

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
April 10, 2023

The April 10, 2023 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 Christine Vershay-Hall, City Treasurer Glen Conklin, Alderman Scott Dyke, Alderman John Vershay, Alderwoman Claudia Gazal, Alderman Darrell Jefferson, Alderperson Tina Oberlin, Alderman Mark Cipiti, Alderman Nate Albert, Alderman Joe Kubal.

Also present were: Administrator Jim Marino, Director of Public Works Mark Siefert, City Attorney Mike Stiff, Finance Director Lisa Banovetz, City Engineer Ron Wiedeman, Police Chief Ed Clark.

Absent were: Interim Planner Maura Rigoni.

TOPIC: City Center Construction Update

City Administrator Jim Marino commented that Harbour Contractors should be done with construction in a couple of weeks. Shawn Thompson from Harbour gave a brief update on where we are at with the new City Center. Shawn commented that they are down to the last fifty (50) punch items out of four hundred on the list. He commented that the glass is in at the utility office; and next week paving of the parking lot should be done.

Alderwoman Gazal asked if the audio recording is installed in the Council Chambers for the meetings? Shawn commented to his knowledge that all the recording equipment is installed. City Clerk Christine Vershay-Hall commented that she kept asking about the AV/audio recording equipment and no one ever answered her on what we would be using, all she knows is it is digital. Shawn stated that all meetings will be recorded and uploaded to a cloud, and anyone can listen to the audio file.

Treasurer Glen Conklin asked about the equipment warranties and manuals and how they will be handled. Shawn stated the manuals, warranties and company contracts will be transferred to a thumb drive that can be downloaded on the City servers. Alderperson Oberlin asked if we ever received a report regarding structural steel and concrete testing? Shawn stated that it was completed and the Building Commissioner, Don Seeman, has the report. Alderperson Oberlin commented that she would like to see that report. Administrator Marino commented that he would get a copy of the report to her.

Finance Director Lisa Banovetz informed the Council that the credit card machines, and cash drawers are still being worked out and decided upon. They will be talking to AIS regarding this. Administrator Marino commented that the cash drawers were initiated before AIS was working here. AIS has confirmed with the Utility Billing Supervisor, Regina Cabay, the specs, and type of cash drawers wanted and if they will fit in the holding unit. Administrator Marino stated Eric at AIS said the cash drawers are in stock. Administrator Marino also stated the card readers are coming from EPay which is the company who provides online payments. Alderwoman Gazal commented why is the Water

Billing Supervisor, Regina Cabay, overseeing the cash drawers? Administrator Marino stated that Regina is not in charge of it per say; she is providing input to AIS on what is needed since they work with cash drawers and card readers majority of the time.

Alderman Cipiti commented that all key players need to sit down and make sure all the details are done. Alderperson Oberlin asked if the Police Department will have the same drawers and readers and they should all be on the same page, as well.

Alderwoman Gazal asked when will the audio meeting be held? Shawn stated next Tuesday the audio meeting will take place and Ron Romero will be in the meeting. Alderwoman Gazal asked if the City Clerk will be in the meeting? Shawn stated he will send an invite to the meeting for her, as well. Alderwoman Gazal asked if there will be a 'practice meeting' to make sure all equipment is working properly? Administrator Marino stated that Ron Romero was going to do a practice run of a meeting to make sure all is working properly. Shawn stated he will send an e-mail but is he certain that everything for recording was built into the system. Alderperson Oberlin asked if she is wrong to assume that once everything is up and running residents should be able to turn on channel 6 and have an actual picture instead of a blank screen.

Shawn from Harbour commented that he will be available to help if something is not correct, even after April 21st, he also commented that it is a beautiful building.

Mayor Soliman thanked Shawn and Harbour Contractors.

TOPIC: Digital Advertising Sign Lease Agreement with BRT

City Engineer Ron Wiedeman commented last October that the Council approved Ordinance #1927 for execution of our lease agreement, between the City of Crest Hill and BRT Outdoor LLC, which is our digital advertising company. Engineer Wiedeman stated at this point there are two locations ready, which is the northeast corner of Theodore and Gaylord and the northwest corner of Caton Farm and Kubinski. The third location is Menards, which is moving slowly. The current agreement includes the two locations, and the attorney has modified the current agreement, if we do not get the Menards site, to allow the city and the digital advertising company out without repercussions if the easement from Menard's fall through. City Attorney Mike Stiff commented that basically neither party has any responsibility if Menard's site falls through and it also states that if other sites come up in the future the agreement can be modified with adding the new sites. Engineer Wiedeman stated that BRT is ready once approved.

Mayor Soliman asked for an informal vote. All members present were in agreement for a lease agreement with BRT Outdoor, LLC.

TOPIC: City Apparel Purchases and Future Policy – Non-Union/Union Employees

City Engineer Ron Wiedeman stated that to help the City control costs and provide a consistent policy for employees, staff would like to have a discussion on the purchasing of apparel that represents the City and the City cost share to these purchases. He stated this would be for the non-union employees and the union employees that are not employees of public works water and sewer or police officers who have uniforms supplied by Aramark since Local 150 Union states that uniforms are required at the cost of the city for such employees. Engineer Wiedeman stated this is more for the office staff, department heads,

clerks, finance employees, and building department employees and would like to know if the city would contribute uniforms. Alderwoman Gazal stated this had all started when someone went and ordered shirts with our logo on them without approval from any supervisor, administration, or Council member. Alderwoman Gazal also stated City of Crest Hill does not require a uniform and no employee should be ordering city logo apparel without approval. Alderman Dyke commented that uniform companies put the logo at no extra cost. Alderwoman Gazal is not willing to put out money for City apparel. Alderman Cipiti stated the current dress policy is clear. Alderwoman Gazal does not understand why the City Engineer is handling the apparel for the city employees. City Engineer Wiedeman contacted Ken Woody about shirts and had a couple samples with him. Alderperson Oberlin stated she is concerned and does not think that someone going and invoicing the City of Crest Hill for something should be overlooked. Treasurer Conklin stated this is a vendor we always use and there is a relationship there and someone placed the order that was non-supervisory. Alderperson Oberlin stated that this person doing whatever they want should not be tolerated and that person should have to pay the invoice. Treasurer Conklin stated the invoice has not been paid yet. Treasurer Conklin stated that they will investigate the invoice. Engineer Wiedeman stated that he was just trying to establish a policy.

Alderman Cipiti asked if the employees will be made to wear an ID badge at the new City Center? Director Siefert commented there will be picture ID/swipe cards for all employees that must be kept on your person.

Alderman Albert stated he thinks the shirt is very professional and would be in favor of a credit towards apparel each year. Engineer Wiedeman stated he felt there needs to be a shared purchase with the employee and if we went with the first option it would be approximately \$3,600.00 in the first year.

Alderman Jefferson asked if union employees have an allowance? Public Works Director Siefert stated there are two, a uniform allowance which we pick and pay for and then there is a safety allowance which is for boots. Alderman Jefferson says what is the alternative if the employee does not want to have the apparel? Treasurer Conklin stated it would be optional and the employee does not have to participate.

TOPIC: Approval of Foyer/Council Chamber Items

Public Works Director Mark Siefert commented about the previous discussion on purchases such as items that go into the public area such as literature racks, letter boards, flag poles and garbage cans. Director Siefert stated he believed these items along with anything that will be an “operational” item should not be attributed to the construction of the building and should be pulled out of the building maintenance operational budget. He also stated there will be a lot of items that staff is going to have to purchase to get ready for the move/operating into the new building such as toiletries, janitorial supplies, etc. and would like for these to be pulled from the operational budget and followed by the purchasing policy with the Council’s approval. He would like to move forward and purchase garbage cans for the public areas. Alderman Cipiti asked if we have a contract with a garbage vendor and if we are all set to be picked up once we move into the new City Center. Director Siefert stated the city has garbage pickup already set up with Republic Services and they have already been picking up at the new building. He also stated that we will have two dumpsters, one for waste and another for recycling at the new building.

Mayor Soliman asked for an informal vote. All members present were in agreement.

TOPIC: IGA With Romeoville of Illuminated Street Signs at Pinnacle and Renwick

Public Works Director Mark Siefert stated that last year staff noticed when Pinnacle Drive was installed that there was a 3-legged traffic signal. He also stated that the leg that is in Crest Hill City limits says Renwick Rd., Village of Romeoville. Director Siefert proposed that we purchase the glass for the sign and have it say Renwick Rd., City of Crest Hill. Director Siefert stated Romeoville would maintain all parts of the light and pay for the power except for the glass that states City of Crest Hill. He also stated if the glass breaks, we would need to replace it.

Mayor Soliman asked for an informal vote. All members present were in agreement.

TOPIC: Commission Re-Appointments

Mayor Soliman stated he has three (3) commission reappointments for consideration.

- Nick Weiss – appointed for the Civil Service Commission on April 2, 2018 and has been serving for the past five (5) years and has agreed to serve another three-year term.
- Jan Plettau – appointed for the Plan Commission in January 2016 and has been serving for the past seven (7) years and has agreed to serve another three-year term.
- Angelo Deserio – appointed for the Plan Commission on August 3, 2020 and has been serving for over two (2) years and has agreed to serve his second three-year term.

Mayor Soliman informed the Council that Marco Coladipietro on the Police Pension Board has asked not to be re-appointed. Mayor Soliman stated that his term will expire on May 1, 2023 and he will begin to find a replacement for the Police Pension Board.

Mayor Soliman asked if there were any objections to the reappointments. There were no objections.

TOPIC: Approve Ordinance Supplementing the Appropriation Ord. for the Fiscal Year May 1, 2022 – April 30, 2023

Finance Director Lisa Banovetz commented that this is for the Council's consideration. She explained the ordinance system we are using now looks at every single line item and departments cannot exceed the annual budgeted amount for a specific line item without City Council approval. She is asking to approve an ordinance amending the budget appropriation ordinance for Fiscal Year 2022-2023 for transfers of line-item expenditures from one account code to another. Director Banovetz stated they would like a cleaner way to make sure the budget stays in order that was budgeted.

TOPIC: Purchase of Vehicles

Public Works Director Mark Siefert stated the staff along with the Council had put a halt to the purchasing of vehicles for the fleet due to Covid-19. Director Siefert stated we currently have \$55,874.42 outstanding from FY22. Director Siefert stated he would like to get three (3) quotes from local dealers for the vehicles that were approved to purchase in

last year's budget. Director Siefert stated if the local dealers can match or beat the cost, we will cancel the previous order that we have been waiting for, that has yet to be built as long as the prices are within or below the range. This purchase would be for a 2023 Ford Explorer that would be used by the Director. Alderman Cipiti asked if Assistant Director Blaine Kline would be getting a vehicle. Director Siefert stated as of now, they all drive Ford F-150s.

Director Siefert also stated in the water/sewer capital we have over \$200,000.00 of unused capital funds and he would like to purchase, at the Council's choice, either one (1) Ford Explorer and one (1) Ford Escape or two (2) Ford Explorers for Assistant Director Kline and Building Commissioner Seeman. Alderman Oberlin asked what is the price difference between the Ford Escape and the Ford Explorer? Director Siefert stated that it is just the difference between all-wheel drive (AWD) or four-wheel drive (4WD), which 4WD is preferred due to snow and muddy conditions.

Mayor Soliman asked for an informal vote on option #2 which is two (2) Ford Explorers and one (1) Ford Escape. All members present were in agreement.

Director Siefert commented that with seventy-five acres developing and the area around City Hall developing we will need another snowplow truck, which are 24-26 months out and the cost is \$225,000.00. Director Siefert also stated the State purchase program for the Police Interceptor is open and the Police Department needs three (3) to five (5) which should have been replaced over the last couple of years. Which can be discussed in the summer.

Director Siefert stated that the Public Works Department needs a new Woodchipper which the last one was purchased in 1992 and does not have the safety appropriate mechanisms, and the cost is \$125,000.00 and he stated they are also in need of lawn mowers, which can be discussed at a later time.

TOPIC: Park District Office Lease

Administrator Jim Marino informed the Council the city does not have a lease agreement with the park district for the office space they occupy in City Hall. He stated a draft lease has been put together with the following terms:

RENT:	\$1.00/year
HOURS OF OPERATION:	No less than two (2) days a week
UTILITIES:	Park District supplies and pay for its own internet and phone service, City pays for electric, water, and gas
LEASE TERM:	Twenty (20) years

This drafted lease was prepared by the attorney for the park district and reviewed by our City Attorney, Mike Stiff. Administrator Marino stated this will go to the park district board meeting to vote on April 24, 2023. Alderman Cipiti asked why a lease term of twenty years, what if either party wants to terminate the lease? City Attorney, Mike Stiff stated it is still terminable at any time before the twenty years with no penalty. Alderman Cipiti mentioned that the lease states the park district can terminate the lease with a 120-day notice but nothing in there as to the city terminating the lease.

Aldерwoman Gazal asked why we charge a \$1.00 rent and if we had an agreement in the past? City Attorney Mike Stiff commented that we need to be consistent. Aldерwoman Gazal stated that the park district charged us for the rental of the golf cart usage for our National Night Out, could we negotiate that into the lease since we are giving them rent for a \$1.00? Aldерperson Oberlin stated she believes the intent of this is to build our relationship with them. Treasurer Conklin stated that perhaps next year ask for them to extend the same courtesy and waive the golf cart rental fee.

Mayor Soliman asked for an informal vote for the lease with changing termination clause in C (1). All members present were in agreement.

PUBLIC COMMENTS:

Stuart Soifer asked if we have a copyright on our logo and what is stopping the public from using our logo. Treasurer Conklin stated that if you take it without permission and do something with our logo, we can sue you.

MAYORS UPDATES:

Mayor Soliman announced that El Primo Mexican Restaurant will be opening another restaurant where Forza Restaurant use to be. Mayor Soliman stated they are in the process of obtaining a liquor license. He also stated once they get their permits, inspections, and have their business license, they have a right to open without serving alcohol.

Mayor Soliman stated the gas station at 2350 Plainfield Road, has applied for a liquor license to be a packaged liquor store.

COMMITTEE/LIAISON UPDATES:

There were no updates at tonight's meeting

CITY ADMINISTRATOR UPDATES:

Administrator Marino stated he is still working with Gas and Wash, but they may be putting up fencing this week.

Mayor Soliman informed the Council that there was a need for an executive session on 5 ILCS 120/2(c)(6) litigation and 5 ILCS 120/2(c)(1) personnel.

(#1) Motion by Aldерperson Oberlin and second by Aldерman Albert to go into executive session on 5 ILCS 120/2(c)(6) litigation and 5 ILCS 120/2(c)(1) personnel.

On roll call, the vote was:

AYES: Ald. Dyke, Vershay, Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal.

NAYES: None.

ABSENT: None.

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

The executive session began at 8:43p.m.

(#2) Motion by Alderperson Oberlin and seconded by Alderman Cipiti to reconvene from the executive session on 5 ILCS 120/2(c)(6) litigation and (5 ILCS 120/2(c)(1) personnel.

On roll call, the vote was:

AYES: Ald. Dyke, Vershay, Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal.

NAYES: None.

ABSENT: None.

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

Executive session reconvened at 11:09p.m.

The meeting was adjourned at 11:10 p.m.

Approved this _____ day of _____, 2023

As presented _____

As amended _____

CHRISTINE VERSHAY-HALL, CITY CLERK

RAYMOND R. SOLIMAN, MAYOR