



## Agenda Memo

Crest Hill, IL

---

<b>Meeting Date:</b>	April 4, 2025
<b>Submitter:</b>	Tony Graff, Interim City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Independent Contractor Consulting Services Agreement with Ronald Mentzer

### **Background**

Mr. Mentzer has provided interim Community and Economic Development Director related services to the City of Crest Hill on a part-time basis since September of 2023 through an Employee Leasing Agreement the City Council approved with GovTemps on September 5, 2023. Now that Patrick Ainsworth has been hired to fill the Community and Economic Development Director position as a full-time City employee, staff is recommending the City terminate the employee leasing agreement with GovTemps and approve the attached Independent Contractor Consulting Services Agreement (the "Agreement") directly with Mr. Mentzer. The scope of services Mr. Mentzer would provide to the City under the Agreement focus on:

- (i) Helping Patrick Ainsworth effectively transition into his new position and allow him to spend meaningful time on proactive economic development efforts,
- (ii) Ensuring continuity in the level of service the Community Development Department provides to the City Council, Plan Commission, the community, and those entities implementing new projects in Crest Hill, and
- (iii) Providing the additional professional resources the Community Development Department will need to efficiently and thoroughly process the large number of new development projects and Plan Commission applications the Department has recently received and expects to receive in the next 30 days.

Over the past 17 months, Mr. Mentzer has been a positive addition to the City's leadership team and has helped the Community Development Department provide professional service despite consistently being short staffed throughout his tenure with the City. A copy of Ron's professional resume is attached for your reference.

April 7, 2025

Independent Contractor Consulting Services Agreement with Ron Mentzer

### **Proposed Agreement Details**

**Form:** The form of the attached agreement is based on the independent contractor agreement the City recently executed with Dave Strahl but incorporates key provisions and language included in the agreement the City Council previously approved with former interim City Administrator/management consultant Steve Gulden when he worked for the City as an employee of Josh Hassert's consulting firm. The attached Agreement has been reviewed by and reflects the input of the City Attorney's office.

**Scope of Services:** The scope of services Mr. Mentzer would provide under the Agreement are detailed on Exhibit A of the Agreement. These services include performing work that would otherwise need to be performed by the CD/ED Director, an in-house/on-staff planner (continues to be an unfilled but budgeted position), or by Robinson Engineering's Senior Planner.

Per Section 1.01 of the Agreement, the number of hours of service provided each week would not exceed 24 hours unless otherwise approved by the City Council. The actual amount of consulting work provided would be directed by the Community and Economic Development Director.

**Compensation:** As proposed, Mr. Mentzer would be compensated \$115.00 per hour for actual hours he works for the City under the Agreement. As a point of reference:

- Mr. Mentzer's current billing rate to the City as an MGT employee is \$126/hr.
- Robinson Engineering's Senior Planner billing rate to the City is \$166/hr.
- Time Mr. Mentzer spends working on private development projects and special zoning approval applications under this agreement will be tracked and can be paid from the review deposits the City collects from the developers and businesses proposing new projects and/or requesting special zoning approvals in the City.

**Term of Agreement:** Per section 5.01 of the Agreement, the initial term would be four months. Section 5.05 allows either party to terminate the agreement early and without cause upon 30 day written notice.

**Follow Up from March 10, 2025, Workshop Session** – The contract has been updated with the requested amendments which includes the following information:

- The Community and Economic Development Consultant will report to the Community and Economic Development Director
- The term of the contract will be for a four-month period with one 90-day extension that would need to be approved by City Council
- Working beyond 24 hours a week will have to be reviewed and approved by City Council

Additionally, a discussion took place about roles and responsibilities for Ron Mentzer transitioning to Community and Economic Development Consultant. Below is a *brief* breakdown of the various department roles and the updated responsibilities for Ron from Interim Community Development Director to Community and Economic Development Consultant.

Director Ainsworth's roles and responsibilities: Recruit new businesses and development projects, work with existing businesses on a variety of items and needs, enhance Community Development

April 7, 2025

Independent Contractor Consulting Services Agreement with Ron Mentzer

Department operations, oversee all divisions within the Community Development Department, work with the Building Commissioner on complex cases regarding property maintenance issues, review zoning inquiries at the front counter, over the phone, via email and through submitted business licenses, handle requests from City Council, Mayor, and City Administrator, work on multi-department projects such as public improvements tied to new potential projects, assess municipal plans, codes and other documents for evaluation and potential updates, negotiate Community Development related contracts, administer the two TIF Districts, and perform other duties as such activities arise.

Community and Economic Development Consultant Mentzer: Review Plan Commission cases from initial submittal through City Council action, compose comprehensive staff reports for Plan Commission and City Council, present findings at public hearings/meetings on Plan Commission Cases, review larger-scale projects for planning and zoning purposes, assist Director Ainsworth with on-going development projects for assignment hand-off, assist with TIF administration, assist with Zoning Ordinance interpretation on an as-needed basis.

Senior Planning Consultant Rigoni roles and responsibilities: Assist with the annual Zoning Map Update, transfer files and drawings of previous projects to Community Development to assist with proper filing, and assisting with *limited* project administration on active cases prior to Director Ainsworth's and Consultant Mentzer's time at Crest Hill. Note, no new development projects are being assigned to Senior Planning Consultant Rigoni.

**Recommended Council Action:** Request the approval of a resolution approving the attached independent contractor consulting agreement by and between the City of Crest Hill and Ronald Mentzer.

**Financial Impact:** The total approved FY 2025 budgeted amount for permanent Community Development Department staff salaries, benefits, and contracted consulting services (collectively "Staffing Budget Expenses") is \$889,194. Through the first 10+ months in FY25, the Community Development Department spent approximately \$510,000 on Staffing Budget Expenses. This expenditure includes the Interim Community and Economic Development Director services Ron Mentzer has already provided to the City. Assuming Ron Mentzer's recommended new contract is approved and there are no material adjustments to permanent staffing levels in the Community Development Department through the end of FY 25, projected FY 25 year-end total Staffing Budget Expenses are projected to be well under the approved FY 25 budget amount of \$889,194.

**Attachments:** Ron Mentzer's professional resume and the recommended Independent Contractor Consulting Agreement with the corresponding Resolution.