

City of Rock Falls

603 W. 10th Street
Rock Falls, IL 61071-2854

Mayor

Rod Kleckler
815-380-5333

City Administrator

Robbin Blackert
815-564-1366



City Clerk

Pam Martinez
815-622-1100

City Treasurer

Kay Abner
815-622-1100

Rock Falls City Council Agenda
Council Chambers
603 W 10th Street, Rock Falls, IL 61071

January 20, 2026
5:30 p.m.

Call to Order at 5:30 p.m.
Pledge of Allegiance
Roll Call

Public Hearing:

- For the purpose of discussing the proposed wastewater treatment plant and sanitary sewer rehabilitation improvements ☞

Rock Falls Fire Department

Oath of Office - Kyle Sommers - Fire Chief
Oath of Office - Nathan Hartman - Deputy Fire Chief

Audience Requests

Community Affairs - Rock Falls Chamber of Commerce, Sam Kersey President/CEO

Consent Agenda:

1. Approval of minutes from the January 6, 2026 City Council Meeting ☞
2. Approval of bills as presented ☞
3. Refer Application for Variance for real estate located at 600 E 17th Street, Rock Falls, IL to the Planning Zoning Commission. ☞
4. Approval to renew the farm lease with Hoffman Brothers Partnership consisting of approximately 10 tillable acres due east of the City Sewer Plant for the 2026 growing season at the current rate of \$150.00 per tillable acre. ☞
5. Approval to renew the farm lease with Mike Gaulrapp consisting of approximately 18 tillable acres for farm real estate located in Whiteside County, Illinois, previously known as part of the Zapf Farm for the 2026 growing season at the current rate of \$225.00 per tillable acre. ☞

Resolutions:

1. Resolution 2026-942 - Consenting to Subdivision Request (PIN 11-31-176-002) ☞

City Administrator Robbin Blackert:

1. Approve Local Public Agency Engineering Agreement with Willett, Hofmann & Associates for Construction Engineering Services for the E 11th Street Bridge Project (Section Number 19-00137-00-BR) in the amount of \$180,996.00 ☞

Information/Correspondence

Matt Cole, City Attorney

Corey Buck, City Engineer

Aldersperson Reports/Committee Chairman Requests

Ward 1

Aldersperson Bill Wangelin – Public Works/Public Property Committee Chairman/Tourism Committee

Aldersperson Gabriella McKanna – Finance/Insurance/Investment Committee Chairman/Utilities Committee

Ward 2

Aldersperson Vickey Byrd – Tourism Committee

1. Recommendation from the Tourism Committee to approve the changes to the Policies and Procedures for the Façade Improvement Grant. ☞

Aldersperson Marshall Doane

Ward 3

Aldersperson Steve Dowd – Police Fire Committee Chairman

1. Request to draft Memorandum of Understanding with the IAFF Local No. 3291 to change the firefighter shifts to 48/96 for a 1 year trial.

Aldersperson Nathan Stahr

Ward 4

Aldersperson Violet Sobottka – Ordinance/License/Personnel/Safety Committee Chairman

Aldersperson Cathy Arduini

Mayor's Report:

Executive Session:

1. Enter into Executive Session for the purposes of:
 - a. Personnel – Section 2(c)(1) – Employee hiring, firing, compensation, discipline and performance.

Any Action taken from Executive Session

Adjournment

Next City Council Meeting – February 3, 2026 at 5:30 p.m.

Posted: January 16, 2026

Michelle Conklin, Deputy City Clerk

The City of Rock Falls is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with Disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in the meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Mark Searing, ADA Coordinator, at 1-815-622-1108 promptly to allow the City of Rock Falls to make reasonable accommodations within 48 hours of the scheduled meeting.

PUBLIC NOTICE

Public Notice is hereby given that the City of Rock Falls will hold a Public Hearing at 5:30 p.m. on Tuesday, January 20, 2025, at the Rock Falls City Hall, 603 W. 10th Street, Rock Falls, IL 61071 for the purpose of discussing the proposed wastewater treatment plant and sanitary sewer rehabilitation improvements. The Project Summary and Preliminary Environmental Impacts Determination developed by the Illinois Environmental Protection Agency, and the Project Plan report developed by the City of Rock Falls, will also be discussed and are on file at the City Hall for public inspection.

Public comments and participation are encouraged, and anyone interested in this project is invited to attend. Comments will be received for a period of 10 days after the public hearing and may be made orally at the public hearing or in writing to Mr. Rodney Klecker, Mayor, City of Rock Falls, 603 W. 10th Street, Rock Falls, IL 61071 or to Mr. Chris Covert, Illinois Environmental Protection Agency, Infrastructure Financial Assistance Section, P.O. Box 19276, Springfield, Illinois 62794-9276.

Date: December 23, 2025
Michelle Conklin, Deputy City Clerk

City of Rock Falls

603 W. 10th Street
Rock Falls, IL 61071-2854

Regular meeting minutes of the Mayor and Aldermen of the City of Rock Falls

The regular meeting of the Mayor and City Council of Rock Falls, Illinois was called to order at 5:32 p.m. on January 6, 2026, in the Council Chambers by Mayor Rod Kleckler.

City Clerk Pam Martinez called the roll following the pledge of allegiance. A quorum was present including Mayor Kleckler, Aldermen McKanna, Wangelin, Byrd, Doane, Dowd, Arduini, and Sobottka. In addition, Attorney Matt Cole and City Administrator Robbin Blackert were present. Absent Alderman Stahr.

Rock Falls Police Department:

Oath of Office – Matthew McKanna – Sergeant

Chief Ryan McKanna presented Matthew McKanna with a promotion to Sergeant and gave information on his career in law enforcement.

Matthew McKanna was sworn in as Sergeant by City Clerk Pam Martinez and pinned by his wife Gabbi McKanna.

Audience request:

None

Community Affairs: Rock Falls Chamber of Commerce, Sam Kersey, President/CEO

None

Consent Agenda:

Consent Agenda items 1-4 were read aloud by City Clerk Pam Martinez.

1. Approval of minutes from the December 16, 2025, City Council Meeting
 2. Approval of bills as presented.
 3. Approve Mayor's Appointment of Alderperson Vicky Byrd as Chairman of the Tourism Committee.
 4. Authorize Mayor Kleckler to sign the Public Water Supply Loan Program's loan application forms and supporting documents
- A motion was made by Alderwoman Sobottka to approve the Consent Agenda and second by Alderwoman McKanna.

Vote 6 aye, 1-recused (Byrd), motion carried.

Ordinance for 2nd Reading and Adoption:

1. Ordinance 2026-2722 – Authorizing a Variance from Front & Side Yard Setback Requirements for 1113 9th Avenue, Rock Falls, IL 61071.
A motion was made by Alderman Wangelin to approve Ordinance 2026-2722 – Authorizing a Variance from Front & Side Yard Setback Requirements for 1113 9th Avenue, Rock Falls, IL 61071 for second reading and adoption and second by Alderwoman Sobottka.
- Vote 7 aye, motion carried.**

City Administrator:

Thanked Fire Chief Wolf as this was his last City Council meeting before retirement. He has done an excellent job as chief throughout his career.

City Attorney:

None

City Departments:

None

Alderman Reports / Committee Chairman Requests

Alderman Wangelin sent condolences to the Weber Family that live in Ward 1.

Alderwoman Byrd thanked the Council for the appointment as the Chairperson of the Tourism Committee.

Alderman Doane spoke about the Hopkins Family Fire Safety event at the Mall on Saturday and thanked Monique Castillo for her work with the Toys for Tots this past December.

Alderwoman Sobottka thanked Chief Wolf for his time with the Fire Department.

Mayor's Report:

None

Executive Session:

1. Enter into Executive Session for the purpose of:
 - a. Litigation – Section 2(c)(11) – Pending, probable or imminent litigation.
Not needed

Any Action taken from Executive Session:

None

A motion was made by Alderwoman Sobottka to adjourn and second by Alderwoman Arduini.
Vote via voice, all approved (5:44 p.m.)

Pamela Martinez

Pamela Martinez, City Clerk

CITY OF ROCK FALLS
603 W 10th Street
Rock Falls, Illinois

1/20/2026 Council Meeting

To the Mayor and City Council of the City of Rock Falls, your Committee on Finance would respectfully report that they have examined the following bills presented against the City, and have found the same correct and would recommend the payment of the various amounts to the several claimants as follows:

Tourism	\$4,613.39
Worker's Comp/General Liability	\$280.00
General Fund	\$66,087.51
Industrial Development	\$307.52
TIF - Downtown Redevelopment	\$659.24
Electric	\$208,934.27
Sewer	\$50,044.64
Water	\$30,180.04
Gargage Fund	\$48,640.45
Customer Service Center	\$5,467.38
DUI Fund	\$505.65
Drug Fund	\$255.12
Customer Utility Deposits	\$499.07
	<hr/> <hr/>
	\$416,474.28

Alderman McKanna
Alderman Wangelin
Alderman Byrd
Alderman Stahr

DATE: 01/08/26
TIME: 15:28:33
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CITY OF ROCK FALLS
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/09/2026

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

TOURISM			
05	TOURISM		
1289	CITY OF ROCK FALLS UTILITIES	363,010.65	46.09
2796	U.S. CELLULAR	3,637.11	79.50
5314	LINK MEDIA OUTDOOR	16,381.00	1,709.00
5360	AMAZON CAPITAL SERVICES	11,624.31	123.66
T0006000	MATURE FOCUS	450.00	175.00
	TOURISM		2,133.25
GENERAL FUND			
01	ADMINISTRATION		
753	ROCK FALLS CHAMBER OF COMMERCE	5,500.00	500.00
795	SBM BUSINESS EQUIPMENT CENTER	8,403.46	11.00
	ADMINISTRATION		511.00
02	CITY ADMINISTRATOR		
4972	ROBBIN BLACKERT	880.00	100.00
795	SBM BUSINESS EQUIPMENT CENTER	8,403.46	11.00
	CITY ADMINISTRATOR		111.00
04	BUILDING		
2796	U.S. CELLULAR	3,637.11	132.90
2797	MARK SEARING	320.00	40.00
4827	KELLEY WILLIAMSON COMPANY	3,499.42	56.88
5360	AMAZON CAPITAL SERVICES	11,624.31	28.50
	BUILDING		258.28
05	CITY CLERK'S OFFICE		
5360	AMAZON CAPITAL SERVICES	11,624.31	443.76
	CITY CLERK'S OFFICE		443.76
06	POLICE		

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CITY OF ROCK FALLS
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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
06	POLICE		
1289	CITY OF ROCK FALLS UTILITIES	363,010.65	1,236.67
364	GRUMMERTS HARDWARE - STERLING	311.59	46.99
4508	LEXISNEXIS RISK DATA MGT LLC	1,613.00	206.00
4827	KELLEY WILLIAMSON COMPANY	3,499.42	46.24
4981	AT&T MOBILITY	7,747.96	653.43
5157	MATTHEW MCKANNA	161.84	50.00
5277	PAPER RECOVERY SERVICE CORP	340.00	85.00
5308	LEAF	6,075.04	204.67
5322	LEGAL AND LIABILITY RISK		495.00
5360	AMAZON CAPITAL SERVICES	11,624.31	277.17
662	RAY O'HERRON CO., INC.	14,623.79	24.26
	POLICE		3,325.43
07	CODE HEARING DEPARTMENT		
4931	DACRA ADJUDICATION SYSTEM	13,600.00	1,700.00
	CODE HEARING DEPARTMENT		1,700.00
10	STREET		
1289	CITY OF ROCK FALLS UTILITIES	363,010.65	614.11
2451	MENARDS	15,169.80	41.93
4827	KELLEY WILLIAMSON COMPANY	3,499.42	101.24
4938	MICHLIG ENERGY LTD	224,838.23	337.20
5360	AMAZON CAPITAL SERVICES	11,624.31	37.16
795	SBM BUSINESS EQUIPMENT CENTER	8,403.46	94.19
	STREET		1,225.83
12	PUBLIC PROPERTY		
1289	CITY OF ROCK FALLS UTILITIES	363,010.65	5,217.30
4640	TERRACON CONSULTANTS	30,987.95	2,748.75
533	LECTRONICS, INC.	10,826.51	50.00
T0004325	JJM PRINTING INC		343.75
	PUBLIC PROPERTY		8,359.80

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CITY OF ROCK FALLS
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INVOICES DUE ON/BEFORE 01/09/2026

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
13	FIRE		
1289	CITY OF ROCK FALLS UTILITIES	363,010.65	1,314.66
194	GRUMMERT'S HARDWARE - R.F.	5,987.61	26.98
2747	KEN WOLF		110.74
4827	KELLEY WILLIAMSON COMPANY	3,499.42	89.97
4981	AT&T MOBILITY	7,747.96	271.95
5360	AMAZON CAPITAL SERVICES	11,624.31	56.95
	FIRE		1,871.25
INDUSTRIAL DEVELOPMENT FUND			
14	INDUSTRIAL DEVELOPMENT		
1289	CITY OF ROCK FALLS UTILITIES	363,010.65	20.54
4624	FRARY LUMBER & SUPPLY	5,756.95	76.98
5437	MIDWEST DISPOSAL	258,698.82	100.00
	INDUSTRIAL DEVELOPMENT		197.52
TIF - DOWNTOWN REDEVELOPMENT			
19	DOWNTOWN REDEVELOPMENT		
1289	CITY OF ROCK FALLS UTILITIES	363,010.65	659.24
	DOWNTOWN REDEVELOPMENT		659.24
ELECTRIC FUND			
20	OPERATION & MAINTENANCE		
1289	CITY OF ROCK FALLS UTILITIES	363,010.65	12,737.57
283	ANIXTER INC	403,593.42	7,653.84
5038	ULINE	2,232.38	920.93
5144	INMAN ELECTRIC MOTORS		146,274.00
5343	QP TESTING LLC	11,814.66	5,738.03
5360	AMAZON CAPITAL SERVICES	11,624.31	224.84
5365	HYDRO PARTNERS		750.00
5380	WINTROY SUPPLY LLC	5,229.14	1,205.20
5455	KYLE YOUNG		61.35
67	B & D SUPPLY CO.	11,474.32	25.92
795	SBM BUSINESS EQUIPMENT CENTER	8,403.46	81.00
T0005960	CORPORATE BILLING		1,354.78
	OPERATION & MAINTENANCE		177,027.46

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CITY OF ROCK FALLS
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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

SEWER FUND			
38	OPERATION & MAINTENANCE		
1289	CITY OF ROCK FALLS UTILITIES	363,010.65	20,140.33
194	GRUMMERT'S HARDWARE - R.F.	5,987.61	49.98
2451	MENARDS	15,169.80	205.60
4027	WHITESIDE COUNTY RECORDER	1,460.25	30.00
4119	USA BLUE BOOK	8,379.27	469.91
4529	RAYNOR DOOR AUTHORITY	2,283.00	932.00
4684	SCHMITT PLUMBING & HEATING INC	28,886.16	173.00
4827	KELLEY WILLIAMSON COMPANY	3,499.42	47.12
533	LECTRONICS, INC.	10,826.51	78.00
5381	SABEL MECHANICAL LLC	11,762.28	6,768.21
651	NICOR	31,165.49	312.15
T0000024	MILES TRUCK & TRAILER WORKS	50,500.90	270.57
	OPERATION & MAINTENANCE		29,476.87
WATER FUND			
48	OPERATION & MAINTENANCE		
1289	CITY OF ROCK FALLS UTILITIES	363,010.65	8,940.05
194	GRUMMERT'S HARDWARE - R.F.	5,987.61	133.42
2379	JOE JOHNSON EQUIPMENT LLC	21,183.25	250.14
2796	U.S. CELLULAR	3,637.11	333.46
34	ALTORFER INC.	31,670.98	54.95
4027	WHITESIDE COUNTY RECORDER	1,460.25	30.00
4387	AMERICAN LEAK DETECTION	5,500.00	700.00
4827	KELLEY WILLIAMSON COMPANY	3,499.42	50.68
4938	MICHLIG ENERGY LTD	224,838.23	487.35
5141	CINTAS CORPORATION	2,041.46	107.00
5143	HAWKINS, INC	16,481.00	2,167.00
5151	LEE JENSEN SALES CO, INC.	1,272.00	1,500.00
5337	PACE ANALYTICAL SERVICES LLC	11,875.30	570.00
795	SBM BUSINESS EQUIPMENT CENTER	8,403.46	47.99
	OPERATION & MAINTENANCE		15,372.04
GARBAGE FUND			
50	GARBAGE		
1289	CITY OF ROCK FALLS UTILITIES	363,010.65	202.98
194	GRUMMERT'S HARDWARE - R.F.	5,987.61	6.39
5437	MIDWEST DISPOSAL	258,698.82	48,311.08
T0000826	FIREHOUSE MINISTRIES	2,646.72	120.00
	GARBAGE		48,640.45

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CITY OF ROCK FALLS
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INVOICES DUE ON/BEFORE 01/09/2026

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CUSTOMER SERVICE CENTER			
51	CUSTOMER SERVICE CENTER		
1493	WILLIAM & MARY COMPUTER CENTER	101,490.77	940.00
760	ROCK FALLS POSTMASTER	33,120.00	4,300.00
	CUSTOMER SERVICE CENTER		5,240.00
DUI FUND			
55	DUI		
463	INTOXIMETERS		322.75
683	P. F. PETTIBONE & CO.		182.90
	DUI		505.65
DRUG FUND			
56	DRUG ABUSE		
4981	AT&T MOBILITY	7,747.96	42.33
	DRUG ABUSE		42.33
CUSTOMER UTILITY DEPOSITS			
75	CUSTOMER UTILITY DEPOSITS		
T0006193	MARCUS DELGADO		90.43
T0006194	MATTHEW SWON		171.85
	CUSTOMER UTILITY DEPOSITS		262.28
	TOTAL ALL DEPARTMENTS		297,363.44

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CITY OF ROCK FALLS
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/16/2026

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

TOURISM			
05	TOURISM		
5015	CARD SERVICE CENTER	81,313.13	240.14
5161	HUGHES MEDIA CORP	11,525.00	1,590.00
5265	ONMEDIA	500.00	500.00
T0005337	STAHR MEDIA LLC	1,150.00	150.00
	TOURISM		2,480.14
W/C - GENERAL LIABILITY			
08	W/C-GENERAL LIABILITY		
3137	MOELLER MYERS & ASSOCIATES PC	3,360.00	280.00
	W/C-GENERAL LIABILITY		280.00
GENERAL FUND			
01	ADMINISTRATION		
34	ALTORFER INC.	31,535.97	25,739.80
5015	CARD SERVICE CENTER	81,313.13	69.35
	ADMINISTRATION		25,809.15
02	CITY ADMINISTRATOR		
5015	CARD SERVICE CENTER	81,313.13	271.44
	CITY ADMINISTRATOR		271.44
04	BUILDING		
5015	CARD SERVICE CENTER	81,313.13	293.55
	BUILDING		293.55
05	CITY CLERK'S OFFICE		
5015	CARD SERVICE CENTER	81,313.13	43.28
5308	LEAF	6,279.71	65.00
688	PITNEY BOWES INC	817.58	293.07
	CITY CLERK'S OFFICE		401.35

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CITY OF ROCK FALLS
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INVOICES DUE ON/BEFORE 01/16/2026

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
06	POLICE		
1493	WILLIAM & MARY COMPUTER CENTER	102,430.77	152.50
1849	PIT STOP CAR CARE INC	612.00	408.00
194	GRUMMERT'S HARDWARE - R.F.	6,204.38	17.34
3137	MOELLER MYERS & ASSOCIATES PC	3,360.00	700.00
5015	CARD SERVICE CENTER	81,313.13	232.00
5169	MOTOROLA SOLUTIONS	71,640.16	1,530.00
651	NICOR	31,477.64	534.35
662	RAY O'HERRON CO., INC.	14,648.05	96.84
683	P. F. PETTIBONE & CO.	182.90	215.50
	POLICE		3,886.53
10	STREET		
110	BONNELL INDUSTRIES, INC.	22,551.33	10,441.86
1853	MOORE TIRES INC.	15,384.04	35.12
194	GRUMMERT'S HARDWARE - R.F.	6,204.38	24.77
34	ALTORFER INC.	31,535.97	111.74
5015	CARD SERVICE CENTER	81,313.13	299.99
5329	BF ENGINEERING PLLC	3,850.00	400.00
5394	OLIVIA GUTIERREZ	3,085.00	125.00
651	NICOR	31,477.64	1,513.87
	STREET		12,952.35
12	PUBLIC PROPERTY		
5015	CARD SERVICE CENTER	81,313.13	49.38
651	NICOR	31,477.64	416.44
	PUBLIC PROPERTY		465.82
13	FIRE		
194	GRUMMERT'S HARDWARE - R.F.	6,204.38	9.12
2684	ILLINOIS FIREFIGHTERS ASSOC.		125.00
4676	NATHAN HARTMAN	16.60	139.99
5015	CARD SERVICE CENTER	81,313.13	1,854.01
5308	LEAF	6,279.71	65.00
5421	BENJAMIN HARVEY	1,448.14	215.80
651	NICOR	31,477.64	1,603.05

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CITY OF ROCK FALLS
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INVOICES DUE ON/BEFORE 01/16/2026

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
13	FIRE		
T0004900	FINE LINE ENGRAVING	7.00	189.00
	FIRE		4,200.97
INDUSTRIAL DEVELOPMENT FUND			
14	INDUSTRIAL DEVELOPMENT		
T0005449	815 PORTA POTTY	535.00	110.00
	INDUSTRIAL DEVELOPMENT		110.00
ELECTRIC FUND			
20	OPERATION & MAINTENANCE		
2451	MENARDS	15,417.33	122.21
31	ALTEC INDUSTRIES, INC.	7,384.10	327.60
4148	BHMG ENGINEERS	348,052.32	1,401.12
4207	O'REILLY AUTOMOTIVE INC	5,871.55	9.34
440	IMUA	7,755.00	575.00
5008	POWER SYSTEM ENGINEERING INC	26,589.75	14,460.00
5015	CARD SERVICE CENTER	81,313.13	6,861.98
5205	TALLMAN EQUIPMENT CO INC.	5,342.12	2,213.18
5369	HELM ELECTRIC	111,024.25	2,111.00
651	NICOR	31,477.64	1,909.85
67	B & D SUPPLY CO.	11,500.24	12.96
T0006176	FORCE FITTERS LLC	1,633.80	1,902.57
	OPERATION & MAINTENANCE		31,906.81
SEWER FUND			
30	SEWER		
5321	HELM SERVICE	31,893.00	16,486.00
	SEWER		16,486.00
38	OPERATION & MAINTENANCE		
2451	MENARDS	15,417.33	189.53
350	GISI BROS INC	9,775.21	889.03

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CITY OF ROCK FALLS
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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

SEWER FUND			
38	OPERATION & MAINTENANCE		
4027	WHITESIDE COUNTY RECORDER	1,520.25	31.25
4045	SCADAWARE, INC.	7,562.97	310.00
4592	DIXON GLASS CO	3,588.73	1,520.00
4796	VERIZON WIRELESS	8,723.53	268.97
5015	CARD SERVICE CENTER	81,313.13	366.57
651	NICOR	31,477.64	506.42
	OPERATION & MAINTENANCE		4,081.77
WATER FUND			
48	OPERATION & MAINTENANCE		
1224	AIRGAS USA LLC	1,781.01	179.22
1449	QUALITY READY MIX	11,542.05	9,702.75
194	GRUMMERT'S HARDWARE - R.F.	6,204.38	14.97
219	CRESCENT ELECTRIC SUPPLY CO	1,324.75	215.22
2212	ALLIANCE MATERIALS INC	13,484.95	1,078.32
2451	MENARDS	15,417.33	377.36
34	ALTORFER INC.	31,535.97	120.32
4027	WHITESIDE COUNTY RECORDER	1,520.25	31.25
5015	CARD SERVICE CENTER	81,313.13	101.10
5296	BRADFORD SUPPLY CO	15.38	20.88
651	NICOR	31,477.64	830.24
795	SBM BUSINESS EQUIPMENT CENTER	8,648.64	34.37
884	STERLING STEEL WAREHOUSE INC	934.70	302.00
T0003571	COLE'S COMPLETE TREE SERVICE	2,200.00	1,800.00
	OPERATION & MAINTENANCE		14,808.00
CUSTOMER SERVICE CENTER			
51	CUSTOMER SERVICE CENTER		
5015	CARD SERVICE CENTER	81,313.13	227.38
	CUSTOMER SERVICE CENTER		227.38
DRUG FUND			
56	DRUG ABUSE		
T0004231	ULTRA STROBE COMMUNICATIONS	2,815.00	212.79
	DRUG ABUSE		212.79

DATE: 01/15/26
TIME: 16:36:40
ID: AP443000.WOW

CITY OF ROCK FALLS
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 01/16/2026

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CUSTOMER UTILITY DEPOSITS			
75	CUSTOMER UTILITY DEPOSITS		
T0006195	NICHOLE ISAACSON		175.96
T0006196	US BANK NA		60.83
	CUSTOMER UTILITY DEPOSITS		236.79
	TOTAL ALL DEPARTMENTS		119,110.84

APPLICATION FOR VARIANCE/INTERPRETATION OF ZONING MAP/SPECIAL EXCEPTIONS

TO: City Council of the City of Rock Falls, Illinois

IN RE: Application of Bruce Pate for special exception/interpretation of zoning map/administrative review (variance) (strike inapplicable language).

_____ and _____, respectfully petition the City Council
(Petitioner) (Petitioner)
of the City of Rock Falls as follows:

1. Petitioners are the owners of real estate located at 600 E. 17th Street Rock Falls

_____ (Address of Property)
which real estate is unimproved/improved with Storage container,
and is legally described as: Crystal Lake RV Park

NOTE: If Petitioners are not the owners of the real property, then the interest of Petitioners in the real property must be disclosed and all information pertaining to ownership and other interests in the property must be disclosed. Attach a separate sheet which details the right and interest of Petitioners in the real property.

2. Petitioners request a special exception/interpretation of zoning map/administrative review/variance (strike inapplicable language) for the purpose of (describe relief requested) placing a storage container on east side of property, adjoining already properties where containers are zoned for.

3. The special circumstances which Petitioners allege require the relief requested are as follows:
The amount of storage for winter equipment is not enough without moving other equipment and property taxes being so high at my residence; cannot afford to build a detached garage.

4. Petitioners request that the matter be referred to the Zoning Board of Appeals to conduct a hearing on the request in accordance with the provisions of Article XVI of the Zoning Ordinance of the City of Rock Falls.

Dated: 1-8-26

Bruce Pate
(Petitioner)

(Petitioner)

CITY OF ROCK FALLS

*** CUSTOMER RECEIPT ***

DATE: 01/08/26 TIME: 14:17:40

CUST NAME: 10-03-00-4800

DESCRIPTION	PAY CD	AMOUNT
-----	-----	-----
MISCELLANEOUS	CC	150.00
APPLICATION		
GL ACCT# 1003004800		
CC CONV FEE	CC	3.00
APPLICATION		
TOTAL AMOUNT DUE		153.00
AMOUNT TENDERED		153.00
CHANGE DUE		.00
TRANS #: 1	CASHIER CODE: LAS	
BATCH #: C260108	REGISTER ID: 004	

Rod Kleckler

From: RingCentral <notify@ringcentral.com>
Sent: Friday, January 9, 2026 8:57 AM
To: Rod Kleckler
Subject: New Voice Message from HOFFMAN ROGER [REDACTED] on 01/09/2026 8:55 AM
Attachments: [REDACTED].mp3

RingCentral

Voice Message

Dear Rod Kleckler,

You have a new voice message:

2-20-26
Council Action

From: HOFFMAN ROGER [REDACTED]
Received: Friday, January 09, 2026 at 8:55 AM
Length: 00:54
To: (815) 622-1100 * 1160 Rod Kleckler

Voicemail Preview:

"Hey, good morning, Rod. This is Roger Hoffman from Hoffman Brothers Partnership. I just wanted to call and say that we want to rent that 10 acres of farmland that we have for the last several years. We want to lease it again for this next year. [REDACTED] I just stopped by with the letter that I've always composed. But I didn't get it done before I [REDACTED] If you could give me a call, let me know who I should send that to so we can get that done. I'll send the letter of request and also a check. But I don't know who to address it to. So if you could give me a call, I'd appreciate it. My number [REDACTED] Thank you. Bye."
Listen to this voicemail over your phone or by opening the attached sound file. You can also sign in to your [RingCentral account](#) with your main number, extension number, and password to manage and listen to voicemails.

Thank you for using RingCentral!

Hello AI Receptionist (AIR).

AIR turns missed calls into new customers and works with any phone. AIR answers calls, schedules appointments, routes callers, and captures leads. Learn more about how AIR can transform your customer interactions and boost your business growth. [Learn more](#)

By subscribing to and/or using RingCentral, you acknowledge agreement to our [Terms of Use](#).

Gaulrapp Farms

City of Rock Falls
Rock Falls, IL 61071

November 6, 2025

3030-4800

To whom it may concern,

I would like to continue farming the city sewer plant property (Zapp farm) for the 2026 season . I would also like to keep the rent at the current \$225.00 per acre.

Thank you,

Mike Gaulrapp



CITY OF ROCK FALLS

RESOLUTION NO. 2026-942

**RESOLUTION CONSENTING TO
SUBDIVISION REQUEST (PIN: 11-31-176-002)**

ADOPTED BY THE
CITY COUNCIL
OF THE
CITY OF ROCK FALLS

THIS _____ DAY OF _____, 2026

Published in pamphlet form by authority of the Mayor and City Council of the City of Rock Falls, Illinois, this _____ day of _____, 2026.

**RESOLUTION CONSENTING TO
SUBDIVISION REQUEST (PIN: 11-31-176-002)**

WHEREAS, Robert Burger (“Burger”) is the owner of an approximately 21.62 acre parcel of real estate located outside the City of Rock Falls but within the one and one-half (1 ½) mile extraterritorial jurisdiction of the City, with PIN: 11-31-176-002 (the “Property”); and

WHEREAS, Burger has submitted a petition (the “Petition”) to the City in order to subdivide the Property to provide for a residential lot for purposes of constructing a residence and related improvements (the “Proposal”); and

WHEREAS, on January 8, 2026, the Planning and Zoning Commission of the City held a meeting for the purposes of considering the Petition and recommended the approval of the Petition as it relates to the Proposal submitted therewith; and

WHEREAS, the Mayor and City Council (collectively, the “Corporate Authorities”) have considered both the Petition and the recommendation of the Planning and Zoning Commission, and have determined it to be in the best interests of the City and its residents to authorize and approve the Petition as it relates to the Proposal.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Rock Falls, Whiteside County, Illinois as follows:

SECTION 1: The recitals in the preambles to this Resolution are declared to be true and accurate and are incorporated herein.

SECTION 2: The Petition for the subdivision of the Property pursuant to the Proposal is hereby approved. In connection with such approval, and in recognition of the intent of the Proposal, the City expressly waives compliance with the standards and requirements set forth in Section 28-198 of the Rock Falls Municipal Code.

SECTION 3: The Mayor, City Clerk and any other necessary officer of the City are hereby authorized to execute and attest the Plat of Subdivision and such other documents as may be necessary to effectuate the subdivision of the Property as herein authorized.

SECTION 4: If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Resolution.

SECTION 5: All Resolutions, resolutions, motions, or parts thereof in conflict herewith and the same are hereby repealed.

SECTION 6: This Resolution shall be in full force and effect from and after its passage, adoption and approval in the manner provided by law.

Approved this _____ day of _____, 2026.

Mayor

ATTEST:

City Clerk

AYE

NAY



Local Public Agency Engineering Services Agreement

Using Federal Funds? Yes No

Agreement For
Federal CE

Agreement Type
Original

LOCAL PUBLIC AGENCY

Local Public Agency		County	Section Number	Job Number
City of Rock Falls		Whiteside	19-00137-00-BR	C-92-018-22
Project Number	Contact Name	Phone Number	Email	
AHB 1441	Robbin Blackert	(815) 564-1366	rblackert@rockfalls61071.com	

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
E 11th St.	FAU 5563	0.01	098-6010

Location Termini	Add Location
0.5 MI E ILL 40	Remove Location

Project Description
 Project consist of construction and construction engineering for the bridge rehabilitation (SN 098-6010) and vertical realignment of path running parallel to Illinois Mississippi (I&M) Feeder Canal.

Engineering Funding	<input checked="" type="checkbox"/> Federal	<input type="checkbox"/> MFT/TBP	<input type="checkbox"/> State	<input type="checkbox"/> Other	
Anticipated Construction Funding	<input checked="" type="checkbox"/> Federal	<input type="checkbox"/> MFT/TBP	<input type="checkbox"/> State	<input type="checkbox"/> Other	

AGREEMENT FOR

Phase III - Construction Engineering

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email	
Willet, Hofmann & Associates, Inc.	Brian K. Converse	(815) 284-3381	bconverse@willetthofmann.com	
Address	City	State	Zip Code	
809 East 2nd Street	Dixon	IL	61021	

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

- Regional Engineer: Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
- Resident Construction Supervisor: Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT.
- In Responsible Charge Contractor: A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awards.

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (CECS) Worksheet (BLR 05513 or BLR 05514)
- EXHIBIT E: GEOCON Professional Services
- _____
- _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Construction Engineering Contracts:
 - (a) The ENGINEER shall be prequalified with the STATE in Construction Inspection. All employees of the ENGINEER serving as the onsite resident construction supervisor or providing construction inspection shall have a valid Documentation of Contract Quantities certification.
 - (b) For all projects where testing is required, the ENGINEER shall obtain samples according to the STATE Bureau of Materials. "Manual of Test Procedures for Materials," submit STATE Bureau of Materials inspection reports; and verify compliance with contract specifications.
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
 - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. For Construction Engineering Contracts:
 - (a) To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
 - (b) To submit approved forms BC 775 and BC 776 to the DEPARTMENT when federal funds are utilized.
4. To pay the ENGINEER:

- (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- (b) Final Payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by LPA and DEPARTMENT, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

5. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Lump Sum

Specific Rate

Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where FF = (0.33 + R) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

Field Office Overhead Rates: Field rates must be used for construction engineering projects expected to exceed one year in duration or if the construction engineering contract exceeds \$1,000,000 for any project duration.

6. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT, the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the

suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.

6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

10. By execution of this AGREEMENT the LPA and ENGINEER certify compliance with the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy to maintain a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and

- (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
 - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
 - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER and LPA agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future project. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 12. For Construction Engineering Contracts:
 - (a) That all services are to be furnished as required by construction progress and as determined by the LPA employee In Responsible Charge. The ENGINEER shall complete all services herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.
 - (b) That all field notes, test records and reports shall be turned over to and become the property of the LPA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
 - (c) That any difference between the ENGINEER and the LPA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
 - (d) That in the event that engineering and inspection services to be furnished and performed by the LPA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent employed on such work at the expense of the LPA.
 - (e) Inspection of all materials when inspection is not provided by the sources by the STATE Central Bureau of Materials, and submit inspection reports to the LPA and STATE in accordance with the STATE Central Bureau of Materials "Project Procedures Guide" and the policies of the STATE.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Willett, Hofmann & Associates, Inc.	36-2600957	\$167,080.00
Subconsultants	TIN/FEIN/SS Number	Agreement Amount
GEOCON Professional Services	45-0644817	\$13,916.00
Subconsultant Total		\$13,916.00
Prime Consultant Total		\$167,080.00
Total for all work		\$180,996.00

AGREEMENT SIGNATURES

Attest: The Local Public Agency Type of Local Public Agency

By (Signature & Date)

By (Signature & Date)

Local Public Agency Local Public Agency Type Clerk

Title

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name
Attest:

By (Signature & Date)

Title

By (Signature & Date)

Title

For information about IDOTs collection and use of confidential information review the department's [Identity Protection Policy](#).

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Rock Falls	Willett, Hofmann & Associates,	Whiteside	19-00137-00-BR

**EXHIBIT A
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

Project Management & Admin. Phase III Engineering Materials Testing

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Rock Falls	Willett, Hofmann & Associates,	Whiteside	19-00137-00-BR

**EXHIBIT B
PROJECT SCHEDULE**

Start of Phase III bridge construction 11/17/2025 to anticipated project closeout date of 01/16/2027
--

Local Public Agency

Prime Consultant (Firm) Name

County

Section Number

City of Rock Falls

Willett, Hofmann & Associates,

Whiteside

19-00137-00-BR

**EXHIBIT B
PROJECT SCHEDULE**

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Rock Falls	Willett, Hofmann & Associates,	Whiteside	19-00137-00-BR

**Exhibit C
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit C. If the value meets or will exceed the small dollar threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The small dollar threshold is adjusted annually and can be found in IDOT Circular Letters. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, Due date of submittal: 09/12/25

Method(s) used for advertisement and dates of advertisement

RFQ was advertised on 08/29/2025 and placed on the City of Rock Falls Website.

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Criteria	Weighting
Technical Approach	25%
Firm Experience	25%
Staff Capabilities (Prim/Sub)	20%
Workload Capacity	10%
Specialized Expertise	10%
Past Performance	10%

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Selection committee (titles) for this project

Public Property Committee

Top three consultants ranked for this project in order

1	Willett, Hofmann & Associates, Inc.
2	
3	

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	QBS according to State requirements used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Rock Falls	Willett, Hofmann & Associates,	Whiteside	19-00137-00-BR

15	Existing relationship used in lieu of QBS process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	LPA is a home rule community (Exempt from QBS).	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Local Public Agency City of Rock Falls	County Whiteside	Section Number 19-00137-00BR
Prime Consultant (Firm) Name Willett, Hofmann & Associates, Inc.	Prepared By Brian K. Convere	Date 10/29/2025
Consultant / Subconsultant Name Willett, Hofmann & Associates, Inc.	Job Number C-92-018-22	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

Cost for Phase III construction engineering services for the Rock Falls 11th Street bridge rehabilitation project.

PAYROLL ESCALATION TABLE

CONTRACT TERM	14	MONTHS			
START DATE	11/17/2025			OVERHEAD RATE	163.78%
RAISE DATE	4/1/2026			COMPLEXITY FACTOR	0
				% OF RAISE	3.00%
END DATE	1/16/2027				

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	11/17/2025	4/1/2026	5	35.71%
1	4/2/2026	1/1/2027	9	66.21%

The total escalation = 1.93%

Local Public Agency	County	Section Number
City of Rock Falls	Whiteside	19-00137-00BR
Consultant / Subconsultant Name		Job Number
Willett, Hofmann & Associates, Inc.		C-92-018-22

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	90.00
ESCALATION FACTOR	1.93%

JOB SPECIFIC - Classifications and Average Payrates need to match current payrolls submitted to the Department.

CLASSIFICATION	IDOT AVG PAYROLL RATES ON FILE	CALCULATED RATE
President & General Manager	\$90.00	\$90.00
Principal Engineering Manager	\$73.06	\$74.47
Engineering Manager	\$69.88	\$71.23
Civil Engineer IV	\$52.49	\$53.50
Civil Engineer III	\$45.20	\$46.07
Civil Engineering Intern II	\$39.03	\$39.78
Civil Engineering Intern I	\$37.54	\$38.26
SPP Engineering Intern	\$23.83	\$24.29
Principal Architectural Manager	\$65.74	\$67.01
Architect Manager	\$63.51	\$64.73
Architect IV	\$59.28	\$60.42
Architectural Intern I	\$31.93	\$32.55
Principal Professional Land Surveyor Manager	\$64.50	\$65.74
Professional Land Surveyor Manager	\$55.02	\$56.08
Professional Land Surveyor III	\$40.38	\$41.16
Professional Land Surveyor (SIT) I	\$31.76	\$32.37
SPP Professional Land Surveyor IV	\$58.01	\$59.13
Survey Technician II	\$26.77	\$27.29
Survey Worker	\$25.73	\$26.23
Survey Worker Foreman	\$33.97	\$34.63
Technician IV	\$40.25	\$41.03
Technician III	\$33.81	\$34.46
Technician I	\$25.86	\$26.36
SPP Technician IV	\$41.34	\$42.14
SPP Technician III	\$43.21	\$44.04
Administrative Assistant	\$24.89	\$25.37
Administrative Assistant Supervisor	\$24.00	\$24.46

Local Public Agency

City of Rock Falls

County

Whiteside

Section Number

19-00137-00BR

Consultant / Subconsultant Name

Willett, Hofmann & Associates, Inc.

Job Number

C-92-018-22

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Per Diem (per Federal GSA)	Up to federal maximum			\$0.00
Lodging (per Federal GSA)	Actual Cost (Up to Federal rate maximum)			\$0.00
Lodging Taxes and Fees (per Federal GSA)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per Federal GSA)	Up to Federal rate maximum			\$0.00
Vehicle Owned or Leased (no mileage charge allowed)	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL DIRECT COSTS:				\$0.00

Local Public Agency

City of Rock Falls

County

Whiteside

Section Number

19-00137-00BR

Consultant / Subconsultant Name

Willett, Hofmann & Associates, Inc.

Job Number

C-92-018-22

AVERAGE HOURLY PROJECT RATES
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Project Management & Admin.			Phase III Engineering			Materials Testing								
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
President & General Manager	90.00	0.0																	
Principal Engineering Manager	74.47	120.0	8.45%	6.29	40	100.00%	74.47	80	5.80%	4.32									
Engineering Manager	71.23	0.0																	
Civil Engineer IV	53.50	100.0	7.04%	3.77				100	7.25%	3.88									
Civil Engineer III	46.07	0.0																	
Civil Engineering Intern II	39.78	0.0																	
Civil Engineering Intern I	38.26	0.0																	
SPP Engineering Intern	24.29	0.0																	
Principal Architectural Manager	67.01	0.0																	
Architect Manager	64.73	0.0																	
Architect IV	60.42	0.0																	
Architectural Intern I	32.55	0.0																	
Principal Professional Land Surveyor	65.74	0.0																	
Professional Land Surveyor	56.08	0.0																	
Professional Land Surveyor	41.16	0.0																	
Professional Land Surveyor	32.37	0.0																	
SPP Professional Land Surveyor	59.13	0.0																	
Survey Technician II	27.29	0.0																	
Survey Worker	26.23	0.0																	
Survey Worker Foreman	34.63	0.0																	
Technician IV	41.03	100.0	7.04%	2.89				100	7.25%	2.97									
Technician III	34.46	1,100.0	77.46%	26.70				1100	79.71%	27.47									
Technician I	26.36	0.0																	
SPP Technician IV	42.14	0.0																	
SPP Technician III	44.04	0.0																	
Administrative Assistant	25.37	0.0																	
Administrative Assistant Supervisor	24.46	0.0																	
TOTALS		1420.0	100%	\$39.65	40.0	100.00%	\$74.47	1380.0	100%	\$38.64	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



October 31, 2025

Mr. Brian K. Converse, P.E., S.E.
President and General Manager
Willet Hofmann & Associates
809 East 2nd Street
P.O. Box 367
Dixon, IL 61021

Subject: Construction Testing and Inspection Services
QA Material Testing IDOT 85779 (E. Eleventh St. over Illinois Mississippi Feeder
Canal)
City of Rock Falls, IL
Proposal No. 25-P1213

Dear Mr. Converse:

Geocon Professional Services is pleased to submit this proposal for providing construction materials testing services on the above referenced project. A brief description of our understanding of the project and a discussion of the scope of services to be provided are included in the following paragraphs.

Project Understanding

The project is located in the City of Rock Falls, IL. The project corridor for Section 19-00137-00-BR begins at Station 16+75 west and extends easterly to Station 23+50. The proposed work consists of removing the existing three span (27'-3"; 37'-6"; 27'-3") concrete slab structure built on pile supported abutments and piers with concrete encasement and replacing with a three span (33'-6", 37'-6", 27'-9") concrete slab structure. The project includes improvements to the roadway profile, pedestrian path, path connector, curb and gutter, aggregate subbase, erosion control, pavement markings, etc. for approximately 300ft east and west of the structure under full road closure.

Scope of Work

Geocon proposes to provide technical personnel to perform the necessary testing and monitoring services in accordance with the project specifications or other applicable guidelines. It is understood that the testing services required for this project may include the following:

- *HMA QA testing and monitoring (LR 1030-2 Nuclear Density, 2 plant samples)*
- *Concrete QA testing and monitoring*

Fee Proposal

It is proposed to perform the services on a unit charge basis in accordance with the Proposed Fee Schedule and pursuant to the General Conditions, both of which are enclosed herein and considered

part of this proposal. Based on Client's previous experience on similar sized projects, it is estimated that the total fee for testing services on this project may be on the order of **\$13,916.00 and shall not exceed without prior client approval**. The final compensation will depend upon the actual number of laboratory tests performed and technical time expended for this project. Any special equipment or test procedures not included on the fee schedule can be quoted upon request.

Authorization

Geocon will proceed with the work on the basis of written authorization. Please sign in the acceptance block below and return one copy of this proposal for our files.

Should you have any questions regarding this proposal, or if we could be of any other assistance, please feel free to call us at our office. We are looking forward to working with you on this project.

Sincerely,

GEOCON PROFESSIONAL SERVICES, LLC



Nelson Hatheway
Project Engineer
Ph: 779-368-4322
Email: nelson.hatheway@geoconcompanies.com



Karl R. Jacobson
Rockford Operations Manager
Ph: 815-988-5597
Email: karl.jacobson@geoconcompanies.com

Attachments: Proposed Fee Schedule
Unit Rate 2026
General Conditions

ACCEPTANCE OF PROPOSAL AND ENCLOSURES

FIRM: Willett, Hofmann & Associates, Inc.
SIGNATURE: Brian K. Converse
NAME: Brian K. Converse
TITLE: President
DATE: 11/02/2025



Construction Testing Cost Estimate - Proposal No. 25-P1213
 City of Rock Falls, IL - IDOT 85779 (E Elventh Street) - October 31, 2025

ITEM 1: Bituminous and Concrete Paving Inspection and Testing

Senior Engineering Technician: Perform Concrete Testing and Asphalt Density Testing for HMA and Concrete Pavement

Estimated Total Hours:	1 days @	8 hrs./day	8.0 Hours	Superstructures (Deck Pour)
	3 days @	4 hrs./day	12.0 Hours	Concrete C&G, Structures
	3 days @	8 hrs./day	24.0 Hours	Asphalt Density (675' Project Length)
	1 days @	8 hrs./day	8.0 Hours	Asphalt Plant (2 samples) (675' Project Length)
	8 days		52.0	
	2 days	2.0 hrs/day	4.0 Hours	(Overtime)
			4.0 Hours	

<u>Item</u>	<u>Quantity</u>	<u>Unit Fee</u>	<u>Total</u>
Senior Engineering Technician	52.0 Hours	\$ 135.00	\$ 7,020.00
Senior Engineering Technician-Overtime	4.0 Hours	\$ 203.00	\$ 812.00
Asphalt Core (Gmb), per core	0.0 Cores	\$ 60.00	\$ -
HMA Gyratory Compaction Test (Gmm, Gmb, Voids)	2.0 Tests	\$ 290.00	\$ 580.00
HMA Extraction test	2.0 Tests	\$ 240.00	\$ 480.00
Cylinder Pick-up (trip charge included)	3.0 Days	\$ 560.00	\$ 1,680.00
Trip Charge (Federal rate+.10 + 40.00 (union fee))	8.0 Trips	\$ 155.00	\$ 1,240.00
Moisture Density Relationship (Std./Mod. Proctor)	0.0 Each	\$ 285.00	\$ -
Concrete Compression Tests, per cylinder	18.0 Tests	\$ 28.00	\$ 504.00
Project Engineer	10.0 Hours	\$ 160.00	\$ 1,600.00
Senior Engineer	0.0 Hours	\$ 200.00	\$ -

Total Estimated Cost: \$ 13,916.00

- All field testing will be billed portal to portal to and from our office with a minimum charge of 4 hrs, including same day cancellations. If total testing exceeds 6 hours, it will be billed for a minimum 8 hour day. Full time testing, starting on the sixth consecutive 8 hour day will be billed for onsite time only.
- Client and or contractor is responsible for providing safe access to all areas needing to be tested and or inspected including manlifts, scaffolds etc.
- Overtime approved by the Client will be invoiced at 1.5x standard rate for work beyond eight (8) hours/day, work outside the standard 7:00-3:00 shift, and Saturdays. Sundays and Holidays will be 2.0 x standard rates. Sundays and Holidays will be 2.0 x standard rates.
- Night shift work will be invoiced at 1.25 x standard rate.
- All fixed hourly labor rates included in GEOCON's proposal that are governed by the Collective Bargaining Agreement (CBA) with Local 150 are subject to automatically increase March 1st of every year based on the % increase included in the governing CBA.
- Lab testing performed on Saturdays at the request of the client will include an additional lab fee of \$200 per day.
- Services and fees not listed will be quoted upon request. The above prices include one hard copy of reports distributed as requested and electronic distribution as needed to applicable parties.
- Invoices will be due within 30 days from the date of issue.



2026 Unit Rate Sheet 25-P1213

ENGINEERING SERVICES

Engineering services for on-site monitoring and evaluation, construction materials testing, job site meetings, report preparation and review, and consultation field and laboratory. Field and Laboratory testing reports will be subject to engineering review, charged at the applicable rate.

Administrative	\$ 96.00 Per Hr.	Michelle Grifford	Jessica Wilkens		
Project Developer 1	\$ 130.00 Per Hr.	Misty Hathcoat			
Project Engineer 1	\$ 160.00 Per Hr.	Nelson Hatheway, EIT	Ben Skolek		
Project Engineer 2	\$ 160.00 Per Hr.	Brandon Filafusi, EIT			
Project Engineer 3	\$ 160.00 Per Hr.	Joe Abu-Bake, PE			
Senior Engineer 2	\$ 160.00 Per Hr.	Nick Lococo, PE	Brian Place, PE	Manhar Patel	Karl Jacobson
Senior Project Manager 1	\$ 200.00 Per Hr.	Ken Rippy, PE	Larry Zablock, EIT		

FIELD TESTING SERVICES

Technical services for on-site monitoring and testing of construction materials including earthwork, foundation, slab-on-grade, concrete, masonry, structural steel, fireproofing roofing and pavement construction.

Senior Engineering Technician	\$ 135.00 Per Hour	Nuclear Density Gauge	\$ 50.00 Per Day
Structural Steel Inspector	\$ 176.00 Per Hour	Trip Charge	Federal Rate per mile +\$0.10 per mile (admin fee) + \$40 per trip (union fee) = \$155.00

LABORATORY AND MISCELLANEOUS TESTING SERVICES

Concrete Cyl Compression Test	\$ 28.00 Each	HMA Extraction test	\$240 Each
HMA Gyrotory Compaction Test (Gmm, Gmb, Voids)	\$290 Each	Asphalt Core (Gmb)	\$60/ Per Core
Standard Proctor	\$ 285.00 Each	Modified Proctor	\$ 285.00 Each

REMARKS

1. All field testing will be billed portal to portal to and from our office with a minimum charge of 4 hours, including same day cancellations. If total time exceeds 6 hours, it will be billed for a minimum 8-hour day. Full time testing, starting on the sixth consecutive 8-hour day will be billed for onsite time only.
2. Client and or contractor is responsible for providing safe access to all areas needing to be tested and or inspected including manlifts, scaffolds etc.
3. Overtime approved by the Client will be invoiced at 1.5x standard rate for work beyond eight (8) hours/day, work outside the standard 7:00-3:00 shift, and Saturdays. Sundays Holidays will be 2.0x standard rates.
4. Night shift work will be invoiced at 1.25 x standard rate.
5. All fixed hourly labor rates included in GEOCON's proposal that are governed by the Collective Bargaining Agreement (CBA) with Local 150 are subject to automatically increase March 1st of every year based on the % increase included in the governing CBA.
6. Lab testing performed on Saturdays at the request of the client will include an additional lab fee of \$200 per day.
7. Services and fees not listed will be quoted upon request. The above prices include one hard copy of reports distributed as requested and electronic distribution as needed to applicable parties.
8. Invoices will be due within 30 days from the date of issue.

Item 1. Scope of Work. GEOCON Professional Services, LLC (GEOCON) shall perform services in accordance with an "agreement" made with the "client". The agreement consists of GEOCON's proposal, Standard Fee Schedule, and these General Conditions. The "client" is defined as the person or entity requesting and/or authorizing the work, and in doing so, client represents and warrants that he is duly authorized in this role, even if performed on behalf of another party or entity, in which case the other party or entity is also considered as the client. The hiring of GEOCON signifies the acceptance of this proposal and the terms of this agreement.

The fees for services rendered will be billed in accordance with the Standard Fee Schedule; unit rates for services not covered in the Fee Schedule or elsewhere in the agreement can be provided. Any cost estimates stated in this contract shall not be considered as a firm figure unless otherwise specifically stated in this contract. The standard prices proposed for the work are predicated upon the client's acceptance of the conditions and allocations of risks and obligations described in the agreement. The client agrees to impart the terms of this agreement to any third party to whom client releases any part of GEOCON's work. GEOCON shall have no obligations to any party other than those expressed in this agreement. All fixed hourly labor rates included in GEOCON's proposal that are governed by the Collective Bargaining Agreement (CBA) with Local 150 are subject to automatically increase March 1st of every year based on the % increase included in the governing CBA.

Item 2. Site Access. The client will provide for the right-of-access to the work site. In the event the work site is not owned by the client, client represents to GEOCON that all necessary permissions for GEOCON to enter the site and conduct the work have been obtained. While GEOCON shall exercise reasonable care to minimize damage to the property, the client understands that some damage may occur during the normal course of work, that GEOCON has not included in its fee the cost of restoration of damage, and that client will pay for such restoration costs.

Item 3. Personnel Responsibility. The presence of GEOCON field representatives will be for the purpose of providing observation and field testing and does not include supervision or direction of the actual work of the contractor, his employees or agents. The contractor (s) for this project should be so advised. The contractor should also be informed that neither the presence of, nor the observation and testing by GEOCON personnel shall excuse the contractor in any way for defects discovered in his work. It is understood that GEOCON will not be responsible for job or site safety of the project. Job and site safety will be the sole responsibility of the contractor unless contracted to others.

Item 4. Observations and Tests. The term "observation" implies only that GEOCON should observe the applicable portions of the work we have agreed to be involved with and perform tests, from which to develop an opinion as to whether the work essentially complies with the job requirements. Client shall cause all tests and observation of the site, materials and work performed by GEOCON or others to be timely and properly performed in accordance with the plans, specifications and contract documents, and GEOCON's recommendations. No claims for loss, damage or injury shall be brought against GEOCON by client or any third party unless all tests and observations have been so performed and unless GEOCON's recommendations have been followed.

Item 5. Accuracy of Test Locations and Elevations. The accuracy and proximity of provided survey control will affect the accuracy of in-situ test location and elevation determinations. Unless otherwise noted, the accuracy of test locations and elevations will be commensurate only with pacing and approximate measurements or estimates.

Item 6. Degree of Certainty of Compliance. With any manufactured product, there are statistical variations in its uniformity, and in the accuracy of tests used to measure its qualities. As compared with other manufactured products, field construction usually has wider fluctuations in both product and test results. Thus, even with very careful observations and testing, it cannot be said that all parts of the product comply with the job requirements. Our proposal is for the Scope of Services requested by our client and as scheduled by the client or client's representative. The degree of certainty for compliance with project specifications is much greater with full-time observation and testing than it is with intermittent observation and testing.

Item 7. Hazardous Materials and Conditions. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the client, or other involved or contacted parties, to advise GEOCON of any known or suspected undocumented fills, hazardous materials, by-products, or constituents, and any known environmental, geologic, and geotechnical conditions, which exist on or near any premises upon which work is to be performed by GEOCON employees or subcontractors or which in any other way may be pertinent to GEOCON's proposed services,

The discovery of unanticipated hazardous materials, or suspected hazardous materials, may require that special and immediate measures be exercised to protect the health and safety of GEOCON site personnel and/or the public. GEOCON may at its option and on the basis of its judgment and opinion, exercise such precautions to complete the project, or terminate further work on the project. In either case, the client will be notified as soon as practically possible, and the client agrees to bear all reasonable and equitable cost adjustments, if any, associated with such measures taken,

Item 8. Reports and Ownership of Documents. GEOCON will furnish three copies of the report to the client. Additional copies will be furnished to the owner or others at the rate specified in the fee schedule. All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by GEOCON as instruments of service, shall remain the property of GEOCON, unless there are other contractual agreements. GEOCON will retain final reports relating to the services performed for a period of 5 years following submission of the report. Client agrees to return upon demand and will not use for any purpose whatsoever all reports and other work furnished to client or his agent which are not paid for.

Item 9. Confidentiality. GEOCON shall hold confidential the business and technical information

obtained or generated in performance of services under this agreement and identified in writing by the client as "confidential". GEOCON shall not disclose such information except if such disclosure is required by governmental statute, ordinance, or regulation; for compliance with professional standards of conduct for public safety, health, and welfare concerns; or for protection of GEOCON against claims or liabilities arising from performance of its services.

The technical and pricing information contained in any report or proposal submitted by GEOCON is to be considered confidential and proprietary and shall not be released or otherwise made available to any third party without the express written consent of GEOCON.

Item 10. Standard of Care. GEOCON will perform the services under this agreement in accordance with generally accepted practice, in a manner consistent with that level of care and skill ordinarily exercised by members of this profession under similar circumstances. No other warranties implied or expressed, in fact or by law, are made or intended in this agreement. The client recognizes that subsurface soil, groundwater and other materials can vary between sampling and testing points and with time, and that the Interpretation of data, and opinions and recommendations made by GEOCON are based solely on obtained data. Such limitations can result in a redirection of conclusions and Interpretations where new or changed information is obtained. GEOCON will not be responsible for the interpretation by others, of data obtained by GEOCON.

Item 11. Limitations of Liability. The client agrees to limit GEOCON's liability to the client and all parties claiming through the client or otherwise claiming reliance on GEOCON's services, allegedly arising from GEOCON's professional acts or errors and omissions, to a sum not to exceed the lesser of GEOCON's fees for the services performed on the project, or \$25,000.00, provided that such claims are not attributable to GEOCON's gross negligence or intentional misconduct. In this latter event, the limit of liability will be increased to \$25,000 less any applicable insurance amount covering alleged damages or claims. In no event shall GEOCON or any other party to this agreement, including parties which may have or claim to have a direct or indirect reliance on GEOCON's services, be liable to the other parties for incidental, indirect, or consequential damages arising from any cause.

Item 12. Insurance and Indemnity. GEOCON represents that they now carry, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over their employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Additionally, insured on a primary and non-contributory basis with respect to the general liability and auto liability coverage only. Waivers of subrogation applies to the general liability, auto liability, and workers compensation in favor of the stated additional insureds. Certificates of insurance can be provided to the client upon written request. GEOCON shall not be responsible for any loss, damage, or liability beyond the insurance limits and conditions. GEOCON agrees to indemnify the client from and save client harmless against any loss, damage, or liability stemming from acts of gross negligence by GEOCON. Except as expressly set forth in Item Nos. 11 and 12, the client agrees to hold GEOCON, its officers, directors, agents, and employees, harmless from any claims, suits or liability including but not limited to attorney fees, costs of settlement and other incidental costs, for personal injury, death, illness, property damage or any other loss, allegedly arising from or related to GEOCON's performance of work.

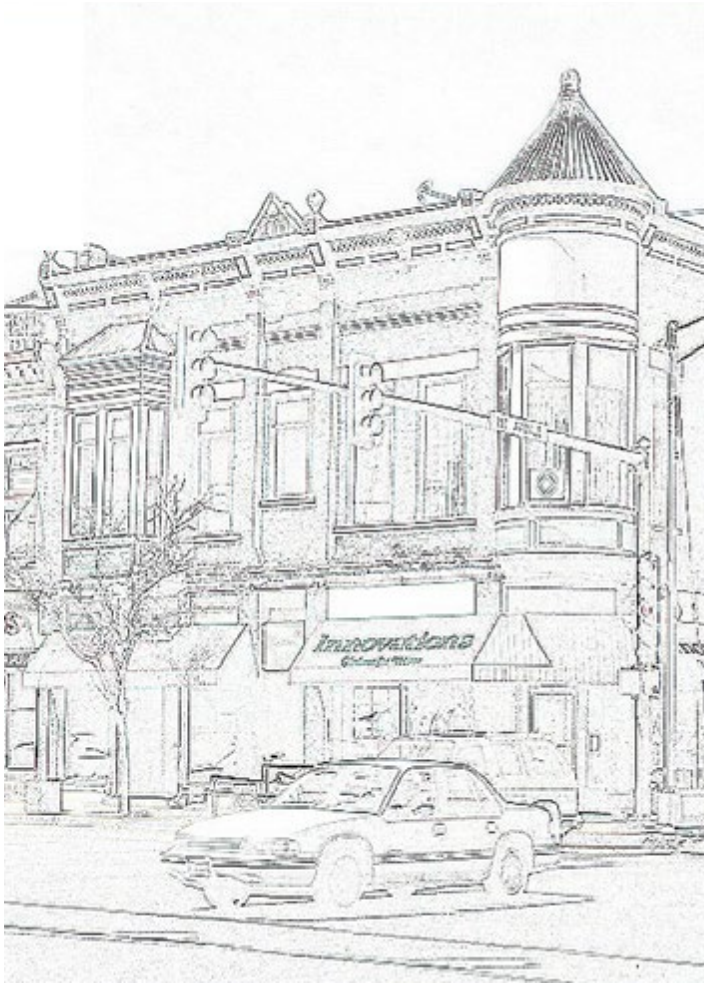
Item 13. Modification. This agreement and all attachments pursuant to this agreement represent the entire understanding between the parties, and neither the client nor GEOCON may amend or modify any aspect of this contract unless such alterations are reduced to writing and properly executed by the parties hereto. These terms and conditions shall supersede all prior or contemporaneous communications, representations, or agreements, and any provisions expressed or implied in the request for proposal, purchase order, authorization to proceed, or other contradictory provisions, whether written or oral.

Item 14. Termination. This agreement may be terminated by either party upon seven day's prior written notice. In the event of termination, GEOCON shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place GEOCON's files in order and/or protect its professional reputation.

Item 15. Payment. Invoices for performed work will be submitted monthly for services rendered the prior month and/or upon completion of said services, payable within 30 days of invoice date. The fees quoted are based upon an expected timely payment. An interest charge of 1.5% per month will be added to delinquent charges; however, GEOCON at its option may terminate its services due to client's failure to pay when due. In the event of termination of services prior to completion, client shall compensate GEOCON for all services performed prior to and for such termination,

Item 16. Sample Disposal. Unless otherwise agreed, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed of thirty (30) days after submission of GEOCON's report.

Item 17. Third Party Reliance. The Services provided are for GEOCON and Client's sole benefit and exclusive use with no third-party beneficiaries intended. Reliance upon the Services and any work product is limited to Client and is not intended for third parties. For a limited time period not to exceed three months from the date of the report, GEOCON will issue additional reports to others agreed upon with Client, however Client understands that such reliance will not be granted until those parties sign and return a reasonably acceptable reliance agreement and GEOCON receives an agreed-upon reliance fee.



City of Rock Falls Facade Improvement Grant Application Packet



ADMINISTERED BY:
FAÇADE IMPROVEMENT GRANT COMMITTEE

FUNDED BY:
ROCK FALLS TOURISM
603 W. 10TH STREET, SUITE 1-A
ROCK FALLS, IL 61071
PH: (815) 622-1106
The following includes the Façade Improvement
Program Description, Policies and Procedures



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City of Rock Falls

Façade Improvement Grant Policy & Procedures

Adopted by the Rock Falls City Council on October 17, 2017

Description of Program

Facade Improvement Program provides grant funds to property and business owners to be matched by their equal or greater investment of private funds for the purpose of restoring and renovating commercial storefronts and replacing deteriorated or poor quality commercial signs and awnings. Funds are provided as a grant via reimbursement after all projects costs have been paid. Business must be “open for business” before reimbursement is granted.

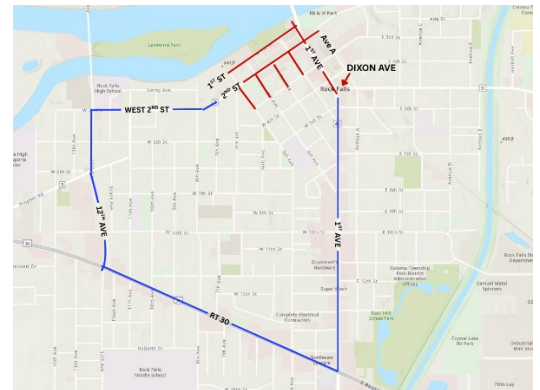
Program Objectives

- Encourage private investment in the visual improvement of storefronts, signs and awnings.
- Enhance the appearance of the streetscape
- Reduce vacancies in storefronts and upper floors
- Expand worker and shopper population in the Downtown area
- Provide a catalyst for others to improve their buildings
- Provide a cohesive appearance for all downtown storefronts and the newly developing Riverfront Areas

The Facade Improvement Program is funded by the Rock Falls Tourism Committee (RFT). There will be \$10,000 budgeted for **each Fiscal Year**. Amounts will be awarded in the form of a matching grant, ranging from \$500 to a maximum of \$5,000 for reimbursements up to 50% of eligible costs of façade projects. These grants will be awarded on a competitive basis; not all applications will be funded or may be funded at a lower amount than requested. We recommend that the business requesting the grant come present their proposal to the Facade Improvement Committee (FIC) which meets on the 2nd Wednesday of each month at 10am located in the Council Chambers at City Hall. Grant Determinations will be evaluated and the applications will be approved through the Facade Improvement Committee (FIC). Work cannot begin until the Façade Improvement Grant Application has been evaluated and approved by the FIC and all necessary permits and fees have been paid. Business must be “open for business” and requires final approval by the Rock Falls Tourism Committee before funds are reimbursed.

Target Areas

West First Street	1 st Avenue to 5 th Avenue
West Second Street	Ave A to 12 th Avenue
First Avenue	1 st Street to Route 30
Second Avenue	West 2 nd to West 3 rd
Third Avenue	West 2 nd to West 3 rd
Fourth Avenue	West 2 nd to West 3 rd
Fifth Avenue	West 2 nd to West 3 rd
12 th Avenue	West 2 nd St to Route 30
Route 30	12 th Avenue to 1 st Avenue



Eligible Projects

The grant is a 50/50 matching grant. The owner must pay out the total cost of the project and be reimbursed 50% of the qualifying project cost up to \$5,000. Grant funds cannot be used for projects currently in progress or already completed. It is not the intent of the program to provide financial assistance to ongoing improvements that are considered regular building upkeep and maintenance.

Building must be located in the area designated (see map). If a buildings has an address that is located on a street within the grant program area but has other addresses contiguous to the main entrance, but those addresses are not in the grant program area, 75% of the designated area are eligible to apply. Tenant or lessees are eligible to apply if the building owner’s consent is provided in writing.

A qualifying grant applicant may apply for multiple grants per fiscal year for a maximum amount of \$5000.00 reimbursement. Each application will be evaluated by the FIC on its own merits. The approval of one grant application does not guarantee approval of future grant applications. A qualifying grant applicant may apply for a Façade Improvement Grant every fiscal year provided that they are in good standing with the City of Rock Falls. Each application will be evaluated by the FIC on its own merits.

All work performed must comply with the City of Rock Falls’ ordinances, codes and regulations. It is the sole responsibility of the Grant applicant to obtain any and all zoning clearances, variances, permits and approvals before work commences. The project applicant must owe no outstanding property taxes, fees, judgments, or liens to the City of Rock Falls and have no outstanding code violations.

CITY OF ROCK FALLS | FACADE IMPROVEMENT PROGRAM APPLICATION PACKET

Some eligible projects would be aesthetic and structural signage improvements, awnings, lighting, doors and windows, exterior wall finishing, cornices and decorative detailing, and structural reinforcement. If project area is adjacent to an alleyway, these improvements may also be eligible. Other expenses may be eligible as determined by the FIC.

Ineligible Projects

Some ineligible expenses may be inappropriate materials and treatments, all interior improvements, roof and chimney repairs, electrical improvements as it pertains to interiors, security systems, personal property such as furniture and equipment, permits and fees. Some roof repairs may be included in the improvement if necessary to further the frontage facade improvements.

- **ROUTINE PROPERTY MAINTENANCE COSTS MAY NOT BE INCLUDED.**
- **IMPROVEMENTS COMPLETED OR STARTED PRIOR TO GRANT APPROVAL ARE NOT ELIGIBLE.**
- **GRANT FUNDS MAY NOT BE UTILIZED FOR WORKING CAPITAL, DEBT REFINANCING OR FOR PROPERTY ACQUISITION.**

Facade Improvement Committee

After the completed application is received, it will be reviewed by the Facade Improvement Committee (FIC). The FIC has the sole and absolute discretion to decide which proposed projects meet the guidelines and which projects may be awarded grants. The Rock Falls Tourism Committee has final approval for reimbursement of all grant applications. The FIC has the right to request an additional bid when reviewing the application if the Committee feels a presented bid is exorbitant or inflated. The Committee will then be allowed to use the requested second bid to calculate the amount of grant funds allocated to the applicant if the second bid has a large variance. The FIC will meet on an as needed basis.

All applicants will receive a written response regarding eligibility and/or approval within four weeks of application submission. Applicant may be asked to clarify project specifics and/or provide samples of proposed materials to be used. FIC may award an amount less than the allowable maximum.

Project must be completed within 90 days of receiving the notification of approval.

Additional time may be granted for completion if applicant provides documented explanation for the delay.

Design Guidelines

Landscaping and Screening

1. **Entryways.** Development entryways shall be planted with ornamental plant material, such as ornamental trees, flowering shrubs and perennials, and ground covers
2. **Street Trees.** If the BSO includes the planting of street trees, such street trees shall be installed along the public right-of-way for all developments. Street trees shall be illustrated on the landscape plan and shall be required in addition to any proposed on-site landscaping. Street trees shall be planted at fifty (50) foot intervals.
3. **Parking Lot.** Parking lot landscaping shall be utilized to minimize the expansive appearance of parking lots and provide shaded parking area, and shall comply with Section 16-260 of the Municipal Code. The primary landscaping materials used in, and at the perimeter of, parking lots shall be trees that provide shade or are capable of providing shade at maturity. The perimeter of the parking area shall provide for a landscaped area in which trees and shrubs will be planted to screen parking areas from view and to allow snow storage capacity. Perimeter plantings shall be at the rate of one tree and/or grouping of **three or more shrubs for every forty (40) lineal feet.**
4. **Building Foundation Landscaping.** Building foundations shall be planted with ornamental plant material, such as ornamental trees, flowering shrubs and perennials, and ground covers. Planting shall be massed and scaled as appropriate for the building.
5. **General Yard Areas.** The development site should include additional general planting materials to provide visual appeal to the site. Groupings of shrubs with ornamental trees should be used.
6. **Plant Materials.** The use of native plant species is strongly encouraged. Effective use of earth berms, existing topography, and pre-existing, high-quality vegetation is also encouraged as a component of the Landscaping plan.
7. **Planting Size Specifications.** Deciduous trees shall be 1.5 inch to 2.5 inch minimum DBH. Coniferous trees shall be a minimum height of six (6) feet. Shrubs, hedges, and similar plantings shall be a minimum of 24 inches in height or the two-gallon (2-gal.) variety. All planting materials shall be guaranteed for a period of two (2) years from the date of planting. The installation of seed or sod shall be required for all yard areas.
8. **Service Area Screening.** To the maximum extent feasible, areas for outdoor storage, truck parking, trash collection or compaction, loading, or other such service areas shall not be visible from abutting streets or properties. Screening materials shall be the same as, or of equal quality to, the materials used for the principal building and landscaping.
9. **Dumpster Enclosures.** Trash enclosures shall include adequate, accessible and convenient areas for collecting and loading recyclable materials. Trash enclosures shall be constructed of sturdy, durable, opaque materials (with trash receptacles screened from view) which are designed to be compatible with the project architecture, and shall not be located in a street yard. Trash enclosure screening should comply with Section 5-134(b) (3) (H) of this Guide.

CITY OF ROCK FALLS | FACADE IMPROVEMENT PROGRAM APPLICATION PACKET

10. **Mechanicals/Utility Screening.** Mechanical/utility screening shall be an integral part of the building structure and architecture and not give the appearance of being “tacked on” to the exterior surfaces. All mechanical equipment and utilities shall be screened.
11. **Outdoor Storage, Sales, and Display Areas.** Non-enclosed areas for the storage and sales shall be permanently defined and screened with landscaping, walls and/or fences. Materials, colors, and design of screening walls and/or fences, and of any covering for such area, shall be compatible with those used as predominant materials and colors on the primary building(s). The height of stored or displayed inventory shall not exceed the height of the screening wall or fence. In addition, all fences/ walls shall comply with the standards set forth in Section.
12. **Fencing and Walls.** All fencing should be designed as an integrated part of the site, and shall comply with Chapter Five Article X of the Municipal Code. Retaining walls shall comply with the standards outlined in Section 5-134(a)(1)(C) of this Guide.
13. **Screening Between Residential and Nonresidential Uses.** Screening requirements between adjacent residential and nonresidential uses shall comply with the provisions outlined in Section 16-264 of the Municipal Code.

Architectural Guidelines

1. GENERAL

- a. **Architectural Style.** Style is not restricted; evaluation of the appearance of a project shall be based on professional quality of its design, relationship to surroundings and the community.
- b. **Corporate Identity.** Corporate identity may be apparent yet reserved in its display.
- c. **Four-Sided Architecture.** Continuing an architectural theme on all exposed exterior surfaces through the use of the same building materials shall be required.

2. BUILDING SCALE AND FAÇADE TREATMENTS

- a. **Building Scale.** Height and scale of new development should be compatible with that of surrounding development. New development height should transition from the height of adjacent development to the maximum height of the proposed structure. Building scale shall be reduced through the proper use of window patterns, structural bays, roof overhangs, siding, awnings, moldings, fixtures, and other details.
- b. **Building Façades.** Building façades should be articulated by using color, arrangement, or change in materials to emphasize the facade elements. The planes of the exterior walls may be varied in height, depth or direction. Design elements and detailing shall be continued completely around the structure. Such design elements shall include window treatments, awnings, trim detailing, and exterior wall materials.
- c. **Building Materials.**
 - i. **Multi-Family Residential and Commercial Structures.**
 - ii. Materials shall have good architectural character (i.e., strength, durability and quality) and shall be selected for harmony of the building with adjacent buildings and the surrounding community. Buildings shall have the same materials or materials that are architecturally harmonious, used for all building walls and other exterior building components wholly or partly visible from public streets.
 - iii. Brick, architectural panels, pre-cast concrete, decorative (architectural) masonry block shall be utilized for at least seventy five percent (75%) of the exterior treatment of all buildings, exclusive of fenestration.
 - iv. Natural materials (i.e. cedar siding, brick, stone) are preferred materials for the exterior treatment of structures.
 - v. Metal or steel external siding shall not be permitted as a construction material for building elevations. The use of metal/steel for roofing material is permissible and may be approved by the Building Committee based upon context and overall site design.
 - vi. Exterior Insulation and Finish System (E.I.F.S.) or Dry-vit are permitted building materials and may be approved by the Community Services Department based upon context and overall site design.
 - vii. **Industrial Structures.**
 - viii. Materials shall have good durability and quality and shall be selected for compatibility with adjacent buildings and the surrounding developments.
 - ix. The façade of any building facing a public right-of-way shall be faced with brick, brick veneer, architectural panels, pre-cast concrete, decorative (architectural) masonry block, stone, glass, or similar materials.
 - x. Metal siding shall not be utilized for any building elevation abutting a public right-of-way and may only be utilized for other elevations in conjunction with a brick or stone wainscoting. The use of metal/steel for roofing material is permissible and shall be approved by the Community Services Department based upon context and overall site design.
 - xi. Building elevations along a public right-of-way shall wrap around a minimum of twenty feet (20') or to a natural dividing point approved by the Plan Commission. Elevations facing side or rear yards shall be finished with materials complementary to the street elevations. Side and rear elevations that do not incorporate a

CITY OF ROCK FALLS | FACADE IMPROVEMENT PROGRAM APPLICATION PACKET

significant proportion of the building material outlined above shall incorporate enhanced landscape and screening measures. Appropriateness and effectiveness shall be subject to Building department approval.

- xii. The use of staggered façades, articulated entryways, canopies, awning, bays, doors, windows, and variations in rooflines are strongly encouraged. Entries to industrial structures should portray a quality office appearance while being architecturally tied into the overall mass and building composition.
 - d. *Building Colors.* Building colors should contribute to the desired character and image of the City. Modifications to standardized prototype and corporate franchise designs may be required.
 - i. Colors utilized in the project design shall be non-florescent, with bright or brilliant colors avoided. Earth tones such as gray, green, brown, burgundy, tan, and similar are encouraged.
 - ii. All proposed color schemes shall be reviewed by the Building Committee on their individual merit.
 - e. *Service and Loading Areas.* Loading docks, truck parking, outdoor storage, trash collection, trash compaction, and other service functions shall be incorporated into the overall design of the building and landscaping so that the visual and acoustic impacts of these functions are fully contained and out of view from adjacent properties and public streets.
 - i. Loading facilities shall be located at the rear or side of the development, and shall not be located in a required street yard setback. Loading facilities shall not be located within 50-feet of lands zoned or used for residential purposes.
 - ii. Loading facilities shall be provided access to a public street and shall not interfere with a public right-of-way. In no instance shall loading areas rely on backing movements into a public right-of-way.
 - iii. Screening for loading areas shall be incorporated in the required landscape plan. A combination of elements, including berms, walls, and plantings should be utilized to provide effective screening of loading areas. For double frontage lots, especially those abutting arterial and collector roadways, enhanced landscape and screening measures shall be incorporated into the site and landscape plans. Appropriateness and effectiveness shall be subject to Building Department approval.
 - f. *Multiple Buildings on a Development Site.* Multiple buildings on the same site shall be designed to create a cohesive visual relationship between the buildings and shall comply with Section 5-134(b)(1) of this Guide.
 - g. *Construction Phasing.* When there is no alternative but to leave portions of a phased project in an unfinished state over a period longer than one year. (e.g. – expansion wall on industrial building), a mitigation plan shall be submitted and approved by the Community Services Department to ensure acceptable site conditions will be maintained.
3. **SIGNAGE** All proposed and existing signs shall comply with the City of Rock Falls existing sign ordinance, outlined in Chapter 12.5 of the Municipal Code. Proposed signs should be part of a BSO Plan where applicable.
- a. Wall signs shall be part of the architectural concept. Size, color, lettering, location, and arrangement shall be harmonious with the building design, and shall be compatible with signs on adjacent buildings. Signs shall have good proportions appropriate for the subject building and its surroundings (2) Ground or monument signs are strongly encouraged and should be designed to be compatible with the architecture and materials of the building. The same criteria applicable to wall signs shall apply to ground signs.
 - b. Identification signs of a prototype design shall conform to the criteria for building and ground signs.
 - c. Materials used in signs shall be harmonious with building design and surrounding landscape.
 - d. Every sign shall have good scale in its design and in its visual relationship to buildings and surroundings.
 - e. Colors shall be used harmoniously and with restraint. Excessive brightness and brilliant colors shall be avoided.
 - f. Lighting shall be harmonious with the design, and comply with the regulations outlined in Section 16-260(e) Of the Municipal Code.
 - g. The location and design of freestanding signs within a setback area should be coordinated with the landscape treatment.
 - h. Landscaping, including low growing shrubs, flower, and ground cover is to be provided at the base and full perimeter of such freestanding signs as outlined in Section 5-134(b)(3) of this Guide.

This is a partial list of Design Guidelines. If the project area for submission is not included in these guidelines, it is the applicant's responsibility to obtain copies of the applicable ordinances and permits from the City. Applicant must abide by all City ordinances and permits requirements. These may also be obtained by going to the City's website at www.rockfalls61071.com.

PROJECT TIMELINE/SUMMARY

- Application is Completed and FIC Receives the Application
- FIC Reviews Application
- Façade Improvement Grant Committee Approves or Denies Application
- Written Notification of Application Approval or Denial
- Work Commences
- Project Completion and Final Inspection Performed
- Submission of Final Documentations to FIC

CITY OF ROCK FALLS | FACADE IMPROVEMENT PROGRAM APPLICATION PACKET

Façade Improvement Grant Committee Requests Reimbursement or Denial of Application to Rock Falls Tourism

1. **Work Commences** Work related to the Façade Improvement Program may not begin until authorization from the FIC has been received. Funds spent before approval date will not be eligible for reimbursement. All facade improvement projects must be started within 60 days of project approval. All skilled labor must be paid at prevailing wage per the requirements of the State of Illinois.
2. **Project Completion Report/Final Inspection** All facade improvements must be completed within three (3) months of project approval, depending on the project size and business must be ready to serve the public before reimbursement will be granted. An extension may be granted with documented explanation of cause of the delay and the approval of the FIC.

A final inspection will need to be performed by the City's Building Inspector to verify all applied work has been completed satisfactorily. Once the final inspection is complete and all requirements have been met, applicant can submit for reimbursement of **Reimbursement Request** Once work is completed and has been inspected and certified by City's Building Inspector, applicant should submit a copy of permit(s) (if not already submitted), copies of paid invoices from all contractors, proof of all payments (cancelled checks or credit card receipts), a copy of City's certification of completion, a signed Reimbursement Request form and digital copies or photos of all improvements completed to the FIC for review.

All information must be returned to Rock Falls Tourism within 90 days of final inspection.

The FIC will review all submitted documents to insure all work was performed as outlined. The FIC will then present the documents to RFT for approval. Once approved, a check will be dispersed to reimburse for 50% of qualifying expenses.

APPLICATION

APPLICATION CHECKLIST

Applications will not be accepted without providing the items on the checklist.

- Completed Application with Signature & Date
- Completed Scope of Work Form
- Complete Written Description of Current Condition of Building
- Copy of Construction Bid
- Current Photos of Project Area and Building and Design Diagrams of How the Project Will Appear After Work Is Completed
- Include Samples of All Materials and Finishes That Will Be Applied to the Facade
- Copies of All Required Permits

Estimated Total Project Cost \$ _____ Amount Requested \$ _____

Name _____

Mailing address _____

Phone _____ Email address _____

IS APPLICANT PROPERTY OWNER: YES _____ NO _____ (if no, please provide the following)

If applicant is not property owner, the following must be completed by the property owner:

I certify that I, the owner of the property located at _____, authorize the applicant _____, to apply for a reimbursement grant under the Rock Falls Tourism's Facade Improvement Grant Program and to undertake the approved improvements. I understand that work completed must be paid at prevailing wage per the requirements of the State of Illinois.

Property Owner's Name _____

Mailing address _____

Phone _____ Email address _____

PROPERTY INFORMATION

Address of property to be improved _____

Property PIN _____

Name of Business _____

1. Description of Proposed Improvements:

2. Please describe why this proposed improvement project and funding is necessary to your business and the community:

I understand that the Facade Improvement Program Grant must be used for the project described in this application and that the Facade Improvement Committee must review the application and approve it prior to beginning construction. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.

I acknowledge that the Rock Falls Tourism Committee and the Facade Improvement Committee are obligated only to administer the grant procedures and is not liable to the applicant for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant.

Signature of Applicant

Date

Signature of Property Owner

Date

CITY OF ROCK FALLS | FACADE IMPROVEMENT PROGRAM APPLICATION PACKET

Return Completed Application to: Rock Falls Tourism
 Attn: Director of Tourism
 603 W. 10th Street, Suite 1-A
 Rock Falls, IL 61071

Rock Falls Building Department
 Attn: Mark Searing
 603 W. 10th Street
 Rock Falls, IL 61071

Questions: call (815) 622-1106 or email at: director@visitrockfalls.com

SCOPE OF WORK

Address of property to be improved _____

Applicants name _____

WORK	COST
Permit (s), etc.	
Demolition	
Structural Reinforcement	
Masonry Repairs/Cleaning	
Window Replacement/Repair	
Door Replacement/Repair	
Storefront Replacement/Repair	
Painting	
Cornice Replacement/Repair	
Exterior Lighting	
Signage	
Awnings	
Alleyway	
Other than listed*	
Other than listed*	
Other than listed*	
TOTAL	\$

*please add additional sheet if needed

