

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
April 8, 2019

The April 8, 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, Economic Development and Zoning Manager Scott McMaster, Director of Water/Wastewater Mark Siefert, Public Works Director Tom Migatz, Finance Supervisor Ashli Motyka.

TOPIC: Budget Work Session #3-Capital

Mayor Soliman presented the Budget Work Session #3-Capital for discussion. Administrator McGuire announced that this work session will include a presentation on the five-year Public Works plan. Ron Romero gave a presentation on the upgrades and equipment that need to be purchased for the City Hall cable system upgrade. The upgrade is necessary due to some issues that we have been experiencing with the broadcasts. The equipment we purchase can be moved to the new facility when the time comes. Discussion followed on the ability to broadcast in HD. Alderman Coladipietro questioned the two quotes. Mr. Romero explained that one quote is for the server and the second quote is for the remainder of the equipment. He explained how the equipment works in relationship to the live broadcast, YouTube and the website. Alderman Albert asked if any of the equipment can be surplus. Mr. Romero thought that it could. We have donated equipment in the past to Richland School. Alderwoman Oberlin asked how much of the funds allotted for cable was used this year. Administrator McGuire said we have roughly \$17,000.00 left in the budget. Discussion followed on much is needed to purchase the equipment.

Mayor Soliman asked for an informal vote on the Cable Department Budget. All members present were in agreement.

Administrator McGuire presented the non-home rule sales tax budget. There is no capital outlay from this account because we need to build up these funds to budget for a potential new City facility. She went over the funds that are currently being distributed.

Administrator McGuire went over the Public Works Facility budget and expenditures for the future Police Facility.

Finance Supervisor Ashli Motyka went over the capital replacement purchases. The first item is the replacement of three squad cars. We were able to extend these to a five-year replacement plan due to negotiations between Ford and Brian Semplinski, the City Mechanic. She went over the cost to purchase the new hybrid vehicles and the equipment to outfit them.

Supervisor Motyka presented the computer and technology replacement program. Administrator McGuire explained that part of this budget would include a new phone system for the proposed Public Works Facility. Supervisor Motyka went over the software upgrades for the coming year. Anthony representing Virtek gave a presentation on the software upgrade program, the server upgrade, user fees, and Office 365 system. Administrator McGuire explained that Microsoft is encouraging clients to go with the new system. Alderwoman Oberlin asked if there are any disadvantages to this system. Anthony did not see a problem. He explained how the cloud system works. Alderman Coladipietro asked what the cost savings would be with the new system. Discussion followed.

Mayor Soliman asked for an informal vote on the upgrade to Office 365. All members present were in agreement.

Supervisor Motyka went over the Replacement Program Capital Projects. This was discussed in depth at a prior work session.

Supervisor Motyka presented the Water/Sewer Capital Projects. Administrator McGuire asked that we go over the five-year plan for Public Works. Director Migatz went over the equipment that was purchased through the capital replacement program. There are several items that he would like to purchase such as a gravel box, front end loader, asphalt tarp, and portable sewage pumps. Alderwoman Oberlin asked why there are sections of the roadways that do not have curb and gutter. Administrator McGuire explained that the majority of these streets are along undeveloped properties. Once they are developed the curb and gutter would be put in. Alderman Vershay asked how often an end loader would be used. Director Migatz went over the various uses he sees for it in the future. Director Migatz went over the Water System Capital Plan. Director Migatz went over the 8-year Watermain Replacement forecast for 2019 to 2027. Discussion followed on the 2019/2020 MFT Budget which includes the salt storage/brine facility, salt purchase, de-icing solution, day labor (snow emergency), 50/50 concrete program, retro-reflectivity sign program, sidewalk repair, replacement & installation and maintenance engineering. Director Migatz went over the Capital Project Forecast from 2019 to 2024. Director Migatz presented the Water/Sewer Capital Projects and the programs that are included in it. Administrator McGuire explained that we will be having an in depth discussion on the improvements that are needed to the west plant in the near future. Alderman Coladipietro questioned the proposed new well. Director Siefert went over the background of the project. Administrator McGuire explained that we would like to approve the budget at the first meeting in May.

TOPIC: Entryway Sign Landscaping

Mayor Soliman presented the Entryway Sign Landscaping request per the memo dated April 4, 2019. Director Migatz went over various designs and the bids that were received. He would like to begin the project on May 1 and have it completed by May 15. This will leave time for the final cleanup of the City property prior to the Memorial Day ceremony. Alderwoman Oberlin would like to see a more detailed landscape plan. Mayor Soliman said that there are several entryway signs in the City that could be improved. The original sign was removed at the corner and replaced with a wooden sign. It needs some landscaping around it. The improvement of the various signs were included in the five-year plan. Alderwoman Gazal liked plan "C", but not the roses. Discussion followed on the design plan. Administrator McGuire explained that we chose plants that do not need a lot of maintenance. Alderman Coladipietro was concerned over the cost and the future of the City Building. Administrator McGuire explained that this

could be dedicated as a sign easement if the property is ever sold. Discussion followed on option "B" that was presented to the bidders. Alderwoman Oberlin asked how are we going to incorporate the service club signs. Director Migatz said that we can incorporate this into the design. Alderman Dyke is concerned that in years down the road if we change the sign, this landscaping will no longer be compatible with a future design.

Mayor Soliman asked for an informal vote on The Fields bid for the Entry Sign Landscaping Design "A". The majority of the members present were in agreement with the exception of Alderman Dyke, Vershay and Coladipietro.

Director Migatz informed the Council that we have been notified by CN Railroad that they plan more work at the Gaylord Road crossing. They anticipate a detour from May 14, 2019 through May 17, 2019. Director Migatz informed the Council that we are looking into restructuring our street sweeping program. A truck will be kept in the area where the street sweeper is working so that we don't have to travel to the old city hall property every time we need to dump the debris. Alderman Coladipietro asked if we can contact someone to take care of the pole that is lying on the ground by Unix Auto. It still has power going to it and is shining at cars going down Plainfield Road.

Administrator McGuire asked to go into an executive session on (5 ILCS 120/2(c)(6) the sale of property.

(#1) Motion by Alderwoman Oberlin, seconded by Alderman Coladipietro, to go into an executive session on (5 ILCS 120/2(c)(6) the sale of property.

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

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

Executive session 8:17 p.m.

Return from executive session at 8:35 p.m.

TOPIC: Public Works Bid Update

Mayor Soliman presented the Public Works Bid Update. Administrator McGuire gave the Council an update on the Civil and Assembly side of the project. We received one bid on the assembly portion of the project from Tri State Enterprises. There were five bids on the civil side. Two bids came in for the full project. The remainder was split between the various line items. Discussion followed. The bids that we received are under budget. The mechanical, electrical, plumbing and concrete work were advertised for bids and are due on April 25, 2019 by 4:00 p.m. The bids will be opened on April 26, 2019 starting at 9:30 a.m. These bid results will be discussed at the first work session in May.

Mayor Soliman asked for an informal vote on the Public Works Bid Update. All members present were in agreement.

TOPIC: Public Relations Proposals

Mayor Soliman presented the Public Relations Proposals per the memo dated April 8, 2019. Economic Development and Zoning Manager Scott McMaster went over the proposals that were presented to the City. City Staff met with the three company's and

feel that Serafin and Associated would provide the best value to the City. Administrator McGuire went over the background of the request. We can invite the company's to a work session to give a presentation to the Council. We have roughly 400 acres of undeveloped land in the City that could be marketed. These companies could provide us with a nationwide marketing of the City. Discussion followed on the proposals. Alderman Coladipietro was in favor of the marketing of the City. Alderman Inman was in agreement. Alderman Dyke has seen some of their work and was impressed. Alderwoman Oberlin questioned the cost and the amount of input the Council would have. Administrator McGuire explained that they keep the City informed during the process. Discussion followed. Alderwoman Oberlin wants to be assured that the Council is kept informed of any possible changes that may take place. Administrator McGuire explained that this process will be similar to how the comprehensive plan was done. The Mayor asked if the Council would like Serafin and Associates to come to a work session to do a presentation. The Council would. Alderman Albert asked if we can reach out to the other municipalities they have worked with to get an opinion of their work. Administrator McGuire explained that we have gotten favorable input from Mr. Narducci and Christopher B Burke Engineering.

Mayor Soliman asked for an informal vote on requesting Serafin and Associates to attend an upcoming work session. All members present were in agreement.

PUBLIC COMMENTS: There were no public comments.

MAYORS UPDATES: Mayor Soliman announced that we are in receipt of a letter indicating the City has received GFOA Award for the 4th year in a row.

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

CITY ADMINISTRATOR UPDATES: Administrator McGuire informed the Council that we received the final order from Judge Anderson in regards to Richland School and the TIF District.

Administrator McGuire informed the Council that we have had discussion with the property owner on Gaylord Road. This will be on the agenda for the next meeting. The owner is looking for a May 1st closing date.

Alderman Albert announced that there are a few businesses in the City that are trying to resurrect the Crest Hill Chamber. There will be a meeting on April 24, 2019 at 11:30 a.m. at Firewater. The cost is \$15.00.

Mayor Soliman announced that there is a need for an executive session on 5 ILCS 120/2(c)(11) litigation, sale of land (5 ILCS 120/2(c)(6) and personnel (5 ILCS 120/2(c)(1)).

(#2) Motion by Alderwoman Oberlin, seconded by Alderman Inman, to go into an executive session on 5 ILCS 120/2(c)(11) litigation, sale of land (5 ILCS 120/2(c)(6) and personnel (5 ILCS 120/2(c)(1)).

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

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

The executive session began at 9:02 p.m.


The meeting was reconvened at 9:32 p.m.

The meeting was adjourned at 9:33 p.m.

Approved this 15th day of April, 2019

As presented ✓

As amended _____



VICKI L. HACKNEY, CITY CLERK



RAYMOND R. SOLIMAN, MAYOR