



New Resident Information

Dear Resident:

We would like to welcome you to the “**FRIENDLY VILLAGE OF CRETE.**” As a new resident perhaps there are a few questions you would like answered. We have created this publication to help you get acquainted with village operations and services. If we have omitted anything of interest to you, please do not hesitate to call the Village Hall at (708) 672-5431. We will be happy to assist you.

The Crete Village Hall is located at 524 W. Exchange Street (one block west of Main Street, at the corner of Benton Street and Exchange Street). Our office hours are Monday through Friday 9:00 a.m. to 5:00 p.m. Our Village Board meetings are held at the Crete Village Hall Council Chambers at 7:00 p.m. on the second and fourth Monday of each month. You are invited to attend.

Crete is in Will County and Crete Township. The Crete Township Office is located at 1367 Wood Street, approximately one-half block south of Exchange Street. For Township information call (708) 672-8279.

We are here to represent and serve you and hope you find this information helpful. If you have a problem, suggestion or comment of any nature, and you wish to discuss it with us, please feel free to call at any time.

AGAIN! WELCOME TO OUR FRIENDLY VILLAGE.

Michael S. Einhorn
Village President



Village President: Michael S. Einhorn

Village Clerk: Deborah S. Bachert

Deputy Village Clerk: Debra L. Hameister

Deputy Village Clerk: Margaret Platter

Village Administrator: Vacant

Administrative Assistant – Margaret Platter

Village Collector: Debra L. Hameister

Chief of Police: James M. Paoletti, B.S.L.E.M., M.S.L.E.A., M.S.P.S.A, C.P.C.

Public Works Director: Phil Hameister

Fire Administrator: Lyle Bachert

E.M.A. Director: Marty Braccio

Building Inspector/Economic Development: Michael E. Smith

Code Enforcement Supervisor: Marty Braccio

Office Staff – General Office

Wendy Claus

Nancy Seehausen

Marsha Smith

Yolanda Wazny

VEHICLE STICKERS - Any passenger vehicle, including buses, motor homes, and recreational vehicles, or commercial vehicle which is licensed by the State of Illinois is required by the Crete Municipal Code to have a Village sticker. Motorcycles and antique vehicles licensed with antique plates are exempt.

The cost of the sticker is \$50. Senior citizens aged 65 as of July 1 of the current year will receive a discount of \$25 (one senior rate per household) and must provide proof of age. Stickers go on sale May 1 of each year. Stickers are considered delinquent and subject to citation if not purchased and properly displayed by June 1. The revenue from the sale of stickers is used for street improvements.

Vehicle stickers may be purchased several different ways. You can purchase a sticker at Village Hall in person or drop the invoice and payment (no cash) in the mail slot and the sticker will be mailed to you. You can also purchase a sticker by mail to: Village of Crete 524 W. Exchange St. Crete, IL 60417.

New residents are required to purchase vehicle stickers within 30 days after establishing residency in the Village. Proof of residency is required (signed closing papers or signed lease).

New vehicles – stickers must be purchased within 30 days of the purchase. **Proof of purchase must be presented to the Village Hall.** If a vehicle is replaced, the replacement sticker is \$3. **Proof of trade-in or sale of replaced vehicle must be presented to the Village Hall.**

**Effective August 1, 2013, the cost of vehicle stickers for anyone not in compliance will increase 100%.
\$50.00 stickers will increase to \$100.00 \$25.00 stickers will increase to \$50.00**

The date for the penalty application in 2014 and subsequent years will be July 1.

UNLICENSED MOTOR VEHICLES – It is unlawful to operate a motor vehicle, which cannot be licensed, on or upon the parkway, street, highway, sidewalks or public places of the Village of Crete. Examples of the above referenced vehicles are: scooters, snowmobiles, go-carts, dirt bikes and all-terrain vehicles. Designated streets have been established as snowmobile routes. Please contact the Village Hall for more information.

TRUCK, CAMPER & R/V PARKING - Pursuant to the current Crete Village code, it is unlawful to park a truck with an Illinois license plate classification higher than “B” (or out of state equivalent) or of a height of 90” or more on any residential street.

No vehicles, including but not limited to, recreational type vehicles such as camping trucks, recreation trailers or boats may be parked in any front yard or on a residential street. No recreational vehicles may be stored or parked on private property within a residentially zoned area unless such vehicle is wholly located within the lot lines of the private property and at such location and on a parking surface composed of an asphalt or concrete pad wholly encompassing the area underneath the vehicle and located in compliance with applicable zoning code provisions.

DOG & CAT LICENSES – Village ordinance allows for no more than 3 dogs or 3 cats per household, and each animal must be licensed. **A current certificate of vaccination must be provided to obtain an animal license.** The license fee is \$10.00 and all animal licenses expire on May 31st of the current year. A rabies

vaccination clinic is offered each year in April or May. License and vaccination may be obtained at this time or can be purchased at the Village Hall. All dogs and cats must be confined or on a leash. Dogs or cats running at large will be picked up by the Animal Control Officer and owners are subject to a fine. If you lose a pet, call Crete Animal Control at (708) 672-0911.

GARAGE SALES – Four, two (2) consecutive day sales are allowed during each calendar year. A permit and \$5.00 fee is required. Permits must be obtained from the Village Hall at least 5 days prior to the date of the sale.

GARBAGE SERVICE - Scavenger service is provided exclusively by Republic Waste Services. Residential refuse will be picked up once a week at the curb. The cost of garbage removal is added to your water/sewer bill. Starting December 1, 2011, Republic will provide all homeowners with a 96 gallon toter for trash pick-up (**free of charge**). Smaller toters are available upon request by calling Republic directly. Additional toters will be provided if necessary. Toters for yard waste will also be available upon request (**free of charge**). Contact Republic at (708)-385-8252 for details. The ownership, delivery and the maintenance/replacement of the toters will be the responsibility of Republic. By ordinance no trash containers may be placed out for collection prior to 7:00 p.m. the evening prior to your designated pick-up day, and must be out prior to 6:00 a.m. on your scheduled day of collection. Bulky items (furniture, appliance, etc.) will be picked up at no extra charge, although Republic does request a courtesy call when these items will be disposed of. Republic Waste can be reached at (708) 385-8252 (ask for Residential Dispatch). If disposing of carpet, they ask it be cut into no longer than 4' sections, rolled and bound. Please remember when disposing of refrigerators or freezers to remove the doors as a precautionary measure.

The holidays that affect your trash pick-up are as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. If the holiday falls on Saturday there is no change to the pick-up schedule. If the holiday falls on a Sunday it is observed on Monday and all pick-up will be 1 day later for the week. If the holiday falls on a weekday, that day is taken off and the remainder of the week following the holiday will be 1 day later.

YARD WASTE - State legislation has been enacted which states that effective July 1, 1990, "NO PERSON MAY KNOWINGLY MIX LANDSCAPE WASTE WITH REGULAR GARBAGE THAT IS INTENDED FOR DISPOSAL IN A LANDFILL." This legislation was adopted with the intention of recycling the volume of yard waste entering landfills. Yard waste pick up is included in your monthly fee. To provide village residents with a fair and equitable alternative for compliance with this legislation, each resident of Crete will have the following options:

1. Mow your yard frequently and do not collect yard waste for disposal.
2. Collect the yard waste and create a compost pile on your property to be used as mulch for flowers, trees, or gardens.

3. Place all yard waste in 30-gallon brown paper bio-degradable bags. No stickers are required. Yard waste bags can be found at local hardware and grocery stores.
4. Apply a “Yard Waste” sticker to your own 35- gallon container (with handles). The stickers are available at Crete Village Hall at 524 W Exchange or by calling Allied Waste at (708) 385-8252. These stickers are used to identify yard waste containers and are available at **no charge**.
5. Contacting Allied Waste for a 96-gallon yard waste container (**no charge**).

Yard waste service is provided from April 1st thru November 30th on your regular garbage pick-up day. **Yard waste in plastic bags is not acceptable and will not be picked up.** There is also a **NO BURNING** ordinance prohibiting the burning of leaves.

Recycling in Crete is on a voluntary basis and is conducted under the direction of the Crete Lions Club. Information regarding their operation is contained later in this document.

As an added convenience the Department of Public Works provides a branch chipper truck during the summer months. Tree branches will be picked up from the parkways weekly. Please put the cut end of the branch toward the street. The chipper truck can take branches up to 8” in diameter in 4-6 foot lengths. In the fall (on or around October 15) the chipper is replaced by the leaf vacuum machine. Please rake your leaves onto the edge of the parkway for pick up (not the street). If the leaf piles are raked into the street, you may be subject to a fine, as they can block storm drains. The leaf machine operates weekly to pick up the leaves, weather permitting, until most of the leaves are collected or until snow prohibits its use.

WATER SERVICES – Each water and/or sewer user is billed quarterly and bills are mailed the first of every three month period. Crete Village water and sewer is billed at the rate of \$4.92 per 1000 gallons plus a flat fee of \$3.00 per month for each water account. The charge for sewer processing done by Thorn Creek Basin Sanitary District is \$1.845 per 1000 gallons plus a \$1.90 quarterly flat rate fee. These charges are calculated based on water usage as determined by reading your water meter. Additional charges that appear on the quarterly water bill include fees for garbage services, sewer rehabilitation, animal control and mosquito abatement. These amounts are subject to change by board action. A 10% penalty is imposed on sewer and 5% penalty on all other services if payment is not made within 15 days. A reminder to old and new residents: Please contact the Village Hall to notify us when service is to be started or discontinued.

For your convenience you may now make payments on-line by visiting the Village website at: www.villageofcrete.org.

Checking for Leaks - After each three month billing period, the water department receives many phone calls regarding high water consumption from water users.

It is the responsibility of each and every water user to make sure they do not have any leaks in their own water system. The main cause of water leaks are faucets dripping, toilet tanks running and water softeners not operating properly.

There is a simple way of checking for leaks in your home water system. By checking the position of the sweep hand on the clock-like detector of your water meter. Do not use any water and wait a period of time, then re-check the position of the sweep hand. If it has moved and no water has been used, you have a leak somewhere in your system which should be corrected immediately. Each complete rotation of the sweep hand is equal to ten gallons.

Remember, a dripping faucet, a toilet tank running or a water softener not operating properly can increase your water consumption greatly over a three month period.

Hydrant Flushing - The Village currently is flushing hydrants twice a year, once in the spring and again in the fall. Signs will be posted at the entrances to town to announce the dates flushing will be done. Please note that you may experience some rusty water during this time period.

Water Bans - During drought-like conditions the Village of Crete Board of Trustees may pass a resolution instituting a water ban in any of three stages to restrict the use of nonessential outdoor use of water. A Stage I water ban allows for usage based on your residential address and day of the month. If you have an even number address you may water on even number days and if you have an odd number address you may water on odd days. Stage II adds to Stage I, to the extent that you may only water before 9:00 a.m. or after 7:00 p.m. on your designated day. Stage III, the most severe, prohibits outdoor water usage completely. Contact the Village Hall or check the Village website at www.villageofcrete.org, to check the status of water bans.

CODE ENFORCEMENT – The Crete Village Board has determined that maintaining property values is essential to the health of the community for obvious reasons. As such, additional emphasis and attention is being spent on property maintenance issues and a proactive approach has been adopted with compliance as the foremost goal. Generally, the Village of Crete Property Maintenance Code requires the following:

- All property and premises shall be maintained in an orderly, clean and safe condition.
- Outdoor storage is prohibited in residential districts.
- Weeds and grass shall not exceed heights of 10 inches and all noxious weeds are prohibited.
- All accessory structures, including garages, fences and walls shall be maintained structurally sound and in good repair.
- All exterior walls, doors, windows and frames shall be free of holes, breaks, loose or rotting materials; peeling, flaking or chipped paint shall be eliminated and surfaces re-painted.
- Swimming pools shall be maintained in good repair and in a clean, clear and sanitary condition.
- No recreational vehicle may be stored or parked on private property within a residentially zoned area unless such vehicle is wholly located within the lot lines of the private property and on a parking surface composed of an asphalt or concrete pad wholly encompassing the area underneath the vehicle.

BUILDING PERMITS – Village of Crete ordinance requires that a building permit be obtained for **ALL** new construction and remodeling. This includes but is not limited to: fences, decks, pools, garages and sheds, driveway or sidewalk replacement, repair or shingling a roof, residing, lawn irrigation systems and more. Permits must be posted in clear view so it can be seen by inspectors from the street. Contact the Building Department pertaining to questions regarding building permits.

All residents are asked to make sure that contractors they hire are bonded, insured and licensed by the Village even though they may be licensed by the state. All trades must be licensed by the Village for the protection of the residents.

When the Village issues a permit, it is considered legal permission to begin work. In some cases it may be necessary to get additional approvals before beginning work. These could include issues involving Zoning, Special Uses or Heritage Preservation. A building permit indicates that improvement plans are in accordance with Village building codes and zoning laws. The Village has the authority to impose fines on contractors or residents who do not follow regulations or obtain the proper permits for work requiring building permits. Please consult with the building inspector for all issues involving building, plumbing and electrical work.

Applications for a building permit are available at the Village Hall. All fees are paid at the same location. Any questions regarding permits, codes or whether a contractor is licensed in the village may be directed to the Building Department at 672-2731.

GRADING – Property grades **CANNOT BE CHANGED** without the approval of the Superintendent of Public Works (672-7100).

DRAINAGE - In order to prevent drainage problems, sump pumps and gutter drains should be directed away from the house and to the rear yards. Drainage easements along the rear property line usually include a swale system that will carry excess water away. Only when there is no rear yard drainage system can sump pump and gutter drains be directed to the front yard. This should only be done in such a manner as to not cause icing to occur on sidewalks and streets in the winter.

HOUSE NUMBERS – The Village code requires all house numbers be affixed to each structure and located so they are visible and easily read from the street. Should the Police or Fire Department have to respond to an emergency situation, where every second counts, valuable time may be lost searching for your house. House numbers are given upon issuance of building permits.

HUNTING AND FISHING LICENSES – Various hunting and fishing licenses may be purchased at Steger Kmart (755-4200).

VOTER REGISTRATION – Voters must be United States citizens, 18 years of age and have resided in the precinct for 30 days prior to the next election. To register you must provide two forms of identification, one of which must show current residence address of the applicant and provide proof of age (drivers license or State ID). You may register at the Crete Village Hall, 524 W Exchange St.-672-5431, the Crete Township Office, 1367 Wood St.-672-8279 or the Crete Library, 1177 Main St.- 672-8017.

CABLE - Our cable company is Comcast. For more information please call (866) 594-1234.

SNOW REMOVAL – It is unlawful to park any vehicle on any public street in the Village at any time within twelve (12) hours of a snowfall of two (2) inches or more. It is against Village Code to push or shovel snow from a private drive into the street. Please help us speed snow removal by keeping your vehicles out of the street.

COMMUTER SERVICE – Metra Electric provides train service from University Park to Chicago. (Train times and costs are subject to change.) For information call the Depot Master/Main Office at (312) 322-6777.

EMERGENCY MANAGEMENT AGENCY (E.M.A.) - E.M.A. does regular siren testing at 10:00 a.m. on the first and third Tuesday of the month. **PLEASE DO NOT CALL THE POLICE OR FIRE DEPARTMENT** to question the sirens meaning; they need their phone lines open for emergency calls. Sounding of the sirens at times other than the test period indicates the presence of an emergency situation. Take cover immediately and use a portable radio to monitor the emergency situation. Our EMA Coordinator can be reached at 672-2737 if you are interested in volunteering your time. Please give them a call; they are always looking for new members.

FIRE DEPARTMENT – The Crete Fire Department consists of Paid-on-Call and Part Time personnel. We provide Fire Protection and Advanced Life Support Emergency Medical Service to our community. We have two fire stations. Station #1 is located next to the Village Hall on Benton Street and Station #2 is located at the corner of Richton Road and Melanie Lane. The fire department is always searching for new members with community involvement in mind. We provide the necessary training to become a state certified fire fighter and paramedic. Anyone interested in becoming a paid-on-call firefighter/paramedic can contact the fire department staff at 708-672-2727.

CRETE LIONS RECYCLING PROGRAM - The Crete Lions Club runs a recycling facility at 1215 Douglas Lane. Recyclables may be dropped off at this facility Monday thru Friday 7:00 a.m. to 9:00 a.m. and Saturday 7:00 a.m. to Noon. For questions contact the hotline at (708) 672-4575.

Items they do recycle:

Glass bottles (clear & brown only) – Rinse bottles and remove the lids. Separate colors and place each color in cardboard box or bag, 30 lbs or less.

Used Eyeglasses / Hearing Aides / Old Cell Phones

Plastic containers – Any plastic #1 - 7, rinse containers & remove lids

Steel (Tin) Cans – Rinse all food containers, place them in a cardboard box or bag, 30 lbs or less.

Paper – Separate bundles for each item.

Newspaper – place in paper bags or tie with string-*no plastic bags please*, 30 lbs or

Magazines – place in cardboard box or double paper bags, 30 lbs or less

Stationery or Shredded – place in paper bags or plastic bags

Computer Paper – place in cardboard box, 30 lbs or less

Junk Paper

Aluminum – (Pop, Beer, Food Trays); Rinse all aluminum containers. Place in cardboard box or plastic bags.

Cardboard food containers – (Juice, Milk, Pet Food) – Rinse all food containers.

Cardboard – Place in cardboard box or tie with string. No loose cardboard and please keep it dry.

Steel, Copper, Brass & Aluminum Scrap

Items they do NOT recycle:

Hard cover books, plastic bags, styrofoam, any motor oil containers, green glass, dishes etc., window glass, medical bottles, bottle lids.

Important phone numbers:

Crete Police Department & Emergency Services (EM.A.)

1370 Benton Street

Non-Emergency – 672-0911

Emergency – 9-1-1

Crete Fire Department

Station #1

524 W. Exchange St.

Non-Emergency – 672-2727

Emergency – 9-1-1

Station #2

3740 Melanie

Non-Emergency – 672-2729

Emergency— 9-1-1

Crete Municipal Offices (website is www.villageofcrete.org)

524 W. Exchange St.

Administrative (Village Hall)

Building Department

Public Works Department

1201 Douglas Lane

672-5431

672-2731

672-7100

Crete Area Chamber of Commerce 672-9216

1395 B Main Street, Suite A-1.

Crete Lions Club Recycle Center 672-4575

1215 Douglas Lane

Crete Library District – The library is a separate taxing body.

1177 Main St. 672-8017

Crete Park District - The park district is a separate taxing body.

515 First St. 672-6969

Crete Post Office 672-8571

515 Cass St.

Crete Township Office 672-8279

1367 Wood St.

Crete Township Assessor 672-8291

1367 Wood St.

Schools (Public)

Crete Monee School District 201-U – The school district is a separate taxing body.

Crete Monee School District Administration Center 367-8300

1500 Sangamon Street.

Crete, IL 60417

Crete Elementary School 672-2647

435 North Street

Crete, IL 60417

Crete Monee Middle School 672-2700

635 Olmsted

University Park, IL 60484

Balmoral Elementary 672-2643

1124 New Monee Rd.

Crete, IL 60417

Coretta Scott King Magnet School 672-2651

1009 Blackhawk Drive

University Park, IL 60484

Crete Monee High School 672-2800

760 W. Exchange St.

Crete, IL 60417

Schools (Private)

Crete Lutheran School 672-5969

448 Cass Street

Crete, IL 60417

Illinois Lutheran High School 672-3262

1610 Main Street

Crete, IL 60417

Mother Theresa Catholic Academy 672-3093

24201 S. Kings Road

Crete, IL 60417

Marian Catholic High School 755-7565

700 Ashland Avenue

Chicago Heights, IL 60411

Local Hospitals (approximately 25 minutes within our area)

St. James Hospital 708-756-1000

1423 Chicago Rd

Chicago Heights, IL 60411

St. James Hospital 708-747-4000

20201 S. Crawford Ave.

Olympia Fields, IL 60461

Advocate South Suburban Hospital 708-799-8000

17800 S. Kedzie Ave.

Hazel Crest, IL 60429

St. Margaret Mercy Hospital 219-865-2141

24 Joliet St.

Dyer, IN 46311

Ingalls Hospital 708-333-2300

1 Ingalls Drive

Harvey, IL 60426

Additional important numbers:

Allied Waste Service (Scavenger Service) 708-385-8252

Nicor Gas Co. 888-642-6748

Com Ed (Harvey, IL) 800-334-7661

Comcast Cable 866-594-1234

AT&T 800-288-2020

J.U.L.I.E. (Call before digging) 800-892-0123

Will County Clerk (Nancy Schultz Voots) 815-740-4615

Will County Courthouse 815-727-8560

14 W. Jefferson St.

Joliet, IL 60432

U.S. REPRESENTATIVE -

2nd District

Congresswoman Robin Kelly
600 Holiday Plaza Drive
Suite 505
Matteson, IL 60443
708-679-0078

STATE SENATOR -

17th District

Donne E. Trotter
8729 S. State Street
Chicago IL 60619
773-933-7715

15th District

Napolean Harris III
369 E. 147th Street
Unit H
Harvey, IL 60426
708-893-0552

STATE REPRESENTATIVE -

29th District

Thaddeus Jones
1910 Sibley Blvd.
Calumet City, IL 60409
708-933-6018

34th District

Elgie R. Sims, Jr.
8729 S. State Street
Chicago, IL 60619
773-783-8800