



City Council Work Session

Crest Hill, IL

July 28, 2025

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

- [1.](#) Liquor License Applicant-Mickey's Gyros
- [2.](#) Resolution Approving an Agreement for Design and Related Services for the New Water SCADA System located in the Eastern Receiving Station for Grand Prairie Water Commission (GPWC) Delivery Points by and Between the City of Crest Hill, Will County, Illinois and Strand Associates, Inc. for an Amount of \$43,000.00.
- [3.](#) Permit Fee Waiver Update
- [4.](#) Discuss Smart Water Meter Assistance Program
5. Public Comments
6. Mayor's Updates
7. Committee/Liaison Updates
8. City Administrator Updates
9. 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.
10. 5ILCS 120/2 (c)(2): Collective negotiating matters between the public body and its employees or their representative, or deliberations concerning salary schedules for one or more classes of employees.

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: July 28, 2025
Submitter: Mayor Raymond R. Soliman *R.S.*
Department: Mayor's Office
Agenda Item: Liquor License Applicant-Mickey's Gyros

Summary: Mickey's Gyros, 1701 N. Larkin Avenue, has met all of the requirements to ascertain a restaurant liquor license, serving beer and wine only to customers. Mayor has approved his license request and Mr. Tony Baffes will be at the July 28, 2025, work session to introduce himself to City Council.

Recommended Council Action: Informational Only

Financial Impact:**Funding Source:****Budgeted Amount:****Cost:****Attachments:**



Agenda Memo

Crest Hill, IL

Meeting Date:	July 28, 2025
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Resolution approving an Agreement for design and related services for the New Water SCADA System located in the Eastern Receiving Station for Grand Prairie Water Commission (GPWC) delivery points by and Between the City of Crest Hill, Will County, Illinois and Strand Associates, Inc. for an amount of \$43,000.00.

Summary: Attached is a proposal to design a new water SCADA system to be located in the new Eastern Receiving Station for the new Grand Prairie Water Supply. The existing outdated system located at the east Sanitary Sewer Treatment plant will be removed and a new updated system will be installed in the new eastern receiving station. This new system will also update the SCADA control panels at Wells No. 1,4,7,8, 9/12 and 11.

The current schedule to have this work completed is March 31, 2026 so it can be included in the bid package for the new eastern and western receiving stations.

Recommended Council Action: Resolution approving an Agreement for design and related services for the New Water SCADA System located in the Eastern Receiving Station for Grand Prairie Water Commission (GPWC) delivery points by and Between the City of Crest Hill, Will County, Illinois and Strand Associates, Inc. for an amount of \$43,000.00.

Financial Impact:

Funding Source: Water

Budgeted Amount: \$100,000.00

Cost: \$43,000.00

Attachments:

Resolution SCADA Design.pdf

SCADA Design Proposal-\$43k.pdf

RESOLUTION NO. _____

A RESOLUTION APPROVING DESIGN AND RELATED SERVICES FOR THE NEW WATER SCADA SYSTEM LOCATED IN THE EASTERN RECEIVING STATION FOR GRAND PRAIRIE WATER COMMISSION (GPWC) DELIVERY POINT BY AND BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS AND STRAND ASSOCIATES, INC. FOR AN AMOUNT OF \$43,000.00

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

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

WHEREASECS . Strand Associates, Inc.(the "COMPANY"), is an entity that is in the business of providing design and related services for the new water SCADA system located in the Eastern receiving station for Grand Prairie Water Commission (GPWC) delivery point (the "Services"); and

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

WHEREAS, City Staff have negotiated an AGREEMENT FOR design and related services for the new water SCADA system located in the Eastern receiving station for Grand Prairie Water Commission (GPWC) delivery point (the "Agreement") with the Company for the purposes of engaging the Company to perform the Services (a copy of the Agreement is attached hereto as Exhibit A and fully incorporated herein); and

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

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

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

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

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of this Agreement (Exhibit A) in the amount of \$43,000.00 are fair, reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and deliver, and the Clerk to attest, the Agreement, and further to take any and all other actions, including without limitation the execution and delivery of any and all documents, necessary and appropriate to effectuate the intent of this Resolution, which is to enter into the Agreement with the Company.

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

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

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

[Intentionally Blank]

PASSED THIS 4TH DAY AUGUST, 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	_____	_____	_____	_____

APPROVED THIS 4TH DAY OF AUGUST 2025.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A



July 10, 2025

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

Attention: Honorable Raymond Soliman, Mayor

Re: Agreement for Design Services
Final Design of Water Supervisory Control and Data Acquisition (SCADA) System
Modifications

This is an Agreement between the City of Crest Hill, Illinois, hereinafter referred to as OWNER, and Strand Associates, Inc.[®], hereinafter referred to as ENGINEER, to provide Design Services (Services) for the Water SCADA System Modifications Project. This Agreement shall be in accordance with the following elements.

Scope of Services

OWNER's existing water system SCADA system consists of outdated technology and lacks documentation. Bidding Documents will be prepared to address OWNER-defined deficiencies identified in the Project's preliminary design phase. The Project will include modifications and additions to the existing SCADA system and will move the master data collection site to the new receiving station. ENGINEER will provide the following Services to OWNER.

Design Services

1. Design the replacement of the back panels in the SCADA control panels at Wells Nos. 1, 4, 7, 8, 9/12, and 11; and the relocation of the master SCADA control panel from the East Wastewater Treatment Plant to the new receiving station building adjacent to Well No. 10. New back panels will include new Allen-Bradley CompactLogix controllers, Ethernet network switches, and radios with provisions for back-up cellular communication. The status input and alarms not addressed as part of the pre-design will be incorporated and instruments and field devices identified as non-functional during the pre-design will be replaced as part of the design. The design will also include modifications to the water SCADA System hardware and software.
2. Prepare 50 percent technical specifications and engineering drawings to be incorporated into the receiving station project Bidding Documents. Prepare Bidding Documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition, technical specifications, and engineering drawings. Prepare an opinion of probable construction cost based on the OWNER-selected additions to the SCADA system and back panel replacements at the remote and master sites. Review with OWNER via teleconference.
3. Incorporate OWNER's comments, as appropriate, and develop 90 percent technical specifications and engineering drawings. Review the Bidding Documents with OWNER via teleconference.
4. Incorporate OWNER's comments, as appropriate, from the 90 percent documents and incorporate into the final receiving station Bidding Documents.

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Service Elements Not Included

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

1. Additional Site Visits and/or Meetings: Additional OWNER-required site visits or meetings.
2. Bidding Alternatives and Bid Phasing: Any services involved in providing bidding alternatives or bidding phases.
3. Bidding- and Construction-Related Services: Any services involved in performing bidding- and construction-related services.
4. Preparation for and/or Appearance in Litigation on Behalf of OWNER: Any services related to litigation.
5. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed.

Compensation

OWNER shall compensate ENGINEER for Services under this Agreement a lump sum of \$43,000.

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

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

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

Schedule

Services will begin upon execution of this Agreement, which is anticipated the week of August 4, 2025. Services are scheduled for completion on March 31, 2026.

Standard of Care

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

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OWNER's Responsibilities

1. Assist ENGINEER by placing at ENGINEER's disposal all available information pertinent to this project including previous reports, previous drawings and specifications, and any other data relative to the scope of this project.
2. Furnish to ENGINEER, as required by ENGINEER for performance of Services as part of this Agreement, data prepared by or services of others obtained or prepared by OWNER relative to the scope of this project, all of which ENGINEER may rely upon in performing Services under this Agreement.
3. Provide access to and make all provisions for ENGINEER to enter upon public and private lands as required for ENGINEER to perform Services under this Agreement.
4. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by ENGINEER and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the performance of ENGINEER.
5. Provide all legal services as may be required for the development of this project.

Opinion of Probable Cost

Any opinions of probable cost prepared by ENGINEER are supplied for general guidance of OWNER only. ENGINEER has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to OWNER. If OWNER requires more than general guidance, then OWNER agrees to obtain an independent cost estimate by others.

Changes

1. OWNER may make changes within the general scope of this Agreement in the Services to be performed. If such changes cause an increase or decrease in ENGINEER's cost or time required for performance of any Services under this Agreement, an equitable adjustment will be made and this Agreement will be modified in writing accordingly.
2. No services for which additional compensation will be charged by ENGINEER will be furnished without the written authorization of OWNER. The fee established herein will not be exceeded without agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**.
3. If there is a modification of Agency requirements relating to the Services to be performed under this Agreement subsequent to the date of execution of this Agreement, the increased or decreased cost of performance of the Services provided for in this Agreement will be reflected in an appropriate modification of this Agreement.

Extension of Services

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

Payment

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

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

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

Termination

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

Data Provided by Others

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

Third-Party Beneficiaries

Nothing contained in this Agreement creates a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's Services under this Agreement are being performed solely for OWNER's benefit, and no other party or entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of Services hereunder. OWNER and ENGINEER agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in this project to carry out the intent of this provision.

Dispute Resolution

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

Remedies

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

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Terms and Conditions

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


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

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF CREST HILL, ILLINOIS


Joseph M. Bunker
Corporate Secretary

Date 7/10/25

Raymond R. Soliman
Mayor



Agenda Memo

Crest Hill, IL

Meeting Date:	July 28, 2025
Submitter:	Blaine Wing
Department:	Administration
Agenda Item:	Discuss updating the City's Permit Fee Waiver Policy

Summary: Government entities often undertake projects that serve the public interest and align with municipal goals. Charging full permit fees to these entities may result in redundant costs to taxpayers. Similarly, non-profit organizations contribute to community development and public welfare. Reducing their permit fees can encourage investment in community services and infrastructure. Several communities including Joliet in Illinois have adopted similar policies that waive or reduce fees for government and non-profit entities.

The City of Crest Hill applies a uniform permitting fee structure to all applicants, including government entities and non-profit organizations. In recent years, there have been requests to revise this structure to better reflect the public-serving nature of certain applicants and to reduce financial burdens on community-focused organizations. In response, a few years ago, the City did authorize up to \$2,500 of permit fees to be waived by the Community & Economic Development Director or Building Commissioner for other governments.

On Monday, staff will be requesting adding an up to \$10,000 permit fee waiver authority for the City Administrator position for governmental entities as well as the ability to reduce the non-exempt and non-profit organizations by 50% up to a maximum of \$10,000. However, they shall remain responsible for any pass-through costs incurred by the City, including but not limited to third-party plan reviews, inspections, and legal or engineering services.

Recommended Council Action: Direct staff and the City Attorney to update the City's policy and to create a resolution that does the following:

1. Government entities (federal, state, county, or local) as well as fire, library, park, and school districts shall be exempt from paying standard permit fees up to \$10,000 with the approval of the City Manager. Any fee waiver above \$10,000 can be requested but would require City Council authorization. However, government entities shall remain responsible for any pass-through costs incurred by the City, including but not limited to third-party plan reviews, inspections, and legal or engineering services.

Continued on next page.

2. Non-exempt organizations, including registered non-profit organizations, and homeowner associations (HOAs), shall be eligible for a 50% reduction in standard permitting fees. This reduction shall not apply to pass-through costs, which must be paid in full.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: Reduces revenue, but this is variable based on permitted projects.

Cost: No cost

Attachments: Resolution Approving a Policy Regarding Permit Fee Waivers for Overlapping Governmental Jurisdictions

RESOLUTION NO. _____**A RESOLUTION APPROVING A POLICY REGARDING PERMIT FEE WAIVERS FOR
OVERLAPPING GOVERNMENTAL JURISDICTIONS**

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

WHEREAS, the City Council is committed to fostering positive relationships with overlapping governmental jurisdictions (the "OGJs"); and

WHEREAS, in order to reduce the burden of City permit fees on OGJs, the amount of time and City resources devoted to processing fee waiver requests from OGJs, and the amount of time it takes OGJs to obtain required permits from the City, City staff and the City Attorney have drafted the policy regarding permit fee waivers for OGJs (the "POLICY") attached to and made a part hereof as Exhibit A, and

WHEREAS, the City Council reviewed the POLICY at their March 11, 2024, workshop meeting and determined the provisions of the POLICY are reasonable and appropriate; and

WHEREAS, the City Council has determined that it is in the best interest of the City and its citizens to approve the POLICY.

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

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

SECTION 2: POLICY APPROVED. The City Council hereby approves the Policy Regarding Permit Fee Waivers for Overlapping Governmental Jurisdictions attached hereto as Exhibit A.

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

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

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

PASSED THIS 18th DAY MARCH, 2024.

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

APPROVED THIS 18th DAY MARCH, 2024.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A

Policy Regarding Permit Fee Waivers for Overlapping Governmental Jurisdictions (last updated 3.5.2024)

The City Council recognizes the importance of fostering positive relationships with overlapping governmental jurisdictions (OGJ) and that an OGJ may, from time to time, require permits from the City for projects and activities on property that it owns and/or controls within Crest Hill municipal boundaries.

In an effort to reduce (i) the burden of permit fees on OGJs, (ii) the amount of time and City resources devoted to processing fee waiver requests from OGJs, and (iii) the amount of time it takes for OGJ's to obtain required permits from the City, the City Council hereby authorizes the Community and Economic Development Director and the Building Commissioner to waive up to \$2,500 in City permit fees for individual applications submitted by OGJs with the understanding that an OGJ must reimburse the City for any and all outside consultant/vendor review and inspection costs incurred by the City as part of the City's processing of an OGJ permit application and inspection of the premises or review of permitted activities. All permit fee waiver requests exceeding \$2,500 require City Council review and approval.

This policy only applies to the waiver of City permit fees only. Any and all other fees required by the Crest Hill City Code, Ordinances, or policies will not be subject to waiver pursuant to this policy.

Approved by the City Council on: _____



Agenda Memo

Crest Hill, IL

Meeting Date:	July 28, 2025
Submitter:	Blaine Wing
Department:	Administration
Agenda Item:	Discuss Smart Water Meter Assistance Program

Summary: The City has 67 residential water users that have yet to replace their water meter with a smart water meter. In addition to charging a manual read fee of \$50 per read, staff is proposing a Smart Water Meter Assistance Program in the hopes that many of the remaining households will upgrade.

Recommended Council Action: Direct staff and the City Attorney to create a City policy and resolution that does the following:

1. Hardship Grant, up to \$300.
2. 0% interest loan for up to 36-months on up to \$300.

See attachments for details.

Financial Impact:

Funding Source: Water Fund

Budgeted Amount: \$25,000

Cost: Not known

Attachments:

- Draft Policy for Smart Meter Assistance Program
- Draft Smart Meter Assistance Program Application

Smart Water Meter Hardship Assistance Program Application

Resident Information

Name: _____

Address: _____

Phone Number: _____

Email: _____

\$300 Hardship Grant Eligibility

Please check all that apply:

- ☐ Plumbing issue prevents meter installation
- ☐ Financial hardship (e.g., income below threshold or assistance program participant)
- ☐ Previously reported hardship during smart meter rollout

Note: Receipts are required for reimbursement.

36-Month 0% Interest Loan Option

If you do not qualify for the hardship grant, you may apply for a 0% interest loan.

- ☐ I would like to apply for the 36-month 0% interest loan (up to \$300)

Monthly payments will be billed through your water utility account.

Required Documents Checklist

- ☐ Itemized receipts for plumbing work
- ☐ Proof of income or assistance program participation (if applying for hardship grant)
- ☐ Signed loan agreement (if applying for loan)

Signature

Signature: _____

Date: _____

2025 Smart Water Meter Hardship Assistance Program

Purpose: To ensure all residents can complete smart water meter installations the City will begin offering financial support for plumbing-related barriers, either through direct assistance or a no-interest loan. Additionally, while the City still requires a permit to adjust/move/replace hot water tanks, the City will waive the \$50 permit fee if the adjustment or move (even temporary) is necessary to install the smart meter.

Program Options:

1. Hardship Grant.

- **Maximum Assistance:** Up to \$300 per household.
- **Eligibility Window:** July 1, 2025 – December 31, 2025.*
- **Requirements:**
 - Plumbing-related barrier must directly prevent smart meter installation.
 - Resident must demonstrate financial hardship or have previously reported hardship to the City. The City Administrator will have final approval on the hardship assistance request.
 - Receipts/verification will be required for reimbursement.
 - Residents with prior hardship applications may reuse them but must submit receipts for this program.

*If a resident can demonstrate a financial hardship and has previously paid for a plumbing issue that prevented a smart meter from being installed, the City Administrator can review the application as if it was submitted during the eligibility window.

2. 36-Month 0% Interest Loan.

- **Eligibility:** Residents who do not qualify for the hardship grant.
- **Loan Terms:**
 - Up to \$300 for eligible plumbing work.
 - 0% interest over 36 months.
 - Monthly payments of approximately \$8.33.
- **Requirements:**
 - Plumbing issue must be verified by installer or city staff.

- Resident must sign a loan agreement and provide receipts.
 - Loan payments will be billed through the resident's water utility account.
-

Application Process

1. **Assessment:** Installer identifies plumbing-related barrier.
 2. **Application Submission:** Resident completes form and attaches receipts.
 3. **Review & Approval:** City verifies eligibility and selects grant or loan option.
 4. **Disbursement:** Grant recipients are reimbursed, or at City's discretion, City pays contractor directly; loan recipients begin monthly payments.
-

Communication Plan

- Include program details in letters to non-compliant households.
- Post on City's website and social media.
- Train installers and customer service staff to explain both options.