



Work Session Meeting Memo

Crest Hill, IL

Meeting Date:	April 27, 2026
Submitter:	Daniel Ritter, Community Development Director
Department:	Community Development
Agenda Item:	Resolution to Approve a New 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 approved by City Council. He has functioned in a variety of different capacities as the City has needed, including as Interim Director. Ron continues to have high value to the Community Development Department and the City of Crest Hill by managing large projects (Seasons at Crest Hill, Quick Trip, Fire Training Facility, Mather Farm/USCD, etc.) He has strong institutional and community knowledge, and with his background as a long-time former director, Mr. Metzner provides strong planning, zoning, economic development, and overall organizational guidance that assists the Department and organization. Ron is a team player, flexible, and always willing to work with other departments, attend late meetings, or do what is necessary to assist the Community Development Director and City Administrator.

Extending his contract for both development project management and code/process guidance is very valuable to the Department and City. Ron has most recently worked 3 days (24 hours) a week in the office. This proposed expectation proposal will amend the contract to be on a more as-needed and project-based basis. The initial plan is to continue to have Ron in the office at least one day a week and have an option to come to the office or work remotely on other days of the week as needed. The Community Development Director will monitor and manage the specific hours based on the department's project workload. Hours will continue to not exceed 24 hours a week, per pay period. Also of note is that many (but not all) of the consultants' billable hours are reimbursable by developers on larger projects that require a professional services reimbursement agreement. Those rebills come back into the General Fund and offset some of the expenses. The total expenses of this contract shall not exceed the currently budgeted \$50,000.

Financial Impact/Analysis:

Funding Source: General Fund

FY 27 Budgeted Amount: \$50,000

Recommended Council Action: Move a Resolution to Approve a New Independent Contractor Agreement Consulting Service Agreement by and between the City of Crest Hill, Will County, IL, and Ronald Mentzer, to the May 4, 2026, City Council Meeting.