

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
April 29, 2019

The April 29, 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 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.

Absent were: Alderwoman Barbara Sklare, Police Chief Ed Clark, Director of Water/Wastewater Mark Siefert, Public Works Director Tom Migatz, Director of City Services Greg Koch, Finance Supervisor Ashli Motyka.

TOPIC: Serafin & Associates, Inc. Proposal

City Administrator Heather McGuire presented a request for the Serafin Public Relations and Marketing Presentation per the memo dated April 29, 2019. Economic and Development Manager McMaster went over the background of the proposal. Scott Burnham, David Just and Colleen Dudgeon representing Serafin and Associates gave a presentation on their individual backgrounds. Mr. Just gave a presentation on the branding image that would be put together for the City. Ms. Dudgeon gave a presentation on the four phases, which are research, branding, marketing and the development plan of execution and their time frame. Mr. Burnham gave a slide presentation on the profiles that they have created for other communities. He gave a brief presentation on the profiles they created for the Village of Rosemont and the Village of Countryside. Discussion followed on the updated logos and campaigns that they have developed. Alderwoman Oberlin asked when they started working with Countryside. It was 2004 and it was a five year contract. Mayor Soliman asked for comments and questions from the Council. Alderwoman Oberlin asked what they felt they could bring to the City. Discussion followed. Alderwoman Gazal asked how often the Council would get a report. The company would communicate with the Council as often as they would like. They would present the Council with options to be discussed before they would move forward. Alderwoman Oberlin would like to see the Lidice monument showcased. She does not want any decisions made without the Council's input. Ms. Dudgeon explained that they would work with the City on all aspects of the program. The Mayor went over the positive points of the City and areas where we are lacking. Administrator McGuire suggested that the Council sit down on an individual basis with the representatives from Serafin and let them know what their expectations are. Discussion followed.

Mayor Soliman asked for an informal vote on Serafin & Associates, Inc. Proposal. All members present were in agreement.

TOPIC: 307 Caton Farm Road Easement

Mayor Soliman presented the 307 Caton Farm Road Easement. Administrator McGuire explained that in August of 2018 there was discussion on an easement agreement with Com-Ed stretching the entire length of Caton Farm Road to allow the various property owners to connect to our lines. Com-Ed requires a fee of \$400,000.00 for the easement and roughly \$100,000.00 for the engineering fees. If we do an agreement with each individual property owner the cost would be considerably less. We have one property owner that is currently interested in connecting to our lines. Alderwoman Oberlin asked if we would have to have a separate agreement with each property owner and we would. Discussion followed on Com-Ed's policy. Alderman Albert asked if we have had any other requests to tap on to our line and we have not. Alderman Vershay questioned putting in a trunk line. Administrator McGuire explained that was the original plan, but would cost over \$500,000.00.

Mayor Soliman asked for an informal vote on the 307 Caton Farm Road Easement. All members present were in agreement.

TOPIC: Public Works Building Update

Mayor Soliman presented the Public Works Building Bids per the paperwork dated April 29, 2019. Administrator McGuire informed the Council that the bids that we have received so far have come in under budget. Nick Narducci went over the bids that were received for the HVAC, electric, plumbing and concrete. He went over the list of items that we still need to seek bids on. Alderwoman Oberlin asked what the original cost estimate for this project was. Administrator McGuire explained that originally it was roughly \$2.5 million for a 20,000 square foot building. We are still in line with the cost per square foot, but the size of the building has increased. Mr. Narducci addressed ways that we can save additional funds on this project. Administrator McGuire explained that we are in the process of finalizing the contracts for Council approval. Discussion followed on the cost and square footage of the project. Mayor Soliman commended the City Staff for their hard work on this project. Administrator McGuire is looking for approval to move ahead with waiving of the bidding process for the steel portion of the building with Butler Buildings.

Mayor Soliman asked for an informal vote on the Public Works Building Update. All members present were in agreement. Alderwoman Oberlin commended the Council for their efforts on this project. Administrator McGuire reminded the Council that if they have any questions, they are always welcome to contact her.

TOPIC: City Hall/Police Station Concept Plan

Mayor Soliman presented the City Hall/Police Station Concept Plan. Administrator McGuire presented the report that has been compiled by City staff in regards to a concept plan for the new Police Department and City Hall. The proposed site for the facility would be on Weber Road. Administrator McGuire went over the current issues we have with the existing building. Nick Narducci gave a presentation on the project. He thanked the City Staff for their work on this project. Mr. Narducci would like to have the design done by November or December and bid it out by the end of the year. That would allow us to have the bond issue at the beginning of next year. Mr. Narducci went over the process and the site plan. Administrator McGuire explained that a number of staff members toured other municipalities to see how other City's layouts function. Because of the size of the new property, we will be able to do a layout that will benefit the residents and staff. Alderwoman Oberlin questioned the space for a cable room. Administrator McGuire explained that the majority of the Municipalities have their cable

set up in conjunction with their cable rooms. Discussion followed on the layout of the proposed Council Chambers. Mr. Narducci explained that the Council would have the input into what the Chambers and lobby would look like. Administrator McGuire explained that she has photos of the other Municipal facilities that she would share with the Council. Alderwoman Oberlin asked if the Park District is going to be a part of the space. Administrator McGuire explained that we would incorporate them into the design and possibly charge a lease fee or a contribution from them. Alderwoman Oberlin likes the property layout where the Memorial Garden is featured at the corner. Administrator McGuire agreed. Discussion followed on a community center and future activities. Clerk Hackney feels that the most important thing is to separate the Police Department from the regular offices. There have been many instances of altercations in the lobby and her concern is the safety of the residents and staff. Mr. Narducci explained that we are looking at a building that will be roughly 12,000 square foot with a cost estimate of \$2,415,000.00. Mr. Narducci also recommends a full basement in the building for future growth. Discussion followed on the various sites that were visited. Alderman Albert asked if we were able to get numbers on square footage for other Municipalities. Administrator McGuire explained that we were not able view plans or get the square footage for the facilities. Clerk Hackney would like to see a private office added to the Clerk's area. This would be beneficial when the Deputy Clerk is transcribing executive session minutes.

Mr. Narducci then presented the proposed plans for the Police Department. This facility will require more furnishing and technology than the City Hall. The building would be broken down into three areas. The public area, the booking area and the office area. Mr. Narducci went over the proposed layout of the facility. The Department of Corrections governs how the holding cells and secure facilities are built. Administrator McGuire explained that we will need to have stamped architectural plans drawn up. The City has been working with United Architects on the Public Works facility and would like to continue with them. The first phase would be a space needs analysis.

Mayor Soliman asked for an informal vote on City Hall/Police Station Concept Plan (United Architects space needs analysis). All members present were in agreement.

TOPIC: Commissioner Re-Appointment Recommendations

Mayor Soliman presented a request for Commission Re-appointments per the memo dated April 24, 2019. He would like to re-appoint Russell Jones to a two-year term on the Police Pension Board to expire May 1, 2021. This will be Mr. Jones fourth appointment. Mayor Soliman would like to re-appoint Frank Blaskey to the Civil Service Commission to a three-year term to expire on May 1, 2022. Mayor Soliman would like to re-appoint Linda Strysik to the Plan Commission for a three-year term to expire on May 1, 2022. This will be Ms. Strysiks fourth three-year term. Mayor would like to re-appoint John Stanton to the Plan Commission for a three-year term to expire on May 1, 2022. This will be Mr. Stanton's fourth three-year term. The re-appointments will take place at the May 6, 2019 City Council meeting.

Mayor Soliman asked for an informal vote on the Commission Re-Appointment Recommendations. All members present were in agreement.

TOPIC: City Engineer

Mayor Soliman presented a request for a City Engineer per the memo dated April 26, 2019. Administrator McGuire informed the Council that we have had discussion in the past regarding a City Engineer. She went over the funds that have been spent for the last

3 fiscal years on outside engineering firms. Administrator McGuire went over the duties that would be assigned to an in house engineer and how the City could possibly recoup funds to pay for this position. Assistant Administrator/HR Director Fulara went over the background and qualifications that we are looking for. Alderwoman Oberlin asked what the projected savings of having an in house engineer would be. Administrator McGuire said that we would save roughly \$250,000.00 per year. Discussion followed. Alderman Vershay asked if we are going to interview the candidate on our own. Administrator McGuire explained that we would do it in house rather than hire a company to do the interviewing.

Mayor Soliman asked for an informal vote on a City Engineer. All members present were in agreement.

PUBLIC COMMENTS: There were no public comments.

MAYORS UPDATES: Mayor Soliman informed the Council that he attended a TCC meeting today regarding the Caton Farm/Bruce Road Bridge. There was an informational meeting in March at Lockport High School. The City of Lockport has agreed to change the configuration to the Gougar Road option. They also agreed to fund a design study that would take roughly 18 months to complete. This project needs to go before the Will County Board for their approval of the changing of the alignment of the road. The members of the Bridge committee unanimously voted to change the alignment with the City of Lockport funding the design study. There are other studies that will have to be done before the project can begin.

Mayor Soliman informed the Council that he received a call from Tim Lake, the owner of Headventures on Rte. 30. The influx of cheap tobacco products from China has caused a reduction in sales at his business. He is seeking to change his business into a tattoo parlor. Mr. Lake recently opened a tattoo parlor in Frankfort and is doing a great business. Mayor Soliman informed Mr. Lake that tattoo parlors are only allowed in an M-1 zoning district. Mr. Lake asked if the City would consider changing the zoning for the strip mall where his business is currently located. The Mayor's concern is having an M-1 zoning mixed in with residential and regular B-3 businesses. Alderman Albert asked if we could do a special use for the property. Administrator McGuire explained that tattoo parlors are allowed as a special use in M-1 and as a permitted use in M-2. The members of the Council were not in favor of an M-1 spot zoning for this business.

Mayor Soliman presented a request from the Hookah Lounge on Renwick Road. There is someone interested in purchasing the business. Per a State law that was passed in 2008 a hookah type business has to be in a standalone building, not in a strip center. Administrator McGuire explained that the law went into effect to keep smoke from the establishment from going into the other businesses. Discussion followed. The Mayor informed the Council that as of July 1, 2019 the minimum age to purchase tobacco will be 21. Mayor Soliman explained that once the hookah lounge closes, it cannot be replaced with another one.

COMMITTEE/LIAISON UPDATES: None.

CITY ADMINISTRATOR UPDATES: Administrator McGuire informed the Council that as far as Serafin and Associates, we can have further discussion at a future work session or the Council can vote to hire them. Administrator McGuire informed the Council that the \$91,000.00 is the maximum expenditure allowable.

Mayor Soliman asked for an informal vote on Serafin and Associates. All members present were in agreement.

Administrator McGuire informed the Council that there is a memo dated April 26, 2019 regarding the Richland notice of appeal. She will update the Council when she has more information. Alderman Albert asked if we have had any open discussion with anyone from the school. Administrator McGuire said that we can discuss this after the meeting or at a future work session.

Clerk Hackney presented a block party request dated April 24, 2019 for Council review. This will be voted on at the May 6, 2019 Council meeting.

Clerk Hackney reminded the Council that the swearing in the of the newly elected Officials will take place on Monday May 6, 2019. Cake and punch will be served after the meeting.

The meeting was adjourned at 9:23 p.m.

Approved this 6th day of May, 2019
As presented ✓
As amended _____



VICKI L. HACKNEY, CITY CLERK



RAYMOND R. SOLIMAN, MAYOR