

**City of Litchfield**  
**City Council Meeting Agenda**  
**City Hall**  
**January 22, 2026**  
**6:30 p.m.**

Call Meeting to Order  
Pledge to Flag  
Roll Call  
Recognition of Visitors and Special Guests  
City Report  
Public Participation  
Appointments:

**Other Business:**

1. A motion to accept the regular meeting minutes from the January 6, 2026 meeting.
2. A motion to approve the expenditure report and payroll report for the current period.

**Old Business:**

**New Business:**

1. Discussion - Project and Grant update with Milano & Grunloh Engineering.
2. Lake - Robbin Huffman - A motion to approve a resolution setting hourly wages for seasonal staff at Lake Lou Yaeger Recreational Area.
3. Lake - Robbin Huffman - A motion to approve an ordinance setting the 2026 Lake Lou Yaeger Recreational Area fees.
4. Lake - Robbin Huffman - A motion to approve the 2026 Lease Agreements and Rules and Regulations for both the Lake Front Seasonal Camping and the Bi-Centennial Campground Seasonal Camping.
5. Lake - Robbin Huffman - A motion to approve the purchase of a self-serve ice and water vending machine from Everest Ice and Water Systems for an amount not to exceed \$41,125.00.
6. Lake - Robbin Huffman - A motion to approve a Kayak Self-Serve Kiosk Station to be purchased from Outdoor Vending Solutions for an amount not to exceed \$13,268.00.
7. Police - Bert Holloway - A motion to approve a resolution approving a Memorandum of Understanding for the School Resource Officer with the Board of Education of the Litchfield Community Unit School District #12.

8. Administration - Josh Hughes - A motion to approve an ordinance declaring real property of the City of Litchfield surplus and authorizing its sale, specifically part of PIN#15-09-128-008 and part of PIN#15-09-128-005.
9. Administration - Josh Hughes - A motion to accept a proposal from Mike Klaves for landscaping services for an amount not to exceed \$31,450.
10. Building & Zoning - Sara Zumwalt - A motion to approve resolutions approving and authorizing demolition agreements for structures on 1522 North Jackson, 1224 South Franklin, and 404 North Walnut.

### Executive Session

A Motion to Enter into Executive Session, as allowed under the Illinois Open Meetings Act, as found in Chapter 5 of the Illinois Compiled Statutes, Section 120, to address these certain and restricted items:

1. "Discussion of minutes of meeting lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06." (5ILCS 120/2(2)(C)(21))
2. "The setting of a price for sale or lease of property owned by the public body." (5ILCS 120/2(2)(6))
3. "The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body..." (5ILCS 120/2(2)(C)(1))

### **New Business**

1. A motion to approve the Executive Session minutes from January 6, 2026.

### **Adjournment**

**CITY OF LITCHFIELD**  
**JANUARY 22, 2026**

**22378 - EDP/TARP (Skyview Drive)**

The current project costs are:

EDP Eligible Costs	\$1,378,000.00
TARP Eligible Costs	\$90,800.00
Local Match	<u>\$1,286,560.00</u>
<b>Total Project Cost</b>	<b>\$2,755,360.00</b>

(See Attachment 1) Plans are complete and the project bid out. The lowest was Baxmeyer Construction at \$1,936,997.77. The TARP application was applied for on November 12, 2024 and funded. The city received \$90,800 in TARP funding. **a preconstruction meeting shall be held this Spring, 1 month prior to construction beginning.**

1. All work is planned to be on existing right-of-way.
2. The SWPPP will be done after contract award.
3. The bid date was September 9<sup>th</sup> at 10:00 a.m.

The contact on the application is Breann Vazquez ([cityadmin@cityoflitchfieldil.com](mailto:cityadmin@cityoflitchfieldil.com)) and Mayor Jacob Fleming. ([jfleming@cityoflitchfieldil.com](mailto:jfleming@cityoflitchfieldil.com))

**23280 - SRTS**

The grant provides assistance to improve walking and bicycling facilities to schools (within 2 miles of the school). The 2023 Safe Routes to School application period was August 1, 2023, through September 28, 2023. Grant Maximum is \$250,000 with no local match required. This application has been funded at \$250,000.00. (See Attachments 2 & 3) A request for a coordination meeting was sent June 26<sup>th</sup> and was held on September 26<sup>th</sup>. The field survey is complete, and plans are complete. **There is a State letting date of April 24, 2026.** M&G has finalized Phase I Engineering.

1. All work is planned to be on existing right-of-way.
2. The SWPPP will be done after contract award.
3. The estimated bid date will be March 6, 2026.

The contact on the application is Breann Vazquez ([cityadmin@cityoflitchfieldil.com](mailto:cityadmin@cityoflitchfieldil.com)) and Mayor Jacob Fleming. ([jfleming@cityoflitchfieldil.com](mailto:jfleming@cityoflitchfieldil.com))

**23296 - OSLAD Grant Application**

Milano & Grunloh Engineers worked closely with the city on the OSLAD grant application and was able to successfully submit by the deadline. The grant was funded. (See Attachment 4 & 5) The grant agreement has been executed. Site survey is complete, and **plans are complete. The final set was sent to the city. We plan to advertise the project with a bid opening in March.**

1. All work is planned to be on city property.
2. The SWPPP will be done after contract award.
3. The estimated bid opening will be the 1<sup>st</sup> Quarter of 2026.
4. The grant end date is July 31, 2026

The contact on the application is Breann Vazquez ([cityadmin@cityoflitchfieldil.com](mailto:cityadmin@cityoflitchfieldil.com)) and Mayor Jacob Fleming. ([jfleming@cityoflitchfieldil.com](mailto:jfleming@cityoflitchfieldil.com))

### **319 EPA Grant Application**

The Notice of Funding Opportunity was released. The maximum award is 60% of the total project cost. These grants were due May 15, 2025.

### **23368 - DCEO CDBG Public Infrastructure Grants**

The maximum grant amount is \$1.5 million with no leverage required, BUT the applicant must pay all related costs (engineering, legal, etc.). The grant was submitted to DCEO on January 18<sup>th</sup>.

The project map and estimates are attached. The total estimated construction cost is \$1,800,000.00. The City will contribute \$300,000 from their Waterworks fund. Grants were announced and the city was awarded \$1,499,999.00. M&G submitted the Environmental Report and Special Grant Conditions as stated in the NOSAF (Notice of State Award). *See Attachment 8 & 9*

1. All work is planned to be on existing right-of-way.
2. The SWPPP will be done after contract award. The IEPA permit has been received.

Bids were opened on October 28<sup>th</sup>, the lowest responsible bidder was Haier Plumbing and Heating, inc. with a bid of \$1,763,517.00. *The contractor is submitting required paperwork. Tentatively, we will plan to have a pre-construction meeting in March and the contractor begin construction in April.*

The contact on the application is Breann Vazquez ([cityadmin@cityoflitchfieldil.com](mailto:cityadmin@cityoflitchfieldil.com)) and Mayor Jacob Fleming. ([jfleming@cityoflitchfieldil.com](mailto:jfleming@cityoflitchfieldil.com))

### **23364 - BRIC Grant (Building Resilient Infrastructure and Communities)**

The B.R.I.C. grant is administered through FEMA.gov. The city completed a project scoping sub application for the separation of storm sewer and sanitary sewer throughout the city to reduce the risk of sewer backups and to protect the residents. The project will be split into four phases based on different quadrants in the city. The first phase will be in the Northeast quarter of the city. The application was for \$250,000.00. Revisions have been requested and submitted. Most recently in October, the city followed up with IEMA after the flooding. The BRIC grant was unsuccessful due to applying for both the planning and phase I in the same application. Note that the City has submitted an intent to apply for the other program using FEMA engineers.

### **23423 - Downtown (RDMS) Grant**

We checked on a grant modification, which was not available. We have submitted the plans to IHPA. The city has decided on Option 3 for the HVAC system. The plans include plumbing, lighting, and tuckpointing at 400 North State Street. 409 N State Street will be done separately. The city will evaluate options on the pergola and send sketches for paving, drainage, landscaping, etc. We worked with Amy Green on the modification. The project had a bid opening date of April 9<sup>th</sup>, which was over budget. The grant deadline is June 30, 2025, but was extended to the end of 2026, no leverage is required. The second bid opening was held on June 26<sup>th</sup> at 1:00pm at the City Hall. There is an 11% MBE/WBE requirement which can be satisfied by one subcontractor. *(See Attachment 10 & 11)* Neuhaus has completed the MBE/WBE requirements. This has been approved by DCEO.

The contact on the application is Breann Vazquez ([cityadmin@cityoflitchfieldil.com](mailto:cityadmin@cityoflitchfieldil.com)) and Mayor Jacob Fleming. ([jfleming@cityoflitchfieldil.com](mailto:jfleming@cityoflitchfieldil.com))

### **24364 - Unsewered Communities IEPA Grant**

The City has decided to apply for the Unsewered Planning Grant for \$30,000.00 for the Horseshoe Lane area. The application was submitted via Amplifund on February 24<sup>th</sup> and was funded. The planning is in process. (Attachment 12 & 13)

### **IEPA – Public Water Supply – Energy Efficiency**

These grants are available for upgrading city parcels such as water plants, sewer plants, etc. Typically, an energy efficiency assessment must be done. The items need to be listed in the assessment.

### **24217 BG 5 - RDMS Grant**

The RDMS application was submitted on July 22<sup>nd</sup> and not funded. The state received over 100 applications and only funded approximately 1 out of 5. We will keep an eye out for another NOFO.

### **24217 BG 3 - Sallee Street**

The contract is signed for engineering. The topographic survey is complete. M&G is working on the right-of-way and design.

1. Work is planned to be on existing right-of-way and proposed easements.
2. The SWPPP will be done after the contract award.
3. The estimated bid date will be the 3<sup>rd</sup> Quarter of 2026, depending on IDOT Environmental approval.
4. Easements were sent to the City for execution.

### **24217 BG 4 - Energy Transition Community Grant Program**

The city applied for a Phase I Energy Transitions grant on March 14<sup>th</sup>. Award notifications were sent on May 23<sup>rd</sup>, the city is eligible for \$96,426 in grant funding. Phase II applications were due on July 30<sup>th</sup>. This application was submitted on July 18<sup>th</sup>. The City's application was successful. The grant agreement has been received. These funds will be drawn down as payment is made for design on the DCEO grant. The City has currently paid \$87,096 in Design Engineering fees. \$29,032 was requested for payment on quarterly reports April 30<sup>th</sup>. **The remaining balance will be requested in the next reporting which is due January 30<sup>th</sup>.**

### **25217 BG 4 – Phase III Energy Transition Community Grant Program**

The city applied for round 3, Phase I Energy Transitions grant in June. Award notifications were sent in October, the city is eligible for \$73,527.70 in grant funding.

**The city applied for the Phase II application and was submitted prior to December 19<sup>th</sup>. Grant announcements are planned for Spring of 2026.**

## **25266 – DCEO Watermain Replacement**

DCEO recently went over a few items that will be in effect for public infrastructure grant applications this fall:

- All applicants must complete and submit their audits/CYEFER on their GATA Grantee Portal and IL Comptroller's Website within 6 months of the Grantee's fiscal year-end. If this deadline is not met when grant applications are submitted, it will be an automatic Do Not Fund. (They have not announced when applications will be due.) Please reach out to your auditors and let them know in advance they will need to comply with these requirements. FYI the audit extensions from the state are not valid for your CDBG grant because this is federal money.
- Another reminder during your grant period, you will need to keep your SAM registration up to date and all Internal Control Questionnaire's completed and submitted in your GATA Portal.
- All applicants will be required to attend a Grant Workshop. Good news - This will be available via WebEx and the option will be given to attend a day session or evening session.

The following items are key components to a DCEO Grant:

- Low to Moderate Income – Each application must include documentation that the proposed project will benefit at least 51% low-to-moderate income (LMI) persons. According to HUD's LMISD web-based application, the City of Litchfield has 2 block groups (see attached map) that are 51% LMI. If the project is in that area, the City does not have to conduct income surveys. There are also 2 block groups that qualify but will require the City to complete income surveys (see attached map). Please mark on the attached map where you would like the project to take place.
- Documentation of Threat to Health and Safety – Milano & Grunloh will take care of this but will need assistance from the City. For example, complaint letters from residents, photos of overflowing manholes, etc. in the project area.
- Required Documents – Active SAM Registration, Current GATA Portal, IRS 147C Letter, Fair Housing Ordinance. We will need a copy of these items to include in the grant application. If you don't have a current IRS 147C Letter verifying your FEIN, please call the IRS Business line, 1-800-829-0115, to request a "Letter 147C".

The City will need a project area if they would like to proceed.

<b>Illinois Department of Transportation</b>  <b>ESTIMATE OF COST</b>	Route: Skyview Drive
	County: Montgomery County
	Local Agency: City of Litchfield
	Section:

Item No.	Items	Unit	EDP FUNDED 50%			EDP FUNDED 100%		
			Quantity	Unit Price	Total	Quantity	Unit Price	Total
20200100	EARTH EXCAVATION	CU YD	1,500	\$ 50.00	\$ 75,000.00		\$ 50.00	\$ -
20800150	TRENCH BACKFILL	CU YD	180	\$ 65.00	\$ 11,700.00		\$ 65.00	\$ -
28000250	TEMPORARY EROSION CONTROL SEEDING	POUND	350	\$ 11.00	\$ 3,850.00		\$ 11.00	\$ -
28000400	PERIMETER EROSION BARRIER	FOOT	6,300	\$ 6.00	\$ 37,800.00		\$ 6.00	\$ -
28000500	INLET AND PIPE PROTECTION	EACH	4	\$ 150.00	\$ 600.00		\$ 150.00	\$ -
28001000	AGGREGATE (EROSION CONTROL)	TON	120	\$ 100.00	\$ 12,000.00		\$ 100.00	\$ -
35100100	AGGREGATE BASE COURSE, TYPE A	TON	190	\$ 50.00	\$ 9,500.00		\$ 50.00	\$ -
35200420	PROCESSING SOIL-CEMENT BASE COURSE 12"	SQ YD	9,980	\$ 5.00	\$ 49,900.00		\$ 5.00	\$ -
35200500	CEMENT	100 WT	8,624	\$ 15.00	\$ 129,360.00		\$ 15.00	\$ -
40201000	AGGREGATE FOR TEMPORARY ACCESS	TON	200	\$ 50.00	\$ 10,000.00		\$ 50.00	\$ -
40600985	PORTLAND CEMENT CONCRETE SURFACE REMOVAL - BUTT JOINT	SQ YD	500	\$ 20.00	\$ 10,000.00		\$ 20.00	\$ -
42000300	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT 8"	SQ YD	900	\$ 100.00	\$ 90,000.00		\$ 100.00	\$ -
42000401	PORTLAND CEMENT CONCRETE PAVEMENT 8" JOINTED	SQ YD	9,980	\$ 110.00	\$ 1,097,800.00		\$ 110.00	\$ -
44000100	PAVEMENT REMOVAL	SQ YD	10,083	\$ 10.00	\$ 100,830.00		\$ 10.00	\$ -
50105220	CULVERT REMOVAL	FOOT	500	\$ 20.00	\$ 10,000.00		\$ 20.00	\$ -
542A0220	PIPE CULVERTS, CLASS A, TYPE 1 15"	FOOT	1,208	\$ 90.00	\$ 108,720.00		\$ 90.00	\$ -
5421C012	PIPE CULVERTS, CLASS C, TYPE 1 12" (TEMPORARY)	FOOT	500	\$ 80.00	\$ 40,000.00		\$ 80.00	\$ -
60605000	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.24	FOOT	6,540	\$ 75.00	\$ 490,500.00		\$ 75.00	\$ -
67100100	MOBILIZATION	L SUM	1.00	\$ 50,000.00	\$ 50,000.00		\$ 50,000.00	\$ -
72400500	RELOCATE SIGN PANEL ASSEMBLY - TYPE A	EACH	4.00	\$ 300.00	\$ 1,200.00		\$ 300.00	\$ -
	MODIFIED URETHANE PAVEMENT MARKING	L SUM	1.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	\$ -
X2500900	SEEDING, CLASS 1 (SPECIAL)	ACRE	2.00	\$ 10,000.00	\$ 20,000.00		\$ 10,000.00	\$ -
X7010234	TRAFFIC CONTROL & PROTECTION (SPECIAL)	L SUM	1.00	\$ 50,000.00	\$ 50,000.00		\$ 50,000.00	\$ -
<b>TOTAL ESTIMATED CONSTRUCTION COST</b>					<b>\$ 2,413,760.00</b>			<b>\$ -</b>
					<b>DESIGN ENGINEERING</b>	<b>\$ 179,800.00</b>		<b>\$ -</b>
					<b>CONSTRUCTION ENGINEERING</b>	<b>\$ 161,800.00</b>		<b>\$ 179,800.00</b>
<b>TOTAL ESTIMATED ENGINEERING COST</b>					<b>\$ 341,600.00</b>			<b>\$ -</b>
<b>TOTAL ESTIMATED PROJECT COST</b>					<b>\$ 2,755,360.00</b>			<b>\$ -</b>
					<b>EDP Calculations</b>	<b>3 New F/T Jobs @ \$30,000</b>	<b>\$ 90,000.00</b>	<b>EDP \$ 1,378,000.00</b>
						<b>138 Retained F/T Jobs @\$10,000</b>	<b>\$ 1,380,000.00</b>	<b>TARP \$ 90,800.00</b>
						<b>Total TARP</b>	<b>\$ 1,470,000.00</b>	<b>LOCAL \$ 1,286,560.00</b>
					<b>Calculations</b>	<b>2 intersections * \$22,000 =</b>	<b>\$ 44,000.00</b>	
						<b>1.04 miles * \$45,000 =</b>	<b>\$ 46,800.00</b>	
						<b>Total TARP</b>	<b>\$ 90,800.00</b>	

Made by MJH 11/5/2024  
 Checked by LRB  
 S:\22378\DOCUMENTS\XLS\COST ESTIMATE.XLS



Project Litchfield Pedestrian Facilities Improvements - PHASE 1  
 Route Tyler Ave. & State St. **Estimate of Cost**  
 Section \_\_\_\_\_  
 County Montgomery

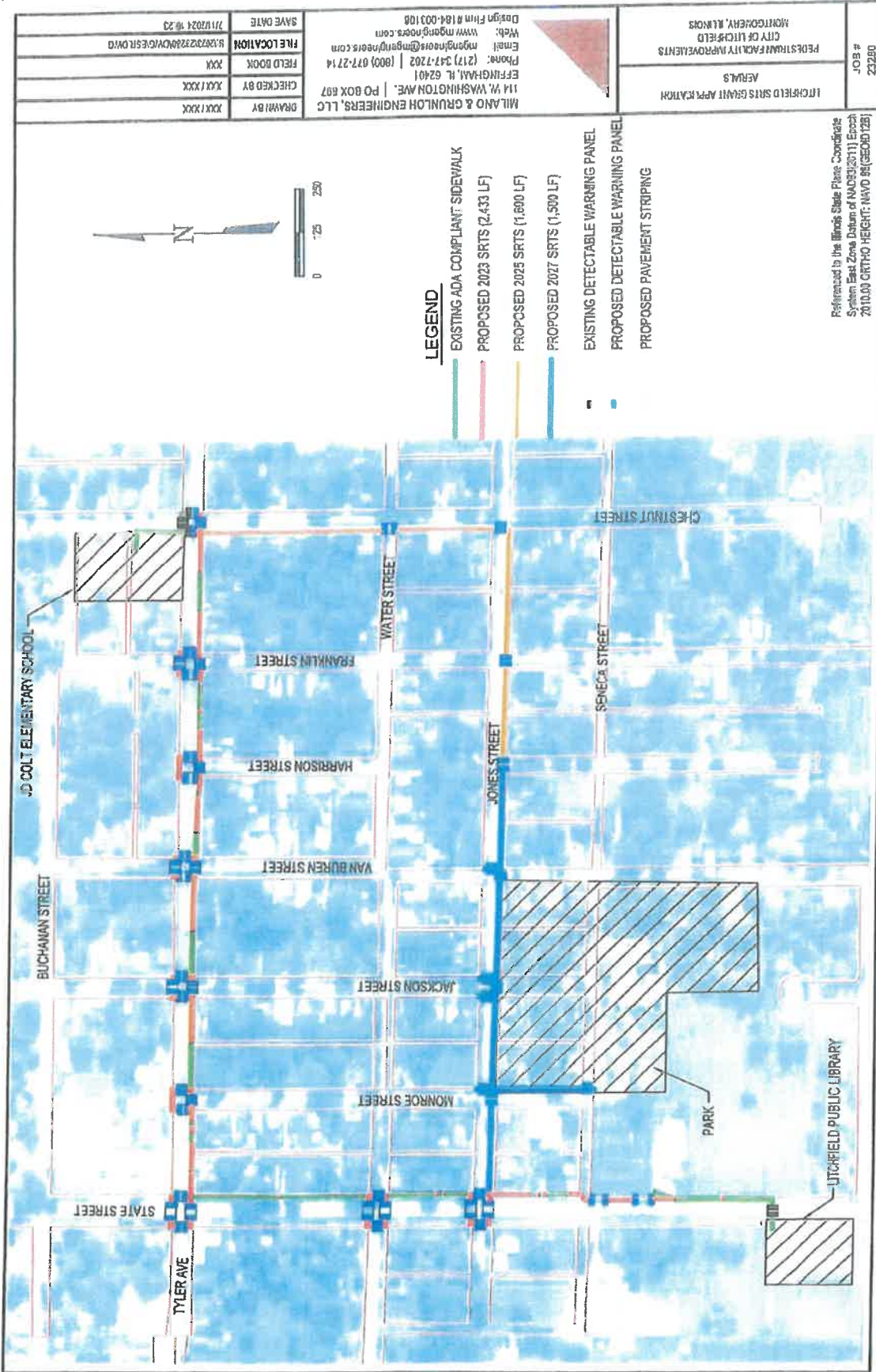
Location of Improvement From the Intersection of Tyler Ave. and Chestnut Street, thence westerly to State St., thence southerly to the Litchfield Community Center (located between Jones St. and Fairgrounds Ave.)

PL  
 For a total distance of 4,200 LF (0.80 mi) Net improvement of 2,433 LF (0.46 mi)  
 Type RECONSTRUCTION Width 5 Thickness 4-6"  
 Shoulders \_\_\_\_\_ Average Haul N/A Maximum Grade 5.00%

Code Number	Item	Unit of Measure	Quantity	Unit Price	Total Cost
20200100	EARTH EXCAVATION	CU YD	200	\$40.00	\$8,000.00
26000100	SEEDING, CLASS 1 (SPECIAL)	ACRE	0.5	\$6,000.00	\$3,000.00
42300200	PCC DRIVEWAY PAVT 6	SQ YD	50	\$110.00	\$5,500.00
42400100	PC CONC SIDEWALK 4	SQ FT	9915	\$12.00	\$118,980.00
42400300	PC CONC SIDEWALK 6	SQ FT	2250	\$15.00	\$33,750.00
42400800	DETECTABLE WARNINGS	SQ FT	480	\$50.00	\$24,000.00
44000200	DRIVEWAY PAVEMENT REMOVAL	SQ YD	50	\$15.00	\$750.00
44000600	SIDEWALK REMOVAL	SQ FT	9000	\$4.00	\$36,000.00
642A0217	PIPE CULVERTS, CLASS A, TYPE 1 12"	FOOT	20	\$80.00	\$1,600.00
67100100	MOBILIZATION	L SUM	1	\$5,000.00	\$5,000.00
72000100	SIGN PANEL - TYPE 1	SQ FT	180	\$40.00	\$7,200.00
72800100	TELESCOPING STEEL SIGN SUPPORT	FOOT	540	\$30.00	\$16,200.00
78001170	PAINT PAVEMENT MARKING - LINE 18"	FOOT	1800	\$10.00	\$18,000.00
	UTILITY ADJUSTMENTS	L SUM	1	\$5,000.00	\$5,000.00
X7010216	TRAF CONT & PROT SPL	L SUM	1	\$5,000.00	\$5,000.00
	SIGN RELOCATION	EACH	10	\$200.00	\$2,000.00
	<b>CONSTRUCTION COST</b>				<b>\$289,980.00</b>
	CONSTRUCTION ENGINEERING (9%)				\$26,098.00
	DESIGN ENGINEERING (12%)				\$34,797.00
	<b>ENGINEERING COST</b>				<b>\$60,895.00</b>
<b>TOTAL ESTIMATED COST OF WORK INCLUDING ALL LABOR, MATERIALS AND PROFITS.</b>					<b>\$350,875.00</b>

Made by MJH Date 7/12/2023 Examined \_\_\_\_\_  
 Checked by LRB Date 7/12/2023 \_\_\_\_\_ Regional Engineer

ATTACHMENT 3



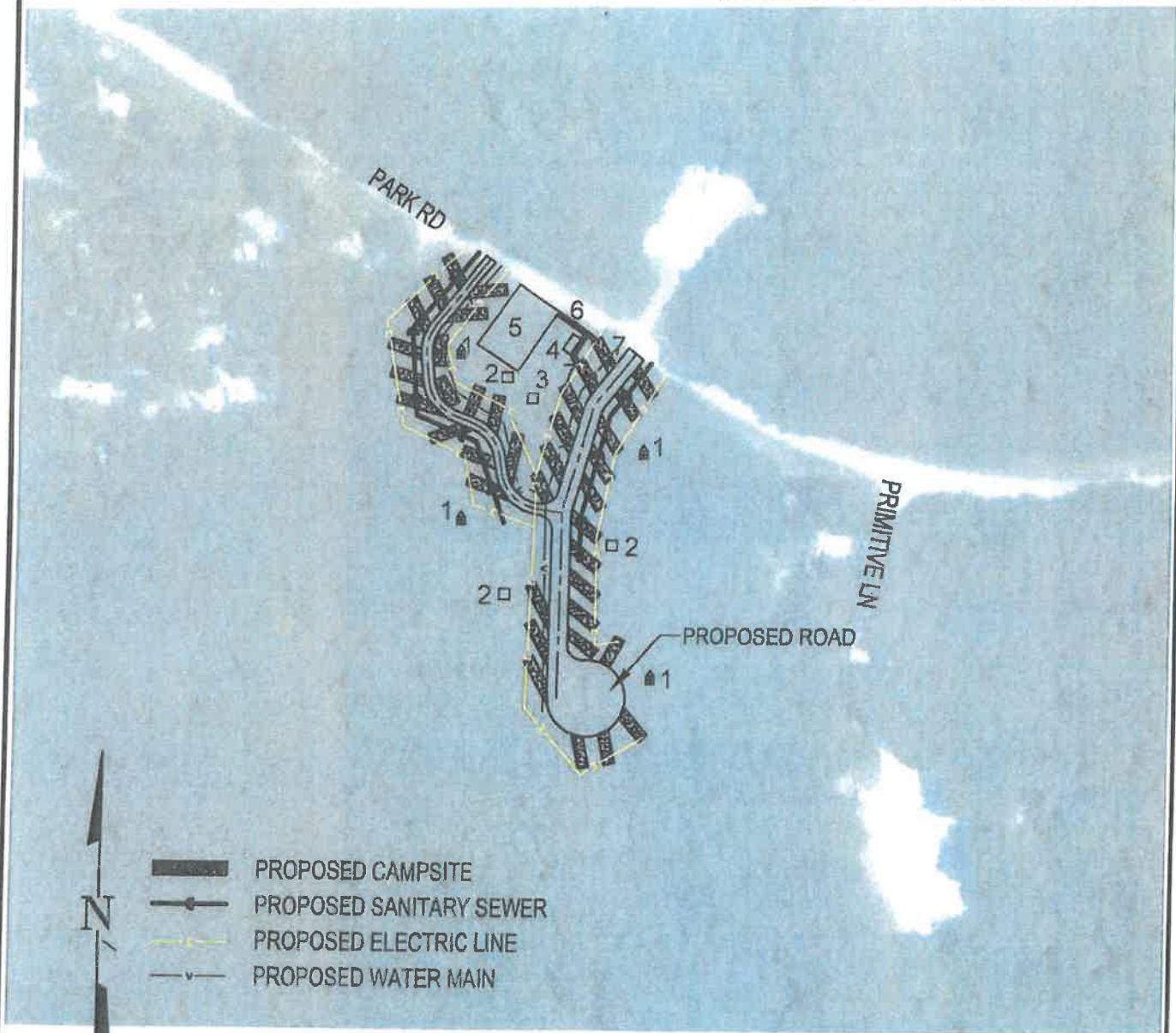
OSLAD Grant Program  
Development Cost Estimate Data

ATTACHMENT 4

1. Applicant (Sponsor) Legal Name: \_\_\_\_\_ City of Litchfield
2. Project Title: \_\_\_\_\_ City of Litchfield Campground Extension
3. Acquisition \_\_\_\_\_ Development \_\_\_\_\_  
 Note: Acquisitions Projects - complete items #4 and #6 below as they pertain to future development.

ITEM	UNIT	UNIT PRICE	QUANTITY	TOTAL
ADA Playground Equipment	L SUM	\$100,000	1	\$99,700
Waterline Extension	LF	\$15.00	900	\$13,500
Sanitary Sewer Extension	LF	\$60.00	710	\$42,600
Electrical Extension	L SUM	\$50,000	1	\$50,000
Martin Bird House	EA	\$200	4	\$800
Grill	EA	\$300	3	\$900
Dog Water Fountain	EA	\$1,000	1	\$1,000
Aggregate Base Course	TON	\$60.00	1326	\$79,560
Playground Surface	L SUM	\$26,040	1	\$26,040
Shower House	L SUM	\$200,000	1	\$200,000
Total Construction Cost				\$514,100
CPA Report Cost	L SUM	\$5,000	1	\$5,000
Potential Archaeological Survey*	L SUM	\$2,500	1	\$2,500
A/E Design Fees (<15.25% of construction cost)				\$78,400
<b>TOTAL ESTIMATED COST:</b>				<b>\$600,000</b>

Attachment A-3 Site Development Plan  
 City of Litchfield  
 Campground Expansion

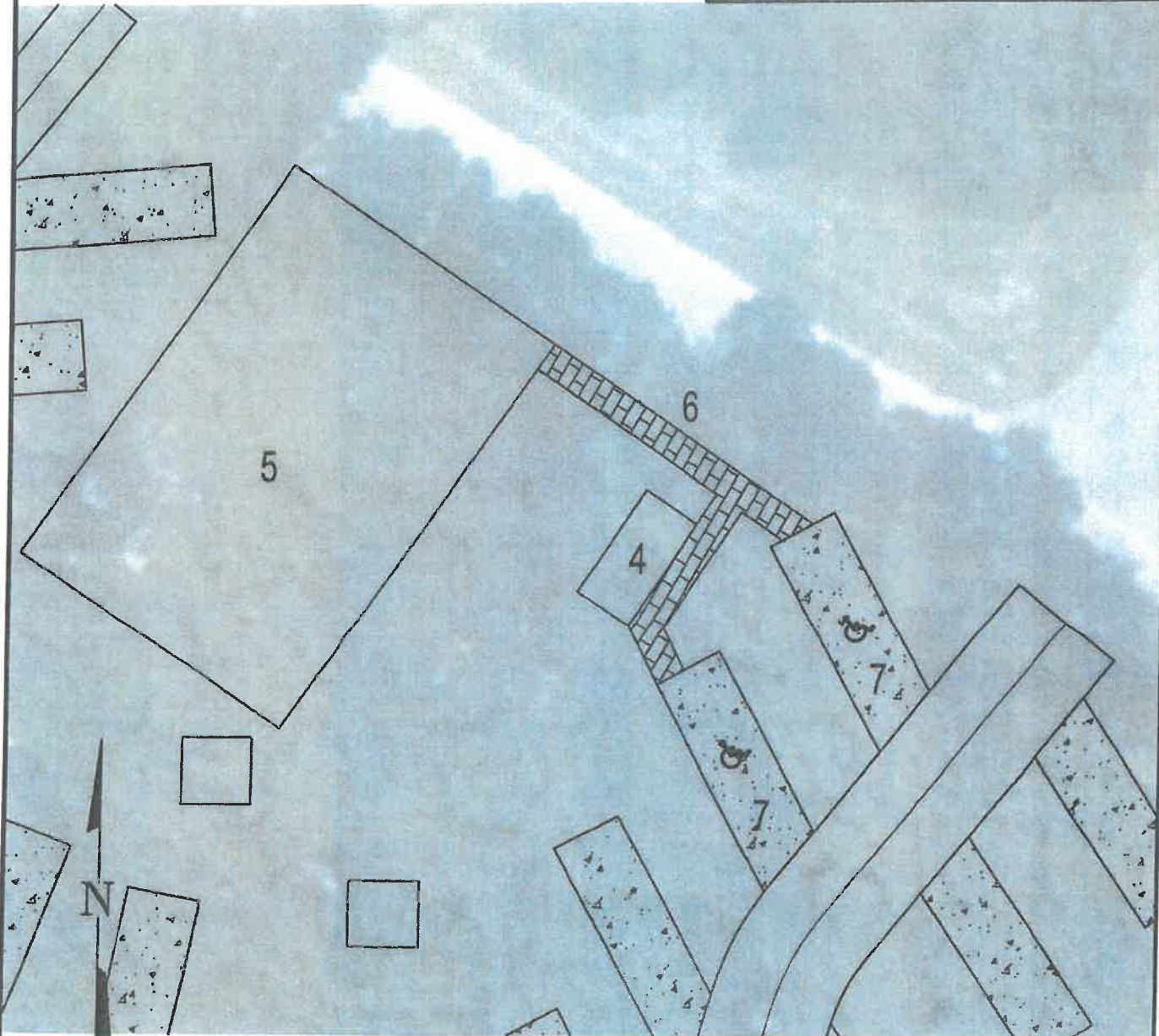


- |                                |                           |
|--------------------------------|---------------------------|
| 1. PROPOSED MARTIN BIRD HOUSE  | 5. PROPOSED PLAYGROUND    |
| 2. PROPOSED GRILL              | 6. PROPOSED ADA SIDEWALK  |
| 3. PROPOSED DOG WATER FOUNTAIN | 7. CONCRETE ADA CAMPSITES |
| 4. PROPOSED SHOWER HOUSE       |                           |

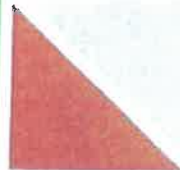
**MILANO & GRUNLOH ENGINEERS, LLC**  
 114 W. WASHINGTON AVE. | PO BOX 897  
 EFFINGHAM, IL 62401  
 Phone: (217) 347-7262 | (800) 677-2714  
 Email: [mgengineers@mgengineers.com](mailto:mgengineers@mgengineers.com)  
 Web: [www.mgengineers.com](http://www.mgengineers.com)  
 Design Firm #184-003108

CAMPGROUND EXPANSION  
 EXHIBIT  
 CITY OF LITCHFIELD  
 MONTGOMERY COUNTY  
 ILLINOIS

Attachment A-3 Site Development Plan  
City of Litchfield  
Campground Expansion



- 4. PROPOSED SHOWER HOUSE
- 5. PROPOSED PLAYGROUND
- 6. PROPOSED ADA SIDEWALK
- 7. CONCRETE ADA CAMPSITES



**MILANO & GRUNLOH ENGINEERS, LLC**  
 114 W. WASHINGTON AVE. | PO BOX 897  
 EFFINGHAM, IL 62401  
 Phone: (217) 347-7262 | (800) 677-2714  
 Email: [mgeengineers@mgeengineers.com](mailto:mgeengineers@mgeengineers.com)  
 Web: [www.mgeengineers.com](http://www.mgeengineers.com)  
 Design Firm #184-003108

CAMPGROUND EXPANSION  
 EXHIBIT  
 CITY OF LITCHFIELD  
 MONTGOMERY COUNTY  
 ILLINOIS



114 W. WASHINGTON AVE.  
EFFINGHAM, IL 62401

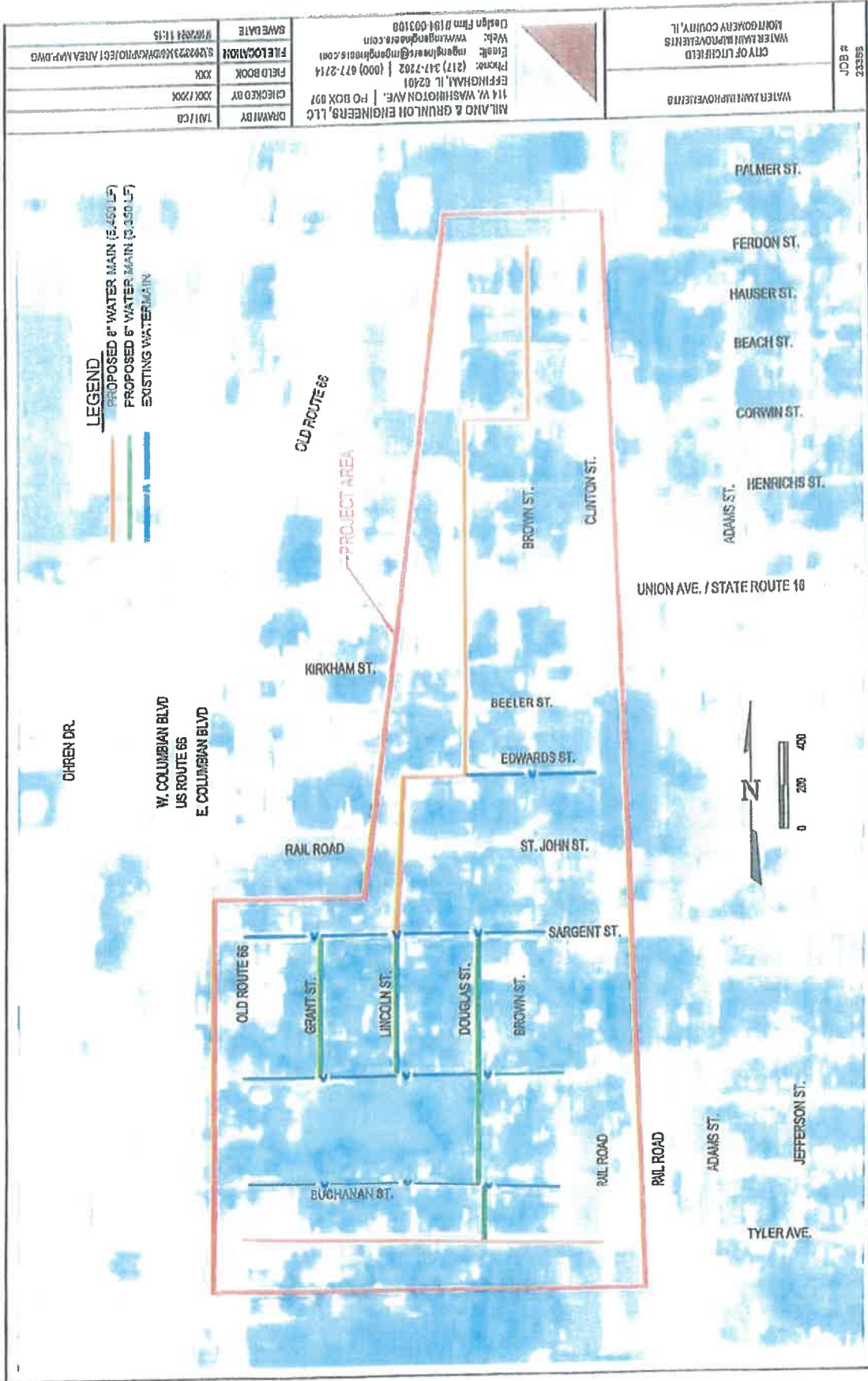
P: (217) 347-7262  
E: mgengineers@mgengineers.com

**CITY OF LITCHFIELD  
WATER MAIN REPLACEMENT  
OCT. 9, 2023**

ITEM #	ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	8" C900 PVC WATER MAIN, CLASS 165, DR 25	4,635	LF	\$ 90.00	\$ 417,150.00
2	6" C900 PVC WATER MAIN, CLASS 165, DR 25	2,385	LF	\$ 50.00	\$ 119,250.00
3	FIRE HYDRANT ASSEMBLY	12	EA	\$ 8,500.00	\$ 102,000.00
4	14" GATE VALVE w/ VALVE BOX	4	EA	\$ 18,000.00	\$ 72,000.00
5	8" GATE VALVE w/ VALVE BOX	13	EA	\$ 6,000.00	\$ 78,000.00
6	6" GATE VALVE w/ VALVE BOX	23	EA	\$ 4,000.00	\$ 92,000.00
7	DIRECTIONAL BORE 14" STEEL CASING w/ 8" CERTALOK PVC, CLASS 235, DR 18	160	LF	\$ 240.00	\$ 38,400.00
8	DIRECTIONAL BORE 12" STEEL CASING w/ 6" CERTALOK PVC, CLASS 235, DR 18	60	LF	\$ 170.00	\$ 10,200.00
9	8" DIRECTIONAL BORE, CLASS 165, DR 25	415	LF	\$ 115.00	\$ 47,725.00
10	8" DIRECTIONAL CERTALOK BORE, CLASS 235, DR 18	330	LF	\$ 115.00	\$ 37,950.00
11	6" DIRECTIONAL BORE, CLASS 165, DR 25	225	LF	\$ 75.00	\$ 16,875.00
12	6" DIRECTIONAL CERTALOK BORE, CLASS 235, DR 18	170	LF	\$ 75.00	\$ 12,750.00
13	REPLACE EXISTING METER	107	EA	\$ 2,391.04	\$ 255,841.28
14	SERVICE LINE	2,249	LF	\$ 18.00	\$ 40,482.00
15	SERVICE BORE	1,636	LF	\$ 18.00	\$ 29,448.00
16	REMOVE EXISTING FIRE HYDRANT	12	EA	\$ 475.00	\$ 5,700.00
17	REMOVE EXISTING VALVE BOX	29	EA	\$ 475.00	\$ 13,775.00
18	CONNECT TO EXISTING WATERMAIN	25	EA	\$ 14,000.00	\$ 350,000.00
19	14" STEEL CASING	90	LF	\$ 90.00	\$ 8,100.00
20	TRENCH BACKFILL	166	CY	\$ 45.00	\$ 7,470.00
21	AGGREGATE BASE COURSE	124	TONS	\$ 45.00	\$ 5,580.00
22	SIDEWALK REMOVAL & REPLACEMENT	50	SF	\$ 28.00	\$ 1,400.00
23	TEMPORARY SEEDING	1	AC	\$ 1,863.22	\$ 1,863.22
24	SEEDING	2	AC	\$ 3,800.00	\$ 7,600.00
25	MULCHING	2	AC	\$ 3,800.00	\$ 7,600.00
26	STRAW BALES	50	EA	\$ 45.00	\$ 2,250.00
27	AGGREGATE DITCH CHECKS	2	TONS	\$ 95.00	\$ 190.00
28	SILT FENCE	200	LF	\$ 10.00	\$ 2,000.00
29	PIPE PROTECTION	10	EA	\$ 190.00	\$ 1,900.00
30	CULVERT REPLACEMENT	100	EA	\$ 145.00	\$ 14,500.00
	<b>TOTAL ESTIMATE OF COST</b>				\$ 1,799,999.50

DCEO Funding	\$ 1,499,999.00
City of Litchfield Water Works Fund	\$ 300,000.50

Lee R. Beckman, P.E., P.L.S.



CITY OF LITCHFIELD		NAME &		NEUHAUS HEATING & AC, INC.		BRUCE UNTERBRINK CONSTRUCTION	
CARNEGIE BUILDING RENOVATIONS		ADDRESS		10235 S OLD ROUTE 66		915A S. THIRD STREET	
FOR BIDS DUE JUNE 26, 2024, 1:00PM		OF BIDDER		LITCHFIELD IL 62246		GREENVILLE IL 62246	
JOB #23423		BID BOND		BID BOND		BID BOND 5%	
SECTION 1		ENGINEER'S ESTIMATE					
ITEM NO.	ITEM	TOTALS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE
1	MECHANICAL SYSTEMS	1	LS	\$ 160,000.00	\$ 272,600.00	\$ 272,600.00	\$ 318,342.00
TOTAL AS BID				\$ 160,000.00	BEP VENDOR \$5,000.00	\$ 277,600.00	\$ 318,342.00

I CERTIFY THAT THE ABOVE IS A TRUE TABULATION OF THE BIDS PUBLICLY OPENED AND READ ALOUD AT 1:00P.M., JUNE 26, 2024

Lee R. Beckman, P.E., P.L.S.

CITY OF LITCHFIELD		NAME &		BRUCE UNTERBRINK CONSTRUCTION		BRUCE UNTERBRINK CONSTRUCTION	
CARNEGIE BUILDING RENOVATIONS		ADDRESS		915A S. THIRD STREET		915A S. THIRD STREET	
FOR BIDS DUE JUNE 26, 2024, 1:00PM		OF BIDDER		GREENVILLE IL 62246		GREENVILLE IL 62246	
JOB #23423		BID BOND		BID BOND 5%		BID BOND	
SECTION 2		ENGINEER'S ESTIMATE					
ITEM NO.	ITEM	TOTALS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE
1	PLUMBING	1	LS	\$ 26,552.00	\$ 16,694.00	\$ 16,694.00	\$ -
TOTAL AS BID				\$ 26,552.00	\$ 16,694.00	\$ 16,694.00	\$ -

I CERTIFY THAT THE ABOVE IS A TRUE TABULATION OF THE BIDS PUBLICLY OPENED AND READ ALOUD AT 1:00P.M., JUNE 26, 2024

Lee R. Beckman, P.E., P.L.S.

CITY OF LITCHFIELD		NAME &		BRUCE UNTERBRINK CONSTRUCTION		BRUCE UNTERBRINK CONSTRUCTION	
CARNEGIE BUILDING RENOVATIONS		ADDRESS		915A S. THIRD STREET		915A S. THIRD STREET	
FOR BIDS DUE JUNE 26, 2024, 1:00PM		OF BIDDER		GREENVILLE IL 62246		GREENVILLE IL 62246	
JOB #23423		BID BOND		BID BOND 5%		BID BOND	
SECTION 3		ENGINEER'S ESTIMATE					
ITEM NO.	ITEM	TOTALS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE
1	BID BOND	1	LS	\$ 16,694.00	\$ -	\$ -	\$ -
TOTAL AS BID				\$ 16,694.00	\$ -	\$ -	\$ -

ITEM NO.	ITEM	TOTALS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	WIRING/ELECTRICAL	1 LS	\$ 40,000.00	\$ 40,000.00	\$ 71,441.00	\$ 71,441.00	\$ -	\$ -
TOTAL AS BID			\$ 40,000.00	\$ 40,000.00	\$ 71,441.00	\$ 71,441.00	\$ -	\$ -

I CERTIFY THAT THE ABOVE IS A TRUE TABULATION OF THE BIDS PUBLICLY OPENED AND READ ALOUD AT 1:00P.M., JUNE 26, 2024

Lee R. Beckman, P.E., P.L.S.

CITY OF LITCHFIELD		NAME & ADDRESS		BRUCE UNTERBRINK CONSTRUCTION		
CARNEGIE BUILDING RENOVATIONS		915A S. THIRD STREET		GREENVILLE IL 62246		
FOR BIDS DUE JUNE 26, 2024, 1:00PM		OF BIDDER		BID BOND 5%		
JOB #23423		BID BOND		BID BOND		
SECTION 4		ENGINEER'S ESTIMATE		BID BOND		
ITEM NO.	ITEM	TOTALS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	EQUIPMENT/MATERIAL	1 LS	\$ 70,000.00	\$ 70,000.00	\$ 26,073.00	\$ 26,073.00
TOTAL AS BID			\$ 70,000.00	\$ 70,000.00	\$ 26,073.00	\$ 26,073.00

I CERTIFY THAT THE ABOVE IS A TRUE TABULATION OF THE BIDS PUBLICLY OPENED AND READ ALOUD AT 1:00P.M., JUNE 26, 2024

Lee R. Beckman, P.E., P.L.S.

CITY OF LITCHFIELD		NAME & ADDRESS		BRUCE UNTERBRINK CONSTRUCTION		
CARNEGIE BUILDING RENOVATIONS		915A S. THIRD STREET		GREENVILLE IL 62246		
FOR BIDS DUE JUNE 26, 2024, 1:00PM		OF BIDDER		BID BOND 5%		
JOB #23423		BID BOND		BID BOND		
SECTION 5		ENGINEER'S ESTIMATE		BID BOND		
ITEM NO.	ITEM	TOTALS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	MASONRY	1 LS	\$ 48,000.00	\$ 48,000.00	\$ 14,484.00	\$ 14,484.00
TOTAL AS BID			\$ 48,000.00	\$ 48,000.00	\$ 14,484.00	\$ 14,484.00

I CERTIFY THAT THE ABOVE IS A TRUE TABULATION OF THE BIDS PUBLICLY OPENED AND READ  
 ALOUD AT 1:00P.M., JUNE 26, 2024

Lee R. Beckman, P.E., P.L.S.

CITY OF LITCHFIELD		NAME & ADDRESS OF BIDDER		MC CONSTRUCTION		HANCOCK CONSTRUCTION		BRUCE UNTERBRINK CONSTRUCTION	
CARNegie BUILDING RENOVATIONS FOR BIDS DUE JUNE 26, 2024, 1:00PM		PULLED THEIR BID						915A S. THIRD STREET GREENVILLE IL 62246	
JOB#23423		BID BOND		BID BOND		BID BOND		BID BOND 5%	
SECTION 6		ENGINEER'S ESTIMATE							
ITEM NO.	ITEM	UNIT	PRICE	AMOUNT	UNIT	PRICE	AMOUNT	UNIT	PRICE
1	MATERIAL/LABOR	LS	\$ 30,000.00	\$ 30,000.00					
TOTAL AS BID				\$ 28,700.00			\$ 79,655.00		\$ 217,705.00
				\$ 30,000.00			\$ 79,655.00		\$ 217,705.00

I CERTIFY THAT THE ABOVE IS A TRUE TABULATION OF THE BIDS PUBLICLY OPENED AND READ  
 ALOUD AT 1:00P.M., JUNE 26, 2024

Lee R. Beckman, P.E., P.L.S.

## **DOWNTOWN GRANT**

### **Carnegie Remodel**

#### **Upper level**

- 1) Exposed track conduit and receptacles: 100 lf. Track conduit, 100 lf. 12 ga. wire, 25- surface mount 2x4 elec. boxes, 25- 20amp. receptacles with covers.
- 2) 25 lf.- 1 1/2 " conduit chase from basement to upper level for internet service.
- 3) Plumbing for upper-level rest room, run directly below to basement tie in.
- 4) 1 ADA commode, grab bars, 1 ADA lavatory.
- 5) Lighting upgrade for three fixtures, including 1 exit sign w/ emergency lighting combo.

#### **Basement**

- 1) Ceiling and HVAC demo for replacement HVAC.
- 2) All drop-in lighting replacement.
- 3) Suspended ceiling replacement.
- 4) Replace 2 illuminated exit signs w/ emergency lighting combo.
- 5) Remove and replace 2 lavatory faucets.

#### **Exterior**

- 1) Repair 3- stone spalling areas @ East entry area.
- 2) Replace 2 pole mount light fixtures/fixture heads.

#### **409 Outdoor Courtyard**

- 1) Gravel Lot at west boundary of property approximately 80'x45'
- 2) Concrete pad adjacent to the gravel lot approximately 18'x22'
- 3) Concrete walkway from west gravel lot to east side boundary sidewalk approximately 5'x68'
- 4) Grass area (seed/sod) from north boundary to the concrete walkway and from east boundary to concrete pad approximately 17'x68'
- 5) Brick entry way to separate from sidewalk approximately 17'x 3'
- 6) Sustainable material self-standing pergola approximately 16x20 minimum
- 7) Outdoor string lights to cover Pergola area at a minimum
- 8) Post lights (something) at the east and west points



**Illinois**  
**Department of Commerce**  
**& Economic Opportunity**  
JR Pritzker, Governor

September 6, 2023

Steve Dougherty  
Mayor  
City of Litchfield  
120 East Ryder Street  
Litchfield, IL 62056

RE: DCEO PROJECT #RDMS230023

Dear Mr. Dougherty:

This letter is to inform you that we have reviewed the information provided concerning the above-referenced grant project.

Based on this information, an overall Business Enterprise Program (BEP) Goal of 11% has been determined with grant dollars going to minority-owned business enterprises (MBEs or WMBEs) and/or women-owned business enterprises (WBEs or WMBEs). This utilization goal is based on the availability of State-certified vendors to perform the anticipated direct subcontracting opportunities of the Utilization Plan (UP).

Please Note: Only subcontractors/suppliers certified through the State of Illinois' Commission on Equity and Inclusion (CEI) Business Enterprise Program will count toward meeting the utilization goals for this grant.

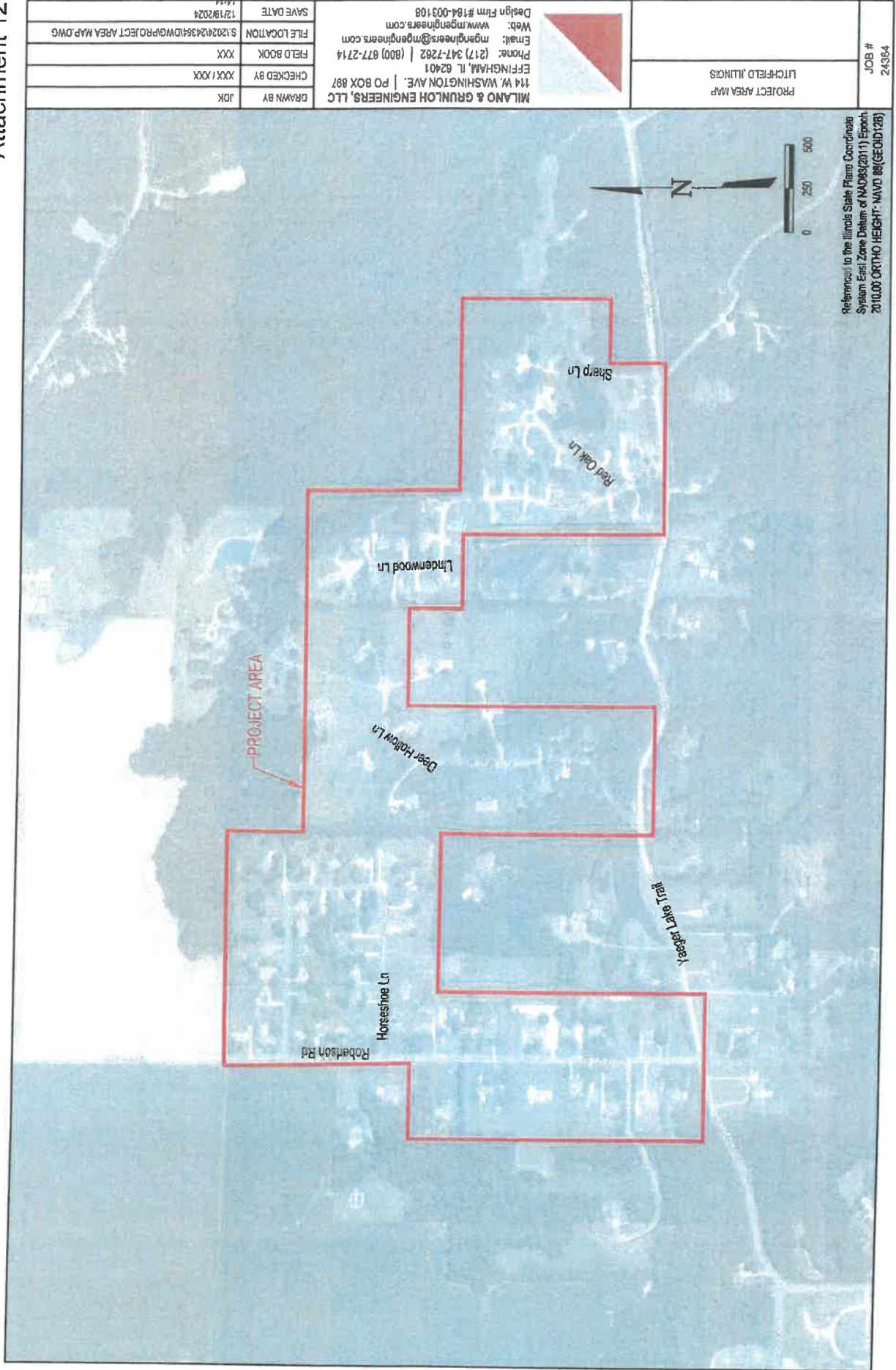
Please retain this letter in your files.

If you have any questions or concerns, please contact me at [CEO-OGM-BEP@Illinois.gov](mailto:CEO-OGM-BEP@Illinois.gov).

Sincerely,

Zach Wichmann  
Office of Grants Management, Exec II, External Requirements Unit  
Department of Commerce & Economic Opportunity

Cc: Tonya Flannery  
Brent Baker, DCEO Grant Manager  
Dana Edwards, Manager, External Requirements Unit



Attachment 13.1



PROJECT AREA MAP LITCHFIELD, ILLINOIS		JOB # 24364	
<p>MILANO &amp; GRUNLOH ENGINEERS, LLC          114 W. WASHINGTON AVE.   PO BOX 697          EFFINGHAM, IL 62401          Phone: (217) 347-7262   (800) 677-2714          Email: mge@milanoengineers.com          Web: www.milanoengineers.com          Design Firm #184-003108</p>			
DRAWN BY	JDK	CHECKED BY	XXX/XXX
FIELD BOOK	XXX	FILE LOCATION	S:\2024\24364\DWG\PROJECT AREA MAP.DWG
SAVE DATE	12/19/2024		

City of Litchfield			
May 1, 2024 - December 31, 2025			
	Awarded Amount	Amount Spent	Amount Remaining
*Skyview Drive EPD	\$ 1,378,000.00		\$ 1,378,000.00
Skyview Drive TARP	\$ 90,800.00		\$ 90,800.00
Safe Routes to School	\$ 250,000.00		\$ 250,000.00
OSLAD Grant (OS-24-2484)	\$ 300,000.00		\$ 300,000.00
DCEO PI Main Street (23-242008)	\$ 1,499,999.00		\$ 1,499,999.00
RDMS Carnegie Building Renovations (21-822001)	\$ 398,552.00	\$ 344,219.40	\$ 54,332.60
Unsewered Communities Planning Grant (26-2476-16033)	\$ 30,000.00		\$ 30,000.00
Energy Transition Grant (24-443010)	\$ 96,426.00	\$ 87,096.00	\$ 9,330.00
*The EDP funding for Skyview Drives pays for Engineering in addition to construction. Design Engineering has been billed, but we do not know if that has been turned into IDOT for reimbursement. This needs verified with the City.			

**City of Litchfield  
City Council  
January 22, 2026**

**Agenda Item:** A motion to approve a resolution setting hourly wages for seasonal staff at Lake Lou Yaeger Recreational Area.

**Background:** The State of Illinois Public Act 94-1072 sets the rules and minimum wage (MW) requirements for paid employees. To remain competitive in hiring/retaining seasonal help it is recommended that we pay our Beach Attendants, Dockhands, and Concession workers the current MW Rate of \$15.00/hour upon hire for the 2026 Season. It is also recommended that we continue to start our lifeguard pay \$1.00 more than MW in recognition of their certification and to remain a more attractive work environment than others. We should continue to offer the \$0.25 increase for lifeguards as they return each year for the first 4 years and maintain the \$0.50 pay incentive for an Assistant Manager. It is recommended to pay the Beach Manager \$18.50/hour. It is recommended to increase the Janitorial hourly pay rate \$0.50/hour. We plan to vigorously monitor our employee requirements for the day and will send home unnecessary help when warranted.

**Budget Impact:** The budget impact will increase slightly with a small hourly increase in pay rate.

**Recommendation:** The Lake Superintendent, City Council Lake Liaison, and City Administrator make a motion to approve a resolution for the proposed Seasonal Staff pay rates.

<b><u>2026</u></b>	
BA/DH/Concession	\$15.00
Lifeguard Year 1	\$16.25
Lifeguard Year 2	\$16.50
Lifeguard Year 3	\$16.75
Lifeguard Year 4	\$17.00
Assistant Manager	\$17.50
Beach Manager	\$18.50
Janitorial	\$17.50

**Supporting Materials:** Resolution

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION SETTING WAGES FOR SEASONAL LAKE LOU YAEGER  
EMPLOYEES FOR 2026**

WHEREAS, the City of Litchfield, Montgomery County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined it necessary to establish 2026 wages for seasonal employees working for City at Lake Lou Yaeger; and

WHEREAS, City has determined the 2026 minimum wage set by the IL Department of Labor is \$15.00 per hour; and

WHEREAS, City has determined it necessary to increase the 2025 wage schedule for seasonal employees working for City at Lake Lou Yaeger to be competitive with hiring/retaining seasonal employees; and

WHEREAS, City has determined it necessary to permit the following increased wage schedule for seasonal employees working for City at Lake Lou Yaeger

	<u>2025</u>	<u>2026</u>
BA/DH/Concession	\$15.00	\$15.00
Lifeguard Year 1 -	\$16.00	\$16.25
Lifeguard Year 2 -	\$16.25	\$16.50
Lifeguard Year 3 -	\$16.50	\$16.75
Lifeguard Year 4 -	\$16.75	\$17.00
Assistant Manager -	\$17.25	\$17.50
(Former Lead Lifeguard)		
Beach Manager -	\$18.50	\$18.50
Sanitation -	\$17.00	\$17.50

WHEREAS, City has determined it to be in the best interests of public health, safety, general welfare and economic welfare to offer the hourly payment to Lake Lou Yaeger employees as stated herein; and

WHEREAS, the Mayor is authorized and directed to execute any documents necessary to approve the hourly pay scale for Lake Lou Yaeger employees as stated herein.

**NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Litchfield as follows:**

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Litchfield, Illinois.

*Section 2.* The hourly pay scale for Lake Lou Yaeger employees, as stated herein, is approved.

*Section 3.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Litchfield, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the \_\_\_ day of \_\_\_\_\_, 2026, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

\_\_\_\_\_  
Jacob Fleming  
Mayor  
City of Litchfield  
Montgomery County, Illinois

ATTEST:

\_\_\_\_\_  
Vickie Throne  
City Clerk  
City of Litchfield  
Montgomery County, Illinois

**City of Litchfield  
City Council  
January 22, 2026**

**Agenda Item:** A motion to approve an ordinance setting the 2026 Lake Lou Yaeger Recreational Area fees.

**Background:** The proposed lake fees include no new increases in fees for the services/amenities/attractions at Lake Lou Yaeger for the 2026 Season. To note services/amenities/attractions we offer at Lake Lou Yaeger Recreational Area include: new online camping reservation system with interactive maps of all campgrounds and cabins, senior and military rates for beach admission, improved admission and concession areas at Milnot Beach, expanded beach area, toddler swim/inflatable area, handicap/wheelchair entrance to the beach/lake area, shade structure on beach, enclosed sand volleyball court area, kayak rental station and launch, 24 hr ice/water dispensing machine, renovated cabins, improved primitive camping area, new playground and pavilion at Bicentennial campground, and many other small improvements.

**Financial Impact:** The lake fees for guests continue to provide affordable recreation for families. As advertisement to attract more visitors and efforts to improve the lake continue, it is expected that our revenue will grow. Adding these new services/amenities/attractions are a way to help accommodate guests and increase revenue.

**Recommendation:** The Lake Superintendent, City Administrator, and City Council Lake Liaison recommend a motion to approve an ordinance setting the 2026 Lake Lou Yaeger Recreation Area fees.

**Supporting Materials:** Proposed 2026 fee schedule



# LAKE LOU YAEGER RECREATIONAL AREA



## 2026 Price List \*prices are subject to change

Marina 1 Store (April 1- Oct 31) 217-324-5441 | Lake Dept Office (Nov 1-Mar 31) 217-324-5441

For reservations please visit: [www.cityoflitchfieldil.com](http://www.cityoflitchfieldil.com)

**MILNOT BEACH** – Open Memorial Day – Labor Day from 11:00 – 7:00 (August 10 until Labor Day – open weekends only) **217-324-4023**

<b>Swim Daily Rate</b>	\$5 - ages 5-17 (under 5 free)	\$7 - ages 18-59	\$5 – over 60 & military (must show ID)
<b>Swim Season Pass</b>	\$40 - ages 5-17 (under 5 free)	\$60 - ages 18-59	\$40 – over 60 & military (must show ID)
<b>Swim Season Pass</b>	\$120 – family (up to 8 people)		
<b>Cooler Admission</b>	\$5 charge for each cooler brought into the facility		
<b>Campground Guest</b>	Free beach admission for two campers (with bracelets) for the duration of campground stay		

### MILNOT BEACH MEETING/PARTY ROOM AND LLYRA PICNIC AREA RENTALS:

Area	Occupancy	Amenities	Reservation Fees
<b><u>Milnot Beach Meeting Room</u></b> 4932 Beach House Trail Beach House: 217-324-4023	The room is 761 ft <sup>2</sup> -50 people with tables. -80 people with chairs only. -100 people standing only	Amenities: Fridge/Freezer, Sink, Cabinets, Counter top, Microwave, 55" TV with HDMI outlets & cables, Wifi Blue-Ray DVD Player, LAN Line outlets for Internet access, (3) 6ft. Seminar Tables, (8) 6ft. Folding Tables, 50 Folding Chairs, Podium, Dimming lights	\$80 – 2 hours without beach admission \$120 - 2 hours, beach admission for 1-20 \$160 - 2 hours, beach admission for 1-20, and a \$50 credit at concessions
<b><u>Picnic Areas (3, 4)</u></b> Park Rd Park Rd/Marina Lane	Large outdoor spaces. Accommodates a few hundred people	Picnic shelters, flush toilets, grills, electricity available at Picnic Area 3 & 4	\$10 - reservation fee

### CAMPING RATES: Campgrounds and Cabins open: April 1 – October 31

	<b>Bicentennial (RV)</b>	<b>Primitive (Tent)</b>	<b>Equestrian (RV Horse Camp)</b>	<b>Equestrian Primitive (Tent Horse Camp)</b>	<b>Camping Cabins*</b> (Sleeps up to 4: bring your own bedding)
<b>Daily Rate</b>	\$45.00	\$25.00	\$45.00	\$25.00	\$65.00
<b>Holiday Rate (2 night min.)</b>	\$50.00	\$30.00	\$50.00	\$30.00	\$75.00
<b>Weekly Rate</b>	\$250.00	\$125.00	\$250.00	\$125.00	N/A
<b>Annual: (Apr. 1-Oct.31)</b>	\$1,250.00	N/A	N/A	N/A	N/A
<b>Amenities</b>	Electric (30/50amp), water, playground, pavilion, shower house, Dump Station by Camp Hosts	Water spigot available, flush toilets by parking lot, and access to the shower house at the Bicentennial or Equestrian campgrounds	Electric (30/50amp), water, shower house, Dump Station by Camp Hosts	Shower house, water spigots available	2 double beds, chair, small kitchenette with dorm size refrigerator, microwave, 4 cup coffee maker, small kitchen table with 4 chairs, picnic table, A/C, water spigot, fire pit with grill, flush toilets across the street, and access to shower house at Bicentennial or Equestrian campgrounds.

\*Camping Cabins require a debit/credit card for reservations. A deposit of \$50 per cabin is required at the time of reservation. Cleaning fee of \$200 per cabin and/or item replacement fee of \$200 per item will be charged if damage or theft occurs during the stay.



# LAKE LOU YAEGER RECREATIONAL AREA



## 2026 Price List \*prices are subject to change

Marina 1 Store (April 1- Oct 31) 217-324-5441 | Lake Dept Office (Nov 1-Mar 31) 217-324-5441

For reservations please visit: [www.cityoflitchfieldil.com](http://www.cityoflitchfieldil.com)

### LAKE FRONT LOTS (Primitive Campsites): Annual Lease, Primitive: May 1-October 31

Resident (62056 Zip Code)	Nonresident (All Other Zip Codes)
\$350.00/Annually	\$450.00/Annually

\*A one-time security deposit of \$150 is required on Lake Front Lots; returned when campsite is relinquished fully cleaned.

\*\*Available "drive to" lots will be raffled on May 8. To get your name on the raffle list call the Lake Dept office at 217-324-5441. A new list starts May 9 each year.

\*\*\*Unclaimed "non-drive to" lots will be available for lease on May 2 on a first-come first-serve basis. List will be posted in Marina Store.

### BOAT STORAGE, BOAT SLIPS, DUCK BLINDS, OTHER RENTALS: Call (217)324-5441

Duck Blinds	\$150/season per location (see map in Lake Dept Office)
Boat Storage: April 1-Oct. 31 (Uncovered)	\$50/month
Boat Storage: Weekly (Uncovered)	\$30/week
Boat Storage: Three Consecutive Days (Uncovered)	\$25/three-day permit
Boat Slip: April 1-Oct. 31	\$750/annually
Winter Boat Storage (Uncovered): Nov 1 – March 31	\$200/spot (must be paid by October 31)
Boat Slips (Includes Trailer Storage): Daily	\$30/day
Boat Slips (Includes Trailer Storage): Weekly	\$170/week
Campground Guest: Boat Slips (Includes Trailer Storage): Daily	\$20/day
Campground Guest: Boat Slips (Includes Trailer Storage): Weekly	\$120/week
Unoccupied RV storage: Nov. 1-Mar. 31 (limited spots)	\$150/spot (must be paid by October 31)

### FISHING REGULATIONS:

Illinois fishing license required for boat & shore fishing. Fishing licenses can be purchased in Litchfield at Wal-Mart, Rural King and UJ's.

- Largemouth or smallmouth bass: 3 per day harvest limit with a minimum length of 15 inches.
- Channel Catfish: 6 per day harvest.
- Crappie: No limit.
- All fish: Two Pole and line fishing only. No jug or trotline fishing allowed.

### BOATING PERMITS available at Marina 1

Please note, *all personal watercraft requires an annual permit*. Personal motorized watercrafts are not permitted on the lake Saturdays, Sundays, or state and federal holidays. Personal motorized watercrafts include jet skis, Sea-Doos, etc.

- DAILY PERMITS - \$15
- THREE-DAY PERMIT (Must be three consecutive days.) - \$40.00
- ANNUAL PERMITS are valid April 1-March 31. See pricing below:

Water Craft Type	Resident 62056 Zip Code	Non-Resident
Rowboat, Canoe, Kayak – no motor	\$15	\$15
No Motor - electric trolling motor only	\$25	\$25
Sailboats – no motor	\$45	\$55
Jet ski/personal motorized water craft	\$180	\$230
Boats with Motor: 1-20 Horsepower	\$45	\$60
Boats with Motor: 21-50 Horsepower	\$55	\$75
Boats with Motor: 51-100 Horsepower	\$70	\$100
Boats with Motor: 101-150 Horsepower	\$75	\$115
Boats with Motor: 151-200 Horsepower	\$80	\$120
Boats with Motor: 201 Horsepower and Up	\$85	\$125

ORDINANCE NO. \_\_\_\_\_

**ORDINANCE SETTING FEES FOR LAKE LOU YAEGER RECREATION AREA FOR  
2026**

WHEREAS, the City of Litchfield, Montgomery County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined it necessary to establish 2026 fees for Lake Lou Yaeger Recreation Area; and

WHEREAS, City has determined no new increase in fees for the Lake Lou Yaeger Recreation Area is necessary for 2026.

WHEREAS, City desires to approve the Proposed 2026 Fee Schedule. See 2026 Fee Schedule attached as **Exhibit A**.

WHEREAS, City has determined it to be in the best interests of public health, safety, general welfare and economic welfare to approve the 2026 Fee Schedule; and

WHEREAS, the Mayor is authorized and directed to execute any documents necessary to approve the hourly pay scale for Lake Lou Yaeger employees as stated herein

**NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Litchfield as follows:**

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Litchfield, Illinois.

*Section 2.* The 2026 Fee Schedule is approved

*Section 3.* This Resolution shall be known as Ordinance No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Litchfield, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the \_\_\_ day of \_\_\_\_\_, 2026, the vote being taken by ayes and noes, and entered upon the legislative records, as follows

AYES:

NOES:

APPROVED:

---

Jacob Fleming  
Mayor  
City of Litchfield  
Montgomery County, Illinois

ATTEST:

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Vickie Throne  
City Clerk  
City of Litchfield  
Montgomery County, Illinois

**City of Litchfield**  
**City Council**  
**January 22, 2026**

**Agenda Item:** A motion to approve the 2026 Lease Agreements and Rules and Regulations for both the Lake Front Seasonal Camping and the Bi-Centennial Campground Seasonal Camping.

**Background:** Each camping season the Lake Department reviews the Lease Agreements and Rules and Regulations for both Seasonal Lake Front Camping and the Bi-Centennial Campground Seasonal Camping. The only adjustment to the leases this year is the year. This change is reflected in red ink. No other adjustments have been made.

**Budget Impact:** There is no financial impact resulting from this motion.

**Recommendation:** It is the recommendation of the Lake Superintendent, the City Administrator and City Council Lake Liaison to approve the motion to approve the 2026 Lease Agreements and Rules and Regulations for both the Seasonal Camping and the Bi-Centennial Campground Seasonal Camping.

**Supporting material:**

1. 2026 Proposed Lease Agreements for Bi-Centennial Campground Seasonal Camping
2. 2026 Proposed Rules and Regulations for Seasonal Lake Front Camping

**2026  
Lease Agreement  
Bi-Centennial Campground Seasonal Camping  
Lake Lou Yaeger, Litchfield, IL 62056**

**(City of Litchfield Copy, Return with Payment)**

**LESSOR:**        **City of Litchfield**

**LESSEE:**        \_\_\_\_\_

This Lease Agreement is for seasonal camping, in Bi-Centennial Campground, at Lake Lou Yaeger. The signed Lease is for camping space designated as space number \_\_\_\_\_ and shall be for the 2026 camping season only.

**Section 1:        Seasonal Camping Defined**

The term seasonal camping shall be defined as beginning April 1 of each year and ending on November 1 of each year.

**Section 2:        Terms of Lease Agreement**

This Lease shall become null and void on November 1 of each year and the seasonal camping space covered by this Lease shall revert to the City of Litchfield. This Lease is renewable by the Lessee at the option of the City of Litchfield after the Lessee has complied with all rules and regulations as set forth by the City of Litchfield and all applicable fees required by the City of Litchfield have been paid. The City of Litchfield reserves the right to refuse Lease renewal as determined to be necessary by the City of Litchfield or its designee. This lease may be terminated at any time during the leasing period for violation of the rules and regulations governing camping in Bi-Centennial Campground as set forth by the City of Litchfield.

**Section 3:        Rules and Regulations**

Rules and regulations for Bi-Centennial Campground camping at Lake Lou Yaeger shall be as listed and approved by the Litchfield City Council. The approved rules and regulations are attached to this lease and are made a part hereof by reference.

**Section 4:        Lease Fees**

Lease fees shall be set and approved by the Litchfield City Council on a yearly basis.

I, the above listed Lessee, have read the Seasonal Lease Agreement for seasonal camping at Bi-Centennial Campground at Lake Lou Yaeger and agree to abide by the terms of the Seasonal Camping Lease. I certify I have never been convicted of a Sex Offense. I further certify that I have received a copy of this Lease Agreement and the approved rules and regulations.

Lessee Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Driver's License/State ID #: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Yearly camping fees are \$1250 which is due April 1. Any sites not paid for by this time will be given away on April 2. Make Payment to the City of Litchfield, 4313 Beach House Trail, Litchfield, IL 62056 or by credit card over the phone. If you wish to pay over the phone, call 217-324-5441. A \$2 Convenience Fee would apply.**

**2026**  
**Rules and Regulations**  
**Bi-Centennial Campground**  
**Lake Lou Yaeger**

1. **Check-in.** A walk-through inspection must be scheduled with the Superintendent's Office upon arrival for the season.
2. **Party Tents.** Large party tents are not allowed. Each campsite is allowed one (1) 10' X 10' screen tent. These are not to be used as a storage or sleeping structure.
3. **Site Change.** If a Lessee is interested in changing sites, requests need to be submitted prior to April 1. If sites are available, only those who have made a request will be contacted.
4. **Trees.** Placing nails, screws, hooks, or other implements in trees is prohibited. The use of straps, rope and ties is allowed. Unauthorized marking of trees for removal is prohibited and will result in the loss of your campsite without a refund.
5. **Trash.** Camp sites must be kept clean and clear of all junk, garbage and other offensive refuse/debris.
6. **Steps/Decks.** Decks are prohibited. Campers are allowed to have a set of steps for RVs and campers. Manufactured concrete steps, or prefab "mobile home" steps are approved for use. Homemade steps must be approved by the Superintendent's Office. The stair riser must be minimum of 4" with a maximum of 7". The stair tread shall be 11". Handrails are required for three or more risers or stairs greater than 30" high. Handrails shall be a minimum of 34" with a maximum 38" high from the nose of the tread. The steps shall not be more than 4' wide. The top tread or "landing" of the steps shall not exceed 36" in depth. Steps may be kept natural in color or painted dark brown, grey, or dark green as to blend in with the environment. All other colors are prohibited. The steps shall not be fixed in place.
7. **Appliances.** Appliances such as washers, refrigerators or freezers are prohibited outside.
8. **Storage Buildings & Structures.** Storage buildings/tents are prohibited. No permanent structures may be built, such as hammock frames, swing frames, pavilions, etc.
9. **Campsite Renovation.** Campsite renovation, upgrades or expansion is not allowed. Digging in the campground is prohibited.
10. **Campfires.** Campfires must be cold to the touch when unattended.
11. **Guests.** Lessee is responsible for the behavior and actions of their guests.
12. **Water Disposal.** Black or gray water shall not be discharged outside of sanitary sewers.
13. **Parking.** No more than 1 boat trailer and 2 vehicles will be permitted within the boundaries of the leased campsite. Parking in the fire lane is prohibited. Fire lanes must remain open and unobstructed to allow emergency vehicles easy access through the campground. Additional vehicles shall be parked in the parking lot by the Campground Hosts for no more than 3 consecutive nights. Long-term parking is not permitted. Boat trailers stored in leased campsites must display a current Annual Boating Permit for Lake Lou Yaeger. Additional, boat storage spaces can be rented at the Marina 1 Store.
14. **Pets.** All pets must be kept leashed or kenneled at all times. Campers are responsible for cleaning up after pets. Vicious and/or noisy animals will not be permitted.

15. **Alcohol.** Alcohol is permitted on the leased campsite. Alcohol is not permitted in public areas. Rowdy, noisy and intoxicated persons will not be permitted in the campground and will be removed. Such an infraction may result in termination of lease.
16. **Quiet Hours:** Quiet hours are 11:00 p.m. to 7:00 a.m. No exceptions. Radios, TV's and lights must be turned down so as to not disturb the neighbors.
17. **Check-out:** All personal items, such as concrete blocks, grills, swings, chairs, lights, etc., must be removed from the campsite by November 1 of each year. All items left after November 1 will be discarded and may result in the ineligibility to renew the lease. A walk-through inspection must be scheduled with the Superintendent's Office prior to departure. Failure to comply could result in ineligibility to renew lease.
18. **Firewood:** All wood piles must be stored off the ground at least 6 inches, per Department of Health regulations. Large wood piles are prohibited. Local wood may be brought into the campground limited to what can be burned in two weekends. Tarps covering wood must be an Earth-tone color and in good condition. Blue tarps are not permitted.
19. **Winter Storage.** Winter storage for campers and boats must be paid by November 1 to the City of Litchfield or the camper and boat will be removed from the park area at the owner's cost. Storage fees are \$150 each for campers and boats for a five-month term (November, December, January, February and March). No refunds will be made. Note: No winter storage will be permitted in the Bi-Centennial Campground. All winter storage will be in a designated area away from the campground. Winter storage of campers and boats shall be at a rate as set by the Litchfield City Council on an annual basis.
20. **Number of Units.** You are only allowed one camper/tent per campsite. Weekend visitors staying in tents on your campsite will be charged the normal fees of \$25 per night.
21. **Conduct.** Lessees are expected to conduct themselves in a respectable manor and to be courteous toward fellow campers. Complaints from campers and observations made by Lake Department Employees indicating discourteous behavior may result in the immediate termination of your lease without a refund. Campers who refuse to comply with Management's instructions will not be invited to return the next season.
22. **Lessees.** Convicted Sex Offenders are not permitted to lease Annual Bi-Centennial Campsites. Should a Lessee be discovered to be a Convicted Sex Offender, the Lease will be terminated without a refund.
23. **Adult Use Cannabis.** The consumption of Adult Use Cannabis is not legally permitted anywhere in the Lake Lou Yaeger Recreational Area per **410 ILCS 705/10-5**.
24. **Utilities.** It is the duty of the leaseholder to ensure responsible consumption of utilities. When the site is unoccupied, the lessee shall confirm that air conditioners, lights, and other unnecessary energy consuming items are turned off and disconnected to help conserve electricity. It is recommended the water spigot be turned off when the site is inactive. These efforts help to reduce the overall cost of utilities and will help the City of Litchfield to provide affordable Annual Camping Sites.

Dear Campers:

It is once again time to pay Lake Front Camping Lot fees for Lake Lou Yaeger in Litchfield, IL. Payment is due in our office on or before May 1. No exceptions.

**Prices:** Resident - \$350.00 – Persons who live in zip code 62056.  
Non-Resident - \$450.00 – Persons who do not reside in zip code 62056.

**Leases:** You have received two copies of the Lease. One copy is for your records, as is the Rules and Regulations sheet. The lease copy marked “City of Litchfield Copy” is to be signed and returned with your payment. **NOTE: We cannot reserve your camping lot for you if we do not receive the signed lease. Payment will be returned to you if it is made without signing the lease, and if the deadline has passed your lot will be put into the lottery.**

**Campers:** If you have put a camper, pop up or tent on your lot, it must be removed by November 1 of this year. If you floated your camper in, you must float it out. If you have crossed private property to get the camper in, you must make arrangements to get it out; this applies to everyone with no exceptions. If Lake Dept staff has to remove your camper for you, there will be a minimum charge of \$300.

**Docks, Tent Pads, and Firewood:** If you have a dock or tent pad that needs repair you **must** repair it. Tent pads are allowed to remain on the lot as are docks. If you have trash and/or other debris on the lot it must be cleaned up. Firewood must be neatly stacked off the ground not in piles. Construction materials cannot be stored on the lot longer than 7 days without permission of the Lake Superintendent.

**Lake Boating Permits:** Persons Leasing a Lake Front Camping Lot on Lake Lou Yaeger and operating a watercraft on the lake must purchase an Annual Lake Permit for their vessel.

**Pets:** All pets must be on a leash not longer than 15 ft. or kenneled. The pet must also be restricted to the owner’s camping lot. Under no circumstances are pets to be allowed to run free. **\*96.186 Dogs and Cats Restricted** Pet owners must also provide food, water and shelter for their pets. **\*510 ILCS 70 Humane Care for Animals Act**

**Off Road Vehicles:** ATVs, golf carts, off road motorcycles, 4-wheelers, UTVs or other similar vehicles **are not** allowed on the lake lots or used on City property. **\*625 ILCS 5/11-1427(h) Illegal Operation of an ATV or Off-Highway Motorcycle**

**Trailer and Tent Limits:** One camper or tent for the registered lot lessee is allowed. Additional tents will be required to pay normal camping fees. Additional names will not be allowed to be added to the lot register.

**Inspections.** Inspections of the lots will be performed at the beginning and end of each season and Lessee will be contacted regarding any issues pertaining to the lot and granted **7 days** to remedy issues. If the lot is not brought into compliance within the timeframe, the City reserves the right to terminate the Lease and no refunds will be issued. Random inspections may occur throughout the season.

**Check-out.** The lease expires as of November 1<sup>st</sup> each year. ***All seasonal lake front camping lease holders must remove camping trailers and all personal property not stored INSIDE an approved shed from the leased property by the end of the camping season.*** All items left after November 1, will be discarded and all deposit money will be forfeited. This may also result in the ineligibility to renew the lease. Aside from tent pads, outhouses, and personal property stored **INSIDE** approved storage sheds. This is to help preserve the natural beauty of our lake and to prevent large accumulations of debris on lake lots.

**Please note:** All docks, structures, tent pads, wood piles, and material/trash piles **not** in compliance with this lease **will be** removed by Lake Dept staff starting November 1. Please take this 2026 camping season to make sure your lot is following the guidelines written out here.

If you have questions, concerns, and/or compliments please call 217-324-5441. I look forward to another fantastic season and cannot wait to see you here!

Thank you,

Heather Bell  
Lake Superintendent

Mail checks and signed Leases to:  
City of Litchfield  
4313 Beach House Trail  
Litchfield, IL 62056

**2026  
Lease Agreement  
Seasonal Camping, Lake Lou Yaeger  
Litchfield, IL 62056**

Keep this copy for your records.

LESSOR: City of Litchfield, Montgomery County, Illinois

LESSEE: \_\_\_\_\_

This lease agreement is for lake front seasonal camping property designated as camping lot number \_\_\_\_\_ and shall be for the 2026 season only.

**1. Seasonal camping defined.**

The term, seasonal camping, shall be defined as beginning May 1 of each year and ending on November 1 of each year.

**2. Terms of lease agreement.**

This lease shall become null and void on November 1 of each year and the seasonal camping property covered by this lease shall revert to the City of Litchfield. This lease is renewable by the Lessee at the option of the City of Litchfield after the Lessee has complied with all rules and regulations as set forth by the City of Litchfield and all applicable fees required by the City of Litchfield have been paid. The City of Litchfield reserves the right to refuse lease renewal as determined to be necessary by the City of Litchfield or its designee. This lease may be terminated at any time during the leasing period and all lease money forfeited, for violation of the approved rules and regulations governing seasonal lake front camping as set forth by the City of Litchfield.

**3. Rules and regulations.**

Rules and regulations for seasonal lake front camping on Lake Lou Yaeger shall be as listed and approved by the Litchfield City Council. The approved rules and regulations are attached to this lease agreement and make a part hereof by reference.

**4. Lease fees and deposits.**

A one-time security deposit, in an amount approved by the Litchfield City Council, shall be deposited with the City of Litchfield for each lake front seasonal camping lot. The security deposit shall be refunded only upon non-renewal of this lease, and providing further that the leaseholder has moved all personal property, campers, junk, debris and other goods from the leased property and that the property has been inspected by and approved by the Lake Staff. Seasonal lease fees shall be determined, set and approved by the Litchfield City Council on a yearly basis. NOTE: We will be verifying Resident Leases with the City Clerk's Office. If you do not meet the residency requirement stated below, you will be asked to make up the differences in Lease Fees.

I, the above listed Lessee, have read the Seasonal Lease Agreement for seasonal lake front camping on Lake Lou Yaeger and agree to abide by the terms of the Seasonal Lake Front Camping Lease. I certify I have never been convicted of a Sex Offense. I further certify that I have received a copy of this lease agreement and the listed and approved rules and regulations for seasonal lake front camping on Lake Lou Yaeger and agree to abide by those rules and regulations.

**Lessee Signature:** \_\_\_\_\_ **Driver's License/State ID #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_ **Emergency Contact #:** \_\_\_\_\_

**Fees are as follows:** \$150.00 deposit per site **Email:** \_\_\_\_\_

**Resident** - \$350.00 – Persons who live in zip code 62056

**Non-Resident** - \$450.00 – Persons who do not reside in zip code 62056

**Date:** \_\_\_\_\_

**Send payment to:** City of Litchfield, 4313 Beach House Trail, Litchfield, IL 62056

2026  
Seasonal Lake Front Camping  
Litchfield Lake Lou Yaeger  
Rules and Regulations

1. **Inspections.** Inspections of the lots will be performed at the beginning and end of each season. Lessee will be contacted regarding any issues pertaining to the lot and granted **7 days** to remedy issues. If the lot is not brought into compliance within the timeframe, the City reserves the right to terminate the Lease and no refunds will be issued.
2. **Annual Permits.** Lake Lot Leaseholders wishing to purchase boating permits must obtain an Annual Boating Permit for their boat. Daily Permits are not acceptable.
3. **Check-out.** The Camping season is from May 1 to November 1 of each year. The lease expires as of November 1<sup>st</sup> each year. ***All seasonal lake front camping lease holders must remove camping trailers and personal property not contained within an approved shed from the leased property by the end of the camping season.*** All items left outside of an approved shed after November 1, will be discarded and all deposit money will be forfeited. This may also result in the ineligibility to renew the lease. The only personal item allowed to remain on the lot outside of an approved shed at the end of the season is one cord of firewood. It shall be stored neatly stacked no less than 6 inches off the ground as is required by the State of Illinois.
4. **Tent Pads.** Tent pads are 12'W x 12'L or 144 sq.ft. Two (2) wooden tent pads may be constructed on one lot, but their total combined surface area may not exceed 288 sq.ft. Tent pads in excellent condition may remain on the lot at the end of the season. Carpet is prohibited from external use on Lake Front Camping Lots. If you have carpet remove it immediately.
5. **Storage.** One storage shed is permitted but must be kept in excellent condition or removed from the lot at the end of the season. Any personal property left on the lot must be stored in the current storage shed after season and the shed must be left unlocked. The storage shed is not to exceed **8'W x 8'W x 7'H** and must be in good condition. No flammable, explosive or toxic material should be left on the property. The City is not responsible for any personal property left on the lake lot at the end of the season. If lessee fails to renew the following year, the property left on the lot shall be considered abandoned and the City will dispose of it. Any storage shed must have Lake Superintendent approval and lessee must obtain a City Building Permit. The shed shall clearly display the lake lot number in 3" to 5" numerals on a vertical surface near the doorway.
6. **Colors.** Wooden docks, pads, storage sheds and other wooden accessories that are painted must be a dark shade of green, brown or gray that is compatible with the surroundings. Wood may also be left natural. ***Bright colored materials such as reds, yellows or blues will not be permitted on the lots for any use.***
7. **Refuse.** All junk, garbage, debris and other waste must be removed from the site weekly.
8. **Generators.** Generators will be allowed on the lots but must be kept quiet enough so as to not disturb your neighbor.
9. **Lot Numbers.** Lot number signs have been erected by the City. If the sign becomes damaged or missing the Lessee will pay the City to replace the sign at a cost of \$100.00 per lot. The sign displays **8"** reflective numbers on a green 0.080 aluminum metal sign **18" w X 12" h**. The sign must be visible 100 feet from the shoreline on the water.
10. **Docks.** Boat docks must be kept in excellent condition. Any unused dock, pieces of dock and unused dock poles must be removed from the lake and lake lot. Construction or improvements to a dock must be approved by the Lake Superintendent.
11. **Structures.** Any structures such as temporary cabins, frames for shade, patios or other structures **must be removed from the lot at the end of the camping season.** Any current structure/fixture, or wooden pads permanently secured and in excellent condition may be allowed to remain for the off season by the Lake Superintendent upon inspection. No new permanent structures will be allowed to be constructed. Each permanent structure must clearly display the lake lot number it belongs to by placing 3" to 5" numerals reflecting the Lot number on a vertical face of each structure in a conspicuous area.
12. **Appliances.** Refrigerators or freezers will not be permitted for storage and any such existing boxes must be removed from the lot immediately.
13. **Mowing.** Camping lots must be kept mowed and neat in appearance. Maximum grass height allowed is **8-inches**.
14. **Outhouses.** Outhouses must be clean, neat, in good repair, concealed and **away from the lake front a minimum of 150'**. Anyone dumping wastewater will result in immediate termination of Lease. **Sewage systems allowing grey water or black water to drain into the soil are prohibited.** Only disposable bag camping toilets, composting toilets, commercially sold incinerator toilets, and pumpable tank toilets are acceptable. Waste must be disposed of properly. Call the Montgomery County Health Department at 217-532-2001 for information on proper handling and disposal of human waste.
15. **Trees.** Tree cutting is by permission of the Lake Superintendent only. No defacement of earth is permitted.
16. **Site Locations.** Lot locations are as designated by the City and **cannot be subleased.** Do not remove any boundary posts.
17. **Guests.** The Lessee will be held responsible for the actions of their guests and/or visitors.
18. **Off-Road Vehicles.** Off-road vehicles of any kind are **prohibited** on lake lots or other city property.
19. **Pets.** All pets must be confined to the leased lot and away from neighboring lot lines and kept quiet as to not disturb the peace. Pet owners must follow all State laws regarding owners duties and animal rights.
20. **Quiet Hours.** Quiet hours are 11:00 p.m. to 7:00 a.m. No exceptions.

21. **Lessees:** Convicted Sex Offenders are not permitted to lease Lake Front Camping Lots and are not permitted to be on lake lots without the Lot Lessee.
22. **Adult Use Cannabis.** The consumption of Adult Use Cannabis is not legally permitted anywhere in the Lake Lou Yaeger Recreational Area per **410 ILCS 705/10-5**.

### **Lake Lot Lease Termination Policy**

The purpose of this policy is for the Lake Superintendent to follow when lease holders are not following lake rules.

For such incidents or infractions of the lease, the City will first attempt to call lot owner about either an incident or infraction and allow them 7 days from notification to fix the problem. If no contact can be made, a letter will be mailed explaining the problem allowing 10 days from the postal date to resolve it. Failure to reach the Leaseholder by phone or mail will result in terminating the Lease immediately. It is the Leaseholder's responsibility to make sure the correct address and phone numbers are on file with the Lake Department. This policy will only be allowed one infraction per Leaseholder. Another rule infraction will result in the termination of your Lease.

Certain instances, such as a crime committed, fighting, etc., will result in immediate termination of lease and ineligibility for renewal of lot privileges and all fees and deposits forfeited. This will be determined by the Lake Superintendent and Police Chief with notification to the City Administrator.

**2026  
Lease Agreement  
Seasonal Camping, Lake Lou Yaeger  
Litchfield, IL 62056**

**CITY OF LITCHFIELD COPY**

LESSOR: City of Litchfield, Montgomery County, Illinois

LESSEE: \_\_\_\_\_

This lease agreement is for lake front seasonal camping property designated as camping lot number \_\_\_\_\_ and shall be for the 2026 season only.

**1. Seasonal camping defined.**

The term, seasonal camping, shall be defined as beginning May 1 of each year and ending on November 1 of each year.

**2. Terms of lease agreement.**

This lease shall become null and void on November 1 of each year and the seasonal camping property covered by this lease shall revert to the City of Litchfield. This lease is renewable by the Lessee at the option of the City of Litchfield after the Lessee has complied with all rules and regulations as set forth by the City of Litchfield and all applicable fees required by the City of Litchfield have been paid. The City of Litchfield reserves the right to refuse lease renewal as determined to be necessary by the City of Litchfield or its designee. This lease may be terminated at any time during the leasing period and all lease money forfeited, for violation of the approved rules and regulations governing seasonal lake front camping as set forth by the City of Litchfield.

**3. Rules and regulations.**

Rules and regulations for seasonal lake front camping on Lake Lou Yaeger shall be as listed and approved by the Litchfield City Council. The approved rules and regulations are attached to this lease agreement and make a part hereof by reference.

**4. Lease fees and deposits.**

A one-time security deposit, in an amount approved by the Litchfield City Council, shall be deposited with the City of Litchfield for each lake front seasonal camping lot. The security deposit shall be refunded only upon non-renewal of this lease, and providing further that the leaseholder has moved all personal property, campers, junk, debris and other goods from the leased property and that the property has been inspected by and approved by the Lake Staff. Seasonal lease fees shall be determined, set and approved by the Litchfield City Council on a yearly basis. NOTE: We will be verifying Resident Leases with the City Clerk's Office. If you do not meet the residency requirement stated below, you will be asked to make up the differences in Lease Fees.

I, the above listed Lessee, have read the Seasonal Lease Agreement for seasonal lake front camping on Lake Lou Yaeger and agree to abide by the terms of the Seasonal Lake Front Camping Lease. I certify I have never been convicted of a Sex Offense. I further certify that I have received a copy of this lease agreement and the listed and approved rules and regulations for seasonal lake front camping on Lake Lou Yaeger and agree to abide by those rules and regulations.

**Lessee Signature:** \_\_\_\_\_ **Driver's License/State ID #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_ **Emergency Contact #:** \_\_\_\_\_

**Fees are as follows:** \$150.00 deposit per site **Email:** \_\_\_\_\_

**Resident - \$350.00** – Persons who live in zip code 62056

**Non-Resident - \$450.00** – Persons who do not reside in zip code 62056

**Date:** \_\_\_\_\_

**Send payment to:** City of Litchfield, 4313 Beach House Trail, Litchfield, IL 62056

**City of Litchfield**  
**City Council**  
**January 22, 2026**

**Agenda Item:** A motion to approve the purchase of a self-serve ice and water vending machine from Everest Ice and Water Systems for an amount not to exceed \$41,125.00.

**Background:** The Lake Lou Yaeger Recreational Area has experienced ongoing challenges in securing a reliable supply of bagged ice for the Marina and for park visitors. Our current ice distributor has proven inconsistent, resulting in both operational disruptions and lost revenue. The vendor was unable to meet delivery expectations for most of the 2024 season. As a result, the Marina frequently had no ice available for sale during peak visitation periods. In 2025, due to the continued supply failures, staff were forced to manually purchase and transport ice from Walmart to keep inventory stocked. This was labor-intensive, inefficient, and diverted personnel from other critical operational responsibilities.

A self-serve ice and water vending machine offers a cost-effective, reliable, and revenue-positive solution. In addition to ice, the machine would also dispense filtered water for gallon jug refills, creating an additional source of year-round revenue. A self-serve machine would greatly enhance the visitor experience. It provides 24/7/365 availability, eliminates product outages, shortens staff workload related to ice procurement, and removes dependency on unreliable third-party delivery schedules. The machine would serve both guests and residents, especially during peak summer months when ice demand is high.

Considering reliability issues, labor inefficiencies, financial opportunity, and customer convenience, the purchase of a self-serve ice and water vending machine represents a sound, sustainable, and strategically beneficial investment for the Lake Lou Yaeger Recreational Area.

**Budget Impact:** Unbudgeted funds in reserve are available for purchase self-serve ice and water vending machine.

**Recommendation:** The Lake Superintendent, City Administrator, and City Council Lake Liaison recommend approving the purchase of a self-serve ice and water vending machine from Everest Ice and Water Systems in the amount not to exceed \$41,125.00 and authorize the City Clerk to issue a check to Everest Ice and Water Systems.

**Supporting material:** Everest quote for Summit Pro ice/water vending machine  
Everest vending machine information & warranty sheets



Quote Number: 126691  
 Quote Prepared By: Tim Perkins  
 Email: tim.perkins@everesticeandwater.com  
 1/14/2026

### Custom Ice and Water Vending Order Confirmation

Quote prepared for  
 City of Litchfield  
 Heather Bell  
 4313 Beach House Trail  
 Litchfield IL 62056

Customer Contact Info  
 +1-217-313-1189  
 lake@cityoflitchfieldil.com

Estimated Initial Payment:  
 \$20,562.50  
 Estimated Final Payment:  
 \$20,562.50

Item Description	SKU	Qty	Unit Price	Total Price
Everest Summit Max - Ice Vending Machine	30004-2	1	\$41,995.00	\$41,995.00
Scotsman Model No. MC1848MA-32 (1909lb/day)	MC1848MA32	1	INCLUDED	INCLUDED
Filtered Water Vending Add-On with UV Disinfection System	WATERVEND	1	\$4,000.00	\$4,000.00
Everpure Water Filtration System (included)	10275	1	INCLUDED	INCLUDED
Front Panel LED Backlighting	LTGPKG	1	INCLUDED	INCLUDED
Upgraded Nayax VPOS Touch Credit Card Unit	10305	1	INCLUDED	INCLUDED
Standard Graphic Package (included)	22710	1	INCLUDED	INCLUDED
Cold Fusion Energy Recovery Package	21031	1	\$2,000.00	\$2,000.00
Ice Shield Ozone Sanitation System	22690	1	\$2,000.00	\$2,000.00
All-Season Insulation and 220v Outlet	21022	1	\$1,000.00	\$1,000.00

\*\*\*\*\* PLEASE NOTE: THIS IS A CASHLESS UNIT, THERE WILL BE NO BILL OR COIN ACCEPTANCE ON THE MACHINE(S) \*\*\*\*\*

-Customer may cancel the order with no penalty up to 7 calendar days after the Initial Payment is received by Everest. After 7 calendar days, all sales are final.  
 -Order subject to executed Terms and Conditions  
 -Start-up included at no charge  
 -Order is for purchase of new unit  
 -Estimated machine completion -8 weeks\*  
 -Order includes: First set of filters and 1000 Ice Bags (per machine)

Subtotal	\$	50,995.00
Discounts	\$	(11,000.00)
Sales Tax		N/A
Freight	\$	1,130.00

-ADDITIONAL INCENTIVES INCLUDE - \$2000 CASH REBATE  
 \$4000 FOR FREE WATER VENDING UPGRADE,  
 \$2000 FOR FREE ICE SHIELD UPGRADE,  
 \$2000 FOR FREE COLD FUSION UPGRADE, &  
 \$1000 FOR FREE ALL-SEASON INSULATION UPGRADE

- INITIAL PAYMENT MUST BE RECEIVED BY 1/30/2026 TO QUALIFY FOR FULL DISCOUNTING

\*Machine completion dates are an estimate. Due to unprecedented demand and current supply chain issues, Everest cannot give an exact completion date until the machine is in the manufacturing queue.

\*Machine completion date estimate is from time the Initial Payment is received

\*\*Optional Basecamp Remote Monitoring Service - is \$30/month (bill annually at \$360). First year will be prorated based on expected delivery (if applicable). Customer will be able to set up their Basecamp service after equipment delivery\*\*

Your decision to purchase and operate an Everest vending machine is an independent business decision. You are responsible for identifying suitable locations for the machine, promoting and advertising the products offered by the machine. Everest vending machines are not part of a franchise system or a business opportunity. Everest makes no guarantees, representations, or warranties regarding the profitability of your vending machine business, or guarantee or provide any specific assurance regarding the Return on Investment (ROI) for your vending machine business. Any projections, estimations, or discussions regarding potential profitability are for illustrative purposes only and do not constitute a promise or guarantee of financial success.

Purchase Price  
**\$41,125.00**

By signing this quote, I approve of the order of the listed items and equipment.  
 50% Initial payment to initiate order. 50% final payment due 2 weeks before shipment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Quote Number: 126691  
 Quote Prepared By: Tim Perkins  
 Email: tim.perkins@everesticeandwater.com  
 1/14/2026

## Custom Ice and Water Vending Order Confirmation

<b>Quote prepared for</b>	<b>Customer Contact Info</b>	<b>Estimated Initial Payment:</b>
City of Litchfield	+1-217-313-1189	\$20,562.50
Heather Bell	lake@cityoflitchfieldil.com	<b>Estimated Final Payment:</b>
4313 Beach House Trail		\$20,562.50
Litchfield IL 62056		

Item Description	SKU	Qty	Unit Price	Total Price
Everest Summit Max - Ice Vending Machine	30004-2	1	\$41,995.00	\$41,995.00
Scotsman Model No. MC1848MA-32 (1909lb/day)	MC1848MA32	1	INCLUDED	INCLUDED
Filtered Water Vending Add-On with UV Disinfection System	WATERVEND	1	\$4,000.00	\$4,000.00
Everpure Water Filtration System (Included)	10275	1	INCLUDED	INCLUDED
Front Panel LED Backlighting	LTGPKG	1	INCLUDED	INCLUDED
Upgraded Nayax VPOS Touch Credit Card Unit	10305	1	INCLUDED	INCLUDED
Standard Graphic Package (included)	22710	1	INCLUDED	INCLUDED
Cold Fusion Energy Recovery Package	21031	1	\$2,000.00	\$2,000.00
Ice Shield Ozone Sanitation System	22690	1	\$2,000.00	\$2,000.00
All-Season Insulation and 220v Outlet	21022	1	\$1,000.00	\$1,000.00

\*\*\*\*\* PLEASE NOTE: THIS IS A CASHLESS UNIT, THERE WILL BE NO BILL OR COIN ACCEPTANCE ON THE MACHINE(S) \*\*\*\*\*

-Customer may cancel the order with no penalty up to 7 calendar days after the Initial Payment is received by Everest. After 7 calendar days, all sales are final.	Subtotal \$	50,995.00
-Order subject to executed Terms and Conditions	Discounts \$	(11,000.00)
-Start-up included at no charge	Sales Tax	N/A
-Order is for purchase of new unit	Freight \$	1,130.00
-Estimated machine completion -8 weeks*		
-Order includes: First set of filters and 1000 Ice Bags (per machine)		
-ADDITIONAL INCENTIVES INCLUDE - \$2000 CASH REBATE \$4000 FOR FREE WATER VENDING UPGRADE, \$2000 FOR FREE ICE SHIELD UPGRADE, \$2000 FOR FREE COLD FUSION UPGRADE, & \$1000 FOR FREE ALL-SEASON INSULATION UPGRADE		

**- INITIAL PAYMENT MUST BE RECEIVED BY 1/30/2026 TO QUALIFY FOR FULL DISCOUNTING**

\*Machine completion dates are an estimate. Due to unprecedented demand and current supply chain issues, Everest cannot give an exact completion date until the machine is in the manufacturing queue.

\*Machine completion date estimate is from time the Initial Payment is received

\*\*Optional Basecamp Remote Monitoring Service - Is \$30/month (bill annually at \$360). First year will be prorated based on expected delivery (if applicable). Customer will be able to set up their Basecamp service after equipment delivery\*\*

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**Purchase Price**  
**\$41,125.00**

By signing this quote, I approve of the order of the listed items and equipment.  
 50% Initial payment to initiate order. 50% final payment due 2 weeks before shipment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# SUMMIT

The Industry's Most Efficient Ice & Water Vending Machine

## Ice and Water Vending Machine

Everest is committed to designing vending machines that maximize reliability and ease of use by removing complex mechanical parts such as agitators, chain drives, cogs, and augers. The Everest Summit is engineered to deliver high-capacity ice production, making it the ideal choice for locations with high demand. Its simplified design minimizes maintenance needs while ensuring a steady supply of fresh ice. Built for efficiency and durability, the Summit offers businesses a dependable solution for continuous ice vending.

## Summit Features & Options

- **VERSAVEND** - Over 20 million jam-free ice vends and counting.
- **COLD FUSION** - Reduce electricity consumption by up to 30% with Cold Fusion®.
- **ALL SEASON** - Thick industrial grade foam and internal 220V outlet for a heater allows machines to operate in lower temperatures.
- **ICE SHIELD** - Disinfect the entire ice path killing viruses, mold, mildew and biofilm.
- **BASECAMP** - Manage your machine remotely in order to keep track of your vends and sales.



**BASECAMP**



**COLD FUSION**  
ENERGY RECOVERY

- ✓ Eliminate out of stock
- ✓ Increase margins up to 87%
- ✓ Reduce carbon footprint

© Everest Ice & Water

*Questions? We're happy to help!*



**NAMA**

407-930-4437  
info@everesticeandwater.com  
www.everesticeandwater.com



# EVEREST SUMMIT

## The Product:

- 5 Year ice cube warranty!
- Provide superior, fresh, quality ice on demand
- Customer can choose between bulk and bagged ice
- Uniformed shaped, 7/8 inch cubed ice
- 5 Stage Ultra Filtration by EverPure
- Quick and convenient, no attendant necessary

## The Mechanics:

- Simple utility hookups, single phase electric
- Low utilities, low maintenance
- No refrigeration required
- Industrial strength, corrosion free, powder coated steel frame
- Stoutly built with top-shelf & industrial grade components
- Easily portable with forklift and truck

## Models

- **Summit** - Produces up to 1,077 lbs of ice in a 24 hour span
- **Summit Pro** - Produces up to 1,553 lbs of ice in a 24 hour span
- **Summit Max** - Produces up to 1,909 lbs of ice in a 24 hour span

## Standard Features

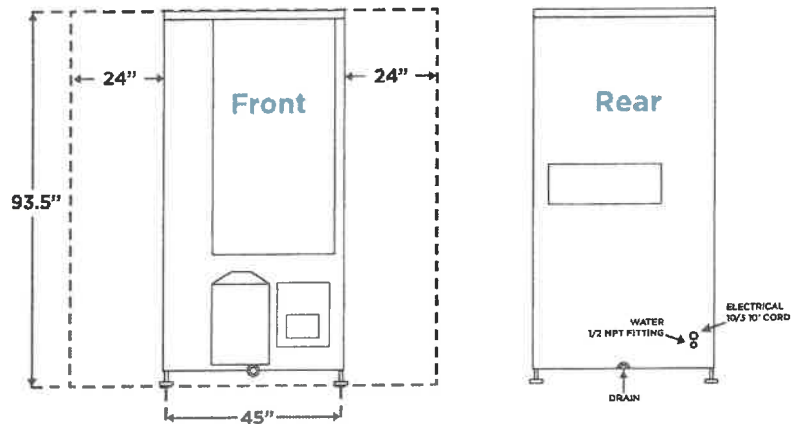
- Top of the line Scotsman Prodigy Elite Ice Maker
- 5 Stage Ultra Water Filtration by EverPure
- Secure dual locking entry mechanism with to visible hinges
- Credit card reader
- Automatic Ice Vending
- Backlit graphics panel

## Optional Features

- **Water Vending**
- **Custom Branding** - Everest will create a custom backlit panel to showcase your unique brand
- **Bill & Coin Collector** - enhance your machine with more payment options
- **Basecamp** - manage your machine remotely
- **Cold Fusion** - Make more ice with less electricity used
- **Ice Shield** - Disinfect the entire ice path killing viruses, mold, mildew and biofilm
- **All-Season Package** - Thick industrial grade foam and internal 220V outlet for a heater allows machines to operate in lower temperatures

## Dimensions

Width	45 in
Depth	55 in
Height	93.5 in
Weight	1,600 lbs



## Ice Vend Time

10 lbs. 6 seconds

## Utility Service Requirements

Electric Service	Single Phase/ 220 volt /50 Amp
Water Line Size	1/2 in
Water Pressure Maximum	65 psi
Water Pressure Minimum	40 psi
Water Temperature Maximum	95°F
Water Temperature Minimum	40°F
Drain Line Size	3/4 in
Required Drain Capacity	5 Gallon/hr

## 5 Stage Ultra Filtration System

EverPure Filters	
One (1) EverPure 10 Micron Sediment Filter	
Two (2) EverPure .5 Micron Carbon Taste & Odor Filters	
One (1) Scale Inhibitor Filter	
Ultraviolet Purification and Sterilization	

## Water Dispensing

Maximum Flow Rate	3.34 GPM
Maximum Flow Rate Between Filter Changes	12,000 Gal
Pressure Transducer Accuracy	+/- 0.5 psi
Flow Meter Accuracy	+/- 4 oz per Gal
Water Volume Per Vend (Min. Setting)	0.025 Gal
Water Volume Per Vend (Max. Setting)	5.0 Gal

Questions? Contact us by phone or email.

☎ 401-830-4437

✉ info@everesticeandwater.com

🌐 www.everesticeandwater.com

MADE IN THE USA 

CONTINUOUS PRODUCT DEVELOPMENT MAY NECESSITATE SPECIFICATION AND/OR DESIGN CHANGES.

# THE EVEREST DIFFERENCE



## NO ICE JAMS

Everest's VersaVend, one moving part dispensing system eliminates virtually ALL the moving parts our competitors use. Less parts equals less cost, less labor, less downtime and an easier ownership experience.



## BOTH BULK OR BAG ICE VENDING

Bulk or direct vend ice that's dispensed directly into the cooler is what made Ice Vending popular to begin with. If you don't offer your customers a choice like an Everest machine does, you can lose HALF of your customers. That's a lot of lost sales!

## ENERGY RECYCLING

At Everest, offers our very own proprietary, energy-recycling component Cold Fusion that supercharges your ice maker. This means more ice from less electricity, extending the life of the ice maker.



## SAFEST AND MOST SANITARY ICE

Everest's proprietary Safe Ice system uses Ozone to disinfect the ENTIRE ice path, from the ice maker all the way into the bag or cooler killing virus, bacteria, mold and mildew. Ozone is 3,000 times more effective than chlorine and leaves zero residue, ensuring your ice is the safest and cleanest ice in Ice Vending.

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## NO MANDATORY FEES

Most Ice Vending companies will charge you all sorts of ridiculous fees, from maintenance fees, to franchise to licensing fees. It's just an excuse to charge you up to \$1,500 a year or more.



## MOST FEATURES STANDARD

We know you don't like the car buying experience so we make virtually all of our features standard. From water filtration, LED lighting and Credit Card acceptance, bulk AND bag vending, we make the features our competitors charge you our standard.

## WATER VENDING

Buying a machine without water vending is like throwing money away. Why filter water but not sell it? Water Vending allows you to have TWO revenue streams.



## PROTECTED ICE MAKER

Other companies install your ice maker on the roof! That's the most expensive component in your machine exposed to the elements, damage, and theft. Everest protects your investment by installing it on the inside of the machine.

## SIMPLE INSTALLATION

At just 20 square feet, you can install an Everest machine anywhere. Up against a building or out in a parking lot. At 8 feet tall it will get noticed. Plus our machines come with only one power supply, making them simple to install. This saves you thousands of dollars on your machine install.



## QUALITY ENGINEERING

Everest machines hold up against the test of time by being built with stainless steel and every inch of the metal frame is powder coated. This makes our machines incredibly resistant to corrosion and rust and helps reduce the risk of break-ins.

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**THE EVEREST DIFFERENCE**

**EVEREST  
STANDARD  
FEATURE**



# VERSAVEND

ONE MOVING PART

## WHAT IS VERSAVEND?

Everest's VersaVend is our patented ice dispensing system that uses ONE moving part which eliminates all the moving parts our competitors use.

Less is more. The Everest Summit uses only one moving part, whereas competitors' machines use dozens. Their machines require parts for collecting ice from the ice maker, agitating to eliminate jams, insulation, and vending ice. The Everest Summit, equipped with VersaVend, does all of this with only one moving part.

Fewer parts means less downtime due to parts failure or malfunction. This means you spend more time making money, and less time spending money to fix a machine.



**OVER 2 MILLION VENDS WITHOUT A JAM AND COUNTING**

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# THE EVEREST DIFFERENCE™

EVEREST  
STANDARD  
FEATURE



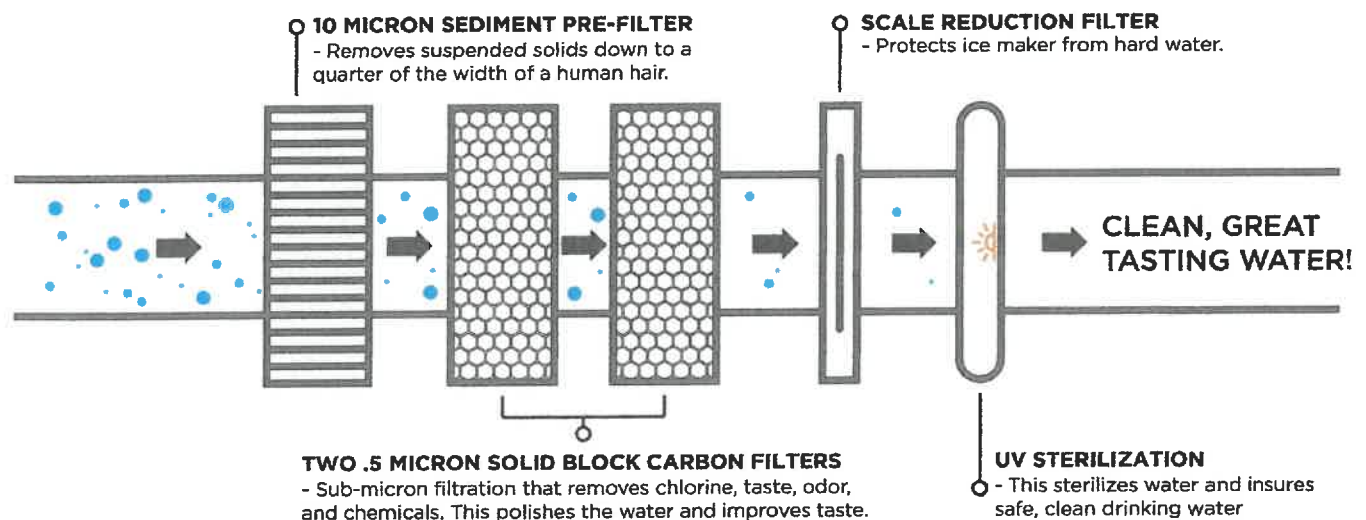
## FIVE STAGE ULTRA FILTRATION SYSTEM

### WHAT IS FIVE STAGE ULTRA FILTRATION?

It is a system that runs your water through a five filters that provides clean, great tasting water and ice with no waste water or usage of an expensive membrane filter.

### WHY DOES EVEREST USE FIVE STAGE ULTRA FILTRATION AND HOW DOES IT WORK?

The Summit Series of machines do not use expensive and complicated Reverse Osmosis (R/O) that require holding tanks, robust drain systems, costly membrane filters, and waste water in order to make water. We use a Five Stage Filtration System from Everpure, one of the most recognized brands among food service operators. This is the same system that was developed for McDonald's™ to insure their soda and coffee taste consistently great all over the world, no matter the water chemistry.



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**THE EVEREST DIFFERENCE**

A large blue shield with a white border, centered over a background of a snowy mountain range under a blue sky with clouds. The shield contains the text "ICE SHIELD" in large, bold, blue letters, and "OZONE DISINFECTION" in smaller, white, sans-serif letters below it.

# ICE SHIELD

OZONE DISINFECTION

## WHAT IS ICE SHIELD?


Everest's Ice Shield infuses Ozone ( $O_3$ ) into the water used to create all the ice within our Summit series machines. Ozone is a natural disinfectant, made from oxygen which protects against viruses, bacteria, bio-film, algae, and mold.

## BENEFITS OF ICE SHIELD

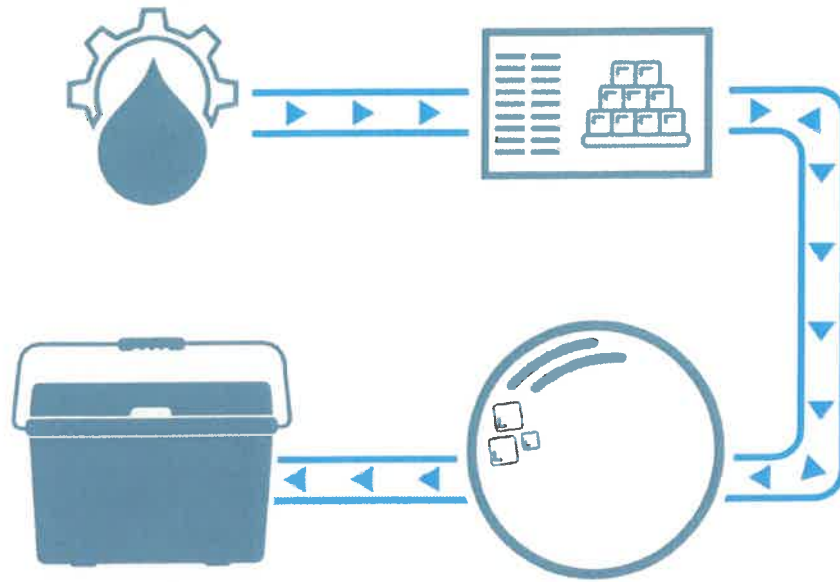
- Proven safe and effective
- 100% Chemical-free
- No odor and improves taste of ice
- Kills viruses, bacteria, bio-film, algae, mold, mildew, and slime
- Disinfects the entire ice path
- 3,000x more effective than chlorine with no residue left behind

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## HOW DOES ICE SHIELD WORK?

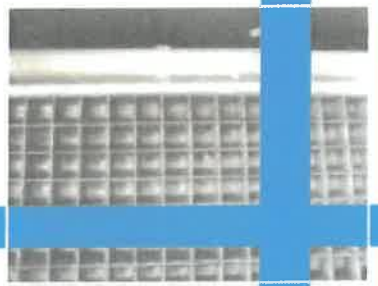


Ice Shield disinfects the entire ice path from water supply, through the ice maker, the ice dispenser, the ice chute, and even keeps sanitizing after being dispensed into the customer's cooler or ice bag

**TWO MONTHS NO  
ICE SHIELD**



**TWO MONTHS WITH  
ICE SHIELD**



By preventing mold, algae, and bio-film, Ice Shield extends the life of the ice maker as well as virtually eliminating the cleaning and maintenance typically required by all other vending machines.

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## THE EVEREST DIFFERENCE



## WHAT IS THE ALL SEASON INSULATION PACKAGE?

With Everest, regardless of what climate your Ice Vending Machine is located, our equipment is made to provide ice in any season. Unlike our competitors, who use only spray-in insulation, Everest's All Season Insulation Package option uses superior industrial-grade, solid foam-core insulation that are installed in the walls and ceiling. This provides effective protection to your investment all year long. With the Everest All Season Insulation Package option, Everest has all of your weather problems covered.

## WHAT ARE THE BENEFITS?



Thick, industrial-grade foam insulation on all interior walls and ceiling



Internal 220V outlet for use with commercial heaters



With Everest's All Season Insulation Package you can make money all year long!

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## THE EVEREST DIFFERENCE

# BASECAMP

Everest's new next-generation remote monitoring system. Basecamp, makes owning an Everest Ice and Water vending machine a breeze. Basecamp is a robust, intuitive, reliable, and most importantly user-friendly service that features a multitude of features to help you run your ice and water vending machine. The best part of Basecamp is that as long as you have a reliable Internet connection, you can check in on your machine anywhere in the world.

Only Everest can let you live the stress-free passive income lifestyle you've always dreamed of. Below are a some of the features that Basecamp offers.



### MONITORING YOUR MACHINE'S SALES

Curious as to how much you have made today? With Basecamp you check your machine's finances at any point. This allows you to check how much money your machine has in-depth by day, week, and or even monthly. You can even see an in-depth look as to how your customers are buying your product and how much change your machine currently has. This gives you a real-time look at your finances without ever going to your machine.



### MONITORING YOUR MACHINE'S VENDS

Basecamp allows you to go even into further detail by allowing you to narrow down per hour how many vends your machine is making. This allows you to modify your pricing so you can make more money when your machine is at its busiest, or set up bulk pricing to encourage your customers to purchase more at one time. You can even dispense a bag of ice or vend water without being near your machine.



### MONITORING YOUR ICE MAKER

Your ice maker is the most vital part of your machine, wouldn't you want to have access immediately to it? Checking in to see how your ice maker doing has never been easier than with Basecamp. Its robust monitoring system allows you to check your harvest/freeze cycles and control your ice maker, all remotely!



### MONITORING YOUR MACHINE'S HEALTH

With Basecamp, monitoring the health of your machine is extremely easy. The system will notify you of any errors and help you figure out a solution, even sending a message to Everest's support team, all from Basecamp. With Basecamp's maintenance logging system, you can keep track of items like when filters have been changed or any components you may have replaced. You can even order new parts from Everest's Part Store, all from Basecamp!

**With Everest's Basecamp remote management system, owning an Everest Ice and Water vending machine has never been easier.**

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# SUMMIT SERIES WARRANTY INFO

## **SCOTSMAN ICE MAKER**

Scotsman is the worldwide leader in ice machine manufacturers and offers an extensive network of dealers and service centers throughout the U.S. We use the "Prodigy Elite" line of ice makers due to their unmatched features, service ability, and support.

**WARRANTY:** Three (3) years on the overall ice maker, extended 5 Years on the evaporator, the compressor, and the condenser.

## **NAYAX VPOS TOUCH CREDIT CARD**

The VPOS Touch is Nayax's all-in-one solution for cashless payments and integrated telemetry. Create marketing and sales opportunities to bring great consumer engagement for improved up-sale and increased revenue

**WARRANTY:** One (1) year warranty for the card reader. After one year an out-of-warranty replacement can be issued for \$95, plus S/H. After three years, the out-of-warranty replacement is not available.

## **CPI BILL VALIDATOR (if equipped on unit)**

Crane Payment Innovations (CPI) is also an industry leader, and it's system is easy to operate and service. The machine accepts \$1 and \$5 bills and will hold up to 500 bills. A Credit Card Reader option is available for an additional charge.

**WARRANTY:** 2 Years (Everest also offers a loaner unit while repairs are being made.)

## **CPI COIN EXCHANGER (if equipped on unit)**

Crane Payment Innovations (CPI) manufactures the coin validator which accepts Quarters, Dimes and Nickles. An overflow bucket holds excess change and coin tubes automatically re-load. The trusted reliable choice in over 1.5 million operator installations. The industry's first coin manager goes beyond merely accepting and dispensing coins, it helps operators make smarter decisions.

**WARRANTY:** 2 Years (Everest also offers a loaner unit while repairs are being made)

**Outside of these passthrough warranties from each respective manufacturer, Everest additionally offers a bumper-to-bumper 1-year parts warranty on the balance of the machine.**

Everest Ice and Water Systems warrants to the original buyer that ice and water vending machines of its manufacture will be free from defects in material and/or workmanship. Everest further warrants that these machines will perform adequately under normal use if properly installed and maintained in accordance with the operating manuals furnished with the product.

**APPLICABLE PRODUCTS/MODELS:** The following Everest models are covered under this warranty: Summit, Summit Pro, Summit Max.

**WARRANTY STARTING TIME:** This product warranty begins on the date that Everest delivers the machine to a carrier (which could include a carrier that temporarily stores the Product prior to ultimate shipment to the Buyer).

**GEOGRAPHIC LIMITATION:** None. This warranty is applicable worldwide.

**WHAT IS NOT COVERED:** This warranty does not cover third-party such as the commercial ice cuber, credit card reader, coin manager, or bill validator. The aforementioned accessories have their own warranties that are supplied by the manufacturer of these parts. The warranties for these products will be handled by and is the sole responsibility of the respective product manufacturer. Furthermore, it is the Buyer's sole responsibility to contact the third-party manufacturers should an issue with those parts arise and should it require the use of said warranties.

**WHAT IS COVERED:** This warranty covers:

- Main drive systems (barrel, barrel saddle, gear drive, barrel motor) for 12 months
- Main machine structural component (frame) for 12 months
- Main plumbing systems (water manifold, tubing, fittings) for 12 months
- Main electrical components for 12 months
- All other components (excluding aforementioned non-covered products) for 12 months

**BUYER'S OBLIGATIONS:** The product must be installed, cleaned and maintained as described in the Operating Manual furnished with the product. The commercial ice machine must be cleaned and maintained as described in the separate Manufacturer's Operating Manual furnished with the product. Any replacement parts must be genuine Everest replacement parts or from a third-party approved source. Failure to meet these obligations shall result in voiding of warranty.

**EVEREST'S OBLIGATION:** Upon return of any defective, warranted parts to the factory, Everest shall, at no cost to Buyer, analyze the parts and repair or replace any part or parts found to be defective in material and/or workmanship during the warranty period. All decisions regarding defects in material or workmanship or accident, alteration, misuse, or improper maintenance or installation shall be made by Everest's Service Department and shall be binding upon the parties. Any repaired or replaced warranty part will be incorporated under the original warranty terms.

**SHIPPING COSTS:** Buyer shall pay all shipping costs (including but not limited to freight, fees, duties, taxes) for warranty parts to and from Everest's Service Department. Any defective parts must be returned to Everest or an authorized distributors of Everest.

**ADDITIONAL EXCLUSIONS:** This warranty also excludes:

- Consumable parts (filters, batteries, bags) and normal wear and tear from usage.
- Corrosion in any areas where original factory powder coating has been damaged.
- Failure or damage from electrical problems, water supply problems, accident, alteration, misuse, fire, flood, freezing, act of god or neglect.

- Failure or damage from operating the product outside of the specifications set in the product manuals.
- Labor or other costs incurred for diagnosing, repairing, removing, installing, shipping, servicing or handling of defective parts, replacement parts, or new Products.
- Normal maintenance and cleaning as outlined in the Everest Operator's Manual.
- Parts not supplied or designated by Everest, or damages resulting from their use.
- Failure, damage or repairs due to theft, vandalism, wind, rain, flood, high water, lightning, earthquake, or any other natural disaster, fire, corrosive environments, insect or rodent infestation, or other casualty, accident or condition beyond the reasonable control of Everest; operation above or below the electrical or water supply specification of the product; or components.

**City of Litchfield  
City Council  
January 22, 2026**

**Agenda Item:** A motion to approve a Kayak Self-Serve Kiosk Station to be purchased from Outdoor Vending Solutions for an amount not to exceed \$13,268.00.

**Background:** The Beach House has been renting kayaks and paddleboards since 2019. Our guests really enjoy this service, however the process of renting, keeping track of the time rented, pay for extra beach staff to assist guests, and limited rental hours have become more of an issue than an amenity. Several area lakes (including Silver Lake in Highland, Sangchris Lake State Park, and other local state parks) have started using kayak self-serve kiosk rental stations and have seen great success.

Self-serve kiosks allow the guests to rent a kayak anytime from dawn till dusk. The vending company provides a 3-year warranty on the kiosk, handles collecting all liability forms electronically, and processes all payments through a Cantaloupe G11 POS system on the kiosk. Card only transactions. No cash transactions will be accepted. The POS system has a \$9.95 monthly fee with a 10-cent swipe fee and 2.5% transaction fee on all purchases. The vending company has no fees beyond the initial purchase of the rental station. The remote tunneling app (\$950.00 one-time fee included on estimate) will allow our staff to assist customers remotely if there were an issue. We would use the kayaks, paddles, and life jackets we currently have to stock the kiosk. Purchasing a kiosk instead of renting one allows the city to retain all revenue apart from the 3 POS fees mentioned.

**Budget Impact:** The Lake Department received a grant from the James A. Duff & Owen M. Duff Memorial Trust Fund to purchase a Kayak Self-Serve Kiosk Station.

**Recommendation:** The Lake Superintendent, City Administrator, and City Council Lake Liaison recommend approving a Kayak Self-Serve Kiosk Station to be purchased from Outdoor Vending Solutions in the amount not to exceed \$13,268.00 and authorize the City Clerk to issue a check to Outdoor Vending Solutions.

**Supporting material:** Outdoor Vending Solutions product photo  
Outdoor Vending Solutions estimate  
FAQ sheet from Outdoor Vending Solutions

Outdoor Vending Solutions  
6104 Rollins Rd. Granbury, Texas 76049

# ESTIMATE

**Bill To**

City of Litchfield, Lake Lou Yaeger  
4831 Beach House Trail  
Litchfield, IL, 62056  
USA

**Estimate Number** EST-0111  
**Estimate Date** November 10, 2025  
**Expiry Date** November 10, 2025

Item Name	Quantity	Rate	Amount
8-Place Unattended Kayak vending kiosk	1	11500.00	11500.00
Remote tunneling allows you to assist customers remotely without having to be at the kiosk	1	950.00	950.00
Freight to destination	1	818.00	818.00
		<b>Subtotal</b>	<b>13268.00</b>
		<b>Total</b>	<b>\$13268.00</b>

**Notes**

No tax collected shipped out of state.

**Terms & Conditions**

10% due at time of order placement.

Balance due at time of shipment.

## **Kayak Kiosk FAQs**

**1. The payment box on the side of the kiosk, who maintains that box if there would be an issue and/or updates?**

- The box on the side houses the POS system, the locking mechanism, touchscreen, and all the electronic parts. The kiosk does not accept cash and we do not offer any type of machine that accepts cash. Any updates are downloaded between 12 AM and 6 AM directly. If it were to fail, we will RMA it and send you a new one. If it were to be vandalized, you can buy a replacement from us. The replacement system is \$350 currently. We have never had anyone report any vandalism on the “brain box” as there is nothing in there to steal. This is one of the many reasons our machines will never cash payments.

**2. What is the payment processing system and are the payments made directly to us or do we go through a third party service company? What are the associated fees?**

- Cantaloupe G11 is the Point of Sale system. All payments are processed through Cantaloupe. They will make weekly deposits to the account you authorize. Currently Cantaloupe charges the following fees: \$9.95/monthly which covers all cellular activity and access to a robust back office, a 10-cent swipe fee and a 2.5% transaction fee on all purchases. There is a one-time fee of \$950 at the time of kiosk purchase that allows your staff to remote tunnel into the system and assist customers remotely without having to be at the kiosk.

**3. What fees (if any) does your company charge beyond the initial purchase?**

- None

**4. If there would be weather related and/or vandalism damage to the payment processing box is it replaceable and what would that process look like?**

- Everything is replaceable. Vandalism is not covered by warranty but a replacement POS is readily available and costs around \$350 currently.

**5. Are any of the parts of the unit covered under any type of warranty?**

- Yes, the kiosk comes with a three year warranty

**6. What is the life span of these kayak self-serve units typically?**

- We have been manufacturing these kiosks for 7 years and they are all still in use. On some kiosks we have had to replace the touchscreen after 5 years due to direct sun damage. The touchscreen costs \$450 currently.

**7. How many lakes/parks have purchased these units from your company?**

- We have sold over 150 kayak kiosks to date

**8. What does the order/shipping time frame look like currently?**

- If you order in January/February it is typically 3 weeks, March/April could be as long as 4 weeks.



## UNATTENDED KAYAK KIOSKS

There is a locker system that houses the PPE and paddles and then a rack system for the Kayaks and paddle boards.

The customer must agree to all the liability waivers on the touch screen and then select the type watercraft they want (currently single or double kayaks or Paddle boards), how many hours they want to rent it for and then swipe their credit card.

The door to their PPE opens and the watercraft unlocks and away they go!

To return the equipment, the customer swipes the same card and the machine matches the last 4 numbers and re-opens/unlocks their spaces and they return everything.

The machine tells them if they have not closed the locker door or locked in the kayak properly and then computes how long they have had them out and up-charges if necessary.

**NOTE: Kayak Kiosks are producing greater than 100% ROI (Return on Investment) in one season.**

**City of Litchfield**  
**City Council**  
**January 22, 2026**

**Agenda Item:** A motion to approve a resolution approving a Memorandum of Understanding for the School Resource Officer with the Board of Education of the Litchfield Community Unit School District #12.

**Background:** This MOU is an amendment to the MOU for a School Resource Officer for the current school year. New legislation has been put in place that affects the duties an SRO is allowed to perform by law, so the agreement is updated to reflect the legislation. There are no other changes.

**Budget Impact:** N/A

**Recommendation:** The City Administrator and Alderman Liaison recommend a motion to approve a resolution approving a Memorandum of Understanding for the School Resource Officer with the Board of Education of the Litchfield Community Unit School District #12.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE LITCHFIELD COMMUNITY SCHOOL DISTRICT #12 REGARDING SCHOOL RESOURCE OFFICER**

**WHEREAS**, the City of Litchfield, Montgomery County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, City has determined that fostering a safe learning environment for students, faculty, staff and visitors to schools within the Litchfield Community School District #12 (hereinafter “the School”) continues to be of utmost importance; and

**WHEREAS**, Section 10-20.68 of the Illinois School Code (105 ILCS 5/10-20.68) allows the School to utilize a City Police Officer to serve as a School Resource Officer (“SRO”) at and for the School to ensure the safety and protection of the students, faculty, staff, and other visitors at the School; and

**WHEREAS**, Section 10-20.68(a-5) requires the School and the Police Department to enter into a Memorandum of Understanding (“School MOU”) setting forth the agreement between City and the School regarding the scope and term of service for the SRO at the School (*see* School MOU, attached hereto as **Exhibit A**); and

**WHEREAS**, City has determined that it is in the best interest of public health, safety, general welfare and economic welfare to enter into the School MOU with the School (*see* **Exhibit A**); and

**WHEREAS**, City has determined the Mayor, or his designee, should be authorized and directed, on behalf of City, to execute whatever documents are necessary to approve the School MOU (*see* **Exhibit A**); and

**NOW, THEREFORE, BE RESOLVED**, by the City Council of the City of Litchfield, Illinois, as follows:

**Section 1.** The foregoing recitals are incorporated herein as findings of the City Council of the City of Litchfield, Illinois.

**Section 2.** The School MOU (**Exhibit A**) is hereby approved.

**Section 3.** The Mayor or his designee is authorized and directed, on behalf of the City of Litchfield, to accept the School MOU (**Exhibit A**).

**Section 4.** This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Litchfield, Illinois and deposited and filed in the office of the City Clerk on the \_\_\_ day of \_\_\_\_\_, 2026, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

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Jacob Fleming  
Mayor  
City of Litchfield  
Montgomery County, Illinois

---

Vickie Throne  
City Clerk  
City of Litchfield  
Montgomery County, Illinois

**MEMORANDUM OF UNDERSTANDING FOR SCHOOL RESOURCE OFFICER  
BETWEEN THE BOARD OF EDUCATION OF THE LITCHFIELD COMMUNITY  
UNIT SCHOOL DISTRICT #12 AND THE CITY OF LITCHFIELD**

**THIS AGREEMENT** is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2026, between the City of Litchfield ("City") and the Board of Education of the Litchfield Community School District #12 ("District"), both located within Montgomery County, State of Illinois, (collectively, the "Parties").

**WITNESSETH:**

**WHEREAS**, the District operates Litchfield School District ("School"), comprising of multiple locations in the City of Litchfield, Illinois, 62056, which is within the City's jurisdiction; and

**WHEREAS**, the City operates the Litchfield Police Department ("Police Department"), which provides law enforcement services within the City's jurisdiction; and

**WHEREAS**, Section 10 of Article 7 of the Constitution of the State of Illinois of 1970 and the *Intergovernmental Cooperation Act* (5 ILCS 220/1 *et seq.*) provide that units of local government and school districts may enter into agreements with one another to perform any activity authorized by law; and

**WHEREAS**, the City and the District are public agencies pursuant to Section 2 of the *Intergovernmental Cooperation Act* (5 ILCS 220/2); and

**WHEREAS**, the District desires to have the services of one of the City's police officers to perform duties of a School Resource Office ("SRO") at the School; and

**WHEREAS**, the Parties desire an SRO arrangement and relationship that is consistent with the National Association of School Resource Officers "triad" concept of school-based policing; and

**WHEREAS**, the City and the District have determined it to be in the best interests of both Parties to enter into this Agreement for the public safety of the citizens of Litchfield and to provide said services to the School located within the legal limits of the City in order to prevent crime and maintain the safety and order of the citizens of Litchfield on school property.

**NOW, THEREFORE**, in consideration of the mutual promises, covenants, conditions, and other valuable consideration, the receipt and sufficiency whereof is herein acknowledged, the Parties hereto agree as follows:

1. **RECITALS.** The foregoing recitals are incorporated herein by this reference as if fully set forth.

2. **TERM AND TERMINATION.** This Agreement shall commence on the date of the last party to execute this Agreement and shall continue in full effect until May 29, 2026 or the last day of school, whichever date comes last. The parties may mutually agree, in writing, to renew this Agreement for additional one (1) year terms thereafter. The District or the City may terminate this Agreement prior to its expiration for its convenience by providing at least one full semester's advance written notice of its intent to terminate.
3. **ASSIGNMENT AND SELECTION OF THE SRO.** The City shall assign one Police Officer to act as an SRO at the School. To select the police officer, the City shall provide the Superintendent of the District (or her/his designee) with a list of its police officers who meet the minimum qualifications set forth in Exhibit A, which is attached hereto and incorporated herein by reference. The Superintendent (or his/her designee) and the Litchfield Police Department Police Chief (or his/her designee) will establish a selection committee which will conduct interviews of Police Officer Candidates. The committee will then make a recommendation to the Police Chief regarding the selection of the candidate. Ultimately, the assignment of the candidate will be the responsibility of the Police Chief. Upon request of the District at any time during the term of this Agreement, the City shall replace the SRO with another police officer who meets the criteria set forth in this Agreement, if the District provides the City with a written request setting for the rationale for the requested replacement.
4. **EMPLOYMENT OF THE SRO.** The SRO shall remain an employee of the City and shall be subject to the administration, supervision, and control of the City, except as such administration, supervision and control is subject to the terms and conditions of this Agreement. The City shall at all times be considered the SRO's employer and the City shall retain direction and control of the work and conduct of the SRO and shall be solely responsible for payment and provision to the SRO of salary and any other benefits, including overtime, to which the SRO is entitled as an employee of the City. The City is responsible for making necessary tax, deduction, and other withholdings from the SRO's pay, and for making all necessary tax and other employment-related payments and filings. The City shall also maintain payroll, attendance, and performance evaluations records of the SRO. The SRO shall be covered by the City's worker's compensation insurance.

Because the SRO is an employee of the City, the Litchfield Police and Fire Commission, in its sole discretion, shall have the power and authority to hire, discharge and discipline the SRO in accordance with the collective bargaining agreement. With regard to disciplinary actions related to services provided under this Agreement, the City shall consult with the District on such disciplinary actions, however, the Litchfield Police and Fire Commission shall have the sole discretion and power to discipline the SRO. It shall be the responsibility of the City to assure the SRO is appropriately and completely trained and maintains such training as an SRO pursuant to the triad concept of school-based policing.

Faith's Law. The School District is and shall be responsible for obtaining information required under Faith's Law, 105 ILCS 5/22-94, pertaining to criminal background checks, allegations of

inappropriate conduct, applicant statements and former employer contact information and providing the complete copies of the results to the City. The School District may reject any police officer if, in the School District's sole discretion, the criminal background investigation or any checks required by Faith's Law disclose information which would call into question the individual's fitness to serve the SRO(s) or otherwise cause the District to be concerned about the police officer's interacting with students and children. In the event the School District determines a police officer is unfit to serve in the SRO position, the City will provide an alternative police officer who is able to serve in the SRO position.

**COMPENSATION.** In consideration of the assignment of the SRO, the District agrees to pay the City \$258.30/day of employment at 88 days set forth in Exhibit C for a total of \$22,730.40 of the SRO's total compensation including salary, overtime, benefits, and pension payments, matching funding provided by the Department of JusticeCops Hiring Grant. Upon completion of the one (1) year agreement, compensation amounts will be negotiated between the District and the City if both parties choose to continue said agreement.

5. **SRO WORK SCHEDULE.** The SRO shall provide services on the dates in Exhibit C at the School from 7:30 a.m. until 3:30 p.m., or any generally adjusted start/end time schedule followed by the School, (excluding summer school). Any adjustment to the SRO's schedule shall be subject to the agreement of the City and the District, in compliance with the collective bargaining agreement with the City.

When school is not in session during observed holidays, inclement weather days, or during in-service days or winter or spring breaks, and if the School District does not need the SRO, the SRO shall work his/her regular shift at the direction of his/her supervisor. In such instances, his/her assignments may consist of any patrol or administrative duties which are normally within the scope of that of a Litchfield Police Officer.

The SRO shall be available to attend other school sponsored events which the City and District mutually agree upon.

6. **DUTIES OF THE SRO.** The SRO shall perform all duties set forth in this Agreement, as well as any other duties described on Exhibit B, which is attached hereto and incorporated herein by reference.
7. **SRO TRAINING REQUIREMENTS.** The SRO shall complete all required training as referenced in Exhibit D, including training on working with students with disabilities and supporting their educational and behavioral needs. The SRO or City shall provide certification of completion of all training requirements within one (1) year of appointment to the position and once a year thereafter.
8. **COMPLIANCE WITH DISTRICT POLICIES AND PROCEDURES.** The SRO shall comply

with applicable District policies and procedures in the course of his/her duties, and any other operating procedures that are agreed upon by the Parties.

9. **COMPLIANCE WITH LAWS.** The Parties shall comply with all applicable laws, ordinances, rules, regulations and codes in performing their respective obligations hereunder.

10. **ACCESS TO RECORDS; CONFIDENTIALITY.**

a. **District Records.** The Parties acknowledge and agree that all student, personnel, medical, and District-related business records generated by District employees or students shall be the property of the District. The Parties agree to comply with all state and federal laws, including, but not limited to, the *Illinois School Student Records Act* (1 05 ILCS 10/1 *et seq.*), the *Illinois Mental Health and Developmental Disabilities Confidentiality Act* (740 ILCS 110/1 *et seq.*), the federal *Family Educational Rights and Privacy Act* (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99), *Health Insurance Portability and Accountability Act of 1996* (45 C.F.R. Parts 160 and 164), *Illinois Personnel Records Review Act* (820 ILCS 40/1 *et seq.*), District Policy 7:340, *Student Records*, and all rules and regulations governing the release of student, personnel, and medical records.

- i. The SRO may have access to confidential student records or to personally identifiable information of any District student to the extent permitted under FERPA, ISSRA, and applicable District policies and procedures. The SRO shall not automatically have access to confidential student records or personally identifiable information in those records simply because he/she is conducting a criminal investigation involving a student. School officials may, however, share relevant student records and personally identifiable information in those records with the SRO under any of the following circumstances:
- ii. The SRO is acting as a "school official" as it relates to accessing student records, as defined in 34 C.F.R. § 99.31, because he/she is exercising a function that would otherwise be performed by school personnel and has legitimate educational interests in the information to be disclosed.
- iii. The SRO has written consent from a parent/guardian or eligible student or review the records or information in question.
- iv. The School Principal or designee reasonably determines that disclosure to the SRO without parental consent is necessary in light of a significant and articulable threat to one or more person's health or safety.
- v. The disclosure is made pursuant to a valid court order, provided that advanced notice of compliance is provided to the parent/guardian or eligible student so that they may seek protective action from the court, unless the court has ordered the existence or contents of the court order or the information furnished in response to not be disclosed.
- vi. The information disclosed is "directory information," as defined by District Policy 7:340, *Student Records*, and the parent/guardian or eligible student has not opted out of the disclosure of directory information.
- vii. The SRO may have access to live feed of security cameras in the District

pursuant to authorization of the Superintendent or Principal. Recorded camera footage may constitute student record information if identifiable students are the focus of the footage. As such, recorded camera footage will be treated as student record information pursuant to Paragraph 13.A.3 below.

- viii. The disclosure is otherwise authorized under FERPA, ISSRA and applicable District policies and procedures.

Notwithstanding the termination of this Agreement for any reason, the confidentiality provisions of this paragraph will continue in full force and effect following such termination.

- b. **City Records.** The Parties acknowledge and agree that all records generated by the SRO in connection with the performance of services under this Agreement may constitute law enforcement records. In accordance with law, all records generated and maintained solely by the SRO and the City shall not constitute student records. If the SRO utilizes a body camera, it shall be used in accordance with the *Law Enforcement Officer-Worn Body Camera Act (50 ILCS 701/10-1 et seq.)* And other applicable federal and Illinois law. Prior to the SRO's use of a body camera in the District, the City shall provide to the District a copy of the Police Department's written policy regarding the use of body cameras adopted in accordance with the foregoing Act, including, but not limited to, the Department's policy for when the cameras will be turned on while the officer is on duty in the schools and the expectations of privacy of the District's students, invitees, and employees, and the District and City shall determine appropriate procedures for flagging recordings related to incidents in the schools for retention by the City and for access by the District as otherwise allowed by law. Prior to use of body cameras in the District, the City will provide written information and training to appropriate school employees concerning the objectives and procedures for the use of body cameras in the District. If the SRO is equipped with a body camera, he/she shall be trained in the operation of the equipment prior to its use.
- c. **Other Applicable Agreements.** This Agreement shall be interpreted in conjunction with other applicable agreements in effect between the District and the City including the Reciprocal Reporting Agreement enacted between the City and the District attached as Exhibit E to this Agreement.

- 11. **LAW ENFORCEMENT ACTIONS AND SAFETY INTERVENTIONS.** The SRO may initiate appropriate law enforcement actions to address criminal matters, including matters that threaten the safety and security of the School or its occupants, and/or intervene with staff or students when necessary to ensure the immediate safety of persons in the School environment in light of an actual or imminent threat to health or safety. Any such intervention shall be reasonable in scope and duration in light of the nature of the circumstances presented and shall be reasonably calculated to protect the physical safety of members of the School community while minimizing, to the extent possible, any unintended negative effects on students. All law enforcement actions and interventions to protect the safety of others shall be consistent with all applicable laws, regulations, and policies. The SRO shall not issue tickets, citation, or effectuate arrests of students on District property during

normal school days when school is in session.

Use of force may be implemented pursuant to Police Department policies, procedures and protocols, as well as applicable laws.

When practical or as soon as possible after making a request, the SRO shall advise the Building Principal before requesting additional law enforcement assistance on campus and shall request such assistance only when necessary to protect the safety or security of members of the school community.

- a. Investigations, Interviews, and Arrests. Criminal investigations, interviews and arrests by the SRO will be conducted in accordance with all applicable legal requirements, including all applicable laws, regulations, and policies governing the use of force, interviews, searches and arrests. If the SRO interviews, searches, or arrests a student at school, all reasonable efforts will be made to protect the student's privacy.

The SRO shall comply with District Policies in regards to, *Agency and Police Interviews*, and its accompanying administrative procedure, regarding law enforcement interviews as follows, to the extent that compliance is practicable:

- i. The SRO shall promptly notify the Building Principal whenever he/she seeks to question a student in an investigative manner or to take any direct law enforcement action against a student.
- ii. If applicable, the Building Principal will check the warrants for arrest, search warrants, or subpoenas to be served.
- iii. Interviews of minor students without permission of the student's parent(s)/guardian(s) are not permitted unless a legal process is presented, in emergency situations, or is otherwise allowed by law. The Building Principal shall attempt to contact the student's parent(s)/guardian(s), and inform them that the student is subject to an interview. In extreme situations the SRO may, in effecting temporary protective custody of the student, request that the District not notify parent(s)/guardian(s) until the student's safety is ensured. The Building Principal may ask that such a request be made in writing. To the extent permitted by law, parent(s)/guardian(s) will be given the opportunity to be present during any interview and, if they so choose, be represented by legal counsel at their own expense.
- iv. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the Building Principal and one other adult witness selected by the SRO will be present during the interview.
- v. No minor student shall be removed from the School by the SRO without the consent of parent(s)/guardian(s), except upon service of a valid warrant of arrest, in cases of warrantless temporary protective custody, or as otherwise permitted by law.
- vi. At no time shall the SRO request that any District employee act as an agent of

the SRO or law enforcement in any interview.

vii. The SRO shall at all times be advised of, be educated about, be responsible for, and be compliant with the requirements of 105 ILCS 5/22-88, or its successor laws.

b. Searches. The SRO shall be aware of and comply with all laws, regulations, and policies governing searches of persons and property while performing services pursuant to this Agreement. In particular, the SRO shall be aware of the differing standards governing searches by law enforcement officers for law enforcement purposes compared to searches by school officials in connection with student discipline. At no time shall the SRO request that any District employee lead or conduct a search of a student for law enforcement purposes.

12. **SCHOOL DISCIPLINE.** District administration shall be solely responsible for implementing student discipline rules, policies, and procedures and investigating any violations of school rules, policies, and procedures. District administration, not the SRO, has primary responsibility for maintaining order in the school environment and for investigating and responding to matters. The SRO shall refer any concerns related to the student to the Building Principal or designee and shall not independently investigate or administer consequences for violations of student disciplinary rules, policies or procedures. The SRO should generally not be involved in routine disciplinary matters, such as tardies, loitering, noncompliance, inappropriate language, dress code violations, minor classroom disruptions, disrespectful behavior, and other minor infractions of school rules. School officials shall only request SRO assistance when necessary to protect the physical safety of students, faculty, staff and others in the School environment or when a student engages in criminal activity. This does not prohibit the SRO from independently investigating student conduct which involves violations of law, even if the same student conduct which violates the law also results in disciplinary action by District administration (*see Paragraph 13, Joint Law Enforcement and School Discipline Investigations, below*). Nothing in this section changes the requirement that an SRO **shall not** issue a ticket, citation, or effectuate an arrest of a student on District property during a normal school day when school is in session.

a. Searches. The SRO shall not conduct or participate in searches of students or their belongings in School disciplinary investigations unless his/her assistance is requested by School authorities to maintain a safe and secure school environment. When requested to assist with a search by School authorities, the SRO shall comply with District Policies in regards to *Search and Seizure*, and related administrative procedures as follows:

At the request of school authorities, the SRO may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a probable cause for suspecting that the search will produce evidence the particular student has violated or is violating the law. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age, sex, and the nature of the infraction.

ii. When feasible, the search should be conducted:

- i. Outside the view of others, including students;
  - ii. In the presence of a School administrator or adult witness; and
  - iii. By a professional educator, licensed employee, administrator, or SRO of the same sex as the student.
  - iv. Immediately following a search, the SRO shall make a written report and provide it to the District Superintendent.
- b. Interviews. The SRO will not be involved in interviews of students initiated and conducted by School authorities in disciplinary matters unless requested by School authorities to maintain a safe and secure School environment. If the SRO's presence is requested under these circumstances, the SRO shall confine his/her involvement to what is reasonably necessary to protect the safety and security of members of the School community and shall not lead the investigation or actively interview students.

13. **JOINT LAW ENFORCEMENT AND SCHOOL DISCIPLINE INVESTIGATIONS.** In cases where School disciplinary investigations and law enforcement investigations into criminal activity overlap and relate to matters affecting health or safety (e.g. when both the School authorities and the SRO are investigating matters related to the presence of drugs or weapons on campus), it may be appropriate for School authorities and the SRO to work in tandem. In such circumstances, the SRO shall be mindful of and clarify his/her role as a law enforcement officer conducting a law enforcement investigation when interviewing student witnesses, particularly students suspected of criminal wrongdoing.

14. **INSURANCE.** Each party shall keep in force at all times during the term of this Agreement Commercial General Liability Insurance, on an occurrence basis, with limits of not less than \$3,000,000 per occurrence and in the aggregate. Within seven (7) days of the last Party's execution of this Agreement, each Party shall furnish to the other a certificate of the insurance evidencing the insurance required under this Agreement; each Party shall furnish to the other a certificate of the insurance evidencing the insurance required under this Agreement. Each party may satisfy the insurance obligations under this Paragraph by utilizing excess or umbrella insurance. For purposes of this Paragraph, insurance may be provided through a self-insured intergovernmental risk pool or agency. Each Party shall name the other party's Indemnitees (as defined in Paragraph 12) as additional insureds on all insurance required hereunder. To the fullest extent permitted by each insurance policy and without invalidating any coverage thereunder, the Parties waive any right of subrogation that they or any of their agents may have against any of the other Party's Indemnitees.

15. **MUTUAL INDEMNIFICATION.** The District shall indemnify and hold the City and its officers, agents, and employees ("City Indemnitees") harmless from any and all liabilities, losses, costs, demands, damages, actions or causes of action, including reasonable attorney's fees arising out of, proximately caused by or incurred by reasons of any of negligent act or omissions of the District and its employees related to this Agreement; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.)*, or otherwise provided by law.

The City shall indemnify and hold the District, its individual District member, agents, and employees ("District Indemnitees") harmless from any and all liabilities, losses, costs, demands, damages, actions or causes of action, including reasonable attorney's fees arising out of, proximately caused by or incurred by reasons of any of negligent act or omission by the SRO, or breach of this Agreement; or arising out of any action taken by the District with respect to the SRO to ensure compliance with Faith's Law, subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act* (745 ILCS 10/1 *et seq.*), or otherwise provided by law.

17. **ENTIRE AGREEMENT.** This Agreement supersedes all previous contracts, agreements or understandings between the Parties with respect to the subject matter of this Agreement and constitutes the entire agreement between the Parties hereto.
18. **NOTICES.** Any notices required under this Agreement may be sent to the respective parties at the following respective addresses:

To the District:

Litchfield Community Unit School District  
1100 N Old Route 66  
Litchfield, Illinois 62056  
Attention: Superintendent

To the City:

City of Litchfield  
120 East Ryder  
Litchfield, Illinois 62056  
Attention: City Administrator

or at such other addresses as the parties may indicate in writing to the other either by personal delivery, courier, overnight delivery with proof of delivery, or by registered mail, return receipt requested, with proof of delivery thereof. Mailed notices shall be deemed effective on the day of deposit; all other notices shall be effective when delivered.

18. **COMPLETE UNDERSTANDING AND AMENDMENTS.** This Agreement sets forth all the terms and conditions, and agreements and understandings between the Parties relative to the subject matter hereof. No modifications, amendments, or waiver of any provision hereto shall be

valid and binding unless in writing and signed by all Parties.

19. **SUCCESSORS AND ASSIGNS.** This Agreement shall be binding upon, apply and insure to the benefit of each Party and their respective legal representatives, successors and assigns.
20. **GOVERNING LAW; VENUE.** This Agreement and the rights and responsibilities of the parties hereto shall be interpreted and enforced in accordance with the laws of the State of Illinois. The venue for initiation of any such action shall be Montgomery County, Illinois.
21. **AUTHORITY TO EXECUTE.** Each signatory hereto represents and warrants that he/she has the proper and necessary corporate authority to execute this Agreement and bind his/her entity to the terms and conditions of this Agreement.
22. **WAIVER.** The failure of either party to demand strict performance of the terms and conditions of this Agreement on any one occasion shall not be deemed a waiver to demand strict performance on any future occasion.
23. **SEVERABILITY.** If for any reason any provision of this Agreement is determined by a judge to be invalid or unenforceable, that provision shall be deemed severed and the balance of this Agreement shall otherwise remain in full force and effect.

**IN WITNESS WHEREOF**, the Parties hereto have set their hands and seals all as of the day and year first written above.

**City of Litchfield**

**Board of Education  
of Litchfield CUSD12**

By:

By:

Its:

Its:

Date:

Date:

Attest:

Attest:

Its:

Its:

Dated:

Dated:

## **EXHIBIT A: QUALIFICATIONS OF THE SRO**

1. Be a certified police officer with the Police Department;
2. Have at least five (5) years of experience working as a, full-time, police officer
3. Have experience working with youths;
4. Have a strong verbal, written and interpersonal skills, including public speaking;
5. Must be able to complete the following training regarding the duties and responsibilities of a school resource officer:
  - A. All training required by law for school resource officer; and
  - B. Certification through the Illinois Law Enforcement Training and Standards Board as a juvenile Police Officer under 705 ILCS 405/1-3(17); and
  - C. Complete training on working with students with disabilities, including on meeting their educational and behavioral needs; and
  - D. Basic School Resource Officer Certification approved by the Illinois Law Enforcement Training and Standards Board.
6. Possess a sufficient knowledge of the applicable Federal and State laws, City ordinances, and District policies and regulations;
7. Be able to function as a strong role model for students in the District; and
8. Possess an even temperament and set a good example for students.

## **EXHIBIT B: DUTIES OF THE SRO**

In addition to the duties set forth in the Agreement, the SRO shall perform the following duties with due diligence and to the best of his/her ability:

1. Serve as an advisor and/or referral source for students with problems in which the SRO's law enforcement expertise may be helpful;
2. Conduct presentations and/or trainings on law, law enforcement issues, individual liberties and social responsibilities;
3. Be available to students, faculty, parents, and School and community organizations as a resource;
4. Work with parents, law enforcement, and social service agencies on matters that may affect the School;
5. Work cooperatively with other law enforcement agencies, including neighboring law enforcement entities, to fulfill the duties described hereunder;
6. Enforce State and local criminal laws and ordinances and to take appropriate action in response to violations of the law;
7. Maintain a high level of visibility during school entrance and dismissal times as well as during passing periods;
8. Meet with building administrators to advise them of potentially dangerous situations and plan for the safe resolution of those situations;
9. Follow building and district behavior policies, deferring to school administration for discipline and enforcement of student handbook and policies, referring students for further law enforcement processing when requested by the District or required by law, and using law enforcement authority in necessary situations;
10. Protect school property, students, school personnel and visitors from criminal activity by patrolling the school building and grounds and attending school functions during and outside the school day as reasonably required; on all properties owned by the District;
11. Serve as the lead or co-lead in the development, review, and implementation of the District Emergency Plan;
12. Teach lessons as applicable, i.e. health, driver's education, government; etc.

13. Serve as a liaison between the School and the Police Department and other law enforcement agencies as appropriate; and
14. Perform other duties, as directed by the Superintendent of the District (or his/her designee) and the City.

Notwithstanding the above, the Parties acknowledge that the SRO is responsible for criminal law issues, not school discipline issues. Thus, absent a real and immediate threat to student, teacher, or public safety, incidents involving public order offenses including, but not limited to, disorderly conduct, disturbance/disruption of the School or public assembly, trespass, loitering, profanity, and fighting that does not involve immediate physical injury or a weapon, shall be considered school discipline issues to be solely handled by School officials, rather than criminal law issues warranting formal law enforcement intervention (e.g. issuance of a criminal citation, ticket, or summons, filing of delinquency petition, referral to a probation officer, or actual arrest). If the SRO becomes aware of a student discipline issue, he/she shall refer the issue to the School's principal.

The SRO may take part in aiding school officials with keeping the good order of the school as it relates to minor school disciplinary issues or school rules if requested, so long as the requested actions are authorized by state and federal laws, as well as the policies of the Police Department. Nothing in this agreement prevents the SRO from intervening in a disruption, disturbance, reckless behavior, or confrontation when he/she believes the matter is likely to escalate and/or lead to someone being injured/harmed if he/she should fail to act. Nonetheless, the SRO **shall not** issue tickets, citations, or effectuate arrests of students on District property during a normal school day.

The City and the District acknowledge that the SRO must receive appropriate and current training in order to fulfill his/her duties as a school resource officer. As a result, the Parties shall work cooperatively to ensure the SRO receives appropriate in-service training, such as updates in the law, in-service firearm training, and training specific to the duties of a school resource officer and working with students. The District, in coordination with the City, may also require the SRO to attend other relevant training, including but not limited to, training about appropriate use of restraint involving special needs students, use of opioid antagonists, in Board policies, and the District's regulations and procedures.

## EXHIBIT C: SRO Calendar

### August 2025

Mon	Tues	Wed	Thur	Fri
4	5	6	7	8
11	12	13	14	15
TI	TI	XHI	XHI	XHS
18	19	20	21	22
X	X	X	X	X
25	26	27	28	29
X	X	X	X	X

### September 2025

Mon	Tues	Wed	Thur	Fri
1	2	3	4	5
HOL	X	X	X	X
8	9	10	11	12
X	X	X	X	X
15	16	17	18	19
X	X	X	X	X
22	23	24	25	26
X	X	X	X	XHS
29	30			
X	X			

### October 2025

Mon	Tues	Wed	Thur	Fri
		1	2	3
		X	X	X
6	7	8	9	10
X	X	X	X	TI
13	14	15	16	17
HOL	X	X	X	X
20	21	22	23	24
X	X	X	X	X
27	28	29	30	31
X	X	XHI PTC	XHI PTC	NIA FPT

### November 2025

Mon	Tues	Wed	Thur	Fri
3	4	5	6	7
X	X	X	X	XHS
10	11	12	13	14
X	HOL	X	X	X
17	18	19	20	21
X	X	X	X	X
24	25	26	27	28
X	X	NIA	HOL	NIA

### December 2025

Mon	Tues	Wed	Thur	Fri
1	2	3	4	5
X	X	X	X	X
8	9	10	11	12
X	X	X	X	X
15	16	17	18	19
X	X	X	X	XHS
22	23	24	25	26
NIA	NIA	NIA	HOL	NIA
29	30	31		
NIA	NIA	NIA		

### January 2026

Mon	Tues	Wed	Thur	Fri
			1	2
			HOL	NIA
5	6	7	8	9
TI	X	X	X	X
12	13	14	15	16
X	X	X	X	X
19	20	21	22	23
HOL	X	X	X	X
26	27	28	29	30
X	X	X	X	XHS

### February 2026

Mon	Tues	Wed	Thur	Fri
2	3	4	5	6
X	X	X	X	X
9	10	11	12	13
X	X	X	X	XHS
16	17	18	19	20
NIA	X	X	X	X
23	24	25	26	27
X	X	X	X	X

### March 2026

Mon	Tues	Wed	Thur	Fri
2	3	4	5	6
HOL	X	X	X	X
9	10	11	12	13
X	X	X	X	XHS
16	17	18	19	20
X	X	X	X	X
23	24	25	26	27
X	X	X	X	X
30	31			
NIA	NIA			

### April 2026

Mon	Tues	Wed	Thur	Fri
		1	2	3
		NIA	NIA	NIA
6	7	8	9	10
NIA	X	X	X	X
13	14	15	16	17
X	X	X	X	X
20	21	22	23	24
X	X	X	X	X
27	28	29	30	
X	X	X	X	

### May 2026

Mon	Tues	Wed	Thur	Fri
				1
				XHS
4	5	6	7	8
X	X	X	X	X
11	12	13	14	15
X	X	X	X	X
18	19	20	21	22
X	X	X	X	XHS
25	26	27	28	29
HOL	XED	XED	XED	XED

### June 2026

Mon	Tues	Wed	Thur	Fri
1	2	3	4	5
XED				

### NOTES:

- TI=Teacher Institute Day
- PTC= Parent/Teacher Conferences (4:00-7:00)
- HOL= Legal Holiday (school not in session)
- NIA= Not in Attendance
- XHI= SIP Day (early release at 1:15/1:30)
- XHS= SIP Day (early release at 12:00/12:15)
- XED= Emergency Days (will use if needed)
- Back to School Teacher: Aug 11/12
- Back to School Students: August 13
- Labor Day: Sept 1
- Columbus Day: Oct 13
- Veterans Day: Nov 11
- Thanksgiving Day: Nov 27
- Thanksgiving Break: Nov 26-28
- Christmas Break: Dec 22-Jan 2
- M.L. King's BDay: Jan 19
- President's Day: Feb 16
- Casimir Pulaski Day: March 2
- Spring Break: March 30-April 6
- Last day of School (w/ no snow days): May 22
- Memorial Day: May 25

## **Exhibit D Additional Training**

Additional areas for continuing professional development and training for School Resource Officers may include, but are not limited to:

- The Comprehensive School Threat Assessment Process
- Restorative practices
- Implicit bias and disproportionality in school-based arrests based on race and disability
- Cultural competency in religious practices, clothing preferences, gender identity, sexual orientation, immigrant rights, and other areas
- Training on working with students with disabilities including training on how to support their educational and behavioral needs,
- Professional Development offered by School District facilitators and staff
- Mental health protocols and trauma-informed care
- De-escalation skills and positive behavior interventions and supports
- Training in proper policies, procedures, and techniques for the use of restraint
- Teen dating violence and healthy teen relationships
- Understanding and protecting civil rights in schools
- Special education law
- Student privacy protections and laws governing the release of student information
- School-specific approaches to topics like bullying prevention, equity, cultural responsiveness, individual-institutional-systematic racism, homophobia, transphobia, sexism, classism, ableism, including, cyber safety, emergency management and crisis response, threat assessment, and social-emotional learning

The SRO shall attend a minimum of eight hours of training per year. Where practicable, the District shall also encourage school administrators working with SROs to undergo training alongside SROs to enhance their understanding of the SRO's role and the issues encountered by the SRO.

\*

## EXHIBIT E

### **GUIDELINES FOR RECIPROCAL REPORTING AND COOPERATION BETWEEN THE CITY OF LITCHFIELD POLICE DEPARTMENT AND THE BOARD OF EDUCATION OF LITCHFIELD COMMUNITY UNIT SCHOOL DISTRICT 12**

Litchfield Community Unit School District 12 (the “School District” or “District”) and the Litchfield Police Department (the “Police Department”), pursuant to Section 1-7(A)(8) of the Juvenile Court Act, Section 10-20.14 and 22-10 of the Illinois School Code and Section 10/6(a)(6.5) of the Illinois School Student Records Act, agree to, and hereby, establish guidelines for a reciprocal reporting system between the Police Department as the local law enforcement agency and the School District regarding criminal offenses committed by students. It is also critical to the safety of the School District’s students and the local community at large that, within the bounds of the confidentiality requirements applicable to both law enforcement officers and school officials, extensive cooperation takes place between school and law enforcement officials. The following guidelines are intended to meet the requirements of the Juvenile Court Act, the Illinois School Student Records Act, and Sections 10-20.14 and 22-10 of the School Code, to reduce juvenile crime and to increase school safety by promoting the exchange of appropriate information between law enforcement and school officials.

#### **I. General Cooperation**

- A. The Superintendent will designate “School Officials” and the Litchfield Police Department Chief will designate “Police Officials” who will have responsibility for implementing these Guidelines, including receiving and providing information. The School Officials and Police Officials shall provide each other, at the start of each new school year and updated as necessary, with their regular and emergency telephone numbers, mobile numbers and e-mail addresses.
- B. School Officials and Police Officials will meet to facilitate and review implementation of these Guidelines at least once during the first quarter of each school year and thereafter as often as necessary.
- C. Nothing in these guidelines are intended to limit or restrict the duty and authority of the School District to request police services for disturbances or other emergencies occurring in or around School District property, nor is it intended to limit or restrict the duty or ability of any person attending or employed by the School District to provide information or otherwise cooperate in School District and law enforcement investigations.

#### **II. Reporting of Student Criminal Activity**

##### **A. By the School District to Police Officials**

1. School Officials may report any alleged or suspected criminal activities committed by a student enrolled in the School District to Police Officials. In accordance with the Illinois School Code and the Illinois School Reporting of Drug Violations Act, 105 ILCS 5/10-27.1, 27.1A, 27.1B and 105 ILCS 127/1, School Officials are required to and will report the following incidents involving a student enrolled in School District to Police Officials:
  - Any written complaint of a battery committed against any school employee.
  - A verified incident involving drugs on school property, within 1,000 feet of the school or on a school bus.
  - A firearm on school property or on a school bus – firearm is defined as any device, by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas or escape of gas; excluding, however, paint ball, bb guns, spring gun, pneumatic gun.

When a report may be required of both the Superintendent and Principal, a single report from one or the other shall meet the duty to report.

2. Where violence or other activity poses an imminent threat to the safety of students or community members, the information will be shared as soon as possible; otherwise, the information will be shared within 2 business days after the information becomes known to School Officials.
3. Written information regarding student activities reported under this Agreement may be shared with Police Officials if (a) it relates to an immediate threat to the safety of School District students or community members, (b) specific written parental consent is provided, (c) a court of proper jurisdiction orders the release, or (d) as provided for in Section 6(a)(6.5) of the Illinois School Student Records Act (*see* Section II.A.4.).
4. In accordance with Section 6(a)(6.5) of the Illinois School Student Records Act, and consistent with Section III.C. of these Guidelines, the School District may release school student records or information to juvenile authorities when necessary for the discharge of their official duties upon a request for information prior to adjudication of the student and if certified in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" include probation officers, law enforcement officers and prosecutors, and others (including Police Officials).
5. Where information regarding a School District student is deemed to be minor and unlikely to assist in the protection or safety of School District students or community members or becomes part of the student's school record under the provisions of the Illinois School Student Record Act (the "Act"), 105 ILCS 10/1 *et seq.*, the School District shall not disclose the information to the Law Enforcement Department absent the specific written consent of the student's parent/guardian (or the student if age 18 or older), by an order of a court of proper jurisdiction, or as otherwise permitted by the Act.

**B. By Police Officials to the School District**

1. Police Officials will report to School Officials the same type of information referenced in Section A above, within the same time frames, where the activity by students or others might reasonably be a threat to others on school grounds or at school activities, unless such disclosure could jeopardize ongoing investigation or safety.
2. As currently provided by Section 1-7(A)(8)(A) of the Juvenile Court Act, Police Officials will share law enforcement records with School Officials related the following offenses or suspected offenses (to be modified as such Section is amended from time to time) with respect to a minor enrolled in the School District who has been taken into custody or arrested when Police Officials believe that there is an imminent threat of physical harm to students, school personnel, or others present in the school or on school grounds:
  - a. any violation of Article 24 of the Criminal Code of 1961 or the Criminal Code of 2012;
  - b. a violation of the Illinois Controlled Substances Act;
  - c. a violation of the Cannabis Control Act;
  - d. a forcible felony as defined in Section 2-8 of the Criminal Code of 1961 or the Criminal Code of 2012;
  - e. a violation of the Methamphetamine Control and Community Protection Act;
  - f. a violation of Section 1-2 of the Harassing and Obscene Communications Act;
  - g. a violation of the Hazing Act; or
  - h. a violation of Sections 12-1 (assault), 12-2 (aggravated assault), 12-3 (battery), 12-3.05 (aggravated battery), 12-3.1 (battery on an unborn child), 12-3.2 (domestic battery), 12-3.4 (violation of order of protection), 12-3.5 (interfering with reporting domestic violence), 12-5 (reckless conduct), 12 7.3 (stalking), 12-7.4 (aggravated stalking), 12-7.5 (cyber stalking), 25-1 (mob action), or 25-5 (unlawful contact with street gangs) of the Criminal Code of 1961

or the Criminal Code of 2012.

4. Police Officials will share information with School Officials concerning a student who is the subject of a current police investigation that is directly related to school safety or that may impact the school environment including any no contact orders or no trespass orders applicable to school property. Such information shall only be shared verbally. An investigation means an official, systemic inquiry by law enforcement into actual or suspected criminal activity.
5. As required by Section 22-20, as amended from time to time, of the Illinois School Code, Police Officials shall report to School Officials whenever a student is detained for proceedings under the Juvenile Court Act or for any criminal offense or any violation of a municipal or County ordinance. The report shall include the basis for the detention, the circumstances surrounding the detention, and the status of the proceedings. Police Officials shall periodically update the report as significant stages of the proceedings occur and with the disposition of the matter.
6. Pursuant to Section 5-905(2.5) of the Juvenile Court Act, Police Officials may report to school officials the identity of the victim of certain specified offenses in an effort to prevent foreseeable future violence.
7. Information shared by Police Officials to School Officials shall be used solely to aid in the proper rehabilitation of the student and to protect the safety of students and employees in the schools.

### **III. Confidentiality and Records**

- A. Content of Criminal Activity Information. All criminal activity information shall include the names of all involved persons, including District students and minors, except in cases where the name of the victim is protected under the Rights of Crime Victims and Witnesses Act, 725 ILCS 120/1, *et seq.*, as amended, or other applicable law.
- B. Confidentiality of Law Enforcement Records and Criminal Activity Information. Any law enforcement records subject to disclosure under these Guidelines shall not be disclosed or made available in any form to any person or agency other than as set forth in these Guidelines or as authorized by law. Police Officials and School Officials shall develop procedures to ensure such nondisclosure of criminal activity information (including to other employees except those with a demonstrable professional and privileged interest in receiving such information in order to take appropriate action), except as may be authorized by law or set forth in these Guidelines.
- C. Illinois School Student Records Act. This Section III and these Guidelines are intended to satisfy Section 6(a)(6.5) of the Illinois School Student Records Act, which authorizes a school district to release student records to law enforcement officers when necessary for the discharge of their official duties prior to adjudication of the student and upon written certification that the information disclosed by the school will not be disclosed to any other party, except as provided by law or order of court.
- D. Not Educational or School Records. School Officials shall follow State and Federal laws regarding student records. Consistent with Section 10/2(d) of the Illinois School Student Records Act, reports of Police Officials working in a school shall be deemed the reports of a law enforcement professional and shall not be considered a student record. For purposes of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232(g), Police Officials designated to work with the School District pursuant to these Guidelines shall be considered a law enforcement unit of the school such that the records created by Police Officials for the purpose of law enforcement shall not be considered educational records. The information derived from law enforcement records shall be kept separate from and shall not become a part of the official school record of the student and shall not be a public record pursuant to Section 1-7(A)(8)(A) of the Juvenile Court Act.

- E. Reporting Requirements to ISBE. In accordance with Illinois Senate Bill 1519 and subsequent amendments to the Illinois School Code, School Officials shall track the number of K-12 students referred to a law enforcement agency or official and the number of instances of referral to law enforcement for K-12 students which may include the provision of information shared by the Police Department.
- F.. Freedom of Information Act. Records in the possession of the School District and/or the Police Department related to this Agreement may be subject to the Illinois Freedom of Information Act (“FOIA”), 5 ILCS 140/5-1 et seq.; 5 ILCS 140/7(2). If the School District or Police Department receives a FOIA request for any School District digital images or records created or maintained pursuant to this Agreement, the receiving Party shall immediately notify the other Party and shall immediately provide any such records requested in order to timely respond to any FOIA request received. The School District or Police Department will review all such records to determine whether FOIA exemptions apply before disclosing the records, such that information properly exempt as proprietary or prohibited from release by other laws or exempt for other reasons will not be released.

**City of Litchfield**  
**City Council**  
**January 22, 2026**

**Agenda Item:** A motion to approve an ordinance declaring real property of the City of Litchfield surplus and authorizing its sale, specifically part of PIN#15-09-128-008 and part of PIN#15-09-128-005.

**Background:** The City has received interest in the purchase of the above property for residential use. This ordinance is to declare the surplus for sale of the property. The property would then be sold via sealed bids and the Council could place conditions upon the sale (i.e. existing structures must be demolished, the property must be for residential use, etc).

Regardless of whether the City retains or sells the property, the City will proceed with annexing PIN#15-09-128-008, as it is not currently in corporate limits.

**Budget Impact:** Any sale proceeds or property tax generated would be allocated to the general fund. If the City retains the property, it will need to demolish the existing structure and prepare for future amenities.

**ORDINANCE NO. \_\_\_\_\_**

**ORDINANCE DECLARING REAL PROPERTY OF THE CITY OF LITCHFIELD  
SURPLUS AND AUTHORIZING ITS SALE PURSUANT TO  
65 ILCS 5/11-76-1 AND 65 ILCS 5/11-76-2, SPECIFICALLY: A PORTION OF PIN# 15-  
09-128-008 AND A PORTION OF PIN# 15-09-128-005**

**WHEREAS**, the City of Litchfield, Montgomery County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, 65 ILCS 5/11-76-1 provides, in pertinent part:

Sec. 11-76-1. Any city or village incorporated under any general or special law which acquires or holds any real estate for any purpose whatsoever, . . . has the power to . . . convey the real estate when, in the opinion of the corporate authorities, the real estate is no longer necessary, appropriate, required for the use of, profitable to, or for the best interests of the city or village. This power shall be exercised by an ordinance passed by three-fourths of the corporate authorities of the city or village then holding office, at any regular meeting or at any special meeting called for that purpose.

**WHEREAS**, 65 ILCS 5/11-76-2 provides, in pertinent part:

Sec. 11-76-2. An ordinance directing a sale . . . of real estate . . . shall specify the location of the real estate, the use thereof, and such conditions with respect to further use of the real estate as the corporate authorities may deem necessary and desirable to the public interest. Before the corporate authorities of a city or village make a sale, by virtue of such an ordinance, notice of the proposal to sell shall be published once each week for 3 successive weeks in a daily or weekly paper published in the city or village, or if there is none, then in some paper published in the county in which the city or village is located. The first publication shall be not less than 30 days before the day provided in the notice for the opening of bids for the real estate. The notice shall contain an accurate description of the property, state the purpose for which it is used and at what meeting the bids will be considered and opened, and shall advertise for bids therefor. All such bids shall be opened only at a regular meeting of the corporate authorities. The corporate authorities may accept the high bid or any other bid determined to be in the best interest of the city or village by a vote of 3/4 of the corporate authorities then holding office, but by a majority vote of those holding office, they may reject any and all bids. The consideration for such a sale may include but need not be limited to the provision of off-street parking facilities by the purchaser, which parking facilities may be made part of the municipal parking system. Such consideration also may include the provision of other public facilities by the purchaser.

The corporate authorities may provide by ordinance for the procedure to be followed in securing bids for the sale or lease of the subject property.

**WHEREAS**, City owns in whole or in part:

1. PIN# 15-09-128-008
2. PIN# 15-09-128-005

(hereinafter “Property”); and

**WHEREAS**, in the opinion of this City Council, the Property is no longer necessary, appropriate, required for the use of, profitable to, or for the best interests of the City to retain, and should be declared surplus and sold; and

**WHEREAS**, City has determined to surplus and sell the Property pursuant to 65 ILCS 5/11-76-1 and 65 ILCS 5/11-76-2, and discloses the following:

1. Description of the Property:
  - a. Part of PIN# 15-09-128-008
  - b. Part of PIN# 15-09-128-005
2. Use of the Property: Residential.
3. Publication: Journal-News Newspaper:
  - a. On or about January 29, 2026;
  - b. On or about February 5, 2026;
  - c. On or about February 12, 2026;
4. Bids opened at City Council Meeting on March 5, 2026, beginning at 6:30 PM;
5. Sealed bids to be accepted at Litchfield City Hall up to and including 4:00 PM on March 5, 2026, to be hand delivered to the Clerk or her designee. It will be the responsibility of the bidder to confirm the timely receipt of the bid;
6. The City Council may accept the high bid or any other bid determined to be in the best interest of the City by a vote of three-fourths of the corporate authorities then holding office, but by a majority of those holding office, they may reject any and all bids;

and

**WHEREAS**, City has determined it to be in the best interest of public health, safety, general welfare, and economic welfare to declare the Property surplus, and to sell the Property according to 65 ILCS 5/11-76-1 and 65 ILCS 5/11-76-2; and

**WHEREAS**, the Mayor is authorized and directed to execute any document necessary to declare the Property surplus, and to sell the Property according to 65 ILCS 5/11-76-1 and 65 ILCS 5/11-76-2.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Litchfield, Illinois, as follows:

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Litchfield, Illinois.

*Section 2.* City has determined the Property shall be declared surplus, and sold according to 65 ILCS 5/11-76-1 and 65 ILCS 5/11-76-2.

*Section 3.* As stated herein, City has provided all requisite notice and bidding requirements under 65 ILCS 5/11-76-1 and 65 ILCS 5/11-76-2 for purchase of the surplus Property.

*Section 4.* This Ordinance shall be known as Ordinance No. \_\_\_\_\_ and shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council and approved by the Mayor of the city of Litchfield, Illinois and deposited and filed in the office of the City Clerk on the day of \_\_\_\_\_ 2026, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

APPROVED:

\_\_\_\_\_  
Jacob Fleming  
Mayor  
City of Litchfield  
Montgomery County, Illinois

ATTEST:

\_\_\_\_\_  
Vickie Throne  
City Clerk  
City of Litchfield  
Montgomery County, Illinois

**City of Litchfield  
City Council  
January 22, 2026**

**Agenda Item:** A motion to accept a proposal from Mike Klaves for landscaping services for an amount not to exceed \$31,450.

**Background:** We have remaining funds from a private donor that are set to be used toward beautification and seasonal flowers. Mike Klaves has provided us with a proposal that includes the following:

(3) Sign Beds	\$2750
(45) Urns	\$3375
(16) Hanging Baskets	\$ 1920
(3) Pots @ City Hall	\$225
Old Library Park	\$1500
Weed Killer	\$200
Mulch	\$1800
Fertilizer	\$480
Prep	\$1200
	\$13,450
Watering	\$18,000
	\$31,450
Total	

**Budget Impact:** This is fully covered by donor funds.

**Recommendation:** The City Administrator and Mayor recommend a motion to accept a proposal from Mike Klaves for landscaping services for an amount not to exceed \$31,450.

**City of Litchfield  
City Council  
January 22, 2026**

**Agenda Item:** A motion to approve resolutions approving and authorizing demolition agreements for structures on 1522 North Jackson, 1224 South Franklin, and 404 North Walnut.

**Background:** Each of the above properties contain residential structures that are vacant and unsafe. The property owners have each consented to the City demolishing the structures with Strong Communities grant funds.

- 1) 1522 North Jackson PIN# 10-33-136-022
- 2) 1224 South Franklin PIN# 15-04-410-013
- 3) 404 North Walnut PIN# 10-33-476-006

**Financial Impact:** The Strong Communities Grant will cover asbestos abatement and demolition costs.

**Recommendation:** The Building Inspector, Code Enforcement Officer, and City Administrator recommend a motion to approve a resolution approving and authorizing demolition agreements for structures on 1522 North Jackson, 1224 South Franklin, and 404 North Walnut.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING AND AUTHORIZING DEMOLITION AGREEMENT  
WITH Allison J White FOR THE DEMOLITION OF 1522 N Jackson Litchfield, IL**

**WHEREAS**, the City of Litchfield, Montgomery County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, Section 11-31-1 of the Illinois Municipal Code, 65 ILCS 11-31-1, grants the authority for a municipality to cause the demolition, repair, or enclosure of structures within its corporate boundaries which have been deemed dangerous and unsafe; and

**WHEREAS** Allison J White (“Owner”) is the owner of the property commonly known as 1522 N Jackson, Litchfield, Illinois and the structure(s) located thereon (“Building”); and

**WHEREAS**, City's Chief Building Official has determined that the Building is currently uninhabitable due to various violations of the City's Municipal Code ("City Code") and has deemed it dangerous, unsafe, and beyond reasonable repair; and

**WHEREAS**, City has confirmed that the Building is not currently occupied by any mortgagor or lawful occupant as a principal residence; and

**WHEREAS**, City has determined that the Building is eligible for demolition under the City's Strong Communities Program grant funding; and

**WHEREAS**, Owner has submitted an agreement authorizing and consenting to City demolishing the Building (“White Agreement,” attached hereto as **Exhibit A**); and

**WHEREAS**, City has determined that the proposed White Agreement enables City and Owner to fully compromise their dispute regarding the Building, demolish the Building, and avoid the time and expenses attendant to litigation thereon.

**WHEREAS**, City has determined it to be in the best interests of public health, safety, general welfare, and economic welfare of City to approve the White Agreement (**Exhibit A**), enabling it to cause the demolition of the Building located at 1522 N Jackson Litchfield, IL; and

**WHEREAS**, City finds that the Mayor should be authorized and directed, on behalf of City, to execute and date the White Agreement, and any other documents necessary to give effect to the White Agreement (**Exhibit A**), or any other documents related to the demolition of the Building.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Litchfield as follows:

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Litchfield, Illinois.

*Section 2.* The White Agreement (**Exhibit A**) is approved.

*Section 3.* The Mayor is authorized and directed, on behalf of the City, to execute and date the White Agreement, or any other documents necessary to give effect to the White Agreement, or any other documents related to the demolition of the Building located at 1522 N Jackson (**Exhibit A**).

*Section 4.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Litchfield, Illinois, and deposited and filed in the Office of the City Clerk, on the \_\_\_\_\_ day of \_\_\_\_\_ 2026, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

\_\_\_\_\_  
Jacob Fleming  
Mayor  
City of Litchfield  
Montgomery County, Illinois

ATTEST:

\_\_\_\_\_  
Vickie Throne  
City Clerk  
City of Litchfield  
Montgomery County, Illinois

**AGREEMENT AND CONSENT TO DEMOLISH**  
**(1522 N Jackson, Litchfield, Illinois 62056)**

This Agreement is entered into on the \_\_\_\_ day of \_\_\_\_\_, 2026 ("Effective Date"), by and between the City of Litchfield, an Illinois municipal corporation (the "City"), Allison J White ("Owner"), who are collectively referred to as the "Parties." The Parties stipulate and agree as follows:

**RECITALS**

**WHEREAS**, Owner holds fee simple title to certain real property located within Montgomery County, Illinois, being PPN: # 10-33-136-022, commonly known as 1522 N Jackson, Litchfield, Illinois 62056 (the "Property"); and

**WHEREAS**, the Property has a residential building thereon that is less than three (3) stories in height as defined by the City's building code and less than six (6) residential units (the "Building"); and

**WHEREAS**, the City's Chief Building Official has determined that the Building is open and vacant and an immediate and continuing hazard to the community; and

**WHEREAS**, the City's Chief Building Official has determined that the Building is currently uninhabitable due to various violations of the City's Municipal Code (the "Code"); and

**WHEREAS**, the Building is not currently occupied by any mortgagor or lawful occupant as a principal residence; and

**WHEREAS**, the Building is beyond reasonable repair because the cost of repairs to remedy the existing Code violations exceeds the Property's "as is" value; and

**WHEREAS**, the City has determined that the Building may be eligible for demolition, rehabilitation and other activities under the City's Strong Communities Program grant funding (the "Program"); and

**WHEREAS**, the City must incur the costs of the Building's demolition to be eligible for the Program; and

**WHEREAS**, the Parties agree that the City shall be allowed and authorized to demolish the Building pursuant to the provisions of this Agreement; and

**WHEREAS**, the Parties made and entered into this Agreement to fully compromise their dispute regarding the Property, demolish the Building, and avoid the time and expenses attendant to litigation thereon.

**NOW, THEREFORE**, in consideration of the Parties' mutual promises, the Parties agree as follows:

## AGREEMENT

1. *Recitals.* The recitals are true, correct, material, adopted, and incorporated by reference as Section 1 to this Agreement.

2. *Consent to Demolition of the Building.* Within 180 days of the Effective Date, the City shall cause the Building's demolition, the remediation of environmental hazards, and the removal of the garbage, debris and other hazardous materials from the Building and the Property in accordance with the Demolition Bids, the Code, and applicable law including, but not limited to, 65 ILCS 5/11-31-1. City and its officers, employees, attorneys, agents, and contractors shall have full and continuing access to the Property, upon reasonable notice to Owner, and shall also have the right to enter upon the Property at any time related to the Building's demolition including, but not limited to, inspecting, surveying, engineering, testing of mechanical systems, performance of environmental tests, demolition or remediation of immediate and continuing hazards, and such other work as City shall consider appropriate (the "Inspections"). City shall have the right to make such inquiries of governmental agencies and utility companies, and to make such feasibility studies and analyses as it considers appropriate. City shall hold Owner harmless and fully defend and indemnify Owner against any damage, claim, liability or cause of action arising from or caused by the Inspections and the actions or omissions of City, its agents, or representatives. Owner shall cooperate with City with respect to the Inspections including, but not limited to, the execution of any documents reasonably necessary for the Inspections and refraining from taking any action to contest the demolition. City shall be responsible for all costs and expenses relating to the Inspections; provided, however, that such costs and expenses may be included in the Demolition Lien or reimbursed by the Program. Within 180 days after the City's demolition of the Building, City may file a notice of lien against the Property pursuant to 65 ILCS 5/11-31-1(e) for any costs associated with the demolition which were not reimbursed by the Program.

3. *Release and Indemnification.* To the greatest extent allowed by Illinois law, except for an action to enforce this Agreement as provided by Section 8 of this Agreement, the Parties agree to waive, release, discharge, defend, and indemnify from all causes of actions, claims, costs, damages, expenses, fines, liabilities, and attorney's fees that they had or may have against each other and their respective officers, agents, and employees which arise out of, relate to, or result from the Building's demolition and this Agreement. Notwithstanding the foregoing to the contrary and the contractual basis of this Agreement, the Parties shall be entitled to claim any defenses and immunities provided by law including, but not limited to, the Local Government and Government Employee Tort Immunity Act (745 ILCS 10/1, *et. seq.*).

4. *Payment of Ineligible Program Expenses.* If the City's expenses relating to the Building's demolition are determined to be ineligible for reimbursement by the Program, then within 30 days of the City's written notice, Owner shall give the City written notice of Owner's election to either: (1) pay 100% of the City's expenses relating to the Building's demolition within 60 days of the City's initial notice; or (2) execute a deed in lieu of foreclosure conveying the Property to the City in lieu of the City foreclosing on a demolition lien filed against the Property within 60 days of the City's initial notice with the closing to take place at a time and location agreed to in writing by the Parties in Montgomery County, Illinois.

5. *Remedies.* If either Party defaults in the performance of this Agreement, the non-defaulting Party's sole and exclusive remedy shall be specific performance. If the non-

defaulting Party is the prevailing party in any action for specific performance of this Agreement, then said Party shall also be entitled to an award of attorney's fees and costs from the other Party.

6. *Time is of the Essence.* Time is of the essence of this Agreement.

7. *Successors and Assigns.* This Agreement shall be binding on the heirs, administrators, executors, and assigns of the Parties.

8. *Venue and Choice of Law.* This Agreement shall be construed under the laws of the State of Illinois. The sole venue for an action to enforce this Agreement shall be in the Circuit Court of Montgomery County, Illinois.

9. *Attorney Review.* The Parties' execution of this Agreement shall constitute acknowledgement by the Parties that they had the opportunity to retain and consult with legal counsel regarding the Agreement. The terms of the Agreement shall not be construed against any Party because that Party drafted the Agreement.

10. *Entire Agreement.* This Agreement contains the entire agreement between the Parties. This Agreement may not be amended, changed or modified orally, but only by an agreement in writing signed by the Parties and duly authorized in the manner provided by law.

11. *Notices.* All written notices required by this Agreement shall be delivered by electronic mail or regular mail to the following addresses:

If to the City:

City of Litchfield  
Attn: City Administrator  
120 E. Ryder St.  
Litchfield, IL 62056

If to the Owner:

Allison J White  
1522 N Jackson  
Litchfield, IL 62056

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SIGNATURE PAGE TO FOLLOW

CITY OF LITCHFIELD, ILLINOIS:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

OWNER:

*Allison J White* 1-6-26  
\_\_\_\_\_  
Allison J White Date

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING AND AUTHORIZING DEMOLITION AGREEMENT  
WITH Esther J Sikorski FOR THE DEMOLITION OF 1224 S Franklin, Litchfield, IL**

**WHEREAS**, the City of Litchfield, Montgomery County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, Section 11-31-1 of the Illinois Municipal Code, 65 ILCS 11-31-1, grants the authority for a municipality to cause the demolition, repair, or enclosure of structures within its corporate boundaries which have been deemed dangerous and unsafe; and

**WHEREAS**, **Esther J Sikorski** (“Owner”) is the owner of the property commonly known as 1224 S Franklin St, Litchfield, Illinois and the structure(s) located thereon (“Building”); and

**WHEREAS**, City's Chief Building Official has determined that the Building is currently uninhabitable due to various violations of the City's Municipal Code ("City Code") and has deemed it dangerous, unsafe, and beyond reasonable repair; and

**WHEREAS**, City has confirmed that the Building is not currently occupied by any mortgagor or lawful occupant as a principal residence; and

**WHEREAS**, City has determined that the Building is eligible for demolition under the City's Strong Communities Program grant funding; and

**WHEREAS**, Owner has submitted an agreement authorizing and consenting to City demolishing the Building (“**Sikorski Agreement**,” attached hereto as **Exhibit A**); and

**WHEREAS**, City has determined that the proposed **Sikorski Agreement** enables City and Owner to fully compromise their dispute regarding the Building, demolish the Building, and avoid the time and expenses attendant to litigation thereon.

**WHEREAS**, City has determined it to be in the best interests of public health, safety, general welfare, and economic welfare of City to approve the **Sikorski Agreement (Exhibit A)**, enabling it to cause the demolition of the Building located at 1224 S Franklin St; and

**WHEREAS**, City finds that the Mayor should be authorized and directed, on behalf of City, to execute and date the **Sikorski Agreement**, and any other documents necessary to give effect to the **Sikorski Agreement (Exhibit A)**, or any other documents related to the demolition of the Building.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Litchfield as follows:

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Litchfield, Illinois.

*Section 2.* The **Sikorski** Agreement (**Exhibit A**) is approved.

*Section 3.* The Mayor is authorized and directed, on behalf of the City, to execute and date the **Sikorski** Agreement, or any other documents necessary to give effect to the **Sikorski** Agreement, or any other documents related to the demolition of the Building located at 1224 S Franklin St (**Exhibit A**).

*Section 4.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Litchfield, Illinois, and deposited and filed in the Office of the City Clerk, on the \_\_\_\_\_ day of \_\_\_\_\_ 2026, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

---

Jacob Fleming  
Mayor  
City of Litchfield  
Montgomery County, Illinois

ATTEST:

---

Vickie Throne  
City Clerk  
City of Litchfield  
Montgomery County, Illinois

**AGREEMENT AND CONSENT TO DEMOLISH**  
**(1224 S Franklin, Litchfield, Illinois 62056)**

This Agreement is entered into on the \_\_\_ day of \_\_\_\_\_, 2025 ("Effective Date"), by and between the City of Litchfield, an Illinois municipal corporation (the "City"), Esther J Sikorski ("Owner(s)"), who are collectively referred to as the "Parties." The Parties stipulate and agree as follows:

**RECITALS**

**WHEREAS**, Owner holds fee simple title to certain real property located within Montgomery County, Illinois, being PPN: # 15-04-410-013, commonly known as 1224 S. Franklin, Litchfield, Illinois 62056 (the "Property"); and

**WHEREAS**, the Property has a residential building thereon that is less than three (3) stories in height as defined by the City's building code and less than six (6) residential units (the "Building"); and

**WHEREAS**, the City's Chief Building Official has determined that the Building is open and vacant and an immediate and continuing hazard to the community; and

**WHEREAS**, the City's Chief Building Official has determined that the Building is currently uninhabitable due to various violations of the City's Municipal Code (the "Code"); and

**WHEREAS**, the Building is not currently occupied by any mortgagor or lawful occupant as a principal residence; and

**WHEREAS**, the Building is beyond reasonable repair because the cost of repairs to remedy the existing Code violations exceeds the Property's "as is" value; and

**WHEREAS**, the City has determined that the Building may be eligible for demolition, rehabilitation and other activities under the City's Strong Communities Program grant funding (the "Program"); and

**WHEREAS**, the City must incur the costs of the Building's demolition to be eligible for the Program; and

**WHEREAS**, the Parties agree that the City shall be allowed and authorized to demolish the Building pursuant to the provisions of this Agreement; and

**WHEREAS**, the Parties made and entered into this Agreement to fully compromise their dispute regarding the Property, demolish the Building, and avoid the time and expenses attendant to litigation thereon.

**NOW, THEREFORE**, in consideration of the Parties' mutual promises, the Parties agree as follows:

## AGREEMENT

1. *Recitals.* The recitals are true, correct, material, adopted, and incorporated by reference as Section 1 to this Agreement.

2. *Consent to Demolition of the Building.* Within 180 days of the Effective Date, the City shall cause the Building's demolition, the remediation of environmental hazards, and the removal of the garbage, debris and other hazardous materials from the Building and the Property in accordance with the Demolition Bids, the Code, and applicable law including, but not limited to, 65 ILCS 5/11-31-1. City and its officers, employees, attorneys, agents, and contractors shall have full and continuing access to the Property, upon reasonable notice to Owner, and shall also have the right to enter upon the Property at any time related to the Building's demolition including, but not limited to, inspecting, surveying, engineering, testing of mechanical systems, performance of environmental tests, demolition or remediation of immediate and continuing hazards, and such other work as City shall consider appropriate (the "Inspections"). City shall have the right to make such inquiries of governmental agencies and utility companies, and to make such feasibility studies and analyses as it considers appropriate. City shall hold Owner harmless and fully defend and indemnify Owner against any damage, claim, liability or cause of action arising from or caused by the Inspections and the actions or omissions of City, its agents, or representatives. Owner shall cooperate with City with respect to the Inspections including, but not limited to, the execution of any documents reasonably necessary for the Inspections and refraining from taking any action to contest the demolition. City shall be responsible for all costs and expenses relating to the Inspections; provided, however, that such costs and expenses may be included in the Demolition Lien or reimbursed by the Program. Within 180 days after the City's demolition of the Building, City may file a notice of lien against the Property pursuant to 65 ILCS 5/11-31-1(e) for any costs associated with the demolition which were not reimbursed by the Program.

3. *Release and Indemnification.* To the greatest extent allowed by Illinois law, except for an action to enforce this Agreement as provided by Section 8 of this Agreement, the Parties agree to waive, release, discharge, defend, and indemnify from all causes of actions, claims, costs, damages, expenses, fines, liabilities, and attorney's fees that they had or may have against each other and their respective officers, agents, and employees which arise out of, relate to, or result from the Building's demolition and this Agreement. Notwithstanding the foregoing to the contrary and the contractual basis of this Agreement, the Parties shall be entitled to claim any defenses and immunities provided by law including, but not limited to, the Local Government and Government Employee Tort Immunity Act (745 ILCS 10/1, *et. seq.*).

4. *Payment of Ineligible Program Expenses.* If the City's expenses relating to the Building's demolition are determined to be ineligible for reimbursement by the Program, then within 30 days of the City's written notice, Owner shall give the City written notice of Owner's election to either: (1) pay 100% of the City's expenses relating to the Building's demolition within 60 days of the City's initial notice; or (2) execute a deed in lieu of foreclosure conveying the Property to the City in lieu of the City foreclosing on a demolition lien filed against the Property within 60 days of the City's initial notice with the closing to take place at a time and location agreed to in writing by the Parties in Montgomery County, Illinois.

5. *Remedies.* If either Party defaults in the performance of this Agreement, the non-defaulting Party's sole and exclusive remedy shall be specific performance. If the non-

defaulting Party is the prevailing party in any action for specific performance of this Agreement, then said Party shall also be entitled to an award of attorney's fees and costs from the other Party.

6. *Time is of the Essence.* Time is of the essence of this Agreement.

7. *Successors and Assigns.* This Agreement shall be binding on the heirs, administrators, executors, and assigns of the Parties.

8. *Venue and Choice of Law.* This Agreement shall be construed under the laws of the State of Illinois. The sole venue for an action to enforce this Agreement shall be in the Circuit Court of Montgomery County, Illinois.

9. *Attorney Review.* The Parties' execution of this Agreement shall constitute acknowledgement by the Parties that they had the opportunity to retain and consult with legal counsel regarding the Agreement. The terms of the Agreement shall not be construed against any Party because that Party drafted the Agreement.

10. *Entire Agreement.* This Agreement contains the entire agreement between the Parties. This Agreement may not be amended, changed or modified orally, but only by an agreement in writing signed by the Parties and duly authorized in the manner provided by law.

11. *Notices.* All written notices required by this Agreement shall be delivered by electronic mail or regular mail to the following addresses:

If to the City:

City of Litchfield  
Attn: City Administrator  
120 E. Ryder St.  
Litchfield, IL 62056

If to the Owners:

Esther J. Sikorski  
1226 S. Franklin  
Litchfield, IL 62056

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SIGNATURE PAGE TO FOLLOW

CITY OF LITCHFIELD, ILLINOIS:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

OWNER:

*Esther J. Sikorski*  
\_\_\_\_\_  
Esther J. Sikorski

*10-17-25*  
\_\_\_\_\_  
Date

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING AND AUTHORIZING DEMOLITION AGREEMENT  
WITH Abbigael Scott FOR THE DEMOLITION OF 404 N Walnut St**

**WHEREAS**, the City of Litchfield, Montgomery County, Illinois (hereinafter "City"), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, Section 11-31-1 of the Illinois Municipal Code, 65 ILCS 11-31-1, grants the authority for a municipality to cause the demolition, repair, or enclosure of structures within its corporate boundaries which have been deemed dangerous and unsafe; and

**WHEREAS**, Abbigael Scott ("Owner") is the owner of the property commonly known as 404 N Walnut St, Litchfield, Illinois and the structure(s) located thereon ("Building"); and

**WHEREAS**, City's Chief Building Official has determined that the Building is currently uninhabitable due to various violations of the City's Municipal Code ("City Code") and has deemed it dangerous, unsafe, and beyond reasonable repair; and

**WHEREAS**, City has confirmed that the Building is not currently occupied by any mortgagor or lawful occupant as a principal residence; and

**WHEREAS**, City has determined that the Building is eligible for demolition under the City's Strong Communities Program grant funding; and

**WHEREAS**, Owner has submitted an agreement authorizing and consenting to City demolishing the Building ("Scott Agreement," attached hereto as **Exhibit A**); and

**WHEREAS**, City has determined that the proposed Scott Agreement enables City and Owner to fully compromise their dispute regarding the Building, demolish the Building, and avoid the time and expenses attendant to litigation thereon.

**WHEREAS**, City has determined it to be in the best interests of public health, safety, general welfare, and economic welfare of City to approve the Scott Agreement (**Exhibit A**), enabling it to cause the demolition of the Building located at 404 N Walnut St; and

**WHEREAS**, City finds that the Mayor should be authorized and directed, on behalf of City, to execute and date the Scott Agreement, and any other documents necessary to give effect to the Scott Agreement (**Exhibit A**), or any other documents related to the demolition of the Building.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Litchfield as follows:

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Litchfield, Illinois.

*Section 2.* The Scott Agreement (**Exhibit A**) is approved.

*Section 3.* The Mayor is authorized and directed, on behalf of the City, to execute and date the Scott Agreement, or any other documents necessary to give effect to the Scott Agreement, or any other documents related to the demolition of the Building located at 404 N Walnut St (**Exhibit A**).

*Section 4.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Litchfield, Illinois, and deposited and filed in the Office of the City Clerk, on the \_\_\_\_\_ day of \_\_\_\_\_ 2026, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

---

Jacob Fleming  
Mayor  
City of Litchfield  
Montgomery County, Illinois

ATTEST:

---

Vickie Throne  
City Clerk  
City of Litchfield  
Montgomery County, Illinois

**AGREEMENT AND CONSENT TO DEMOLISH**  
**(404 N Walnut St, Litchfield, Illinois 62056)**

This Agreement is entered into on the \_\_\_ day of \_\_\_\_\_, 2026 ("Effective Date"), by and between the City of Litchfield, an Illinois municipal corporation (the "City"), Abbigael Scott ("Owner"), who are collectively referred to as the "Parties." The Parties stipulate and agree as follows:

**RECITALS**

**WHEREAS**, Owner holds fee simple title to certain real property located within Montgomery County, Illinois, being PPN: # 10-33-476-006, commonly known as 404 N Walnut St, Litchfield, Illinois 62056 (the "Property"); and

**WHEREAS**, the Property has a residential building thereon that is less than three (3) stories in height as defined by the City's building code and less than six (6) residential units (the "Building"); and

**WHEREAS**, the City's Chief Building Official has determined that the Building is open and vacant and an immediate and continuing hazard to the community; and

**WHEREAS**, the City's Chief Building Official has determined that the Building is currently uninhabitable due to various violations of the City's Municipal Code (the "Code"); and

**WHEREAS**, the Building is not currently occupied by any mortgagor or lawful occupant as a principal residence; and

**WHEREAS**, the Building is beyond reasonable repair because the cost of repairs to remedy the existing Code violations exceeds the Property's "as is" value; and

**WHEREAS**, the City has determined that the Building may be eligible for demolition, rehabilitation and other activities under the City's Strong Communities Program grant funding (the "Program"); and

**WHEREAS**, the City must incur the costs of the Building's demolition to be eligible for the Program; and

**WHEREAS**, the Parties agree that the City shall be allowed and authorized to demolish the Building pursuant to the provisions of this Agreement; and

**WHEREAS**, the Parties made and entered into this Agreement to fully compromise their dispute regarding the Property, demolish the Building, and avoid the time and expenses attendant to litigation thereon.

**NOW, THEREFORE**, in consideration of the Parties' mutual promises, the Parties agree as follows:

## AGREEMENT

1. *Recitals.* The recitals are true, correct, material, adopted, and incorporated by reference as Section 1 to this Agreement.

2. *Consent to Demolition of the Building.* Within 180 days of the Effective Date, the City shall cause the Building's demolition, the remediation of environmental hazards, and the removal of the garbage, debris and other hazardous materials from the Building and the Property in accordance with the Demolition Bids, the Code, and applicable law including, but not limited to, 65 ILCS 5/11-31-1. City and its officers, employees, attorneys, agents, and contractors shall have full and continuing access to the Property, upon reasonable notice to Owner, and shall also have the right to enter upon the Property at any time related to the Building's demolition including, but not limited to, inspecting, surveying, engineering, testing of mechanical systems, performance of environmental tests, demolition or remediation of immediate and continuing hazards, and such other work as City shall consider appropriate (the "Inspections"). City shall have the right to make such inquiries of governmental agencies and utility companies, and to make such feasibility studies and analyses as it considers appropriate. City shall hold Owner harmless and fully defend and indemnify Owner against any damage, claim, liability or cause of action arising from or caused by the Inspections and the actions or omissions of City, its agents, or representatives. Owner shall cooperate with City with respect to the Inspections including, but not limited to, the execution of any documents reasonably necessary for the Inspections and refraining from taking any action to contest the demolition. City shall be responsible for all costs and expenses relating to the Inspections; provided, however, that such costs and expenses may be included in the Demolition Lien or reimbursed by the Program. Within 180 days after the City's demolition of the Building, City may file a notice of lien against the Property pursuant to 65 ILCS 5/11-31-1(e) for any costs associated with the demolition which were not reimbursed by the Program.

3. *Release and Indemnification.* To the greatest extent allowed by Illinois law, except for an action to enforce this Agreement as provided by Section 8 of this Agreement, the Parties agree to waive, release, discharge, defend, and indemnify from all causes of actions, claims, costs, damages, expenses, fines, liabilities, and attorney's fees that they had or may have against each other and their respective officers, agents, and employees which arise out of, relate to, or result from the Building's demolition and this Agreement. Notwithstanding the foregoing to the contrary and the contractual basis of this Agreement, the Parties shall be entitled to claim any defenses and immunities provided by law including, but not limited to, the Local Government and Government Employee Tort Immunity Act (745 ILCS 10/1, *et. seq.*).

4. *Payment of Ineligible Program Expenses.* If the City's expenses relating to the Building's demolition are determined to be ineligible for reimbursement by the Program, then within 30 days of the City's written notice, Owner shall give the City written notice of Owner's election to either: (1) pay 100% of the City's expenses relating to the Building's demolition within 60 days of the City's initial notice; or (2) execute a deed in lieu of foreclosure conveying the Property to the City in lieu of the City foreclosing on a demolition lien filed against the Property within 60 days of the City's initial notice with the closing to take place at a time and location agreed to in writing by the Parties in Montgomery County, Illinois.

5. *Remedies.* If either Party defaults in the performance of this Agreement, the non-defaulting Party's sole and exclusive remedy shall be specific performance. If the non-

defaulting Party is the prevailing party in any action for specific performance of this Agreement, then said Party shall also be entitled to an award of attorney's fees and costs from the other Party.

6. *Time is of the Essence.* Time is of the essence of this Agreement.

7. *Successors and Assigns.* This Agreement shall be binding on the heirs, administrators, executors, and assigns of the Parties.

8. *Venue and Choice of Law.* This Agreement shall be construed under the laws of the State of Illinois. The sole venue for an action to enforce this Agreement shall be in the Circuit Court of Montgomery County, Illinois.

9. *Attorney Review.* The Parties' execution of this Agreement shall constitute acknowledgement by the Parties that they had the opportunity to retain and consult with legal counsel regarding the Agreement. The terms of the Agreement shall not be construed against any Party because that Party drafted the Agreement.

10. *Entire Agreement.* This Agreement contains the entire agreement between the Parties. This Agreement may not be amended, changed or modified orally, but only by an agreement in writing signed by the Parties and duly authorized in the manner provided by law.

11. *Notices.* All written notices required by this Agreement shall be delivered by electronic mail or regular mail to the following addresses:

If to the City:

City of Litchfield  
Attn: City Administrator  
120 E. Ryder St.  
Litchfield, IL 62056

If to the Owner:

Abbigael M Scott  
103 W 3<sup>rd</sup> South St  
Mt Olive, IL 62069

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SIGNATURE PAGE TO FOLLOW

CITY OF LITCHFIELD, ILLINOIS:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

OWNER:

*Abbigael Scott* *1/3/2020*  
\_\_\_\_\_  
Abbigael M Scott Date