



City Council Meeting Memo

Crest Hill, IL

Meeting Date:	December 15, 2025
Submitter:	Daniel Ritter, Community & Economic Development Director
Department:	Community Development
Agenda Item:	Approve a Resolution to Extend the Independent Contractor Agreement Consulting Service Agreement by and between the City of Crest Hill, Will County, IL, and Ronald Mentzer

Summary: Mr. Mentzer has provided Community and Economic Development consulting-related services to the City of Crest Hill on a part-time basis since September 2023 through an Employee Leasing Agreement the City Council approved. He has functioned in a variety of different capacities. During the recent transition between directors, Ron also filled in as Interim Director. Ron continues to have high value to the Community Development Department and the City of Crest Hill by managing large projects he has a specific background/history on (Seasons at Crest Hill, Quick Trip, Hendrickson, Fire Training Facility, etc.) However, his overall feedback and guidance continue to benefit the overall success and transition to the new permanent Director and City Planner.

Specifically, he assists in finding areas of existing code, processes, and policies that have consistently been a hindrance to development and staff time and are in need of immediate revision. Many of these go back several years and with his help, we are already starting to tackle some of those issues. Having worked for several years for Crest Hill, he has strong institutional knowledge, and with his background as a long-time former director, Mr. Metzner provides strong planning, zoning, and overall organizational guidance that assists the overall organization. Ron is a team player and always willing to work with other divisions, other departments, attend late meetings, or do what is necessary to assist the Director or City Administrator.

Extending his contract for both development project management and larger guidance/transition would be very valuable to the Department and City. Ron has worked 3 days (24 hours) a week, and this proposal would keep him at the current work schedule through the end of the fiscal year (April 30, 2025). Any extension or costs beyond this proposed extension will need to be part of the FY27 budget process.

Due to several staffing turnovers through the fiscal year and not using a previously approved consultant, the department has a current expected excess of \$147,355.72 in budgeted “personnel” funds (unused salaries, benefits, IMRF, etc. as of 12/5/25). Those available funds more than offset the projected cost of \$46,900 for the continuation of the contract and directly tied to the work that continues to get caught up on within the department. Additionally, I will note that while it isn’t a set amount able to be calculated ahead of time, some of his consultant costs are reimbursable by developers on larger projects, requiring a professional services reimbursement agreement.

Financial Impact/Analysis:

Funding Source: General Fund

Original Budgeted Amount: \$80,000

Current Billed (through 12/5/25): \$76,235.25

“Excess” FY26 Personnel Budget: \$147,355.72

Proposed Additional Cost: \$46,920

Recommended Council Action: Approve a Resolution to Extend the Independent Contractor Agreement Consulting Service Agreement by and between the City of Crest Hill, Will County, IL, and Ronald Mentzer