



## City Council Work Session

Crest Hill, IL

July 11, 2022

7:00 PM

Council Chambers

1610 Plainfield Road, Crest Hill, IL 60403

---

### Agenda

- [1.](#) Discuss Council Room Dais Redesign
- [2.](#) Discussion and Selection of City Welcome Sign Concept
- [3.](#) Discussion and Staff Direction on Outdoor Advertising (Community Digital Displays)
- [4.](#) Adult-Use Recreational Cannabis - Discussion
- [5.](#) Discussion of Ordinance #1689
- [6.](#) Assistant City Administrator Position
7. Public Comments
8. Mayor's Updates
9. Committee/Liaison Updates
10. City Administrator Updates



## Agenda Memo

Crest Hill, IL

**Meeting Date:** July 11, 2022

**Submitter:** Jim Marino, City Administrator

**Department:** Administration

**Agenda Item:** Discuss Council Room Dais Redesign

**Summary:** At the June 27 work session, James Prybys from Stromsland, DeYoung and Prybys Architecture Group presented ideas and options for redesigning the dais in the new city hall. The council chose to leave the dais facing the same direction that it is currently facing, tighten the radius and add additional seating on the sides for staff.

The decision on finishes for the dais and the wall behind the dais was left undetermined until councilmembers could view finish samples. James Prybys will bring finish samples to the July 11 meeting.

Attached are renderings showing paint with different colors in various areas. There is one rendering with painted gypsum board type piers behind the center of the dais, one with a Marlite panel system, and one with wood slats. The paint colors can be interchanged. These are just ideas of what can be done. James changed the carpet color to beige with the same pattern in some renderings.

The option to move the dais 45 degrees so that it faces the entry doors was found to be too costly. In talking with Shawn Thompson from Harbour this week to confirm that the sample finished would be available for the meeting it occurred to us that the cost of this option could be reduced by eliminating the storage closet, restroom, and kitchenette. While the savings may not be sufficient to make this option any more desirable, I thought it would be worth mentioning. Shawn will have an estimate of the cost reduction at the work session.

**Recommended Council Action:** Direct staff on how to proceed with the redesign of the dais.

### Financial Impact:

**Funding Source:** Capital Projects

**Budgeted Amount:** Unbudgeted

**Cost:** TBD

**Attachments:** Dais renderings

































## Agenda Memo

Crest Hill, IL

**Meeting Date:** August 8, 2022  
**Submitter:** Ronald J Wiedeman  
**Department:** Engineering  
**Agenda Item:** Discussion and Selection of City Welcome Sign Concept

**Summary:** At the request of the council, staff is bringing back the concepts discussed at the May 23<sup>rd</sup> workshop meeting. Attached are the following

At this time, a total 12 signs are needed throughout the city to cover all the major and minor entrance points. Of the 12 locations, we currently have one location within an existing easement, One location on Lockport Park District property and four locations within city right of way. Prior to placement of the remaining six sign locations, we will need to acquire easements or get agreements prior to the work being completed. The cost to complete legal descriptions and exhibits is estimated between \$18k to \$20k.

Concepts previously selected are as follows:

Primary Signs: Concept 1B  
 Secondary Signs Concept 1B

Please note, energy costs associated with the lighting of the signs are not included in the estimated costs on the attached cost sheet. This cost will be further defined once it is determined if solar lighting or ComEd will be used for the primary and secondary signs. These costs will be determined during final design process and presented to council at that time.

**Recommended Council Action:** Direct staff on how to proceed.

**Financial Impact:** Installation would occur over two fiscal years.

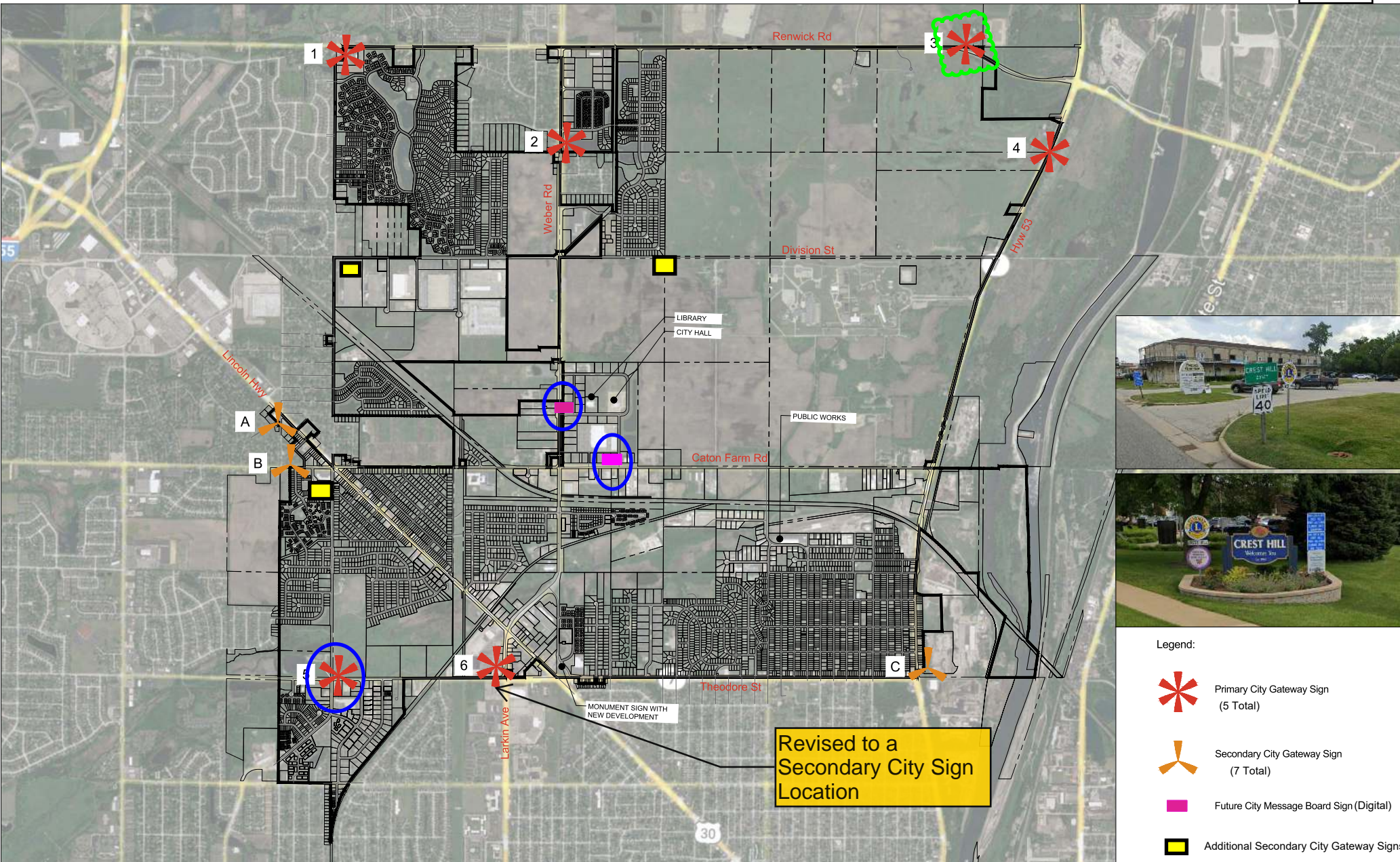
**Budgeted Amount:** \$143,000

**Cost:** \$249,200

**Attachments:**

- Updated primary and secondary sign locations map

- 2-Primary sign options as previously presented
- 2-Secondary sign options as previously presented
- Estimated primary and secondary sign costs per location based on updated locations and latest information received on materials pricing.
- Updated estimated total project cost
- A professional design services proposal from Hitchcock Design Group based on three primary sign locations and seven secondary sign locations.





Legend:

-  Primary City Gateway Sign (5 Total)
-  Secondary City Gateway Sign (7 Total)
-  Future City Message Board Sign (Digital)
-  Additional Secondary City Gateway Signs



# Proposed Entry Sign Locations City Entry Signs Crest Hill, Illinois

-  Good Sites for Digital Signs
-  Potential Digital Sign Location (Further Investigation Needed)



SCALE: 1" = 1000'

0' 500' 1000' 3000'

DATE: April 1, 2022

All drawings are preliminary and subject to change.

©2021 Natchik Design Group

PREPARED FOR



Crest Hill, Illinois



## City Entrance Sign Concepts

May 23, 2022



Primary Sign – Concept 1A



Primary Sign – Concept 1B



Primary Sign – Concept 1C



Primary Sign – Concept 2



Option 1A

Option 1B

Option 2

# Secondary Sign Concepts

## Preliminary Budget Costs

Date: July 11, 2022

### City of Crest Hill - Gateway Signage - Each Location

Description	Quant	Unit	Unit Cost	Ext Cost
<b>Primary Gateway Signage Concept 1</b>				
Primary sign	1	EA	\$ 16,500	\$ 16,500
Site work allowance	1	LS	\$ 5,000	\$ 5,000
Landscape allowance	1	LS	\$ 5,000	\$ 5,000
Electrical allowance	1	LS	\$ 2,000	\$ 2,000
<b>Total Each Sign Location:</b>				<b>\$ 28,500</b>
<b>Secondary Signage Concept 1</b>				
Secondary sign	1	EA	\$ 5,500	\$ 5,500
Site work allowance	1	LS	\$ 1,500	\$ 1,500
Landscape allowance	1	LS	\$ 1,500	\$ 1,500
Electrical allowance	1	LS	\$ 500	\$ 500
<b>Total Each Sign Location:</b>				<b>\$ 9,000</b>
<b>Primary Gateway Signage Concept 2</b>				
Primary sign	1	EA	\$ 12,500	\$ 12,500
Site work allowance	1	LS	\$ 5,000	\$ 5,000
Landscape allowance	1	LS	\$ 5,000	\$ 5,000
Electrical allowance	1	LS	\$ 2,000	\$ 2,000
<b>Total Each Sign Location:</b>				<b>\$ 24,500</b>
<b>Secondary Signage Concept 2</b>				
Secondary sign	1	EA	\$ 5,000	\$ 5,000
Site work allowance	1	LS	\$ 1,500	\$ 1,500
Landscape allowance	1	LS	\$ 1,500	\$ 1,500
Electrical allowance	1	LS	\$ 500	\$ 500
<b>Total Each Sign Location:</b>				<b>\$ 8,500</b>

## Preliminary Budget Costs

Date: July 11, 2022

### City of Crest Hill - Gateway Signage - Summary

Description	Quant	Unit	Unit Cost	Ext Cost
<b>Gateway Signage Concept 1</b>				
Primary Sign - Total Each Location	5	EA	\$ 28,500	\$ 142,500
Secondary Sign - Total Each Location	7	EA	\$ 9,000	\$ 63,000
Subtotal:				\$ 205,500
Design and Bid Contingency	1	LS	\$ 29,700	\$ 23,150
Construction Engineering Allowance (10%)	1	LS	\$ 19,800	\$ 20,550
Subtotal:				\$ 43,700
<b>Concept 1 Total:</b>				<b>\$ 249,200</b>
Presented May 23 <sup>rd</sup>				\$247,500
<b>Gateway Signage Concept 2</b>				
Primary Sign - Total Each Location	5	EA	\$ 24,500	\$ 122,500
Secondary Sign - Total Each Location	7	EA	\$ 8,500	\$ 59,500
Subtotal:				\$ 182,000
Design and Bid Contingency (15%)	1	LS	\$ 24,075	\$ 27,300
Construction Engineering Allowance (10%)	1	LS	\$ 16,050	\$ 18,200
Subtotal:				\$ 45,500
<b>Concept 2 Total:</b>				<b>\$ 227,500</b>
Presented May 23 <sup>rd</sup>				\$200,625



June 30, 2022

Ron Wiedeman  
City Engineer  
City of Crest Hill  
2090 Oakland Avenue  
Crest Hill, Illinois 60403

**RE: City Entrance Signs – Final Design Proposal**

Dear Ron,

Thank you for asking Hitchcock Design Group to submit this proposal to provide Final Design services for the City of Crest Hill community entrance signs. We appreciate the opportunity to continue to work with you and your colleagues at the City of Crest Hill.

**PROJECT UNDERSTANDING**

Now that the City Council has selected a preliminary signage design to advance, we understand that the city would like to move forward with final design and preparation of documents suitable for competitive bidding and construction. The city intends to complete documents for 3 primary and 7 secondary signs, to be bid in two separate sign contracts. Landscaping will be included around the primary signs only and will be bid as separate landscape contracts. The work will also include coordination to provide electrical service at each primary sign location.

**SCOPE OF SERVICES**

We propose to complete Final Design services as summarized below and described in greater detail in the attached Scope of Services.

We will begin by finalizing the primary and secondary signage locations and construction phasing map based on city comments. Then we will finalize the design of the primary and secondary signs based on the preferred preliminary concept 1B. Next, we will prepare plans and specifications for the fabrication and installation of the signs. We will also prepare separate documents for the landscape around each of the primary signs.

Please note that this proposal excludes the following services:

1. Topographic and boundary surveys at each sign location. Bid and construction documents will identify that the signage contractor will be responsible for staking sign locations, verifying existing conditions, and locating utilities prior to installation of each sign.
2. Electrical engineering to provide service to each sign location. Bid and construction documents will identify that the signage contractor will provide all electrical associated with each sign, and requirements to provide electrical service to each sign.
3. Site work beyond basic site clearing and finish grading necessary to construct the signs and landscape. Documentation of additional site work can be provided if required based on field conditions.

**PROFESSIONAL FEES**

We propose to complete the Final Design services for a fixed fee of \$19,900. Customary out-of-pocket expenses such as printing, delivery, and mileage will be invoiced in addition to the fixed fee, not-to-exceed \$250.



Page 2

### PROJECT TEAM

I will be our project manager and will be directly responsible for routine project communications with you and the rest of the project team. Mike Wood will be our project designer and will be supported by other members of our Naperville studio as needed to advance the work in a timely manner.

### AUTHORIZATION AND SCHEDULE

We can begin this work within two weeks of your authorization and complete our work within your scheduled timeframe, typically within approximately 60 days.

Thank you again for the opportunity to work with the City of Crest Hill. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,  
**Hitchcock Design Group**

Tim King, PLA, ASLA  
Principal

### ACCEPTANCE

To authorize this work, please sign and return this Agreement to Hitchcock Design Group. A countersigned Agreement will be returned to you. The attached Scope of Services and Standard Terms and Conditions are hereby made part of this Agreement. This proposal may be modified or withdrawn unless written authorization to proceed has been received within 30 days.

Accepted: \_\_\_\_\_  
Authorized City Representative Date

Encl: Scope of Services (made part of this agreement)  
Standard Terms and Conditions (made part of this agreement)  
Preliminary preferred sign concept 1B



## Scope of Services

### FINAL DESIGN

#### A. Design Development

*Objective:* The objective is to reach consensus with the city on the final design, probable cost and construction strategy for the proposed improvements.

*Process:* Based on the approved signage Preliminary Design types, locations, and the preferred concept 1B, Hitchcock Design Group will:

1. Coordinate with city staff to finalize a **Signage Location and Phasing Plan** indicating a schematic placement diagram for each sign structure.
2. Evaluate each sign location utilizing available existing information and based on field observations and identify required sitework at each location. (Note that this proposal does not include preparation of topographic surveys at each sign location. Bid and construction documents will identify that the signage contractor will be responsible for staking sign locations, verifying existing conditions, and locating utilities prior to installation of each sign).
3. Identify required electrical requirements at each sign location based on available existing conditions information and field observations. (Note that this proposal does not include electrical engineering to provide electrical service to each sign location. Bid and construction documents will identify that the signage contractor will provide all electrical associated with each sign, and requirements to provide electrical service to each location).
4. Prepare **Design Development Signage Documents** illustrating the size, horizontal and vertical geometry, structure, materials, typographic standards and finish, as appropriate, for the proposed sign graphic improvements, including:
  - a. Primary entrance signs
  - b. Secondary entrance signs
5. Prepare a summary of estimated quantities and **Updated Construction Cost Opinion**.
6. Collect and review **Product Data** and **Material Samples**. Prepare **Outline Specifications**, including the products, materials and finishes of each component or system.
7. Prepare **Design Development Landscape Documents** illustrating the type, size, and location of proposed landscape materials for:
  - a. Primary entrance signs
8. (Mtg #1) Review the drawings, specifications, product data and material samples and construction strategy with city staff.
9. Revise the drawings and supporting materials as may be required.

*Deliverables:* **Design Development Documents, Signage Location Plan, Updated Construction Cost Opinion, Product Data and Material Samples, Outline Specifications**



## **B. Construction Documents**

*Objective:* Produce the final Construction Drawings and Project Specifications that will be used to construct the specified improvements.

*Process:* Specifically, following approval of the Design Development documents, HDG will:

1. Prepare and submit the graphic **Signage Construction Drawings** including:
  - a. Project identification and general information
  - b. Notes, index and standards
  - c. Existing conditions and site preparation
  - d. Sign locations, geometric layout, and materials
  - e. Signage details
2. Prepare and submit the written **Signage Project Specifications** including:
  - a. Introductory information
  - b. Bidding requirements
  - c. Contracting requirements
  - d. General requirements
  - e. Technical specifications
3. Prepare and submit the graphic **Landscape Construction Drawings** including:
  - a. Project identification and general information
  - b. Notes, index and standards
  - c. Existing conditions and site preparation
  - d. Landscape plans
  - e. Landscape materials list and details
4. Prepare and submit the written **Landscape Project Specifications** including:
  - a. Introductory information
  - b. Bidding requirements
  - c. Contracting requirements
  - d. General requirements
  - e. Technical specifications
5. Update and submit the **Construction Cost Opinion** and **Schedule**.
6. (mtg #2) Review the Construction Documents with city staff (90% review).
7. Finalize the Construction Documents as required.
8. (mtg #3) Review the final Construction Documents with city staff (100% review).
9. Make minor revisions, stamp and submit, as required.

*Deliverables:* **Signage and Landscape Construction Documents** (suitable for competitive bidding)



## GENERAL PROJECT ADMINISTRATION

We will manage the performance of our own work throughout the term of the contract by providing the following services:

### A. Communications

1. Schedule, create agendas and summarize the highlights of periodic meetings
2. Rehearse, attend and present at public forums identified
3. Collect and disseminate communications from other parties
4. Periodically inform your representative about our progress

### B. Schedules

1. Create, periodically update and distribute the project schedule
2. Coordinate the activities of our staff and our consultants

### C. Staffing

1. Select and assign staff members and/or consultants to appropriate tasks and services
2. Prepare and administer consultant agreements

### D. File Maintenance

1. Establish and maintain appropriate correspondence, financial, drawing and data files
2. Obtain appropriate insurance certificates from consultants
3. Maintain appropriate time and expense records

## OPTIONAL, ADDITIONAL SERVICES

1. Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.
2. Topographic and boundary surveys at each sign location are not included in the basic services and can be provided as additional services if desired.
3. Electrical engineering to provide service to each sign location is not included in the basic services and can be provided as additional services if desired.
4. Site work beyond basic site clearing and finish grading necessary to construct the signs and landscape is not included in the basic services and can be provided as additional services if required based on field conditions.

**HITCHCOCK DESIGN GROUP STANDARD TERMS AND CONDITIONS**

1. **CONTRACT** – These Standard Terms and Conditions, and the accompanying Proposal Letter and Scope of Services constitute the full and complete Agreement (Agreement) between the Client (Client) and Hitchcock Design, Inc., dba Hitchcock Design Group (HDG), and may be amended, added to, superseded, or waived only if both parties agree in writing. The Project title is identified in the Proposal Letter.
2. **DOCUMENTS** – All reports, notes, drawings, specifications, data, calculations, and other documents prepared by HDG (“Documents”) are **instruments of HDG’S services that shall remain HDG’S property**. The Client agrees not to use the Documents for future additions or alterations to this Project or for other projects without HDG’S express written consent. Any unauthorized use of the Documents will be at the Client’s sole risk and without liability to HDG’S or its subconsultants. Accordingly, Client shall defend, indemnify, and hold harmless HDG from and against any and all losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized use.
3. **CONSTRUCTION PHASE SERVICES** – When construction-phase services are included in the Agreement, HDG will determine in general whether construction is proceeding in a manner consistent with the Documents. HDG is not responsible for construction means, methods, techniques, sequencing or procedures, or for safety precautions or programs in connection with the Project.

In the event that HDG’S scope of services does not include construction phase services and our work is used for construction by the Client, HDG shall not be responsible for the interpretation, accuracy, or completeness of the Documents. Client agrees to defend, indemnify, and hold harmless HDG from and against losses, claims, demands, liabilities, suits, actions, and damages arising out of or resulting from the design Documents.
4. **STANDARD OF CARE** – HDG and its subconsultants (if applicable) will exercise that degree of care and skill ordinarily exercised by similarly situated professionals practicing under similar circumstances. Client agrees that services provided will be rendered without warranty, express or implied. HDG shall exercise usual and customary professional care in its efforts to comply with codes, regulations, laws rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.
5. **OPINION OF PROBABLE COSTS** – When required as part of HDG’s services, HDG will furnish opinions of probable cost, but does not guarantee, warrant or represent the accuracy of such estimates. Opinions of probable cost prepared by HDG hereunder will be made based on HDG’s experience and qualifications and will represent HDG’s judgment as an experienced and qualified design professional. Client agrees that HDG does not have control over the cost of labor, materials, equipment, or services furnished by others, or over market conditions, or contractors’ methods of determining prices, or performing the work.
6. **SUSPENSION/TERMINATION OF WORK** – The Client may, upon seven (7) days written notice, suspend or terminate the Agreement with HDG. The Client shall remain liable for and shall promptly pay HDG for all services performed to the date of suspension or termination. HDG may suspend or terminate the Agreement with Client upon seven (7) days written notice if the Client fails to substantially perform in accordance with this Agreement.
7. **LIABILITY** – HDG will furnish general and professional liability insurance certificates upon request. The Client agrees that HDG’S total aggregate liability to the Client for injuries, claims, losses, expenses, or damages, including attorney’s fees, arising out the Project or this Agreement, including, but not limited to, HDG’s negligence, errors, omissions, strict liability, breach of contract, or breach of warranty shall be limited to the compensation actually paid to HDG under this Agreement.
8. **BILLING AND PAYMENT** – Client shall pay HDG in accordance with the professional service fees identified in the Proposal Letter, plus expenses at 115% of actual cost. HDG will submit to Client, on a monthly basis, an invoice for services performed and expenses incurred during the previous period. **Payment will be due within thirty (30) days of the invoice date.** In the event Client fails to pay HDG within thirty (30) days of invoice date, Client agrees that HDG shall have the right to consider that event a breach of this Agreement, and upon seven (7) days written notice, the services, duties, obligations, and responsibilities of HDG under this Agreement may be either suspended or terminated. Client agrees to compensate HDG for services performed regardless of Client’s ability to secure loans, mortgages, additional equity, grants, payment from Client’s client, or other supplementary financing for the project.
9. **Permits** - Unless specifically described in this Agreement, Client agrees to obtain and pay for all necessary permits from authorities with jurisdiction over the Project.
10. **CONSEQUENTIAL DAMAGES** – HDG and the Client waive consequential damages, including but not limited to damages for loss of profits, loss of revenues and loss of business of business opportunities, for claims, disputes or other matters in question arising out of or relating to this Agreement.
11. **MISCELLANEOUS**

**Governing Law:** The substantive laws of Illinois shall govern any disputes between HDG and the Client arising out of the interpretation and performance of this Agreement.

**Mediation:** HDG and the Client agree that any disputes arising under this Agreement and the performance thereof shall be subject to nonbinding mediation as a prerequisite to further legal proceedings.

**HDG Reliance:** Unless otherwise specifically indicated in writing, HDG shall be entitled to rely, without liability, on the accuracy and completeness of information provided by Client, Client’s consultants and contractors, and information from public records, without the need for independent verification.

**Certifications:** HDG will not sign documents requiring HDG to certify, guaranty, or warrant existence of conditions that would require knowledge, services or responsibilities beyond this Agreement.

**Third Parties:** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or HDG. HDG’s services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against HDG because of this Agreement or HDG’s performance of services hereunder.

**Waiver of Subrogation** - Both parties to this Agreement waive the right of subrogation for damages covered by property insurance

**Authorization** - If HDG is authorized to provide these services, either orally or in writing, prior to the execution of this Agreement, such authorization will be deemed an acceptance of this Agreement and agrees to compensate HDG for such services in accordance with the payment terms outlined herein.



Primary Sign – Concept 1B



Option 1A

Option 1B

Option 2

# Secondary Sign Concepts



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	August 8, 2022
<b>Submitter:</b>	Ronald J Wiedeman
<b>Department:</b>	Engineering
<b>Agenda Item:</b>	Discussion and Staff Direction on Outdoor Adverting (Community Digital Displays)

**Summary:** Community Digital Displays is a digital advertising company that has worked with surrounding communities to install digital advertising boards which will provide local advertising and municipal information. Local communities that currently have Community Digital Displays signs installed are as follows:

- Joliet                      Lockport
- Bolingbrook            Romeoville
- Oak Lawn                Hickory Hills
- Chicago Ridge          County Club Hills

Information that can be shown on this digital platform include:

- Local business advertising
- City messages (events or important information, etc.)
- The ability to provide live/emergency messaging
- Time and temperature

Additional Information

- All costs to install base, digital sign, power, and landscaping are no cost to the city
- All Maintenance costs are the responsibility of Community Digital Displays
- Potential municipal revenue

Additional information can be found at [ChicagoBillboards.com](http://ChicagoBillboards.com)

Bill Prybylski of Community Digital Displays will present more information about his company and the services they provide. Staff has met with Bill and has discussed potential locations. This list has gone through an initial vetting process and Bill will discuss this more in his presentation.

Following the presentation both staff and the Bill from Community Digital Displays will address any additional questions you might have.

If the council is interested in installing outdoor advertising signs staff will work with Community Digital Displays to finalize locations, prepare concept exhibits of digital signs, prepare a draft agreement and review Section 15.12-Sign Code for potential revisions.

Below is a list of locations and their viability.

Best Site-Weber at City Center Blvd. This is an Illinois Department of Transportation (IDOT) control route for outdoor advertising, therefore a permittable zoning designation is required. Recommended double faced 8'x16' digitals reading to both northbound and southbound traffic. For reference, the size of the sign faces at the northwest corner of Renwick and Weber are 8' x 16'.

Good Sites-Theodore and Gaylord and Caton Farm Rd and Len Kubinski– This is not an IDOT control route for outdoor advertising, therefore an IDOT permit is not required. A 6' x 12' single face or double face sign may be suitable depending on property boundaries and line of site requirements.

Potential site, further investigation needed— Renwick at turn by Lewis University Property- This is an IDOT control route, which needs verification of zoning designation. It is a possible location if the zoning is appropriate, there is good visibility, with no stop light.

Sites discussed, but not viable at this time

1. Renwick & Gaylord – This is an IDOT control route, most likely a non-permittable zoning designation.
2. Division & Gaylord – Several poles, poor visibility.
3. Weber & McGilvray –Not at stop light, Weber at City Center Blvd better location.
4. Weber & Division –Not much commercial activity in this area, Weber at City Center Blvd better location.
5. Weber & Knapp – Verify zoning designation of the ROW, Weber at City Center Blvd better location.
6. Caton Farm & Oakland – Caton Farm at Len Kubinski at City Center Blvd better location.
7. Burger King – Very tight location, most likely not possible from a physical placement.

**Recommended Council Action:** Direct staff on how to proceed.

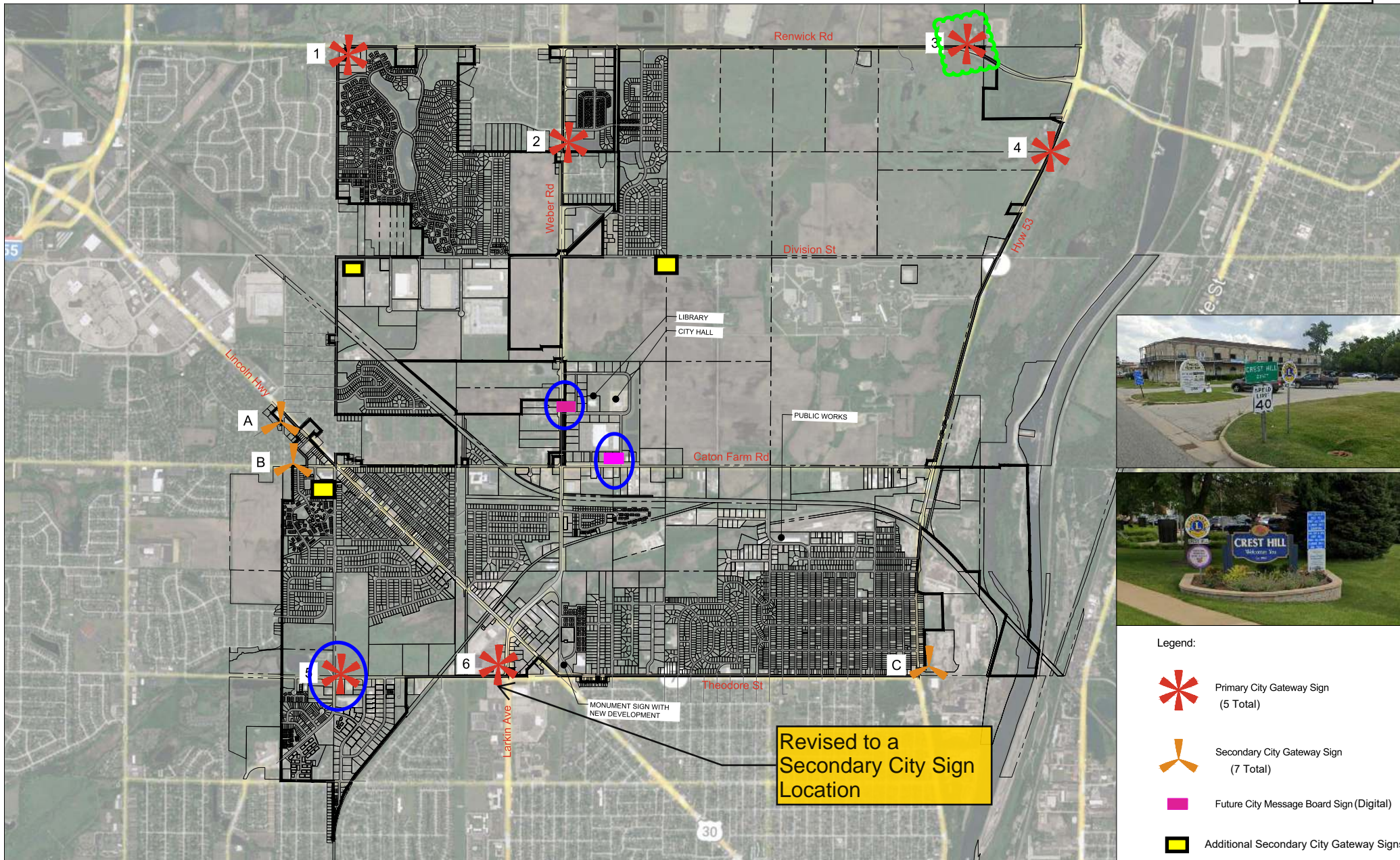
**Financial Impact:** N/A

**Funding Source:**

**Budgeted Amount:**

**Cost:**

**Attachments:** 2-Location Map 20220331 Crest Hill Signage-Revised July 11, Sign Presentation



Legend:

-  Primary City Gateway Sign (5 Total)
-  Secondary City Gateway Sign (7 Total)
-  Future City Message Board Sign (Digital)
-  Additional Secondary City Gateway Signs

SCALE: 1" = 1000'

0' 500' 1000' 3000'



DATE: April 1, 2022  
All drawings are preliminary and subject to change.  
©2021 Hitchcock Design Group

PREPARED FOR  
*Crest Hill*  
ILLINOIS



# Proposed Entry Sign Locations

City Entry Signs  
Crest Hill, Illinois

-  Good Sites for Digital Signs
-  Potential Digital Sign Location (Further Investigation Needed)





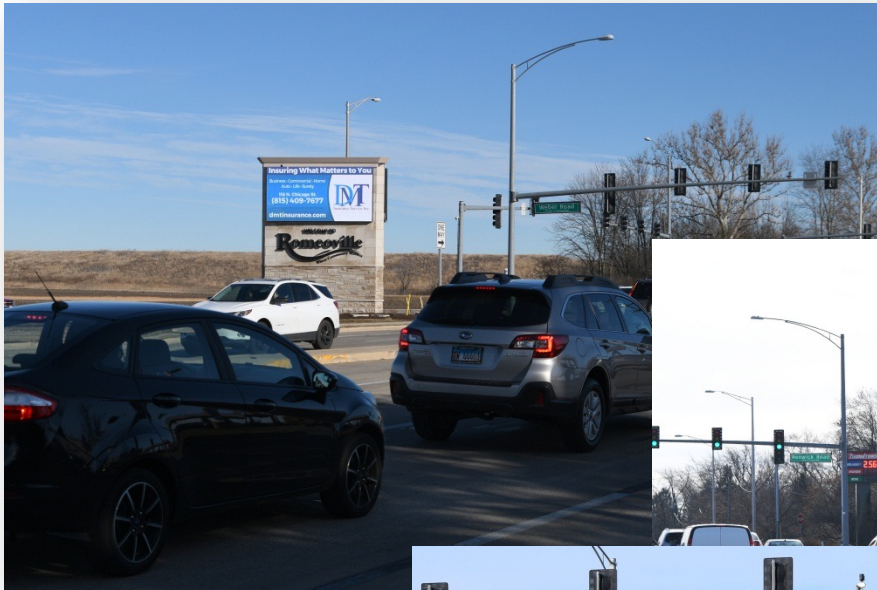
## Community Digital Display Presentation



BILL PRZYBYLSKI  
708.715.2410

[BILL@COMMUNITYDIGITALDISPLAYS.COM](mailto:BILL@COMMUNITYDIGITALDISPLAYS.COM)  
[COMMUNITYDIGITALDISPLAYS.COM](http://COMMUNITYDIGITALDISPLAYS.COM)





**COMMUNITY  
DIGITAL DISPLAYS**

# COMMUNITY MESSAGING OPTIONS



**Fall Fest**  
**SEPTEMBER 23 3:00-7:30 PM**  
 Bolingbrook Recreation & Aquatic Complex  
**FIREWORKS • LIVE MUSIC • FAMILY FUN • FOOD & MORE!**  
 FREE  
 BOLINGBROOKPARKS.ORG



**SHOP OAK LAWN**  
 OPTIONS FOR  
 CURBSIDE PICKUP • DELIVERY  
 DRIVE-THRU & MORE  
[OAKLAWN-IL.GOV/OPENFORBUSINESS](http://OAKLAWN-IL.GOV/OPENFORBUSINESS)



**Berwyn's TASTE OF MAIN STREET**  
 Presented by Mayor Robert J. Lovero  
 Thursday, July 28 • 5-9pm  
 \$15 TICKETS: [BERWYN.NET](http://BERWYN.NET)  
 PRESENTING SPONSOR  
 Mayor Robert J. Lovero



**EAT-IN HICKORY HILLS!**  
 OPTIONS FOR  
 CURBSIDE PICKUP  
 DELIVERY  
 DRIVE-THRU  
 & MORE  
 FOR MORE INFO: [HICKORYHILLSIL.ORG](http://HICKORYHILLSIL.ORG)



**mostly BREW CRAWL**  
**Saturday, Sept. 7, 2-7 p.m.**  
**Boughton Ridge Golf Course**  
[bolingbrookchamber.org](http://bolingbrookchamber.org)



**THE PROMENADE BOLINGBROOK**  
**Saturday, August 22**  
**Noon - 10:00 p.m.**  
**BOLINGBROOK AREA CHAMBER of COMMERCE**  
[BOLINGBROOKCHAMBER.ORG](http://BOLINGBROOKCHAMBER.ORG)  
 Food - Beer Garden - 95.9The River  
*a small scale version for 2020*



**COMMUNITY  
 DIGITAL DISPLAYS**

# COMMUNITY MESSAGING OPTIONS

**EAT IN BOLINGBROOK**

OPTIONS FOR:  
CURBSIDE PICKUPS  
DELIVERY  
DRIVE-THRU  
& MORE!





[BOLINGBROOK-EVENTS.COM/EAT-IN-BOLINGBROOK](http://BOLINGBROOK-EVENTS.COM/EAT-IN-BOLINGBROOK)

**2020 Census**  
**COUNTRY CLUB HILLS**  
**COUNTS**

Census Day: April 1, 2020

United States Census 2020  
The Census of Opportunity



**2020**   
**CENSUS**  
BolingbrookCounts!

**Pledge to Count in 2020!**

**THANK YOU!**  
**TO ALL THE ESSENTIAL**  
**WORKERS!**

HEALTH CARE • FOOD & GROCERY • PUBLIC SERVICES

**Superheroes Live Here**

Healthcare Workers  
First Responders  
Essential Workers

**Thank You & Stay Safe!**

The Hills Chamber of Commerce

 joliet region  
**CHAMBER of COMMERCE**  
& industry

**2020 EXPO & CAREER FAIR**

FOR INFO CALL: 815.727.5371

 **SILVER CROSS**  
HOSPITAL  
The way you should be treated.

**FEB. 22**  
**10AM - 9PM**

**LOUIS JOLIET MALL**



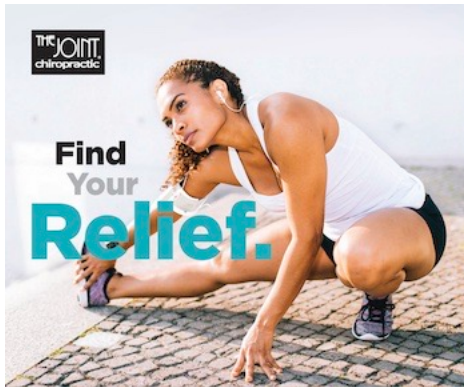
**COMMUNITY**  
**DIGITAL DISPLAYS**

# COMMUNITY MESSAGING OPTIONS



**COMMUNITY  
DIGITAL DISPLAYS**

# COMMUNITY MESSAGING OPTIONS



New  
Patient  
Special  
**\$29**

Shorewood  
(815) 230-5272  
924 Brook Forest Ave.  
Shorewood, IL 60404

thejoint.com

VILLAGE OF



**NOW HIRING  
CENSUS WORKERS**

VISIT [VIL.SHOREWOOD.IL.US](http://VIL.SHOREWOOD.IL.US)  
OR CALL: 815.741.7713

**Shorewood  
ILLINOIS**

**FANTASTIC SAM'S**  
CUT & COLOR

**Minooka      New Lenox**  
**Shorewood**

Participating salons only. Restrictions may apply. ©2021 Fantastic Sam's Franchise Corporation. Printed in the USA.

**SHOREWOOD CROSSROADS FESTIVAL**

**CARNIVAL**

**AUGUST 6-8, 2021**

LIVE ENTERTAINMENT • BEER GARDEN • CAR SHOW • FIREWORKS  
PARADE • BAGS CONTEST • LOCAL FOOD VENDORS • SO MUCH MORE!

**CENE'S FOUR SEASONS PARK**  
25520 W. SEIL RD. SHOREWOOD, IL

[crossroadsfest.com](http://crossroadsfest.com) [psacchamber.com](http://psacchamber.com)



**COMMUNITY  
DIGITAL DISPLAYS**

**slibuy.com**

**WEEKLY ONLINE  
STORE RETURNS AUCTION**

[www.sliBuy.com](http://www.sliBuy.com) • OVER 900 LOTS AVAILABLE WEEKLY!

ELECTRONICS • TOOLS • TVS • HOME IMPROVEMENT ITEMS  
SMALL APPLIANCES • OUTDOOR LIVING • FURNITURE





**(1) S/F FULL COLOR ELECTRONIC MESSAGE CENTER MONUMENT W/ REVERSE-LIT CHANNEL LETTERS**

- Watchfire 16mm EMC
- Cabinet Dimensions: 8'-0"h x 16'-0"w
- Installed to brick base with landscaping by others
- RGB capable of full color graphics
- Static messages - No animation

- **BACK-LIT Letters** Internally Illuminated with WHITE LEDs
- Backed with CLEAR Lexan
- Swoosh painted Green Vireo (MP13552) & Letters painted Puget Sound Blue (MP11584) w/ 4" Returns
- Reverse Channel Letters mounted with 1 1/2" stand-offs

**SQUARE FOOTAGE:** 128  
STONE BY OTHERS

(1) Power Needs T.B.D.  
U.L. ELECTRICAL #E154882

PHOTO RENDER IS FOR LAYOUT AND LOCATION ONLY. ARTWORK IS NOT TO SCALE.

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

**EXPRESS SIGNS**  
& LIGHTING MAINTENANCE

Item 3.

PHONE:  
815.725.9080  
FAX:  
815.725.7543  
EMAIL:  
SIGNS@EXPSSIGNS.COM  
ADDRESS:  
212 AMENDODGE  
SHOREWOOD, IL  
60404

CUSTOMER:  
BRT Outdoor  
PROJECT ADDRESS:  
Crest Hill, IL  
PROJECT:  
EMC Monument  
PROOF NO#:  
022-143  
DESIGNER:  
SS  
DATE:  
07.01.22  
SCALE:  
1/4"=1'  
REVISION:

**NOTES:**  
THIS DRAWING IS THE PROPERTY OF EXPRESS SIGNS AND IS TO ONLY BE USED IN CONNECTION WITH WORK PERFORMED BY EXPRESS SIGNS. THIS DRAWING IS NOT TO BE REPRODUCED, COPIED OR EXHIBITED IN ANY FASHION WITHOUT WRITTEN CONSENT FROM EXPRESS SIGNS. CHARGES UP TO \$2,000 WILL BE ASSESSED FOR ANY MIS-USE.

**SIGN TYPE:**  
**A1.2**

APPROVED BY:

DATE APPROVED:

© 2022 EXPRESS SIGNS



Night View

(1) Power Needs T.B.D.  
U.L. ELECTRICAL #E154882

PHOTO RENDER IS FOR LAYOUT AND LOCATION ONLY. ARTWORK IS NOT TO SCALE.

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES.  
THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

# EXPRESS SIGNS & LIGHTING MAINTENANCE

Item 3.

PHONE:  
815.725.9080  
FAX:  
815.725.7543  
EMAIL:  
SIGNS@EXPSIGNS.COM  
ADDRESS:  
212 AMENDODGE  
SHOREWOOD, IL  
60404

CUSTOMER:  
BRT Outdoor  
PROJECT ADDRESS:  
Crest Hill, IL  
PROJECT:  
EMC Monument  
PROOF NO#:  
022-143  
DESIGNER:  
SS  
DATE:  
07.01.22  
SCALE:  
1/4"=1'  
REVISION:

**NOTES:**  
THIS DRAWING IS THE  
PROPERTY OF EXPRESS  
SIGNS AND IS TO ONLY BE  
USED IN CONNECTION WITH  
WORK PERFORMED BY  
EXPRESS SIGNS. THIS  
DRAWING IS NOT TO BE  
REPRODUCED, COPIED OR  
EXHIBITED IN ANY FASHION  
WITHOUT WRITTEN CONSENT  
FROM EXPRESS SIGNS.  
CHARGES UP TO \$2,000 WILL  
BE ASSESSED  
FOR ANY MIS-USE.

**SIGN TYPE:**  
**A1.2**

APPROVED BY:

DATE APPROVED:

© 2022 EXPRESS SIGNS



**(1) S/F FULL COLOR ELECTRONIC MESSAGE CENTER MONUMENT W/ REVERSE-LIT CHANNEL LETTERS**

- Watchfire 16mm EMC
- Cabinet Dimensions: 6'-0"h x 12'-0"w
- Installed to brick base with landscaping by others
- RGB capable of full color graphics
- Static messages - No animation

- **BACK-LIT Letters** Internally Illuminated with WHITE LEDs
- Backed with CLEAR Lexan
- Swoosh painted Green Vireo (MP13552) & Letters painted Puget Sound Blue (MP11584) w/ 4" Returns
- Reverse Channel Letters mounted with 1 1/2" stand-offs

**SQUARE FOOTAGE:** 72  
STONE BY OTHERS

(1) Power Needs T.B.D.  
U.L. ELECTRICAL #E154882

PHOTO RENDER IS FOR LAYOUT AND LOCATION ONLY. ARTWORK IS NOT TO SCALE.

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES.  
THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

**EXPRESS SIGNS**  
& LIGHTING MAINTENANCE

Item 3.

PHONE:  
815.725.9080  
FAX:  
815.725.7543  
EMAIL:  
SIGNS@EXPSIGNS.COM  
ADDRESS:  
212 AMENDODGE  
SHOREWOOD, IL  
60404

CUSTOMER:  
BRT Outdoor  
PROJECT ADDRESS:  
Crest Hill, IL  
PROJECT:  
EMC Monument  
PROOF NO#:  
022-143  
DESIGNER:  
SS  
DATE:  
07.01.22  
SCALE:  
3/8"=1'  
REVISION:

**NOTES:**  
THIS DRAWING IS THE  
PROPERTY OF EXPRESS  
SIGNS AND IS TO ONLY BE  
USED IN CONNECTION WITH  
WORK PERFORMED BY  
EXPRESS SIGNS. THIS  
DRAWING IS NOT TO BE  
REPRODUCED, COPIED OR  
EXHIBITED IN ANY FASHION  
WITHOUT WRITTEN CONSENT  
FROM EXPRESS SIGNS.  
CHARGES UP TO \$2,000 WILL  
BE ASSESSED  
FOR ANY MIS-USE.

**SIGN TYPE:**  
**A1.1**

APPROVED BY:

DATE APPROVED:

© 2022 EXPRESS SIGNS



Night View

(1) Power Needs T.B.D.  
U.L. ELECTRICAL #E154882

PHOTO RENDER IS FOR LAYOUT AND LOCATION ONLY. ARTWORK IS NOT TO SCALE.

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES.  
THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

# EXPRESS SIGNS & LIGHTING MAINTENANCE

Item 3.

PHONE:  
815.725.9080  
FAX:  
815.725.7543  
EMAIL:  
SIGNS@EXPSSIGNS.COM  
ADDRESS:  
212 AMENDODGE  
SHOREWOOD, IL  
60404

CUSTOMER:  
BRT Outdoor  
PROJECT ADDRESS:  
Crest Hill, IL  
PROJECT:  
EMC Monument  
PROOF NO#:  
022-143  
DESIGNER:  
SS  
DATE:  
07.01.22  
SCALE:  
1/4"=1'  
REVISION:

**NOTES:**  
THIS DRAWING IS THE  
PROPERTY OF EXPRESS  
SIGNS AND IS TO ONLY BE  
USED IN CONNECTION WITH  
WORK PERFORMED BY  
EXPRESS SIGNS. THIS  
DRAWING IS NOT TO BE  
REPRODUCED, COPIED OR  
EXHIBITED IN ANY FASHION  
WITHOUT WRITTEN CONSENT  
FROM EXPRESS SIGNS.  
CHARGES UP TO \$2,000 WILL  
BE ASSESSED  
FOR ANY MIS-USE.

**SIGN TYPE:**  
**A1.2**

APPROVED BY:

DATE APPROVED:

© 2022 EXPRESS SIGNS



## City Council Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	July 11, 2022
<b>Submitter:</b>	Tony Budzikowski, AICP, Community & Economic Development Director
<b>Department:</b>	Community & Economic Development
<b>Agenda Item:</b>	Adult-Use Recreational Cannabis - Discussion

**Summary:** Staff was asked to revisit the topic of adult-use recreational cannabis as a permitted or special use in the City of Crest Hill ("City"). This discussion is being reconsidered because of potential sales tax revenue and also because it has become somewhat more mainstream in the last several years and warrants another look. Staff has conducted some initial due diligence on this subject matter and is providing the following information for review and reference purposes.

### Zoning

- The City adopted Ordinance No. 1645 on October 7, 2013 to permit and allow Medical Cannabis Dispensing Facilities as a special use permit in the B-3 District. Ordinance No. 1645 also included Medical Cannabis Cultivation Centers as a special use permit in the M-1 District.
- No Medical Cannabis Dispensing Facilities or Medical Cannabis Cultivation Centers have been approved, licensed or are in operation in the City at this time.
- A policy change to permit and allow an adult-use recreational cannabis dispensary will require that a text amendment be processed for a special use permit in either a commercial/business district, industrial/manufacturing district or possibly both if the City Council deems appropriate.
- Any newly adopted zoning regulations should also include distance requirements from residential homes, libraries, schools, daycares, pre-schools and other cannabis dispensaries.

### Ancillary Issues

- Initial dispensary openings in neighboring communities have generated more customer traffic due to the novelty in a new location. This depends on the business location and proximity to other dispensaries in the area.
- Off-street parking and traffic monitoring should occur at the specified location to ensure public safety. In 2020, some dispensary locations needed to provide shuttle service to off-site parking lots to accommodate customers.
- Anticipated issues such as police service calls, criminal activities or other similar complaints have not been shown to be evident in neighboring communities that have licensed dispensaries.

### Local Revenue from a Cannabis Tax

- Adult use cannabis is subject to the 6.25% State Retailer's Occupation Tax as well as local retailers' occupation taxes in the same manner as other general merchandise. Counties and municipalities may impose, by ordinance, a local retailer's occupation tax on the gross receipts from sales of adult use cannabis. The rate imposed under the Municipal Cannabis Retailers' Occupation Tax may not exceed 3%.
- In review of the FY 2022-2023 budgets for Naperville, Romeoville, Buffalo Grove, Homewood and Oakbrook Terrace, the annual revenue projected for a single adult use cannabis license in any one of these communities was not less than \$400,000. Naperville's projected annual revenue for two (2) such licenses was \$1,120,000 total.

### Licensed Dispensaries

- The Illinois Department of Financial and Professional Regulation ("IDFPR") website identifies that 111 cannabis dispensary licenses have been issued in Illinois.
- 55 of these licensed dispensaries serve medical patients.
- Local communities in close proximity to Crest Hill that have adult use cannabis licenses issued by IDFPR include Joliet (Rise), Romeoville (Verilife) and Mokena (Curaleaf).

The topic of adult use recreational cannabis dispensaries is being raised again to determine if the City Council would like to revisit its policy and consider zoning changes and licensing to permit and allow recreational cannabis dispensaries. From a monetary standpoint, the 3% local retailer's occupation tax could be a new revenue source to assist in the City's efforts in maintaining a balanced budget. In addition, information received from neighboring communities indicates that the criminal activity initially thought to be associated with cannabis dispensaries may have been exaggerated and has not become commonplace. Police Chief Clark will be available for any questions related to police service calls and associated criminal activity at the July 11<sup>th</sup> meeting.

**Recommended Council Action:** If the Mayor and City Council are amenable and concur with allowing adult use recreational cannabis, I would ask that you authorize staff to begin preparation of the necessary text amendment to permit and allow adult-use recreational cannabis for specific commercial and industrial zoning districts and subject to specific distance requirements, off-street parking and other ancillary regulations to protect the public health, safety and general well-being.

### **Financial Impact:**

**Funding Source:** N/A

**Budgeted Amount:** N/A

### **Attachments:**

- Ordinance No. 1645 Approving Medical Cannabis Dispensing Facilities and Cultivation Centers approved October 7, 2013

ORDINANCE NO. 1645**AN ORDINANCE AMENDING ORDINANCE NO. 727, AS AMENDED,  
OF THE MUNICIPAL CODE OF THE CITY OF CREST HILL, ILLINOIS  
(MEDICAL CANNABIS)**

WHEREAS, the Illinois General Assembly has passed, and the Governor has signed into law, Public Act 98-122, effective January 1, 2014 regarding medical cannabis; and

WHEREAS, the purpose of P.A. 98-122 “is to protect patients with debilitating medical conditions, as well as their physicians and providers, from arrest and prosecution, criminal and other penalties, and property forfeiture if the patients engage in the medical use of cannabis;” and

WHEREAS, P.A. 98-122 allows The Department of Financial and Professional Regulation to issue up to 60 dispensing organization registrations for operation and The Department of Agriculture to register up to 22 cultivation center registrations for operation, one per State Police District; and

WHEREAS, the City Council has deemed it to be in the best interest of the City of Crest Hill, Illinois to amend certain portions of Ordinance No. 727, as amended, in order to create a zoning classification for these facilities as none currently exist within the Zoning Ordinance; and

WHEREAS, the Crest Hill City Council has determined that permitting establishment of these facilities in conformity with this Ordinance will not interfere with the health, safety and welfare of City residents; and

WHEREAS, a public hearing was held before the Crest Hill Plan Commission on September 11, 2013 for the purpose of soliciting public comment on the Ordinance amendments, with the Findings of Fact attached hereto as “Exhibit A” and incorporated by reference herein.

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

SECTION 1: That the preamble of this ordinance is declared to be true and correct and is incorporated by reference as if fully set forth in this Section 1.

SECTION 2: That Section 2.01 of Ordinance No. 727, as amended, shall be amended to add the following definitions:

Medical Cannabis Cultivation Center: means a facility operated by an organization or business that is registered by the Department of Agriculture to perform necessary activities to provide only registered medical cannabis dispensing organizations with usable medical cannabis.

Medical Cannabis Dispensing Organization: means a facility operated by an organization or business that is registered by the Department of Financial and Professional Regulation to acquire medical cannabis from a registered cultivation center for the purpose of dispensing cannabis, paraphernalia, or related supplies and educational materials to registered qualifying patients.

SECTION 3: That Section 7.3-3 of Ordinance No. 727 shall be amended to add Medical Cannabis Dispensing Facilities as a B-3 Special Use in section 5(b) as follows:

5. HEALTH MEDICAL AND CARE FACILITIES
  - a. Hospitals.
  - b. Medical Cannabis Dispensing Organizations.

SECTION 4: That Section 9.1-3 of Ordinance No. 727 shall be amended to add Medical Cannabis Cultivation Center as an M-1 Special Use in section 2(b) as follows:

2. WHOLESALE AND WAREHOUSE USES
  - a. Storage and sale on an open lot.
  - b. Medical Cannabis Cultivation Center.

SECTION 5: That each Section and part hereof of this Ordinance is deemed to be severable and should any section or part thereof be held invalid or unconstitutional by any court of competent jurisdiction, such ruling shall not affect the validity or the constitutionality of the remaining portions of this Ordinance.

SECTION 6: All ordinances, resolutions or orders or parts thereof, which conflict with the provisions of this ordinance, are to the extent of such conflict hereby repealed.


SECTION 7: This Ordinance shall be in full force and effect immediately upon its passage, approval and publication according to law.

PASSED THIS 7<sup>TH</sup> DAY OF OCTOBER, 2013.

AYES: Duke, Vershaw, Gazal, Sklare, Oberlin, Thuringer, Convery and Inman

NAYES: None


ABSENT: None

  
Vicki Hackney, City Clerk

APPROVED THIS 7<sup>TH</sup> DAY OF OCTOBER, 2013.

  
Raymond R Soliman, Mayor

ATTEST:

  
Vicki Hackney, City Clerk

“EXHIBIT A”

BEFORE THE PLAN COMMISSION  
OF THE CITY OF CREST HILL, ILLINOIS

IN RE: )  
 )  
Medical Cannabis )  
 )  
Text Amendment to the Zoning Ordinance )

**FINDINGS AND DECISION OF THE  
PLAN COMMISSION AS TO CASE NO.  
FOR A TEXT AMENDMENT TO THE ZONING ORDINANCE**

THIS APPLICATION, coming before for a decision by the Plan Commission, and the Plan Commission having heard the evidence in support and opposition to the proposed text amendment at a regularly scheduled meeting held on September 11, 2013, being fully advised in the premises, THE COMMISSION DOES MAKE THE FOLLOWING FINDINGS:

- A. That the City of Crest Hill, through the City Council or Plan Commission, is authorized to initiate amendments to the Zoning Ordinance pursuant to section 12.8-2;
- B. That the application seeks a text amendment to the Zoning Ordinance regarding classification of medical cannabis facilities, including Medical Cannabis Cultivation Centers and Medical Cannabis Dispensing Organizations;
- C. The State of Illinois passed Public Act 98-122, effective January 1, 2014 which will permit the limited operation of Medical Cannabis Cultivation Centers and Medical Cannabis Dispensing Organizations within the state;
- D. That no classifications currently exist within the Zoning Ordinance for such facilities;
- E. That the City wishes to classify medical cannabis facilities as follows:
  - a. Medical Cannabis Cultivation Centers: M-1 Special Use
  - b. Medical Cannabis Dispensing Organization: B-3 Special Use
- F. That the application for the text amendment was properly submitted and notice of the application and the public hearing were properly made;
- G. That no interested parties filed their appearances herein;
- H. That the public hearing was called into order, the City presented its evidence and arguments in support of its application;

- I. That the rules adopted by the Plan Commission for the conduct of Public Hearings by the Plan Commission were duly followed and observed;
- J. That the Plan Commission has considered all of the criteria set forth in subsections 12.8-4(1)-(7) regarding a proposed text amendment.

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

1. That the text amendment to create zoning classifications for Medical Cannabis Cultivation Centers as an M-1 Special Use and Medical Cannabis Dispensing Organizations as a B-3 Special Use was approved and is supported by the evidence adduced;
2. It is therefore the recommendation of the City of Crest Hill Plan Commission that the application for the text amendment be granted.



Adopted by the Plan Commission of the City of Crest Hill, Illinois, this 11<sup>th</sup> day of September, 2013 upon the following voice vote:

AYES: Commissioners Butler, Stryzik, Izquierdo, Stanton and Evans.  
 NAYES: None  
 ABSENT: Commissioners Carroll and Casagrande

Approved:

  
 \_\_\_\_\_  
 Ken Carroll, Chairman

Attest:

  
 \_\_\_\_\_  
 Vicki Hackney, City Clerk 



## Agenda Memo

Crest Hill, IL

**Meeting Date:** July 11, 2022  
**Submitter:** Christine Vershay-Hall  
**Department:** Treasurer's Office  
**Agenda Item:** Discussion of Ordinance #1689

**Summary:**

Discussion on Ordinance #1689

**Recommended Council Action:**

**Financial Impact:**

**Funding Source:**

**Budgeted Amount:**

**Cost:**

**Attachments:**

# ORDINANCE NO. 1689

## AN ORDINANCE AMENDING TITLE 2 OF THE CITY OF CREST HILL CODE OF ORDINANCES REGARDING THE TREASURER'S OFFICE

WHEREAS, the present and future growth and needs of the City of Crest Hill necessitates the creation of a full-time head of the Treasurer's Office; and

WHEREAS, the City Council of the City of Crest Hill ("City Council") has accordingly determined that it is in the best interest of the City of Crest Hill to create the position of Finance Supervisor; and

WHEREAS, the City Council has also determined that the creation of the position of Finance Supervisor requires amendment to the duties of the City Treasurer.

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

SECTION 1: Preamble. The Preamble of this Ordinance is incorporated herein by reference.

SECTION 2: Sections 2.24.020, 2.24.030, 2.24.040 and 2.24.050 of the City of Crest Hill Code of Ordinances shall be deleted in their entirety.

SECTION 3: Chapter 2.26 of the Crest Hill Code of Ordinances shall be created as follows:

### CHAPTER 2.26: FINANCE SUPERVISOR

#### Section

2.26.010	Creation of Office; Appointment
2.26.020	Salary
2.26.030	Duties and Responsibilities

#### § 2.26.010 CREATION OF OFFICE; APPOINTMENT.

The office of Finance Supervisor is created. The Finance Supervisor shall serve as head of the Treasurer's Office and shall be appointed by the Mayor with the advice and consent of the City Council. The Finance Supervisor shall report to the City Administrator.

#### § 2.26.020 SALARY

The salary of the Finance Supervisor shall be fixed as by the City Council.

#### § 2.26.030 DUTIES AND RESPONSIBILITIES.

The Finance Supervisor shall have the following duties:

- A) Effectuates City financial policies and practices, and represents the City's interests by taking or recommending discretionary actions that effectively control or implement City financial policy.
- B) Supervises and directs the employees of the Treasurer's Office by consistently using independent judgment for the scheduling of employees, evaluating employee performance, correcting employee deficiencies, and effectively recommending the hiring, suspension, promotion, discharge and discipline of Treasurer's Office employees.
- C) Management and supervision of month-end processing including but not limited to: journal entries, posting revenue and manual items, reviewing accounts payable and clearing accounts, posting payroll and benefits, reconciling all cash and investment accounts, posting all interest earned, reviewing and producing all monthly financial material listed on Council agendas, accounts payable and payroll posting to general ledger.
- D) Budget preparation through EXCEL, including: revenue estimates, salary and benefit calculations for all employee groups, all year end estimates, posting final numbers to general ledger, City Council presentations at budget sessions, department submittal reviews and meetings, final document, all lines of insurance calculations, debt service reserve calculations.
- E) Audit work-paper preparation including: accounting system year end close, year-end accrual calculations and posting, confirmation letters, capital construction contracts, utility billing calculations.
- F) Payroll quarterly reporting: 941's, IMRF, Police Pension, Unemployment, State & Federal, and annual W2's.
- G) Banking duties: daily deposit review, bank reconciliations, all City banking communications, investment monitoring, wire transfers, manual checks.
- H) Attend City Council meetings and Work Sessions as required. Prepares reports for the Mayor, City Council and City Administrator as required including the following monthly reports to be submitted by the 15<sup>th</sup> of the month for the previous month:
  - 1) Statement of receipts and source thereof;
  - 2) Statement of actual expenditures by general ledger account only; that is, not to include departmental expenditures;
  - 3) Statement of cash transactions and balances in bank by fund, which statement shall include the following:
    - (a) Beginning cash balances on first of month, receipts, disbursements and end of month cash balances,
    - (b) The end of month balances should be reflected by fund and by bank account, showing the name of the bank, the account name and balance
  - 4) A complete list of obligations or accounts payable, including unpaid tax warrants, notes payable, bonds payable or any other balances or obligations payable, including due dates of each obligation


- I) Bring to the attention of the City Council, at the time a purchase is proposed, the fact that such purchase might result in over-expended appropriation. Transfers between appropriations must be approved by the City Council before such transfer is made.
- J) Supervise verification and payment of invoices, preparation of vouchers, and preparation of accounts payable ledger by vendor and by fund.
- K) Perform other duties as assigned by the City Administrator.

SECTION 4: Repealer. All ordinances or portions of ordinances previously adopted by the City Council that conflict with or are inconsistent with the provisions of this ordinance are repealed.

SECTION 5: Effective Date. This ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

PASSED THIS 18<sup>th</sup> DAY OF MAY, 2015.

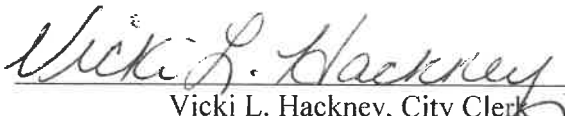
	Aye	Nay	Absent	Abstain
Alderman John Vershay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Scott Dyke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderdwoman Claudia Gazal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderdwoman Barbara Sklare	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderdwoman Tina Oberlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderdwoman Candis Thuringer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Charles Convery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Tom Inman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Ray Soliman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

  
Vicki L. Hackney, City Clerk

APPROVED THIS 18<sup>th</sup> DAY OF MAY, 2015.

  
Raymond R. Soliman, Mayor

ATTEST:

  
Vicki L. Hackney, City Clerk



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	July 11, 2021
<b>Submitter:</b>	Jim Marino, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Assistant City Administrator Position

**Summary:** Earlier this year the Human Resources Director position was eliminated to be replaced with an Assistant City Administrator position. The 2022-23 fiscal year appropriation includes the salary for this position.

The Assistant City Administrator is responsible for fulfilling several roles and undertakes a variety of management related functions. This position manages and oversees the human resource function, researches, develops, and implements human resource programs, policies, procedures, and provides support to departments on human resources issues and concerns. The Assistant City Administrator assists in researching, analyzing, developing, implementing, and coordinating various projects and programs and resolving problems across the city's organizational structure. Other functions include overseeing social media, website, and helping to implement new software, innovative technologies, and best management practices.

I have been working with GovHR to prepare the recruitment for the position. The position announcement will be posted online once this position is created.

**Recommended Council Action:** Direct staff to prepare an ordinance creating the position of Assistant City Administrator.

**Financial Impact:** The salary range is \$110,000 - \$125,000. A lesser amount was appropriated knowing that the position would not be occupied for the entire fiscal year.

**Funding Source:** General Fund

**Budgeted Amount:** \$100,000

**Cost:** TBD

**Attachments:** Job description

**Position:** Assistant City Administrator

**Department:** Administration

**Status:** Exempt

**Last Updated:** June 21, 2022

**General Purpose:**

The Assistant City Administrator is responsible for fulfilling several roles and undertakes a variety of management related functions. This position manages and oversees the human resources function for the city. The Assistance City Administrator is responsible for researching, developing, and implementing various human resources programs, policies, procedures, and provides support to departments on human resources issues and concerns. The Assistant City Administrator performs administrative duties relevant to major duty areas, may serve as Acting City Administrator in the City Administrator's absence. The Assistant City Administrator assists the City Administrator in researching, analyzing, developing, implementing, and coordinating various projects and programs and resolving problems across the city's organizational structure.

**Supervision Received:**

The Assistant City Administrator works under the immediate supervision of the City Administrator.

**Essential Duties & Responsibilities:**

**Human Resources Function:**

- Administer the City's human resources programs including policy development and implementation, recruitment and selection, compensation, employee benefits, labor relations, workers' compensation, and employee safety.
- Ensure compliance with applicable federal and state employment rules and regulations.
- Direct and oversee labor and employee relations, negotiate, and administer all union contracts, advise management on employee discipline matters and response to grievances, and work with outside legal counsel on grievance arbitration.
- Draft, review, educate staff, implement, interpret, and administer the Employee Handbook.
- Coordinate City-wide employee training and development.
- Develop, implement, and administer employee performance appraisal system and advise department heads on employee matters relating to work performance
- Prepare compensation reports and make recommendations for salary adjustments.
- Conduct policy and personnel studies as needed, and compile, analyze, and communicate information pertaining to personnel related matters and special projects.
- Develop and administer the employee wellness program.
- Serve as the staff liaison and ex-officio test administer for the Civil Service Commission.
- Direct the recruitment and selection process including posting and advertising vacancies, civil service test administration, initial screening of candidates, and oversight of the interview process; oversee applicant tracking, manage pre-employment screening process and new employee orientation.



- Administer employee benefits program including overseeing open enrollment, reporting, record keeping.
- Develop, implement, and maintain employee personnel record system.
- Investigate violations of city policies.

#### **General Administration:**

- Assist the City Administrator with overseeing daily operations in all departments.
- Provide project assistance, research, and coordination to departments.
- Complete special projects and serves as project coordinator as assigned by the City Administrator.
- Train and advise departments on operational policies and procedures.
- Assist with overseeing the information technology function and needs of the city.
- Assist with implementing new procedures, best practices, and operational efficiencies.
- Assist with implementing and training on using modern technologies and software applications.
- Oversee content management of the city's website.
- Administer the city's social media platforms and coordinate social media posts with employees and departments.
- Develop and administer the city's public relations, public education, and communication initiatives and oversee preparation of paper and electronic newsletters, and video messages.
- Assist with preparing Council meeting agendas and packets.
- Assist with preparing the annual city budget, review and approve select purchase requests.
- Perform other duties as assigned by the City Administrator.
- Serve as Acting City Administrator in the absence of the City Administrator.
- Attend City Council meetings and other meetings as required.

#### **Desired Minimum Qualifications**

##### **Education & Experience:**

- Bachelor's degree in public administration, human resources management, or a closely related field.
- Master's degree in public/business administration, human resources, or advanced degree preferred.
- Three years' experience in public administration or human resource management, or an equivalent combination of training and experience. Local government experience preferred.

##### **Knowledge, Skills, and Abilities:**

- Demonstrated ability to apply the principles and practices of managing human resources, position classification, performance evaluation, and compensation administration.
- Skilled in diplomacy with the ability to develop collaborative relationships with coworkers, elected officials, residents; ability to maintain effective working relationships with individuals at all levels of the organization.

- Knowledge of applicable laws and ordinances related to municipal government operations.
- Knowledge of the principles, practices and laws as applied to labor contract negotiations, contract administration, worker's compensation, and arbitration procedures.
- Knowledge of recruitment and hiring policies, the Fair Labor Standards Act, Family Medical Leave Act, and other employment laws.
- Knowledge of the principles of management and organizational practices.
- Ability to assemble data, prepare documentation, and present information for labor contract negotiation, and grievance proceedings.
- Ability to maintain confidentiality.
- Ability to properly maintain and organize office files and records.
- Excellent customer service skills.
- Ability to communicate using social media platforms and printed and electronic mediums.
- Skilled in the use of Microsoft Word, Excel, PowerPoint, and Outlook as well as Adobe Acrobat, and the ability to learn other software as needed.
- Demonstrated ability to communicate effectively both verbally and in writing in the English language, using complex sentences, proper punctuation, spelling, and grammar.
- Ability to apply common sense understanding to carry out detailed instructions, prioritize multiple tasks, and work independently to meet deadlines.
- Ability to multi-task and cope with numerous interruptions, remain calm in stressful situations, and make objective decisions using sound judgement.
- Ability to present for informational and instructional purposes at City Council meetings and other venues.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.
- Ability to work independently, make informed, thoughtful, and sound decisions and take appropriate independent action when necessary.
- Ability to manage and coordinate projects, resolve problems, and troubleshoot operational issues.
- Ability to utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities.
- Ability to demonstrate leadership, personal accountability, and responsibility.

### **Tools & Equipment, Physical Demands, Working Conditions**

#### **Tools and Equipment:**

The following list of tools and equipment is a representative and not necessarily all-inclusive inventory of items needed to successfully perform the essential job duties:

Telephone, facsimile, photocopier, printer, document scanner, personal computer, calculator, audio/visual equipment, video conferencing technologies, and motorized vehicles.



### **Physical Demands:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, possess average ordinary visual acuity necessary to prepare or inspect documents or operate office equipment, talk, reach with hands and arms, walk, climb, and descend stairs, bend, crouch, lift and/or move up to twenty-five pounds. Frequent and regular movements are required using wrists, hands, and fingers to feel, handle, or operate equipment, tools, or controls. Effective audio-visual discrimination and perception to quickly and accurately make observations, correctly identify red, yellow, blue, and green, distance and peripheral vision, depth perception and the ability to adjust focus is also required. Hearing must be sufficient for average or normal conversations, to understand verbal direction, and to detect abnormal equipment operation and alarms.

### **Working Conditions:**

Work activities are conducted in a climate controlled open office environment and noise levels are usually quiet. This position routinely uses standard office equipment including computers, phones, photocopiers, and filing cabinets. There are no hazardous or significantly unpleasant conditions.

The weekly work schedule is 40 hours in duration, Monday through Friday and may be extended in the event of an emergency, disaster, workload, or the need to complete time-sensitive work. Employees working in this position are required to attend evening meetings and work on some Saturdays, Sundays, and holidays.

### **Performance Measurements & Selection Guidelines**

- Regularly arrives for work on time prepared to perform the duties of the job.
- Attends Council and regional meetings as necessary.
- Practices and sets an example of ethical conduct.
- Possess a professional manner and appearance.
- Demonstrates leadership.
- Avoids politics and partisanship.
- Sets and achieves City goals and objectives.
- Adheres to City policies and procedures.
- Sets a standard of excellence in customer service and staff support.
- Consistently produces accurate work and meets deadlines.
- Uses available methods to track on-going or semi-regular tasks and project deadlines.
- Completes routine or regular tasks without being directed by others.
- Drafts thorough and complete reports and memoranda reviewing for errors in work product.
- Displays composure, friendliness, and respect in treatment of the public and coworkers.
- Ability to exercise good judgement in analyzing problems.



- Respects the confidential nature of all aspects and functions of the position.
- Adapts to changes in the work environment and manages competing demands.
- Has a thorough knowledge of the City's policies, procedures, rules, regulations, structure, and operations and uses it appropriately to resolve problems and crises.

An employee in this position is also evaluated upon the general observations of the ability to perform all the essential responsibilities and duties.

**Selection Guidelines:**

Formal application; evaluation of education and experience; oral interview, reference check, background investigation; post-offer medical physical including drug and alcohol screening; job related tests may also be required.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

---

City Administrator

---

Date