botanist, if required, to perform the field investigations necessary for agency review.

3. Document Accessibility: Web Content Accessibility Guidelines (WCAG) criteria for documents prepared for OWNER are excluded. ENGINEER does not warrant WCAG accessibility conformance for files delivered to OWNER including, but not limited to, memoranda, technical reports, presentations, exhibits, drawings, and specifications.

4. Drawings and Specifications: Design services including drawings and specifications.

5. Preparation for and/or Appearance in Litigation on Behalf of OWNER: Any services related to litigation.

6. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed.

Compensation

OWNER shall compensate ENGINEER for Startup and Standby Power Services under this Agreement a lump sum of $41,000.

OWNER shall compensate ENGINEER for Biological Phosphorus Removal and Biological Nutrient Removal under this Agreement a lump sum of $34,000.

OWNER shall compensate ENGINEER for Project Plan Services under this Agreement a lump sum of $125,000.

Only sales taxes or other taxes on Services that are in effect at the time this Agreement is executed are included in the Compensation. If the tax laws are subsequently changed by legislation during the life of this Agreement, this Agreement will be adjusted to reflect the net change.

The lump sum for the Services is based on wage scale/hourly billing rates, adjusted annually on July 1, that anticipates the Services will be completed as indicated. Should the completion time be extended, it may be cause for an adjustment in the lump sum that reflects any wage scale adjustments made.

The lump sum will not be exceeded without prior notice to and agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**. Any adjustments will be negotiated based on ENGINEER's increase or decrease in costs caused by delays, extensions, amendments, or changes.

Schedule

Services will begin upon execution of this Agreement, which is anticipated the week of November 2, 2026. Services are scheduled for completion on June 30, 2027.

Standard of Care

The Standard of Care for all Services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's Services.

OWNER's Responsibilities

1. Assist ENGINEER by placing at ENGINEER's disposal all available information pertinent to this project including previous reports, previous drawings and specifications, and any other data relative to the scope of this project.

2. Furnish to ENGINEER, as required by ENGINEER for performance of Services as part of this Agreement, data prepared by or services of others obtained or prepared by OWNER relative to the scope of this project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which ENGINEER may rely upon in performing Services under this Agreement.

3. Provide access to and make all provisions for ENGINEER to enter upon public and private lands as required for ENGINEER to perform Services under this Agreement.

4. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by ENGINEER and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the performance of ENGINEER.

5. Provide all legal services as may be required for the development of this project.

6. Pay all fees payable to regulatory agencies.

7. Operate its website and electronic media in a manner that ensures posted content related to this project complies with WCAG criteria.

Opinion of Probable Cost

Any opinions of probable cost prepared by ENGINEER are supplied for general guidance of OWNER only. ENGINEER has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to OWNER. If OWNER requires more than general guidance, then OWNER agrees to obtain an independent cost estimate by others. Opinions of probable cost will be prepared in accordance with the Association for the Advancement of Cost Engineering Cost Estimate Classification System to the Class stated in the **Scope of Services**.

Changes

1. OWNER may make changes within the general scope of this Agreement in the Services to be performed. If such changes cause an increase or decrease in ENGINEER's cost or time required for performance of any Services under this Agreement, an equitable adjustment will be made and this Agreement will be modified in writing accordingly.

2. No services for which additional compensation will be charged by ENGINEER will be furnished without the written authorization of OWNER. The fee established herein will not be exceeded without agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**.

3. If there is a modification of Agency requirements relating to the Services to be performed under this Agreement subsequent to the date of execution of this Agreement, the increased or decreased cost of performance of the Services provided for in this Agreement will be reflected in an appropriate modification of this Agreement.

Extension of Services

This Agreement may be extended for additional Services upon OWNER's authorization. Extension of Services will be provided for a lump sum or an hourly rate plus expenses.

Payment

OWNER shall make monthly payments to ENGINEER for Services performed in the preceding month based upon monthly invoices. Nonpayment 30 days after the date of receipt of invoice may, at ENGINEER's option, result in assessment of a 1 percent per month carrying charge on the unpaid balance.

Nonpayment 45 days after the date of receipt of invoice may, at ENGINEER's option, result in suspension of Services upon five calendar days' notice to OWNER. ENGINEER will have no liability to OWNER, and OWNER agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by OWNER. Upon receipt of payment in full of all outstanding sums due from OWNER, or curing of such other breach which caused ENGINEER to suspend Services, ENGINEER will resume Services and there will be an equitable adjustment to the remaining project schedule and compensation as a result of the suspension.

Failure to make payments to ENGINEER is cause for termination upon two-week notice to OWNER.

Termination

This Agreement may be terminated with cause in whole or in part in writing by either party subject to a two-week notice and the right of the party being terminated to meet and discuss the termination before the termination takes place. ENGINEER will be paid for all completed or obligated Services up to the date of termination.

Data Provided by Others

ENGINEER is not responsible for the quality or accuracy of data nor for the methods used in the acquisition or development of any such data where such data is provided by or through OWNER, contractor, or others to ENGINEER and where ENGINEER's Services are to be based upon such data. Such data includes, but is not limited to, soil borings, groundwater data, chemical analyses, geotechnical testing, reports, calculations, designs, drawings, specifications, record drawings, contractor's marked-up drawings, and topographical surveys.

Third-Party Beneficiaries

Nothing contained in this Agreement creates a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's Services under this Agreement are

being performed solely for OWNER's benefit, and no other party or entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of Services hereunder. OWNER and ENGINEER agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in this project to carry out the intent of this provision.

Dispute Resolution

Except as may be otherwise provided in this Agreement, all claims, counterclaims, disputes, and other matters in question between OWNER and ENGINEER arising out of or relating to this Agreement or the breach thereof will be decided first by mediation, if the parties mutually agree, or with a bench trial in a court of competent jurisdiction within the State of Illinois.

Remedies

Neither ENGINEER nor OWNER shall be liable to the other for special, indirect, punitive, or consequential damages for claims, disputes, or other matters in question arising out of this or relating to this Agreement. This mutual waiver is applicable, without limitation, due to either party's termination of this Agreement.

Audit, Access to Records

In accordance with 35 ILLINOIS ADMINISTRATIVE CODE CH.II.SEC.365.630, SUBTITLE C, books, records, documents, and other evidence directly pertinent to performance of Agency loan work under this Agreement shall be maintained consistent with generally accepted accounting standards in accordance with the American Institute of Certified Public Accountants Professional Standards (666 Fifth Avenue, New York, New York 10019; June 1, 1987). The Agency or any of its duly authorized representatives shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. Facilities for such access and inspection shall be provided.

Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards.

Disclosure of all information and reports resulting from access to records shall be provided to the Agency. The auditing agency will afford ENGINEER an opportunity for an audit exit conference and an opportunity to comment on the pertinent portions of the draft audit report. The final audit report will include the written comments, if any, of the audited parties.

Records shall be maintained and made available during performance of Services under this Agreement and until three years after the final loan closing. In addition, those records which relate to any "dispute" appeal under an Agency loan agreement, or litigation, or the settlement of claims arising out of such performance, or costs or items to which an audit exception has been taken, shall be maintained and made available until three years after the date of resolution of such appeal, litigation, claim, or exception.

Covenant Against Contingent Fees

In accordance with 35 ILLINOIS ADMINISTRATIVE CODE CH.II.SEC.365.630, SUBTITLE C, ENGINEER warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees. For breach or violation of this warranty, the loan recipient shall have the right to annul this Agreement without liability or in its discretion to deduct from the contract price or

consideration or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

ENGINEER Certifies it is in compliance with federal Executive Order 12549 as set forth in the executed United States Environmental Protection Agency (USEPA) Form 5700-49 attached hereto and made a part of this Agreement as Exhibit A.

Certification of Nondiscrimination

ENGINEER shall not discriminate on the basis of race, color, national origin or sex in the performance of these services. ENGINEER will carry out applicable requirements of 40 CFR Part 33 in the award and administration of services awarded under USEPA financial assistance agreements. Failure by ENGINEER to carry out these requirements is a material breach of this agreement which may result in the termination or legally available remedies.

Utilization of Women and Minority Businesses

ENGINEER agrees to take affirmative steps to assure that disadvantaged business enterprises are utilized when possible as sources of supplies, equipment, construction, and services in accordance with the Clean Water Loan Program rules. As required by the award conditions of the USEPA's Assistance Agreement with IEPA, ENGINEER acknowledges that the fair share percentages are five percent for minority business enterprises and 12 percent for women's business enterprises.

Terms and Conditions

The terms and conditions of this Agreement will apply to the Services defined in the **Scope of Services** and represent the entire Agreement and supersede any prior proposals, Requests for Qualifications, or Agreements. OWNER-supplied purchase order is for processing payment only; terms and conditions on the purchase order shall not apply to these Services.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement.

ENGINEER:		OWNER:	
STRAND ASSOCIATES, INC.®		CITY OF CREST HILL, ILLINOIS	
Joseph M. Bunker Corporate Secretary	Date	Raymond R. Soliman Mayor	Date

NOT FOR SIGNATURE

EXHIBIT A

Item 3.

Project Number

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
SPRINGFIELD, ILLINOIS

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant to the best of its knowledge and belief that it and its principles:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any State department or agency;

(b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award.

Joseph M. Bunker, Corporate Secretary

(Typed Name & Title of Authorized Representative)

(Signature of Authorized Representative) **(Date)**

☐ I am unable to certify the above statements. My explanation is attached.

RESET FORM

Work Session Agenda Memo

Crest Hill, IL

Meeting Date:	11/23/2026
Submitter:	Gary Richardson, Director of Public Works
Department:	Public Works
Agenda Item::	Approval of the purchase of new office furnishings for the West Wastewater Treatment Plant not to exceed the budgeted amount of $30,000.

Summary:

The Public Works Department is requesting approval to purchase office furnishings necessary to furnish the new offices and work areas at the West Wastewater Treatment Plant. The furniture purchase will provide the necessary furnishings for staff workspaces and operational areas within the new facility. Items to be purchased will include standard office and laboratory support furnishings such as desks, chairs, tables, storage units, coolers, fridges and other related furniture required for the building's day-to-day operations.

Recommended Council Action:

Approve the purchase of furnishings for the new offices and work areas at the West Wastewater Treatment Plant in an amount not to exceed $30,000.

Financial Impact:

Funding Source: 07-08-5420

Attachments:

Quotes from Warehouse Direct

WAREHOUSE DIRECT® OFFICE INTERIORS

2001 Mt. Prospect Rd
Des Plaines, IL 60016

QUOTATION

Date: 10/28/2026

Pricing valid for 30 days.

Sales Rep: Rick Schackle

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

Bill To:
Jim Vogrin
Public Works
City of Crest Hill
1601 Gaylord Rd
Crest Hill, IL 60403
(815) 723-8671
JVogrin@cityofcresthill.com

Delivery:
Jim Vogrin
Public Works
City of Crest Hill
1601 Gaylord Rd
Crest Hill, IL 60403
(815) 723-8671
JVogrin@cityofcresthill.com

#	Item number	Description	Qty	Sell	Ext Sell
1		"Agenda Plus" Four Leg Armless Stacking Guest Chair	4	$85.00	$340.00
BREAK ROOM					
	BLACK	FIN: Black			
2		Caster Set for 3050/3054 Chairs	4	$9.00	$36.00
BREAK ROOM					
3		Konfurb Saron Swivel Chair	1	$299.00	$299.00
MOTHER'S ROOM					
	FABRIC:	TBD			
4		"CoolMesh" Mid-Back Synchro Mesh Chair w/ Arms	4	$189.00	$756.00
OFFICE DESK CHAIRS					
	BLACK	FAB: Black			
5		DAISY GUEST CHAIR- BLACK	2	$150.00	$300.00
OFFICE GUEST CHAIRS					
6		Rectangular Top 30"D x 72"W	1	$160.00	$160.00
BREAK ROOM					
	ESPRESSO	LAM: Espresso			
7		T-Leg, 30" Table Leg	2	$100.00	$200.00
BREAK ROOM					
8		Half-End Panel/Support Leg 12"D	2	$43.00	$86.00
OFFICES					
	ESPRESSO	LAM: Espresso			
9		Desk Shell, 71"W x 30"D	2	$240.00	$480.00
OFFICES					

#	Item number	Description	Qty	Sell	Ex
	ESPRESSO	LAM: Espresso			
	SILVER	FIN: Silver			
10		Full pedestal B/B/F	2	$245.00	$490.00
OFFICES					
	ESPRESSO	LAM: Espresso			
	NICKEL	FIN: Nickel Handle			
11		Credenza Shell, 60"W x 24"D	2	$205.00	$410.00
OFFICES					
	ESPRESSO	LAM: Espresso			
	SILVER	FIN: Silver			
12		Full pedestal F/F	2	$245.00	$490.00
OFFICES					
	ESPRESSO	LAM: Espresso			
	NICKEL	FIN: Nickel Handle			
13		4 Drawer lateral filing cabinet 36"W x 22"D x 55"H	2	$1,050.00	$2,100.00
OFFICES					
	ESPRESSO	LAM: Espresso			
	NICKEL	FIN: Nickel Handle			
14		Open Wall-Mounted 36"W x 15"D x 17"H	4	$185.00	$740.00
OFFICES					
	ESPRESSO	LAM: Espresso			
15		Set of 2 Laminate Doors for PL144OH, PL208OH, and PL2044OH (Center doors)	4	$30.00	$120.00
OFFICES					
	ESPRESSO	LAM: Espresso			
16		5700 Series Stool Pneu Swivel Adj Ht Foot Ring	2	$315.00	$630.00
STOOLS					
	$(L1)	Grade L1 Uph			
	.SB	SB Leather Fabric			
	11	Black			
	.T	Black			

#	Item number	Description	Qty	Sell	Ex
17		HON FREIGHT/SURCHARGE	1	$40.00	$40.00
18		STORLIE FREIGHT	1	$195.00	$195.00
19		OPTIONAL INSIDE DELIVERY, UNBOX, ASSEMBLE & PUT IN PLACE	1	$2,850.00	$2,850.00
		NOTE: INSTALLER WILL REMOVE ALL PACKAGING			

$10,722.00

Accepted By: _____ **Date:**_____
Name

_____ **PO:**_____
Title

Tariffs/Surcharges

• As a result of new trade policies, a tariff may be imposed on products quoted in this proposal which may increase the final proposal amount. All proposals will be reviewed for applicable tariffs prior to order entry. If tariffs were imposed after the original proposal date, a new proposal will be provided for customer approval prior to order placement.

Proposals and Orders

• Pricing is valid for 30 days. After that date, we reserve the right to incorporate any price increases implemented by our manufacturers, at which time a new proposal will be provided.
• All orders require either a hard copy purchase order issued by Customer or a proposal which has been approved by an authorized signatory of customer.
• Cancellations, changes or returns are not permitted once the order has been placed.
• A 50% deposit is required on all furniture orders prior to order placement.
• Lead times are considered estimates and are subject to the manufacturers' production / shipping schedule(s).
• If product cannot be received at job site as scheduled and shipment must be re-directed, additional charges will apply.

WAREHOUSE DIRECT®
OFFICE INTERIORS

2001 Mt. Prospect Rd
Des Plaines, IL 60016

QUOTATION

Date: 10/28/2026

Pricing valid for 30 days.

Sales Rep: Rick Schackle

Specialist: Cristy Strain
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#	Item number	Description	Qty	Sell	Ext Sell
1		"Agenda Plus" Four Leg Armless Stacking Guest Chair	4	$85.00	$340.00
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	BLACK	FIN: Black			
2		Caster Set for 3050/3054 Chairs	4	$9.00	$36.00
BREAK ROOM					
3		Konfurb Saron Swivel Chair	1	$299.00	$299.00
MOTHER'S ROOM					
	FABRIC:	TBD			
4		"CoolMesh" Mid-Back Synchro Mesh Chair w/ Arms	4	$189.00	$756.00
OFFICE DESK CHAIRS					
	BLACK	FAB: Black			
5		DAISY GUEST CHAIR- BLACK	2	$150.00	$300.00
OFFICE GUEST CHAIRS					
6		10500 Series Desk Shell 72W x 30D x 29-1/2H	2	$469.00	$938.00
OFFICES					
	$(L1STD)	Grd L1 Standard Laminates			
	.P	Black			
	P	Black			
7		10500 Series Return Shell 29-1/2H x 60W x 24D	2	$395.00	$790.00
OFFICES					
	$(L1STD)	Grd L1 Standard Laminates			
	.P	Black			
	P	Black			

#	Item number	Description	Qty	Sell	Ex
8		10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	2	$425.00	$850.00
OFFICES					
	$(L1STD)	Grd L1 Standard Laminates			
	.P	Black			
9		10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	2	$425.00	$850.00
OFFICES					
	$(L1STD)	Grd L1 Standard Laminates			
	.P	Black			
10		10500 Series30"x18 1/2" Wall Mount Storage 2-Dr Locking	4	$455.00	$1,820.00
OFFICES					
	$(L1STD)	Grd L1 Standard Laminates			
	.P	Black			
	P	Black			
11		10500 Series Lat File 4-Dr36W 20D 59-1/8H	2	$1,290.00	$2,580.00
OFFICES					
	$(L1STD)	Grd L1 Standard Laminates			
	.P	Black			
	P	Black			
12		Tackboard for 60" W Wallmount Tackboard	2	$215.00	$430.00
OFFICES					
	$(A)	Grd A Fabric			
	.DAPR	Dapper			
	~	Undecided FABRIC Option			
13		Brigade Bookcase 6-Shelf 12-5/8D x 34-1/2W x 80-1/8H	3	$415.00	$1,245.00
METAL 6 SHELF BOOKCASE					
	$(P1)	P1 Paint Opts			
	.P	Black			
14		Arrange Table 30" x 72" Rectangle Top	1	$315.00	$315.00
BREAK ROOM					
	.N	No Grommet			
	$(L1STD)	Grd L1 Standard Laminates			

#	Item number	Description	Qty	Sell	Ex
	.P	Black			
	.P	Black			
15		Arrnge Seated Hght T-legs for 30D Srfc - 2 bases	1	$490.00	$490.00
BREAK ROOM					
	$(P1)	P1 Paint Opts			
	.PLAT	Platinum Textured			
16		5700 Series Stool Pneu Swivel Adj Ht Foot Ring	2	$315.00	$630.00
STOOLS					
	$(L1)	Grade L1 Uph			
	.SB	SB Leather Fabric			
	11	Black			
	.T	Black			
17		HON FREIGHT/SURCHARGEE	1	$650.00	$650.00
18		STORLIE FREIGHT	1	$195.00	$195.00
19		OPTIONAL INSIDE DELIVERY, UNBOX, ASSEMBLE & PUT IN PLACE	1	$2,850.00	$2,850.00
	NOTE:	INSTALLER WILL REMOVE ALL PACKAGING			

$16,364.00

Accepted By: _____ **Date:**_____

Name

_____ **PO:**_____

Title

#	Item number	Description	Qty	Sell	Ex

Tariffs/Surcharges

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• All orders require either a hard copy purchase order issued by Customer or a proposal which has been approved by an authorized signatory of customer.
• Cancellations, changes or returns are not permitted once the order has been placed.
• A 50% deposit is required on all furniture orders prior to order placement.
• Lead times are considered estimates and are subject to the manufacturers' production / shipping schedule(s).
• If product cannot be received at job site as scheduled and shipment must be re-directed, additional charges will apply.

Agenda Memo

Crest Hill, IL

Meeting Date:	11/23/2026
Submitter:	Gary Richardson, Director of Public Works
Department:	Public Works
Agenda Item:	Approval of the lease of two (2) Frost Solutions Mini-Weather Stations for the amount of $6,450.00

Summary:

The Public Works Department approval to lease two (2) Frost Solutions Mini-Weather Stations for 1-year to determine if the units are helpful. These units will provide real-time roadway and weather monitoring, including surface temperature, air temperature, humidity, dew point measurements, roadway images, and forecasting capabilities. The system also includes AI-assisted image assessment, configurable alerts, historical data tracking, and unlimited user access.

The weather stations will enhance the City's winter maintenance operations by providing accurate local weather and pavement condition information. This data will assist staff in making informed decisions regarding snow and ice control operations, improving response times, increasing efficiency in the use of salt and other deicing materials, and enhancing public safety on City roadways.

Recommended Council Action:

Approve the lease of two (2) Frost Solutions Mini-Weather Stations in the amount of $6,450.00, pending final attorney changes.

Financial Impact:

Funding Source: 01-03-5300 and 01-04-5300

Cost: $6,450.00

Attachments:

Proposed agreement from Frost Solutions - Attorney Stiff is currently reviewing

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ORDER FORM
FROST SOLUTIONS, LLC & City of Crest Hill, IL
PROPOSAL DATE: 10/28/2026

All Frost Solutions products are non-invasive and include a self-install hardware unit, access to the web application, service and support, and product replacement (if necessary). Frost Solutions maintains ownership of the hardware unit at all times. Historical data, configurable alerts, and unlimited user accounts are included with subscription.

Frost Solutions Mini-Weather Station

Hardware
Solar + battery-powered low-light camera and sensor unit providing surface temperatures, still shot images (day and night multiple times per hour during winter), air temperature, dew point, humidity, and lens defroster.

Additional Included Application Services: On-demand image requests, Frost Vision AI Image Assessment, atmospheric and surface temperature and condition forecasting, and image retrieval.

Product	Term	Quantity	Unit Cost	Year 1 Cost	Term Total
Mini-Weather Station New - Annual Lease Subscription - Nov 23, 2026 - Nov 22, 2027	12 Months	2	$ 3,200.00	$ 6,400.00	$ 6,400.00
Shipping & Handling		2	$ 25.00	$ 50.00	$ 50.00

Contract Notes:
*All amounts are in $USD unless otherwise noted. Total price is in addition to any applicable sales tax. Payments via credit card may be subject to additional fees. Eligible to extend term of agreement or add additional units by Aug 31, 2027 to avoid annual price increase. Auto-renewing contracts may include a 4% annual price increase.

Year 1 Total
$ 6,450.00

Grand Total
$ 6,450.00

Payment Terms

Date Due	Amount
Nov 16, 2026	$6,450.00

TERMS & CONDITIONS
This Order Form, in conjunction with the Master Service Agreement, which is incorporated herein by reference, establishes the commercial relationship between Frost Solutions, LLC and the Customer. The parties acknowledge that they have read, understand, and agree to the terms and conditions of this Order Form and the related Master Service Agreement that is either attached to this Order Form or was included with a prior Order Form. In the event of a discrepancy between the terms of this Order Form and the Master Service Agreement, the Master Service Agreement shall control.

PAYMENTS, REFUNDS, & CANCELLATIONS
Customer shall pay all fees specified in this Order Form without offset or deduction. Customer shall make all payments hereunder in U.S. Dollars, unless otherwise noted, on or before the due date set forth in this Order Form. Except as otherwise specified herein, (a) fees are based on services purchased and not actual usage or services provided; (b) payment obligations are non-cancelable; (c) fees paid are non-refundable; and (d) the services purchased cannot be decreased during the relevant Term. Customer may terminate this Order Form at any time, however such termination shall not result in any refund of payments previously made or cancellation of any future payment(s) due as set forth in this Order Form to Frost Solutions, LLC during the current Term, but only results in the termination of automatic renewals and any future payments caused by such automatic renewals no longer being due to Frost Solutions, LLC.

Customer Information

Purchase Order Number:

Zoho Sign Document ID: 32B98405-PMYNWJRNFHSQYTSKL7QSHH_HILR3ULLUKUCU6LO_TKM

Primary Contact Name: Gary Richardson
Primary Contact Email: grichardson@cityofcresthill.com
Primary Contact Phone: 815-741-5108
Shipping Information
Shipping Recipient Name:
Shipping Recipient Email:
Shipping Recipient Phone:
Shipping Address: **Street:** **City:** **State/Province:** **ZIP:** **Country: United States**
Additional billing and shipping notes:
Billing Information
Billing Contact Name:
Billing Contact Email:
Billing Phone:
Billing Address: **Street:** **City:** **State/Province:** **ZIP:** **Country: United States**

Zoho Sign Document ID: 32B98405-PMYNWJRNFHSQYTSKL7QSHH_HILR3ULLUKUCU6LO_TKM

FROST SOLUTIONS, LLC	City of Crest Hill, IL
Signature	Signature
Printed Name	Printed Name
Title	Title
Date	Date

Zoho Sign Document ID: 32B98405-PMYNWJRNFHSQYTSKL7QSHH_HILR3ULLUKUCU6LO_TKM

MASTER SERVICE AGREEMENT

This Master Service Agreement (together with any Order Form, the "Agreement") is entered into and made effective as of (the "Effective Date"), by and between Frost Solutions, LLC, a Delaware limited liability company ("Frost Solutions"), located at 276 E Deerpath Rd #627, Lake Forest, IL 60045, and City of Crest Hill, IL ("Customer"), located at , , .

RECITALS

WHEREAS, Customer desires to engage Frost Solutions to perform Services (as defined below) under the terms and conditions set forth herein; and

WHEREAS, Frost Solutions desires to perform such Services for Customer under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. DEFINITIONS

"Agreement" means, collectively, this Agreement, any Order Forms, Statements of Work, and any materials available on the Frost Solutions website specifically incorporated by reference herein, as such materials may be updated by Frost Solutions from time to time in its sole discretion.

"Affiliate" means any entity which directly or indirectly controls, is controlled by, or is under common control with the subject entity where control consists of the ownership of 50% or more of the equity securities of the relevant party.

"Application Services" means the online, internet-based software application(s) provided by Frost Solutions pursuant to one or more Order Forms and which is accessed by Customer via the Internet. Except as expressly provided to the contrary, the Hardware supplied by Frost Solutions for use in connection with the Application Services is included in the use of the Application Services.

"Confidential Information" means information in any form or medium (whether oral, written, electronic, or other) relating to any business, financial, operational or technical information provided by one party hereunder to the other party that is marked or otherwise identified as confidential or proprietary, or that the receiving party knows or should know is confidential or proprietary. In addition, the parties acknowledge and agree that the Frost Solutions name, the Frost Solutions logo, the Services and the terms of and pricing under this Agreement constitute Confidential Information of Frost Solutions.

"Customer Data" means all information, data, and other content, in any form or medium, that is submitted, posted, supplied, results from processing Customer Data in connection with the Application Services or is otherwise transmitted by or on behalf of Customer to Frost Solutions through the Application Services.

"Hardware" means any sensor, transmitter, storage or other tangible property that is provided by Frost Solutions to Customer for use in connection with the Application Services.

"Order Form" means an order form executed by the parties that defines access to the Application Services, use allowances, and/or Professional Services purchased by Customer and is part of this Agreement. The Order Form may contain allowances and limitations that may subject Customer to additional fees if use exceeds such allowances following written notice thereof by Frost Solutions and the reasonable opportunity to reduce use to permitted

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allowances.

"Professional Services" means services provided by Frost Solutions staff or contractors as set forth in the applicable Order Form.

"Services" means all of the services to be performed under one or more Order Forms executed by the parties, including Application Services, and/or Professional Services, and others.

"Service Level Agreement" means the Service Level Agreement attached hereto as Exhibit A.

"User's Guide" means Frost Solutions' online user documentation for the Application Services, as updated from time to time by Frost Solutions.

2. PROVISION OF SERVICES/RIGHTS OF USE

2.1 Subject to the terms and conditions of this Agreement and any Order Form, Frost Solutions hereby grants to Customer, and Customer hereby accepts from Frost Solutions, a non-exclusive, non-sublicensable, and non-transferable (except as set forth herein) license ("License"), to use the Application Services, including any updates thereto, as expressly stated in an Order Form, for the Term (as defined in this Agreement). Frost Solutions shall: (a) provide the Application Services in a manner consistent with general industry standards reasonably applicable to the provision thereof; (b) use commercially reasonable efforts to ensure that the Application Services perform in material compliance with the Specifications; (c) provide support to Customer as provided in the Order Form; (d) comply with all applicable laws and regulations in the performance of such services and the operation, hosting and maintenance of the Application Services; and (e) use reasonable safeguards consistent with industry standards in providing the Application Services hereunder to prevent security breaches and protect its servers from unauthorized access.

2.2 Frost Solutions reserves all rights not expressly granted to Customer in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Customer or any third party any intellectual property rights or other right, title, or interest in or to the intellectual property of Frost Solutions.

3. CUSTOMER RESPONSIBILITIES AND USE GUIDELINES

3.1 Customer shall use the Application Services as contemplated by this Agreement and Customer shall be responsible for its use of the Application Services.

3.2 Customer shall: (a) have sole responsibility for the accuracy, quality, integrity, legality, reliability, and appropriateness of all Customer Data (as hereinafter defined); (b) prevent unauthorized access to, or use of, the Application Services, and notify Frost Solutions promptly of any such unauthorized access or use; (c) review and, if acceptable, agree to any third party agreements or terms of service prior to using the Services in connection herewith and abide by the rules set forth therein; (d) comply with all applicable local, state, federal and foreign laws in using the Application Services including; (e) not license, sublicense, sell, resell, rent, lease, transfer, assign, distribute, time share or otherwise commercially exploit or make the Application Services available to any third party except as set forth in this Agreement; (f) not transmit or store within the Application Services infringing, obscene, threatening, defamatory, fraudulent, abusive, or otherwise unlawful or tortious material, including material that is harmful to children or violates third party privacy rights; (g) not upload to, or store within the Application Services, any viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs; (h) not interfere with or disrupt the integrity or performance of the Application Services or the data contained therein; (i) not attempt to gain unauthorized access to the Application Services or its related systems or networks, or access the same in order to build a competitive product or service, or to copy any ideas, features, functions or graphics of the Application Services; (j) not modify, copy or create derivative works based on the Application Services; (k) not frame or mirror any content forming part of the Application Services, other than on Customer's own intranets or otherwise for its own internal business purposes; and (l) not reverse engineer or decompile the Application Services. Customer shall not transfer or assign the License without Frost Solutions' written consent, provided, however, that if the Application Services include a license requiring third party interaction, Customer may grant access to the Application Services to those third parties who are authorized by Customer to supply data. Customer's obligations under clause (g) shall be deemed fulfilled if Customer uses

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reasonable methods to prevent transmission of elicit code and does not intentionally transmit any of the same to Frost Solutions or the Application Services.

4. SERVICE LEVEL AND SUPPORT

Subject to the terms and conditions of this Agreement, Frost Solutions shall use commercially reasonable efforts to make the Application Services available in accordance with the service levels set out in Exhibit A.

5. FEES AND PAYMENT

5.1 Customer shall pay all fees specified in an Order Form, via a physical invoice or an electronic invoice, without offset or deduction. Customer shall make all payments hereunder in U.S. Dollars, unless otherwise noted, on or before the due date set forth in such Order Form. Except as otherwise specified in an Order Form, (a) fees are based on Services purchased and not actual usage or Services provided; (b) payment obligations are non-cancelable; (c) fees paid are non-refundable; and (d) the Services purchased cannot be decreased during the relevant Term.

5.2 Frost Solutions shall invoice in advance and in accordance with the applicable Order Form. All invoices are due as stated on the invoice, but if not stated, physical invoices shall be due immediately upon receipt of the invoice, without any right of set-off or deduction. Frost Solutions may charge interest at the lesser of the maximum amount allowed by law or one and one-half percent (1.5%) per month on payments not timely made pursuant to the applicable invoice. In addition to any other rights or remedies of Frost Solutions, Frost Solutions may discontinue access to the Application Services provided to Customer without liability to Customer, if any invoice is not paid within thirty (30) days of the invoice date, until such amounts are paid in full. In any collection action relating to this Agreement, Frost Solutions shall be entitled to recover its costs of collection, including reasonable attorney's fees.

5.3 Unless otherwise stated, Frost Solutions' fees do not include any direct or indirect, local, state, federal or foreign taxes, levies, duties or similar governmental assessments of any nature or kind, including value-added, use or withholding taxes (collective, "Taxes"). Customer is responsible for all Taxes associated with its purchases hereunder, excluding any taxes imposed on Frost Solutions' income. If Frost Solutions has the legal obligation to pay or collect Taxes for which Customer is responsible under this Section, the appropriate amount shall be invoiced to and paid by Customer, unless Customer provides Frost Solutions with a valid tax exemption certificate authorized by the appropriate taxing authority.

6. CONFIDENTIAL INFORMATION

From time to time during the Term, either party may disclose or make available to the other party Confidential Information. The receiving party shall not disclose the disclosing party's Confidential Information to any person or entity, except to the receiving party's employees who have a need to know the Confidential Information for the receiving party to exercise its rights or perform its obligations hereunder, in which case such employees shall be made aware of the confidentiality provision of this Agreement, and will be required to abide by the terms thereof. Notwithstanding the foregoing, each party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the party making the disclosure pursuant to the order shall first have given written notice to the other party and made a reasonable effort to obtain a protective order; or (ii) to establish a party's rights under this Agreement, including to make required court filings. On the expiration or termination of the Agreement, the receiving party shall promptly return to the disclosing party all copies, whether in written, electronic, or other form or media, of the disclosing party's Confidential Information, or destroy all such copies and certify in writing to the disclosing party that such Confidential Information has been destroyed. Each party's obligations of non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire five (5) years from the date first disclosed to the receiving party; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

7. INTELLECTUAL PROPERTY RIGHTS

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7.1 Subject to the limited rights expressly granted hereunder, Frost Solutions reserves all rights, title and interest in and to the Application Services, including all related intellectual property rights. No rights are granted to Customer hereunder other than as expressly set forth herein. Frost Solutions shall own all rights, title and interest, including all intellectual property rights, in and to any improvements to the Application Services or any new programs, upgrades, modifications or enhancements developed by Frost Solutions or Customer in connection with rendering the Services to a Customer, even when refinements and improvements result from Customer's request, unless expressly set forth in an Order Form for custom development. To the extent, if any, that ownership in such refinements and improvements does not automatically vest in Frost Solutions by virtue of this Agreement or otherwise, Customer hereby transfers and assigns to Frost Solutions all rights, title, and interest which Customer may have in to such refinements and improvements.

7.2 As between Frost Solutions and Customer, Customer exclusively owns all rights, to data or information submitted by Customer for use in the Application Services ("Customer Data"). As such, Customer has the right to and hereby does grant to Frost Solutions the right to use Customer Data in connection with the Application Services and other services to be provided hereby by Frost Solutions. Customer acknowledges and agrees that Frost Solutions may collect, use, and sell to third parties data, information, or insights generated or derived from Customer's use of the Application Services and other services provided by Frost Solutions for business and commercial purposes, including without limitation industry analysis, benchmarking, analytics, marketing, developing, training and improving its products and services.

7.3 Customer agrees it will not resell any data (including but not limited to Mini-RWIS observations, derived data, alerts, forecasts, and AI image assessment "Frost Data") or share any Frost Data made available through their Frost Solutions subscription service with the knowledge that it may be resold without the express, written consent of Frost Solutions.

8. WARRANTIES AND DISCLAIMERS

8.1 Each Party represents and warrants that it has the legal power to enter into this Agreement; that the signatory hereto has the authority to bind the applicable organization; and when executed and delivered, this Agreement will constitute the legal, valid, and binding obligation of each Party, enforceable in accordance with its terms.

8.2 Frost Solutions warrants that the Application Services (excluding the Hardware) will conform in all material respects to the service levels set forth in Exhibit A when accessed and used in accordance with the User's Guide. Frost Solutions warrants that the Hardware will be free from material defects in materials or workmanship for the period from start date specified in a relevant Order Form and continues for the period specified in any Order Form to Customer; provided the Hardware is used in conformity with the operating instructions and the warranty expressly disclaims physical damage to the Hardware and damage from adverse weather or environmental sources. Frost Solutions does not make any representations or guarantees regarding uptime or availability of the Services unless specifically identified in Exhibit A.

8.3 Customer's exclusive remedies for breach of the warranties provided herein shall be the repair or replacement of the non-conforming Application Services, Hardware or Professional Services. Any claim for breach of warranty shall be made by providing written notice thereof to Frost Solutions together with a detailed explanation of the purported error. If repair or replacement is not possible within forty-five (45) days following Frost Solutions' receipt of written notice of a breach of the warranty, Customer may terminate the license to the defective Application Services (excluding Hardware) by providing written notice of the same to Frost Solutions. Customer shall then be entitled to receive a refund of the fees paid by Customer for the Application Services that are pre-paid and unused, for the period after termination.

8.4 EXCEPT AS OTHERWISE SPECIFICALLY PROVIDED HEREIN AND TO THE MAXIMUM EXTENT PERMITTED BY LAW, EACH PARTY EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, CONDITIONS, REPRESENTATIONS, AND GUARANTEES WITH RESPECT TO THEIR OBLIGATIONS HEREUNDER, WHETHER EXPRESS OR IMPLIED, ARISING BY LAW, CUSTOM, PRIOR ORAL OR WRITTEN STATEMENTS, OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR

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A PARTICULAR PURPOSE. NO REPRESENTATION OR OTHER AFFIRMATION OF FACT, INCLUDING, WITHOUT LIMITATION, STATEMENTS REGARDING CAPACITY , SUITABILITY FOR USE OR PERFORMANCE OF THE SERVICES, NOT CONTAINED IN THIS AGREEMENT SHALL BE DEEMED TO BE A WARRANTY BY EITHER PARTY . THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE FACE HEREOF. EXCEPT AS OTHERWISE SPECIFICALLY PROVIDED HEREIN, FROST SOLUTIONS MAKES NO WARRANTY OF ANY KIND THAT THE APPLICATION SERVICES, PROFESSIONAL SERVICES, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

9. LIMITATION OF LIABILITY

EXCEPT FOR LIABILITY ARISING FROM THE PARTIES INDEMNIFICATION OBLIGATIONS IN THIS AGREEMENT, IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY , INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY , AND OTHERWISE, FOR ANY: (a) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY , SPECIAL, ENHANCED, OR PUNITIVE DAMAGES; (b) INCREASED COSTS, DIMINUTION IN V ALUE OR LOST BUSINESS, PRODUCTION, REVENUES, OR PROFITS; (c) LOSS OF GOODWILL OR REPUTATION; (d) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY OR RECOVERY OF ANY DATA, OR BREACH OF DATA OR SYSTEM SECURITY; OR (e) COST OF REPLACEMENT GOODS OR SERVICES, IN EACH CASE REGARDLESS OF WHETHER THE PARTIES WERE ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. IN NO EVENT WILL FROST SOLUTIONS' AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY , INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY , AND OTHERWISE EXCEED AMOUNTS ACTUALLY PAID OR PAYABLE BY CUSTOMER HEREUNDER IN THE TWELVE (12) MONTHS PRECEDING THE INCIDENT GIVING RISE TO LIABILITY.

10. INDEMNIFICATION

10.1 Frost Solutions will defend, indemnify and hold Customer harmless against any and all losses, damages, liabilities, costs (including reasonable attorneys' fees) (the "Losses") incurred by Customer in connection with any actions, suits, proceedings, or claims made or brought by a third party against Customer alleging that the Application Services (excluding Hardware) infringes any U.S. intellectual property right of any third party, provided that Customer (a) gives prompt written notice of any such claim to Frost Solutions; (b) gives to Frost Solutions sole control of the defense and resolution of such claim; and (c) provides reasonable information and assistance to Frost Solutions in defending such claim.

10.2 If the Application Services (excluding Hardware) is held to infringe, or in Frost Solutions' opinion the Application Services is likely to be held to infringe any Intellectual Property rights of a third party, Frost Solutions may at its sole discretion and expense, either: (a) secure the right for Customer to continue use of the infringing Application Services; (b) replace or modify the infringing Application Services to make it non- infringing, provided such Application Services contains substantially similar functionality; or (c) terminate the licenses to the infringing Application Services modules granted hereunder. If Frost Solutions elects to terminate the Application Services Subscription under the foregoing provision, as Customer's sole and exclusive remedy, Frost Solutions shall refund to Customer any unused, prepaid license fees for the infringing Application Services modules indicated on the related Order Form. This Section 10.2 shall not apply to the extent that the alleged infringement arises from (x) use of the Services in combination with data, software, hardware, equipment, or technology not provided by Frost Solutions or authorized by Frost Solutions in writing; (y) modifications to the Services not made by Frost Solutions; or (z) Customer Data.

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10.3 Customer shall indemnify, hold harmless, and, at Frost Solutions' option, defend Frost Solutions from and against any Losses resulting from any actions, suits, proceedings, or claims made or brought by a third party against Frost Solutions (a) that the Customer Data, or any use of the Customer Data in accordance with this Agreement, infringes or misappropriates such third party's intellectual property rights or (b) based on Customer's or any authorized user's (i) negligence or willful misconduct; (ii) use of the Services in a manner not authorized by this Agreement; (iii) use of the Services in combination with data, software, hardware, equipment or technology not provided by Frost Solutions or authorized by Frost Solutions in writing; or (iv) modifications to the Services not made by Frost Solutions, provided that Customer may not settle any third-party claim against Frost Solutions unless Frost Solutions consents to such settlement, and further provided that Frost Solutions will have the right, at its option, to defend itself against any such third-party claim or to participate in the defense therof by counsel of its own choice.

10.4 THIS SECTION 10 SETS FORTH CUSTOMER'S SOLE REMEDIES AND FROST SOLUTIONS' SOLE LIABILITY AND OBLIGATION FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE SERVICES INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY .

11. TERM AND TERMINATION

11.1 This Agreement commences on the start date specified in a relevant Order Form and continues for the period specified in any Order Form unless sooner terminated as provided in this Agreement (the "Initial Term"). At the end of the Initial Term or any then-current Term (as defined below), unless either party notifies the other party upon written notice of its intent not to renew at least thirty (30) days prior to the expiration of the Initial Term or the then-current Term, this Agreement and applicable Order Form will automatically renew for the same period of time as the initial Order Form (each a "Renewal Term"). Collectively, the Initial Term and any Renewal Terms are referred to as "Term." In addition, prior to the expiration of any Term, Frost Solutions shall have the right to change the terms and conditions of this Agreement and any Order Form for any subsequent Renewal Term, in which case it shall notify Customer of such intent by written notice at least thirty (30) days prior to the expiration of the then-current Term and the parties shall enter into re-negotiation.

11.2 Either Customer or Frost Solutions may terminate this Agreement and any or all Order Forms as a result of a material breach of this Agreement by the other party, if (a) such party provides written notification to the other party of the material breach, and (b) such material breach is not cured or resolved within thirty (30) days of notification, or, in the case of a failure to pay fees in a timely manner by Customer, the material breach is not cured or resolved in a fifteen (15) day period.

11.3 Customer may terminate any Order Form at any time, however termination pursuant to this Section 11.3 shall not result in any refund of payments made or payable to Frost Solutions during the current Term, but only results in the termination of automatic renewals and any future payments caused by such automatic renewals no longer being due to Frost Solutions.

11.4 Upon expiration of the Term or termination of this Agreement or any Order Form, Customer's access and use of the Application Services and all of Customer's licenses and rights under this Agreement and/or the relevant Order Forms shall cease immediately.

11.5 In the event of expiration or termination of this Agreement, Customer shall immediately return all Hardware to Frost Solutions and shall be responsible for any costs and expenses associated with returning the Hardware to Frost Solutions. If Customer fails to return any unit of Hardware or any unit of Hardware is damaged and requires replacement upon receipt by Frost Solutions, Customer shall be invoiced the amount equal to the annual subscription price for replacing such unit(s).

12. PUBLICITY

Customer hereby agrees, subject to Customer's review and approval, which approval shall not be unreasonably withheld or delayed, to: (a) allow Frost Solutions to use Customer's name and logo in Frost Solutions' customer list, on Frost Solutions' web site, and in Frost Solutions' marketing materials; and (b) allow Frost Solutions to reference

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Customer in a press release that announces Customer's decision to use the Application Services.

13. SURVIVING PROVISIONS

This Section 13 and Sections 1, 5, 6, 7, 8.4., 9, 10, and 14 survive any termination or expiration of this Agreement. No other provisions of this Agreement survive the expiration or earlier termination of this Agreement.

14. MISCELLANEOUS

14.1 This Agreement constitutes the entire agreement between the parties with respect to the subject matter herein, supersedes all prior agreements and Customer purchase order terms, whether written or oral, and supersedes and merges all prior discussions between the parties. No modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and signed by the party against whom the modification, amendment or waiver is to be asserted. To the extent of any conflict or inconsistency between the provisions in the body of this Agreement and any Exhibit or Order Form, the terms of this Agreement shall prevail unless expressly stated otherwise in the applicable Exhibit or Order Form. Notwithstanding any language to the contrary therein, no terms or conditions stated in any other Customer order documentation (excluding Order Forms and Statements of Work) or in any Frost Solutions documentation shall be incorporated into or form any part of this Agreement, and all such terms or conditions shall be null and void. The language used in this Agreement shall be deemed to be language chosen by both parties hereto to express their mutual intent, and no rule of strict construction against either party shall apply to rights granted herein or to any term of condition of this Agreement.

14.2 All notices under this Agreement shall be in writing. Notices to Frost Solutions shall be addressed to the attention of its President and shall be deemed to have been given upon the second (2nd) business day after sending email to contracts@frostsolutions.io. Notices to Customer shall be addressed to Customer's signatory of this Agreement unless otherwise designated on the signature page, and shall be deemed to have been given upon (a) personal delivery; (b) the second (2nd) business day after mailing; (c) the second (2nd) business day after sending by confirmed facsimile; or (d) the second (2nd) business day after sending by email.

14.3 The parties are independent contractors. Nothing in this Agreement creates a partnership, franchise, joint venture, agency, fiduciary, or employment relationship between the parties.

14.4 In no event shall either party be liable to the other party, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such party's reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

14.5 Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (not to be unreasonably withheld, conditioned or delayed). Notwithstanding the foregoing, either party may assign this Agreement in its entirety (including all Order Forms and SOWs), without consent of the other party, to an Affiliate or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets not involving a direct competitor of the other party or to an Affiliate of such competitor. Any attempt by a party to assign its rights or obligations under this Agreement in breach of this Section shall be void and of no effect. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties, their respective successors and permitted assigns.

14.6 No failure or delay by either party in exercising any right under this Agreement shall constitute a waiver of that right. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity.

14.7 If any provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the parties shall negotiate in good faith to modify this Agreement so as to

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effect their original intent as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

14.8 This Agreement is governed by and construed in accordance with the internal laws of the State of Delaware without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of the State of Delaware.

14.9 This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will be deemed to be one and the same agreement. Counterparts may be delivered via facsimile, electronic mail (including PDF or any electronic signature complying with the U.S. federal ESIGN Act of 2000, e.g., www.docusign.com) or other transmission method, and any counterpart so delivered will be deemed to have been duly and validly delivered and be valid and effective for all purposes.

14.10 If participating in the Shared Risk Model, you agree to exclusively use WeatherWorks Certified Snowfall Totals® to determine both the ten-year historical snowfall average and the certified end-of-season snowfall total for the ZIP codes or Postal Codes you provide. The historical snowfall average will serve as the basis for cost calculations under the following tiered structure: (i) snowfall totaling 0–75% of the historical average will be charged at the base unit rate, payable prior to delivery; (ii) snowfall totaling 76–110% of the historical average will incur an additional charge equal to 100% of the base unit rate; (iii) snowfall totaling 111–125% of the historical average will incur an additional charge equal to 200% of the base unit rate (iv) snowfall exceeding 126% of the historical average will incur an additional charge equal to 300% of the base unit rate. You acknowledge and agree that all financial obligations under this agreement will be determined based on the certified end-of-season snowfall total as applied to the tiered structure outlined herein.

(Signature page follows)

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

FROST SOLUTIONS, LLC	**City of Crest Hill, IL**
Signature	Signature
Printed Name	Printed Name
Date	Title
	Date

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EXHIBIT A
SERVICE LEVEL AGREEMENT

AVAILABILITY

Frost Solutions shall use commercially reasonable efforts to make the Application Services generally available twenty four (24) hours a day, seven (7) days a week at a rate of 90% uptime, ("Uptime Commitment") except for: (i) planned downtime, which shall be any period for which Frost Solutions provides at least eight (8) hours' notice that the Application Services will be unavailable; (ii) any unavailability caused by circumstances beyond Frost Solutions' reasonable control, including without limitation, computer or telecommunications failure or delays involving hardware or software not within Frost Solutions' possession or reasonable control, and network intrusions or denial of service attacks; (iii) any period of unavailability lasting sixty (60) minutes or less; or (iv) a disruption in the connection between the server on which Application Services is located based on a failure of Customer's connection to the public Internet or a general failure of the public Internet not related specifically to Application Services' infrastructure. If Frost Solutions fails to meet the Uptime Commitment for two (2) consecutive calendar months or fails to meet the Uptime Commitment for any three (3) calendar months within any twelve (12) month period, then by notice given within thirty (30) days after the end of the month which triggered Customer's right of termination, Customer may terminate this Agreement, and receive a refund of any pre-paid fees for periods after the effective date of termination. The provisions of this Service Level Agreement state Customer's sole and exclusive remedy for any service level deficiencies of any kind.

SUPPORT

Frost Solutions will use commercially reasonable efforts to provide Application Services support to Customer comprised of (i) on-line access to the Frost Solutions support at support@frostsolutions.io; and (ii) Frost Solutions' telephone support at 312- 767-9423. Frost Solutions will use commercially reasonable efforts to respond to Customer's inability to access the Application Services or a component of the Application Services which had previously performed as expected within the guidelines laid out above.

City Council Work Session Memo

Crest Hill, IL

Meeting Date:	November 23, 2026
Submitter:	Daniel Ritter, Community Development Director
Department:	Community Development
Agenda Item:	Commercial Property Improvement Grant for Monument Sign at Crystal Salon Suites, 2304 Plainfield Road

Background:

Recognizing an opportunity to encourage broader and more meaningful reinvestment in existing commercial properties, the City Council adopted revisions to the Commercial Property Improvement Grant Program in July 2026. The revised program expanded eligible improvements beyond traditional façade and signage projects to include permanent landscaping, site improvements, and other permanent building and property enhancements.

The intent of these revisions was to make the program more beneficial to existing businesses and commercial property owners while ensuring that grant-funded improvements provide a lasting benefit to the property and surrounding area, rather than primarily benefiting an individual business operation or tenant. The overall goal of the program is to stimulate high-quality improvements to existing commercial properties, enhance the appearance of the community, encourage private investment, and support the continued success and reinvestment of local businesses. Merichka's Restaurant was the first applicant approved under the revised program, receiving approval on November 2, 2026, for landscaping and site improvements. The current request represents the second application under the revised program criteria.

Proposal:

Crystal Zavala, owner of Crystal Salon Suites, recently purchased the commercial property located at 2304 Plainfield Road and has undertaken renovations to accommodate a salon suite concept, with individual spaces available for lease to independent beauty professionals. In addition to the interior renovations, the property owner has plans for further improvements to the parking lot and landscaping. The total investment in the property and associated improvements is expected to exceed $10,000. As both the property owner and business operator, Ms. Zavala is making a substantial investment intended to improve the property and support its long-term use and viability.

As part of the proposed improvements, the existing signpost, which had been unused for several years, is being removed and replaced with a new ground sign. The existing sign structure does not accommodate signage that would meet the City's current requirements, including applicable height, setback, and solid base standards. The proposed replacement sign will be designed to comply with the current sign regulations while providing appropriate identification for the business and a lasting improvement to the property.

Importantly, the proposed improvement is not limited to signage for a particular tenant or business operation. The applicant has separated the tenant-specific sign panels from the overall sign cost, excluding those expenses from the grant request. The eligible portion of the improvement consists of the permanent sign base, frame, and cabinet, which will remain with the property and can accommodate future tenants or business names. As such, the improvement represents a long-term investment in the property rather than an expense primarily associated with the current business.

Given the property's location and visibility along Plainfield Road, the replacement of the outdated sign, together with the other planned site improvements and rehabilitation of the previously occupied building, will contribute to an immediate enhancement of the commercial corridor. The investment is consistent with the intent of the revised Commercial Property Improvement Grant Program by encouraging permanent improvements that enhance the appearance, functionality, and long-term value of an existing commercial property.

The sign permit application has been submitted, with the applicant intending to defer installation until the grant request has been reviewed and approved. However, due to the anticipated business opening and seasonal weather conditions, there may be a need for the sign contractor to begin work on the sign base before formal grant approval. Any work completed prior to approval would be subject to the applicable grant program requirements and the City's determination of eligibility.

Financial/Budget Info	
Budgeted FY26 Funds	$12,750.00
Committed FY26 (2 Grants)	$3,911.19
Remaining FY2026 Budget	$8,838.81
Requested Grant Total	**$2,960.00**

The proposed contract for the ground sign improvements totals $6,930. However, the tenant-specific sign panels have been excluded from the grant calculation, reducing the eligible sign improvement cost to $5,600. The associated sign permit fee of $320 is also an eligible expense, bringing the total eligible project cost to $5,920. Based on the program's reimbursement provision of up to 50% of eligible project costs, the applicant is requesting a grant reimbursement of **$2,960.00**. Reimbursement would be provided following completion of the approved improvements and satisfaction of all applicable grant program requirements.

The application also included documentation of several additional property-related expenses that are not eligible for reimbursement under the program. While these expenses are excluded from the grant calculation, they further demonstrate the property owner's broader investment and commitment to improving the property.

Recommendation:

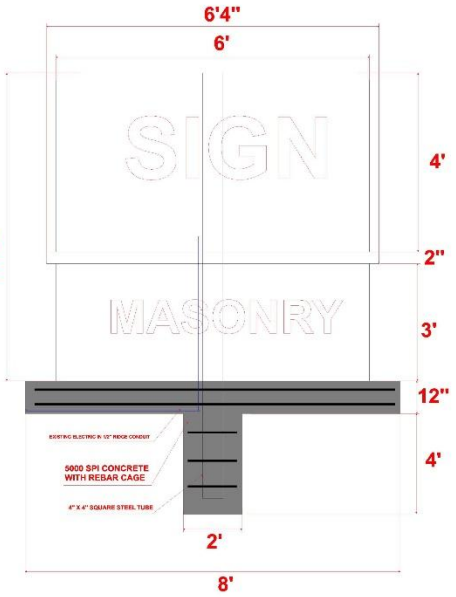
Staff recommends approval of the Commercial Property Improvement Grant application submitted by Crystal Zavala for the property located at 2304 Plainfield Road, in an amount not to exceed **$2,960.00**, representing 50% of the eligible project costs associated with the permanent ground sign improvements and applicable permit fees. The proposed improvement is consistent with the intent of the revised Commercial Property Improvement Grant Program, as it represents a permanent property enhancement that will remain beneficial regardless of future changes in business ownership, tenants, or branding. The project will contribute to the continued improvement of the Plainfield Road commercial corridor.

Recommended Council Action:

Discuss the proposed Commercial Property Improvement Grant application for Crystal Salon Suites, 2304 Plainfield Road, in an amount not to exceed $2,960.00, and move the item to the December 7, 2026, Regular Meeting Agenda for final consideration.

Exhibit 1 – Proposed Monument Sign





O.A.H: 4'.0''
O.A.W.6'.0''
Total Sq.Ft.:24
Face: White Polycarbonate 3/16'' with balck vinly and gold translucent.
Cabinet :Black

Mounting: Sign will be attach to steel pole structure on center and pole will be cover with stone masonry .
Illumination: White 24V LED
Electric: Sign will be connected to existing electric

ELECTRIC SIGN: SUITABLE FOR WET LOCATIONS.

US SIGN & ELECTRIC LLC
VOLTS: 120V
AMPS: 5A
HERTZ: 50Hz
DATE:

US SIGN & ELECTRIC LLC
CONTRACTORS
317 McDonough St.
Joliet, IL 60436
P 815-774-9621 / P 815-726-2975
F 815-7749629
ussignelectric@gmail.com

CUSTOMER:CRYSTAL SALON SUITES

LOCATION:2304 Plainfield rd
CRESTHILL IL 60403
DATE: 8/17/2026
DWG2303
DESIGNER: A.G.

SCALE:

REVISION:

UL LISTED

NOTE:

THIS DRAWING IS THE PROPERTY OF US SIGN & ELECTRIC LLC. AND IS TO BE USED IN CONNECTION WITH WORK PERFRORMED BY US SIGN & ELECTRIC LLC. THIS DRAWING IS NOT TO BE REPRODUCE,COPIED OR EXHIBITED IN ANY FASHION WITH WRITTEN CONSENT FROM US SIGN & ELECTRIC LLC. CHARGES UP TO $2,500.00 WILL BE ASSESSED FOR ANY MISSUSE.

CUSTOMER APPROVAL:

DATE:

Community Development Department
20600 City Center Blvd, Crest Hill, IL 60403
(815) 741-5106
www.CityofCrestHill.com

Commercial Property Improvement Grant Application Form

Project Info

Project Name: Crystal Salon Suites

Amount: $ $7,230

Project Address: 2304 Plainfield Rd. Crest Hill, IL. 60403

Applicant Information (Primary Contact)

Full name: Zavala (Last) Crystal (First) Marie (M.I.)

Company: Crystal Salon Suites

Address: 2518 Lakeridge drive (Street address) (Apt/Unit #)

Phone: 815-981-0561

Lockport (City) IL (State) 60441 (Zip Code)

Email: crystal@crystal-salon-suites.com

Architect/Designer Information

Full name: N/A (Last) (First) (M.I.)

Company:

Address: (Street address) (Apt/Unit #)

Phone:

(City) (State) (Zip Code)

Email:

Have any of the proposed improvements started or been completed? Yes ☐ No ☒

Is the property currently occupied by a business(es)? Yes ☒ No ☐

If yes, please provide name(s): Crystal and Jose Zavala

Please describe the eligible improvement type: Ground sign,Permit Fees,Door Entrance replacement

Narrative: Describe Business, Property, and Proposed Project

Please provide a separate narrative describing the request and project in detail. Please address how it complies with the various Grant Program goals and considerations, as well as details about the business and property ownership. Please address the need for the grant and how it will support the overall project.

Required Submittals

☐ Grant Application
☐ Grant and Project Detailed Narrative
☐ Project Budget and Detailed Scope of Work
☐ Three Competitive Bids by Licensed/Professional Contractors (except Signs)
☐ Elevations and/or Plans
☐ Samples of Proposed Materials
☐ Written Consent from the Property Owner (or Designated Legal Representative)
☐ Verification of Good Financial Standing with the City, State, and other Governments, including the Most Recent Property Tax Bill

Acknowledgement and Signature

Execution of this application constitutes a grant agreement and creates specific obligations on the part of the applicant(s) and property owner(s), and I hereby affirm that I have reviewed and understand the Administrative Rules governing the grant program and have reviewed all related documents outlining the program's expectations, requirements, and processes. I hereby affirm that I have the legal capacity to authorize the filing of this application and that, to the best of my knowledge and belief, the information stated in this application and in all supporting documentation is true and accurate. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I hereby agree that I personally guarantee any refund required pursuant to failure to strictly adhere to the Administrative Rules and the Grant Program parameters. I permit City Representatives to make all reasonable inspections and investigations of the property during the process period of the application. As the business and/or property owner, I hereby certify that this application and the use of any provided Grant proceeds shall be in accordance with all applicable ordinances, codes, and the Grant Program's Administrative Rules. I understand an application for a grant does not constitute any rights to a Grant or specific timing, and that the City Council maintains full discretion to approve, deny, amend, or defer specific Grant requests.

Applicant Signature:	*Crystal Zavala*	Date:	11/5/26
Prop, Owner Signature:	*Crystal Zavala*	Date:	11/5/26

Crystal Salon Suites – Commercial Property Improvement Grant Narrative

Crystal Salon Suites | Crest Hill, Illinois

Crystal Salon Suites is a new business venture founded on a passion for the beauty industry, education, entrepreneurship, and community. In July 2026, my husband, Jose Zavala, and I purchased a commercial property in Crest Hill, Illinois, with the vision of creating a professional, welcoming, and luxurious collective space for independent, licensed cosmetologists and estheticians. After years of searching for the right property close to home, we found an opportunity to bring my long-standing dream to life while making a meaningful investment in the community we call home.

As a licensed cosmetologist, esthetician, and cosmetology instructor, I have dedicated more than 20 years to education, leadership, and management within the beauty industry. Throughout my career, I have worked to empower students and beauty professionals with the knowledge, skills, and confidence necessary to build successful careers. I currently serve as a cosmetology instructor at Triton College, where I continue to share my passion for education and professional development.

Crystal Salon Suites was created with the belief that every licensed beauty professional deserves the opportunity to build their own business, establish their personal brand, and achieve financial independence in a supportive environment. Our goal is to provide a luxury salon setting where independent professionals can operate their businesses while serving the beauty and wellness needs of our local community. Our guiding philosophy is **"Your Space, Your Brand, Your Success."**

As first-time business owners, my husband and I have invested our life savings into this property and the development of Crystal Salon Suites. We are currently undergoing renovations and working through the necessary plumbing permitting process as we prepare the space for our future tenants. We are committed to creating a high-quality, professional establishment that contributes positively to the appearance, economic growth, and vitality of Crest Hill.

We are applying for the Commercial Property Improvement Grant to assist with eligible exterior improvements, including business signage, replacement of the entryway door, and upgrades to exterior lighting. These improvements are essential to enhancing the property's curb appeal, improving visibility, creating a welcoming entrance, and establishing a professional identity for Crystal Salon Suites within the community. The signage will help introduce our business to the public, while the updated entryway and will contribute to the overall appearance, accessibility, and welcoming atmosphere of the property.

The entryway door was recently replaced and upgraded by my husband and me, rather than through a hired contractor. As hands-on business owners, we have taken on much of the work ourselves in an effort to manage expenses and make the most of our investment. We have

worked diligently to bring this vision to life, but the cost of renovations and improvements has exceeded our original budget. Grant assistance would provide meaningful financial relief and allow us to continue investing in the property while maintaining the quality and professional appearance we envision for Crystal Salon Suites.

Our commitment to Crest Hill is personal. We live approximately five minutes from the business, and I intend to work within the salon as a licensed professional in addition to managing the business. We want Crystal Salon Suites to be more than a place where beauty services are provided; we want it to become a place where local professionals feel supported, entrepreneurs are encouraged, and community members can access quality beauty services.

Looking toward the future, I am especially excited about the potential to support individuals entering the beauty industry. With my extensive background in education, I hope to explore opportunities to support Illinois' developing cosmetology apprenticeship pathway and provide encouragement, mentorship, and resources to those beginning their professional journey. Creating opportunities for emerging professionals is an extension of the work I have done throughout my career and a meaningful part of the long-term vision for Crystal Salon Suites.

My husband has continually supported my professional aspirations, and together we are committed to building a business that reflects our values of hard work, education, independence, and community investment. This grant would not only assist with the physical improvements to our property but would also help strengthen the foundation of our first business venture and support our goal of creating opportunities for other small business owners.

We are proud to be investing in Crest Hill and sincerely appreciate the opportunity to apply for this grant. With the City's support, we hope to transform our vision into a thriving local business that contributes to the community for years to come.

Thank you for considering Crystal Salon Suites for the Commercial Property Improvement Grant.

Project Budget Breakdown

Improvement	Project Cost
Demolition, material and labor performed by owners	$2,000.00
Entryway door replacement	$500.00
Permit	$550.00
Crystal Salon Suites business signage	$6,930
Total Project Cost	**$9,980.00**

Budget Summary

Budget Category	Amount
Original estimated budget	$5,000.00
Actual project expenses	$9,980.00
Amount exceeding original budget	$4,980.00

Grant Request Narrative

The original budget for this portion of property improvements was $5,000. However, as we progressed through the project, the actual costs increased to almost double. This represents an additional investment of $4k+ beyond our original budget.

My husband, Jose Zavala, and I have personally completed the demolition, entryway door replacement to help reduce labor costs. We have invested our personal savings into establishing Crystal Salon Suites and are committed to completing the project in a manner that reflects the quality and professionalism of our business.

Grant assistance would provide meaningful financial support toward these improvements, helping us manage the unexpected increase in expenses while continuing to invest in the Crest Hill community.

We respectfully request consideration for grant funding to assist with the eligible improvements and help bring our vision for Crystal Salon Suites to fruition.

ESTIMATE

US SIGN & ELECTRIC LLC
317 McDonough St
Joliet, IL 60436-2235

ussignelectric@gmail.com
+1 (815) 774-9621

Bill to
CRYSTAL SALON SUITES
2304 Plainfield Rd.
Crest Hill, IL 60403 USA

Ship to
CRYSTAL SALON SUITES
2304 Plainfield Rd.
Crest Hill, IL 60403 USA

Estimate details
Estimate no.: 2243
Estimate date: 08/17/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**MATERIAL**	S/F SIGN BOX SIGN 4'X6'	1	$2,000.00	$2,000.00
2.		**MATERIAL**	SIGN FACES FOR BOX SIGN	1	$580.00	$580.00
3.		**MATERIAL**	ACRYLIC CUT LETTERS ON WALL	1	$750.00	$750.00
4.		**MATERIAL**	MASONARY STONE BASE FOR SIGN	1	$1,500.00	$1,500.00
5.		**MATERIAL**	CONCRETE FOUNDATION AND RE-BAR CAGE , STEEL POLE FOR SIGN	1	$850.00	$850.00
6.		**Labor**	INSTALL SIGN AND CONNECT TO ELETRIC	1	$1,250.00	$1,250.00
7.		**PAYMENT TERMS**	% 50 DEPOSIT AND % 50 WHEN JOB IS COMPLETE	1	$0.00	$0.00

Total **$6,930.00**

Accepted date **Accepted by**

Work Session Memo

Crest Hill, IL

Meeting Date: November 23, 2026

Submitter: Atefa Ghaznawi, AICP, LEED AP, City Planner
Daniel Ritter, AICP, Community Development Director

Department: Community Development

Agenda Item: Plan Commission Recommendation on Application of Meleenah I. Diaz and Jaden W. Banister, for a Variation Request from Section 8.3-8 Permitted Obstructions in Yards of the Crest Hill Zoning Ordinance with Respect to Certain Real Property Located at 1720 Cora Street in Crest Hill, Illinois

Summary:
Meleenah I. Diaz and Jaden W. Banister (collectively the "Applicant") are the owners of the single-family house located at 1720 Cora Street, Crest Hill (the "Subject Property"). The applicant is requesting approval of a Variation to increase the maximum permitted fence height from four (4) feet to five (5) feet in the required front yard facing Cora Street. The proposed fence will be 50% open design and will maintain a five (5) foot setback from the property lines as required by the Zoning Ordinance. As shown in Figure 1, there is a 10-foot steep grade spanning from the west property line to the east property line, especially along the west property line facing Cora Street.

The Subject Property is a single-family house located on a corner lot at the southeast corner of Ludwig Ave and Cora St. The existing steep grade; irregular configuration of the home on its lot—being situated very near to the south and east property lines (such configuration results in the only useful green space being near Cora St. and Ludwig Ave.); and the lack of a true backyard create unique site conditions that make compliance with the current fence height regulation in front and corner side yards challenging. Due to the property's unique physical characteristics, a 4-foot fence permitted by the Zoning Ordinance will not provide adequate privacy, security, and screening from Cora Street and neighboring properties. The requested Variation for a 5-foot fence will allow the property to be used and enjoyed in a manner consistent with its residential purpose while addressing the practical difficulties associated with the property's unique physical conditions. The Variation request is limited to only what is required under these conditions, and will not change the property's permitted use but will provide a reasonable accommodation for its unique physical characteristics. Therefore, Staff don't oppose granting the requested Variation due to the limited and specific scope of the Variation request.

Figure 1: Location Map of 1720 Cora Street with Existing Grades



The Plan Commission conducted the required public hearing for this application at its November 12, 2026, meeting and recommended unanimous approval of the requested Variation from Section 8.3-8 of the Crest Hill Zoning Ordinance subject to the application being implemented in substantial conformance with application material referenced in the November 12, 2026 Staff Report. During the Plan Commission meeting, the applicant clarified that the requested Variation is only for the portion of the fence facing Cora Street. The approval Ordinance and the Plan Commission recommendations reflect this clarification in the Variation request. A copy of the draft approval Ordinance is included with the agenda backup materials for this item.

Council Action Requested: Direction to include the draft approval Ordinance for a Variation request from Section 8.3-8 of the Crest Hill Zoning Ordinance with respect to certain real property located at 1720 Cora Street in Crest Hill, on the December 7, 2026, Regular City Council Agenda for final consideration.

Attachments:

- Attachment A – November 12, 2026, Draft Plan Commission Meeting Minutes
- Attachment B – An Ordinance Approving a Variation Request from Section 8.3-8 of the Crest Hill Zoning Ordinance with Respect to Certain Real Property Located at 1720 Cora Street in Crest Hill, Illinois - Application of Meleenah I. Diaz and Jaden W. Banister (with associated Exhibits)

MINUTES OF THE
CREST HILL PLAN COMMISSION

The November 12, 2026, Plan Commission meeting was called to order by Chairman Bill Thomas, at 7:00 p.m. in the Council Chambers of the City Center, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

The Pledge of Allegiance was recited in unison.

Roll call indicated the following were present: Chairman Bill Thomas, Commissioner Ken Carroll, Commissioner Cheryl Slabozeski, Commissioner Jeff Peterson, Commissioner Marty Flynn, and Commissioner John Stanton.

Also present were: Community Development Director Daniel Ritter, and City Planner Atefa Ghaznawi.

APPROVAL OF MINUTES: Before asking for a motion to approve the October 8th Plan Commission meeting minutes, Chairman Thomas noted a correction to the October 8, 2026, minutes. The minutes had stated that eleven parking spaces were available in front of the existing building along Plainfield Road at 1700 Plainfield Road for High Bridge Auto Sales, when only ten spaces were available. Because the limit of ten vehicles was a condition of approval, the minutes were corrected. The applicant had reviewed the corrected version.

Chairman Thomas asked for a motion to approve the updated minutes from the Plan Commission meeting held on October 8, 2026, for Commission approval.

(#1) Motion by Commissioner Peterson seconded by Commissioner Slabozeski, to approve the minutes from the Plan Commission meeting held on October 8, 2026.
On roll call, the vote was:
AYES: Commissioners Peterson, Slabozeski, Carroll, Flynn, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

NEW BUSINESS:
Chairman Bill Thomas presented the Public Hearing and Consideration of petition V-26-9-11-1, a request of Meleenah I. Diaz and Jaden W. Banister seeking approval of a Variation from Section 8.3-8 of the Crest Hill Zoning Ordinance to increase the maximum permitted fence height from 4 feet to 5 feet in the front and corner side yards on the 0.33 acre, R-1 Single-Family Residence District zoned property located at 1720 Cora Street, Crest Hill.

Chairman Bill Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork is in order.

Chairman Thomas asked for a Motion to Open the Public Hearing and Consideration of Case #V-26-9-11-1, a request of Meleenah I. Diaz and Jaden W. Banister seeking approval of a Variation

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from Section 8.3-8 of the Crest Hill Zoning Ordinance to increase the maximum permitted fence height from 4 feet to 5 feet in the front and corner side yards on the 0.33 acre, R-1 Single-Family Residence District zoned property located at 1720 Cora Street, Crest Hill.

(#2) Motion by Commissioner Carroll seconded by Commissioner Peterson, to open a public hearing Case # V-26-9-11-1.
On roll call, the vote was:
AYES: Commissioners Carroll, Peterson, Slabozeski, Flynn, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:03 p.m.

Chairman Thomas stated that the subject of the hearing is to discuss the request from Meleenah Diaz and Jaden Banister seeking approval of a Variation from Section 8.3-8 of the Crest Hill Zoning Ordinance to increase the maximum permitted fence height from 4 feet to 5 feet in their front and corner side yards. Chairman Thomas asked City Planner Ghaznawi to present the specifics of the case.

City Planner Atefa Ghaznawi explained that the property is a single-family home on a corner lot at the southeast corner of Ludwig Avenue and Cora Street. The zoning ordinance allows a maximum fence height of 4 feet in these yards, with a 5-foot setback from property lines and a 50 percent open design. The lot has a steep grade change of nearly 10 feet from west to east, and the grade is steeper along Cora Street. The house sits at the far corner of the lot, so the property has no true backyard. The only usable open space faces Ludwig Avenue and Cora Street. City Planner Ghaznawi stated that, given these unique physical characteristics, a 4-foot fence would not provide adequate privacy, security, and screening. Therefore, a 5-foot fence is proposed. The applicants would maintain the 5-foot setback and the 50 percent open design as required by the Zoning Ordinance. Staff did not oppose the variation and recommended approval, subject to the project being implemented per the application materials referenced in the November 12, 2026, staff report. City Planner Ghaznawi invited the applicants and their attorney to the podium to speak.

Chairman Thomas swore in the witnesses. Attorney Michael Canna, representing the applicants, thanked City Planner Ghaznawi and Community Development Director Ritter for their help along the way, and to the Chairman and the Commissioners for taking the time to allow them to present at this meeting. He stated that the request would increase the fence height by one foot, and only along the westernmost 92 feet facing Cora Street. The remainder of the fence would be 4 feet. Attorney Canna said the home and garage sit close to the east and south property lines, leaving only the west and north yards usable. The setback line falls at the bottom of the property's steepest slope, which would effectively negate part of a fence's height. He stated that the home's configuration and the slope predate the applicants' ownership and that the hardship was not self-created. He added that the increased height would have minimal effect on light, air, traffic, or the surrounding neighborhood, and that the fence would comply with safety requirements, including the setback and corner-lot visibility.

Applicant Meleenah Diaz stated that the couple has two large dogs and that the neighborhood has a number of stray dogs. She said they wanted to use the yard they had purchased the home for. She described the fence as a cedar scalloped, rolling arches design.

Chairman Thomas asked about the meaning of "50 percent open design." City Planner Ghaznawi explained that the contractor's scope of work specifies cedar panels with 4-inch slats and 2-inch spacing. Chairman Thomas also asked whether a variation from the 5-foot setback was being sought. City Planner Ghaznawi and Attorney Canna clarified that it was not. The setback would be maintained, and the variation was limited to the fence height in the required front yard facing Cora Street, which the ordinance treats as the front yard because it is the short side of the corner lot. The proposed fence along Ludwig Avenue side (corner side yard) would remain at 4 feet height. City Planner Ghaznawi noted that the two heights should meet at the corner and that the contractor would resolve the transition on site.

Community Development Director Dan Ritter noted that the applicants began by seeking to place the fence on the property line. They worked with staff to reduce the scope of the request to the one-foot height increase, which he appreciated.

Chairman Thomas observed that a neighboring chain-link fence of approximately 4 feet lies to the south. The applicants stated that the neighbor agreed to join the fences. The applicants also agreed to angle the northwest corner, which Chairman Thomas said would help preserve sight lines for vehicles. Commissioner Stanton asked what would be done with the green space between the fence and the curb. The applicants stated they planned to landscape the parkway area between the curb and the fence. Community Development Director Ritter noted that the area was identified in the City's path and sidewalk study as a place where future sidewalk connections along Ludwig Avenue could be added.

No members of the public came forward to comment.

Chairman Thomas asked for a Motion to Close the Public Hearing on Case # V-26-9-11-1.

(#3) Motion by Commissioner Peterson seconded by Commissioner Slabozeski, to close the Public Hearing on Case # V-26-9-11-1.
On roll call, the vote was:
AYES: Commissioners Peterson, Slabozeski, Carroll, Flynn, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:20 p.m.

The Plan Commission recommends City Council's conditional approval of a Variation Request from Section 8.3-8 of the Crest Hill Zoning Ordinance to increase the maximum permitted fence height from four (4) feet to five (5) feet in the required front yard (only) along Cora Street, Crest Hill, subject to substantial conformance with the application documents referenced in the November 12, 2026, Plan Commission Staff Report for Case # V-26-9-11-1.

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Chairman Bill Thomas asked for a motion to approve the recommendation for case # V-26-9-11-1.

(#4) Motion by Commissioner Peterson seconded by Commissioner Carroll, to recommend to the City Council the conditional Approval of the petition V-26-9-11-1.
On roll call, the vote was:
AYES: Commissioners Peterson, Carroll, Slabozeski, Flynn, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

The Plan Commission recommendation will be forwarded to the City Council; keep in mind that the Plan Commission is a recommendation body only. The City Council will tentatively hear this case at the November 23, 2026, Workshop and the December 7, 2026, City Council meeting for final consideration.

Commissioner Stanton recommended that the applicants bring a picture of the fence to avoid any confusion for the City Council.

Chairman Bill Thomas presented the Public Hearing and Consideration of petition SU-26-11-11-1, a request of Ruth Carroll seeking approval of a Special Use permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC located on the 2 acres, B-3 Business Service District zoned property located at 16151 S Weber Road, Unit LL50, Crest Hill, Illinois.

Chairman Bill Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing and Consideration of Case #SU-26-11-11-1.

(#5) Motion by Commissioner Carroll seconded by Commissioner Slabozeski, to open a public hearing Case # SU-26-11-11-1.
On roll call, the vote was:
AYES: Commissioners Carroll, Slabozeski, Peterson, Flynn, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:24 p.m.

Chairman Thomas stated that the subject of the hearing is to discuss the request from Ruth Carroll seeking approval of a Special Use permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC. Chairman Thomas asked City Planner Ghaznawi to present the specifics of the case.

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City Planner Ghaznawi stated that the applicant, an experienced licensed massage therapist, sought a special use permit for Thrive Therapeutic Massage, PLLC. Hours would be Monday through Saturday, 8:00 a.m. to 8:00 p.m., by appointment only. The business was relocating from the Ovation Center in Romeoville to the Crest Lake Professional Center at 16151 S Weber Road, Crest Hill. It is one of three businesses under Discover Wellness LLC. The other two, a chiropractic practice and a mental health therapy practice, are permitted by right in the B-3 zoning district and were already operating. Massage establishments require a special use. No variations or exterior site improvements were proposed, and parking was sufficient to accommodate the customers. Staff described the use as low-intensity and service-oriented, with minimal traffic and noise, and compatible with surrounding commercial and residential uses. Staff recommended approval subject to two conditions and the application materials referenced in the November 12, 2026, staff report.

Applicant Ruth Carroll was sworn in. She stated that the three practitioners work collaboratively but operate independently, and that the move was unexpected and difficult and wants everyone to know that the Crest Hill staff has been amazing to work with. She has practiced massage therapy for nine years, focuses on stress and anxiety management, and also assists clients with pain, range of motion, and sleep. The business operated in Romeoville for about two and a half years, only a mile and a half from the new location, so clients would not have to travel much farther.

Chairman Thomas explained that the special use process gives the Commission a chance to meet the applicants and understand a business, given the negative connotations sometimes associated with massage uses. He noted the value of therapeutic massage from his own experience. Commissioner Slabozeski asked whether Ms. Carroll is licensed by the State of Illinois and would post the license in her office, and Ms. Carroll confirmed both. She added that she uses an extensive intake and interview process for all clients to screen out those seeking other services. Community Development Director Ritter stated that the special use process helps screen out undesirable massage uses while welcoming legitimate ones, which are a needed use.

No members of the public came forward to comment.

There are two conditions of approval:

1. Prior to adding any additional licensed massage therapists to the Massage Establishment, the applicant shall notify the City and shall obtain required licenses and approvals.
2. The proposed Massage Establishment business shall be subject to a background check and approval for the business, massage therapist, and proposed location by the Crest Hill Police Department.

Applicant Ruth Carroll stated that she agreed to both of the conditions.

Chairman Thomas asked for a Motion to Close the Public Hearing for Case # SU-26-11-11-1.

(#6) Motion by Commissioner Slabozeski seconded by Commissioner Peterson, to close the Public Hearing on Case # SU-26-11-11-1.
On roll call, the vote was:
AYES: Commissioners Slabozeski, Peterson, Carroll, Flynn, Stanton, Chairman Thomas.

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NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:34 p.m.

The Plan Commission recommends City Council conditional approval of a Special Use permit for a Massage Establishment known as Thrive Therapeutic Massage PLLC, subject to conformance with the two conditions for approval and application documents referenced in the November 12, 2026, Plan Commission Staff Report for Case # SU-26-11-11-1.

Chairman Bill Thomas asked for a motion to approve petition for Case #SU-26-11-11-1.

(#7) Motion by Commissioner Flynn seconded by Commissioner Slabozeski, to recommend to the City Council the conditional Approval of the petition for Case #SU-26-11-11-1.
On roll call, the vote was:
AYES: Commissioners Flynn, Slabozeski, Carroll, Peterson, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

This recommendation will be forwarded to the City Council; keep in mind that the Plan Commission is a recommendation body only. The City Council will tentatively hear this case at the November 23, 2026, Workshop and the December 7, 2026, City Council meeting for final consideration.

Commissioner Peterson left the Plan Commission meeting at 7:36 p.m.

Chairman Thomas presented the Discussion of Text Amendments to City of Crest Hill Zoning Ordinance for Certain Use Types – Section 2 (Definitions), Section 8 (General Standards and Regulations of Uses), Table 3 & Table 4 (Index of Permitted and Special Uses).

Community Development Director Dan Ritter stated that the item was a discussion intended to gather initial feedback and direction, as the first step in a larger text amendment. He explained that uses are classified as permitted, special, or prohibited in each zoning district, and that periodic review is needed as conditions change. The following uses were identified for possible adjustments. Director Ritter stated that he was open to discuss other uses that the Commission might have input about.

Tobacco stores. These are currently a special use in B-1 and permitted in B-2 and B-3. Due to concerns about concentration, particularly along Plainfield Road, staff suggested making them special uses in B-2 and B-3 so that distances from other tobacco shops and sensitive uses could be reviewed case by case. Chairman Thomas asked if this category also includes cannabis dispensaries. Community Development Director Ritter stated that cannabis dispensaries are a separate category. They are special uses in the business districts, and City Council has indicated it would welcome them. Because state law limits licenses, making them permitted would not attract

more of them, so staff did not recommend changes. In response to Commissioner Carroll's question about the role of tax revenue, he stated that sales tax is a consideration but that diversity in the retail environment is also important. Staff did not propose prohibiting tobacco stores, which are legal businesses.

Secondhand and rummage shops. These are permitted in all business districts. Staff suggested more restrictive treatment, through special use review, for discount and salvage-type operations. Review would cover site conditions, layout, appearance, operations, and the sourcing of goods. Commissioner Carroll cited the former Walgreens location as an example of a property whose inside condition reflects on the City. Community Development Director Ritter noted that the property's ownership arrangement contributed to its condition and that the City has had numerous code issues there.

Battery storage systems. These are currently undefined. Staff suggested allowing them only as an accessory use, for example, in industrial areas alongside solar generation, with requirements for fire and environmental safety and separation distances. Commissioner Carroll raised concern about environmental contamination. Community Development Director Ritter agreed and stated that staff would research how other communities regulate these systems and what the fire district requires.

Data centers. No inquiries have been received. Staff recommended defining the use and prohibiting it in all zoning districts, because no viable locations exist in Crest Hill. The issue could be revisited if technology changes.

Tattoo and body piercing establishments. These are currently a special use in M-1 and permitted in M-2, and cannot seek special use approval in business districts. Staff recommended allowing them in the B-1, B-2, and B-3 districts, citing their commonness, state licensure, and reduced stigma.

Landscaping and contractor offices. Staff suggested separating offices with no outside storage from those with outside storage, and making office-only uses less restrictive. Under current rules, a roofing contractor's office in a shopping center would need a special use, which can be a deterrent.

Storage garages. Staff stated that the current limit on units is unworkable because "unit" is undefined. Staff also expressed concern that personal storage in M-1 and M-2 buildings displaces job-producing businesses.

Outdoor Storage of automobiles (including trucks/trailers). For outdoor storage of trucks and trailers, staff proposed clearer standards for location, screening, paved surfaces, and the percentage of a lot that may be used, to prevent properties from becoming truck parking hubs. Staff noted that even with changes, Crest Hill would remain among the more permissive nearby communities.

Business and professional offices. These are currently prohibited in M-1 and M-2. Staff proposed allowing them as permitted uses there, such as brokerage offices serving industrial areas. Commissioner Carroll asked if this category includes medical offices. Community Development

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Director Ritter stated that medical uses are defined separately and would remain prohibited in those districts. City Planner Ghaznawi confirmed that medical practices are a separate defined use.

Parks and playgrounds. These currently require special use approval in residential districts and are prohibited in commercial districts. Staff proposed making them permitted in all residential districts, special uses in business districts, and prohibited in M-1 and M-2 districts.

Enforcement and inspection. Commissioner Stanton asked about annual business inspections and the monitoring of hazardous materials and home businesses. Community Development Director Ritter explained that the City conducts an initial business inspection with building and fire district staff before issuing a business license. Lockport Fire Protection District conducts annual inspections of most properties and informs the City of businesses it finds. Otherwise, zoning enforcement is largely complaint-based. He described this approach as common among communities, noted that the City has the authority to enter any property open to the public, and said one inspection refusal is in the court process. He also described the City's proactive code enforcement efforts, its combined building and code enforcement inspectors, and the possibility of seasonal code enforcement help. Commissioner Slabozeski asked if there would be hiring of summer help to assist with code enforcement. Director Ritter stated that it was something they were looking into for the future.

Chairman Thomas stated that the updated document would make the zoning ordinance easier to understand and help the Commission and City Staff apply it consistently, and that staff was moving in the right direction. Director Ritter stated that staff would draft the amendments and return them for discussion or a public hearing, likely in the new year. He invited Commissioners to submit any additional ideas.

OTHER BUSINESS: There was no other business.

PUBLIC COMMENTS: There were no public comments.

STAFF UPDATES:
Community Development Director Dan Ritter provided the following updates:

Bowling alley property. Community Development Director Ritter reported that the prospective buyer was still trying to close on the property and obtain financing, with delays related to the small business loan process. Closing had been projected for the end of September, October, and now November. Staff was monitoring code enforcement, particularly the parking lot condition and next spring.

Old City Hall demolition. Community Development Director Ritter reported that water and sewer disconnections were done that week and that the demolition contractor expected to begin the following week or right after the holiday.

Comprehensive Plan. Community Development Director Ritter reported that an open house would be held on December 3, 2026, from approximately 4:00 p.m. to 7:00 p.m., followed by a public hearing at the Plan Commission meeting, with the goal of a recommendation to the City Council

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for adoption. The final draft would be included in the packet, and a printed copy was available on request. City Planner Ghaznawi polled Commissioners on attendance. Commissioners Carroll, Slabozowski, and Stanton indicated they would attend, and Commissioners Peterson and Flynn indicated a conflict. Staff confirmed that a quorum of at least four would be present at the December 3rd Plan Commission meeting. Community Development Director Ritter invited Commissioners who could not attend to submit comments. Director Ritter stated that City staff and Department Directors will use the Comprehensive Plan to help with budgeting. He also noted that the Multi-Use Bike and Pedestrian Path Study Phase 1 had advanced and that ground had been broken on the City Commons Plaza.

Chairman Thomas commented that he spoke to both sets of applicants prior to the meeting and said that both stated that as difficult as both request could have been, that working with Director Ritter and City Planner Ghaznawi was a nice and easy process due to the great jobs that both staff members did. Chairman Thomas also thanked Director Ritter and City Planner Ghaznawi for the staff reports they compile for the meetings to help the Commissioners prepare for the meetings and stated that he really appreciated their hard work.

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

(#8) Motion by Commissioner Flynn seconded by Commissioner Carroll, to adjourn the November 12, 2026, Plan Commission meeting.
On roll call, the vote was:
AYES: Commissioners Flynn, Carroll, Slabozeski, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: Commissioner Peterson.
There being five (5) affirmative votes, the MOTION CARRIED.

The meeting was adjourned at 8:30 p.m.

As approved this_____day of_____, 2026.
As presented_____
As amended_____

_____
BILL THOMAS, COMMISSION CHAIRMAN

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ORDINANCE NO. _____

AN ORDINANCE APPROVING A VARIATION FROM SECTION 8.3-8 OF THE CREST HILL ZONING ORDINANCE WITH RESPECT TO CERTAIN REAL PROPERTY LOCATED AT 1720 CORA STREET IN CREST HILL, ILLINOIS (APPLICATION OF MELEENAH I. DIAZ AND JADEN W. BANISTER)

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/11-13-5 (the "Code") authorizes the corporate authorities to vary the application of its local zoning requirements "in harmony with their general purpose and intent and in accordance with general or specific rules therein contained in cases where there are practical difficulties or particular hardship in the way of carrying out the strict letter of any of those regulations relating to the use, construction, or alteration of buildings or structures or the use of land;" and

WHEREAS, the Code states that Variation requests shall be permitted only upon making certain findings pursuant to requirements listed in the Code; and

WHEREAS, the City has enacted procedures, requirements, and standards for Special Use in Section 12.6-2 of the Crest Hill Zoning Ordinance; and

WHEREAS, Meleenah I. Diaz and Jaden W. Banister (collectively the "Applicant") are the owners of the real property located at 1720 Cora Street, in the City of Crest Hill, Illinois, bearing PIN 11-04-33-407-001-0000, which is legally described in Exhibit A-1 attached hereto (the "Property"); and

WHEREAS, the Applicant has filed an application requesting approval of a Variation from Section 8.3-8 of the Crest Hill Zoning Ordinance to increase the maximum permitted fence height from four (4) feet to five (5) feet in the required front yard facing Cora Street (the "Application); and

WHEREAS, the Crest Hill Plan Commission, after proper notice thereof given, conducted a public hearing on the Application on November 12, 2026; and

WHEREAS, based on the evidence presented at the public hearing and upon making the following findings, which are more fully detailed in the Findings and Decision attached hereto as Exhibit A, the Plan Commission on November 12, 2026 unanimously recommended conditional approval of the requested Variation from Section 8.3-8 of the Crest Hill Zoning Ordinance as follows:

A. The Variation request is in harmony with the general purpose and intent of the Zoning Ordinance; and

B. The plight of the owner is due to unique circumstances and thus strict enforcement of the Zoning Ordinance would result in practical difficulties or impose exceptional hardships due to the special and unusual conditions that are not generally found on other properties in the same zoning district; and

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C. The Property cannot yield a reasonable return if permitted to be used only under the conditions allowed by the Zoning Ordinance; and

D. The Variation request if granted, will not alter the essential character of the locality and will not be a substantial detriment to adjacent properties; and

WHEREAS, the Plan Commission's recommendation to approve a Variation request from Section 8.3-8 of the Crest Hill Zoning Ordinance was made subject to the project being implemented in substantial conformance with the application documents referenced in the November 12, 2026, Community Development Department Staff Report attached hereto as Exhibit A-3 (the "Staff Report"); and

WHEREAS, the City Council has reviewed the November 12, 2026, Findings and Decision of the Plan Commission (Exhibit A) and has considered the presentations and arguments of the Applicant at a regularly scheduled open meeting; and

WHEREAS, the City Council finds that it is in the best interests of the City that the recommendation of the Plan Commission be adopted and that the Application be granted subject to the project being implemented in substantial conformance with the application documents referenced in the Staff Report; and

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

SECTION 1: The Preambles of this Ordinance are incorporated herein by reference.

SECTION 2: That the City Council hereby adopts and ratifies the Findings and Decision of the Plan Commission, attached hereto and incorporated by reference herein as Exhibit A, as the Findings and Decision of the City Council in relation to the Application.

SECTION 3: The Variation request attached hereto as Exhibit A-2 is hereby granted and approved subject to the project being implemented in substantial conformance with the application documents referenced in the November 12, 2026, Community Development Staff Report for Case #V-26-9-11-1.

SECTION 4: This Ordinance shall take effect upon its passage according to law.

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PASSED THIS 7TH DAY OF DECEMBER, 2026

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

_____
Christine Vershay-Hall, City Clerk

APPROVED THIS 7TH DAY OF DECEMBER, 2026.

_____
Raymond R Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

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EXHIBIT A

FINDINGS AND DECISION OF THE PLAN COMMISSION AS TO CASE NO. V-26-9-11-1, THE APPLICATION OF MELEENAH I. DIAZ AND JADEN W. BANISTER FOR A VARIATION REQUEST FROM SECTION 8.3-8 OF THE CREST HILL ZONING ORDINANCE ON PROPERTY LOCATED AT 1720 CORA STREET IN THE CITY OF CREST HILL, ILLINOIS.

THIS APPLICATION, coming before the Plan Commission for hearing and decision, and the Plan Commission having heard the evidence in support and opposition to the application at a regularly scheduled meeting held on November 12, 2026, being fully advised on the premises, THE COMMISSION HEREBY MAKES THE FOLLOWING FINDINGS:

A. That Meleenah I. Diaz and Jaden W. Banister (collectively the "Applicant") are the owners of the real property located at 1720 Cora Street in the City of Crest Hill, Illinois, bearing PIN 11-04-33-407-001-0000;

B. That the Application seeks approval of a Variation request from Section 8.3-8 of the Crest Hill Zoning Ordinance for the property described in the application, commonly known as 1720 Cora Street in Crest Hill, Illinois (the "Property"), with PIN 11-04-33-407-001-0000, which is legally described in Exhibit A-1, attached hereto and incorporated herein by reference;

C. That the Property is zoned R-1;

D. That the Application seeks approval of a Variation from Section 8.3-8 of the Crest Hill Zoning Ordinance to increase the maximum permitted fence height from four (4) feet to five (5) feet in the required front yard facing Cora Street;

E. That the Application was properly submitted and notice of the Application and the public hearing were properly made;

F. That no interested parties filed their written appearance herein;

G. That the public hearing was called to order on November 12, 2026, and the applicant presented evidence and arguments in support of its application;

H. That the rules adopted by the Plan Commission for the conduct of public hearings by the Plan Commission were duly followed and observed;

I. That the requested Variation from Section 8.3-8 of the Crest Hill Zoning Ordinance was considered under section 12.6 of the Zoning Ordinance, meets the three (3) standards for the

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granting of a variation under section 12.6-2 as well as the supplemental considerations set forth in subsections 12.6-2(1)-(8);

THEREFORE, IT IS THE DECISION OF THE PLAN COMMISSION OF THE CITY OF CREST HILL, ILLINOIS, BASED UPON THE EVIDENCE HEARD AND ARGUMENTS AND SUGGESTIONS PRESENTED AT THE PUBLIC HEARING, AND HAVING DULY CONSIDERED THE MANDATES AND STANDARDS AS SET FORTH IN THE CITY OF CREST HILL, ILLINOIS ZONING ORDINANCE FOR THE GRANTING OF THE VARIATION REQUEST AS FOLLOWS:

1. That the approval of the application of Meleenah I. Diaz and Jaden W. Banister seeking approval of a Variation request from Section 8.3-8 of the Crest Hill Zoning Ordinance for the Property located at 1720 Cora Street in Crest Hill, Illinois with PIN 11-04-33-407-001-0000 is supported by the evidence adduced;

2. It is therefore the recommendation of the City of Crest Hill Plan Commission that the application for a Variation from Section 8.3-8 of the Crest Hill Zoning Ordinance be granted subject to the project being implemented in substantial conformance with the application documents referenced in the November 12, 2026, Community Development Staff Report attached hereto as Exhibit A-3.

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Adopted by the Plan Commission of the City of Crest Hill, Illinois, this 12th Day of November, 2026 upon the following voice vote:

	Aye	Nay	Absent	Abstain
Commissioner Bill Thomas	___X___	_____	_____	_____
Commissioner Ken Carroll	___X___	_____	_____	_____
Commissioner Cheryl Slabozeski	___X___	_____	_____	_____
Commissioner Marty Flynn	___X___	_____	_____	_____
Commissioner Jeff Peterson	___X___	_____	_____	_____
Commissioner John Stanton	___X___	_____	_____	_____

Approved:

_____

Bill Thomas, Chairman

Attest:

_____

Christine Vershay-Hall, City Clerk

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EXHIBIT A-1

LEGAL DESCRIPTION

PROPERTY ADDRESS: 1720 Cora Street, CREST HILL, IL, 60403

PERMANENT INDEX NO: 11-04-33-407-001-0000

LEGAL DESCRIPTION:

LOTS 231 AND 232 IN STERN PARK, A SUBDIVISION OF PART OF THE SOUTH HALF OF SECTION 33 IN TOWNSHIP 36 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 20, 1996 AS DOCUMENT NO. 299218 IN WILL COUNTY, ILLINOIS.

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EXHIBIT A-2

LIST OF REQUESTED VARIATIONS

Section 8.3-8 Permitted Obstructions in Yards, Crest Hill Zoning Ordinance

- Fences, natural, open: not greater than four (4) feet in height nor closer than five (5) feet from front and corner side lot lines. The *proposed fence in the required front yard facing Cora Street will be five (5) feet in height, 50% open design and will maintain five (5) feet setback from the property lines.*

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EXHIBIT A-3

November 12, 2026 Community Development Department Staff Report

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Crest Hill
CITY OF NEIGHBORS

To: Plan Commission

From: Atefa Ghaznawi, AICP, LEED AP, City Planner
Daniel Ritter, AICP, Community Development Director

Date: November 12, 2026

Re: 1720 Cora Street, a Variation Request from Section 8.3-8 of the Crest Hill Zoning Ordinance for Maximum Fence Height in the Front and Corner Side Yards (Case # V-26-9-11-1)

Project Details

Project:	Variation Request for a Fence in the Front and Corner Side Yards
Applicant:	Meleenah I. Diaz and Jaden W. Banister
Requests:	A Variation Request from Section 8.3-8 of the Crest Hill Zoning Ordinance to increase the maximum permitted fence height from four (4) feet to five (5) feet in the front and corner side yards
Location:	1720 Cora Street (the "Subject Property")

Site Details

Lot Size:	Approximately 0.33 acre
Existing Zoning:	R-1 Single-Family Residence
Existing Improvements:	Approx. 1,450 SF existing single-family house, 832 SF detached garage, existing driveway and sidewalks.

Surrounding Zoning and Land Use Summary

	Land Use	Comp Plan	Zoning
Subject Parcels	Single-Family Residence	Single-Family Detached	R-1
North	Single-Family Residence	Single-Family Detached	R-1
South	Single-Family Residence	Single-Family Detached	R-1

East	Single-Family Residence	Single-Family Detached	R-1
West	Single-Family Residence	Single-Family Detached	R-1

Exhibits

Application documents submitted by Applicant include:

1. Exhibit B – Application for Development 2026-06-23
2. Exhibit C – Legal Description 2026-09-14
3. Exhibit D - List of Requested Variations
4. Exhibit E – Plat of Survey with Location of Proposed Fence 2026-09-14
5. Exhibit F – Project Narrative 2026-09-14
6. Exhibit G – Proposed Fence Scope of Work 2026-09-14
7. Exhibit H – Response to Standards for Variation

Application Background and Project Summary

Meleenah I. Diaz and Jaden W. Banister (collectively the "Applicant") are the owners of the single-family house located at 1720 Cora Street, Crest Hill (the "Subject Property"). The applicant is requesting approval of a Variation to increase the maximum permitted fence height from four (4) feet to five (5) feet in the front and corner side yards. The proposed fence will be 50% open design and will maintain a five (5) feet setback from the property lines as required by the Zoning Ordinance. As shown in Figures 1 and 2, there is a 10-foot steep grade spanning from the west property line to the east property line, especially along the west property line facing Cora Street.

Figure 1: Location Map of 1720 Cora Street with Existing Grades



Figure 2: 1720 Cora Street existing condition photo, showing the west-east steep grade



Summary of Requested Petition

The applicant is requesting approval of a Variation request to increase the maximum permitted fence height from four (4) feet to five (5) feet in the front and corner side yards. The proposed fence will be a 50% open design and will maintain a five (5) feet setback from the property lines as required by the Zoning Ordinance.

Section 8.3-8 Permitted Obstructions in Yards, the Crest Hill Zoning Ordinance

- Fences, natural, open: not greater than four (4) feet in height nor closer than five (5) feet from front and corner side lot lines.

Staff Analysis

The Subject Property is a single-family house located on a corner lot. There is approximately 10-foot steep grade spanning from the west to east property lines, especially along the western edge of the Property. The existing steep grade; irregular configuration of the home on its lot—being situated very near to the south and east property lines (such configuration results in the only useful green space being near Cora St. and Ludwig Ave.); and the lack of a true backyard, create unique site conditions that make compliance with the current fence height regulation in front and corner side yards challenging.

Due to the property's unique physical characteristics, a 4-foot fence permitted by the Zoning Ordinance will not provide adequate privacy, security, and screening from Cora St., Ludwig Ave., and neighboring properties. The requested Variation for a 5-foot fence will allow the property to be used and enjoyed in a manner consistent with its residential purpose while addressing the practical difficulties associated with the property's unique physical conditions. The Variation request is limited to only request what is required under these conditions. The proposed fence will be 50% open design, and will maintain a 5-foot setback from the west and north property lines, as required by the Zoning Ordinance. The requested Variation will not change the property's permitted use but will provide a reasonable accommodation for its unique physical characteristics. Therefore, Staff don’t oppose granting the requested Variation due to the limited and specific scope of the Variation request.

Variation Approval Standards and Findings

Section 12.6-2 of the Zoning Ordinance states the Plan Commission shall recommend, and the City Council shall grant a Variation only when it shall have been determined, and recorded in writing, that all of the following standards are complied with. Staff has drafted the following findings of fact identified in bold italic font. These drafted findings can be modified or changed as the Plan Commission deems fit and based on the specific findings from the public hearing.

1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone.
   The Subject Property is a single-family house located on a corner lot. There is approximately 10-foot steep grade from the west to east property lines, especially along the western edge of the Property. The existing steep grade; irregular configuration of the home on its lot—being situated very near to the south and east property lines (such configuration results in the only useful green space being near Cora St. and Ludwig Ave.); and the lack of a true backyard create unique site conditions that make compliance with the current fence height regulation in front and corner side yards challenging.

   Due to the property's unique physical characteristics, a 4-foot fence permitted by the Zoning Ordinance will not provide adequate privacy, security, and screening from Cora St., Ludwig Ave. and neighboring properties. The requested Variation for a 5-foot fence will allow the property to be used and enjoyed in a manner consistent with its residential purpose while addressing the practical difficulties associated with the property's unique physical conditions. The Variation request is limited to only request what is required under these conditions. The proposed fence will be 50% open design, and will maintain a 5-foot setback from the west and north property lines, as required by the Zoning Ordinance. The requested Variation will not change the property's permitted use but will provide a reasonable accommodation for its unique physical characteristics.

2. That the plight of the owner is due to unique circumstances.
   The plight of the property owner is due to unique circumstances associated with the Subject Property's existing steep grade; irregular lot configuration of the home on its lot—being situated very near to the south and east property lines (such configuration results in the only useful green space being near Cora St. and Ludwig Ave.); and the lack of a true backyard. The significant changes in elevation, combined with the property's irregular configuration and exposure to two street frontages, create challenges in providing adequate privacy, security, and screening with a 4-foot fence that complies with the current Zoning Ordinance.

   These conditions are specific to the property's physical characteristics and are not generally applicable to other properties in the R-1 Zoning District. The requested Variation for a 5-foot fence will address these unique site conditions while maintaining the property's single-family residential use and compatibility with the surrounding residential neighborhood.

3. That the variation, if granted, will not alter the essential character of the locality.
   The requested Variation for a 5-foot fence on a single-family residential corner lot with a steep grade and irregular lot configuration will not alter the essential character of the locality. The proposed 5-foot fence is intended to address the property's unique topographical conditions and corner-lot configuration while

providing adequate privacy, security, and screening. The proposed fence will remain accessory to the existing single-family residence and, provided it is appropriately designed and maintained, will be compatible with the surrounding residential properties. The Variation request will not change the permitted use of the property or negatively affect the established character of the neighborhood.

In addition, Section 12.6-2 Standards for Variations further suggest that the Plan Commission supplement the above standards by taking into consideration the extent to which the facts listed on Exhibit A have been established by the evidence presented during the public hearing process and further support the approval of the Applicant's requests. Please refer to Exhibit H for the response to Standards for Variations.

Staff Recommendation

Based on the drafted findings reflected in this staff report, Staff recommend the following motion to provide a recommendation to the City Council. This motion may be amended by any Plan Commission member making the motion based upon the findings of the public hearing. Staff recommend that any motion be made in the positive form to correspond with the applicant's request to avoid confusion.

The Plan Commission recommends City Council conditional approval of a Variation Request from Section 8.3-8 of the Crest Hill Zoning Ordinance to increase the maximum permitted fence height from four (4) feet to five (5) feet in the front and corner side yards located at 1720 Cora Street, Crest Hill, subject to substantial conformance with the application documents referenced in the November 12, 2026, Plan Commission Staff Report for Case # V-26-9-11-1.

EXHIBIT A

Supplemental Variation Approval Facts to Consider Per Zoning Ordinance Section 12.6-2

1. *That the particular physical surroundings, shape, or topographical condition of the specific property involved will result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.*

2. *The conditions upon which the petition for a variation is based are unique to the property owner for which the variation is sought and are not applicable, generally, to the other property within the same zoning classification.*

3. *That the alleged difficulty or hardship is caused by the Ordinance and has not been created by any person presently having an interest in the property.*

4. *That the proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase congestion in the public streets or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.*

5. *That the variation does not permit a use otherwise excluded from the particular zone except for uses authorized by the Plan Commission, subject to the approval of the City Council, as "similar and compatible uses."*

6. *That the variation granted is the minimum adjustment necessary for the reasonable use of the land.*

7. *That the granting of any variation is in harmony with the general purposes and intent of the Zoning Ordinance, and will not be injurious to the neighborhood, be detrimental to the public welfare, alter the essential character of the locality, or be in conflict with the Comprehensive Plan for development of the City.*

8. *That, for reasons fully set forth in the recommendations of the Plan Commission, and the report of the City Council, the aforesaid circumstances or conditions are such that the strict application of the provisions of the Zoning Ordinance deprives the applicant of any reasonable use of his land. Mere loss in value shall not justify a variation; there must be a deprivation of beneficial use of land.*

EXHIBIT B

Application for Development

For Office Use Only: **Case Number:** V-26-9-11-1

Project Name: _____

Owner: Meleenah Diaz
Street address: 1720 Cora Street
City, St., Zip: Crest Hill, IL 60403
Phone: [redacted]
Email: [redacted]

Correspondence To: Michael T. Canna
Street address: [redacted]
City, St., Zip: [redacted]
Phone: [redacted]
Email: [redacted]

Property Address:
Street address: 1720 Cora Street
City, St., Zip: Crest Hill, IL 60403
PIN: 11-04-33-407-001

Property Information:
Lot Width: 148.93
Lot Depth: 97.07
Total Area: 14,453 sf

*Submit an electronic version of the legal description only in a Word document to: buildingdepartment@cityofcresthill.com

Existing Zoning: 0040 Residential
Existing Land Use: Residential
Requested Zoning: Same
Proposed Land Use: Same

Adjoining Properties Zoning and Uses:
North of Property: Ludwig Ave.
South of Property: 1718 Cora - Residential
East of Property: Alleyway
West of Property: Cora St.

Purpose Statement (intended use and approval sought): Fence variance.

Development Request: Please check all that apply and describe:

[ ] Rezoning:_____

[ ] Special Use:_____

✓ Variance: Variance for installation of fence

[ ] Planned Unit Development:_____

[ ] Annexation:_____

[ ] Plat:_____

[ ] Other:_____

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

[ ] Civil Engineer:_____ Phone:_____

Company:_____ Email:_____

[ ] Contractor:_____ Phone: [redacted]

Company: Northwest Cedar Products Email: [redacted]

[ ] Architect:_____ Phone:_____

Company:_____ Email:_____

[ ] Builder: Attorney: Michael T. Canna Phone: [redacted]

Company: Sosin, Arnold & Schoenbeck, Ltd. Email: [redacted]

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

[redacted] 06-23-2026

Signature of the Applicant Date

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

_____ _____

Signature of the Owner Date

EXHIBIT C

1720 Cora Street - LEGAL DESCRIPTION

PROPERTY ADDRESS: 1720 Cora Street, CREST HILL, IL, 60403

PERMANENT INDEX NO: 11-04-33-407-001-0000

LEGAL DESCRIPTION:

LOTS 231 AND 232 IN STERN PARK, A SUBDIVISION OF PART OF THE SOUTH HALF OF SECTION 33 IN TOWNSHIP 36 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 20, 1996 AS DOCUMENT NO. 299218 IN WILL COUNTY, ILLINOIS.

EXHIBIT D
1720 CORA STREET – LIST OF REQUESTED VARIATIONS

Section 8.3-8 Permitted Obstructions in Yards, Crest Hill Zoning Ordinance

- Fences, natural, open: not greater than four (4) feet in height nor closer than five (5) feet from front and corner side lot lines. The proposed fence in the required front yard facing Cora Street will be five (5) feet in height, 50% open design and will maintain five (5) feet setback from the property lines.

EXHIBIT E

1720 Cora Street

KABAL SURVEYING COMPANY

Land Surveying Services

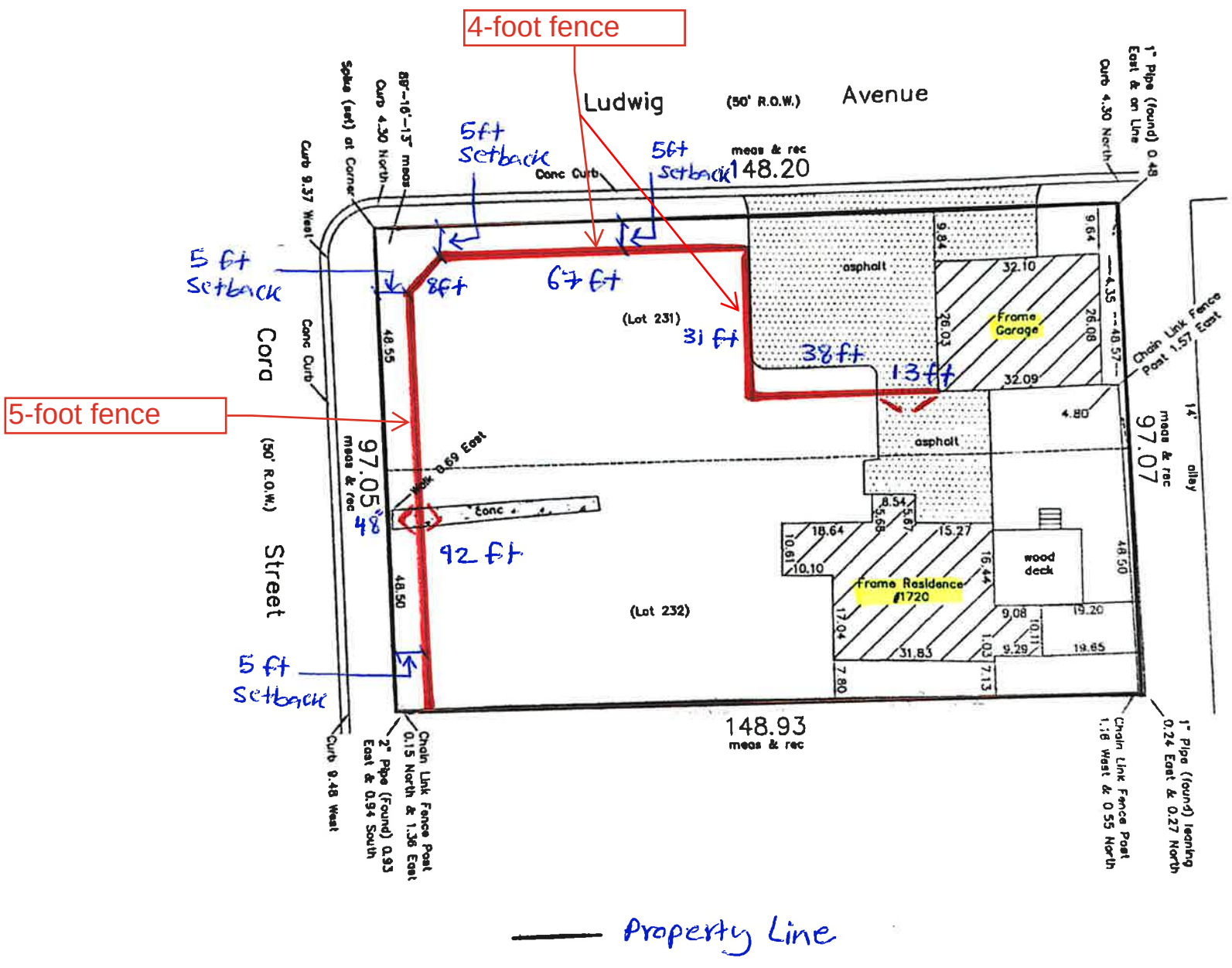
Plat of Survey

10407 West Cermak Road
Westchester, Illinois 60154
(708) 562-2652
Fax (708) 562-7314
email: kabal-surveying@comcast.net
website: KabalSurveyingCompany.com
Registration No. 184-003061

Lots 231 and 232 in Stern Park, a Subdivision of part of the South half of Section 33 in Township 38 North, Range 10, East of the Third principal Meridian, according to the Plat thereof recorded October 20, 1996 as Document no. 290218 in Will County, Illinois.

Address: 1720 Cora Street, Crest Hill

(assumed)



Property Line

LEGEND
meas = measured, E = East
rec = record, S = South
R.O.W. = right-of-way
conc = concrete, W = West
pch = porch, rad = radius
N = North, OH = overhang
pc = point of curve

Area of property is approximately 14,418 square feet

Please check Legal Description with Deed and report any discrepancy immediately.

Surveyed October 18, 2023

Scale: 1 inch = 25 ft.

Order No. 231769

Ordered By: Klunk & Forzley Law PC

Mitchell P. Balek
035-003250
PROFESSIONAL LAND SURVEYOR
STATE OF ILLINOIS
Westchester, Illinois

ORIGINAL SEAL IN RED

This professional service conforms to the current Illinois minimum standards for a boundary survey

STATE OF ILLINOIS }
COUNTY OF COOK } s.s.

I, MITCHELL P. BALEK, an Illinois Professional Land Surveyor, hereby certify that I have surveyed the property described above and the plat hereon drawn is a correct representation of said survey.

Dimensions are in feet and decimal parts thereof and are corrected to a temperature of 62 degrees Fahrenheit.

Mitchell P. Balek

Illinois Professional Land Surveyor No. 035-003250
My license expires on November 30, 2024

EXHIBIT F

NARRATIVE IN SUPPORT OF REQUEST FOR VARIANCE

Applicant/Owner: Jaden W. Banister and Meleenah I. Diaz (collectively the "Applicant").

Subject Property: The Applicant is the owner of the real property commonly known as **1720 Cora St.**, Crest Hill, Illinois, 60403 and further identified with PIN: 11-04-33-407-001-0000 (the "Property").



Zoning: The Property is located in the zoning district designated as: Single Family Residence District R-1.

Applicable Zoning Ordinances: Section 8.3-8 (Permitted Obstructions in Yards) and Section 8.3-9.1 (Fences Walls and Hedges) which require that fences for corner side yards not be greater than four (4) feet in height.

Variance Requested: The Applicant seeks a variance for ninety-two (92) feet of fence length on the west boundary of the Property to exceed the height limit by twelve (12) inches, equaling a total fence height of five (5) feet along the west boundary (see the attached Proposal of Northwest Cedar Products) (the "Request").

Narrative

This Narrative is submitted to Plan Commission to address the standards and considerations as set forth in the City of Crest Hill "Standards for Variations".

The plight of the owner is due to unique circumstances affecting the Property. This Request is not based on personal preference, but instead arises from conditions that are specific to the Property, including: (i) an irregular configuration of the home on its lot—being situated very near to the south and east property lines, (ii) such a configuration results in the only useful green space being near Cora St. and Ludwig Ave., (iii) the lack of a true backyard, and (iv) the lot being subject to a particularly steep west-to-east grade especially along the western edge of the Property. These conditions create limitations on use that do not typically affect other parcels within the same residential zoning classification. In fact, a home that is not on a corner lot, with a true backyard, is

allowed a fence that is six (6) feet in height along the side yards and back yards under the same Ordinance.

Granting the requested variation(s) will not alter the essential character of the locality. The proposed improvement and resulting condition will remain consistent with the established pattern of development in the area because fencing is generally allowed in the area, including at heights higher than that made in the Request. The Request is compatible in scale, appearance, and impact, and will not change the essential character of the neighborhood but will instead allow a reasonable use of the Property that fits within the existing locality.

In further support of the foregoing standards, the evidence will establish that the particular physical surroundings, shape, or topographical condition of the Property—particularly the configuration of the home on the property and the dramatic slope of the property, would result in a particular hardship upon the owner—distinguished from a mere inconvenience—if the strict letter of the Ordinances were adhered to. Specifically, if the fence is constructed at the setback line on the western side of the Property along Cora St., it will be at the bottom of the most drastic slope found on the Property. Positioning a fence at the base of an incline effectively negates a portion of its height. Compliance with the applicable ordinances materially limits the Applicant such that compliance would effectively prevent the Applicant from achieving the practical benefits of having a fence from both a privacy and security standpoint. The hardship is not merely a preference for a different configuration; rather, the ordinance's strict application, given the Property's conditions, would impose a substantial and particular burden.

The conditions upon which the petition is based are unique to the Property for which the variation is sought and are not applicable generally to other property within the same zoning classification. Other properties in the district are typically interior lots or on plots of land with less slope, whereas the subject Property is distinguished by being a corner lot on a dramatic slope. Accordingly, the Request is grounded in a property-specific hardship, not a desire for relief that would be broadly sought by other owners similarly situated.

The alleged difficulty or hardship is caused by the ordinance and has not been created by any person presently having an interest in the Property. The constraint results from the application of the ordinance's dimensional or operational standards to preexisting or inherent conditions of the Property, including the fact that the lot configuration, structure location, and natural slope all predate the current Applicant's ownership. The Applicant did not create the hardship by voluntary action, and instead seeks relief only because strict compliance, in light of the Property's existing characteristics, would prevent reasonable and beneficial use.

The proposed variation(s) will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood. The Request is designed and located so that impacts on adjacent properties are minimal, including that it is only one length of fence with a requested increase in height that is less than what is otherwise permissible for neighboring lots.

The proposed fence will comply with applicable safety requirements, including lot setback and corner lot visibility requirements. The proposed condition is compatible with surrounding properties and is not expected to negatively affect neighborhood property values. The variation does not permit a use otherwise excluded from the particular zone. The Applicant is not seeking to introduce a prohibited use. The intended use of the Property remains residential.

The Request, of only a twelve (12) inch increase in height is the minimum adjustment necessary for the reasonable use of the land, and is one (1) foot less than the maximum six (6) foot height allowed for interior lots on flatter ground. Lesser relief would not allow Applicant the same use and enjoyment of the land as any other neighbor who is allowed a six (6) foot fence. Similarly, to negate the slope of the land, the fence would have to be moved too far east which would greatly decrease the only useable yard space.

Granting the variation is in harmony with the general purposes and intent of the Zoning Ordinance and will not be injurious to the neighborhood, detrimental to the public welfare, alter the essential character of the locality, or be in conflict with the Comprehensive Plan for development of the City. The Request advances the ordinance's purposes by allowing reasonable use of the Property while maintaining compatibility with surrounding development and protecting public health, safety, and welfare. The improvement will be developed and maintained in a manner that is orderly and consistent with the area.

For reasons fully set forth in this narrative, the circumstances and conditions are such that strict application of the provisions of the Zoning Ordinance would deprive the Applicant of reasonable use of the land. Without the requested relief, the Applicant would be deprived of its otherwise practical, reasonable, and beneficial use.

For all of the foregoing reasons, the Applicant respectfully requests that the Plan Commission recommend approval, and that the City Council grant, the requested variation for the Property, as the standards for variations in Crest Hill Zoning Ordinance § 12.6-2 are satisfied.

Respectfully submitted,

Michael T. Canna

Michael T. Canna
Attorney for Applicant

Sosin, Arnold & Schoenbeck, Ltd.
9501 West 144th Place, Suite 205
Orland Park, IL 60462
708-448-8141
mcanna@sosinarnold.com

15537 S. Weber Rd. Romeoville, IL 60446 **Office: 815 836-8731 Fax: 815 836-8730**

VINYL

Item 2.

Crew

EXHIBIT G

Cedar Products
NORTHWEST
When Quality Matters Most

Proposal Date: 9-3-26

Expiration Date: 9-31-26

Target Installation Date:

Name Meleenah Diaz

Address 1720 Cora St.

City State Zip Crest Hill, IL 60403

Cell Phone Home 708-972-8813 Work

Email

Subdivision County

Dig # / Date Called

Survey

Survey at Estimate Y / (N)

Given to Salesman Y / (N)

Legal Survey ☐

Found Pins ☐

Northwest Staked Yard (Not Official) ☐

Total Footage 236

Job Conditions

New Sod ☐

Unfinished Grade ☐

Ready to Go ☐

Please email all documents to: northwestcedarproducts@gmail.com

Customer Responsibilities

- ☐ Obtain Permit - If Needed
- ☐ Seek HOA Approval
- ☐ Provide a Legal Survey
- ☐ Clear Fence Lines
- ☐ Fitted Rule / Haul Dirt
- ☐ ~~Dirt Removal Not Included~~
- ☐ Locate Private Utilities

Northwest is not liable for damage to underground items not located by J.U.L.I.E. or Digger companies (including sprinkler lines, drain tiles, electric fence and private utility lines).

Customer Acknowledges that the fence will will follow the natural contours of the property unless otherwise specified.

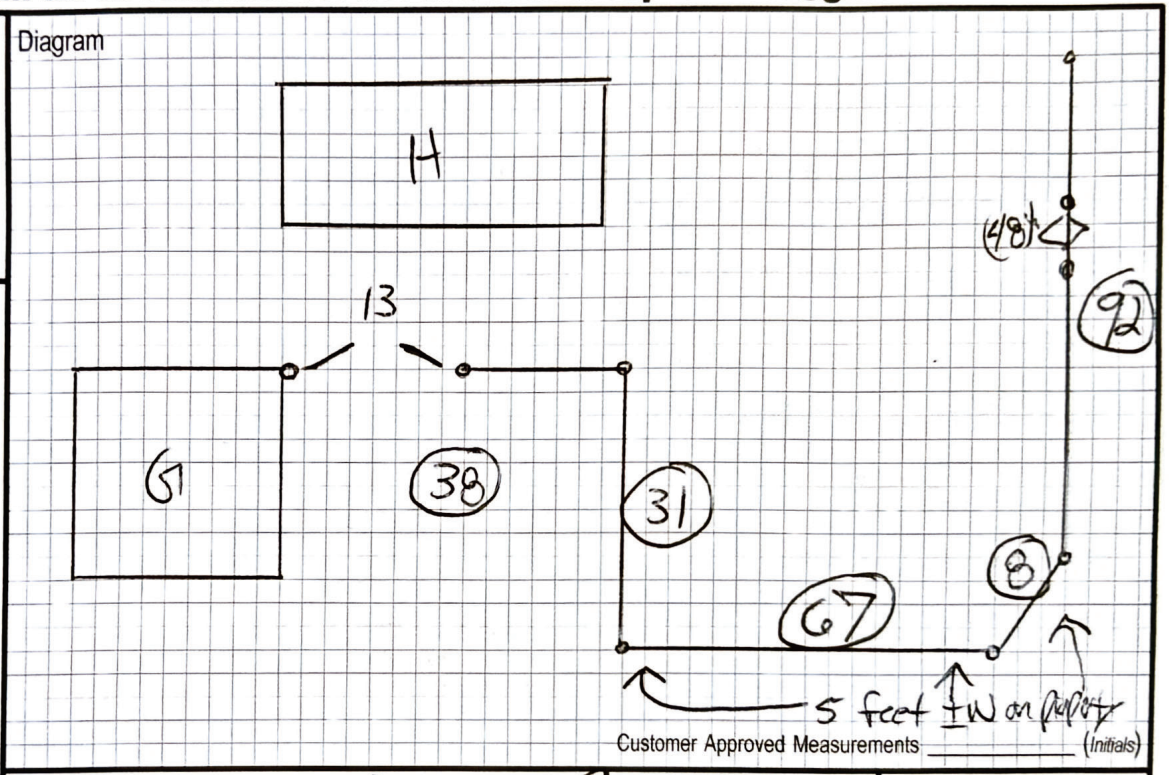
Every Northwest Fence is installed by a professional team. You the Homeowners are not required to be present during the installation, however, in your absence any changes you may want to height and any movement of posts will be additional costs.

State law requires all contractors to dig no closer then 18" from all JULIE markers. Any digging closer shall require a signature from the homeowner assuming full liability for any damages that may occur.

Custom Initial _____

Co. Rep. Initial _____

Diagram



Customer Approved Measurements _____ (Initials)

☐ ~~Take Out and Haul Existing Fence~~ *Wood* ~~*Footage*~~ _____

☐ ~~Take Out and Stack Existing Fence in the Yard~~ *Chain Link* *Steel / Alum* ~~*Price*~~ _____

Rem. Sect. Amt _____

Asp / Con Breaks _____

Core Drill Holes _____

☐ Haul Dirt ☐ ~~Leave Dirt~~

☐ Move Dirt to a spot in the Yard *Price* _____

Payment

Amount $ 1,000

CK # _____ Date _____

V M D A

Exp. _____ Appr _____

Payment

Amount $ 5,500

CK # _____ Date _____

V M D A

Exp. _____ Appr _____

Material _____

Tax _____

Labor _____

Grand Total 6,500

Deposit 1,000

Balance 5,500

Payment Terms

☐ _____ % down. Balance Due to Crew Chief or Office upon Completion

☐ _____ % down. Financing Terms _____

Acceptance of proposal: **"YOU, THE CONSUMER, MAY CANCEL THIS CONTRACT BY NOTIFYING Northwest, IN WRITING, ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION."**

The signer has read each of the provisions on this page and the specifications on page 2 and the conditions of sale on the back of the contract. The above prices, specifications, and conditions of sale are hereby accepted. This proposal becomes a binding and enforceable contract when received by Northwest either (a) bearing the customer's signature or (b) without signature but accompanied by down payment from the customer as required. All materials are specified as above and all work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra charges will be executed upon (a) written order or (b) customer consent and will become an extra cost over and above the sale.

Customer _____ Date _____

Company Representative _____ Date _____

Rolling - Arch

Stick Build ☐ Sections ☒

Height: Ht 5 ft | Footage: 236 ft

Style
- Shadow Board ☐
- Board on Batten ☐
- Solid ☐
- Spaced 1" ☐
- Spaced 1.5" ☐
- Spaced 2" ☒
- Spaced 2.5" ☐
- Spaced 3" ☐

Rails
Type: 4" Cedar
# of Boards: ____
- Dog Ear ☒
- Diamond Point ☐
- Deep Cut ☐
- Gothic Point ☐
- French Gothic ☐
- Flat Cut ☐

Construction
- Face Nail ☒
- Mortise & Tenon ☐
- Toe Nail ☐

Frames
- 2 Frames ☒
- 3 Frames ☐
- Raised Mid 4/2 ☐
- Raised Bottom 12" ☐
- Other ____

Post Tops — Amt
- Beveled Cap 6" ☐ ____
- Williamsburg ☐ ____
- Lantern ☒ ____
- 6" Teak Pyramids ☐ ____
- 4" Teak Trim ☐ ____
- 4.5" Teak Trim ☐ ____
- Copper Ball 4" ☐ ____
- Copper Ball 6" ☐ ____
- Copper Pyrmaid 5" ☐ ____
- Copper Accent 3.5" ☐ ____
- Other ____

Bottom
- Top Ledge ☐ Top Face ☐
- Bottom Face ☐ — Amt
- 4"x 8" KD Rough 11/16" ☐ ____
- 4"x 8" NWC Smooth ☐ ____
- 4"x 12" KD ☐ ____

Sections — Not Fitted
- 8' ____
- 7' ____
- 6' ____
- 5' ____
- 4' ____
- 42" ____
- 36" ____
- Slope ____
- 30" ____

Posts — Amt
- 4x4x7' ☒ ____
- 4x4x8' ☐ ____
- 4x4x10' ☐ ____
- 4.5x4.5x7' ☐ ____
- 4.5x4.5x8' ☐ ____
- 4.5x4.5x10' ☐ ____
- 5x5x7' ☐ ____
- 5x5x8' ☐ ____
- 5x5x10' ☐ ____
- 5.5x5.5x7' ☐ ____
- 5.5x5.5x8' ☐ ____
- 5.5x5.5x9' ☐ ____
- PostMaster ☐ ____
- Other ____

Name

Comments

Post Drilled — 4" 5"
- Line ____ ____
- Corner ____ ____
- End ____ ____
- Solid ____ ____

Gates — Amt
- Single 1
- Double 1
- Custom ____

Arbors
- 2 Post Arbor ☐ 4 Post Arbor ☐
- Amt ____ Amt ____
- Straight ☐ Big SQ Arched ☐
- Small SQ Lattice ☐ Wide Opening ____

Post Treatment
- Normal ☐
- Tar ☐
- Green ☐

Post Set
- ☒ Wet Set
- ☐ Dry Set
- ☐ Rock Set
- ☐ Other ____

Stick Build ☐ Sections ☐

Height: ____ Footage: ____

Style
- Shadow Board ☐
- Board on Batten ☐
- Solid ☐
- Spaced 1" ☐
- Spaced 1.5" ☐
- Spaced 2" ☐
- Spaced 2.5" ☐
- Spaced 3" ☐

Rails
Type: ____
# of Boards: ____
- Dog Ear ☐
- Diamond Point ☐
- Deep Cut ☐
- Gothic Point ☐
- French Gothic ☐
- Flat Cut ☐

Construction
- Face Nail ☐
- Mortise & Tenon ☐
- Toe Nail ☐

Frames
- 2 Frames ☐
- 3 Frames ☐
- Raised Mid 4/2 ☐
- Raised Bottom 12" ☐
- Other ____

Post Tops — Amt
- Beveled Cap 6" ☐ ____
- Williamsburg ☐ ____
- Lantern ☐ ____
- 6" Teak Pyramids ☐ ____
- 4" Teak Trim ☐ ____
- 4.5" Teak Trim ☐ ____
- Copper Ball 4" ☐ ____
- Copper Ball 6" ☐ ____
- Copper Pyrmaid 6" ☐ ____
- Copper Accent 3.5" ☐ ____
- Other ____

Bottom
- Top Ledge ☐ Top Face ☐
- Bottom Face ☐ — Amt
- 4"x 8" KD Rough 11/16" ☐ ____
- 4"x 8" NWC Smooth ☐ ____
- 4"x 12" KD ☐ ____

Sections — Not Fitted
- 8' ____
- 7' ____
- 6' ____
- 5' ____
- 4' ____
- 42" ____
- 36" ____
- Slope ____
- 30" ____

Posts — Amt
- 4x4x7' ☐ ____
- 4x4x8' ☐ ____
- 4x4x10' ☐ ____
- 4.5x4.5x7' ☐ ____
- 4.5x4.5x8' ☐ ____
- 4.5x4.5x10' ☐ ____
- 5x5x7' ☐ ____
- 5x5x8' ☐ ____
- 5x5x10' ☐ ____
- 5.5x5.5x7' ☐ ____
- 5.5x5.5x8' ☐ ____
- 5.5x5.5x9' ☐ ____
- PostMaster ☐ ____
- Other ____

Name

Comments

Post Drilled — 4" 5"
- Line ____ ____
- Corner ____ ____
- End ____ ____
- Solid ____ ____

Gates — Amt
- Single ____
- Double ____
- Custom ____

Arbors
- 2 Post Arbor ☐ 4 Post Arbor ☐
- Amt ____ Amt ____
- Straight ☐ Big SQ Arched ☐
- Small SQ Lattice ☐ Wide Opening ____

Post Treatment
- Normal ☐
- Tar ☐
- Green ☐

Post Set
- ☐ Wet Set
- ☐ Dry Set
- ☐ Rock Set
- ☐ Other ____

EXHIBIT H: City of Crest Hill Standards for Variations

12.6-2 STANDARDS FOR VARIATIONS, CREST HILL ZONING ORDINANCE

The Plan Commission shall recommend, and the City Council shall grant a variation only when it shall have been determined, and recorded in writing, that all of the following standards are complied with:

1. **That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone;**
   The Subject Property is a single-family house located on a corner lot. There is approximately 10-foot steep grade from the west to east property lines, especially along the western edge of the Property. The existing steep grade; irregular configuration of the home on its lot—being situated very near to the south and east property lines (such configuration results in the only useful green space being near Cora St. and Ludwig Ave.); and the lack of a true backyard create unique site conditions that make compliance with the current fence height regulation in front and corner side yards challenging.

   Due to the property's unique physical characteristics, a 4-foot fence permitted by the Zoning Ordinance will not provide adequate privacy, security, and screening from Cora St., Ludwig Ave. and neighboring properties. The requested Variation for a 5-foot fence will allow the property to be used and enjoyed in a manner consistent with its residential purpose while addressing the practical difficulties associated with the property's unique physical conditions. The Variation request is limited to only request what is required under these conditions. The proposed fence will be 50% open design, and will maintain a 5-foot setback from the west and north property lines, as required by the Zoning Ordinance. The requested Variation will not change the property's permitted use but will provide a reasonable accommodation for its unique physical characteristics.

2. **That the plight of the owner is due to unique circumstances;**

   The plight of the property owner is due to unique circumstances associated with the Subject Property's existing steep grade; irregular lot configuration of the home on its lot—being situated very near to the south and east property lines (such configuration results in the only useful green space being near Cora St. and Ludwig Ave.); and the lack of a true backyard. The significant changes in elevation, combined with the property's irregular configuration and exposure to two street frontages, create challenges in providing adequate privacy, security, and screening with a 4-foot fence that complies with the current Zoning Ordinance. These conditions are specific to the property's physical characteristics and are not generally applicable to other properties in the R-1 Zoning District. The requested Variation for a 5-foot fence will address these unique site conditions while maintaining the property's single-family residential use and compatibility with the surrounding residential neighborhood.

3. **That the Variation, if granted, will not alter the essential character of the locality.**
   The requested Variation for a 5-foot fence on a single-family residential corner lot with a steep grade and irregular lot configuration will not alter the essential character of the locality. The proposed 5-foot fence is intended to address the property's unique topographical conditions and corner-lot configuration while providing adequate privacy, security, and screening. The proposed fence will remain accessory to the existing single-family residence and, provided it is appropriately designed and maintained, will be compatible with the surrounding residential properties. The

Variation request will not change the permitted use of the property or negatively affect the established character of the neighborhood.

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

1. **That the particular physical surroundings, shape, or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.**
   The Subject Property's existing steep grade; irregular lot configuration of the home on its lot—being situated very near to the south and east property lines (such configuration results in the only useful green space being near Cora St. and Ludwig Ave.); and the lack of a true backyard create practical difficulties that distinguish the Subject Property from other properties in the R-1 Zoning District. The significant elevation changes, irregular lot configuration, and exposure to two street frontages make it difficult to provide adequate privacy, security, and screening with a 4-foot fence that complies with the current Zoning Ordinance. Strict enforcement of the regulations will prevent the owner from reasonably addressing these site-specific conditions and will result in a particular hardship beyond mere inconvenience. The requested Variation for a 5-foot fence will accommodate the property's unique topographical characteristics while maintaining its single-family residential use and preserving the essential character of the surrounding neighborhood.

2. **The conditions upon which the petition for a variation is based are unique to the property owner for which the variation is sought and are not applicable, generally, to the other property within the same zoning classification.**
   The conditions supporting the requested Variation are unique to the Subject Property due to its irregular lot configuration, corner-lot location and steep grade. The property's topography and exposure to two street frontages create specific challenges in providing adequate privacy, security, and screening with a 4-foot fence that complies with the current Zoning Ordinance. These circumstances are related to the physical characteristics and configuration of the property and are not generally applicable to other properties within the R-1 Zoning District. The requested Variation will address these unique conditions while maintaining the property's single-family residential use and remaining compatible with the character of the surrounding neighborhood.

3. **That the alleged difficulty or hardship is caused by the Ordinance and has not been created by any person presently having an interest in the property**
   The alleged difficulty or hardship arises from the current Zoning Ordinance's fence height restrictions as applied to the Subject Property's unique steep grade and corner-lot configuration. The property's topographical conditions, irregular lot configuration, and exposure to two street frontages create challenges in providing adequate privacy, security, and screening within the permitted 4-foot fence. These conditions are inherent to the property's physical characteristics and are not the result of actions taken by the current property owner to create a hardship. The requested Variation will provide reasonable relief from the existing restrictions while accommodating the property's unique conditions and maintaining the character of the surrounding residential neighborhood.

4. **That the proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase congestion in the public streets or increase the danger of fire,**

or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.

The requested Variation for a 5-foot fence on a single-family residential corner lot with irregular lot configuration and steep grade is not expected to impair the adequate supply of light and air to adjacent properties, increase congestion on public streets, increase fire hazards, or endanger public safety. The proposed fence will serve as an accessory improvement to the existing residence and is intended to address the property's unique topographical conditions and corner-lot configuration. Provided the proposed fence is properly located, constructed, and maintained in accordance with applicable safety and visibility requirements, it is not anticipated to substantially diminish or impair property values within the surrounding neighborhood. The requested Variation will allow the property owner to address site-specific needs while maintaining the residential character of the area.

5. **That the variation does not permit a use otherwise excluded from the particular zone except for uses authorized by the Plan Commission, subject to the approval of the City Council, as "similar and compatible uses.**

   The requested Variation for a 5-foot fence on a single-family residential corner lot with irregular lot configuration and a steep grade does not permit a use that is otherwise prohibited within the R-1 Zoning District. The property will continue to be used for its permitted single-family residential purpose, and the proposed fence is an accessory structure to the existing residence. The Variation seeks only relief from the applicable fence height restrictions to accommodate the property's unique topographical conditions and corner-lot configuration. The proposed fence will be 50% open design, and will maintain 5 feet setback from the west and north property lines, as required by the Zoning Ordinance. Therefore, the requested Variation does not introduce a new or incompatible land use and remains consistent with the intent of the R-1 Zoning District and the established residential character of the neighborhood.

6. **That the variation granted is the minimum adjustment necessary for the reasonable use of the land.**

   The requested Variation for a 5-foot fence on a single-family residential corner lot with irregular lot configuration and steep grade represents the minimum adjustment necessary to allow the reasonable use and enjoyment of the property. Due to the significant changes in elevation and the property's exposure to two street frontages, a 4-foot fence permitted under the current Zoning Ordinance, cannot provide adequate privacy, security, and screening. The proposed 5-foot fence is intended to address these specific site conditions while avoiding unnecessary deviations from the zoning requirements. The Variation request, if granted, will provide reasonable relief while preserving the residential character of the neighborhood and maintaining compliance with all other applicable zoning and safety requirements.

7. **That the granting of any variation is in harmony with the general purposes and intent of the Zoning Ordinance, and will not be injurious to the neighborhood, be detrimental to the public welfare, alter the essential character of the locality, or be in conflict with the Comprehensive Plan for development of the City.**

   The granting of the requested Variation for a 5-foot fence on a single-family residential corner lot with irregular lot configuration and steep grade will be in harmony with the general purposes and intent of the current Zoning Ordinance. The proposed 5-foot fence is intended to accommodate the property's unique topographical conditions and corner-lot configuration while providing

reasonable privacy, security, and screening for the residential use of the property. Provided the proposed fence is properly located, constructed, and maintained in accordance with applicable safety and visibility requirements, the Variation request is not expected to be injurious to the surrounding neighborhood, detrimental to the public welfare, or alter the essential character of the locality. The proposed improvement would not change the property's permitted residential use and is not anticipated to conflict with the City's Zoning Ordinance and Comprehensive Plan.

8. **That, for reasons fully set forth in the recommendations of the Plan Commission, and the report of the City Council, the aforesaid circumstances or conditions are such that the strict application of the provisions of the Zoning Ordinance would deprive the applicant of any reasonable use of his land. Mere loss in value shall not justify a variation; there must be a deprivation of beneficial use of land.**

   The Subject Property is a single-family residential corner lot with irregular lot configuration and steep grade, creating unique topographical challenges that affect the reasonable use and enjoyment of the property. The strict application of the Zoning Ordinance's fence height restrictions will prevent the property owner from adequately addressing privacy, security, and screening needs due to the property's elevation changes and exposure to two street frontages. The requested Variation is intended to provide a practical solution to these site-specific conditions while allowing the property to continue to be used for its permitted residential purpose. The hardship is based on the property's physical characteristics and the limitations imposed by the current Zoning Ordinance, rather than a mere loss in property value. If supported by the Plan Commission's recommendations and the City Council's findings, the requested Variation will allow reasonable beneficial use of the property while remaining consistent with the intent of the Zoning Ordinance and the character of the surrounding neighborhood.

Work Session Memo

Crest Hill, IL

Meeting Date: November 23, 2026

Submitter: Atefa Ghaznawi, AICP, LEED AP, City Planner
Daniel Ritter, AICP, Community Development Director

Department: Community Development

Agenda Item: Plan Commission Recommendation on Application of Ruth Carroll for a Special Use Permit for a Massage Establishment known as Thrive Therapeutic Massage PLLC with Respect to Certain Real Property Located at 16151 S Weber Road, Unit LL50, in Crest Hill, Illinois

Summary:

Ruth Carroll is an experienced licensed massage therapist and the owner of Thrive Therapeutic Massage PLLC. Thrive Therapeutic Massage PLLC is an established, single-practitioner massage therapy business that provides a variety of customized therapeutic massage services for clients experiencing anxiety and chronic stress, and seeking support with discomfort and pain, muscle tension, range of motion and ease of movement, sleep, and improving overall quality of life. The business was formerly located inside the Discover Wellness Suite, located in The Ovation Center in Romeoville.

Thrive Therapeutic Massage PLLC is looking to expand its business in the City of Crest Hill, and is seeking approval of a Special Use Permit to operate a therapeutic massage practice in one private office inside Suite LL50 at Crestlake Professional Center located at 16151 S Weber Road. The remaining two offices in Suite LL50 contain independently operated businesses consisting of a chiropractic practice (Bolton Family Wellness) and a mental health therapy practice (Peace of Mind). No variations have been requested as part of this application, and no exterior site improvements have been proposed.

Overall, the proposed Massage Establishment is a low-intensity, service-oriented business that generates minimal traffic, noise, and environmental impacts compared to many other permitted commercial uses in the B-3 Zoning District. Adequate on-site parking is available to prevent overflow into residential streets, and hours of operation will be by appointment only, and limited to reasonable daytime and evening hours to ensure compatibility with nearby residences and commercial uses. Because the proposed Special Use is compatible with the B-3 Zoning District's intended small and medium-scale commercial activities, it will support continued economic vitality without creating conditions that hinder the development, improvement, or reasonable use of surrounding properties in accordance with the Crest Hill Zoning Ordinance.

Figure 1: Location Map of 16151 S Weber Road (the Subject Property)



The Plan Commission conducted the required public hearing for this application at its November 12, 2026, meeting and recommended unanimous approval of the requested Special Use Permit for a Massage Establishment known as Thrive Therapeutic Massage PLLC, subject to the two (2) conditions referenced in the Staff Report. A copy of the draft approval Ordinance is included with the agenda backup materials for this item.

Council Action Requested: Direction to include the draft approval Ordinance for a Special Use Permit for a Massage Establishment known as Thrive Therapeutic Massage PLLC with respect to certain real property located at 16151 S Weber Road, Unit LL50, in Crest Hill, on the December 7, 2026, Regular City Council Agenda for final consideration.

Attachments:

- Attachment A – November 12, 2026, Draft Plan Commission Meeting Minutes
- Attachment B – An Ordinance Approving a Special Use Permit for a Massage Establishment known as Thrive Therapeutic Massage PLLC with Respect to Certain Real Property Located at 16151 S Weber Road, Unit LL50 in Crest Hill, Illinois - Application of Ruth Carroll (with associated Exhibits)

MINUTES OF THE
CREST HILL PLAN COMMISSION

The November 12, 2026, Plan Commission meeting was called to order by Chairman Bill Thomas, at 7:00 p.m. in the Council Chambers of the City Center, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

The Pledge of Allegiance was recited in unison.

Roll call indicated the following were present: Chairman Bill Thomas, Commissioner Ken Carroll, Commissioner Cheryl Slabozeski, Commissioner Jeff Peterson, Commissioner Marty Flynn, and Commissioner John Stanton.

Also present were: Community Development Director Daniel Ritter, and City Planner Atefa Ghaznawi.

APPROVAL OF MINUTES: Before asking for a motion to approve the October 8th Plan Commission meeting minutes, Chairman Thomas noted a correction to the October 8, 2026, minutes. The minutes had stated that eleven parking spaces were available in front of the existing building along Plainfield Road at 1700 Plainfield Road for High Bridge Auto Sales, when only ten spaces were available. Because the limit of ten vehicles was a condition of approval, the minutes were corrected. The applicant had reviewed the corrected version.

Chairman Thomas asked for a motion to approve the updated minutes from the Plan Commission meeting held on October 8, 2026, for Commission approval.

(#1) Motion by Commissioner Peterson seconded by Commissioner Slabozeski, to approve the minutes from the Plan Commission meeting held on October 8, 2026.
On roll call, the vote was:
AYES: Commissioners Peterson, Slabozeski, Carroll, Flynn, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

NEW BUSINESS:
Chairman Bill Thomas presented the Public Hearing and Consideration of petition V-26-9-11-1, a request of Meleenah I. Diaz and Jaden W. Banister seeking approval of a Variation from Section 8.3-8 of the Crest Hill Zoning Ordinance to increase the maximum permitted fence height from 4 feet to 5 feet in the front and corner side yards on the 0.33 acre, R-1 Single-Family Residence District zoned property located at 1720 Cora Street, Crest Hill.

Chairman Bill Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork is in order.

Chairman Thomas asked for a Motion to Open the Public Hearing and Consideration of Case #V-26-9-11-1, a request of Meleenah I. Diaz and Jaden W. Banister seeking approval of a Variation

DRAFT

from Section 8.3-8 of the Crest Hill Zoning Ordinance to increase the maximum permitted fence height from 4 feet to 5 feet in the front and corner side yards on the 0.33 acre, R-1 Single-Family Residence District zoned property located at 1720 Cora Street, Crest Hill.

(#2) Motion by Commissioner Carroll seconded by Commissioner Peterson, to open a public hearing Case # V-26-9-11-1.
On roll call, the vote was:
AYES: Commissioners Carroll, Peterson, Slabozeski, Flynn, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:03 p.m.

Chairman Thomas stated that the subject of the hearing is to discuss the request from Meleenah Diaz and Jaden Banister seeking approval of a Variation from Section 8.3-8 of the Crest Hill Zoning Ordinance to increase the maximum permitted fence height from 4 feet to 5 feet in their front and corner side yards. Chairman Thomas asked City Planner Ghaznawi to present the specifics of the case.

City Planner Atefa Ghaznawi explained that the property is a single-family home on a corner lot at the southeast corner of Ludwig Avenue and Cora Street. The zoning ordinance allows a maximum fence height of 4 feet in these yards, with a 5-foot setback from property lines and a 50 percent open design. The lot has a steep grade change of nearly 10 feet from west to east, and the grade is steeper along Cora Street. The house sits at the far corner of the lot, so the property has no true backyard. The only usable open space faces Ludwig Avenue and Cora Street. City Planner Ghaznawi stated that, given these unique physical characteristics, a 4-foot fence would not provide adequate privacy, security, and screening. Therefore, a 5-foot fence is proposed. The applicants would maintain the 5-foot setback and the 50 percent open design as required by the Zoning Ordinance. Staff did not oppose the variation and recommended approval, subject to the project being implemented per the application materials referenced in the November 12, 2026, staff report. City Planner Ghaznawi invited the applicants and their attorney to the podium to speak.

Chairman Thomas swore in the witnesses. Attorney Michael Canna, representing the applicants, thanked City Planner Ghaznawi and Community Development Director Ritter for their help along the way, and to the Chairman and the Commissioners for taking the time to allow them to present at this meeting. He stated that the request would increase the fence height by one foot, and only along the westernmost 92 feet facing Cora Street. The remainder of the fence would be 4 feet. Attorney Canna said the home and garage sit close to the east and south property lines, leaving only the west and north yards usable. The setback line falls at the bottom of the property's steepest slope, which would effectively negate part of a fence's height. He stated that the home's configuration and the slope predate the applicants' ownership and that the hardship was not self-created. He added that the increased height would have minimal effect on light, air, traffic, or the surrounding neighborhood, and that the fence would comply with safety requirements, including the setback and corner-lot visibility.

Applicant Meleenah Diaz stated that the couple has two large dogs and that the neighborhood has a number of stray dogs. She said they wanted to use the yard they had purchased the home for. She described the fence as a cedar scalloped, rolling arches design.

Chairman Thomas asked about the meaning of "50 percent open design." City Planner Ghaznawi explained that the contractor's scope of work specifies cedar panels with 4-inch slats and 2-inch spacing. Chairman Thomas also asked whether a variation from the 5-foot setback was being sought. City Planner Ghaznawi and Attorney Canna clarified that it was not. The setback would be maintained, and the variation was limited to the fence height in the required front yard facing Cora Street, which the ordinance treats as the front yard because it is the short side of the corner lot. The proposed fence along Ludwig Avenue side (corner side yard) would remain at 4 feet height. City Planner Ghaznawi noted that the two heights should meet at the corner and that the contractor would resolve the transition on site.

Community Development Director Dan Ritter noted that the applicants began by seeking to place the fence on the property line. They worked with staff to reduce the scope of the request to the one-foot height increase, which he appreciated.

Chairman Thomas observed that a neighboring chain-link fence of approximately 4 feet lies to the south. The applicants stated that the neighbor agreed to join the fences. The applicants also agreed to angle the northwest corner, which Chairman Thomas said would help preserve sight lines for vehicles. Commissioner Stanton asked what would be done with the green space between the fence and the curb. The applicants stated they planned to landscape the parkway area between the curb and the fence. Community Development Director Ritter noted that the area was identified in the City's path and sidewalk study as a place where future sidewalk connections along Ludwig Avenue could be added.

No members of the public came forward to comment.

Chairman Thomas asked for a Motion to Close the Public Hearing on Case # V-26-9-11-1.

(#3) Motion by Commissioner Peterson seconded by Commissioner Slabozeski, to close the Public Hearing on Case # V-26-9-11-1.
On roll call, the vote was:
AYES: Commissioners Peterson, Slabozeski, Carroll, Flynn, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:20 p.m.

The Plan Commission recommends City Council's conditional approval of a Variation Request from Section 8.3-8 of the Crest Hill Zoning Ordinance to increase the maximum permitted fence height from four (4) feet to five (5) feet in the required front yard (only) along Cora Street, Crest Hill, subject to substantial conformance with the application documents referenced in the November 12, 2026, Plan Commission Staff Report for Case # V-26-9-11-1.

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Chairman Bill Thomas asked for a motion to approve the recommendation for case # V-26-9-11-1.

(#4) Motion by Commissioner Peterson seconded by Commissioner Carroll, to recommend to the City Council the conditional Approval of the petition V-26-9-11-1.
On roll call, the vote was:
AYES: Commissioners Peterson, Carroll, Slabozeski, Flynn, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

The Plan Commission recommendation will be forwarded to the City Council; keep in mind that the Plan Commission is a recommendation body only. The City Council will tentatively hear this case at the November 23, 2026, Workshop and the December 7, 2026, City Council meeting for final consideration.

Commissioner Stanton recommended that the applicants bring a picture of the fence to avoid any confusion for the City Council.

Chairman Bill Thomas presented the Public Hearing and Consideration of petition SU-26-11-11-1, a request of Ruth Carroll seeking approval of a Special Use permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC located on the 2 acres, B-3 Business Service District zoned property located at 16151 S Weber Road, Unit LL50, Crest Hill, Illinois.

Chairman Bill Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing and Consideration of Case #SU-26-11-11-1.

(#5) Motion by Commissioner Carroll seconded by Commissioner Slabozeski, to open a public hearing Case # SU-26-11-11-1.
On roll call, the vote was:
AYES: Commissioners Carroll, Slabozeski, Peterson, Flynn, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:24 p.m.

Chairman Thomas stated that the subject of the hearing is to discuss the request from Ruth Carroll seeking approval of a Special Use permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC. Chairman Thomas asked City Planner Ghaznawi to present the specifics of the case.

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City Planner Ghaznawi stated that the applicant, an experienced licensed massage therapist, sought a special use permit for Thrive Therapeutic Massage, PLLC. Hours would be Monday through Saturday, 8:00 a.m. to 8:00 p.m., by appointment only. The business was relocating from the Ovation Center in Romeoville to the Crest Lake Professional Center at 16151 S Weber Road, Crest Hill. It is one of three businesses under Discover Wellness LLC. The other two, a chiropractic practice and a mental health therapy practice, are permitted by right in the B-3 zoning district and were already operating. Massage establishments require a special use. No variations or exterior site improvements were proposed, and parking was sufficient to accommodate the customers. Staff described the use as low-intensity and service-oriented, with minimal traffic and noise, and compatible with surrounding commercial and residential uses. Staff recommended approval subject to two conditions and the application materials referenced in the November 12, 2026, staff report.

Applicant Ruth Carroll was sworn in. She stated that the three practitioners work collaboratively but operate independently, and that the move was unexpected and difficult and wants everyone to know that the Crest Hill staff has been amazing to work with. She has practiced massage therapy for nine years, focuses on stress and anxiety management, and also assists clients with pain, range of motion, and sleep. The business operated in Romeoville for about two and a half years, only a mile and a half from the new location, so clients would not have to travel much farther.

Chairman Thomas explained that the special use process gives the Commission a chance to meet the applicants and understand a business, given the negative connotations sometimes associated with massage uses. He noted the value of therapeutic massage from his own experience. Commissioner Slabozeski asked whether Ms. Carroll is licensed by the State of Illinois and would post the license in her office, and Ms. Carroll confirmed both. She added that she uses an extensive intake and interview process for all clients to screen out those seeking other services. Community Development Director Ritter stated that the special use process helps screen out undesirable massage uses while welcoming legitimate ones, which are a needed use.

No members of the public came forward to comment.

There are two conditions of approval:

1. Prior to adding any additional licensed massage therapists to the Massage Establishment, the applicant shall notify the City and shall obtain required licenses and approvals.
2. The proposed Massage Establishment business shall be subject to a background check and approval for the business, massage therapist, and proposed location by the Crest Hill Police Department.

Applicant Ruth Carroll stated that she agreed to both of the conditions.

Chairman Thomas asked for a Motion to Close the Public Hearing for Case # SU-26-11-11-1.

(#6) Motion by Commissioner Slabozeski seconded by Commissioner Peterson, to close the Public Hearing on Case # SU-26-11-11-1.
On roll call, the vote was:
AYES: Commissioners Slabozeski, Peterson, Carroll, Flynn, Stanton, Chairman Thomas.

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NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:34 p.m.

The Plan Commission recommends City Council conditional approval of a Special Use permit for a Massage Establishment known as Thrive Therapeutic Massage PLLC, subject to conformance with the two conditions for approval and application documents referenced in the November 12, 2026, Plan Commission Staff Report for Case # SU-26-11-11-1.

Chairman Bill Thomas asked for a motion to approve petition for Case #SU-26-11-11-1.

(#7) Motion by Commissioner Flynn seconded by Commissioner Slabozeski, to recommend to the City Council the conditional Approval of the petition for Case #SU-26-11-11-1.
On roll call, the vote was:
AYES: Commissioners Flynn, Slabozeski, Carroll, Peterson, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: None.
There being six (6) affirmative votes, the MOTION CARRIED.

This recommendation will be forwarded to the City Council; keep in mind that the Plan Commission is a recommendation body only. The City Council will tentatively hear this case at the November 23, 2026, Workshop and the December 7, 2026, City Council meeting for final consideration.

Commissioner Peterson left the Plan Commission meeting at 7:36 p.m.

Chairman Thomas presented the Discussion of Text Amendments to City of Crest Hill Zoning Ordinance for Certain Use Types – Section 2 (Definitions), Section 8 (General Standards and Regulations of Uses), Table 3 & Table 4 (Index of Permitted and Special Uses).

Community Development Director Dan Ritter stated that the item was a discussion intended to gather initial feedback and direction, as the first step in a larger text amendment. He explained that uses are classified as permitted, special, or prohibited in each zoning district, and that periodic review is needed as conditions change. The following uses were identified for possible adjustments. Director Ritter stated that he was open to discuss other uses that the Commission might have input about.

Tobacco stores. These are currently a special use in B-1 and permitted in B-2 and B-3. Due to concerns about concentration, particularly along Plainfield Road, staff suggested making them special uses in B-2 and B-3 so that distances from other tobacco shops and sensitive uses could be reviewed case by case. Chairman Thomas asked if this category also includes cannabis dispensaries. Community Development Director Ritter stated that cannabis dispensaries are a separate category. They are special uses in the business districts, and City Council has indicated it would welcome them. Because state law limits licenses, making them permitted would not attract

more of them, so staff did not recommend changes. In response to Commissioner Carroll's question about the role of tax revenue, he stated that sales tax is a consideration but that diversity in the retail environment is also important. Staff did not propose prohibiting tobacco stores, which are legal businesses.

Secondhand and rummage shops. These are permitted in all business districts. Staff suggested more restrictive treatment, through special use review, for discount and salvage-type operations. Review would cover site conditions, layout, appearance, operations, and the sourcing of goods. Commissioner Carroll cited the former Walgreens location as an example of a property whose inside condition reflects on the City. Community Development Director Ritter noted that the property's ownership arrangement contributed to its condition and that the City has had numerous code issues there.

Battery storage systems. These are currently undefined. Staff suggested allowing them only as an accessory use, for example, in industrial areas alongside solar generation, with requirements for fire and environmental safety and separation distances. Commissioner Carroll raised concern about environmental contamination. Community Development Director Ritter agreed and stated that staff would research how other communities regulate these systems and what the fire district requires.

Data centers. No inquiries have been received. Staff recommended defining the use and prohibiting it in all zoning districts, because no viable locations exist in Crest Hill. The issue could be revisited if technology changes.

Tattoo and body piercing establishments. These are currently a special use in M-1 and permitted in M-2, and cannot seek special use approval in business districts. Staff recommended allowing them in the B-1, B-2, and B-3 districts, citing their commonness, state licensure, and reduced stigma.

Landscaping and contractor offices. Staff suggested separating offices with no outside storage from those with outside storage, and making office-only uses less restrictive. Under current rules, a roofing contractor's office in a shopping center would need a special use, which can be a deterrent.

Storage garages. Staff stated that the current limit on units is unworkable because "unit" is undefined. Staff also expressed concern that personal storage in M-1 and M-2 buildings displaces job-producing businesses.

Outdoor Storage of automobiles (including trucks/trailers). For outdoor storage of trucks and trailers, staff proposed clearer standards for location, screening, paved surfaces, and the percentage of a lot that may be used, to prevent properties from becoming truck parking hubs. Staff noted that even with changes, Crest Hill would remain among the more permissive nearby communities.

Business and professional offices. These are currently prohibited in M-1 and M-2. Staff proposed allowing them as permitted uses there, such as brokerage offices serving industrial areas. Commissioner Carroll asked if this category includes medical offices. Community Development

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Director Ritter stated that medical uses are defined separately and would remain prohibited in those districts. City Planner Ghaznawi confirmed that medical practices are a separate defined use.

Parks and playgrounds. These currently require special use approval in residential districts and are prohibited in commercial districts. Staff proposed making them permitted in all residential districts, special uses in business districts, and prohibited in M-1 and M-2 districts.

Enforcement and inspection. Commissioner Stanton asked about annual business inspections and the monitoring of hazardous materials and home businesses. Community Development Director Ritter explained that the City conducts an initial business inspection with building and fire district staff before issuing a business license. Lockport Fire Protection District conducts annual inspections of most properties and informs the City of businesses it finds. Otherwise, zoning enforcement is largely complaint-based. He described this approach as common among communities, noted that the City has the authority to enter any property open to the public, and said one inspection refusal is in the court process. He also described the City's proactive code enforcement efforts, its combined building and code enforcement inspectors, and the possibility of seasonal code enforcement help. Commissioner Slabozeski asked if there would be hiring of summer help to assist with code enforcement. Director Ritter stated that it was something they were looking into for the future.

Chairman Thomas stated that the updated document would make the zoning ordinance easier to understand and help the Commission and City Staff apply it consistently, and that staff was moving in the right direction. Director Ritter stated that staff would draft the amendments and return them for discussion or a public hearing, likely in the new year. He invited Commissioners to submit any additional ideas.

OTHER BUSINESS: There was no other business.

PUBLIC COMMENTS: There were no public comments.

STAFF UPDATES:
Community Development Director Dan Ritter provided the following updates:

Bowling alley property. Community Development Director Ritter reported that the prospective buyer was still trying to close on the property and obtain financing, with delays related to the small business loan process. Closing had been projected for the end of September, October, and now November. Staff was monitoring code enforcement, particularly the parking lot condition and next spring.

Old City Hall demolition. Community Development Director Ritter reported that water and sewer disconnections were done that week and that the demolition contractor expected to begin the following week or right after the holiday.

Comprehensive Plan. Community Development Director Ritter reported that an open house would be held on December 3, 2026, from approximately 4:00 p.m. to 7:00 p.m., followed by a public hearing at the Plan Commission meeting, with the goal of a recommendation to the City Council

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for adoption. The final draft would be included in the packet, and a printed copy was available on request. City Planner Ghaznawi polled Commissioners on attendance. Commissioners Carroll, Slabozowski, and Stanton indicated they would attend, and Commissioners Peterson and Flynn indicated a conflict. Staff confirmed that a quorum of at least four would be present at the December 3rd Plan Commission meeting. Community Development Director Ritter invited Commissioners who could not attend to submit comments. Director Ritter stated that City staff and Department Directors will use the Comprehensive Plan to help with budgeting. He also noted that the Multi-Use Bike and Pedestrian Path Study Phase 1 had advanced and that ground had been broken on the City Commons Plaza.

Chairman Thomas commented that he spoke to both sets of applicants prior to the meeting and said that both stated that as difficult as both request could have been, that working with Director Ritter and City Planner Ghaznawi was a nice and easy process due to the great jobs that both staff members did. Chairman Thomas also thanked Director Ritter and City Planner Ghaznawi for the staff reports they compile for the meetings to help the Commissioners prepare for the meetings and stated that he really appreciated their hard work.

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

(#8) Motion by Commissioner Flynn seconded by Commissioner Carroll, to adjourn the November 12, 2026, Plan Commission meeting.
On roll call, the vote was:
AYES: Commissioners Flynn, Carroll, Slabozeski, Stanton, Chairman Thomas.
NAYES: None.
ABSENT: Commissioner Peterson.
There being five (5) affirmative votes, the MOTION CARRIED.

The meeting was adjourned at 8:30 p.m.

As approved this_____day of_____, 2026.
As presented_____
As amended_____

_____
BILL THOMAS, COMMISSION CHAIRMAN

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ORDINANCE NO. _____

AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR A MASSAGE ESTABLISHMENT BUSINESS KNOWN AS THRIVE THERAPEUTIC MASSAGE PLLC WITH RESPECT TO CERTAIN REAL PROPERTY LOCATED AT 16151 S WEBER ROAD, UNIT LL50 IN CREST HILL, ILLINOIS (APPLICATION OF RUTH CARROLL)

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/11-13-5 (the "Code") authorizes the corporate authorities to vary the application of its local zoning requirements "in harmony with their general purpose and intent and in accordance with general or specific rules therein contained in cases where there are practical difficulties or particular hardship in the way of carrying out the strict letter of any of those regulations relating to the use, construction, or alteration of buildings or structures or the use of land;" and

WHEREAS, the Code states that Special Use requests shall be permitted only upon making certain findings pursuant to requirements listed in the Code; and

WHEREAS, the City has enacted procedures, requirements, and standards for Special Use in Section 12.7-6 of the Crest Hill Zoning Ordinance; and

WHEREAS, Ruth Carroll (the "Applicant") is the tenant of the real property located at 16151 S Weber Road, Unit LL50, in the City of Crest Hill, Illinois, bearing PINs 11-04-20-105-016-0000 and 11-04-20-105-017-0000, which is legally described in Exhibit A-1 attached hereto (the "Property"); and

WHEREAS, the Applicant has filed an application requesting approval of a Special Use Permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC (the "Application); and

WHEREAS, the Crest Hill Plan Commission, after proper notice thereof given, conducted a public hearing on the Application on November 12, 2026; and

WHEREAS, based on the evidence presented at the public hearing and upon making the following findings, which are more fully detailed in the Findings and Decision attached hereto as Exhibit A, the Plan Commission on November 12, 2026 unanimously recommended conditional approval of the requested Special Use Permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC as follows:

A. The Special Use Permit is in harmony with the general purpose and intent of the Zoning Ordinance; and

B. The establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, or general welfare, and the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for

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the purposes already permitted, nor substantially diminish and impair property values within the neighborhood; and

C. The establishment of the Special Use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district; and

D. The Special Use Permit if granted, will not alter the essential character of the locality and will not be a substantial detriment to adjacent properties; and

WHEREAS, the Plan Commission's recommendation to approve a Special Use Permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC was made subject to the project being implemented in substantial conformance with the two (2) conditions for approval and the application documents referenced in the November 12, 2026, Community Development Department Staff Report attached hereto as Exhibit A-2 (the "Staff Report"); and

WHEREAS, the City Council has reviewed the November 12, 2026, Findings and Decision of the Plan Commission (Exhibit A) and has considered the presentations and arguments of the Applicant at a regularly scheduled open meeting; and

WHEREAS, the City Council finds that it is in the best interests of the City that the recommendation of the Plan Commission be adopted and that the Application be granted subject to the project being implemented in substantial conformance with the two (2) conditions for approval and application documents referenced in the Staff Report; and

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

SECTION 1: The Preambles of this Ordinance are incorporated herein by reference.

SECTION 2: That the City Council hereby adopts and ratifies the Findings and Decision of the Plan Commission, attached hereto and incorporated by reference herein as Exhibit A, as the Findings and Decision of the City Council in relation to the Application.

SECTION 3: The Special Use Permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC is hereby granted and approved subject to the project being implemented in substantial conformance with the following two (2) conditions for approval and application documents referenced in the November 12, 2026, Community Development Staff Report for Case #SU-26-11-11-1:

1. Prior to adding any additional licensed massage therapists to the Massage Establishment, the applicant shall notify the City and shall obtain required licenses and approvals.
2. The proposed Massage Establishment business shall be subject to a background check and approval for the business, massage therapist, and proposed location by the Crest Hill Police Department.

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SECTION 4: This Ordinance shall become effective only upon the Applicant executing and submitting to the City the Unconditional Agreement and Consent attached hereto as Exhibit A-3, within 60 days of the passage of this Ordinance. If the Unconditional Agreement and Consent is not executed within 60 days, this Ordinance shall have no force and effect and shall be subject to repeal by the City Council without further notice or hearing due to the Applicant.

SECTION 5: The City Clerk is hereby authorized and directed to record a copy of this Ordinance against the Subject Property, and further to annotate the Special Use Permit granted hereby on the Crest Hill Official Zoning Map.

SECTION 6: This Ordinance shall take effect upon its passage according to law.

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PASSED THIS 7TH DAY OF DECEMBER, 2026

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

_____
Christine Vershay-Hall, City Clerk

APPROVED THIS 7TH DAY OF DECEMBER, 2026.

_____
Raymond R Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

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EXHIBIT A

FINDINGS AND DECISION OF THE PLAN COMMISSION AS TO CASE NO. SU-26-11-11-1, THE APPLICATION OF RUTH CARROLL FOR A SPECIAL USE PERMIT FOR A MASSAGE ESTABLISHMENT BUSINESS KNOWN AS THRIVE THERAPEUTIC MASSAGE PLLC ON PROPERTY LOCATED AT 16151 S WEBER ROAD, UNIT LL50 IN THE CITY OF CREST HILL, ILLINOIS.

THIS APPLICATION, coming before the Plan Commission for hearing and decision, and the Plan Commission having heard the evidence in support and opposition to the application at a regularly scheduled meeting held on November 12, 2026, being fully advised on the premises, THE COMMISSION HEREBY MAKES THE FOLLOWING FINDINGS:

A. That the applicant, Ruth Carroll is the tenant of the real property located at 16151 S Weber Road, Unit LL50 in the City of Crest Hill, Illinois, bearing PINs 11-04-20-105-016-0000 and 11-04-20-105-017-0000;

B. That the Application seeks approval of a Special Use Permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC for the property described in the application, commonly known as 16151 S Weber Road, Unit LL50 in Crest Hill, Illinois (the "Property"), with PINs 11-04-20-105-016-0000 and 11-04-20-105-017-0000, which is legally described in Exhibit A-1, attached hereto and incorporated herein by reference;

C. That No Variation has been requested as part of this application;

D. That the Property is zoned B-3;

E. That the Application was properly submitted and notice of the Application and the public hearing were properly made;

F. That no interested parties filed their written appearance herein;

G. That the public hearing was called to order on November 12, 2026, and the applicant presented evidence and arguments in support of its application;

H. That the rules adopted by the Plan Commission for the conduct of public hearings by the Plan Commission were duly followed and observed;

I. That the proposed Special Use Permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC was considered under Section 12.7-6 of the Zoning Ordinance and determined to meet the six (6) standards for Special Use;

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THEREFORE, IT IS THE DECISION OF THE PLAN COMMISSION OF THE CITY OF CREST HILL, ILLINOIS, BASED UPON THE EVIDENCE HEARD AND ARGUMENTS AND SUGGESTIONS PRESENTED AT THE PUBLIC HEARING, AND HAVING DULY CONSIDERED THE MANDATES AND STANDARDS AS SET FORTH IN THE CITY OF CREST HILL, ILLINOIS ZONING ORDINANCE FOR THE GRANTING OF THE SPECIAL USE PERMIT AS FOLLOWS:

1. That the approval of the application of Ruth Carroll for a Special Use Permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC for the Property located at 16151 S Weber Road, Unit LL50 in Crest Hill, Illinois with PINs 11-04-20-105-016-0000 and 11-04-20-105-017-0000 is supported by the evidence adduced;

2. It is therefore the recommendation of the City of Crest Hill Plan Commission that the application for a Special Use Permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC be granted subject to the project being implemented in substantial conformance with the following two (2) conditions for approval and application documents referenced in the November 12, 2026, Community Development Staff Report attached hereto, as follows:

1. Prior to adding any additional licensed massage therapists to the Massage Establishment, the applicant shall notify the City and shall obtain required licenses and approvals.
2. The proposed Massage Establishment business shall be subject to a background check and approval for the business, massage therapist, and proposed location by the Crest Hill Police Department.

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Adopted by the Plan Commission of the City of Crest Hill, Illinois, this 12th Day of November, 2026 upon the following voice vote:

	Aye	Nay	Absent	Abstain
Commissioner Bill Thomas	___X___	_____	_____	_____
Commissioner Ken Carroll	___X___	_____	_____	_____
Commissioner Cheryl Slabozeski	___X___	_____	_____	_____
Commissioner Marty Flynn	___X___	_____	_____	_____
Commissioner Jeff Peterson	___X___	_____	_____	_____
Commissioner John Stanton	___X___	_____	_____	_____

Approved:

_____

Bill Thomas, Chairman

Attest:

_____

Christine Vershay-Hall, City Clerk

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EXHIBIT A-1

LEGAL DESCRIPTION

PROPERTY ADDRESS: 16151 S WEBER ROAD, CREST HILL, IL, 60403

PERMANENT INDEX NOs: 11-04-20-105-016-0000 and 11-04-20-105-017-0000

LEGAL DESCRIPTION:

LOTS 3 AND 4 IN CRESTLAKE COMMERCIAL SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 20, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 1, 2003 AS DOCUMENT NUMBER R2003-245546, IN WILL COUNTY, ILLINOIS.

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EXHIBIT A-2

November 12, 2026 Community Development Department Staff Report

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EXHIBIT A-3

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The City of Crest Hill, Illinois **("City")**:

WHEREAS, RUTH CARROLL ("Applicant") is the tenant of the real property located at 16151 S Weber Road, Unit LL50 in the City of Crest Hill, Illinois, bearing PINs 11-04-20-105-016-0000 and 11-04-20-105-017-0000 (the "Subject Property") and has applied for and been granted a Special Use Permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC; and

WHEREAS, Ordinance No. _____, approved and passed by the Crest Hill City Council on December 7, 2026, ("the **Ordinance**"), approved a Special Use Permit for a Massage Establishment business known as Thrive Therapeutic Massage PLLC, subject to two (2) conditions; and

WHEREAS, Section 4 of the Ordinance provides, among other things, that the Ordinance shall not take effect, and subject to repeal unless and until RUTH CARROLL has executed, within 60 days following the passage of the Ordinance, this Unconditional Agreement and Consent to accept and abide by all the terms, conditions, and limitations set forth in the Ordinance.

NOW, THEREFORE, RUTH CARROLL hereby agrees, warrants, and covenants as follows:

1. That RUTH CARROLL is the tenant of the Subject Property and that RUTH CARROLL has the authority to execute this Unconditional Agreement and Consent on behalf of THRIVE THERAPEUTIC MASSAGE PLLC.

2. That the Applicant, for herself, d/b/a Thrive Therapeutic Massage PLLC, its members, managers, principals, owners, successors and assigns hereby unconditionally agrees to, accepts, consents to, and will abide by all terms, conditions, limitations, restrictions, and provisions of the Ordinance.

3. That the Applicant, for herself, d/b/a Thrive Therapeutic Massage PLLC, its members, managers, principals, owners, successors and assigns acknowledges that all required public notices and hearings have been properly given and held with respect to the application process and passage of the Ordinance, understands and has considered the possibility of revocation or repeal of the Ordinance as a result of violation of its terms or failure to abide by the conditions set forth in the Ordinance, and agrees, covenants and warrants that it will not challenge any such revocation on the basis of any procedural infirmity or a denial of any procedural right, provided that the City will provide the Owner with written notice of the City's intent to Repeal or Revoke the Ordinance.

4. That the Applicant, for herself, d/b/a Thrive Therapeutic Massage PLLC, its members, managers, principals, owners, successors and assigns acknowledges and agrees that the City shall not be in any way liable for any damages or injuries that may be sustained as a result of the City's granting of the Special Use Permit, or its passage of the Ordinance, and that the City's approvals

DRAFT

do not, and will not, in any way be deemed to insure it against damage or injury of any kind at any time.

5. That the Applicant, for herself, d/b/a Thrive Therapeutic Massage PLLC, its members, managers, principals, owners, successors and assigns hereby agrees to release, defend, indemnify, and hold harmless the City of Crest Hill, its corporate authorities, elected and appointed officials, officers, employees, agents, representatives, and attorneys from any and all claims that may, at any time, be asserted against them in connection with (a) the City's review and approval of the Special Use Permit, and any plans and issuance of any other permits, (b) the City's passage of the Ordinance, and (c) the maintenance and use of the Property as authorized by the Ordinance.

[Signature page to follow]

DRAFT

OWNER: RUTH CARROLL

By: _____

SUBSCRIBED and **SWORN** to before me

this _____day of _____, 2026.

_____

_____

Notary Public

DRAFT

To: Plan Commission

From: Atefa Ghaznawi, AICP, LEED AP, City Planner
Daniel Ritter, AICP, Community Development Director

Date: November 12, 2026

Re: 16151 S Weber Road, Unit LL50, Special Use Application for a Massage Establishment known as Thrive Therapeutic Massage PLLC (Case # SU-26-11-11-1)

Project Details

Project:	Special Use for a Massage Establishment known as Thrive Therapeutic Massage PLLC
Applicant:	Ruth Carroll
Requests:	Special Use for a Massage Establishment
Location:	16151 S Weber Road, Unit LL50 (the "Subject Property")

Site Details

Lot Size:	Approximately 2 acres
Existing Zoning:	B-3 Business Service District
Existing Improvements:	Approx. 26,000 SF existing commercial office building, existing parking lot and driveways

Surrounding Zoning and Land Use Summary

	Land Use	Comp Plan	Zoning
Subject Parcel	Commercial Office Building	Local Commercial	B-3
North	Commercial Office Building	Local Commercial	B-3
South	Detention Pond	Detention	R-3
East	Single-Family Attached Residence	Single-Family Attached	R-3
West	Single-Family Detached Residence	Single-Family Detached	Unincorporated Will County

Exhibits

Application documents submitted by Applicant include:

1. Exhibit B – Application for Development 2026-10-01
2. Exhibit C – Legal Description 2026-10-12
3. Exhibit D – Property Owner's Letter of Authorization 2026-10-12
4. Exhibit E – Proposed Floor Plan 2026-10-12
5. Exhibit F – Project Narrative and Business History 2026-10-12
6. Exhibit G – Plat of Survey 2026-10-12

Application Background and Project Summary

Ruth Carroll is an experienced licensed massage therapist and the owner of Thrive Therapeutic Massage PLLC. Thrive Therapeutic Massage PLLC is an established, single practitioner massage therapy business and provides a variety of customized therapeutic massage services for clients experiencing anxiety and chronic stress, and seeking support with discomfort and pain, muscle tension, range of motion and ease of movement, sleep, and improving overall quality of life. The business was formerly located at the inside the Discover Wellness Suite located in The Ovation Center, Romeoville.

Thrive Therapeutic Massage PLLC is looking to expand its business in the City of Crest Hill, and is seeking approval of a Special Use Permit to operate a therapeutic massage practice in one private office inside Suite LL50 at Crestlake Professional Center located at 16151 S Weber Road. The remaining two offices in suite LL50 will contain independently operated businesses consisting of a chiropractic practice (Bolton Family Wellness) and a mental health therapy practice (Peace of Mind). Please see Exhibit E for the suite's proposed floor plan. The proposed hours of operation by appointment only will be Monday through Saturday, 8 a.m. – 8 p.m.

Figure 1: Location Map of 16151 S Weber Road (the Subject Property)



Summary of Requested Petition

Thrive Therapeutic Massage PLLC is requesting approval of a Special Use permit for a Massage Establishment to operate its business at the Subject Property. No variations have been requested as part of this application, and no exterior site improvements have been proposed.

Staff Analysis

Overall, the proposed Massage Establishment is a low-intensity, service-oriented business that generates minimal traffic, noise, and environmental impacts compared to many other permitted commercial uses in the B-3 Zoning District. Operations will occur entirely within an enclosed building, with no outdoor activities, amplified sound, or exterior storage. The business will comply with all applicable building, fire, health, and zoning codes, including occupancy limits, licensing requirements, and regular inspections. Adequate on-site parking is available to prevent overflow into residential streets, and hours of operation will be by appointment only, and limited to reasonable daytime and evening hours to ensure compatibility with nearby residences and commercial uses.

The business will occupy 104 SF of an existing 663 SF tenant space without requiring substantial structural alterations, expansion, or site modifications that constrain adjacent properties. Because the proposed Special Use is compatible with the B-3 Zoning District's intended small and medium-scale commercial activities, it will support continued economic vitality without creating conditions that hinder the development, improvement, or reasonable use of surrounding properties in accordance with the Crest Hill Zoning Ordinance.

Given the limited operational impacts, compliance with applicable City regulations and standards, and the nature of the use, the proposed special use is not expected to interfere with the reasonable use and enjoyment of nearby properties or adversely affect the character or orderly appearance of the neighborhood.

Staff feedback on specific aspects of the requested approval

Staff reviewed the proposed Massage Establishment with respect to the applicable City regulations. The Crest Hill Zoning Ordinance classifies Massage Establishments as Special Use in the B-3 Business Service District. No variation has been requested as part of this application.

Special Use Approval Standards and Findings

Section 12.7-6 of the Zoning Ordinance states the Plan Commission shall recommend, and the City Council shall grant a Special Use only when it shall have been determined, and recorded in writing, that all of the following standards are complied with. Staff has drafted the following findings of fact identified in bold italic font. These drafted findings can be modified or changed as the Plan Commission deems fit and based on the specific findings from the public hearing.

1. That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
   The establishment, maintenance, and operation of the proposed massage establishment will not be detrimental to or endanger the public health, safety, or general welfare. The use is a low-intensity, service-oriented business that generates minimal traffic, noise, and environmental impacts compared to many other permitted commercial uses in B-3 Zoning District. Operations will occur entirely within an enclosed building, with no outdoor activities, amplified sound, or exterior storage. The business will comply with all applicable building, fire, health, and zoning codes, including occupancy limits, licensing requirements, and regular inspections. Adequate

on-site parking is available to prevent overflow into residential streets, and hours of operation will be by appointment only, and limited to reasonable daytime and evening hours to ensure compatibility with nearby residences.

Security measures, including proper lighting, clear visibility at entrances, and adherence to all state and local regulations governing massage establishments, will further promote a safe environment for clients, employees, and surrounding property owners. As a professional wellness service, the use is consistent with other small-scale commercial activities in the neighborhood and will not create conditions that threaten public health, safety, or the general welfare of the community.

2. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
The proposed massage establishment will not be injurious to the use and enjoyment of other properties in the immediate vicinity for the purposes already permitted, nor will it substantially diminish or impair property values within the neighborhood. The use is a low-impact, service-oriented business that operates entirely within an enclosed building and does not involve outdoor activities, noise generation, odors, hazardous materials, or late-night operations. Client visits are typically scheduled and staggered, resulting in minimal traffic and parking demand compared to many other permitted commercial uses in the B-3 Zoning District.

The character of a professional massage establishment is consistent with other personal service and small-scale commercial uses commonly found in the neighborhood. With appropriate signage, lighting, and code compliance, the business will maintain a quiet, orderly, and well-maintained appearance that is compatible with surrounding properties. As such, the proposed special use will not interfere with neighboring properties' lawful use and enjoyment and is not expected to have any measurable adverse impact on property values within the neighborhood.

3. That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
The establishment of the proposed massage establishment will not impede the normal and orderly development or improvement of surrounding properties for uses permitted within B-3 Zoning District. The use is a low-intensity, indoor personal service that is consistent with the residential and commercial character of the neighborhood and comparable in scale and impact to other permitted commercial and office uses in B-3 Zoning District.

The business will occupy an existing tenant space without requiring substantial structural alterations, expansion, or site modifications that constrain adjacent properties. It will not introduce excessive traffic, noise, lighting, or environmental impacts that discourage reinvestment or redevelopment of nearby parcels. Parking will be accommodated on-site, and operations will be conducted during reasonable business hours to maintain compatibility with nearby residential and commercial uses.

Because the proposed Special Use is compatible with B-3 Zoning District's intended small and medium-scale commercial activities, it will support continued economic vitality without creating conditions that hinder the development, improvement, or

reasonable use of surrounding properties in accordance with the Crest Hill Zoning Ordinance.

4. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.
   The proposed massage establishment will not require additional utilities, access roads, or drainage. The existing utilities, access roads, drainage, and/or other necessary infrastructure can adequately serve the proposed massage establishment.

5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
   Adequate measures have been taken to ensure that ingress and egress to the proposed massage establishment minimize traffic congestion on adjacent public streets. The business will operate within an existing building served by established driveways and access points that meet applicable City regulations and standards. No new curb cuts, access drives, or changes to traffic flow are proposed.

   The nature of the use is low-intensity and appointment-based, resulting in staggered client arrivals and departures rather than concentrated peak-hour traffic. Trip generation is expected to be modest and comparable to, or less than, other permitted personal service or office uses within the B-3 Zoning District.

   On-site parking is available in accordance with zoning requirements to prevent overflow parking onto nearby residential streets. Internal circulation patterns allow for safe vehicle maneuvering without backing into the public right-of-way. As a result, the proposed special use will not create undue traffic congestion and will maintain safe and efficient movement of vehicles to and from the site.

6. That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations may in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.
   The proposed massage establishment will, in all respects, conform to the applicable regulations of the Crest Hill Zoning Ordinance and all other relevant City codes and requirements. The business will obtain and maintain all required licenses and permits, including any local and state approvals specific to massage establishments, and will operate in compliance with established operational standards.

   The subject property will comply prior to issuance of a certificate of occupancy with applicable zoning requirements, including but not limited to parking, signage, lighting, and accessibility. The building will meet all building, fire, health, and life-safety codes, and inspections will be completed as required by the City.

   No variations from the Crest Hill Zoning Ordinance and Code of Ordinances are requested other than the Special Use approval itself. Accordingly, the proposed Special Use will remain fully consistent with the intent and requirements of the Crest Hill Zoning Ordinance and all other applicable City regulations governing properties within B-3 Zoning District.

Condition of Approval

The proposed Massage Establishment shall be in substantial compliance with the application documents approved by the City Council and identified below:

1. Prior to adding any additional licensed massage therapists to the Massage Establishment, the applicant shall notify the City and shall obtain required licenses and approvals.
2. The proposed Massage Establishment business shall be subject to a background check and approval for the business, massage therapist, and proposed location by the Crest Hill Police Department.

Staff Recommendation

Based on the drafted findings reflected in this staff report, Staff recommend the following motion to provide a recommendation to the City Council. This motion may be amended by any Plan Commission member making the motion based upon the findings of the public hearing. Staff recommend any motion be made in the positive form to correspond with the applicant's request to avoid confusion.

The Plan Commission recommends City Council conditional approval of a Special Use permit for a Massage Establishment known as Thrive Therapeutic Massage PLLC, subject to conformance with the conditions for approval and application documents referenced in the November 12, 2026, Plan Commission Staff Report for Case # SU-26-11-11-1.

EXHIBIT A

Supplemental Special Use Approval Facts to Consider Per Zoning Ordinance Section 12.7-6

1. *That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.*

2. *That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.*

3. *That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*

4. *That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.*

5. *That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.*

6. *That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations may in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.*

Crest Hill
CITY OF NEIGHBORS

EXHIBIT B

Application for Development

For Office Use Only: **Case Number:** SU-26-11-11-1

Project Name: Thrive Therapeutic Massage PLLC Special Use

Owner: Jeff Crockett Properties

Street address: [redacted]

City, St., Zip: [redacted]

Phone: [redacted]

Email: [redacted]

Correspondence To: Ruth Carroll

Street address: [redacted]

City, St., Zip: [redacted]

Phone: [redacted]

Email: [redacted]

Property Address:

Street address: 16151 Weber Rd ste LL50

City, St., Zip: Crest Hill, IL 60403

PIN: 11-04-20-105-016-0000
11-04-20-105-017-0000

Property Information:

Lot Width:

Lot Depth:

Total Area: 104.5 SqFt

*Submit an electronic version of the legal description only in a Word document to:
buildingdepartment@cityofcresthill.com

Existing Zoning: B3

Existing Land Use:

Requested Zoning: Special Use

Proposed Land Use:

Adjoining Properties Zoning and Uses:

North of Property: B3

South of Property: R3

East of Property: R3

West of Property: N/A

Purpose Statement (intended use and approval sought): Massage Establishment

Development Request: Please check all that apply and describe:

[ ] Rezoning: _____

[X] Special Use: Massage Establishment

[ ] Variance: _____

[ ] Planned Unit Development: _____

[ ] Annexation: _____

[ ] Plat: _____

[ ] Other: _____

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

[ ] Civil Engineer: _____ Phone: _____

Company: _____ Email: _____

[ ] Contractor: _____ Phone: _____

Company: _____ Email: _____

[ ] Architect: _____ Phone: _____

Company: _____ Email: _____

[ ] Builder: _____ Phone: _____

Company: _____ Email: _____

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

[redacted]

Signature of the Applicant

9/28/26

Date

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

[redacted]

10/1/26

Date

EXHIBIT C

16151 S WEBER ROAD - LEGAL DESCRIPTION

PROPERTY ADDRESS: 16151 S WEBER ROAD, CREST HILL, IL, 60403

PERMANENT INDEX NO: 11-04-20-105-016-0000 and 11-04-20-105-017-0000

LEGAL DESCRIPTION:

LOTS 3 AND 4 IN CRESTLAKE COMMERCIAL SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 20, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 1, 2003 AS DOCUMENT NUMBER R2003-245546, IN WILL COUNTY, ILLINOIS.

EXHIBIT D

Jeff Crockett Properties

[redacted]

Property Address:
16151 Weber Rd ste LL50
Crest Hill, IL 60403

On-site contact:
Chrissy Johnson
[redacted]

Jeff Crockett Properties authorizes Thrive Therapeutic Massage PLLC to apply for a special use permit to operate a massage establishment in suite LL50 of the Crestlake Professional Center located at 16151 Weber Rd, Crest Hill, IL 60403.

[redacted]

Signature of the Owner

Date 9/27/26

EXHIBIT E

16151 S Weber Road, Suite LL50, Proposed Floor Plan

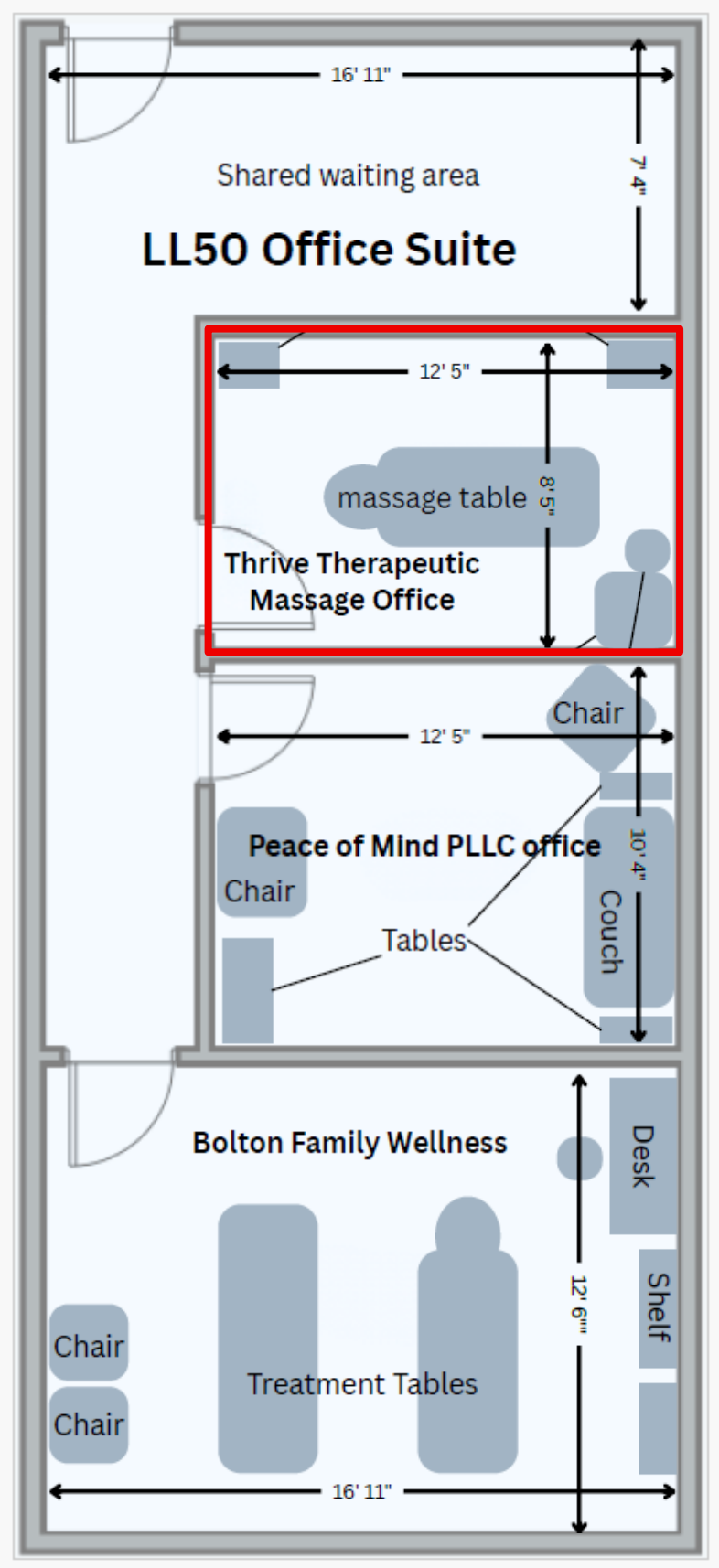


EXHIBIT F

Thrive Therapeutic Massage Project Narrative

Business Overview

Thrive Therapeutic Massage PLLC
349 S Weber Rd suite 136
Romeoville, IL 60446
(815) 457-7827
www.RelaxForWellness.com

Thrive Therapeutic Massage PLLC is an established, single practitioner massage therapy business seeking to relocate to an existing professional office environment in Crest Hill. Thrive Therapeutic Massage PLLC provides therapeutic massage services to support clients with their individual wellness goals. My primary specialty is providing therapeutic massage for clients experiencing anxiety and chronic stress. I also work with clients seeking support with discomfort and pain, muscle tension, range of motion and ease of movement, sleep and improving overall quality of life.

Request for Special Use

Thrive Therapeutic Massage PLLC currently operates within the Ovation Center in Romeoville. Thrive Therapeutic Massage PLLC is located in one office inside a shared suite with two other independently run businesses (a chiropractic practice and mental health therapy practice).

Thrive Therapeutic Massage PLLC is seeking approval of a Special Use Permit to operate a therapeutic massage practice in one private office inside Suite LL50 at Crestlake Professional Center located at 16151 Weber Road. The remaining two offices in suite LL50 will contain independently operated businesses consisting of a chiropractic practice and a mental health therapy practice.

Operations and Site Impact

Thrive Therapeutic Massage PLLC will operate as a quiet, appointment only professional service within a single office inside Suite LL50. The business will be operated by one licensed massage therapist, with no anticipated additional employees. There will be no walk-in clientele with appointments scheduled in advance between 8:00am and 8:00pm, Monday through Saturday.

The proposed professional service business will be compatible with existing professional/medical office use found at the Crestlake Professional Center and will not adversely impact the surrounding area, property or businesses. The business will not

generate significant noise, odors, deliveries or other activities that would adversely affect neighboring tenants or properties in the surrounding area.

The proposed use will not interfere with the continued use or orderly development of surrounding properties. No exterior construction or site modifications are proposed, and the business will utilize the existing building, parking, and other site facilities. The proposed business will have minimal impact on parking and traffic because there will be one practitioner, one client per appointment, and appointments distributed throughout the operating hours. The existing building utilities are sufficient to support the proposed use. Water and sanitary sewer demand will be minimal, with laundry performed off-site.

The proposed Special Use will allow Thrive Therapeutic Massage PLLC to continue serving my established local clientele only minutes from my current location. The Crestlake Professional Center provides convenient access for clients from the nearby 55+ communities I support. Additionally, the accessible building is particularly beneficial for clients who may have mobility limitations.

Proposed Business Overview

Thrive Therapeutic Massage PLLC provides professional therapeutic massage services that are compatible with the existing professional/medical setting found inside the Crestlake Professional Center property.

- Operating hours by appointment only, Monday through Saturday between 8am – 8pm
- 1 private office space inside larger business suite
- 1 practitioner with a Massage Therapy License issued by the Illinois Department of Financial and Professional Regulation (IDFPR)
- 1 client per appointment

Services:
Massage therapy – 30 to 120 min sessions customized to client goals.
Comfort touch – 30 min therapeutic touch, fully clothed, designed for clients who may be physically frail or unable to comfortably receive traditional massage techniques.

Thrive Therapeutic Massage PLLC respectfully requests approval of the Special Use Permit to operate within Suite LL50 at 16151 Weber Road.

Thrive Therapeutic Massage PLLC
Formerly operated inside the Discover Wellness suite located in The Ovation Center.



349 S Weber Rd suite 136
Romeoville, IL 60446
(815) 457-7827
www.RelaxForWellness.com
Facebook
Google Maps



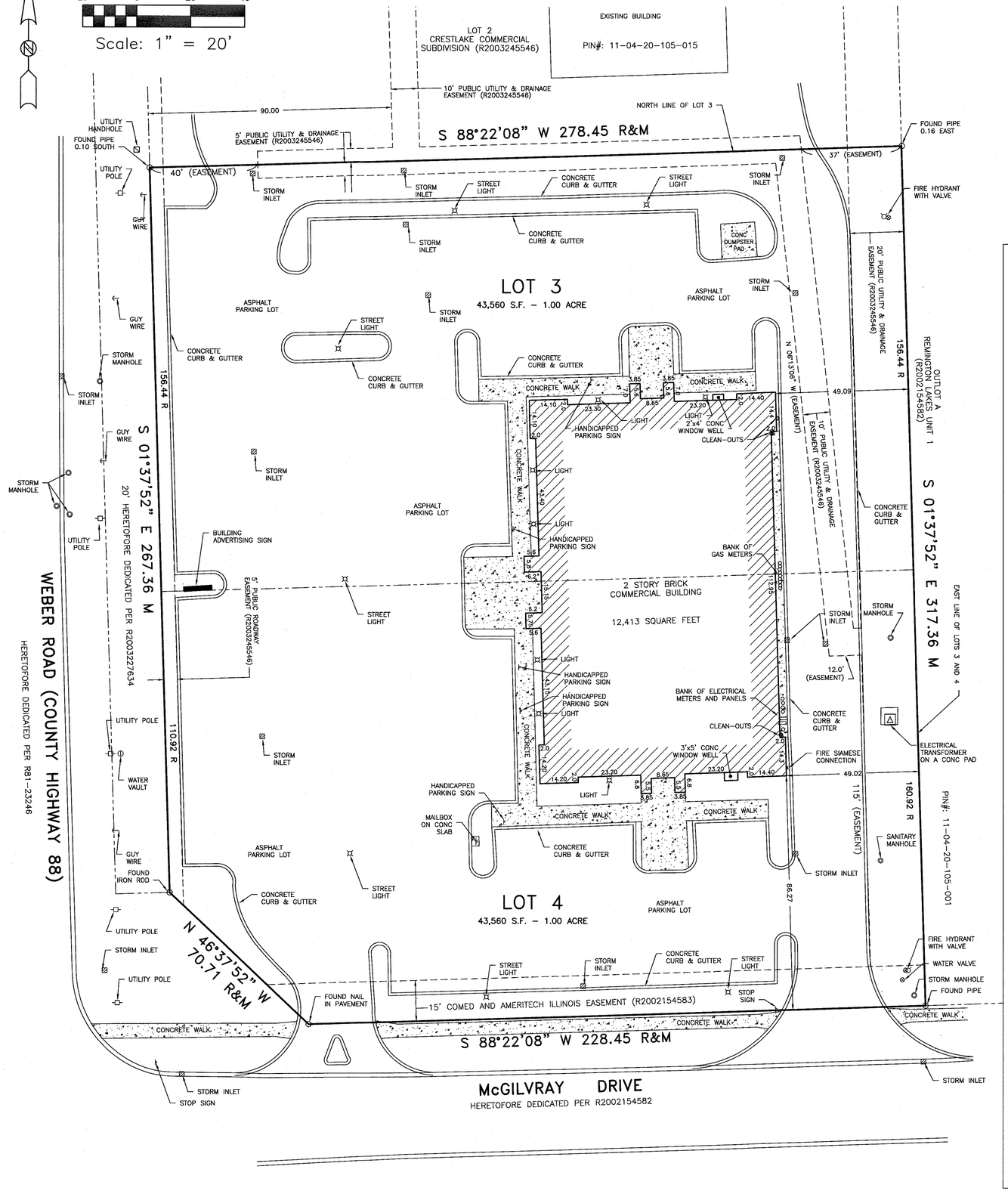
Similar business:

MUSCLE METHODS MASSAGE & INTEGRATIVE WELLNESS
2206 Weber Road, Crest Hill, IL 60403

ALTA/NSPS LAND TITLE SURVEY

EXHIBIT G

Scale: 1" = 20'



LEGAL DESCRIPTION

LOTS 3 AND 4 IN CRESTLAKE COMMERCIAL SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 20, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 1, 2003 AS DOCUMENT NUMBER R2003-245546, IN WILL COUNTY, ILLINOIS.

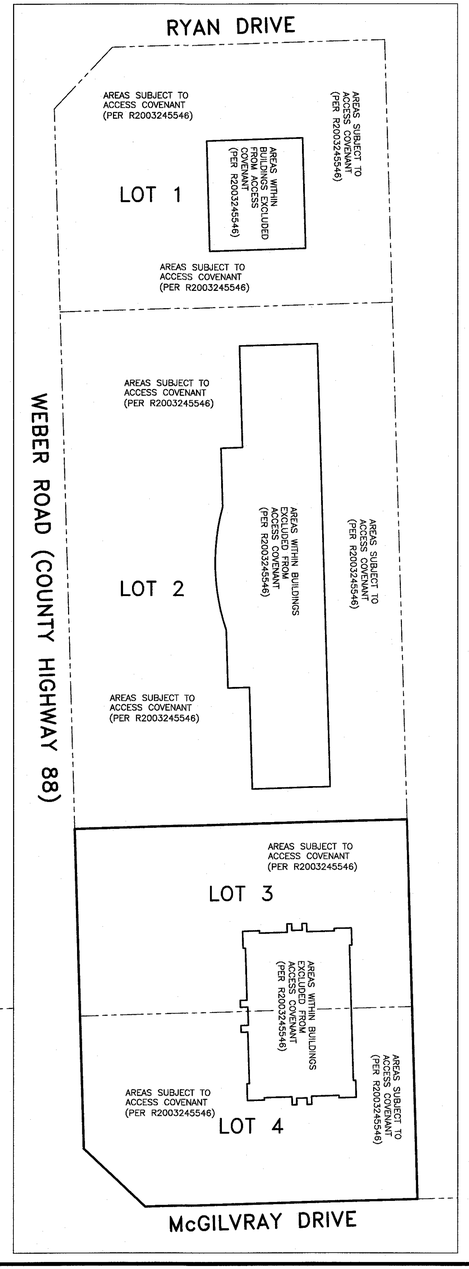
ACCESS COVENANT

(FROM FACE OF CRESTLAKE COMMERCIAL SUBDIVISION PLAT R2003245546)
MUTUAL VEHICULAR ACCESS AND MEANS OF INGRESS/EGRESS BETWEEN THE LOTS 1, 2, 3, AND 4 PLATTED HEREON TO THE CURB CUTS AT PUBLIC ROADS (RYAN DRIVE AND McGILVRAY DRIVE) IS HEREBY ESTABLISHED OVER ALL FUTURE PAVED ROADWAYS AND ACCESS LANES PLANNED IN THIS DEVELOPMENT. (SEE ACCESS COVENANT EXHIBIT TO THE LEFT)

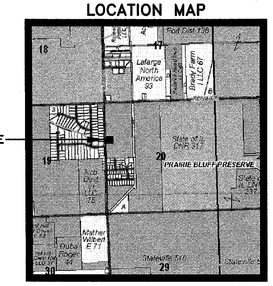
DIRECT VEHICULAR ACCESS TO WEBER ROAD (COUNTY HIGHWAY 88) FROM LOTS 1-4 IS PROHIBITED.

ACCESS COVENANT EXHIBIT

SCALE 1"=60 FEET



LOCATION MAP



P.I.N.
11-04-20-105-016-0000 (LOT 3)
11-04-20-105-017-0000 (LOT 4)

PROPERTY STREET ADDRESS:
16151-16162 WEBER ROAD
CREST HILL, ILLINOIS 60403

GENERAL NOTES:

1. THE CHICAGO TITLE INSURANCE COMPANY, COMMITMENT FOR TITLE INSURANCE, POLICY NUMBER 17NW7130877GV, WITH AN EFFECTIVE DATE OF NOVEMBER 13, 2017; AND A PRINTED DATE OF 11.29.17, WAS USED DURING THE PREPARATION OF THIS PLAT AND SURVEY.
2. THE BASIS OF BEARING FOR THE PLAT AND SURVEY, SHOWN HEREON, IS BASED UPON THE RECORDED SUBDIVISION OF CRESTLAKE COMMERCIAL SUBDIVISION, PER DOCUMENT NUMBER R2003245546.
3. ABOVE GROUND EVIDENCE OF UNDERGROUND UTILITIES HAVE BEEN LOCATED AND SHOWN ON THIS PLAT, THE LOCATION OF ALL BURIED UTILITIES MAY NOT BE SHOWN. THE OWNER SHOULD PROVIDE SURFACE MARKING OF UNDERGROUND UTILITIES FOR THE CERTIFICATION OF THE LOCATION BY THE LAND SURVEYOR.
4. FOR A SURVEY TO BE CONSIDERED TO BE AN ORIGINAL SURVEY, IT MUST BE SIGNED AND HAVE EITHER AN EMBOSSED SEAL OR A RUBBER STAMP SEAL IN THE COLOR RED.
5. UNLESS OTHERWISE NOTED ON THE DRAWING, ALL PROPERTY CORNERS SET ARE 9/16" IRON RODS.
6. NO PART OF THIS PROPERTY IS LOCATED WITHIN A "SPECIAL FLOOD HAZARD AREA" ACCORDING TO THE FEMA FLOOD INSURANCE RATE MAP #17197C0153E, EFFECTIVE SEPTEMBER 6, 1995 AND BY A LETTER OF MAP REVISION (LOMR) DATED AUGUST 25, 2003.
7. THE SQUARE FOOTAGE OF THE BUILDING, AS SHOWN, IS BASED UPON THE EXTERIOR DIMENSIONS OF THE GROUND FLOOR AND DOES NOT TAKE INTO ACCOUNT THE SECOND FLOOR OF THE BUILDING.
8. "R" DENOTES A RECORD DIMENSION; "M" DENOTES A MEASURED DIMENSION.
9. THE SURVEYED PROPERTY MAY BE SUBJECT TO RECAPTURE FEES PER CITY ORDINANCE NO. 1208 (R2001155636) AND NO. 1211 (R2001155635).
10. THE SURVEYED PROPERTY MAY BE SUBJECT TO THE TERMS OF A STORMWATER EASEMENT, MANAGEMENT, OPERATION AND MAINTENANCE DECLARATION PER DOC. NO. R2002147634.

CITY OF CREST HILL B-3 BUSINESS SERVICE DISTRICT

MAX BUILDING HEIGHT	=	3 STORIES OR 45 FEET
MINUMUM LOT AREA	=	1 ACRE
SETBACKS		
FRONT	=	30 FEET
SIDE (RESIDENTIAL)	=	10 FEET
CORNER	=	30 FEET
SIDE (NON-RES.)	=	10 FEET
IF CONNECTED	=	0 FEET
CORNER	=	30 FEET
REAR (RES.)	=	NOT LESS THAN ADJOINING
REAR (NON-RES.)	=	20 FEET
MAX COVERAGE	=	85%

EXISTING SYMBOLS LEGEND

- SURVEY MONUMENT
- SURVEY MONUMENT - R.O.W. MARKER
- UTILITY CONTROL CABINET
- UTILITY POLE GUY WIRE
- UTILITY POLE
- STREET LIGHT
- SIGN
- UTILITY HAND HOLE
- UTILITY DOUBLE HAND HOLE
- UTILITY HEAVY DUTY HAND HOLE
- UTILITY JUNCTION BOX
- UTILITY SPLICE BOX - GENERAL
- UTILITY SPLICE BOX - TELEPHONE
- STORM SEWER CATCH BASIN
- STORM SEWER FLARED END SECTION (FES)
- STORM SEWER MANHOLE
- STORM SEWER INLET
- SANITARY SEWER MANHOLE
- WATER - POST INDICATOR VALVE (PIV)
- WATER - FIRE HYDRANT
- WATER - VALVE BUFFALO BOX
- WATER - VALVE BOX
- WATER - VALVE VAULT
- WATER - SIAMESE FIRE CONNECTION
- CONCRETE BOLLARD
- FLAG POLE
- MAIL BOX
- AIR CONDITIONER UNIT
- GENERATOR UNIT
- ELECTRICAL TRANSFORMER
- AUTOMATED TELLER MACHINE (ATM)

2016 ALTA/ACSM LAND TITLE SURVEY OPTIONAL TABLE "A" ITEMS

ITEM	DESCRIPTION OF ITEM	LOCATION ON SURVEY
1	MONUMENTS PLACED	AS SHOWN & BY NOTE #5
4	GROSS LAND AREA	AS SHOWN
7(a)	EXTERIOR DIMENSIONS OF BUILDINGS	AS SHOWN
8	SUBSTANTIAL FEATURES	AS SHOWN

STATE OF ILLINOIS)
COUNTY OF WILL) SS

TO: BAYS CRESTLAKE LLC
CHICAGO TITLE INSURANCE COMPANY

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 4, 7(a), AND 8 OF TABLE "A" THEREOF. THE FIELD WORK WAS COMPLETED ON NOVEMBER 30, 2017.

December 4, 2017
DATE

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3369
EXPIRATION DATE: 11/30/2018
GEOTECH INCORPORATED PROFESSIONAL
DESIGN FIRM NUMBER 184-000165

DATE	BY	REVISION

ORDERED BY:
JOHN BAYS
3077 W. JEFFERSON STREET, SUITE 100
JOLIET, ILLINOIS 60435

JOB # GJN19987
DATE: 11/27/2017

DRAWN BY: CMP
CHECKED BY: CMP

ALTA/NSPS LAND TITLE SURVEY
LOTS 3 AND 4

GEOTECH INC.
CONSULTING ENGINEERS - LAND SURVEYORS
1207 CEDARWOOD DRIVE CREST HILL, ILLINOIS 60403 815/730-1010

GJN19987

City Council Workshop Memo

Crest Hill, IL

Meeting Date:	November 23, 2026
Submitter:	Daniel Ritter, Community Development Director
	Ron Wiedeman, Director of Engineering
Department:	Community Development and Engineering
Agenda Item:	2027 GIS Consortium Service Provider Contract by and Between the City of Crest Hill and Municipal GIS Partners, Inc. (MGP)

Summary/Background:

The City of Crest Hill joined the GIS Consortium (public.gisconsortium.org) and entered into an agreement with MGP (https://mgpinc.com/) in April 2026 to modernize and enhance the City's Geographic Information Systems (GIS) and overall technology infrastructure. The initial implementation and onboarding process was completed in early October 2026. The City's internal and public GIS platforms are now operational, and initial staff training has been completed. The public City Map Viewer is accessible through the City's main webpage and directly at the following link: https://communitymapviewer.gisconsortium.org/CrestHillIL.

The City continues to expand and improve the information available through the GIS platform. Current efforts include adding additional map layers, incorporating the City's ward map, and improving the accuracy and completeness of infrastructure data. In early 2027, City staff will meet with MGP to establish an annual list of project priorities. These priorities will guide continued improvements in data accuracy and identify projects that support the operational needs of Public Works, Police, and Community Development, including planning and zoning functions.

In addition to GIS services, MGP has assisted and will continue to assist the City with the implementation of new software and the standardization of address and property information across various municipal systems. These efforts will improve data consistency, system compatibility, information sharing, and overall operational efficiency.

Discussion:

As a member of the GIS Consortium, the City participates in a shared-service model and approves an annual service contract with its designated GIS provider, MGP. The proposed 2027 contract is

approximately $3,500 less than the amount originally estimated and presented to the City as part of the initial approval in April 2026 (a 5-year estimate was supplied for planning and budgeting purposes).

The FY2027 portion of the contract is already included in the City's approved budget, with the remaining costs to be incorporated into the FY2028 budget. Because the GIS Consortium operates through a unique shared-service arrangement among multiple municipalities, specific annual costs and project needs cannot always be determined far in advance. However, the professional expertise, technical support, staff training, system improvements, and ongoing services provided through this arrangement offer a more efficient and cost-effective approach than attempting to provide the same level of service through additional in-house staffing or private consulting services.

The proposed agreement is substantially similar to the original contract approved in 2026. The most significant change is the addition and reorganization of information within the Statement of Work, identified as *Attachment A*. This approach separates the annual scope of services and project details from the underlying agreement, allowing the primary contract to remain relatively consistent from year to year.

Going forward, changes to annual costs, contract terms, staffing, services, and project responsibilities will be identified in Attachment A. This format provides greater transparency and makes it easier for staff and the City Council to identify and understand the specific changes being proposed each year without having to review significant revisions to the underlying agreement.

Recommendation:

Move the Proposed Resolution Approving a GIS Consortium Service Provider Contract by and Between the City of Crest Hill and Municipal GIS Partners, Inc. (MGP) to the regular City Council meeting on December 7, 2026, for final consideration.

Attachments:

1. Draft 2027 Resolution Approving a GIS Consortium Service Provider Contract by and Between the City of Crest Hill and Municipal GIS Partners, Inc. (MGP)
2. GIS Consortium Service Provider Contract with Attachments

RESOLUTION NO. _____

A RESOLUTION APPROVING A GIS CONSORTIUM SERVICE PROVIDER CONTRACT BY AND BETWEEN THE CITY OF CREST HILL AND MUNICIPAL GIS PARTNERS, INC.

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

WHEREAS, the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq*.) authorizes municipalities to exercise jointly with any public agency of the State, including other units of local government, any power, privilege, or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities, and undertakings; and

WHEREAS, Article VII, Section 10, of the Constitution of the State of Illinois of 1970 provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine or transfer any power or function in any manner not prohibited by law or by ordinance; and

WHEREAS, On May 4, 2026 the Corporate Authorities passed Resolution No.1412 authorizing the execution of an Intergovernmental Agreement pursuant to which the City of Crest Hill shall become a Member of the Geographic Information System Consortium ("GISC"); and

WHEREAS, one of the requirements of Membership in the GISC is that a Member must, within one (1) year of signing the GISC Membership Agreement enter into a GIS Service Provider Contract; and

WHEREAS, Municipal GIS Partners, Inc. is the designated GIS Service Provider to the GIS and the Corporate Authorities on May 4, 2026 approved Resolution No. 1413 which authorized the execution of a GIS Consortium Service Provider Contract for the remaining eight (8) months of 2026; and

WHEREAS, Municipal GIS Partners, Inc. has prepared a 2027 renewal Agreement, on substantially similar terms as the 2026 Agreement approved on May 4, 2026, a copy of which is attached hereto and incorporated herein as Exhibit A, and which has been reviewed and recommended for approval by City Staff, including the City Attorney; and

WHEREAS, the Corporate Authorities have reviewed the 2027 GIS Consortium Service Provider Contract and have determined that its conditions, terms, and provisions are fair, reasonable, and acceptable to CREST HILL; and

WHEREAS, the Corporate Authorities have determined that it is in the best interests of CREST HILL and its citizens to enter into the 2027 GIS Consortium Service Provider Contract for the services outlined in Attachment 1 to Exhibit A and to fulfill the City's obligation as a Member of the GISC.

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

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

SECTION 2: GIS CONSORTIUM SERVICE PROVIDER CONTRACT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of the GIS Consortium Service Provider Contract attached as Exhibit A are fair, reasonable, and acceptable to CREST HILL 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 GIS Consortium Service Provider Contract 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 GIS Consortium Service Provider Contract with Municipal GIS Partners, Inc.

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

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

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

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PASSED THIS 7TH DAY OF DECEMBER, 2026.

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

_____
Christine Vershay-Hall, City Clerk

APPROVED THIS 7TH DAY OF DECEMBER, 2026.

_____
Raymond R. Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

EXHIBIT A

(2027 GIS CONSORTIUM SERVICE PROVIDER CONTRACT WITH MUNICIPAL GIS PARTNERS, INC.)

GIS CONSORTIUM SERVICE PROVIDER CONTRACT

This Contract (this "***Contract***") made and entered into this 1st day of January, 2027 (the "***Effective Date***"), by and between the City of Crest Hill, an Illinois municipal corporation (hereinafter referred to as the "***Municipality***"), and Municipal GIS Partners, Incorporated, 1051 Perimeter Drive, Suite 1020, Schaumburg, Illinois 60173 (hereinafter referred to as the "***Consultant***").

WHEREAS, the Municipality is a member of the Geographic Information System Consortium ("***GISC***");

WHEREAS, the Consultant is a designated service provider for the members of GISC and is responsible for providing the necessary professional staffing resource support services as more fully described herein (the "***Services***") in connection with the Municipality's geographical information system **(**"***GIS***");

WHEREAS, the Municipality desires to engage the Consultant to provide the Services on the terms set forth herein; and

WHEREAS, the Consultant hereby represents itself to be in compliance with Illinois statutes relating to professional registration applicable to individuals performing the Services hereunder and has the necessary expertise and experience to furnish the Services upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing and of the promises hereinafter set forth, it is hereby agreed by and between the Municipality and the Consultant that:

SECTION 1
SCOPE OF SERVICES

1.1 Statement of Work. This Contract contains the basic terms and conditions that will govern the overall relationship between the Consultant and the Municipality. The Consultant will provide the Services described in the statement of work attached hereto as ***Attachment 1*** ("***Statement of Work***"), which shall become a part of, and be subject to, this Contract.

1.2 Supplemental Statements of Work. Any additional services to be performed by the Consultant may be added to this Contract after the Effective Date by the mutual agreement of the parties, which agreement will be evidenced by mutual execution of a Supplemental Statement of Work which shall also be subject to the terms and conditions set forth in this Contract.

1.3 Additional Compensation. If the Consultant wishes to make a claim for additional compensation as a result of action taken by the Municipality, the Consultant shall give written notice of its claim within fifteen (15) days after occurrence of such action. Regardless of the decision of the Municipality Manager relative to a claim submitted by the Consultant, all work required under this Contract as determined by the Municipality Manager shall proceed without interruption.

1.4 Contract Governs. If there is a conflict between the terms of this Contract and the Statement of Work or any Supplemental Statement of Work, unless otherwise specified in such Statement of Work, the terms of this Contract shall supersede the conflicting provisions contained in such Statement of Work.

SECTION 2
PERFORMANCE OF WORK

2.1 All work hereunder shall be performed under the direction of the City Manager or their designee (hereinafter referred to as the "***Municipality Manager***") in accordance with the terms set forth in this Contract and each relevant Statement of Work**.**

SECTION 3
RELATIONSHIP OF PARTIES

3.1 Independent Contractor. The Consultant shall at all times be an independent contractor, engaged by the Municipality to perform the Services. Nothing contained herein shall be construed to constitute a partnership, joint venture or agency relationship between the parties.

3.2 Consultant and Employees. Neither the Consultant nor any of its employees shall be considered to be employees of the Municipality for any reason, including but not limited to for purposes of workers' compensation law, Social Security, or any other applicable statute or regulation.

3.3 No Authority to Bind. Unless otherwise agreed to in writing, neither party hereto has the authority to bind the other to any third party or to otherwise act in any way as the representative of the other.

SECTION 4
PAYMENT TO THE CONSULTANT

4.1 Payment Terms. The Municipality agrees to pay the Consultant in accordance with the terms and amounts set forth in the applicable Statement of Work, provided that:

(a) The Consultant shall submit invoices in a format approved by the Municipality.

(b) The Consultant shall maintain records showing actual time devoted to each aspect of the Services performed and cost incurred. The Consultant shall permit the authorized representative of the Municipality to inspect and audit all data and records of the Consultant for work done under this Contract. The Consultant shall make these records available at reasonable times during this Contract period, and for a year after termination of this Contract.

(c) The service rates and projected utilization set forth in the applicable Statement of Work shall adjust each calendar year in accordance with the annual rates approved by the Board of Directors of GISC, which adjustment shall be reflected in a Supplemental Statement of Work.

(d) Payments to the Consultant shall be made pursuant to the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

(e) The Municipality is a tax-exempt municipality and will provide Consultant with a copy of the Municipality's current sales tax exemption certificate. Consultant shall not charge the Municipality any tax incurred by the Consultant for these Services.

4.2 Service Rates. The fees and/or service rates set forth in the Statement of Work and Supplemental Statement of Work include all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use of, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

SECTION 5
TERM

5.1 Initial Term. Subject to earlier termination pursuant to the terms of this Contract, the initial term of this Contract shall commence on the Effective Date and remain in effect for one (1) year (the "***Initial Term***").

5.2 Renewal Terms. The Initial Term may be extended for successive periods or for any other period as mutually agreed to in writing and set forth in a Supplemental Statement of Work executed by both parties (each, a "***Renewal Term***").

5.3 Status of this Contract. The expiration of the Initial Term or a Renewal Term shall not terminate or affect the obligations of the Parties to each other under any existing Statement of Work or Supplemental Statement of Work issued pursuant to this Contract, and such Statement of Work or Supplemental Statement of Work shall continue in full force and effect and shall continue to be governed by the terms of this Contract until the expiration or completion of such Statement of Work or Supplement Statement of Work or until such Statement of Work or Supplemental Statement of Work is itself terminated pursuant to this Contract.

SECTION 6
TERMINATION OF CONTRACT

6.1 Voluntary Termination. Notwithstanding any other provision hereof, (a) the Municipality may terminate this Contract, any Statement of Work, or any Supplemental Statement of Work during the Initial Term or any Renewal Term, with or without cause, at any time upon ninety (90) calendar days prior written notice to the Consultant; (b) the Consultant may terminate this Contract, any Statement of Work, or any Supplemental Statement of Work, with or without cause, at any time upon one hundred eighty (180) calendar days prior written notice to the Municipality; or (c) following the expiration of the Term of this Agreement, and notwithstanding Section 5.3 of this Agreement, either Party may terminate any Statement of Work or any

Supplemental Statement of Work, with or without cause, upon thirty (30) calendar days prior written notice to the other Party.

6.2 Termination for Breach. Either party may terminate this Contract upon written notice to the other party following a material breach of a material provision of this Contract by the other party if the breaching party does not cure such breach within fifteen (15) days of receipt of written notice of such breach from the non-breaching party.

6.3 Payment for Services Rendered. In the event that this Contract is terminated in accordance with this Section 6, the Consultant shall be paid for services actually performed and reimbursable expenses actually incurred.

6.4 Effect of Termination. Termination of any Statement of Work or Supplemental Statement of Work will have no effect on this Contract. Termination of this Contract will serve to immediately terminate all open Statements of Work and Supplemental Statements of Work, absent a written agreement between the parties otherwise. Termination or expiration of this Contract, any Statement of Work, or any Supplemental Statement of Work will not affect any right or obligation of a party that comes into effect before, upon, or after such termination or expiration, or otherwise survives such termination or expiration, which was incurred by such party prior to such termination or expiration.

SECTION 7
CONSULTANT PERSONNEL AND SUBCONTRACTORS

7.1 Adequate Staffing. The Consultant must assign and maintain during the term of this Contract and any renewal thereof, an adequate staff of competent employees, agents, or subcontractors ("***Consultant Personnel***") who are fully equipped, licensed as appropriate and qualified to perform the Services as required by the Statement of Work or Supplemental Statement of Work.

7.2 Availability of Personnel. The Consultant shall notify the Municipality as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of any Consultant Personnel assigned to provide the Municipality with the Services. The Consultant shall have no claim for damages and shall not bill the Municipality for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the time of performance as a result of any such termination, reassigning, or resignation.

7.3 Use of Subcontractors. The Consultant's use of any subcontractor or subcontract to perform the Services shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Contract. All Services performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of the Consultant. Consultant shall be fully responsible and assumes liability for the acts and omissions of all subcontractors directly or indirectly employed by, or working at the direction of, the Consultant in the performance of the Services.

7.4 Removal of Personnel and Subcontractors. Municipality may, upon written notice to Consultant, request that any Consultant Personnel be removed or replaced. Consultant shall

promptly endeavor to replace such Consultant Personnel and Municipality shall have no claim for damages for a delay or extension of the applicable Statement of Work as a result of any such removal or replacement.

7.5 Non-Solicitation of Consultant Employees. The Municipality agrees that during the term of this Contract and for a period of one (1) year thereafter, it shall not, directly or indirectly, through any other person, firm, corporation or other entity, solicit, induce, encourage or attempt to induce or encourage any employee of the Consultant to terminate his or her employment with the Consultant or to breach any other obligation to the Consultant. The Municipality acknowledges that the aforementioned restrictive covenant contained in this Section is reasonable and properly required for the adequate protection of the Consultant's business.

SECTION 8
CONFIDENTIAL INFORMATION; INTELLECTUAL PROPERTY; FOIA

8.1 Municipal Materials. The Consultant acknowledges and agrees that all trademarks, service marks, logos, tradenames and images provided by or on behalf of the Municipality to the Consultant for use in performing the Services and the GIS database (including files created from the database) created by Consultant hereunder (the "***Municipal Materials***") are the sole and exclusive property of the Municipality. The Consultant acknowledges that this Contract is not a license to use the Municipal Materials except as needed to perform the Services hereunder.

8.2 Third-Party Materials. If applicable, to the extent the Consultant has agreed to obtain and/or license Third-Party Materials on behalf of Municipality, the Consultant shall obtain a license for Municipality to use the Third-Party Materials as part of the Services for the purpose specified in the applicable Statement of Work. "***Third-Party Materials***" shall include, but are not limited to, computer software, script or programming code or other materials owned by third parties and/or any software available from third parties, that is licensed by Consultant for the benefit of the Municipality.

8.3 GISC Materials. It is expressly understood that, excluding the Municipal Materials and Third-Party Materials, all members of GISC and the Consultant may use or share in any improvements or modifications incorporated into any computer software (in object code and source code form), script or programming code used or developed by the Consultant in providing Services hereunder (the "***GISC Materials***").

(a) The Consultant hereby grants the Municipality a limited, personal, nontransferable, nonexclusive license to use the GISC Materials solely for the purpose of and in connection with the Municipality's GIS. Upon expiration or termination of this Contract, or at such time the Municipality is no longer a member of GISC or in breach of its obligations hereunder, the Municipality shall not be entitled to or granted a license in future enhancements, improvements or modifications in the GISC Materials. The Municipality may grant a sublicense to a third party that the Municipality engages to maintain or update the GISC Materials in connection with the Municipality's GIS; provided that such third party agrees in writing to be bound by the license restrictions set forth in this Contract.

(b) The Municipality acknowledges that the Consultant is in the business of providing staffing resource support services and that the Consultant shall have the right to provide services and deliverables to third parties that are the same or similar to the services that are to be rendered under this Contract, and to use or otherwise exploit any GISC Materials in providing such services.

8.4 Confidential Information. In the performance of this Contract, the Consultant may have access to or receive certain information in the possession of the Municipality that is not generally known to members of the public ("***Confidential Information***"). The Consultant acknowledges that Confidential Information includes, but is not limited to, proprietary information, copyrighted material, educational records, employee data, financial information, information relating to health records, resident account information, and other information of a personal nature. Consultant shall not use or disclose any Confidential Information without the prior written consent of the Municipality. Consultant will use appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of any Confidential Information received from or on behalf of the Municipality. Upon the expiration or termination of this Contract, Consultant shall promptly cease using and shall return or destroy (and certify in writing destruction of) all Confidential Information furnished by the Municipality along with all copies thereof in its possession including copies stored in any computer memory or storage medium. The term "Confidential Information" does not include information that (a) is or becomes generally available to the public other than as a result of a breach of this Contract by the Consultant; (b) was in the Consultant's or Consultant Personnel's possession on a non-confidential basis from any source other than the Municipality, which source, to the knowledge of the Consultant, is entitled to disclose such information without breach of any obligation of confidentiality; (c) is independently developed by the Consultant without the use of or reference to, in whole or in part, any Confidential Information; (d) required to be disclosed pursuant to a court order issued by a court having jurisdiction thereof (subject to Section 9.5); or (e) information subject to disclosure under FOIA (as defined below in Section 9.6). For the avoidance of doubt, it is agreed that the GISC Materials shall not be considered Confidential Information.

8.5 Dissemination of Confidential Information. Unless directed by the Municipality, Consultant shall not disseminate any Confidential Information. If Consultant is presented with a request for documents by any administrative agency or with a subpoena *duces tecum* regarding any Confidential Information which may be in Consultant's possession as a result of Services provided under this Contract, unless prohibited by law, Consultant shall immediately give notice to the Municipality with the understanding that the Municipality shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. Consultant shall not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production or subpoena is quashed or withdrawn, or the time to produce is otherwise extended. Consultant shall cause its personnel, staff and subcontractors, if any, to undertake the same obligations regarding confidentiality and dissemination of information as agreed to by Consultant under this Contract.

8.6 Freedom of Information Act Requests. Within four (4) business days after the Municipality's Notice to the Consultant of the Municipality's receipt of a request made pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.* – herein "FOIA"), the Consultant shall furnish all requested records in the Consultant's possession which are in any manner related

to this Contract or the Consultant's performance of the Services, including but not limited to any documentation related to the Municipality and associated therewith. The Consultant shall not apply any costs or charge any fees to the Municipality or any other person, firm or corporation for its procurement and retrieval of such records in the Consultant's possession which are sought to be copied or reviewed in accordance with such FOIA request or requests. The Consultant shall defend, indemnify and hold harmless the Municipality including its several departments and including its officers and employees and shall pay all of the Consultant's Costs associated with such FOIA request or requests including Costs arising from the Consultant's failure or alleged failure to timely furnish such documentation and/or arising from the Consultant's failure or alleged failure otherwise to comply with the FOIA, whether or not associated with the Consultant's and/or the Municipality's defense of any litigation associated therewith. In addition, if the Consultant requests the Municipality to deny the FOIA request or any portion thereof by utilizing one or more of the lawful exemptions provided for in the FOIA, the Consultant shall pay all Costs in connection therewith. As used herein, "in the Consultant's possession" includes documents in the possession of any of the Consultant's officers, agents, employees and/or independent contractors; and "Costs" includes but is not limited to attorneys' fees, witness fees, filing fees and any and all other expenses — whether incurred by the Municipality or the Consultant.

8.7 News Releases. The Consultant may not issue any news releases without prior approval from the Municipality Manager nor will the Consultant make public proposals developed under this Contract without prior written approval from the Municipality Manager.

8.8 Survive Termination. The provisions of Section 9.1 and 9.4 through and including 9.8 shall survive the termination of this Contract.

SECTION 9
LIMITATION OF LIABILITY

9.1 THE REPRESENTATIONS SET FORTH IN THIS CONTRACT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, ARISING BY LAW OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ANY FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTIES ARISING FROM TRADE USAGE, COURSE OF DEALING OR COURSE OF PERFORMANCE. UNDER NO CIRCUMSTANCES SHALL EITHER THE CONSULTANT OR THE MUNICIPALITY BE LIABLE TO THE OTHER FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL OR INCIDENTAL DAMAGES, INCLUDING LOST SALES OR PROFITS, IN CONNECTION WITH THIS CONTRACT, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

SECTION 10
CONSULTANT WARRANTY; INDEMNIFICATION; INSURANCE

10.1 Warranty of Services. The Consultant warrants that the Services shall be performed in accordance with industry standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the time of the Effective Date.

10.2 Indemnification. The Consultant shall indemnify and save harmless the Municipality and its officers, employees, and agents from and against any and all loss, liability and damages of whatever nature, including Workmen's Compensation claims by Consultant's employees, in any way resulting from or arising out of the intentional, willful and wanton, negligent and/or gross negligent actions or omissions of the Consultant, the Consultant's employees and agents.

10.3 Insurance. The Consultant must procure and maintain, for the duration of this Contract, insurance as provided in ***Attachment 2*** to this Contract.

10.4 No Personal Liability. No official, director, officer, agent, or employee of any party shall be charged personally or held contractually liable by or to the other party under any term or provision of this Contract or because of its or their execution, approval or attempted execution of this Contract.

SECTION 11
GENERAL PROVISIONS

11.1 Equal Employment Opportunity Clause. In the event of the Consultant's non-compliance with the provisions of this Section 12.1 or the Illinois Human Rights Act, 775 ILCS 5/1-101, *et seq.*, as it may be amended from time to time, and any successor thereto (the "***Act***"), the Consultant may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Consultant agrees as follows:

(a) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and, further, the Consultant will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.

(b) That, if the Consultant hires additional employees in order to perform this Contract or any portion of this Contract, the Consultant will determine the availability (in accordance with 44 Ill. Admin. C. 750.5, *et seq.*, as it may be amended from time to time, and any successor thereto (the "***Applicable Regulations***")) of minorities and women in the areas from which the Consultant may reasonably recruit and the Consultant will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

(c) That, in all solicitations or advertisements for employees placed by the Consultant or on the Consultant's behalf, the Consultant will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service.

(d) That the Consultant will send to each labor organization or representative of workers with which the Consultant has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the Consultant's obligations under the Act and the Applicable Regulations. If any labor organization or representative fails or refuses to cooperate with the Consultant in the Consultant's efforts to comply with the Act and the Applicable Regulations, the Consultant will promptly notify the Illinois Department of Human Rights (the "***Department***") and the Municipality and will recruit employees from other sources when necessary to fulfill its obligations under the Contract.

(e) That the Consultant will submit reports as required by the Applicable Regulations, furnish all relevant information as may from time to time be requested by the Department or the Municipality, and in all respects comply with the Act and the Applicable Regulations.

(f) That the Consultant will permit access to all relevant books, records, accounts and work sites by personnel of the Municipality and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.

(g) That the Consultant will include verbatim or by reference the provisions of this Section 12.1 in every subcontract awarded under which any portion of the Contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this Contract, the Consultant will be liable for compliance with applicable provisions of this Section 12.1 by subcontractors; and further the Consultant will promptly notify the Municipality and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Consultant will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

11.2 No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq*.

11.3 Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

11.4 Compliance with Laws and Grants. Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed,

color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-*101 et seq.* Consultant shall also comply with all conditions of any federal, state, or local grant received by Municipality or Consultant with respect to this Contract or the Services.

11.5 Assignments and Successors. This Contract and each and every portion thereof shall be binding upon the successors and the assigns of the parties hereto; provided, however, that no assignment, delegation or subcontracting shall be made without the prior written consent of the Municipality.

11.6 Severability. The parties intend and agree that, if any paragraph, subparagraph, phrase, clause, or other provision of this Contract, or any portion thereof, shall be held to be void or otherwise unenforceable, all other portions of this Contract shall remain in full force and effect.

11.7 Third Party Beneficiary. No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than the Consultant shall be made or be valid against the Municipality.

11.8 Waiver. No waiver of any provision of this Contract shall be deemed to or constitute a waiver of any other provision of this Contract (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Contract.

11.9 Governing Laws. This Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois. Venue shall reside in Will County, Illinois.

11.10 Headings. The headings of the several paragraphs of this Contract are inserted only as a matter of convenience and for reference and in no way are they intended to define, limit, or describe the scope of intent of any provision of this Contract, nor shall they be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

11.11 Modification or Amendment. This Contract constitutes the entire Contract of the parties on the subject matter hereof and may not be changed, modified, discharged, or extended except by written amendment or Supplemental Statement of Work duly executed by the parties. Each party agrees that no representations or warranties shall be binding upon the other party unless expressed in writing or in a duly executed amendment.

11.12 Attachments. Attachments 1 and 2 are attached hereto, and by this reference incorporated in and made a part of this Contract. In the event of a conflict between any Attachment and the text of this Contract, the text of this Contract shall control.

11.13 Rights Cumulative. Unless expressly provided to the contrary in this Contract, each and every one of the rights, remedies, and benefits provided by this Contract shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.

11.14 Good Faith Negotiation**.** Before commencing any legal action, the parties agree to enter into good faith negotiations to resolve any controversy, claim, or dispute ("***Dispute***"). Such

good faith negotiations shall commence promptly upon a party's receipt of notice of any Dispute from the other party and continue for a period of fourteen (14) days or any period of time as mutually agreed upon.

11.15 Notices. All notices, reports and documents required under this Contract shall be in writing (including prepaid overnight courier, electronic transmission or similar writing) and shall be given to such party at its address or e-mail address set forth below, or at such other address or e-mail address as such party may hereafter specify from time to time. Each such notice shall be effective (i) if given by first class mail or prepaid overnight courier, when received, or (ii) if sent to an e-mail address, upon the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return e-mail or other written acknowledgment).

If to Municipality: City of Crest Hill
20600 City Center Boulevard
Crest Hill, IL 60403
Attention: Dan Ritter
E-mail: dritter@cresthill.gov

If to Consultant: Municipal GIS Partners, Incorporated
1051 Perimeter Drive, Suite 1020
Schaumburg, IL 60173
Attention: Thomas Thomey
E-mail: tthomey@mgpinc.com

11.16 Force Majeure. No party to this Contract shall be responsible or liable for, or deemed in breach hereof because of, any delay in the performance of its respective obligations under this Contract to the extent that such delay is due substantially to circumstances beyond the party's reasonable control and without the fault or negligence of the party experiencing such delay. Such circumstances may include, but are not limited to, any act of God, fire or other casualty, epidemic, quarantine, "stay-at-home" or similar order, strike or labor dispute, embargo, war or violence, act of terrorism, or any law, order, proclamation, ordinance, demand, requirement, action or inaction of any national, state, provincial, local, or other government or governmental agency (each, a "***Force Majeure***"). Upon the occurrence of a Force Majeure, the party experiencing the Force Majeure shall notify the other party in writing immediately following such Force Majeure, but in no case later than three (3) business days after such party becomes aware of the occurrence of the Force Majeure. The written notification shall provide a reasonably detailed explanation of the Force Majeure.

11.17 Counterpart Execution. This Contract, Statement of Work or any Supplemental Statement of Work may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

11.18 Tort Immunity Defenses. Nothing contained in the Contract is intended to constitute, and nothing in the Contract will constitute, a waiver of the rights, defenses, and immunities provided or available to the Municipality under the Local Governmental and

Governmental Employees Tort Immunity Act, 745 ILCS 10 *et seq.* or any other applicable State law.

[**REMAINDER INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS**]

IN WITNESS WHEREOF, the undersigned have placed their hands and seals hereto as of the date first above written.

ATTEST:

By: _____
Name: _____
Its: _____

CITY OF CREST HILL

By: _____
Name: _____
Its: _____

ATTEST:

By: _____
Name: _____
Its: _____

CONSULTANT: MUNICIPAL GIS PARTNERS, INCORPORATED

By: _____
Name: _____
Its: _____

Attachment 1

Statement of Work
to
GIS Consortium Service Provider Contract

(see attached)

Attachment 2

Insurance
to
GIS Consortium Service Provider Contract

(see attached)

Attachment 1

Statement of Work

to

GIS Consortium Service Provider Contract

https://mgpinc.com/

City of Crest Hill

Agreement Period: January 1, 2027, through December 31, 2027

Purpose and Structure

This Statement of Work ("SOW") is attached to and incorporated into the **GIS CONSORTIUM SERVICE PROVIDER CONTRACT**, dated **January 1, 2027**, between the **City of Crest Hill** ("Municipality") and Municipal GIS Partners, Incorporated ("Consultant").

This SOW defines the services, responsibilities, and requirements applicable to the service offerings selected by the Municipality. Section 1 contains shared provisions applicable to all selected services, while Sections 2 through 4 contain requirements, responsibilities, and exclusions specific to each service offering. Only the services identified as selected, and the sections applicable to those services, will govern the engagement.

Service Selection and Fees

The Consultant offers multi service types. The table below identifies the services available for this agreement, the applicable delivery model, and the corresponding service allocation. The selected services, together with the related allocations and fees, constitute the scope and pricing for this Statement of Work.

The GIS Traditional service is intended for municipalities that require regular on-site technical support. The GIS Innovation Hub service is intended for municipalities that prefer remote GIS support through a shared delivery model. The Microsoft 365 service supports business-process consultation, configuration, training, and support for Microsoft business applications.

Only the services selected in the table above are included in this Statement of Work. If a service is not selected, the related service-specific section does not apply unless the parties agree otherwise in writing.

Select	Service	Delivery Model	Service Allocation
☐	**GIS Traditional**	Primarily on-site at the Municipality	Hours: 0.00
☒	**GIS Innovation Hub**	Remote through the Innovation Hub	Hours: 989.00
☐	**Microsoft 365**	Remote through the Innovation Hub	Hours: 0.00

Fees

The monthly fee for the selected services is **$12,630.35**. The total contract value for the agreement period is **$151,564.25**. These amounts do not include taxes or reimbursable out-of-pocket expenses that may be incurred by the Consultant.

1. Common Services and Capabilities

1.1 Service Framework

For each selected service, the Municipality will identify business objectives, operational priorities, desired outcomes, and areas of focus. The Municipality is responsible for providing direction regarding organizational priorities, participating in planning and review discussions, and making timely decisions necessary to support service delivery.

The Consultant is responsible for advising on priorities, recommending solutions and approaches, coordinating resources, managing assigned work activities, and communicating progress related to the selected services.

The Consultant will use reasonable professional judgment to align service delivery with the Municipality's stated objectives, available service allocation, and mutually agreed priorities.

Both the Municipality and the Consultant acknowledge that priorities may change during the agreement term based on operational needs, emerging issues, regulatory requirements, resource availability, or other factors. The Municipality and Consultant will collaborate to periodically review priorities and adjust planned activities, as necessary.

1.2 Staffing and Expertise

The Consultant will provide the skills and experience needed to support the selected services. Team composition will vary based on the work and may draw from roles such as:

- Low-Code Developers
- GIS Analysts and Technicians
- Solution Architects
- Business Analysts
- Project Managers
- Client Success Managers
- Chief Technology Officer
- Industry Success Manager

1.3 GIS Program Services

When either GIS Traditional or GIS Innovation Hub is selected, the following GIS-specific program responsibilities supplement the general service delivery and project management activities described in Section 1.3.

1.3.1 GIS Service Purpose

The Consultant will support the Municipality’s GIS program by managing GIS data, GIS Consortium products, shared GIS solutions, and related GIS service-level responsibilities as directed by the Municipality.

1.3.2 GIS Program Services

GIS-specific program services include:

- GIS data creation, management, delivery, quality reporting, and documentation
- Deployment, integration, monitoring, security, documentation, testing, and quality certification of GIS Consortium products and shared solutions
- Service-level management and scalability planning for GIS Consortium products and shared solutions

1.3.3 GIS Data Quality Management

The Consultant will maintain the quality of Primary and Municipality Priority layers through the following practices:

- Data quality monitoring, reporting, and alerts
- Error-prevention controls for databases, processes, and productivity tools
- Address verification to identify discrepancies between the Municipality’s enterprise resource planning (ERP) and departmental systems
- Data management documentation for Municipality layers

1.4 Service Delivery and Project Management

The Consultant and Municipality will collaborate throughout the agreement term to identify, prioritize, manage, and deliver initiatives that improve organizational effectiveness, business processes, and technology use. Priorities, schedules, and areas of focus may evolve based on organizational needs, available resources, and mutually agreed priorities.

Service delivery and project management activities may include:

- Consultation with Municipal staff, departments, and stakeholders
- Evaluation of business processes, workflows, and technology utilization
- Project identification, planning, coordination, resource management, and delivery
- Recommendations for improvement, modernization, and operational efficiency
- Solution design, configuration, development, and implementation
- User onboarding, training, knowledge transfer, and support
- Progress, outcome, and recommendation reporting
- Emergency-event support within a reasonable timeframe after notification, including support outside normal business hours when required

1.5 Training and Support

The Consultant will provide training, knowledge transfer, and support reasonably necessary for the Municipality to use the selected services and implemented solutions. Training may include demonstrations, working sessions, administrator instruction, end-user training, and supporting documentation, as appropriate to the solution and agreed scope. The Municipality will identify appropriate participants and coordinate their availability. Ongoing support will include reasonable assistance with questions, troubleshooting, and solution use. Additional development, substantial modifications, retraining, or services outside the agreed scope may require reprioritization or a separate written agreement.

1.6 Service Quality

The Consultant is responsible for managing the quality and availability of the infrastructure and solutions under its control. Applicable service parameters will be governed by GIS Consortium Board policy, service level agreements, and the service-specific terms in this Statement of Work.

1.7 Access During Normal Working Hours

The Consultant typically operates Monday through Friday, 8:00 a.m. to 5:00 p.m. During normal working hours, the Municipality will have direct access to assigned staff and may also contact the Consultant through its general telephone number, emergency telephone line, or virtual service desk.

1.8 Shared GIS Consortium Solution Portfolio

GIS Consortium membership provides access to a shared portfolio of products, solutions, technology infrastructure, server licensing, and operating standards. This shared model improves cost efficiency and operational effectiveness by spreading common investments across participating members, reducing duplicate municipal costs, and supporting consistent implementation practices. Availability and implementation priorities will be coordinated with the Municipality so each program can benefit from reusable tools, common data standards, and coordinated service management.

Intellectual Property	Description
Address Verification	Assesses and scores community address quality across Municipality department systems.
Asset Management and Manager Dashboards	Enables the Municipality to manage and visualize infrastructure data and maintenance activities.
Community Map Viewer	Provides a publicly accessible map viewer for residents and businesses.
Community Portal	Provides an address-based portal that integrates and organizes department information for staff, residents, and local businesses.
Local Government Data Model	Provides a database standard developed for and in partnership with GISC members.
myGIS or Successor Solution	Provides a secure staff-accessible mapping system for discovering and analyzing Municipality GIS data.
Project Sharing Catalog	Showcases available projects and solutions to promote collaboration, visibility, and reuse across teams.
Real-Time Solutions	Consumes and visualizes data from real-time sensors and assets.
Story Maps	Presents maps and related information in an interactive, narrative format.

The GIS Consortium may modify, replace, retire, or enhance shared solutions during the agreement term provided substantially similar functionality continues to be made available to participating members.

2. GIS Traditional Service

2.1 Service Delivery Model

Technical services are delivered primarily on-site by the assigned Consultant team member at the Municipality. The anticipated on-site presence is an average of 0.00 days per month. The parties may mutually agree to reasonable adjustments to the service delivery arrangement to provide flexibility for both parties while continuing to meet program needs and service expectations.

2.2 Municipality Facilities and Access

The Municipality will provide adequate and safe office space, furnishings, records, hardware, software, internet access, and network connectivity needed to perform the services. Consultant personnel may access only the Municipality facilities necessary to perform the work and will comply with Municipality access rules.

2.3 Backup and Recovery Responsibilities

The Municipality is responsible for backup and recovery systems for the local Municipality assets. The Consultant is responsible for backup and recovery systems for Consultant assets used to provide GIS Consortium member data, materials, and services.

2.4 Compliance

The Municipality will comply with applicable local, state, and federal laws, including requirements related to safety, harassment, and discrimination.

3. GIS Innovation Hub Service

3.1 Service Delivery Model

The GIS Innovation Hub provides the same GIS program services, capabilities, and responsibilities described in Sections 1.3 through 1.9 of this Statement of Work. The primary difference between the GIS Innovation Hub and GIS Traditional services is the method of service delivery.

Under the GIS Innovation Hub model, services are delivered primarily through a remote team-based approach rather than through an assigned on-site Consultant resource. The Consultant will coordinate the personnel, expertise, and resources necessary to provide the selected services and achieve the Municipality's identified priorities and objectives.

Services may be delivered through virtual meetings, telephone communications, electronic correspondence, remote access technologies, collaborative workspaces, and other mutually agreed methods. On-site meetings or visits may be provided when reasonably necessary to support service delivery, project objectives, planning activities, training, or other agreed priorities.

The Municipality acknowledges that service delivery is based on access to a broader team of Consultant resources rather than a dedicated on-site Consultant presence. The Consultant will manage staffing assignments and resource allocation as necessary to provide effective and efficient service delivery.

4. Microsoft 365 Service

4.1 Service Delivery Model

The Microsoft 365 service supports the Municipality’s Microsoft business applications through business-process consultation, technical configuration and development, training, and ongoing support.

4.2 Municipality Representative

The Municipality will designate a representative to serve as the primary point of contact for the Microsoft 365 service, if different from the GIS service contact. The representative should be part of the administration function and have sufficient organizational visibility and influence to coordinate priorities across operations.

4.3 Outcomes, Training, and Support

The parties will identify and prioritize Microsoft 365 outcomes on a quarterly basis. Priorities may include workflow improvement, application configuration, user adoption, training needs, and support for approved business-process improvements.

Training will be provided when significant changes are made to the Microsoft 365 environment or when new functionality is introduced. Upon completion of each quarterly outcome, the Consultant will provide training and support materials. The Consultant will provide ongoing support as needed and will remain current on the supported Microsoft business applications to support effective use and help reduce avoidable issues.

4.4 Services Not Included

The following services are not included in the Microsoft 365 service:

- Data migration, data creation, or ongoing management of data used by business applications

- Full system design, development, and implementation, which requires a separate Statement of Work
- Municipality Microsoft licensing, subscription fees, tenant administration, cybersecurity administration, compliance administration, or services requiring separate Microsoft, third-party, or specialized security resources.

5. Signature

IN WITNESS WHEREOF, the undersigned have placed their hands and seals hereto as of _____, _____.

ATTEST:

By: _____
Name: _____
Its: _____

CITY OF CREST HILL

By: _____
Name: _____
Its: _____

ATTEST:

By: _____
Name: _____
Its: _____

CONSULTANT: MUNICIPAL GIS PARTNERS, INCORPORATED

By: _____
Name: _____
Its: _____

Attachment 2

Insurance

to

GIS Consortium Service Provider Contract

https://mgpinc.com/

City of Crest Hill

Agreement Period: January 1, 2027, through December 31, 2027

Consultant's Insurance

Consultant shall procure and maintain, for the duration of this Contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance: Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Municipality named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement CG 2010 and CG 2026.

2. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto" with the Municipality named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement.

3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance (the policy shall include a 'waiver of subrogation').

B. Minimum Limits of Insurance: Consultant shall maintain limits no less than:

1. Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than $2,000,000 or a project/contract specific aggregate of $1,000,000.

2. Business Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage.

3. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of $500,000 per accident.

C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Municipality. At the option of the Municipality, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as it respects the Municipality, its officials, agents, employees and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions: The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages: The Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, leased or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Municipality, its officials, agents, employees, and volunteers.

2. The Consultant's insurance coverage shall be primary as respects the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers. Any insurance or

self-insurance maintained by the Municipality, its officials, agents, employees, and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers.

4. The Consultant's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Consultant shall be required to name the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers as additional insureds

6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.

7. The Consultant and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by the Municipality. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as *Kotecki v. Cyclops Welding*. Consultant agrees to indemnify and defend the Municipality from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, which the Municipality may sustain as a result of personal injury claims by Consultant's employees, except to the extent those claims arise as a result of the Municipality's own negligence.

E. All Coverages: Each insurance policy required by this paragraph shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Municipality.

F. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

G. Verification of Coverage: Consultant shall furnish the Municipality with certificates of insurance naming the Municipality, its corporate authorities, officials, officers, agents, employees, and volunteers as additional insured's and with original endorsements, affecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Municipality before any work commences. The Municipality reserves the right to request full certified copies of the insurance policies and endorsements.

City Council Workshop Memo

Crest Hill, IL

Meeting Date:	November 23, 2026
Submitter:	Daniel Ritter, Community Development Director
Department:	Community Development
Agenda Item:	Discuss New Community Development/Permitting Software

Summary/Background:

The City's current permitting process relies heavily on manual procedures, paper documentation, and staff-driven tracking. This creates inefficiencies, unnecessary administrative work, and delays throughout application review, communication, and permit issuance. As development activity and overall permit volume continue to increase, the demands on staff have grown significantly, making it increasingly difficult to maintain timely and consistent processing times using the existing system.

Issuing a permit can involve more than 20 individual steps under the current process, not including additional issues that may arise with contractor registrations, inspections, zoning reviews, or incomplete applications. These responsibilities are occurring alongside increases in overall development activity and code enforcement matters, which require the same staff resources and administrative processes.

The current workflow also creates staffing bottlenecks. Much of the permitting process is dependent on two employees, who must coordinate and move applications through the various steps while also managing numerous other departmental responsibilities. Because the process is largely manual and sequential, it is difficult for other staff members to step in, assist with processing, identify application status, or help expedite outstanding items. Additionally, residents and contractors have limited options for obtaining updates on their applications. Currently, the primary way to check permit status or determine what additional information may be needed is to call or visit City Hall. These inquiries require staff time to locate records, review application progress, and provide updates, further reducing the time available for processing applications and other departmental responsibilities.

The City has processed over 1,200 permits in 2026 (with 1.5 months left in the year), representing the highest volume of permits for the City in more than 20 years. This increase, combined with growing development activity, development complexity, and other departmental responsibilities, has placed additional pressure on staff and contributed to longer permit processing times. While the City currently utilizes its accounting and utility billing software (Caselle) to track permits, inspections, and code enforcement activities. While these are specific modules, the system primarily functions as a database for recording and retrieving information. It offers very limited workflow automation, application routing, status tracking, and communication capabilities.

Benefits and Need for Modern Permitting Software

Modern permitting software has become standard practice in municipalities of all sizes. These systems provide centralized application management, online submissions, automated workflow routing, review tracking, payment processing, notifications, and improved communication between applicants, staff, and reviewing departments.

Implementing a modern permitting system will significantly reduce manual data entry and administrative tasks, improve accountability and transparency, minimize processing delays, and allow staff to dedicate more time to inspections, customer service, and other essential responsibilities. It also reduces the City's reliance on individual employees to manually move applications through each step of the process, allowing for greater flexibility and continuity when staff are unavailable or managing competing responsibilities. Specific improvements and capabilities of this software include:

- **Online Applications and Payments:** Residents and contractors could submit applications, upload required documents, pay fees, and receive issued permits online without having to visit City Hall.
- **Automated Workflow and Routing:** Applications could automatically be directed to the appropriate staff members and departments for review, approval, or additional information.
- **Improved Application Tracking:** Applicants and staff could access real-time permit status, outstanding requirements, review comments, contractor registration status, and other relevant information without having to contact the office.
- **Express Permitting:** The City could establish an express permit process for qualifying projects that do not require a formal plan review. For example, when a contractor is properly registered and all required application information is provided, certain permits could be reviewed and issued within 24–48 hours. The system could also allow multiple authorized staff members to review and issue these permits, reducing reliance on a single employee.
- **Automated Notifications:** Applicants and contractors could receive automatic updates regarding application status, review comments, required corrections, approvals, payments, and permit issuance. These need little to no staff review prior to being sent.
- **Improved Departmental Coordination:** Staff from different divisions could access the same application information, review progress, and outstanding tasks, improving communication and reducing unnecessary delays.

Investing in modern permitting software is no longer simply a convenience; it is a necessary step to keep pace with the City's growth, improving customer service, and providing a more efficient, predictable, consistent, and responsive development process.

Software Options

Over the past several months, staff has reviewed and participated in demonstrations and reviews of several permitting software options. These systems generally fall into two categories: Community Development-focused software and Enterprise Resource Planning (ERP) systems.

ERP systems are designed to integrate multiple organizational functions into a broader software platform, potentially including finance, purchasing, budgeting, human resources, permitting, asset management, and other municipal operations. While this level of integration can provide benefits, ERP systems may also have limitations when individual modules are not as specialized or fully developed as dedicated software solutions.

Community Development-focused systems are designed specifically around permitting, licensing, inspections, planning, zoning, and code enforcement operations. These systems can also integrate with other municipal software through automated Application Programming Interfaces (APIs) or, when necessary, manual data imports and exports. In general, a dedicated Community Development platform can provide the specialized functionality and workflow improvements needed by the City while maintaining the ability to communicate with existing and planned municipal software systems. This is particularly relevant given the City's current and anticipated technology investments.

Best Options Evaluated

Following demonstrations, staff review, and consideration of the City's operational needs, two software proposals emerged as the strongest options for consideration. Both options provide significant improvements over the City's existing manual processes, although they differ in cost, implementation timelines, and overall software approach. Both proposals include modules for permitting, licensing, code enforcement, and planning/zoning, as well as unlimited user licenses and service requests.

1. CloudPermit (Community Development-focused Platform)
   - Initial implementation/setup fee: **$13,500**
   - Annual licensing: **$25,000**, with a 4% annual increase.
   - Estimated implementation timeline: Approximately **2 months for Permitting**, with full implementation anticipated within 3 months.
   - Currently utilized by several Illinois communities, including Glendale Heights, Brookfield, Sandwich, and Roselle.

2. OpenGov (ERP Platform)
   - Initial implementation/setup fee: **$70,000**
   - Annual licensing: **$41,918**, with a 5% annual increase under the pre-2027 proposal.
   - Updated annual pricing effective January 2027: **$55,191.69**, plus 5% annual increases.
   - Estimated implementation and go-live timeline: **8 months**.
   - Currently utilized by several neighboring and area communities, including Plainfield and Romeoville.

Both proposals provide the core functionality necessary to modernize the City's permitting operations. However, the differences in implementation costs, annual licensing expenses, and anticipated implementation timelines are significant considerations.

Staff Recommendation:

Based on the overall evaluation of available software options, staff recommends proceeding with Cloudpermit as the preferred permitting software solution. Cloudpermit provides the functionality necessary to substantially improve the City's current permitting, licensing, code enforcement, and planning/zoning processes while offering a significantly lower initial investment and annual licensing

cost. Its anticipated implementation timeline is also considerably shorter, allowing the City to begin realizing operational improvements much sooner than with the alternative proposal. Additionally, its focus on Community Development operations provides a specialized platform designed around the City's primary needs, without requiring the City to invest in a broader ERP system to obtain the necessary permitting functionality.

The proposed costs, implementation scope, term length, and final contract terms will remain subject to further review and negotiation prior to final approval to City Council. Review of competitive bidding cooperatives will also need to be completed. Staff believes CloudPermit represents the best overall value and the most practical solution for addressing the City's current operational challenges and anticipated future needs.

Funding/Financial Impact:

The final financial impact will depend on the software selected and the negotiated terms of the agreement. Costs will include an initial implementation/setup fee followed by an annual software licensing agreement.

The FY2027 budget was approved with $65,000 allocated for potential technology and software improvements. Depending on the timing of implementation and payment arrangements, the initial costs and ongoing licensing expenses can be distributed between FY2027 and the upcoming FY2028 budget. Based on the current proposals, CloudPermit requires a substantially smaller initial investment and lower annual operating expenses than OpenGov. The overall cost also remains considerably less than the expense associated with adding additional personnel to manage the existing manual processes, both in the short term and over the long term.

By implementing the software, there are eventual cost savings with the reduced use and access to two software systems used for current permit processing (Caselle modules) and rental registration tracking (Tolemi/Slate). These cost savings are expected to be $12,000-$13,000 annually that would help offset the annual costs.

Ultimately, implementing modern permitting software allows the City to better utilize existing staff resources, accommodate increasing permit volumes, improve processing times, and provide a higher level of service to residents, contractors, and the development community.

Funding Source: General Fund

Budgeted Amount (FY 2027): $65,000

Cost: $13,500 Initial Implementation + Annual licensing of $25,000 + 4% annual increase.

Recommended Council Action: Discuss New Community Development/Permitting Software and discuss staff's recommended action of reviewing and proceeding with CloudPermit, with the final proposal and contract details being brought back to a future work session.

Attachments:

1. OpenGov Proposal PPT
2. Cloud Permit – Initial Proposal

Annual Subscription Fee

Cloudpermit's software licensing model is different from most vendors because it is designed to reflect the needs, convenience, and business realities of small and mid-sized local governments.

The annual fee includes everything the client needs to operate and maintain the software on an ongoing basis. There are no hidden fees and no cost for newly developed features in each module.

Included in the Annual Subscription Fee:

- Unlimited user licenses for municipal staff
- Access to all software features (including mobile features)
- Unlimited data storage
- Online portal for public users to submit online
- Core integrations (GIS, Online Payments)
- Support and maintenance (described below)

Implementation and Training

Implementation

Cloudpermit is an out-of-the-box SaaS solution purpose-built for local government building departments. The implementation process is standardized, while considering the specific and unique needs of each client. Implementation typically takes between 4-8 weeks. Little to no IT support is required from the client.

Training

Cloudpermit provides training for end-users and administrative users throughout the implementation of the software. Training takes between 4-6 hours and is done in the client's uniquely configured environment.

Maintenance and Support

Maintenance

Maintenance is included with the annual subscription fee. Cloudpermit updates the software every 3-4 weeks, for a minimum of 12 updates per year. Updates are managed by Cloudpermit's development team, requiring no effort from the client's end-users or IT staff. Updates are hot-patched, meaning there is no system downtime for end-users. Cloudpermit's release notes are public and available at the following link:
https://support.cloudpermit.com/support/solutions/67000379501

Support

Support is included with the annual subscription fee for each solution.

Cloudpermit provides the following support resources:

- Industry standard support ticketing portal for clients
- Self-help portal for municipal end-users, as well as public applicants (builders/developers)

Cloudpermit's support portal is updated in line with monthly releases, and is available to the public at the following link:
https://support.cloudpermit.com/support/home

Cloudpermit

Proposal

Cloudpermit
11911 Freedom Drive, Ste. 720
Reston, Virginia 20190
United States

Proposal #: Q-07965-1
Customer #: CUST-0029746
Date: 11/4/2026
Expires On: 11/30/2026
Sales Person: Brian Liszka
Sales Person Email: brian.liszka@cloudpermit.com
Delivery Method: E-Mail

Ship To
Daniel Ritter
Crest Hill
1610 Plainfield Road
Crest Hill, Illinois 60403
United States
18157415107
dritter@cresthill.gov

Bill To
Crest Hill
1610 Plainfield Road
Crest Hill, Illinois 60403
United States

Product Name		Year 1	Year 2	Year 3	Year 4	Year 5
Building	Total	USD 10,000	USD 10,400	USD 10,816	USD 11,249	USD 11,699
Code Enforcement	Total	USD 3,000	USD 3,120	USD 3,245	USD 3,375	USD 3,510
Contractor Registration	Total	USD 0	USD 0	USD 0	USD 0	USD 0
Licensing and Registration	Total	USD 5,000	USD 5,200	USD 5,408	USD 5,624	USD 5,849
Planning	Total	USD 7,000	USD 7,280	USD 7,571	USD 7,874	USD 8,189
	Total:	USD 25,000	USD 26,000	USD 27,040	USD 28,122	USD 29,247

Professional Services

Description	Total
Data Import Tool	USD 5,000
Implementation Total	USD 13,500
Professional Services Total - Year One Cost:	**USD 18,500**

Customer Total First Year:	**USD 43,500**

Terms & Conditions

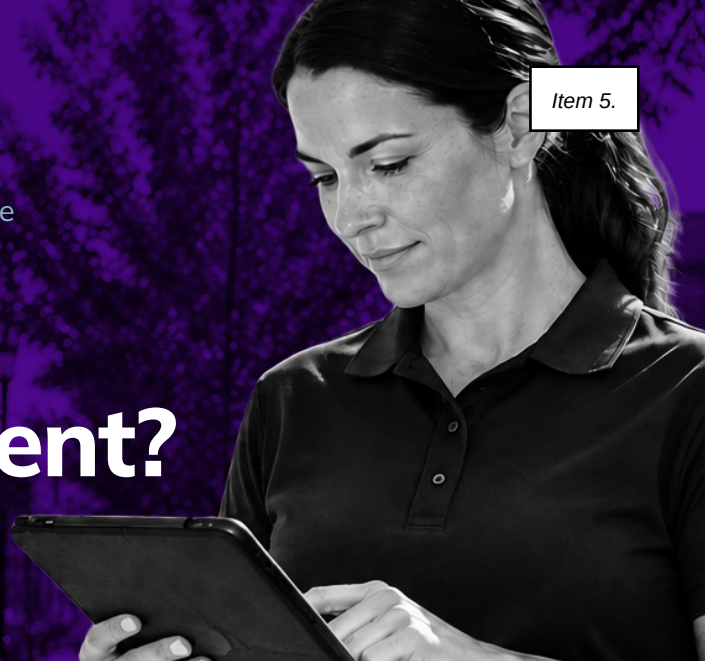
Validity of this quote: 30 days from date of creation
Term: 5 Years, billable annually
Payment Term: Net 30 days from Invoice Date
Invoicing: Subscription invoice to be sent after contract is signed and then annually. Implementation invoice to be sent after contract is signed.

All stated prices are exclusive of any taxes.

Cloudpermit

Smarter Public Works and Community Development Software

What Makes Cloudpermit Different?



Work From Anywhere

Access Cloudpermit from any phone, tablet or computer to complete inspections, reviews, approvals, and other work wherever it happens

Manage Smarter Property Data

Build a single source of truth for every property with configurable attributes, automated business rules, and real-time information that improves decisions.

Connect Every Department

Bring planning, building, inspections, enforcement, licensing, and public works together on one shared platform with a complete view of every property.

Customize Your Workflows

Configure forms, reviews, approvals, fees, terminology, and processes to match how your municipality already works.

Connect Every Department

Give citizens, contractors, and businesses 24/7 access to applications, information, payments, and requests through a branded Municipal Portal.

Integrate With Confidence

Connect Cloudpermit with GIS, payments, plan review software, and other municipal systems through modern integrations and APIs.

Get Answers With AI

Use NoVa, Cloudpermit's AI assistant, to answer questions, guide applicants, reduce support calls, and help staff work more.

Track Every Step

Follow every permit, inspection, complaint, license, work order, or planning application from submission through final resolution with complete visibility.

Cloudpermit

Smarter Public Works and Community Development Software

What Our Platform Does

Permitting

Speed up building permits, perform field inspections — even offline — and enable contractor registration.

Enforcement

Enable online complaint submission and case creation in the field and see the full history of properties in just a few clicks.

Planning

Simplify workflows and application circulation with easy-to-use software that integrates with top plan review tools.

Property Data Management

Work smarter with a single source of truth for property information that automates workflows and improves data accuracy.

Inspections

Improve inspections of properties and assets, including parks, facilities vehicles, roads, and buildings, and get more done in the field.

Public Works

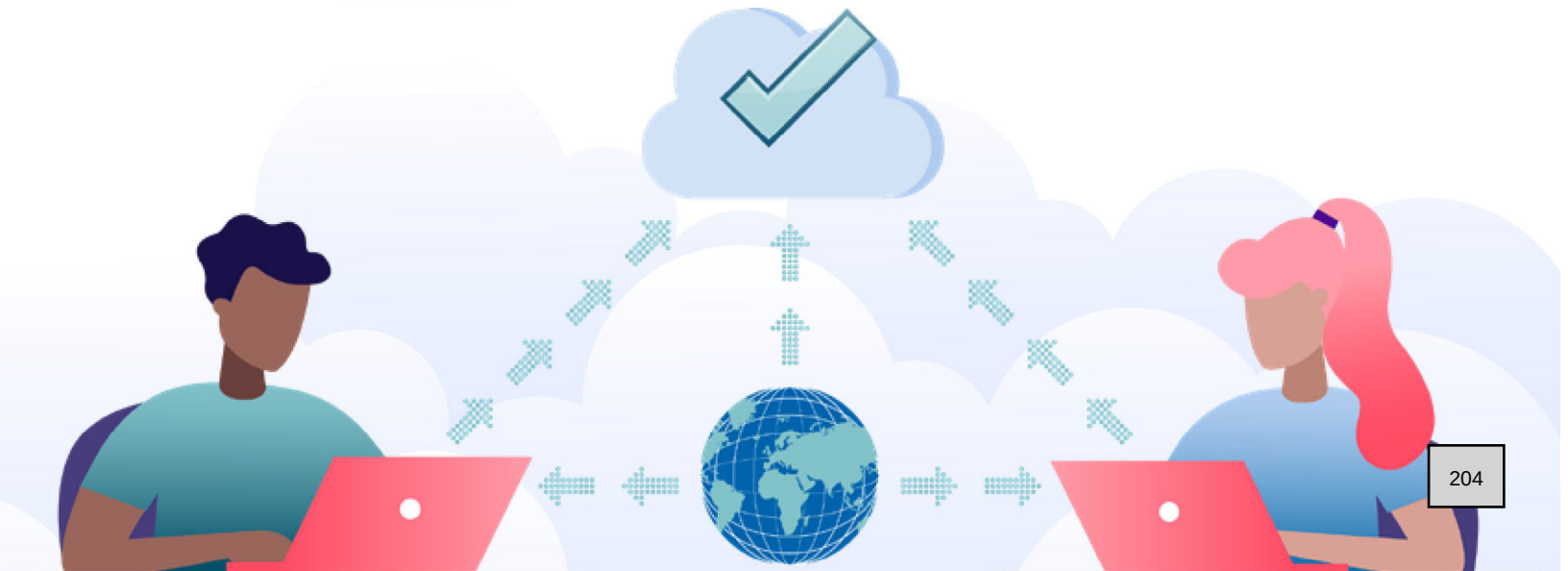
Modernize inspections and asset management to reduce delays, minimize risks, and keep projects moving forward.

Licensing

Easily issue, revoke, or renew licenses, accept online payments, and manage documents.

Land Use Permitting

Modernize land use permitting with digital applications and automated workflows to improve collaboration and efficiency.



Cloudpermit

What Our Partners Say

"There's no way I could do this boom in development without this software. That's a very strong statement, and that's just the 'truth because there's no way I could keep up with this."

Kevin Standridge
Chief Building Official
City of Madisonville, Tennessee

"Roofing contractors really like it because if the roof is in bad shape, they'll ask how long it takes to approve the permit — four or five days? Nope. I can usually get it done the day they send it in."

Darin Wilson
Planning & Zoning Administrator
City of Garnett, Kansas

"Cloudpermit has truly streamlined our permit process. Upgrading from on-premises software to the cloud has been like going from a horse to a sports car. Everything is so much easier now."

Britt Waite
Building & Planning Development Clerk/STR Compliance Monitor
Town of North Elba, New York



Modern software that helps local governments and agencies work smarter, collaborate better, and serve communities more efficiently.

1450+ Customers

32M Inspections

60M Citizens

@Cloudpermit | Cloudpermit.com

Cloudpermit Implementation Model

Implementation Timeline

The implementation schedule is mutually agreed upon before the kickoff meeting and documented with a project plan.

Check out our standard implementation schedule below.

Cloudpermit Estimated Project Timeline	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19
Building Department	5-6 weeks																		
Code Enforcement						4-5 weeks													
Planning Department										8-10 weeks									

Implementation Model

Both Cloudpermit's team and the customer are responsible for performing tasks during the implementation process.

Kickoff:

The kickoff meeting starts the implementation process. Your designated Implementation Specialist, your staff, and key stakeholders meet to review an overview of the software, discuss goals and objectives, schedule, and plan for a successful implementation.

Workshop:

The workshop ensures that the Implementation Specialist has a clear understanding of the business processes, details that government staff needs to collect from the applicant, fee schedules, payment providers, any needed integrations and costs, and any needed templates.

Configuration:

The software is configured with the features and functionalities the customer needs.



Cloudpermit provides community development software. We offer simple and online software solutions for building permitting, business licensing, planning & zoning, and code enforcement.

Aim your phone camera here and **tap the link that appears!**

@Cloudpermit

Cloudpermit.com

Cloudpermit Implementation Model

Training & Testing:

The customer will meet with their Implementation Specialist for two standard training sessions.

Additional Training: Most customers feel prepared to start using Cloudpermit at the end of their training sessions. Sometimes, additional training is necessary. In this case, customers can order additional training for an additional cost.

Go-Live:

The go-live includes a go/no go decision prior to a scheduled go-live meeting where the training environment goes to production. At the go-live meeting, the customer will submit their first building permit, application, or create their first case within Cloudpermit.

Milestones & Acceptance Criteria:

Milestones are used to accept that you have completed a step in the implementation process. As each milestone is completed, the customer receives and must sign a Milestone Acceptance Document to agree the milestone has been reached.

If there are any go-live blockers or corrections needed, customers must inform Cloudpermit's team.

Change Management:

If additional needs are identified during the implementation process that are outside of the project scope, a change request is made.

Additional Services Cost

Cloudpermit can provide additional services as per the price list with a change order.

For on-site meetings, travel and per diem expenses will be invoiced to the customer in accordance with the Cloudpermit Travel Policy. This includes airfare, mileage, hotel accommodations, and daily per diem.

Let us know if you have any questions and we're looking forward to working with you.



Data Security

FAQs

Cloudpermit

Where is the data stored?

All data is stored in the US and hosted on Google Cloud Services.

How is data stored securely?

Triple redundant co-location is in place with three geographically separate data centers. All data is encrypted both in transit and at rest.

How often are passwords reset?

Minimum password strength requirements are in place for all users, and passwords must be reset every 6 months.

How often are backups done?

System backups are done hourly.

What is Cloudpermit uptime guarantee?

Cloudpermit guarantees 99.99% uptime annually.

Who owns the data?

The client owns their data, Cloudpermit merely hosts it.

Is there a limit to the amount of data storage?

There is no data storage limit..

What are the benefits of Cloudpermit's security?

Cloudpermit's security measures ensure that client data is stored safely, and accessibility is maintained at all times.

Can I view more information about Cloudpermit's security protocols?

Yes, you can visit our website for more information on our security measures.

Are there any known security issues with Cloudpermit's system?

No, Cloudpermit's security system is regularly updated to prevent any security breaches.

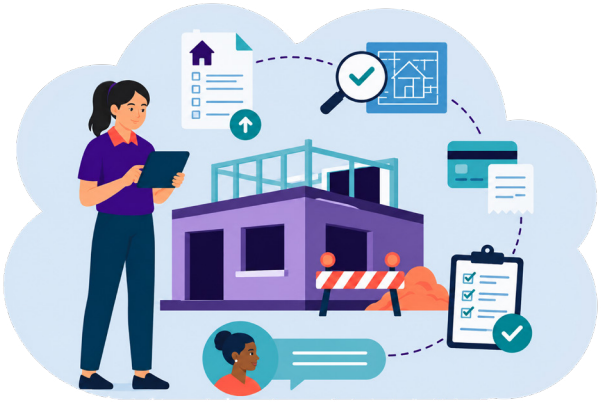


Cloudpermit is a community development platform. We offer simple and online products for permitting, licensing, planning & zoning, code enforcement, and inspections.

Aim your phone camera here and tap the link that appears!

Building Permitting

Cloudpermit



Simplify Every Step of Permitting

Manage permit applications, reviews, payments, inspections, and applicant communication in one connected system that helps keep development moving.

With Cloudpermit, Your Department Can:

Make Permit Applications Faster

Guide applicants through required information and documents so they can submit more complete permit applications online.

Manage Permits From Start to Finish

Review applications, manage requirements, track processing times, and issue permits while keeping project information organized in one place.

Streamline Digital Plan Review

Keep permit applications and plan review connected with integrated tools that help reviewers collaborate on drawings and manage revisions digitally.

Automate Routine Permit Issuance

Automatically issue eligible permit types once required information and payment are received, helping stay focused on applications that need review.

Complete Inspections in the Field

Access project information, document findings, manage deficiencies, and complete inspection reports from a mobile device while on-site.

Connect Local Contractors

Manage contractor registrations, licensing and insurance requirements, renewals, and contractor eligibility alongside the permitting process.

Keep Applicants and Teams Informed

Send status updates and keep permit communication connected to the project so applicants and involved parties know what happens next.

Configure Permitting Your Way

Manage permit requirements, forms, drawings, reviews, inspections, stakeholders, and workflows to support the way your department operates.

Cloudpermit's municipal platform helps local governments and agencies streamline and improve community development, public works, and asset management.

Code Enforcement

SOFTWARE PRODUCT

Cloudpermit

Use Anytime, Anywhere

Access Cloudpermit 24/7 on your phone, tablet, or laptop with any browser or operating system.

Accept Complaints from Citizens

Accept complaints and determine what contact information is required for complainants.

Create Cases and Violations in the Field

Work in the field and search past building permits, previous complaints, cases, and history of a property.

Conduct On-site Inspections

Input notes and complete reports in the field on any mobile device.

View Case History in Chronological Order

Access data, contact information, reports, photos, etc., in chronological order.

Share Photos

Upload photos to cases, violations, and inspections.

Use Maps Integrated with Your GIS

Select case locations, view detailed property information, plan optimal inspection routes.

Accept Payment

Enable online and over-the-counter payments, send notifications for due payments, and determine a detailed list of fees.

Keep All Communication in One Place

Send direct and group time-stamped messages for organized conversations.

Get Up and Running Quickly

Start using Cloudpermit within weeks without costly integrations or IT support.



Cloudpermit is a community development platform. We offer simple and online products for permitting, licensing, planning & zoning, code enforcement, and inspections.

Aim your phone camera here and tap the link that appears!

Contractor Registration

Cloudpermit



Keep Contractor Registrations Current and Connected

Manage contractor applications, registrations, renewals, and records and make it easier to work with registered contractors throughout permitting.

With Cloudpermit, Your Department Can:

Guide Contractor Registrations

Help contractors submit the right information and requirements for their trade with a guided application process.

Maintain a Central Contractor Registry

Keep contractor registration information organized in one searchable database for easier staff access and oversight.

Review and Issue Registrations

Manage applications from submission through municipal review and registration issuance in one connected workflow.

Stay Ahead of Renewals

Send automated renewal and expiration notifications to help contractors keep their registrations current.

Connect Contractors to Permits

Let applicants select registered contractors for permit applications and keep information connected to your permitting process.

Set Contractor Requirements

Determine which permit applications require a registered contractor before they can be submitted.

Manage Fees and Payments

Calculate fees, notify contractors when payment is due, and accept online and over-the-counter payments.

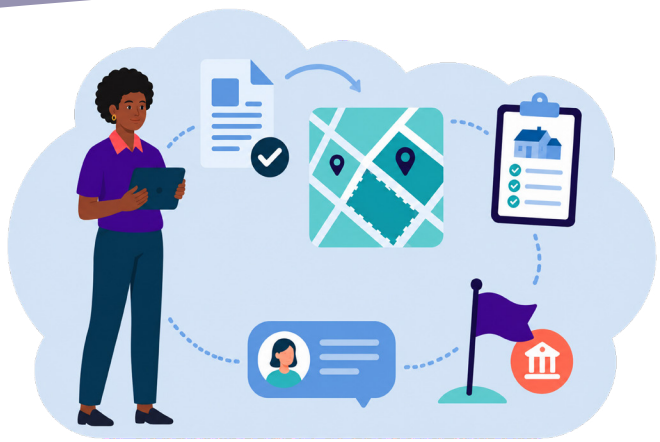
Improve Registration Visibility

Use reporting to monitor applications, issued registrations, payments, renewals, and other contractor activity.

Cloudpermit's municipal platform helps local governments and agencies streamline and improve asset management, public works, and community development.

Planning & Zoning

Cloudpermit



Simplify the Entire Planning Process

Manage applications, reviews, circulation, inspections, conditions, and applicant communication in one connected digital planning process.

With Cloudpermit, Your Department Can:

Simplify Planning Applications

Guide applicants through requirements and manage applications, documents, fees, and submissions in one place.

Review Applications With Confidence

Check applications for completeness, request changes, and manage resubmissions before moving into formal review.

Streamline Circulation and Reviews

Coordinate internal and external reviewers, track responses, and keep review rounds organized without relying on email.

Connect Inspections to Applications

Conduct required site inspections during pre-consultation and application review while keeping findings connected to the application.

Manage Conditions and Deadlines

Track conditions of approval, set due dates, send reminders, and maintain visibility into outstanding requirements.

Keep Applicants Informed

Centralize communication and use automated notifications to keep applicants updated throughout the planning process.

Manage Public Engagement

Organize meetings, public notices, notification areas, agendas, and public input all within the planning process.

Connect Planning to Property Data

Access GIS-connected property information and planning history to give staff better context for reviews and decisions.

Cloudpermit's municipal platform helps local governments and agencies streamline and improve community development, public works, and asset management.



Simplify Licensing From Application to Renewal

Manage license applications, reviews, inspections, payments, issuance, and renewals in one connected system for staff and applicants.

With Cloudpermit, Your Department Can:

Simplify License Applications

Give applicants a clear online process to submit required information, documents, and payments for licenses.

Automate Routine License Issuance

Automatically issue eligible license types once required information and payments are received, helping staff process straightforward applications faster.

Keep Renewals on Track

Track upcoming expirations and use automated reminders to help license holders renew on time.

Connect Inspections to Licensing

Schedule and complete required inspections while keeping results and follow-up activity connected to the license.

Manage Fees and Payments

Calculate license fees, collect payments online or over the counter, and keep track of due and overdue amounts.

Give Applicants 24/7 Self-Service

Let businesses and residents apply, renew, make payments, check status, and access licensing information online.

Turn Licensing Data Into Insights

Report on applications, renewals, fees, and other licensing activity to monitor workloads and keep your department informed.

Cloudpermit's municipal platform helps local governments and agencies streamline and improve community development, public works, and asset management.



Cloudpermit Data Import

March 2023

Description

Cloudpermit Data Import allows the Customer to import the Customer's existing legacy data (applications, permits, inspections, and attachments) into the Cloudpermit system.

The information in this document is subject to change without notice aligning with future releases.

Data Import Process

The data import process includes five (5) steps:

1. Exporting data from the Customer's existing system.
2. Adding the exported data into an Excel spreadsheet.
3. Reviewing the data in the spreadsheet.
4. Correcting possible errors in the spreadsheet.
5. Importing data into the Cloudpermit system.

Roles and responsibilities

1. *Exporting data from existing system:* Customer is responsible for exporting cleansed and normalized data from its existing system into a CSV file format.
   - Data Cleansing: the process of fixing incorrect, incomplete, duplicate or otherwise erroneous data in a data set.
   - Data Normalization: the process of organizing data entries so they appear similar across all fields and records, making it possible to find, group and analyse the information.
2. *Adding exported data into an Excel spreadsheet.* Customer adds the data into the Cloudpermit-provided Excel template. Customer is responsible that the data matches the Excel template's format.
3. *Reviewing data.* Cloudpermit does one round of reviewing the spreadsheet and provides information to Customer about possible errors in entry of the data to the Excel spreadsheet.
4. *Possible correction of errors*. Customer corrects possible errors and provides a cleansed Excel spreadsheet back to Cloudpermit.
5. *Import data into Cloudpermit system*. Cloudpermit and Customer imports the data from the spreadsheet into the Cloudpermit system.

After data has been successfully imported to Cloudpermit, the Customer can find and use the data in the Cloudpermit workspace section as if it would have been created in the Cloudpermit system.

©2023 Cloudpermit

Excel Spreadsheet and data requirements

In order for the content to operate properly within the Cloudpermit system, the exported data will need to be in certain required column and format. Cloudpermit provides an Excel template to Customers who are importing data. The examples below shows the required formatting for each import and field found within the Import Excel templates:

Workspace Import format requirements

Column	Field Name	Required Y/N	Field Type	Req. Formatting
B	Permit Number	YES	TEXT OR NUMBER	N/A
C	Location	YES	TEXT OR NUMBER	Match GIS Format
D	Municipality	NO	TEXT OR NUMBER	N/A
E	Roll Number/PIN	YES	TEXT OR NUMBER	Match GIS Format
F	Permit description	NO	TEXT OR NUMBER	N/A
G	Category	NO	TEXT OR NUMBER	Map to CP Categories
H	Work Type	NO	TEXT OR NUMBER	Map to CP Categories
I	Work Target	NO	TEXT OR NUMBER	Map to CP Categories
J	Workspace Status	NO	TEXT OR NUMBER	Map to CP Categories
K	Assignee (Workspace)	NO	TEXT OR NUMBER	Map to CP Users
L	Date Submitted	NO	DATE AND TIME	MM/DD/YYY 00:00:00
M	Date issued	NO	DATE AND TIME	MM/DD/YYY 00:00:00
N	Issued by	NO	TEXT OR NUMBER	N/A
O	Zoning	NO	TEXT OR NUMBER	Match GIS Format
P	Worksla	NO	TEXT OR NUMBER	N/A
Q	Construction cost	NO	NUMBER	N/A
R	Applicant first Name	NO	TEXT OR NUMBER	Initcap
S	Applicant last name	NO	TEXT OR NUMBER	Initcap
T	Applicant street address	NO	TEXT OR NUMBER	N/A
U	Applicant unit number	NO	TEXT OR NUMBER	N/A
V	Applicant postal code	NO	TEXT OR NUMBER	N/A
W	Applicant municipality	NO	TEXT OR NUMBER	N/A
X	Applicant province	NO	TEXT OR NUMBER	N/A
Y	Applicant corporation or partnership	NO	TEXT OR NUMBER	Initcap
Z	Applicant mobile phone	NO	TEXT OR NUMBER	(XXX) XXX-XXXX
AA	Applicant other phone	NO	TEXT OR NUMBER	(XXX) XXX-XXXX
AB	Applicant email	NO	TEXT OR NUMBER	N/A
AC	Owner first name	NO	TEXT OR NUMBER	Initcap
AD	Owner last name	NO	TEXT OR NUMBER	Initcap
AE	Owner street address	NO	TEXT OR NUMBER	N/A
AF	Owner unit number	NO	TEXT OR NUMBER	N/A
AG	Owner postal code	NO	TEXT OR NUMBER	N/A
AH	Owner municipality	NO	TEXT OR NUMBER	N/A
AI	Owner province	NO	TEXT OR NUMBER	N/A
AJ	Owner corporation or partnership	NO	TEXT OR NUMBER	Initcap
AK	Owner mobile phone	NO	TEXT OR NUMBER	(XXX) XXX-XXXX
AL	Owner other phone	NO	TEXT OR NUMBER	(XXX) XXX-XXXX
AM	Owner email	NO	TEXT OR NUMBER	N/A
AN	Builder first name	NO	TEXT OR NUMBER	Initcap
AO	Builder last name	NO	TEXT OR NUMBER	Initcap
AP	Builder street address	NO	TEXT OR NUMBER	N/A
AQ	Builder unit number	NO	TEXT OR NUMBER	N/A
AR	Builder postal code	NO	TEXT OR NUMBER	N/A
AS	Builder municipality	NO	TEXT OR NUMBER	N/A
AT	Builder province	NO	TEXT OR NUMBER	N/A
AU	Builder corporation or partnership	NO	TEXT OR NUMBER	Initcap
AV	Builder mobile phone	NO	TEXT OR NUMBER	(XXX) XXX-XXXX
AW	Builder other phone	NO	TEXT OR NUMBER	(XXX) XXX-XXXX
AX	Builder email	NO	TEXT OR NUMBER	N/A
AY	Permit Comments	NO	TEXT OR NUMBER	N/A

**Initcap = replace the first letter of every word in a character string with an uppercase letter.*

Inspection Import format requirements

Column	Field Name	Required Y/N	Field Type	Field Formatting
B	Permit Number	YES	TEXT OR NUMBER	N/A
C	Inspection Type	YES	TEXT OR NUMBER	Map to CP Inspections
D	Result for this visit	NO	TEXT OR NUMBER	Map to CP Results
E	Site Conditions	NO	TEXT OR NUMBER	N/A
F	Internal Notes	NO	TEXT OR NUMBER	N/A
G	Inspection Date	NO	DATE AND TIME	MM/DD/YYY 00:00:00
H	Inspector	NO	EMAIL (USER IN CLOUDPERMIT)	N/A
I	Inspector Status	NO	TEXT OR NUMBER	Map to CP Statuses
J	Inspection Comments	NO	TEXT OR NUMBER	N/A
K	Requested inspection start time	NO	DATE AND TIME	MM/DD/YYY 00:00:00
L	Confirmed inspection start time	NO	DATE AND TIME	MM/DD/YYY 00:00:00

Attachment Import format requirements

Column	Field Name	Required Y/N	Field Type	Field Formatting
B	File Name	YES	TEXT OR NUMBER	N/A
C	Permit	YES	TEXT OR NUMBER	N/A
D	Attachment Type	NO	TEXT OR NUMBER	N/A
E	Description	NO	TEXT OR NUMBER	N/A

OpenGov

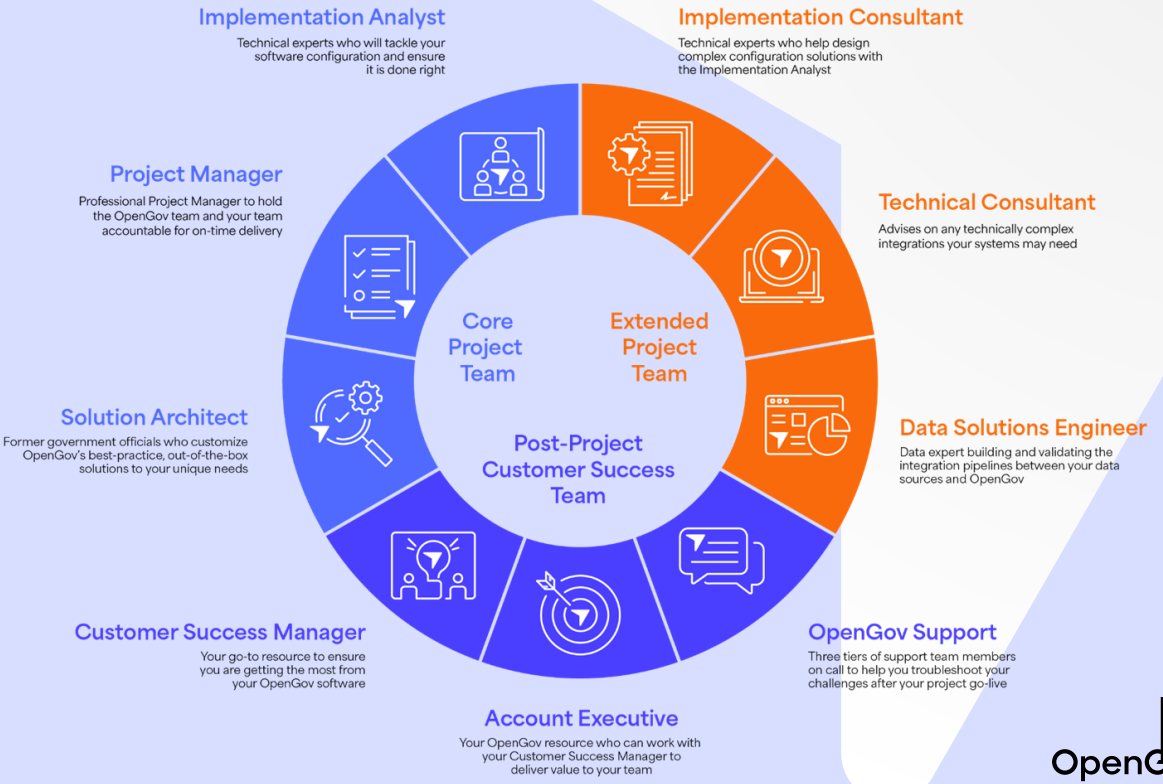
City of Crest Hill, IL

Permitting & Licensing



A Team of Experts in Your Corner

- Over 500+ Years of Government Experience
- 8 Stevie Awards for Customer Service Excellence
- Tried and True – Thousands of Successful Implementations



Permitting & Licensing

Basic	Standard (recommended)	Advanced
→ Implementation of Permitting & Licensing modules	→ Implementation of Permitting & Licensing modules	→ Implementation of Permitting & Licensing modules
→ Configuration of up to 3 permits or license types	→ Configuration of up to 5 permits or license types	→ Configuration of up to 12 permits or license types
→ (2) Online training sessions: Admin only	→ (2) Online training sessions: Admins	→ (3) Online training sessions
→ Online go-live support	→ (2) Online training sessions: End Users	→ (1) Onsite: Training (3 days)
→ Picklist setup for forms: Up to 2	→ Online go-live support	→ Online go-live support
→ Setup of master address table, GIS & flags, accounting and finance exports	→ Picklist setup for forms: Up to 3	→ Picklist setup for forms: Up to 5
→ Setup of Stripe for payment processing	→ Standard data and document migration	→ Standard data and document migration
	→ Setup of master address table, GIS & flags, accounting and finance exports	→ Setup of master address table, GIS & flags, accounting and finance exports
	→ Setup of Stripe for payment processing	→ Setup of Stripe for payment proce

City of Crest Hill, IL – OpenGov Permitting and Licensing

OpenGov Proposal – City of Crest Hill				
Subscription Year	**Months**	**Software**	**Professional Services**	**Annual Total**
Jan 1, 2026 - Dec 31, 2026	12	$41,917.74	$70,000	$111,917.74
Jan 1, 2027 - Dec 31, 2027	12	$44,013.63	$0.00	$44,013.63
Jan 1, 2028 - Dec 31, 2028	12	$46,214.31	$0.00	$46,214.31
Jan 1, 2029 - Dec 31, 2029	12	$48,525.03	$0.00	$48,525.03
Jan 1, 2030 - Dec 31, 2030	12	$50,951.28	$0.00	$50,951.28

OpenGov Pricing Includes:

- Coverage for **Building Permits, Code Enforcement, Planning & Zoning, Rental Registrations**
- Implementation includes 5 record types **& Data Migration**
- Unlimited Users, Unlimited Templates, Unlimited Contracts, Unlimited Data, Unlimited Attachments
- Annual support & maintenance in addition to all future product features and enhancements

40% Discount | Pricing Valid through December 31st*

OpenGov

City of Crest Hill, IL – OpenGov Permitting and Licensing

OpenGov Proposal – City of Crest Hill				
Subscription Year	**Months**	**Software**	**Professional Services**	**Annual Total**
Jan 1, 2026 - Dec 31, 2026	12	$55,191.69	$70,000	$125,191.69
Jan 1, 2027 - Dec 31, 2027	12	$57,951.28	$0.00	$57,951.28
Jan 1, 2028 - Dec 31, 2028	12	$60,848.48	$0.00	$60,848.48
Jan 1, 2029 - Dec 31, 2029	12	$63,891.29	$0.00	$63,891.29
Jan 1, 2030 - Dec 31, 2030	12	$67,085.85	$0.00	$67,085.85

OpenGov Pricing Includes:

- Coverage for **Building Permits, Code Enforcement, Planning & Zoning, Rental Registrations**
- Implementation includes 5 record types **& Data Migration**
- Unlimited Users, Unlimited Templates, Unlimited Contracts, Unlimited Data, Unlimited Attachments
- Annual support & maintenance in addition to all future product features and enhancements

21% Discount | Pricing Valid through 2027

OpenGov

IL OpenGov Permitting and Licensing Partners

Trusted by over 2,000 customers nationwide



City of Champaign
Village of Bolingbrook
City of Woodstock
Village of Schaumburg
City of Decatur
City of Bloomington
Village of Lisle
Village of Oak Brook
City of Urbana
Village of Romeoville
Village of Lagrange
Village of Plainfield
Village of Bartlett

Proven Results

100% of permit types digitized.

Inspections completed within **48 hours.**

25-40% increase in processed permits.

5-10+ staff hours saved per week.

99% customer retention.

Agenda Memo

Crest Hill, IL

Meeting Date:	December 7, 2026
Submitter:	Glenn Gehrke, Finance Director / Jamie Malloy, Treasurer
Department:	Finance Department
Agenda Item:	Approval of the 2026 Annual Tax Levy

Summary:

Per Illinois statute, public taxing bodies are allowed to raise tax levies annually by the rate of inflation (or CPI) or five (5) percent, whichever is lower. The tax levy is a process by which the City request funding from its local taxpayers and this funding is collected through property taxes.

In the state of Illinois, local real estate property taxes (sometimes called an "ad valorem" tax, which means "according to value") are based on a property's equalized assessed value, and the total local tax rate applied to that value, after any exemptions are subtracted.

The City must adopt its tax levy and certify it with the Will County Clerk no later than the last Tuesday of December, annually.

Recommended Council Action:

Approval of the City of Crest Hill's Annual Tax Levy, for the levy year 2026, as presented, November 23, 2026, City Council Work Session.

Financial Impact:

Funding Source: N/A

Budgeted Amount: The City will be informed of the final tax levy it will receive in March 2027. The Fiscal Year 2027-2028 budget will be adjusted, if necessary, for the tax levy revenue the City will receive at that time, prior to finalization of the Fiscal Year 2026-2027 budget.

Cost: N/A

Attachments:

- 2026 Tax Levy Packet
- 2026 Certificate of Compliance with Truth in Taxation
- 2026 Certification of Tax Levy

City of Crest Hill

Proposed

Property Tax Levy

2026

City of Crest Hill
Property Tax Levy
2026

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City of Crest Hill
Property Tax Levy
2026

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City of Crest Hill
Property Tax Levy
2026

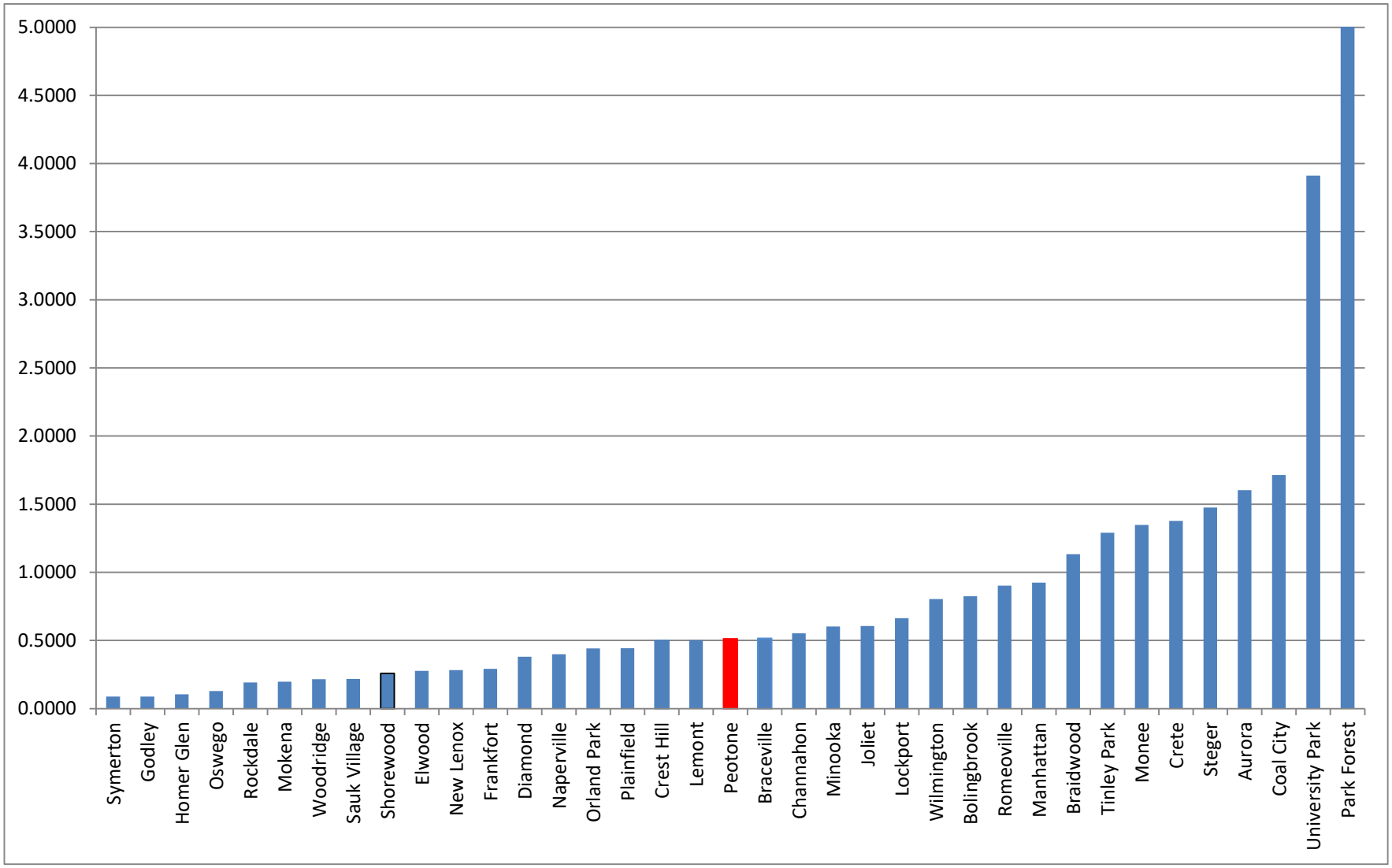
County-Wide Municipal Property Tax Rates

Rank	Municipality	2025 Rate
1	Symerton	0.0868
2	Godley	0.0881
3	Homer Glen	0.1051
4	Oswego	0.1280
5	Rockdale	0.1919
6	Mokena	0.1975
7	Woodridge	0.2150
8	Sauk Village	0.2169
9	Shorewood	0.2582
10	Elwood	0.2767
11	New Lenox	0.2819
12	Frankfort	0.2910
13	Diamond	0.3793
14	Naperville	0.3977
15	Orland Park	0.4406
16	Plainfield	0.4430
17	Crest Hill	0.5016
18	Lemont	0.5016
19	Peotone	0.5121
20	Braceville	0.5153
21	Channahon	0.5521
22	Minooka	0.6021
23	Joliet	0.6051
24	Lockport	0.6628
25	Beecher	0.6966
26	Wilmington	0.8041
27	Bolingbrook	0.8246
28	Romeoville	0.9015
29	Manhattan	0.9244
30	Braidwood	1.1321
31	Tinley Park	1.2899
32	Monee	1.3477
33	Crete	1.3765
34	Steger	1.4745
35	Aurora	1.6021
36	Coal City	1.7128
37	University Park	3.9112
38	Park Forest	7.1052

Average	Median
0.9069	0.5153

City of Crest Hill
Property Tax Levy
2026

2025 Municipal Property Tax Rates



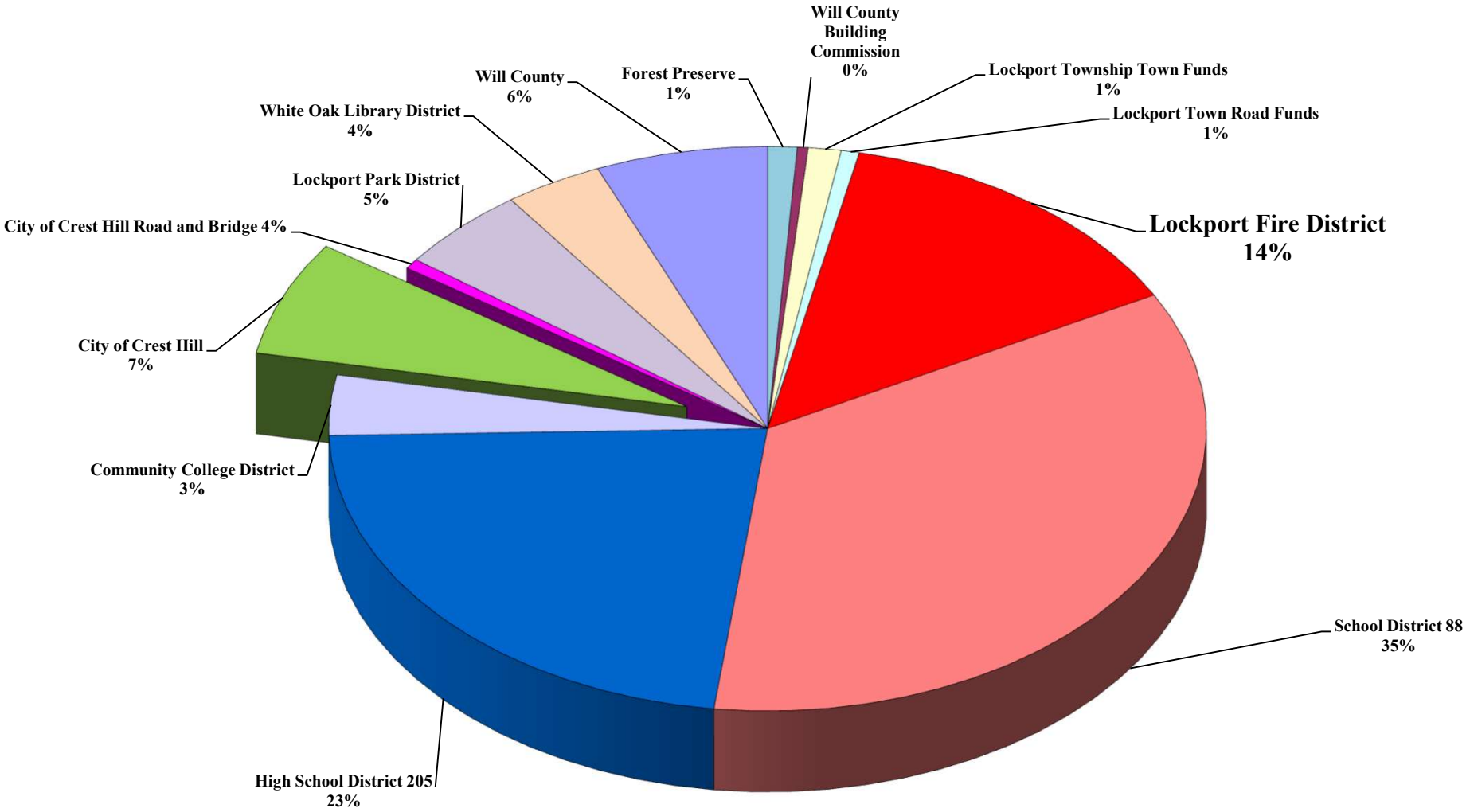
City of Crest Hill
Property Tax Levy
2026

Crest Hill Taxing District Rates from 2025

		Present Rate	Actual Percent
1	Forest Preserve	0.0824	**1.08%**
2	Will County Building Commission	0.0303	**0.40%**
3	Lockport Township Town Funds	0.0922	**1.21%**
4	Lockport Town Road Funds	0.0510	**0.67%**
5	Lockport Fire District	1.0522	**13.80%**
6	School District 88	2.6539	**34.80%**
7	High School District 205	1.7275	**22.65%**
8	Community College District	0.2627	**3.44%**
9	**City of Crest Hill**	**0.5016**	**6.58%**
10	City of Crest Hill Road and Bridge	0.0438	**0.57%**
11	Lockport Park District	0.3697	**4.85%**
11	White Oak Library District	0.2754	**3.61%**
13	Will County	0.4834	**6.34%**
		7.6261	

City of Crest Hill
Property Tax Levy
2026

Property Tax Bill



City of Crest Hill
Property Tax Levy
2026

Municipal Property Tax Rate Effect on Home Owners

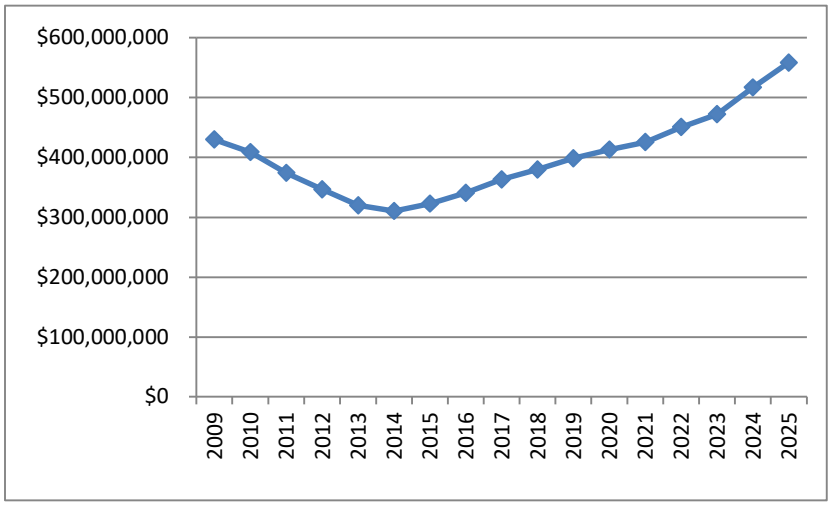
Market Value		$150,000	$200,000	$250,000	$325,000
EAV	33.00%	$49,500	$66,000	$82,500	$107,250
Per	$100	$495	$660	$825	$1,073
City Rate	0.5016	$248.29	$331.06	$413.82	$537.97
Rebate amount	0.25	$62.07	$82.76	$103.46	$134.49
Amount after rebate		$186.22	$248.29	$310.37	$403.47
Additional Tax @	4.99%	4.99% $9.29	4.99% $12.39	4.99% $15.49	4.99% $20.13
Anticipated Increase	2.84%	2.8% $5.28	2.8% $7.04	2.8% $8.80	2.8% $11.44

City of Crest Hill
Property Tax Levy
2026

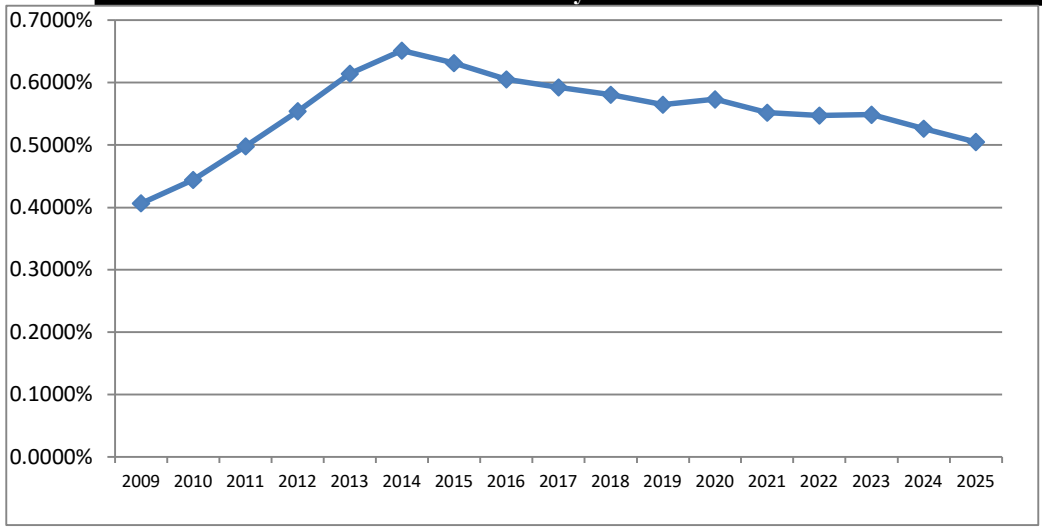
Histories

Year	EAV	Change in EAV	Rate	Receipts
2007	$403,539,620	11.506%	0.4064%	$1,788,501
2008	$427,830,728	6.020%	0.4035%	$1,883,550
2009	$429,684,744	0.433%	0.4064%	$1,746,238
2010	$408,766,183	-4.868%	0.4440%	$1,814,039
2011	$374,195,166	-8.457%	0.4977%	$1,862,369
2012	$346,465,990	-7.410%	0.5542%	$1,920,114
2013	$319,973,995	-7.646%	0.6143%	$1,965,600
2014	$310,257,775	-3.037%	0.6511%	$2,020,088
2015	$322,771,761	4.033%	0.6311%	$2,037,013
2016	$340,641,052	5.536%	0.6050%	$2,060,878
2017	$363,189,496	6.619%	0.5925%	$2,151,898
2018	$379,898,835	4.601%	0.5806%	$2,205,693
2019	$398,393,372	4.868%	0.5647%	$2,249,727
2020	$413,009,427	3.669%	0.5730%	$2,302,203
2021	$425,520,934	3.029%	0.5519%	$2,348,450
2022	$450,649,483	5.905%	0.5473%	$2,466,405
2023	$472,213,627	4.785%	0.5484%	$2,589,620
2024	$516,935,012	9.471%	0.5261%	$2,589,621
2025	$558,394,361	8.020%	0.5046%	$2,682,892

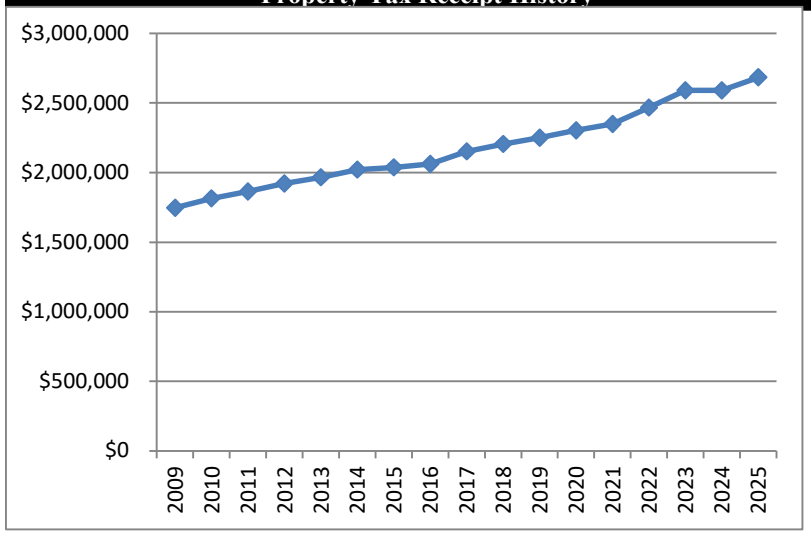
EAV History



Tax Rate History



Property Tax Receipt History



City of Crest Hill
Property Tax Levy
2026

Limited Rate/Collection History

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Tax Rates											
Road & Bridge	0.0483	0.0487	0.0485	0.0487	0.0493	0.0499	0.0504	0.0510	0.0514	0.0521	0.0566
Garbage	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Corporate	0.1827	0.2251	0.2738	0.3409	0.3507	0.3486	0.3599	0.3854	0.4105	0.3787	0.3990
Social Security	0.0036	0.0038	0.0000	0.0000	0.0047	0.0048	0.0050	0.0052	0.0056	0.0283	0.0298
Police Pension	0.3090	0.2863	0.2746	0.2064	0.1918	0.1991	0.1948	0.1848	0.1708	0.1697	0.1725
IMRF	0.0036	0.0038	0.0000	0.0000	0.0047	0.0048	0.0050	0.0052	0.0056	0.0283	0.0298
Public Benefit	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Total Tax Rate	0.5472	0.5677	0.5969	0.5960	0.6012	0.6072	0.6151	0.6316	0.6439	0.6571	0.6877
Tax Extensions											
Road & Bridge	$245,214	$234,724	$230,382	$221,131	$211,692	$207,936	$203,628	$197,307	$190,649	$181,593	$185,686
Garbage	0	0	0	0	0	0	0	0	0	0	0
Corporate	1,020,186	1,163,621	1,292,921	1,536,264	1,492,302	1,440,065	1,433,818	1,464,130	1,490,893	1,290,008	1,287,859
Social Security	20,102	19,644	0	0	19,999	19,829	19,920	702,053	620,328	96,401	96,186
Police Pension	1,725,439	1,479,985	1,296,699	930,141	816,149	822,481	776,070	19,755	20,339	578,068	556,781
IMRF	20,102	19,644	0	0	19,999	19,829	19,920	19,755	20,339	96,401	96,186
Public Benefit	0	0	0	0	0	0	0	0	0	0	0
	$3,031,044	$2,682,893	$2,820,001	$2,687,536	$2,560,142	$2,510,139	$2,453,355	$2,402,999	$2,342,547	$2,242,472	$2,222,698
Collections	0*	$2,932,548	$2,815,020	$2,684,348	$2,564,850	$2,506,986	$2,441,209	$2,395,706	$2,341,881	$2,247,168	$2,214,095
Percent Collected		109.31%	99.82%	99.88%	100.18%	99.87%	99.50%	99.70%	99.97%	100.21%	99.61%

* Note: Data incomplete at time of report

City of Crest Hill
Property Tax Levy
2026

Estimated Limiting Rate

Taxing District: City of Crest Hill

New Property		776,710
EAV Before Exemption*		668,573,634
Prior Year Exemptions/TIF**		83,778,958
Net E.A.V.		584,794,676

Aggregate Extensions		2023	2024	2025
3-Year Rate History		2,589,619.52	2,682,892.70	2,785,829.47

(Extension Base)	x	CPI	=		
EAV	-	New Property	=		
2,785,829.47	x	1.0270	=	2,861,046.87	**0.4899%**
584,794,676	-	776,710	=	584,017,966	

Estimated Revenue	2,864,851.89
Difference from Last Year	79,022.42
Truth in Taxation Limit	2,925,120.94

County Preliminary Values

Gross Value	668,573,634
Levy Exemptions	83,778,958
New Property	776,710

*The numbers used in this worksheet are estimates and are subject to change at any time. Final EAV is calculated in March, and used for final calculation of the May 1st bills. This worksheet is to be used as a reference only and makes no warranties as to the final results.

**This figure should be estimated using the total amount of value lost to exemptions in the prior year plus the total amount of value lost to TIF Districts in the prior year. If the district was affected in the prior year by a TIF that has now expired, do not subtract that TIFs Incrememental Value from this calculation. The Incremental TIF Value will instead be manually added to the estimated New Property Figure.

Will County Limiting Rate Calculation

Previous Extension		2,785,829.47
CPI or 1.05%	x	1.0270
		2,861,046.87
Rate Increase Factor	x	1
Adjusted Extension Base		2,861,046.87
Current Net EAV		584,794,676
New Property		776,710
		584,017,966
Annexations	-	0
		584,017,966
Adjusted Extension Base		2,861,046.87
Adjusted Valuation Base		584,017,966
Limiting Rate		0.004898902
Extension Limit		

City of Crest Hill
Property Tax Levy
2026

Bond Rating/Best Practices

AA

1 Establish and maintain effective management systems

2 Have a well-defined and coordinated economic development strategy

3 Long-term planning for all potential liabilities pension/vehicle replacements

4 Establish rainy day budget stabilization reserves

5 Establish regular economic budget reviews

6 Prioritize spending plans with contingencies

7 Formalized capital improvement plan

8 Establish debt affordability models

9 Develop pay-as-you-go capital plans

10 Multi-year financial plan

City of Crest Hill
Property Tax Levy
2026

Bond Ratings					
Commercial Credit Ratings				**Personal Credit Score**	
Moody's	S&P	Fitch	Rank	Score	Rank
Aaa	AAA	AAA	Prime	800 - 850	Incredibly Good
Aa1 Aa2 Aa3	AA+ AA AA-	AA+ AA AA-	High grade	750 - 799	Excellent
A1 A2 A3	A+ A A-	A+ A A-	Upper medium grade	700 - 749	Really Good
Baa1 Baa2 Baa3	BBB+ BBB BBB-	BBB+ BBB BBB-	Lower medium grade	650 - 699	Good/Average
Ba1 Ba2 Ba3	BB+ BB BB-	BB+ BB BB-	Non-investment grade speculative	600 - 649	Fair
B1 B2 B3	B+ B B-	B+ B B-	Highly speculative	550 - 599	Poor
Caa1	CCC+	CCC	Substantial risks	500 - 549	Very Poor
Caa2	CCC		Extremely speculative	300 - 499	Exceedingly Poor
Caa3	CCC-		Default imminent with little prospect for recovery	300 - 499	Exceedingly Poor
Ca	CC C				
C	D	DDD	In default	300 - 499	Exceedingly Poor

ORDINANCE NO. _____

PUBLISHED IN PAMPHLET FORM BY AUTHORITY

OF THE CITY COUNCIL

OF THE

CITY OF CREST HILL, ILLINOIS

PUBLICATION DATE: December 7, 2026

CERTIFICATION: It is hereby certified that Crest Hill Ordinance No. _____ was passed on the 7th day of December, 2026 by the City of Crest Hill Council and that thereafter said Ordinance was published in pamphlet form at the City of Crest Hill, Illinois on the date stated above.

Attest: _____
City Clerk

ORDINANCE NO. _____

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2027 AND ENDING APRIL 30, 2028, FOR THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS.

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

SECTION 1: That the total amount of appropriations for all corporate purposes legally made to be collected from the tax levy of the current fiscal year is hereby ascertained to be the sum

SECTION 2: That the total amount of TWO MILLION NINE HUNDRED TWENTY-FIVE THOUSAND ONE HUNDRED TWENTY DOLLARS AND ZERO CENTS ($**2,925,120**) being the total of appropriations heretofore legally made which are to be collected from the tax levy of the current fiscal year of the City of Crest Hill for all corporate purposes of said City of Crest Hill for purposes of providing the General Corporate Fund, Police Pension Fund, Illinois Municipal Retirement Fund, and Social Security Tax Fund, as appropriated for the current fiscal year by annual appropriation ordinance of the City of Crest Hill for the year beginning May 1, 2027 and ending April 30, 2028 passed by the City Council of said City at the legally convened meeting on December 7, 2026 be and the same is hereby levied upon all of the taxable property in the City of Crest Hill subject to taxation for the current year and being as follows:

SECTION A
GENERAL CORPORATE FUND TAX LEVY

SUMMARY
Levied for the foregoing expenses of the General Corporate Fund as authorized by the 65 ILCS 5/8-2-9 in the amount of $1,082,457.

SECTION B
FROM SPECIAL TAX LEVIES

(NOTE: These special tax levies are derived from separate statutory authority and do not fall under the General Corporate Fund levy set out in Section A.)

POLICE PENSION

SUMMARY
Levy for the foregoing expenses of the Police Pension Fund from the special pension fund tax in addition to all other taxes provided by 40 ILCS 5/3-125 and 65 ILCS 5/11-1-3 in the amount of $1,802,663.00.

ILLINOIS MUNICIPAL RETIREMENT FUND

SUMMARY
Levied for the foregoing expenses from the Illinois Municipal Retirement Fund Tax in addition to all other taxes for the purposes of paying the city's contribution to said fund as provided by 40 ILCS 5/7-171 in the amount of $20,000.00.

SOCIAL SECURITY TAX FUND

SUMMARY
Levied for foregoing expenses in addition to all other taxes for the purposes of paying the city's contribution to Social Security Taxes to said fund as provided by 40 ILCS 5/21-110 in the amount of $20,000.00.

SECTION 2:

GENERAL SUMMARY OF AMOUNTS LEVIED – FOR ALL FUNDS

General (Corporate)	$ 1,082,457.00
Police Pension Fund	$ 1,802,663.00
Illinois Municipal Retirement Fund	$ 20,000.00
Social Security Tax Fund	$ 20,000.00
TOTAL TAX LEVY – FOR ALL FUNDS	$ 2,925,120.00

SECTION 3: That the total amount of tiascertained as aforesaid be and the same is hereby levied and assessed on all property subject to taxation within the City of Crest Hill according to the value of said property as the same is assessed and equalized for the State and County purposes for the current year.

SECTION 4: This levy ordinance is adopted pursuant to the procedures set forth in the Illinois Municipal Code.

SECTION 5: That there is hereby certified to the County Clerk of TWO MILLION NINE HUNDRED TWENTY-FIVE THOUSAND ONE HUNDRED TWENTY DOLLARS AND ZERO CENTS ($2,925,120) which said total amount the City of Crest Hill requires to be raised by taxation for the current fiscal year of said City, and City Clerk of said City is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law, a certified copy of this ordinance.

SECTION 6: This ordinance shall take effect and be in full force and effect immediately on and after its passage, approval, and publication according to law.

PASSED THIS 7th DAY OF DECEMBER, 2026.

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

_____
Christine Vershay-Hall, CITY CLERK

APPROVED THIS 7TH DAY OF DECEMBER, 2026.

_____
RAYMOND R. SOLIMAN, MAYOR

ANNUAL ABATEMENT ORDINANCE

ORDINANCE NO. _____

ORDINANCE abating the tax hereto levied for the year 2026 to pay the principal of and interest on General Obligation Refunding Bonds (Waterworks and Sewerage System Alternate Revenue Source), Series 2019A, of the City of Crest Hill, Will County, Illinois.

WHEREAS the City Council (the *"Council"*) of the City of Crest Hill, Will County, Illinois (the *"City"*), by Ordinance No. 1829, adopted on the 18th day of November, 2019, as supplemented by a notification of sale (the *"Ordinance"*), did provide for the issue of $17,695,000 General Obligation Refunding Bonds (Waterworks and Sewerage System Alternate Revenue Source), Series 2019A (the *"Bonds"*), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS the City has Pledged Revenues (as defined in the Ordinance) or other lawfully available funds available and on deposit in the Bond Fund (as defined in the Ordinance) to pay the principal of and interest on the Bonds up to and including May 1, 2026; and

WHEREAS it is necessary and in the best interests of the City that the tax heretofore levied for the year 2026 to pay the principal of and interest on the Bonds be abated;

NOW THEREFORE Be It Ordained by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2026 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of The County of Will, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2026 in accordance with the provisions hereof.

Section 3. *Effective Date*. This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED THIS 7TH DAY OF DECEMBER, 2026.

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

_____
Christine Vershay-Hall

APPROVED THIS 7TH DAY OF DECEMBER, 2026.

_____
Raymond R. Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF WILL)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Will, Illinois, and as such official I do further certify that on the ____ day of _____, 2026, there was filed in my office a duly certified copy of Ordinance No. _____ entitled:

> ORDINANCE abating the tax hereto levied for the year 2026 to pay the principal of and interest on General Obligation Refunding Bonds (Waterworks and Sewerage System Alternate Revenue Source), Series 2019A, of the City of Crest Hill, Will County, Illinois.

(the *"Ordinance"*) duly adopted by the City Council of the City of Crest Hill, Will County, Illinois (the *"City"*), on the ____ day of _____, 2026, and that the same has been deposited in the official files and records of my office.

I do further certify that the taxes heretofore levied for the year 2026 for the payment of the City's $17,695,000 General Obligation Refunding Bonds (Waterworks and Sewerage System Alternate Revenue Source), Series 2019A, as described in the Ordinance, will be abated in their entirety as provided in the Ordinance.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County this ____ day of _____, 2026.

_____
County Clerk

[SEAL]

ANNUAL ABATEMENT ORDINANCE

ORDINANCE NO. _____

ORDINANCE abating the tax hereto levied for the year 2026 to pay the principal of and interest on General Obligation Bonds (Sales Tax Alternate Revenue Source), Series 2019B, of the City of Crest Hill, Will County, Illinois.

WHEREAS the City Council (the *"Council"*) of the City of Crest Hill, Will County, Illinois (the *"City"*), by Ordinance No. 1830, adopted on the 18th day of November, 2019, as supplemented by a notification of sale (the *"Ordinance"*), did provide for the issue of $11,640,000 General Obligation Bonds (Sales Tax Alternate Revenue Source), Series 2019B (the *"Bonds"*), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS the City has Pledged Revenues (as defined in the Ordinance) or other lawfully available funds available and on deposit in the Bond Fund (as defined in the Ordinance) to pay the principal of and interest on the Bonds up to and including May 1, 2026; and

WHEREAS it is necessary and in the best interests of the City that the tax heretofore levied for the year 2026 to pay the principal of and interest on the Bonds be abated;

NOW THEREFORE Be It Ordained by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2026 in the Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of The County of Will, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2026 in accordance with the provisions hereof.

Section 3. *Effective Date*. This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED THIS 7TH DAY OF DECEMBER, 2026.

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

_____
Christine Vershay-Hall

APPROVED THIS 7TH DAY OF DECEMBER, 2026.

_____
Raymond R. Soliman, Mayor

ATTEST:

_____
Christine Vershay-Hall, City Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF WILL)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Will, Illinois, and as such official I do further certify that on the ____ day of _____, 2026, there was filed in my office a duly certified copy of Ordinance No. _____ entitled:

> ORDINANCE abating the tax hereto levied for the year 2026 to pay the principal of and interest on General Obligation Bonds (Sales Tax Alternate Revenue Source), Series 2019B, of the City of Crest Hill, Will County, Illinois.

(the *"Ordinance"*) duly adopted by the City Council of the City of Crest Hill, Will County, Illinois (the *"City"*), on the ____ day of _____, 2026, and that the same has been deposited in the official files and records of my office.

I do further certify that the taxes heretofore levied for the year 2026 for the payment of the City's $11,640,000 General Obligation Bonds (Sales Tax Alternate Revenue Source), Series 2019B, as described in the Ordinance will be abated in their entirety as provided in the Ordinance.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County this ____ day of _____, 2026.

_____
County Clerk

[SEAL]

ANNETTE PARKER
WILL COUNTY CLERK

WILLCOUNTYCLERK.GOV
302 N. CHICAGO STREET
JOLIET, IL 60432
815-740-4615

CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION

IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55 THROUGH 200/18-101.65 ILLINOIS COMPILED STATUTES

I, the undersigned, hereby certify that I am the presiding officer of City of Crest Hill, (Legal Name of Taxing District), and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation" law OR that Sections 18-60 through 18-85 of the "Truth in Taxation" Law are inapplicable, with respect to the adoption of the tax levy for year **20**26.

Signature of Presiding Officer

Date

(Attach this Certificate to Tax Levy) rev 01/2025

PRINT

ANNETTE PARKER
WILL COUNTY CLERK

WILLCOUNTYCLERK.GOV
302 N. CHICAGO STREET
JOLIET, IL 60432
815-740-4615

CERTIFICATION OF TAX LEVY

I, the undersigned, duly qualified and acting Mayor of the City of Crest Hill, Will County, Illinois, do hereby certify that the attached Tax Levy filed with the Will County Clerk on December 7, 2026 is a true and correct copy of the Tax Levy of said District.

Date: _____

_____
Signature (Name and Title)