

**CITY OF VIENNA  
CITY COUNCIL MEETING  
VIENNA CITY HALL  
205 North 4<sup>th</sup> Street  
July 1, 2026  
6:30 P.M.  
AGENDA**

1. Mayor Calls Meeting to Order.

2. Roll Call:

Hill\_\_\_\_\_ Moore\_\_\_\_\_ Elliott\_\_\_\_\_ Pitts\_\_\_\_\_ Racey\_\_\_\_\_ Tuey\_\_\_\_\_

**NEW BUSINESS**

3. Omnibus Consent Agenda

- Approval of the June 17, 2026 Meeting Minutes
- Approval of the Warrant

**Motion\_\_\_\_\_ Seconded\_\_\_\_\_**

Hill\_\_\_\_\_ Moore\_\_\_\_\_ Elliott\_\_\_\_\_ Pitts\_\_\_\_\_ Racey\_\_\_\_\_ Tuey\_\_\_\_\_

4. Authorization and Approval of Change order #2, Contract A-Watermain Improvements \$10,500.00

**Motion\_\_\_\_\_ Seconded\_\_\_\_\_**

Hill\_\_\_\_\_ Moore\_\_\_\_\_ Elliott\_\_\_\_\_ Pitts\_\_\_\_\_ Racey\_\_\_\_\_ Tuey\_\_\_\_\_

***5-7, Payment Request #4- Water System Improvements***

5. Authorization and Approval of Payment Request in the amount of \$58,147.09 from Bryant Construction Co. (Contract A)

**Motion\_\_\_\_\_ Seconded\_\_\_\_\_**

Hill\_\_\_\_\_ Moore\_\_\_\_\_ Elliott\_\_\_\_\_ Pitts\_\_\_\_\_ Racey\_\_\_\_\_ Tuey\_\_\_\_\_

6. Authorization and Approval of Payment Request in the amount of \$26,885.00 from Elevation Coatings & Restoration (Contract B)

**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_

Hill \_\_\_\_\_ Moore \_\_\_\_\_ Elliott \_\_\_\_\_ Pitts \_\_\_\_\_ Racey \_\_\_\_\_ Tuey \_\_\_\_\_

7. Authorization and Approval of Engineering Fees in the amount of \$43,181.95 from Horner & Shifrin- Inv#80522

**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_

Hill \_\_\_\_\_ Moore \_\_\_\_\_ Elliott \_\_\_\_\_ Pitts \_\_\_\_\_ Racey \_\_\_\_\_ Tuey \_\_\_\_\_

8. Authorization and Approval of proposal from Horner & Shifrin to provide Professional Engineering Services for Veterans Ave. Sewer Extension

**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_

Hill \_\_\_\_\_ Moore \_\_\_\_\_ Elliott \_\_\_\_\_ Pitts \_\_\_\_\_ Racey \_\_\_\_\_ Tuey \_\_\_\_\_

9. Review of Application for TIF Assistance- Glow Studio,102 N. 1<sup>st</sup> St  
-Council Approval of Project Funding- reimbursement rate (%) and limit (\$)

**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_

Hill \_\_\_\_\_ Moore \_\_\_\_\_ Elliott \_\_\_\_\_ Pitts \_\_\_\_\_ Racey \_\_\_\_\_ Tuey \_\_\_\_\_

10. Authorization and Approval of Inv #31121-\$4,950.00 for 2026- CID X, Root Grapple (Split Funds: Water/Gas/Gen.Streets)

**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_


Hill \_\_\_\_\_ Moore \_\_\_\_\_ Elliott \_\_\_\_\_ Pitts \_\_\_\_\_ Racey \_\_\_\_\_ Tuey \_\_\_\_\_

11. **PUBLIC COMMENT/ADDITION TO THE AGENDA**

12. **ELECTED/APPOINTED OFFICIALS**

- Aleatha Wright, City Clerk
- Jim Miller, Police Chief
- Brent Williams, Fire Chief
- City Council
- Ron Pitts, Mayor Pro-Tem

13. **Adjournment:**

POSTED: 6-29-26 BY: 

**CHANGE ORDER NO.:   2**

Owner: **City of Vienna**  
 Engineer: **Horner & Shiffrin Inc.**

Owner's Project No.:  
 Engineer's Project No.: **21051CZ**  
 Contractor's Project  
 No.:

Contractor:

Project: **Contract "A" Watermain Improvements**  
 Contract Name: **Contract "A"**

Date Issued: 06/22/2026

Effective Date of Change  
 Order: 06/22/2026

The Contract is modified as follows upon execution of this Change Order:

Description:

Rock Excavation for a price of \$350.00 per CY at an estimated 30 CY.

Attachments:

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>  2,843,754.04  </u>	Original Contract Times: Substantial Completion: _____ Ready for final payment: _____
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order]: \$ <u>  500  </u>	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ <u>  2,844,254.04  </u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____
[Increase] [Decrease] this Change Order: \$ <u>  10,500.00  </u>	[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ <u>  2,854,754.04  </u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____

Recommended by Engineer

By:   *Halcy Huis*    
 Title:   Project Manager    
 Date:   6/22/26  

Authorized by Owner

\_\_\_\_\_

\_\_\_\_\_

Authorized by Contractor

By:   *Regina A. Bayant*    
 Title:   *Sec. / Treas.*    
 Date:   6/24/26  

Approved by Funding Agency (if applicable)

\_\_\_\_\_

\_\_\_\_\_

ESTIMATE OF FUNDS NEEDED  
FOR  
30-Day Period Commencing  
5/15/26 -6/15/26

Name of Borrower City of Vienna

Items	Amount of Funds
Development .....	\$ 85,032.09
Contract or Job No. <u>"A" - Watermain</u>	
Contract or Job No. <u>"B" - Tank Painting</u>	
Contract or Job No. <u>"C" WTP Rehab</u>	
Land and Rights-of-Way .....	
Legal Services .....	
Engineering Fees .....	43,181.95
Interest .....	
Equipment .....	
Contingencies .....	
Refinancing .....	
Initial O & M .....	
Other .....	
TOTAL .....	\$ 128,214.04

Prepared by City of Vienna *Name of Borrower*

By Steve Penrod - Mayor

Date 7/1/26

Approved by \_\_\_\_\_

Date \_\_\_\_\_

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*



# Contractor's Application for Payment No. 3

To (Owner): Project: Owner's Contract No.:	City of Vienna Vienna Water Improvements 21051CZ000	Application Period: From (Contractor): Contract: Contractor's Project No.:	Application Date: 6/22/2026 Via (Engineer): Horner & Shiftitt Engineer's Project No.: 21051CZ000
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### Application For Payment Change Order Summary

Approved Change Orders Number	Additions	Deductions	
Change Order #1	\$500.00		
Change Order #2	\$10,500.00		
<b>TOTALS</b>			
NET CHANGE BY CHANGE ORDERS			<b>\$11,000.00</b>

1. ORIGINAL CONTRACT PRICE..... \$ 2,843,754.04
2. Net change by Change Orders..... \$ 11,000.00
3. Current Contract Price (Line 1 ± 2)..... \$ 2,854,754.04
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ 901,079.34
5. RETAINAGE:
  - a. 5% X \$185,816.74 Work Completed..... \$ 9,290.84
  - b. 5% X \$715,262.60 Stored Material..... \$ 35,763.13
  - c. Total Retainage (Line 5.a + Line 5.b)..... \$ 45,053.97
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 856,025.37
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 879,878.28
8. AMOUNT DUE THIS APPLICATION..... \$ 558,147.09
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$ 1,998,728.67

<b>Contractor's Certification</b> The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.	Contractor Signature By: <i>Regina A. Bryant</i> Date: <i>6/26/26</i>
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Payment of:	\$ 558,147.09	
		(Line 8 or other - attach explanation of the other amount)
is recommended by:	<i>Haley Huse</i> (Engineer)	6/22/2026 (Date)
Payment of:	\$ 558,147.09	
		(Line 8 or other - attach explanation of the other amount)
is approved by:	(Owner)	(Date)
Approved by:	Funding or Financing Entity (if applicable)	(Date)



City of Vienna  
 Vienna Water Improvements - Contract A - In-Town Watermain Replacements  
 Contractor: Bryant Construction  
 370 Bryant Road  
 Harrisburg, IL 62946

H/S Project #: 21051CZ000  
 Contractor Project #:  
 Funding Agency Project #:

Pay Estimate #3  
 Pay Period 5/15/2026 to 6/15/2026

Item #	Unit	Description	Unit Cost	Quantity	Original Contract	Change Order #1	Change Order #2	Adjusted Contract	This Estimate	To Date	Percent Complete	
					Quantity	Cost	Quantity	Quantity	Quantity	Quantity	Cost	
1	LF	3" PVC CL 200 SDR 21 Water Main, Trenchless	\$38.50	13,380	\$ 488,370.00			13,380	90.00	3,285.00	\$ 10,767.50	2.20%
2	LF	6" VELLO CL 200 SDR 21 Directional Bore	\$51.00	10,000	\$ 510,000.00			10,000	520.00	\$ 31,720.00	\$ 106,650.00	16.50%
3	LF	18" VELLO CL 200 SDR 21 Directional Bore Casing	\$95.00	800	\$ 76,000.00			800	0.00	\$ -	\$ -	0.00%
4	EA	6" VELLO CL 200 SDR 21 Inside Casing	\$1,450.00	1,160	\$ 1,661,000.00			1,160	0.00	\$ -	\$ -	0.00%
5	EA	4" x 6" Interconnect	\$1,400.00	1	\$ 1,400.00			1	0.00	\$ -	\$ -	0.00%
6	EA	4" x 6" Interconnect	\$4,805.00	23	\$ 112,815.00			23	0.00	\$ -	\$ -	0.00%
7	EA	6" x 6" Interconnect	\$4,805.00	6	\$ 28,830.00			6	0.00	\$ -	\$ -	0.00%
8	EA	6" x 6" Interconnect	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
9	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
10	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
11	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
12	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
13	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
14	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
15	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
16	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
17	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
18	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
19	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
20	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
21	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
22	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
23	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
24	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
25	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
26	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
27	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
28	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
29	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
30	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
31	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
32	EA	6" Gate Valve w/ Box	\$1,870.00	43	\$ 81,460.00			43	0.00	\$ -	\$ -	0.00%
TOTAL				1,000	\$ 2,853,754.04	\$ 560.00	\$ 10,500.00	\$ 2,854,754.04	-7602.18	\$ 17,603.68	\$ 315,262.60	90.07%

\* Devices Item added thru Change Order

PROJECT	
Original Contract Amount:	\$ 2,843,754.04
Change Order #1 Dollar Change	\$ 500.00
Change Order #2 Dollar Change	\$ 10,500.00
Current Contract Amount:	\$ 2,854,754.04
Total Complete and Stored to Date:	\$ 901,079.34
Retainage:	
Work completed to date:	\$ 185,816.74 x 5%
Stored Materials to date:	\$ 715,262.60 x 5%
Total Amount Retainage:	\$ 45,023.97
Amount Eligible to Date:	\$ 856,055.37
Less Previous Payments:	\$ 797,878.28
Amount due this pay estimate	\$ 58,177.09
% Project complete:	6.51%
Balance to Finish, Plus Retainage:	\$ 1,998,728.67

Approved By: *Rigva A. Bryant*  
 Bryant Construction Company, Inc.  
 Engineer: *Halley Huie*  
 Halley Huie, Project Manager - Former Shifrin Inc.

Owner: Steve Penrod, Mayor - City of Vienna

6/20/26



City of Vienna  
Vienna Water Improvements - Contract B - Elevatand Storage Tank Painting



Contractor: Elevation Coatings & Restoration  
208 E McAllister St  
Lebanon, IL 62254

H/S Project #: 21051CZ000  
Contractor Project #:  
Funding Agency Project #:

Pay Estimate #3  
Pay Period 5/15/2026 to 6/15/2026

Item#	Description	Units	Unit Cost	Original Contract		Adjusted Contract		This Estimate		To Date		Percent Complete
				Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	
1	Elevated Tank Rehab, Containment, Repair, and Painting	LS	\$ 537,700.00	1	\$ 537,700.00	1.00	\$ 537,700.00	0.00	\$ -	1.00	\$ 537,700.00	100.00%
2						0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
3						0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
	Stored Materials	LS	\$ 1.00									
				TOTAL	\$ 537,700.00		\$ 537,700.00		\$ -		\$ 537,700.00	

\* Denotes Item added thru Change Order

PROJECT  
Original Contract Amount: \$ 537,700.00  
Change Order #1 Dollar Change \$ -  
Current Contract Amount: \$ 537,700.00

Total Complete and Stored to Date: \$ 537,700.00  
Retainage

Work completed to date: x 5% \$ -  
Stored Material to date: x 5% \$ -  
Total Amount Retainage: \$ -

Amount Eligible to Date: \$ 537,700.00  
Less Previous Payments: \$ 510,815.00  
Amount due this pay estimate \$ 26,885.00

% Project complete: 0.00%  
Balance to Finish, Plus Retainage: \$ -

Approved By:

*Ray M...*  
Elevation Coatings & Restoration

Contractor:

*Haley H...*  
Project Manager Horner Shifrin Inc.

Engineer:

Owner:

Mayor, City of Vienna

# HORNER SHIFRIN

THE POWER HOUSE AT UNION STATION • 401 S. 18th ST., STE 400 • SAINT LOUIS, MISSOURI 63103-2296  
314-531-4321 • FAX 314-531-6966 • www.HornerShifrin.com

June 16, 2026  
Invoice No: 80522

Steve Penrod  
City of Vienna, Illinois  
P O Box 1442  
205 N 4th Street  
Vienna, IL 62995-1442

## INVOICE

Project Manager      Haley Huie  
Project                21051CZ00                      VIENNA 2021 WATER IMPROVEMENTS

**Services performed prior to May 30, 2026**

Phase	Design		
<b>Lump Sum</b>			
Total Fee	369,600.00		
Percent Complete	100.00	Total Earned	369,600.00
		Previous Fee Billing	369,600.00
		Current Fee Billing	0.00
		<b>Total Fee</b>	<b>0.00</b>
<b>Phase Total</b>			<b>0.00</b>

Phase	Design - Phase II		
<b>Statement of charges for Design Phase II</b>			
<b>Lump Sum</b>			
Total Fee	92,400.00		
Percent Complete	20.00	Total Earned	18,480.00
		Previous Fee Billing	13,480.00
		Current Fee Billing	5,000.00
		<b>Total Fee</b>	<b>5,000.00</b>
<b>Phase Total</b>			<b>\$5,000.00</b>

Phase	Construction Inspection		
<b>Cost Plus</b>			
		<b>Hours</b>	<b>Rate</b>
		<b>Amount</b>	
CT02 CONSTRUCTION TECHNICAL		112.00	148.00
WP06 WATER PROFESSIONAL		3.50	195.00
WP07 WATER PROFESSIONAL		32.00	180.00
WT04 WATER TECHNICAL		.50	100.00
Totals		148.00	23,068.50
<b>Total Labor</b>			<b>23,068.50</b>

**Unit Billing**

Mileage - 2022 Ford Ranger 3953 049 813.45

\*\*\*Terms - Net 30 Days - 1% late fee per month\*\*\*

Phase Construction Inspection

**Consultants**

MID-SOUTH TANK CONSULTANTS

5/29/2026 MID-SOUTH TANK CONSULTANTS

Vienna Critical Phase Inspection 14,300.00

**Total Consultants**

**14,300.00 14,300.00**

**Contract Summary**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	38,181.95	30,814.30	68,996.25
Contract Maximum			277,000.00
Balance After This Invoice			208,003.75

**Phase Total \$38,181.95**

<b>Total This Invoice</b>	<b>\$43,181.95</b>
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**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
79450	3/4/2026	4,610.00
79810	4/14/2026	11,860.85
80126	5/14/2026	27,823.45
<b>Total</b>		<b>44,294.30</b>

# Billing Backup

Tuesday, June 16, 2026

Horner & Shifrin

Invoice 80522 Dated 6/16/2026

2:11:48 PM

Project 21051CZ00 VIENNA 2021 WATER IMPROVEMENTS

Phase 000CI Construction Inspection

**Cost Plus**

			Hours	Rate	Amount
<b>CT02 CONSTRUCTION TECHNICAL</b>					
10876	123 - Freyenberger, Forrest	5/4/2026	4.00	148.00	592.00
10876	123 - Freyenberger, Forrest	5/5/2026	4.00	148.00	592.00
10876	123 - Freyenberger, Forrest	5/6/2026	8.00	148.00	1,184.00
10876	123 - Freyenberger, Forrest	5/7/2026	7.00	148.00	1,036.00
10876	123 - Freyenberger, Forrest	5/8/2026	4.00	148.00	592.00
10876	123 - Freyenberger, Forrest	5/11/2026	5.00	148.00	740.00
10876	123 - Freyenberger, Forrest	5/12/2026	6.00	148.00	888.00
10876	123 - Freyenberger, Forrest	5/13/2026	8.00	148.00	1,184.00
10876	123 - Freyenberger, Forrest	5/14/2026	8.00	148.00	1,184.00
10876	123 - Freyenberger, Forrest	5/15/2026	7.00	148.00	1,036.00
10876	123 - Freyenberger, Forrest	5/18/2026	5.00	148.00	740.00
10876	123 - Freyenberger, Forrest	5/19/2026	7.00	148.00	1,036.00
10876	123 - Freyenberger, Forrest	5/20/2026	4.00	148.00	592.00
10876	123 - Freyenberger, Forrest	5/21/2026	8.00	148.00	1,184.00
10876	123 - Freyenberger, Forrest	5/26/2026	6.00	148.00	888.00
10876	123 - Freyenberger, Forrest	5/27/2026	8.00	148.00	1,184.00
10876	123 - Freyenberger, Forrest	5/28/2026	8.00	148.00	1,184.00
10876	123 - Freyenberger, Forrest	5/29/2026	5.00	148.00	740.00
<b>WP06 WATER PROFESSIONAL</b>					
10783	33 - Howell, Richard	5/13/2026	.50	195.00	97.50
10783	33 - Howell, Richard	5/14/2026	3.00	195.00	585.00
<b>WP07 WATER PROFESSIONAL</b>					
10784	34 - Huie, Haley	5/6/2026	1.00	180.00	180.00
10784	34 - Huie, Haley	5/11/2026	1.00	180.00	180.00
10784	34 - Huie, Haley	5/12/2026	4.00	180.00	720.00
10784	34 - Huie, Haley	5/13/2026	4.00	180.00	720.00
10784	34 - Huie, Haley	5/14/2026	4.00	180.00	720.00
10784	34 - Huie, Haley	5/15/2026	2.00	180.00	360.00
10784	34 - Huie, Haley	5/18/2026	2.00	180.00	360.00
10784	34 - Huie, Haley	5/19/2026	2.00	180.00	360.00
10784	34 - Huie, Haley	5/20/2026	2.00	180.00	360.00
10784	34 - Huie, Haley	5/21/2026	2.00	180.00	360.00
10784	34 - Huie, Haley	5/22/2026	2.00	180.00	360.00
10784	34 - Huie, Haley	5/27/2026	6.00	180.00	1,080.00
<b>WT04 WATER TECHNICAL</b>					
10795	40 - Cain, Zane	5/13/2026	.50	100.00	50.00
<b>Totals</b>			<b>148.00</b>		<b>23,068.50</b>
<b>Total Labor</b>					<b>23,068.50</b>

**Consultants**

MID-SOUTH TANK CONSULTANTS

AP 33577	5/29/2026	MID-SOUTH TANK CONSULTANTS / Vienna Critical Phase Inspection	14,300.00
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<b>Total Consultants</b>			<b>14,300.00</b>	<b>14,300.00</b>
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**Unit Billing**

Mileage - 2022 Ford Ranger 3953 049

5/4/2026	66.0 miles @ 0.725	47.85
5/5/2026	66.0 miles @ 0.725	47.85
5/6/2026	66.0 miles @ 0.725	47.85
5/7/2026	66.0 miles @ 0.725	47.85
5/8/2026	66.0 miles @ 0.725	47.85
5/11/2026	66.0 miles @ 0.725	47.85
5/12/2026	66.0 miles @ 0.725	47.85
5/13/2026	66.0 miles @ 0.725	47.85
5/14/2026	66.0 miles @ 0.725	47.85
5/15/2026	66.0 miles @ 0.725	47.85
5/18/2026	66.0 miles @ 0.725	47.85
5/19/2026	66.0 miles @ 0.725	47.85
5/21/2026	66.0 miles @ 0.725	47.85
5/26/2026	66.0 miles @ 0.725	47.85
5/27/2026	66.0 miles @ 0.725	47.85
5/28/2026	66.0 miles @ 0.725	47.85
5/29/2026	66.0 miles @ 0.725	47.85

**813.45**

<b>Phase Total</b>	<b>\$38,181.95</b>
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**Analysis of Funds**

In-Town Watermain Replacement (Contract A), Elevated Storage Tank Painting (Contract B), WTP Rehab (Contract C)  
 City of Vienna  
 USDA Rural Development  
 Bryant Construction (Cont. A), Elevation (Cont. B), Midwest (Cont. C)  
 21051  
 Haley Huie

	Previously	Pay App. #1		Pay App. #2		Pay App. #3		Pay App. #4		Total	Remaining
		Jan-26	CK#	May-26	CK#	Jun-26	CK#	Jul-26	CK#		
In-Town Watermain Replacement	\$ 2,843,754.04	\$	722,871.78	0099	\$ 75,006.50		\$ 58,147.09		\$ 856,025.37	\$ 1,987,728.67	
Elevated Storage Tank Painting	\$ 537,700.00	\$			\$204,326.00	0103	\$306,489.00		\$ 537,700.00	\$ -	
WTP Rehab	\$ 1,418,925.00	\$	136,127.50	0100					\$ 136,127.50	\$ 1,282,797.50	
22042 - Rte. 146 Water Reimbursement	\$ 540,403.00	\$540,403.00							\$ 540,403.00	\$ -	
Contingency	\$ 240,016.25	\$ 25,000.00							\$ -	\$ 240,016.25	
Preliminary Engineering	\$ 25,000.00	\$ 5,000.00							\$ -	\$ 5,000.00	
Environmental Engineering	\$ 462,000.00	\$ 231,000.00	\$ 138,600.00	0101	\$ 5,702.00	0104	\$ 7,778.00	\$ 5,000.00	\$ 388,080.00	\$ 73,920.00	
Design Engineering	\$ 277,000.00	\$ 168,000.00	\$ 10,768.85	0104	\$ 20,045.45			\$ 38,181.95	\$ 68,996.25	\$ 208,003.75	
Construction Engineering	\$ 168,000.00	\$ 35,000.00							\$ -	\$ 168,000.00	
Interest During Construction	\$ 35,000.00	\$ 15,000.00	\$ 6,090.88	0102	\$ 7,500.00	0105			\$ -	\$ 35,000.00	
Engineering Additional Services	\$ 15,000.00	\$ 40,000.00	\$ 30,000.00	0105					\$ 13,590.88	\$ 1,409.12	
Legal (Attorney)	\$ -	\$ -	\$ -		\$ -				\$ -	\$ -	
Legal (Bond Counsel)	\$ -	\$ -	\$ -		\$ -				\$ -	\$ -	
<b>Total</b>	<b>\$ 6,607,798.29</b>	<b>\$ 796,403.00</b>	<b>\$ 1,003,690.16</b>		<b>\$258,296.85</b>		<b>\$409,318.95</b>	<b>\$128,214.04</b>	<b>\$ 30,000.00</b>	<b>\$ 2,595,923.00</b>	<b>\$ 4,011,875.29</b>



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THE POWER HOUSE AT UNION STATION • 401 S. 18<sup>th</sup> ST., STE. 400 • SAINT LOUIS, MISSOURI 63103-2296  
314-531-4321 • FAX 844-339-2910 • www.HornerShifrin.com

6/23/2026

City of Vienna  
P.O. Box 1442  
205 N 4<sup>th</sup> Street  
Vienna, IL 62995

Re: **Veterans Ave. Sewer Extension  
Proposal/Letter Agreement to Provide Professional Engineering Services**

Dear City Council,

Horner & Shifrin, Inc. (Engineer) is pleased to submit our proposal to The City of Vienna (Client) to provide professional engineering services for the proposed Veterans Ave. Sewer Extension. We understand the Scope of the project includes the following components:

1. Topographic Survey
2. Design Drawings and permitting
3. Contract Documents and Bidding
4. Right of Way Acquisition
5. Construction Phase Observation

#### **SUMMARY OF BASIC SERVICES**

Our professional engineering services shall include the following phases:

**Design Engineering Phase** - This phase includes:

1. A topographic survey of the area necessary for the sewer extension
2. Preparation of design drawings and specifications for lift station, forcemain, and gravity sewer main.
3. Obtaining an IEPA construction permit
4. Preparation of Bid Documents and bid phase coordination

**ROW Acquisition Phase** - This phase includes:

1. Preparation of Easements for the sewer extensions and lift station site
2. Coordination with the city on acquiring signatures for these easements

**Construction Engineering Phase** - This phase includes:



1. Review Contractor submittals (shop drawings).
2. Provide technical assistance to the Contractor in dealing with unforeseen conditions and respond to Contractor's Requests for Information and/or interpretations of design intent.
3. Prepare monthly contractor pay estimates for city review and approval. (Assuming 2 pay estimates total)
4. Perform part time construction observation (10 trips to site at 4 hours each including mileage)
5. One 8 hour day of stakeout work

### **DELIVERABLES**

The following documents, in the following quantities, will be provided by Engineer at the end of each phase:

1. **Design Engineering Phase** -- One set of reproducible drawings and draft specifications in PDF format and one hard copy

### **ASSUMPTIONS**

1. AutoCAD 2025 will be utilized for project drawings.
2. Contract documents will meet DRA requirements, no other funding agency.
3. Sewage forcemain can be connected to the manhole North of Veterans drive.
4. Sewage lift station will be sized to serve 10 quadplexes and 1 duplex.
5. We assume ten 4 hour trips for construction observation.
6. We assume one 8 hour day of construction stakeout

### **SERVICES SPECIFICALLY NOT INCLUDED**

The following services are specifically not included in Engineer's scope of work for this project:

1. Sewage service lateral design
2. Construction observation beyond the assumptions listed above
3. Construction stakeout beyond the assumptions listed above
4. Site visits by the project manager
5. Pay estimates beyond the two that are anticipated
6. Preparation of As-built drawings
7. Pre-construction meeting

### **SCHEDULE**

We are prepared to start our work on this project immediately following our signed contract. We fully expect to be able to provide our work to you within a mutually agreeable time schedule.

### **CLIENT'S RESPONSIBILITIES**

The Client agrees that it is their responsibility to:

1. Review documents submitted by Engineer to Client for review, and to make decisions which affect Engineer's design work in a timely manner to avoid schedule delays.
2. Provide full information regarding requirements for the project.
3. Designate a representative authorized to act on the Client's behalf with respect to the project.

### **FEES**



Horner & Shifrin, Inc. proposes to perform the above Design Engineering Phase scope of work for a total lump sum fee of Twenty-One Thousand Dollars (\$21,000.00).

Horner & Shifrin, Inc. proposes to perform the above Construction Engineering Phase scope of work for a hourly to a maximum fee of Ten Thousand Nine Hundred Dollars (\$10,900.00).

Horner & Shifrin, Inc. proposes to perform the above ROW Acquisition Phase scope of work for a hourly to a maximum fee of Two Thousand Five Hundred Dollars (\$2,500.00).

**REIMBURSABLE EXPENSES**

Engineer shall be compensated for reimbursable expenses incurred in performance of the services described herein, over and above the lump sum or hourly to a maximum fee amount stated above. Reimbursable expenses shall be invoiced at Engineer’s actual cost. Reimbursable expenses include the following:

1. Reproduction of plans, specifications and other documents in quantities greater than those previously stated to be included in this Proposal as Deliverables.
2. Postage and expedited delivery services.
3. Mileage

Engineer’s fee is based on known or assumed conditions at the time of authorization. Client will be contacted for additional approval if unforeseen circumstances are encountered requiring additional work. Client will be responsible for fees up to the time of work stoppage.

**ATTACHMENTS**

1. **Horner & Shifrin Terms & Conditions:** This document is incorporated by reference and included as part of this Letter Agreement.

We have structured this proposal in the form of a Letter Agreement, such that if this proposal is acceptable, you could retain our services for this project by executing this document and signing in the appropriate space. Please return one signed copy to our office. We greatly appreciate the opportunity to provide this proposal and look forward to working with the City of Vienna toward the successful completion of the project.

Respectfully Submitted,

Richard Howell  
Regional Manager

W. Brian Ziegler  
Vice President

**ACCEPTED FOR CITY OF VIENNA:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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



## **HORNER & SHIFRIN, INC. TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES**

### **1. SCOPE OF SERVICES**

- A. Horner & Shifrin, Inc. (“Engineer”) will perform the services set forth in the Agreement, of which these terms and conditions are hereby made a part.

### **2. PAYMENTS TO ENGINEER**

- A. Compensation will be as stated in the attached Agreement. Statements (invoices) are payable upon receipt. A late payment charge will be added to all amounts not paid within 30 days of statement date; calculated at 1.5 percent per month from statement date. Any costs incurred by Engineer in collecting and delinquent amount, including reasonable attorney’s fees, shall be reimbursed by Client. If a portion of Engineer’s statement is disputed, the undisputed portion shall be paid by Client by the due date. Client shall advise Engineer in writing of the basis for any disputed portion of any statement.
- B. Taxes as may be imposed by Federal, state and local authorities (other than Federal and state income tax, and City of St. Louis Earnings Tax) shall be in addition to the payments due Engineer that are stated in the Agreement.

### **3. INSURANCE**

- A. During the course of performance of its services, Engineer will maintain Worker’s Compensation insurance with limits as required by statute, Professional Liability insurance with \$3,000,000 per claim and annual aggregate limit of \$3,000,000, and Commercial General Liability of \$1,000,000 each occurrence and \$2,000,000 general aggregate. Automobile Liability insurance with a combined single limits of \$1,000,000 per occurrence.
- B. If the Project involves on-site construction-phase services by the Engineer, construction contractors shall be required to provide (or Client may provide) Owner’s Protective Liability Insurance naming the Client as a Named Insured and the Engineer as an additional insured or to endorse Client and Engineer as additional insured’s on construction contractor’s liability insurance policies covering claims for personal injuries and property damage. Construction contractors shall be required to provide certificates evidencing such insurance.

### **4. INDEMNIFICATION**

- A. Client agrees to indemnify and hold harmless Engineer, Owner, and their officers, directors, members, partners, agents, consultants, and employees from reasonable claims, costs, losses, and damages arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to damage to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Client, its Subconsultants, or their officers, directors, members, partners, agents, or employees
- B. Engineer shall indemnify and hold harmless Client and its officers, directors, members, partners, agents, employees, and Subconsultants as required by Laws and Regulations from reasonable claims, costs, losses, and damages arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to damage to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Engineer, its Subconsultants, or their officers, directors, members, partners, agents, or employees
- C. If this project involves construction, and Engineer does not provide engineering services during construction (including, but not limited to, on-site monitoring, site visits, shop drawing review and design clarifications), Client agrees to indemnify and hold harmless Engineer from any liability arising from construction of this Project or Contractor legal actions against Client.



## **5. PROFESSIONAL RESPONSIBILITY**

- A. Engineer will exercise reasonable skill, care and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted good professional engineering practices. No warranty, expressed or implied, is included in this Agreement or in any drawing, specification or opinion produced pursuant to this Agreement.
- B. In no event will Engineer be liable for any special, indirect or consequential damages; including, without limitation, damages or losses in the nature of increased Project costs, loss of revenue or profit, lost production, or governmental fines or penalties.
- C. The Engineer's aggregate liability for all damages connected with its services for the Project, not excluded by the preceding subparagraph, will not exceed the compensation paid for services.
- D. The obligations and remedies stated in this Paragraph 5. Professional Responsibility, are the sole and exclusive obligations of Engineer and remedies of Client, whether liability of the Engineer is based on contract, warranty, strict liability, tort (including negligence), indemnity or otherwise.

## **6. ACCESS**

- A. Client will provide access (right of entry) for Engineer's staff, its agents, sub-consultants, and others, as appropriate for this Project; and Client will be responsible for the time, place, and manner of entry upon all property where Engineer is to provide services under this Agreement. Client agrees to hold Engineer harmless from any and all liability or claims arising from such entry onto property by Engineer. Engineer will take reasonable precautions to minimize property damage; however, it is understood that some minor damage may occur; for which Engineer shall not be held responsible.

## **7. HIDDEN CONDITIONS & HAZARDOUS MATERIALS**

- A. A condition is hidden if concealed by existing finishes or if it cannot be investigated by reasonable visual observation. If the Engineer has reason to believe that such a condition may exist, the Engineer shall notify the Client who shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all costs necessary to correct said condition. If (1) the Client fails to authorize such investigation or correction after due notification, or (2) the Engineer has no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and the Engineer shall not be responsible for the existing condition nor any resulting damages to persons or property. Engineer shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form.

## **8. ENVIRONMENTAL CONDITIONS**

- A. Nothing in this Agreement shall impose any responsibility or liability on Engineer for expenses, claims, or damages arising from, or in any manner related to, the presence of constituents of environmental concern (such as, but not limited to, lead, asbestos, PCB's, RCRA-regulated substances, petroleum products, radioactive materials, or toxic substances).

## **9. ESTIMATES AND PROJECTIONS**

- A. Engineer's estimates and projections of construction costs and/or schedules, operation and maintenance costs, equipment characteristics and performance, and operating results are based on Engineer's experience, qualifications and judgment. Since Engineer has no control over weather, cost and availability of labor, material and equipment, labor productivity, construction contractor's procedures and methods, and other factors, Engineer cannot and does not guarantee the accuracy of any of Engineer's estimates and projections related to this Project.

## **10. ON-SITE SERVICES**



- A. On-site visits by Engineer during construction or equipment installation for Project, or the furnishing of on-site Project representatives, shall not make Engineer responsible for construction means, methods, techniques, sequences or procedures; for construction safety precautions or programs; or for any failure by construction contractor(s) to perform their work in accordance with the Contract Documents. To the extent required by a Proposal, Engineer will visit the site at intervals appropriate to the stage and progress of construction to observe and become generally familiar with the progress and quality of the portion of the Work completed, and to determine, generally, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. Engineer is not providing inspections or exhaustive or continuous on-site observations or investigations to check the quality or quantity of the Work.

#### **11. CHANGES**

- A. Client shall have the right to make changes within the general scope of Engineer's services, with an appropriate change in compensation, upon execution of a mutually acceptable contract amendment signed by an authorized representative of the Client and an Officer of the Engineer.

#### **12. TERMINATION OR SUSPENSION**

- A. Services may be terminated by the Client or Engineer by seven (7) days' written notice in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. If so terminated, Client shall pay Engineer all amounts due Engineer for all services properly rendered and expenses incurred to the date of receipt of notice of termination, plus reasonable costs incurred by Engineer in terminating the services. In addition, Client may terminate the services for Client's convenience upon payment of twenty percent of the yet unearned and unpaid lump sum or not-to-exceed fee.
- B. The provisions of this Contract have been agreed upon with the expectation of any orderly progression of the project to completion. In the event of project suspension by the Client for a period in excess of three (3) months, Engineer may (at Engineer's sole discretion) perform activities necessary to complete critical calculations, organize project files, or otherwise prepare for an orderly cessation of work; and Engineer shall be entitled to invoice Client for reasonable labor and reimbursable expenses incurred in performing such activities.

#### **13. DISPUTE RESOLUTION**

- A. In an effort to resolve any conflicts that arise during the design or construction, or following completion of the Project, Client and Engineer agree that all disputes between them arising out of, or relating to, this Contract shall be submitted to non-binding mediation (unless the parties mutually agree otherwise), thereby providing for mediation as the primary method for dispute resolution between Client and Engineer.

#### **14. PRINTED OR ELECTRONIC MEDIA**

- A. Client shall not make, or permit to be made, any modifications to any documents, including drawings and specifications, furnished by Engineer pursuant to this Contract, without the prior written authorization of Engineer. Client shall indemnify and hold harmless Engineer from all claims, damages, losses, and expenses (including attorney fees) arising from any modification of such documents.
- B. Electronic files transmitted by Engineer are submitted for an acceptance period of fourteen (14) calendar days. Any defects which Client discovers during this period will be reported to Engineer, and subsequently corrected by Engineer. Any corrections of defects reported after the acceptance period will be at Client's cost.
- C. Only data or work products delivered by Engineer as instruments of service with respect to this Contract in the form of hard copies may be relied upon by Client. Any electronic files furnished in respect to Engineer's services are supplied for the convenience of the Client or others. Any



conclusions or information derived from such electronic files shall be at Client's sole risk, because such files can be modified by others or inadvertently corrupted.

**15. OWNERSHIP AND USE OF DOCUMENTS**

- A. All documents, including drawings and specifications, furnished by Engineer pursuant to this Contract are instruments of service; and shall remain the property of Engineer. Such documents are not intended, or represented, to be suitable for reuse by Client or others, on extensions of this Project or any other work. Any reuse without the written permission of, or adaptation by, Engineer shall be at Client's sole risk and without liability to Engineer; and Engineer shall be entitled to further compensation, at rates to be mutually agreed between Client and Engineer. The Client shall indemnify and hold harmless Engineer from all claims, damages, and expenses (including attorney fees) arising out of any unauthorized reuse.

**16. RIGHTS AND BENEFITS**

- A. Engineer's services under this Contract will be performed solely for the benefit of the Client, and not for use of other parties.

**17. ENTIRE CONTRACT**

- A. These Terms and Conditions and the related Agreement constitute the entire Contract between the Engineer and Client relative to the Engineer's services for this Project. All previous or contemporaneous agreements, representations, promises, or conditions pertaining to the Engineer's services for this project are hereby superseded.
- B. Since terms contained in purchase orders do not generally apply to professional services, in the event the Client issues to Engineer a purchase order, no preprinted terms thereon shall become part of this Contract. Said purchase order document, whether or not signed by Engineer, shall be considered solely as a document for Client's internal management purposes.
- C. This Contract may be amended, in writing, by mutual agreement between the Engineer and Client.

**END OF DOCUMENT**



## MEMO

TO: City of Vienna, IL  
 FROM: Jake Zambaldi, Consultant, Moran Economic Development  
 DATE: June 26, 2026  
 RE: Application for TIF Assistance Review – Glow Studio

The following Project Proposal has been submitted to the City requesting consideration for the provision of Tax Increment Financing Assistance. We have reviewed the applicant’s proposal and have outlined key project features and economic impacts below:

<b>Applicant:</b>	Morgan Norris
<b>Business Entity:</b>	Crimson Ventures, LLC dba Glow Studio
<b>Project:</b>	Existing Building Renovations & Redevelopment
<b>Project Address(s):</b>	102 N First Street Vienna, Illinois 62995
<b>Johnson County PIN(s):</b>	08-04-301-016
<b>TIF District:</b>	Vienna TIF #1 (2008-2043)
<b>Est. Total Project Cost:</b>	\$43,750
<b>Est. TIF Eligible Cost:</b>	\$41,750
<b>TIF Funding Request:</b>	Not Identified

### Project Overview/Description:

The applicant has purchased the vacant building located at 102 N First Street where they have proposed to establish a new wellness salon operating under the name “Glow Studio”. The salon will provide services such as indoor tanning, spray tans, red light therapy, general wellness related services, as well as some retail sales of tanning products, skincare products, and other wellness products.

In order to prepare the proper for the proposed use and services, it requires substantial renovation and modernization including interior remodeling, installation of new finishes, improvements to plumbing and electrical systems, installation of accessibility features, improvements to parking areas, and general exterior appearance and façade improvements.

Planned improvements include:

- Interior demolition and build-out
- Wall framing and drywall installation
- Flooring installation throughout the facility
- Interior painting and finishing
- Plumbing upgrades and water line improvements
- Electrical upgrades and installation of dedicated equipment circuits
- Construction of tanning rooms and wellness service areas
- Installation of interior doors and hardware
- Reception area construction and cabinetry
- Exterior building improvements and painting
- Parking lot repair, sealing, and striping
- Signage and branding improvements
- Security and access control systems
- HVAC and mechanical improvements as needed



**Project Timeline:**

The property was acquired by Crimson Ventures, LLC in May 2026. Construction and rehabilitation work is intended to be completed by the end of July 2026. Target opening is July-August 2026.

**Estimated Project Costs and Component Eligibility Estimates**

In order to for the City to utilize special allocation funds (TIF Funds) in support of any particular project cost, such cost must be eligible in accordance with the TIF Act (65 ILCS 5/11-74.4-3). These generally include work items and activities related to demolition, site preparation, existing building repairs, renovations, rehabilitation, remodeling, as well as construction, installation, and connection of utilities and infrastructure components (water, sewer, roads, parking areas).

<b>ESTIMATED PROJECT COSTS</b>		
<b>Work Item Description</b>	<b>Estimated Total Cost</b>	<b>Estimated TIF Eligible Cost</b>
Exterior Painting & Building Improvements	\$750	\$750
Asphalt Repair & Parking Lot Resealing	\$2,500	\$2,500
Wall Framing & Drywall Materials	\$6,000	\$6,000
General Construction Labor	\$10,000	\$10,000
Interior Room Doors & Hardware	\$2,000	\$2,000
Flooring	\$4,000	\$4,000
Interior Painting & Supplies	\$1,500	\$1,500
Plumbing Improvements & Modifications	\$5,000	\$5,000
Cabinetry Installation	\$2,000	\$2,000
Furniture & Reception Area Setup	\$2,000	\$0
Electrical Upgrades & Equipment Circuits	\$8,000	\$8,000
<b>Total</b>	<b>\$43,750</b>	<b>\$41,750</b>

Any funds provided to an applicant for assistance with an approved redevelopment project may not exceed the total eligible costs actually incurred during the completion of that project. Prior to the disbursement of any payment, actual costs incurred during the performance of the project would need to be reviewed in order to make final determinations of eligibility in accordance with this statute. The legal eligibility of any specific cost or activity does not guarantee the provision of any level of funding, and the use of TIF Funds is at the full discretion of the City.

TIF Funds may not be used for the purchase of equipment, furniture, uniforms, inventory, rent/utility fees, property taxes, and other items which are not permanent leasehold improvements.

**Current Taxing Bodies & Property Tax Extensions**

2024 Tax Bill Breakdown		
<b>PIN</b>	<b>08-04-301-016</b>	
<b>Net Taxable Value</b>	<b>\$30,621</b>	
<b>TIF Base Value</b>	<b>\$20,440</b>	
<b>TIF Increment</b>	<b>\$10,181</b>	
<b>District</b>	<b>Tax Rate (%)</b>	<b>Extension</b>
VIENNA TIF DIST 1	0	\$942.60
VIENNA GRADE 55	2.58035	\$527.42
CITY OF VIENNA	2.40271	\$491.11
VIENNA 133	2.30219	\$470.57
COUNTY TAX	1.0086	\$206.15
Shawnee 531	0.59734	\$122.10
COUNTY UNIT ROAD	0.20452	\$41.80
VIENNA SANITARY	0.16257	\$33.23
<b>TOTAL</b>	<b>9.25828</b>	<b>2834.98</b>

**Historical Property Value & Growth Trends**

<b>PIN</b>	<b>08-04-301-016</b>	
<b>Tax Year</b>	<b>Taxable Value (EAV)</b>	
2024	\$30,621	
2023	\$28,186	
2022	\$28,186	
2021	\$28,186	
2020	\$28,186	

Average Annual Growth: **2%**

The taxable value (EAV) of the property has been stagnant over the past 5 years, only seeing any change at all in assessment during the 2024 tax year. This equates to an average growth over the 5 year period of 2%.

**Estimated Impact of the Project on TIF & Property Tax Revenue**

Existing building renovation projects are extremely difficult to predict in terms of added value to properties. In consideration that this property has not seen any substantial change in assessment in over 10 years, it is possible that this trend will continue, and that the renovations and change in use of the property may not create significant or meaningful impact on the assessed value or tax revenue generation.

This is beneficial to the property owner, as the tax liability may not see a meaningful increase, but also means that the resulting TIF revenue that this property creates will not be substantial.

This does not mean that this project is ineligible for consideration for the provision of TIF assistance, but it does mean that any assistance awarded which is in excess of the estimated TIF revenue created may not be recovered during the remaining life of the TIF District.

Using these estimates, over the remaining life of the TIF District (expires 2043 due to the recent extension), the property could generate approximately \$22,000 in TIF Revenue.

<b>Tax Year</b>	<b>Estimated TIF Revenue</b>
2025	\$961
2026	\$981
2027	\$1,000
2028	\$1,020
2029	\$1,041
2030	\$1,062
2031	\$1,083
2032	\$1,104
2033	\$1,126
2034	\$1,149
2035	\$1,172
2036	\$1,195
2037	\$1,219
2038	\$1,244
2039	\$1,269
2040	\$1,294
2041	\$1,320
2042	\$1,346
2043	\$1,373
<b>Total End of TIF District</b>	<b>\$21,960</b>

**Estimated Employment Impact**

Glow Studio is a startup business and is not currently in operation. Once the project is completed Glow Studio anticipates 5-10 employment opportunities. These positions will provide customer service, membership sales, retail sales, equipment operation, cleaning and sanitation, and general salon operations. Additionally, the rentable commercial room within the facility will provide an opportunity for an independent beauty or wellness professional to establish or expand a business within Vienna.

**Sales Tax Revenue Estimates & Other Impact**

Glow Studio anticipates generating revenue through monthly memberships, tanning services, red light therapy services, and retail sales of lotions and skincare products. Based upon conservative projections, the business estimates first-year annual taxable sales of approximately \$60,000. Sales are expected to increase in future years as membership levels grow and additional services are added.

**Other Considerations**

It is important to consider both the tangible and intangible benefits of each project. In this instance, the project also has positive benefits due to factors such as:

- Redevelopment of a previously underutilized commercial property
- Increase/stabilization of property value within the TIF District
- Creation of local employment opportunities
- Expansion of retail and wellness services available to area residents
- Increased sales tax revenue and economic activity
- Improvement of the appearance and functionality of a prominent downtown property

These factors should also be used to evaluate the value that this project brings to the City.

**Opinion on the Provision of TIF Assistance**

The Redevelopment Plan for the TIF District includes goals and objectives aimed at the remediation of blighted building and properties, as well as developing vacant and economically underutilized property within the TIF District. This project is in line with those goals. If the City desires to utilize Tax Increment Financing to support this project, the project does include TIF eligible project costs which it could consider providing reimbursement for.

This City may utilize its discretion to consider the use of its Special Allocation Funds (TIF Funds) for any eligible portion of any proposed project. It is not required to provide any certain amount, and there are no guarantees or entitlements to TIF funding for any certain project. Based on the merits of the project, the available funding resources, the economic impact, and its desirability to be performed, the City may choose to financially participate in the project at its own discretion.

**Suggested Assistance Options for Consideration**

Should the City wish to provide financial support to support this project, the following funding strategies are recommended for consideration.

**2. One-time Cost Reimbursement Grant Payment**

The City may consider providing the applicant with a one-time cost reimbursement grant payment for reimbursement of a portion of the Eligible Project costs incurred, payable upon completion of the project. This is the simplest form of assistance and requires minimal administration, getting money into the hands of the applicant as soon as possible.

It is recommended to establish a reimbursement rate (%) as well as a reimbursement limit (\$).

**Example Cost Reimbursement Grant Funding Options:**

<b>Total Investment in Building Improvements</b>	<b>\$43,750</b>
<b>Reimbursement Rate (%)</b>	<b>Estimated Value (\$)</b>
10%	\$4,375
20%	\$8,750
30%	\$13,125
40%	\$17,500
50%	\$21,875

**Municipal Discretion; Limitation of Reliance**

The provision of financial assistance for the proposed Project shall remain at all times within the sole discretion of the City. This memorandum is intended solely to provide a general overview of the Project, evaluation of the application materials submitted, and our professional opinion regarding potential assistance strategies the City may consider.

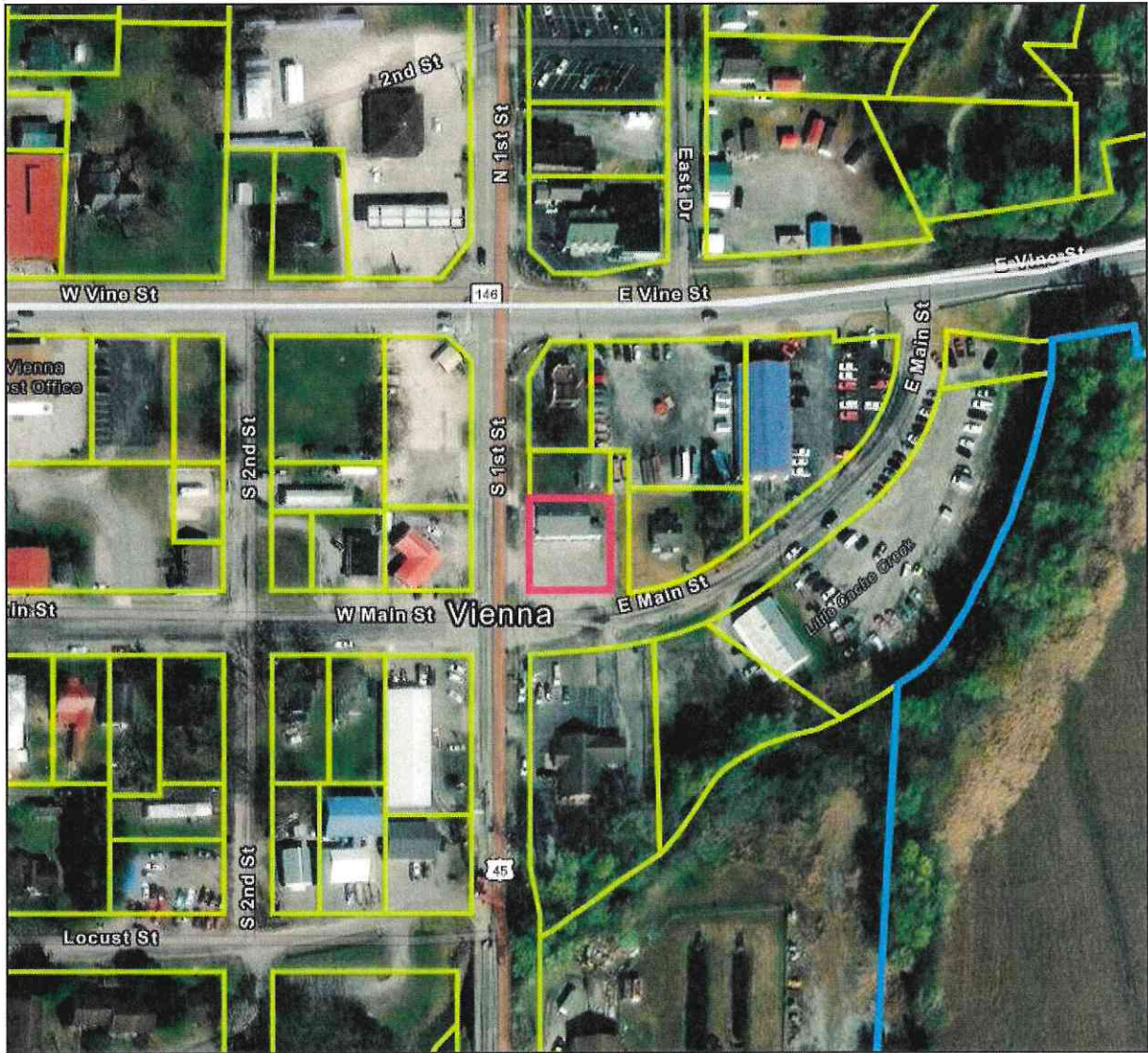
This memorandum is advisory in nature only and is not intended to constitute legal or financial advice, nor shall it be construed as a guarantee, approval, or recommendation requiring action by the City. Any decisions regarding the use of public funds or approval of redevelopment assistance shall be made independently by the City in accordance with applicable law and the City's own judgment and discretion.

Neither the preparer of this memorandum nor any affiliated party shall have any liability or responsibility for any decisions, actions, or outcomes arising from the City's consideration or use of this memorandum. Any financial assistance approved by the City shall be subject to compliance with applicable law.

**EXHIBIT A  
PROJECT LOCATION**

Project Address(s):
102 N First Street, Vienna, IL 62995
Johnson County PIN:
08-04-301-016
Legal Description:
PT NW (96 FT X 115 FT) SW QTR (.25A)

Project Location Map



**C&K Equipment and Auto Sales**  
 1001 W. Vine St  
 VIENNA, IL 62995  
**Main: 618-658-1902**  
**Fax: 618-658-1392**

Status : **Open** Invoice # : **31121**  
 Type : **Major Unit Quote** Date : **06/26/2026**  
 Contact ID : **118**

**City of Vienna**  
  
 Po Box 1442  
 VIENNA, Illinois 62995  
 UNITED STATES  
 PublicWorks@CityofViennaIL.net  
 618-658-5161 - Mobile  
 618-771-2829 - Mobile

**Selected Units for Sale**

N/U	Year Make	Model	Unit Type	VIN/Serial	MSRP	Sale Price	DOC Fees	Off'l Fees	Prot. Pkg
	2026	CID X-trem	SVRG72 72" Severe Duty Root Grapple		\$6,089.00	\$4,950.00	\$0.00	\$0.00	\$0.00

Invoice Notes

ETA 3 to 5 Days From Time Of Order And Must Be Ordered By 06/29/2026 Or There Will Be \$300.00 Freight Added. CID Has Free Freight Through 06/29/2026

Disclaimer

Price Quote Valid For 30 Days!

<b>Totals</b>		
Sub Total	+	\$4,950.00
*** Invoice Total	=	\$4,950.00
Amount Paid	-	\$0.00
*** Transaction Total	=	\$4,950.00
<b>Balance Due</b>	<b>=</b>	<b>\$4,950.00</b>

**Deposit Paid \$0.00**

Tax Name

Exempt - Government Non-Profit

Tax Amount

\$0.00

Signature \_\_\_\_\_