

MINUTES OF THE WORK SESSION  
CITY COUNCIL OF CREST HILL  
WILL COUNTY, ILLINOIS  
March 25, 2019

The March 25, 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 Marco Coladipietro, Alderman Nate Albert, Alderman Tom Inman.

Also present were: City Administrator Heather McGuire, Assistant City Administrator/HR Director Megan Fulara, Police Chief Ed Clark, Economic Development and Zoning Manager Scott McMaster, Director of Water/Wastewater Mark Siefert, Public Works Director Tom Migatz, Director of City Services Greg Koch, Finance Supervisor Ashli Motyka.

**TOPIC: 2019 Sanitary Manhole Contract Award**

Mayor Soliman presented the 2019 Sanitary Manhole Contract Award per the memo dated March 20, 2019. Director of Water/Wastewater Mark Siefert presented the bid tabulation for the Manhole Lining Project. RMS Utility Services/Midwest Water Group submitted the lowest bid in the amount of \$339,222.00. This is a continuation of last year's manhole project. Alderman Albert asked for background information on the company. Director Siefert explained that we have dealt with this company in the past and had no complaints with their work. RMS also came in 14% under the engineers estimate for this project. Alderman Vershay asked where the majority of the work would be done. Director Siefert went over the various manhole locations.

Mayor Soliman asked for an informal vote on the 2019 Sanitary Manhole Contract Award. All members present were in agreement.

**TOPIC: Pasadena Avenue Watermain Contract Award**

Mayor Soliman presented a request for the Pasadena Watermain Replacement Contract Award per the memo dated March 20, 2019. Director Siefert presented the bid tabulation for the Watermain Replacement project. PT Ferro Construction Co. submitted the lowest bid in the amount of \$1,365,328.33. Part of this project also includes the water mains for the proposed Public Works site. The cost for that portion of the project would be \$261,369.63. Director Siefert explained where the main would be replaced. Administrator McGuire explained that these projects were combined to save on costs. Director Siefert explained that the road will be replaced, there will be storm sewer improvements, new inlets and new hydrants.

Mayor Soliman asked for an informal vote on the Pasadena Avenue Watermain Contract Award. All members present were in agreement.

**TOPIC: CBBEL Proposal for Professional Construction Engineering Services Pasadena Avenue Watermain.**

Mayor Soliman presented a request for the approval of the CBBEL Proposal for Professional Construction Engineering Services per the memo dated March 20, 2019.

Director Siefert presented a request to contract with Christopher B. Burke Engineering LTD, (CBBEL) for engineering services during the Pasadena project in the amount of \$115,580.00 for 600 hours of work. Director Siefert went over the breakdown of the cost.

Mayor Soliman asked for an informal vote on the CBBEL proposal for Professional Construction Engineering Services Pasadena Avenue Watermain. All members present were in agreement.

**TOPIC: Budget Work Session #2-Annual Operating Budget**

Mayor Soliman presented the Budget Work Session #2. Administrator McGuire informed the Council that we would have discussion on the general fund, water and sewer, and Police Department presentation. The Public Works will be discussed at the next budget work session. Administrator McGuire went over the general fund summary and total budget. Finance Supervisor Ashli Motyka went over the projected revenue for the annual operating budget. Administrator McGuire gave a brief presentation on the sales tax. Alderman Albert questioned the telecommunication fee. Administrator McGuire explained that we have seen a decrease due to the reduction in land line phone service.

Economic Development and Zoning Manager Scott McMaster presented the Building Department budget and revenue. Alderwoman Oberlin questioned the weed cutting receipts. Manager McMaster explained that we have two inspectors going out looking at the properties. Discussion followed on the billing and eventual lien on the property if left unpaid. Alderman Coladipietro questioned the increase in the clerical. Administrator McGuire explained that Manager McMaster's salary was moved to clerical. Supervisor Motyka explained that all administrative staff is under clerical and the laborers are under regular salaries.

Administrator McGuire presented the Officials budget. She went over the two changes which are in the legal services for Civil Service and the Crest Hill Cable TV expenses. Discussion followed on some of the issues that are occurring with the cable broadcasts. Administrator McGuire explained that Mr. Romero will be in attendance at the next work session to go over some of the issues.

Administrator McGuire presented the Police Department five-year plan. Police Chief Ed Clark gave a presentation on the Police Department five-year plan which includes zones and boundaries, staffing, assignment and duties of the Crime Prevention Officer, assignment of a third Investigator, technology, vehicles and facility needs. Discussion followed on the number of officers we would like on staff, community alerts, Citizens Police Academy, the Taser system and changes to the current technology. Alderman Albert asked how many officers we anticipate retiring in the next five year. Chief Clark thought roughly five. Alderwoman Oberlin asked, when the Public Works moves to the new building, can the Police Department utilize their old space. Discussion followed. Administrator McGuire explained that we could see an increase in the Police fines. Alderman Albert asked if the DUI's are included. These are in a separate account.

Chief Clark presented the Police Department budget. Discussion followed on overtime, outside services, Police training, clothing allowances and material and supplies.

Administrator McGuire presented the Street Department budget. The Public Works five-year plan will be presented at the next work session. Public Works Director Tom Migatz

went over contractual services, utilities, equipment rental, and miscellaneous expenses. Discussion followed on the potential moving of a traffic signal on Weber Road. Director Migatz went over the bids that will be accepted for the landscaping of the City sign on Theodore and Plainfield Road.

Administrator McGuire presented the Administration budget. Discussion followed on legal services, economic development, and miscellaneous expenses. Alderwoman Oberlin questioned NJN Consulting. Administrator McGuire explained that this company has been involved with the West Plant, new well site and financing of the existing building.

Administrator McGuire presented the Clerk's budget. City Clerk Vicki Hackney went over the contractual services and miscellaneous expenses. She explained that the scanning project was taken out of the budget. We are currently working on getting the old documents ready for shredding. Alderman Coladipietro questioned the increase in health insurance. Administrator McGuire went over the health insurance.

Administrator McGuire presented the Treasurer budget. Supervisor Motyka went over the contractual services and transfers to other funds (capital). The capital plan will be discussed in detail at the next work session. Discussion followed on the Police interceptors and the changes being made. Discussion followed on where the surplus funds would be directed to. Alderman Coladipietro questioned the fee for NJN Consulting. The fee is split between the various departments. Supervisor Motyka went over the salary sheets. Discussion followed.

Administrator McGuire presented the water and sewer budget. Administrator McGuire went over the fund summary, the BAB grant, and customer meter sales. She explained the surplus and the proposed uses for it. Supervisor Motyka went over the projected revenue for the account.

Administrator McGuire presented the water budget. Director Migatz went over the contractual services, legal services, utilities building and office, wells, maintenance and repairs, material and supplies, contractual lab and equipment rental. Director Migatz explained that some of these expenses are shared between three accounts. Alderman Albert questioned the painting of the fire hydrants. Director Siefert explained that they will all be the same color. Administrator McGuire explained that we are looking into a program that will provide a more durable coating on the fire hydrants. Director Siefert explained the process.

Director Migatz presented the sewer budget. He went over the technology and enhancement (computers), contractual services, and engineering services.

Director Migatz presented the STP budget. he went over the technology and enhancement (computer), contractual services, watershed groups engineering services, utilities, building and offices, power purchase, main repair west plant, main repair east plant, and waste removal. Alderman Coladipietro questioned the employee insurance. Discussion followed.

Administrator McGuire presented the water/sewer administration budget. Supervisor Motyka went over the contractual services, permanent trans debt services, permanent trans capital/WS, printing and publications, insurance and bonding and meters. Alderman Albert questioned a former Plan Commission member's name still being in the records. This would be removed. Also, the name of the Chairman needs to be updated.

Administrator McGuire informed the Council that once the budget is passed, City salaries will be posted on the website.

**TOPIC: PMA IPRIME Financial Platform**

Mayor Soliman presented the PMA IPRIME Financial Platform per the memo dated March 25, 2019. Treasurer Conklin informed the Council that PMA has converted to a new investment platform utilizing IPRIME. This is a money market fund and would be your liquid investment vehicle instead of the SDA that is currently in use. The rate on the IPRIME is 2.55% which is an increase from the current SDA rate of 2.3%. Discussion followed on the rates.

**PUBLIC COMMENTS:** There were no public comments.

**MAYORS UPDATES:** Mayor Soliman had no updates for the Council.

**COMMITTEE/LIAISON UPDATES:** There were Committee/Liaison updates.

**CITY ADMINISTRATOR UPDATES:** Administrator McGuire informed the Council that we will be swearing in two new officers on March 27, 2019 at 8:30 a.m. We also have a posting for summer help/temporary laborer.

Administrator McGuire informed the Council that in the past the 150 Laborers have worked from 7:00 a.m. to 3:30 p.m. They don't take a lunch and leave at 3:00 p.m. The employees will now be required to work until 3:30 p.m. and take their breaks accordingly. Discussion followed.

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

(#1) Motion by Alderwoman Oberlin, seconded by Alderman Inman, to go into an executive session on land acquisition (5 ILCS 120/2(c)(5) and personnel (5 ILCS 120/2(c)(1)).

On roll call, the vote was:

AYES: Dyke, Vershay, Gazal Sklare, Oberlin, Coladipietro, Albert, Inman.

NAYES: None.

ABSENT: None.

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

The executive session began at 8:47 p.m.

The meeting was reconvened at 8:53 p.m.

The meeting was adjourned at 8:54 p.m.

Approved this 1st day of April, 2019

As presented ✓

As amended \_\_\_\_\_

  
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VICKI L. HACKNEY, CITY CLERK

  
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RAYMOND R. SOLIMAN, MAYOR