



City Council Work Session

Crest Hill, IL

May 11, 2026

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

MAYOR

1. Festa Italiana 2026 Update

CLERK

TREASURER

CITY ADMINISTRATOR

1. City Communications Review and Plan
2. 84th Lidice Memorial Ceremony
3. Azavar/LocalGov Agreement Discussion
4. Website Update Project

ECONOMIC DEVELOPMENT DEPARTMENT

ENGINEERING DEPARTMENT

1. A Resolution Approving the Execution of an Intergovernmental Agreement by and Between the City of Crest Hill and The Grand Prairie Water Commission Establishing a Joint Improvement Program

POLICE DEPARTMENT

PUBLIC WORKS DEPARTMENT

1. Clarke Environmental Mosquito Management Agreement Discussion
2. Approval of the Purchase of a New Single Axle Dump Truck from Lindco Equipment Sales, Inc., through the Sourcewell Cooperative Purchasing Contract, in the amount of \$273,251.00
3. Approval of the purchase of a new 2026 Elgin Pelican Sweeper, through the Sourcewell cooperative purchasing contract, in the amount of \$334,860.00.

FINANCE DEPARTMENT

PUBLIC COMMENT(Limit 3 minutes per person)

EXECUTIVE SESSION:

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

ADJOURNMENT

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



 Work Session Agenda Memo

Crest Hill, IL

Meeting Date:	May 11, 2026
Submitter:	Blaine Wing, City Administrator Ashley Monroe, Assistant City Administrator/HR
Department:	Administration
Agenda Item:	City Communications Review and Plan

Summary: The City of Crest Hill entered into an agreement with communications consultant Method Engine, LLC, on December 15, 2025 (Res. 1368). Method Engine has coordinated with City staff to support a range of communications and branding initiatives. These efforts have included assisting with the transition and updates to the City's new CivicPlus website management platform under the City's existing CivicPlus contract, developing a comprehensive brand standards guide aligned with the City's established colors and logo standards, and creating a plan for targeted strategic communications for print, digital, and social media platforms.

During their presentation at the May 11th Work Session, Method Engine will share an overview of the City's website relaunch, highlight a proposed draft of a brand standards guide, and discuss proposed focused social media strategies. Additional opportunities for future City communications support could include graphic design for digital and print materials, as well as ongoing social media management, content development and reporting.

City Council will be provided an opportunity to share feedback by May 22, 2025, so proposed changes may be incorporated into a final plan.

Recommended Council Action: Discuss proposed strategies and place adoption of the drafted Brand Standards Guide, on the June 1, 2026, regular City Council Meeting agenda.

Attachments:

Communications Review & Plan Presentation (May 11, 2026)
Draft Brand Standards Guide (May 8, 2026)



2026 Communications Review & Plan

May 11, 2026

METHODENGINE®

Table of Contents

- Method Engine Team
- Website Update
- Brand Standards Guide
- Social Media Update
- Looking Forward

METHOD ENGINE[®]

Chicago-based full-service digital agency, founded in 2000 entering our 26th year.

Our core services include branding, design, web application development, and digital advertising.

Our work is guided by a strategic approach intended to deliver measurable results.

METHODENGINE®

Core Team



John Zoppi
Founder & Managing Partner



Billie Knipfer
Account & Art Director



Brian Wendle
Marketing Plan Strategist



Matt Barlow
Social Media Director



Renee Mirko
Content Creator



John H. Bauman
Senior Technologist

Website

2026 Website Relaunch & Home Page

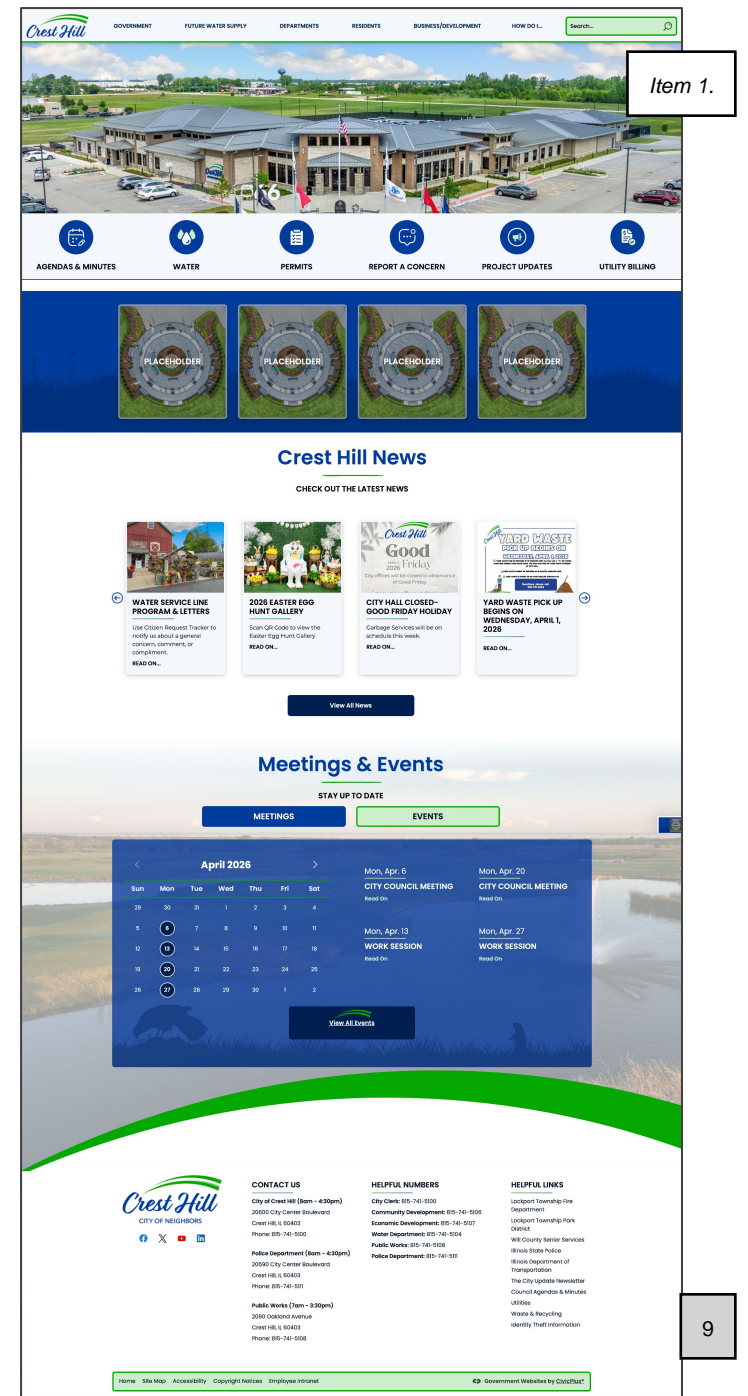
The new look and feel of the Crest Hill website is planned to launch in June or July of 2026.

Website Platform/Provider

Civic Plus

New Home Page Layout

<https://www.cityofcresthill.com/374/Home---2026>



2026 Website Relaunch: Interior Pages

Top Photo Area



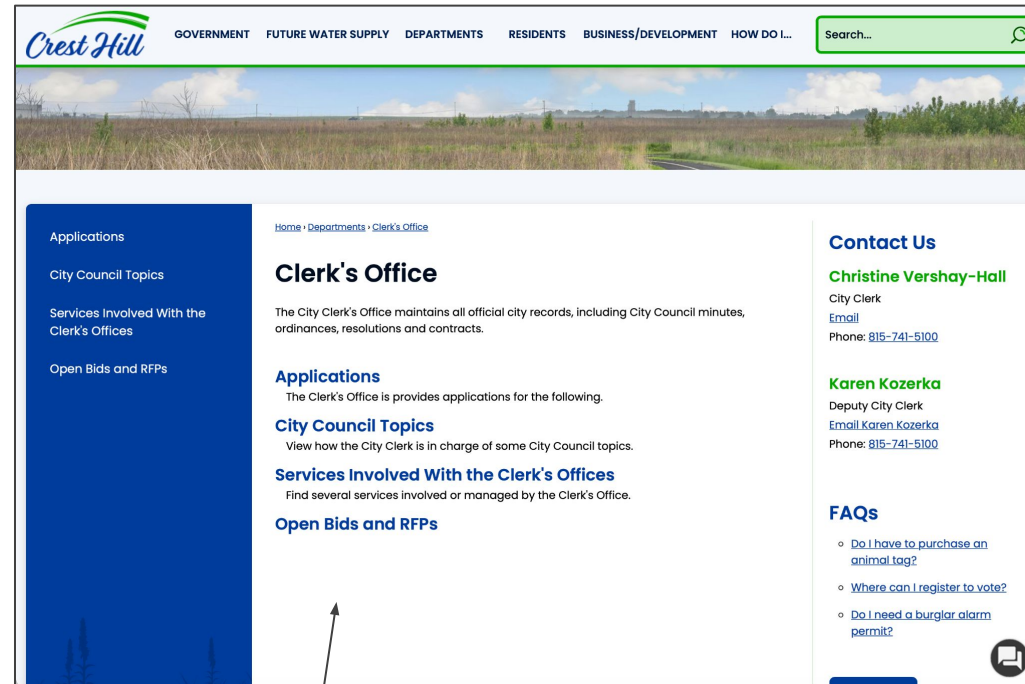
Secondary Navigation Area



Page Content Area



Feature Section



2026 Website Relaunch: Next Steps

Finalize Website

- Determine & input final content for website launch
- Review and update interior pages as needed

Department Updates

- Blaine and Ashley will work with departments to update and refine content prior to launch
- Method Engine developed a brand standards guide to support consistency across the site

Launch

- Final approval to launch
- Connect to new URL: www.cresthill.gov
 - Note www.cityofcresthill.com will automatically redirect to the new site url
- Civic Plus to transfer to new site

Strategy & Brand Standards

Brand Guide: Purpose

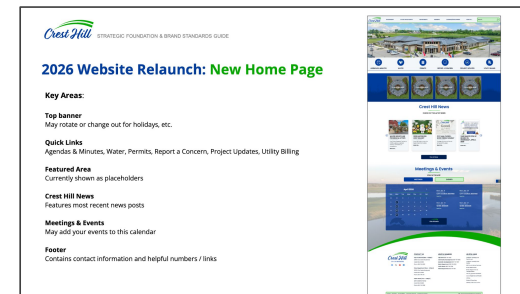
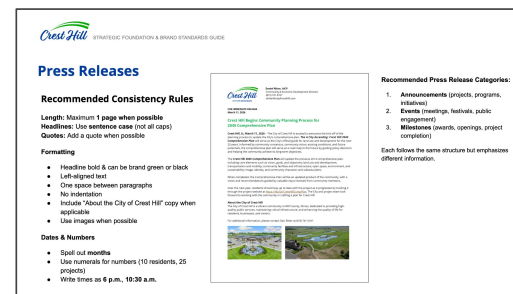
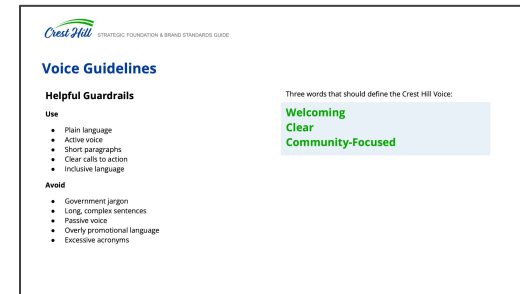
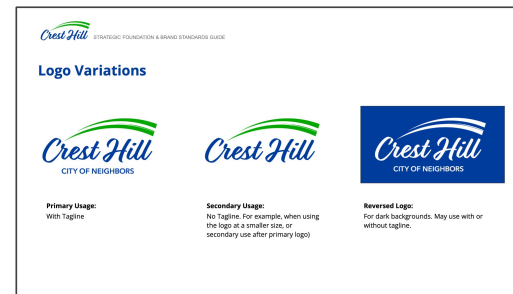
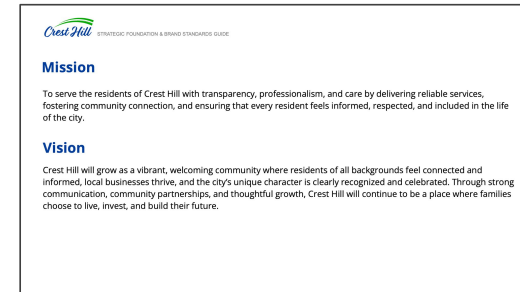
A brand standards guide for a municipality like the City of Crest Hill serves as the official framework for how the city presents itself to the public—visually and verbally. Its purpose goes beyond aesthetics; it’s about clarity, trust, and consistency across communications.

- Ensures consistency across departments
- Builds public trust and credibility
- Saves time and reduces confusion
- Defines the city’s voice and identity
- Protects the city’s brand integrity
- Strengthens community recognition

Brand Guide: Topics Covered

Draft PDF provided to City Council for feedback:
 “Draft 050826 - Crest Hill Strategy & Brand Standards.pdf”

- About Crest Hill
- The Residents of Crest Hill
- Messaging & Tone of Voice
- Brand & Visual Identity System
- Branded Content & Material Templates
- Website Guidelines & Recommendations
- Social Media Guidelines & Recommendations
- Photography & Image Usage
- Community Events Promotion



Brand Guide: Next Steps

- Please provide any feedback and/or recommendations to Blaine by May 22, 2026.
- Plan to put this into effect June 1, 2026.
- Plan to update annually.

Social Media

SOCIAL MEDIA IN 2026

THE FRONT DOOR - NOT A BULLETIN BOARD

- ➔ Social media is often the first place residents look when they need information - before the website, before calling City Hall, and before searching Google. They expect accurate, current, and official information wherever they are. It's no longer supplemental, it's an essential access point.

TRANSLATION LAYER FOR INFORMATION

- ➔ Government information is complex by nature. Social media's role is to translate it into clear, digestible, resident-friendly language. It's value is not the volume of posts, but clarity of understanding and building trust.

TRUST & TRANSPARENCY ENGINE

- Trust is built through consistency, visibility, and reliability. Residents expect regular updates, visibility into decision-making and timelines, and honest communication during disruptions or delays. It's proof that the city is present, listening, and accountable.

COMMUNITY IDENTITY BUILDER

- Beyond alerts and notices, social media is where residents emotionally connect to their city. It reinforces civic pride, highlights local people, events, and progress, and hows that Crest Hill is not just a place to live, but a community to belong to. It helps residents feel informed and invested.



01. PUBLIC SERVICE INFO

PRIMARY ROLE:

- Reduces calls/emails, increases trust, and prevents misinformation

PRIMARY PLATFORMS:

- Facebook Page, X (alerts), YouTube (meetings)

CONTENT SERIES IDEAS:

- “This Week in Crest Hill” (weekly recap, 5 bullets)
- “Project Update” posts tied to infrastructure notices (like watermain work)
- “Understanding Your City” (simple explainers: how ordinances work, what a plan commission does)

EXAMPLE CONTENT POSTS:

- “Oakland Ave Watermain: What to expect this week (parking, closures, timeline)”
- “PFAS Update: What We’re Doing & Where to Find the Presentation”
- “Public Notice Explained: What This Notice Means for Residents”
- “What to Expect During Utility Maintenance (Noise, Access, Duration)”
- “Council Meeting Preview: 3 Agenda Items Residents Should Know About”



FRAMING PRINCIPLE:

- Every post should answer “What is happening, why it matters, and what residents need to do”



02. RESIDENT ENGAGEMENT

PRIMARY ROLE:

- Reduce friction, increase usage of services

PRIMARY PLATFORMS:

- Facebook Page, Facebook Group

CONTENT SERIES IDEAS:

- “Did You Know?” City Services
- Seasonal Service Guides
- Employment & Volunteer Opportunities

EXAMPLE CONTENT POSTS:

- ➡ • “Did You Know You Can Pay Your Bill/Ticket Online In Under Two Minutes?”
- ➡ • “New to Crest Hill? Start Here: Services, Alerts, and Key Resources”
- “Save This Post: Seasonal Service Schedule”
- “How To Sign Up For Text & Email Alerts (Step-By-Step)”
- “Job Openings Currently Available With The City”

FRAMING PRINCIPLE:

- ➡ • If a post reduces confusion, prevents a phone call, or helps a resident complete a task faster, it’s doing it’s job.



03. COMMUNITY IDENTITY DEV

PRIMARY ROLE:

- Strengthen civic pride, reinforce Crest Hill’s unique identity, and highlight the people, places, and events.

PRIMARY PLATFORMS:

- Facebook Page
- Facebook Group
- YouTube (Select Highlights)

CONTENT SERIES IDEAS:

- Community Event Spotlights
- Local Business & Organization Features
- Crest Hill History - “Then vs. Now”

EXAMPLE POST IDEAS:



- “Community Event Preview: What To Expect”
- “Photo Recap From [Festival, Cleanup Day, Community Event”
- “Local Business Spotlight: Who They Are & Why They Matter”
- “Meet Your Neighbors: Resident/Volunteer Spotlight”
- “This Weekend in Crest Hill: Events & Activities”

FRAMING PRINCIPLE:

- Community-focused content should make residents feel informed and proud to be a part of Crest Hill.



04. DEPARTMENT SPOTLIGHTS

PRIMARY ROLE:

- Humanize city departments, increase understanding of how they work, build appreciation.

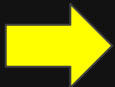
PRIMARY PLATFORMS:

- Facebook Page
- YouTube (Optional short-form or longer features)

CONTENT SERIES IDEAS:

- Meet the Department
- Behind-The-Scenes Operations
- Seasonal Preparation Updates

EXAMPLE POST IDEAS:



- "A Day In The Life of Public Works"
- "How Snow Routes Are Prioritized & Why"
- "Meet the Team Responsible For Water Quality & Safety"
- "Employee Milestone or Retirement Recognition"
- "How Many Requests the City Handled Last Month"

FRAMING PRINCIPLE:

- When residents understand the people and processes behind city services, trust & patience increases.



Crest Hill Facebook Page (new) and Group

Crest Hill currently uses a Facebook Group as its primary communications channel. It is recommended that we transition to a Facebook page, which is best practices for municipalities.

FACEBOOK PAGE — RECOMMENDED AS OFFICIAL RECORD

Municipalities require a Facebook Page as their authoritative, public-facing communications channel. Unlike Groups, Pages are always public, fully searchable, and accessible to non-members, non-Facebook users, members of the media, developers, and prospective residents. Key advantages include:

- **Public Accessibility** — no account or membership required to view
- **Discoverability** — indexed by search engines; easily shared and linked
- **Consistency** — post formats aligned with the City's service responsibilities
- **Transparency** — content is archivable and auditable as a public record

FACEBOOK GROUP — CURRENT USE & RECOMMENDED ROLE

The Group's visibility settings have been updated from private to public. Going forward, the Group is best suited as a community engagement layer rather than the City's primary communications channel. Recommended uses include:

- Q&A prompts (e.g., "What questions do you have about leaf pickup?")
- Moderated feedback collection
- Reminders that link back to the official Facebook Page and City website
- Community pride posts and resident-generated content

INITIAL TRANSITION STEPS

1. Establish the official Facebook Page
2. Use the existing Group to direct members' attention to the new Page
3. Initially will post on both Facebook Page and Group, reminding people that official posts will be only on the Facebook Page at a certain date.

Crest Hill Social Media Workflow

SUGGESTED APPROVAL PROCESS FOR POSTS CREATED BY METHOD ENGINE:

1. Method Engine to provide topic suggestions on the first of the month for the following month.
2. Ashley to coordinate with appropriate departments for any direction/artwork/etc. Also determine if posts need to be on a particular day.
3. Method Engine to create text & visuals
4. Blaine to get final approval from City Council
5. Edits as needed
6. Method Engine to post
7. Quarterly Report

We suggest asking departments for any topics/content they would like created at the beginning of each quarter.

TIME SENSITIVE POSTS

- Departments to post without prior approval (e.g. boil water, extreme weather, emergency situations)

COMMENT & ENGAGEMENT

- For now, commenting will be turned off for each post on Official Facebook page.
- Commenting will be available on Facebook Group.

Looking Forward

Looking forward in 2026...

- Start **Facebook (Page & Group) Posts** in June 2026
- **Launch Website** in June or July 2026
- **Update business cards and all templates** with new url: cresthill.gov
- Method Engine to continue to support Crest Hill with future communication needs and opportunities, which may include:
 - Ongoing strategy support
 - Ongoing social media posting and analytics/reporting
 - Ongoing website content and analytics reviews
 - Branded Powerpoint template(s)
 - Assisting departments with communications as needed (i.e. attracting new businesses)
 - City banners (seasonal, holidays, significant events, etc)
 - Other print and digital support materials as needed

METHOD ENGINE®



Brand Standards Guide

Draft Version: May 8, 2026

METHODENGINE®

Table of Contents

- About Crest Hill
- The Residents of Crest Hill
- Messaging & Tone of Voice
- Brand and Visual Identity System
- Branded Content & Material Templates
- Website Guidelines & Recommendations
- Social Media Guidelines & Recommendations
- Photography & Image Usage
- Community Events Promotion

About Crest Hill

About Crest Hill

Crest Hill is a welcoming, growing community rooted in strong traditions and a neighborly spirit. Located along historic U.S. Route 66 in Will County, about 33 miles southwest of Chicago, the city blends small-town charm with the accessibility of a connected regional location.

Home to approximately 20,000 residents, Crest Hill proudly calls itself the “City of Neighbors.” Multigenerational families, local businesses, and people from diverse cultural backgrounds shape the character of the community. With a balanced mix of families, working adults, and seniors, along with diverse neighborhoods, schools, and businesses, Crest Hill reflects a vibrant and evolving community.

With quality schools, family-friendly neighborhoods, and attainable housing options, Crest Hill offers a place where residents can build a life, stay connected, and take pride in the community they call home.

Mission

To serve the residents of Crest Hill with transparency, professionalism, and care by delivering reliable services, fostering community connection, and ensuring that every resident feels informed, respected, and included in the life of the city.

Vision

Crest Hill will grow as a vibrant, welcoming community where residents of all backgrounds feel connected and informed, local businesses thrive, and the city's unique character is clearly recognized and celebrated. Through strong communication, community partnerships, and thoughtful growth, Crest Hill will continue to be a place where families choose to live, invest, and build their future.

Goals

Strengthen Community Identity

Clearly define and communicate what makes Crest Hill unique—its history, neighborhoods, businesses, and community spirit—so residents and visitors alike understand the value of the city.

Improve Resident Communication

Provide consistent, professional, and accessible communication across all city channels to ensure residents receive timely, relevant, and easy-to-understand information.

Increase Resident Engagement

Encourage participation from all residents, including newer residents, renters, seniors, and multilingual populations, by creating more opportunities for involvement and feedback.

Support Local Businesses

Build stronger relationships with the business community through improved outreach, clearer communication, and meaningful opportunities for collaboration.

Promote Community Amenities

Increase awareness and use of Crest Hill’s parks, trails, amenities, events, and local assets by improving how they are communicated and promoted to residents.

Foster Strong Partnerships

Continue building strong relationships with regional partners—including local government agencies, schools, and community organizations—to enhance services and opportunities for residents.

The Residents of Crest Hill

Resident Overview

The residents of Crest Hill represent a **growing, diverse, and multigenerational community** that values neighborhood connections, affordability, and quality of life. The city has approximately **20,000 residents** with a median age of about **39**, reflecting a balanced mix of families, working adults, and seniors.

Key Demographic Characteristics

Diverse and Growing Population

Crest Hill has become increasingly diverse in recent years. The population is roughly:

- **Population:** 19,754 (Data USA) to 20,126 (2026 estimate)
- **Age:** The median age is 39.2, similar to the broader Chicago metro area
- **White (Non-Hispanic):** ~48%-57.8%
- **Black or African American:** ~15.4%-31.8%
- **Hispanic or Latino:** ~24% (combined with other groups)
- **Cost of Living:** Housing expenses are reported to be 25% lower than the national average, while utility prices are 8% lower.
- **Crime:** The city has a lower crime rate (13.53 per 1000 people) compared to the national average (33.37 per 1000 people).

Source: [Census.gov](https://www.census.gov) (April 2026)

Resident Types

Strong Mix of Longtime Residents and Newcomers

Crest Hill includes:

- **Multigenerational families and lifelong residents** who have deep ties to the community
- **Younger families and first-time homebuyers** attracted by attainable housing
- **New residents moving from surrounding suburbs**

Many residents grow up in the community, leave for education or work, and later return to raise their families.

Family-Oriented Community

These factors contribute to Crest Hill's reputation as a **family-friendly place to live**.

- Safe neighborhoods
- Quality schools
- Access to parks and recreation
- Local events and community traditions

Renters and Transitional Residents

Approximately **25–33% of residents are renters**, creating a significant group that may feel less connected to local government or community events. This group includes:

- Young professionals
- Families in transition
- Residents new to the area

Engaging renters and newer residents is a key opportunity for stronger community participation.

Older Adult Population

Crest Hill also has a **significant senior population**, including longtime residents who have lived in the community for decades. Communication with this group often requires clear, accessible information and traditional outreach channels.

Messaging & Tone of Voice

Crest Hill Messaging Framework

A messaging framework identifies the **core ideas the city should consistently communicate** across its website, social media, newsletters, and outreach.

Community and Connection

- Community where neighbors know one another and residents take pride in their city
- Strong relationships, local traditions, and community involvement

Quality of Life

- Family-friendly neighborhoods and strong schools
- Parks and recreation opportunities
- Attainable housing

Local Character and History

- Unique long-standing businesses
- Historical monuments
- Location along historic U.S. Route 66

A City That Listens and Communicates

Committed to keeping residents informed and engaged through:

- Clear communication
- Accessible information
- Opportunities for community participation

Opportunity and Growth

As the city continues to grow and diversify, Crest Hill is focused on:

- Strengthening services
- Supporting businesses
- Creating opportunities that benefit residents today and in the future

Recommended Brand Tone of Voice

Core Tone Characteristics

Welcoming

Friendly and inclusive, reflecting the city's neighborly atmosphere.

Clear and straightforward

Avoid bureaucratic or overly technical language. Residents should easily understand information the first time they read it.

Respectful and professional

Communications should build trust and credibility with residents and businesses.

Community-focused

Emphasize shared pride, local identity, and connection among residents.

Accessible

Use plain language and simple structure to help reach multilingual audiences and residents who may not regularly follow city government communications.

The tone should strike a balance between **professional and approachable**. Residents need to trust the information, but also feel that the City is speaking *with them*, not *at them*.

City of Crest Hill vs. Crest Hill

Both are fine to use.

Official, branded pages (website, social media, etc):

Use “Crest Hill”

New Website URL cresthill.gov:

Plan to transition more to “Crest Hill” as we roll out the new website. Note cityofcresthill.com will automatically redirect to cresthill.gov.

Plan to transition in June or July.

Voice Guidelines

Helpful Guardrails

Use

- Plain language
- Active voice
- Short paragraphs
- Clear calls to action
- Inclusive language

Avoid

- Government jargon
- Long, complex sentences
- Passive voice
- Overly promotional language
- Excessive acronyms

Three words that should define the Crest Hill Voice:

Welcoming
Clear
Community-Focused

Formal Tone of Voice

When to Use

Use a **formal tone** for:

- Official announcements
- Policies and ordinances
- Press releases
- Emergency notifications
- Legal or procedural information
- Council communications

Style Guidelines

- Professional and direct
- Structured and informative
- Avoid slang or overly casual language
- Still keep sentences clear and simple

Example

Complicated language & not enough information:

Residents are hereby advised that municipal snow removal operations will commence following precipitation events exceeding two inches.

Recommended:

Crest Hill will begin snow removal operations after snowfall exceeds two inches. Crews will work to clear main roads first, followed by residential streets. [View the GIS map](#) for more details and updates.

Informal Tone of Voice

When to Use

Use a **more conversational tone** for:

- Social media
- Community events
- City newsletters
- Parks and recreation updates
- Resident engagement campaigns

Style Guidelines

- Friendly and conversational
- Encouraging participation
- Shorter sentences
- Use inclusive language (“our community,” “neighbors,” “families”)

Example

Too Formal:

The City of Crest Hill will host Winter Fest on Saturday at 5:00 p.m.

Recommended (friendly, motivational, CTA):

Join us Saturday at 5:00 p.m. for Winter Fest! Bring your family and enjoy lights, music, and holiday activities for all ages. [Click here](#) for more details.

Visual Identity System

Logo Variations



Primary Usage:

With Tagline



Secondary Usage:

No Tagline. For example, when using the logo at a smaller size, or secondary use after primary logo)



Reversed Logo:

For dark backgrounds. May use with or without tagline.

Resizing the Logo



Be sure to maintain the image ratio of the logo.



Microsoft & Google Docs:

Drag one of the 4 corners to resize while maintaining the correct ratio



Microsoft & Google Docs:

Dragging one of the sizes distorts the logo.

Colors



Blue

RGB: 0, 60, 155

CMYK: 100, 61, 0, 39

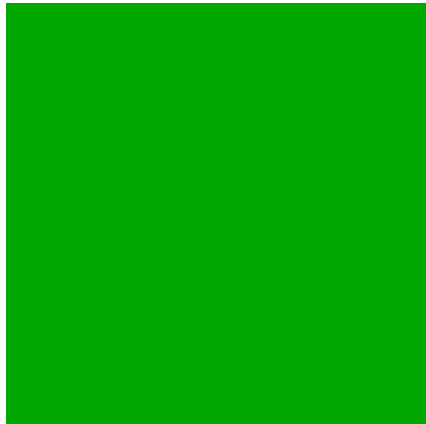
HEX: 003c9b

Primary Uses:

Logo

Headlines

Accent Colors



Green

RGB: 0, 168, 0

CMYK: 100, 0, 100, 34

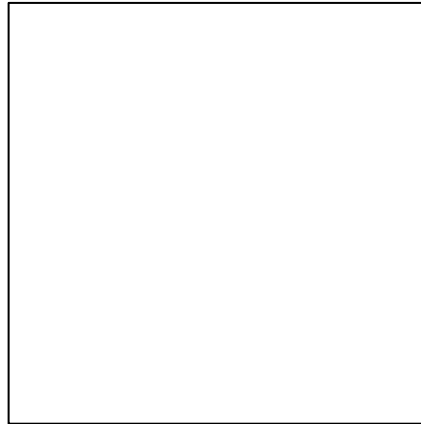
HEX: 00a800

Primary Uses:

Logo

Subheads

Accent Colors



White

RGB: 255, 255, 255

CMYK: 0, 0, 0, 0

HEX: FFFFFFFF

Primary Uses:

Background Color

Text on dark background



Black

RGB: 0, 0, 0

CMYK: 0, 0, 0, 100

HEX: 000000

Primary Uses:

Text

Font Families

PRIMARY FONT

Segoe

Note this font is Microsoft compatible.
Primary Uses: Headlines & body copy

Segoe Regular

Segoe Bold

aA bB cC dD eE fF gG hH iI jJ kK lL mM nN
oO pP qQ rR sS tT uU vV wW xX yY zZ

Crest Hill is the “City of Neighbors”.

SECONDARY FONT

Open Sans

Note this font is Google compatible (Google docs, etc)
Primary Uses: Headlines & body copy

Open Sans Regular

Open Sans Bold

aA bB cC dD eE fF gG hH iI jJ kK lL mM nN
oO pP qQ rR sS tT uU vV wW xX yY zZ

Crest Hill is the “City of Neighbors”.

NEW WEBSITE FONT

Poppins

Poppins Regular

Poppins Bold

PRINT FONTS

Lato

Primary Uses: Print & Digital (if font available)

Lato Regular

Lato Bold

Sofia Pro

Primary Uses: Print & Digital (if font available)

Sofia Pro Regular

Sofia Pro Bold

Branded Content & Material Templates

Email Signature

To _____ Bcc _____

Cc _____

Add a subject _____ Draft saved at 9:19 AM

|

Blaine Wing, City Administrator



Address: 20600 City Center Blvd., Crest Hill, IL 60403

Phone: (815) 741-5100 ext. 238

Email: bwing@cityofcresthill.com

Website: www.cityofcresthill.com

Do you want to schedule a meeting with me? Click on the following link to find available dates and times. <https://calendly.com/bwing-cityofcresthill/30min>

This email message, and any attached files (collectively, this "Email Message"), is intended solely for the individuals or entities to whom it is addressed and may contain information that is proprietary, confidential, and/or exempt from disclosure under applicable law, including protected health information. If you are not the intended recipient, or an agent or employee of the intended recipient who is authorized to receive this Email Message, please notify the sender immediately and delete this Email Message from your computer. Do not read, view, or copy this Email Message, and do not disclose it to anyone else. Reading, viewing, copying, or disclosing this Email Message may be prohibited, restricted, and/or punishable by law. The statements, opinions, and views expressed by the author in this EmailMessage are the personal statements, opinions, and views of the author only, and they should not be construed, deemed, or interpreted to be those of the City of Crest Hill or any other elected or appointed official, officer, agent, or employee of the City of Crest Hill. All email messages, and any attached files sent to and from the City of Crest Hill may be public records obtainable by the public under the Illinois Freedom of Information Act.

Recommended Consistency Rules

- Font: Aptos
- Name & Title
- Crest Hill Logo with Tagline
- Address
- Phone
- Email
- Website
- Link to scheduler (if applicable)
- Email Disclaimer Statement

Letterhead

Recommended Consistency Rules

- Always spell out the **full date**
- Use **Subject** or **RE** line for clarity
- Keep letters to **one page when possible**
- Use **11-12 pt Segoe font**
- Maintain **left alignment** for readability

CITY OF CREST HILL
NAME OF DEPARTMENT
 1610 Plainfield Road
 Crest Hill, IL 60403
 815-741-5111
cityofcresthill.com



CITY OF NEIGHBORS

March 11, 2026

John Smith
 ABC Development Group
 123 Main Street
 Chicago, Illinois 60601

Subject: Lorem Ipsum Dolor Sit

Dear Mr. Smith,

Lorem ipsum dolor sit amet conse pellentesque sem placerat. In id cl aenean sed diam urna tempor. Pul egestas. Iaculis massa nisl malesu class aptent taciti sociosqu. Ad lito

Cleo eu aenean sed diam urna tem bibendum egestas. Iaculis massa r semper vel class aptent taciti socii himenaeos.

Donec quam felis, ultricies nec, pe quis enim. Donec pede justo, fring rhoncus ut, imperdiet a, venenatis Integer tincidunt. Cras dapibus. Viv eleifend tellus. Aenean leo ligula, p lorem ante, dapibus in, viverra qui laoreet. Quisque rutrum. Aenean i ullamcorper ultricies nisi. Nam ege condimentum rhoncus, sem quarr ipsum. Nam quam nunc. blandit v odio et ante tincidunt tempus. Do ante. Etiam sit amet orci eget eros

Sed fringilla mauris sit abet nibh. Donec sodales sagittis magna. Sed consequat, leo eget bibendum sodales, augue velit cursus nunc, quis gravida magna mi a libero. Fusce vulputate eleifend sapien. Vestibulum purus quam, scelerisque ut, mollis sed, nonummy id, metus. Nullam accumsan lorem in dui. Cras ultricies mi eu turpis hendrerit fringilla. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilla Curae; In ac dui quis mi consectetuer lacinia.

Nam pretium turpis et arcu. Duis arcu tortor, suscipit eget, imperdiet nec, imperdiet iaculis, ipsum. Sed aliquam ultrices mauris. Integer ante arcu, accumsan a, consectetur eget, posuere ut, mauris. Praesent adipiscing. Phasellus ullamcorper ipsum rutrum nunc. Nunc nonummy metus. Vestibulum volutpat pretium libero. Cras id dui. Aenean ut eros et nisl sagittis vestibulum. Nullam nulla eros, ultricies sit amet, nonummy id, imperdiet feugiat, pede. Sed lectus. Donec mollis hendrerit risus. Phasellus nec sem in justo pellentesque facilisis. Etiam imperdiet imperdiet orci. Nunc nec neque.

Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisl. Curabitur ligula sapien, tincidunt non, euismod vitae, posuere imperdiet, leo. Maecenas malesuada. Praesent congue erat at massa. Sed cursus turpis vitae tortor. Donec posuere vulputate arcu. Phasellus accumsan cursus velit. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilla Curae; Sed aliquam, nisl quis porttitor congue, elit erat euismod orci, ac

Sincerely,

Blaine Wing
 City Administrator
 City of Crest Hill

Phone: (815) 741-5100 ext. 238
 Email: bwing@cityofcresthill.com
 Website: www.cityofcresthill.com

cityofcresthill.com
pg 2

Digital Letterhead

Raymond R. Soliman
 Mayor

Christine Vershay-Hall
 Clerk

Glen Conklin
 Treasurer

Ward 1
 Scott Dyke
 John Vershay

Ward 2
 Claudia Gazal
 Darrell Jefferson

Ward 3
 Tina Oberlin
 Mark Cipiti

Ward 4
 Nate Albert
 Joe Kubal



CITY OF NEIGHBORS

March 11, 2026

John Smith
 ABC Development Group
 123 Main Street
 Chicago, Illinois 60601

Subject: Crest Hill 2045 Comprehensive Plan

Dear Mr. Smith,

Lorem ipsum dolor sit amet consectetur adipiscing elit. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus dui convallis. Tempus leo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. Iaculis massa nisl malesuada lacinia integer nunc posuere. Ut hendrerit semper vel class aptent taciti sociosqu. Ad litora torquent per conubia nostra inceptos himenaeos.

Cleo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. Iaculis massa nisl malesuada lacinia integer nunc posuere. Ut hendrerit semper vel class aptent taciti sociosqu. Ad litora torquent per conubia nostra inceptos himenaeos.

Thank you for your continued interest in the City of Crest Hill.

Sincerely,

Blaine Wing
 City Administrator
 Crest Hill

Phone: (815) 741-5100 ext. 238
 Email: bwing@cityofcresthill.com
 Website: www.cityofcresthill.com

CITY OF CREST HILL
 20600 City Center Boulevard
 Crest Hill, IL 60403
 815-741-5100
 cityofcresthill.com

Formal Letterhead

Press Releases

Recommended Consistency Rules

Length: Maximum 1 page when possible

Headlines: Use sentence case (not all caps)

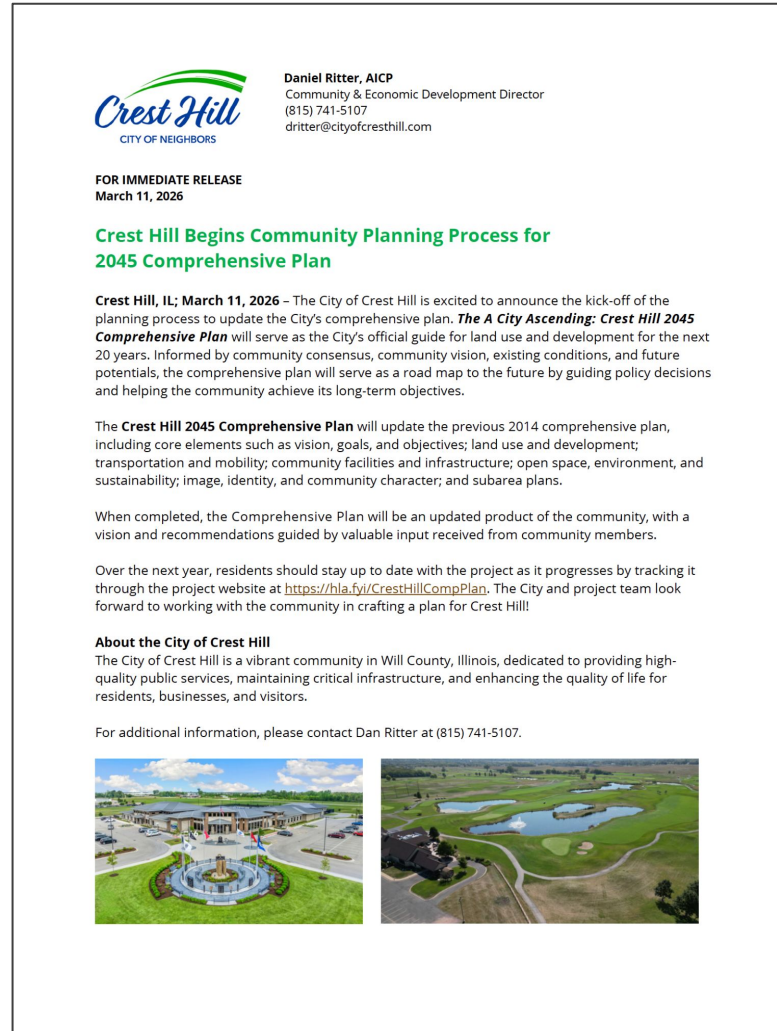
Quotes: Add a quote when possible


Formatting

- **Headline bold & can be brand green or black**
- **Left-aligned text**
- **One space between paragraphs**
- **No indentation**
- **Include “About the City of Crest Hill” copy when applicable**
- **Use images when possible**

Dates & Numbers

- **Spell out months**
- **Use numerals for numbers (10 residents, 25 projects)**
- **Write times as 6 p.m., 10:30 a.m.**



 **Daniel Ritter, AICP**
Community & Economic Development Director
(815) 741-5107
dritter@cityofcresthill.com

FOR IMMEDIATE RELEASE
March 11, 2026

Crest Hill Begins Community Planning Process for 2045 Comprehensive Plan

Crest Hill, IL; March 11, 2026 – The City of Crest Hill is excited to announce the kick-off of the planning process to update the City’s comprehensive plan. *The A City Ascending: Crest Hill 2045 Comprehensive Plan* will serve as the City’s official guide for land use and development for the next 20 years. Informed by community consensus, community vision, existing conditions, and future potentials, the comprehensive plan will serve as a road map to the future by guiding policy decisions and helping the community achieve its long-term objectives.


The **Crest Hill 2045 Comprehensive Plan** will update the previous 2014 comprehensive plan, including core elements such as vision, goals, and objectives; land use and development; transportation and mobility; community facilities and infrastructure; open space, environment, and sustainability; image, identity, and community character; and subarea plans.

When completed, the Comprehensive Plan will be an updated product of the community, with a vision and recommendations guided by valuable input received from community members.

Over the next year, residents should stay up to date with the project as it progresses by tracking it through the project website at <https://hla.fyi/CrestHillCompPlan>. The City and project team look forward to working with the community in crafting a plan for Crest Hill!

About the City of Crest Hill
The City of Crest Hill is a vibrant community in Will County, Illinois, dedicated to providing high-quality public services, maintaining critical infrastructure, and enhancing the quality of life for residents, businesses, and visitors.

For additional information, please contact Dan Ritter at (815) 741-5107.



Recommended Press Release Categories:

1. **Announcements** (projects, programs, initiatives)
2. **Events** (meetings, festivals, public engagement)
3. **Milestones** (awards, openings, project completion)

Each follows the same structure but emphasizes different information.

Website Guidelines & Recommendations

Website Color Palette, Image Sizes & Typography Standards

Color Palette



Template Image Sizes

(width x height - measured in pixels at 72ppi)

363 x 141 Site ID (logo) PNG	2200 x 500 Home Banner JPG	2200 x 300 Interior Banner JPG
285 x 205 News Flash JPG	325 x 325 Photo buttons JPG	100 x 100 Graphic Buttons SVG

Interior Typography

Poppins - Bold - #001F51

Headline

Poppins - Bold - #003C9B

Headline Level 2

Poppins - Bold - #00A800

Headline Level 3

Poppins - Regular - #000C1F

Normal Text

Poppins - Regular - #003C9B

Links

Recommended Free Website Image Resizing Online tools:

https://www.freedocumentmaker.com/resize-images?utm_source=chatgpt.com

- Lets users control size, quality, format (JPG/PNG/WebP)
- Still very simple but slightly more flexible Good for “exact dimensions” (like 1200x628)

[ImageResizer.com](https://www.image-resizer.com)

- Super clean interface (literally 2–3 steps)
- Fast + works on device

2026 Website Relaunch

The purpose of these guidelines is to provide guidance and support for different individuals and departments to edit or add content to:

1. **Interior pages of the website**
2. **News Section on Home Page** (Live edit or widget)
3. **Events Section on Home Page** (Live edit or widget)

For the relaunch, you will build your content on the existing interface and back end content management system, but it will change to the new design when launched. The anticipated launch date is June/July 2026.

Website Platform/Provider:
Civic Plus

Civic Plus Basic Instructions Checklist:

<https://www.civicplus.help/municipal-websites-central/docs/launch-preparation-checklist>

New Home Page Layout:

<https://www.cityofcresthill.com/374/Home---2026>

New Interior Page Layout (must be logged in to view):

<https://www.cityofcresthill.com/149/Clerks-Office/?structureID=6&themeID=17&preview=true>

2026 Website Relaunch: New Home Page

Key Areas:

Top banner

May rotate or change out for holidays, etc.

Quick Links

Agendas & Minutes, Water, Permits, Report a Concern, Project Updates, Utility Billing

Featured Area

Currently shown as placeholders

Crest Hill News

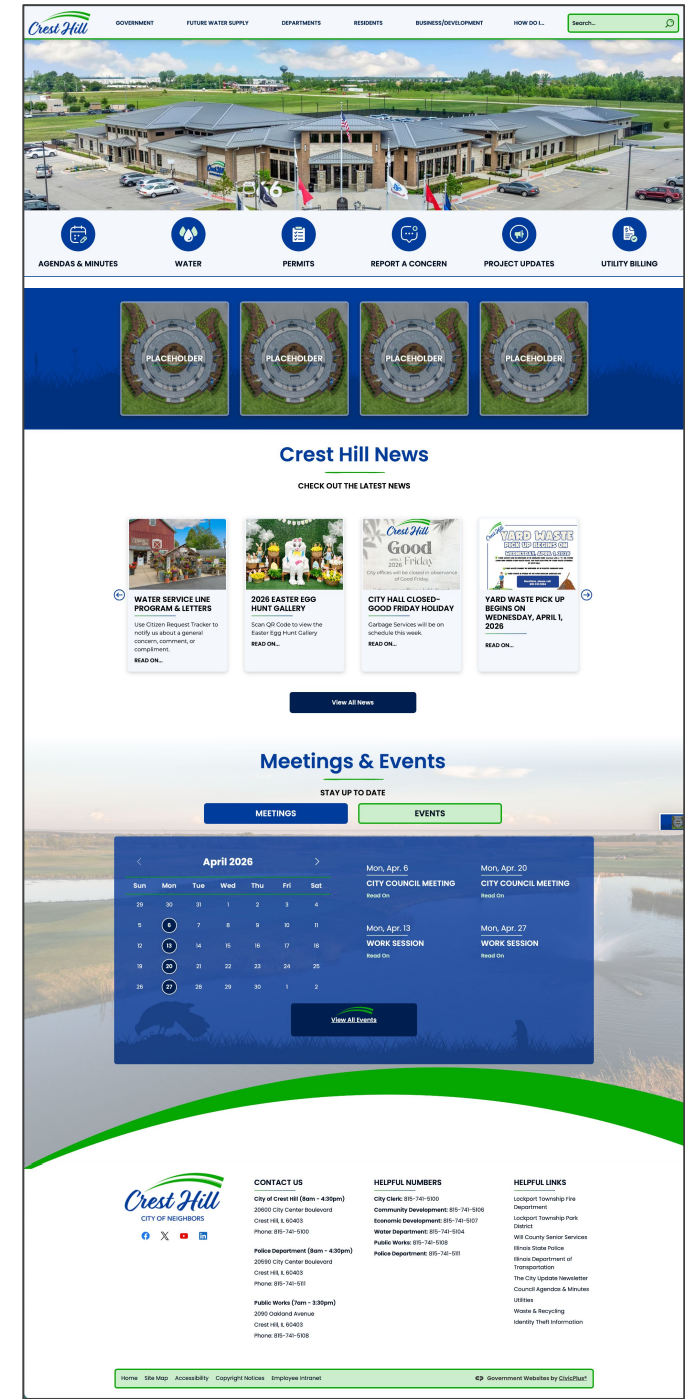
Features most recent news posts

Meetings & Events

May add your events to this calendar

Footer

Contains contact information and helpful numbers / links



Item 1.

2026 Website Relaunch: Adding News Items

Crest Hill News

CHECK OUT THE LATEST NEWS



WATER SERVICE LINE PROGRAM & LETTERS

Use Citizen Request Tracker to notify us about a general concern, comment, or compliment.

READ ON...



2026 EASTER EGG HUNT GALLERY

Scan QR Code to view the Easter Egg Hunt Gallery

READ ON...



CITY HALL CLOSED - GOOD FRIDAY HOLIDAY

Garbage Services will be on schedule this week.

READ ON...



YARD WASTE PICK UP BEGINS ON WEDNESDAY, APRIL 1, 2026

READ ON...

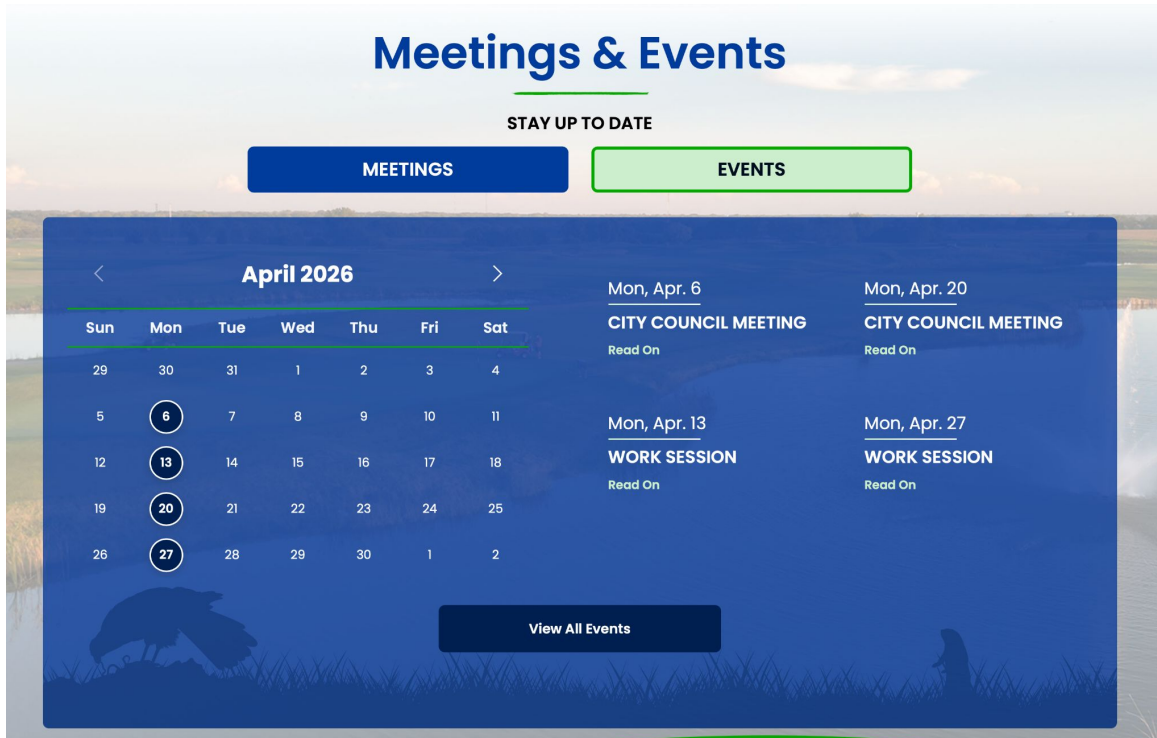
View All News

1. Sign into the website.
2. Navigate to Modules and on the Content tab, select News Flash.
3. Select which category you would like to add an item to.
4. Click Add Item.
5. Fill in the information fields including Display dates, Title, Link options, Lead In, Full Text, Image, and other settings as needed.
6. Note you can check a box if you would like this news item featured on the home page.
7. Click Save and Publish.
8. Fill in the Notification options if desired and choose when to send the notification

Link to how to add News Flash:

<https://www.civicplus.help/municipal-websites-central/docs/add-manage-news-flash-items>

2026 Website Relaunch: Add and Manage Calendar Events



1. Sign into the website.
2. Navigate to Modules and on the Content tab, select Calendar.
3. Select the Calendar you want to add an event to.
4. Click the "Ad Events" button.
5. Fill in the event's information fields.
6. Click Save and (changes/publish/submit).
7. Choose if you would like to notify your subscribers.

Link to how to add and manage Events:

<https://www.civicplus.help/municipal-websites-central/docs/add-manage-calendar-events?highlight=add%20event>

2026 Website Relaunch: Department Pages / Section

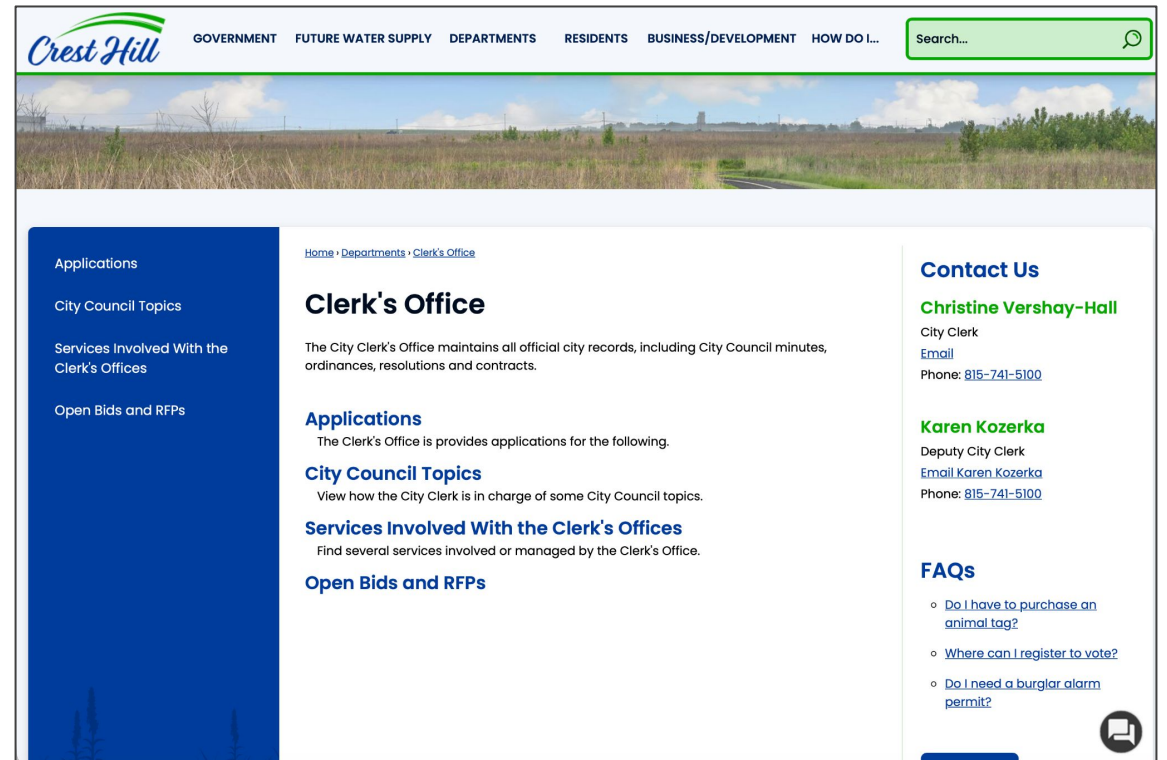
Key Links (after login to your Civic Plus Crest Hill account):

- New Interior Page Design (log in first, then use this link):
<https://www.cityofcresthill.com/149/Clerks-Office/?structureID=6&themelD=17&preview=true>

Note that the new design will not show until the official 2026 launch, so you will edit using the existing interface.

- **To view how your page will appear when launched, add this extension to the end of your interior page url to preview with the new design:**
</?structureID=6&themelD=17&preview=true>

New Interior Page Layout:



2026 Website Relaunch: Department Pages / Section

STEP 1:

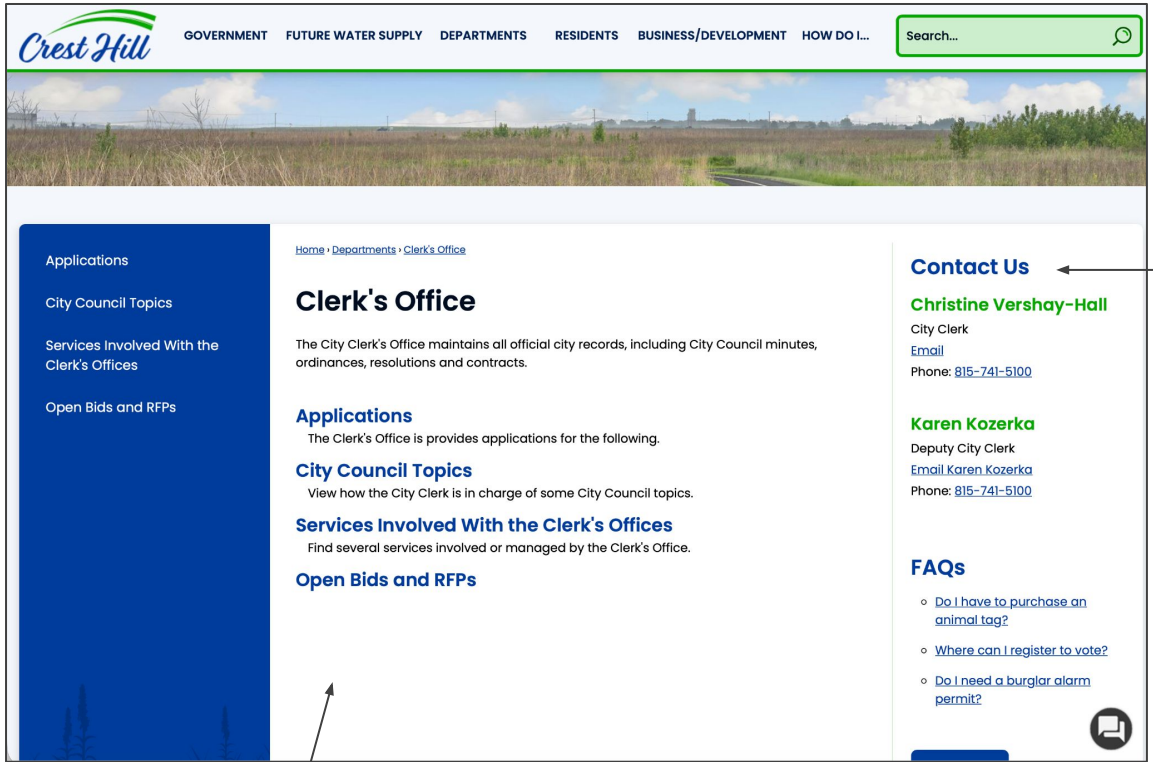
Login to the Civic Plus

STEP 2:

Start by cleaning up your pages or sections. Remove any content that is outdated, duplicated, or no longer needed.

STEP 3:

Update and add new content using the following instructions.



Top Photo Area:

- You may change this image.
- <https://www.civicplus.help/municipal-websites-central/docs/add-images-to-a-banner>

Secondary Navigation Area (Blue Background):

- This contains links to all of the pages in the category.
- <https://www.civicplus.help/municipal-websites-central/docs/secondary-navigation-overview>

Page Content Area:

- Recommend starting each page with a general overview: what, responsibilities, etc.
- You can use the brand blue and/or green for subheads. The remaining text should be black.
- You can add links, buttons, photos, and graphics in this area.
- <https://www.civicplus.help/municipal-websites-central/docs/page-content>

Feature Section:

- Recommend the following content for this area:
 - Director Photo (preferred to personalize)
 - Director Name, Title, Contact Info
 - Department Contact Info
- You can also include things like FAQs or Quicklinks. Think about frequent needs of visitors.
- <https://www.civicplus.help/municipal-websites-central/docs/enable-or-disable-the-feature-column>

Example Interior Pages for the Clerk's Office:

Website Workflow - Approvals or Notifications?

TBD: Currently Director to sign off on content changes & updates.

Note: Discuss common pages.

Social Media Guidelines & Recommendations

Crest Hill Social Media Guidelines

The purpose of these guidelines is to ensure that social media communication from the Crest Hill is clear, consistent, accurate, and aligned with the City’s goals of transparency, service, and community engagement.

Social media should function as an extension of City Hall, providing residents with timely information, improving access to services, and reinforcing trust in City operations.

Recommended Free Social Media Image Resizing Online tool:

https://postonce.to/tools/image-resizer?utm_source=chatgpt.com#platform-selector

- One-click presets for Facebook, LinkedIn, etc.
- Shows preview before download
- No upload to server (privacy-friendly)

CORE PRINCIPLES

Content shared on city social media platforms should follow these principles:

Clarity Over Complexity

Information should be written in plain, resident-friendly language. Avoid internal jargon, technical language or unnecessary detail.

Accuracy & Timeliness

All information must be verified before posting. Updates should be shared promptly when timelines, projects, or conditions change.

Consistency Across Departments

Regardless of which department the content originates from, all posts should feel unified in tone, structure, and quality.

Service-Oriented Communication

Every post should aim to inform, guide, or assist residents - not simply broadcast information.

SOCIAL MEDIA IN 2026

THE FRONT DOOR - NOT A BULLETIN BOARD

- ➔ Social media is often the first place residents look when they need information - before the website, before calling City Hall, and before searching Google. They expect accurate, current, and official information wherever they are. It's no longer supplemental, it's an essential access point.

TRANSLATION LAYER FOR INFORMATION

- ➔ Government information is complex by nature. Social media's role is to translate it into clear, digestible, resident-friendly language. It's value is not the volume of posts, but clarity of understanding and building trust.

TRUST & TRANSPARENCY ENGINE

- Trust is built through consistency, visibility, and reliability. Residents expect regular updates, visibility into decision-making and timelines, and honest communication during disruptions or delays. It's proof that the city is present, listening, and accountable.

COMMUNITY IDENTITY BUILDER

- Beyond alerts and notices, social media is where residents emotionally connect to their city. It reinforces civic pride, highlights local people, events, and progress, and hows that Crest Hill is not just a place to live, but a community to belong to. It helps residents feel informed and invested.



01. PUBLIC SERVICE INFO

PRIMARY ROLE:

- Reduces calls/emails, increases trust, and prevents misinformation

PRIMARY PLATFORMS:

- Facebook Page, X (alerts), YouTube (meetings)

CONTENT SERIES IDEAS:

- “This Week in Crest Hill” (weekly recap, 5 bullets)
- “Project Update” posts tied to infrastructure notices (like watermain work)
- “Understanding Your City” (simple explainers: how ordinances work, what a plan commission does)

EXAMPLE CONTENT POSTS:

- “Oakland Ave Watermain: What to expect this week (parking, closures, timeline)”
- “PFAS Update: What We’re Doing & Where to Find the Presentation”
- “Public Notice Explained: What This Notice Means for Residents”
- “What to Expect During Utility Maintenance (Noise, Access, Duration)”
- “Council Meeting Preview: 3 Agenda Items Residents Should Know About”



FRAMING PRINCIPLE:

- Every post should answer “What is happening, why it matters, and what residents need to do”



02. RESIDENT ENGAGEMENT

PRIMARY ROLE:

- Reduce friction, increase usage of services

PRIMARY PLATFORMS:

- Facebook Page, Facebook Group

CONTENT SERIES IDEAS:

- “Did You Know?” City Services
- Seasonal Service Guides
- Employment & Volunteer Opportunities

EXAMPLE CONTENT POSTS:

- ➡ • “Did You Know You Can Pay Your Bill/Ticket Online In Under Two Minutes?”
- ➡ • “New to Crest Hill? Start Here: Services, Alerts, and Key Resources”
- “Save This Post: Seasonal Service Schedule”
- “How To Sign Up For Text & Email Alerts (Step-By-Step)”
- “Job Openings Currently Available With The City”

FRAMING PRINCIPLE:

- ➡ • If a post reduces confusion, prevents a phone call, or helps a resident complete a task faster, it’s doing it’s job.



03. COMMUNITY IDENTITY DEV

PRIMARY ROLE:

- Strengthen civic pride, reinforce Crest Hill’s unique identity, and highlight the people, places, and events.

PRIMARY PLATFORMS:

- Facebook Page
- Facebook Group
- YouTube (Select Highlights)

CONTENT SERIES IDEAS:

- Community Event Spotlights
- Local Business & Organization Features
- Crest Hill History - “Then vs. Now”

EXAMPLE POST IDEAS:



- “Community Event Preview: What To Expect”
- “Photo Recap From [Festival, Cleanup Day, Community Event”
- “Local Business Spotlight: Who They Are & Why They Matter”
- “Meet Your Neighbors: Resident/Volunteer Spotlight”
- “This Weekend in Crest Hill: Events & Activities”

FRAMING PRINCIPLE:

- Community-focused content should make residents feel informed and proud to be a part of Crest Hill.



04. DEPARTMENT SPOTLIGHTS

PRIMARY ROLE:

- Humanize city departments, increase understanding of how they work, build appreciation.

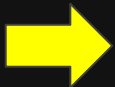
PRIMARY PLATFORMS:

- Facebook Page
- YouTube (Optional short-form or longer features)

CONTENT SERIES IDEAS:

- Meet the Department
- Behind-The-Scenes Operations
- Seasonal Preparation Updates

EXAMPLE POST IDEAS:



- "A Day In The Life of Public Works"
- "How Snow Routes Are Prioritized & Why"
- "Meet the Team Responsible For Water Quality & Safety"
- "Employee Milestone or Retirement Recognition"
- "How Many Requests the City Handled Last Month"

FRAMING PRINCIPLE:

- When residents understand the people and processes behind city services, trust & patience increases.



Crest Hill Social Media Platforms

PLATFORM USAGE GUIDELINES

Facebook Page (Primary Channel)

- Serves as the official source of record for public communication
- All major updates should be posted here first
- Posts should include full context, not just headlines
- Turned off ability to comment

Facebook Group (Secondary/Community Layer)

- Used for reminders, discussion, and engagement
- Official updates should link back to the Facebook page
- Not to be used as the primary channel for official notices
- Allows comments

LinkedIn

- Focused on recruitment, culture, and professional updates
- Not used for resident alerts or service updates

X (Twitter)

- Reserved for alerts and time-sensitive updates
- Short, direct, and action-oriented

YouTube

- Used for meetings, hearings, and video-based transparency
- Should be paired with summary posts on other platforms

Crest Hill Facebook Page (new) and Group

Crest Hill currently uses a Facebook Group as its primary communications channel. It is recommended that we transition to a Facebook page, which is best practices for municipalities. These changes will improve public accessibility, transparency, and consistency in how Crest Hill communicates with its residents — and with the broader public.

FACEBOOK PAGE — RECOMMENDED AS OFFICIAL RECORD

Municipalities require a Facebook Page as their authoritative, public-facing communications channel. Unlike Groups, Pages are always public, fully searchable, and accessible to non-members, non-Facebook users, members of the media, developers, and prospective residents. Key advantages include:

- **Public Accessibility** — no account or membership required to view
- **Discoverability** — indexed by search engines; easily shared and linked
- **Consistency** — post formats aligned with the City's service responsibilities
- **Transparency** — content is archivable and auditable as a public record

Recommended uses for the Page include police reports and public safety notices, road closures and utility updates, council meeting reminders and agendas, Public Works schedules, event announcements, and "How Do I?" service posts (e.g., paying tickets, water bills, permits).

FACEBOOK GROUP — CURRENT USE & RECOMMENDED ROLE

The Group's visibility settings have been updated from private to public. Going forward, the Group is best suited as a community engagement layer rather than the City's primary communications channel. Recommended uses include:

- Q&A prompts (e.g., "What questions do you have about leaf pickup?")
- Moderated feedback collection
- Reminders that link back to the official Facebook Page and City website
- Community pride posts and resident-generated content

INITIAL TRANSITION STEPS

1. Establish the official Facebook Page
2. Use the existing Group to direct members' attention to the new Page
3. Initially will post on both Facebook Page and Group, reminding people that official posts will be only on the Facebook Page at a certain date.

Crest Hill Social Media Workflow

SUGGESTED APPROVAL PROCESS FOR POSTS CREATED BY METHOD ENGINE:

1. Method Engine to provide topic suggestions on the first of the month for the following month.
2. Ashley to coordinate with appropriate departments for any direction/artwork/etc. Also determine if posts need to be on a particular day.
3. Method Engine to create text & visuals
4. Blaine to get final approval from City Council
5. Edits as needed
6. Method Engine to post
7. Quarterly Report

We suggest asking departments for any topics/content they would like created at the beginning of each quarter.

TIME SENSITIVE POSTS

- Departments to post without prior approval (e.g. boil water, extreme weather, emergency situations)

COMMENT & ENGAGEMENT

- Commenting will be turned off for each post on Official Facebook page
- Commenting will be available on Facebook Group. Suggestions:
 - Crest Hill to comments for questions or misinformation
 - Respond when clarification is needed, using factual and neutral language
 - Direct service requests to appropriate official channels (Facebook page, website, phone, etc.)
 - Remove comments only if they violate established community guidelines (offensive, span, or inappropriate content)

Crest Hill Social Media Graphics

- Include logo on graphic or at least “Crest Hill”
- Use images or graphics when possible



Example Post and Copy:

Let's work together to keep Crest Hill clean and green 🌿

This Earth Day, consider picking up litter, recycling more, or spending time enjoying one of our local parks.

Every small effort makes a difference!

POSTING STANDARDS

All posts must include:

- A clear headline or opening sentence
- Relevant details for events (what, when, where, why it matters)
- Any required action for residents
- A link to the website or event page when needed

Formatting Best Practices:

- Use short paragraphs or bullet points for readability
- Avoid large blocks of text

Formatting Best Practices:

- Use short paragraphs or bullet points for readability
- Avoid large blocks of text
- Use hashtags to increase discoverability

VOICE & TONE

The City's voice should be:

- Clear and direct
- Professional but approachable
- Informational, not promotional
- Calm and neutral (especially in sensitive situations)

Photography & Image Usage

Photography & Illustration Guidelines

Photography

Photography plays a key role in representing Crest Hill as welcoming, authentic, and community-focused. Images should reflect real people, real places, and real moments that showcase the city's character, services, and quality of life.

Photography Style

Overall Tone

- Authentic, candid, and community-driven
- Bright, natural, and optimistic
- Inclusive and representative of Crest Hill's diverse population

Subject Matter

- Residents engaging in everyday life
- City employees serving the community
- Local events, parks, infrastructure, and neighborhoods
- Small businesses and community spaces

Composition & Framing

- Prioritize natural moments over staged poses
- Use a mix of wide shots (environment) and close-ups (human connection)

Lighting

- Use natural light whenever possible

What to Avoid

- Overly staged or corporate-looking imagery
- Low-resolution, blurry, or poorly lit photos
- Images that feel disconnected from the Crest Hill community

Illustration/Graphic Guidelines

Illustration can complement photography by adding clarity, warmth, and visual consistency across City communications. Illustrations should feel approachable, modern, and aligned with Crest Hill's community-focused identity.

Note: Working on approved library of images.

Photography Release Forms - Residents & Employees

Purpose

[Link to release form](#)

To protect Crest Hill and ensure proper consent, a signed photo release form is required when individuals are clearly identifiable in photography or video.

When a release is required:

- Residents featured in posed or primary-subject imagery
- City employees featured outside of public, newsworthy coverage
- Minors (must have parent/guardian consent)
- Any photography used for marketing, advertising, or promotional campaigns

Approved uses include:

- Social media (Facebook, Instagram, LinkedIn, etc.)
- City website and digital platforms
- Print materials (brochures, mailers, signage)
- Press and promotional campaigns

Best practices:

- Always obtain written consent prior to use whenever possible
- Keep releases on file and organized by project/date

Community Events Promotion

Community Events Promotion

Community Event Communication Guidelines

Clear, consistent communication is essential to drive awareness, attendance, and community engagement. All event-related communications should be timely, informative, and aligned with the City of Crest Hill’s voice: welcoming, helpful, and community-focused.

Core Event Information (Required in All Communications)

Every event promotion—regardless of channel—must include the following:

- **Event Name**
- **Date** (include day of the week)
- **Time** (include start and end time, if applicable)
- **Location** (full address + venue name if applicable)
- **Brief Description** (what it is, who it’s for, why attend)
- **Cost** (free or ticketed; include pricing if applicable)
- **Call to Action** (e.g., “Register,” “Join us,” “Learn more”)
- **Contact Information** (phone, email, or website for questions)

Optional but Recommended:

- Parking details
- Weather considerations (rain date, indoor/outdoor)
- Registration deadlines or capacity limits

Event Promotion Timeline & Reminders

Consistent reminders help maximize turnout and ensure residents don’t miss important events.

Timeline (optional):

- **Initial Announcement:**
3–4 weeks before the event (website, social media, email)
- **Reminder #1:**
1–2 weeks before (highlight key attractions or reasons to attend)
- **Reminder #2:**
2–3 days before (short, action-oriented)
- **Day-Of Reminder:**
Morning of event (time, location, quick reminder)
- **Post-Event Follow-Up (Optional):**
Share photos, recap, and thank attendees

Channels for Events:

Website Events Calendar
Social Media
Press Releases
Print Flyers

METHOD ENGINE[®]



Agenda Memo

Crest Hill, IL

Meeting Date:	May 11, 2026
Submitter:	Blaine Wing, City Administrator Tina Oberlin, Alderperson
Department:	Administration and Elected Officials
Agenda Item:	84 th Lidice Memorial Ceremony

Summary: For 84 years the City has been hosting or Co-hosting the Lidice Memorial Ceremony. With the new fiscal year budget that started on May 1, 2026, the City has budgeted up to \$2,000 to help support this public event. This year’s event will take place on Sunday, June 7th and start at 11:00 a.m.

The T.G. Masaryk School will be providing flowers, refreshments, and music.

The anticipated City expenses include the following:

- Tents (In-kind Park District Tents.) Free.
- Staffing (Police (security), CED staff (assisting) PW (setup/cleanup.) Est. \$1,000.
- Audio/Video and recording: Est. \$450
- Tables: In-kind
- Chairs: In-kind
- Trash: In-kind
- Miscellaneous: \$50

Following the event, Alderperson Oberlin will provide a written report that includes final expenses, number of people in attendance, etc.

Recommended Council Action: Approval



Agenda Memo

Crest Hill, IL

Meeting Date:	May 11, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Azavar/LocalGov Agreement

Summary: For several years the City has partnered with Azavar/LocalGov to process the City's Places for Eating Tax (PFET). The last agreement had the City paying \$6,000 for the Azavar/LocalGov solution.

What is being asked of the City going forward is to keep paying the \$6,000. However, Azavar/LocalGov also states in the agreement that they plan to collect an additional \$2,000 in fees from the businesses, to meet their \$8,000 annual minimum. Additionally, Azavar/LocalGov in the scope of work have added and/or adjusted a few other fees that businesses will be charged, such as:

- The taxpayer will pay a per filing fee of \$3 for tax collection to cover the remaining \$2,000 of the yearly service/license fee.
- Azavar shall assess fees for processing electronic payments per transaction for ACH - \$2 per and 3.2% for credit card transactions shall be absorbed by the Consumer.
- Taxpayer shall pay a fixed annual service/license fee of \$40 per application/registration as a platform fee within the system registering on an annual basis.
- For each form submitted through the Azavar Software for which the applicable transaction fees are paid by the Business/Citizen End User ("Business"), Azavar shall assess a one dollar (\$1.00) Operating Platform Fee, which shall be collected from the Business at the time of payment; provided, however, that if Customer elects to absorb the transaction fees on behalf of the Business, no Operating Platform Fee shall be assessed to or collected from the Business with respect to such form submission.

Attorney Stiff has been given a copy of the agreement for review, as has the City Treasurer and Finance Director.

Recommended Council Action: Discussion and approval to place on the May 18th City Council agenda.



Professional Services Agreement

Azavar Agreement

Created by:
Tom Fagan
Azavar

Prepared for:
Blaine Wing
City of Crest Hill

Professional Services Agreement

This Professional Services Agreement (this “Agreement”) is made and entered into on the 1st day of June 2026 by and between Azavar Audit Solutions, Inc. (DBA Azavar Government Solutions), an Illinois corporation having its principal place of business at 55 East Jackson Boulevard, Suite 2100, Chicago, Illinois 60604 (“Azavar”), and the City of Crest Hill an Illinois municipal corporation having its principal place of business at 202600, Crest Hill, Illinois 60403 (“Customer”).

1. SCOPE OF SERVICES

- 1.1.** Subject to the following terms and conditions, Azavar shall provide professional management, government, revenue and tax, and computer consulting services (“Services”) in accordance with written statements of work agreed to by the parties (each, a “Statement of Work”) attached hereto as Exhibit A, which may be subsequently amended by the parties. Each Statement of Work and any subsequent amendments thereto shall be executed on behalf of each of the parties, whereupon it shall be deemed incorporated herein by reference as though fully set forth herein. The parties agree that certain Statements of Work may be delegated by Azavar to different affiliates or entities that shall operate under the terms set forth in this Agreement.
- 1.2.** Azavar shall be responsible for providing the Services in substantial accordance with each Statement of Work. Azavar will render the services provided under this Agreement in a workmanlike manner in accordance with industry standards.
- 1.3.** Customer agrees to provide reasonable facilities and space should Azavar work on Customer’s premises as may be reasonably required for the performance of the Services set forth in this Agreement and in any Exhibit hereto.

2. INDEPENDENT CONTRACTOR

Azavar acknowledges and agrees that the relationship of the parties hereunder shall be that of independent contractor and that neither Azavar nor its employees shall be deemed to be an employee of Customer for any reason whatsoever. Neither Azavar nor Azavar’s employees shall be entitled to any Customer employment rights or benefits whatsoever.

3. PAYMENT TERMS

Customer shall compensate Azavar the fees set forth in each Statement of Work. Azavar shall be entitled to compensation for time which is actually spent providing the Services set forth in each Statement of Work. Azavar shall submit an invoice to Customer on a monthly or quarterly basis detailing the amounts charged to Customer pursuant to the terms of this Agreement and each Statement of Work hereto. Customer shall remit payment to Azavar within thirty (30) days of the date of each invoice. If Customer defaults on payment of any invoice that is not disputed in writing by Customer within thirty (30) days after the receipt of such invoice, Azavar, at its discretion, may accelerate all payments due under this Agreement, any Statement of Work attached hereto, will seek recovery of all estimated fees due to Azavar. Azavar shall be entitled to recover all costs of collection including, but not limited to, finance charges, interest at the rate of one percent (1%) per month, reasonable attorney’s fee, court costs, and collection service fees and costs for any efforts to collect fees from the Customer.

4. CONFIDENTIAL INFORMATION

- 4.1.** Each party acknowledges that in the performance of its obligations hereunder, either party may have access to information belonging to the other which is proprietary, private and highly confidential (“Confidential Information”). Each party, on behalf of itself and its employees, agrees not to disclose to any third party any Confidential Information to which it may have access while performing its obligations hereunder without the written consent of the disclosing party which shall be executed by an officer of such disclosing party. Confidential Information does not include: (i) written information legally acquired by either party prior to the negotiation of this Agreement, (ii) information which is or becomes a matter of public knowledge, (iii) information which is or becomes available to the recipient party from third parties and such third parties have no confidentiality obligations to the disclosing party, and (iv) information subject to disclosure under any state or federal laws.
- 4.2.** Azavar agrees that any work product or any other data or information that is provided by Customer in connection with the Services shall remain the property of Customer, and shall be returned promptly upon demand by Customer, or if not earlier demanded, upon expiration of the Services provided under each Statement of Work hereto.

5. INTELLECTUAL PROPERTY

- 5.1. No work performed by Azavar or any Consultant with respect to the Services or any supporting or related documentation therefore shall be considered to be a Work Made for Hire (as defined under U.S. copyright law) and, as such, shall be owned by and for the benefit of Azavar. In the event that it should be determined that any of such Services or supporting documentation qualifies as a "Work Made for Hire" under U.S. copyright law, then Customer will and hereby does assign to Azavar, for no additional consideration, all right, title, and interest that it may possess in such Services and related documentation including, but not limited to, all copyright and proprietary rights relating thereto. Customer will take such steps as are reasonably necessary to enable Azavar to record such assignment. Customer will sign, upon request, any documents needed to confirm that the Services or any portion thereof is not a Work Made for Hire and/or to effectuate the assignment of its rights to Azavar.
- 5.2. Under no circumstance shall Customer have the right to distribute or make public any information or software containing, or based upon, Confidential Information of Azavar to any third party without the prior written consent of Azavar which must be executed by a senior officer of Azavar.

6. DISCLAIMER

EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, AZAVAR DOES NOT MAKE ANY WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES RENDERED UNDER THIS AGREEMENT OR THE RESULTS OBTAINED FROM AZAVAR'S WORK, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL AZAVAR BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL, OR INDIRECT DAMAGES, OR FOR ACTS OF NEGLIGENCE THAT ARE NOT INTENTIONAL OR RECKLESS IN NATURE, REGARDLESS OF WHETHER IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. CLIENT AGREES THAT AZAVAR'S LIABILITY HEREUNDER FOR DAMAGES, REGARDLESS OF THE FORM OF ACTION, SHALL NOT EXCEED THE TOTAL AMOUNT PAID FOR THE SERVICES GIVING RISE TO THE DAMAGES UNDER THE APPLICABLE ESTIMATE OR IN THE AUTHORIZATION FOR THE PARTICULAR SERVICE IF NO ESTIMATE IS PROVIDED.

7. TERMINATION

- 7.1. This Agreement shall be effective ("Term") from the date first written above and shall continue thereafter until terminated upon 30 days written notice by Customer or Azavar ("Initial Term") and automatic renewal terms ("Renewal Terms"). The Initial Term shall be for a twelve (12) month period, beginning on the first day of the execution of this Agreement. Upon completion of the Initial Term, this Agreement shall automatically renew for the Renewal Terms, as successive twelve (12) month periods for three (3) additional years, unless previously terminated. A Party may terminate one or more of a Statement of Work, without terminating either this Agreement or another Statement of Work.
- 7.2. Termination for any cause or under any provision of this Agreement shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to either party.
- 7.3. The provisions set forth above in Section 3 (Payment Terms), Section 4 (Confidential Information), and Section 5 (Intellectual Property) and below in Section 9 (Assignment), Section 10 (Non-Solicitation of Employees), and Section 11 (Use of Customer Name) shall survive termination of this Agreement.

8. NOTICES

Any notice made in accordance with this Agreement shall be sent by certified mail or by overnight express mail:

If to Azavar:

General Counsel
Azavar Audit Solutions, Inc.
55 East Jackson Boulevard
Suite 2100
Chicago, Illinois 60604

If to Customer:

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

9. ASSIGNMENT

Neither party may assign this Agreement or any of its rights hereunder without the prior written consent of the other party hereto, except Azavar shall be entitled to assign its rights and obligations under this Agreement in connection with a sale of all or substantially all of Azavar’s assets.

10. NONSOLICITATION OF EMPLOYEES

During the period in which any Exhibit to this Agreement is in effect and for a period of twelve (12) months thereafter, each party agrees it will not, without the prior written consent of the other party, solicit the employees of the other party for the purpose of offering them employment; provided, however, that good faith solicitations by way of mass media (i.e., newspapers, internet) shall not be deemed to be a violation of this Section 10.

11. USE OF CUSTOMER NAME

Customer hereby consents to Azavar’s use of Customer’s name in Azavar’s marketing materials; provided, however, that Customer’s name shall not be so used in such a fashion that could reasonably be deemed to be an endorsement by Customer of Azavar.

12. COMPLETE AGREEMENT

This Agreement, along with each Statement of Work attached hereto from time to time, contains the entire Agreement between the parties hereto with respect to the matters specified herein. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision hereof. This Agreement shall not be amended except by a written amendment executed by the parties hereto. No delay, neglect or forbearance on the part of either party in enforcing against the other any term or condition of this Agreement shall either be, or be deemed to be, a waiver or in any way prejudice any right of that party under this Agreement. This Agreement shall be construed in accordance with the laws of the State of Illinois and the parties hereby consent to the jurisdiction of the courts of the State of Illinois.

Azavar Audit Solutions, Inc

City of Crest Hill

Print Name: Jason Perry

Print Name:

Signature:

Signature:

Title: President

Title:



Exhibit A - Statement of Work

Azavar Agreement

Created by:

Tom Fagan
Azavar

Prepared for:

Blaine Wing
City of Crest Hill

Exhibit A – Statement of Work

This Statement of Work (“Statement of Work”) is made and entered into on this 6th day of May 2026 by and between Azavar Audit Solutions, Inc.’s affiliate, Azavar Technologies Corporation, an Illinois corporation having its principal place of business at 55 East Jackson Boulevard, Suite 2100, Chicago, Illinois 60604 (“Azavar”), and the City of Crest Hill, a Illinois an Illinois municipal corporation having its principal place of business at 20600 City Center Blvd, Crest Hill, Illinois 60403 (“Customer”). WHEREBY the parties entered into a Professional Services Agreement (“Agreement”) by signature by the parties attached hereto on 1st day of June 2026.

- 1. REVENUE ADMINISTRATION SERVICES:** In addition to the Services and work defined in the Agreement, Services shall be provided in substantial accordance with the below statements:

1.1. Professional Services, Ordinance Review, Analysis, and Modification: Azavar shall review Customer ordinances and shall present any recommendations (“Findings”) to Customer to maximize Customer revenues as part of the Audits, and where such Findings requires a change into the future, Azavar will only implement such change after Customer has reviewed and agreed to in writing any such change. Customer understands that Findings may include, but are not limited to, changes to technology, organizational processes, process automation, Customer communication practices, Customer governing practices, and/or updates to local ordinances or the codification thereof. Customer agrees that any Findings, whether implemented in whole or in part by Azavar or the Customer, shall be fully compensable under Section 2 of the Agreement, including wherein the Findings require any amendments to an ordinance and wherein the ordinance is changed. Customer agrees to review any Findings within thirty (30) days.

1.2. Electronic Monitoring and Automated Management of Locally Authorized and Administered Tax/Fee and Any Other Revenues: Azavar shall provide Customer for an additional fee with Services and software to continuously monitor and manage locally authorized and administered taxes, fees, and any other revenues to ensure compliance with locally authorized taxes and fees. Services to be included by Azavar are as follows: (i) Customer will have a single Azavar point of contact for inquiries or reporting issues; (ii) Regular (weekly, semi-monthly, or monthly) status calls with the assigned Azavar project manager; (iii) Defect/Enhancement reporting and tracking tool; (iv) Project management portal. Additional Services related to the software specifically to be provided to the Customer are as follows: **Tax and Fee Administration Software Module and Services.**

1.2.1. 99.7% guaranteed system uptime (including pre-arranged system maintenance schedule);

1.2.2. Cyber liability insurance coverage and NACHA and PCI compliance;

1.2.3. Help Desk support for Customer and Customer End Users Monday through Friday, 9am-5pm CST (excluding state and federal holidays);

1.2.4. One (1) business day response time to support inquiries;

1.2.5. Ongoing adoption program to facilitate 100% adoption of Localgov software by Customer End Users.

1.2.6. Customer Service: In the event an individual Customer End User is unable to use the Azavar Software to file and pay Customer Taxes, Azavar shall be responsible for providing manual, individual support to the individual Customer End User.

2. IMPLEMENTATION AND USE OF AZAVAR SOFTWARE

2.1. Customer agrees that it shall use Azavar developed, hosted, managed, and supported software pertaining to local government expense management, tax location management, tax filing and payment applications for locally authorized and/or administered taxes, expenses, proceeds, monies owed, or fees, (collectively “Taxes”) and revenue monitoring, management, and reporting software (“Azavar Software” or “Software”). Customer agrees that it shall, within no more than thirty days (30) from the date of execution of this Statement of Work: (a) Provide Azavar full cooperation and information necessary to immediately implement, deploy, and integrate Azavar Software for electronic filing, payment, and collection of Taxes with Customer’s existing database and/or enterprise resource planning (“ERP”) systems, wherein the Azavar Software is accessible on Customer’s official website to users of Customer’s website (“End Users”)

in a live and secure production environment. Customer shall identify one (1) staff person to test the Software and provide feedback to Azavar regarding the Azavar Software on a reasonably regular basis, especially during Customer onboarding on to Azavar Software. Azavar is expressly authorized by Customer to contact and work with web, Information Technology, and/or ERP providers of Customer for the purposes of implementing and updating Azavar Software as necessary. Should Customer require additional Services for implementation, configuration, customization, or integration of Azavar Software not set forth in this Statement of Work, Azavar shall provide said professional services to Customer on a time and materials basis (Azavar's blended hourly rate for said services is \$175.00/hour for the 2026 Calendar Year) at Azavar's then current rate schedule; and,

- 2.2. Azavar shall retain all rights, at its sole discretion, to recover service fees or cost(s) from Customer and/or End Users and to set reasonable prices for Customer and/or End Users. This includes, but is not limited to, reclamation of fees for ACH/EFT/eCheck processing electronic payments and shall be included in the fee per filing set forth below or for Credit/Debit Card processing fees. End Users with returned ACH/EFT/eCheck payments shall be assessed a fee of \$25.00 by Azavar and shall be retained by Azavar. **Azavar shall assess fees for processing electronic payments per transaction for ACH - \$2 per and 3.2% for credit card transactions shall be absorbed by the Consumer.**

2.3. ONBOARDING AND ADDITIONAL SERVICES

2.3.1. **Onboarding Services:** Azavar commits to providing the following comprehensive onboarding services for the Customer. **Standard Onboarding Inclusions:**

- a. Digitization of all forms, inclusive of testing and implementing ongoing Customer and End User feedback.
- b. Drafting a letter and email blast to taxpayers regarding notification of new online procedures.
- c. Deployment management of the Customer Localgov portal and forms.
- d. Welcome meeting, creation of a Customer onboarding playbook, and ongoing project management.
- e. Execution of the ongoing Adoption Program for 100% platform adoption.
- f. Enrollment assistance in payment processor.
- g. Customer business data aggregation and data migration facilitation to the Localgov platform.
- h. Configuration of historical delinquencies and form submission requirements post-launch.
- i. One (1) onsite or remote training session for Customer staff on the application. Service includes drafting of presentation slide deck. The specifics of the onsite location, date, time, and duration shall be mutually agreed upon by Customer and Azavar. Any travel expenses incurred by Azavar for onsite training will be billed separately to the Customer.
- j. One (1) onsite or remote demonstration and training session for Customer End Users and taxpayers. Service includes drafting of presentation slide deck. The particulars of the onsite location, date, time, and duration will be mutually decided upon by Customer and Azavar. Any travel expenses incurred by Azavar for onsite training will be billed separately to the Customer.
- k. Optional setup of an on-site kiosk within Customer facilities, with the kiosk billed separately. Azavar staff will facilitate remote kiosk setup in collaboration with designated Customer staff member.

2.3.2. **Additional Charges:** Azavar may provide the following professional services to Customer on a time and materials basis (Azavar's blended hourly rate for said services is \$175.00/hour for the 2026 Calendar Year) at Azavar's then current rate schedule. Azavar will only execute the following services if requested by the Customer.

- a. Dispatching of taxpayer letters by Azavar will incur a charge of \$10 per mailing, covering supplies, labor, and mailing costs.
- b. Custom reports and integrations with third-party software are not included in the standard onboarding services will be scoped and estimated post a detailed elaboration call with Customer. Upon Customer approval, these projects will be billed on a time and materials basis.
- c. Additional training sessions, beyond the one End User and one Customer staff training provided, will be charged on a time and materials basis.

- d. Additional marketing materials, beyond the one End User training presentation, one Customer staff training presentation, one email blast, and one taxpayer letter, will be charged on a time and materials basis.

2.3.3. Exclusions from Onboarding: Custom reports, custom third-party software integrations, additional training sessions, additional marketing materials, and kiosk product are expressly excluded from the onboarding fee. These services will be separately scoped and billed as per the stipulations in subsection (b).

2.3.4. Additional Service Requests: Services requested by the Customer that fall outside the scope of the onboarding services outlined in subsection (a) will be provided on a time and materials basis at the rate of \$175.00/hour for the 2026 Calendar Year.

3. END USER LICENSE AGREEMENT

- 3.1. Software License.** Azavar hereby grants a non-exclusive license to the Customer to use the Azavar Software for the purpose of payment, filing and collection of all Taxes, as well as for collection of all additional and ancillary data generated by such collections. The Customer shall not sublet, duplicate, modify, decompile, reverse engineer, disassemble, or attempt to derive the source code of said Software. The license granted hereunder shall not imply ownership by Customer of said Software, rights of the Customer to sell the Software, or rights to use said software for the benefit of others, except as provided below in Section 3.2. Customer shall not create any derivative work or product based on or derived from the Software or documentation, or modify the Software or documentation without prior written consent of Azavar. Azavar agrees that it shall install and maintain the Software during the Initial Term and for any further term as agreed upon by the parties.
- 3.2. Sublicense:** The license grant provided to Customer includes a limited right to allow an unlimited number of End Users to the system for the purposes of reporting, filing, and paying of all locally authorized and/or administered Taxes and revenue. Each End User shall generate a user name and password and will agree to a limited end user license agreement for accessing and using the Azavar Software for the purposes of filing, payment, and collection of Taxes and revenue due to Customer.
- 3.3. Customer Data:** Azavar acknowledges that the data provided by the Customer (“Customer Data”) during the use and implementation of the Software is the property of the Customer. Customer authorizes Azavar to access, import, process and generate reports (“Azavar Data”) from the Customer Data with Azavar’s various proprietary systems. No confidential or otherwise sensitive information will be released. Azavar owns any rights in and to the Azavar Data, including but not limited to all Intellectual Property rights that may vest in such Azavar Data. The Azavar Data shall be made available to the Customer in a format acceptable to both the Customer and Azavar.
- 3.4. Duration, Fee, and Term:**
- 3.4.1. Duration:** The grant of the Software License in Section 2.1 above is provided to Customer for the Initial Term and any Renewal Terms to use, install, implement and deploy the Azavar Software at the license fee set forth below.
- 3.4.2. Fee:**
- 3.4.2.1. Onboarding Fee:** Customer shall pay a one-time onboarding service fee of zero dollars (\$) upon execution of this Statement of Work.
- 3.4.2.2. Tax Filing Module License Fee:** Customer shall pay Azavar a fixed annual service/license fee of \$8,000 based an estimate of 750 filings on an Monthly or Quarterly basis. The Customer will be responsible for paying the first \$6,000 of the service/license fee in quarterly installments. The taxpayer will pay a per filing fee of \$3 for tax collection to cover the remaining \$2,000 of the yearly service/license fee.
- 3.4.2.2.1. Minimum Module Fee:** The Customer agrees to pay a minimum annual fee for access and use of Azavar Software Tax Filing Module. This fee is due irrespective of the extent of actual usage of the provided services. The minimum annual fee for the Tax Filing Module shall be eight thousand dollars (\$8,000). Customer has reachd this threshold per 3.4.2.2 stated above.

3.4.2.3. Registration Module License Fee: Taxpayer shall pay Azavar a discounted service/license fee of twenty five dollars (\$25.00) per application and fifteen dollars (\$15.00) per certificate issued for the distinct and unique locally authorized and/or administered Registration form(s) implemented within Azavar Software for the Customer's benefit upon execution of this Statement of Work, whether or not such Registration form(s) has yet been deployed to a live production environment. Taxpayer shall pay a fixed annual service/license fee of \$40 per application/registration as a platform fee within the system registering on an Annual basis.

3.4.2.3.1. Minimum Module Fee: The Customer agrees to pay a minimum annual fee for access and use of Azavar Software Registration Module. This fee is due irrespective of the extent of actual usage of the provided services. The minimum annual fee for the Registration Module shall be eight thousand dollars (\$8,000). This has been waived per the transaction fee stated in 3.4.2.3.

3.4.2.4. Operating Platform Fee: For each form submitted through the Azavar Software for which the applicable transaction fees are paid by the Business/Citizen End User ("Business"), Azavar shall assess a one dollar (\$1.00) Operating Platform Fee, which shall be collected from the Business at the time of payment; provided, however, that if Customer elects to absorb the transaction fees on behalf of the Business, no Operating Platform Fee shall be assessed to or collected from the Business with respect to such form submission.

3.4.3. Billing: Billing of the service/license fee shall start upon the contract start date. Customer agrees and authorizes that Azavar shall deploy a distinct and unique license and/or Tax form for filing and collection of each, but not limited to, Customer Tax and Fee and Registration upon execution of this Statement of Work. The per filing fee of twelve dollars (\$12.00), per application fee of twenty five dollars (\$25.00), and per certificate fee of fifteen dollars (\$15.00) is guaranteed for three contract years. Customer may request at any time, in writing to Azavar, that Azavar implement and deploy any additional module(s). A separate fee may be applicable for additional modules. All services are billed quarterly.

4. LICENSE, PERMITS, AND/OR APPROVALS

- 4.1. Azavar and Customer will work together to obtain such licenses, permits, and/or approvals ("Approvals") as necessary and
- 4.2. required by law for the performance of the Services and implementation of the Azavar Software as provided in this Statement of Work. Customer shall be responsible for payment of all such fees or licenses necessary for said implementation.

5. INDEMNITY

- 5.1. **For Azavar:** Azavar shall indemnify and hold harmless Customer and its officers, officials, and employees from any liability for damage or claims for personal injury, as well as from claims of breach of confidentiality, which may arise out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of Azavar, its officers, agents and employees under this Statement of Work.

6. INTELLECTUAL PROPERTY

- 6.1. **Ownership:** Azavar owns all rights in and to the Azavar Software as well as all modifications and amendments necessary for implementation of Azavar Software. In the event that it should be determined that any Azavar Software or related documentation qualifies as a "Work Made for Hire" under U.S. copyright law, then Customer will and hereby does assign to Azavar, for no additional consideration, all right, title, and interest that it may possess in such Services and related documentation including, but not limited to, all copyright and proprietary rights relating thereto. Upon request, Customer will take such steps as are reasonably necessary to enable Azavar to record such assignment. Customer will sign, upon request, any documents needed to confirm that the Services or any portion thereof is not a Work Made for Hire and/or to effectuate the assignment of its rights to Azavar.
- 6.2. **Proprietary Information:** As used herein, the term "Proprietary Information" means any information which relates to Azavar's Software, audit processes or related services, techniques, or general business processes. Customer shall

hold in confidence and shall not disclose to any other party any Proprietary Information in connection with this Statement of Work, or otherwise learned or obtained by the Customer through implementation of the Azavar Software.

- 7. **COMPLETE AGREEMENT:** This Statement of Work and the Agreement contains the entire Agreement between the parties hereto with respect to the matters specified herein. The invalidity or unenforceability of any provision of this Statement of Work shall not affect the validity or enforceability of any other provision hereof. This Agreement shall not be amended except by a written amendment executed by the parties hereto. No delay, neglect or forbearance on the part of either party in enforcing against the other any term or condition of this Statement of Work shall either be, or be deemed to be, a waiver or in any way prejudice any right of that party under this Agreement.

IN WITNESS WHEREOF, the parties have caused this Statement of Work to be executed in duplicate originals by their duly authorized representatives as of the date set forth above.

Azavar Audit Solutions, Inc

City of Crest Hill

Print Name: Jason Perry

Print Name:

Title: President

Title:

Signature:

Signature:



Agenda Memo

Crest Hill, IL

Meeting Date:	May 11, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Website Update Project

Summary: The City’s website was last refreshed in 2016. While staff continue to update information, pictures, and sections of the website, a new design, added functionality, and easier navigation are all needed. As part of the existing agreement with CivicPlus, the City was able to use a provision to get a refresh of the design and move to CivicPlus’ latest platform.

While there are other website vendors, taking advantage of refreshing design and moving to the newer platform made the most financial sense. At this point in our website update, staff are also recommending a few additional modules, so that the new design also includes other enhancements too. Specifically, staff are recommending the following:

- Website on new platform, SSL Cert, and 4-year redesign: (1st Yr: \$7,409.89)
- Municode Agenda/Minutes to newer CivicPlus version: (1st Yr: \$7,500.00)
- ADA Compliance (AudioEye and DocAccess): (1st Yr: Included in \$20,137.30)
- Website & Social Media Archiving: (1st Yr: Included in \$20,137.30)
- AI Chatbot: (1st Yr: Included in \$20,137.30)

1st Year Total: \$35,047.19

Currently the City is only paying for the website (Admin budget) and Municode Agenda/Minutes module (Clerk’s Budget). With new regulations, the City needs to be in compliance with both ADA and Archiving requirements. Thus, those modules are strongly recommended. Staff also evaluated several chatbot solutions and the newer CivicPlus solution has the lower price starting at \$5,000 and best cross-platform functionality. Thus, the overall website upgrade project remains within the recently approved 2026-27 budget.

Separately, we are also working with our current vendor American Legal on getting the City’s municipal code into their web-based version and then integrated with our new website. That project is in coordination with the Clerk’s Office and will be forthcoming.

Attorney Stiff has been given copies of the CivicPlus agreements for review.

Recommended Council Action: Discussion and approval to place on the May 18th City Council agenda.

302 South 4th Street, Suite 500
 Manhattan, KS 66502
 P. 888-228-2233 ext. 291

Contract #: 00099490
As of Date: 05/29/2026
Renewal Date: 06/28/2026

Client:
 City of Crest Hill, IL

Bill To:
 CREST HILL CITY, ILLINOIS

QTY	DESCRIPTION
1	CivicSend Communication Platform Annual Fee
1	SSL Certificate Annual Fee
1	48 Month Redesign Ultimate Annual - Municipal Websites Central
1	Hosting & Security Annual Fee - Municipal Websites Central
Renewal Total: \$7,409.89	

1. This renewal Statement of Work ("SOW") is between City of Crest Hill, IL ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: <http://www.civicplus.help/hc/p/legal-stuff> (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").
2. This SOW shall remain in effect for an initial term beginning 06/28/2026 and continuing for one year ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW shall automatically renew for any number of additional twelve month renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Renewal Total shall be invoiced on the first day of the Initial Term and the first day of each Renewal Term. Renewal Term Total Annual Services shall be subject to a 5% annual increase beginning with the first renewal term. Customer shall pay all invoices within 30 days.
4. Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.
5. Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

If a PO Number is required, please send to accounting@civicplus.com



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-119121-1
4/10/2026 3:18 PM

5/31/2026

Client:
City of Crest Hill, IL

Bill To:
CREST HILL CITY, ILLINOIS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Abby Yenni		abby.yenni@civicplus.com		Net 30

Social Media Archiving

QTY	PRODUCT NAME	DESCRIPTION
1.00	Social Media Archiving - Standard	Social Media Archiving Subscription - Unlimited Accounts & Up To 3.5k Records Per Month - Includes Risk Management Analytics (RMA) and Web Snapshots
1.00	Social Media Archiving Provisioning Fee - Standard	Social Media Archiving Account Activation and Setup

ADA Solutions

QTY	PRODUCT NAME	DESCRIPTION
1.00	DocAccess	DocAccess is a document accessibility platform that scans, converts, and monitors PDF documents on websites to support ADA and Section 508 compliance efforts for users with disabilities.
1.00	AudioEye Managed	AudioEye Managed: https://www.cityofcresthill.com/
1.00	DocAccess Implementation	Implementation of DocAccess
1.00	AudioEye Managed Implementation	AudioEye Managed Implementation

Chatbot/Websites

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicPlus Agent	AI powered agent providing resident facing answers and related actions, paired with an administrative interface where customers select knowledge sources, including but not limited to municipal websites, online code hosting, and uploaded documents.
1.00	CivicPlus Agent Implementation	CivicPlus Agent implementation fee

Initial Term	6/1/2026 - 5/31/2029, Renewal Term 6/1 each calendar year
Initial Term Invoice Schedule	Year One Annual Total invoiced upon the signature date of this Agreement, subject to proration if the term begins at signing. Subsequent Annual Totals invoiced every 12 months starting at Renewal Term.

	Annual Subscription	One Time Fees	Annual Total
Year One	USD 15,637.30	USD 4,500.00	USD 20,137.30
Year Two	USD 25,290.93		USD 25,290.93
Year Three	USD 26,555.48		USD 26,555.48
Subtotal			USD 71,983.71
Annual Recurring Services Starting Year 4			USD 27,883.25
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date		
Annual Uplift	5% to be applied in year 2		

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-119121-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Agenda Memo

Crest Hill, IL

Meeting Date:	May 11, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	A Resolution approving the execution of an intergovernmental agreement by and between the City of Crest Hill and The Grand Prairie Water Commission Establishing a Joint Improvement Program.

Summary: Attached is an Intergovernmental Agreement (IGA) between the City of Crest Hill and the Grand Prairie Water Comments to incorporate work requested by the City into Grand Prairie Water Commission’s (GPWC) contracts. This agreement establishes the scope of work requested along with the timing of payment of the City’s share of construction costs and our share for construction engineering services. This agreement also has a provision for the withdrawal of the work requested.

This agreement has been reviewed and vetted by City staff and the City Attorney.

The following scope of work is included in this IGA and is the same scope of work approved by Council at the April 6, 2026 council meeting when the city executed a design engineering contract with Standtec Consultation Services:

- Resurfacing of the southbound lane of Gaylord Rd and Cedarwood Dr. that are not disturbed as part of the GPWC project.
- Resurfacing and installation of new 3 ft aggregate shoulder of the entire pavement area from 300 ft east of Len Kubinski Dr. to 1670 ft east of Len Kubinski Dr. and from 1240 ft west of Oakland Ave. to 1240 ft. east of Oakland Ave.
- The existing 32 ft wide Gaylord Rd. box culvert over the Rock Run will need to be removed and replaced to install the new transmission water main. The city requested

that the new box culvert be widened additional 8 ft to a total width of 40 ft. This new width will provide for a pavement that will accommodate one 12 ft through lane for northbound and southbound traffic and a 12 ft wide left turn lane and 4 ft painted median.

- Widen approximately 25 ft north and south of the new box culvert to provide for left turn storage of minimum of a 50 ft and a taper of 150 ft.
- Lengthen the existing pavement, 35 ft taper south of Fox Meadow Dr. along the west side of the pavement to 175 ft in length.

IGA Highlights

- The City may withdraw its work any time prior to the award of the construction contract.
- The City's share of Construction Services is 8% of the construction cost awarded for the City's scope of work discussed above.
- The City shall deposit in escrow with the Commission an amount sufficient to pay the work requested by the City not less than three (3) months prior to scheduled date of completion of the work. The deposit will cover the following:
 - Construction costs plus 3% contingency.
 - City share of construction related (CR) contract costs plus 3% contingency for change orders. CR costs are bonds, insurance, mobilization and demobilization costs, traffic control, etc.
 - 8% construction services fee.

The current estimate of cost for the work requested by the City is \$2,132,000.00 for construction and \$170,560.00 for construction services.

Recommended Council Action: A Resolution approving the execution of an intergovernmental agreement by and between the City of Crest Hill and The Grand Prairie Water Commission Establishing a Joint Improvement Program.

Financial Impact:

Funding Source: Capital Projects

Budgeted Amount: Future Budget

Cost: TBD

Attachments:

Res. App. Joint Projects IGA with GPWC W IGA exhb

Exhibit A-Final-GPWC-Crest Hill-IGA for Joint Construction of Improvements-For Packet 4-23-26

RESOLUTION NO. _____

A RESOLUTION APPROVING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE CITY OF CREST HILL AND THE GRAND PRAIRIE WATER COMMISSION ESTABLISHING A JOINT IMPROVEMENT PROGRAM

WHEREAS, the Corporate Authorities of the City of Crest Hill have the authority to adopt resolutions 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, on June 17, 2024, the Corporate Authorities of the City adopted Ordinance No. 1987, Establishing the Grand Prairie Water Commission (“GPWC”); and

WHEREAS, the GPWC and its individual members continue to work toward construction of the necessary infrastructure to allow the Commission and its members to receive Lake Michigan water by the year 2030; and

WHEREAS, the Board of Commissioners of the GPWC adopted an “Amended and Restated Policy for Coordination of Member Improvements with Commission Construction Projects” to enable the GPWC and its members to jointly procure improvements where an individual GPWC Member’s improvements are near the location of planned GPWC improvements, thereby reducing the overall construction costs and community disruption by including the improvements for both the GPWC and its member in the same construction contract; and

WHEREAS, the City of Crest Hill has determined that there are three (3) Crest Hill projects which are along the route of three (3) GPWC projects; and

WHEREAS, the GPWC and member attorneys’ working group, along with the TAC delegates, have together drafted an agreed upon Intergovernmental Agreement (IGA) Template to be customized to each joint GPWC/member project; and

WHEREAS, City Staff and the City Attorney have drafted an Intergovernmental Agreement between the Grand Prairie Water Commission and the City of Crest Hill Establishing a Joint Improvement Program (“IGA”), based on the negotiated template, a copy of which is attached hereto as Exhibit A and incorporated herein; and

WHEREAS, The Corporate Authorities of the City have reviewed terms and conditions of the IGA and have determined that they are fair, reasonable, and should be approved.

NOW THEREFORE, BE IT RESOLVED BY THE CORPORATE AUTHORITIES OF THE CITY OF CREST HILL, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1. The Corporate Authorities hereby find that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2. The Corporate Authorities of the City hereby authorize and direct the Mayor to execute and the City Clerk to attest the IGA (Exhibit A) and further authorize the Mayor to take any other action necessary to effect the intent of this Resolution, which is to enter into the IGA with the GPWC.

SECTION 3. In the event that any provision or provisions, portion or portions, or clause or clauses of this Resolution 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 Resolution that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4. All ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Resolution, are hereby repealed to the extent of the conflict.

SECTION 5. This Resolution 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 18TH DAY OF MAY 2026.

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

Christine Vershay-Hall, City Clerk

APPROVED THIS 18TH DAY OF MAY 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A (CREST HILL/GPWC IGA FOR JOINT PROJECTS)

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE GRAND PRAIRIE WATER COMMISSION AND THE CITY
OF CREST HILL ESTABLISHING A JOINT IMPROVEMENT PROGRAM**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered into as of the ____ day of _____, 2026 (“Effective Date”), by and between the Grand Prairie Water Commission (“Commission” or “GPWC”) and the City of Crest Hill (“Member”). The Commission and the Member are collectively referred to in this Agreement as the “Parties”, and individually as a “Party”.

WHEREAS, the Commission is an Illinois regional water commission and a municipal corporation and a public body politic and corporate; and

WHEREAS, Member is a charter member of the Commission and an Illinois municipal corporation; and

WHEREAS, the Board of Commissioners of the Commission has adopted an “Amended and Restated Policy for Coordination of Member Improvements with Commission Construction Contracts” (“Policy”) in order to enable the Commission and its members to jointly procure improvements where a member’s improvements are near the location of planned Commission improvements, thereby reducing overall construction costs and community disruption through including improvements for both Parties in the same contract for construction; and

WHEREAS, as part of its Alternative Water Supply Program (“AWSP”), the Commission has determined that it is necessary to design and construct the following projects (each a “Commission Project”), which are sometimes collectively referred to as the “Commission Projects”:

- AWSP 02-05 to construct a 60-inch diameter water transmission main, a portion of which will be within or adjacent to the right-of-way of Gaylord Road located within the boundaries of the Member (“Commission Project 02-05”);
- AWSP 02-06 to construct a 60-inch diameter water transmission main, a portion of which will be within or adjacent to the right-of-way of Gaylord Road and Cedarwood Drive located within the boundaries of the Member (“Commission Project 02-06”);
- AWSP 06-01 to construct a 20-inch diameter water transmission main, a portion of which will be within or adjacent to the right-of-way of Caton Farm Road located within the boundaries of the Member (“Commission Project 05-01”); and

WHEREAS, Member has determined that it is necessary to design and construct the following improvements (each a “Member Project”) along the route of each Commission Project, which are collectively referred to as the “Member Projects”:

- Commission Project 02-05: Supplemental paving work along Gaylord Road from south of Renwick Road to south of Frontier Lane (a distance of approximately 2,100 feet) (“Member Project 02-05”);

- Commission Project 02-06: Supplemental paving, roadway widening, and shoulder improvements along portions of Gaylord Road and Cedarwood Drive between a point south of Frontier Lane to the City of Crest Hill’s municipal limit (a distance of approximately 14,200 feet) and replacement of an existing 10-inch diameter water main that crosses under Rock Run on the west side of Gaylord Road with a new 10-inch diameter water main (a distance of approximately 75 feet) (“Member Project 02-06”); and
- Commission Project 06-01: Supplemental paving work along Caton Farm Road from east of Len Kubinski Drive to west of Oakland Avenue (a distance of approximately 3,100 feet) (“Member Project 06-17”); and

WHEREAS, the Parties have individually and collectively determined that the joint construction of each Commission Project and each Member Project in a single contract for construction by the Commission and the sharing of costs for their respective Projects pursuant to the Policy and the terms of this Agreement will be mutually beneficial to both the Member and the Commission and will have minimal impact on the schedule for completion of the design and construction of the Commission Project. Each pair of a Commission Project and Member Project are sometimes jointly referred to as a “Joint Project” and all of the Joint Projects are sometimes referred to as the “Joint Projects”;

and

WHEREAS, the Parties are responsible to obtain funding sources for their respective Projects and have individually determined to seek available local, state and federal loans, grants and other funds that may be available to help defray their respective shares of the Joint Project costs that are allocated to each of them; and

WHEREAS, the Commission and the City of Joliet (“Joliet”) have entered into an Intergovernmental Agreement for Program Management dated July 2, 2024 (“PMA”), pursuant to which Joliet serves as the Program Manager for the AWSP on behalf of the Commission and is authorized to manage the design of improvements for the AWSP through its professional services agreement with the AWSP design team, as well as the process for bidding, evaluation and award of contracts for construction of the improvements in the AWSP; and

WHEREAS, the Parties desire to establish this Intergovernmental Agreement to facilitate joint action and intergovernmental cooperation for joint bidding and construction of their respective Projects comprising each Joint Project in a single contract for construction by the Commission; and

WHEREAS, to achieve these and other related objectives, the Parties desire to exercise the powers and authority granted to them, individually and collectively, pursuant to Article VII, Section 10 of the Illinois Constitution of 1970; the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; the Illinois Municipal Code, 65 ILCS 5/1-1-5; the Regional Water Commissions Act, 65 ILCS 5/11-135.5; and their statutory powers; and

WHEREAS, after full consideration of all planning, fiscal, and other intergovernmental issues affecting this matter, each of the Parties has determined that it

is in the best interests of the public health, safety and welfare of its residents and businesses, water system customers and the general public that this Agreement be executed and implemented by the Parties; and

WHEREAS, the Parties have each approved this Agreement by an ordinance or resolution duly adopted by the Party's corporate authorities and appropriated or budgeted the necessary funds to fund their respective cost shares of the Joint Projects;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements made in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, and pursuant to the powers and authority described in this Agreement, the Parties agree as follows:

SECTION 1. RECITALS.

The Parties find and determine that the foregoing recitals are found to be true, correct, and material to this Agreement and are, by this reference, incorporated into and made a part of this Agreement as if they were fully set forth in this Section.

SECTION 2. PURPOSE; GENERAL COOPERATION.

- A. This Agreement is made for the purpose of establishing all of the authority, powers, and resources necessary and convenient to allow the Parties to jointly and efficiently complete the Joint Projects.
- B. The Parties recognize that the goals to be accomplished through this Agreement require their mutual cooperation and acknowledge and agree to cooperate with each other in furtherance of the purposes, goals, and objectives of the Agreement.
- C. The Parties will each designate its duly authorized representative or designee ("Party Representative") to operate and act with respect to Agreement affairs and actions.
- D. Cooperation required by this Agreement specifically includes, but is not limited to, (i) the sharing by the Parties of information and other materials possessed or developed by the Parties and the AWSP design team, either individually or collectively, and necessary to investigate, identify, and otherwise document the Joint Projects; and (ii) obtaining all approvals from any governmental agencies (whether federal, state, county or local) or private entities required or useful for the Joint Projects.
- E. In the event any unforeseen circumstances or events arise that have not been specifically addressed in this Agreement, the Parties agree to mutually cooperate create and establish such additional agreements and/or amendments to this Agreement in order to successfully accomplish the goals as set forth in this Agreement.

SECTION 3. TERM.

Unless otherwise provided in this Agreement, the term of this Agreement shall commence on the Effective Date and terminate upon the completion of the Joint Projects and completion of the warranty period provided for in the Construction Contract (as defined in Section 4) for the last Joint Project to be completed pursuant to this Agreement (“Term”).

SECTION 4. CONTRACTING PROCESS.

- A. Member Contract for Design Services.** The Member has entered into or shall enter into a professional services agreement (“PSA”) with the AWSP design team, which shall provide that the AWSP design team will provide the services required to prepare the design materials for the Member Projects and incorporate that design into the appropriate Commission bidding and construction documents for the Joint Projects. The cost of these design services will be paid by the Member pursuant to the PSA.
- B. Design, Construction Engineering and Construction Management Services.** The Commission, through Joliet as Program Manager, will arrange for the AWSP design team to perform professional engineering services for the AWSP, to provide design services for the Commission Projects and construction engineering and construction management services for the Joint Projects pursuant to the PMA.
- C. Official Coordinator.** The Commission, through its Program Manager pursuant to the PMA, will serve as the Official Coordinator to bid the Joint Projects.
- D. Procedure for Developing Bidding and Contract Documents.** At such time as competitive sealed bids (“Sealed Bids”) from contractors are solicited for each Joint Project, the Parties agree to follow the following process:
- i. Information about the requirements for the Member Project will be provided by the Member pursuant to the PSA and for the Commission Project by the AWSP design team pursuant to the PMA.
 - ii. The form of bidding and contract documents to be used for the Joint Project will be the documents regularly used by the Commission for the AWSP. The information about the Member Project as well as the Commission Project will be incorporated into the drawings and specifications (“Technical Requirements”) and the bidding and contract documents for the Commission Project, which collectively will be referred to as the “Contract Package” for the Joint Project.

- iii. The Member shall have an opportunity to review and comment on the Technical Requirements related to the Member Project at key design milestones, with Member comments to be resolved prior to bidding for the Joint Project.
- iv. When all comments from the Commission and the Member are resolved, the Official Coordinator may issue these documents to prospective contractors or suppliers to solicit Sealed Bids and shall establish a deadline for the submission of Sealed Bids.
- v. During the time following the issuance of the Contract Package, and prior to the deadline for submission of Sealed Bids, the Official Coordinator shall issue such addenda to the prospective contractors as may be necessary to respond to the inquiries of such prospective contractors or to clarify the Contract Package. The Official Coordinator shall consult with the Member prior to issuing any such addenda pertaining to the Technical Requirements related to the Member Project. The Member shall refer any inquiries or issues received or identified regarding the Technical Requirements related to the Member Project to the Official Coordinator for possible inclusion in such an addendum.
- vi. Following receipt of the Sealed Bids, the Sealed Bids will be opened by the Program Manager pursuant to the PMA. Information regarding the Sealed Bids pertaining to the Member Project will be provided to the Member to enable the Member to determine whether to proceed with the Member Project as part of that Joint Project.
- vii. The Member shall review the information from the Sealed Bids and the Member's TAC Delegate shall, prior to contract award, notify the Commission of the Delegate's intention to recommend adoption of a resolution of the Member's corporate authorities, either to (a) proceed with the Member Project as part of that Joint Project and authorize the deposit of funds for its share of costs for the Member Project in escrow with the Commission as provided in Section 5 or (b) withdraw the Member Project from the final construction contract. The Commission shall approve the award of the contract for the Joint Project ("**Construction Contract**") by resolution in coordination with the TAC Delegate's notification. Withdrawal of the Member Project shall not preclude the Commission from awarding a construction contract for that Commission Project.
- viii. In the event that the Member does not provide to the Commission a resolution to proceed with or withdraw its Member Project within 45 days after the information regarding the Sealed Bids is provided to the Member, the Commission has the right to proceed with a construction contract for that Commission Project (and projects of

other participating members, if any) without the Member Project and the Member will no longer have any right to proceed with its Member Project as part of that Joint Project.

- E. Administration by the Official Coordinator.** The Official Coordinator shall have the right and obligation to manage the Construction Contract for each Joint Project with the selected contractor. Such duties shall include, without limitation, meetings with representatives of the contractor, reviews of technical and administrative data, establishing testing programs, monitoring schedules and performance, ensuring that required repair and maintenance responsibilities are performed by the contractor, and the enforcement of the terms and conditions of the Construction Contract and the bonds and insurance required under the Construction Contract. For each Joint Project:
- i. The Official Coordinator shall notify the Member about any of the following pertaining to the Member Project for Member review and comment: (a) contractor questions or requests for information requiring clarification from the Member, (b) proposed changes to the Technical Requirements or (c) proposed changes affecting terms that would change the amount the Member would be required to pay for the Member Project.
 - ii. The Official Coordinator shall notify the Member of the pre-construction meeting as well as any other meetings with the contractor where the Member Project is planned to be discussed.
 - iii. The Member Project will be subject to the same rights of correction and warranty of work by the contractor as provided in the Construction Contract for the Commission Project. The Member shall promptly notify the Official Coordinator about any items of work on the Member Project that may require correction or be subject to possible warranty claim.
 - iv. The Parties shall work together to achieve consensus regarding any alleged failures of the performance of either the contractor, or the work by the contractor, under the Construction Contract. No lawsuit to enforce the Construction Contract or the bonds on an issue pertaining to the Member Project shall be filed without the agreement of both Parties.
- F. Expenses.** The Parties acknowledge and agree to use their respective personnel and resources, at no cost to any other Party, for actions undertaken by or on behalf of one of the Parties. Each Party shall be responsible for, and each Party agrees to pay, its own expenses incurred for professional design services, and any and all other expenses incurred by that Party during construction of the Joint Project under the Construction Contract. Any expenses to be shared between the Parties and not otherwise addressed in Section 5 shall be approved in advance, and in writing, by each Party or its Party Representative, as appropriate.

- G. Insurance.** The Official Coordinator shall require the contractor to whom the Construction Contract is awarded to obtain and maintain, for the duration of the Construction Contract, appropriate insurance that includes the Member as an additional insured and provide a copy of any certificates of insurance to the Member.
- H. Bonds.** The Official Coordinator shall require the contractor to whom the Construction Contract is awarded to obtain and maintain, for the duration of the Construction Contract, both a performance bond and a labor and material payment bond, each in the amount of all of the work under the Construction Contract. The Official Coordinator shall file such claims and take such actions as may be necessary to resolve any issues raised by any Party pursuant to one or both of the bonds.

SECTION 5. PAYMENTS; COSTS AND EXPENSES.

- A. General Principles.** Each Party shall be responsible to pay its respective share of the cost of each Joint Project pursuant to each Construction Contract. Each Party shall budget and appropriate sufficient funds to pay its respective share of the Construction Costs of the Construction Contract and Construction-Related Costs. In addition, the Commission shall also budget and appropriate sufficient additional funds to pay the cost of each Construction Contract (including the Member's share), in reliance on the Member's agreement to pay its respective share of the cost of the Construction Contract.
- B. Member Project Costs.** The costs for the design of each Member Project shall be paid by the Member directly under the PSA. Construction Costs, CR Costs and CE/CM Services Costs (described in Sections 5.D, E and F below) shall be paid by the Member pursuant to Section 5.G and not included in either the Commission's Program Budget or loans or bonds taken out by the Commission.
- C. Design Costs.** Design costs for each Commission Project and Member Project will be tracked separately by the AWSP design team and the Member design costs shall be billed separately to the Member for payment under the terms of the PSA.
- D. Construction Costs.** Each Construction Package shall include pay items for specific components of the Commission Project and the Member Project ("Construction Costs"), so that the Member's share of these costs can be identified and paid by the Member. Costs under the Construction Contract that are based on a pay item common to both the Commission Project and the Member Project shall be treated as construction-related costs under Section 5.E below.

E. Defining Other Shared Construction-Related Costs. The Parties agree that the following costs are common to both the Commission Project and Member Project on each Joint Project and shall agree upon which of these costs will be allocated to the Parties on a pro-rata basis (“CR Costs”), determined based upon the ratio of each Party’s Construction Costs for its Project to the Construction Cost of both Projects:

- i. Contractor’s bond and insurance costs;
- ii. Contractor start-up, mobilization and demobilization costs;
- iii. Erosion control;
- iv. Traffic control;
- v. Other general conditions costs, if any; and
- vi. Other costs to the extent they cannot be specifically related to either the Commission Project or the Member Project.

Any other construction-related costs not in the normal course of construction that are specifically related to the Commission Project or the Member Project shall be paid by the Commission or the Member, respectively.

F. Construction Engineering and Construction Management Services. Pursuant to the PMA, Joliet as Program Manager provides construction engineering and construction management services (“CE/CM Services”) for all AWSP construction projects, including the Commission Projects, as part of Advanced Development Costs paid by Joliet. The Commission shall request Joliet as Program Manager to provide CE/CM Services for the Member Projects as part of the Joint Projects and Member agrees to pay the cost of such Services for the Member Projects. The cost to the Member of such CE/CM Services (“Member CE/CM Services Costs”) shall be equal to eight percent (8%) of the sum of the Member’s share of Construction Costs and CR Costs for each Member Project. The Member CE/CM Services Costs shall not be included as part of Advanced Development Costs. The Member CE/CM Services Costs shall be paid to Joliet as provided in the PMA.

G. Member Payment Prior to Construction.

- i. The Member shall deposit in escrow with the Commission an amount sufficient to pay the following costs related to each Member Project not less than three (3) months prior to the scheduled date for commencement of work on that Member Project: (a) the Member’s share of the Construction Costs plus a three percent contingency for change orders, (b) the Member’s share of the CR Costs plus a three percent contingency for change orders, and (c) the Member CE/CM Services Costs. A separate escrow deposit shall be made by the Member in connection with each Construction Contract for a Commission Project that also includes that Member’s Project.
- ii. The escrow amount may be adjusted from time to time based on additional information about the costs to be paid by the Member. If a change order is approved that causes the new total of the costs

described in Section 5.G.i to increase, the Member must make an additional escrow deposit in the amount of the increase within 45 days after the approval of the change order.

- iii. Following completion of each Joint Project, the Commission and the Member shall review and determine the Parties' respective final shares of the Construction Costs and CR Costs. If the amount placed in escrow less the Member CE/CM Services Costs is more than the Member's total final share, the Commission shall return the difference to the Member. If the amount placed in escrow less the Member CE/CM Services Costs is less than the Member's final share, the Member shall pay the difference to the Commission. Any such payments shall be made within 45 days after the amount to be paid is determined and agreed by the Parties.

H. Pay Applications. The contractor for each Joint Project will be required to separate each of its applications for payment to reflect the separate pay items in a manner that each Party will be able to identify the pay items pertaining to its Project and its share (based on Sections 5.D and E) of pay items that are common costs to be shared. The Commission will provide to the Member, for its review and comment, an itemized listing of the pay items and amounts attributable to the Member Project on each application for payment. The Commission will pay the contractor directly for each approved payment application and payment for the Member Project shares will be withdrawn from the Member's escrow deposit to make payment of the Member Project portion of the application. The Commission will pay Joliet for the Member CE/CM Services Costs for the Member Project out of the Member's escrow deposit. In the event that a lien on public funds is claimed by any subcontractor or supplier for work under the Construction Contract, the Party receiving notice of such a claim shall notify the other Party, and the Parties shall coordinate their response to the lien claim in the manner required by law.

I. Funding Sources. This Agreement is intended to allow the Parties to independently seek available local, state, and federal grants and other funds and other resources to assist in paying for the costs of their respective Project. If the Member wishes to use funds that are subject to particular requirements, the Member shall notify the Commission to allow review by the Commission and Member to determine if those requirements can be reasonably accommodated.

SECTION 6. WITHDRAWAL; TERMINATION.

A. Right to Withdraw. Any Party may withdraw a Member Project from this Agreement prior to award of a construction contract for a Joint Project, as provided in Section 4.

- B. Dissolution and Termination.** In addition to the withdrawal provisions set forth in Section 4.D of this Agreement, this Agreement shall be dissolved and terminated only upon the written agreement of the Parties.

SECTION 7. GENERAL PROVISIONS.

- A. Notices.** Any notice, demand or request required by this Agreement shall be in writing and shall be deemed delivered to the Party when delivered in person or by express mail or messenger, via facsimile, or three (3) days after deposit thereof in any main or branch United States Post Office, properly addressed to the Party at the address below. All notices related to the Technical Requirements and routine compliance with the Construction Contract may be given by electronic mail or other means of communication, as appropriate.

Notices and communications to each Party shall be addressed to, and delivered at, the following addresses:

Grand Prairie Water Commission
2364 Essington Road, #269
Joliet, IL 60435
Attention: Program Director
Email: aswisher@joliet.gov

City of Crest Hill
20600 City Center Boulevard
Crest Hill, IL 60403
Attention: Blaine Wing, City Administrator
Email: bwing@cityofcresthill.org

- B. Entire Agreement.** There are no representations, covenants, promises, or obligations not contained in this Agreement, other than the Policy, that form any part of this Agreement or upon which any of the Parties is relying in entering into this Agreement. This Agreement, and all covenants and provisions herein contained shall bind and inure to the benefit of each Party hereto and their respective successors and assigns.
- C. Severability.** If any provision of this Agreement is construed or held to be void, invalid, or unenforceable in any respect, the remaining provisions of this Agreement shall not be affected thereby but shall remain in full force and effect.
- D. Interpretation.** It is the express intent of the Parties that this Agreement shall be construed and interpreted so as to preserve its validity and enforceability as a whole. In case of any conflict among the provisions of this Agreement, the provision that best promotes and reflects the intent of the Parties shall control.

- E. **Amendments and Modifications.** This Agreement shall not be modified, changed, altered, or amended until it is reduced to writing and approved by the corporate authorities of each Party pursuant to ordinances or resolutions duly adopted and properly executed in accordance with all applicable law.
- F. **Authority to Execute.** Each Party hereby warrants and represents to the other Party that the person executing this Agreement on its behalf has been properly authorized to do so by the corporate authorities of the Party.
- G. **No Third-Party Beneficiaries.** Nothing in this Agreement shall create or shall be construed or interpreted to create any third-party beneficiary rights.
- H. **Indemnification.** Each Party hereby agrees to indemnify, hold harmless and defend the other Party from and against any and all losses, claims, expenses and damages (including reasonable attorneys' fees) made against or incurred by the other Party for any actions taken or failures to act by the Party in connection with each Construction Contract or the Joint Project that arise out of that Construction Contract or this Agreement, to the extent that such claims were not caused by actions, or failures to act, of the other Party.
- I. **Execution.** This Agreement shall be executed by all of the Parties in identical original duplicates and each of the duplicates shall, individually and taken together, constitute one and the same Agreement.

IN WITNESS WHEREOF, the Parties have by their duty authorized officers and representatives set their hands and affixed their seals to be effective as of the date specified on page 1 of this Agreement.

City of Crest Hill

Grand Prairie Water Commission

By: _____
Raymond R. Soliman, Mayor

By: _____
Clarence C. DeBold, Chair

ATTEST:

ATTEST:

By: _____
Christine Vershay-Hall, City Clerk

By: _____
John D. Noak, Secretary

Date: _____

Date: _____

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE GRAND PRAIRIE WATER COMMISSION AND THE CITY
OF CREST HILL ESTABLISHING A JOINT IMPROVEMENT PROGRAM**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered into as of the ____ day of _____, 2026 (“Effective Date”), by and between the Grand Prairie Water Commission (“Commission” or “GPWC”) and the City of Crest Hill (“Member”). The Commission and the Member are collectively referred to in this Agreement as the “Parties”, and individually as a “Party”.

WHEREAS, the Commission is an Illinois regional water commission and a municipal corporation and a public body politic and corporate; and

WHEREAS, Member is a charter member of the Commission and an Illinois municipal corporation; and

WHEREAS, the Board of Commissioners of the Commission has adopted an “Amended and Restated Policy for Coordination of Member Improvements with Commission Construction Contracts” (“Policy”) in order to enable the Commission and its members to jointly procure improvements where a member’s improvements are near the location of planned Commission improvements, thereby reducing overall construction costs and community disruption through including improvements for both Parties in the same contract for construction; and

WHEREAS, as part of its Alternative Water Supply Program (“AWSP”), the Commission has determined that it is necessary to design and construct the following projects (each a “Commission Project”), which are sometimes collectively referred to as the “Commission Projects”:

- AWSP 02-05 to construct a 60-inch diameter water transmission main, a portion of which will be within or adjacent to the right-of-way of Gaylord Road located within the boundaries of the Member (“Commission Project 02-05”);
- AWSP 02-06 to construct a 60-inch diameter water transmission main, a portion of which will be within or adjacent to the right-of-way of Gaylord Road and Cedarwood Drive located within the boundaries of the Member (“Commission Project 02-06”);
- AWSP 06-01 to construct a 20-inch diameter water transmission main, a portion of which will be within or adjacent to the right-of-way of Caton Farm Road located within the boundaries of the Member (“Commission Project 05-01”); and

WHEREAS, Member has determined that it is necessary to design and construct the following improvements (each a “Member Project”) along the route of each Commission Project, which are collectively referred to as the “Member Projects”:

- Commission Project 02-05: Supplemental paving work along Gaylord Road from south of Renwick Road to south of Frontier Lane (a distance of approximately 2,100 feet) (“Member Project 02-05”);

- Commission Project 02-06: Supplemental paving, roadway widening, and shoulder improvements along portions of Gaylord Road and Cedarwood Drive between a point south of Frontier Lane to the City of Crest Hill's municipal limit (a distance of approximately 14,200 feet) and replacement of an existing 10-inch diameter water main that crosses under Rock Run on the west side of Gaylord Road with a new 10-inch diameter water main (a distance of approximately 75 feet) ("Member Project 02-06"); and
- Commission Project 06-01: Supplemental paving work along Caton Farm Road from east of Len Kubinski Drive to west of Oakland Avenue (a distance of approximately 3,100 feet) ("Member Project 06-17"); and

WHEREAS, the Parties have individually and collectively determined that the joint construction of each Commission Project and each Member Project in a single contract for construction by the Commission and the sharing of costs for their respective Projects pursuant to the Policy and the terms of this Agreement will be mutually beneficial to both the Member and the Commission and will have minimal impact on the schedule for completion of the design and construction of the Commission Project. Each pair of a Commission Project and Member Project are sometimes jointly referred to as a "Joint Project" and all of the Joint Projects are sometimes referred to as the "Joint Projects"; and

WHEREAS, the Parties are responsible to obtain funding sources for their respective Projects and have individually determined to seek available local, state and federal loans, grants and other funds that may be available to help defray their respective shares of the Joint Project costs that are allocated to each of them; and

WHEREAS, the Commission and the City of Joliet ("Joliet") have entered into an Intergovernmental Agreement for Program Management dated July 2, 2024 ("PMA"), pursuant to which Joliet serves as the Program Manager for the AWSP on behalf of the Commission and is authorized to manage the design of improvements for the AWSP through its professional services agreement with the AWSP design team, as well as the process for bidding, evaluation and award of contracts for construction of the improvements in the AWSP; and

WHEREAS, the Parties desire to establish this Intergovernmental Agreement to facilitate joint action and intergovernmental cooperation for joint bidding and construction of their respective Projects comprising each Joint Project in a single contract for construction by the Commission; and

WHEREAS, to achieve these and other related objectives, the Parties desire to exercise the powers and authority granted to them, individually and collectively, pursuant to Article VII, Section 10 of the Illinois Constitution of 1970; the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; the Illinois Municipal Code, 65 ILCS 5/1-1-5; the Regional Water Commissions Act, 65 ILCS 5/11-135.5; and their statutory powers; and

WHEREAS, after full consideration of all planning, fiscal, and other intergovernmental issues affecting this matter, each of the Parties has determined that it

is in the best interests of the public health, safety and welfare of its residents and businesses, water system customers and the general public that this Agreement be executed and implemented by the Parties; and

WHEREAS, the Parties have each approved this Agreement by an ordinance or resolution duly adopted by the Party's corporate authorities and appropriated or budgeted the necessary funds to fund their respective cost shares of the Joint Projects;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements made in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, and pursuant to the powers and authority described in this Agreement, the Parties agree as follows:

SECTION 1. RECITALS.

The Parties find and determine that the foregoing recitals are found to be true, correct, and material to this Agreement and are, by this reference, incorporated into and made a part of this Agreement as if they were fully set forth in this Section.

SECTION 2. PURPOSE; GENERAL COOPERATION.

- A.** This Agreement is made for the purpose of establishing all of the authority, powers, and resources necessary and convenient to allow the Parties to jointly and efficiently complete the Joint Projects.
- B.** The Parties recognize that the goals to be accomplished through this Agreement require their mutual cooperation and acknowledge and agree to cooperate with each other in furtherance of the purposes, goals, and objectives of the Agreement.
- C.** The Parties will each designate its duly authorized representative or designee ("Party Representative") to operate and act with respect to Agreement affairs and actions.
- D.** Cooperation required by this Agreement specifically includes, but is not limited to, (i) the sharing by the Parties of information and other materials possessed or developed by the Parties and the AWSP design team, either individually or collectively, and necessary to investigate, identify, and otherwise document the Joint Projects; and (ii) obtaining all approvals from any governmental agencies (whether federal, state, county or local) or private entities required or useful for the Joint Projects.
- E.** In the event any unforeseen circumstances or events arise that have not been specifically addressed in this Agreement, the Parties agree to mutually cooperate create and establish such additional agreements and/or amendments to this Agreement in order to successfully accomplish the goals as set forth in this Agreement.

SECTION 3. TERM.

Unless otherwise provided in this Agreement, the term of this Agreement shall commence on the Effective Date and terminate upon the completion of the Joint Projects and completion of the warranty period provided for in the Construction Contract (as defined in Section 4) for the last Joint Project to be completed pursuant to this Agreement (“Term”).

SECTION 4. CONTRACTING PROCESS.

- A. Member Contract for Design Services.** The Member has entered into or shall enter into a professional services agreement (“PSA”) with the AWSP design team, which shall provide that the AWSP design team will provide the services required to prepare the design materials for the Member Projects and incorporate that design into the appropriate Commission bidding and construction documents for the Joint Projects. The cost of these design services will be paid by the Member pursuant to the PSA.
- B. Design, Construction Engineering and Construction Management Services.** The Commission, through Joliet as Program Manager, will arrange for the AWSP design team to perform professional engineering services for the AWSP, to provide design services for the Commission Projects and construction engineering and construction management services for the Joint Projects pursuant to the PMA.
- C. Official Coordinator.** The Commission, through its Program Manager pursuant to the PMA, will serve as the Official Coordinator to bid the Joint Projects.
- D. Procedure for Developing Bidding and Contract Documents.** At such time as competitive sealed bids (“Sealed Bids”) from contractors are solicited for each Joint Project, the Parties agree to follow the following process:
- i. Information about the requirements for the Member Project will be provided by the Member pursuant to the PSA and for the Commission Project by the AWSP design team pursuant to the PMA.
 - ii. The form of bidding and contract documents to be used for the Joint Project will be the documents regularly used by the Commission for the AWSP. The information about the Member Project as well as the Commission Project will be incorporated into the drawings and specifications (“Technical Requirements”) and the bidding and contract documents for the Commission Project, which collectively will be referred to as the “Contract Package” for the Joint Project.

- iii. The Member shall have an opportunity to review and comment on the Technical Requirements related to the Member Project at key design milestones, with Member comments to be resolved prior to bidding for the Joint Project.
- iv. When all comments from the Commission and the Member are resolved, the Official Coordinator may issue these documents to prospective contractors or suppliers to solicit Sealed Bids and shall establish a deadline for the submission of Sealed Bids.
- v. During the time following the issuance of the Contract Package, and prior to the deadline for submission of Sealed Bids, the Official Coordinator shall issue such addenda to the prospective contractors as may be necessary to respond to the inquiries of such prospective contractors or to clarify the Contract Package. The Official Coordinator shall consult with the Member prior to issuing any such addenda pertaining to the Technical Requirements related to the Member Project. The Member shall refer any inquiries or issues received or identified regarding the Technical Requirements related to the Member Project to the Official Coordinator for possible inclusion in such an addendum.
- vi. Following receipt of the Sealed Bids, the Sealed Bids will be opened by the Program Manager pursuant to the PMA. Information regarding the Sealed Bids pertaining to the Member Project will be provided to the Member to enable the Member to determine whether to proceed with the Member Project as part of that Joint Project.
- vii. The Member shall review the information from the Sealed Bids and the Member's TAC Delegate shall, prior to contract award, notify the Commission of the Delegate's intention to recommend adoption of a resolution of the Member's corporate authorities, either to (a) proceed with the Member Project as part of that Joint Project and authorize the deposit of funds for its share of costs for the Member Project in escrow with the Commission as provided in Section 5 or (b) withdraw the Member Project from the final construction contract. The Commission shall approve the award of the contract for the Joint Project ("**Construction Contract**") by resolution in coordination with the TAC Delegate's notification. Withdrawal of the Member Project shall not preclude the Commission from awarding a construction contract for that Commission Project.
- viii. In the event that the Member does not provide to the Commission a resolution to proceed with or withdraw its Member Project within 45 days after the information regarding the Sealed Bids is provided to the Member, the Commission has the right to proceed with a construction contract for that Commission Project (and projects of

other participating members, if any) without the Member Project and the Member will no longer have any right to proceed with its Member Project as part of that Joint Project.

- E. Administration by the Official Coordinator.** The Official Coordinator shall have the right and obligation to manage the Construction Contract for each Joint Project with the selected contractor. Such duties shall include, without limitation, meetings with representatives of the contractor, reviews of technical and administrative data, establishing testing programs, monitoring schedules and performance, ensuring that required repair and maintenance responsibilities are performed by the contractor, and the enforcement of the terms and conditions of the Construction Contract and the bonds and insurance required under the Construction Contract. For each Joint Project:
- i. The Official Coordinator shall notify the Member about any of the following pertaining to the Member Project for Member review and comment: (a) contractor questions or requests for information requiring clarification from the Member, (b) proposed changes to the Technical Requirements or (c) proposed changes affecting terms that would change the amount the Member would be required to pay for the Member Project.
 - ii. The Official Coordinator shall notify the Member of the pre-construction meeting as well as any other meetings with the contractor where the Member Project is planned to be discussed.
 - iii. The Member Project will be subject to the same rights of correction and warranty of work by the contractor as provided in the Construction Contract for the Commission Project. The Member shall promptly notify the Official Coordinator about any items of work on the Member Project that may require correction or be subject to possible warranty claim.
 - iv. The Parties shall work together to achieve consensus regarding any alleged failures of the performance of either the contractor, or the work by the contractor, under the Construction Contract. No lawsuit to enforce the Construction Contract or the bonds on an issue pertaining to the Member Project shall be filed without the agreement of both Parties.
- F. Expenses.** The Parties acknowledge and agree to use their respective personnel and resources, at no cost to any other Party, for actions undertaken by or on behalf of one of the Parties. Each Party shall be responsible for, and each Party agrees to pay, its own expenses incurred for professional design services, and any and all other expenses incurred by that Party during construction of the Joint Project under the Construction Contract. Any expenses to be shared between the Parties and not otherwise addressed in Section 5 shall be approved in advance, and in writing, by each Party or its Party Representative, as appropriate.

- G. Insurance.** The Official Coordinator shall require the contractor to whom the Construction Contract is awarded to obtain and maintain, for the duration of the Construction Contract, appropriate insurance that includes the Member as an additional insured and provide a copy of any certificates of insurance to the Member.
- H. Bonds.** The Official Coordinator shall require the contractor to whom the Construction Contract is awarded to obtain and maintain, for the duration of the Construction Contract, both a performance bond and a labor and material payment bond, each in the amount of all of the work under the Construction Contract. The Official Coordinator shall file such claims and take such actions as may be necessary to resolve any issues raised by any Party pursuant to one or both of the bonds.

SECTION 5. PAYMENTS; COSTS AND EXPENSES.

- A. General Principles.** Each Party shall be responsible to pay its respective share of the cost of each Joint Project pursuant to each Construction Contract. Each Party shall budget and appropriate sufficient funds to pay its respective share of the Construction Costs of the Construction Contract and Construction-Related Costs. In addition, the Commission shall also budget and appropriate sufficient additional funds to pay the cost of each Construction Contract (including the Member's share), in reliance on the Member's agreement to pay its respective share of the cost of the Construction Contract.
- B. Member Project Costs.** The costs for the design of each Member Project shall be paid by the Member directly under the PSA. Construction Costs, CR Costs and CE/CM Services Costs (described in Sections 5.D, E and F below) shall be paid by the Member pursuant to Section 5.G and not included in either the Commission's Program Budget or loans or bonds taken out by the Commission.
- C. Design Costs.** Design costs for each Commission Project and Member Project will be tracked separately by the AWSP design team and the Member design costs shall be billed separately to the Member for payment under the terms of the PSA.
- D. Construction Costs.** Each Construction Package shall include pay items for specific components of the Commission Project and the Member Project ("Construction Costs"), so that the Member's share of these costs can be identified and paid by the Member. Costs under the Construction Contract that are based on a pay item common to both the Commission Project and the Member Project shall be treated as construction-related costs under Section 5.E below.

- E. Defining Other Shared Construction-Related Costs.** The Parties agree that the following costs are common to both the Commission Project and Member Project on each Joint Project and shall agree upon which of these costs will be allocated to the Parties on a pro-rata basis (“CR Costs”), determined based upon the ratio of each Party’s Construction Costs for its Project to the Construction Cost of both Projects:
- i. Contractor’s bond and insurance costs;
 - ii. Contractor start-up, mobilization and demobilization costs;
 - iii. Erosion control;
 - iv. Traffic control;
 - v. Other general conditions costs, if any; and
 - vi. Other costs to the extent they cannot be specifically related to either the Commission Project or the Member Project.

Any other construction-related costs not in the normal course of construction that are specifically related to the Commission Project or the Member Project shall be paid by the Commission or the Member, respectively.

- F. Construction Engineering and Construction Management Services.** Pursuant to the PMA, Joliet as Program Manager provides construction engineering and construction management services (“CE/CM Services”) for all AWSP construction projects, including the Commission Projects, as part of Advanced Development Costs paid by Joliet. The Commission shall request Joliet as Program Manager to provide CE/CM Services for the Member Projects as part of the Joint Projects and Member agrees to pay the cost of such Services for the Member Projects. The cost to the Member of such CE/CM Services (“Member CE/CM Services Costs”) shall be equal to eight percent (8%) of the sum of the Member’s share of Construction Costs and CR Costs for each Member Project. The Member CE/CM Services Costs shall not be included as part of Advanced Development Costs. The Member CE/CM Services Costs shall be paid to Joliet as provided in the PMA.

- G. Member Payment Prior to Construction.**
- i. The Member shall deposit in escrow with the Commission an amount sufficient to pay the following costs related to each Member Project not less than three (3) months prior to the scheduled date for commencement of work on that Member Project: (a) the Member’s share of the Construction Costs plus a three percent contingency for change orders, (b) the Member’s share of the CR Costs plus a three percent contingency for change orders, and (c) the Member CE/CM Services Costs. A separate escrow deposit shall be made by the Member in connection with each Construction Contract for a Commission Project that also includes that Member’s Project.
 - ii. The escrow amount may be adjusted from time to time based on additional information about the costs to be paid by the Member. If a change order is approved that causes the new total of the costs

described in Section 5.G.i to increase, the Member must make an additional escrow deposit in the amount of the increase within 45 days after the approval of the change order.

- iii. Following completion of each Joint Project, the Commission and the Member shall review and determine the Parties' respective final shares of the Construction Costs and CR Costs. If the amount placed in escrow less the Member CE/CM Services Costs is more than the Member's total final share, the Commission shall return the difference to the Member. If the amount placed in escrow less the Member CE/CM Services Costs is less than the Member's final share, the Member shall pay the difference to the Commission. Any such payments shall be made within 45 days after the amount to be paid is determined and agreed by the Parties.

H. Pay Applications. The contractor for each Joint Project will be required to separate each of its applications for payment to reflect the separate pay items in a manner that each Party will be able to identify the pay items pertaining to its Project and its share (based on Sections 5.D and E) of pay items that are common costs to be shared. The Commission will provide to the Member, for its review and comment, an itemized listing of the pay items and amounts attributable to the Member Project on each application for payment. The Commission will pay the contractor directly for each approved payment application and payment for the Member Project shares will be withdrawn from the Member's escrow deposit to make payment of the Member Project portion of the application. The Commission will pay Joliet for the Member CE/CM Services Costs for the Member Project out of the Member's escrow deposit. In the event that a lien on public funds is claimed by any subcontractor or supplier for work under the Construction Contract, the Party receiving notice of such a claim shall notify the other Party, and the Parties shall coordinate their response to the lien claim in the manner required by law.

I. Funding Sources. This Agreement is intended to allow the Parties to independently seek available local, state, and federal grants and other funds and other resources to assist in paying for the costs of their respective Project. If the Member wishes to use funds that are subject to particular requirements, the Member shall notify the Commission to allow review by the Commission and Member to determine if those requirements can be reasonably accommodated.

SECTION 6. WITHDRAWAL; TERMINATION.

A. Right to Withdraw. Any Party may withdraw a Member Project from this Agreement prior to award of a construction contract for a Joint Project, as provided in Section 4.

- B. Dissolution and Termination.** In addition to the withdrawal provisions set forth in Section 4.D of this Agreement, this Agreement shall be dissolved and terminated only upon the written agreement of the Parties.

SECTION 7. GENERAL PROVISIONS.

- A. Notices.** Any notice, demand or request required by this Agreement shall be in writing and shall be deemed delivered to the Party when delivered in person or by express mail or messenger, via facsimile, or three (3) days after deposit thereof in any main or branch United States Post Office, properly addressed to the Party at the address below. All notices related to the Technical Requirements and routine compliance with the Construction Contract may be given by electronic mail or other means of communication, as appropriate.

Notices and communications to each Party shall be addressed to, and delivered at, the following addresses:

Grand Prairie Water Commission
2364 Essington Road, #269
Joliet, IL 60435
Attention: Program Director
Email: aswisher@joliet.gov

City of Crest Hill
20600 City Center Boulevard
Crest Hill, IL 60403
Attention: Blaine Wing, City Administrator
Email: bwing@cityofcresthill.org

- B. Entire Agreement.** There are no representations, covenants, promises, or obligations not contained in this Agreement, other than the Policy, that form any part of this Agreement or upon which any of the Parties is relying in entering into this Agreement. This Agreement, and all covenants and provisions herein contained shall bind and inure to the benefit of each Party hereto and their respective successors and assigns.
- C. Severability.** If any provision of this Agreement is construed or held to be void, invalid, or unenforceable in any respect, the remaining provisions of this Agreement shall not be affected thereby but shall remain in full force and effect.
- D. Interpretation.** It is the express intent of the Parties that this Agreement shall be construed and interpreted so as to preserve its validity and enforceability as a whole. In case of any conflict among the provisions of this Agreement, the provision that best promotes and reflects the intent of the Parties shall control.

- E. **Amendments and Modifications.** This Agreement shall not be modified, changed, altered, or amended until it is reduced to writing and approved by the corporate authorities of each Party pursuant to ordinances or resolutions duly adopted and properly executed in accordance with all applicable law.
- F. **Authority to Execute.** Each Party hereby warrants and represents to the other Party that the person executing this Agreement on its behalf has been properly authorized to do so by the corporate authorities of the Party.
- G. **No Third-Party Beneficiaries.** Nothing in this Agreement shall create or shall be construed or interpreted to create any third-party beneficiary rights.
- H. **Indemnification.** Each Party hereby agrees to indemnify, hold harmless and defend the other Party from and against any and all losses, claims, expenses and damages (including reasonable attorneys' fees) made against or incurred by the other Party for any actions taken or failures to act by the Party in connection with each Construction Contract or the Joint Project that arise out of that Construction Contract or this Agreement, to the extent that such claims were not caused by actions, or failures to act, of the other Party.
- I. **Execution.** This Agreement shall be executed by all of the Parties in identical original duplicates and each of the duplicates shall, individually and taken together, constitute one and the same Agreement.

IN WITNESS WHEREOF, the Parties have by their duty authorized officers and representatives set their hands and affixed their seals to be effective as of the date specified on page 1 of this Agreement.

City of Crest Hill

Grand Prairie Water Commission

By: _____
Raymond R. Soliman, Mayor

By: _____
Clarence C. DeBold, Chair

ATTEST:

ATTEST:

By: _____
Christine Vershay-Hall, City Clerk

By: _____
John D. Noak, Secretary

Date: _____

Date: _____



Agenda Memo

Crest Hill, IL

Meeting Date:	May 11, 2026
Submitter:	Gary Richardson, Public Works Director Blaine Wing, City Administrator
Department:	Public Works & Administration
Agenda Item:	Clarke Environmental Mosquito Management Agreement Discussion

Summary: Clarke Environmental Mosquito Management, Inc., (“Clarke”), has been providing services to the City of Crest Hill and other Chicagoland communities for many years. The City’s services agreement ended, and Clarke has proposed renewing for 2026, with keeping the 2025 costs and then for 2027-2029 increases not exceeding the Consumer Price Index (CPI).

Jack Thennisch will be present on Monday evening to discuss Clarke’s proposed programs, costs, as well as answer questions that City Council or the public may have.

Recommended Council Action: Discuss the Clarke program and if consensus, move forward for City Council discussion and possible approval on May 18th.

Attachments:

- Letter and Proposed Agreement from Clarke
- Several handouts pertaining to Clarke’s Programs



675 Sidwell Court
St. Charles, IL 60174
630.894.2000 P
800.323.5727
customer@clarke.com
www.clarke.com

March 3, 2026

Blaine Wing City Administration
City of Crest Hill
1610 Plainfield Road
Crest Hill, IL 60403

Dear Blaine,

As discussed, Clarke Environmental Mosquito Management, Inc., ("Clarke"), hereby proposes to provide professional mosquito control services to the City of Crest Hill during 2026-2029. The 2026 season's cost shall be held at the 2025 level. The 2027-2029 season's cost will not exceed the Consumer Price Index (C.P.I).

As your committed partner in mosquito control we thank you for the opportunity to continue to provide services to the City of Crest Hill.

Sincerely,

Jack Thennisch
Control Consultant

Accepted for the City of Crest Hill:

Signature: _____ Date: _____

Name: _____ Title: _____

Please sign and return the original for our records.

C02740

Clarke Environmental Mosquito Management, Inc.

2026-2029 Professional Services Agreement | City of Crest Hill

C02740

Part I. General Service

- A. Aerial Survey and Geographic Information System (GIS) Mapping
- B. Computer System and Record Keeping Database
- C. Public Relations and Educational Brochures
- D. Mosquito Hotline Citizen Response – citizens may report nuisance mosquitos at www.clarkeportal.com/hotline or 800-942-2555
- E. Comprehensive Insurance Coverage naming City of Crest Hill additionally insured
- F. Program Consulting and Quality Control Staff
- G. Monthly Operational Reports, Periodic Advisories, and Annual Report
- H. Regulatory compliance on local, state, and federal levels

Part II. Surveillance and Monitoring

- A. Floodwater Mosquito Migration Model:
The use of weather data and computer model to predict the arrival of *Aedes vexans* brood (hatch) and peak annoyance periods. (Clarke will contact the City of Crest Hill representative and inform him of the impending brood arrival.)
- B. Survey & Mapping
 1. Program provides for larval site survey map of potential mosquito breeding areas for the community.
- C. Weather Monitoring – Operational Forecasts

Part III. Larval Control

1. Catch Basins: One treatment of street side catch basins, inlets and manholes with Natular XRT season long insecticide at \$8,161.00 per treatment.

Part IV. Adult Control will be performed with Duet, Biomist, or other pyrethroid mosquito adulticide as described in the following sections.

- A. Adulticiding in Residential Areas:
 1. Five (5) to Eight (8) community-wide truck ULV treatments of all streets using Duet, Biomist®, or other pyrethroid insecticide authorized in coordination with the city, will be priced at \$4,023.00 per treatment.
- B. Adulticiding Operational Procedures
 1. Notification of community contact.
 2. Weather limit monitoring and compliance.
 3. Notification of residents on Clarke Call Notification List.
 4. ULV particle size evaluation.
 5. Insecticide dosage and quality control analysis.

Clarke Environmental Mosquito Management, Inc. 2026-2029 Professional Services Agreement | City of Crest Hill

C02740

Agreement Payment Plan:

For Parts I, II, III and IV as specified in the 2026 Service Agreement, treatments will be invoiced when the treatment is completed.

Approved Contract Period and Agreement:

Please check one of the following contract periods:

2026 – 2029 Seasons

For City of Crest Hill:

Sign Name: _____ Title: _____ Date: _____

For Clarke Environmental Mosquito Management Inc.:

Name: Jack Thennisch Title: Control Consultant Date: 3/3/2026
Jack Thennisch

****NPDES Permit:** A National Pollutant Discharge Elimination System (NPDES) permit is necessary for the execution of the work for mosquito control effective October 31, 2011. Any additional costs associated with activities and/or services that may be required by Clarke in order to comply with an NPDES permit are not included in this proposal.

Clarke Environmental Mosquito Management, Inc. 2026-2029 Professional Services Agreement | City of Crest Hill

C02740

Administrative Information (Please complete the information below to update your files):

Invoice Address:

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Office Phone: _____ Fax: _____ P.O. # _____

E-Mail Address for Invoices: _____ County: _____

****In an effort to be sustainable, please provide an email address where invoices will be sent.**

Treatment Address (if different from above):

Address: _____

City: _____ State: _____ Zip _____

County: _____

Contact Details:

Name: _____ Title: _____

Office Phone: _____ Fax: _____ E-Mail: _____

Home Phone: _____ Cell: _____ Pager: _____

Alternate Contact Details:

Name: _____ Title: _____

Office Phone: _____ Fax: _____ E-Mail: _____

Home Phone: _____ Cell: _____ Pager: _____

Please sign and return a copy of the complete contract for our files to:

Clarke Environmental Mosquito Management, Inc., Attn: Jack Thennisch jthennisch@clarke.com
675 Sidwell Ct. St Charles, IL 60174 or Email customercare@clarke.com / 630-894-2000



Biomist[®] Adulticide

Frequently Asked Questions

1.	<p>Q: What is Biomist?</p> <p>A: Biomist is a mosquito control product designed for use in Integrated Pest Management nuisance and public health mosquito management programs. The active ingredient in Biomist is permethrin, a synthetic pyrethroid that mimics the insect-killing (insecticidal) properties of natural substances called pyrethrins, found in chrysanthemum flowers.</p> <p>The Biomist product line is available in various formulation versions, with varying ratios of active ingredient (permethrin) and piperonyl butoxide (PBO), a chemical synergist that enhances the efficacy of permethrin against mosquito populations.</p> <p>The Biomist brand of adulticides have been registered with the U.S. EPA since 1989 to help control adult mosquito populations that may transmit disease.</p>
2.	<p>Q: How is Biomist applied?</p> <p>A: Biomist is applied in an ultra-low volume (ULV) non-thermal aerosol spray by ground or air, most typically through truck-mounted equipment. Some formulations are labeled for use in truck-mounted or hand-carried thermal fog sprayers. Biomist is approved for application in residential and in recreational areas such as parks, campsites, woodlands, athletic fields, golf courses, gardens and playgrounds. It is also approved for use over and around certain crops and range grasses (please see product label for complete list).</p>
3.	<p>Q: How much is typically applied?</p> <p>A: Biomist is applied at a very low rate, typically less than 3 ounces per acre. This low application rate equates to a maximum of approximately 3 grams permethrin per acre. An acre is approximately the size of a football field.</p>
4.	<p>Q: Does Biomist pose a health risk to humans?</p> <p>A: When applied as indicated on the label for adult mosquito control, Biomist does not endanger human health. Prior to registering a public health mosquito control product, the EPA evaluates products thoroughly to be sure there is no significant risk to humans, animals and the environment from their responsible use. Biomist and its ingredients have been thoroughly evaluated in rigorous tests required by the EPA, and have been approved for ground and aerial application in outdoor, residential and recreational areas, and other similar areas.</p>

5.	<p>Q: Will application of this product harm my children and/or pets? Can they be outdoors during the application?</p> <p>A: People and pets can be outdoors during the application, and there are no re-entry restrictions or limitations for Biomist. If you choose to remain indoors during an application, the spray (mist) will dissipate quickly through the treatment area (in 5-30 minutes, depending on weather conditions).</p>
6.	<p>Q: Will this chemical harm the finish on my car and/or house? Do I need to rinse off outdoor toys?</p> <p>A: No. The ingredients in Biomist are not corrosive or staining and therefore should cause no chemical harm to the finish of a car and/or house. There is no need to wash off outdoor toys but if that's preferred, use a mild detergent such as dish soap and water to clean toys, other objects and/or surfaces.</p>
7.	<p>Q: Do I need to close my doors and windows during the applications?</p> <p>A: No. It is not necessary to close doors or windows. The spray will dissipate from the treated area quickly (within 5-30 minutes).</p>
8.	<p>Q: I have an air conditioner. Should I turn it off if spraying is scheduled in my area?</p> <p>A: No. There is no need to take any precautions with air conditioning systems.</p>
9.	<p>Q: Do vegetables and fruits need to be harvested before the spraying? Or is there a certain amount of time I need to wait?</p> <p>A: No. The EPA has evaluated Biomist and determined that using it in residential areas, which can include gardens, does not pose a risk to people or animals. Fruits and vegetables from gardens may be harvested according to their normal schedules after application. It is good common sense to rinse all fruits and vegetables with water prior to eating.</p>
10.	<p>Q: Do I need to cover my fish pond prior to a spraying?</p> <p>A: No. The spraying should not pose a risk for a healthy pond.</p>
11.	<p>Q: Do horses and livestock need to be sheltered during the application?</p> <p>A: No. Horses and livestock should not be adversely affected by applications of Biomist. This product has very low mammalian toxicity. However, the EPA does require that any exposed drinking water sources, water fountains, and animal feed be covered before a Biomist application. Consult with the product label for full list of application requirements and use directions.</p>

12.	<p>Q: How does Biomist affect non-target insects?</p> <p>A: Because of how and when Biomist is applied, it should not affect beneficial insects, like bees and butterflies. Biomist is applied via ultra-low volume spray in very small droplets, which break down quickly in the environment. Since the product must hit a mosquito while it is in flight to have an effect, it is sprayed at night when mosquitoes are actively flying and when other insects, such as bees and butterflies, are not active.</p> <p>However, Biomist is an insecticide and may be toxic in cases of direct exposure to bees active outside the hive. Beekeepers can protect their bees by sheltering the hives during the spraying operation. Per the product label, applicators should also take all necessary precautions to avoid applying the product when bees are active in the treatment area and prevent drift onto blooming crops or weeds.</p>
13.	<p>Q: How does Biomist affect the environment?</p> <p>A: Mosquito control formulations of permethrin break down quickly in the environment, and high temperatures and sunlight further accelerate this process.</p> <p>Biomist has very low mammalian toxicity and has been found to be practically non-toxic to birds. Like many insecticides, Biomist may be toxic to bees upon direct exposure, as well as some aquatic organisms, including fish and invertebrates. However, the small amount of product, manner and time of day at which Biomist is applied greatly reduces these risks.</p>
14.	<p>Q: Will Biomist treatments eliminate mosquito populations?</p> <p>A: No, this will not completely eliminate all mosquitoes. Killing adult mosquitoes (adulticiding) – or spraying – helps to control the size of mosquito populations and prevent the spread of disease. Mosquito populations are constantly dying off and regenerating, and adulticiding will not eliminate all of the adult mosquitoes in the community. Adulticiding is needed because source reduction (reducing unnecessary standing water), surveillance and larviciding (killing the mosquito population at the larval stage) alone are not enough to control mosquito populations.</p> <p>Biomist is effective in controlling nuisance and disease-spreading mosquitoes. A specific problem area is identified and treated, but the spraying in this targeted area is not reaching an entire habitat of mosquitoes. Sometimes mosquitoes move into the spray zone from outside of it after it is treated, which is called “reinfestation” (i.e., they drift in on wind currents from areas that have not been treated).</p> <p>When mosquito reinfestation occurs, additional sprayings may need to be considered to control the spread of mosquitoes that transmit disease. Effectively controlling an adult mosquito population through spraying also depends on a number of external factors, including timing, the level of reinfestation, methodology used during the application and weather conditions.</p>



675 Sidwell Court
St. Charles, IL 60174
630.894.2000 P
630.443.3070 F
www.clarke.com

Mosquito Control Applications and Pollinator Impacts

Prior to registering any public health mosquito control product, the EPA evaluates the formulation thoroughly to be sure there is no significant risk to humans, animals and the environment from its responsible use. When professional, licensed applicators like Clarke use any EPA-registered product labeled for wide area adult mosquito control treatments through ultra-low volume (ULV) application equipment, there is no expectation of harm to beneficial insects like pollinators in the treatment area.

When Clarke's treatment areas coincide with sensitive, threatened, or endangered species habitats, such as the Rusty Patch Bumble Bee in the Midwest, Clarke takes additional steps to consult with the Department of Natural Resources on our application methodology. For several consecutive years, the Illinois DNR has provided feedback supportive of our operational treatment protocols for Rusty Patch Bumble Bee / pollinator protection best management practices.

There are three primary reasons why public health mosquito control applications are not considered high risk to beneficial insects like pollinators.

1. Application Timing

Adult mosquito control applications are designed to reduce adult, flying mosquito populations in the air at the time of treatment. Adult mosquito populations are most active around dusk and into the overnight hours when non-target insects like pollinators are typically inactive or sheltered in their hives for the night. In any area where the Rusty Patch Bumble Bee is present, Clarke takes additional precautions on application timing, and will not begin treatments for two hours post-sunset. Conducting adult mosquito control treatments overnight is a best management practice for pollinator protection.

2. Application Methodology

Adult mosquito control treatments are done using liquid products applied through ultra-low volume (ULV) equipment and nozzles. ULV nozzles create a spray cloud that contains millions of individual, microscopic droplets. The small size of the droplets allows them to float through the air for a short period of time and make contact with flying adult mosquitoes. The product droplet is designed to penetrate the cuticle of the mosquito, affecting its nervous system, knocking it down from the air and ultimately delivering mortality. Based on weather conditions, the spray cloud will remain active for 5 to 30 minutes in a treatment area but has no residual (ongoing) effect on



675 Sidwell Court
St. Charles, IL 60174
630.894.2000 P
630.443.3070 F
www.clarke.com

mosquitoes once dissipated. Any dried residues within a treatment area are negligible and not toxic to mosquitoes or foraging bees and insects.

3. Application Dose

Adult mosquito control applications require a very small amount of product to be effective, and products are designed to contain a very low percentage of active ingredient. Adult mosquito control products often contain less than 5% of an active ingredient blended with its inert components, and applications put out approximately one ounce of formulated product per land acre (about the size of a football field). The dose is extremely low because it is formulated to work specifically on mosquitoes, which have a unique biology and a much small body mass than most other non-target insects. For reference, mosquitoes weigh between 2 and 10mg each. A firefly weighs at least 20mg, and the average honeybee weighs 100mg.

The environmental and regulatory agency's evaluations on pollinator risks from mosquito control have been further explored by academia with consistent results. For example, a study conducted in 2016 by Louisiana State University researched the impact of operational ULV applications for mosquito control on honeybees, one of the most important pollinating insects. In this study, several different EPA-registered mosquito control products were applied in a large treatment area that contained several cages of honeybees. This study found there were no significant risks or adverse effects on the bees following operationally-relevant mosquito control product exposures.



Biomist[®] Adulticide

Biomist is a mosquito control product designed for use in Integrated Mosquito Management programs for nuisance population control and vector-borne disease response. The active ingredient in Biomist is permethrin, a synthetic pyrethroid that mimics the insect-killing (insecticidal) properties of natural substances called pyrethrins, found in chrysanthemum flowers. Biomist also contains piperonyl butoxide (PBO), a chemical synergist that enhances the efficacy of the product's active ingredient against mosquito populations.

When applied as indicated on the label for adult mosquito control, Biomist does not endanger human health. Prior to registering a public health mosquito control product, the EPA evaluates products thoroughly to be sure there is no significant risk to humans, animals and the environment from their responsible use. Biomist and its ingredients have been thoroughly evaluated in rigorous tests required by the EPA, and have been approved for ground and aerial application in outdoor, residential and recreational areas, and other similar areas.

Biomist is applied in an ultra-low volume (ULV) non-thermal aerosol spray, most typically through truck-mounted ULV equipment, and applications are conducted between dusk and dawn when wild mosquito populations are typically most active. ULV equipment converts a liquid mosquito control product into an ultra-fine spray cloud comprised of microscopic droplets that are so small, more than 15 individual droplets could fit on the head of a pin. The small size of the droplets allows them to float through the air for a short period of time so they can come in contact with flying adult mosquitoes. The droplet formulation is designed to penetrate the cuticle of the mosquito, affecting its nervous system, knocking it down and ultimately delivering mortality. ULV applications for mosquito control require a very small amount of product per land acre and low percentages of active ingredient in formulated products to be effective on mosquitoes.

Mosquito control applications using ULV spray equipment and conducted in accordance with label guidelines should not affect healthy colonies of beneficial insects. Mosquito control treatments are most frequently done at night to maximize their effectiveness on wild mosquito populations and minimize exposure to non-target insects like bees, which are typically sheltered in a hive during the time of mosquito control application. Although many insecticides are toxic to non-target pests upon direct exposure in controlled laboratory conditions, field research conducted by Louisiana State University designed to mimic "real world operational conditions" for mosquito control found that ULV treatments with several different mosquito control products did not result in any bee mortality, even at the highest possible application rate and with direct exposure as close as 50 feet from the spray line. [A summary article of these research findings is available here.](#)

Clarke advocates that all mosquito control programs maintain open and transparent dialogue with their communities about the practice of mosquito control, with community education being a core pillar of Integrated Mosquito Management practice. With responsible application methods of EPA-registered mosquito control products and open, transparent dialogue with all hobby or commercial apiaries in a district, public health and pollinator interests can be mutually protected.



Agenda Memo
Crest Hill, IL

Meeting Date:	5/11/2026
Submitter:	Gary Richardson, Public Works Director
Department:	Public Works
Agenda Item:	Approval of the purchase of a new single-axle dump truck from Lindco Equipment Sales, Inc., through the Sourcewell cooperative purchasing contract, in the amount of \$273,251.00.

Summary:

The Public Works Department is requesting approval for the purchase of a new single-axle dump truck in the amount of \$273,251.00. The Public Works Department relies heavily on dump trucks to perform essential services such as street maintenance, material hauling, and winter snow and ice control. The proposed vehicle will be used year-round for construction, maintenance, and snow and ice control activities.

The proposed purchase consists of a 2027 Peterbilt 548 single axle chassis outfitted with a Viking stainless steel dump body, snowplow, tailgate spreader, pre wet system, and associated hydraulic, lighting, and safety equipment. The truck will be fully assembled and operational upon delivery.

The proposed single-axle dump truck includes key features such as:

- Stainless steel 10' dump body with AR450 steel floor
- Front snowplow and rear tailgate salt spreader
- Behind the cab pre wetting system
- Advanced lighting, camera system, and safety equipment
- Hydraulic and control systems suitable for winter operations

Due to manufacturer lead times and ongoing supply chain constraints, the estimated delivery timeline is approximately March–April 2027, following issuance of a purchase order.

Recommended Council Action:

Approve the purchase of a new single-axle dump truck in the amount of \$273,251.00, through the Sourcewell cooperative purchasing contract.

Funding Source:

Funding for this purchase will be from the 11-00-7301.

Attachments:

Quote for a new single-axle dump truck from Lindco Equipment Sales.



2168 East 88th Drive
Merrillville, Indiana 46410

Voice: (219)795-1448

Fax: (219)736-0892



Viking-Cives #062222-VCM

Item 2.

QUOTATION

Quote Number: 2602171-SWL

Quote Date: Apr 7, 2026

Page: 1

Quoted To:
City of Crest Hill 2090 Oakland Ave Crest Hill, IL 60403 USA

TERMS & CONDITIONS OF QUOTE
> Quotes are only valid for 30 days from date of quote. > Quotes past 30 days must be quoted. > 25% restocking fee on all cancelled and returned orders.

Customer ID	Good Thru	Payment Terms	Sales Rep
CrestHill-01	5/7/26	Net 30 Days	35878

Quantity	Item	Description
		SOURCEWELL CONTRACT: CONTRACT HOLDER: Viking-Cives CONTRACT NUMBER: 062222-VCM CONTRACT MATURITY DATE: 08/15/2026 CONTRACT NUMBERS: SW-CH0600, SW-TK0100, SW-SP0125, SW-SP0135, SW-SR0420, SW-SR0471, SW-TK0554 <hr/> SOURCEWELL MEMBER: MEMBER NUMBER: 44531 MEMBER: City of Crest Hill CONTACT: Gary Richardson TITLE: Public Works Director PHONE: 815-741-5108 E-MAIL: grichardson@cityofcresthill.com <hr/> TERMS OF QUOTE: * All quotes are only valid for thirty (30) days from date of quote. <hr/> CHASSIS PAYMENT TERMS: * Ordered chassis must be paid for within 30 days of delivery to Lindco. * In stock chassis must be paid for within 30 days of receiving your purchase order. * All chassis are subject to price increases up until time of delivery to Lindco. <hr/> ESTIMATED DELIVERY TIME FRAME: * Approximately March-April 2027 for chassis to be in stock at Lindco after receiving your purchase order.

Subtotal	Continued
Sales Tax	Continued
TOTAL	Co

25% Restock Fee on All Cancelled and Returned Orders



2168 East 88th Drive
Merrillville, Indiana 46410

Voice: (219)795-1448

Fax: (219)736-0892



Viking-Cives #062222-VCM

Item 2.

QUOTATION

Quote Number: 2602171-SWL

Quote Date: Apr 7, 2026

Page: 2

Quoted To:
City of Crest Hill 2090 Oakland Ave Crest Hill, IL 60403 USA

TERMS & CONDITIONS OF QUOTE
> Quotes are only valid for 30 days from date of quote. > Quotes past 30 days must be requested. > 25% restocking fee on all cancelled and returned orders.

Customer ID	Good Thru	Payment Terms	Sales Rep
CrestHill-01	5/7/26	Net 30 Days	35878

Quantity	Item	Description
1.00		* Allow approximately 200 days for all equipment to be in stock at Lindco after receiving your purchase order. * Allow approximately 12-14 months to complete units, once all equipment and chassis are in stock at Lindco. ***Based on supply chain issues all of the above estimated time frames are subject to change.*** ***** Truck & Equipment per below items mounted and fully operational. ***** SOURCEWELL CHASSIS: 2027 Peterbilt 548 Single Axle * 172" Wheelbase, 102.5" CA * PACCAR PX-9 330 HP * Allison 3000 RDS-P Transmission, Gen 6 * Heated Windshield * To be ordered from JX Truck Center * TOTAL CHASSIS PRICE: \$128,856.00
1.00	103644	DUMP BODY: Viking VGL- 10' Stainless Steel Dump Body per below specs * 84" ID, 96" OD * 7 gauge 201 2B stainless steel * 1/4" AR450 floor * Stainless steel longmembers

Subtotal	Continued
Sales Tax	Continued
TOTAL	Co d

25% Restock Fee on All Cancelled and Returned Orders



2168 East 88th Drive
Merrillville, Indiana 46410

Voice: (219)795-1448

Fax: (219)736-0892



Viking-Cives #062222-VCM

Item 2.

QUOTATION

Quote Number: 2602171-SWL

Quote Date: Apr 7, 2026

Page: 3

Quoted To:
City of Crest Hill 2090 Oakland Ave Crest Hill, IL 60403 USA

TERMS & CONDITIONS OF QUOTE
> Quotes are only valid for 30 days from date of quote. > Quotes past 30 days must be requested. > 25% restocking fee on all cancelled and returned orders.

Customer ID	Good Thru	Payment Terms	Sales Rep
CrestHill-01	5/7/26	Net 30 Days	35878

Quantity	Item	Description
1.00	SH675SS	* (3) Oval Rear Corner Posts * 36" side height * (14) Oval Light Hole Cab Shield Weld't SS * (12) Amber Strobe, (2) S/T/T/Rev/St Cab Shield Lighting Kit * (12) 5GA1 (Whelen Amber) in Cab Shield * (2) S/T/T/Rev/St in outer ovals in rear of cab shield * 44" Stainless steel tailgate * Pull out ladder with grip strut body steps * Hoist/Hinge Kit VGL 9-11 Telescopic * 3 x 8" Stroke Air Cylinder * 3200 DC Truck Vibrator * 2" Red/White Reflective Tape * Universal body junction box * Body guides * Hoist installed and plumbed * (4) Amber Strobe, (2) S/T/T/Rev/St Corner Post Lighting Kit * (4) 5GA1 (Whelen Amber) * (2) 6" LED S/T/T/Backup/Amber Strobe * A/W/A Strobes added to side of rear corner posts in SS Box * 5GA1 Amber Strobe * 5GC Clear Strobe Buyers Stainless Steel Shovel Holder * Installed on driver side
1.00	405SS	FENDERS AND MUD FLAPS: Buyers Stainless Steel Anti Sail Brackets (Pair)

Subtotal	Continued
Sales Tax	Continued
TOTAL	Co d

25% Restock Fee on All Cancelled and Returned Orders



2168 East 88th Drive
Merrillville, Indiana 46410

Voice: (219)795-1448

Fax: (219)736-0892



Viking-Cives #062222-VCM

Item 2.

QUOTATION

Quote Number: 2602171-SWL

Quote Date: Apr 7, 2026

Page: 4

Quoted To:
City of Crest Hill 2090 Oakland Ave Crest Hill, IL 60403 USA

TERMS & CONDITIONS OF QUOTE
> Quotes are only valid for 30 days from date of quote.
> Quotes past 30 days must be requested.
> 25% restocking fee on all cancelled and returned orders.

Customer ID	Good Thru	Payment Terms	Sales Rep
CrestHill-01	5/7/26	Net 30 Days	35878

Quantity	Item	Description
1.00	MD2436	DuraGuard 3/8" HD 24" x 36" Guard Mud Flap - Black - with Lindco Equipment Sales, Inc. Logo & Merrillville, IN molded blue/white into flap (price per pair) * Installed in front of rear wheels
1.00	MIN2260B	Minimizer Single Axle Fender Set, Black Poly, 22.5" Dual Wheels
1.00	B100BTPA	Minimizer Black Plastic Bolt-On Bracket Kit
1.00	322418R	DuraGuard 3/8" HD 24" x 18" Poly Guard Mud Flap - Black - with Lindco Equipment Sales, Inc. Logo & Merrillville, IN molded blue/white into flap (price per pair) * Installed on back of fenders
<hr/>		
ELECTRICAL AND LIGHTING:		
JUNCTION BOX:		
1.00	PH-310	Phoenix 10-Pole Junction Box
MASTER CIRCUIT BREAKER:		
1.00	175-S0-080-2	Chief 80 amp high amp circuit breaker.
BACK UP ALARM:		
1.00	510	Ecco back-up alarm, 97 dB, 12 VDC.
BODY UP SWITCH AND LIGHT:		
1.00	B95W	Buyers Dump Body Up Indicator
1.00	0800850	Imperial LED indicator light - red
AIR TAILGATE CONTROL:		
1.00	320178	Velvac 4 way valve solenoid for air tailgate.
SPREADER LIGHTS:		
2.00	MWL-19	Maxxima LED clear work light
PLOW LIGHTS:		
1.00	0555743	J.W. Speaker LED Plow Lights; built-in amber turn signal and lens heater. (Pair)
1.00	PLB12SS	Buyers stainless steel plow light brackets, extended for 2 post mount lights

Subtotal	Continued
Sales Tax	Continued
TOTAL	Co

25% Restock Fee on All Cancelled and Returned Orders



2168 East 88th Drive
Merrillville, Indiana 46410

Voice: (219)795-1448

Fax: (219)736-0892



QUOTATION

Quote Number: 2602171-SWL

Quote Date: Apr 7, 2026

Page: 5

Item 2.

Viking-Cives #062222-VCM

Quoted To:
City of Crest Hill 2090 Oakland Ave Crest Hill, IL 60403 USA

TERMS & CONDITIONS OF QUOTE
> Quotes are only valid for 30 days from date of quote. > Quotes past 30 days must be quoted. > 25% restocking fee on all cancelled and returned orders.

Customer ID	Good Thru	Payment Terms	Sales Rep
CrestHill-01	5/7/26	Net 30 Days	35878

Quantity	Item	Description
		CAMERA SYSTEM WITH WASH:
1.00	7204	Brigade VBV-770HFM 7" Quad AHD LCD Monitor, Split SScreen, Mult Image
1.00	4475	Brigade Ram Mount
2.00	5516	Brigade VBV-H410: Select Series HD Camera Extension Cable 10M (33') replaced A1386
1.00	5514	Brigade VBV-H415: Select Series HD Camera Extension Cable 15M (49') replaced F-3150
3.00	5467	VBV-7101C: Select HD Camera (1080P, 30 FPS, with audio and IR night assist
1.00	MSF8470037000-LR-A	Camera Wash (1) nozzle for single camera. Does not include tubing kit. Less reservoir
1.00	MSF5010A	Camera Wash 30' tubing kit complete with air and washer (Rev. A 051517)
2.00	MSF8470038000A	Camera Wash nozzle kit includes 18ft tubing kit
3.00	MSF5000	Stainless Steel Camera Box with "U" Pivot Bracket (Rev. J, 091317).
		ARC WIRELESS ROAD SENSOR:
1.00	MSF849-1262-003	Road Watch SS Complete Kit (Fahrenheit), M8 Connector (Bullet Sensor, 12' Cable and Display)
		SWITCH PANELS:
2.00	TT4-KIT	TST Touch Tek 6 Control System with Switch Panel and Distribution Box
		GPS WITH PLOW SENSOR:
1.00	1176831 Rev. B	PreCise MRM - GPS IX403-DV VZW
1.00	1015317	PreCise MRM Cable Ext, IO Serial Ix201/301/302/403 2260006, PreCise
1.00	1015318	PreCise MRM Cable, External, I/O Breakout, PreCise
1.00	1015403	PreCise MRM Cable, Serial, Male to Female, 6ft
1.00	1175867 Rev. A	PreCise MRM Antenna, Magnet/Adhesive, Cell, GPS
1.00	1015422 Rev. A	PreCise MRM Hydac PSI Switch
		HYDRAULICS:

Subtotal	Continued
Sales Tax	Continued
TOTAL	Co d

25% Restock Fee on All Cancelled and Returned Orders



2168 East 88th Drive
Merrillville, Indiana 46410

Voice: (219)795-1448

Fax: (219)736-0892



Viking-Cives #062222-VCM

Item 2.

QUOTATION

Quote Number: 2602171-SWL

Quote Date: Apr 7, 2026

Page: 6

Quoted To:
City of Crest Hill 2090 Oakland Ave Crest Hill, IL 60403 USA

TERMS & CONDITIONS OF QUOTE
> Quotes are only valid for 30 days from date of quote. > Quotes past 30 days must be requested. > 25% restocking fee on all cancelled and returned orders.

Customer ID	Good Thru	Payment Terms	Sales Rep
CrestHill-01	5/7/26	Net 30 Days	35878

Quantity	Item	Description
		PTO & PUMP:
1.00	1205056	Force America wet spline PTO, 12V electric hydraulic shift, rotatable ISO 7653 pump mount, DIN 5462 shaft
1.00	1063355	Force America Load Sense direct mounted pump, CFG-999182, TXV92-R-KIT-CFG
1.00	1180811	Force America 6000 psi filter - 25 micron microglass, 435 psi Delts)-single end open - nitrile seals, dual #16 or 1-1/2" SF ports, 102 psi bypass valve
		RESERVOIR AND VALVES:
1.00	1097338	Force America VT35G2-B-SS- stainless, 30 gallon reservoir/valve combo tank with slosh shield
40.00	Hydraulic Oil	Hydraulic Oil
1.00	1090692	Force America Valve Assembly; D/A hoist, D/A plow raise & angle, prewet, auger & spinner
1.00	1084357	Force America Full Port 2" NPT Brass Ball Valve 600 PSI
		TEMP/LEVEL SENSOR:
1.00	1039496	Force America Temp/level Sensor 158 Degree F 30 Gal With Slosh Shield Vt-35
1.00	1018856	Force America kit, pump override, w/bracket.
2.00	1161339	Force America Cable, Female DIN to LW, Oil Level/Temp, 18 AWG, PVC, 8M
		CONTROLS:
1.00	1057390	Force America kit, V40-VT35 bell crank assy.
2.00	1012168	Force America kit, V20-VT35 bell crank assy.
1.00	1088582	Force America single axis w/center lock control.
1.00	1088586	Force America dual axis control for plow w/blast & pass switches.
1.00	1086295 Rev.B	Force America tower assembly, 5 stick, no front bay, adjustable.
1.00	1061990	Force America 5 stick top plate RVC kit.
1.00	1086335 Rev.B	Force America two bank spacer. 3.4" wide
3.00	1081837	Force America 10' bulkhead RVC cable for use w/valve enclosure.

Subtotal	Continued
Sales Tax	Continued
TOTAL	Co d

25% Restock Fee on All Cancelled and Returned Orders



2168 East 88th Drive
Merrillville, Indiana 46410

Voice: (219)795-1448

Fax: (219)736-0892



Viking-Cives #062222-VCM

Item 2.

QUOTATION

Quote Number: 2602171-SWL

Quote Date: Apr 7, 2026

Page: 7

Quoted To:
City of Crest Hill 2090 Oakland Ave Crest Hill, IL 60403 USA

TERMS & CONDITIONS OF QUOTE
> Quotes are only valid for 30 days from date of quote. > Quotes past 30 days must be quoted. > 25% restocking fee on all cancelled and returned orders.

Customer ID	Good Thru	Payment Terms	Sales Rep
CrestHill-01	5/7/26	Net 30 Days	35878

Quantity	Item	Description
1.00	1095633	Force America crossover relief w/pressure release.
1.00	1179322	Force America Kit 5100ex, 3F DT
1.00	1095378	Force America 5100EX Key, USB
1.00	1206481	Force America Kit, Granular Feedback, FA512, All Spreaders (Includes sensor, coupler, 2 meter cable, dust caps, M12 bulkhead) FBK-GRAN-512-ALL
1.00	1095346	Force America 5100EX pre-wet splitterr, cables and dust caps.
		STAINLESS STEEL TUBES FOR HOIST:
2.00	8-049 304W/FJX-108"	Mid-State 1/2"x9' 304 S/S Line with fittings
6.00	A2-12.7-A	PCI HD Series Clamps for 1/2" tubing
		STAINLESS STEEL TUBES FOR TAILGATE SPREADER:
2.00	8-049 304W/FJX-72"	Mid-State 1/2"x6' 304 S/S Line with fittings
4.00	A2-12.7-A	PCI HD Series Clamps for 1/2" tubing
1.00	12-065 304W/FJX-72"	Mid-State 3/4"x6' 304 S/S Line with fittings
2.00	A3-19-A	PCI HD Series Clamps for 3/4" tubing
		QUICK COUPLERS FOR TAILGATE SPREADER:
4.00	4HF4-S	PCI 1/2" female stainless steel coupler - HNV-12-F-3-SS-ISO-B
4.00	H4F4-S	PCI 1/2" male stainless steel coupler - HNV-12-M-3-SS-ISO-B
8.00	4HDP-H4DC	Dixon 1/2" Dust Cap/Plug
		STAINLESS STEEL TUBES FOR PLOW:
4.00	8-049 304W/FJX-72"	Mid-State 1/2"x6' 304 S/S Line with fittings
12.00	A2-12.7-A	PCI HD Series Clamps for 1/2" tubing
		QUICK COUPLERS FOR PLOW:
4.00	4HF4-S	PCI 1/2" female stainless steel coupler - HNV-12-F-3-SS-ISO-B
4.00	H4F4-S	PCI 1/2" male stainless steel coupler - HNV-12-M-3-SS-ISO-B
8.00	4HDP-H4DC	Dixon 1/2" Dust Cap/Plug
1.00		Hydraulic Adapters and Fittings

Subtotal	Continued
Sales Tax	Continuec
TOTAL	Co d

25% Restock Fee on All Cancelled and Returned Orders



2168 East 88th Drive
Merrillville, Indiana 46410

Voice: (219)795-1448

Fax: (219)736-0892



QUOTATION

Item 2.

Quote Number: 2602171-SWL

Quote Date: Apr 7, 2026

Page: 8

Viking-Cives #062222-VCM

Quoted To:
City of Crest Hill 2090 Oakland Ave Crest Hill, IL 60403 USA

TERMS & CONDITIONS OF QUOTE
> Quotes are only valid for 30 days from date of quote.
> Quotes past 30 days must be requested.
> 25% restocking fee on all cancelled and returned orders.

Customer ID	Good Thru	Payment Terms	Sales Rep
CrestHill-01	5/7/26	Net 30 Days	35878

Quantity	Item	Description
1.00		Hydraulic Hoses
1.00		PINTLE HITCH: Lindco 3/4" Pintle Plate
2.00	B38W	Buyers 1/2" drop forged D-ring w/weld on bracket 3-1/2" x 3-3/8" O.D.
1.00	PH15	Buyers 15 ton rigid mount pintle hook
1.00	593083	Velvac 7-Way Pin Type Socket
1.00	M63319R	Maxxima Surface Mount ID Bar/Center High Mount Stop Light (CHMSL) 9 LEDS, Red
1.00	LPC-B-WW2	LED License Plate Light, Warm White
2.00	604BTT	Whelen 600 Series S/T/T LED
1.00	604BU	Whelen 600 Series LED Back Up Lamps
1.00	16400402	PLOW HITCH: Buyers Snow Dogg municipal snow plow hitch assembly - quick link, NON TILT 4 inch cylinder
1.00	1663530301	PLOW: Buyers Plow, Muni, J 11' x 42", TE, poly, comp
1.00	16360205	Buyers Deflector Kit, 11', w/Clamp Strip, Muni
1.00	0091205	Buyers 2,000# Trailer Jack, tube-swivel
1.00	16500410	Buyers Snow Dogg A-frame swivel adapter for municipal snow plows- quick link
1.00	3712144	"Lindco" Snow Deflector 12"
1.00	KT-PM36	Winter Equipment Plow Markers, f 3/4" high-impact polymer, reinforced with a 3/8" galvanized steel cable. 4 Bolts and 4 Lock Nuts
		BEHIND THE CAB PRE-WET:

Subtotal	Continued
Sales Tax	Continued
TOTAL	Co

25% Restock Fee on All Cancelled and Returned Orders



2168 East 88th Drive
Merrillville, Indiana 46410

Voice: (219)795-1448

Fax: (219)736-0892



QUOTATION

Item 2.

Quote Number: 2602171-SWL

Quote Date: Apr 7, 2026

Page: 9

Viking-Cives #062222-VCM

Quoted To:
City of Crest Hill 2090 Oakland Ave Crest Hill, IL 60403 USA

TERMS & CONDITIONS OF QUOTE
> Quotes are only valid for 30 days from date of quote.
> Quotes past 30 days must be quoted.
> 25% restocking fee on all cancelled and returned orders.

Customer ID	Good Thru	Payment Terms	Sales Rep
CrestHill-01	5/7/26	Net 30 Days	35878

Quantity	Item	Description
1.00	LISC SG06080036L	Certified Power 240 gallon behind the cab prewetting system. No mounting flanges
1.00	1087388 Rev. A	VariTech quick fill kit.
1.00	1087392 Rev. A	VariTech discharge 3-nozzle plumbing kit.
1.00	1087394 Rev. A	VariTech quick fill suction kit, dual tank plumbing.
1.00	1087384 Rev. A	Varitech HPU Relief Valve Kit Hydraulic Power Unit VAR 9004X002
1.00	1087624 Rev.B	Varitech Hydraulic Closed Loop Power Unit w. IP68 Flowmeter Cable VAR SS-HPU-HCL-IP68
1.00	1142396 Rev. A	Varitech 1" Fcam Prewet Flush Kit
1.00	1066994 Rev. A	Varitech low level indicator switch assembly, switch with Wpack connector
<hr/>		
TAILGATE SPREADER:		
1.00	00002-463-118	Swenson SADS tailgate spreader w/18" poly spinner, direct drive, 6" auger, stainless steel construction, no paint, sides of spreader 8" higher.
1.00		Lindco to fabricate spray bar inside trough
<hr/>		
PAINT:		
1.00	PAINT HOIST & SUBFRA	Prime Where needed and Paint Hoist & Subframe to black
1.00	PAINT PINTLE HITCH	Paint Pintle Hitch
1.00	PAINT PLOW HITCH	Paint Plow Hitch, Including lift arm, side plates, bumper and lift cylinder black
1.00	PAINT-MISCEL	Paint Miscel
1.00	Under Coat	Under coat dump body
<hr/>		
MISCELLANEOUS, FREIGHT, INSTALLATION:		
200.00	Misc.	Fuel Charge
2,689.00	Misc.	Miscellaneous Material - includes any or all of the following: wiring, electrical connectors, tie downs, clamps, nut, bolts, washers, steel, oil, grease, etc.

Subtotal	Continued
Sales Tax	Continued
TOTAL	Co d

25% Restock Fee on All Cancelled and Returned Orders



2168 East 88th Drive
Merrillville, Indiana 46410

Voice: (219)795-1448

Fax: (219)736-0892



Viking-Cives #062222-VCM

Item 2.

QUOTATION

Quote Number: 2602171-SWL

Quote Date: Apr 7, 2026

Page: 10

Quoted To:
City of Crest Hill 2090 Oakland Ave Crest Hill, IL 60403 USA

TERMS & CONDITIONS OF QUOTE
> Quotes are only valid for 30 days from date of quote. > Quotes past 30 days must be requoted. > 25% restocking fee on all cancelled and returned orders.

Customer ID	Good Thru	Payment Terms	Sales Rep
CrestHill-01	5/7/26	Net 30 Days	35878

Quantity	Item	Description
3,644.00	FREIGHT	FREIGHT
233.00	INSTALLATION	Lindco-Cives Installation Labor Hours

Subtotal	273,251.00
Sales Tax	
TOTAL	273,251.00

25% Restock Fee on All Cancelled and Returned Orders



Agenda Memo

Crest Hill, IL

Meeting Date:	5/11/2026
Submitter:	Gary Richardson, Public Works Director
Department:	Public Works
Agenda Item:	Approval of the purchase of a new 2026 Elgin Pelican Sweeper, through the Sourcewell cooperative purchasing contract, in the amount of \$334,860.00.

Summary:

The Public Works Department is requesting approval for the purchase of a new 2026 Elgin Pelican Sweeper in the amount of \$334,860.00. The proposed sweeper includes updated safety features, improved reliability, and modern technology designed to reduce downtime and maintenance requirements.

The City’s current street sweeper was purchased in 2012 and has reached an age where maintenance needs have increased significantly. As the unit continues to age, parts have become more difficult to obtain, resulting in extended downtime and higher maintenance costs. These delays directly impact the efficiency of street cleaning operations and limit the Public Works Department’s ability to maintain consistent service levels.

Street sweeping is an integral component of the City’s overall maintenance and public safety efforts. Regular sweeping helps improve roadway appearance, reduces debris accumulation, supports stormwater quality, and extends pavement life.

Recommended Council Action:

Approve the purchase of a new 2026 Elgin Pelican Sweeper in the amount of \$334,860.00, through the Sourcewell cooperative purchasing contract.

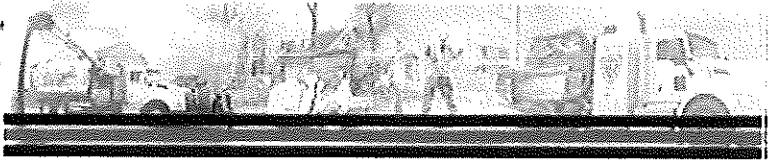
Funding Source:

Funding for this purchase will be from the 11-00-7304.

Attachments:

Quote for a 2026 Elgin Pelican Sweeper

STANDARDTM EQUIPMENT



625 S. Illinois Rt. 83, Elmhurst, IL 60126 • 312-829-1919 • sales@standardequipment.com

2026 Elgin Pelican Specification

APRIL 26 BUSID

Equipment Description

Make: Elgin

Model: Pelican-NP

Equipment Features

- PELICAN (P) DUAL DIESEL T4F 74 HP
- ENGINE PRE-CLEANER
- RIGHT HAND BOSTROM AIR RIDE HI BACK CLOTH
- QUICK DISCONNECT FILL HOSE
- AUXILIARY BATTERY DISCONNECT
- SIDE LED CLEARANCE LIGHTS
- RIGHT HAND LOCKABLE TOOLBOX WITH HOSE BASKET
- MAGNETIC DRAIN PLUG
- STRIP STYLE MAIN BROOM
- LIFELINER HOPPER SYSTEM
- (2) HEATED AND REMOTE CONTROLLED MIRRORS
- AM/FM/CD WITH (2) MAP LIGHTS
- LED SAFETY LIGHTS ON BATTERY COVER
- LOWER CONVEYOR CLEANOUT
- DUAL LIMB GUARDS
- EXTENDED DOOR LATCHES
- LICENSE PLATE MOUNTING BRACKETS FRONT AND REAR
- DUAL CAB MOUNTED LED BEACONS WITH LIMB GUARDS
- (4) ROOF MOUNTED SWEEP FLASHERS WITH LED ID LIGHTS
- ARROWSTICK
- GREASEABLE DIRT SHOES
- MIDWEST AUTOLUBE SYSTEM
- LEFT HAND IN CAB SIDEROOM TILT WITH INDICATOR
- RIGHT HAND IN CAB SIDEROOM TILT WITH INDICATOR
- HYDRAULIC LEVEL & HYDRAULIC TEMPERATURE SHUTDOWN
- CONVEYOR STALL ALARM
- SWEEPER PAINTED STANDARD WHITE

STANDARD™ EQUIPMENT



625 S. Illinois Rt. 83, Elmhurst, IL 60126 • 312-829-1919 • sales@standardequipment.com

Price Quote

Standard Equipment and Elgin Sweeper Company are proud holders of a Sourcwell competitively bid procurement contract. Sourcwell allows government agencies to control the cost of procurement and ensure that they are getting the equipment they want at a competitively bid price. For more information about Sourcwell, you can find them on the web at www.sourcwell-mn.gov.

Sourcwell Contract # 093021-ELG

2026 Budget Pricing

1. Price includes title and plating fees.
2. Payment is due at the time of delivery.
3. Quote is for budget purposes only and subject to change
4. Please note that the prices quoted are subject to applicable tariffs and duties, which may affect the final cost.

Total Budget Price: \$334,860.00