

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
February 28, 2022

The February 28, 2022 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 Christine Vershay-Hall, City Treasurer Glen Conklin, Alderman Scott Dyke, Alderman John Vershay, Alderwoman Claudia Gazal, Alderman Darrell Jefferson, Alderperson Tina Oberlin, Alderman Mark Cipiti, Alderman Nate Albert, Alderman Joe Kubal.

Also present were: Administrator Jim Marino, Director of Public Works Mark Siefert, Assistant Public Works Director Blaine Kline, City Engineer Ron Wiedeman, City Attorney Mike Stiff.

Absent were: Interim Planner Maura Rigoni, Police Chief Ed Clark, Finance Director Lisa Banovetz, HR Director Renee Herbst, Economic Developer Steve Gulden, IT Director Tim Stinnett

TOPIC: Well 14 Discussion – to Meet 2024-2030 Demands

Mayor Soliman presented the Well #14 Discussion per the paperwork included in the packet. Director Siefert introduced Chris Ulm and Karina Moss from Strand & Assoc. He explained that we have been discussing the need for an additional well for a period of time. This is something that will need to be taken care of prior to connecting to the Lake Michigan water source. Ms. Moss explained that Well 14 has been in the works since 2018 when permits from the IEPA were applied for. This well is essential to get us through to 2030. It is important to have this well so that the existing wells aren't running 24 hrs. a day. She went over the historical demand summary. The current firm capacity is 2.92 mgd. The historic max day demand is 2.73 mgd and the historic average day demand is 1.87mgd. By the year 2024 we will not be able to meet maximum demand without well 14. Wells running 16 to 18 hours a day is more typical than 24 hours per day. The wells need a chance to breath and regenerate. You are also setting yourself up for the pumps to fail and more wear and tear on the wells. Ms. Moss then went over the future demand study. It appears that after 2024 we will not be able to meet the demand with the current capacity. The addition of Well #14 will get us into 2038. Alderman Albert asked if we took into consideration that the last few years people were home more because of Covid. Discussion followed on the growth of the City. This increase is due to the growth of the City, not because people were home. Alderman Vershay asked how the addition of Well #14 is going to help alleviate the other wells running so much. Director Siefert stated that the wells on the North side of town are running more since this is where the most demand is. By spreading the usage between the existing wells and proposed well, it will bring the daily run time down to 16 or 18 hours per day. Ms. Moss explained where the existing wells are located and why Well 14 has been difficult to place. Drilling a well could also cause low water levels for endangered species in certain areas. You can also drill a well to close to another well. You cannot place a well near certain types of businesses or a gas line. Alderperson Oberlin questioned the berm site by Menards. It would be too close to the parking lot and the property slopes down. This is one of the reasons the best location is behind Menards, between 2 existing ponds. This area will not impact the dragonfly. A 50 x 100 section is available. This would not be a full well house, only a well head, electrical

panel, and parking space. Alderman Albert asked with the State being our biggest user, can they donate a section of their property where the abandoned house is for a well site. Ms. Moss explained that location would be too close to Well #10. Alderman Albert asked even if this well is only going to be temporary for 6 to 7 years. Mr. Ulm explained how the wells would draw down from each other. Alderman Jefferson asked if there are any wells currently drawing from each other. Director Siefert explained that Well #1 and #7 have some interference between them along with Well #4 and Well #8. Mr. Ulm explained how in the past steps were taken to increase the flow of the wells. Alderman Oberlin expressed concern about additional growth in the City and the ability to provide water. Alderman Jefferson asked if there is a projection for additional wells in the future. Director Siefert stated that they looked into this and are hoping well 14 well will get us to 2030 when we switch over to lake water. We have looked at the vacant property in the City and have made projections for the future lake water. We will also have to have 2 full days of water reserves for emergency. Only after a 2 day emergency can we turn the wells back on. A water line will be going from Well #14 over to Well #10 for treatment. Once the new well is drilled, we will need to check the iron content to determine how much treatment will be needed. Ms. Moss and Mr. Ulm then went over the treatment process.

The timeline for this project is as follows:

May 2018 – Well 14 Siting Discussion Begins

May 2018 – June 2021 – Well 14 Siting and Correspondence with IDNR

June 2021 – IDNR Approval of Menards Berm Site

January 2022 – City Decision to Pursue Lake Michigan Water

March – October Well 14 & Raw Water Main Design 7 Bidding

October 2022 – March 2023 Raw water Main & Well 10 Retrofit Project Plan Development

February – June 2023 Well 14 Drilling

June 2023 – May 2024 Well 10 Retrofit Design and Bidding/loan Assistance

June 2024 – March 2025 Well 10 Retrofit and Raw Water Main Construction

The projected total costs – Well 10 Garage Retrofitting \$3,395,300.00 and Well 14 Build Out \$4,837,700.00. This was a comparison of a new treatment plant versus the Well #10 retrofit. Alderman Jefferson asked if this is just the cost to retrofit Well #10 to “connect” it to Well #10. It was. There is an opportunity to secure grants or loans for these projects. Alderman Cipiti asked how these projects are going to affect the residents as far as billing. This has been included in the future estimates and was included in the water rate discussions. Alderman Cipiti asked if we are going to have to secure easements for the project. We would have to get these from Menards. They are asking for \$1.00 per square foot. We are part of the HOA that includes Menards. Alderwoman Gazal asked if we had an agreement as of yet. Director Siefert explained that he wanted to get concurrence from the Council first. Mr. Ulm explained that the City of Joliet is planning to expand their wells also. We received notification that the US Fish and Wildlife and Nature Preserve Commission has given Crest Hill support to switch to lake water. Director Siefert explained that he is currently seeking Council concurrence to bring back a design contract with Strand to start bidding and designing just the well and raw transmission line. City Engineer Wiedeman went over the design plan for the well and proposed treatment facility upgrades.

Mayor Soliman asked for an informal vote on the Well 14 Discussion – to Meet 2024-2030 Demands. All members present were in agreement. Alderwoman Gazal asked if we would have the agreement for the next meeting. Director Siefert explained that we would try to have everything for the next meeting, otherwise we should have it for the following meeting.

TOPIC: Water Meter Ordinance Changes & Conservation Ordinance

Mayor Soliman presented the Ordinance Changes regarding Water Conservation and Water meters per the memo dated February 24, 2022. Director Siefert explained that there is specific IDNR language that must be a part of our ordinances in order for the City to get approval. Part of the language in Title 13 Chapter 13.20, gave the City Clerk authority regarding water meters, proper installation, and inspection has now been handed over to the Public Works Department. If we have to put a new meter and remote read in due to homeowner negligence, it would be the responsibility of the customer to pay for it. If it is normal wear and tear the cost will be to the city. As far as chapter 13.06, this used to be called limitation on sprinkling devices, it is now called water conservation. The limitations on sprinkling has been changed to May through September 30th and the hours were changed to 6:00 a.m. to 10: 00 p.m. We will still adhere to the even/odd watering days with the exception of newly laid sod. New or replaced sprinkler systems must be USEPA WaterSense labeled and in full compliance with Illinois Plumbing License Law. He then went over chapter 13.06.040, plumbing fixtures and fittings. Section 13.05.050 directs Public Works to implement protocols to reduce leakage and water loss. Section 13.05.060 pertains to rain barrel standards. Alderperson Oberlin asked how many barrels can you get through the program and how do you sign up to get one. Director Siefert explained that this would be discussed in detail once we approve the ordinance. Alderperson Oberlin questioned the charge for a broken meter. If the customer breaks or causes damage to the meter there is a charge. If it is due to normal wear and tear on the meter, we would replace it. Discussion followed on the wording of “defective.” Alderman Vershay questioned tankers filling up with water at fire hydrants. Director Siefert explained that we do not sell or authorize water to be taken from hydrants anywhere in the City.

Mayor Soliman asked for an informal vote on the Water Meter Ordinance Changes & Conservation Ordinance. All members present were in agreement.

TOPIC: Rain Barrell Program

Mayor Soliman presented the Conservation -Rain Barrels per the memo dated February 28, 2022. Assistant Public Works Director Blaine Kline announced that Public Works has partnered with the Conservation Foundation to offer an upcoming rain barrel purchase program. Normal price is \$60.00 - \$100.00. We will be able to offer the barrels online at a discount price of \$40.00 plus tax and fees with 1 per household at the end of April. We will deliver them the beginning of May. There will be 155 barrels offered, they are 55 gallons and are black or grey. Alderman Jefferson asked about the residents that currently have rain barrels. The barrel will have to be in conformance with the city requirements. We will work with the residents to inform them of the new ordinance. Residents will have to check with their HOA, to see if rain barrels are allowed. Assistant Director Kline explained that you must be a current water customer to get one at the reduced rate.

TOPIC: Chapman & Cutler West Plant IEPA Loan Engagement Letter

Mayor Soliman presented the Waterworks and Sewerage System Revenue Bonds, IEPA Series 2022 per the letter dated February 14, 2022. Director Siefert explained that we are looking to authorize the engagement letter not to exceed of \$55,000.00 with Chapman & Cutler. There are no issues with our legal counsel or PMA on this matter. Alderperson Oberlin asked that a correction be made on an address in the document.

Mayor Soliman asked for an informal vote on the Chapman & Cutler West Plant IEPA Loan Engagement Letter. All members present were in agreement.

TOPIC: Proposal for Traffic Signal Repair and Upgrade – Caton Farm & Len Kubinski & Upgrade Video Detection System

Mayor Soliman presented the Proposal for Traffic Signal Repair and Upgrade – Caton Farm & Len Kubinski & Upgrade Video Detection System. Engineer Wiedeman presented the proposal from Meade to furnish and install Cabinet Equipment for an amount of \$23,566.70 and the Video Detection Upgrade for an amount of \$32,259.35. We would like to have this operational prior to the opening of the City Center. This will come out of next year's MFT program. Work is scheduled to begin in May of 2022. Discussion followed on the equipment, installation, upgrades, and the condition of the existing lights that were never activated. Alderman Vershay asked where the cabinet would be located. Engineer Wiedeman explained that the cabinet is in place, but there is no equipment inside it. Questions arose as to why the lights were never originally activated. Alderwoman Gazal asked that we look into the traffic light on Weber across from Siegel's and the left turn lane. Engineer Wiedeman would contact the County and report it. Alderperson Oberlin commented that the one by the gas station also takes a while. Engineer Wiedeman explained that all of the signals from Root Street up to Bolingbrook are interconnected. Discussion followed on the traffic back up on Division Street.

Mayor Soliman asked for an informal vote on the Proposal for Traffic Signal Repair and Upgrade – Caton Farm & Len Kubinski & Upgrade Video Detection System. All members present were in agreement.

TOPIC: City Center Audio/Visual System Proposal

Mayor Soliman presented the City Center Audio/Visual System Proposal per the letter dated February 25, 2022. Administrator Marino informed the Council that there is a need for the installation of audio and video equipment for the new city center. Seven contractors were contacted. Two of the contractors chose not to submit a proposal. Three contractors submitted proposals. Administrator Marino recommended going with Low Voltage Solutions at a cost of \$315,740.00. A representative from LVS could not make it to tonight's meeting to address any questions that may arise. Shawn Thompson from Harbour was in attendance to answer any questions regarding the bid process. Mr. Thompson will be meeting with City Staff to go over any questions or concerns they may have. Alderperson Oberlin questioned a few aspects of the bids. Mr. Thompson went over the work that would be done and the equipment supplied. Alderman Vershay questioned the aesthetics of the equipment. Would it be housed in a "box" like we currently have. Mr. Thompson explained what the equipment would look like. There is a designated AV room that will hold the technology. Alderman Albert asked if there was anything we can do as far as roughed in speakers for the exterior of the building. Mr. Thompson explained that we could go with wireless but would check with the company on the cost of both wired and wireless.

Mayor Soliman asked for an informal vote on the City Center Audio/Visual System Proposal. All members present were in agreement. Alderwoman Gazal asked if we have a timeline for the installation of the equipment. Mr. Thompson would have to check with LVS on the timeline. Alderperson Oberlin would like it noted that if this proposal would have been taken care of at an earlier date in time, we would have saved a significant amount of money.

TOPIC: Deputy Clerk Position and Clerk's Office Staff Oversight

Mayor Soliman presented the Deputy Clerk Position and Clerk's Office Staff Oversight per the memo dated February 28, 2022. Administrator Marino presented an ordinance that would amend title 2 regarding the Deputy Clerk. What we are trying to do is how to

organize operations, define roles, and improve operations. The question arose as to how the Clerk's Office should operate and to whom they should report. We have several persons who serve the public. The Disbursement Clerk and Utility Billing Supervisor are under the Finance Director. The Deputy Clerk is more of an administrative function and would have general administrative functions similar to what the other positions have. Along with this the person would also have assigned to them the duties of the Deputy Clerk. Staff would report to the Administrator except when it comes to the tasks assigned to the Deputy Clerk, in which case they would report to the Clerk. Attorney Stiff informed the Council that the Deputy Clerk only has certain tasks that fall under this title. The Deputy should come from existing staff and are appointed by the Clerk for the additional duties. Alderwoman Gazal asked what was meant by she's not a full time Deputy Clerk? Attorney Stiff explained that the role of the Deputy is to fill in when the Clerk is not in the office. The duties are to do minutes, attend the meeting, sign the Clerk's name, and maintain the records. This is defined in the State Statutes.

Alderwoman Gazal questioned the election materials. Attorney Stiff explained that the election is not a statutory responsibility. The City can assign the Deputy additional duties such as customer service. The idea is that the person should be an Administrative employee of the City who answers to the Administrator when they are not doing the duties of the Clerk. The Administrator would not have authority over the duties relating to the statutory jobs assigned to the Deputy. This ordinance would still call for an appointment of someone who is qualified to be the Deputy from the existing staff and the duties would be placed upon them. The duties can only be taken away by the Mayor through the municipal code of the City. According to the ordinance, the Deputy would report to the Clerk while doing "clerk" duties and would report to the Administrator for the remainder of the work that is assigned by them or the Council. If the Deputy is removed from the duties of Deputy Clerk, they would then revert back to the position of Administrative Assistant. Alderperson Oberlin is confused as to why this is a problem now. She had never seen the previous deputy clerk sitting around doing nothing. Why does the staff in the Treasurer's Office answer to the Finance Director. Why would the Clerk's Staff not continue to answer to the Clerk. Alderwoman Gazal said that when this was brought up in November, the conversation was for the Administrator to manage the staff. Attorney Stiff explained that it was his understanding that the Council wanted to bring the entire Clerk's staff under the Administrator. He explained that the Administrator cannot tell the Clerk or Deputy how to do the four statutory duties that she fulfills. He explained that any employee can be designated as the Deputy. They would continue in their job capacity but will also be responsible for the four statutory duties.

Alderwoman Gazal said that the current employee was sworn in as the Deputy and would continue the work that the former Deputy did. How can you now call the person an Administrator when we have someone in that role. Alderperson Oberlin agreed.

Alderman Albert thought that we could have defined the role of Deputy wrong for a number of years. A small portion of their daily tasks were Deputy duties, and the remainder was their regular job. Attorney Stiff explained the person would be hired as an Administrative Assistant and also serve as the Deputy. Alderman Cipiti asked if we are taking two positions and combining them into one. Administrator Marino explained that the current Deputy was a part-time employee. Alderman Cipiti asked if we are going to fill the part-time vacancy. It was undecided at this time as the Administrator is still trying to define the current staff's roles and responsibilities. Alderwoman Gazal said that with us potentially going to monthly billing are we going to hire additional staff to work between the Water Department and Clerk's Office. Alderwoman Gazal asked if the Deputy is still going to work the front counter. Administrator Marino explained that this would be a part of the administrative duties. She asked what is going to happen when you have staff on vacation. Who is going to help cover the office. The Deputy would continue

to function in the current position by answering phones, customer service and the various tasks that have been done in the past. Alderwoman Gazal said that this is very confusing and feels that things should remain the same with the Administrator overseeing the staff. We also have to be careful when you have a non-union employee doing a union position. Attorney Stiff gave an example of how the Deputy answers to the Administrator and when she answers to the Clerk. If the Clerk were to ask the Deputy to attend a Council meeting on her behalf and the Administrator said no, I have something I want you to do instead, the Deputy would be bound by the rules as stipulated in the Statutes and would attend the meeting in the Clerk's absence. Treasurer Conklin commented that the Deputy getting hired from the current staff is something new. It was. The Deputy is not a stand alone position. You could not hire someone outside of the current staff as a 40 hour per week employee. Members of the Council disagreed. Treasurer Conklin said that if you have a staff member whom you appoint the Deputy, fire them because they are not fulfilling the Administration part of the position, you have also fired the Deputy Clerk. Alderman Cipiti asked if we are hiring a Deputy or assigning the responsibility. Alderperson Oberlin said that we have always hired a Deputy Clerk outside of the staff. Administrator Marino explained that he was the Deputy Clerk when he was in a previous position and explained what he did. If you hire someone in the Deputy position, the only thing they would do is what pertains to that position. Alderperson Oberlin said that the former Clerk was always doing duties and foresees the current one doing the same. The current Clerk was elected and appointed a Deputy who was given that job title. They are going to do the same duties as the previous Deputy did. She does not agree with what is being discussed and the proposed changes. Treasurer Conklin said that he could see the staff reporting to the Clerk, who in turn would report to the Administrator. The same as the Treasurers Staff. Alderman Vershay said that the Deputy was appointed to the Clerk's Office and if you start moving her around in other positions, you could get in trouble with the union. Also, why change something that has run smoothly in the past. Administrator Marino explained that he is trying to bring closure to something that was started prior to his joining the city. He needs to know who this person is going to report to. Alderperson Oberlin said that the Treasurer said it the best. Alderman Jefferson stated that we should have discussed this at a previous time instead of waiting until now to change the duties. Also would we be setting ourselves up for problems having an Administrative Assistant doing union work. We should know what the responsibilities are before we put a person into a position. This isn't fair to the person who was appointed and doesn't feel we should make changes at this time. Treasurer Conklin said that the previous Deputy managed the Clerk's Office in the Clerk's absence. The Administrator would collaborate with the Deputy on the management of the non-deputy duties. Alderman Albert said that he took it that the Administrator would manage the office since he is here during the week. Alderman Cipiti asked how can you define Deputy duties and non-deputy duties. Would there be a specific day that would be for Deputy duties and the remainder non-deputy duties. Who would be involved with discipline etc. Alderman Jefferson asked if there was a list of duties that are assigned union employees and non-union employees. Discussion followed on the duties of the office. Alderman Dyke asked if the previous Deputy were still here, would we be having this conversation. Also, if you have a Deputy Clerk and another person does the duties of the position on another day, would they get the higher amount of pay. Attorney Stiff explained that if the Council is concerned that we can only appoint a Deputy from the existing staff, it can be changed to anyone who is reputable. He read section 2.20.020, duties. Would the Deputy report to the Administrator for non-statutory duties and the Clerk for Statutory duties. Discussion followed on what is contained in the ordinance and when the changes were written. Alderman Albert asked if we could do an informal vote on just this portion of the ordinance. Lengthy discussion followed on the job title and specifics of the position. The current Deputy is doing the

same jobs that the past Deputy did. Members of the Council did not object to the Deputy reporting to the Administrator for the non-Deputy duties. There was an objection to how the Deputy is hired and how the position is terminated. Clerk Vershay-Hall went over the duties that are assigned to the Deputy besides the four that are designated per Statutes, such as legal notices, election filing etc. Also, we are short a part-time employee in the office. Alderman Albert would just like to see someone oversee the offices who is here on a daily basis. We have already had one 30 plus year employee retire and have another 30 plus year employee who is scheduled to retire. That is a lot of knowledge to lose. Alderwoman Gazal asked if the Administrator asks the Deputy for help, can they do it. They can and do. She explained that in the past, the staff was not allowed to help out the Administrator without the permission of the previous Clerk. Discussion followed on who should report to the Administrator who is here on a daily basis. Clerk Vershay-Hall explained that we work together as a team. The staff knows what they need to do. When the Clerk is not at her regular job she comes in and works with the staff. They do not need some one to babysit them. Alderman Cipiti feels that it would be more efficient if all of the offices report to the Administrator. Clerk Vershay-Hall explained that she is a hands on Clerk who works with the staff and is available via phone if a question or concern comes up. She has no problem with the Administrator coming to her office for help. Attorney Stiff explained that the ordinance for the Administrator states that he is responsible for all city offices. What has been in practice in past years has been different. Alderperson would like to know where the wordage for the hiring and firing of personal came from as it was not discussed in the past. Discussion followed on the wording and the discussion from a previous work session. Attorney Stiff again read section 2.20.020 pertaining to duties. Attorney Stiff suggested that we sit down wit the Clerk, and Administrator and put together a list of all the duties that are assigned to the Deputy in the Clerk's Office. We can also do a list of duties that would pertain to the Administrator. The Mayor said that as far as the proposed ordinance, the City Attorney was just following up on what was discussed in November. Alderman Albert is in agreement to remove the hiring and firing language.

Mayor Soliman asked for an informal vote Deputy Clerk Position and Clerk's Office Staff Oversight. Aldermen Dyke, Vershay and Jefferson abstained. The remaining 5 Council members want to see the changes made as discussed prior to final approval. Alderwoman Gazal would like to have a work session on personnel and what our goals are for the future. We currently have another longtime employee retiring in the future and have had discussion on going with monthly billing for water bills. We need to be prepared if and when that time comes.

Mayor Soliman announced that there is a need for an executive session on 5 ILCS personnel (5 ILCS 120/2(c)(1)).

(#1) Motion by Alderperson Oberlin, seconded by Alderman Cipiti, to go into an executive session on 5 ILCS personnel (5 ILCS 120/2(c)(1)).

On roll call, the vote was:

AYES: Ald. Albert, Kubal, Dyke, Vershay, Gazal, Oberlin, Jefferson, Cipiti.

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.

The executive session began at 9:57 p.m.

(#2) Motion by Oberlin and seconded by Albert to go back to regular session @10:52p.

On roll call, the vote was:

AYES: Ald. Kubal, Dyke, Vershay, Gazal, Jefferson, Oberlin, Cipiti, Albert.

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.

The meeting was reconvened at 10:53 p.m.

PUBLIC COMMENTS:

There were no public comments.

MAYORS UPDATES:

Mayor Soliman announced that the City had scheduled a mobile Secretary of State event at the new City Center. Due to the delay in opening the facility we will be moving the event until August 13, 2022 between 10:00 a.m. and 2:00 p.m. Alderman Albert asked if we could present this as a co-hosted event with the City. The Mayor would look into it. Mayor Soliman announced that there was a request for a liquor license for 2222 Plainfield Road which is the Old Pueblo Grocery Store. They are requesting a package liquor license. The owner will be in attendance at the March 14, 2022 work session. The Council would need to create a license. Alderwoman Gazal asked that the Council get information on the businesses so that we know who is in the City.

COMMITTEE/LIAISON UPDATES: There were no committee updates.

CITY ADMINISTRATOR UPDATES:

Administrator Marino informed the Council that per the State, the mask mandate was lifted as of today. City staff was notified. Administrator Marino asked Council if the information he sends out is sufficient. It was. In regard to the Granicus Software for Council packets we are thinking of switching to another software provider which is Municode. The City Clerk and staff members viewed the software and were in favor of it. Alderperson Oberlin asked if the tablets would work with this software, and they would. Administrator Marino explained that starting with the next packet, we are going to begin emailing the information to the Council. At this time we will continue to have the hard copies delivered. Alderman Albert asked if we could remove the tape and markings on the lobby floor and the stanchions in front of the Building and Clerk's Office. Alderwoman Gazal informed the Council that the food pantry that was scheduled for this weekend may be rescheduled due to impending bad weather. Alderman Vershay informed the Council that we recently had two more residents turn 100 and flowers were delivered to them.

The meeting was adjourned at 11:02 p.m.

Approved this 7 day of MARCH, 2022
As presented _____
As amended _____


CHRISTINE VERSHAY-HALL, CITY CLERK


RAYMOND R. SOLIMAN, MAYOR