



City Council Work Session

Crest Hill, IL

December 08, 2025

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

MAYOR

CLERK

TREASURER

CITY ADMINISTRATOR

1. Credit Card & Purchasing Policy Update Discussion
2. Consolidated Strategy & Marketing Proposal
3. Approve Ordinance Amending Title 2 (Administration and Personnel), Chapter 2.92 (Actions Against the City) of the Crest Hill City Code of Ordinances

ECONOMIC DEVELOPMENT DEPARTMENT

1. Provide Direction on the Update of the Comprehensive Plan with Housel Lavigne Associates

ENGINEERING DEPARTMENT

POLICE DEPARTMENT

PUBLIC WORKS DEPARTMENT

1. Industrial Wastewater Pretreatment Program SIU Permit Revision

PUBLIC COMMENT(Limit 3 minutes per person)

EXECUTIVE SESSION:

1. 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.

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



Agenda Memo**Crest Hill, IL**

Meeting Date: December 8, 2025
Submitter: Glenn Gehrke
Department: Treasurer/Finance
Agenda Item: Credit Card & Purchasing Policy Update Discussion

Summary: The Staff is recommending updating the credit card and purchasing policies.

Recommended Council Action:

Discuss proposed policies.

Financial Impact:

Funding Source: \$0.00

Budgeted Amount: \$0.00

Cost: \$0.00

Attachments:

Purchasing Policy – Proposed 2025.12.08 work session.docx

Credit Card Policy – Proposed 2025.12.08 work session.docx



Credit Card Policy

INTRODUCTION

Introduction/Statement of Policy

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

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

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

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

CODE OF ETHICS FOR USING CITY ISSUED CREDIT CARDS

City Issued Credit Cards Code of Ethics

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

PROCEDURES FOR USING CITY ISSUED CREDIT CARDS

Who is eligible to use corporate credit cards?

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

Guidelines for Card Use

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



Credit Card Policy

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

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

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

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

How to Purchase-Cardholder Responsibilities

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



Credit Card Policy

funds.

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

Reconciliation Responsibilities

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

Safekeeping

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

Credit Card Policy



CITY OF CREST HILL CREDIT CARD USAGE AUTHORIZATION FORM

This form is to be used:

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

Date:

Dept requesting:

Vendor where the purchase was made:

Item Purchased:

Method of Purchase (Please Circle): Telephone/ Internet/Other_____

Amount of Purchase:

Account Coding

Signature of Employee

Signature of Department Head

Approved by

City of Crest Hill
Cardholder

Card Number



Purchasing Policy

Objective

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

Prompt Payment Act

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

Purchasing Authority

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

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

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

Equal Opportunity/Non-Discrimination Policy

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

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

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



Purchasing Policy

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

Shipping and Freight Policy

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

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

Selection of Vendors

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

Vendor Discounts

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

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

Cooperative Purchasing

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

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



Purchasing Policy

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

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

Receiving and Inspection

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

The party receiving the goods will:

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

Request for Payment for Special Events

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

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



Purchasing Policy

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

Emergency Purchases

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

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

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

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

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

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

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

Request for Checks Less Than \$2,500

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

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



Purchasing Policy

Some examples include:

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

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

Prepare check request to include:

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

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

Requisition of Services

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

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

Invoices



Purchasing Policy

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

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

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

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

Reimbursement to City Employees

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

Payment

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

Electronic Payment

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

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

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

Check Fraud

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

City of Crest Hill Purchasing Authority

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

Note: Authority to approve is automatically filtered down.



Agenda Memo**Crest Hill, IL**

Meeting Date:	December 8, 2025
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Consolidated Strategy & Marketing Proposal

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

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

Financial Impact:

Funding Source: General Fund

Budgeted Amount: None

Cost: Not to exceed \$20,000

METHODENGINE®

City of Crest Hill

CONSOLIDATED STRATEGY,
MARKETING MANAGEMENT & REPORTING

Presented by Method Engine, LLC

December 4, 2025

Contact:

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

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

Introduction

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

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

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

Approach

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

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

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

Areas of Focus

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

1. Digital Presence & Visibility

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

2. Community Engagement & Communication

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

3. Operational Efficiency & Support

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

Goals & Objectives

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

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

1. Public Service Information & Transparency

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

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

2. Resident Engagement & Convenience

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

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

3. Community Identity & Development

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

- **City purposes:**
 - Showcase Crest Hill's economic development initiatives and strategic location for businesses.
 - Promote city events like Winter Fest, decorating contests, and food drives to strengthen community ties.
 - Recognize achievements such as financial reporting excellence and infrastructure milestones.
- **Resident purposes:**
 - Discover local events, healthy living resources, and community organizations.
 - Explore real estate, education, and economic development opportunities.
 - Celebrate civic pride through contests, festivals, and citywide initiatives.

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

Implementation Tactics & Deliverables**Marketing Strategy, Creative Support & Consultation**

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

Website Content Additions, Updates & Maintenance

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

On-Going Marketing Support Activities

Include but not limited to....

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

ACTIVITY & FEE SUMMARY

ESTIMATED AVERAGE MONTHLY RANGE: [REDACTED]/month*

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

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

Value Statement**Purpose and Intent**

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

Commitment to Partnership

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

Transparency and Accountability

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

Terms & Conditions

1. Personnel and Billing Rates

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

Exhibit A – ME Rate Structure (2025–2026)

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

2. Monthly Fee Cap and Hourly Estimates

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

3. Itemized Invoicing

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

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

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

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

4. Approval of Work

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

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

5. Scope Changes

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

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

6. Expenses

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

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

7. Billing and Payment Terms

7.1 Work shall be billed as it progresses monthly.

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

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

8. Limitation of Liability

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

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

9. Warranty and Acceptance

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

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

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

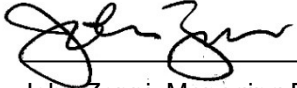
9.4 Contractor offers no guarantees of the results of work performed.

10. Dispute Resolution

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

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

SUBMITTED BY:



John Zoppi, Managing Partner
METHOD ENGINE, LLC

APPROVED BY:

Raymond R. Soliman, Mayor
CITY OF CREST HILL

SPESIA & TAYLOR

MEMO

To: Crest Hill City Council
From: Spesia & Taylor
Date: November 13, 2025
Re: Repeal of Ordinance 427 and Section 2.92.010 City to Pay Expenses

Attached to this memorandum is an Ordinance repealing City Ordinance 427, passed in 1977 and which approved Chapter 2.92 (Actions Against The City), Section 2.92.010 (City to pay expenses).

This Ordinance has been in the Crest Hill Code for nearly 50 years. It is unclear as to how many times during that nearly half century. More importantly, it is unclear as to exactly what situations the Corporate Authorities in 1977 intended this section to address. The drafting is, in our opinion vague and not entirely clear.

I have not been able to determine with certainty when the City started to participate in any risk management associations such SWARM, the current risk pool, but the City does currently maintain a comprehensive insurance and risk management program which provides City Employees and elected officials with insurance coverage for covered acts in the course of their employment or service to the City. Based on the foregoing, Section 2.92.010 appears to be outdated and perhaps unnecessary.

Because of the vagueness of the language of Section 2.92.010, we are recommending that it be repealed, including the repeal of the original enacting ordinance (#427) at this time with the understanding that if it is later determined that the Chapter and Section are necessary for a specific purpose, the City Council can bring it back but in a much clearer and precise form which will address any identified need.

ORDINANCE NO. _____**AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL),
CHAPTER 2.92 (ACTIONS AGAINST THE CITY) OF THE CREST HILL CITY CODE
OF ORDINANCES**

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

WHEREAS, the Mayor and City Council previously exercised this grant of authority by passing Ordinance 427 in 1977, which created Chapter 2.92 (Actions Against The City), Section 2.92.010 (City to Pay Expenses) within Title 2 (Administration and Personnel); and

WHEREAS, the Corporate Authorities of the City are empowered to amend its Code of Ordinances from time to time, as necessary to further the best interests of the City of Crest Hill and its residents; and

WHEREAS, the Corporate Authorities have determined that Section 2.92.010 is vague and unclear as to what specific situations the 1977 Corporate Authorities intended to address by Ordinance 427 and Section 2.92.010, and has been unable to determine on how many occasions since 1977 the section has been used; and

WHEREAS, since the City of Crest Hill is a member of the Southwest Area Risk Management Pool ("SWARM"), and maintains a comprehensive insurance program which provides coverage to employees and elected officials, Section 2.92.010 appears to be outdated and unnecessary; and

WHEREAS, the Corporate Authorities of the City have determined that it is in the best interests of the City and its citizens to repeal Ordinance #1918 and to amend the Ordinance relating to the position of City Finance Director in Title 2, Chapter 26 of the City Code as set forth herein.

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

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

SECTION 2: Ordinance #427, which amended Title 2 (Administration and Personnel), to add Section 2.92.010 (City to Pay Expenses) is hereby repealed in its entirety, including Section 2.92.010. Chapter 2.92 (Actions Against The City) shall remain with all subsections reserved.

SECTION 3: In the event that any provision or provisions, portion or portions, or clause

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

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

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

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

Intentionally Blank

PASSED THIS 17TH DAY OF NOVEMBER, 2025.

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

Christine Vershay-Hall, City Clerk

APPROVED THIS 17TH DAY OF NOVEMBER, 2025.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk



City Council Work Session Memo

Crest Hill, IL

Meeting Date:	December 8, 2025
Submitter:	Daniel Ritter, AICP, Community & Economic Development Director
Department:	Community Development
Agenda Item:	Provide Direction on the Update of the Comprehensive Plan with Housel Lavigne Associates

Summary/Background:

The City's existing Comprehensive Plan ("Comp Plan") was adopted in May 2014 after a year of gathering information, receiving public input, and policy direction from the Plan Commission and City Council. The project's consultant and manager was Housel Lavigne Associates, a firm specializing in community comprehensive planning, urban design, and economic development.

Comprehensive plans are forward-looking documents that chart the city's growth, development, improvement, and economic well-being over several years. It serves as a blueprint for strengthening the City as a vibrant and sustainable community, reflecting a shared community vision, and providing strategic direction for the future. Comprehensive planning works to provide a perspective beyond current events or current proposals. The document gives the City Council and city staff a guide on where to focus time, energy, and money as it works towards improving the City. A good plan also assists in the city's economic development efforts by giving the private sector upfront and clear expectations of what the City desires to see happen in the community. A Comprehensive Plan does not usually have specific regulations that are implemented or enforced. However, a good plan helps guide other regulations like the Zoning Ordinance and Subdivision Regulations to help implement the plan's larger vision, goals, and objectives.

Comprehensive Plans are typically updated every 8 to 10 years. This helps them to stay relevant and responsive to our community's evolving needs. This regular review and update process also allows the plan to adapt to new trends, technologies, markets, and challenges. The City's current comprehensive plan is over 11 years old; with major changes in the development market and at national, state, and local levels during that time, it requires updating. A plan update also gives current staff and elected officials ownership of the document and its recommendations; this allows it to be actively used for project planning, budgeting, and policy-setting. Updating the Comprehensive Plan also helps the city defend its regulations and decision-making process as it provides justification for the regulations, programs, and policies put in place to help implement the shared vision and plan.

The current 2014 Comprehensive Plan can be found on the City's website and at this link:

www.cityofcresthill.com/DocumentCenter/View/1107/City-of-Crest-Hill-Comprehensive-Plan-PDF

Plan Update and Consultant:

Staff consulted with the previous Comprehensive Plan consultant, Housel Lavigne, on the best path forward to update the current plan. After numerous discussions and reviews of the plan documents, City staff and Housel Lavigne agreed that there was likely not a need for a full-scale redo of the existing plan at this time. Instead, staff is proposing we move forward with a more limited “Audit and Update” of the current plan.

This “Audit and Update” is a simplified process that is outlined in the attached proposal document. It will give the current plan the updates needed in terms of things like market trends, demographics, city facilities, walkability, pictures, developments, etc. This process will still include several opportunities for public input (including a combined Plan Commission/Council meeting) and other methods of public outreach. This “Audit and Update” approach is anticipated to cost \$63,400, which is a significant financial savings compared to implementing a completely new plan (likely around \$150,000). Additionally, the update process will take around 6-9 months, as opposed to around 18-24 months needed for a new plan. The advantage of using the same consultant is that they will have continuity and knowledge of both the City and access to all relevant data from the original plan. By using Housel Lavigne, it will make updates simpler and more efficient. Depending on final contract approval, meetings, and consultant availability, the plan update is currently expected to kick off in February/March 2026 and aim for adoption before the end of 2026. A draft contract is attached for the Council’s initial review and is currently under review by the City Attorney. After Attorney review, adjustments may be made before Council’s adoption.

Housel Lavigne will be at the workshop to present information about their team, give an overview of comprehensive planning, and explain the process for the proposed update.

Several other communities in the area have completed or are in the process of completing a Comprehensive Plan. Most notably, the City of Joliet recently started a new comprehensive plan, and the timing provides an opportunity to work together to ensure some continuity among the plans, projects, goals, and objectives.

Budget:

Total Cost:	\$63,400
Budgeted:	FY26 - \$20,000 (Economic Development Plans)
	FY27 - \$43,400 (Carry Over/Proposed)

Additionally, staff is pursuing grants with state and regional agencies such as CMAP or Heritage Corridor. We will apply for any available assistance to help offset the costs. However, with this being a smaller plan update, the availability and timing of such grants may be more difficult. Even if a grant isn’t obtained for this Plan, staff will be proactively applying for grants for follow-up action items addressed in the plan (for example, pedestrian/bicycle transportation improvement plan, sub-area plans, etc.)

Recommended Council Action:

Provide Direction on the Update of the Comprehensive Plan with Housel Lavigne Associates

Attachments:

- A. Housel Lavigne Memo – City of Crest Hill Comprehensive Plan Audit and Update Proposal (10/29/25)
- B. Housel Lavigne PowerPoint PDF for 12/8/25 Meeting
- C. IML – Developing a Comprehensive Plan Fact Sheet – September 2025
- D. Draft Professional Services Contract – Housel Lavigne Comprehensive Plan Update



MEMORANDUM

CHICAGO

188 W Randolph St Suite 200
Chicago, IL 60601
312-372-1008

LOS ANGELES

360 E 2nd St Suite 800
Los Angeles, CA 90012
213-259-1008

HELENA

317 Cruse Ave Suite 202
Helena, MT 59601
406-944-1008

SEATTLE

999 3rd Ave Suite 700
Seattle, WA 98104
206-828-1008

MILWAUKEE

313 North Plankinton Ave Suite 207
Milwaukee, WI 53203
414-392-1008

Date: October 29, 2025

VIA EMAIL

To: City of Crest Hill
Daniel Ritter, Community and Economic Development Director

From: Houseal Lavigne
Nik Davis, AICP, Principal
Josh Koonce, AICP, Practice Lead

Re: City of Crest Hill Comprehensive Plan Audit and Update

This memorandum outlines Houseal Lavigne's recommended Scope of Work to update the City of Crest Hill's Comprehensive Plan. Based on preliminary discussion with City staff, we have revised our initial approach and recommend the Comprehensive Plan Audit and Update as described below.

- **Comprehensive Plan Audit and Update** (*outlined on the following pages*). Houseal Lavigne will conduct an audit to determine which elements of the Comprehensive Plan need targeted revisions. The Comprehensive Plan Update will be informed by City staff, elected and appointed officials, the online community survey, and community open house. The Plan's layout, photos and overall design will be updated as part of the update. *The cost for this approach is estimated at \$63,400, with an anticipated seven-month timeline.*

Houseal Lavigne recommends this approach as we understand the City is continuing to work through long-term implementation projects identified in 2014, has experienced modest population change, and expects minimal changes to its overall vision, goals, and objectives.

The following pages outline our proposed Scope of Work, Preliminary Timeline, and Budget for the audit and update.

Proposed Scope of Work

A detailed breakdown of each step in our proposed scope of work is provided below.

Step 1: Initiation and Outreach

To initiate the Comprehensive Plan Audit and Update process, the Project Team will host an initial coordination call with City staff to review the scope of work, project timeline, and key deliverables. The Project Team will outline other data needs including the most up-to-date GIS data.

The Project Team will prepare a project website and online community survey for residents and business owners to offer a community-wide opinion on a range of topics and issues. We will also host a series of facilitated meetings with department heads, and the City's elected and appointed officials to enable discussion and establish a consensus on changes to the vision and goals for the City. This step will conclude with a summary of outreach and anticipated key plan updates and will provide focus and direction for the subsequent Comprehensive Plan Audit and Update.

Tasks

- 1a. Staff Kick-Off Meeting and Data Collection
- 1b. Project Website and Online Community Survey
- 1c. Department Heads Meeting
- 1d. Community Listening Session – Joint Elected and Appointed Officials Meeting (City Council and Plan Commission)
- 1e. Outreach Summary and List of Key Plan Updates

Step 2: Comprehensive Plan Audit and Update

The Comprehensive Plan Audit and Update will be based on issues and opportunities collected during outreach, information provided by the City, feedback from elected and appointed officials, and staff-identified major changes needed since the past Comprehensive Plan (2014). We intend to move through this task efficiently, reserving project budget and resources for planning, drafting, and updating the Plan.

Given our previous experience preparing the City of Crest Hill Comprehensive Plan (2014), revisions may include but are not limited to the following sections: *Community Profile (incl. demographics); Vision, Goals, and Objectives; Existing Land Use; Future Land Use Plan; and others as needed.*

Tasks

- 2a. Past Plans, Studies, and Reports Review (*for studies conducted in the interim since adoption of the 2014 Plan*)
- 2b. Comprehensive Plan Audit and Update
- 2c. Staff Review and Discussion Meeting

Step 3: Draft and Final Comprehensive Plan Update

Based on the previous steps of the process, a draft version of the City of Crest Hill Comprehensive Plan will be prepared for staff review and consideration. The overall layout, structure, design, and format of the new Comprehensive Plan will be updated with new information, graphics, and maps.

The Project Team will prepare final revisions to the Comprehensive Plan Update document in a PDF format. The Project Team will provide outreach summaries (PDFs), and updated GIS data compiled during the planning process (geodatabase or shapefile) if applicable. A final presentation will be made to the Plan Commission for informational purposes only.

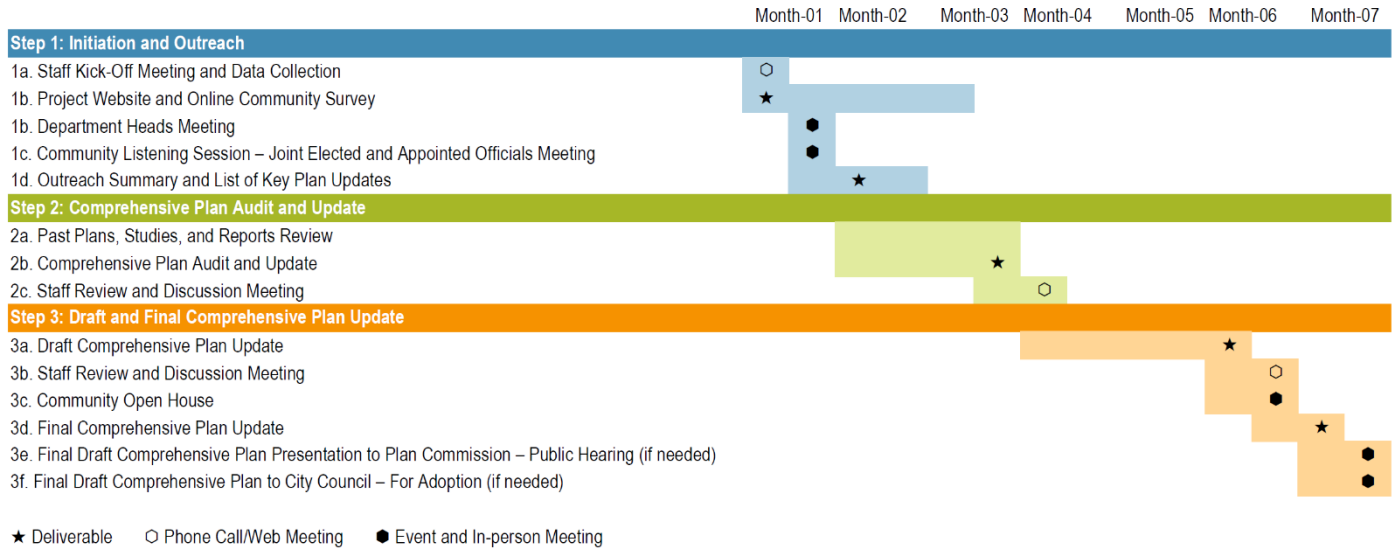
Note: As a targeted update to the current 2014 document, we anticipate the Comprehensive Plan Update may not need to be adopted by City Council. Public hearing and adoption meetings have been included as optional/as-needed tasks 3e and 3f, should they be required.

Tasks

- 3a. Draft Comprehensive Plan Update
- 3b. Staff Review and Discussion Meeting
- 3c. Community Open House – Draft Plan Review
- 3d. Final Comprehensive Plan Update
- 3e. Final Draft Comprehensive Plan to Plan Commission – Public Hearing (if needed)
- 3f. Final Draft Comprehensive Plan to City Council – For Adoption (if needed)

Preliminary Timeline

The timeline below provides an overall framework to complete each step outlined in our proposed Scope of Work. We anticipate completing the Comprehensive Plan Audit and Update in seven (7) months. As needed, we will work with City staff to refine this Scope of Work and project schedule in a manner that is most advantageous to the assignment.



Budget

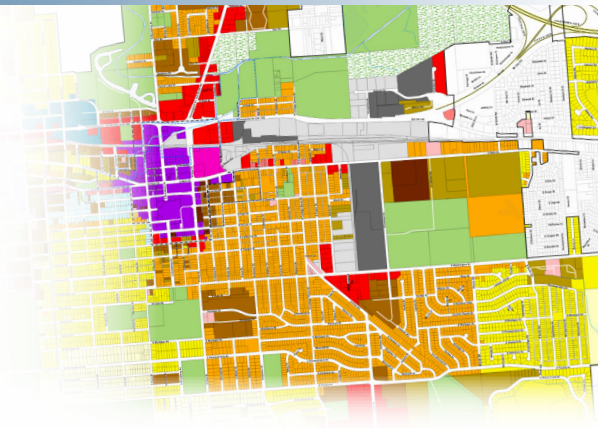
Our proposed budget to undertake the above scope of work will not exceed **\$63,400** including all direct project-related expenses. Optional tasks can be added at the additional cost identified in the memorandum above, and are not included in this proposed not-to-exceed budget.

Step	Fee
Step 1: Staff Initiation and Outreach	\$13,150
Step 2: Comprehensive Plan Audit and Update	\$8,890
Step 3: Draft and Final Comprehensive Plan Update	\$41,360
Total Not-to-exceed	\$63,400

If you have any questions regarding our approach or budget, please feel free to contact Josh Koonce at jkoonce@hlplanning.com / (312) 372-1008 ext. 112.

If the City is amenable to our approach and budget, Houseal Lavigne can prepare a draft contract for review and execution.

DEVELOPING A COMPREHENSIVE PLAN



Pursuant to [65 ILCS 5/11-12-6](#), a municipality may develop a comprehensive plan. This plan is an official map that designates the types of land uses the municipality would like to see developed on specific properties. It may also include requirements for the size and materials used in streets and alleys, the location of parks, playgrounds and school sites and standards for drainage and sanitary sewer facilities.

A comprehensive plan is an advisory document and map. Unlike a zoning ordinance, the comprehensive plan does not regulate or control the particular use of property. Instead, the comprehensive plan sets goals for the development or redevelopment of the community.

Adopting a comprehensive plan that incorporates proper zoning goals can increase the likelihood that a court will uphold the validity of the zoning of a particular parcel, if challenged, where that zoning is in conformity with the comprehensive plan.

When a community is considering creating a comprehensive plan or learning more about planning and zoning, please refer to the Illinois Municipal League (IML) *Zoning Handbook for Municipal Officials*, available at iml.org/zoning. This handbook is written for officials who are involved in the zoning decision-making process. It also provides guidelines and explains key concepts such as the distinction between variances and special uses and the different functions of a plan commission, also referred to as a planning commission, and a zoning board of appeals.

Tax Increment Financing (TIF) may be a consideration in your community's comprehensive plan deliberations. TIF is a mechanism for municipalities to spur economic development in specific geographic areas that are blighted and deteriorating. TIF is a vital economic development tool for Illinois cities, villages and towns. IML works to support, improve and protect TIF through our advocacy efforts. IML has developed a dedicated webpage that provides resources and additional information regarding TIF, available at iml.org/tif.

PROCESS

The process for a municipality to adopt a comprehensive plan is governed by the Illinois Municipal Code ([65 ILCS 5/11-12-5 through 5/11-12-12](#)). The plan serves as an advisory guide for zoning, subdivision of land parcels or real property, capital improvements and other municipal policies but it is not self-executing law. Zoning ordinances and other regulations must be enacted separately.



First, the corporate authorities must have a plan commission or plan department or both, created by ordinance. The commission is responsible for preparing the proposed comprehensive plan or amendments and is given wide latitude for what can be included: land use, streets, public facilities, parks, zoning policy, utility systems and anticipated annexation areas. The comprehensive plan can cover the municipality and its extraterritorial jurisdiction: the surrounding unincorporated territory within 1.5 miles of municipal boundaries, unless another municipality already has jurisdiction there.

Before adoption, the plan commission must conduct a public hearing, providing at least 15 days' notice of the hearing. The notice must include the time and place of the hearing and be published in a newspaper of general circulation in the county or counties in which the municipality and contiguous unincorporated territory are located.¹

Following the hearing, the plan commission may vote on a recommendation to adopt the plan (possibly with amendments) and send that recommendation to the city council or village or town board. "Within 90 days after the conclusion of the hearing, the corporate authorities, after consideration of the recommendation of the plan commission and such information as shall have been derived from the hearing, shall either adopt the comprehensive plan or amendment in whole or in part or reject the entire comprehensive plan or amendment."²

CONSULTANTS

Consultants can be a valuable partner in preparing a comprehensive plan to bring specialized expertise and experience, process management skills and objective perspectives that municipal staff or officials may not have time or resources to provide. Consultants may assist by structuring the comprehensive plan process to ensure legal compliance and stakeholder and public engagement to ensure the final adopted plan is a reflection of the community's objectives. In addition, consultants will have technical expertise that may be useful: data collection and analysis, mapping and GIS services and conducting any special studies (for example, housing needs or transportation modeling) that may be useful. Consultants will also have information about best practices or case studies from other municipalities and can assist with drafting and compiling the final materials. Request for proposals (RFP) is a suggested course of action when conducting a search for a qualified consultant.

LIFE SPAN, COSTS AND TIMELINE

The typical life span of a comprehensive plan ranges between 15 and 20 years, with costs ranging from \$25,000 to \$100,000 or more to develop, especially if using a consultant. These prices will vary depending on the municipality's size and input from the plan commission and community. A comprehensive plan could take 12 to 18 months or longer to develop and adopt.

iml.org

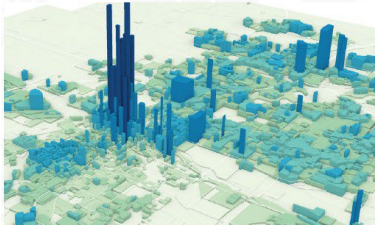
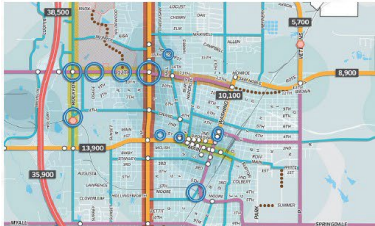
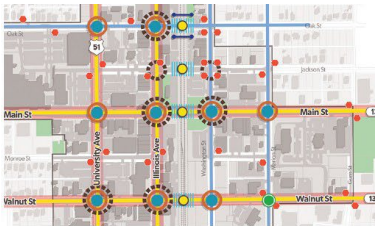
¹ [65 ILCS 5/11-12-7](#)

² *Id.*

Crest Hill Comprehensive Plan

Crest Hill, Illinois

December 8, 2025



Agenda

Project Team

Comprehensive Plan Overview

Process

Questions



PROJECT TEAM INTRODUCTIONS

Key Project Team Members



Josh Koonce AICP

Practice Lead

Project Oversight, Senior
Project Management, Planning,
Community Engagement



Mitch Baker RPP, MCIP

Planner II

Project Management/Internal
Team Lead, Planning,
Community Engagement





PLANNING | ZONING | DESIGN | GEOSPATIAL

Houseal Lavigne is an urban planning, design, and geospatial services firm focused on powering the art of planning with science and technology. We focus on leveraging evidence-based decision-making along with graphically compelling and effective storytelling. We pride ourselves on creativity, collaboration, and critical thinking. Our team is built on strong relationships, the exchange of ideas, and a commitment to innovation. Our priorities are to do good, work smart, have fun, and provide visionary, responsive, and viable solutions to our clients and partners.



ALL SCALES

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NATIONAL EXPERIENCE

National Experience includes Alabama, Arkansas, California, Colorado, Connecticut, Georgia, Kansas, Kentucky, Illinois, Indiana, Iowa, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Utah, Virginia, Washington, Wisconsin



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APA CA AWARD	APA CO AWARD	APA IA AWARD	APA IL AWARD	APA IN AWARD	APA MI AWARD
APA MIN AWARD	APA MO AWARD	APA NC AWARD	APA TN AWARD	APA VA AWARD	APA WI AWARD
APA AL AWARD	APA County Planning AWARD	 esri SPECIAL ACHIEVEMENT IN GIS AWARD	CNU Congress for the New Urbanism	APA NATIONAL EXCELLENCE AWARD	APA SMART CITIES AWARD Tech

PLANNING EXPERIENCE

Allen County, IN	Crestwood, MO	Greater Byron, IL	Marion, IA	Pingree Grove, IL
Anderson, SC	Crete, IL	Greenwich, CT	Mattoon, IL	Plainfield, IL
Aurora, CO	Crothersville, IN	Grundy County, IL	Maywood, IL	Plainfield, IN
Ardmore, OK	Culver, IL	Gunnison, CO	McHenry County, IL	Pleasant Hill, IA
Battle Creek, MI	Davis Junction, IL	Gurnee, IL	Melrose Park, IL	Prairie Grove, IL
Benton Harbor, MI	Downers Grove, IL	Hammond, IN	Milliken, CO	River Forest, IL
Bentonville, AR	El Paso County, CO	Harwood Heights, IL	Minooka, IL	Schaumburg, IL
Brentwood, MO	Elgin, IL	Hawthorn Woods, IL	Monroe Center, IL	Sioux City, IA
Bristol, VA	Fairview Heights, IL	Helena, MT	Morrisville, NC	South Beloit, IL
Brookfield, IL	Flint, MI	Highwood, IL	Montgomery, IL	South Chicago, IL
Brownsburg, IN	Fond du Lac Area, WI	Homer Glen, IL	Morton Grove, IL	Springfield, MO
Byron, IL	Fort Dodge, IA	Hudson, OH	Mundelein, IL	St. Charles, IL
Cañon City, CO	Fort Lupton, CO	Jackson, MO	Muskogee, OK	St. Cloud, MN
Carpentersville, IL	Fort Wayne, IN	Jackson, TN	Naperville, IL	Sugar Grove, IL
Cary, IL	Frederick, CO	Jenks, OK	New Buffalo, MI	Summerville, SC
Centerton, AR	Forest Park, IL	Joliet, IL	Niles, IL	Sunset Hill, MO
Channahon, IL	Franklin Park, IL	Kenilworth, IL	Northbrook, IL	Tipton, IN
Clemson, SC	Freeport, IL	Kershaw County, SC	North Aurora, IL	University City, MO
Columbia County, GA	Galena, IL	Lansing, IL	Oak Creek, WI	Wake Forest, NC
Commerce City, CO	Galesburg, IL	Lockport, IL	Oak Park, IL	Westmont, IL
Coralville, IA	Gardner, KS	Lincolnwood, IL	Oakbrook Terrace, IL	Westmoreland County, PA
Council Bluffs, IA	Grand Junction, CO	Lynwood, IL	Opelika, AL	Whiting, IN
Countryside, IL	Greater Bridgeport, CT	Mahomet, IL	Palos Heights, IL	Windsor, CO
Crest Hill, IL	Geneva, IL	Manhattan, IL	Palos Park, IL	Wyoming, MI



PLANNING EXPERIENCE

Allen County, IN
Anderson, SC
Aurora, CO
Ardmore, OK
Battle Creek, MI
Benton Harbor, MI
Bentonville, AR
Brentwood, MO
Bristol, VA
Brookfield, IL
Brownsburg, IN
Byron, IL
Cañon City, CO
Carpentersville, IL
Cary, IL
Centerton, AR
Channahon, IL
Clemson, SC
Columbia County, GA
Commerce City, CO
Coralville, IA
Council Bluffs, IA
Countryside, IL
Crest Hill, IL

Crestwood, MO
Crete, IL
Crothersville, IN
Culver, IL
Davis Junction, IL
Downers Grove, IL
El Paso County, CO
Elgin, IL
Fairview Heights, IL
Flint, MI
Fond du Lac Area, WI
Fort Dodge, IA
Fort Lupton, CO
Fort Wayne, IN
Frederick, CO
Forest Park, IL
Franklin Park, IL
Freeport, IL
Galena, IL
Galesburg, IL
Gardner, KS
Grand Junction, CO
Greater Bridgeport, CT
Geneva, IL

Greater Byron, IL
Greenwich, CT
Grundy County, IL
Gunnison, CO
Gurnee, IL
Hammond, IN
Harwood Heights, IL
Hawthorn Woods, IL
Helena, MT
Highwood, IL
Homer Glen, IL
Hudson, OH
Jackson, MO
Jackson, TN
Jenks, OK
Joliet, IL
Kenilworth, IL
Kershaw County, SC
Lansing, IL
Lockport, IL
Lincolnwood, IL
Lynwood, IL
Mahomet, IL
Manhattan, IL

Marion, IA
Mattoon, IL
Maywood, IL
McHenry County, IL
Melrose Park, IL
Milliken, CO
Minooka, IL
Monroe Center, IL
Morrisville, NC
Montgomery, IL
Morton Grove, IL
Mundelein, IL
Muskogee, OK
Naperville, IL
New Buffalo, MI
Niles, IL
Northbrook, IL
North Aurora, IL
Oak Creek, WI
Oak Park, IL
Oakbrook Terrace, IL
Opelika, AL
Palos Heights, IL
Palos Park, IL

Pingree Grove, IL
Plainfield, IL
Plainfield, IN
Pleasant Hill, IA
Prairie Grove, IL
River Forest, IL
Schaumburg, IL
Sioux City, IA
South Beloit, IL
South Chicago, IL
Springfield, MO
St. Charles, IL
St. Cloud, MN
Sugar Grove, IL
Summerville, SC
Sunset Hill, MO
Tipton, IN
University City, MO
Wake Forest, NC
Westmont, IL
Westmoreland County, PA
Whiting, IN
Windsor, CO
Wyoming, MI





COMPREHENSIVE PLAN OVERVIEW

What is a Comprehensive Plan?

- **Roadmap** for the next 20 years
- Establish a common **community vision** and articulates **local aspirations**
- Policy guide for a **broad range of topics**
- **Foundation** for decision-making and **aids in review** of development proposals
- **Coordinated “playbook”** for departments and partners
- Plan municipal **capital needs**
- Support **grant funding** efforts
- Attract and guide **potential investors**
- **NOT regulatory** – Informs decisions about aligning regulations and policies
- Dynamic document that can be **updated** and **maintained** to respond to new trends
- **Inform** and **educate** the community



Illinois Compiled Statutes

(65 ILCS 5/11-12-5) (from Ch. 24, par. 11-12-5)

“Every municipality may create a plan commission or a planning department or both.”

- Plan commissions or planning departments can prepare and recommend a comprehensive plan for present and future municipal development.
- The plan may guide public improvements like streets, parks, utilities, and zoning standards, and designate land for annexation.
- Plan commissions can recommend changes to the official comprehensive plan over time.
- Comprehensive plans assist municipal officials in executing projects aligned with the comprehensive plan.



Illinois Compiled Statutes

(65 ILCS 5/11-12-6) (from Ch. 24, par. 11-12-6)

- The plan is advisory and does not regulate or control the use of private property, except where implemented by duly enacted ordinances.
- Corporate authorities may designate an official land use map by ordinance before or after adopting the comprehensive plan.
- The map may cover the whole area within the plan or separate parts, including up to 1.5 miles of contiguous unincorporated area.
- The official comprehensive plan, or any amendment/addition, is effective only after formal adoption by the corporate authorities.
- The plan must be publicly available.



Planning Process:

Start with the 2014 Plan...

ADOPTED
MAY
2014

CITY OF CREST HILL COMPREHENSIVE PLAN



PREPARED BY HOUSEAL LAVIGNE ASSOCIATES

Seven Month Process

Where are we today?

Where do we want to go?

How do we get there?

Step 1: Initiation and Outreach

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graph TD; A[Step 1: Initiation and Outreach] --> B[Step 2: Audit and Update]; B --> C[Step 3: Draft and Final Plan];
```

Step 2: Audit and Update

Step 3: Draft and Final Plan

Step 1: Initiation and Outreach

- 1a. Staff Kick-Off Meeting and Data Collection
- 1b. Project Website and Online Community Survey
- 1c. Department Heads Meeting
- 1d. Community Listening Session – Joint Elected and Appointed Officials Meeting (City Council and Plan Commission)
- 1e. Outreach Summary and List of Key Plan Updates



Step 2: Comprehensive Plan Audit and Update

- 2a. Past Plans, Studies, and Reports Review (*for studies conducted in the interim since adoption of the 2014 Plan*)
- 2b. Comprehensive Plan Audit and Update
- 2c. Staff Review and Discussion Meeting



Step 3: Draft and Final Comprehensive Plan Update

- 3a. Draft Comprehensive Plan Update
- 3b. Staff Review and Discussion Meeting
- 3c. Community Open House – Draft Plan Review
- 3d. Final Comprehensive Plan Update
- 3e. Final Draft Comprehensive Plan to Plan Commission – Public Hearing (if needed)
- 3f. Final Draft Comprehensive Plan to City Council – For Adoption (if needed)



Closing Remarks

EXPERIENCE | CREATIVITY | COMMITMENT | IMPLEMENTATION

THANK YOU

PROFESSIONAL SERVICES AGREEMENT

DECEMBER ____, 2025

BETWEEN

CITY OF CREST HILL

AND

HOUSEAL LAVIGNE ASSOCIATES, LLC.

AGREEMENT FOR PROFESSIONAL SERVICES

BETWEEN CITY OF CREST HILL

AND

HOUSEAL LAVIGNE ASSOCIATES, LLC.

THIS AGREEMENT, made and entered into this ____ day of _____, 20__, by and between HOUSEAL LAVIGNE ASSOCIATES LLC., an Illinois Limited Liability Company with principal offices at 188 W. Randolph, Suite 200, Chicago, IL 60601 (hereinafter referred to as the "CONSULTANT"), and the City of Crest Hill, a municipal corporation of the State of Illinois, whose mailing address is 20600 City Center Boulevard, Crest Hill, IL 60403 (hereinafter referred to as the "CLIENT").

WITNESSETH THAT:

WHEREAS, the CLIENT desires to engage the services of the CONSULTANT to furnish technical and professional assistance in connection with the preparation of the Crest Hill Comprehensive Plan Audit and Update (hereinafter referred to as the "PROJECT") and the CONSULTANT has signified its willingness to furnish technical and professional service to the CLIENT; and WHEREAS, the CONSULTANT represents to the CLIENT that it has sufficient expertise and resources to enable it to provide such advice and assistance to the CLIENT; and

WHEREAS, the CLIENT is interested in hiring a CONSULTANT to assist with a project, and

WHEREAS, CONSULTANT is qualified to do business in Illinois and

WHEREAS, The CLIENT and CONSULTANT wish to enter into this Agreement to specify the duties and obligations of the Parties for the Services described herein, and

WHEREAS, CONSULTANT is willing to perform Services in accordance with the terms hereinafter provided, agrees to comply with all federal, state, and local laws and ordinances applicable to this Agreement.

NOW, THEREFORE, the parties do mutually agree as follows:

A. Scope of CONSULTANT's Services

The CONSULTANT agrees to perform in a good and professional manner those services described in Attachment A, *Scope of Services*, Section 2, a copy of which is attached hereto and incorporated in this AGREEMENT. All documents, work papers, maps, and study materials produced by the CONSULTANT in the performance of these services become the property of the CLIENT during and upon completion of the services to be performed under this AGREEMENT.

B. Services to be Provided by the Client

All existing information, data, reports, and records which are useful for carrying out the work on this PROJECT and which are owned or controlled by the CLIENT shall be furnished to the CONSULTANT in a timely manner. The completion of the services to be performed by the CONSULTANT under this AGREEMENT is contingent upon the receipt from the CLIENT, at no cost to the CONSULTANT, the data and reports and other material as described in Attachment A, Section 1, in a timely manner. If, by reason of any fault of CLIENT, the information, data, reports and records to be provided by the CLIENT are not made available to the CONSULTANT in a timely manner, the CONSULTANT may, at its option, stop work on the PROJECT until such materials are provided.

C. Meetings and CONSULTANT Visits

The CONSULTANT will attend meetings as specifically identified in the *Scope of Services*, Attachment A, Section 2. A "meeting" within the body of this AGREEMENT shall mean a gathering requiring the attendance of the CONSULTANT or CONSULTANT's staff, including workshops, formal presentations, interviews, meetings with CLIENT'S staff, public meetings and workshops, and public hearings. Public meetings shall be scheduled at least seven (7) to fifteen (15) days in advance, and

public hearings shall be scheduled with sufficient advance notice to comply with state and local notice requirements. Attendance at “additional” meetings, meetings not identified in Attachment A, Section 2, *Scope of Services*, will be subject to the provisions of Article L (Extra Work) of this AGREEMENT. The CONSULTANT may conduct “site visits” to gather information, data, and perform field reconnaissance. These “site visits” shall not be counted as meetings under this AGREEMENT. When conducting “site visits” or in the community attending scheduled meetings, the CONSULTANT may informally meet with CLIENT staff to review and discuss aspects of the PROJECT. These informal CLIENT meetings with staff shall not be counted as meetings under this agreement. Throughout the PROJECT the CONSULTANT may conduct phone calls or teleconferences with CLIENT staff on an as needed basis, to maintain open communication and discuss certain aspects of the PROJECT. These phone calls and teleconferences with CLIENT staff shall not be counted as meetings under this AGREEMENT.

D. Deliverables

CONSULTANT agrees to provide products to the CLIENT as identified in Attachment A, Sections 2, *Scope of Services*. The CONSULTANT shall provide all deliverables at least five (5) days in advance of all public meetings. All deliverables become the property of the CLIENT, including all hard copies and electronic (PDF format) file copies.

E. Changes

The CLIENT may, from time to time, request changes in Attachment A, *Scope of Services*, of the services to be performed by the CONSULTANT hereunder. Such changes, including any appropriate increase or decrease in the amount of compensation, which are mutually agreed upon, shall be incorporated in written amendments to this AGREEMENT.

F. CONSULTANT's Compensation

The CONSULTANT shall be compensated for services rendered under the terms of this AGREEMENT on the basis of the CONSULTANT's hourly rates as provided in Attachment A, Section 3, Hourly Rates and Per Diem Schedule. The Hourly Rates and Per Diem Schedule will be updated at the beginning

of every calendar year and the updated Hourly Rates and Per Diem Schedule will apply to the terms of this AGREEMENT. The CONSULTANT's compensation will include staff time devoted to the PROJECT and for directly related project expenses. The maximum cost for CONSULTANT services under this AGREEMENT is a not to exceed amount of **\$63,400**, including directly related job expenses. Directly related job expenses include but are not limited to: travel (typically including airfare, mileage, car rental, staff per diem for meals and incidentals, and lodging), printing, graphic reproduction, mailing, the purchase of additional maps, plans and reports and other out-of-pocket expenses that are related to carrying out services under this AGREEMENT. Any reimbursable expenses that are not enumerated above must be identified by the CONSULTANT and approved by the CLIENT in writing.

The CONSULTANT will not exceed the "not to exceed amount" without specific written authorization from the CLIENT or an amendment to this AGREEMENT. The CONSULTANT represents and warrants that absent Extra Work, as referenced in Article M, all work to be performed under this AGREEMENT can and will be performed without exceeding the maximum compensation amount and directly related job expense amount, both set forth above.

G. Method of Payment

The CONSULTANT will submit monthly invoices for services performed and directly related job expenses incurred on the PROJECT during the billing period. Invoices are due and payable no later than thirty (30) days from the date of CLIENT's receipt of the invoice.

H. Time of Performance

The services of the CONSULTANT will begin upon delivery to the CONSULTANT of an executed copy of this AGREEMENT, and shall, absent causes beyond the reasonable control of the CONSULTANT, be completed within 7-months of delivery of said executed AGREEMENT. The completion of services by the CONSULTANT shall be, among other things, contingent upon the timely receipt of the services, data, and other reports described in Attachment A, *Scope of Services* and upon the timely conduct by the CLIENT of meetings and decisions required for its purposes in the execution of Attachment A. For

the purpose of this AGREEMENT, timely shall mean that decisions and choices be made within ten (10) working days for CLIENT staff review of CONSULTANT submittals, services, data, and reports as are delivered to the CLIENT's representative; and fifteen (15) calendar days for such decisions and choices to be made by the City Council, or other elected or appointed bodies of the CLIENT. If the CLIENT requests that CONSULTANT perform Extra Work as defined in Article L such as is not now included in Attachment A, the CONSULTANT, if agreed to by the CLIENT, may suspend work on the PROJECT or a portion of the PROJECT, and may extend the period of time allotted to perform the services identified in Attachment A under this AGREEMENT, to a mutually agreed upon period of time necessary to compensate for Extra Work.

I. Excusable Delays

The CONSULTANT shall not be in breach of this AGREEMENT by reason of any failure in performance of this AGREEMENT in accordance with its terms if such failure arises out of causes beyond the reasonable control and without the fault or negligence of the CONSULTANT. Such causes may include, but are not restricted or limited to, acts of God or of the public enemy, acts of government in either its sovereign or contractual capacity, fires, floods, strikes, and unusually severe weather, but in every case, so long as the failure to perform is beyond the reasonable control and without the fault or negligence of the CONSULTANT, the CONSULTANT shall not be deemed to be in breach of this AGREEMENT.

J. Termination

The CLIENT shall have the right to terminate this AGREEMENT by written prior notice to the CONSULTANT at least five (5) working days before the specified effective date of such termination. In such event, documents and work papers prepared by the CONSULTANT under this AGREEMENT shall become the property of the CLIENT. On receipt of said documents and work papers by the CLIENT, the CONSULTANT shall receive compensation and reimbursement for the work actually performed before the date of termination, in accordance with Article F, CONSULTANT's Compensation, of this AGREEMENT, less payment for services and expenses previously paid.

K. Non-discrimination

The CONSULTANT shall engage in lawful employment practices. The CONSULTANT shall not fail, refuse to hire, discharge, or otherwise discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, national origin, or handicap unrelated to the individual's ability to perform the duties of the position.

L. Extra Work

If requested and agreed to in writing by the CLIENT and CONSULTANT, the CONSULTANT will be available to furnish, or obtain from others, Extra Work of the following types:

1. Extra work or extended services due to changes in the general scope or timing of the PROJECT, including, but not limited to; changes in size, complexity or character of the work items; acceleration of the work schedule involving services beyond normal working hours; non-delivery of any materials, data, or other information to be furnished by the CLIENT not within the reasonable control of the CONSULTANT.
2. Additional or extended services, including PROJECT administration due to the prolongation of the period of delivery of services specified in this AGREEMENT time through no fault of the CONSULTANT.
3. Attendance at additional meetings beyond those made part of the AGREEMENT.
4. Other additional services requested and agreed to by the CLIENT and CONSULTANT, which are not otherwise provided for under this AGREEMENT.

The compensation and schedule for completing Extra Work authorized by the CLIENT shall be subject to negotiation between the CLIENT and the CONSULTANT in accordance with the provision of Article E (Changes) of this AGREEMENT.

M. Entire Agreement

This agreement, including the attachments to this agreement, contains the entire agreement of the parties. It may not be changed orally but only by an amendment in writing executed by the parties to this AGREEMENT.

N. Governing Law

This AGREEMENT will be governed by and construed in accordance with the laws of the State of Illinois and within the jurisdiction of Will County.

O. Client Representative to CONSULTANT

The CLIENT designates Daniel Ritter to act as its representative with respect to the work to be performed under this AGREEMENT, and such person shall have authority to transmit instructions, receive information, interpret and define CLIENT's policies and provide decisions in a timely manner pertinent to the work covered by this AGREEMENT until the CONSULTANT has been advised in writing by the CLIENT that such authority has been revoked. The CONSULTANT designates John Houseal, as the CONSULTANT's representative to the CLIENT.

P. Employment Opportunity

The Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Consultant shall take affirmative action to insure that applicants are employed, and that employees are treated during their employment, without regard for their race, religion, color, sex, or national origin or any other protected class. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay, or other forms of compensation; and selection for training including apprenticeship.

Q. General Compliance with Laws

CONSULTANT agrees to comply with all federal, state, and local laws and ordinances applicable to the work in effect at the time of the work. If CONSULTANT is found to have been in violation of any applicable federal, state, or local laws and ordinances, such violation may be the basis for the suspension or termination under this Agreement.

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have executed this AGREEMENT on the date and year first above written.

CONSULTANT:

HOUSEAL LAVIGNE ASSOCIATES, LLC.

X_____

John Houseal, FAICP

Partner

Date:_____

CLIENT:

City of Crest Hill

X_____

Name/Title: _____

Date:_____

ATTACHMENT A

Section 1: CLIENT ASSISTANCE TO THE CONSULTANT

Section 2: SCOPE OF SERVICES

Section 3: HOURLY RATES AND PER DIEM SCHEDULE (2025)

Attachment A – Section 1:

CLIENT ASSISTANCE TO THE CONSULTANT

Whereas the scope of services will be undertaken by the CONSULTANT, it is understood and agreed that the CLIENT will provide the following assistance to the CONSULTANT:

1. The CLIENT, with the CONSULTANT's assistance, will schedule and arrange and provide notices for all meetings and workshops including contacting agencies, individuals and citizens to be invited to meetings.
2. The CLIENT, with the CONSULTANT'S assistance, will collect and compile previously prepared and available reports, projects, studies, maps and other data owned or in control of the CLIENT and that might be useful for the project.
3. The CLIENT will provide to the CONSULTANT an up-to-date base map (electronic and hard copy), including GIS files and information.

Attachment A – Section 2: **SCOPE OF SERVICES**

Step 1: Initiation and Outreach

To initiate the Comprehensive Plan Audit and Update process, the Project Team will host an initial coordination call with City staff to review the scope of work, project timeline, and key deliverables. The Project Team will outline other data needs including the most up-to-date GIS data.

The Project Team will prepare a project website and online community survey for residents and business owners to offer a community-wide opinion on a range of topics and issues. We will also host a series of facilitated meetings with department heads, and the City's elected and appointed officials to enable discussion and establish a consensus on changes to the vision and goals for the City. This step will conclude with a summary of outreach and anticipated key plan updates and will provide focus and direction for the subsequent Comprehensive Plan Audit and Update.

Tasks

- 1a. Staff Kick-Off Meeting and Data Collection
- 1b. Project Website and Online Community Survey
- 1c. Department Heads Meeting
- 1d. Community Listening Session – Joint Elected and Appointed Officials Meeting (City Council and Plan Commission)
- 1e. Outreach Summary and List of Key Plan Updates

Step 2: Comprehensive Plan Audit and Update

The Comprehensive Plan Audit and Update will be based on issues and opportunities collected during outreach, information provided by the City, feedback from elected and appointed officials, and staff-identified major changes needed since the past Comprehensive Plan (2014). We intend to move through this task efficiently, reserving project budget and resources for planning, drafting, and updating the Plan.

Given our previous experience preparing the City of Crest Hill Comprehensive Plan (2014), revisions may include but are not limited to the following sections: *Community Profile (incl. demographics); Vision, Goals, and Objectives; Existing Land Use; Future Land Use Plan; and others as needed.*

Tasks

- 2a. Past Plans, Studies, and Reports Review (*for studies conducted in the interim since adoption of the 2014 Plan*)
- 2b. Comprehensive Plan Audit and Update
- 2c. Staff Review and Discussion Meeting

Step 3: Draft and Final Comprehensive Plan Update

Based on the previous steps of the process, a draft version of the City of Crest Hill Comprehensive Plan will be prepared for staff review and consideration. The overall layout, structure, design, and format of the new Comprehensive Plan will be updated with new information, graphics, and maps.

The Project Team will prepare final revisions to the Comprehensive Plan Update document in a PDF format. The Project Team will provide outreach summaries (PDFs), and updated GIS data compiled during the planning process (geodatabase or shapefile) if applicable. A final presentation will be made to the Plan Commission for informational purposes only.

Note: As a targeted update to the current 2014 document, we anticipate the Comprehensive Plan Update may not need to be adopted by City Council. Public hearing and adoption meetings have been included as optional/as-needed tasks 3e and 3f, should they be required.

Tasks

- 3a. Draft Comprehensive Plan Update
- 3b. Staff Review and Discussion Meeting
- 3c. Community Open House – Draft Plan Review
- 3d. Final Comprehensive Plan Update
- 3e. Final Draft Comprehensive Plan to Plan Commission – Public Hearing (if needed)
- 3f. Final Draft Comprehensive Plan to City Council – For Adoption (if needed)

Attachment A – Section 3:

HOURLY RATES AND PER DIEM SCHEDULE (2025/2026)

This Hourly Rates and Per Diem Schedule will be updated at the beginning of every calendar year and will apply to all AGREEMENTs as specified in Article F. CONSULTANT's Compensation, for the calendar year specified above.

Houseal Lavigne Hourly Rates

Partner	\$295
Principal	\$285
Practice Lead	\$235
Senior Project Manager/Analyst	\$200
Project Manager	\$185
Planner II/Analyst II	\$135-\$155
Planner I/Analyst I	\$115-\$125
Clerical/Technical	\$85

Houseal Lavigne Per Diem

Full Day	\$65
Local Region - Full Day	\$40



Agenda Memo

Crest Hill, IL

Date: 12/04/2025

Submitter: Julius Hansen, Interim Director of Public Works

Department: Public Works

Agenda Item: Industrial Wastewater Pretreatment Program SIU Permit Revision

Summary:

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

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

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

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

Recommended Council Action:

Approve the agreement.

Attachments:

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



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

CITY OF CREST HILL – INDUSTRIAL PRETREATMENT PROGRAM

WASTEWATER DISCHARGE PERMIT NO. 1001-22 ISSUED TO:

Rich Products Corporation
21511 Division Street
Crest Hill, Illinois 60403

Frozen Food Manufacturing
NAICS 311412
SIC 2051

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

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

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

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

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

Facility tributary to:

City of Crest Hill East WWTP

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

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

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

Effluent Limitations, Monitoring, and Sampling

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

Sampling Point Name: Outfall 001

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

Table 1: Effluent Limitations and Monitoring Requirements

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

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

FOOTNOTES TO TABLE 1: EFFULENT LIMITATIONS AND MONITORING REQUIREMENTS:

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

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

Special Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ATTACHMENT A**STANDARD CONDITIONS**

Item 1.

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

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

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

12. Reporting requirements.

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

Table 3: Industrial Monitoring Report (IMR) Deadlines

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

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

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

times; and if the Noncompliance has not been corrected, the anticipated time it is expected to continue and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the Noncompliance. The following shall be included as information which must be reported within 24 hours:

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

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

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

ATTACHMENT B
DEFINITIONS

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

ADMI means the American Dye Manufacturer's Institute.

Agency means the Illinois Environmental Protection Agency.

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

Analyte means pollutant or parameter.

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

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

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

Bi-Weekly means once every two weeks.

Board means the Illinois Pollution Control Board.

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

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

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

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

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

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

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

NPDES (National Pollution Discharge Elimination System) means the national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing pretreatment requirements, under Sections 307, 402, 318, and 405 of the Clean Water Act.

Ordinance means the City of Crest Hill Chapter 13.30 Sewer Use and Wastewater Pretreatment Ordinance and all amendments thereto.

Permit means the most recently revised version of this document and its attachments.

Permittee means Rich Products Corporation (RPC)

Reporting Limit (RL) means the lowest concentration at which an analyte can be detected in a sample and its concentration can be reported with a reasonable degree of accuracy and precision during routine laboratory operating conditions.

Quarterly means once every three months. The first quarter is January through March. The second quarter is April through June. The third quarter is July through September. The fourth quarter is October through December.

24-Hour Composite Sample means a combination of at least 8 sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over a 24-hour period.

USEPA means the United States Environmental Protection Agency.

User means any person who contributes, causes, or permits the contribution of wastewater into the Publicly-Owned Treatment Works.

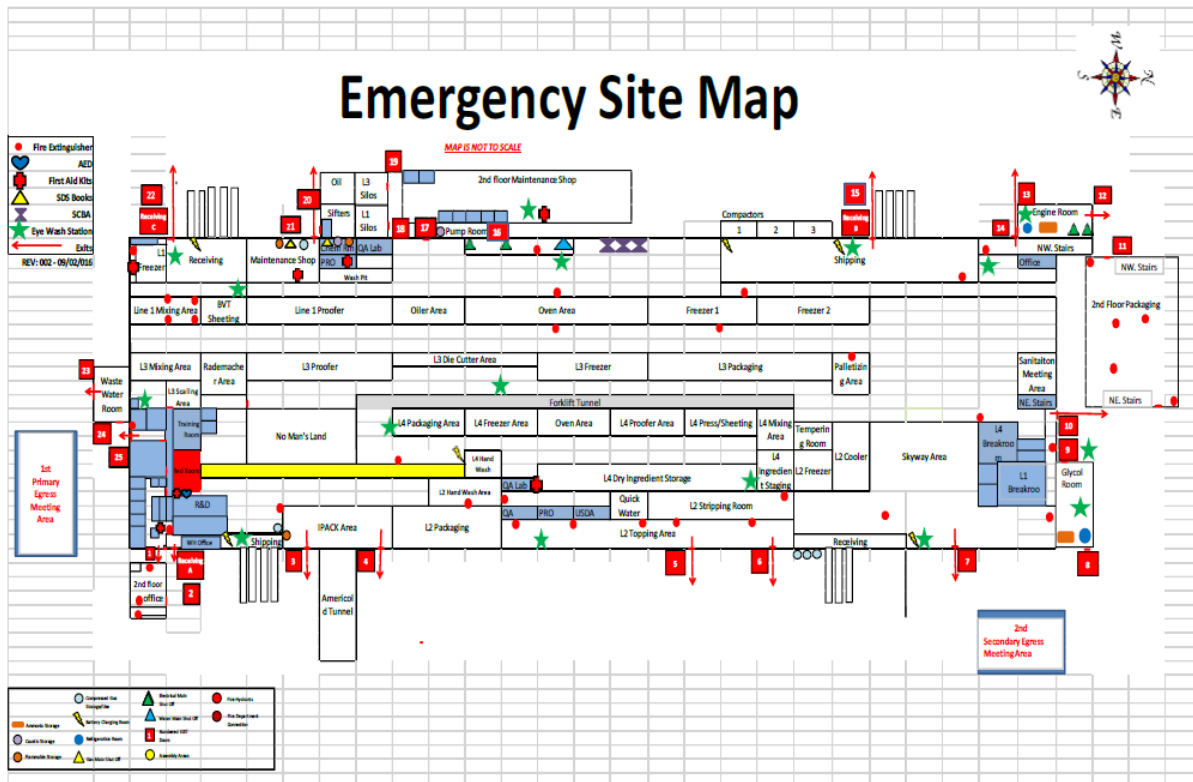
City means the City of Crest Hill.

Permit No. 1001-22

Issued: 4/26/2022

Revised: 11/20/2025

ATTACHMENT C
SAMPLE LOCATION MAP
OUTFALL 001



OUTFALL 001
POINT OF COMPLIANCE OF COMBINED WASTE STREAM
SAMPLING MANHOLE LOCATION



ATTACHMENT D INDUSTRIAL MONITORING REPORT

CITY OF CREST HILL

IU Name: Rich Products CorporationAddress: 21511 Division Street, Crest Hill, IL 60403Permit No.: 1001-22

Monthly Reporting Period: _____

Sampling Point: Outfall 001

EXAMPLE PROVIDED BELOW– IMR EXCEL WORKSHEET TO BE USED BY PERMITTEE

Input First Day of Reporting Month -> **4/1/2022**

IMR Monthly Report Reporting Month: April-2022

= Automatic Calculation

Rich Products Corporation
21511 Division Street, Crest Hill, IL 60403
Discharge Permit No.: 1001-22

Total Discharge Days: 30
Total Wastewater Discharge: 746,887
Monthly Average Discharge: 24,896
Total Potable Water Usage: 1,302,890
Ratio (Discharge:Potable Water): 57.3%

					BOD Local Limit 2,000 mg/L	TSS Local Limit 2,000 mg/L	FOG (Food Origin) Local Limit 200 mg/L	pH Local Limit range 5.0 - 9.5
Date	Day of the Week	Potable Water Reading (ft ³ /day)	Total Daily Potable Water (GPD)	Total Daily Wastewater Discharge (GPD)	BOD (mg/L)	TSS (mg/L)	FOG (mg/L)	pH
3/31/2022	Thursday	15877396						
4/1/2022	Friday	15884107	45,713	24,370				
4/2/2022	Saturday	15892143	60,113	19,656				
4/3/2022	Sunday	15897952	43,454	21,361				
4/4/2022	Monday	15902280	32,376	18,709				
4/5/2022	Tuesday	15910163	58,969	34,934				
4/6/2022	Wednesday	15917524	55,064	26,313	157	636	34	8.33
4/7/2022	Thursday	15923131	41,943	19,313				
4/8/2022	Friday	15929698	49,125	28,544				
4/9/2022	Saturday	15933286	26,840	21,465				
4/10/2022	Sunday	15937063	28,254	23,651				
4/11/2022	Monday	15945174	60,674	32,757				
4/12/2022	Tuesday	15951464	47,052	28,797				
4/13/2022	Wednesday	15958593	53,329	31,990	214	64		7.50
4/14/2022	Thursday	15965749	53,531	32,279				
4/15/2022	Friday	15972045	47,097	23,487				
4/16/2022	Saturday	15975050	22,479	18,127				
4/17/2022	Sunday	15977623	19,247	12,309				
4/18/2022	Monday	15985443	58,498	36,275				
4/19/2022	Tuesday	15990132	35,076	24,614				
4/20/2022	Wednesday	15993741	26,997	18,914	187	72	58	7.71
4/21/2022	Thursday	16001315	56,657	25,747				
4/22/2022	Friday	16008356	52,670	30,358				
4/23/2022	Saturday	16013511	38,562	22,980				
4/24/2022	Sunday	16017252	27,985	22,423				
4/25/2022	Monday	16024088	51,137	26,644				
4/26/2022	Tuesday	16030516	48,085	34,560				
4/27/2022	Wednesday	16037643	53,314	25,739	92	58	25	8.14
4/28/2022	Thursday	16044281	49,656	27,913				
4/29/2022	Friday	16049851	41,666	21,537				
4/30/2022	Saturday	16052167	17,325	11,121				
Total			1,302,890	746,887				
Average			43,351	24,896				

ATTACHMENT D
INDUSTRIAL MONITORING REPORT**CITY OF CREST HILL**
Industrial Monitoring Report (IMR) CONTINUED

Monthly Summary		
Average Process Flow	gallons/day	
Maximum Process Flow	gallons/day	
Minimum pH	S.U.	
Maximum pH	S.U.	

To the best of my knowledge and belief, Rich Products Corporation was: (check one)

☐ **IN Compliance**

☐ **NOT in Compliance**

with the requirements of its Wastewater Discharge Permit during this reporting period.

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

Authorized Representative
Printed Name and Title

Signature

Date

City Use Only

Name of City Representative

- ☐ Approved
☐ Approved As Noted
☐ Awaiting Additional Data

Initial

2027

Effective Date: June 1, 2022 – May 31,

IU Name: **Rich Products Corporation** Address: **21511 Division Street, Crest Hill, IL** Permit No.: **1001-**
22 Month, Year: _____

[illegible]

Maximum pH for the Month: _____ Minimum pH for the Month: _____

ATTACHMENT D

HAULED EFFLUENT WASTEWATER MANIFEST SUMMARY LOG

IU Name: Rich Products Corporation Address: 21511 Division Street, Crest Hill, IL 60403 Permit No.: 1001-22 Reporting Period: _____

Log Summary: Total Volume of Effluent Wastewater Pumped and Hauled from Compliance Manhole (Outfall 001) this Monthly Reporting Period _____

Date	Hauling Company Name	Manifest Number or Truck Ticket Number	Total Hauled Effluent Wastewater In Gallons or Pounds

☐ No waste was hauled during this reporting period. *(Check Only if Applicable)*

I certify that I am familiar with the information contained in this report and that, to the best of my knowledge and belief, such information is true, accurate, and complete.

Authorized Representative – Printed Name and Title

Signature

Date

October 2025 Surcharge Invoice Summary					
Daily					
Sample Date	BOD	TSS	Wastewater Discharge	Surcharge BOD	Surcharge TSS
	Result	Result	Gallons	Load	Load
	(mg/L)	(mg/L)		(lbs)	(lbs)
10/1/2025	426	198	29,352	55.4	
10/8/2025	567	192	22,029	67.5	
10/15/2025	580	435	23,523	74.6	38.3
10/23/2025	469	262	24,535	55.1	4.5
10/29/2025	1,300	2,880	23,518	215.9	518.1
Average:				93.7	187.0
			lb/day	days/mo.	\$/lb
BOD Surcharge			93.7	31	\$ 1.48 \$ 4,297.83
TSS Surcharge			187.0	31	\$ 1.20 \$ 6,955.20