

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
February 11, 2019

The February 11, 2019 City Council work session was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers, 1610 Plainfield Road Crest Hill, Will County, Illinois.

The following Council members were present: Mayor Raymond Soliman, City Clerk Vicki Hackney, City Treasurer Glen Conklin, Alderman Scott Dyke, Alderman John Vershay, Alderwoman Barbara Sklare, Alderwoman Claudia Gazal, Alderwoman Tina Oberlin, Alderman Nate Albert

Also present were: City Administrator Heather McGuire, Assistant City Administrator/HR Director Megan Fulara, Economic Development and Zoning Manager Scott McMaster, Director of Water/Wastewater Mark Siefert, Finance Supervisor Ashli Motyka.

Absent: Alderman Marco Coladipietro, Alderman Tom Inman, Police Chief Ed Clark, Public Works Director Tom Migatz, Director of City Services Greg Koch.

TOPIC: ProChamps Presentation

Economic Development and Zoning Manager Scott McMaster introduced Sam Urban from ProChamps. Mr. Urban gave a presentation on ProChamps. Mr. Urban went over his background. He is a former City Administrator and Council member. Mr. Urban explained that ProChamps identifies the foreclosures in the City. The City would pass an ordinance requiring that all foreclosures be registered with ProChamps. The information regarding the property is put on a web based system. Anyone that is associated with the foreclosure must pay \$300.00 per year. Mr. Urban went over the information that would be available to the City through the website. Mr. Urban explained that out of the \$300.00 fees ProChamps would retain \$100.00 and \$200.00 would go to the Municipality. There are currently 150 foreclosures in the City. The fee received from ProChamps would help offset the cost for grass cutting and code violations on the property. Mayor Soliman asked where the information on the number of foreclosures came from. Mr. Urban explained that all of the information can be obtained through the internet. Manager McMaster asked what would happen if the bank that has the foreclosure refuses to pay the fee. Mr. Urban explained that after an attempt of four months it would be up to the City to follow through since this would be spelled out in an ordinance. Manager McMaster questioned the current amount of foreclosures that are active. Mr. Urban said he could go over the map with Manager McMaster. Discussion followed on the number of current foreclosure in the City. Alderman Albert asked what the drawback of this program would be. Administrator McGuire explained that if the banks or property management companies refuse to pay the fees, then we have to go through the administrative ticketing process. Discussion followed on the pros and cons of the program. Finance Supervisor Ashli Motyka explained that if we receive a water bill back in the mail due to a property being vacant, we go on the Laredo system provided by the County to see if we can find a new owner or forwarding address. Will County is one of the County's that provide the Municipality with foreclosure papers. Alderman Vershay thought that there was a newspaper that lists all of the foreclosures in Will County.

property than foreclosures. Discussion followed on rental properties. Alderwoman Gazal asked why they do not service any of the communities surrounding our City. Discussion followed. Alderwoman Gazal felt it was a good program, but would like more information. Alderwoman Oberlin felt this was a good program for the City. Mr. Urban explained that they would ask for a 2-year contract with a 30-day opt-out. Alderwoman Sklare is not against the program but would like more information. Alderman Albert did not see anything negative with the program.

Mayor Soliman asked for an informal vote on ProChamps. Various members of the Council would like to see more information and revisit this subject matter in two weeks.

TOPIC: PMA Finance Presentation

Mayor Soliman presented a request for Debt Financing Options for New Well and Phosphorus Projects per the memo dated February 22, 2019. Andrew Kim from PNC was in attendance along with Financial Advisor Nick Narducci. Administrator McGuire explained there are a number of infrastructure projects that the City is seeking funding for. Tonight we will be discussing the New Well and Phosphorus Projects. Finance Supervisor Ashli Motyka went over the bond and debt issuance to cover the cost of these projects. Andrew Kim from PNC Bank gave a presentation on the financial options to fund the proposed projects. The estimated amount from debt service would be roughly 3.3 million dollars. Mr. Kim went over the funds for the Build America Bonds. He discussed the available revenue from the operating system and the deductibles for the debt service payments. Mr. Kim then discussed the 8 million dollars that would be needed for the Well and Phosphorus project. Alderman Vershay questioned the numbers in column J. Mr. Kim explained that this is the way the bonds were structured. Alderman Vershay asked if one of the bonds had already been paid off. Supervisor Motyka explained that she was not here when the bonds were issued. Discussion followed on the bond issuance. Alderman Vershay asked if we could pay extra on each payment towards the interest. Mr. Kim went over the pros and cons of paying extra on the bonds. He explained that some of the Build America bonds have the possibility of a refunding opportunity in 2020 and went over the tax exempt municipal bonds. The Well and Phosphorus Projects would be done as standard general obligation bonds. There is also proposed 35 million IEPA financing for the West Treatment Facility. Mr. Kim then explained the annual percentage revenue increase that would be required to maintain a 1.25 times coverage over the debt service payments. This shows that the City would need to increase its water rates by roughly 8% each year. This would be in addition to the annual 5% increase each year. Administrator McGuire went over the impact of the water rates and the 35 million dollar financing. Treasurer Conklin questioned the information that was provided on page three of the report. Director Siefert went over the figures. Discussion followed. Treasurer Conklin was concerned that there was no break down for the Well or the Phosphorus project. Administrator McGuire explained that the projects were discussed in detail at a previous meeting. It was a presentation done by Strand and Associates. Treasurer said that we will be at the debt coverage limit for a while. Discussion followed. Administrator McGuire went over the additional projects that the City would like to undertake. Supervisor Motyka briefly went over the figures for the Well and Phosphorus project. Director Siefert explained that as far as the well, we will not know if it is going to require an iron removal system until the well is actually dug. Treasurer Conklin asked if there is truly a need for a new well. Director Siefert explained that the wells on the north side of town are running 24/7 so there is a need for an additional one. This will be especially necessary if there is any further development along Weber Road. Administrator McGuire explained that the Water Department has begun actively pursuing any meters that show no readings on them. Discussion followed

on the meter program. Supervisor Motyka explained the we do try to contact the property owners by phone, mail, or an orange door tag. Mr. Kim then continued with the financial report. He explained that the City will also have to do a 30 day petition period to indicate to the public the bonds will be sold for the Well and Phosphorus project. Mr. Kim explained the process involved. Treasurer Conklin asked if you can declare both of the bonds. Alderwoman Oberlin asked if you can do a combination of the bonds. Discussion followed.

TOPIC: Contract for Public Works building Structural and Landscape Engineer.

Mayor Soliman presented a Contract for Public Works Building Structural and Landscape Engineer per the memo dated February 8, 2019. Administrator McGuire explained that we received a quote from Hutter Trankina Engineering Consulting Structural Engineers for structural engineering in the amount of \$3,400.00 for the new Public Works facility. We have also received a quote from Christopher Burke Engineering for the landscape design in the amount of \$3,500.00. Administrator McGuire explained that by seeking quotes for the various parts of the project we can get lower prices.

Mayor Soliman asked for an informal vote on the quotes from Hutter Trankina Engineering Consulting Structural Engineers and Christopher Burke Engineering. All members present were in agreement.

Mayor Soliman asked for an executive session on the setting of a price for sale or lease of property owned by the public body (5 ILCS 120/2(c)(6)).

Motion by Alderwoman Oberlin, seconded by Alderwoman Sklare to go into an executive session on the setting of a price for sale or lease of property owned by the public body (5 ILCS 120/2(c)(6)).

On roll call, the vote was:

AYES: Ald. Oberlin, Albert, Dyke, Vershay, Gazal, Sklare.

NAYES: None.

ABSENT: Ald. Coladipietro, Inman.

There being six (6) affirmative votes, the MOTION CARRIED.

Executive session 8:10 p.m.

Return from executive session at 8:39 p.m.

TOPIC: Public Relations Proposals

Mayor Soliman presented a request for the Public Relations & Marketing Firm Proposals per the memo dated February 8, 2019. Administrator McGuire informed the Council the City Staff met with several media firms to seek proposals. Manager McMaster gave a presentation on the Public Relations & Marketing Firm Proposals. Three firms presented proposals to the City. The firm that would bring the best value to the City would be Serafin and Associates. They are also on retainer with Christopher Burke Engineering for all public relations matters. Manager McMaster went over the background of Serafin and Associates. Alderwoman Gazal asked if they felt a public relations firm was necessary. Administrator McGuire explained that with the amount of vacant land in the City it was felt that branding the City would be a plus. Discussion followed on the amount budgeted for this program and the actual cost. Alderwoman Gazal would like to hear a presentation from the companies prior to approving the request. Alderman Albert asked if any of the surrounding communities use these types of services. Alderwoman Oberlin would like to see what the surrounding communities do before we expend funds

for a marketing firm. Discussion followed. Alderman Albert feels that we need to market the City, but is concerned about the cost. Treasurer Conklin explained what the return would need to be in new business revenue in order for this program to be beneficial to the City. It was decided to gather information from surrounding communities before the City goes further with this program.

Mayor Soliman asked for an informal vote on gathering information from surrounding communities. All members present were in agreement.

TOPIC: Approval to Hire Public Works Laborer

Mayor Soliman presented a request for the hiring of a Public Works Laborer. Assistant Administrator/HR Director Megan Fulara informed the Council that we received a resignation letter from one of the probationary employees. Assistant Administrator Fulara is seeking permission to hire the next eligible candidate on the Civil Service list. Discussion followed. Alderman Vershay asked how many employees were in the Public Works Department. We currently have 8 or 9.

Mayor Soliman asked for an informal vote to hire a Public Works Laborer. The majority of the members present were in agreement. Alderman Vershay would like to see us hire someone that has a current CDL. Discussion followed on the time frame to get a CDL.

PUBLIC COMMENTS: There were no public comments.

MAYORS UPDATES: Mayor Soliman announced that there was a letter written to Mr. Young on Heiden. This is for information only.

COMMITTEE/LIAISON UPDATES: There were no committee/liaison updates.

CITY ADMINISTRATOR UPDATES: Administrator McGuire informed the Council that the budget meetings will be starting in March.

City Clerk Vicki Hackney informed the Council that City Staff members Ada Martino, Maribel DeHaro and Jan Serdar have been working in the loft area to inventory old records to be kept or shredded. Prior to the paperwork being shredded, a list of all items has to be submitted to the State of Illinois. So far roughly 100 boxes have been gone through. She commended the three employees and Public Works for their help. Alderman Albert asked if there are any old Council tapes left. Administrator McGuire explained that once the minutes are approved, the tapes can be destroyed. Brian Semplinski did save some of the historical tapes.

The meeting was adjourned at 9:05 p.m.

Approved this 18th day of February, 2019

As presented ✓

As amended _____



VICKI L. HACKNEY, CITY CLERK



RAYMOND R. SOLIMAN, MAYOR