

MINUTES OF THE WORK SESSION  
CITY COUNCIL OF CREST HILL  
WILL COUNTY, ILLINOIS  
AUGUST 12, 2019

The August 12, 2019 City Council work session was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers of the City Building, 1610 Plainfield Road, Will County, Illinois.

The following Council members were present: Mayor Raymond Soliman, City Clerk Vicki Hackney, City Treasurer Glen Conklin, Alderman John Vershay, Alderman Scott Dyke, Alderwoman Barb Sklare, Alderwoman Claudia Gazal, Alderwoman Tina Oberlin, Alderman Marco Coladipietro, Alderman Nate Albert and Alderman Joe Kubal.

Also present were: City Administrator Heather McGuire, Assistant City Administrator/HR Director Megan Fulara, Finance Supervisor Ashli Motyka and Police Chief Ed Clark.

**TOPIC: C.H.P.D. Car Show-Entertainment License Waiver**

Mayor Soliman presented the first item for discussion which was the C.H.P.D. Car Show. The car show will be held on September 8<sup>th</sup>, from 1:00 p.m. until 5:00 p.m. at Richland Grade School for Special Olympics. They are seeking a waiver of the \$50.00 fee for the Liquor Entertainment License for this event. Mayor Soliman asked if anyone had a problem with waiving the fee for this event. All Council members present agreed to waive the fee. Mayor Soliman stated that this will be on the August 19, 2019 Council agenda.

**TOPIC: Utility Tax Increase**

Mayor Soliman presented the next item for discussion which was the utility tax increase. City Administrator Heather McGuire informed Council that they had some information in their packet from Finance Supervisor Ashli Motyka. Administrator McGuire stated that we are looking to increase the Crest Hill Electric Tax by 1.5%. Our current rate is a 3.5% rate. According to state statutes municipalities are allowed to assess up to 5% of a utility bill which will allow an additional 1.5% to be assessed. This additional 1.5% assessment would bring Crest Hill approximately \$223,628 estimating from most recent receipts. Crest Hill has not increased any taxes since the Non-Home Rule Sales Tax a number of years ago along with a 24% property tax rebate to all property owners. In addition, Crest Hill has eliminated the vehicle sticker tax further reducing resident tax burden. Crest Hill is in need of an additional revenue stream to support future capital projects and programs. The current revenue stream supports current operations and capital projects. However, looking down the road additional funds may be needed to complete the City Hall Police Department construction, storm water projects and road improvements. The average increase on a \$100.00 bill would be \$1.50. Finance Supervisor Ashli Motyka informed the Council that according to the most recent electric utility tax collections, Crest Hill has brought in \$425,281 at the current 3.5% rate. By approving the increase, Crest Hill would bring in \$648,909. This would be an increase of approximately \$223,000 of revenue. Administrator McGuire stated that we are currently looking for additional funding from the State gearing toward the Police

Department. Alderman Coladipietro asked that instead of increasing the utility tax could we look at terminating the property tax rebate checks. Administrator McGuire stated that this is an option Council could discuss. Alderman Albert inquired on the cost of the property tax rebate checks. Administrator McGuire stated that currently its mostly staff time at this point. Finance Supervisor Motyka explained the process of the staff time and said that the approximate cost for printing and conversion of the files runs around \$15,000. Alderwoman Sklare stated that she would be in favor of the \$1.50 increase. Alderwoman Gazal indicated that this increase is needed. Residents have told her to keep the property tax refunds. Further questions and discussion followed. Mayor Soliman stated that he feels the property tax rebate program should continue. Mayor Soliman asked for an informal vote to approve the utility tax increase. Alderman Dyke, Alderman Albert, Alderwoman Sklare, Alderwoman Gazal and Alderman Kubal voted yes. Alderman Coladipietro voted no. Alderman Vershay and Alderwoman Oberlin stated that they are unsure at this time. Administrator McGuire stated that this increase would be for both electric and gas. Mayor Soliman stated that this will be on the August 19, 2019 Council agenda.

Administrator McGuire stated that there was a need for an executive session on collective bargaining, 5 ILCS 120/2(c)(14) and on personnel, 5 ILCS 120/2(c)(1).

(#1) Motion by Alderwoman Oberlin, seconded by Alderwoman Gazal to go into an executive session on collective bargaining and personnel.

On roll call, the vote was:

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

NAYES: NONE

ABSENT: NONE

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

Executive Session: 7:26 p.m.

The meeting reconvened from executive session at 8:03 p.m.

**TOPIC: Property Tax Rebate Certification**

Mayor Soliman presented the next item for discussion which was the Property Tax Rebate Certification. Finance Supervisor Motyka informed council that it has been becoming an ongoing issue each year of outstanding property tax rebate checks. The current amount of outstanding checks is \$191,451.17. Supervisor Motyka stated that she talked to New Lenox to see how they handle this problem with outstanding checks. The City of New Lenox uses a property tax refund program form. Each resident would be required to complete a form annually in order to receive a property rebate check. Though the implementation of this program will require more staff time upfront, these changes should help minimize the amount of replacement checks and unclaimed funds for future years. Finance Motyka explained how this program will work and how we will notify the residents. Questions and discussion followed. Mayor Soliman asked for an informal vote to approve the property tax rebate certification form. All Council members present agreed to implement a property tax rebate certification form. Administrator McGuire stated that she would like this to be an agenda item

to increase the awareness of this form. Mayor Soliman stated that this will be on the August 19, 2019 agenda.

Finance Supervisor Ashli Motyka report was complete and was excused to leave the work session.

**TOPIC: Public Works Building Bid Award-Information Technology and Phone System**

Mayor Soliman presented the next item for discussion which was the Public Works Building Bid Award-Information and Phone System. Administrator McGuire informed Council that they had information in their packets for IT and Telephone Systems for the new Public Works facility. We are recommending the bid award to Techlife for the IT System in the amount of \$17,761.38. We are recommending Sound Incorporated for the Phone System in the amount of \$19,222.62. Alderman Oberlin asked if this phone system will be compatible to work well with all the departments. Administrator McGuire explained that everything will work well together but may need to do some upgrades in the future to make it all compatible. Mayor Soliman asked for an informal vote to approve the bid award to Techlife for the IT System in the amount of \$17,761.38. All Council members present agreed to award bid to Techlife. Mayor Soliman asked for an informal vote to approve the bid award to Sound Incorporated for the Phone System in the amount of \$19,222.62. All Council members present agreed to award the bid to Sound Incorporated. Mayor Soliman stated that both items will be on the August 19, 2019 agenda.

**MAYOR'S UPDATES:** Mayor Soliman informed Council that he gave them a copy of a letter he received from Railway Industrial Services. Railway Industrial Services has closed and about ninety people will lose their job due to the closing.

Mayor Soliman informed Council that he received a phone call the day after the Chamber Event was held at Siegel Farms about two weeks ago. Angelic Bartels, who represents the Illinois Variety of Children's Charities, asked if she could attend a future Council meeting for a Community Award for Paul and Sue Siegel. They would like to present this award to the Siegel's for their work and donation towards their charity. Angelic will be attending the September 3<sup>rd</sup> Council meeting to present the Siegel's this award.

Mayor Soliman informed Council that a representative will be present from The A's Club to do a business promotion at the August 19<sup>th</sup> Council meeting.

**COUNCIL COMMITTEE UPDATES:** There was nothing to report.

**CITY ADMINISTRATOR UPDATES:** City Administrator Heather McGuire informed Council that contractor, J. Russ, have been digging up items that were buried at the new Public Works site. Items such as concrete, tires, engine blocks and a few other items that were buried on the property. We knew that this was a possibility, but it has to be done to make it environmentally sound. This will add about \$175,000 on to the project. As they were digging, they also found a

large gas tank. The fire department and the EPA had to be called out. This caused a bit of a delay, but everything now is getting cleaned up and the project is continuing to proceed.

City Clerk Vicki Hackney informed Council that the Clerk's Office received a block party application requesting a block party on September 14<sup>th</sup>. This request will be on the August 19<sup>th</sup> Council agenda.

There being no further business, the meeting adjourned at 8:41 p.m.

Approved this 19<sup>th</sup> day of August, 2019

As presented: ✓

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

*Vicki L. Hackney*  
Vicki L. Hackney, City Clerk

*Raymond R. Soliman*  
Raymond R. Soliman, Mayor