



Regular City Council Meeting

Crest Hill, IL

November 02, 2026

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

1. **OPENING OF MEETING**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CITIZEN/SPECIAL REQUEST/PUBLIC HEARINGS/PRESENTATIONS**
5. **PUBLIC COMMENT FOR AGENDA ITEMS ONLY: *(Limit 3 minutes per person)***
6. **CONSENT AGENDA:** *(All items on the Consent Agenda are considered routine by one motion. These items will not be separately discussed unless an Alderperson so requests, in which event the item will be removed from the Consent Agenda and considered separately.)*
 - A. Approve the Minutes from the Regular Meeting Held on October 19, 2026
 - B. Approve the Minutes of the Work Session Meeting Held on October 26, 2026
 - C. Approve a Resolution Approving an Agreement for Weber Road and McGilvray Drive Intersection Improvement by and between the City of Crest Hill, Will County, Illinois and P.T. Ferro Construction Company for an Amount of \$227,566.44
 - D. Approve an Ordinance Approving a Special Use Application for an Automobile Sales and/or Leasing business with Respect to Certain Real Property Located at 1700 Plainfield Road in Crest Hill, Illinois (Application of Jawad Hamayel - First Global Trading LLC)
 - E. Approve an Ordinance Approving a Special Use for a Fueling Station and Variations from the Crest Hill Zoning Ordinance and Code of Ordinances with Respect to Certain Real Property Located at 2350 Plainfield Road in Crest Hill, Illinois (Application Of Ahmed Mosin, Of 2350 Property LLC)
 - F. Approve a Resolution Approving a Commercial Property Improvement Grant for Front/Entrance Landscaping at Merichka's Restaurant Property Located at 604 Theodore Street
 - G. Approval of a Quote from Caselle for Utility Billing Migration Change from Bi-Monthly Billing to Monthly Billing Not to Exceed an Amount of \$6000.00

H. Approval to Purchase four WRAP Safe Restraint Systems from The Wrap Safety Restraints, Inc. in the Amount of \$6,348.48

I. Approval to Enter into a Software Agreement with UKG for Payroll and HR modules for an Annual Cost of \$18,447, with final Agreement Adjustments Approved by the City Attorney

7. REPORTS & COMMUNICATIONS FROM DEPARTMENTS & ELECTED OFFICIALS

A. Mayor's Report:

B. City Clerk's Report:

C. City Treasurer's Report:

1. Approval of the List of Bills Issued through November 3, 2026, in the Amount of \$1,207,941.76

2. Approval of the Regular and Overtime Payroll from October 5, 2026, through October 18, 2026, in the Amount of \$309,329.83

3. Approval of Additional Comp Time Buy Back in the Amount of \$14,687.95

D. City Attorney:

1. Approve a Resolution Approving a Cross Access Easement Agreement by and between the City of Crest Hill and the White Oak Library District

E. City Administrator:

1. Approval of the WCGL Holiday Reception 2026

F. Public Works Department:

G. City Engineer:

H. Finance:

1. Approve the Engagement Letter for External Auditing Services for a Three-Year Contract (FY 2026 - 2028) with Wermer Rogers Doran & Ruzon, LLC (WRDR)

I. Police Department:

J. Community Development:

11. UNFINISHED BUSINESS:

12. NEW BUSINESS:

13. COMMITTEE/LIAISON REPORTS:

14. CITY COUNCIL COMMENTS:

15. PUBLIC COMMENT: *(Limit 3 minutes per person)*

16. EXECUTIVE SESSION:

- A. 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

17. APPROVAL OF EXECUTIVE SESSION ITEMS:

18. ADJOURNMENT:

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

MINUTES OF THE REGULAR MEETING
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
October 19, 2026

1. OPENING OF MEETING

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited in unison.

3. ROLL CALL

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

Also present were: City Administrator Blaine Wing, Finance Director Glenn Gehrke, City Engineer Ron Wiedeman, Community Development Director Dan Ritter, Deputy Police Chief Ryan Dobczyk, and City Attorney Mike Stiff.

Mayor Soliman stated for the record that he received a telephone call from Alderman Dyke stating that he was unable to attend the meeting.

4. CITIZEN/SPECIAL REQUEST/PUBLIC HEARINGS

There were no agenda items.

5. PUBLIC COMMENT FOR AGENDA ITEMS ONLY

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

6. CONSENT AGENDA

Mayor Soliman asked if any of the Council members wished to have any items removed from the consent agenda for further discussion. No items were removed.

Mayor Soliman proceeded to read the consent agenda items:

6A. Approve the Minutes from the Regular City Council Meeting Held on October 5, 2026.

6B. Approve the Minutes of the Work Session Meeting Held on October 12, 2026.

6C. Approve a Resolution Approving Agreement No. 1 to the November 3, 2025 Professional Services Agreement by and between the City of Crest Hill, Will County, Illinois and Strand Associates which Increases the Contract Amount by \$15,900.00 for a New Amount of \$49,800.00.
Resolution #1461

- 6D. Approval of Pay Request #45 from Vissering Construction Inc. with Direction to Send it to the IEPA for Approval and Disbursement for a Total Amount of \$292,209.00.
- 6E. Approve a Resolution Approving a Health Insurance Opt-Out Incentive Policy and Authorizing the City Administrator to Implement the Policy. ***Resolution #1462***
- 6F. Approval to Purchase the Motorola M500 In-Car Camera System in the Amount of \$12,243.04.
- 6G. Authorize a Recruitment and Placement Services Agreement in the amount of \$17,100 with LocalGov Staffing Solutions with City Attorney Changes.

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

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

City Clerk Christine Vershay-Hall provided the resolution numbers:

- 6C: Resolution 1461
- 6E: Resolution 1462

7. REPORTS & COMMUNICATIONS FROM DEPARTMENTS & ELECTED OFFICIALS

7A. MAYOR'S REPORT:

Mayor Soliman had no agenda items but gave an informational report on the independent forensic audit of the former Crest Hill Events Committee. The report was based on a statement prepared by legal counsel Jason Blumenthal.

Mayor Soliman recounted that he created the Events Committee in 2009 and appointed Aldersperson Oberlin to mark the City's 50th anniversary. After the City picnic proved successful and was made an annual event, the City attorney at the time advised establishing a separate bank account to track donations, sponsorships, and event revenues. Because the committee kept a private account separate from the City from 2010 through 2021, the records available to the auditors were limited. The auditors nevertheless reviewed bank records, contracts, invoices, emails, and other documents.

Based on the available records, the auditors identified no significant red flags indicating that funds had been misappropriated. They also found that record keeping and financial practices did not consistently reflect best practices. They recommended new approval procedures for committee expenditures, tracking of all finances under generally accepted accounting principles, approval of budgets in public meetings, and other transparency

and accountability measures. Some recommendations had already been implemented, and additional policy changes will be brought to the Council in the coming months.

Mayor Soliman noted that since the committee was dissolved in 2021, all event revenues and expenditures have gone through the City's accounting system. The full statement from the auditors and attorneys will be posted on the City website after the meeting. He asked that comments on the report be held until the end of the meeting.

7B. CITY CLERK'S REPORT:

City Clerk Christine Vershay-Hall reminded residents that the free community shred event will be held this Saturday from 9:00 a.m. to 11:00 a.m. in the front parking lot of City Hall. Participants are limited to four boxes.

7C. CITY TREASURER'S REPORT:

City Treasurer Jamie Malloy thanked Finance Director Glenn Gehrke and noted that all Council members should have received the attendance chart he prepared. Director Gehrke asked Council members to report any disagreements with it.

City Treasurer Malloy then read two items for approval.

- A. Approval of the List of Bills Issued through October 20, 2026, in the Amount of \$1,411,635.71.

Mayor Soliman asked for a motion to approve the list of bills.

Alderman Jefferson made a motion to approve the list of bills issued through October 20, 2026, in the amount of \$1,411,635.71. Seconded by Alderwoman Gazal. Roll Call: Ayes: Oberlin, Cipiti, Albert, Kubal, Deserio, Jefferson, Gazal. Nays: None. Absent: Dyke. MOTION CARRIED.

- B. Approval of the Regular and Overtime Payroll from September 21, 2026, through October 4, 2026, in the Amount of \$307,569.77.

Mayor Soliman asked for a motion to approve the Payroll for September 21, 2026, through October 4, 2026.

Alderman Jefferson made a motion to approve Payroll for September 21, 2026, through October 4, 2026, in the amount of \$307,569.77. Seconded by Alderman Cipiti. Roll Call: Ayes: Gazal, Oberlin, Cipiti, Albert, Kubal, Deserio, Jefferson. Nays: None. Absent: Dyke. MOTION CARRIED.

In response to a question from Alderwoman Gazal, City Treasurer Malloy reminded residents about the property tax rebate. Applications were

distributed with the water bill and must be submitted to the finance office by December 4. Late applications will not be accepted. Rebate checks, in green envelopes, are expected around March 17. Alderwoman Gazal requested that a reminder also be posted on social media for residents.

7D. CITY ATTORNEY:

There were no items to report.

7E. CITY ADMINISTRATOR:

1. Update on Emergency Repair of the Collector Arm at the East Wastewater Treatment Facility with Dahme Mechanical Industries for an Amount of \$38,888.00.

City Administrator Blaine Wing explained that he processed the repair as an emergency because it will take six to eight weeks to complete. Under City code, emergency expenditures must be brought to the Council for authorization afterward. He noted that the new treatment facility is not yet online, so the East plant is the City's only treatment facility. Of its two collector arms, one is out of service, and colder temperatures make mixing and clarification more difficult.

Strand Associates representative Mike Ott described the failed component as critical infrastructure for the plant's wet weather treatment capacity. It is part of the clarifier, the round settling tanks that follow the biological process. Solids settle by gravity and are collected by the two-armed mechanism. Some solids are returned to the process and the rest go to the biosolids train, leaving clean effluent. With only one arm in service, the plant's effective treatment capacity is cut in half. Mr. Ott supported treating the repair as an emergency authorization.

Aldersperson Oberlin made a motion to approve the emergency repair of the collector arm at the East Wastewater Treatment Facility in the amount of \$38,888.00. Seconded by Alderman Albert. Roll Call: Ayes: Cipiti, Albert, Kubal, Deserio, Jefferson, Gazal, Oberlin. Nays: None. Absent: Dyke. MOTION CARRIED.

Alderwoman Gazal asked for an update on the completion of the new sewage treatment facility. Administrator Wing said the full plant is expected to be operational around January or February 2027, with some components coming online this fall. He will obtain exact dates from the engineers and provide the Council a full update.

7F. PUBLIC WORKS DEPARTMENT:

There were no items to report.

7G. CITY ENGINEER:

City Engineer Ron Wiedeman updated the Council on current construction projects.

The Caton Farm Road widening from Oakland to Broadway begins tomorrow and will take about two weeks. It adds roughly a foot on either side to bring the lanes, currently about eleven feet, to twelve feet to accommodate truck traffic, followed by resurfacing. Closures will be daytime lane closures, and the schools, police, and fire departments have been notified.

On the 2026 Roadway Rehab, HMA recycling began last Saturday in Ward 3 and will proceed to Ward 4 and then Ward 2, working south to north. The final surface is expected around the end of the month, weather permitting.

At City Commons, the contractor plans to begin grading and underground preparation tomorrow or Wednesday.

At Inner Circle Phase 1, sodding is expected later this week. At Inner Circle Phase 2, from Marlboro to Hosmer, the water main and services are complete and in service. Storm adjustments and concrete removal are underway, with completion expected in late fall.

At Oakland Avenue Phase 2, from Ludwig to Theodore, storm sewer relocation has just begun, and no water main work has been done. The project, once expected to finish this year, will likely be completed in the spring.

Crack sealing is expected the last week of October or first week of November.

Alderman Albert raised a question about the persistent standing water on Gaylord Road near the railroad tracks. Engineer Wiedeman said a blockage in the railroad ditch and culvert had been cleared by the railroad, and a pipe connecting two large ponds had been cleaned. The blockage had held the ponds at a higher elevation, causing water to come out of a drainage structure at Gaylord Road and over the road into a driveway to the west. He will follow up with the Public Works Director later this week.

7H. FINANCE:

Finance Director Glenn Gehrke had no agenda items. He restated that property tax rebate applications are accepted through December 4. Applications are available in English and Spanish on the website, along with links to the Will County Supervisor of Assessments for PIN lookup and to a copy of the property tax bill.

Regarding utility billing concerns, Director Gehrke said staff review the entire bill and usage data with residents who contact the finance department. He noted that the City controls only the system up to the water meter. He

also said most meters provide hourly reads, with about 30 meters still to be replaced. Slow, continuous usage often indicates a toilet leak. In response to Alderwoman Gazal, he confirmed that the City offers dye tablets that residents can place in a toilet tank overnight to detect leaks, and agreed they should be promoted more.

7I. POLICE DEPARTMENT:

There were no items to report.

7J. COMMUNITY DEVELOPMENT:

Community Development Director Dan Ritter thanked those who attended last Tuesday's groundbreaking for The Seasons of Crest Hill. The developer is moving quickly toward foundations and has expressed interest in another project in the City. A press release will follow.

At the former City Hall site, Quik Trip's demolition permits have been approved. The demolition contractor was expected to be available in about two weeks, and the developer has been asked to preserve some bricks.

Kindred Gastro Pub on Renwick, run by a new operator who runs a similar business in Lisle, is expected to open soon.

Acapulco Bakery and Restaurant in the Hillcrest Shopping Center is also expected to open soon.

Director Ritter clarified that a Chuck E. Cheese play facility advertised in a release was for Crestwood, not Crest Hill. He has contacted the company about locating here.

At the next work session, Merichka's Restaurant is expected to bring the first request under the commercial grant program changes adopted in July, beginning with a landscape grant.

The draft comprehensive plan will be sent to the Council and Planning Commission this week and posted on the website for public feedback. An open house and a Planning Commission public hearing will precede Council adoption.

Alderwoman Gazal asked that Willow Falls, including its assisted living residents, be notified before the Quik Trip demolition and that work not begin before 8:00 a.m. Director Ritter agreed to remind the contractor of the 8:00 a.m. start and to notify Willow Falls and the full Council once a date is set.

Mayor Soliman commended Fiduciary Real Estate Development. He said the 260 upscale apartment units at The Seasons of Crest Hill were overdue and will spur economic development along the Weber Road corridor.

8. UNFINISHED BUSINESS:
There were no items to report.

9. NEW BUSINESS:
There were no items to report.

10. COMMITTEE/LIAISON REPORTS:

Alderman Gazal announced that the annual WinterFest will be held December 12th, with the time changed to 1:30 p.m. to 5:30 p.m. Planned activities include reindeer, a parade, holiday lights, children's activities, a jumpy house, and food trucks. The Crest Hill Lions have approved assisting with the event.

A holiday light contest will be announced soon.

11. CITY COUNCIL COMMENTS:

Alderman Oberlin wished everyone a safe and happy Halloween and asked drivers to watch for children.

Alderman Albert reminded residents of the Crest Hill Lions Club Halloweenie Roast on Halloween, from 3:00 p.m. to 6:00 p.m., at the Richland Center, Chaney School, and Remington Lakes Park on Borio Drive. He also urged residents to vote on November 3, noting that Richland School has an important referendum on the ballot.

12. PUBLIC COMMENT:

No one approached the podium to make public comments. Mayor Soliman then recognized Alderman Oberlin to comment on the Mayor's Report.

Alderman Oberlin thanked Alderman Kubal, whom she credited with speaking up during the matter. She said she had waited until the audit concluded because the auditors asked everyone to refrain from comment. She stated that she had been subjected to attacks in the chambers and on social media, and that she had cooperated fully with the auditors. She described the committee's work, including more than 30 events in the 2009 anniversary year, funding through sponsorships and banner sales so that taxpayers would not bear the cost, and support for local schools, the food pantry, the Disabled American Veterans, and police department equipment. She said the committee also paid the police department for its services.

Alderman Oberlin explained that the account was private, and that she moved it to a new institution after the previous one made a deposit error and the account needed to be changed when a co-chair left the City. She said her computer later failed and records were lost, though the committee's early records had been kept. She said her personal information was circulated in documents obtained from a financial institution, which she described as doxing. She spoke of using her own money to hire a lawyer for the protection of her private information. She said she had been disappointed by colleagues who had known her for decades. She also objected to Alderman Jefferson's efforts to place a report containing personal information on the public record.

Aldерwoman Gazal responded that she understood the experience, having been investigated for six months over an alleged executive session comment. She said she took offense at the singling out of one alderman and that every elected official has a duty to support transparency. She said members had asked for years for reports on the private account and were told no information was owed. She added that the city administrator had signed a FOIA response based on the understanding that the account was closed, and that all Council members were drawn into the matter.

Aldерperson Oberlin clarified that she had not called anyone the best alderman. Aldерman Albert said that when the audit was first proposed he voted yes reluctantly and had predicted it would confirm what was already known. He read the portion of the Mayor's report stating that no significant red flags were identified and that no paperwork was available. Aldерwoman Gazal agreed there was no paperwork. Aldерperson Oberlin responded that there were gaps rather than a lack of record keeping. She explained that the records were kept on her desktop computer, which later failed beyond recovery, and that she had told the auditors this.

Aldерman Cipiti said he took offense at Aldерperson Oberlin's use of the word "revenge" shortly after mentioning his name, and stated that nothing he did was motivated by revenge. Aldерperson Oberlin apologized, saying her remark was not directed at him.

Aldерman Jefferson stated that he carries out his fiduciary duties professionally and has no personal discord with anyone. He said he sought only a redacted version of the report to be made public, never the release of personal information. Mayor Soliman then ended the discussion, stating it was time to move forward.

13. EXECUTIVE SESSION:

- A. 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.

Aldерperson Oberlin made a motion to go into executive session on 5ILCS 120/2 (c)(1) at 8:03 p.m. Seconded by Aldерman Deserio. Roll Call: Ayes: Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal, Deserio. Naves: None. Absent: Dyke. MOTION CARRIED.

Aldерperson Oberlin made a motion to reconvene from the executive session on 5ILCS 120/2 (c)(1) at 9:10 p.m. Seconded by Aldерman Deserio. Roll Call: Ayes: Albert, Kubal, Deserio, Jefferson, Gazal, Oberlin, Cipiti. Naves: None. Absent: Dyke. MOTION CARRIED.

14. APPROVAL OF EXECUTIVE SESSION ITEMS:

City Attorney Mike Stiff stated that there are two actions needed coming out of executive session.

A. Approval of Conditional Employment Offers to Candidates

Attorney Stiff said a motion was needed to authorize the HR Director to make a conditional offer of employment to the full-time water superintendent candidate on the terms discussed in closed session.

Alderman Albert made a motion to authorize the HR Director to make a conditional offer of employment to the full-time water superintendent candidate. Seconded by Alderperson Oberlin. Roll Call: Ayes: Kubal, Deserio, Jefferson, Gazal, Oberlin, Cipiti, Albert. Nays: None. Absent: Dyke. MOTION CARRIED.

Attorney Stiff stated a motion was needed to authorize the HR Director to make a conditional offer of employment to the full-time building inspector candidate on the terms discussed in closed session.

Alderman Deserio made a motion to authorize the HR Director to make a conditional offer of employment to the full-time building inspector candidate on the terms discussed in closed session. Seconded by Alderman Albert. Roll Call: Ayes: Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal, Deserio. Nays: None. Absent: Dyke. MOTION CARRIED.

15. ADJOURNMENT:

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

Alderman Jefferson made a motion to adjourn at 9:12 p.m. Seconded by Alderman Deserio. Roll Call: Ayes: Gazal, Oberlin, Cipiti, Albert, Kubal, Deserio, Jefferson. Nays: None. Absent: Dyke. MOTION CARRIED.

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

CHRISTINE VERSHAY-HALL, CITY CLERK

RAYMOND R. SOLIMAN, MAYOR

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
October 26, 2026

The October 26, 2026, City Council work session was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers, 20600 City Center Blvd. Crest Hill, Will County, Illinois.

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

Also Present were: City Administrator Blaine Wing, Assistant City Administrator & HR Director Ashley Monroe, Community Development Director Dan Ritter, Finance Director Glenn Gehrke, Deputy Police Chief Dave Reavis and City Attorney Mike Stiff.

Mayor Soliman stated for the record that he received emails from Alderman Kubal and Alderman Deserio, who were unable to attend the meeting.

MAYOR

1. GIS Implementation Overview and Presentation by Municipal GIS Partners (MGP)

Community Development Director Dan Ritter reported that the City joined the GIS consortium and MGP in April. Since then, staff and MGP have transferred and updated the City's existing data. The basics are now implemented, with internal access for staff and Council members and a public-facing component. Director Ritter noted that MGP trainings have already produced ideas for public safety and rental inspection uses.

MGP Industry Success Manager Chris Strom explained that the GIS Consortium has about 50 member communities, with Crest Hill the newest. Membership includes project management support and three products: MyGIS, a secure internal tool for staff, The Community Portal and The Community Map Viewer, which is public-facing.

Baseline layers include water, sanitary, and storm water utilities, zoning, parcels, community boundaries, and police beats. Staff has used the virtual request assistance system for about 33 requests in roughly six weeks, including event maps and a recent road closure map. Next steps include validating and adding high-priority city data, field units for crews, expanded public-facing layers, and recurring check-ins with staff. Mr. Strom thanked Director Ritter, City Administrator Wing, City staff, and MGP's Angie Miller and Grant Dixon.

Alderwoman Gazal asked who enters data, who is accountable for entries, how long updates take, and whether MGP is available outside business hours. Mr. Strom and Director Ritter responded as follows: Data entry is a

joint effort. Most updates are submitted to MGP as tickets, and Public Works staff can also update items such as hydrants, water mains, and street signs directly. Under the new licensing, each authorized user has an individual account, so changes can be traced to a person. Public Works leadership helped determine who should have edit access. Simple updates take a few hours, typical requests one to two days, and large layers such as a full water main inventory can take weeks. MGP runs ongoing data quality checks. Requests can be submitted at any time. MGP staff are generally available from 8 a.m. to 5 p.m., with on-call support for emergencies. The recent road closure map was produced in under 24 hours.

Director Ritter explained that the City is deliberately avoiding bulk migration of outdated data, such as a 2018 street sign inventory. The goal is to build accurate data that supports analysis of water main replacement, roads, and other capital spending. He thanked MGP and Ms. Miller for keeping staff on track. This item was informational only. No action was taken.

POLICE DEPARTMENT

1. WRAP Restrain Device Discussion

Deputy Police Chief Dave Reavis requested approval to purchase four WRAP restraint systems. The device is used to restrain combative subjects, protect officers and subjects, and reduce damage to police vehicles during transport to the hospital or police department. The purchase includes manufacturer training and a five-year warranty. The units are reusable.

Deputy Chief Reavis explained that one unit would be placed in each sergeant's vehicle for major incidents, with the remainder assigned to patrol officers on shift. This allows three to four units during a call if needed. He said four units is sufficient for now, with more possible if use warrants.

In response to council questions, he explained that the device is applied after the subject has been taken into custody and controlled, typically with a two-person shield. It wraps the legs, allows handcuffing in front or behind, and keeps the subject in a seated position. Nothing passes across the neck. Alderman Jefferson cited a reported incident in another state involving breathing difficulty and asked about health risks. Deputy Chief Reavis acknowledged that some risk exists in any restraint and that he could not speak to that case without further research. Alderman Dyke questioned how easily the device can be applied to a resisting subject. Deputy Chief Reavis said he had seen only demonstrations. He cited a recent local incident in which the device could have been useful. Mayor Soliman noted that the City may pursue grants for additional units.

Mayor Soliman conducted an informal vote to approve the quote from Safe Restraints for the purchase of four WRAP restraint systems in the amount of \$6,348.48.

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

NAYES: None.

ABSENT: Ald. Deserio, Kubal.

ECONOMIC DEVELOPMENT DEPARTMENT

At Mayor Soliman's request, and with the Council's concurrence, the Economic Development items were taken out of order, following the Police Department item, to accommodate guests in the audience.

1. **Plan Commission Recommendation for a Special Use Application for an Automobile Sales and/or Leasing business with Respect to Certain Real Property Located at 1700 Plainfield Road in Crest Hill, Illinois (Application of Jawad Hamayel – First Global Trading LLC)**

Community Development Director Dan Ritter presented the Plan Commission's unanimous October 8th recommendation of approval, subject to the conditions in the staff report, for "Drive Auto Sales." The business would operate at the rear of the existing commercial property, which also houses a furniture store that will remain. Key points:

- The office would be in about 1,200 square feet of the lower-level space with a separate rear entrance.
- Up to 10 vehicles could be displayed in front along Plainfield Road, including overnight if lighting meets code, with remaining inventory in striped stalls at the rear.
- No variations were requested.
- Site improvements include repaving and striping, landscaped islands and curbing, a rebuilt ground sign at the proper setback, new wall signs, and facade work. An optional rear gate would require a permit and a fire department-approved lockbox.

Alderman Gazal asked about vehicle counts and signage. Director Ritter confirmed the 10-stall maximum at the front of the property and said the sign will be fully replaced. Alderman Cipiti asked about parking on grass, lighting, locked gate for the rear of the building and completion timing. Director Ritter stated that the site plan limits vehicle storage to paved, striped areas, which is also a code requirement, and that required lighting plans and work must be completed before business operation. Alderman Albert asked about the rear of the building and whether there will be cars displayed inside the building, like a car showroom setting. Director Ritter confirmed that all vehicles will be outside and from Alderman Cipiti's inquiry that ADA access will be provided.

Petitioner Jawad Hamayel addressed the Council. He described operating in Crest Hill since 2019, his plans to expand from wholesale into retail sales, and his commitment to improving the building. Mr. Hamayel praised City Planner Atefa Ghaznawi on the great job she did and Director Ritter for working with him. Mayor Soliman confirmed with Mr. Hamayel that there would be no auto repair, no abandoned or non-sale vehicles would be stored, most sales would be online and that he agrees to all seven Plan Commission conditions.

At Alderman Cipiti's request, Mr. Hamayel confirmed on the record that no vehicles would be parked on grass and that none would be brought on-site for sale before the additional lighting is in place. Alderwoman Gazal and Alderperson Oberlin welcomed the business and the planned upgrades.

Mayor Soliman conducted an informal vote for approval of a special use permit for a used automobile sales and/or leasing business located at 1700 Plainfield Road, subject to substantial conformance with the seven conditions and application documents referenced in the October 8, 2026, Plan Commission staff report.

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

NAYES: None.

ABSENT: Ald. Deserio, Kubal.

2. Plan Commission Recommendation for a Special Use Permit for a Fueling Station and Variations from the Crest Hill Zoning Ordinance and Code of Ordinances with respect to Certain Real Property located at 2350 Plainfield Road in Crest Hill, Illinois (Application of Ahmed Mohsin, of 2350 Property LLC)

Director Ritter presented the Plan Commission's unanimous recommendation, following two public hearing meetings, to approve a special use for the existing, legally non-conforming gas station and convenience store. The applicant acquired the property in May 2026. The redevelopment includes:

- A new, larger convenience store with a quick-service restaurant (Wetzel's Pretzels), with pickup only, no drive-through.
- The building was relocated closer to Plainfield Road and farther from adjacent residences.
- Mechanical equipment moved to the roof.
- Removal of asphalt in the IDOT right-of-way.
- Pumps, tanks, canopy size, and access points unchanged.
- Downcast, full cut-off lighting supported by a lighting plan.
- Modernized signage, with the ground sign location possibly shifting between corners.
- A new 8-foot fence and a maintained landscaping buffer along the residential boundary.
- New sidewalks on Plainfield Road and Sycamore Street.

Director Ritter said the applicant adjusted the plan in response to resident concerns, including dropping the proposed drive-through. He does not consider this the ideal gas station location but supports the investment. Alderman Albert commented favorably on the responsiveness to the Plan Commission process, the fence and landscaping, and the sidewalks. Alderman Albert also asked about diesel service. Director Ritter explained that the large vehicle routing shown on plans is for fuel tanker and fire truck access. Applicant Ahmed Mohsin confirmed there is no dedicated diesel fueling, and also confirmed the station will operate 24 hours, will not sell

alcohol, and agreed to all nine Plan Commission conditions. He reported the Wetzel's Pretzels franchise agreement has been signed.

Resident Randy Massey raised concerns about overnight noise from loud car stereos and early-morning garbage truck pickups, and asked for signage to reduce noise pollution. Mr. Mohsin agreed to post signage. Director Ritter said the City would work with the hauler and the owner to restrict pickups to after 7 or 8 a.m., and noted the City has successfully done this with other businesses. The Council agreed to add a tenth condition requiring signage regarding noise restrictions, in effect from 11:00 p.m. to 7:00 a.m.

Mayor Soliman conducted an informal vote on the Plan Commission's recommendation for conditional approval of a special use for a fueling station with a convenience store and the requested variations for reduced building, parking, sign, and landscape setbacks and other landscape waivers, subject to substantial conformance with ten conditions (the tenth being noise-restriction signage in the parking lot) and the application documents referenced in the October 8, 2026 Plan Commission staff report.

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

NAYES: None.

ABSENT: Ald. Kubal, Deserio.

3. Commercial Property Improvement Grant for Front/Entrance Landscaping at Merichka's Restaurant, 604 Theodore St.

Director Ritter presented the first application under the revised Commercial Property Improvement Grant program, which replaced the little-used facade grant in July. The project is front and west entrance landscaping at Merichka's Restaurant, with a total cost of \$5,624.56. The City grant, at the 50 percent maximum, would be \$2,812.28. The applicant, which has a ceiling of \$10,000 on the property, plans to return next year for facade work. Staff requested a waiver of the multiple-bid requirement because the work was performed by The Fields on Caton Farm, a Crest Hill business that also installs the City's street trees. Staff reviewed the pricing and found it reasonable. Staff recommended approval.

Mayor Soliman conducted an informal vote on the approval of a commercial improvement grant application for landscaping improvements at Merichka's Restaurant, 604 Theodore Street, in an amount not to exceed \$2,812.28, with the multiple-bid requirement waived.

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

NAYES: None.

ABSENT: Ald. Deserio, Kubal.

Alderswoman Gazal asked whether the City can recover funds if a business closes after receiving a grant. Director Ritter explained that the revised program funds only improvements that run with the property, such as landscaping, ground signs, and parking lots, rather than business-specific wall signs. He added that claw back provisions have failed in all three cases

where the City tried them, because businesses typically reopen under new LLCs and legal costs exceed recoveries.

ENGINEERING DEPARTMENT

There were no agenda items.

PUBLIC WORKS DEPARTMENT

There were no agenda items.

FINANCE DEPARTMENT

1. **Utility Billing – Migration to change from Bi-Monthly Billing to Monthly Billing**

Finance Director Glenn Gehrke reported that staff is preparing to migrate utility billing from bimonthly to monthly, per Council direction. The work involves:

- Reconfiguring the ERP billing cycles. The Stateville cycle is unaffected.
- Testing by the vendor on a sample of the City's database.
- Amending the relevant ordinances (Sections 13.24.050 through 13.24.055). The base allotment of 400 cubic feet per two months would become 200 cubic feet per month at half the base rate, and about 15 other rates will be reviewed.
- Coordinating with Public Works on the timing of shutoffs, turn-ons, and manual meter reads.

The vendor quoted \$200 per hour with a two-hour minimum, with an estimate of \$4,000 to \$6,000. Director Gehrke asked the Council for input on the current 7.5 percent late fee, since four nearby municipalities charge 10 percent. He also asked about moving to a due date of 20 to 21 days, because the current 45-day delinquency window would overlap the next monthly cycle. When Alderwoman Gazal asked when the monthly billing would start, Director Gehrke stated the target start is February, which would be the first even month after the necessary ordinance changes. Director Gehrke cautioned that customers carrying past-due balances will face a short-term crunch at the transition.

Alderwoman Gazal asked about credit card fees for online payments. Director Gehrke explained the portal charges a 3 percent fee and that checking account payments avoid it. City Administrator Wing recommended promoting autopay, noting that in a prior community a \$5 credit led to 50 percent enrollment within three months and significantly reduced shutoffs. He also expected monthly billing to help residents spot leaks sooner and to assist with budgeting. Director Gehrke noted that the change doubles work for the utility billing staff, while Alderperson Oberlin expected it to level out as shutoffs decline. Director Gehrke said stale and manual-reads currently number about 45, compared with an industry benchmark of about 20, a function that falls largely to Public Works.

Mayor Soliman conducted an informal vote on staff's recommendation to approve an expenditure of \$4,000 to \$6,000 to proceed with the utility billing migration to monthly billing.

AYES: Ald. Oberlin, Cipiti, Albert, Jefferson, Dyke.

NAYES: None.

ABSENT: Ald. Kubal, Deserio, Gazal.

CLERK

There were no agenda items.

TREASURER

City Treasurer Jamie Malloy stated, "I wanted to take some time to reply to last Monday night's meeting. First of all, I wanted to state that I had nothing to do with revenge. I was doing my job. I have a fiduciary responsibility to the citizens of Crest Hill. When we were out campaigning for a past mayoral candidate, I told Alderperson Oberlin people were questioning the past picnics and I told you I was going to look into those when I got sworn in. I put through a FOIA requesting the documents. You advised the City Administrator there was no records. I went to Crest Hill branch of NuMark and was told there was nothing available. A resident of Crest Hill had a check copy and gave it to me. So, I went to a different branch of NuMark and got the records. If this was a private account, why was I given the copies? Now Tina, you stated that you had done nothing wrong, however your first response to me was, 'I'm going to sue you and I'm going to sue the City,' and you followed through." Treasurer Malloy continued, "I never personally went after you. I pulled the records for the past Events Committee that you chaired. You stated you used your own money; however I have a record that First Midwest account showing that you were reimbursed \$1,415.20. When the Council questioned you about this account, why didn't you answer them? I wish to go on record and make it known I never represented myself as Tina Oberlin. I walked into both banks with a business card in one hand and a lanyard around my neck with a photo ID. In speaking to the lady at First Midwest, she told me that her husband, Dave, is the person who details your car, so she knew I was not you. You have embellished the story. The credit union turned the documents over to me. They never redacted any of your information. To say I handed it out like Halloween candy is again embellishing the story. If the account was a private account, why was it listed as 'Crest Hill Events Committee' and why would you take a check for \$5,000, made out to the City of Crest Hill and deposit it in your account?"

Treasurer Malloy continued, "Alderman Jefferson never wanted to put your information out to the City. His response was to the Mayor to allow me to finish my report. However, if anyone has the nerve to question anything you're involved in, you get angry. I've heard you sit up here and speak about transparency and accountability. I am the Treasurer of Crest Hill, and this is my job. Finally, I wish to say being a victim does not erase bad decisions and you treat accountability as though it was a threat. Thank you!"

CITY ADMINISTRATOR

1. Discussion of Payroll & HR Software with UKG

City Administrator Blaine Wing reported on a nine-month evaluation of payroll and HR software from BS&A, OpenGov, UKG, and Caselle. He gave four reasons for the change:

- The Caselle agreement expires in early 2027.
- The police union has filed payroll-related grievances tied to software limitations.
- UKG allows digital time clocks and geo-fencing.
- UKG offers an integrated HR module for training, certifications, and onboarding.

The police department already uses a UKG product. Through a public sector purchasing cooperative, staff secured a 35 percent discount. The one-time cost is \$16,018.75 and the annual cost is \$18,447. Administrator Wing is working with the City Attorney on the contract term. A five-year term would avoid an approximately 8 percent increase at renewal. Implementation typically takes four to six months, and a month-to-month arrangement with Caselle is expected to cover the transition. The proposal must be signed before November 20.

Assistant City Administrator & HR Director Ashley Monroe asserted that this move would improve the payroll and HR process by having information all in one place and in improved order. Finance Director Glenn Gehrke called the City's current HR capabilities "abysmal" and described UKG as the "gold standard." The City currently uses three separate timekeeping systems, and UKG will provide an API or journal entry integration with the financial system. Net cost will be determined once Caselle provides module-level pricing, expected the following Monday. In response to Alderwoman Gazal, staff confirmed the cost will be shared across budgets, since Caselle's modules serve multiple departments. Funding will come from the general fund and enterprise funds, split by function. Administrator Wing noted that Public Works and Community Development are also reviewing permitting and asset management software.

Mayor Soliman conducted an informal vote on the City Administrator's recommendation to move forward with UKG.

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

NAYES: None.

ABSENT: Ald. Deserio, Kubal.

2. Discussion of Citizen Participation & Council Rules of Order

City Administrator Wing explained that staff is seeking direction on adopting written rules for citizen participation and council rules of order, so the presiding officer has a legal basis to stop harassment, threats, or personal attacks. He stated that earlier discussions in 2022 and 2024 produced draft materials but no record of formal adoption. The packet included examples from Naperville, Tinley Park, Peru, and others, and a prior draft policy on page 39. He emphasized he was not recommending specific limits on council members. Anger and criticism are permitted, but without adopted standards the Mayor or Plan Commission chair lacks clear authority to enforce decorum.

Alderwoman Gazal asked that the term “staff” be clarified, and Administrator Wing confirmed the recommendation came from him. She objected strongly to any restrictions on how often or how long Council members may speak, citing her duty to her constituents and the First Amendment. She expressed concern about inconsistent enforcement of time limits and about unrestricted public comment being allowed for some speakers but not others. She supported a simple 3-minute public limit and asked that residents be allowed to express frustration absent threats or profanity. Alderperson Oberlin agreed that decorum rules should be basic, such as no attacks on families and no profanity. She opposed restrictions on Council speaking and on residents returning to speak, especially on matters near their homes. Alderman Cipiti inquired if this was for public comment only.

City Attorney Mike Stiff reported that prior discussions concerned public comment only. Topics included time limits, decorum, comment-only rather than question-and-answer, and recording by audience members. He noted that the City cannot prohibit recording. He advised that any policy must protect legitimate, even angry, criticism while allowing the chair to gavel personal attacks and threats. He suggested the following:

- A standard introductory statement at each meeting.
- A time limit, with 3 minutes for regular meetings and possibly 5 for work sessions.
- No question-and-answer during comment.
- Decorum language.
- A provision allowing the Council by majority to extend time.

Community Development Director Dan Ritter described Tinley Park’s experience. That village adopted a time limit, later settling at 6 minutes, with Council ability to extend it, after lacking rules led to legal challenges and unfairness to other speakers. Mayor Soliman said he generally allows leeway and cautioned against a rigid rule, but acknowledged the need for some structure. Alderman Albert expressed concern about picking and choosing when to enforce limits and about consistency when responding to commenters. Several members indicated a preference for flexibility and for the Council, not only the Mayor, to be able to extend time. No action was taken. Administrator Wing and Attorney Stiff will summarize the discussion and return with recommendations at a future session.

Administrator Wing stated that there will be a groundbreaking this week at the Grand Prairie East and West Receiving Station. He will have Marybel send out the details to the Council.

PUBLIC COMMENTS

Resident Linda Dyke expressed concern about activity at 1919 Kelly Avenue. She stated that a neighbor reported vehicles being dropped off and picked up from a trailer in the evenings, which some believed to be from an automotive business on Theodore Street. She also reported unhooked trailers near the roadway and items stored in the front yard, and said she had reported the property to the police department.

Ms. Dyke also stated that she would bring a poster of unkempt properties to the next meeting.

EXECUTIVE SESSION

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

Alderman Oberlin made a motion to go into executive session for 5 ILCS 120/2(c)(1). Seconded by Alderwoman Gazal. Roll call: Ayes: Dyke, Jefferson, Gazal, Oberlin, Cipiti, Albert. Nays: None. Absent: Deserio, Kubal. MOTION CARRIED.

Executive Session: 9:56 p.m.

Alderman Jefferson made a motion to reconvene from the executive session for 5 ILCS 120/2(c)(1). Seconded by Alderman Oberlin. Roll call: Ayes: Gazal, Oberlin, Cipiti, Albert, Dyke, Jefferson. Nays: None. Absent: Kubal, Deserio. MOTION CARRIED.

Reconvened: 11:24 p.m.

ADJOURNMENT

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

The meeting adjourned at 11:25 p.m.

Approved this ____ day of _____, 2026.

As presented _____

As amended _____

CHRISTINE VERSHAY-HALL, CITY CLERK

RAYMOND R. SOLIMAN, MAYOR



Agenda Memo

Crest Hill, IL

Meeting Date:	November 2, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Resolution approving an Agreement for Weber Road and McGilvray Drive Intersection Improvement by and Between the City of Crest Hill, Will County, Illinois and P.T. Ferro Construction Company for an amount of \$227,566.44.

Summary: Attached is the construction agreement for the Weber Road and McGilvray Drive Intersection Improvement, which was awarded to P.T. Ferro Construction Company at the October 5, 2026 council meeting.

Recommended Council Action: Resolution approving an Agreement for the Weber Road and McGilvray Drive Intersection Improvement by and Between the City of Crest Hill, Will County, Illinois and P.T. Ferro Construction Company for an amount of \$227,566.44.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: \$5,790,000.00

Cost: \$227,566.44

Amount including this improvement approved to date is \$4,42,102.00

Attachments:

P.T. Ferro-McGilvray Dr Widening- Resolution

Exhibit A-Construction Agreement for Roadway Contract-McGilvray Dr. Widening.

RESOLUTION NO. _____

**A RESOLUTION APPROVING A CONSTRUCTION AGREEMENT FOR WEBER
ROAD AND MCGILVRAY DRIVE INTERSECTION IMPROVEMENT BY AND
BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS AND P.T. FERRO
CONSTRUCTION COMPANY FOR AN AMOUNT OF \$227,566.44**

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

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

WHEREAS, P.T. Ferro Construction Services for the Weber Road and McGilvray Drive Intersection Improvement. (the "Services"); and

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

WHEREAS, City Staff have negotiated an AGREEMENT FOR Construction Services for the Weber Road and McGilvray Drive Intersection Improvement. (the "Agreement") with the Company for the purposes of engaging the Company to perform the Services (a copy of the Agreement is attached hereto as Exhibit A and fully incorporated herein); and

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

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

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

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

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of this Agreement (Exhibit A) in the amount of \$227,566.44 are fair, reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and

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

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

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

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

[Intentionally Blank]

PASSED THIS 2ND DAY NOVEMBER, 2026.

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

APPROVED THIS 2ND DAY OF NOVEMBER, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A

**AGREEMENT
BETWEEN THE CITY OF CREST HILL
AND "CONTRACTOR"**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Crest Hill ("City") and P. T. Ferro Construction Co. ("Contractor") on this, the November 2, 2026. The City and the Contractor may be referred to individually as a "Party" or collectively as the "Parties," where appropriate.

1. The Contract Documents, in order of priority, shall consist of the following:
 - i. This Agreement
 - ii. Addenda numbers 0 to 0, inclusive.
 - iii. Contract Special Provisions bearing the title "WEBER ROAD AND MCGILVRAY DRIVE INTERSECTION IMPROVEMENTS."
 - iv. BDE Special Provisions for the September 29, 2026, Letting.
 - v. All Contract Drawings and Construction Details included with the notice to bidders, invitation to bid, and bidding instructions for the Weber Road and McGilvray Drive Intersection Improvements Project.
 - vi. City of Crest Hill Division 100 bearing the title General Requirements and Covenants
 - vii. Performance and Payment Bonds.
 - viii. Contractor's Bid and Proposal.
 - ix. All documentation submitted by Contractor prior to notice of Award.
 - x. Notice to bidders, invitation to bid, and bidding instructions for Imperial Drive Reconstruction & Utility Improvements Project.
 - xi. Notice of Award.
 - xii. Notice to Proceed.

The documents listed in this Paragraph 1, above, are not attached to this Agreement (except as expressly noted otherwise above) but are incorporated herein by reference. The Contract Documents (as set forth above) may only be amended, modified, or supplemented as provided in the City of Crest Hill Division 100 bearing the title General Requirements and Covenants. To the extent any provisions of any of the Contract Documents conflict with this Agreement, the provisions that are most beneficial to the City shall control. In the event that the Contractor believes such a conflict exists, the Contractor shall, as soon as practicable, request clarification from the City.

2. THE WORK

The Contractor shall fully execute the Work, as described and set out in the Contract Documents in a good and workmanlike manner.

3. DATES OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The Contractor shall commence the work within fifteen (15) days after the date set forth in the Notice to Proceed issued by the City in connection with this Agreement (the "Commencement Date"). The Contractor shall achieve substantial completion of the entire Work:

_____ Within _____ days after the Commencement Date.

 X On or before November 30, 2026.

After the date of substantial completion, the Contractor shall have an additional 0 days to complete all clean-up and punch-list items.

The Contractor shall not be entitled to payment or compensation for any alleged damages, costs, or expenses whatsoever that arise in connection with the Contractor ensuring timely completion of the Work, regardless of the source or cause of such alleged damages, costs, or expenses and regardless of whether said source or cause was reasonable, foreseeable, or avoidable. In the event that the Contractor believes that it will suffer damages or incur additional costs, including but not limited to any costs of acceleration, or expenses and the source or cause of such damages, costs, or expenses was an act of the City or an act of God, the Contractor's only recourse and remedy shall be to request an extension of the time for substantial completion, which the City may agree, but is not obligated, to grant in its sole discretion.

4. LIQUIDATED DAMAGES

The City and the Contractor agree that any breach of this agreement by the Contractor that results in the delay of the project will cause the City to be damaged in a manner and amount that is uncertain and difficult to ascertain. In light of this agreement, the City and Contractor further agree that, in the event that the Contractor breaches any provision of this Agreement and such breach results in any delay of the project, the Contractor shall pay the City liquidated damages in the amounts set forth in the Contract Documents. The Parties agree and affirm that, while actual damages may be difficult to prove because of an unexpected breach of this Agreement, and delay of the project, by the Contractor, the liquidated damages set forth in the Contract Documents are reasonable as of the time this Agreement is executed. Further, the Parties agree and affirm that said damages bear a rational relation and connection to the damages that are reasonably foreseeable to be sustained by the City as a result of Contractor's unexpected breach of this Agreement. Accordingly, it is the express intent of the Parties, as evidenced by their respective execution of this Agreement, to hereby settle any claims of damages that might arise as a result of Contractor's breach of this Agreement, to the extent that such breach causes any actual delay of the project.

5. CONTRACT SUM

The City shall pay the Contractor for the performance of the Work in the manner and at the rate bid and accepted by the City as shown on the Contractor's Bid Proposal Form and the City's Notice of Award.

6. PROGRESS PAYMENTS

- (a) The Contractor shall file progress payment requests on a monthly basis, and the City shall make payments to the Contractor as provided below and elsewhere in the Contract Documents.
- (b) The period covered by each period payment request shall be one calendar month ending on the last day of the month.
- (c) Upon receipt of any progress payment request, the City shall review and respond to the request within Sixty (60) days after receipt by either paying the Contractor the sums requested or else by withholding payment of all or part of said sums and notifying the Contractor in writing of the reasons for such withholding.
- (d) Progress payments shall be computed as follows:
 - (i) The amount of each progress payment shall include:
 - (1) That portion of the Contract Sum properly allocable to labor, materials, and equipment used for completed and approved Work during the time period being billed.
 - (ii) The amount of each progress payment shall then be reduced by:
 - (1) The aggregate of any amounts previously paid by the City; and
 - (2) The amount, if any, for Work that remains uncorrected and for which the City previously withheld payment or part thereof; and
 - (3) For Work performed or defects discovered since the last payment application, any amount for which the City may withhold payment as set forth in the Contract Documents; and
 - (4) Retainage, as set forth herein.
- (e) In order to be valid, each request for payment shall include or be accompanied by the following:
 - (i) A sworn statement showing the amount presently due to the Contractor (supported by detailed timecards and invoices for materials the amount previously paid), the sum of all amounts previously paid to the Contractor, and the total amount remaining to be paid to Contractor under the Contract.
 - (ii) A list of all subcontractors, suppliers, and materialmen, if any, who have been engaged to perform work in connection with the Project, which list shall be sworn

and shall show the sum of all amounts previously paid, presently due, and remaining to be paid to each subcontractor, supplier, and/or materialman.

- (iii) A sworn lien waiver, signed by the Contractor or its authorized representative, that fully and satisfactorily waives any and all lien rights that the Contractor may have in the Work or any property or funds of the City in an amount equal to the sum of the amount requested for payment and all amounts previously paid or retained during the course of the Contract.
- (iv) Sworn lien waivers signed by each subcontractor, supplier, and/or materialman on whose behalf the Contractor is applying for payment in any amount whatsoever, that fully and satisfactorily waives any and all lien rights that such subcontractor, supplier, and/or materialman may have in the Work or any property or funds of the City in an amount equal to the sum of the amount requested for payment to said subcontractor, supplier, and/or materialman and all amounts previously paid or retained during the course of the Contract for the purpose of paying said subcontractor, supplier, and/or materialman.

7. REDUCTIONS IN PAYMENT BY CITY (CITY'S RIGHT TO SETOFF)

- (a) The Parties hereby agree that the City is entitled to impose a set-off against payment based on any of the following:
 - (i) Claims have been made against the City on account of the Contractor's conduct in the performance or furnishing of the Work, or the City has incurred costs, losses, or damages on account of the Contractor's conduct in the performance or furnishing of the Work, including but not limited to claims, costs, losses, or damages from workplace injuries, adjacent property damage, non-compliance with Laws and Regulations, and patent infringement; or
 - (ii) The Contractor has failed to take reasonable and customary measures to avoid damage, delay, disruption, and interference with other work at or adjacent to the Site; or
 - (iii) The Contractor has failed to provide and maintain required bonds or insurance; or
 - (iv) The City has been required to remove or remediate a hazardous environmental condition for which the Contractor is responsible; or
 - (v) The City has incurred extra charges or engineering costs related to submittal reviews, evaluations of proposed substitutes, tests and inspections, or return visits to manufacturing or assembly facilities; or
 - (vi) The Work is defective, requiring correction or replacement; or
 - (vii) The City has been required to correct defective Work at its own cost; or
 - (viii) The Contract Sum has been reduced by change orders; or
 - (ix) An event that would constitute justify the City to terminate this Agreement for cause has occurred; or

- (x) Liquidated damages have accrued as a result of the Contractor's failure to timely achieve Substantial Completion or final completion of the Work; or
 - (xi) Liens have been filed in connection with the Work, except where the Contractor has delivered a specific bond satisfactory to the City to secure the satisfaction and discharge of such Liens; or
 - (xii) There are other items entitling the City to a set off.
- (b) If the City imposes any set-off against payment the City will give the Contractor immediate written notice stating the reasons for such action and the specific amount of the reduction and shall promptly pay the Contractor any amount remaining after deduction of the amount so withheld. The City shall promptly pay the Contractor the amount so withheld, or any adjustment thereto agreed to by the City and the Contractor, if the Contractor remedies the reasons for such action. The reduction imposed shall be binding on the Contractor unless it duly submits a change proposal contesting the reduction.
- (c) Upon a subsequent determination that the City's refusal of payment was not justified, the amount wrongfully withheld shall be promptly paid, along with 5% interest per annum.

8. RETAINAGE

For each progress payment made prior to Substantial Completion of the Work, the City may withhold 10% as retainage from the payment otherwise due. The City reserves the right, but is under no obligation, to reduce retainage prior to substantial completion.

9. FINAL PAYMENT

- (a) Subject to all requirements and provisions of this Agreement, including but not limited to the City's right to setoff its obligations to the Contractor (*see* Section 7, above), and the Contract Documents, final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the City to the Contractor when the Contractor has fully performed the Work and all other obligations under the Contract Documents other than those obligations related to the Contractor's responsibility (1) to correct deficient or unacceptable Work as provided in the Contract Documents, and (2) to satisfy other requirements, if any, which extend beyond final payment.
- (b) Upon receiving a request for final payment under the Contract, the City shall pay the balance of the contract sum within thirty (30) days of completion of punch list items by the Contractor and sign-off and approval by the City. Notwithstanding the forgoing, the City may avail itself of any longer timelines applicable to a payment as available under the Illinois Local Government Prompt Payment (Act 50 ILCS 505/1 *et seq.*), the provisions of which Act shall apply to this Contract. **THE LAW REQUIRES THAT THE CONTRACTOR SHALL SUBMIT A SWORN STATEMENT OF PERSONS FURNISHING MATERIALS AND LABOR BEFORE ANY PAYMENTS ARE REQUIRED TO BE MADE TO THE CONTRACTOR (770 ILCS 60/5).**

10. INSURANCE

A. General Insurance Requirements.

The Contractor shall fully comply with all requirements set forth in Section 7-2 of the Division 100, General Requirements and Covenants (Insurance Requirements), along with any and all other insurance requirements set out in the Contract Documents.

B. Other Insurance Requirements

The Contractor shall deliver to the City prior to commencing Work, certificates of insurance (ACORD Form 27 or other form acceptable to the City) evidencing the required insurance coverage of Contractor and each Subcontractor. The certificates required to be provided under this Paragraph shall contain clauses and/or provisions stating (i) that the policies will not be canceled or reduced without thirty (30) days prior notice to and the written consent of the City, and (ii) that the policies are primary and noncontributory. The policies shall further name the City and all of its elected officials, officers, employees, and agents as additional insureds. The City shall not waive any rights of subrogation. The Contractor shall provide and maintain insurance in the amounts outlined with companies acceptable to the City, for a minimum of two (2) years after completion final completion of the project. Under no circumstances shall the City be deemed to have waived any of the insurance requirements of this Contract by any action or omission. Liability of the Contractor and Subcontractors is not limited by purchase of insurance.

11. INDEMNIFICATION

- (a) To the fullest extent permitted by law, Contractor waives any right of contribution against and shall defend, indemnify and hold harmless the City and any elected official, officer, attorney, employee, consultant, representative, or agent of the City (collectively the "indemnitees") from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from or in connection with the performance of the Work, provided that any such claim, damage, loss or expense (collectively "Claims") is caused by or alleged to be caused by an act or omission of Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable in the performance of the Agreement, regardless of whether or not it is actually or allegedly caused in part by an indemnitee. The obligations of the Contractor under this Section 11(a) shall be construed to include, but shall not be limited to, injury or damage consequent upon failure to use or misuse by the Contractor, his agents, subcontractors, and employees of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance erected or constructed by any person, or any or all other kinds of equipment, whether or not owned or furnished by the City. The Contractor shall include this provision in each of its subcontract agreements and shall require its subcontractors to be so bound.
- (b) In the event that the Contractor or its Subcontractors are requested but refuse to honor the indemnity obligations of this Section or to provide a defense, then the Contractor shall, in addition to all other obligations, pay the cost of bringing any action to enforce this Section, including reasonable attorneys' fees.
- (c) The Contractor hereby intentionally, knowingly, and voluntarily waives the right to assert, under the case of *Kotecki v. Cyclops Welding Corp.*, 146 Ill. 2d 155 (1991) that Contractor's liability may be limited to the amount of its statutory liability under the Workers' Compensation Act, and agrees that Contractor's liability to indemnify and defend the Owner is not limited by the so called

“Kotecki Cap.” The Contractor shall include this provision in each of its subcontract agreements and shall require its subcontractors to be so bound.

- (d) The indemnification provisions of this Section 11 are not intended to circumvent the Construction Contract Indemnification for Negligence Act (740 ILCS 35/0.01, *et seq.*) and shall not be construed as such, but in such a way to affect their enforcement to the fullest extent of the law.

12. COMPLIANCE WITH LAWS

The Contractor shall perform its Work in compliance with all applicable laws, ordinances rules, regulations and codes, including but not limited to the *Illinois Prevailing Wage Act* (820 ILCS 130/1 *et seq.*). The Contractor shall pay not less than the prevailing rate of wages to all laborers, workers and mechanics performing work under this Contract. Moreover, the Contractor shall ensure that each subcontract awards shall contain specific language therein requiring each subcontractor to pay not less than the prevailing wage to all laborers, workers and mechanics performing work for the project contemplated under this Contract. Further, the Contractor and all Subcontractors shall submit monthly certified payroll records to the City verifying that employees are being paid the prevailing rate of wages. The Contractor shall obtain necessary permits and licenses and consult with applicable governmental authorities as appropriate to ensure that the Work complies with all applicable laws. The Contractor agrees to fully comply with all requirements of federal and state law, including, but not limited to, the requirements of *Illinois Human Rights Act* (775 ILCS 5/1-101 *et seq.*) and the provision of sexual harassment policies and procedures pursuant to Section 2-105 of that Act. The Contractor further agrees to comply with all federal and state Equal Opportunity Laws, including, but not limited to, the *Americans With Disabilities Act* (42 U.S.C. Section 12101 *et. seq.*) and all rules and regulations promulgated thereunder. The *Illinois Employment of Illinois Workers on Public Works Act* (30 ILCS 570/0.01 *et. seq.*), and *Steel Products Procurement Act* (30 ILCS 565/1 *et. seq.*), shall prevail on this project to the extent such Acts are applicable and enforceable.

13. ASSIGNMENT

The Contractor shall not assign this Contract without the prior written consent of the City, which consent may be withheld at City’s sole discretion. All Contractor’s subcontracts shall be in writing, and shall be assignable by the Contractor to the City.

14. BOND

Pursuant to the *Public Construction Bond Act* (30 ILCS 550/1, *et seq.*), prior to commencing work, the Contractor shall provide a bond in the amount of one hundred percent (100%) of the Contract Sum and conditioned to guarantee the full and complete performance of the work, according to the terms of the specifications, plans and contract, which contract shall be properly executed and signed at the time of filing of said bonds. Pursuant to Section 4 of the *Prevailing Wage Act* (820 ILCS 130/4), the required bond shall include a provisions as will guarantee the faithful performance of the prevailing wage requirements of this Contract and Illinois Law. With permission of the City, and when state and federal funds are not used on the Work, the Contractor may provide a non-diminishing irrevocable letter of credit, for contracts under \$100,000, in lieu of aforesaid bond. This bond or the non-diminishing irrevocable letter of credit are to remain in full force and effect up to and including the final acceptance of the work.

After which it shall become null and void only after the Contractor provides a maintenance bond which shall meet the approval of said City of Crest Hill.

15. CITY SHALL NOT WAIVE ANY RIGHTS BY MAKING ANY PAYMENT

Notwithstanding any other provision in this Agreement or the other Contract Documents, the City shall not, in any manner, be deemed or intended to have waived any claim by making any progress or final payment in any amount.

16. WARRANTY

The Contractor shall supervise and direct the Work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have charge and control of contractor means, methods, techniques, sequences, and procedures for coordinating all portions of the Work. The Contractor warrants to the City that materials and equipment furnished under the Contract will be of good quality and new, unless otherwise required or permitted by this Agreement or any of the other Contract Documents and that the Work will be performed in a workmanlike manner and be free from faults and defects and in conformance with this Agreement and all other Contract Documents.

Neither the final payment under the Agreement by the City nor any provisions in the Contract Documents shall relieve the Contractor of any responsibility for negligence in the furnishing and installation of faulty materials or for faulty workmanship which shows up within the extent and period proved by law or within the guarantee period of one (1) year from final acceptance of the work performed under this Agreement, whichever is greater, nor of the responsibility of remedying such faulty workmanship and materials. In the event that any testing or inspection of the Work or any part thereof reveals defects in materials or workmanship, the Contractor shall remedy such defects and shall bear all costs and expenses associated with any and all testing necessitated thereby, including but not limited to additional testing which is related to determining whether such defects have been properly remedied.

17. BID RIGGING AND ROTATING CERTIFICATION

As required by the section 33E-11 of the *Criminal Code* (720 ILCS 5/33E-11), by executing this Agreement, Contractor certifies that it is not barred from contracting with any unit of State or local government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*.

18. AUTHORITY TO EXECUTE

Each of the parties executing this Contract represent and warrant that they have the proper and necessary authority to execute this Contract and to bind their representative entities.

19. GOVERNING LAW; CHOICE OF FORUM

This Contract shall be governed by the laws of the state of Illinois. Furthermore, the Parties hereby agree that the Twelfth Judicial Circuit Court of Will County, Illinois, will be the sole and exclusive venue and jurisdiction for any litigation associated with the Contract Documents. As such, the Parties hereby intentionally, knowingly, and voluntarily waive and forever forfeit any right that they presently have or may accrue in the future to file any motion seeking to dismiss any such litigation for want of

jurisdiction in said court, to remove any such litigation to any federal court, or to challenge venue in said court for any reason, including but not limited to a motion based on the doctrine of *forum non conveniens*.

20. SEVERABILITY CLAUSE

If any provision of this Contract is held invalid, such invalidity shall not affect the other provisions of this Contract which may be given effect without the invalid provision.

21. TERMINATION

- (a) Termination Without Cause: The City may, upon seven (7) days written notice to the Contractor, terminate the Agreement between the City and Contractor without cause. Upon written request and submittal of the appropriate documentation as required by the City, the City shall pay the Contractor for all work performed by the Contractor to the date of termination that has been approved by the City. The City may, upon the Contractor executing such a confirmatory assignments as the City shall request, accept and assume all of the Contractor's obligations under all subcontracts executed in accordance with the terms of the Contract Documents that may accrue after the date of such termination and that the Contractor has incurred in good faith in connection with the Work. Upon receipt of notice of termination, the Contractor shall cease all operations on the date specified by the City, terminate subcontracts not assumed by the City, make no further orders of materials or equipment, complete work not terminated (if any), and provide such reports as may be requested by the City as to the status of the Work and the Work remaining to be completed. The City's right to terminate the Contract under this Section shall be in addition to, and not in limitation of, its rights to stop the Work without terminating the Contract.
- (b) Termination for Cause: If the Contractor shall institute proceedings or consent to proceedings requesting relief or arrangement under the Federal Bankruptcy Act or any similar or applicable federal or state law, or if a petition under any federal or state bankruptcy or insolvency law is filed against the Contractor and such petition is not dismissed within sixty (60) days after the date of said filing, or if the Contractor admits in writing his inability to pay his debts generally as they become due, or if he makes a general assignment for the benefit of his creditors, or if a receiver, liquidator, trustee or assignee is appointed on account of his bankruptcy or insolvency; or if a receiver of all or any substantial portion of the Contractor's properties is appointed; or if the Contractor abandons the Work; or if he fails, except in cases for which extension of time is provided, to prosecute promptly and diligently the Work or to supply enough properly skilled workmen or proper materials for the Work; or if he submits an Application for Payment, sworn statement, waiver of lien, affidavit or document of any nature whatsoever which is intentionally falsified; or if he fails to make prompt payment to Subcontractors or for materials or labor or otherwise breaches his obligations under any subcontract with a Subcontractor; or if a mechanic's or material man's lien or notice of lien is filed against any part of the Work or the site of the Project and not promptly bonded or insured over by the Contractor in a manner satisfactory to the City; or if the Contractor disregards any laws, statutes, ordinances, rules, regulations or orders of any governmental body or public or quasi-public authority having jurisdiction of the Work or the site of the Project; or if he otherwise violates any provision of the Contract Documents; then the City, without prejudice to any right or remedy available to the City under the Contract Documents

or at law or in equity, the City may, after giving the Contractor and its surety under the performance and payment bond required above seven (7) days' written notice, terminate the employment of the Contractor. If requested by the City, the Contractor shall remove any part or all of his equipment, machinery and supplies from the site of the Project within seven (7) days after the date of such request, and in the event of the Contractor's failure to do so, the City shall have the right to remove or store such equipment, machinery and supplies at the Contractor's expense. In case of such termination, the Contractor shall not be entitled to receive any further payment for Work performed by the Contractor through the date of termination. The City's right to terminate the City-Contractor Agreement pursuant to this Section 21(b) shall be in addition to and not in limitation of any rights or remedies existing hereunder or pursuant hereto or at law or in equity.

- (c) In the event that the City terminates this Agreement for Cause, as set forth above, the Contractor shall not be entitled to receive further payment until the Work is finished and the City may finish the Work by whatever reasonable method the City may deem expedient. Upon written request of the Contractor, the City shall furnish to the Contractor a detailed accounting of the costs incurred by the City in finishing the Work. If, after the City completes the Work, the unpaid balance of the Contract Sum exceeds the costs of finishing the Work, including but not limited to any additional expenses made necessary thereby and other damages incurred by the City and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the City. This obligation for payment shall survive termination of the Contract.

22. NOTICES

Any time that this Agreement or any of the other Contract Documents require one Party to notify or give notice to the other Party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission as set forth in the Agreement. In the case of in-person delivery, the notice shall be deemed delivered on the date of such delivery. In the case of delivery by mail or by courier, the notice shall be deemed to be delivered three (3) business days after it is sent. In the case of email delivery, the notice shall be deemed given on the date of said email so long as the email is sent prior to 6:00 p.m. CST—otherwise it shall be deemed delivered as of the next business day.

THIS CONTRACT is entered into as of the day and year first above written.

CITY:

CONTRACTOR:

CITY OF CREST HILL,

P. T. Ferro Construction Co.

WILL COUNTY, ILLINOIS

BY: _____

BY: _____

ITS: _____

ITS: _____

Mayor

Matt Marketti, President

ATTEST:

BY: _____

ITS: _____

NOT A STATE PROJECT

Bond No. 108570757

Item C.

Contract BondRoute WEBER ROAD AND
MCGILVRAY DRIVE
INTERSECTION
IMPROVEMENTSCounty WILLLocal Agency CREST HILLSection N/AWe, P. T. FERRO CONSTRUCTION CO.700 S. ROWELL AVENUE, JOLIET, IL 60434a/an) ☐ Individual ☐ Co-partnership ☒ Corporation organized under the laws of the State of Illinois,as PRINCIPAL, and Travelers Casualty and Surety Company of America

as SURETY,

are held and firmly bound unto the above Local Agency (hereafter referred to as "LA") in the penal sum of
Two Hundred Twenty-Seven Thousand, Five Hundred Sixty-Six Dollars and 44/100Dollars (\$227,566.44), lawful money of the
United States, well and truly to be paid unto said LA, for the payment of which we bind ourselves, our heirs, executors,
administrators, successors, jointly to pay to the LA this sum under the conditions of this instrument.

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

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

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this 13th day of October A.D. 2026

PRINCIPAL

P.T. Ferro Construction Co.

(Company Name)

(Company Name)

By: Matt Marketti (Signature & Title) President

By: _____ (Signature & Title)

Attest: Wm. David Berkley (Signature & Title) Corporate Secretary

Attest: _____ (Signature & Title)

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

STATE OF ILLINOIS,

COUNTY OF Will

I, Consuelo Ceja, a Notary Public in and for said county, do hereby certify that

Matt Marketti & Wm. David Berkley

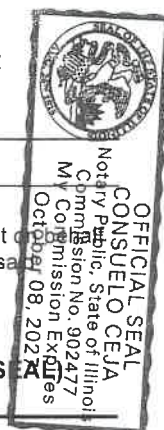
(Insert names of individuals signing on behalf or PRINCIPAL)

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

Given under my hand and notarial seal this 13th day of October A.D. 2026

My commission expires 10/08/2027

Consuelo Ceja
Notary Public

**SURETY**

Travelers Casualty and Surety Company of America
(Name of Surety)

By: James I. Moore
(Signature of Attorney-in-Fact)
James I. Moore

STATE OF ILLINOIS,

COUNTY OF DuPage

I, Jacqueline M DeRidder, a Notary Public in and for said county, do hereby certify that

James I. Moore

(Insert names of individuals signing on behalf or SURETY)

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

Given under my hand and notarial seal this 13th day of October A.D. 2026

My commission expires 10/29/2029

Jacqueline M DeRidder
Notary Public



Approved this _____ day of _____, A.D. _____

Attest:

City of Crest Hill
(Awarding Authority)

City

Clerk

(President of Board of Trustees)



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company
Farmington Casualty Company

POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint James I. Moore

IL of Downers Grove, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 13th day of May, 2026.



State of Connecticut

City of Hartford ss.

By: 
Bryce Grissom, Senior Vice President

On this the 13th day of May, 2026, before me personally appeared Bryce Grissom, who acknowledged himself to be the Senior Vice President, Surety, Bond & Specialty Insurance, of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 31st day of March, 2031




Marie E. Sorensen, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary, and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 13th day of October, 2026.




Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/9/2026

Item C.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HUB International Midwest West 1411 Opus Place, Suite 450 Downers Grove IL 60515	CONTACT NAME: CSU Construction PHONE (A/C, No, Ext): 630-468-5600 FAX (A/C, No): 630-468-5696 E-MAIL ADDRESS: CSUConstruction@hubinternational.com												
INSURED P.T. Ferro Construction Co Inc 700 Rowell Ave PO Box 156 Joliet IL 60434	INSURER(S) AFFORDING COVERAGE <table><tr><td>INSURER A: Nautilus Insurance Company</td><td>NAIC # 17370</td></tr><tr><td>INSURER B: Travelers Property Casualty Company of America</td><td>25674</td></tr><tr><td>INSURER C: National Fire Insurance Company of Hartford</td><td>20478</td></tr><tr><td>INSURER D: The Continental Insurance Company</td><td>35289</td></tr><tr><td>INSURER E: Valley Forge Insurance Company</td><td>20508</td></tr><tr><td>INSURER F: Navigators Specialty Insurance Company</td><td>36056</td></tr></table>	INSURER A: Nautilus Insurance Company	NAIC # 17370	INSURER B: Travelers Property Casualty Company of America	25674	INSURER C: National Fire Insurance Company of Hartford	20478	INSURER D: The Continental Insurance Company	35289	INSURER E: Valley Forge Insurance Company	20508	INSURER F: Navigators Specialty Insurance Company	36056
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INSURER E: Valley Forge Insurance Company	20508												
INSURER F: Navigators Specialty Insurance Company	36056												

COVERAGES

CERTIFICATE NUMBER: 516774266

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☒ OCCUR ☒ XCU Cov Incl ☒ Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	Y	Y	8033870501	12/31/2025	12/31/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
E	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	8033870496	12/31/2025	12/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
D F	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			8033870515 HO25EXCZ0JVJHIV	12/31/2025 12/31/2025	12/31/2026 12/31/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 EACH OCC/AGGR (5X10) \$ 5MM/5MM
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	8033870529	12/31/2025	12/31/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A B B	POLLUTION LIABILITY Leased/Rented Equipment Installation Floater			CPL2033720-15 QT 630 8Y055478 TIL 25 QT 630 8Y055478 TIL 25	12/31/2025 12/31/2025 12/31/2025	12/31/2026 12/31/2026 12/31/2026	Occurrence/Aggregate Limit: \$2,000,000 Limit/Deductible: \$650,000 \$4,000,000/\$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: C-7162 - CREST HILL

City of Crest Hill, Christopher B Burke Engineering, Ltd, and Will County Department of Transportation are included as additional insureds under General Liability & Auto Liability, on a primary and non-contributory basis, when agreed in a written contract, subject to policy terms, conditions and exclusions. A waiver of subrogation applies under General Liability, Auto Liability and Workers Compensation in favor of the additional insureds listed, when agreed in a written contract, subject to policy terms, conditions and exclusions, and where permissible by law. The coverage and limits conform to the minimums required by Article 107.27 of the Standard Specification for Road and Bridge Construction

CERTIFICATE HOLDER**CANCELLATION**

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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POLICY# 8033870496

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
CONTRACTORS EXTENDED COVERAGE ENDORSEMENT
- BUSINESS AUTO PLUS -

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

I. LIABILITY COVERAGE

A. Who Is An Insured

The following is added to **Section II, Paragraph A.1., Who Is An Insured**:

1. a. Any incorporated entity of which the Named Insured owns a majority of the voting stock on the date of inception of this Coverage Form; provided that,
 - b. The insurance afforded by this provision **A.1.** does not apply to any such entity that is an "insured" under any other liability "policy" providing "auto" coverage.
2. Any organization you newly acquire or form, other than a limited liability company, partnership or joint venture, and over which you maintain majority ownership interest.

The insurance afforded by this provision **A.2.**:

- a. Is effective on the acquisition or formation date, and is afforded only until the end of the policy period of this Coverage Form, or the next anniversary of its inception date, whichever is earlier.
- b. Does not apply to:
 - (1) "Bodily injury" or "property damage" caused by an "accident" that occurred before you acquired or formed the organization; or
 - (2) Any such organization that is an "insured" under any other liability "policy" providing "auto" coverage.
3. Any person or organization that you are required by a written contract to name as an additional insured is an "insured" but only with respect to their legal liability for acts or omissions of a person, who qualifies as an "insured" under Section II – Who Is An Insured and for whom Liability Coverage is afforded under this policy. If required by written contract, this insurance will be primary and non-contributory to insurance on which the additional insured is a Named Insured.
4. An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in that "employee's" name, with your permission, while performing duties related to the conduct of your business.

"Policy", as used in this provision **A. Who Is An Insured**, includes those policies that were in force on the inception date of this Coverage Form but:

1. Which are no longer in force; or
2. Whose limits have been exhausted.

B. Bail Bonds and Loss of Earnings

Section II, Paragraphs A.2. (2) and A.2. (4) are revised as follows:

1. In **a.(2)**, the limit for the cost of bail bonds is changed from \$2,000 to \$5,000; and
2. In **a.(4)**, the limit for the loss of earnings is changed from \$250 to \$500 a day.

C. Fellow Employee

Section II, Paragraph B.5 does not apply.

Such coverage as is afforded by this provision C. is excess over any other collectible insurance.

II. PHYSICAL DAMAGE COVERAGE

A. Glass Breakage – Hitting A Bird Or Animal – Falling Objects Or Missiles

The following is added to **Section III, Paragraph A.3.**:

With respect to any covered "auto", any deductible shown in the Declarations will not apply to glass breakage if such glass is repaired, in a manner acceptable to us, rather than replaced.

B. Transportation Expenses

Section III, Paragraph A.4.a. is revised, with respect to transportation expense incurred by you, to provide:

- a. \$60 per day, in lieu of \$20; subject to

POLICY# 8033870496

- b. \$1,800 maximum, in lieu of \$600.

C. Loss of Use Expenses

Section III, Paragraph A.4.b. is revised, with respect to loss of use expenses incurred by you, to provide:

- a. \$1,000 maximum, in lieu of \$600.

D. Hired "Autos"

The following is added to **Section III, Paragraph A.:**

5. Hired "Autos"

If Physical Damage coverage is provided under this policy, and such coverage does not extend to Hired Autos, then Physical Damage coverage is extended to:

- a. Any covered "auto" you lease, hire, rent or borrow without a driver; and
- b. Any covered "auto" hired or rented by your "employee" without a driver, under a contract in that individual "employee's" name, with your permission, while performing duties related to the conduct of your business.
- c. The most we will pay for any one "accident" or "loss" is the actual cash value, cost of repair, cost of replacement or \$75,000, whichever is less, minus a \$500 deductible for each covered auto. No deductible applies to "loss" caused by fire or lightning.
- d. The physical damage coverage as is provided by this provision is equal to the physical damage coverage(s) provided on your owned "autos".
- e. Such physical damage coverage for hired "autos" will:
 - (1) Include loss of use, provided it is the consequence of an "accident" for which the Named Insured is legally liable, and as a result of which a monetary loss is sustained by the leasing or rental concern.
 - (2) Such coverage as is provided by this provision will be subject to a limit of \$750 per "accident."

E. Airbag Coverage

The following is added to **Section III, Paragraph B.3.:**

The accidental discharge of an airbag shall not be considered mechanical breakdown.

F. Electronic Equipment

Section III, Paragraphs B.4.c and B.4.d. are deleted and replaced by the following:

- c. Physical Damage Coverage on a covered "auto" also applies to "loss" to any permanently installed electronic equipment including its antennas and other accessories
- d. A \$100 per occurrence deductible applies to the coverage provided by this provision.

G. Diminution In Value

The following is added to **Section III, Paragraph B.6.:**

Subject to the following, the "diminution in value" exclusion does not apply to:

- a. Any covered "auto" of the private passenger type you lease, hire, rent or borrow, without a driver for a period of 30 days or less, while performing duties related to the conduct of your business; and
- b. Any covered "auto" of the private passenger type hired or rented by your "employee" without a driver for a period of 30 days or less, under a contract in that individual "employee's" name, with your permission, while performing duties related to the conduct of your business.
- c. Such coverage as is provided by this provision is limited to a "diminution in value" loss arising directly out of accidental damage and not as a result of the failure to make repairs; faulty or incomplete maintenance or repairs; or the installation of substandard parts.
- d. The most we will pay for "loss" to a covered "auto" in any one accident is the lesser of:
 - (1) \$5,000; or
 - (2) 20% of the "auto's" actual cash value (ACV).

III. Drive Other Car Coverage – Executive Officers

The following is added to **Sections II and III:**

1. Any "auto" you don't own, hire or borrow is a covered "auto" for Liability Coverage while being used by, and for Physical Damage Coverage while in the care, custody or control of, any of your "executive officers," except:
 - a. An "auto" owned by that "executive officer" or a member of that person's household; or

- b. An "auto" used by that "executive officer" while working in a business of selling, servicing, repairing or parking "autos."

Such Liability and/or Physical Damage Coverage as is afforded by this provision.

- (1) Equal to the greatest of those coverages afforded any covered "auto"; and
- (2) Excess over any other collectible insurance.

2. For purposes of this provision, "executive officer" means a person holding any of the officer positions created by your charter, constitution, by-laws or any other similar governing document, and, while a resident of the same household, includes that person's spouse.

Such "executive officers" are "insureds" while using a covered "auto" described in this provision.

IV. BUSINESS AUTO CONDITIONS

A. Duties In The Event Of Accident, Claim, Suit Or Loss

The following is added to **Section IV, Paragraph A.2.a.:**

- (4) Your "employees" may know of an "accident" or "loss." This will not mean that you have such knowledge, unless such "accident" or "loss" is known to you or if you are not an individual, to any of your executive officers or partners or your insurance manager.

The following is added to **Section IV, Paragraph A.2.b.:**

- (6) Your "employees" may know of documents received concerning a claim or "suit." This will not mean that you have such knowledge, unless receipt of such documents is known to you or if you are not an individual, to any of your executive officers or partners or your insurance manager.

B. Transfer Of Rights Of Recovery Against Others To Us

The following is added to **Section IV, Paragraph A.5. Transfer Of Rights Of Recovery Against Others To Us:**

We waive any right of recovery we may have, because of payments we make for injury or damage, against any person or organization for whom or which you are required by written contract or agreement to obtain this waiver from us.

This injury or damage must arise out of your activities under a contract with that person or organization.

You must agree to that requirement prior to an "accident" or "loss".

C. Concealment, Misrepresentation or Fraud

The following is added to **Section IV, Paragraph B.2.:**

Your failure to disclose all hazards existing on the date of inception of this Coverage Form shall not prejudice you with respect to the coverage afforded provided such failure or omission is not intentional.

D. Other Insurance

The following is added to **Section IV, Paragraph B.5.:**

Regardless of the provisions of Paragraphs 5.a. and 5.d. above, the coverage provided by this policy shall be on a primary non-contributory basis. This provision is applicable only when required by a written contract. That written contract must have been entered into prior to "Accident" or "Loss".

E. Policy Period, Coverage Territory

Section IV, Paragraph B. 7.(5).(a). is revised to provide:

- a. 45 days of coverage in lieu of 30 days.

V. DEFINITIONS

Section V. paragraph C. is deleted and replaced by the following:

"Bodily injury" means bodily injury, sickness or disease sustained by a person, including mental anguish, mental injury or death resulting from any of these.

**Blanket Additional Insured - Owners, Lessees or Contractors -
with Products-Completed Operations Coverage Endorsement**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

It is understood and agreed as follows:

- I. WHO IS AN INSURED** is amended to include as an **Insured** any person or organization whom you are required by **written contract** to add as an additional insured on this **Coverage Part**, but only with respect to liability for **bodily injury, property damage or personal and advertising injury** caused in whole or in part by your acts or omissions, or the acts or omissions of those acting on your behalf:
- A.** In the performance of your ongoing operations subject to such **written contract**; or
 - B.** In the performance of **your work** subject to such **written contract**, but only with respect to **bodily injury or property damage** included in the **products-completed operations hazard**, and only if:
 - 1. The **written contract** requires you to provide the additional insured such coverage; and
 - 2. This **Coverage Part** provides such coverage; and
 - C.** Subject always to the terms and conditions of this policy, including the limits of insurance, the Insurer will not provide such additional insured with:
 - 1. Coverage broader than what you are required to provide by the **written contract**; or
 - 2. A higher limit of insurance than what you are required to provide by the **written contract**.

Any coverage granted by this Paragraph I. shall apply solely to the extent permissible by law.

- II.** If the written contract requires additional insured coverage under the 07-04 edition of CG2010 or CG2037, then paragraph I. above is deleted in its entirety and replaced by the following:

WHO IS AN INSURED is amended to include as an **Insured** any person or organization whom you are required by **written contract** to add as an additional insured on this **Coverage Part**, but only with respect to liability for **bodily injury, property damage or personal and advertising injury** caused in whole or in part by your acts or omissions, or the acts or omissions of those acting on your behalf:

- A.** In the performance of your ongoing operations subject to such **written contract**; or
- B.** In the performance of **your work** subject to such **written contract**, but only with respect to **bodily injury or property damage** included in the **products-completed operations hazard**, and only if:
 - 1. The **written contract** requires you to provide the additional insured such coverage; and
 - 2. This **Coverage Part** provides such coverage.

- III.** But if the **written contract** requires:

- A.** Additional insured coverage under the 11-85 edition, 10-93 edition, or 10-01 edition of CG2010, or under the 10-01 edition of CG2037; or
- B.** Additional insured coverage with "arising out of" language;

then paragraph I. above is deleted in its entirety and replaced by the following:

WHO IS AN INSURED is amended to include as an **Insured** any person or organization whom you are required by **written contract** to add as an additional insured on this **Coverage Part**, but only with respect to liability for **bodily injury, property damage or personal and advertising injury** arising out of **your work** that is subject to such **written contract**.

- IV.** But if the **written contract** requires additional insured coverage to the greatest extent permissible by law, then paragraph I. above is deleted in its entirety and replaced by the following:

**Blanket Additional Insured - Owners, Lessees or Contractors -
with Products-Completed Operations Coverage Endorsement**

WHO IS AN INSURED is amended to include as an **Insured** any person or organization whom you are required by **written contract** to add as an additional insured on this **Coverage Part**, but only with respect to liability for **bodily injury, property damage or personal and advertising injury** arising out of **your work** that is subject to such **written contract**.

- V. The insurance granted by this endorsement to the additional insured does not apply to **bodily injury, property damage, or personal and advertising injury** arising out of:
- A. The rendering of, or the failure to render, any professional architectural, engineering, or surveying services, including:
 - 1. The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and
 - 2. Supervisory, inspection, architectural or engineering activities; or
 - B. Any premises or work for which the additional insured is specifically listed as an additional insured on another endorsement attached to this **Coverage Part**.

- VI. Under **COMMERCIAL GENERAL LIABILITY CONDITIONS**, the Condition entitled **Other Insurance** is amended to add the following, which supersedes any provision to the contrary in this Condition or elsewhere in this **Coverage Part**:

Primary and Noncontributory Insurance

With respect to other insurance available to the additional insured under which the additional insured is a named insured, this insurance is primary to and will not seek contribution from such other insurance, provided that a **written contract** requires the insurance provided by this policy to be:

- 1. Primary and non-contributing with other insurance available to the additional insured; or
- 2. Primary and to not seek contribution from any other insurance available to the additional insured.

But except as specified above, this insurance will be excess of all other insurance available to the additional insured.

- VII. Solely with respect to the insurance granted by this endorsement, the section entitled **COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended as follows:

The Condition entitled **Duties In The Event of Occurrence, Offense, Claim or Suit** is amended with the addition of the following:

Any additional insured pursuant to this endorsement will as soon as practicable:

- 1. Give the Insurer written notice of any **claim**, or any **occurrence** or offense which may result in a **claim**;
- 2. Send the Insurer copies of all legal papers received, and otherwise cooperate with the Insurer in the investigation, defense, or settlement of the **claim**; and
- 3. Make available any other insurance, and endeavor to tender the defense and indemnity of any **claim** to any other insurer or self-insurer, whose policy or program applies to a loss that the Insurer covers under this **coverage part**. However, if the **written contract** requires this insurance to be primary and non-contributory, this paragraph 3. does not apply to other insurance under which the additional insured is a named insured.

The Insurer has no duty to defend or indemnify an additional insured under this endorsement until the Insurer receives written notice of a **claim** from the additional insured.

- VIII. Solely with respect to the insurance granted by this endorsement, the section entitled **DEFINITIONS** is amended to add the following definition:

Written contract means a written contract or written agreement that requires you to make a person or organization an additional insured on this **Coverage Part**, provided the contract or agreement:

- A. Was executed prior to:

**Blanket Additional Insured - Owners, Lessees or Contractors -
with Products-Completed Operations Coverage Endorsement**

1. The **bodily injury** or **property damage**; or
 2. The offense that caused the **personal and advertising injury**;
for which the additional insured seeks coverage; and
- B.** Is still in effect at the time of the **bodily injury** or **property damage occurrence** or **personal and advertising injury** offense.

All other terms and conditions of the Policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and expires concurrently with said Policy.



Contractors' General Liability Extension Endorsement

It is understood and agreed that this endorsement amends the **COMMERCIAL GENERAL LIABILITY COVERAGE PART** as follows. If any other endorsement attached to this policy amends any provision also amended by this endorsement, then that other endorsement controls with respect to such provision, and the changes made by this endorsement with respect to such provision do not apply.

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CNA74705XX (1-15)
 National Fire Insurance Company
 Insured Name: P.T. Ferro Construction Co. Inc.

Policy No: 8033870501

Effective Date: 12/31/2025

**Contractors' General Liability Extension Endorsement****1. ADDITIONAL INSURED**

- a. **WHO IS AN INSURED** is amended to include as an **Insured** any person or organization described in paragraphs **A. through H.** below whom a **Named Insured** is required to add as an additional insured on this **Coverage Part** under a written contract or written agreement, provided such contract or agreement:

(1) is currently in effect or becomes effective during the term of this **Coverage Part**; and

(2) was executed prior to:

(a) the **bodily injury** or **property damage**; or

(b) the offense that caused the **personal and advertising injury**,

for which such additional insured seeks coverage.

- b. However, subject always to the terms and conditions of this policy, including the limits of insurance, the Insurer will not provide such additional insured with:

(1) a higher limit of insurance than required by such contract or agreement; or

(2) coverage broader than required by such contract or agreement, and in no event broader than that described by the applicable paragraph **A. through H.** below.

Any coverage granted by this endorsement shall apply only to the extent permissible by law.

A. Controlling Interest

Any person or organization with a controlling interest in a **Named Insured**, but only with respect to such person or organization's liability for **bodily injury**, **property damage** or **personal and advertising injury** arising out of:

1. such person or organization's financial control of a **Named Insured**; or

2. premises such person or organization owns, maintains or controls while a **Named Insured** leases or occupies such premises;

provided that the coverage granted by this paragraph does not apply to structural alterations, new construction or demolition operations performed by, on behalf of, or for such additional insured.

B. Co-owner of Insured Premises

A co-owner of a premises co-owned by a **Named Insured** and covered under this insurance but only with respect to such co-owner's liability for **bodily injury**, **property damage** or **personal and advertising injury** as co-owner of such premises.

C. Lessor of Equipment

Any person or organization from whom a **Named Insured** leases equipment, but only with respect to liability for **bodily injury**, **property damage** or **personal and advertising injury** caused, in whole or in part, by the **Named Insured's** maintenance, operation or use of such equipment, provided that the **occurrence** giving rise to such **bodily injury**, **property damage** or the offense giving rise to such **personal and advertising injury** takes place prior to the termination of such lease.

D. Lessor of Land

Any person or organization from whom a **Named Insured** leases land but only with respect to liability for **bodily injury**, **property damage** or **personal and advertising injury** arising out of the ownership, maintenance or use of such land, provided that the **occurrence** giving rise to such **bodily injury**, **property damage** or the offense giving rise to such **personal and advertising injury** takes place prior to the termination of such lease. The coverage granted by this paragraph does not apply to structural alterations, new construction or demolition operations performed by, on behalf of, or for such additional insured.

E. Lessor of Premises

An owner or lessor of premises leased to the **Named Insured**, or such owner or lessor's real estate manager, but only with respect to liability for **bodily injury**, **property damage** or **personal and advertising injury** arising out

**Contractors' General Liability Extension Endorsement**

of the ownership, maintenance or use of such part of the premises leased to the **Named Insured**, and provided that the **occurrence** giving rise to such **bodily injury** or **property damage**, or the offense giving rise to such **personal and advertising injury**, takes place prior to the termination of such lease. The coverage granted by this paragraph does not apply to structural alterations, new construction or demolition operations performed by, on behalf of, or for such additional insured.

F. Mortgagee, Assignee or Receiver

A mortgagee, assignee or receiver of premises but only with respect to such mortgagee, assignee or receiver's liability for **bodily injury**, **property damage** or **personal and advertising injury** arising out of the **Named Insured's** ownership, maintenance, or use of a premises by a **Named Insured**.

The coverage granted by this paragraph does not apply to structural alterations, new construction or demolition operations performed by, on behalf of, or for such additional insured.

G. State or Governmental Agency or Subdivision or Political Subdivisions – Permits

A state or governmental agency or subdivision or political subdivision that has issued a permit or authorization but only with respect to such state or governmental agency or subdivision or political subdivision's liability for **bodily injury**, **property damage** or **personal and advertising injury** arising out of:

1. the following hazards in connection with premises a **Named Insured** owns, rents, or controls and to which this insurance applies:
 - a. the existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoistaway openings, sidewalk vaults, street banners, or decorations and similar exposures; or
 - b. the construction, erection, or removal of elevators; or
 - c. the ownership, maintenance or use of any elevators covered by this insurance; or
2. the permitted or authorized operations performed by a **Named Insured** or on a **Named Insured's** behalf.

The coverage granted by this paragraph does not apply to:

- a. **Bodily injury**, **property damage** or **personal and advertising injury** arising out of operations performed for the state or governmental agency or subdivision or political subdivision; or
- b. **Bodily injury** or **property damage** included within the **products-completed operations hazard**.

With respect to this provision's requirement that additional insured status must be requested under a written contract or agreement, the Insurer will treat as a written contract any governmental permit that requires the **Named Insured** to add the governmental entity as an additional insured.

H. Trade Show Event Lessor

1. With respect to a **Named Insured's** participation in a trade show event as an exhibitor, presenter or displayer, any person or organization whom the **Named Insured** is required to include as an additional insured, but only with respect to such person or organization's liability for **bodily injury**, **property damage** or **personal and advertising injury** caused by:
 - a. the **Named Insured's** acts or omissions; or
 - b. the acts or omissions of those acting on the **Named Insured's** behalf,in the performance of the **Named Insured's** ongoing operations at the trade show event premises during the trade show event.
2. The coverage granted by this paragraph does not apply to **bodily injury** or **property damage** included within the **products-completed operations hazard**.

2. ADDITIONAL INSURED - PRIMARY AND NON-CONTRIBUTORY TO ADDITIONAL INSURED'S INSURANCE

The **Other Insurance** Condition in the **COMMERCIAL GENERAL LIABILITY CONDITIONS** Section is amended to add the following paragraph:

CNA74705XX (1-15)

National Fire Insurance Company

Insured Name: P.T. Ferro Construction Co. Inc.

Policy No: 8033870501

Effective Date: 12/31/2025

**Contractors' General Liability Extension Endorsement**

If the **Named Insured** has agreed in writing in a contract or agreement that this insurance is primary and non-contributory relative to an additional insured's own insurance, then this insurance is primary, and the Insurer will not seek contribution from that other insurance. For the purpose of this Provision 2., the additional insured's own insurance means insurance on which the additional insured is a named insured. Otherwise, and notwithstanding anything to the contrary elsewhere in this Condition, the insurance provided to such person or organization is excess of any other insurance available to such person or organization.

3. BODILY INJURY – EXPANDED DEFINITION

Under **DEFINITIONS**, the definition of **bodily injury** is deleted and replaced by the following:

Bodily injury means physical injury, sickness or disease sustained by a person, including death, humiliation, shock, mental anguish or mental injury sustained by that person at any time which results as a consequence of the physical injury, sickness or disease.

4. BROAD KNOWLEDGE OF OCCURRENCE/ NOTICE OF OCCURRENCE

Under **CONDITIONS**, the condition entitled **Duties in The Event of Occurrence, Offense, Claim or Suit** is amended to add the following provisions:

A. BROAD KNOWLEDGE OF OCCURRENCE

The **Named Insured** must give the Insurer or the Insurer's authorized representative notice of an **occurrence**, offense or **claim** only when the **occurrence**, offense or **claim** is known to a natural person **Named Insured**, to a partner, executive officer, manager or member of a **Named Insured**, or an **employee** designated by any of the above to give such notice.

B. NOTICE OF OCCURRENCE

The **Named Insured's** rights under this **Coverage Part** will not be prejudiced if the **Named Insured** fails to give the Insurer notice of an **occurrence**, offense or **claim** and that failure is solely due to the **Named Insured's** reasonable belief that the **bodily injury** or **property damage** is not covered under this **Coverage Part**. However, the **Named Insured** shall give written notice of such **occurrence**, offense or **claim** to the Insurer as soon as the **Named Insured** is aware that this insurance may apply to such **occurrence**, offense or **claim**.

5. BROAD NAMED INSURED

WHO IS AN INSURED is amended to delete its Paragraph 3. in its entirety and replace it with the following:

3. Pursuant to the limitations described in Paragraph 4. below, any organization in which a **Named Insured** has management control:

- a. on the effective date of this **Coverage Part**; or
- b. by reason of a **Named Insured** creating or acquiring the organization during the **policy period**,

qualifies as a **Named Insured**, provided that there is no other similar liability insurance, whether primary, contributory, excess, contingent or otherwise, which provides coverage to such organization, or which would have provided coverage but for the exhaustion of its limit, and without regard to whether its coverage is broader or narrower than that provided by this insurance.

But this **BROAD NAMED INSURED** provision does not apply to:

- (a) any partnership, limited liability company or joint venture; or
- (b) any organization for which coverage is excluded by another endorsement attached to this **Coverage Part**.

For the purpose of this provision, management control means:

- A. owning interests representing more than 50% of the voting, appointment or designation power for the selection of a majority of the Board of Directors of a corporation; or
- B. having the right, pursuant to a written trust agreement, to protect, control the use of, encumber or transfer or sell property held by a trust.

**Contractors' General Liability Extension Endorsement**

4. With respect to organizations which qualify as **Named Insureds** by virtue of Paragraph 3. above, this insurance does not apply to:
- a. **bodily injury** or **property damage** that first occurred prior to the date of management control, or that first occurs after management control ceases; nor
 - b. **personal or advertising injury** caused by an offense that first occurred prior to the date of management control or that first occurs after management control ceases.
5. The insurance provided by this **Coverage Part** applies to **Named Insureds** when trading under their own names or under such other trading names or doing-business-as names (dba) as any **Named Insured** should choose to employ.

6. BROADENED LIABILITY COVERAGE FOR DAMAGE TO YOUR PRODUCT AND YOUR WORK

- A. Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Exclusions** is amended to delete exclusions k. and l. and replace them with the following:

This insurance does not apply to:

k. Damage to Your Product

Property damage to your product arising out of it, or any part of it except when caused by or resulting from:

- (1) fire;
- (2) smoke;
- (3) collapse; or
- (4) explosion.

l. Damage to Your Work

Property damage to your work arising out of it, or any part of it and included in the **products-completed operations hazard**.

This exclusion does not apply:

- (1) If the damaged work, or the work out of which the damage arises, was performed on the **Named Insured's** behalf by a subcontractor; or
- (2) If the cause of loss to the damaged work arises as a result of:
 - (a) fire;
 - (b) smoke;
 - (c) collapse; or
 - (d) explosion.

- B. The following paragraph is added to **LIMITS OF INSURANCE**:

Subject to 5. above, \$100,000 is the most the Insurer will pay under **Coverage A** for the sum of **damages** arising out of any one **occurrence** because of **property damage to your product** and **your work** that is caused by fire, smoke, collapse or explosion and is included within the **product-completed operations hazard**. This sublimit does not apply to **property damage to your work** if the damaged work, or the work out of which the damage arises, was performed on the **Named Insured's** behalf by a subcontractor.

- C. This **Broadened Liability Coverage For Damage To Your Product And Your Work** Provision does not apply if an endorsement of the same name is attached to this policy.

7. CONTRACTUAL LIABILITY – RAILROADS

With respect to operations performed within 50 feet of railroad property, the definition of **insured contract** is replaced by the following:

CNA74705XX (1-15)
National Fire Insurance Company
Insured Name: P.T. Ferro Construction Co.
Inc.

Policy No: 8033870501

Effective Date: 12/31/2025

**Contractors' General Liability Extension Endorsement**

Insured Contract means:

- a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire to premises while rented to a **Named Insured** or temporarily occupied by a **Named Insured** with permission of the owner is not an **insured contract**;
- b. A sidetrack agreement;
- c. Any easement or license agreement;
- d. An obligation, as required by ordinance, to indemnify a municipality, except in connection with work for a municipality;
- e. An elevator maintenance agreement;
- f. That part of any other contract or agreement pertaining to the **Named Insured's** business (including an indemnification of a municipality in connection with work performed for a municipality) under which the **Named Insured** assumes the tort liability of another party to pay for **bodily injury** or **property damage** to a third person or organization. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

Paragraph f. does not include that part of any contract or agreement:

- (1) That indemnifies an architect, engineer or surveyor for injury or damage arising out of:
 - (a) Preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - (b) Giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage;
- (2) Under which the **Insured**, if an architect, engineer or surveyor, assumes liability for an injury or damage arising out of the insured's rendering or failure to render professional services, including those listed in (1) above and supervisory, inspection, architectural or engineering activities.

8. ELECTRONIC DATA LIABILITY

- A. Under **COVERAGES**, **Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Exclusions** is amended to delete exclusion p. **Electronic Data** and replace it with the following:

This insurance does not apply to:

p. Access Or Disclosure Of Confidential Or Personal Information And Data-related Liability

Damages arising out of:

- (1) any access to or disclosure of any person's or organization's confidential or personal information, including patents, trade secrets, processing methods, customer lists, financial information, credit card information, health information or any other type of nonpublic information; or
- (2) the loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate **electronic data** that does not result from physical injury to tangible property.

However, unless Paragraph (1) above applies, this exclusion does not apply to **damages** because of **bodily injury**.

This exclusion applies even if damages are claimed for notification costs, credit monitoring expenses, forensic expenses, public relation expenses or any other loss, cost or expense incurred by the **Named Insured** or others arising out of that which is described in Paragraph (1) or (2) above.

- B. The following paragraph is added to **LIMITS OF INSURANCE**:

Subject to 5. above, \$100,000 is the most the Insurer will pay under **Coverage A** for all **damages** arising out of any one **occurrence** because of **property damage** that results from physical injury to tangible property and arises out of **electronic data**.

- C. The following definition is added to **DEFINITIONS**:

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Electronic data means information, facts or programs stored as or on, created or used on, or transmitted to or from computer software (including systems and applications software), hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.

- D. For the purpose of the coverage provided by this **ELECTRONIC DATA LIABILITY** Provision, the definition of **property damage** in **DEFINITIONS** is replaced by the following:

Property damage means:

- a. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it;
- b. Loss of use of tangible property that is not physically injured. All such loss of use shall be deemed to occur at the time of the **occurrence** that caused it; or
- c. Loss of, loss of use of, damage to, corruption of, inability to access, or inability to properly manipulate **electronic data**, resulting from physical injury to tangible property. All such loss of **electronic data** shall be deemed to occur at the time of the **occurrence** that caused it.

For the purposes of this insurance, **electronic data** is not tangible property.

- E. If Electronic Data Liability is provided at a higher limit by another endorsement attached to this policy, then the \$100,000 limit provided by this **ELECTRONIC DATA LIABILITY** Provision is part of, and not in addition to, that higher limit.

9. ESTATES, LEGAL REPRESENTATIVES, AND SPOUSES

The estates, heirs, legal representatives and **spouses** of any natural person **Insured** shall also be insured under this policy; provided, however, coverage is afforded to such estates, heirs, legal representatives, and **spouses** only for **claims** arising solely out of their capacity or status as such and, in the case of a **spouse**, where such **claim** seeks **damages** from marital community property, jointly held property or property transferred from such natural person **Insured** to such **spouse**. No coverage is provided for any act, error or omission of an estate, heir, legal representative, or **spouse** outside the scope of such person's capacity or status as such, provided however that the **spouse** of a natural person **Named Insured** and the **spouses** of members or partners of joint venture or partnership **Named Insureds** are **Insureds** with respect to such **spouses'** acts, errors or omissions in the conduct of the **Named Insured's** business.

10. EXPECTED OR INTENDED INJURY – EXCEPTION FOR REASONABLE FORCE

Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Exclusions** is amended to delete the exclusion entitled **Expected or Intended Injury** and replace it with the following:

This insurance does not apply to:

Expected or Intended Injury

Bodily injury or **property damage** expected or intended from the standpoint of the **Insured**. This exclusion does not apply to **bodily injury** or **property damage** resulting from the use of reasonable force to protect persons or property.

11. GENERAL AGGREGATE LIMITS OF INSURANCE - PER PROJECT

- A. For each construction project away from premises the **Named Insured** owns or rents, a separate Construction Project General Aggregate Limit, equal to the amount of the General Aggregate Limit shown in the Declarations, is the most the Insurer will pay for the sum of:

1. All **damages** under **Coverage A**, except **damages** because of **bodily injury** or **property damage** included in the **products-completed operations hazard**; and
2. All medical expenses under **Coverage C**,

that arise from **occurrences** or accidents which can be attributed solely to ongoing operations at that construction project. Such payments shall not reduce the General Aggregate Limit shown in the Declarations, nor the Construction Project General Aggregate Limit of any other construction project.

**Contractors' General Liability Extension Endorsement****B. All:**

1. **Damages** under **Coverage B**, regardless of the number of locations or construction projects involved;
2. **Damages** under **Coverage A**, caused by **occurrences** which cannot be attributed solely to ongoing operations at a single construction project, except **damages** because of **bodily injury** or **property damage** included in the **products-completed operations hazard**; and
3. Medical expenses under **Coverage C** caused by accidents which cannot be attributed solely to ongoing operations at a single construction project,

will reduce the General Aggregate Limit shown in the Declarations.

- C. The limits shown in the Declarations for Each Occurrence, for Damage To Premises Rented To You and for Medical Expense continue to apply, but will be subject to either the Construction Project General Aggregate Limit or the General Aggregate Limit shown in the Declarations, depending on whether the **occurrence** can be attributed solely to ongoing operations at a particular construction project.
- D. When coverage for liability arising out of the **products-completed operations hazard** is provided, any payments for **damages** because of **bodily injury** or **property damage** included in the **products-completed operations hazard** will reduce the Products-Completed Operations Aggregate Limit shown in the Declarations, regardless of the number of projects involved.
- E. If a single construction project away from premises owned by or rented to the **Insured** has been abandoned and then restarted, or if the authorized contracting parties deviate from plans, blueprints, designs, specifications or timetables, the project will still be deemed to be the same construction project.
- F. The provisions of **LIMITS OF INSURANCE** not otherwise modified by this endorsement shall continue to apply as stipulated.

12. IN REM ACTIONS

A quasi in rem action against any vessel owned or operated by or for the **Named Insured**, or chartered by or for the **Named Insured**, will be treated in the same manner as though the action were in personam against the **Named Insured**.

13. INCIDENTAL HEALTH CARE MALPRACTICE COVERAGE

Solely with respect to **bodily injury** that arises out of a **health care incident**:

- A. Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Insuring Agreement** is amended to replace Paragraphs 1.b.(1) and 1.b.(2) with the following:
 - b. This insurance applies to **bodily injury** provided that the professional health care services are incidental to the **Named Insured's** primary business purpose, and only if:
 - (1) such **bodily injury** is caused by an **occurrence** that takes place in the **coverage territory**.
 - (2) the **bodily injury** first occurs during the **policy period**. All **bodily injury** arising from an **occurrence** will be deemed to have occurred at the time of the first act, error, or omission that is part of the **occurrence**; and
- B. Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Exclusions** is amended to:
 - i. add the following to the **Employers Liability** exclusion:

This exclusion applies only if the **bodily injury** arising from a **health care incident** is covered by other liability insurance available to the **Insured** (or which would have been available but for exhaustion of its limits).
 - ii. delete the exclusion entitled **Contractual Liability** and replace it with the following:

This insurance does not apply to:

Contractual Liability



Contractors' General Liability Extension Endorsement

the **Insured's** actual or alleged liability under any oral or written contract or agreement, including but not limited to express warranties or guarantees.

iii. add the following additional exclusions:

This insurance does not apply to:

Discrimination

any actual or alleged discrimination, humiliation or harassment, including but not limited to **claims** based on an individual's race, creed, color, age, gender, national origin, religion, disability, marital status or sexual orientation.

Dishonesty or Crime

Any actual or alleged dishonest, criminal or malicious act, error or omission.

Medicare/Medicaid Fraud

any actual or alleged violation of law with respect to Medicare, Medicaid, Tricare or any similar federal, state or local governmental program.

Services Excluded by Endorsement

Any **health care incident** for which coverage is excluded by endorsement.

C. DEFINITIONS is amended to:

i. add the following definitions:

Health care incident means an act, error or omission by the **Named Insured's employees or volunteer workers** in the rendering of:

a. **professional health care services** on behalf of the **Named Insured** or

b. Good Samaritan services rendered in an emergency and for which no payment is demanded or received.

Professional health care services means any health care services or the related furnishing of food, beverages, medical supplies or appliances by the following providers in their capacity as such but solely to the extent they are duly licensed as required:

- a. Physician;
- b. Nurse;
- c. Nurse practitioner;
- d. Emergency medical technician;
- e. Paramedic;
- f. Dentist;
- g. Physical therapist;
- h. Psychologist;
- i. Speech therapist;
- j. Other allied health professional; or

Professional health care services does not include any services rendered in connection with human clinical trials or product testing.

ii. delete the definition of **occurrence** and replace it with the following:

Occurrence means a **health care incident**. All acts, errors or omissions that are logically connected by any common fact, circumstance, situation, transaction, event, advice or decision will be considered to constitute a single **occurrence**;

**Contractors' General Liability Extension Endorsement**

iii. amend the definition of **Insured** to:

a. add the following:

- the **Named Insured's employees** are **Insureds** with respect to:

(1) **bodily injury** to a **co-employee** while in the course of the **co-employee's** employment by the **Named Insured** or while performing duties related to the conduct of the **Named Insured's** business; and

(2) **bodily injury** to a **volunteer worker** while performing duties related to the conduct of the **Named Insured's** business;

when such **bodily injury** arises out of a **health care incident**.

- the **Named Insured's volunteer workers** are **Insureds** with respect to:

(1) **bodily injury** to a **co-volunteer worker** while performing duties related to the conduct of the **Named Insured's** business; and

(2) **bodily injury** to an **employee** while in the course of the **employee's** employment by the **Named Insured** or while performing duties related to the conduct of the **Named Insured's** business;

when such **bodily injury** arises out of a **health care incident**.

b. delete Subparagraphs (a), (b), (c) and (d) of Paragraph 2.a.(1) of **WHO IS AN INSURED**.

D. The **Other Insurance** condition is amended to delete Paragraph b.(1) in its entirety and replace it with the following:

Other Insurance

b. Excess Insurance

- (1) To the extent this insurance applies, it is excess over any other insurance, self insurance or risk transfer instrument, whether primary, excess, contingent or on any other basis, except for insurance purchased specifically by the **Named Insured** to be excess of this coverage.

14. JOINT VENTURES / PARTNERSHIP / LIMITED LIABILITY COMPANIES

WHO IS AN INSURED is amended to delete its last paragraph and replace it with the following:

No person or organization is an **Insured** with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a **Named Insured** in the Declarations, except that if the **Named Insured** was a joint venturer, partner, or member of a limited liability company and such joint venture, partnership or limited liability company terminated prior to or during the **policy period**, such **Named Insured** is an **Insured** with respect to its interest in such joint venture, partnership or limited liability company but only to the extent that:

- a. any offense giving rise to **personal and advertising injury** occurred prior to such termination date, and the **personal and advertising injury** arising out of such offense first occurred after such termination date;
- b. the **bodily injury** or **property damage** first occurred after such termination date; and
- c. there is no other valid and collectible insurance purchased specifically to insure the partnership, joint venture or limited liability company; and

If the joint venture, partnership or limited liability company is or was insured under a **consolidated (wrap-up) insurance program**, then such insurance will always be considered valid and collectible for the purpose of paragraph c. above. But this provision will not serve to exclude **bodily injury, property damage or personal and advertising injury** that would otherwise be covered under the **Contractors General Liability Extension Endorsement** provision entitled **WRAP-UP EXTENSION: OCIP, CCIP, OR CONSOLIDATED (WRAP-UP) INSURANCE PROGRAMS**. Please see that provision for the definition of **consolidated (wrap-up) insurance program**.

15. LEGAL LIABILITY – DAMAGE TO PREMISES / ALIENATED PREMISES / PROPERTY IN THE NAMED INSURED'S CARE, CUSTODY OR CONTROL

CNA74705XX (1-15)
National Fire Insurance Company
Insured Name: P.T. Ferro Construction Co.
Inc.

Policy No: 8033870501

Effective Date: 12/31/2025



Contractors' General Liability Extension Endorsement

- A. Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Exclusions** is amended to delete exclusion j. **Damage to Property** in its entirety and replace it with the following:

This insurance does not apply to:

j. **Damage to Property**

Property damage to:

- (1) Property the **Named Insured** owns, rents, or occupies, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;
- (2) Premises the **Named Insured** sells, gives away or abandons, if the **property damage** arises out of any part of those premises;
- (3) Property loaned to the **Named Insured**;
- (4) Personal property in the care, custody or control of the **Insured**;
- (5) That particular part of real property on which the **Named Insured** or any contractors or subcontractors working directly or indirectly on the **Named Insured's** behalf are performing operations, if the **property damage** arises out of those operations; or
- (6) That particular part of any property that must be restored, repaired or replaced because **your work** was incorrectly performed on it.

Paragraphs (1), (3) and (4) of this exclusion do not apply to **property damage** (other than damage by fire) to premises rented to the **Named Insured** or temporarily occupied by the **Named Insured** with the permission of the owner, nor to the contents of premises rented to the **Named Insured** for a period of 7 or fewer consecutive days. A separate limit of insurance applies to Damage To Premises Rented To You as described in **LIMITS OF INSURANCE**.

Paragraph (2) of this exclusion does not apply if the premises are **your work**.

Paragraphs (3), (4), (5) and (6) of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraph (6) of this exclusion does not apply to **property damage** included in the **products-completed operations hazard**.

Paragraphs (3) and (4) of this exclusion do not apply to **property damage to:**

- i. tools, or equipment the **Named Insured** borrows from others, nor
- ii. other personal property of others in the **Named Insured's** care, custody or control while being used in the **Named Insured's** operations away from any **Named Insured's** premises.

However, the coverage granted by this exception to Paragraphs (3) and (4) does not apply to:

- a. property at a job site awaiting or during such property's installation, fabrication, or erection;
- b. property that is **mobile equipment** leased by an **Insured**;
- c. property that is an **auto**, aircraft or watercraft;
- d. property in transit; or
- e. any portion of **property damage** for which the **Insured** has available other valid and collectible insurance, or would have such insurance but for exhaustion of its limits, or but for application of one of its exclusions.

A separate limit of insurance and deductible apply to such property of others. See **LIMITS OF INSURANCE** as amended below.

**Contractors' General Liability Extension Endorsement**

- B. Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Exclusions** is amended to delete its last paragraph and replace it with the following:

Exclusions c. through n. do not apply to damage by fire to premises while rented to a **Named Insured** or temporarily occupied by a **Named Insured** with permission of the owner, nor to damage to the contents of premises rented to a **Named Insured** for a period of 7 or fewer consecutive days.

A separate limit of insurance applies to this coverage as described in **LIMITS OF INSURANCE**.

- C. The following paragraph is added to **LIMITS OF INSURANCE**:

Subject to 5. above, \$25,000 is the most the Insurer will pay under **Coverage A** for **damages** arising out of any one **occurrence** because of the sum of all **property damage** to borrowed tools or equipment, and to other personal property of others in the **Named Insured's** care, custody or control, while being used in the **Named Insured's** operations away from any **Named Insured's** premises. The Insurer's obligation to pay such **property damage** does not apply until the amount of such **property damage** exceeds \$1,000. The Insurer has the right but not the duty to pay any portion of this \$1,000 in order to effect settlement. If the Insurer exercises that right, the **Named Insured** will promptly reimburse the Insurer for any such amount.

- D. Paragraph 6., Damage To Premises Rented To You Limit, of **LIMITS OF INSURANCE** is deleted and replaced by the following:

6. Subject to Paragraph 5. above, (the Each Occurrence Limit), the Damage To Premises Rented To You Limit is the most the Insurer will pay under **Coverage A** for **damages** because of **property damage** to any one premises while rented to the **Named Insured** or temporarily occupied by the **Named Insured** with the permission of the owner, including contents of such premises rented to the **Named Insured** for a period of 7 or fewer consecutive days. The Damage To Premises Rented To You Limit is the greater of:

- a. \$500,000; or
- b. The Damage To Premises Rented To You Limit shown in the Declarations.

- E. Paragraph 4.b.(1)(a)(ii) of the **Other Insurance** Condition is deleted and replaced by the following:

(ii) That is property insurance for premises rented to the **Named Insured**, for premises temporarily occupied by the **Named Insured** with the permission of the owner; or for personal property of others in the **Named Insured's** care, custody or control;

16. LIQUOR LIABILITY

Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Exclusions** is amended to delete the exclusion entitled **Liquor Liability**.

This **LIQUOR LIABILITY** provision does not apply to any person or organization who otherwise qualifies as an additional insured on this **Coverage Part**.

17. MEDICAL PAYMENTS

- A. **LIMITS OF INSURANCE** is amended to delete Paragraph 7. (the Medical Expense Limit) and replace it with the following:

7. Subject to Paragraph 5. above (the Each Occurrence Limit), the Medical Expense Limit is the most the Insurer will pay under **Coverage C – Medical Payments** for all medical expenses because of **bodily injury** sustained by any one person. The Medical Expense Limit is the greater of:

- (1) \$15,000 unless a different amount is shown here: \$<insert (\$) amount>; or
- (2) the amount shown in the Declarations for Medical Expense Limit.

- B. Under **COVERAGES**, the **Insuring Agreement of Coverage C – Medical Payments** is amended to replace Paragraph 1.a.(3)(b) with the following:

(b) The expenses are incurred and reported to the Insurer within three years of the date of the accident; and

**Contractors' General Liability Extension Endorsement****18. NON-OWNED AIRCRAFT**

Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Exclusions** is amended as follows:

The exclusion entitled **Aircraft, Auto or Watercraft** is amended to add the following:

This exclusion does not apply to an aircraft not owned by any **Named Insured**, provided that:

1. the pilot in command holds a currently effective certificate issued by the duly constituted authority of the United States of America or Canada, designating that person as a commercial or airline transport pilot;
2. the aircraft is rented with a trained, paid crew to the **Named Insured**; and
3. the aircraft is not being used to carry persons or property for a charge.

19. NON-OWNED WATERCRAFT

Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Exclusions** is amended to delete subparagraph (2) of the exclusion entitled **Aircraft, Auto or Watercraft**, and replace it with the following.

This exclusion does not apply to:

(2) a watercraft that is not owned by any **Named Insured**, provided the watercraft is:

- (a) less than 75 feet long; and
- (b) not being used to carry persons or property for a charge.

20. PERSONAL AND ADVERTISING INJURY –DISCRIMINATION OR HUMILIATION

A. Under **DEFINITIONS**, the definition of **personal and advertising injury** is amended to add the following tort:

- Discrimination or humiliation that results in injury to the feelings or reputation of a natural person.

B. Under **COVERAGES, Coverage B – Personal and Advertising Injury Liability**, the paragraph entitled **Exclusions** is amended to:

1. delete the Exclusion entitled **Knowing Violation Of Rights Of Another** and replace it with the following:

This insurance does not apply to:

Knowing Violation of Rights of Another

Personal and advertising injury caused by or at the direction of the **Insured** with the knowledge that the act would violate the rights of another and would inflict **personal and advertising injury**. This exclusion shall not apply to discrimination or humiliation that results in injury to the feelings or reputation of a natural person, but only if such discrimination or humiliation is not done intentionally by or at the direction of:

- (a) the **Named Insured**; or
- (b) any **executive officer**, director, stockholder, partner, member or manager (if the **Named Insured** is a limited liability company) of the **Named Insured**.

2. add the following exclusions:

This insurance does not apply to:

Employment Related Discrimination

Discrimination or humiliation directly or indirectly related to the employment, prospective employment, past employment or termination of employment of any person by any **Insured**.

Premises Related Discrimination

discrimination or humiliation arising out of the sale, rental, lease or sub-lease or prospective sale, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any **Insured**.

**Contractors' General Liability Extension Endorsement**

Notwithstanding the above, there is no coverage for fines or penalties levied or imposed by a governmental entity because of discrimination.

The coverage provided by this **PERSONAL AND ADVERTISING INJURY –DISCRIMINATION OR HUMILIATION** Provision does not apply to any person or organization whose status as an **Insured** derives solely from

- Provision 1. **ADDITIONAL INSURED** of this endorsement; or
- attachment of an additional insured endorsement to this **Coverage Part**.

This **PERSONAL AND ADVERTISING INJURY –DISCRIMINATION OR HUMILIATION** Provision does not apply to any person or organization who otherwise qualifies as an additional insured on this **Coverage Part**.

21. PERSONAL AND ADVERTISING INJURY - CONTRACTUAL LIABILITY

- A. Under **COVERAGES, Coverage B –Personal and Advertising Injury Liability**, the paragraph entitled **Exclusions** is amended to delete the exclusion entitled **Contractual Liability**.
- B. Solely for the purpose of the coverage provided by this **PERSONAL AND ADVERTISING INJURY - CONTRACTUAL LIABILITY** provision, the following changes are made to the section entitled **SUPPLEMENTARY PAYMENTS – COVERAGES A AND B**:
1. Paragraph 2.d. is replaced by the following:
 - d. The allegations in the **suit** and the information the Insurer knows about the offense alleged in such **suit** are such that no conflict appears to exist between the interests of the **Insured** and the interests of the indemnitee;
 2. The first unnumbered paragraph beneath Paragraph 2.f.(2)(b) is deleted and replaced by the following:

So long as the above conditions are met, attorneys fees incurred by the Insurer in the defense of that indemnitee, necessary litigation expenses incurred by the Insurer, and necessary litigation expenses incurred by the indemnitee at the Insurer's request will be paid as **defense costs**. Such payments will not be deemed to be **damages** for **personal and advertising injury** and will not reduce the limits of insurance.
- C. This **PERSONAL AND ADVERTISING INJURY - CONTRACTUAL LIABILITY** Provision does not apply if **Coverage B –Personal and Advertising Injury Liability** is excluded by another endorsement attached to this **Coverage Part**.

This **PERSONAL AND ADVERTISING INJURY - CONTRACTUAL LIABILITY** Provision does not apply to any person or organization who otherwise qualifies as an additional insured on this **Coverage Part**.

22. PROPERTY DAMAGE – ELEVATORS

- A. Under **COVERAGES, Coverage A – Bodily Injury and Property Damage Liability**, the paragraph entitled **Exclusions** is amended such that the **Damage to Your Product** Exclusion and subparagraphs (3), (4) and (6) of the **Damage to Property** Exclusion do not apply to **property damage** that results from the use of elevators.
- B. Solely for the purpose of the coverage provided by this **PROPERTY DAMAGE – ELEVATORS** Provision, the **Other Insurance** conditions is amended to add the following paragraph:
- This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis that is Property insurance covering property of others damaged from the use of elevators.

23. SUPPLEMENTARY PAYMENTS

The section entitled **SUPPLEMENTARY PAYMENTS – COVERAGES A AND B** is amended as follows:

- A. Paragraph 1.b. is amended to delete the \$250 limit shown for the cost of bail bonds and replace it with a \$5,000. limit; and
- B. Paragraph 1.d. is amended to delete the limit of \$250 shown for daily loss of earnings and replace it with a \$1,000. limit.

**Contractors' General Liability Extension Endorsement****24. UNINTENTIONAL FAILURE TO DISCLOSE HAZARDS**

If the **Named Insured** unintentionally fails to disclose all existing hazards at the inception date of the **Named Insured's Coverage Part**, the Insurer will not deny coverage under this **Coverage Part** because of such failure.

25. WAIVER OF SUBROGATION - BLANKET

Under **CONDITIONS**, the condition entitled **Transfer Of Rights Of Recovery Against Others To Us** is amended to add the following:

The Insurer waives any right of recovery the Insurer may have against any person or organization because of payments the Insurer makes for injury or damage arising out of:

1. the **Named Insured's** ongoing operations; or
2. **your work** included in the **products-completed operations hazard**.

However, this waiver applies only when the **Named Insured** has agreed in writing to waive such rights of recovery in a written contract or written agreement, and only if such contract or agreement:

1. is in effect or becomes effective during the term of this **Coverage Part**; and
2. was executed prior to the **bodily injury, property damage or personal and advertising injury** giving rise to the claim.

26. WRAP-UP EXTENSION: OCIP, CCIP, OR CONSOLIDATED (WRAP-UP) INSURANCE PROGRAMS

Note: The following provision does not apply to any public construction project in the state of Oklahoma, nor to any construction project in the state of Alaska, that is not permitted to be insured under a **consolidated (wrap-up) insurance program** by applicable state statute or regulation.

If the endorsement **EXCLUSION – CONSTRUCTION WRAP-UP** is attached to this policy, or another exclusionary endorsement pertaining to Owner Controlled Insurance Programs (O.C.I.P.) or Contractor Controlled Insurance Programs (C.C.I.P.) is attached, then the following changes apply:

A. The following wording is added to the above-referenced endorsement:

With respect to a **consolidated (wrap-up) insurance program** project in which the **Named Insured** is or was involved, this exclusion does not apply to those sums the **Named Insured** become legally obligated to pay as **damages** because of:

1. **Bodily injury, property damage, or personal or advertising injury** that occurs during the **Named Insured's** ongoing operations at the project, or during such operations of anyone acting on the **Named Insured's** behalf; nor
2. **Bodily injury or property damage** included within the **products-completed operations hazard** that arises out of those portions of the project that are not **residential structures**.

B. Condition 4. **Other Insurance** is amended to add the following subparagraph 4.b.(1)(c):

This insurance is excess over:

- (c) Any of the other insurance whether primary, excess, contingent or any other basis that is insurance available to the **Named Insured** as a result of the **Named Insured** being a participant in a **consolidated (wrap-up) insurance program**, but only as respects the **Named Insured's** involvement in that **consolidated (wrap-up) insurance program**.

C. DEFINITIONS is amended to add the following definitions:

Consolidated (wrap-up) insurance program means a construction, erection or demolition project for which the prime contractor/project manager or owner of the construction project has secured general liability insurance covering some or all of the contractors or subcontractors involved in the project, such as an Owner Controlled Insurance Program (O.C.I.P.) or Contractor Controlled Insurance Program (C.C.I.P.).

Residential structure means any structure where 30% or more of the square foot area is used or is intended to be used for human residency, including but not limited to:

CNA74705XX (1-15)

National Fire Insurance Company

Insured Name: P.T. Ferro Construction Co.

Inc.

Policy No: 8033870501

Effective Date: 12/31/2025

**Contractors' General Liability Extension Endorsement**

1. single or multifamily housing, apartments, condominiums, townhouses, co-operatives or planned unit developments; and
2. the common areas and structures appurtenant to the structures in paragraph 1. (including pools, hot tubs, detached garages, guest houses or any similar structures).

However, when there is no individual ownership of units, **residential structure** does not include military housing, college/university housing or dormitories, long term care facilities, hotels or motels. **Residential structure** also does not include hospitals or prisons.

This **WRAP-UP EXTENSION: OCIP, CCIP, OR CONSOLIDATED (WRAP-UP) INSURANCE PROGRAMS** Provision does not apply to any person or organization who otherwise qualifies as an additional insured on this **Coverage Part**.

All other terms and conditions of the Policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and expires concurrently with said Policy.



Workers Compensation and Employers Liability Insurance

Policy Endorsement

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Any Person or Organization on whose behalf you are required to obtain this waiver of our right to recover from under a written contract or agreement.

The premium charge for the endorsement is reflected in the Schedule of Operations.

All other terms and conditions of the policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the policy issued by the designated Insurers, takes effect on the Policy Effective date of said policy at the hour stated in said policy, unless another effective date (the Endorsement Effective Date) is shown below, and expires concurrently with said policy unless another expiration date is shown below.

Form No: WC 00 03 13 (04-1984)
Endorsement Effective Date: 12/31/2025
Policy # 8033870529
Underwriting Company: UWCOMP, UWADDR1 UWADDR2, UWCITY, UWSTATE UWZIP



City Council Memo

Crest Hill, IL

Meeting Date: November 2, 2026**Submitter:** Atefa Ghaznawi, AICP, LEED AP, City Planner
Daniel Ritter, AICP, Community Development Director**Department:** Community Development**Agenda Item:** Approval of an Ordinance approving application of Jawad Hamayel - First Global Trading LLC for a Special Use Permit for an Automobile Sales and/or Leasing Business known as Drive Auto Sale with Respect to Certain Real Property Located at 1700 Plainfield Road in Crest Hill, Illinois**Summary:**

Jawad Hamayel - First Global Trading LLC (the Applicant) is the owner of the existing furniture store and the Subject Property located at 1700 Plainfield Road, Crest Hill. The Applicant is requesting approval of a Special Use permit for an Automobile Sales and/or Leasing business to be located at the rear of the existing commercial property. The existing furniture store will remain on the first floor. The applicant is proposing to renovate and use a portion of the basement floor (approx. 1200 sq-ft) at the rear of the Subject Property as the business office for the proposed Used Automobile Sales and/or Leasing business. The proposed vertical separation (furniture store on first floor and Automobile Sales and/or Leasing business on the basement floor), and separate parking and building access will allow both uses to operate efficiently in the existing commercial building. No variations have been requested as part of this application. As such, the existing legal non-confirming physical attributes of the Subject Property will remain unchanged. As part of this project, the applicant will repair the front and rear parking lots to improve traffic flow, safety, and overall appearance; remove and replace ground and wall signs; and add decorative landscaping throughout the site and along Plainfield Road to improve visibility and enhance aesthetic appeal, and to bring the existing property closer to compliance with the current zoning requirements.

Overall, the proposed Automobile Sales and/or Leasing business for the commercially zoned Subject Property is consistent with other automotive and commercial activities on Plainfield Road commercial corridor. By utilizing a B-2 zoned property and providing a managed, well-maintained operation, the proposed Special Use is expected to support continued economic activity and stability on Plainfield Road commercial corridor, while remaining compatible with the surrounding commercial uses.

Figure 1: Location Map of 1700 Plainfield Road (the Subject Property)



The Plan Commission conducted the required public hearing for this application at its October 8, 2026, meeting and recommended unanimous approval of the requested a Special Use Permit for an Automobile Sales and/or Leasing Business known as Drive Auto Sale, subject to the eight (8) conditions referenced in the Staff Report. A copy of the draft approval Ordinance is included with the agenda backup materials for this item. During the Plan Commission meeting on October 8, 2026, a discussion took place regarding the Conditions for Approval, and the Plan Commission recommended providing more flexibility for displaying cars for sale along Plainfield Road after business hours. The conditions for approval referenced in the Staff Report and the approval Ordinance reflect the Plan Commission recommendations.

At the October 26, 2026 City Council Work Session, the application was presented and a discussion took place about the application. No alterations were requested to the draft Ordinance that was attached to the packet. As such, the attached Ordinance and Exhibits are the same as the packet presented at the Work Session.

Council Action Requested: Community Development Staff recommend that the City Council approve the Ordinance pertaining to a Special Use Permit for an Automobile Sales and/or Leasing Business known as Drive Auto Sale with Respect to Certain Real Property Located at 1700 Plainfield Road in Crest Hill, IL.

Attachments:

- Attachment A – October 8, 2026, Draft Plan Commission Meeting Minutes
- Attachment B – An Ordinance Approving a Special Use Permit for an Automobile Sales and/or Leasing Business known as Drive Auto Sale with Respect to Certain Real Property Located at 1700 Plainfield Road in Crest Hill, Illinois - Application of Jawad Hamayel - First Global Trading LLC (with associated Exhibits)

MINUTES OF THE CREST HILL PLAN COMMISSION

The October 8, 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, and Commissioner John Stanton.

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

Absent was: Commissioner Marty Flynn.

Chairman Thomas noted that Commissioner Flynn had informed the Commission of his inability to attend.

APPROVAL OF MINUTES: Chairman Thomas asked for a motion to approve the minutes from the Plan Commission meeting held on September 10, 2026, for Commission approval.

(#1) Motion by Commissioner Peterson seconded by Commissioner Stanton, to approve the minutes from the Plan Commission meeting held on September 10, 2026.

On roll call, the vote was:

AYES: Commissioners Peterson, Stanton, Carroll, Chairman Thomas.

NAYES: None.

ABSTAIN: Commissioner Slabozeski.

ABSENT: Commissioner Flynn.

There being four (4) affirmative votes, the MOTION CARRIED.

NEW BUSINESS:

Chairman Bill Thomas stated there are two cases on the agenda and both were continued from the September 10, 2026, Plan Commission meeting.

Chairman Bill Thomas presented the Public Hearing and Consideration of petition SU-26-9-9-2, a request of Jawal Hamayel - First Global Trading LLC, seeking approval of a Special Use permit for an Automobile Sales and/or Leasing business known as High Bridge Auto Sale located on the approximately 1.46 Acre, B-2 General Business District zoned property at 1700 Plainfield Road, 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 stated that the public hearing remained legally in process and requested City Planner Ghaznawi to present the specifics of the case.

City Planner Ghaznawi summarized the case. The applicant, Jawad Hamayel, owner of the subject property at 1700 Plainfield Road, is requesting approval of a used automobile dealership — High Bridge Auto Sale — to operate in conjunction with an existing furniture store on the same property. The property is zoned B-2 General Business District, which requires a special use permit for a used car dealership. The furniture store will remain on the first floor with front access, while the car dealership office will be located in the basement level accessed from the rear of the building. Vehicle storage for the dealership is proposed at the rear of the property.

No variations are being requested. The legal non-conforming conditions of the property will remain unchanged. The two uses are vertically separated with separate access points and parking areas, allowing them to operate independently without conflict.

City Planner Ghaznawi highlighted significant proposed site improvements, including enhanced landscaping along Plainfield Road, removal of all non-conforming signage, installation of a new monument sign and wall signs compliant with the recently adopted sign code, installation of a dumpster enclosure, and full repair and restriping of both the front and rear parking lots. Staff concluded that the proposal is consistent with the auto-oriented and commercial character of the Plainfield Road corridor and recommended approval subject to seven conditions, with the application materials and the project to be implemented in substantial conformance with those conditions.

Mr. Jawad Hamayel was sworn in and addressed the Commission. He described his background as a long-standing business owner in the community, noting that his family has operated a furniture business in the area since 2019, most recently relocating to 1700 Plainfield Road in March 2023. He expressed his intent to expand the family's existing automobile wholesaling activities into retail sales at the same location. Mr. Hamayel emphasized his commitment to long-term investment in Crest Hill and his desire to improve the property's appearance to better match the City's standards.

Commissioner Peterson asked for clarification on the plan for vehicle display along Plainfield Road. City Planner Ghaznawi explained that one of the seven conditions for approval, Condition No. 3, restricted the display of vehicles in the front row of parking spaces along Plainfield Road to business hours only, requiring vehicles to be moved to the rear lot after business hours. Mr. Hamayel indicated that while he had agreed to that condition, he would prefer to keep the display vehicles in the front overnight, as visibility from the road is important for attracting customers and promoting the business. He noted that the front and rear entrances serve distinct purposes, and that having cars visible at night provides a marketing advantage.

Commissioner Stanton confirmed that no automotive repairs would take place on the premises; the dealership would operate as a sales-only facility. City Planner Ghaznawi and Mr. Hamayel both confirmed this.

Commissioner Stanton raised a question regarding the signage layout on the proposed monument sign, noting that the furniture business name appeared in the upper portion of the sign while the auto dealership name was in a lower position. Mr. Hamayel explained the rationale, noting that the car dealership sign was placed at the top to draw attention from the passing traffic. Chairman Thomas and other commissioners agreed that the signage arrangement was acceptable, as no ordinance dictates the ordering of tenants on a sign.

Commissioner Carroll asked about the maximum number of vehicles to be displayed in the front at any one time. City Planner Ghaznawi confirmed the maximum would be eleven* vehicles, corresponding to the available parking spaces facing Plainfield Road. *Note: It was determined after the meeting that the correct number of parking spaces for the car dealership to display vehicles is actually ten parking spaces, so it will be referenced as ten parking spaces maximum going forward.

Commissioner Peterson and Commissioner Carroll both expressed support for allowing 24-hour display in the front parking spaces, citing the precedent set by other car dealers on Plainfield Road. Chairman Thomas agreed, proposing that Condition No. 3 be modified to permit vehicle storage and display in the front row at all times, limited to a maximum of ten spaces facing Plainfield Road.

Community Development Director Dan Ritter acknowledged that there is no existing ordinance prohibiting overnight vehicle storage, but noted that staff had originally proposed the restriction because overnight display had not been part of the applicant's initial proposal, and to prevent the site from becoming unmanageable. He indicated that the planning commission had the authority to modify that condition and that if the commission was comfortable with allowing overnight display, it could be permitted.

Director Ritter raised the additional concern that overnight vehicle storage typically warrants review of exterior lighting and security measures, noting that vehicle theft at car dealerships is not uncommon and that the Police Department generally recommends adequate lighting, security cameras, and gate access. It was acknowledged that exterior lighting plans had not been formally reviewed under the assumption that vehicles would not remain in the front lot overnight. City Planner Ghaznawi proposed that the condition be modified to allow overnight storage subject to the applicant providing an adequate exterior lighting plan to be reviewed and approved by applicable City departments, including the Police Department, as part of the permit application process. Chairman Thomas and the Commission concurred with this approach. It was agreed that Condition No. 3 would be modified to allow vehicle display in the front row of up to ten parking spaces at all times, contingent upon the applicant providing exterior lighting details satisfactory to applicable City departments as part of the building permit application. The Commission also briefly discussed the applicant's mention of a security gate on the side of the building near the driveway, and staff confirmed that gate installation requirements — including a Knox Box for fire department access — would be handled through the standard permit review process without the need for a separate condition.

No members of the public came forward to comment.

Chairman Thomas asked for a Motion to Close the Public Hearing on Case SU-26-9-9-2.

(#2) Motion by Commissioner Carroll seconded by Commissioner Peterson, to close the Public Hearing on case number SU-26-9-9-2.

On roll call, the vote was:

AYES: Commissioners Carroll, Peterson, Slabozeski, Stanton, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Flynn.

There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:38 p.m.

Chairman Thomas confirmed for the public record that Mr. Hamayel had reviewed and agreed to all seven conditions of approval. Mr. Hamayel confirmed this.

The Conditions of Approval are as follows:

1. All proposed interior and exterior improvements shall be completed in accordance with the plans as presented, prior to occupancy of the Automobile Sales and/or Leasing business.
2. Parking spaces in the front parking lot, adjacent to the building shall be limited to customer and employee parking. Motor vehicles for sale may be displayed in parking spaces adjacent to Plainfield Road during the regular business hours for Automobile Sales and/or Leasing business. Storage of vehicles after the regular business hours shall be prohibited in the front parking lot facing Plainfield Road.
3. Storage of motor vehicles after the regular business hours shall be limited to the rear parking lot per the approved site plan and shall not block the drive aisle access at any time. No vehicles may be stored inside of the building. *Note: Condition No. 3 would be modified to allow vehicle display in the front row of up to ten parking spaces at all times, contingent upon the applicant providing exterior lighting details satisfactory to applicable City departments as part of the building permit application.
4. Hours of operation for the Automobile Sales and/or Leasing business shall be limited to Monday-Friday 9:00am-6:00pm, Saturday 9:00am-5:00pm, and Sunday closed.
5. Exterior lighting shall be downcast, shaded, and designed so as to avoid glare onto neighboring properties and adjacent roadways.
6. All vehicles offered for sale, lease, or display on the Subject Property shall have a valid and transferable title and shall not have a salvage, rebuilt, junk, flood, water-damaged, or a title designation associated with a total loss or significant damage. Vehicles with a substantial documented insurance claim or vehicle history indicating significant flood, water, fire, or hail damage shall not be stored, displayed, or offered for sale on the Subject Property. The dealership shall maintain documentation demonstrating compliance with this condition and shall make such documentation available to the City upon reasonable request.
7. All deteriorated asphalt areas within the front and rear parking areas shall be repaired and repaved to the satisfaction of the City. The entire parking lot shall be restriped in accordance with the approved site plan and applicable City requirements. All required pavement repairs, resurfacing, and restriping shall be completed prior to occupancy of the property for use as a car dealership or the storage of vehicles on the property.

The Plan Commission recommends City Council's conditional approval of a Special Use permit for a Used Automobile Sales and/or Leasing business located at 1700 Plainfield Road, Crest Hill, subject to substantial conformance with the seven (7) Conditions for Approval and application documents referenced in the October 8, 2026, Plan Commission Staff Report for Case # SU-26-9-9-2.

Chairman Bill Thomas asked for a motion to approve the recommendation for case # SU-26-9-9-2.

(#3) Motion by Commissioner Peterson seconded by Commissioner Stanton, to recommend to the City Council the conditional Approval of the petition SU-26-9-9-2.

On roll call, the vote was:

AYES: Commissioners Peterson, Stanton, Carroll, Slabozeski, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Flynn.

There being five (5) 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 October 26, 2026, Workshop and the November 2, 2026, City Council meeting for final consideration.

Chairman Thomas thanked Mr. Hamayel for his commitment to investing in Crest Hill and for his willingness to improve the appearance of the Route 30 corridor.

Chairman Bill Thomas presented the Public Hearing and Consideration of petitions SU-26-10-9-3 and V-26-8-9-2, a request of Ahmed Mosin - 2350 Property LLC (D/B/A Shell) seeking the Crest Hill Zoning Ordinance and Code of Ordinances approvals for a Special Use permit for redevelopment of an existing fueling station; multiple Variations from the Crest Hill Zoning Ordinance Table 2 Zoning Districts and Standards, Nonresidential Districts, Section 11.5 Parking Setbacks, and Section 11.6 Design, Development, and Maintenance; and a Variation from Section 15.12.060 of Chapter 15.12 Crest Hill Sign Code, located on the approximately 0.85 Acre, B-2 General Business District zoned property located at 2350 Plainfield Road, Crest Hill.

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

Chairman Thomas stated that since the Public Hearing is still in process, he asked Community Development Director Dan Ritter to state the details of the case.

Community Development Director Ritter presented the case. The applicant, Ahmed Mosin of 2350 Property LLC, has owned the subject property — an existing gas station and convenience store constructed in 1995 — since May 2026. The current use is a legal nonconforming use under the B-2 zoning district, which now requires a special use permit for fueling stations. The proposed redevelopment of the site triggers the requirement to bring the property into conformance with current special use standards.

The applicant is proposing to demolish the existing approximately 2,200 square foot convenience store and construct a new approximately 3,895 square foot modern C-store building with an internal food tenant. The new building will feature masonry materials including brick and stone veneer, with mechanical equipment screened on the roof. The building will be shifted toward the Plainfield Road right-of-way and away from the adjacent residential properties to the northeast, improving the rear yard setback. Other site improvements include reconstruction of the pavement areas, removal of paved areas encroaching into the IDOT right-of-way, a new parking lot layout, enhanced landscaping along Plainfield Road and the side of the property, new wall and ground signage, upgraded LED lighting throughout, public sidewalk installation along both Plainfield Road and Sycamore Drive frontages, and updated canopy columns and a dumpster enclosure matching the new building's masonry materials.

Director Ritter outlined the requested variations, most of which reflect existing site conditions or represent improvements over the current state: a reduced lot area (existing condition); reduced front yard and corner side yard setbacks (new conditions resulting from the building shift toward the right-of-way and away from residential neighbors); a reduced front yard landscape setback (improved from a current negative setback that encroaches into the IDOT right-of-way); an increased driveway width (existing condition, slightly above the 40-foot maximum); and a reduced ground sign setback (improved from the current 0-foot condition to approximately 4.5 feet from the property line, though still below the 10-foot minimum).

Director Ritter noted that the site access points on Plainfield Road and Sycamore Drive will remain unchanged, as they are positioned as far from the intersection as possible and cannot be relocated without compromising traffic safety.

Director Ritter also reported on actions taken since the September hearing in response to concerns raised by two neighboring residents. The petitioner agreed to: trim overgrown vegetation along the Sycamore Drive right-of-way that was obstructing sight lines; install stop signs and stop bars at both exit points; review and, if necessary, restore the existing vegetative buffer along the residential boundary that had been thinned by a utility company's trimming; replace the existing deteriorated fence in its entirety with a new 8-foot-tall fence; and explore relocation of the dumpster enclosure away from the residential properties. Director Ritter noted that one resident, Kristi Flores, had communicated to staff that she felt heard and was pleased with the proposed improvements.

Staff recommended approval of the special use and all requested variations, subject to nine conditions for approval.

Bill Kokalias of Axios Architects representing Ahmed Mosin the applicant, who was out of town, was sworn in and addressed the Commission. He also introduced Waleed Houleis, the on-site property manager. Mr. Kokalias noted that the collaboration with City staff over approximately the past year had yielded a significantly improved site design. He confirmed that the decision to demolish the existing building, rather than attempt a remodel, was reached after extensive evaluation and that the new 3,800 square foot structure would be taller, brighter, and more modern. He confirmed the applicant's agreement to the stop signs, landscaping improvements, 8-foot fence replacement, and willingness to relocate the dumpster enclosure further north if needed.

Mr. Kokalias raised a concern regarding the proposed location of the ground monument sign, which as shown in the submitted plans was positioned at the corner of Plainfield Road and Sycamore Street at the same plane as the front of the building. He acknowledged that this placement would render the sign largely invisible to passing motorists and that the existing sign would need to be removed as it currently sits within the IDOT right-of-way. Director Ritter confirmed that signs within the right-of-way are outright prohibited under the City's code and that placement there would not be permissible regardless of IDOT approval, as allowing commercial signage in the right-of-way would create broader legal complications. City Planner Ghaznawi further noted that the City's sign code prohibits off-premises signs.

Director Ritter suggested that the sign could be relocated to the northwestern corner of the property near the gas pumps, which would provide significantly better visibility to traffic on Plainfield Road from both directions. Mr. Kokalias agreed this would be a preferable location. The Commission reached consensus that the sign relocation made practical sense. Staff recommended that the approval be conditioned such that the sign, wherever located on the property, must maintain at minimum the 4.5-foot setback from the property lines that was the subject of the variation request. Any final sign location would be reviewed through the permit application process without requiring the applicant to return to the Commission.

Randy Massey, a neighboring resident, was sworn in and addressed the Commission. Mr. Massey raised concerns about the height of the new building relative to the existing structure and asked whether lighting from the redeveloped site would spill onto adjacent residential properties. Director Ritter responded that the applicant had submitted a photometric study demonstrating improved lighting conditions, with all new fixtures to be full-cutoff, downcast LED lights that prevent glare and light trespass onto neighboring properties, replacing existing fixtures that were in some cases angled outward. The resident also confirmed their understanding that the parking area to the rear would not be expanded closer to the residential properties.

Mr. Massey additionally requested that the dumpster enclosure be relocated toward Sycamore Drive rather than further north. Director Ritter acknowledged this preference and indicated that the trash hauler's operational requirements would also need to be factored into any final location decision. Mr. Kokalias stated the applicant was open to relocating the enclosure to better accommodate the neighbors. Mr. Massey also raised a concern about an unauthorized early-morning trash pickup occurring around 3:30 a.m. Director Ritter acknowledged the concern, noted the City's noise ordinance would apply, and indicated that the Police Department was monitoring the situation. He suggested that changing the waste hauler or contacting the hauler directly may resolve the issue and offered to assist in following up.

Mr. Massey further noted the presence of a large tree growing within a stormwater detention swale on the property, which appeared to be obstructing the drainage infrastructure. Director Ritter confirmed that given the scope of the construction project, this could be addressed as part of the site work.

No additional public comments were received.

Chairman Thomas asked for a Motion to Close the Public Hearing for petitions Case #SU-26-10-9-3 and Case #V-26-8-9-2.

(#4) Motion by Commissioner Peterson seconded by Commissioner Stanton, to close the Public Hearing on case numbers SU-26-10-9-3 and V-26-8-9-2.

On roll call, the vote was:

AYES: Commissioners Peterson, Stanton, Carroll, Slabozeski, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Flynn.

There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 8:25 p.m.

Chairman Thomas confirmed for the public record that the applicant had reviewed and agreed to all nine conditions of approval.

The Conditions of Approval are as follows:

1. The project shall obtain a permit and start work within 6 months of City Council approval.
2. The fence adjacent to the residential homes shall be replaced with a solid 8-foot fence. All future maintenance of the fence shall be the responsibility of the gas station property and shall be maintained to keep a consistent appearance across the fence with matching materials and colors.
3. None of the existing landscape buffer shall be removed as part of the project.
4. There shall be no outside storage of goods.
5. No separate diesel fueling pumps shall be permitted or advertised to large semi-trucks.
6. Overgrowth foliage along the buffer near the property's exit at Sycamore Street shall be trimmed back and maintained to ensure proper and safe visibility when entering and exiting.
7. Stop signs and solid stop bars meeting MUTCD requirements shall be placed at the exits in proper locations before entering the public right-of-way. These shall be shown on the final engineering plans prior to final permit approval.
8. Any landscape removed or damaged by AT&T or other utilities shall be replaced with comparable landscape buffering within the designated buffer area.
9. Dumpster location shall be revised to be further north where there is an open landscape area, if feasible.

The Plan Commission recommends City Council's conditional approval of a Special Use for a Fueling Station with a Convenience Store; and Variations requested from the Crest Hill Zoning Ordinance and City Code of Ordinances to permit reduced building, parking, sign, and landscape setbacks and other landscape waivers, subject to the project being implemented in substantial

conformance with the nine (9) conditions for approval and application documents referenced in the October 8, 2026, Plan Commission Staff Report for petitions Case #SU-26-10-9-3, and Case #V-26-8-9-2.

Chairman Bill Thomas asked for a motion to approve petitions for Case #SU-26-10-9-3 and Case #V-26-8-9-2.

(#5) Motion by Commissioner Carroll seconded by Commissioner Slabozeski, to recommend to the City Council the conditional Approval of the petitions for Case #SU-26-10-9-3 and Case #V-26-8-9-2.

On roll call, the vote was:

AYES: Commissioners Carroll, Slabozeski, Peterson, Stanton, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Flynn.

There being five (5) 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 October 26, 2026, Workshop and the November 2, 2026, City Council meeting for final consideration.

Chairman Thomas expressed thanks to the applicant and the architect for his commitment to investing in Crest Hill, for working with City staff to improve the site with beautiful designs and for his willingness to improve the appearance of the Route 30 corridor. He further stated that the building and landscaping look incredible. Chairman Thomas had one last question of whether the gas station would be open while the building gets torn down and rebuilt. Mr. Kokalias stated that the gas station would be closed during construction.

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:

Email Domain Transition: Community Development Director Ritter informed the Commission that the City's email addresses are transitioning from the @cityofcresthill.com domain to @cresthill.gov. He requested that commissioners bring their City-issued devices to City Hall on Friday, October 9, the following Monday, or the following Wednesday, when IT staff would be available to assist with the changeover, a process expected to take approximately 15–20 minutes. Commissioners unable to attend those times were asked to contact Director Ritter to arrange an alternative time.

Comprehensive Plan Update: Director Ritter reported that the City's consultant is preparing an updated draft of the Comprehensive Plan, incorporating staff comments. A draft is expected to be distributed to the Plan Commission and City Council steering committee by the end of October, with a public open house anticipated in November and potential adoption proceedings to follow. Director Ritter thanked City Planner Ghaznawi for her presentation on community planning month at the October City Council meeting.

Prior Case Update — Reasonable Tree Experts Redevelopment (Broadway Street): Director Ritter reported that the redevelopment project for the Reasonable Tree Experts property on Broadway Street, which the Commission had previously reviewed, received City Council approval and is moving forward.

Old City Hall Demolition: Director Ritter reported that permits for the demolition of the old City Hall building have been approved. The City Council has requested that certain bricks be saved prior to demolition. A demolition timeline had not been confirmed but was expected within the next couple of weeks.

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

(#6) Motion by Commissioner Peterson seconded by Commissioner Carroll, to adjourn the October 8, 2026, Plan Commission meeting.

On roll call, the vote was:

AYES: Commissioners Peterson, Carroll, Slabozeski, Stanton, Chairman Thomas.

NAYES: None.

ABSENT: Commissioner Flynn.

There being five (5) affirmative votes, the MOTION CARRIED.

The meeting was adjourned at 8:36 p.m.

As approved this _____ day of _____, 2026.

As presented _____

As amended _____

BILL THOMAS, COMMISSION CHAIRMAN

ORDINANCE NO. _____

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR AN AUTOMOBILE
SALES AND/OR LEASING BUSINESS KNOWN AS DRIVE AUTO SALE WITH
RESPECT TO CERTAIN REAL PROPERTY LOCATED AT 1700 PLAINFIELD ROAD
IN CREST HILL, ILLINOIS (APPLICATION OF JAWAD HAMAYEL - FIRST
GLOBAL TRADING LLC)**

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, Jawad Hamayel - First Global Trading LLC (the “Applicant”) is the owner of the real property located at 1700 Plainfield Road in the City of Crest Hill, Illinois, bearing PIN 11-04-31-407-004-0000, 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 an Automobile Sales and/or Leasing business known as Drive Auto Sale (the “Application”); and

WHEREAS, the Crest Hill Plan Commission, after proper notice thereof given, conducted a public hearing on the Application on October 8, 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 October 8, 2026 unanimously recommended conditional approval of the requested Special Use Permit for an Automobile Sales and/or Leasing business known as Drive Auto Sale 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

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 an Automobile Sales and/or Leasing business known as Drive Auto Sale was made subject to the project being implemented in substantial conformance with the eight (8) conditions for approval and the application documents referenced in the October 8, 2026, Community Development Department Staff Report attached hereto as Exhibit A-2 (the "Staff Report"); and

WHEREAS, the City Council has reviewed the October 8, 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 eight (8) 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 an Automobile Sales and/or Leasing business known as Drive Auto Sale is hereby granted and approved subject to the project being implemented in substantial conformance with the following eight (8) conditions for approval and application documents referenced in the October 8, 2026, Community Development Staff Report for Case #SU-26-9-9-2:

1. All proposed interior and exterior improvements shall be completed in accordance with the plans as presented, prior to occupancy of the Automobile Sales and/or Leasing business.
2. Parking spaces in the front parking lot, adjacent to the building shall be limited to customer and employee parking.

3. Motor vehicles for sale may be displayed in the ten (10) parking spaces in the front parking lot adjacent to Plainfield Road. Storage of vehicles after the regular business hours shall be limited to the rear parking lot and the ten (10) parking spaces in the front parking lot adjacent to Plainfield Road per the approved site plan.
4. Storage of motor vehicles shall not block the drive aisle access at any time. No vehicles may be stored inside of the building.
5. Hours of operation for the Automobile Sales and/or Leasing business shall be limited to Monday-Friday 9:00am-6:00pm, Saturday 9:00am-5:00pm, and Sunday closed.
6. Adequate Exterior lighting shall be provided per the applicable City regulations. Exterior lighting shall be downcast, shaded, and designed so as to avoid glare onto neighboring properties and adjacent roadways.
7. All vehicles offered for sale, lease, or display on the Subject Property shall have a valid and transferable title and shall not have a salvage, rebuilt, junk, flood, water-damaged, or a title designation associated with a total loss or significant damage. Vehicles with a substantial documented insurance claim or vehicle history indicating significant flood, water, fire, or hail damage shall not be stored, displayed, or offered for sale on the Subject Property. The dealership shall maintain documentation demonstrating compliance with this condition and shall make such documentation available to the City upon reasonable request.
8. All deteriorated asphalt areas within the front and rear parking areas shall be repaired and repaved to the satisfaction of the City. The entire parking lot shall be restriped in accordance with the approved site plan and applicable City requirements. All required pavement repairs, resurfacing, and restriping shall be completed prior to occupancy of the property for use as a car dealership or the storage of vehicles on the property.

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.

[Left Intentionally Blank]

PASSED THIS 2ND DAY OF NOVEMBER, 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 2ND DAY OF NOVEMBER, 2026.

Raymond R Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A

**FINDINGS AND DECISION OF THE
PLAN COMMISSION AS TO - CASE NO. SU-26-9-9-2, THE APPLICATION OF
JAWAD HAMAYEL - FIRST GLOBAL TRADING LLC FOR A SPECIAL USE
PERMIT FOR AN AUTOMOBILE SALES AND/OR LEASING BUSINESS KNOWN AS
DRIVE AUTO SALE ON PROPERTY LOCATED AT 1700 PLAINFIELD ROAD 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 October 8, 2026, being fully advised on the premises, THE COMMISSION HEREBY MAKES THE FOLLOWING FINDINGS:

A. That the applicant, Jawad Hamayel - First Global Trading LLC is the owner of the real property located at 1700 Plainfield Road in the City of Crest Hill, Illinois, bearing PIN 11-04-31-407-004-0000;

B. That the Application seeks approval of a Special Use Permit for an Automobile Sales and/or Leasing business known as Drive Auto Sale for the property described in the application, commonly known as 1700 Plainfield Road in Crest Hill, Illinois (the "Property"), with PIN 11-04-31-407-004-0000, which is legally described in Exhibit A-1, attached hereto and incorporated herein by reference;

C. No Variation has been requested as part of this application;

D. That the Property is zoned B-2;

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 opened on September 10, 2026, and was continued to October 8, 2026;

H. That the continued public hearing was called to order on October 8, 2026, and the applicant presented evidence and arguments in support of its application.;

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

J. That the proposed Special Use Permit for an Automobile Sales and/or Leasing business known as Drive Auto Sale was considered under Section 12.7-6 of the Zoning Ordinance and determined to meet the six (6) standards for Special Use;

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 SPECIAL USE PERMITS AS FOLLOWS:

1. That the approval of the application of Jawad Hamayel - First Global Trading LLC for a Special Use Permit for an Automobile Sales and/or Leasing business known as Drive Auto Sale for the Property located at 1700 Plainfield Road in Crest Hill, Illinois with PIN 11-04-31-407-004-0000 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 an Automobile Sales and/or Leasing business known as Drive Auto Sale be granted subject to the project being implemented in substantial conformance with the following eight (8) conditions for approval and application documents referenced in the October 8, 2026, Community Development Staff Report attached hereto, as follows:

1. All proposed interior and exterior improvements shall be completed in accordance with the plans as presented, prior to occupancy of the Automobile Sales and/or Leasing business.
2. Parking spaces in the front parking lot, adjacent to the building shall be limited to customer and employee parking.
3. Motor vehicles for sale may be displayed in the ten (10) parking spaces in the front parking lot adjacent to Plainfield Road. Storage of vehicles after the regular business hours shall be limited to the rear parking lot and the ten (10) parking spaces in the front parking lot adjacent to Plainfield Road per the approved site plan.
4. Storage of motor vehicles shall not block the drive aisle access at any time. No vehicles may be stored inside of the building.
5. Hours of operation for the Automobile Sales and/or Leasing business shall be limited to Monday-Friday 9:00am-6:00pm, Saturday 9:00am-5:00pm, and Sunday closed.
6. Adequate Exterior lighting shall be provided per the applicable City regulations. Exterior lighting shall be downcast, shaded, and designed so as to avoid glare onto neighboring properties and adjacent roadways.
7. All vehicles offered for sale, lease, or display on the Subject Property shall have a valid and transferable title and shall not have a salvage, rebuilt, junk, flood, water-damaged, or a title designation associated with a total loss or significant damage.

Vehicles with a substantial documented insurance claim or vehicle history indicating significant flood, water, fire, or hail damage shall not be stored, displayed, or offered for sale on the Subject Property. The dealership shall maintain documentation demonstrating compliance with this condition and shall make such documentation available to the City upon reasonable request.

8. All deteriorated asphalt areas within the front and rear parking areas shall be repaired and repaved to the satisfaction of the City. The entire parking lot shall be restriped in accordance with the approved site plan and applicable City requirements. All required pavement repairs, resurfacing, and restriping shall be completed prior to occupancy of the property for use as a car dealership or the storage of vehicles on the property.

[Left Intentionally Blank]

Adopted by the Plan Commission of the City of Crest Hill, Illinois, this 8th Day of October, 2026 upon the following voice vote:

	Aye	Nay	Absent	Abstain
Commissioner Bill Thomas	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Ken Carroll	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Cheryl Slabozeski	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Marty Flynn	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Commissioner Jeff Peterson	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner John Stanton	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Approved:

Bill Thomas, Chairman

Attest:

Christine Vershay-Hall, City Clerk

EXHIBIT A-1

LEGAL DESCRIPTION

PROPERTY ADDRESS: 1700 PLAINFIELD ROAD, CREST HILL, IL, 60403

PERMANENT INDEX NO: 11-04-31-407-004-0000

LEGAL DESCRIPTION:

LOT 2 (EXCEPT THE NORTHEASTERLY 246 FEET) IN HILLCREST PLAZA SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST $\frac{1}{4}$ OF SECTION 31, TOWNSHIP 36 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1969 AS DOCUMENT NO. R69-9124, AND CERTIFICATE OF CORRECTION RECORDED JUNE 3, 1969 AS DOCUMENT NO. R69-9689, IN WILL COUNTY, ILLINOIS.

EXHIBIT A-2

October 8, 2026 Community Development Department Staff Report

EXHIBIT A-3

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The City of Crest Hill, Illinois ("**City**"):

WHEREAS, JAWAD HAMAYEL - FIRST GLOBAL TRADING LLC ("Owner") is the owner of the real property located at 1700 Plainfield Road in the City of Crest Hill, Illinois, bearing PIN 11-04-31-407-004-0000 (the "Subject Property") and has applied for and been granted a Special Use Permit for an Automobile Sales and/or Leasing business known as Drive Auto Sale; and

WHEREAS, Ordinance No. _____, approved and passed by the Crest Hill City Council on November 2, 2026, ("the **Ordinance**"), approved a Special Use Permit for an Automobile Sales and/or Leasing business known as Drive Auto Sale, subject to eight (8) 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 JAWAD HAMAYEL - FIRST GLOBAL TRADING LLC 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, JAWAD HAMAYEL - FIRST GLOBAL TRADING LLC hereby agrees, warrants, and covenants as follows:

1. That JAWAD HAMAYEL - FIRST GLOBAL TRADING LLC is the legal owner of the Subject Property and that JAWAD HAMAYEL has the authority to execute this Unconditional Agreement and Consent on behalf of FIRST GLOBAL TRADING LLC.
2. That the Owner, for himself, FIRST GLOBAL TRADING LLC, d/b/a Drive Auto Sale, 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 Owner, for himself, FIRST GLOBAL TRADING LLC, d/b/a Drive Auto Sale, 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 Owner, for himself, FIRST GLOBAL TRADING LLC, d/b/a Drive Auto Sale, 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 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 Owner, for himself, FIRST GLOBAL TRADING LLC, d/b/a Drive Auto Sale, 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.

6. The undersigned is an authorized representative of the Owner duly authorized and empowered to execute this Unconditional Agreement and Consent on behalf of the Owner.

[Signature page to follow]

OWNER: JAWAD HAMAYEL - FIRST GLOBAL TRADING LLC

By: _____

Its: _____

SUBSCRIBED and **SWORN** to before me

this _____ day of _____, 2026.

Notary Public



To: Plan Commission

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

Date: October 8, 2026

Re: 1700 Plainfield Road, Special Use Application for an Automobile Sales and/or Leasing business (Case # SU-26-9-9-2) *last revised 2026-10-08*

Project Details

Project:	Special Use Application for an Automobile Sales and/or Leasing business
Applicant:	Jawad Hamayel - First Global Trading LLC
Requests:	Special Use Application for an Automobile Sales and/or Leasing Business
Location:	1700 Plainfield Road (the "Subject Property")

Site Details

Lot Size:	Approximately 1.46 acres
Existing Zoning:	B-2 General Business District
Existing Improvements:	Approx. 19,932 SF existing one-story commercial building with approximately 19,932 SF basement, existing parking, pavement, and driveways

Surrounding Zoning and Land Use Summary

	Land Use	Comp Plan	Zoning
Subject Parcels	Commercial, and Retail	Local Commercial	B-2
North	Commercial, Storage, Vacant Land	Local Commercial, Detention	B-1, B-3
South	Commercial, Retail, Restaurant	Regional Commercial Local Commercial,	B-1, B-3
East	Commercial, Bank, Future QuikTrip Gas Station	Local Commercial, Community Facilities	B-3

West	Commercial, Bank, Restaurant	Regional Commercial, Local Commercial	B-1, B-2, B-3
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Exhibits

Application documents submitted by Applicant include:

1. Exhibit B – Application for Development 2026-06-13
2. Exhibit C – Legal Description 2026-06-13
3. Exhibit D – Plat of Survey 2026-06-13
4. Exhibit E – Project Narrative 2026-07-24
5. Exhibit F – Proposed Site Plan, Floor Plan, Elevations, and Signage Prepared by United Architects LTD., last revised 2026-08-18

Application Background and Project Summary

Jawad Hamayel - First Global Trading LLC (the Applicant) is the owner of the existing furniture store and the Subject Property located at 1700 Plainfield Road, Crest Hill. The Applicant is requesting approval of a Special Use permit for an Automobile Sales and/or Leasing business to be located at the rear of the existing commercial property. The existing furniture store will remain on the first floor. The applicant is proposing to renovate and use a portion of the basement floor (approx. 1200 sq-ft) at the rear of the Subject Property as the business office for the proposed Used Automobile Sales and/or Leasing business. The proposed vertical separation (furniture store on first floor and Automobile Sales and/or Leasing business on the basement floor), and separate parking and building access will allow both uses to operate efficiently in the existing commercial building. No variations have been requested as part of this application. As such, the existing legal non-confirming physical attributes of the Subject Property will remain unchanged. Proposed hours of operation for the Automobile Sales and/or Leasing business will be Monday-Friday 9:00am-6:00pm, Saturday 9:00am-5:00pm, and Sunday Closed.

Figure 1: Location Map of 1700 Plainfield Road (the Subject Property)



Proposed Improvements

- **Interior Improvements:** Renovate a portion of the basement (approx. 1200 sq-ft) to accommodate the business office for the proposed Used Automobile Sales and/or Leasing business with exterior ADA access for customers.
- **Exterior Improvements:** Restripe the front and rear parking lots to improve traffic flow, safety, and overall appearance; remove and replace ground and wall signs; install new dumpster enclosure; and add protective parking islands, trees, and decorative landscaping throughout the site and along Plainfield Road to improve visibility and enhance aesthetic appeal.

Summary of Requested Petition

The Applicant is seeking approval of a Special Use permit for a Used Automobile Sales and/or Leasing business for the existing commercial property. No variations have been requested as part of this application.

Staff Analysis

Overall, the proposed Automobile Sales and/or Leasing business for the commercially zoned Subject Property is consistent with other automotive and commercial activities on Plainfield Road commercial corridor. By utilizing a B-2 zoned property and providing a managed, well-maintained operation, the proposed Special Use is expected to support continued economic activity and stability on Plainfield Road commercial corridor, while remaining compatible with the surrounding commercial uses.

Operations will be conducted in a manner that minimizes impacts on surrounding properties. Any outdoor vehicle display or storage will be organized and maintained to ensure it does not negatively affect the appearance of the neighborhood. Adequate measures have been taken to provide safe and efficient vehicle ingress and egress for the proposed Automobile Sales and/or Leasing business, while minimizing traffic congestion on public streets. No changes are proposed to the established driveways connecting directly to public roadways that are designed to accommodate customers and employees. Most sales are expected to occur online with minimal public visits and visibility of vehicles needed.

On-site circulation and parking areas are configured to allow smooth entry and exit, reducing the potential for queuing or spillover onto adjacent streets. Vehicle display areas and service bays are arranged to keep operations organized and prevent conflicts between incoming and outgoing traffic. Additionally, any necessary site improvements will be implemented in accordance with City requirements to ensure traffic flows safely and efficiently. These measures will help maintain the functionality of surrounding streets while supporting the operation of the proposed Used Automobile Sales and/or Leasing business. Overall, the special use will encourage investment and revitalization in the surrounding neighborhood, and is compatible with surrounding commercial uses and will support, rather than hinder, the orderly growth and improvement of neighboring properties. Overall, the project includes visual site improvements to the existing property and brings it closer to compliance with current zoning requirements.

Staff feedback on specific aspects of the requested approval

Staff reviewed the proposed project with respect to the applicable City regulations. The Crest Hill Zoning Ordinance classifies Automobile Sales and/or Leasing businesses as Special Use in the B-2 General Business District. No variations have been requested as part of this application. As such, the existing legal non-confirming physical attributes of the Subject Property will remain unchanged.

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 permit 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 Special Use will not be detrimental to or endanger the public health, safety, or general welfare. The facility will operate in accordance with all applicable building, fire, environmental, and health regulations, including proper storage and handling of vehicles.

The site is designed to safely accommodate vehicle circulation, parking, and loading areas, minimizing potential conflicts with adjacent properties and public streets. Any outdoor operations, such as vehicle display or storage, will be managed per the approved plan to prevent hazards and maintain visual order. Proper drainage, stormwater management, and waste disposal procedures will be implemented to protect the environment and public health. With adherence to all applicable City codes and best management practices, the proposed Special Use will provide necessary sale of automotive services without creating conditions that endanger public health, safety, or general welfare, while remaining compatible with surrounding commercial properties.

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 Special Use will not be injurious to the use and enjoyment of other properties in the immediate vicinity, nor will it substantially diminish or impair property values within the neighborhood. The use is located on a commercially zoned property and is consistent with other automotive and commercial activities on Plainfield Road commercial corridor.

Operations will be conducted in a manner that minimizes impacts on surrounding properties. Any outdoor vehicle display or storage will be organized and maintained to ensure it does not negatively affect the appearance of neighboring properties. By utilizing a commercially zoned property and providing a managed, well-maintained operation, the proposed Special Use is expected to support continued economic activity and stability on Plainfield Road commercial corridor, while remaining compatible with adjacent property uses and preserving property values.

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 Special Use will not impede the normal and orderly development or improvement of surrounding properties for uses permitted in the B-2 Zoning District. The site is located on commercially zoned property intended to accommodate similar commercial activities, and the proposed use is consistent with the B-2 Zoning District's intended character.

The operation will occur within the existing building and designated site areas, ensuring that it does not interfere with the development potential of adjacent properties. Overall, the special use is compatible with surrounding commercial development patterns and will support, rather than hinder, the orderly growth and improvement of neighboring properties.

4. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.

Adequate utilities, access roads, drainage, and other necessary facilities have been provided to serve the proposed auto body shop and car dealership. The property is already served by public water, sewer, electric, and telecommunications infrastructure sufficient to support the intended automotive and commercial operations.

The site has direct access to public roadways, with driveways designed to accommodate the movement of vehicles, including customer traffic and service vehicles, without creating congestion or safety hazards. Parking and circulation areas are sufficient to handle both car dealership display needs and auto body shop operations.

Stormwater management and drainage facilities are in place and will be maintained or upgraded as necessary to meet applicable City standards, ensuring proper runoff management and minimizing impacts on surrounding properties. Overall, the property is fully equipped with the necessary infrastructure to safely and efficiently support the proposed uses.

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 provide safe and efficient ingress and egress for the proposed Automobile Sales and/or Leasing business while minimizing traffic congestion on public streets. The site has established driveways connecting directly to public roadways, designed to accommodate both customer vehicles and service traffic.

On-site circulation and parking areas are configured to allow smooth entry and exit, reducing the potential for queuing or spillover onto adjacent streets. Vehicle display areas and service bays are arranged to keep operations organized and prevent conflicts between incoming and outgoing traffic. Additionally, any necessary site improvements will be implemented in accordance with City requirements to ensure traffic flows safely and efficiently. These measures will help maintain the functionality of surrounding streets while supporting the operation of the Automobile Sales and/or Leasing business.

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 Special Use will comply with building, fire, health, and safety codes, including proper storage and handling of automotive fluids, materials, and equipment. All required permits, inspections, and approvals will be obtained prior to occupancy and operation. The property will maintain compliance with parking, signage, lighting, accessibility, and site maintenance requirements as specified by the City. By adhering to these standards, the Special Use will operate safely, lawfully, and in a manner

consistent with the objectives of the Crest Hill Zoning Ordinance and other applicable City regulations.

Conditions of Approval

The plans submitted for building permits shall be in substantial compliance with the plans approved by the City Council and identified below, unless otherwise noted in the remaining conditions:

1. All proposed interior and exterior improvements shall be completed in accordance with the plans as presented, prior to occupancy of the Automobile Sales and/or Leasing business.
2. Parking spaces in the front parking lot, adjacent to the building shall be limited to customer and employee parking.
3. Motor vehicles for sale may be displayed in the ten (10) parking spaces in the front parking lot adjacent to Plainfield Road. Storage of vehicles after the regular business hours shall be limited to the rear parking lot and the ten (10) parking spaces in the front parking lot adjacent to Plainfield Road per the approved site plan.
4. Storage of motor vehicles shall not block the drive aisle access at any time. No vehicles may be stored inside of the building.
5. Hours of operation for the Automobile Sales and/or Leasing business shall be limited to Monday-Friday 9:00am-6:00pm, Saturday 9:00am-5:00pm, and Sunday closed.
6. Adequate Exterior lighting shall be provided per the applicable City regulations. Exterior lighting shall be downcast, shaded, and designed so as to avoid glare onto neighboring properties and adjacent roadways.
7. All vehicles offered for sale, lease, or display on the Subject Property shall have a valid and transferable title and shall not have a salvage, rebuilt, junk, flood, water-damaged, or a title designation associated with a total loss or significant damage. Vehicles with a substantial documented insurance claim or vehicle history indicating significant flood, water, fire, or hail damage shall not be stored, displayed, or offered for sale on the Subject Property. The dealership shall maintain documentation demonstrating compliance with this condition and shall make such documentation available to the City upon reasonable request.
8. All deteriorated asphalt areas within the front and rear parking areas shall be repaired and repaved to the satisfaction of the City. The entire parking lot shall be restriped in accordance with the approved site plan and applicable City requirements. All required pavement repairs, resurfacing, and restriping shall be completed prior to occupancy of the property for use as a car dealership or the storage of vehicles on the property.

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 Special Use permit for a Used Automobile Sales and/or Leasing business located at 1700 Plainfield Road, Crest Hill, subject to the substantial conformance with the eight (8) Conditions for Approval and application documents referenced in the October 8, 2026, Plan Commission Staff Report for Case # SU-26-9-9-2.

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.*



EXHIBIT B

Application for Development

For Office Use Only: Case Number:

Project Name:

1700 Plainfield, Crest Hill

Owner:

JAWAD Hamayel

Correspondence To:

JAWAD Hamayel

Street address:

1700 Plainfield Rd

Street address:

[REDACTED]

City, St., Zip:

Crest Hill, IL

City, St., Zip:

[REDACTED]

Phone:

[REDACTED]

Phone:

[REDACTED]

Email:

[REDACTED]

Email:

.com

Property Address:

Street address:

1700 Plainfield Rd

Property Information:

Lot Width:

249.85

City, St., Zip:

Crest Hill, IL 60403

Lot Depth:

254.00

PIN:

04-31-407-004

Total Area:

1.46 ACRES

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

Existing Zoning:

C

Existing Land Use:

Commercial

Requested Zoning:

SAME

Proposed Land Use:

Commercial

Adjoining Properties Zoning and Uses:

North of Property:

Chase Bank

South of Property:

McDonald Restaurant

East of Property:

Empty land

West of Property:

Plainfield Rd

Purpose Statement (intended use and approval sought):

obtain approval to establish and operate a used motor vehicle dealership. The business will engage in the sale of pre-owned vehicles to the public and will comply with all applicable city of Crest Hill and state requirements, licensing regulation, and state

governing motor vehicle dealers. Approval is sought for the use of the property as used car and related business activities.

Development Request: Please check all that apply and describe:

☐ Rezoning: _____

☒ Special Use: used car dealer ship

☐ 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: TBD Phone: _____

Company: _____ Email: _____

☐ Contractor: TBD Phone: _____

Company: _____ Email: _____

☐ Architect: Bob Gebel Phone: _____

Company: United Architects Email: _____

☐ Builder: TBD Phone: _____

Company: _____ Email: _____

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

Signature of the Applicant

06.13.26
Date

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

Signature of the Owner

Date

EXHIBIT C

1700 PLAINFIELD ROAD - LEGAL DESCRIPTION

PROPERTY ADDRESS: 1700 PLAINFIELD ROAD, CREST HILL, IL, 60403

PERMANENT INDEX NO: 11-04-31-407-004-0000

LEGAL DESCRIPTION:

LOT 2 (EXCEPT THE NORTHEASTERLY 246 FEET) IN HILLCREST PLAZA SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST $\frac{1}{4}$ OF SECTION 31, TOWNSHIP 36 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1969 AS DOCUMENT NO. R69-9124, AND CERTIFICATE OF CORRECTION RECORDED JUNE 3, 1969 AS DOCUMENT NO. R69-9689, IN WILL COUNTY, ILLINOIS.

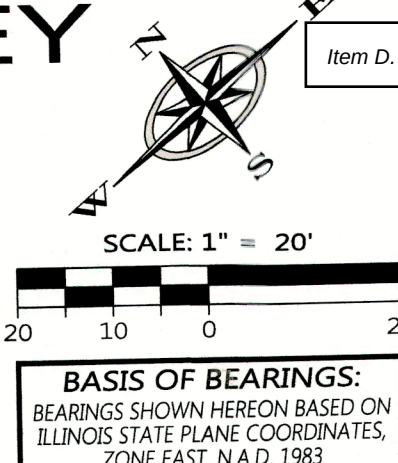
SURVEYORS NOTES:

EXHIBIT D

ALTA / NSPS LAND TITLE SURVEY

LEGAL DESCRIPTION

LOT 2 (EXCEPT THE NORTHEASTERLY 246 FEET) IN HILLCREST PLAZA SUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 OF SECTION 31, TOWNSHIP 36 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 26, 1969 AS DOCUMENT NO. R69-9124, AND CERTIFICATE OF CORRECTION RECORDED JUNE 3, 1969 AS DOCUMENT NO. R69-9689, IN WILL COUNTY, ILLINOIS.

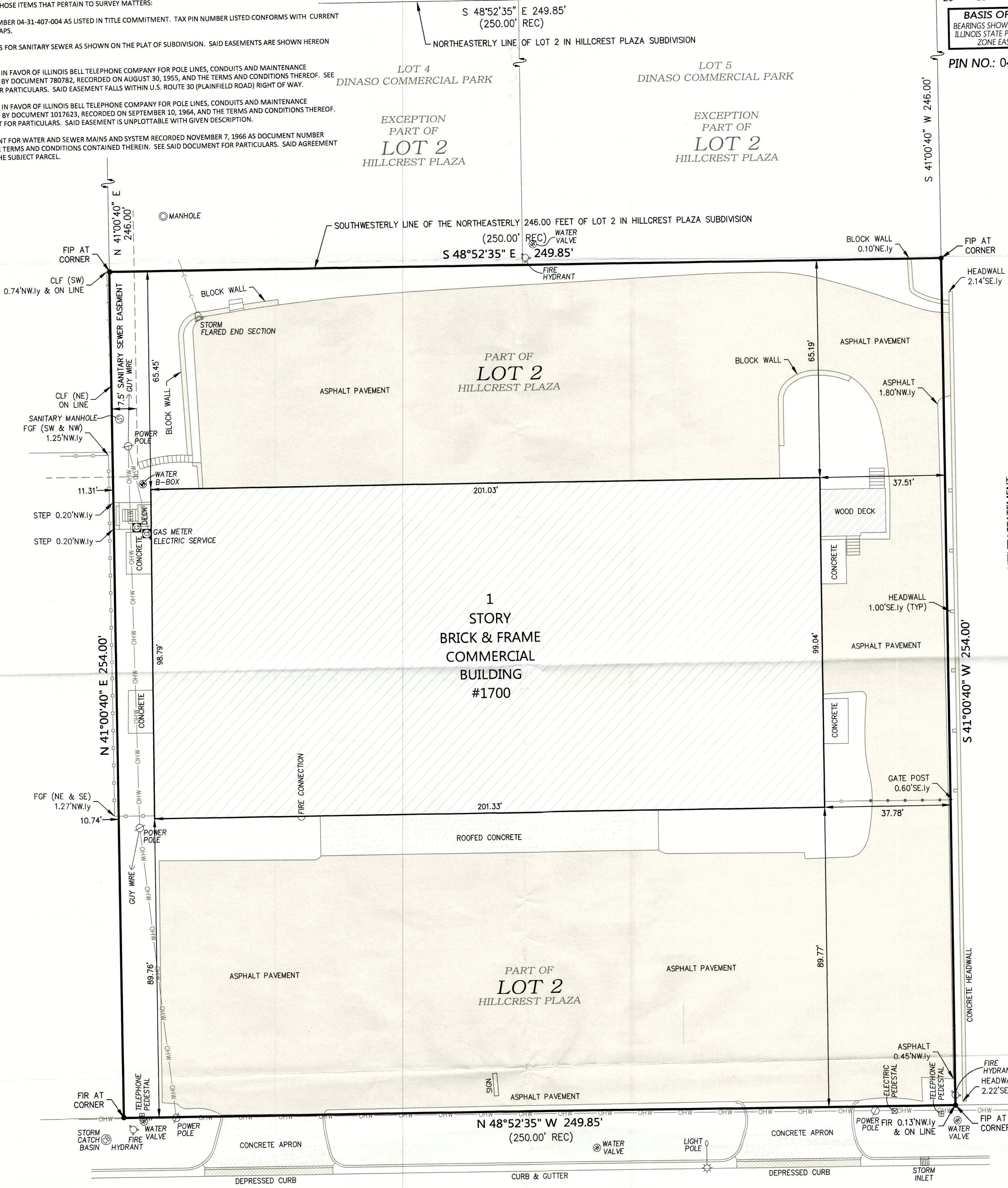


PIN NO.: 04-31-407-004

Know what's below. **JULIE** Call before you dig. (OUTSIDE CHICAGO AREA) CALL 48 HOURS (2 WORKING DAYS) BEFORE YOU DIG 811 or 1-800-892-0123

UTILITY STATEMENT
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES DECLARE THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

1. ALL LOT CORNERS WERE EITHER FOUND OR SET AND ARE SHOWN AND DESCRIBED HEREON THIS SURVEY.
 2. MAXIMUM POSITIONAL TOLERANCE OF LOT CORNERS ARE WITHIN ALLOWABLE TOLERANCES OF 0.07 +/- FEET.
 3. CONTACT JULIE AT 811 OR 1-800-982-0123 FOR EXACT LOCATION OF BURIED CABLES PRIOR TO DIGGING (ELECTRIC, TELEPHONE, GAS AND CABLE TV).
 4. TABLE A ITEMS 1, 8 AND 11 ARE SHOWN HEREON THIS SURVEY.
 5. FIELD WORK WAS COMPLETED ON JUNE 20, 2022.
 6. A CURRENT TITLE POLICY WAS PROVIDED FOR THE BENEFIT OF THIS SURVEY AND IS NOTED IN 7 BELOW.
 7. LEGAL DESCRIPTION SHOWN HEREON CONFORMS WITH THAT CONTAINED IN A COMMITMENT FOR TITLE INSURANCE ISSUED BY FIRST AMERICAN TITLE INSURANCE COMPANY, AS COMMITMENT FILE NO. 3129886, DATE OF POLICY: MARCH 4, 2022.
 8. SCHEDULE B OF THE TITLE COMMITMENT NOTED IN 7 ABOVE LISTS ITEMS 1 THROUGH 22 IN PART 2; THE FOLLOWING NOTES ARE RESPONSES TO THOSE ITEMS THAT PERTAIN TO SURVEY MATTERS:
- ITEM 7: TAX PIN NUMBER 04-31-407-004 AS LISTED IN TITLE COMMITMENT. TAX PIN NUMBER LISTED CONFORMS WITH CURRENT WILL COUNTY TAX MAPS.
- ITEM 18: EASEMENTS FOR SANITARY SEWER AS SHOWN ON THE PLAT OF SUBDIVISION. SAID EASEMENTS ARE SHOWN HEREON THIS SURVEY.
- ITEM 19: EASEMENT IN FAVOR OF ILLINOIS BELL TELEPHONE COMPANY FOR POLE LINES, CONDUITS AND MAINTENANCE PURPOSES GRANTED BY DOCUMENT 780782, RECORDED ON AUGUST 30, 1955, AND THE TERMS AND CONDITIONS THEREOF. SEE SAID DOCUMENT FOR PARTICULARS. SAID EASEMENT FALLS WITHIN U.S. ROUTE 30 (PLAINFIELD ROAD) RIGHT OF WAY.
- ITEM 20: EASEMENT IN FAVOR OF ILLINOIS BELL TELEPHONE COMPANY FOR POLE LINES, CONDUITS AND MAINTENANCE PURPOSES GRANTED BY DOCUMENT 1017623, RECORDED ON SEPTEMBER 10, 1964, AND THE TERMS AND CONDITIONS THEREOF. SEE SAID DOCUMENT FOR PARTICULARS. SAID EASEMENT IS UNPLOTTABLE WITH GIVEN DESCRIPTION.
- ITEM 21: AGREEMENT FOR WATER AND SEWER MAINS AND SYSTEM RECORDED NOVEMBER 7, 1966 AS DOCUMENT NUMBER R66-16721, AND THE TERMS AND CONDITIONS CONTAINED THEREIN. SEE SAID DOCUMENT FOR PARTICULARS. SAID AGREEMENT DOES NOT EFFECT THE SUBJECT PARCEL.



STATE OF ILLINOIS)
COUNTY OF WILL)

TO: ONECLICK COMMERCIAL FUNDING
DANIEL MALDONADO

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 8 AND 11 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON JUNE 20, 2022.

C3 CORPORATION
PROFESSIONAL DESIGN FIRM CORPORATION NO. 184-005246

PAUL R. STANCATO
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 035-003054
LICENSE EXPIRES NOVEMBER 30, 2022



C³CORPORATION
LAND SURVEYING & CONSULTING
C3Corporation
822 NORTH 129th INFANTRY DRIVE, SUITE 105
JOLIET, ILLINOIS 60435
PHONE: 815.725.4500
FACSIMILE: 815.725.4501
www.c3corporation.net
email: carol@c3corporation.net

- SURVEYORS NOTES:**
- 1) ALL DIMENSIONS ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF.
 - 2) BEFORE STARTING ANY CONSTRUCTION OF IMPROVEMENTS OR FENCES, FIELD MONUMENTATION SHOULD BE ESTABLISHED.
 - 3) REFER TO YOUR DEED, TITLE POLICY AND LOCAL ORDINANCES FOR RESTRICTIONS, BUILDING LINES AND EASEMENTS.
 - 4) PARCEL DIMENSIONS AND/OR BEARINGS WITHIN PARENTHESIS ABBREVIATED REC ARE RECORDED DOCUMENT DIMENSIONS AND/OR BEARINGS.

P.U.E. PUBLIC UTILITY EASEMENT
P.U. & D.E. PUBLIC UTILITY & DRAINAGE EASEMENT
B.S.L. BUILDING SETBACK LINE
A ARC LENGTH
CB CHORD BEARING
R RADIUS
BLDG BUILDING
CLF CHAIN LINK FENCE
WDF WOOD FENCE
FGF FIBERGLASS FENCE
WIF WROUGHT IRON FENCE
ALF ALUMINUM FENCE
FIP OR SIP FOUND OR SET IRON PIPE
FIR OR SCN FOUND OR SET IRON ROD
FCN OR SCN FOUND OR SET CROSS NOTCH
FPK OR SPK FOUND OR SET MAGNETIC P.K. NAIL

PROJECT NUMBER: C322-3976	DRAWN BY: CRH DATE: 06/29/22
PROJECT XREF NUMBER: T36NR10E	CHECKED BY: PRS DATE: 06/29/22
ORDERED BY: BRADLEY McCANN	FIELD WORK COMPLETED DATE: 06/20/22
PROPERTY ADDRESS: 1700 PLAINFIELD ROAD CREST HILL, ILLINOIS	

EXHIBIT E

Project's Overall Conformance with Applicable Regulations

High Bridge Auto Sale respectfully submits the following responses demonstrating compliance with the Standards for Special Use.

1. Compatibility with the Surrounding Area

The proposed automobile dealership is compatible with the surrounding commercial development along Plainfield Road. The business will operate in a professional manner and will complement existing commercial uses by providing quality vehicle sales and financing services. The proposed use is not expected to adversely affect neighboring properties.

2. Protection of Public Health, Safety, and Welfare

The dealership will comply with all applicable federal, state, county, and local laws, building codes, fire codes, and zoning regulations. The property will be maintained in a clean, safe, and orderly condition. Adequate lighting, security measures, and routine property maintenance will promote a safe environment for customers, employees, and neighboring businesses.

3. Traffic and Access

The existing access points from Plainfield Road are adequate to serve the proposed use. Customer traffic is expected to be typical of a small automobile dealership and is not anticipated to create significant congestion or negatively affect surrounding roadways. Parking and internal circulation will be maintained to provide safe vehicle movement on the site.

4. Parking and Loading

The property will provide sufficient parking for customers, employees, and vehicle inventory in accordance with applicable zoning requirements. Vehicle display areas will be organized to maintain safe access and visibility throughout the site.

5. Building and Site Improvements

The project includes improvements to both the building and the site, including interior renovations, exterior façade enhancements, upgraded landscaping where appropriate, improved site lighting, parking, and general property improvements. These enhancements will improve the appearance of the property and contribute positively to the surrounding area.

6. Lighting

Exterior lighting will consist of energy-efficient LED fixtures designed to provide adequate illumination for customer safety while minimizing glare and light trespass. Lighting fixtures will be shielded and directed downward in accordance with applicable municipal requirements.

7. Noise, Odors, and Environmental Impacts

The proposed dealership will generate minimal noise beyond normal customer and employee vehicle activity. No manufacturing or industrial processes will occur on the site. The business is not expected to create objectionable noise, odors, dust, smoke, vibration, or other environmental impacts that would adversely affect surrounding properties.

8. Property Maintenance

The property will be professionally maintained, including regular landscaping, litter removal, snow removal, pavement maintenance, and building upkeep. Vehicle inventory will be displayed in an orderly manner, and the site will be maintained in compliance with applicable municipal property maintenance standards.

9. Public Utilities

The property is served by existing public utilities necessary to support the proposed use, including water, sanitary sewer, electric, natural gas, and telecommunications services. No unusual demand on public infrastructure is anticipated.

10. Consistency with Community Planning Objectives

The proposed use supports the continued economic development of the City of Crest Hill by bringing a vacant or underutilized commercial property into productive use, creating employment opportunities, generating tax revenue, and expanding commercial services available to area residents.

Conclusion

High Bridge Auto Sale believes the proposed automobile dealership satisfies the applicable Standards for Special Use. The project is compatible with the surrounding area, will operate in a safe and responsible manner, and will enhance the property through building and site improvements while providing a valuable commercial service to the community. The applicant respectfully requests approval of the Special Use Permit.

Project Narrative

High Bridge Auto Sale is a newly established automobile dealership located at 1700 Plainfield Road in Crest Hill, Illinois. The dealership will specialize in providing quality pre-owned vehicles along with financing solutions designed to meet the needs of a broad range of customers. The business is committed to delivering a professional, transparent, and customer-focused buying experience Business Plan and Project Narrative

High Bridge Auto Sale

Business Information

Business Name: High Bridge Auto Sale

Business Address: 1700 Plainfield Road, Crest Hill, IL 60403

Business Type: New Automobile Dealership

Primary Services: Vehicle Sales and Vehicle Financing

Executive Summary while contributing to the economic growth of the local community.

Business History and Prior Business Experience

High Bridge Auto Sale is a new dealership established to serve the growing demand for dependable used vehicles and affordable financing options in Crest Hill and the surrounding communities. The dealership has been organized with the goal of providing customers with quality inventory, competitive pricing, and personalized customer service.

Management is committed to implementing industry best practices in vehicle acquisition, customer service, financing assistance, regulatory compliance, and dealership operations. The dealership will operate with a focus on honesty, integrity, and long-term customer relationships.

Hours of Operation

- Monday: 9:00 AM – 6:00 PM
- Tuesday: 9:00 AM – 6:00 PM
- Wednesday: 9:00 AM – 6:00 PM
- Thursday: 9:00 AM – 6:00 PM
- Friday: 9:00 AM – 6:00 PM
- Saturday: 9:00 AM – 5:00 PM
- Sunday: Closed

These hours may be adjusted to meet customer demand and seasonal business needs.

Number of Employees

At startup, High Bridge Auto Sale anticipates employing approximately four full-time staff members consisting of:

- Dealer/General Manager
- Sales Associate
- Finance and Administrative Coordinator
- Vehicle Preparation and Lot Attendant

Additional employees will be hired as the business expands.

Services Offered

High Bridge Auto Sale will provide the following services:

- Quality pre-owned vehicle sales
- Vehicle financing through third-party lending institutions
- Credit application assistance
- Trade-in evaluations
- Vehicle history reports
- Extended warranty options (when available)
- Customer vehicle sourcing upon request
- Title and registration processing
- Temporary registration assistance
- Customer consultation throughout the vehicle purchasing process

Interior Building Improvements

To provide a professional and welcoming environment, the dealership plans to complete the following interior improvements:

- Installation of new commercial flooring throughout the showroom and office areas
- Interior painting with modern finishes
- Upgraded LED lighting throughout the building
- Construction of customer sales offices
- Dedicated finance and document processing office
- Comfortable customer waiting area with seating
- Reception area for customer check-in
- Renovation of employee workspace
- Updated restroom facilities
- Installation of new office furniture and workstations
- Computer network and internet infrastructure
- Security camera system
- Alarm and monitoring system

- HVAC inspection and improvements as needed
- ADA accessibility improvements where required by applicable building codes

Exterior Building Façade Improvements

High Bridge Auto Sale plans to enhance the property's exterior appearance through:

- Exterior painting and façade improvements
- Installation of new dealership signage
- Updated building identification signage
- Exterior LED lighting
- Entryway improvements
- Replacement or repair of exterior doors as necessary
- Window cleaning and repair
- Roof inspection and repairs as needed
- Installation of security lighting around the property

These improvements will create an attractive, professional appearance while improving visibility and security.

Overall Site Improvements

The dealership will complete several site improvements to enhance customer access, safety, and vehicle display, including:

- Parking lot cleaning and resurfacing where necessary
- New parking lot striping
- Clearly designated customer parking
- Vehicle display areas
- Improved landscaping
- Sidewalk and entrance improvements
- ADA-compliant parking spaces and access routes
- Exterior security cameras
- Site lighting improvements
- Drainage maintenance and repair as needed
- Property cleanup and debris removal
- Installation of directional signage
- Enhanced traffic flow throughout the site

These improvements will create a safe, efficient, and attractive dealership environment for customers and employees.

Marketing Strategy

High Bridge Auto Sale will market its inventory through:

- Online vehicle listing platforms
- Company website
- Social media advertising
- Search engine marketing
- Community outreach
- Customer referral programs
- Local advertising
- Strategic partnerships with financial institutions

The dealership will focus on delivering excellent customer service to generate repeat business and referrals.

Business Goals

The primary objectives of High Bridge Auto Sale are to:

- Establish a trusted reputation in the local market
- Offer quality pre-owned vehicles at competitive prices
- Provide financing solutions for a wide range of customers
- Maintain exceptional customer satisfaction
- Increase annual vehicle sales through strong customer relationships
- Expand inventory and services as the business grows

Conclusion

High Bridge Auto Sale is committed to becoming a respected automotive dealership serving Crest Hill and the surrounding communities. Through quality vehicle sales, accessible financing options, professional facility improvements, and outstanding customer service, the dealership will provide a positive purchasing experience while contributing to local economic development and creating employment.

Examples of the Business in Other Locations and Business Website

High Bridge Auto Sale is a newly established independent automobile dealership and will operate from its first and only location at **1700 Plainfield Road, Crest Hill, Illinois 60403**. At this time, the business does not have any additional locations.

The dealership is currently developing its online presence and plans to launch a professional website following the completion of licensing and business startup activities. The website will provide customers with:

- Current vehicle inventory
- Online financing application
- Business hours and contact information
- Directions to the dealership

- Vehicle inquiry forms
- Customer service information

The dealership also plans to maintain active social media profiles and advertise its inventory through major online automotive marketplaces to reach customers throughout the greater Chicago metropolitan area.

Business Website: Currently under development (no active website at this time)

Specifications and Cut Sheets for Proposed Exterior Lighting

High Bridge Auto Sale will install energy-efficient LED exterior lighting to provide safe illumination for customers, employees, vehicle display areas, parking areas, and building entrances. All exterior lighting will be selected and installed in compliance with applicable Village of Crest Hill building codes and lighting ordinances.

The proposed lighting will include:

- LED wall-mounted building-mounted fixtures for entrances and the building perimeter.
- LED pole-mounted parking lot fixtures to illuminate customer parking and vehicle display areas.
- LED security lighting at building entrances and service areas.
- LED illuminated building and monument signage, if approved.

Lighting fixtures will utilize full cutoff (shielded) optics to minimize glare and light trespass onto neighboring properties. Fixtures will be downward-directed and designed to provide uniform illumination while reducing sky glow.

Manufacturer specifications and cut sheets, including fixture model numbers, photometric data, mounting heights, wattage, color temperature, and illumination levels, will be submitted with the building permit and electrical permit applications prior to installation.

Response to the City of Crest Hill Standards for Special Uses

**High Bridge Auto Sale
1700 Plainfield Road
Crest Hill, Illinois 60403**

High Bridge Auto Sale respectfully submits the following responses demonstrating that the proposed automobile dealership satisfies the Special Use Standards established in Section 12.7-6 of the City of Crest Hill Zoning Ordinance.

Standard 1

The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.

The proposed dealership will operate in compliance with all applicable federal, state, and local laws, including the City of Crest Hill Zoning Ordinance, building codes, fire codes, and health and safety regulations. The property will be professionally maintained and operated in a safe and orderly manner. Adequate lighting, security measures, and routine maintenance will provide a safe environment for customers, employees, and visitors. Vehicle sales and financing are low-impact commercial activities that do not involve manufacturing, hazardous materials, or operations that would adversely affect public health or safety.

Standard 2

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 dealership is compatible with surrounding commercial development along Plainfield Road. Operations will be conducted entirely within the commercial property and will be managed to minimize impacts on neighboring businesses and properties. The proposed improvements to the building, parking areas, landscaping, and site appearance are expected to enhance the property's visual appeal and contribute positively to the surrounding commercial corridor. The project is not anticipated to negatively affect nearby property values.

Standard 3

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 proposed use is consistent with the commercial character of the surrounding area and will encourage continued investment and redevelopment. The dealership will occupy an existing commercial property without limiting future development opportunities on adjacent parcels. The project will support economic activity and complement other permitted commercial uses within the district.

Standard 4

Adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.

The property is served by existing public infrastructure, including water, sanitary sewer, electrical service, telecommunications, and public road access. Existing drainage systems will continue to serve the site, and any required improvements will comply with City engineering requirements. No extraordinary demand on public utilities or municipal services is anticipated as a result of the proposed use.

Standard 5

Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

The property has established vehicular access from Plainfield Road, allowing customers and employees to enter and exit the site safely. Internal circulation will be maintained to accommodate customer parking, vehicle display, and inventory movement while minimizing conflicts between vehicles. The dealership is expected to generate traffic levels typical of a neighborhood automobile sales business and is not anticipated to create significant congestion or adversely affect traffic operations on surrounding roadways.

Standard 6

The 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.

High Bridge Auto Sale will comply with all applicable provisions of the City of Crest Hill Zoning Ordinance, building codes, fire codes, stormwater regulations, signage requirements, landscaping requirements, and all other applicable municipal, county, state, and federal regulations. The applicant will obtain all required permits, inspections, and approvals before commencing operations and will continue to maintain the property in compliance with all applicable regulations.

Conclusion

High Bridge Auto Sale respectfully submits that the proposed automobile dealership satisfies each of the Special Use Standards contained in Section 12.7-6 of the City of Crest Hill Zoning Ordinance. The project represents an appropriate commercial use of the property, will improve the appearance and functionality of the site, will operate safely and responsibly, and will provide a valuable service to the residents of Crest Hill and the surrounding communities. Accordingly, the applicant respectfully requests approval of the requested Special Use Permit.

The site plan shows a rectangular 1-story commercial building with a hatched pattern, labeled ***1 STORY COMMERCIAL BUILDING***. The building is oriented horizontally. The overall dimensions of the site are 249.85' wide and 254.00' deep. The building is surrounded by various features:

- Top:** A large area of GRASS and ASPHALT PAVEMENT. A BLOCK WALL is located on the left side, and another BLOCK WALL is on the right side, adjacent to a GRASS area.
- Right Side:** A WOOD DECK, a CONC. (concrete) area, and a CONCRETE HEAD WALL. Below these is an ASPHALT PAVEMENT area.
- Bottom:** A large area of ASPHALT PAVEMENT. A SIGN is located in the center. The bottom edge of the site is bordered by GRASS, CONCRETE, and GRASS.
- Left Side:** A CONC. (concrete) area and a GRASS area.

The building is labeled ***1 STORY COMMERCIAL BUILDING***. The overall dimensions of the site are 249.85' wide and 254.00' deep. The building is surrounded by various features:

US ROUTE 30
PLAINFIELD ROAD

SCALE : 1" = 20'-0"



The site plan illustrates a 1-story commercial building with a footprint of 201.33' by 98.04'. The building is labeled "1 STORY COMMERCIAL BUILDING". Surrounding the building are various parking and utility areas:

- Parking Areas:**
 - USED CAR DISPLAY:** Located along the top edge of the building, featuring a row of cars and a "HANDICAP PARKING SPOT" with dimensions 8'-0" x 12'-0".
 - CUSTOMER & EMPLOYEE PARKING:** Located along the bottom edge of the building, featuring a row of cars and a "HANDICAP PARKING SPOT" with dimensions 8'-0" x 12'-0".
 - NEW SPACES:** Located along the bottom edge of the building, featuring a row of cars and a "HANDICAP PARKING SPOT" with dimensions 8'-0" x 12'-0".
- Landscaping and Features:**
 - GRASS:** Areas of grass are shown along the top, bottom, and right edges of the site.
 - NEW LANDSCAPING:** Indicated by asterisks (***) along the bottom edge of the building.
 - NEW SIGN ON WALL:** Located on the right side of the building.
 - NEW SIGN:** Located in the center of the bottom edge of the building.
 - NEW SIGNAGE:** Located on the right side of the building.
 - NEW SIGNAGE:** Located on the right side of the building.
- Structural and Utility Details:**
 - CONC. (Concrete):** Indicated by the letters "CONC." in various locations.
 - ASPHALT PAVEMENT:** Indicated by the text "ASPHALT PAVEMENT" in various locations.
 - WOOD DECK:** Located on the right side of the building.
 - TRASH ENCLOSURE:** Located on the right side of the building.
 - DEALERSHIP ENTRANCE:** Located on the bottom edge of the building.
 - FURNITURE STORE ENTRANCE:** Located on the bottom edge of the building.

The overall dimensions of the site are 249.85' by 254.00'.

-REPAIR EXISTING WOOD
DECK TO MEET APPLICABLE
BUILDING CODE: CODE
COMPLIANT RAILING,
CONCRETE, ETC.

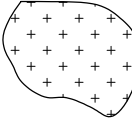
PAINT WALL AND
REMOVE EXISTING
SIGN

US ROUTE 30
PLAINFIELD ROAD

SCALE : 1" = 20'-0"



NOTE: PROPERTY TO BE DESIGNED BY LANDSCAPE COMPANY

KEY	QUANTITY	DECIDUOUS SHRUBS
	64	VIURNUM CARLESII 'COMPACTUM' - COMPACT KOREAN-SPICE VIURNUM - 1' HIGH
KEY	QUANTITY	PERENNIALS
	30	HEMORCALLIS 'STELLA DE ORO DAYLILY' 1 GALLON - 9" HIGH
KEY	QUANTITY	GROUND COVER
		MILCH BED 4" THICK 2" IN PERENNIAL AREAS
KEY	QUANTITY	DECIDUOUS SHRUBS
	12	FORSYTHIA VIRIDISSIMA NEW HAMPSHIRE GOLD' - 36" HIGH
KEY	QUANTITY	TREE
	3	HORNBEAM - AMERICAN MEDIUM SIZED

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ISSUED FOR CITY REVIEW JULY 9, 2026

PROPOSED USED CAR DEALER
FOR: AMERICAN FURNITURE OUTLET
1700 PLAINFIELD ROAD, CREST HILL, ILLINOIS

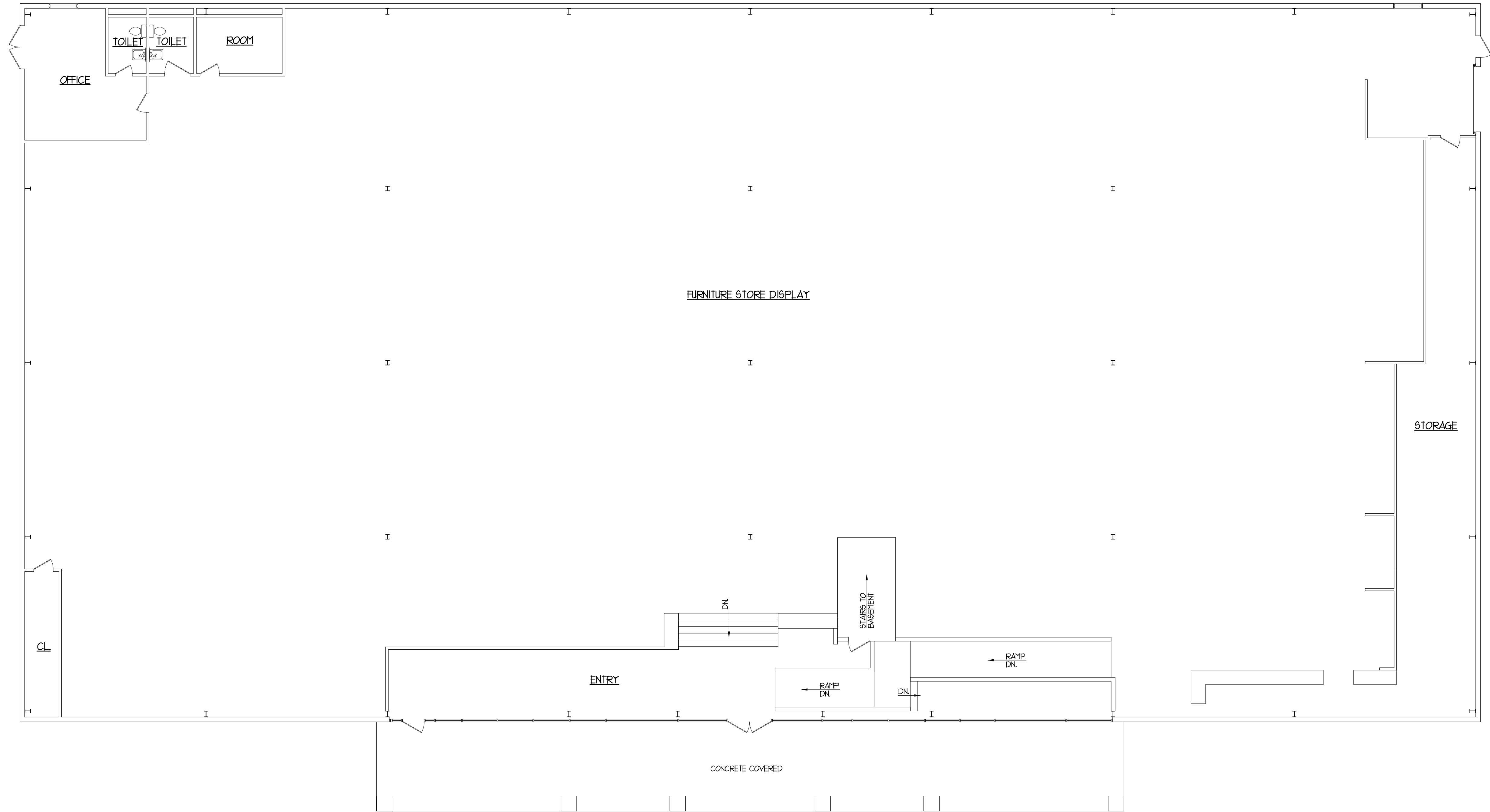
DRAWN BY: S.G. & M.A.

CHECKED BY: BOB GEBEL

DATE: JULY 9 2026

SUBJECT NO. 25 C18

SHEET
A-1



EXISTING FLOOR PLAN

SCALE : 1/8" = 1'-0"

0 1 2 3 4 5 6 7 8 9 10

NORTH

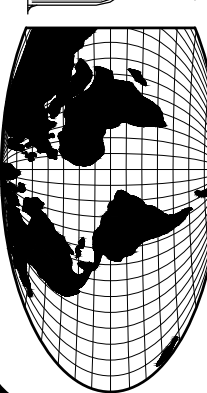
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ISSUED FOR CITY REVIEW JULY 9, 2026

PROPOSED USED CAR DEALER
FOR: AMERICAN FURNITURE OUTLET
1700 PLAINFIELD ROAD, CREST HILL, ILLINOIS

DRAWN BY: S.G. & M.A.
CHECKED BY: BOB GEBEL
DATE: JULY 9, 2026
PROJECT NO: 25-C18
TITLE: EXISTING FLOOR PLAN

SHEET
A-2

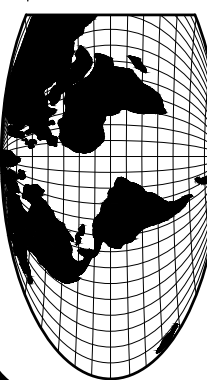


United
ARCHITECTS LTD.

1002 PLAINFIELD ROAD, JOLET IL, 60435
815-723-8060 • office@unitedarchitects.biz
PROFESSIONAL DESIGN FIRM # 184-002866

REVISION NO.	DATE	REMARKS

United
ARCHITECTS INC.



1002 PLAINFIELD ROAD, JOLET IL, 60435
815-723-8060 • office@unitedarchitects.biz
PROFESSIONAL DESIGN FIRM # 184-002866

REVISION NO.	DATE	REMARKS

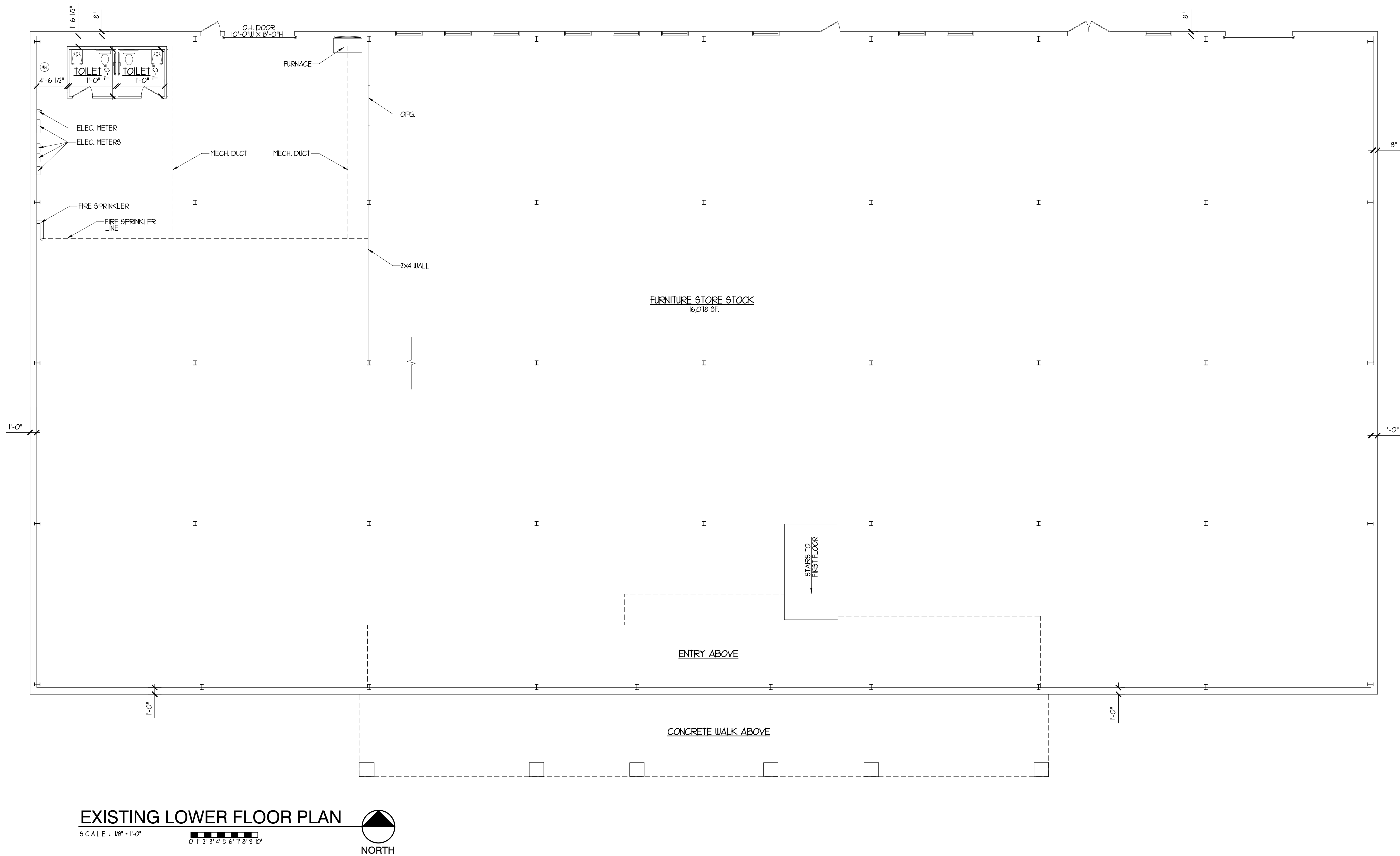
ISSUED FOR CITY REVIEW JULY 9, 2026

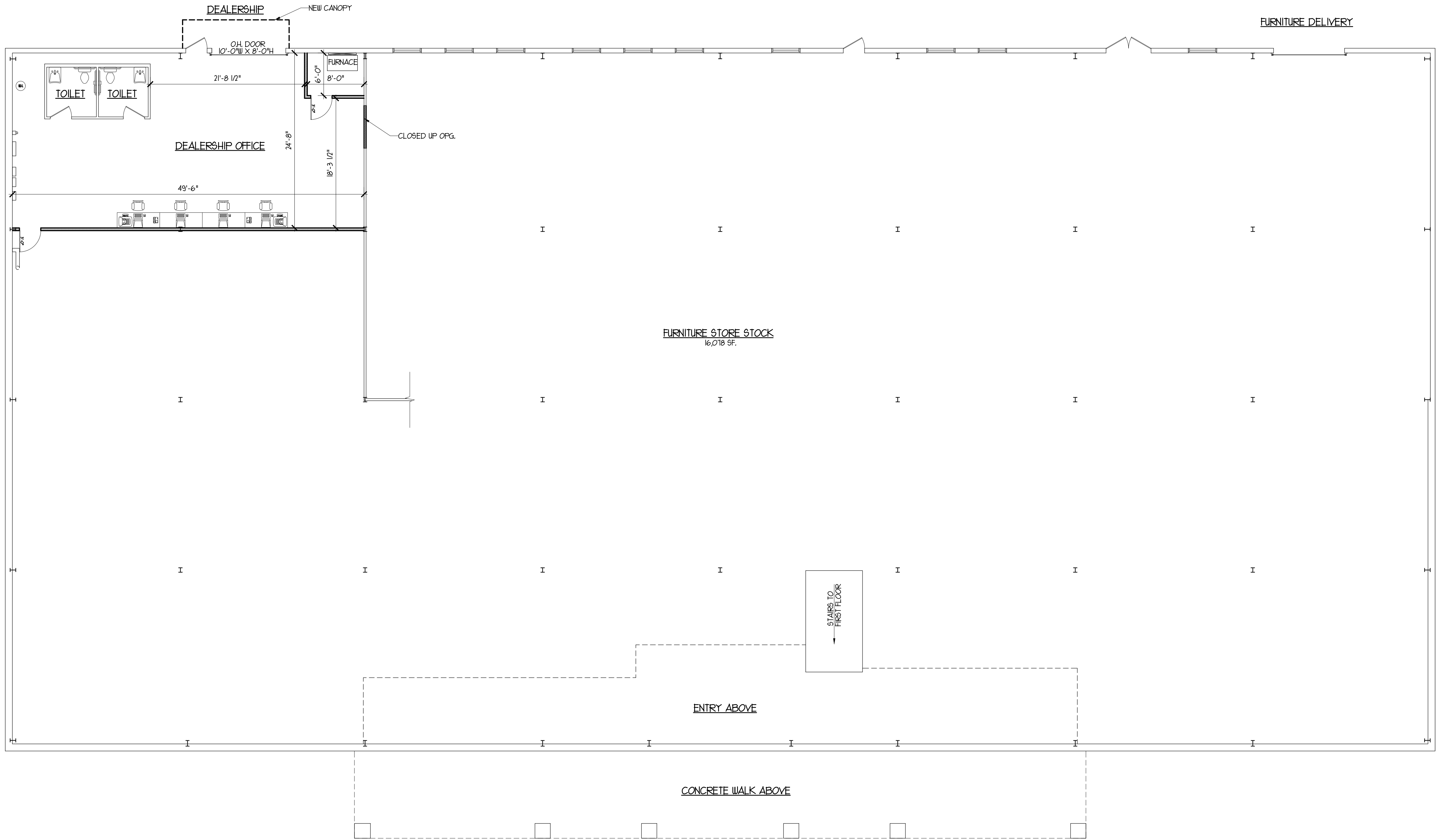
PROPOSED USED CAR DEALER
FOR: AMERICAN FURNITURE OUTLET
1700 PLAINFIELD ROAD, CREST HILL, ILLINOIS

DRAWN BY: S.G. & M.A.
CHECKED BY: BOB GEBEL
DATE: JULY 9, 2026
PROJECT NO: 25-C18
TITLE: EXISTING LOWER FLOOR PLAN

SHEET
A-3

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PROPOSED LOWER FLOOR PLAN
SCALE : 1/8" = 1'-0"
0 1 2 3 4 5 6 7 8 9 10
NORTH

UNITED ARCHITECTS RESERVE COPYRIGHT AND OTHER RIGHTS RESTRICTING THESE DRAWINGS FOR THE ORIGINAL SITE OR PURPOSE FOR WHICH THEY WERE PREPARED. REPRODUCTIONS, CHANGES OR OTHER ASSIGNMENTS ARE PROHIBITED. © 2026

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CHECKED BY: BOB GEBEL
DATE: JULY 9, 2026
PROJECT NO: 25-C18
TITLE: PROPOSED FLOOR PLAN

SHEET
A-4

United
ARCHITECTS LTD.
1002 PLAINFIELD ROAD, JOLET, IL, 60435
815-723-8060 • office@unitedarchitects.biz
PROFESSIONAL DESIGN FIRM # 184-002866

REVISION NO. -DATE- -REMARKS-

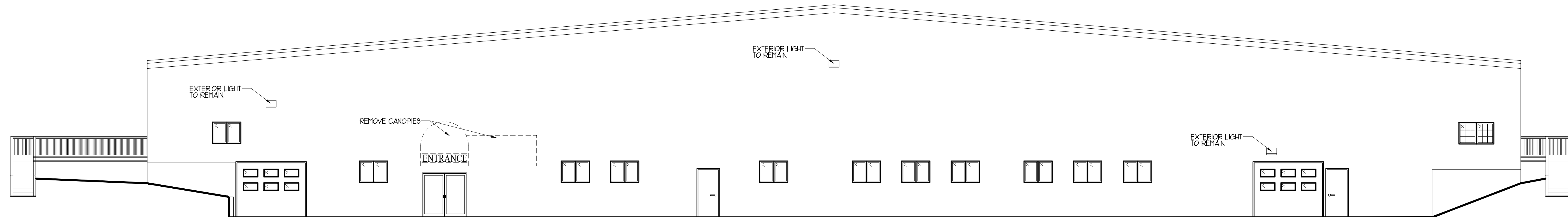
REVISION NO.	DATE	REMARKS

ISSUED FOR CITY REVIEW JULY 9, 2026

PROPOSED USED CAR DEALER
FOR: AMERICAN FURNITURE OUTLET
1700 PLAINFIELD ROAD, CREST HILL, ILLINOIS

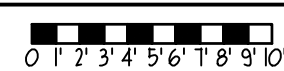
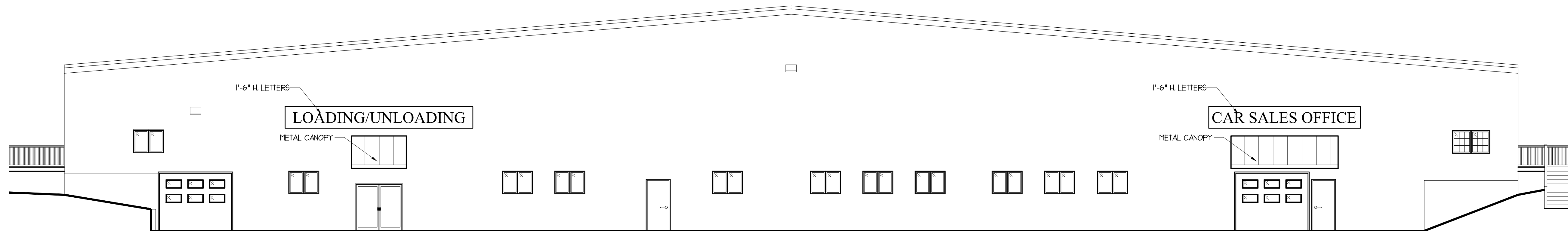
DRAWN BY: S.G. & M.A.
CHECKED BY: BOB GEBEL
DATE: JULY 9, 2026
PROJECT NO: 25-C18
TITLE: EXISTING & PROPOSED ELEVATION

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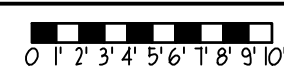
EXISTING REAR ELEVATION

SCALE : 1/8" = 1'-0"



PROPOSED REAR ELEVATION

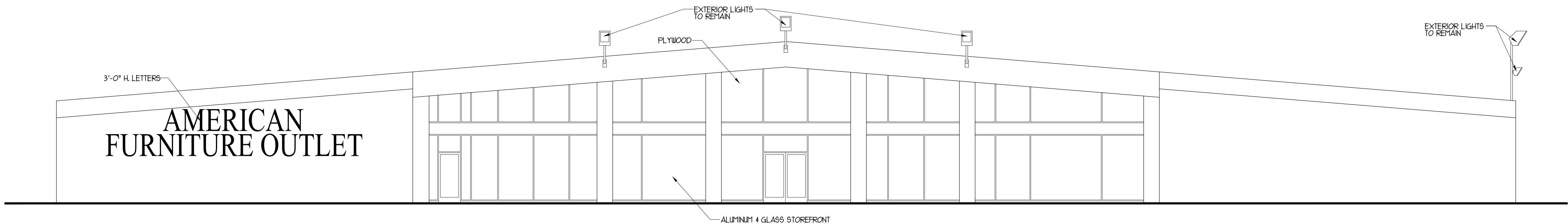
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REVISION NO.	DATE	REMARKS

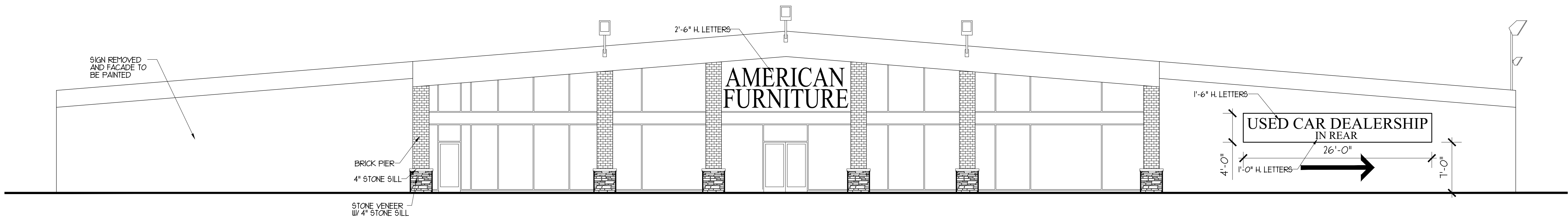
PROPOSED USED CAR DEALER
FOR: AMERICAN FURNITURE OUTLET
1700 PLAINFIELD ROAD, CREST HILL, ILLINOIS

DRAWN BY: S.G. & M.A.
CHECKED BY: BOB GEBEL
DATE: JULY 9, 2026
PROJECT NO: 25-C18
TITLE: EXISTING & PROPOSED ELEVATION



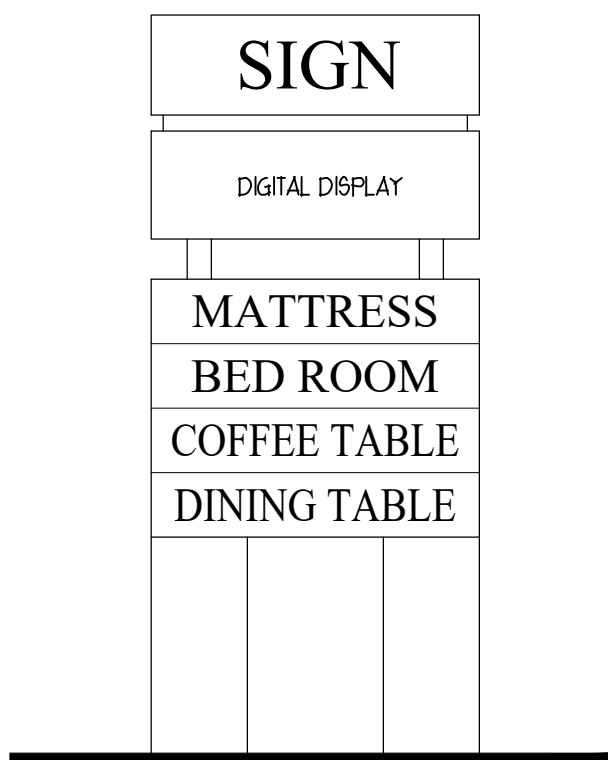
EXISTING FRONT ELEVATION

SCALE : 1/8" = 1'-0"
0 1 2 3 4 5 6 7 8 9 10



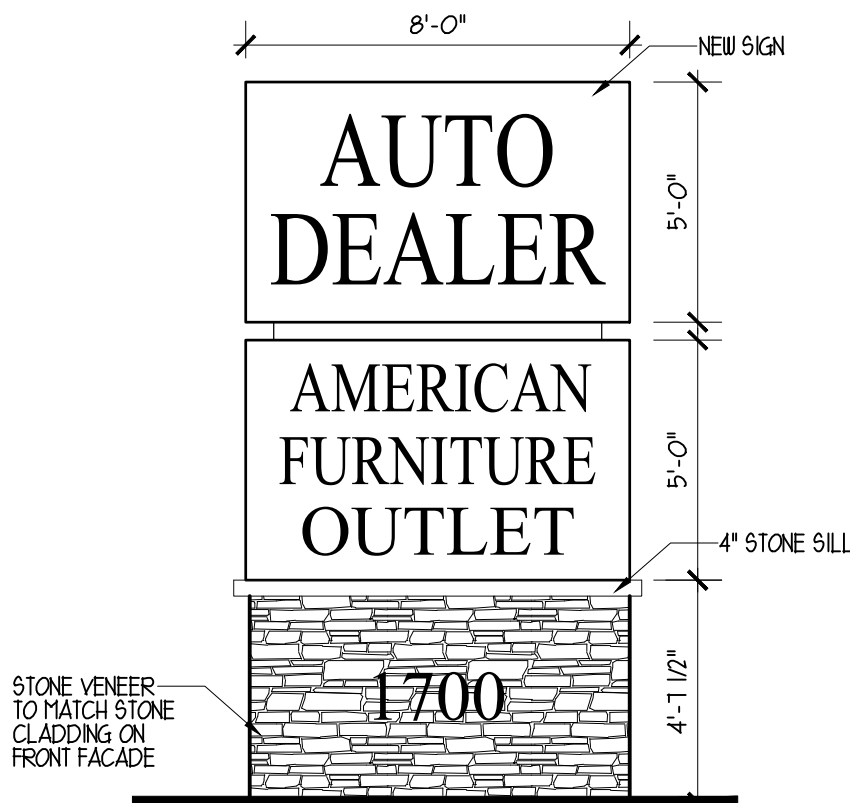
PROPOSED FRONT ELEVATION

SCALE : 1/8" = 1'-0"
0 1 2 3 4 5 6 7 8 9 10



EXISTING SIGN ELEVATION

SCALE : 1/4" = 1'-0"
0 1 2 3 4 5



PROPOSED SIGN ELEVATION

SCALE : 1/4" = 1'-0"
0 1 2 3 4 5



City Council Memo

Crest Hill, IL

Meeting Date: November 2, 2026

Submitter: Daniel Ritter, AICP, Community Development Director

Department: Community Development

Agenda Item: Approval of an Ordinance Approving a Special Use for a Fueling Station and Variations from the Crest Hill Zoning Ordinance and Code of Ordinances with Respect to Certain Real Property Located at 2350 Plainfield Road in Crest Hill, Illinois (Application Of Ahmed Mosin, Of 2350 Property LLC)

Summary:

Ahmed Mosin, 2350 Property LLC (the Applicant), is the owner of the Subject Property located at 2350 Plainfield Road, Crest Hill. The Applicant purchased the property in May 2026 and has continued operating the existing legal nonconforming gas station and convenience store ("c-store"). They are looking to redevelop the site with a new/modern c-store building with a quick-service restaurant (expected to be Wetzel's Pretzels) and improved landscaping, new signage, and better overall circulation. The vehicle access points will remain the same on Plainfield Road (IDOT) and Sycamore Street (Crest Hill). The ground sign will comply with the multi-tenant sign requirements of the new zoning ordinance, except for the reduced setback need due to the existing site constraints.

The site and use already exist as a fueling station and c-store, which was constructed around 1996. However, due to the proposal to substantially reconstruct and change the non-conforming site, it requires Special Use permit approval. Due to the age and limited size of the site, it is difficult to meet all of the current zoning code standards and setbacks. However, the Applicant has tried to meet and improve the site to bring it into closer compliance with the current codes, where feasible. The gas station and c-store are proposed to remain open 24/7. There is no dedicated truck fueling or diesel pumps proposed, with the canopy, pump, and underground tank layout proposed to remain the same as it is today. Proposed improvements include:

- **New C-Store:**
 - Demolish the existing ~2,200 sq. ft. convenience store building and construct a new 3,895 sq. ft. modern c-store building with an internal to-go food tenant. The building will be located closer to the public right-of-way and further from the neighboring homes
 - Utilize modern masonry materials, including brick and stone veneer for the building, dumpster, and canopy columns
 - Mechanical equipment will be located on the roof and screened by a parapet
- **Exterior Site Improvements:**
 - Reconstruct the pavement area and remove paved areas present in the Plainfield Road IDOT right-of-way as well as unneeded pavement areas near the buffer
 - Arrange a new parking lot and drive aisle layout while keeping pump and tank locations where they currently are situated
 - Install new landscaping in the front and improve the landscaping buffer at the rear(northeast) side of the property, including a new 8-foot solid fence

- New wall signage and ground signage in compliance with new sign code, except one variation for a reduced setback
- New lighting improvements to ensure the site is lit, with no off-site light pollution or glare
- Install public sidewalks along Plainfield Road and Sycamore Drive rights-of-way



The Plan Commission conducted the required public hearing for this application at the September 10, 2026, and October 8, 2026, meetings. After hearing public feedback and having the petitioner agree to some additional conditions, the Commission unanimously recommended approval of the requested amended Special Use permit for the Fueling Station and requested Variations from the Crest Hill Zoning Ordinance and Crest Hill Code of Ordinances, subject to the nine (9) 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: Approval of an Ordinance Approving a Special Use for a Fueling Station and Variations from the Crest Hill Zoning Ordinance and Code of Ordinances with Respect to Certain Real Property Located at 2350 Plainfield Road in Crest Hill, Illinois (Application Of Ahmed Mosin, Of 2350 Property LLC)

Attachments:

- Attachment A – An Ordinance Approving A Special Use for a Fueling Station and Variations From the Crest Hill Zoning Ordinance and Code of Ordinances with Respect to Certain Real Property Located at 2350 Plainfield Road in Crest Hill, Illinois (Application of Ahmed Mosin, of 2350 Property LLC) (with attachments)
- Attachment B – September 10, 2026, and October 8, 2026, Plan Commission Meeting Minutes

ORDINANCE NO. _____

**AN ORDINANCE APPROVING A SPECIAL USE FOR A FUELING STATION AND
VARIATIONS FROM THE CREST HILL ZONING ORDINANCE AND CODE OF
ORDINANCES WITH RESPECT TO CERTAIN REAL PROPERTY LOCATED AT
2350 PLAINFIELD ROAD IN CREST HILL, ILLINOIS
(APPLICATION OF AHMED MOSIN, OF 2350 PROPERTY LLC)**

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 and variation requests shall be permitted only upon the finding of certain 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, the City of Crest Hill (“City”) has enacted procedures, requirements, and standards for Variations from its zoning requirements in Section 12.6-2 of the Crest Hill Zoning Ordinance; and

WHEREAS, Ahmed Mosin, of 2350 Property LLC (the “Applicant”) is the owner of the real property located at 2350 Plainfield Road in the City of Crest Hill, Illinois, bearing PIN 11-04-31-101-035-0000, which is legally described in Exhibit 1 of the attached Exhibit A (the “Property”); and

WHEREAS, the Applicant has filed an application requesting approval of a Special Use permit for a fueling station business, and six (6) Variations from the Crest Hill Zoning Ordinance and Crest Hill Code of Ordinances (the “Application”); and

WHEREAS, the Crest Hill Plan Commission, after proper notice thereof given, conducted Public Hearings on the Application on September 10, 2026 and October 8, 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 recommended unanimous but conditional approval of the requested Special Use and Variations outlined in Exhibit 2 of attached Exhibit A at its October 8, 2026, meeting:

- A. The Special Use, and Variations are 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 the purposes already permitted, nor substantially diminish and impair property values within the neighborhood; and
- C. The plight of the Applicant is due to unique circumstances and thus strict enforcement of the Crest Hill 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
- D. The Property cannot yield a reasonable return for the proposed commercial uses if permitted to be used only under the conditions allowed by the Zoning Ordinance; and
- E. The Special Use and Variations, 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 the Special Use and Variations listed in Exhibit 2 of attached Exhibit A was made subject to the project being implemented in substantial conformance with the nine (9) conditions for approval and the application documents referenced in the October 8, 2026, Community Development Department Staff Report attached hereto as Exhibit 3 of attached Exhibit A (the "Staff Report"); and

WHEREAS, the City Council has reviewed the October 8, 2026, Findings and Decision of the Plan Commission ("Exhibit A") and has considered the presentations and arguments of the Applicant in 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 nine (9) conditions for approval and application documents as 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 and requested Variations listed in Exhibit 2 of the attached Exhibit A are hereby granted and approved subject to the project being implemented in substantial conformance with the following nine (9) conditions for approval and application documents as referenced in the October 8, 2026, Community Development Staff Report for Plan Commission Cases SU-26-10-9-3, and V-26-8-9-2:

1. The Applicant shall obtain a permit for the project and start work within six (6) months of City Council approval.
2. The fence adjacent to the residential homes shall be replaced with a solid 8-foot fence. All future maintenance of the fence shall be the responsibility of the gas station property and shall be maintained to keep a consistent appearance across the fence with matching materials and colors.
3. None of the existing landscape buffer shall be removed as part of the project.
4. There shall be no outside storage of goods.
5. No separate diesel fueling pumps shall be permitted or advertised to large semi-trucks.
6. Overgrowth foliage (trees and bushes) along the buffer near the property's exit at Sycamore Street shall be trimmed back and maintained to ensure proper and safe visibility when entering and exiting.
7. Stop signs and solid stop bars meeting MUTCD requirements shall be placed at the exits in proper locations before entering the public right-of-way. These shall be shown on the final engineering plans prior to final permit approval.
8. Any landscape removed or damaged by AT&T or other utilities shall be replaced with comparable landscape buffering within the designated buffer area.
9. Dumpster location shall be revised to be further north where there is an open landscape area, if feasible.
10. Noise ordinance and reduction signage shall be added per the direction of Community Development staff and the Police Department as directed to limit noise coming from vehicles (loud radios, engines, etc.)

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 4 of the attached Exhibit A, 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 amended 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.

PASSED THIS 2ND DAY OF NOVEMBER, 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 2ND DAY OF NOVEMBER, 2026.

Raymond R Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A

FINDINGS AND DECISION OF THE PLAN COMMISSION AS TO CASES SU-26-10-9-3, AND V-26-8-9-2, THE APPLICATIONS OF AHMED MOSIN, OF 2350 PROPERTY LLC, FOR A SPECIAL USE PERMIT FOR A FUELING STATION AND VARIATIONS FROM THE CREST HILL ZONING ORDINANCE AND CODE OF ORDINANCES ON PROPERTY LOCATED AT 2350 PLAINFIELD ROAD 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 in opposition to the application at the regularly scheduled meetings held on September 10, 2026, and October 8, 2026, being fully advised on the premises, THE COMMISSION DOES MAKE THE FOLLOWING FINDINGS:

A. That the applicant, Ahmed Mosin, of 2350 Property LLC, is the owner of the real property located at 2350 Plainfield Road in the City of Crest Hill, Illinois, bearing PIN 11-04-31-101-035-0000;

B. That the Application seeks approval of a Special Use permit for a fueling station business, and Variations from the Crest Hill Zoning Ordinance and Code of Ordinances for the property described in the application, commonly known as 2350 Plainfield Road in Crest Hill, Illinois (the “Property”), with PIN 11-04-31-101-035-0000, which is legally described in Exhibit A-1, attached hereto and incorporated herein by reference;

C. That the Application seeks approval of Variations from the Crest Hill Zoning Ordinance and Code of Ordinances to reduce building, parking, sign, and landscape setbacks and other landscape waivers for a fueling station business;

D. That the Property is zoned B-2;

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 opened and called to order on September 10, 2026 and continued to October 8, 2026, and the applicant presented evidence and arguments in support of its application at said meetings;

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 fueling station business, and requested Variations request as considered under section 12.7 of the Zoning Ordinance, meet the six (6) standards for Special Use under section 12.7-6, and the three (3) standards for the granting of a Variation under Section

12.6-2 as well as the supplemental considerations set forth in subsections 12.6-2(1)-(8) of the Zoning Ordinance;

THEREFORE, IT IS THE DECISION OF THE PLAN COMMISSION OF THE CITY OF CREST HILL, ILLINOIS, BASED UPON THE EVIDENCE HEARD BY SAME AND ARGUMENTS AND SUGGESTIONS HEARD 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 SPECIAL USE PERMIT AND VARIATIONS AS FOLLOWS:

1. That the approval of the application of Ahmed Mosin, of 2350 Property LLC, for a Special Use permit for a fueling station business, and Variations as listed in attached Exhibit A-2 for the Property located at 2350 Plainfield Road in Crest Hill, Illinois with PIN 11-04-31-101-035-0000 is supported by the evidence adduced;

2. It is therefore the recommendation of the City of Crest Hill Plan Commission that the application for the Special Use permit for a fueling station business, and the Variations request be approved subject to the project being implemented in substantial conformance with the following nine (9) conditions for approval and application documents referenced in the October 8, 2026, Community Development Staff Report for this request, as follows:

1. The Applicant shall obtain a permit for the project and start work within six (6) months of City Council approval.
2. The fence adjacent to the residential homes shall be replaced with a solid 8-foot fence. All future maintenance of the fence shall be the responsibility of the gas station property and shall be maintained to keep a consistent appearance across the fence with matching materials and colors.
3. None of the existing landscape buffer shall be removed as part of the project.
4. There shall be no outside storage of goods.
5. No separate diesel fueling pumps shall be permitted or advertised to large semi-trucks.
6. Overgrowth foliage (trees and bushes) along the buffer near the property's exit at Sycamore Street shall be trimmed back and maintained to ensure proper and safe visibility when entering and exiting.
7. Stop signs and solid stop bars meeting MUTCD requirements shall be placed at the exits in proper locations before entering the public right-of-way. These shall be shown on the final engineering plans prior to final permit approval.
8. Any landscape removed or damaged by AT&T or other utilities shall be replaced with comparable landscape buffering within the designated buffer area.
9. Dumpster location shall be revised to be further north where there is an open landscape area, if feasible.
10. Noise ordinance and reduction signage shall be added per the direction of Community Development staff and the Police Department as directed to limit noise coming from vehicles (loud radios, engines, etc.)

Adopted by the Plan Commission of the City of Crest Hill, Illinois, this 8th Day of October, 2026,
upon the following voice vote:

	Aye	Nay	Absent	Abstain
Commissioner Bill Thomas	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Ken Carroll	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Cheryl Slabozeski	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Marty Flynn	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Commissioner Jeff Peterson	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Commissioner John Stanton	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

Approved:

Bill Thomas, Chairman

Attest:

Christine Vershay-Hall, City Clerk

EXHIBIT A-1

LEGAL DESCRIPTION

PROPERTY ADDRESS: 2350 PLAINFIELD ROAD, CREST HILL, IL, 60403

PERMANENT INDEX NO: 11-04-31-101-035-0000

LEGAL DESCRIPTION:

LOTS 344, 345, 346, 347, AND 348 IN RICHLAND, BEING A SUBDIVISION OF PART OF THE NORTHWEST $\frac{1}{4}$ OF SECTION 31, TOWNSHIP 36 NORTH, RANGE 10 EAST, (EXCEPT THAT PART TAKEN FOR THE ROAD WIDENING PER 86ED12 AND EXCEPTING THAT PART TAKEN FOR ROAD WIDENING PER R2003-075262), EAST OF THE THIRD PRINCIPAL MERIDIAN IN WILL COUNTY, ILLINOIS.

EXHIBIT A-2

2350 PLAINFIELD ROAD - LIST OF REQUESTED VARIATIONS

1. Crest Hill Zoning Ordinance Table 2: Zoning Districts and Standards, Nonresidential Districts for:
 - a. A reduced minimum lot size to .79-acre instead of 1 acre.
 - b. A reduced minimum front yard setback to 12 feet instead of 30 feet.
 - c. A reduced minimum corner side yard setback to be 5.47 feet instead of 30 feet.
2. A Variation from Section 11.5 of the Zoning Ordinance to allow a front yard landscape setback for parking and drive aisles of 0 feet.
3. A Variation from Section 11.6 of the Zoning Ordinance to allow for an increased driveway width to remain at 41.14 feet instead of the maximum of 40 feet and no internal parking lot landscape islands.
4. A Variation from Section 15.12 of the Crest Hill Code of Ordinances to reduce the minimum ground sign setback to 4-6 feet instead of the minimum of 10 feet. *The setback reduction variation was clarified at public hearing to be from any property line to ensure options for the best visibility, not just the location as shown on the plans.*

EXHIBIT A-3

October 8, 2026 Community Development Department Staff Report

EXHIBIT A-4

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The City of Crest Hill, Illinois ("**City**"):

WHEREAS, AHMED MOSIN, OF 2350 PROPERTY LLC, ("Owner") is the owner of the real property located at 2350 Plainfield Road in the City of Crest Hill, Illinois, bearing PIN 11-04-31-101-035-0000 (the "Subject Property") and has applied for and been granted a Special Use permit for a fueling station business, and certain Variations from the City of Crest Hill Zoning Ordinance and Code of Ordinances; and

WHEREAS, Ordinance No. _____, approved and passed by the Crest Hill City Council on November 2, 2026, ("the **Ordinance**"), approved a Special Use permit for a fueling station business, and certain Variations from the City of Crest Hill Zoning Ordinance and Code of Ordinances, subject to nine (9) 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 AHMED MOSIN, OF 2350 PROPERTY LLC, 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, AHMED MOSIN, OF 2350 PROPERTY LLC, does hereby agree, warrant, and covenant as follows:

1. That he is the legal owner of the Subject Property and has the authority to act on behalf of the 2350 Property, LLC.
2. That he, and on behalf of 2350 Property, LLC and 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 he, and on behalf of 2350 Property, LLC, and 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 he 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 he, and on behalf of 2350 Property, LLC, and 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 and Variations or its passage of the Ordinance, and that the City's approvals do

not, and will not, in any way be deemed to insure him against damage or injury of any kind at any time.

5. That he, and on behalf of 2350 Property, LLC, and 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 any plans and issuance of any permits, (b) the City's passage of the Ordinance, and (c) the maintenance and use of the Property as authorized by the Ordinance.

OWNER: AHMED MOSIN, OF 2350 PROPERTY LLC

By: _____

Its: _____

SUBSCRIBED and **SWORN** to before me

this _____ day of _____, 2026.

Notary Public



To: Plan Commission

From: Daniel Ritter, AICP, Community Development Director

Date: October 8, 2026

Re: 2350 Plainfield Road, Shell Gas Station and C-Store Redevelopment - Special Use for a Fueling Station (Case #SU-26-10-9-3); Variations from the Crest Hill Zoning Ordinance and City Code of Ordinances to permit reduced building, parking, sign, and landscape setbacks and other landscape waivers (Case #V-26-8-9-2)

Project Details

Project:	Shell Gas Station Redevelopment, 2350 Plainfield Road - Special Use and Variations
Applicant:	Ahmed Mosin, of 2350 Property LLC
Requests:	Approvals from the City of Crest Hill Zoning Ordinance for a Special Use for a Fueling Station; Variations Request from the Crest Hill Zoning Ordinance and City Code of Ordinances to permit reduced building, parking, sign, and landscape setbacks and other landscape waivers
Location:	2350 Plainfield Road (the "Subject Property")

Site Details

Lot Size:	Approximately .79 acres
Existing Zoning:	B-2, General Business District, Legal Non-Conforming Use
Existing Improvements:	Approx. 2,177 SF existing convenience store (Crest Hill Grab & Go) with six fueling pumps and canopy accessed by two driveways

Surrounding Zoning and Land Use Summary

	Land Use	Comp Plan	Zoning
Subject Parcels	Commercial, Passenger Vehicle Fueling	Local Commercial	B-2
North	Commercial, Single-Family Home	Local Commercial/ Residential	B-1, R-1
South	Commercial, Vacant Land, Single-Family Home	Local Commercial	B-1, B-2, R-1B
East	Vacant Land and Single-Family Home	Unincorporated, Heavy Industrial	B-1, R-1
West	Commercial	Local Commercial	B-1

Exhibits

Application documents submitted by Applicant include:

1. Exhibit C – Application for Development 2026-6-25
2. Exhibit D – Legal Description
3. Exhibit E – Project Narrative 2026-08-04
4. Exhibit F – Existing Site Plan and Proposed Survey, Floor Plan, Landscaping & Elevations 2026-08-04
5. Exhibit G – Existing and Proposed Site Geometrics and Preliminary Engineering
6. Exhibit H – Proposed Photometric Plans 2026-07-28

Application Background and Project Summary

Ahmed Mosin, of 2350 Property LLC (the Applicant), is the owner of the Subject Property located at 2350 Plainfield Road, Crest Hill. The Applicant purchased the property in May 2026 and has continued to operate the existing legal non-conforming gas station and convenience store (“c-store”). They are now looking to redevelop the site with a new/modern c-store building with a quick service restaurant and improved landscaping, signage, and overall circulation. The new building will be larger in size and include an internal small “to-go” food tenant. The public access points will remain the same on both Plainfield Road (IDOT) and Sycamore Street (Crest Hill). The ground sign will comply with the multi-tenant sign requirements of the new zoning ordinance except for the reduced setback.

The site and use already exist as a fueling station and c-store, which was constructed around 1996. However, due to the proposal to substantially reconstruct and change the non-conforming site, it requires a special use. Due to the age and size of the site, it is very difficult to meet all of the current zoning code standards and setbacks. However, the Applicant has tried to meet and improve the site where possible to bring it into closer compliance with the current codes where feasible. The gas station and c-store are proposed to be open 24/7. There are no dedicated truck fueling or diesel pumps proposed. The overall canopy, pump, and underground tank layout is proposed to remain the same as it is today.

Figure 1: Location Map of 2350 Plainfield Road (the Subject Property)**Proposed Improvements**

- **New C-Store:**
 - Demolish the existing ~2,200 sq. ft. convenience store building and construct a new 3,895 sq. ft. modern c-store building with an internal to-go food tenant.
 - Utilize modern masonry materials, including brick and stone veneer.
 - The building will be located closer to the public right-of-way and further from the neighboring residential homes.
 - Mechanical equipment will be located on the roof and screened by a parapet.
- **Exterior Site Improvements:**
 - Reconstruct the pavement area and remove paved areas present in the Plainfield Road IDOT right-of-way as well as unneeded pavement areas near the buffer.
 - Arrange a new parking lot and drive aisle layout while keeping pump and tank locations where they currently are situated.
 - Install landscaping in the front and improve the landscaping buffer at the rear(northeast) side of the property.
 - New wall signage and ground signage in compliance with new sign code, except one variation for a reduced setback.
 - New lighting improvements to ensure the site is lit, with no off-site glare.
 - Install public sidewalks along Plainfield Road and Sycamore Drive rights-of-way.
 - Canopy columns and dumpster enclosure exterior materials to match the new c-store building masonry materials.

Figure 2: Proposed Site Plan for Redevelopment of 2350 Plainfield Road (Shell)

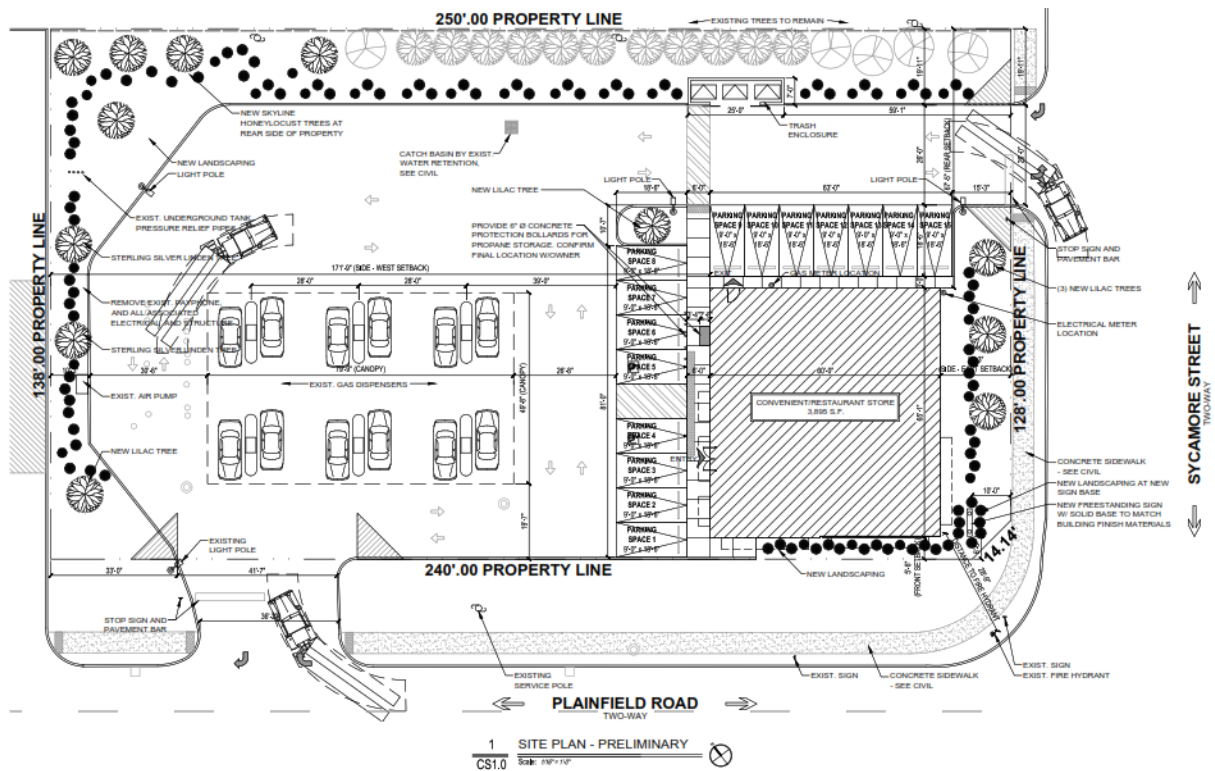


Figure 3: Proposed Rendering for Redevelopment of 2350 Plainfield Road (Shell)



Summary of Requested Petitions

The Applicant is seeking approval of the following petitions:

- (i) Special Use permit for a fueling station with a convenience store
- (ii) Variations from Table 2: Zoning Districts and Standards, Nonresidential Districts for:
 - a. A reduced minimum lot size to .79-acre instead of 1 acre.
 - b. A reduced minimum front yard setback to 12 feet instead of 30 feet.
 - c. A reduced minimum corner side yard setback to be 5.47 feet instead of 30 feet.
- (iii) A Variation from Section 11.5 of the Zoning Ordinance to allow a front yard landscape setback for parking and drive aisles of 0 feet.
- (iv) A Variation from Section 11.6 of the Zoning Ordinance to allow for an increased driveway width to remain at 41.14 feet instead of the maximum of 40 feet and no internal parking lot landscape islands.
- (v) A Variation from Section 15.12 of the Crest Hill Code of Ordinances to reduce the minimum ground sign setback to 4-6 feet instead of the minimum of 10 feet.

Staff Analysis

Staff reviewed the proposed redevelopment with respect to the applicable provisions of the Crest Hill Zoning Ordinance and the existing conditions of the Subject Property. The proposed use is generally consistent with the existing character of the Plainfield Road commercial corridor, which contains a variety of automotive, service, and commercial uses. The gas station has operated on the property since 1995 and is considered a legal nonconforming use under the current Zoning Ordinance. Due to the existing site configuration, established access points, and infrastructure associated with the fueling operation, continued use of the property as a fueling station is a reasonable and practical redevelopment scenario.

The proposed project represents a substantial improvement to the existing site. The redevelopment will replace the existing aging building and site improvements with an updated facility that will comply with current City requirements to the greatest extent practicable. The proposal includes improvements to landscaping, lighting, parking, trash enclosure, and site screening. No outdoor storage is proposed, and trash receptacles will be located within a masonry enclosure. The existing fence adjacent to the residential properties will be replaced with a new 8-foot solid fence, and additional landscaping will be installed in currently bare areas.

Consideration has been given to the relationship between the commercial property and the residential properties located to the northwest. The site plan reduces the overall amount of paved area while increasing the separation between the proposed building and the rear property line. The building is proposed to be located approximately 67.5 feet from the rear property line, compared to approximately 50 feet under the existing configuration. Additional landscaping and screening will further enhance the buffer between the commercial operation and adjacent residential properties. These improvements are intended to reduce the visual and operational impacts of the site while maintaining the circulation necessary for customers, employees, fuel delivery trucks, and emergency vehicles.

The facility currently operates 24 hours per day, and the proposed redevelopment will maintain the existing hours of operation. The proposal also includes an interior pickup food tenant space within the building. No new outdoor commercial activity or outdoor storage is proposed. The established driveways providing access to Plainfield Road will remain. Existing paved areas within the IDOT Plainfield Road right-of-way will be addressed as part of the site improvements, as applicable. Any required improvements within the right-of-way or to site access will be subject to the requirements of IDOT and the City. The proposed internal circulation has been designed to accommodate passenger vehicles, fuel delivery trucks, and emergency access while maintaining safe and efficient movement throughout the site.

Variations

Several variations are requested due to the size and configuration of the Subject Property. The property is smaller than the minimum lot area contemplated for a new fueling station under the current Zoning Ordinance. As a result, strict application of the current dimensional requirements substantially limits the ability to redevelop or improve the property while maintaining the existing fueling use and necessary vehicle circulation.

The requested building, parking, and signage setback variations are intended, in part, to allow the building to be positioned farther from the adjacent residential properties while maintaining adequate internal drive aisles and circulation. Although certain proposed setbacks are less than the current minimum requirements, the site retains additional separation through existing and proposed parkway areas. Staff has also considered visibility at the intersections and site access

points and finds that the proposed configuration provides adequate visibility for vehicles entering and exiting the property.

The requested driveway-width variation allows the established driveway configuration to remain. The proposed driveway dimensions and radii are intended to accommodate normal customer traffic, fuel delivery vehicles, and emergency vehicles. The driveway configuration will also remain subject to applicable IDOT requirements.

Overall Finding

Overall, Staff finds that the proposed redevelopment represents an opportunity to substantially improve an existing legal nonconforming fueling station while maintaining a use that is established and compatible with the surrounding commercial corridor. The proposal makes reasonable efforts to accommodate current zoning requirements within the physical limitations of the property and, where strict compliance is not feasible, incorporates alternative improvements that address the intent of those requirements.

Of particular significance is the increased separation between the proposed building and the adjacent residential properties, reduction in paved area, enhanced landscaping and screening, updated lighting, improved site circulation, and compliance with current site-improvement standards. These improvements are expected to reduce the existing visual and site-related impacts on the surrounding properties while allowing the established commercial use to continue. Adding a substantial number of parking stalls will also give customers the ability to park, rather than park along the existing drive aisles when visiting the convenience store.

Based on the proposed site improvements, the established nature of the use, the surrounding commercial development pattern, and the measures proposed to minimize impacts on the adjacent residential properties, Staff finds the proposed Special Use and associated variations to be generally compatible with the surrounding area and supportive of the continued reinvestment and economic activity along the Plainfield Road commercial corridor.

September 10, 2026 – Plan Commission Public Hearing

At the September 10th meeting, two residents spoke of their concerns prior to the continuation of the item. These concerns were passed along to the Applicant, who has agreed to several conditions and changes to their plans. Notably, they will be revising the buffer to ensure the fence is replaced with an eight (8) foot tall fence and that any landscaping removed by utility companies shall be replaced in a comparable size and location. Additionally, to improve visibility and safety, the foliage will be trimmed back near the roadway to improve visibility; stop bars and stop signs will be placed, and repairs will be made to both exits (Plainfield Road and Sycamore Street). Several conditions were added or amended to address these items and ensure they are completed with the final project.

One item they will need more time to review is the location of the dumpster enclosure. They are open to moving it to the open space near the northwest corner where it is furthest from the residents. However, they do need to work with their engineer to ensure it doesn't cause other site issues, so they will work to move it if there are no issues. The Applicant did review the hours and noted that the extended hours are needed to keep the project viable. Often, they are busy early and late, and closing for just a few hours does not make financial sense. Additionally, having the property actively staffed and monitored during those hours can deter issues, as opposed to attracting them. They have offered to work with police or post signs if there are any issues with loud noise, loitering, or other nuisances. The Applicant will be present to address any other

concerns or issues and is open to making necessary adjustments to ensure it operates as improved property compared to how it has operated in the past.

Special Use Approval Standards and Findings

Section 12.7-2 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 may be modified or changed as the Plan Commission deems fit and based upon any specific findings from the public hearing before their adoption.

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 proposed redevelopment will not be detrimental to public health, safety, or general welfare. The site will be improved to meet current City requirements for landscaping, lighting, parking, screening, and circulation. The proposed layout will maintain safe access for customers, fuel delivery vehicles, and emergency vehicles while improving separation and screening from the adjacent residential properties. Removing pavement from the right-of-way and adding public sidewalks will also benefit public safety short and long-term.
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 redevelopment will not be injurious to surrounding properties or their use and enjoyment. The site improvements, including increased building separation, additional landscaping and screening, improved lighting, and reduced paved area, will improve the relationship between the commercial use and adjacent residential properties. The updated and well-maintained site is also expected to support the continued value and stability of properties in the surrounding area.
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 proposed special use will not impede the normal and orderly development of surrounding properties and complies with the city's long-range plan objectives for redevelopment of aging commercial corridors. The fueling station is an established use along the Plainfield Road commercial corridor, and the proposed redevelopment will maintain the existing commercial character of the area while improving the site's appearance, landscaping, screening, and overall condition.
4. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.
Adequate utilities, access, drainage, and other necessary facilities are available to serve the proposed redevelopment. The existing access points will remain, with improvements made as necessary to meet City and IDOT requirements. The site will also be reviewed for compliance with applicable drainage, utility, building, and infrastructure requirements as part of the redevelopment process.
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 ingress and egress are provided through the existing access points to Plainfield Road. The proposed site layout provides sufficient drive aisles and circulation for customers, employees, fuel delivery trucks, and emergency vehicles. Any necessary improvements to access or circulation will be completed in accordance with City and IDOT requirements to minimize impacts on traffic flow.

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 in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.
The proposed special use will comply with the applicable provisions of the Zoning Ordinance and other City regulations to the greatest extent practicable. The requested variations address specific site constraints related to the existing lot size and configuration. All other applicable requirements, including landscaping, lighting, parking, screening, and site improvements, will be incorporated into the redevelopment and improve upon the existing conditions of the established use.

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 may be modified or changed as the Plan Commission deems fit and based upon any specific findings from the public hearing before their adoption.

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 property has an existing legal nonconforming fueling station use and is constrained by its existing lot size and configuration. Strict application of the current zoning requirements significantly limits the ability to redevelop the property while maintaining the established use and providing adequate circulation. The requested variations allow the property to be reasonably redeveloped and improved while maintaining viable commercial use. The requested relief is necessary to allow the property to achieve its intended use as a commercial development that is consistent with the City's long-term planning objectives.
2. That the plight of the owner is due to unique circumstances.
The need for the variations is due to the unique size, configuration, and existing development of the property. The site was subdivided in 1929 and developed as a fueling station before the current zoning requirements. The site contains established access, infrastructure, and site constraints that limit the ability to meet all current modern dimensional development standards. The requested variations allow the property to be redeveloped while improving the existing conditions to the greatest extent feasible.
3. That the variation, if granted, will not alter the essential character of the locality.
The requested variations will not alter the essential character of the area. The property will continue to operate as a commercial fueling station consistent with the established character of the Plainfield Road commercial corridor. The proposed redevelopment will improve the appearance, landscaping, lighting, screening, and overall condition of the site while maintaining and improving its compatibility with surrounding properties.

In addition, Section 12.6-2 of the Zoning Ordinance further suggests 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.

Conditions of Approval

The plans submitted for building permits shall be in substantial compliance with the plans approved by the City Council and identified below, unless otherwise noted in the remaining conditions:

1. The project shall obtain a permit and start work within 6 months of City Council approval.
2. The fence adjacent to the residential homes shall be replaced with a solid 8-foot fence. All future maintenance of the fence shall be the responsibility of the gas station property and shall be maintained to keep a consistent appearance across the fence with matching materials and colors.
3. None of the existing landscape buffer shall be removed as part of the project.
4. There shall be no outside storage of goods.
5. No separate diesel fueling pumps shall be permitted or advertised to large semi-trucks.
6. Overgrowth foliage along the buffer near the property's exit at Sycamore Street shall be trimmed back and maintained to ensure proper and safe visibility when entering and exiting.
7. Stop signs and solid stop bars meeting MUTCD requirements shall be placed at the exits in proper locations before entering the public right-of-way. These shall be shown on the final engineering plans prior to final permit approval.
8. Any landscape removed or damaged by AT&T or other utilities shall be replaced with comparable landscape buffering within the designated buffer area.
9. Dumpster location shall be revised to be further north where there is an open landscape area, if feasible.

Staff Recommendation

Based on the drafted findings reflected in this staff report, Staff recommends 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 recommends 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 Special Use for an Fueling Station with a Convenience Store; and Variations requested from the Crest Hill Zoning Ordinance and City Code of Ordinances to permit reduced building, parking, sign, and landscape setbacks and other landscape waivers, subject to the project being implemented in substantial conformance with the nine (9) conditions for approval and application documents referenced in the October 8, 2026, Plan Commission Staff Report for petitions Case #SU-26-10-9-3, and Case #V-26-8-9-2.

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**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.*

EXHIBIT C**Application for Development – 2350 Plainfield Rd (2 pages)**

City of Crest Hill Development Handbook

Appendix C

**Application for Development**For Office Use Only: **Case Number:****Project Name:** 2350 Plainfield**Owner:** Ahmed Mohsin**Correspondence To:** Bill Kokalias**Street address:****Street address:****City, St., Zip:****City, St., Zip:****Phone:****Phone:****Email:****Email:****Property Address:**

Street address: 2350 Plainfield Rd.

Property Information:

Lot Width: 240.00 FT

City, St., Zip: Crest Hill, IL 60403

Lot Depth: 138.00 FT

PIN:

Total Area: 34,450 SQ FT

*Submit an electronic version of the legal description only in a Word document to:

buildingdepartment@cityofcresthill.com**Existing Zoning:** B-2 GENERAL
BUSINESS DISTRICT**Existing Land Use:** BUSINESS - GAS STATION**Requested Zoning:** NO CHANGE**Proposed Land Use:** NO CHANGE
BUSINESS - GAS STATION**Adjoining Properties Zoning and Uses:****North of Property:** R-1 SINGLE FAMILY RESIDENCE DISTRICT**South of Property:** B-2 GENERAL BUSINESS DISTRICT**East of Property:** B-1 LIMITED BUSINESS DISTRICT**West of Property:** B-1 LIMITED BUSINESS DISTRICT**Purpose Statement (intended use and approval sought):**

Seeking approval to construct and operate a new gasoline service station with a convenience store and associated site improvements in accordance with applicable zoning and development regulations. Existing fueling canopy to remain

City of Crest Hill Development Handbook

Appendix C

Development Request: Please check all that apply and describe:

- ☐ Rezoning: N/A
- ☐ Special Use: Special Use application - Gas Station
- ☐ Variance: Building set-backs
- ☐ Planned Unit Development: N/A
- ☐ Annexation: N/A
- ☐ Plat: N/A
- ☐ Other: N/A

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

- ☐ Civil Engineer: Eric Foytik Phone: (630) 271 - 0770
 Company: Morris Engineering Inc. Email: engineering@ecivil.com
Aurimas@ecivil.com
- ☐ Contractor: TBD Phone: TBD
 Company: TBD Email: TBD
- ☐ Architect: Bill Kokalias Phone: (312) 750 - 1333
 Company: AXIOS Architects Email: bill@axiosarchitects.com
lance@axiosarchitects.com
- ☐ Builder: TBD Phone: TBD
 Company: TBD Email: TBD

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

 6/25/26
 Signature of the Applicant Date

 If not the owner of record, please provide the owner's signature.
6/25/26
 Signature of the Owner Dat

EXHIBIT D

Legal Description – 2350 Plainfield Rd

Common Address: 2350 Plainfield Road, Crest Hill, IL 60403

PIN: 04-31-101-035-0000

Acres: .79-acres

Legal Description:

LOTS 344, 345, 346, 347, AND 348 IN RICHLAND, A SUBDIVISION OF PART OF THE NORTHWEST $\frac{1}{4}$ OF SECTION 31, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 26, 1926, IN PLAT BOOK 16, PAGE 60, AS DOCUMENT 392933, EXCEPTING THEREFROM THE FEE SIMPLE TITLE THEREOF TO THAT PART THEREOF VESTED IN THE DEPARTMENT OF TRANSPORTATION OF THE STATE OF ILLINOIS BY DECREE ENTERED SEPTEMBER 22, 1986, IN CASE 86ED12, IN WILL COUNTY, ILLINOIS.



City Council Memo

Crest Hill, IL

Meeting Date:	November 2, 2026
Submitter:	Daniel Ritter, Community Development Director
Department:	Community Development
Agenda Item:	Resolution Approving a Commercial Property Improvement Grant for Front/Entrance Landscaping at Merichka's Restaurant, 604 Theodore Street

Background:

The City of Crest Hill previously maintained a Façade Improvement Grant Program that was funded and available to commercial property owners for several years. However, the program had limited utilization, with only one successful application during the eight years preceding the program's revision. The most recent approved project was for a wall sign at Soprano's Pizza & Catering, which was approved in February 2026 and completed; however, the business subsequently closed in October 2026.

Recognizing the opportunity to encourage broader and more meaningful reinvestment in existing commercial properties, the City Council adopted a revised Commercial Property Improvement Grant Program in July 2026. The revised program expanded eligible improvements beyond traditional façade and signage projects to include permanent landscaping and site improvements, as well as additional permanent building and site improvements. The intent of these changes was to make the program more useful to existing businesses and property owners while ensuring that grant-funded improvements provide a lasting benefit to the commercial property and surrounding area, rather than improvements that primarily benefit a single business operation. The overall goal of the Commercial Property Improvement Grant Program is to stimulate high-quality exterior improvements to existing commercial properties that enhance the appearance of the community, encourage private investment, and support the continued success and reinvestment of local businesses.

Proposal:

Merichka's Restaurant (<https://merichkas.com/>) is one of Crest Hill's most recognizable and longstanding businesses. The family-owned and operated restaurant has been in business since 1933 and is the longest continuously operating sit-down restaurant in Will County. Merichka's is well known throughout the region for its steak poor boys, onion rings, house salad dressing, steaks, homemade dishes, and classic supper-club atmosphere. As one of the City's most established businesses and a prominent commercial property along Theodore Street, continued investment in the property provides a benefit beyond the individual business. Improvements to the site contribute to the appearance of one of Crest Hill's heavily traveled commercial corridors and help support the long-term viability of an important local business.

The current grant request is for landscaping improvements primarily focused on the property's most visible frontage along Theodore Street and the primary west entrance to the restaurant. The existing landscaping areas have become dated and deteriorated over time. The proposed improvements will provide a refreshed appearance while also improving the long-term maintenance and functionality of the planting areas. The project includes updated planting beds with high-quality perennials and shrubs that provide a more modern appearance, require less maintenance, and create renewed visual interest along the property's frontage and primary entrance.

Given the visibility and location of the property, the improvements will provide an immediate enhancement to the appearance of the Theodore Street commercial corridor and the entrance to a highly visited and recognizable Crest Hill establishment.

The applicant has requested a waiver from the typical requirement to obtain multiple bids for grant-funded work. The proposed landscaping work would be designed, supplied, and installed by The Fields on Caton Farm, a local Crest Hill business with experience completing landscaping improvements throughout the community. The Fields also provides the City's street tree installation services and is planning additional tree improvements adjacent to the property. Utilizing the same local contractor provides an opportunity to coordinate the landscaping work and ensure a cohesive improvement to the site and surrounding area. Staff believes the proposed waiver is reasonable given the relatively limited scope and cost of the project, the use of a qualified local contractor, the contractor's existing experience working with the City, and the immediate need to complete the landscaping work while weather conditions remain favorable.

The applicant has indicated that additional exterior improvements may be pursued through the Commercial Property Improvement Grant Program in the future, including potential façade improvements. That work is currently being evaluated, and the applicant is in the process of developing the scope and obtaining bids.

The total proposed contract for the landscaping improvements is \$5,624.56. Based on the reimbursement of up to 50% of the eligible costs, the total of \$2,812.28 is requested. This amount would be reimbursed following completion of the work and all other requirements outlined in the grant program.

Financial/Budget Info	
Budgeted FY26	\$12,750.00
Currently Used FY26	\$1,098.91
Requested Grant Total	\$2,812.28
Remaining Budget FY26	\$8,838.81

Recommendation:

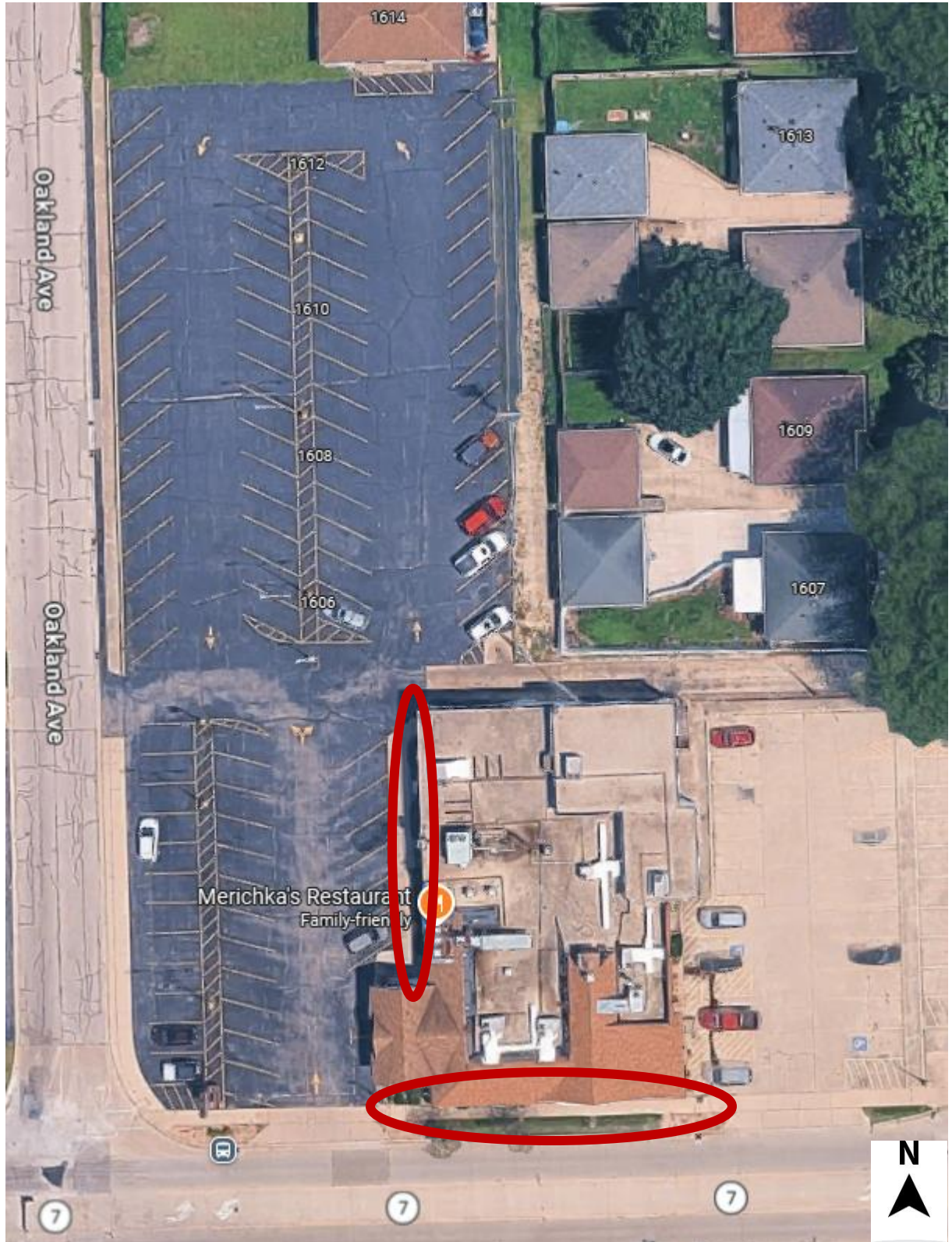
Staff supports the Commercial Property Improvement Grant request for Merichka's Restaurant. The proposed improvements are consistent with the purpose of the revised grant program by encouraging private investment in an existing commercial property and improving the appearance of a highly visible site along Theodore Street. The project also represents an opportunity to reinvest in one of Crest Hill's longest-standing and most recognizable businesses. While the proposed landscaping improvements are relatively modest in scope, they will provide a noticeable improvement to the property's frontage and entrance and establish a foundation for additional private investment in the property.

Recommended Council Action:

Approval of a Resolution Approving a Commercial Property Improvement Grant for Front/Entrance Landscaping at Merichka's Restaurant, 604 Theodore Street

Attachments: Draft Resolution with attachments

Exhibit 1 – Proposed Site and Landscape Areas





RESOLUTION NO. _____

**A RESOLUTION APPROVING A COMMERCIAL PROPERTY IMPROVEMENT
GRANT REQUEST FROM MERICHKA'S RESTAURANT FOR PROPERTY
LOCATED AT 604 THEODORE STREET**

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

WHEREAS, the Corporate Authorities of the City are committed to encouraging business growth within the city and rejuvenation and beautification of its existing buildings; and

WHEREAS, the Corporate Authorities have previously adopted, under Resolution 1437, a Commercial Property Improvement Grant Program designed to stimulate high-quality, exterior improvements to existing commercial buildings and sites; and

WHEREAS, Merichka's Restaurant has been operating a restaurant in Crest Hill since 1933 called Merichka's Restaurant, which will be located at 604 Theodore Street; and

WHEREAS, Merichka's Restaurant has submitted a written application with supporting materials, as shown in Exhibit A, requesting that it be awarded a Commercial Property Improvement Grant for its main exterior landscaping along Theodore Street frontage and the western main entrance; and

WHEREAS, the Application includes the eligible cost proposal for the landscaping (project total of \$5,624.56.28) along with depictions and photographs of the landscaping locations to be installed by The Fields on Caton Farm, located in the City of Crest Hill; and

WHEREAS, the Commercial Property Improvement Grant Program is limited to no more than 50% of the total costs of eligible improvements, not to exceed \$10,000.00 per project, and specifically lists "permanent landscape improvements" as eligible activities; and

WHEREAS, the City's Community and Economic Development staff have reviewed the application and other submitted documentation and determined that the requested landscaping is not otherwise disqualified by the Commercial Property Improvement Grant Program; and

WHEREAS, the Corporate Authorities have determined that there are currently sufficient funds remaining in the current year's budget for the Commercial Property Improvement Grant Program; and

WHEREAS, the eligible work must be completed, paid for in full, and inspected by the City of Crest Hill; and

WHEREAS, the City Council is authorized to consider waiving the multi-bid requirement of the Commercial Property Improvement Grant when work has already been completed; and

WHEREAS, the Application seeks reimbursement of \$2,812.28, which is 50% of the total eligible project costs; and

WHEREAS, the Corporate Authorities have determined that it is in the best interests of the City and its citizens to award Merichka's Restaurant reimbursement of \$2,812.28 pursuant to the Commercial Property Improvement Grant Program.

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

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

SECTION 2: COMMERCIAL PROPERTY IMPROVEMENT GRANT PROGRAM REQUEST IS APPROVED. The City Council hereby approves the application of Merichka's Restaurant for reimbursement of \$2,812.28 for the illuminated signage for Merichka's Restaurant, conditioned upon the final placement of the proposed landscaping on the Theodore Street and west facing entrance of the premises located at 604 Theodore Street and as shown on Exhibit B attached hereto.

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

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

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

[Left Intentionally Blank]

PASSED THIS 2ND DAY OF NOVEMBER, 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 2ND DAY OF NOVEMBER, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT “A”
APPLICATION AND SUBMITTAL MATERIALS



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: Tree / Shrubbery Replacement Amount: \$ will get quote from "The Fields"
Project Address: 604 Theodore St.

Applicant Information (Primary Contact)

Full name: Zdravovich Joe A. Company: Merichka's Restaurant
Last First M.I.
Address: 604 Theodore St. Phone: (815) 723-9371
Street address Apt/Unit #
Crest Hill IL 60403 Email: Merichkas@gmail.com
City State Zip Code

Architect/Designer Information

Full name: Ford Lupe Company: The Fields
Last First M.I.
Address: 1850 Caton Farm Rd Phone: (815) 744-7841
Street address Apt/Unit #
Crest Hill IL 60403 Email: LFord@fieldsnursery.com
City State Zip Code

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): Merichka's Rest.

Please describe the eligible improvement type:

Landscape update

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:



Date:

10/2/26

Prop. Owner
Signature:



Date:

10-2-26

Merichka's Grant Request Narrative

Our restaurant is looking to update our front entrance and the Theodore St. side of our building with some new landscaping. Two of our parkway trees were hit by cars and destroyed; we are looking to get those replaced. Also, some of our bushes near our front entrance are extremely old, so we plan on having them pulled and replaced. As well as the rectangular area near the entry of our main parking lot. We plan on using The Field's Nursery for this work.

		The Fields On Caton Farm, Inc. 1850 Caton Farm Road Crest Hill, IL 60403 fieldsnursery.com (815) 744-7841		<h1>PROPOSAL</h1>	
		Number E522			
		Date 9/16/2026			
Bill To Merishkas Restaurant					
Terms 50% Deposit / Upon Completion			Project West Side Landscape		
Description	Quantity/Hours	Price/Rate	Tax1	Amount	
Boxwood 'Green Velvet' 18"	12	\$95.00	✓	\$1,140.00	
Grass miscanthus #3	8	\$32.00	✓	\$256.00	
Hydrangea 'Quickfire' 36"	2	\$135.00	✓	\$270.00	
Allium 'Millenium' #1	12	\$15.50	✓	\$186.00	
Soil Amendments / C.Y.	2	\$65.00	✓	\$130.00	
Decorative Gravel 'American Heritage' Small / Ton	6	\$175.00	✓	\$1,050.00	
Labor- Remove and Dispose of Existing Plants and Gravel, Planting, Installation of New Decorative Gravel and Soil Amendments	1	\$2,350.00		\$2,350.00	
Amount Paid				\$0.00	
Amount Due				\$5,624.56	
Sub Total				\$5,382.00	
Tax 8.00% on \$3,032.00				\$242.56	
Total				\$5,624.56	



Agenda Memo

Crest Hill, IL

Meeting Date:	November 2, 2026
Submitter:	Glenn Gehrke
Department:	Finance
Agenda Item:	Approval of a quote: Utility Billing – Migration to change from Bi-Monthly Billing to Monthly Billing

Summary: Per the direction of City Council, Staff is gathering the necessary information to migrate from Bi-Monthly Billing to Monthly Billing. Part of this process includes adjustments to our ERP system. Staff is seeking approval of a quote from Caselle our ERP provider for our Utility Management software, to migrate our system from bi-monthly billing to monthly billing.

Processes to be reviewed include, but are not limited to:

1. Creation of appropriate Cycles for Current Billings and Past Due Billings. As Stateville is on a separate cycle for their billings, staff will verify this billing process as well, however, no changes are expected.
2. Due to the changes of Cycles, Staff will also determine and recommend to Council changes needed for current ordinances regarding the timeliness of producing and sending bills (13.24.050-13.24.055).
3. Further discussions to include Public Works to ensure timeliness of shut-offs and turn-ons can be performed in a timely manner.

Caselle. Staff have reached out to our provider and received a quote for the cost of service to implement changes and begin the migration process. The attached quote includes a rate of \$200/hour with a minimum of 2 hours, and an estimated cost of \$4,000-\$6,000.

Recommended Council Action: Staff is recommending the approval of the attached quote to move forward with the Utility Billing migration.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: \$0.00

Cost: \$4,000-\$6,000

Attachments: UB - Monthly Billing Migration 2026.10.26 - Caselle Quote

UB - Monthly Billing Migration 2026.10.26 - Crest Hill Current Ordinances

UB - Monthly Billing Migration 2026.10.26 - Local Communities' Due Date Periods

Professional Services - Custom Request Form



Use Caselle's Professional Services document to request specialized help.

Instructions: Print the form, sign it, fax it to Caselle at (801)850-5001, and or email back to contact.

Site: Crest Hill, City of - IL

Name of Job: Cycle Change

Version: 2026.08

Database: UM0

Date Created: 10/20/26

Date Completed: _____

Part 1: Project Information

Client Contact: Glenn Gehrke

Phone: 815-741-3080

Email: ggehrke@cityofcresthill.com

Request Services For: Change from bi-monthly to monthly

Part 2: Estimated Service Fee

Estimated Hours: 20-30 2 hour minimum

Rate Per Hour: \$200

Estimated Cost: \$ 4000 - \$6000 Estimated Hours x Rate per Hour = Estimate

NOTE: These are estimate costs. Final hours and costs cannot be determined until full analysis of the project is completed. Actual hours invoiced over estimated hours will be presented before billing.

Part 3: Authorization

Name (please print): _____

Signature: _____

Date: _____

Caselle Signature: _____

Date: _____

Part 4: Actual Project Cost

Actual Hours: _____ 2 hour minimum

Rate Per Hour: \$200

Actual Cost: _____ Actual Hours x Rate per Hour = Estimate

Completed on: _____ Invoice Number(s): _____ Initials: _____

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Rates and Charges

43

§ 13.24.050 BILLS.

(A) Except as otherwise required in this chapter, the rates or charges for service shall be payable in bi-monthly billing cycles. The owner of the premises, the occupant thereof and the user(s) of the service shall be jointly and severally liable to pay for the service to such premises and the service provided by the city to the premises upon the aforesaid condition. All bills and accounts for service shall be held only in the name of the title owner of record of the premises. All account holders, when necessary, will fully comply with the state statutes, then in effect, relating to notification of tenants of the water and sewer utility charges.

(B) Bills for sewer and water service shall be sent out by the City Water Department within 30 days following the end of the period for which service is billed.

(C) All sewer and water bills are due and payable ten days after being sent out. A penalty of 7½% shall be added to all bills not paid by the tenth day after they have been rendered. All payments shall be applied to the sums then due in the following manner; first, to late fees that may be due; second, to charges for water service provided.

('78 Code, § 13.24.050) (Ord. 700, passed - -88; Am. Ord. 883, passed 5-17-93; Am. Ord. 990, passed 5-20-96; Am. Ord. 1897, passed 3-7-22)

§ 13.24.051 DELINQUENT BILLS.

If the charges for such services are not paid within 45 days of the ten days hereinabove mentioned after the rendition of the bill for such services, any delinquent recipient of services shall be subject to the provisions of § 13.24.140 of this code, and shall not be reinstated until all claims are settled.

('78 Code, § 13.24.051) (Ord. 700, passed - -88)

§ 13.24.055 TIME OF PAYMENT; PENALTY FOR LATE PAYMENTS.

All bills for service shall have a payment "due date" which shall be ten days after the date on which the bill is rendered. If within any 12-month period, any two water and/or sewer bills are more than 30 days late with payment, the city may impose an additional penalty and require a deposit of \$100 to assure the payment of future bills.

('78 Code, § 13.24.055) (Ord. 751, passed - -90)

§ 13.24.060 DEPOSIT FOR WATER SERVICE OF APPLICANTS NOT OWNERS OF PROPERTY.

All applicants for water service who are not the owners of the residence or single apartments which they desire to have supplied with water shall make a deposit of \$50; and all applicants of all business, commercial or industrial enterprises who are not the owners of the premises they desire to have supplied with water shall make a deposit of \$150. These deposits shall be made with the City Treasurer, who will issue a certificate of deposit. These funds will be set up in a separate account. These deposits shall be security for the payment of the water to be used, for which a certificate of deposit shall be issued. Upon surrender of such certificate and the payment of all indebtedness, if any, due to the city, the deposit shall be returned to the depositor, or his assigns, whenever the city has discontinued the supply of water to such premises after due notice in writing. Upon such discontinuance, if there is any unpaid indebtedness due the city for water or services supplied to such premises, the amount of such indebtedness shall be deducted from such deposit. Existing nonowner tenants shall become liable to make the deposits described aforesaid in case of any change in residence; and in case they fail to pay an existing water bill

§ 50.053 WATER BILLS; DELINQUENCY; LIENS.*Romeo Village***(A) *Payment of water bills.***

(1) Water bills are due when rendered.

(2) The owner of the premises and the occupant thereof and the user of either water or sewerage service or both water and sewer service shall be jointly and severally liable to pay for the service on said premises; such service is furnished to the premises by the village only upon the condition that the owner of the premises, the occupant and the user of the service are jointly and severally liable thereof.

(3) If the water bill is not paid within 21 days from the date of issuance of the bill, a 10% penalty shall be added and thereafter the bill shall not be considered paid unless and until the total bill plus all penalties are paid in full.

(B) *Delinquency of water bills.* When the water bill for any premises remains unpaid for 30 days, the water accounts shall be deemed delinquent.

(C) *Notice of delinquency.*

(1) Upon delinquency, the village shall give notice to the person, firm or corporation in whose name the account stands on the records of the village.

(2) The notice may, but is not required to, be given by the village to the owner of the premises in connection with which the water was used, if the owner is other than the user and if their name and address is known to the village.

(D) *Form of notice of delinquency.* The form of notice of delinquency shall be in such form as the Finance Director may from time to time prescribe, and shall inform the person notified of the amount of the delinquency and the action which may be taken by the village in case the delinquency continues to exist at the end of five days from the date of the notice and the right to have a hearing before the Village Manager.

(E) *Water to be shut off.* In each case where delinquent water bills (at least 60 days past due) are not paid within five days from the date of the notice, the water furnished to the premises shall be shut off by the Public Works Department, and shall not thereafter be restored until such time as the full amount past due is fully paid including a service charge of \$50 for restoring the service, and all other provisions of the water ordinance have been complied with. Duty call out fee after hours. Public Works will not restore water until the meter has been replaced if the residence is in the meter program list.

(F) *Notice of lien.*

Sec. 94-274. - Billing; payment of charges.*New Lenox*

- (a) *Billing period.* The rates or charges for service established in this division shall be payable monthly on the first day of the month immediately following the end of the monthly period for which service has been supplied.
- (b) *Payment of charges; delinquency.* All bills for service shall be rendered monthly as of the first day of the month succeeding the monthly period for which service is billed, or as soon thereafter as possible, and such bills shall be payable within 20 days after the billing date. If payment of the full amount of the bill is not made within such period, then a penalty of ten percent of the amount of the current bill shall be added thereto.

(Code 1981, § 7-3-3; Ord. No. 1291, § 3, 4-11-2000)

Shorewood

Item G.

7-3B-5: PAYMENT OF BILLS; LIABILITY:

Said rates or charges for service shall be payable monthly. The owner of the premises, the occupant thereof and the user of the service shall be jointly and severally liable to pay for the service on such premises and the service is furnished to the premises by the Village only upon the condition that the owner of the premises, occupant and user of the service are jointly and severally liable therefor to the Village. All bills for service shall be rendered as of the first day of the month succeeding the period for which the service is provided and shall be payable not later than the close of business on the twenty first day after the date of the bill. If payment of the full amount of the bill is not made within said twenty one (21) day period, then a penalty of ten percent (10%) of the amount of bill shall be added thereto for each month or portion of a month that said bill remains unpaid. (Ord. 90-543, 7-2-1990)

8-4A-2-3: BILLS FOR SERVICE; DELINQUENCIES:*Manhattan***A. Rendition Of Bills; Payment:**

1. Bills: Rates or charges for service shall be payable monthly. The owner of the premises, the occupant thereof and the user of the service shall be jointly and severally liable to pay for service to such premises, and the service is furnished to the premises by the village only upon the condition that the owner of the premises, occupant and user of the services are jointly and severally liable therefor.

Bills for service shall be sent out by the village by the tenth day of the month succeeding the period for which the service is billed. All water and sewer bills are due and payable on the last day of the month succeeding the period for which the service is billed. A penalty of ten percent (10%) shall be added to all bills not paid by the last day of the month succeeding the period for which the service is billed.

B. Delinquencies:

1. Termination Of Service: If charges for sewer and/or water services are not paid in full within fifteen (15) calendar days from the due date of the billing and/or if the utility customer is in violation of any village ordinance, regulation or law, the utility customer may be notified in writing of the village's intent to terminate water or sewer service prior to any such termination. In the event charges for water/sewer services are not paid within fifteen (15) days after the due date of the bill for such services, such water/sewer services shall be discontinued as hereinafter provided and shall not be reinstated until such time as all violations are corrected and all outstanding utility bills are paid in full in addition to the payment of a fifty dollar (\$50.00) reinstatement fee.

2. Statement Of Lien: The village shall have a continuing lien upon the premises and real estate upon or for which water is used or supplied for all water rates or benefits accruing by reason of the provisions of this chapter. Every such lien shall, upon compliance with the conditions set forth in this chapter, become and be prior and superior to the rights and interest of creditors, encumbrances, purchasers and other parties in interest in the premises and real estate. Liens shall be filed following three (3) consecutive months of nonpayment for water service charges to the village. A release of lien shall be provided to the customer upon payment of all charges and fees; such release may be recorded by the customer.

If the user whose bill is unpaid is not the owner of the premises and the village clerk, or his/her designee, has notice of this, notice shall be mailed to the owner of the premises, if his address be known to the clerk, whenever such bill remains unpaid for fifteen (15) days after it has been due.

The failure of the village clerk to record such lien or to mail such notice or the failure of the owner to receive such notice shall not affect the right to foreclose the lien for unpaid bills as mentioned herein. (Ord. 891, 2-21-2006)

3. Foreclosure Of Lien: Property subject to a lien for unpaid charges shall be sold for nonpayment of the same, and the proceeds of the sale shall be applied to pay the charges, after deducting costs, as is the case in the foreclosure of statutory liens. Such foreclosure shall be by bill in equity in the name of the village. The village attorney is hereby authorized and directed to institute such proceedings in the name of the village in any court having jurisdiction over such matters against any property for which the bill has remained unpaid three hundred sixty five (365) days after it has been rendered. (Ord. 496, 9-20-1983)



Agenda Memo

Crest Hill, IL

Meeting Date: Date 11-02-26

Submitter: Police Chief Edward Clark

Department: Police Department

Agenda Item: Approval Request to Purchase four WRAP Safe Restraint Systems

Summary: On 10-26-26 Deputy Chief Dave Reavis presented a request to purchase the WRAP Safety Restraint System. WRAP is a restraint system designed to reduce the possibility of injury to those in custody and Officers. The WRAP is also designed to help reduce the risk of equipment damage from physically non-compliant people in custody. The WRAP features a locking shoulder harness, leg restraint, ankle restraint and protective headgear in a tactical bag. Safe restraints, Inc. will provide full instructor training and repair support with the purchase of the WRAP. This item was discussed at the work session on October 26, 2026. I am asking for formal approval.

Recommended Council Action: Approval of the purchase of four WRAP restraint systems.

Financial Impact: \$6,348.48

Funding Source: Training fund (01-02-5341)

Budgeted Amount: None

Cost: \$6,348.48

Attachments: Photo and description of The WRAP



Quote

DATE August 17, 2026
Quote Number TGP081626CHPD

Make Checks Payable to:
Safe Restraints, Inc.
 1701 EL Nido #771
 Diablo, CA 94528

Prepared by Charles Hammond
Phone: 716 863 0498

charles@commandsourcing.com

Bill To:

Crest Hills Police Dept.
 Deputy Chief David Reavis
 20590 City Center Blvd
 Crest Hill, IL 60403

Comments or special instructions: Tax will be assessed by purchaser on items ordered out of the state of California. 4% service charge on payment by Credit Card. Return Policy:

Qty	Description	Amount
4	WRAP Safety Restraint Package @ \$1595	\$6,380.00
	Full Instructor Training	Included
	5-Year Conditional Repair Support	Included
	Shipping	\$168.48
	Volume Discount	(\$200.00)
TOTAL:		\$6,348.48
Sales Tax:		
GRAND TOTAL:		\$ 6,348.48

THANK YOU FOR YOUR BUSINESS!



Safety Features:

Locking shoulder harness

- Convenient back storage pocket for equipment such as spit masks and safety gloves.
- Locking carabiner for securing handcuffs
- Stainless steel locking buckles
- Positions person in an upright seated position; recognized as one of the safest positions for oxygen recovery while creating no pressure against the chest

Leg restraint

- With stainless steel locking buckles
- Holds legs in an extended position
- Eliminates the ability to kick
- High grade mesh allows body heat to escape
- 3-inch straps distribute pressure

Ankle Strap

- With carry handle
- 3 inches wide
- Locks the ankles (crossed)
- Distributes pressure to reduce blood flow restriction

Tactical bag

- With hands-free shoulder strap
- Exterior bright yellow marking and interior yellow dividers for ease-of-use in low light

Additional safety and security features of The WRAP Carrying Handle Option:

- Carrying handles on the leg restraint allow for safe and secure carry of the subject by personnel when needed.



Security Ring Options:

- A security ring in the front of the leg restraint allows for safe, comfortable and secure alternate hand placement when needed.



The harness is used not only in the full application of The WRAP but also during routine transport of a hand cuffed subject. If a concern exists that the subject will move their handcuffed hands from behind their body to the front, utilize this additional security ring to eliminate that potential behavior.



Transport Images

- When the need for range of motion movement of a subject occurs or to move a subject when walking is needed, The WRAP allows personnel to walk the subject in The WRAP. This is a safe, secure, controlled and comfortable movement alternative for all personnel involved.



Sheriff/Jail	Illinois	Adams County Sheriff's Office
Police	Illinois	Bartlett Police Dept.
Police	Illinois	Beecher Police Dept.
Police	Illinois	Brookfield Police Dept.
Sheriff/Jail	Illinois	Boone County Sheriff's Office
Sheriff/Jail	Illinois	Coles County Sheriff's Office
Sheriff/Jail	Illinois	Crawford County Sheriff/Jail
Police	Illinois	Crystal Lake Police Department
Sheriff/Jail	Illinois	DeKalb County Sheriff's Office
Police	Illinois	Des Plaines Police Dept.
Sheriff/Jail	Illinois	Douglas County Sheriff's Office
Police	Illinois	Elgin Police Dept.
Police	Illinois	Farina Police Dept.
Police	Illinois	Glendale Heights Police Dept.
Police	Illinois	Granite City Police Dept.
Sheriff/Jail	Illinois	Hancock County Sheriff's Office
Sheriff/Jail	Illinois	Henry County Sheriff's Office
Police	Illinois	Hinsdale Police Dept.
Police	Illinois	Homewood Police Dept.
Sheriff/Jail	Illinois	Jo Daviess County Sheriff's Office
Sheriff/Jail	Illinois	Kendall County Sheriff's Office
Sheriff/Jail	Illinois	Knox County Jail
Sheriff/Jail	Illinois	Lake County Sheriff's Office
Police	Illinois	Lakewood Village Police Dept.
Sheriff/Jail	Illinois	Lawrence County Sheriff's Office
Sheriff/Jail	Illinois	Lee County Sheriff's Office
Police	Illinois	Libertyville Police Dept.
Police	Illinois	Lincolnwood Police Dept.
Police	Illinois	Lisle Police Dept.
Sheriff/Jail	Illinois	Macoupin County Sheriff's Office
Sheriff/Jail	Illinois	McLean County Sheriff's Office
Sheriff/Jail	Illinois	Monroe County Sheriff's Office
Police	Illinois	Morton Grove Police Dept.



Memo – Administration Report

Crest Hill, IL

Meeting Date:	November 2, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Approval of Payroll & HR Software with UKG

Summary: For the past nine (9) months, staff from various departments have been reviewing various software programs, as the City's agreement with Caselle is coming up for renewal in early 2027 and some departments are still using paper-based processes. Those departments include Finance, HR, Community & Economic Development (for building permits, inspections, and code enforcement), and Public Works (for assets management and work orders).

The City's Police Department already uses a UKG software (TeleStaff) for scheduling, time/attendance, and payroll, and thus as part of the review process, UKG's non-public safety software solutions were also reviewed. Other vendors, such as BS&A, OpenGov, Caselle and others were also evaluated.

After months of demonstrations and proposals, the UKG Ready software was the solution that all of the City's departments agreed on. From that point, the modules were narrowed down to the three (3) core modules that are needed for digital time clocks and geo-fenced logins, a modern software platform that will integrate HR and payroll, allowing work between Finance and HR to become more coordinated and efficient. The opportunity to have ready-made HR-process checklists, due-date reminders, and recordkeeping for training and certifications will keep the City in compliance with required laws and our own policies. Additionally, having a payroll system that works with the software the Police Department uses will reduce (to eliminate) grievances that were complicated due to software constraints, and will save time.

Staff are **not** recommending renewing the Caselle software for Payroll and HR and will only go to month-to-month/read-only access with the Payroll module until the City has the data needed to comply with federal and state requirements. Thus, staff recommend the following UKG Ready modules:

- UKG Ready Time & Scheduling Bundle: \$5,148/year
- UKG Ready Payroll Plus Payroll Services w/ SmartCheck: \$7,293/year
- UKG Ready HR: \$6,006/year

The attached agreement with UKG will use preferred public-sector pricing through the OMNIA purchasing cooperative, saving approximately 35% of the standard pricing. There is a one-time \$16,018.75 implementation cost.

Budget Impact: The City is awaiting Caselle's 2026 pricing for the modules to be discontinued or moved to month-to-month access during the transition to UKG Payroll and HR. Based on prior bills, staff estimate that \$6,500 to \$8,500 annually could be reallocated toward UKG's \$18,447 annual cost. Staff anticipate an annual increase of approximately \$10,000 over the prior year's cost for the Caselle modules.

Approval: Administration and Finance staff are recommending approval of the 5-year term, with final language finalized by the City Attorney.



UKG Ready Proposal

Prepared for:

City of Crest Hill

Prepared by:

Luke Storch

Net New Account Executive 2 MM

luke.storch@ukg.com



Put workforce understanding to work

HR, Pay, & Workforce Management

With the world's largest collection of workforce insights, our ability to reveal unseen ways to build trust, amplify productivity, and empower talent is unmatched. It's this expertise, along with our people-first AI, that equips our customers with the intelligence to solve any challenge in any industry — because great organizations know their workforce is their competitive edge.

Better intelligence, smarter decisions, stronger teams

Whether you're leading a team of 10 or 10,000+, our AI-led workforce operating platform is built to deliver exactly what your people need, when they need it, in ways that feel made for them.

HR

From recruiting and onboarding to HR administration, benefits, learning and development, employee surveys, collaboration, and continuous feedback, UKG gives you everything you need to attract, support, and grow your people while building a culture rooted in trust.

Pay

UKG makes payroll simple and reliable everywhere you operate, combining global reach with local compliance, on-demand pay and wellness options, mobile access, pay modeling, and payment and tax services. The result: fair, accurate, and timely pay, every single time.

Workforce Management

UKG helps you balance workforce and workload, so the right people are in the right place at the right time. With industry-specific expertise, we deliver smarter time and attendance, leave and absence management, scheduling and forecasting, and strategic workforce planning to keep your operations running smoothly.

"UKG has triggered a seismic shift in how we keep our frontline workforce connected and engaged and has opened our eyes to what's possible when you have the right partner and right solutions in place. Our implementation of UKG was more than a technological upgrade, it was a cultural shift for us. The productivity gains we've achieved are not only measurable in hours saved but also in improved morale, enhanced delivery, and a workforce better equipped to meet the needs of our community."

Nicole Campbell, Director of HR, Bedford County, VA

Technology that's built on human experience

We combine decades of leadership experience with billions of data points on work, people, and the world's greatest workplaces to draw insights our customers can act on, giving them a depth of understanding that no other vendor can offer.

What makes us different

People-first AI

Our AI does more than just automate. It frees employees from repetitive, low-value tasks so they can focus on the work that truly matters.

Workforce intelligence at scale

We harness the industry's most extensive database of people insights to reveal unseen opportunities that improve retention, uncover inefficiencies, and empower leaders to make quick, confident decisions.

Global reach, local fluency

UKG delivers a unified platform that not only manages the nuances of local regulations, languages, and workforce practices, but also provides one source of truth for all your data, a consistent experience for all your employees, and a scalable foundation for growth.

"Our biggest win with UKG is having an easy-to-use, single source for all HR and workforce data to help us work efficiently and maximize productivity — all while creating a great place to work environment for our entire staff. The solution is remarkably flexible and adapts to our evolving needs, giving us confidence in knowing that we selected a solution, and a partner in UKG, that we can rely upon for years to come."

Thang Ho, Director of IT, Associated Students of Chico State University

PRICING PROPOSAL PREPARED FOR:

City of Crest Hill
20600 City Center Blvd, Crest Hill, IL 60403-5600 USA

PRICING PROPOSAL PREPARED BY:

Luke Storch
luke.storch@ukg.com
Net New Account Executive 2 MM

CITY OF CREST HILL, IL

UKG READY PRICING

Preferred public-sector pricing through OMNIA

35%
DISCOUNT

SIGN BY NOV 20, 2026

ANNUAL SUBSCRIPTION

List price

\$28,380**110 employees**

Discounted price

\$18,447**35% off list price****SAVE \$9,933 / YEAR****INCLUDED SUBSCRIPTION**

UKG Ready Time & Scheduling Bundle **\$5,148 / year**
UKG Ready Payroll Plus Payroll Services w/SmartCheck **\$7,293 / year**
UKG Ready HR **\$6,006 / year**

IMPLEMENTATION**\$16,018.75**

TeleStaff integration included in implementation cost

One-time implementation

CONTRACT OPTIONS**3-year or 5-year term****No annual uplift****Discount requires signature****before November 20, 2026****UKG**

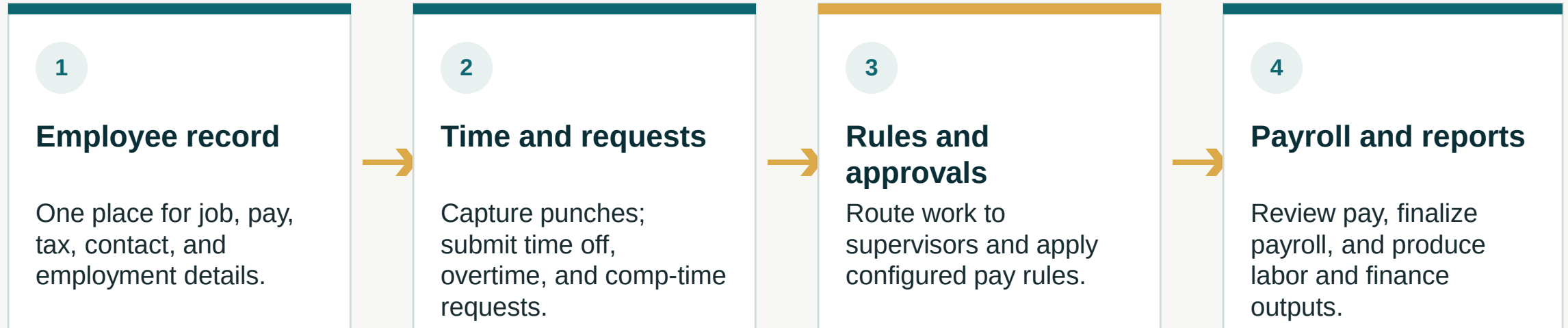
A stronger foundation for city workforce operations

UKG Ready | Council value briefing

A visual summary of Crest Hill's documented workflow needs
and the capabilities reviewed with city staff.

What is UKG Ready?

A connected system for managing the employee workday and turning approved time into payroll.



Where Ready fits

Ready is a human-resources, time, and payroll platform. It is not the city's full finance or ERP system. Crest Hill's finance system remains responsible for accounting and other city functions; payroll and labor data can be mapped or exported to it.

COUNCIL TAKEAWAY

One connected employee and pay workflow, with city-specific setup.

Who would use Ready—and what would they do?

Different people use the same workflow for the parts of work they own.

EMPLOYEES

Use self-service

- Clock in by clock, web, tablet, or approved mobile method
- Request time off, overtime, or comp time
- Review pay statements and balances; complete forms

SUPERVISORS

Review and approve

- Review employee time and exceptions
- Approve requests and timesheets
- See team schedules and time reports

HR + PAYROLL

Maintain and process

- Maintain employee and pay records
- Configure agreements, codes, and payroll rules
- Check payroll, fix exceptions, finalize the run

FINANCE

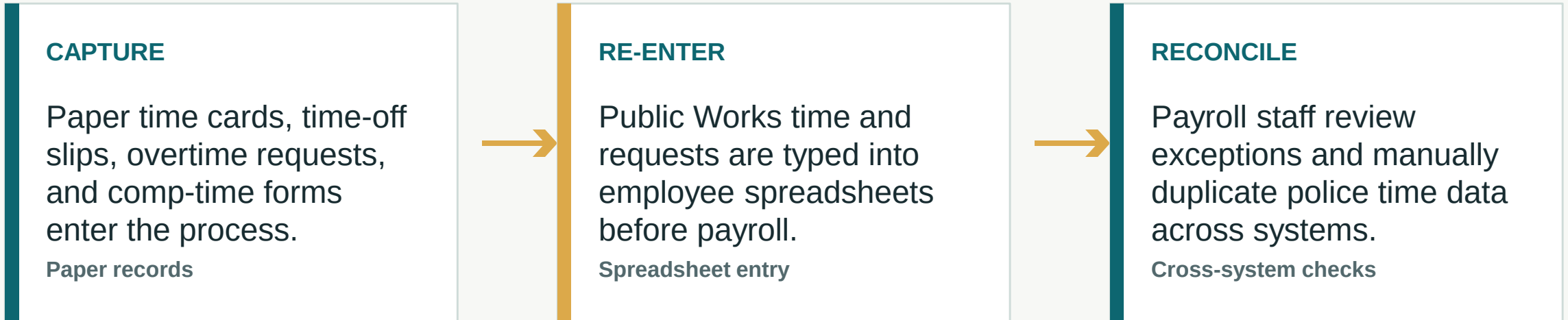
Review and reconcile

- Review labor and payroll reports
- Check cost allocation and general-ledger data
- Use mapped outputs with the city finance system

The handoff: Employee time and requests → supervisor approval → payroll calculation and review → finance reconciliation

Today's process carries avoidable manual work

Crest Hill staff described paper time capture, spreadsheet re-entry, and manual payroll checks.



UP TO 3 DAYS

reported payroll processing time

Staff time goes to rekeying and checks

rather than having one shared workflow for time, approvals, payroll, and reporting.

A connected workflow for time, payroll, and HR

UKG Ready brings the core employee and pay processes into one configurable platform.



Design checkpoint: confirm Telestaff data flow, payroll rules, approvals, and GL mappings during solution scoping.

Time and payroll functions shown for Crest Hill

The system can collect time, route approvals, apply configured rules, and prepare payroll review.

- | | | |
|----|----------------------------------|---|
| 01 | Time capture | Employees can use a time clock, a web or tablet kiosk, or the Ready mobile app. Mobile location and geofencing controls can be configured for punch rules. |
| 02 | Requests and approvals | Route time-off, overtime, and comp-time requests for review. Managers can review and approve timesheets, with alerts for items needing attention. |
| 03 | Payroll rules and checks | Configured pay codes and rate tables apply pay rules such as rounding, accruals, comp time, and shift differentials. A payroll checklist flags outstanding items before processing. |
| 04 | Payroll and labor reports | Review pay statements, payroll comparisons, general ledger reports, and labor distribution before finalizing. Department or fund allocations need to be mapped during setup. |

Illustrative configuration. Confirm pay rules, permissions, Telestaff data flow, and fund allocations during scoping.

Crest Hill’s payroll rules need explicit setup

The city described three union agreements and a specific police comp-time timing issue.

<p>POLICE OFFICERS</p> <p>Officer agreement</p> <p>Distinct pay and comp-time rules</p>	<p>POLICE SERGEANTS</p> <p>Separate agreement</p> <p>Validate its own pay rules</p>	<p>LOCAL 150</p> <p>Primarily Public Works, plus clerical roles</p>
---	---	---

The city estimated about 90% of its workforce is covered by these groups; roughly 15 employees are non-union, with part-time and seasonal staff also in scope.

<p>01</p> <p>Comp time at 1.5×</p> <p>Earn comp at 1.5× eligible hours. Crest Hill also described a 224-page pay-code report with inactive codes.</p>	<p>02</p> <p>Available when earned</p> <p>Police staff may use comp time as soon as they earn it under the agreements. The city said Caselle visibility follows a two-week cycle, creating disputes.</p>	<p>03</p> <p>Quarterly buyback</p> <p>The city buys back comp time quarterly with paper checks and hand-delivers them. Preserve and test that workflow.</p>
---	--	---

Before go-live: clean up active pay codes, then test each agreement’s calculations, comp-time visibility, and quarterly paper-check flow.

What Ready Payroll would do each biweekly cycle

From department approvals to payroll review, the process follows Crest Hill's configured rules.

- 1 Approve time**

Managers review timesheets. Ready can flag time-off requests still awaiting approval. Telestaff time data and Public Works time entry need validated setup.
- 2 Apply pay rules**

Use mapped active pay codes and employee groups to calculate eligible hours, overtime, comp-time banks, accruals, deductions, and other configured rates.
- 3 Check payroll changes**

The prep checklist looks for pay changes, promotions, address changes, new tax forms, and tax-rate updates that may affect the run.
- 4 Review and reconcile**

Preview employee pay statements and deductions. Review general-ledger and labor-distribution reports, fund allocations, vendor payments, and prior-run comparisons.
- 5 Finalize and pay**

Crest Hill can finalize payroll in-house. Optional Payroll Services can support ACH, taxes, garnishments, vendor payments, and W-2 processing.

Manual/on-demand checks remain an option. Confirm comp-time buyback, union dues, pension payments, fund mapping, Telestaff flow, and any optional service fees in the final design and quote.

HR, benefits, and reporting functions

Digital employee workflows can reduce paper handling while giving HR and Finance more usable records.

EMPLOYEE RECORDS

Self-service

Employees can submit profile changes and requests through web or mobile workflows.

Onboarding

Custom checklists, due dates, electronic forms, signatures, and document uploads.

Tracking

Maintain credentials, licenses, training, and equipment records with expiration reminders.

BENEFITS

Enrollment

Employees can review plan options and submit new-hire or life-event elections.

Contribution view

Track employee and employer amounts and show plan details in the employee profile.

Payroll link

Benefit deductions and employer costs can flow into payroll; GL mapping needs configuration.

REPORTING

Custom views

Add report fields, filter, reorder columns, save views, and share within permissions.

Finance outputs

Export reports to Excel, PDF, CSV, or text and schedule recurring delivery.

People analysis

Build reports for benefit participation, employee/employer costs, and HR fields.

Final features and functions depend on the modules included in the approved scope.

The value is better control over workforce information

A practical case for moving beyond paper and disconnected handoffs.

01

More staff capacity

Reduce time spent keying paper records, checking spreadsheets, and correcting repeated entries.

02

Clearer oversight

Give managers and administrators a shared view of requests, approvals, time, and employee records.

03

Better-informed choices

Use reports on overtime, comp time, insurance contributions, and labor cost to support budget and staffing discussions.

These are intended outcomes to track after implementation, not guaranteed savings.

What could payroll time savings be worth?

A simple scenario converts hours returned to the team into an annual value to validate.

CREST HILL REPORTED

Up to 3 days

to process payroll, with paper time cards, spreadsheets, manual pay-code entry, and recurring checks.

What that does—and doesn’t—tell us

Three days is elapsed processing time, not measured labor hours. Track staff time before estimating savings.

ILLUSTRATIVE TIME RETURNED

If the overall payroll process takes this much less staff time each biweekly run:



ANNUAL LABOR VALUE

hours returned × loaded hourly labor cost

Scenarios use 26 biweekly payrolls/year and an 8-hour workday. They are examples, not UKG savings commitments.

A council-ready decision can stay focused

Compare the proposed investment with the work it replaces and the visibility it adds.

- 1

Operating need

Replace paper time handling and repeated spreadsheet entry with a controlled digital workflow.
- 2

Management value

Confirm the reports and approvals leaders need for payroll review, overtime, benefits, and staffing.
- 3

Total cost

Review the final UKG quote alongside current HR, payroll, timekeeping, and public-safety system costs.
- 4

Purchase and transition

Confirm the Omnia contract route, city procurement requirements, implementation scope, and timing.

The city discussed a work session followed by a council meeting. Omnia was reviewed as a potential cooperative purchasing path; confirm the city’s requirements before relying on it.

Report Criteria:

Detail report type printed

[Report]. Check Issue Date = 10/21/2026,10/25/2026,11/03/2026

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
45	Allied Nurser	QN3C	SOD	10/14/2026	45.00	45.00	27413	11/03/2026	1026	01035400
		YxTK	PULVERIZED DIRT	10/14/2026	141.00	141.00	27413	11/03/2026	1026	01035400
Total 45:					186.00	186.00				
46	Republic Ser	0721-009007	OCT 2026 MONTHLY S	10/20/2026	125,274.79	125,274.79	27467	11/03/2026	1026	80005300
Total 46:					125,274.79	125,274.79				
53	Amalgamate	L176384 Dec	IEPA PRINCIPAL L1763	10/16/2026	17,593.35	17,593.35	27414	11/03/2026	1026	30006107
		L176384 Dec	IEPA INTEREST L17638	10/16/2026	1,553.99	1,553.99	27414	11/03/2026	1026	30006207
Total 53:					19,147.34	19,147.34				
82	Vestis	6030563543	UNIFORMS FOR STP	10/14/2026	30.85	30.85	27487	11/03/2026	1026	07075344
		6030563543	UNIFORMS FOR WATE	10/14/2026	18.01	18.01	27487	11/03/2026	1026	07065344
		6030563545	UNIFORMS FOR FLEE	10/14/2026	16.79	16.79	27487	11/03/2026	1026	01035344
		6030563545	UNIFORMS FOR STRE	10/14/2026	52.15	52.15	27487	11/03/2026	1026	01035344
		6030563545	MATS FOR PUBLIC WO	10/14/2026	31.14	31.14	27487	11/03/2026	1026	01035300
		6030563545	UNIFORMS FOR BUILD	10/14/2026	10.41	10.41	27487	11/03/2026	1026	01045344
		6030563545	UNIFORMS FOR STP	10/14/2026	12.64	12.64	27487	11/03/2026	1026	07075344
		6030565490	UNIFORMS FOR FLEE	10/21/2026	16.79	16.79	27487	11/03/2026	1026	01035344
		6030565490	UNIFORMS FOR STRE	10/21/2026	52.15	52.15	27487	11/03/2026	1026	01035344
		6030565490	MATS FOR PUBLIC WO	10/21/2026	31.14	31.14	27487	11/03/2026	1026	01035300
		6030565490	UNIFORMS FOR BUILD	10/21/2026	10.41	10.41	27487	11/03/2026	1026	01045344
		6030565490	UNIFORMS FOR STP	10/21/2026	10.50	10.50	27487	11/03/2026	1026	07075344
Total 82:					292.98	292.98				
102	AT&T 831-00	6991301218	ATT PUBLIC WORKS 2	10/19/2026	2,503.11	2,503.11	27417	11/03/2026	1026	07085301
Total 102:					2,503.11	2,503.11				
103	AT&T 831-00	7676341214	INTERNET SERVICE W	10/19/2026	182.57	182.57	27418	11/03/2026	1026	07065301
Total 103:					182.57	182.57				
113	Austin-Tyler	2026 Road R	CONSTRUCTION 2026	09/01/2026	156,201.30	156,201.30	27410	10/21/2026	926	13007640
Total 113:					156,201.30	156,201.30				
192	Eric Bushong	Clothing Allo	FY 27 CLOTHING REIM	10/15/2026	162.34	162.34	27436	11/03/2026	1026	01034107
		Clothing Allo	FY 27 CLOTHING REIM	10/23/2026	170.98	170.98	27436	11/03/2026	1026	01034107
Total 192:					333.32	333.32				
224	CDS Office T	INV1811502	FLEET- IN CAR PRINT	10/14/2026	1,051.57	1,051.57	27419	11/03/2026	1026	01075400
Total 224:					1,051.57	1,051.57				
361	Conte Paving	3623	REMOVE AND REPLAC	10/13/2026	11,130.00	11,130.00	27427	11/03/2026	1026	07065430

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 361:					11,130.00	11,130.00				
475	EJ USA Inc	11026008158	HYDRANT PARTS	10/16/2026	943.17	943.17	27434	11/03/2026	1026	07065470
Total 475:					943.17	943.17				
493	Environment	162686	DMRQA 44	10/13/2026	1,550.58	1,550.58	27435	11/03/2026	1026	07085306
Total 493:					1,550.58	1,550.58				
526	FedEx	9-502-10299	2026 SANITARY CLEA	10/14/2026	35.55	35.55	27438	11/03/2026	1026	07075330
Total 526:					35.55	35.55				
532	Ferro Asphalt	13939	SURFACE - ROAD PAT	10/20/2026	715.00	715.00	27439	11/03/2026	1026	01035400
Total 532:					715.00	715.00				
535	The Fields on	6323	TREES FOR THE 50/50	10/08/2026	5,200.00	5,200.00	27480	11/03/2026	1026	01035300
Total 535:					5,200.00	5,200.00				
591	Geotech Inc	54203	SURVEY SERVICES F	10/13/2026	1,800.00	1,800.00	27441	11/03/2026	1026	07065330
Total 591:					1,800.00	1,800.00				
605	Gordon Flesc	IN15800058	GORDON FLESC SE	10/10/2026	247.12	247.12	27443	11/03/2026	1026	01165300
Total 605:					247.12	247.12				
610	Grainger	9124205197	SILICONE	10/20/2026	58.88	58.88	27444	11/03/2026	1026	07065361
Total 610:					58.88	58.88				
640	Hawkins Inc	7598523	SULFUR DIOXIDE & C	10/15/2026	70.00	70.00	27446	11/03/2026	1026	07065421
		7598523	SULFUR DIOXIDE & C	10/15/2026	70.00	70.00	27446	11/03/2026	1026	07085421
		7607678	WASTEWATER CHEMI	10/19/2026	928.00	928.00	27446	11/03/2026	1026	07085421
		7607679	WATER CHEMICALS	10/19/2026	7,273.55	7,273.55	27446	11/03/2026	1026	07065421
Total 640:					8,341.55	8,341.55				
644	Core & Main	Z927164	WARRANTY	10/15/2026	2,000.00	2,000.00	27428	11/03/2026	1026	07095470
Total 644:					2,000.00	2,000.00				
649	Jason Heiss	Travel Reimb	TRAVEL EXPENSE-HEI	10/16/2026	272.30	272.30	27449	11/03/2026	1026	01025342
		Travel Reimb	MEAL EXPENSE-HEIS	10/16/2026	75.00	75.00	27449	11/03/2026	1026	01025343
Total 649:					347.30	347.30				
664	Highland Plu	18122	FURNISHED LABOR A	10/14/2026	2,675.00	2,675.00	27447	11/03/2026	1026	07085366
Total 664:					2,675.00	2,675.00				
815	Lightways Ho	In Memory of	MONETARY DONATIO	10/23/2026	100.00	100.00	27455	11/03/2026	1026	01015381

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 815:					100.00	100.00				
826	JP Morgan C	Ace Hardwar	KEYS FOR SCHOOL P	09/24/2026	53.93	53.93	491	10/25/2026	926	01165324
		APA Member	APA MEMBERSHIP FO	09/21/2026	776.50	776.50	491	10/25/2026	926	01165324
		B&H Photo 0	SD CARD FOR HANDH	09/11/2026	84.99	84.99	491	10/25/2026	926	01115401
		B&H Photo 0	TRIPOD FOR HANDHE	09/11/2026	21.95	21.95	491	10/25/2026	926	01115401
		B&H Photo 0	ZOOM H2ESSENTIAL	09/11/2026	179.99	179.99	491	10/25/2026	926	01115401
		Canva 10/07/	BUSINESS CARDS	10/07/2026	220.00	220.00	491	10/25/2026	926	01025321
		Chewy Septe	K9 EXPENSE-FOOD	09/24/2026	96.09	96.09	491	10/25/2026	926	01025346
		Comcast 025	INTERNET STP	09/12/2026	390.68	390.68	491	10/25/2026	926	07085350
		Comcast 055	COMCAST PHONE	10/09/2026	248.45	248.45	491	10/25/2026	926	01025300
		Comcast 060	WELL 10 - INTERNET	09/21/2026	312.47	312.47	491	10/25/2026	926	07065301
		Creciendo Pa	TRAINING ASST CITY	10/09/2026	81.88	81.88	491	10/25/2026	926	01105341
		Fun Bounces	WINTERFEST EXPENS	09/25/2026	2,167.00	2,167.00	491	10/25/2026	926	01108001
		Hyatt Regenc	IML HOTEL STAY	09/17/2026	1,030.80	1,030.80	491	10/25/2026	926	01015342
		Hyatt Regenc	IML HOTEL STAY	09/17/2026	1,159.60	1,159.60	491	10/25/2026	926	01015342
		Hyatt Regenc	IML HOTEL STAY	09/17/2026	1,224.00	1,224.00	491	10/25/2026	926	01015342
		Hyatt Regenc	IML HOTEL STAY	09/17/2026	751.60	751.60	491	10/25/2026	926	01105342
		Hyatt Regenc	IML PARKING FOR BLA	09/23/2026	64.40	64.40	491	10/25/2026	926	01015342
		IPass Replen	FLEET- IPASS REPLEN	09/17/2026	20.00	20.00	491	10/25/2026	926	01075400
		Microsoft G1	EMAIL (MONTHLY)	10/10/2026	8.40	8.40	491	10/25/2026	926	01065300
		Potsolve Oct	POTSOLVE	10/16/2026	213.78	213.78	491	10/25/2026	926	01105350
		Same Day A	PHILLIPS AND IVAN PL	10/08/2026	119.97	119.97	491	10/25/2026	926	01025321
		Southwest Ai	CLARK-TRAVEL EXPE	09/17/2026	388.55	388.55	491	10/25/2026	926	01025342
		Staples Prom	CUSTOM GOLF TEES	09/11/2026	256.29	256.29	491	10/25/2026	926	01165324
		Staples Prom	CUSTOM PENS	09/11/2026	339.23	339.23	491	10/25/2026	926	01165324
		Staples Prom	CUSTOM TIC-TAC-TOE	09/11/2026	226.13	226.13	491	10/25/2026	926	01165324
Total 826:					10,436.68	10,436.68				
829	JX Enterprise	22420446P	FLEET- UNIT #103 STE	10/15/2026	805.08	805.08	27453	11/03/2026	1026	01075400
		22420457P	FLEET- UNIT # 103 PET	10/15/2026	697.87	697.87	27453	11/03/2026	1026	01075400
		CM#2242071	FLEET- UNIT #103 STE	10/16/2026	68.18-	68.18-	27453	11/03/2026	1026	01075400
Total 829:					1,434.77	1,434.77				
914	Low Voltage	36153	EWTP CCTV & ACCES	09/25/2026	27,000.00	27,000.00	27456	11/03/2026	1026	07085366
Total 914:					27,000.00	27,000.00				
931	MAP Automo	40IV9142	FLEET- STOCK ROTOR	10/19/2026	321.45	321.45	27457	11/03/2026	1026	01075400
		40IV9228	FLEET- STOCK ROTOR	10/19/2026	342.46	342.46	27457	11/03/2026	1026	01075400
Total 931:					663.91	663.91				
956	McMaster Ca	73845747	FLEET- MOWER BOLT	10/19/2026	89.06	89.06	27458	11/03/2026	1026	01075400
Total 956:					89.06	89.06				
958	Meade, Inc.	718123	STREET LIGHT REPAI	08/21/2026	506.26	506.26	27459	11/03/2026	1026	01035300
		718124	STREET LIGHT REPAI	08/21/2026	1,466.35	1,466.35	27459	11/03/2026	1026	01035300
		718125	TRAFFIC SIGNAL REP	08/21/2026	5,362.45	5,362.45	27459	11/03/2026	1026	01035300
		718782	CABLE LOCATE REQU	10/15/2026	346.49	346.49	27459	11/03/2026	1026	01035300
		718908	CABLE LOCATE REQU	10/22/2026	467.28	467.28	27459	11/03/2026	1026	01035300
		718909	STREET LIGHT REPAI	10/22/2026	672.83	672.83	27459	11/03/2026	1026	01035300

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 958:					8,821.66	8,821.66				
961	Menards	12106	BUILDING MAINTENAN	10/13/2026	32.53	32.53	27460	11/03/2026	1026	01045400
		12243	BUILDING MAINTENAN	10/15/2026	6.28	6.28	27460	11/03/2026	1026	01045400
		12264	BUILDING MAINTENAN	10/16/2026	48.04	48.04	27460	11/03/2026	1026	01045400
		12393	STP MAINTENANCE S	10/19/2026	191.79	191.79	27460	11/03/2026	1026	07085365
Total 961:					278.64	278.64				
995	Monroe Truc	61960	FLEET- PLOW TRUCK	10/06/2026	158.84	158.84	27461	11/03/2026	1026	01075400
Total 995:					158.84	158.84				
1003	Factory Moto	50-7019993	FLEET- TIRE PRESSU	10/09/2026	524.28	524.28	27437	11/03/2026	1026	01075400
		50-7037820	FLEET- STOCK BRAKE	10/19/2026	170.97	170.97	27437	11/03/2026	1026	01075400
Total 1003:					695.25	695.25				
1174	PreCise MR	IN200-20161	FLEET- PRECISE GPS	10/12/2026	504.00	504.00	27463	11/03/2026	1026	01075300
Total 1174:					504.00	504.00				
1215	David Reavis	Meal Reimbu	MEAL EXPENSE-HEIS	10/15/2026	75.00	75.00	27432	11/03/2026	1026	01025343
Total 1215:					75.00	75.00				
1222	Reliance Sta	October 2026	RELIANCE STD 10-202	10/01/2026	280.00	280.00	27466	11/03/2026	1026	01104200
		September 2	RELIANCE STD 09-202	09/01/2026	280.00	280.00	27466	11/03/2026	1026	01104200
Total 1222:					560.00	560.00				
1237	Robinson En	26010011	RICH FOODS - PRETR	10/02/2026	169.00	169.00	27468	11/03/2026	1026	07075330
Total 1237:					169.00	169.00				
1283	SEECO Con	20289	CONSTRUCTION MAT	09/30/2026	5,920.50	5,920.50	27471	11/03/2026	1026	35007512
Total 1283:					5,920.50	5,920.50				
1302	Shorewood H	01-540797	FLEET- UNIT # 317 MO	10/08/2026	395.95	395.95	27472	11/03/2026	1026	01075400
Total 1302:					395.95	395.95				
1332	Spaceco Inc	106718	CREST HILL COMMON	10/05/2026	31,488.50	31,488.50	27473	11/03/2026	1026	13005330
Total 1332:					31,488.50	31,488.50				
1343	Spring-Green	10650192	FALL ROOT BUILDER T	10/08/2026	250.29	250.29	27474	11/03/2026	1026	01045300
Total 1343:					250.29	250.29				
1362	Joel Steen	Travel Reimb	MEAL EXPENSE-STEE	10/14/2026	40.00	40.00	27450	11/03/2026	1026	01025343
		Travel Reimb	2026 HOMICIDE CONF	10/14/2026	257.30	257.30	27450	11/03/2026	1026	01025342
Total 1362:					297.30	297.30				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
1373	Strand Assoc	0244142	IEPA WATER SERVICE	10/08/2026	1,984.46	1,984.46	27477	11/03/2026	1026	07065330
		0244143	BROADWAY WM SERV	10/08/2026	4,015.81	4,015.81	27477	11/03/2026	1026	07065330
		0244776	CIPP WM-THEODORE	10/12/2026	3,335.87	3,335.87	27477	11/03/2026	1026	12007602
		0244777	CATON FARM WM EXT	10/12/2026	2,177.83	2,177.83	27477	11/03/2026	1026	12007620
		0245085	CCT DEMONSTRATIVE	10/13/2026	878.39	878.39	27477	11/03/2026	1026	07065333
		0245086	EAST AND WEST REC	10/13/2026	1,199.13	1,199.13	27477	11/03/2026	1026	12007806
		0245087	WELLS GENERATOR R	10/13/2026	4,630.20	4,630.20	27477	11/03/2026	1026	12007602
		0245088	PHAS PILOT STUDY	10/13/2026	7,641.90	7,641.90	27477	11/03/2026	1026	07065330
		0245089	EAST AND WEST REC	10/13/2026	3,198.17	3,198.17	27477	11/03/2026	1026	12007806
		0245090	2026 WATER MODELIN	10/13/2026	8,376.24	8,376.24	27477	11/03/2026	1026	07065330
		0245091	STATEVILLE ELEVATE	10/13/2026	9,129.73	9,129.73	27477	11/03/2026	1026	07065330
Total 1373:					46,567.73	46,567.73				
1377	Standard Tru	1035236	FLEET- HYDRAULIC H	10/21/2026	487.32	487.32	27475	11/03/2026	1026	01075400
Total 1377:					487.32	487.32				
1423	Thornton Equ	20476	JASMINE DITCH CLEA	08/04/2026	6,938.00	6,938.00	27482	11/03/2026	1026	01035300
Total 1423:					6,938.00	6,938.00				
1425	Third Millenni	35110	COCH UTILITY PAST D	10/27/2026	430.20	430.20	27481	11/03/2026	1026	07095321
Total 1425:					430.20	430.20				
1432	Ron Tirapelli	680250	FLEET- UNIT 924 CABI	10/14/2026	56.68	56.68	27469	11/03/2026	1026	01075400
		680251	FLEET- UNIT #942 RIV	10/14/2026	10.00	10.00	27469	11/03/2026	1026	01075400
		680493	FLEET- UNIT #91 WATE	10/21/2026	150.12	150.12	27469	11/03/2026	1026	01075400
Total 1432:					216.80	216.80				
1455	Treadstone Ti	35994	FLEET- TIRE RECYCLI	10/08/2026	40.00	40.00	27483	11/03/2026	1026	01075400
Total 1455:					40.00	40.00				
1515	Unlimited Gr	128658	APPROVED INSPECTI	09/15/2026	945.00	945.00	27484	11/03/2026	1026	01165401
Total 1515:					945.00	945.00				
1521	USABlueBoo	INV01193212	STP LAB SUPPLIES	10/19/2026	1,144.68	1,144.68	27485	11/03/2026	1026	07085420
		INV01198341	STP LAB SUPPLIES	10/23/2026	1,383.00	1,383.00	27485	11/03/2026	1026	07085420
		INV01198450	STP LAB SUPPLIES	10/23/2026	456.00	456.00	27485	11/03/2026	1026	07085420
Total 1521:					2,983.68	2,983.68				
1629	Work Zone S	71875	SIGNS	10/21/2026	849.00	849.00	27490	11/03/2026	1026	01035400
Total 1629:					849.00	849.00				
1634	West Side Tr	CM#J32380	FLEET- UNIT #200 OIL,	10/13/2026	759.00-	759.00-	27488	11/03/2026	1026	01075400
		J35153	FLEET- ALTERNATOR	09/23/2026	50.00-	50.00-	27488	11/03/2026	1026	01075400
		J35809	FLEET- UNIT #200 OIL	10/15/2026	1,000.00	1,000.00	27488	11/03/2026	1026	01075410
		J35809	FLEET- UNIT #200 OIL	10/15/2026	217.16	217.16	27488	11/03/2026	1026	01075410
		J35972	FLEET- HYDRAULIC B	10/21/2026	100.00	100.00	27488	11/03/2026	1026	01075410

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1634:					508.16	508.16				
1652	Giant Mainte	5235	BLAST, PRIME, AND PA	10/13/2026	12,500.00	12,500.00	27442	11/03/2026	1026	07065300
Total 1652:					12,500.00	12,500.00				
1778	Konica Minolt	505749940	ADMIN. COPY MACHIN	12/22/2025	30.18	30.18	27454	11/03/2026	1026	01107500
		9011040431	CLERK MONTHLY COP	10/14/2026	81.25	81.25	27454	11/03/2026	1026	01115401
		9011040431	FIN/UB MONTHLY COP	10/14/2026	81.25	81.25	27454	11/03/2026	1026	07065401
		9011040431	PD MONTHLY COPIER	10/14/2026	81.25	81.25	27454	11/03/2026	1026	01025300
		9011040431	ADMIN MONTHLY COP	10/14/2026	81.25	81.25	27454	11/03/2026	1026	01107500
Total 1778:					355.18	355.18				
1791	Conor Sween	Meal Reimbu	MEAL EXPENSE-SWEE	10/15/2026	60.00	60.00	27426	11/03/2026	1026	01025343
Total 1791:					60.00	60.00				
1924	V3 Companie	Division Stre	DIVISON WATER MAIN	10/22/2026	617,559.43	617,559.43	27486	11/03/2026	1026	13007640
Total 1924:					617,559.43	617,559.43				
1950	Pure Water P	2658942	CLEANING EAST PLAN	10/17/2026	129.00	129.00	27465	11/03/2026	1026	07085401
		2664870	WATER FOR ELROSE	10/23/2026	65.00	65.00	27465	11/03/2026	1026	01045401
		2664870	PAPER STATEMENT F	10/23/2026	3.00	3.00	27465	11/03/2026	1026	01035401
Total 1950:					197.00	197.00				
1951	Amrize Mid-A	723390030	STONE FOR MAIN BRE	10/19/2026	1,528.42	1,528.42	27416	11/03/2026	1026	07065430
Total 1951:					1,528.42	1,528.42				
1953	Amazon Capi	1141-7LPL-H	WINTERFEST SUPPLIE	10/20/2026	1.47	1.47	27415	11/03/2026	1026	01108001
		13RP-9FGW-	WINTERFEST SUPPLIE	10/13/2026	97.06	97.06	27415	11/03/2026	1026	01108001
		191V-JKPP-J	BATTERIES	10/13/2026	28.23	28.23	27415	11/03/2026	1026	01125401
		19DX-PWMR	CARD HOLDERS	10/14/2026	21.97	21.97	27415	11/03/2026	1026	01027500
		19QV-VRQ7-	WINTERFEST SUPPLIE	10/23/2026	74.36	74.36	27415	11/03/2026	1026	01108001
		19TC-C1J4-3	JANITORIAL SUPPLIES	10/13/2026	87.94	87.94	27415	11/03/2026	1026	01045400
		19TC-C1J4-	DESK CALENDAR FOR	10/13/2026	6.64	6.64	27415	11/03/2026	1026	01165401
		1H3V-RQQV-	CARDSTOCK TO PRIN	10/19/2026	27.64	27.64	27415	11/03/2026	1026	01105401
		1JGX-RJTR-	DATE STAMPS	10/16/2026	49.38	49.38	27415	11/03/2026	1026	01165401
		1JHD-T6XG-	USB FLASH DRIVES	10/14/2026	152.46	152.46	27415	11/03/2026	1026	01025400
		1MFL-QNTH-	9X12 MANILA ENVELO	10/20/2026	36.58	36.58	27415	11/03/2026	1026	01105401
		1PHT-WCMV	TV MONITOR	10/16/2026	277.99	277.99	27415	11/03/2026	1026	01035400
		1Q1C-QPVD	WINTERFEST SUPPLIE	10/19/2026	148.87	148.87	27415	11/03/2026	1026	01108001
		1QKT-4TNY-	FLEET- UNIT #5 REAR	10/12/2026	88.36	88.36	27415	11/03/2026	1026	01075400
		1QKT-4TNY-	WINTERFEST SUPPLIE	10/13/2026	18.88	18.88	27415	11/03/2026	1026	01108001
		1VR9-R9GM-	LANYARD BADGE HOL	10/13/2026	13.98	13.98	27415	11/03/2026	1026	01025400
		1X6X-KWPV-	FLEET- UNIT #5 REAR	10/12/2026	176.28	176.28	27415	11/03/2026	1026	01075400
		1XTT-DT41-L	GIS COMPUTER	10/13/2026	799.99	799.99	27415	11/03/2026	1026	07065301
		1Y17-DPXH-	WINTERFEST SUPPLIE	10/13/2026	162.97	162.97	27415	11/03/2026	1026	01108001
		1YFH-KMLG-	WINTERFEST SUPPLIE	10/15/2026	59.62	59.62	27415	11/03/2026	1026	01108001
		1YFH-KMLG-	BUSINESS CARD ORG	10/15/2026	16.65	16.65	27415	11/03/2026	1026	01165401
		1YR1-4YQF-	WINTERFEST SUPPLIE	10/14/2026	132.99	132.99	27415	11/03/2026	1026	01108001

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1953:					2,480.31	2,480.31				
1954	Charles J De	136	ADMINISTRATIVE HEA	10/21/2026	300.00	300.00	27420	11/03/2026	1026	01015300
Total 1954:					300.00	300.00				
1971	Graybar Fina	21134657	PHONE SYSTEM MON	10/26/2026	2,110.85	2,110.85	27445	11/03/2026	1026	01105300
Total 1971:					2,110.85	2,110.85				
1977	AIS Inc	100736	SECURITY MONITORI	10/12/2026	17,817.60	17,817.60	27412	11/03/2026	1026	01065300
		100900	ONSITE SUPPORT	10/12/2026	6,581.50	6,581.50	27412	11/03/2026	1026	01065300
		100928	KNOWBE4	10/15/2026	2,286.95	2,286.95	27412	11/03/2026	1026	01065300
Total 1977:					26,686.05	26,686.05				
1983	Cornwell Eng	016304-01-0	LAKE MICHIGAN COR	10/13/2026	7,410.00	7,410.00	27429	11/03/2026	1026	07065330
Total 1983:					7,410.00	7,410.00				
2043	Donald E. Mo	September 2	MORRIS SERVICES SE	09/30/2026	1,705.00	1,705.00	27433	11/03/2026	1026	01165300
Total 2043:					1,705.00	1,705.00				
2091	Lenny's Gas	6817	FLEET- SEPTEMBER 2	10/12/2026	56.00	56.00	27440	11/03/2026	1026	01075400
Total 2091:					56.00	56.00				
2134	Joey's Red H	Winterfest 20	FOOD TRUCK WINTER	10/19/2026	1,000.00	1,000.00	27451	11/03/2026	1026	01108001
Total 2134:					1,000.00	1,000.00				
2154	CoStar Realt	124918870	COSTAR SERVICES O	10/02/2026	451.07	451.07	27430	11/03/2026	1026	01165300
Total 2154:					451.07	451.07				
2174	Sustainable	10232026	MENTZER SERVICES 0	10/23/2026	1,725.00	1,725.00	27479	11/03/2026	1026	01165300
		10242026	MENTZER SERVICES 1	10/24/2026	1,983.75	1,983.75	27479	11/03/2026	1026	01165300
Total 2174:					3,708.75	3,708.75				
2206	ComEd 0144	October 2026	ELEC. GATEWAY SIGN	10/20/2026	46.83	46.83	27421	11/03/2026	1026	01105350
Total 2206:					46.83	46.83				
2232	Crafty Rosy	Winterfest 20	WINTERFEST COOKIE	10/15/2026	320.00	320.00	27431	11/03/2026	1026	01108001
Total 2232:					320.00	320.00				
2242	Sumerce Col	Winterfest 20	WINTERFEST COFFEE	10/20/2026	600.00	600.00	27478	11/03/2026	1026	01108001
Total 2242:					600.00	600.00				
2252	William Bills	Clothing Allo	FY 27 CLOTHING REIM	10/14/2026	37.02	37.02	27489	11/03/2026	1026	01034107

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 2252:					37.02	37.02				
2281	ComEd 3437	October 2026	STREET LIGHTS AT W	10/20/2026	79.82	79.82	27422	11/03/2026	1026	01035351
Total 2281:					79.82	79.82				
2282	ComEd 4391	October 2026	STREET LIGHTS ON E	10/20/2026	71.31	71.31	27423	11/03/2026	1026	01035351
Total 2282:					71.31	71.31				
2283	ComEd 8530	October 2026	STREET LIGHTS AT OA	10/20/2026	143.91	143.91	27425	11/03/2026	1026	01035351
Total 2283:					143.91	143.91				
2294	ComEd 5129	October 2026	VALVE STATION ELEC	10/22/2026	50.68	50.68	27424	11/03/2026	1026	07065350
Total 2294:					50.68	50.68				
2297	Precision Pro	INV-3832	VEGETATION CUTTIN	09/11/2026	105.00	105.00	27464	11/03/2026	1026	01165300
		INV-3872	VEGETATION CUTTIN	09/25/2026	130.00	130.00	27464	11/03/2026	1026	01165300
		INV-3873	VEGETATION CUTTIN	09/25/2026	105.00	105.00	27464	11/03/2026	1026	01165300
		INV-3881	VEGETATION CUTTIN	09/30/2026	3,283.46	3,283.46	27464	11/03/2026	1026	01165300
		INV-3909	VEGETATION CUTTIN	10/02/2026	130.00	130.00	27464	11/03/2026	1026	01165300
Total 2297:					3,753.46	3,753.46				
2298	Stantec Cons	2633688	GPWC GAYLORD AND	10/21/2026	9,805.38	9,805.38	27476	11/03/2026	1026	13005330
Total 2298:					9,805.38	9,805.38				
2302	Phillip Johnst	Clothing Allo	FY 27 CLOTHING REIM	10/11/2026	91.17	91.17	27462	11/03/2026	1026	01034107
Total 2302:					91.17	91.17				
2307	ILETSB	Dean Ivan	ILETSB PARTIAL REFU	10/29/2026	2,500.00	2,500.00	27448	11/03/2026	1026	01003230
Total 2307:					2,500.00	2,500.00				
2317	RVi Planning	0092600286	CREST HILL COMMON	10/15/2026	15,982.00	15,982.00	27470	11/03/2026	1026	35005330
Total 2317:					15,982.00	15,982.00				
2333	Joliet Arsenal	2026-2004	REIMAGINING IL 53 AN	10/21/2026	6,282.00	6,282.00	27452	11/03/2026	1026	13005330
Total 2333:					6,282.00	6,282.00				
2334	Adrian Calvill	Clothing Allo	FY 27 CLOTHING REIM	10/17/2026	239.23	239.23	27411	11/03/2026	1026	01044107
		Clothing Allo	FY 27 CLOTHING REIM	10/25/2026	163.08	163.08	27411	11/03/2026	1026	01044107
		Clothing Allo	FY 27 CLOTHING REIM	10/25/2026	145.44	145.44	27411	11/03/2026	1026	01044107
Total 2334:					547.75	547.75				
Grand Totals:					1,207,941.76	1,207,941.76				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
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Report Criteria:

Detail report type printed

[Report].Check Issue Date = 10/21/2026,10/25/2026,11/03/2026



Memo – Administration Report

Crest Hill, IL

Meeting Date:	November 2, 2026
Submitter:	Mike Stiff, City Attorney
Department:	City Attorney
Agenda Item:	Approve a Resolution Approving a Cross Access Easement Agreement by and between the City of Crest Hill and the White Oak Library District

Summary: Instead of having a separate entrance to the new City Commons, it was determined that it would be safer to use the current White Oak Library District as one of the entrances and that it would also add a few additional parking spaces. Administrator Wing and Engineering Director Wiedeman explained this earlier this year to City Council with direction and thus the attached agreement was presented and approved by the Library District in late October.

Note the other entrance remains the City Hall entrance, that is also shown in the exhibits.

Next Actions: The request to City Council is to approve the agreement and resolution with final adjustments by the City Attorney, after any discussion.

Attachments: Agreement with Exhibits and Resolution

RESOLUTION NO. _____**A RESOLUTION APPROVING A CROSS ACCESS EASEMENT AGREEMENT BY
AND BETWEEN THE CITY OF CREST HILL AND THE WHITE OAK LIBRARY
DISTRICT**

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, the White Oak Library District (the "Library District") is an Illinois public library district duly organized and existing under the laws of the State of Illinois; and

WHEREAS, the City of Crest Hill (hereinafter referred to as "Crest Hill"), is an Illinois municipal corporation; and

WHEREAS, the Library District is the owner of certain real property commonly known as 20670 City Center Boulevard, Crest Hill, Illinois, identified by Property Index Number 11-04-29-302-012-0000 (the "Library Property"); and

WHEREAS, Crest Hill is the owner of certain real property commonly known as 20650 and 20660 City Center Boulevard, Crest Hill, Illinois, identified by Property Index Number 11-04-29-302-013-0000 (the "City Property"); and

WHEREAS, Crest Hill is developing a public park, playground, and recreational area known as Crest Hill Commons on the City Property, which will include public recreational amenities and associated pedestrian and vehicular access improvements; and

WHEREAS, Crest Hill and the Library District desire to establish reciprocal, perpetual, nonexclusive easements for pedestrian, vehicular, emergency, and related access over designated portions of their respective properties to facilitate coordinated public access, circulation, safety, and use of the City Property and Library Property; and

WHEREAS, Crest Hill has prepared a Cross Access Easement Agreement, attached hereto and incorporated herein as Exhibit 1 which establishes the respective rights and obligations of Crest Hill and the Library District concerning the use, construction, maintenance, repair, replacement, insurance and other matters relating to the designated access areas; and

WHEREAS, pursuant to the Agreement, Crest Hill will be responsible for the design, permitting, and construction of the access improvements associated with the Crest Hill Commons project, together with the maintenance, repair, and replacement obligations expressly assigned to the Crest Hill, subject to the specific allocation of snow removal and ice control responsibilities set forth in the Agreement; and

WHEREAS, on October 27, 2026, the Library District Board passed Resolution 2026/10-27 approving the Cross Access Easement Agreement subject to final attorney modification and approval; and

WHEREAS, the Corporate Authorities for the City of Crest Hill have reviewed the Cross Access Easement Agreement attached hereto as Exhibit 1 and determined that the conditions, terms, and provisions of the Agreement are fair, reasonable, and acceptable to Crest Hill.

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: CROSS ACCESS AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of the Cross Access Easement Agreement (Exhibit 1) are fair, reasonable, and acceptable to Crest Hill and that the same is hereby approved in form and substance, subject to such modifications of the Agreement as may be necessary or appropriate to complete and finalize the Agreement, including the insertion of resolution numbers, dates, effective date, and corrections to legal descriptions or exhibits, provided that such modifications do not materially alter the rights, responsibilities, financial obligations, or liabilities of Crest Hill as approved by the Corporate Authorities. Therefore, the City Council hereby authorizes and directs the Mayor to execute and deliver, and the Clerk to attest, the Cross Access Easement Agreement, and further to take any and all other actions, including without limitation the execution and delivery of any and all documents, necessary and appropriate to effectuate the intent of this Resolution, which is to enter into the Cross Access Easement Agreement with the White Oak Library District.

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

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

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

[Left Intentionally Blank]

PASSED THIS 2ND DAY OF NOVEMBER, 2026.

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

Christine Vershay-Hall, City Clerk

APPROVED THIS 2ND DAY OF NOVEMBER, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A
(CROSS ACCESS EASEMENT AGREEMENT)

Prepared by and return to:

Michael R. Stiff
Spesia & Taylor
1415 Black Road
Joliet, IL 60435
(815) 726-4311

Property Index Numbers:

11-04-29-302-013-0000 (City of Crest Hill Property)
11-04-29-302-012-0000 (White Oak Library Property)

(Recorder's Use Only)

CROSS ACCESS EASEMENT AGREEMENT

This CROSS ACCESS AND MAINTENANCE EASEMENT AGREEMENT (this "Agreement") is made as of [EFFECTIVE DATE] (the "Effective Date"), by and between the **City of Crest Hill**, an Illinois municipal corporation (the "City" or "Crest Hill"), whose address is 20600 City Center Boulevard, Crest Hill, Illinois, and the **White Oak Library District**, an Illinois public library district (the "Library District"), whose address is 20670 City Center Boulevard, Crest Hill, Illinois. The City and the Library District are sometimes referred to individually as a "Party" and collectively as the "Parties."

Article 1 — Recitals

- A. City Property.** The City is the owner of certain real property located in Will County, Illinois, commonly known as 20650 and 20660 City Center Boulevard, Crest Hill, Illinois, legally described on Exhibit A attached hereto and incorporated herein, and identified by Property Index Number 11-04-29-302-013-0000 (the "City Property").
- B. Library Property.** The Library District is the owner of certain real property located in Will County, Illinois, commonly known as 20670 City Center Boulevard, legally described on Exhibit B attached hereto and incorporated herein, and identified by Property Index Number 11-04-29-302-012-0000 (the "Library Property").
- C. Permanent Cross Access Areas.** The City is in the process of developing on its property the Crest Hill Commons, which will include a Playground and Plaza with a picnic shelter and other open areas. Future expansion may include a band shell and other green space for festivals, live music and other events. The Parties desire to establish reciprocal, nonexclusive easements for pedestrian, vehicular, emergency, and related access over those portions of the Library Property legally described on Exhibits C, D, and E, and graphically depicted or described on Exhibit F, each of which are attached hereto and incorporated herein (collectively, the "Access Areas"). In addition to the Access Easement Areas, the Parties also desire to establish permanent maintenance responsibilities for the access areas. In addition to the permanent access easements, the Library District hereby grants to the City the right to construct and install on the Access Area depicted on Exhibit D the drive aisle and to construct and install on the

Access Area depicted on Exhibit E a sidewalk. The construction of the drive aisle and sidewalk on the Access Areas shall comply with the standards outlined in Article 5, Sections D and G(1-5). Prior to commencing construction of any improvements on the Library Property, the City shall provide the Library District with the final plans and specifications for such improvements for its review and approval, which approval shall not be unreasonably withheld, conditioned, or delayed.

- D. Public Purpose.** The Parties acknowledge that the reciprocal access rights created by this Agreement will promote coordinated public use, circulation, access, safety, and efficient operation of the City Property and the Library Property.
- E. Approvals.** The City has approved this Agreement pursuant to Resolution [###] dated [DATE], and the Library District has approved this Agreement pursuant to Resolution [###] dated [DATE].
- F. Agreement.** In consideration of the mutual covenants, grants, and obligations contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows.

Article 2 — Definitions

- A. Access Areas.** “Access Areas” means the portions of the Library Property depicted, described, or otherwise legally identified on Exhibits C, D, and E, and as graphically depicted on Exhibit F. Exhibits C, D, E, and F may only be modified in accordance with this Agreement.
- B. Permitted Users.** “Permitted Users” means the Parties and their respective officials, trustees, officers, employees, agents, contractors, consultants, invitees, licensees, patrons, visitors, emergency responders, and other persons lawfully using the City Property or the Library Property.
- C. Access Improvements.** “Access Improvements” means drive aisles, curb cuts, sidewalks, ramps, pavement, striping, signs, existing drainage facilities, landscaping, and other improvements located within or serving the Access Areas.

Article 3 — Reciprocal Grant of Easements

- A. Grant by City.** The City hereby grants and conveys to the Library District, for the benefit of the Library Property and the Library District’s Permitted Users, a perpetual, nonexclusive easement over, across, and upon those portions of the City Property designated for shared pedestrian and vehicular access, as depicted on Exhibit F, for pedestrian access, vehicular access, ingress, egress, emergency access, and related circulation between and among the Library Property, the City Property, and adjacent public rights-of-way.
- B. Grant by Library District.** The Library District hereby grants and conveys to the City, for the benefit of the City Property and the City’s Permitted Users, a perpetual, nonexclusive easement over, across, and upon the Access Areas for pedestrian access, vehicular access, ingress, egress, emergency access, and related circulation between and among the City Property, the Library Property, and adjacent public rights-of-way.

- C. **Appurtenant Easements.** The easements granted under this Agreement are appurtenant to the benefited property, shall burden the applicable servient property, and shall run with the land for the benefit of and be binding upon the Parties and their respective successors and assigns.
- D. **No Fee Conveyance.** This Agreement creates easement rights only. Nothing in this Agreement conveys fee title, leasehold title, or any ownership interest in either Party's property.

Article 4 — Scope and Use of Easements

- A. **Permitted Uses.** The Access Areas may be used for the following purposes, subject to this Agreement:
1. **Pedestrian Access.** Pedestrian ingress, egress, passage, and circulation.
 2. **Vehicular Access.** Vehicular ingress, egress, passage, circulation, drop-off, pick-up, service access, and emergency access.
 3. **Emergency Access.** Access by police, fire, ambulance, public works, and other emergency or governmental response personnel and vehicles.
 4. **Incidental Uses.** Temporary and incidental uses reasonably necessary to maintain, repair, replace, inspect, or operate the Access Areas and Access Improvements.
- B. **Parking.** The easements granted by this Agreement do not include the right to park vehicles in the Access Areas, except for emergency vehicles. Nothing in this Agreement shall be construed to grant parking rights in areas outside the designated Access Areas or to limit either Party's authority to reasonably regulate parking on its own property.
- C. **No Interference.** Neither Party shall obstruct, block, fence, gate, narrow, materially impair, or otherwise interfere with the other Party's rights under this Agreement, except as expressly permitted for temporary maintenance, repairs, construction, emergencies, public safety, or legal compliance.
- D. **Temporary Closures.** A Party may temporarily close or restrict access to any portion of the Access Areas or other areas of a Party's property when reasonably necessary for maintenance, repair, construction, public safety, emergency response, governmental operations, special events, or legal compliance, provided that the closing Party shall:
1. **Notice.** Give reasonable advance notice to the other Party when practicable;
 2. **Duration.** Limit the closure or restriction to the shortest reasonable period under the circumstances;
 3. **Alternative Access.** Use reasonable efforts to preserve or provide alternative access where practicable; and
 4. **Emergency Exception.** Not be required to provide advance notice in an emergency or where immediate action is reasonably necessary to protect persons or property.

5. **Special Events.** The Parties shall reasonably coordinate in advance regarding special events or other activities reasonably anticipated to generate substantial additional vehicular traffic or materially affect access to either Party's property, with the objective of minimizing disruption to the other Party's operations.
- E. **Rules and Regulations.** Each Party may adopt and enforce reasonable rules governing use of the Access Areas located on its property, provided that such rules are consistent with this Agreement and do not materially impair the easement rights granted herein.

Article 5 — Maintenance, Repair, and Improvements

- A. **Maintenance Responsibility.** The City shall be solely responsible for the maintenance, repair, and replacement of that portion of the Access Areas depicted on Exhibits C, D, and E.
- B. **Maintenance Standard.** The City shall maintain the applicable Access Areas depicted on Exhibits C, D, and E in a clean, safe, functional, and orderly condition consistent with comparable public facilities in Crest Hill, Illinois, ordinary wear and tear excepted.
- C. **Routine Maintenance.** Routine maintenance may include, as applicable, pavement repair, striping, sweeping, litter removal, drainage maintenance, sidewalk repair, and other ordinary maintenance reasonably necessary for safe and continuous access.
- D. **Capital Repairs and Replacement.** Capital repairs, replacement, resurfacing, reconstruction, or material alterations of the Access Areas depicted in Exhibits C, D, and E shall be performed and paid for by the City at its sole cost and expense. However, the City shall not be in any way responsible for maintenance, repair or replacement of any other structures, sidewalks, parking lots, or driveways on the Library property which are not depicted on Exhibits C, D, and E or specifically made part of this Cross Access Agreement, except to the extent that damage to such improvements is caused by the City's construction, maintenance, repair, or other activities undertaken pursuant to this Agreement.
- E. **Snow Removal and Ice Control.** Responsibility for snow removal, ice control, and related winter maintenance of the property legally described on Exhibit B and the Access Area depicted on Exhibit C shall be solely that of the Library District. Responsibility for snow removal, ice control, and related winter maintenance of the property legally described on Exhibit A and the Access Areas depicted on Exhibits D and E shall be solely that of the City of Crest Hill. The City shall not be in any way responsible for snow removal, ice control, or related winter maintenance of any other sidewalks, parking lots, or driveways on the Library property which are not depicted on Exhibits C, D, and E or specifically made part of this Cross Access Agreement.
- F. **Alterations and Additional Improvements.** Neither Party shall construct, install, remove, relocate, or materially modify any Access Improvement within the Access Areas in a manner that materially affects the other Party's easement rights without the other Party's prior written consent, which shall not be unreasonably withheld, conditioned, or delayed. Notwithstanding the foregoing, each Party may perform ordinary maintenance and repairs within the Access Areas for which it is responsible under this Agreement without obtaining such consent, provided such work does not materially impair the other Party's easement rights.

G. Work Standards. All work performed within the Access Areas shall be performed:

1. Compliance. In compliance with applicable laws, ordinances, codes, permits, and approvals;
2. Good Practice. In a good and workmanlike manner using suitable materials;
3. Safety. With reasonable measures to protect persons and property;
4. Restoration. With prompt restoration of disturbed areas to a condition substantially similar to or better than the condition existing before the work; and
5. Lien-Free. Free of mechanics' liens and other claims arising from the performing Party's work.

H. Failure to Maintain. If the City fails to perform maintenance, repair, or restoration for which it is responsible under this Agreement and such failure materially impairs access or creates a safety condition, the Library District may give written notice describing the failure. If the responsible Party does not commence corrective action within 30 days after receipt of notice and thereafter diligently pursue completion, the Library District may perform the necessary work and seek reimbursement of the reasonable costs from the City, except that no prior notice shall be required where immediate action is reasonably necessary to address an emergency or imminent safety hazard.

Article 6 — Costs, Taxes, and Utilities

- A. Costs.** Except as otherwise provided in this Agreement, each Party shall bear its own costs incurred in connection with its ownership, operation, and use of its property and its performance under this Agreement. The City shall be responsible for all costs associated with the design, permitting, and initial construction of the Access Improvements undertaken in connection with the City's park project, including restoration of any affected portions of the Library Property, unless otherwise agreed in writing by the Parties.
- B. Shared Costs.** Costs that the Parties agree to share shall be allocated as follows: NONE.
- C. Taxes and Assessments.** Each Party shall be responsible for any taxes, assessments, fees, or charges levied against its own property. This Agreement shall not be construed to require either Party to pay taxes, assessments, fees, or charges levied against the other Party's property.
- D. Utilities.** The City shall be responsible for all lighting costs on its property. There will be no lighting costs to the Library District in the Access Areas.

Article 7 — Insurance and Risk Allocation

- A. Insurance.** Each Party shall maintain its own insurance or self-insurance coverage covering its own property which is customary for Illinois public entities of similar size and operations. The City shall require contractors performing construction or other work on the Library property pursuant to this Agreement to maintain commercially reasonable liability insurance covering such activities. The City shall require such contractors to name the Library District, its trustees, officers, employees, and agents as additional insureds under their commercial

general liability insurance policies, including coverage for ongoing and completed operations, with respect to liability arising out of their work on the Library Property. Prior to commencement of such work, the City shall provide the Library District with certificates of insurance and copies of the applicable additional insured endorsements.

- B. **Certificates.** Upon written request, each Party shall provide the other Party with certificates of Insurance or other evidence of the insurance coverages for its Property.
- C. **Responsibility for Conduct.** Each Party shall be responsible for its own acts and omissions and the acts and omissions of its officials, officers, employees, agents, contractors, and consultants in connection with this Agreement, subject to all defenses, immunities, limitations, and protections available under applicable law, including but not limited to the Illinois Government and Governmental Employees Tort Immunity Act.
- D. **No Waiver of Immunity.** Nothing in this Agreement is intended to waive, limit, or alter any defense, immunity, limitation of liability, statutory protection, or other legal protection available to either Party or to any of its officials, trustees, officers, employees, agents, or representatives.
- E. **No Assumption of Other Party's Liability.** Except to the extent expressly stated in this Agreement, neither Party assumes liability for the debts, obligations, acts, omissions, operations, property, employees, contractors, invitees, or Permitted Users of the other Party.
- F. **Limited Indemnification.** To the extent permitted by law, the City shall indemnify and hold harmless the Library District and its trustees, officers, employees, and agents from and against third-party claims, damages, liabilities, and reasonable costs and expenses, including reasonable attorneys' fees, to the extent caused by the negligent acts or omissions of the City or its contractors, subcontractors, employees, or agents in connection with construction, installation, maintenance, repair, or replacement of Access Improvements on the Library Property. Nothing in this Section shall require the City to indemnify the Library District for the Library District's own negligence or willful misconduct, or waive any defense, immunity, or limitation of liability available to either Party under applicable law.

Article 8 — Representations and Covenants

- A. **Authority.** Each Party represents that it has full power and authority to enter into this Agreement, to grant the easements and rights set forth herein, and to perform its obligations under this Agreement, subject to the approvals identified in Article 1, Section E.
- B. **Ownership.** Each Party represents that it owns the property over which it grants easement rights under this Agreement, subject to matters of record, public rights, easements, restrictions, encumbrances, and other matters affecting title.
- C. **No Conflicting Agreements.** Each Party represents that, to its knowledge, it has not entered into any agreement that would materially impair the easement rights granted by such Party under this Agreement.

- D. **Compliance with Laws.** Each Party shall perform its obligations under this Agreement in compliance with applicable laws, ordinances, rules, regulations, permits, and governmental approvals.
- E. **Further Assurances.** Each Party shall execute, acknowledge, and deliver such further instruments and take such further actions as may be reasonably necessary to carry out the intent of this Agreement, including corrective instruments reasonably required for recording or title purposes.

Article 9 — Reservation of Rights

- A. **Continued Ownership and Use.** Subject to the easement rights granted in this Agreement, each Party reserves all rights of ownership, use, possession, control, regulation, and management of its property.
- B. **Future Development.** Each Party may improve, redevelop, reconfigure, or otherwise modify its property, provided that such action does not materially and permanently impair the other Party's easement rights under this Agreement unless the Parties execute and record an amendment or relocation instrument in accordance with Article 10.
- C. **Public Regulation.** Nothing in this Agreement limits the City's governmental, police-power, zoning, permitting, public-safety, traffic-control, or regulatory authority, and the City's exercise of such authority shall not be deemed a breach of this Agreement, provided that nothing herein shall be construed to permit the City, in its capacity as a property owner, to materially impair the Library District's easement rights except as otherwise permitted under this Agreement.
- D. **No Dedication.** Nothing in this Agreement constitutes or shall be construed as a dedication of either Party's property to the general public, except to the extent of the express easement rights granted herein for the benefit of the Parties and their Permitted Users.

Article 10 — Relocation or Modification of Access Areas

- A. **Relocation by Agreement.** The Access Areas may be relocated, modified, expanded, narrowed, or otherwise revised only by a written instrument executed by both Parties and recorded against the City Property and the Library Property. Neither Party shall unreasonably withhold, condition, or delay its consent to a proposed relocation or modification that provides substantially equivalent access consistent with Section B of this Article.
- B. **Substantially Equivalent Access.** Any relocation or modification shall provide reasonably equivalent access, circulation, and utility for the benefited property unless the affected Party expressly agrees otherwise in writing.
- C. **Survey and Exhibits.** If the Access Areas are relocated or materially modified, the Parties shall cause revised legal descriptions, plats, or exhibits to be prepared and attached to the recorded amendment. Responsibility for the cost of such revised descriptions, plats, or exhibits shall be the sole responsibility of the Party seeking relocation.

Article 11 — Default and Remedies

- A. **Default.** A Party shall be in default under this Agreement if it fails to perform a material obligation under this Agreement and does not cure such failure within 30 days after receipt of written notice from the non-defaulting Party specifying the nature of the failure.
- B. **Emergency or Safety Conditions.** If a default creates an emergency, imminent safety hazard, or material obstruction of access, the non-defaulting Party may take reasonable immediate action to protect persons or property or to restore access, without waiting for expiration of the cure period, and may seek reimbursement from the defaulting Party to the extent permitted by this Agreement.
- C. **Remedies.** Upon default, the non-defaulting Party may pursue any remedy available at law or in equity, including specific performance, injunctive relief, declaratory relief, recovery of amounts due, and reimbursement of reasonable costs incurred to cure the default.
- D. **No Termination for Default.** Because the easements granted under this Agreement are intended to be perpetual and appurtenant, a default shall not terminate the easements except pursuant to a written termination instrument executed by both Parties and recorded against the City Property and the Library Property.
- E. **Cumulative Remedies.** The rights and remedies under this Agreement are cumulative and may be exercised concurrently or separately, except to the extent expressly limited by this Agreement.

Article 12 — Term; Termination

- A. **Term.** The easements and covenants created by this Agreement shall commence on the Effective Date and shall continue perpetually unless terminated in accordance with this Article 12.
- B. **Termination by Agreement.** This Agreement may be terminated only by a written instrument executed by both Parties, approved by all required governmental action, and recorded against the City Property and the Library Property.
- C. **Termination Upon Merger of Title.** If fee title to both the City Property and the Library Property becomes vested in the same owner, this Agreement may be terminated or modified by the then-current owner by a written instrument recorded against both properties.
- D. **Effect of Termination.** Termination of this Agreement shall not affect any obligation, liability, reimbursement right, or claim that accrued before the effective date of termination.

Article 13 — Assignment; Successors and Assigns

- A. **Binding Effect.** This Agreement shall bind and inure to the benefit of the Parties and their respective successors and assigns, including any successor public body, transferee, grantee, or owner of all or any portion of the City Property or the Library Property.

- B. Transfer of Property.** Upon transfer of all or any portion of a Party's property burdened or benefited by this Agreement, the transferring Party shall cause the transferee to take title subject to this Agreement to the extent applicable to the transferred property.
- C. No Separate Assignment.** The easement rights created by this Agreement are appurtenant and may not be assigned separately from the benefited property.

Article 14 — Notices

- A. Method of Notice.** Any notice, demand, approval, consent, or other communication required or permitted under this Agreement shall be in writing and shall be delivered by personal delivery, reputable overnight courier, or certified or registered mail, return receipt requested, postage prepaid.
- B. Notice Addresses.** Notices shall be delivered to the Parties at the following addresses:

If to the City:

City of Crest Hill
20600 City Center Boulevard
Crest Hill, Illinois 60403
Attn: City Administrator

With a copy to:

Spesia & Taylor, City Attorney
1415 Black Road
Joliet, Illinois 60435
Attn: Michael R. Stiff

If to the Library District:

White Oak Library District
20670 City Center Boulevard
Crest Hill, Illinois 60403
Attn: **Scott Pointon, Library Director**

With a copy to:

Klein, Thorpe & Jenkins, Ltd.
900 Oakmont Lane, Suite 301
Westmont, Illinois 60559
Attn: Dennis G. Walsh

- C. Effective Date of Notice.** Notice shall be deemed given upon actual delivery, refusal of delivery, or the first attempted delivery if delivery is not completed because the receiving Party failed to maintain a current notice address.
- D. Change of Address.** A Party may change its notice address by giving written notice to the other Party in accordance with this Article 14.

Article 15 — Recording; Title Matters

- A. **Recording.** The Parties shall cause this Agreement to be recorded in the Office of the Recorder of Deeds of Will County, Illinois, or such other recording office as may have jurisdiction over the City Property and the Library Property.
- B. **Recording Costs.** Recording fees, transfer declarations, recording-related charges, and related administrative costs shall be paid by the City.=
- C. **Constructive Notice.** Upon recording, this Agreement shall provide notice to all persons acquiring any interest in the City Property or the Library Property of the easements, covenants, and restrictions set forth herein.

Article 16 — Miscellaneous

- A. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.
- B. **Venue.** Any action arising out of or relating to this Agreement shall be brought in the Circuit Court for the Twelfth Judicial Circuit, Will County, Illinois.
- C. **Entire Agreement.** This Agreement, including all exhibits attached hereto, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior negotiations, understandings, and agreements concerning such subject matter.
- D. **Amendment.** This Agreement may be amended only by a written instrument executed by both Parties, approved by all required governmental action, and recorded against the City Property and the Library Property.
- E. **Severability.** If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect to the fullest extent consistent with the intent of the Parties.
- F. **Waiver.** No waiver of any provision of this Agreement shall be effective unless in writing and signed by the Party against whom the waiver is asserted. No waiver shall operate as a waiver of any other or subsequent breach.
- G. **No Third-Party Beneficiaries.** This Agreement is for the benefit of the Parties and their respective successors and assigns. Except for Permitted Users to the extent necessary to use the easement rights granted herein, no person or entity shall be deemed a third-party beneficiary of this Agreement.
- H. **Relationship of Parties.** Nothing in this Agreement creates a partnership, joint venture, agency, employment, fiduciary, or similar relationship between the Parties.
- I. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one instrument.
- J. **Electronic and Facsimile Signatures.** Signatures delivered by electronic transmission or facsimile may be used for purposes of evidencing execution, provided that any original signatures required for recording shall be provided in recordable form.

K. Interpretation. The headings in this Agreement are for convenience only and shall not affect interpretation. The words “including” and “include” mean “including without limitation.” The singular includes the plural, and the plural includes the singular, as the context requires.

L. Exhibits. The following exhibits are attached to and incorporated into this Agreement:

1. Exhibit A. Legal Description of City Property.
2. Exhibit B. Legal Description of Library Property.
3. Exhibits C, D, and E. Legal Descriptions of Access Areas.
4. Exhibit F. Graphic Depiction of Access Areas.’
5. Exhibit G. Crest Hill Resolution #[###].
6. Exhibit H. White Oak Library District Resolution #[###].

Article 17 — Execution

A. Effective Date. This Agreement shall be effective as of the Effective Date first written above.

B. Authority of Signatories. Each person signing this Agreement represents that such person is authorized to execute and deliver this Agreement on behalf of the Party for which such person signs.

[Intentionally Blank]

CITY:
CITY OF CREST HILL,
an Illinois municipal corporation

By: _____
Name: RAYMOND R. SOLIMAN
Title: MAYOR

Attest:
By: _____
Name: CHRISTINE VERSHAY-HALL
Title: CITY CLERK (seal)

Date: _____

Acknowledgment

State of Illinois)
) §§
County of Will)

I, _____, a Notary Public in and for the State and County aforesaid, do hereby certify that Raymond R. Soliman and Christine Vershay-Hall, respectively the Mayor and City Clerk of the City of Crest Hill, Will County, Illinois, personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they each signed and delivered the said instrument as their free and voluntary act, and as the free and voluntary act of the City of Crest Hill, for the uses and purposes therein set forth.

Given under my hand and notarial seal this ____ day of _____ 2026.

Notary Public (seal)

My Commission Expires: _____

LIBRARY DISTRICT:
 WHITE OAK LIBRARY DISTRICT,
 an Illinois public library district

By: _____
 Name: [NAME]
 Title: [TITLE]

Attest:

By: _____
 Name: [NAME]
 Title: [TITLE]

Date: _____

Acknowledgment

State of Illinois)
) §§
 County of Will)

I, _____, a Notary Public in and for the State and County aforesaid, do hereby certify that [NAME] and [NAME], respectively the [TITLE] and [TITLE] of the White Oak Library District, Will County, Illinois, personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they each signed and delivered the said instrument as their free and voluntary act, and as the free and voluntary act of the White Oak Library District, for the uses and purposes therein set forth.

Given under my hand and notarial seal this ____ day of _____ 2026.

 Notary Public

(seal)

My Commission Expires: _____

26-R0054.52

Exhibit A

CITY PROPERTY LEGAL DESCRIPTION

For Lot 3 and Lot 4 in City Center and Park Subdivision being resubdivision of Lot 40 in Weber Farm Crossings of Crest Hill Phase Two, being a subdivision in part of the Southwest Quarter of Section 29, Township 36 North, Range 10 East of the Third Principal Meridian, in Will County, Illinois according to the plat thereof recorded Month Day, Year as document number RNNNN-NNNNNN, in Will County, Illinois.

PIN: 11-04-29-302-013-0000

ADDRESS: 20650 AND 20660 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS

26-R0054.52

Exhibit B

LIBRARY DISTRICT PROPERTY LEGAL DESCRIPTION

LOT 39 IN WEBER FARM CROSSINGS OF CREST HILL PHASE TWO, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 29, 2011, AS DOCUMENT NUMBER R2011-060527, IN WILL COUNTY, ILLINOIS.

PIN: 11-04-29-302-012-0000

ADDRESS: 20670 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS

26-R0054.52

Exhibit C

PERMANENT ACCESS/MAINTENANCE EASEMENT #1 LEGAL DESCRIPTION

THE SOUTH 91.50 FEET OF THE WEST 23.54 FEET OF THE EAST 59.25 FEET OF LOT 39 IN WEBER FARM CROSSINGS OF CREST HILL PHASE TWO, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 29, 2011, AS DOCUMENT NUMBER R2011-060527, IN WILL COUNTY, ILLINOIS.

AFFECTS PIN: 11-04-29-302-012-0000

ADDRESS: 20670 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS

AREA: 2,154 SQUARE FEET OR 0.049 ACRES

26-R0054.52

Exhibit D

PERMANENT ACCESS/MAINTENANCE EASEMENT #2 LEGAL DESCRIPTION

THE NORTH 74.08 FEET OF THE SOUTH 91.50 FEET OF THE EAST 35.71 FEET OF LOT 39 IN WEBER FARM CROSSINGS OF CREST HILL PHASE TWO, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 29, 2011, AS DOCUMENT NUMBER R2011-060527, IN WILL COUNTY, ILLINOIS.

AFFECTS PIN: 11-04-29-302-012-0000

ADDRESS: 20670 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS

AREA: 2,645 SQUARE FEET OR 0.061 ACRES

26-R0054.52

Exhibit E

PERMANENT ACCESS/MAINTENANCE EASEMENT FOR SIDEWALK LEGAL DESCRIPTION

THE NORTH 8.00 FEET OF THE SOUTH 182.00 FEET OF THE EAST 35.63 FEET OF LOT 39 IN WEBER FARM CROSSINGS OF CREST HILL PHASE TWO, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 29, 2011, AS DOCUMENT NUMBER R2011-060527, IN WILL COUNTY, ILLINOIS.

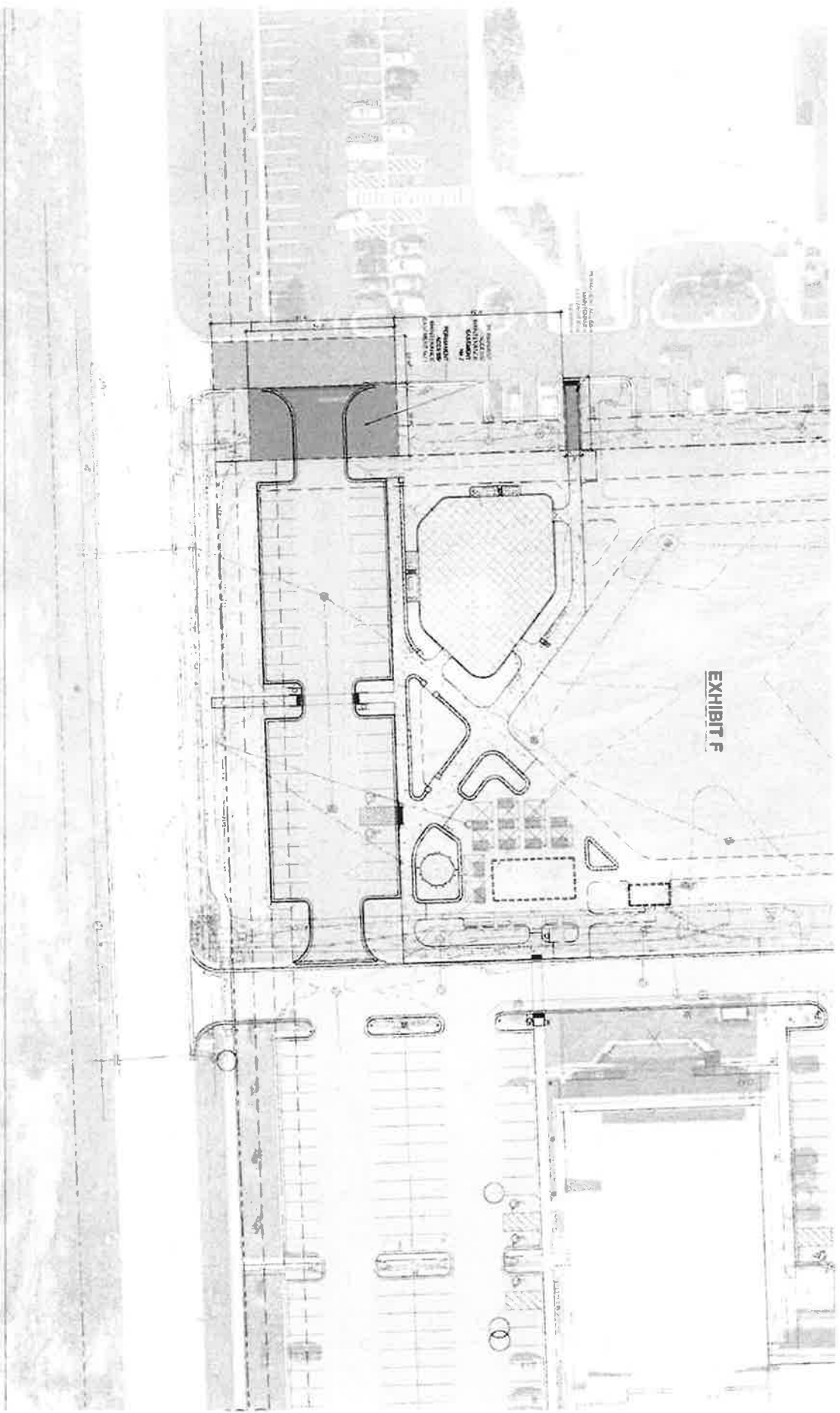
AFFECTS PIN: 11-04-29-302-012-0000

ADDRESS: 20670 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS

AREA: 285 SQUARE FEET OR 0.007 ACRES



EXHIBIT F: CREST HILL CITY COMMONS
CREST HILL, ILLINOIS
OCTOBER 2, 2002





Agenda Memo

Crest Hill, IL

Meeting Date:	November 2, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	WCGL Holiday Reception 2026

Summary: In the past, the City paid for the elected officials to attend the WCGL Holiday party and if they wish to bring a guest it is the responsibility of the elected official to reimburse the City for their attendance. Registration opens on 11/12.

Learning from the recent IML conference registration, if this item gets approved every elected official agrees to the following:

- The City will ONLY pay for elected officials to attend, any guests will be paid for by the elected.
- All registrations will be done through Marybel.
- Once an elected official tells Marybel to register via email, the elected official is obligated to either attend or reimburse the City if they choose to not attend for any reason other than, they are sick or an emergency.

Recommended Council Action: Approve the WCGL Holiday Reception 2026 for elected officials to attend with the above registration and attendance guidelines.

Financial Impact: Depends on attendance.

Funding Source: General Fund

Budgeted Amount: \$1,000

Cost: Not yet known.

Attachment: Save the date flyer.



SAVE-THE-DATE

2026 WCGL Holiday Reception

Thursday, December 10th

Patrick Haley Mansion

17 S. Center Street, Joliet

5:00 pm – 9:00 pm

Registration opens Thursday, November 12th

(registration reminder will be sent to your e-mail)



Agenda Memo

Crest Hill, IL

Meeting Date:	November 2, 2026
Submitter:	Glenn Gehrke, Finance Director
Department:	Finance Department
Agenda Item:	Approve the engagement letter for external auditing services three-year contract to Wermer Rogers Doran & Ruzon, LLC (WRDR).

Summary:

Staff is recommending the approval of the engagement letter for the auditing services of Wermer, Rogers, Doran & Ruzon (WRDR). The City had previously engaged WRDR to conduct its external audits. As the City has experienced turnover in the finance department, WRDR has proved to be helpful with their guidance and institutional knowledge of the City's finances, which is a great asset for the city by providing a stabilizing factor during this period. At this point in time, it's imperative that the City consider WRDR as a sole source vendor.

Staff will be also seeking the advice and guidance of WRDR for future projects to further improve the recording and reporting of the finance department.

Rates

	Base	Single Audit
2026	\$43,605	\$7,685
2027	\$45,785	\$8,070
2028	\$48,075	\$8,500

Recommended Council Action: Approve the engagement letter.

Financial Impact:

Funding Source: General Fund and Water Fund

Budgeted Amount: \$43,605

Attachments:

WRDR AUDIT ENG LTR 2026-2028



June 22, 2026

To the Honorable Mayor and
Members of the City Council
City of Crest Hill
1610 Plainfield Road
Crest Hill, Illinois 60403

AUDIT ENGAGEMENT LETTER

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Crest Hill, Illinois (City) as of April 30, 2026 through April 30, 2028 and for the years then ended, and the related notes to the financial statements, which collectively comprise City's basic financial statements as listed in the table of contents.

In addition, we will audit the City's compliance over major federal award programs for the periods ended(ing) April 30, 2026 through April 30, 2028. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the City's major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS), *Government Auditing Standards*, and/or any state or regulatory audit requirements will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the City complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America require that supplementary information, such as management's discussion and analysis and budgetary comparison information, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Information (RSI).
- 3) Historical Pension and OPEB Information.

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Other Supplementary Information, including Combining and Individual Fund Statements.

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- 1) Introductory Section.
- 2) Other Supplemental Schedules.
- 3) Statistical Section.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audits in accordance GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and, if applicable, in accordance with any state or regulatory audit requirements. As part of an audit of financial statements in accordance with GAAS and in accordance with *Government Auditing Standards*, and/or any state or regulatory audit requirements, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Although we are currently in the planning stage of our audit, we have identified the following significant risks during our audit to date that require special audit consideration:

- Improper revenue recognition is considered an inherent risk according to GAAS;
- Management override of controls is considered an inherent risk according to GAAS.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America and, if applicable, in accordance with any state or regulatory audit requirements. Please note that the determination of abuse is subjective, and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City of Crest Hill, Illinois. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report on the Consolidated Year-End Financial Report for the State of Illinois as required by the Illinois Grant Accountability and Transparency Act upon completion of our audit.

Audit of Major Program Compliance

Our audit of the City's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS, *Government Auditing Standards*, and/or any state or regulatory audit requirements, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we consider necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
7. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs, and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
8. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;
11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
15. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including the disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit;

- c. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence;
- 16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- 17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- 18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- 19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
- 20. For the accuracy and completeness of all information provided;
- 21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- 22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

At the end of each year, we agree to perform the following:

- Assist in preparing the financial statements, schedule of expenditures of federal awards and related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance.
- Propose adjusting or correcting journal entries to be reviewed and approved by the City's management.
- Prepare the Illinois Comptroller's Annual Financial Report.
- Prepare the Annual Tax Incremental Finance Report(s) for the Office of the Illinois Comptroller.

We will not assume management responsibilities on behalf of the City. However, we will provide advice and recommendations to assist management of the City in performing its responsibilities.

The City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Other

The timing of our audit will be scheduled for performance and completion as follows:

	<i>Begin</i>	<i>Complete</i>
Document internal control and preliminary tests	June	July
Mail confirmations	June	July
Perform year-end audit procedures	June	September
Issue audit reports	October	October

Katie Napier is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Wermer, Rogers, Doran & Ruzon, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices are payable upon presentation. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. We estimate that our fee for the audit will not exceed the following:

<u>Year Ended(ing)</u>	<u>Fee</u>
April 30, 2026	\$43,605
April 30, 2027	\$45,785
April 30, 2028	\$48,075

If it is determined that a Single Audit is required, we estimate that our fee for the Single Audit and required reports, including the filing of the on-line Data Collection Form, will not exceed the following:

<u>Year Ended(ing)</u>	<u>Fee</u>
April 30, 2026	\$7,685
April 30, 2027	\$8,070
April 30, 2028	\$8,500

Our price does not include implementation of any other future accounting or auditing pronouncements and/or government requirements that may change, thus, the scope or amount of auditing necessary to complete our engagement may increase beyond what is currently anticipated. Should such events occur, we would present you with our estimate of any possible increase prior to beginning our audit for the given year. An equitable adjustment in the proposed price will be negotiated if the cost of time required for performance of the audit service is increased or decreased pursuant to a change in scope of the audit requested by the City or required by State or Federal regulations.

Any work performed by us that is of a bookkeeping (non-audit) nature, including the balancing and reconciling of the books and records, will be billed separately by us at normal hourly billing rates. Any such work will be discussed with you and approved by you before such work commences. The City will have the option of completing these tasks with their own staff cognizant that the deadline for completion of the audit may have to be extended.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

The audit documentation for this engagement is the property of Wermer, Rogers, Doran & Ruzon, LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Wermer, Rogers, Doran & Ruzon, LLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Mayor and Members of the City Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements and compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,



WERMER, ROGERS, DORAN & RUZON, LLC
Certified Public Accountants

RESPONSE:

This letter correctly sets forth our understanding.

City of Crest Hill, Illinois

Acknowledged and agreed on behalf of the City by:

Name: _____

Title: _____

Date: _____

Report on the Firm's System of Quality Control

To the Partners of Wermer, Rogers, Doran & Ruzon, LLC and the
Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Wermer, Rogers, Doran & Ruzon, LLC (the firm) in effect for the year ended July 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Wermer, Rogers, Doran & Ruzon, LLC in effect for the year ended July 31, 2022 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Wermer, Rogers, Doran & Ruzon, LLC has received a peer review rating of *pass*.

Kerber Rose, SC
January 11, 2023