

MINUTES OF THE WORK SESSION  
CITY COUNCIL OF CREST HILL  
WILL COUNTY, ILLINOIS  
April 22, 2024

The April 22, 2024 City Council work session was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers, 20600 City Center Blvd. Crest Hill, Will County, Illinois.

The following Council members were present: Mayor Raymond Soliman, City Treasurer Glen Conklin, Alderman Scott Dyke, Alderman Darrell Jefferson, Alderwoman Claudia Gazal, Alderperson Tina Oberlin (Remote), Alderman Mark Cipiti, Alderman Nate Albert, Alderman Joe Kubal.

Also Present were: Interim Administrator Tony Graff, Police Chief Ed Clark, City Engineer Ron Wiedeman, Interim Public Works Director Mike Eulitz, Building Commissioner Don Seeman, City Attorney Mike Stiff, Deputy Clerk Karen Kozierka, Administrative Clerk Zoe Gates.

Absent were: City Clerk Christine Vershay-Hall, Alderman John Vershay, Finance Director Lisa Banovetz, Interim Community Development Director Ron Mentzer, Interim City Planner Maura Rigoni.

Mayor Soliman informed everyone that Alderperson Oberlin is attending the meeting remotely and asked everyone to speak clearly into the microphones.

**TOPIC: Resolution Approving an Agreement for Crest Hill Business Park Alternative Truck Route Preliminary Engineering Design-Phase B by and Between the City of Crest Hill, Will County, Illinois and Christopher B. Burke Engineering, Ltd. for an amount of \$227,455.00.**

City Engineer Ron Wiedeman commented that this is Phase II of the topographic survey. They have completed this work and are ready to begin the next phase of design work for this project. Once this is selected, they will then prepare an alignment and profile plan up to a 30% design level. This will give us an idea as developments come in and let us know what type of right of ways, we will need with appropriate costs that this will cost the city to build so we can look for funding from some outside sources. This engineering is being paid out of the \$550,000.00 we received from Midwest that was part of the agreement with Midwest Industrial.

He commented that there was a thought to create a new intersection between Crest Hill Drive and Division for any potential development that could happen on the Stateville property. Engineer Wiedeman commented that he reached out to Will County, and they already agreed to allow a new intersection between Crest Hill Drive and Division Street if warranted.

Mayor Soliman asked for an informal vote for the resolution for the Alternative Truck Route Preliminary Engineering Design-Phase B.

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

NAYES: None.

ABSENT: Ald. Vershay.

Mayor Soliman commented that this will be on the May 6, 2024 agenda.

**TOPIC: Division Roadway Rehabilitation Improvement-Design Engineering Services.**

City Engineer Ron Wiedeman commented that the east section of Division is falling apart, and he would like to do a complete reconstruction from Weber Road to Borio Drive and then resurface from there and provide new shoulders to our city limits to the east. He commented that he would like to have this in the budget for next year.

Mayor Soliman commented that the road is getting bad. Engineer Wiedeman commented that it is an old farm road that keeps getting widened and improved and has bad subgrades underneath it and until you take all the bad material out, it will keep falling apart.

Alderman Albert asked if this will be truck route worthy. Engineer Wiedeman commented that it will be designed to be truck route worthy especially since we do not know what the future holds for the Stateville property.

Mayor Soliman asked for an informal vote for the Division Roadway Rehabilitation Improvement-Design Engineering Services.

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

NAYES: None.

ABSENT: Ald. Vershay.

**TOPIC: Resolution approving an Intergovernmental agreement between the City of Crest Hill and Lockport Township Park District for cost-sharing regarding the design, construction, annual maintenance, and annual events at the City of Crest Hill City Center and Park.**

City Engineer Ron Wiedeman commented that he went back to renegotiate the IGA for the City Center Park. The initial construction will be shared at 50/50 cost and the city will be responsible for bidding. Once the playground is installed it will be given to the park district, who will insure and maintain the playground. If anything needs to be replaced that is under \$5,000.00, they will be responsible for the replacement cost but anything over \$5,000.00 will be split 50/50 between the city and the park district. If there are any issues with the drainage underneath that will be split 50/50, as well. He also commented that he does not anticipate drainage issues but if there is a clog we have the equipment to clean that out. Once the playground reaches its useful life the park district will be responsible for preparing the plans and the bid documents but must meet with the Council to gather approval from both the Council and Lockport Park District and at that point it will be split at a 50/50 ratio.

There is language in the contract that states the park district is allowed to hold one event in the park and we would provide Police Officers for that one event. They can sell liquor at

the events and if they have food vendors they will need to register with the city and follow our guidelines at the time of the event.

City Attorney Mike Stiff commented that he had suggested that once the property is deeded to the park district for \$1.00 and they take ownership they will need to maintain insurance and add the City of Crest Hill as an additional insured to add an additional layer of protection. The park district came back and according to their lawyer and the park district risk management association they cannot add the City of Crest Hill as an additional insured. Attorney Stiff commented that once the park district assumes ownership and an accident happens on the property, our defense would be that it is not our property, and we would not be controlling the property.

Alderman Jefferson asked if it was in the past that we provide officers for their event at no cost. Engineer Wiedeman commented that it was part of the negotiations the first time around. Attorney Stiff commented that they asked for us to provide police and security for their one event when this was first being discussed and it was brought to the Council and agreed that we would do this for one event.

Alderman Oberlin commented that she remembered that it was agreed that we supply police for the one event only.

Alderman Gazal asked how many officers would be required. Police Chief Ed Clark commented that it would depend on the event. Alderman Cipiti asked if there is a formula to figure out how many officers to attendee ratio. Chief Clark commented that there is no formula typically. Chief Clark commented that it would be decided by the type of event, how big the event is and, where to position the officers for the best tactical advantage.

Alderman Gazal asked the mayor if he would be overseeing the alcohol that they will sell at this one event. Mayor Soliman commented that he would sit down with them just like everybody else with the Chief of Police and have a discussion on what they plan to do, how many people, if fences are needed and they will still have to follow the rules. Attorney Stiff commented that we are contractually obligated to give them the permit but that does not mean they do not have to follow the rules and regulations and they will do what any other entity would do to obtain a liquor license.

Alderman Dyke asked if the parking is sufficient. Engineer Wiedeman commented that it would be worked out as part of the event and there would be a parking lot there but not enough to manage a large event and then there will need to be agreements for parking with the event.

Attorney Stiff commented that in the agreement it states that we have the right to give final approval for the one (1) event, this is section 2.5 of the contract.

Alderman Albert asked if any of the infrastructure will begin this year. Engineer Wiedeman commented that they are ready to go but this was an item that was cut from the budget.

Engineer Wiedeman commented that he will go back and revise section 2.18 to make it state sixty (60) days and take out 2024 and 2026 and make that more open ended with no date. Attorney Stiff commented that they will also add to section 2.5 adding a sentence stating the final approval will be by the city for the event and it would be to our specifications.

Mayor Soliman asked if any Council members disagree with this. No one had disagreed.

**TOPIC: Resolution approving an Agreement for Hillcrest Water Main Replacement-Design Engineering Services by and Between the City of Crest Hill, Will County, Illinois and Robinson Engineering, Ltd. for an amount of \$14,000.00.**

City Engineer Ron Wiedeman commented that the title should not state Hillcrest Water Main Replacement-Design, it should state three-lot plat of subdivision of real estate identified by PIN 11-04-29-302-013-0000, which is the City Center parcel. He commented that this was previously brought to the attention of the Council to break-up the one parcel for the City Center and make it three separate parcels. He also commented that when it comes to certain grants for the park, separating them will not tie us to development of other pieces of property if they were one parcel number.

Engineer Wiedeman commented that City Hall and the Police Department would be one parcel, the park would be another parcel, and then there would be a large parcel by itself that runs behind the Police Department to the Library. This way the city or the park district can use certain grants.

Mayor Soliman asked for an informal vote for the real estate identifying PIN 11-04-29-302-013-0000, Lot 40 in Weber Farm Crossing of Crest Hill Phase 2 as per plat thereof recorded on June 29, 2011 as documented in Will County, Illinois.

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

NAYES: None.

ABSENT: Ald. Vershay.

Alderwoman Gazal asked when they will fix the intersection where the entrance for Gas N Wash is with all that gravel. Engineer Wiedeman commented that as soon as the paving plants open, which is in May, it will be paved.

Engineer Wiedeman commented that the signals at Churnovic and Division were completed last Friday and are operational.

Alderman Albert asked if we are any farther along for the entrances at Gas N Wash. Engineer Wiedeman commented that he knows a letter has gone out to them explaining what they need to do and how long they have to get the new entrance approved but he has not seen anything come in yet. Right now, it is a temporary entrance and when the remaining seventy-five acres are developed, they will reconfigure that driveway entrance.

Attorney Stiff commented that the Gas N Wash/Heidner Group is seeking to go back to the Plan Commission and modify their existing site plan and make that other temporary entrance their permanent entrance. Engineer Wiedeman commented that it is the temporary permanent entrance, and it will need to be redone with the remaining portion of the seventy-five acres once developed and they will not be able to have a direct connection.

Alderwoman Gazal asked what the purpose was to have something temporary. Engineer Wiedeman commented that they want access to give them additional revenues since that is where all their truck traffic is coming in and that is why Gas N Wash is pushing for it, but

the city is saying that it will not work, and this is not a final configuration of this intersection. Alderwoman Gazal commented that we need to say no from the beginning and that there is no purpose to go to the Plan Commission. Administrative Clerk Zoe Gates commented that what is going to Plan Commission is that they are trying to change their Planned Unit Development (PUD) in a couple of different ways, and they have added the entrance as part of that. There is more that they are discussing than just the entrance.

Alderman Albert commented that the Council use to receive the Plan Commission information the same time the Plan Commission Commissioners received their packet information and they do not receive them no longer. Administrative Clerk Zoe Gates commented that she and Sam are somewhat new to the Plan Commission and there were no notes stating that, but we can talk about doing this.

**TOPIC: Excavations Ordinance Change**

Administrative Clerk Zoe Gates commented that this ordinance began with a discussion between herself and the former Public Work Director and eventually had fallen to the wayside. She commented that the ordinance was last updated in 1996. She also commented that they want to remove the cash portion of the ordinance, which is \$500.00 and the \$1,000.00 bond option in the ordinance which would not be sufficient if damage were caused. She explained that \$500.00 would not be enough to repair any damage that could occur to the right of way if damaged nor would the \$1,000.00 bond cover damage. She also stated that the City Clerk's Office is having to hold onto the \$500.00 cash deposit and if they do not come back to pick it up, they are having to hold it longer. Administrative Clerk Gates confirmed with the Interim Public Works Director that a \$5,000.00 bond would cover any damage to the street or right of way and it would be sufficient. There is wording in the ordinance that states a contractor would need to be registered and their bond would need to be a higher amount than a resident.

Mayor Soliman asked if there were any questions or comments and there were none.

Mayor Soliman asked for an informal vote for the excavation Ordinance change.

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

NAYES: None.

ABSENT: Ald. Vershay.

Mayor Soliman commented that this will be on the May 6, 2024 agenda.

**TOPIC: Maintenance Agreement with Kone Care**

Building Commissioner Don Seeman commented that there is a service agreement with Kone Care for elevator maintenance in their packets. This proposal is for three maintenance visits and one testing visit throughout the year. He commented that we do not have a maintenance agreement and we never have had an agreement. He also commented that the State Fire Marshal would like to certify the elevators but cannot certify them without service records and we do not have records since we do not have a maintenance agreement with the company.

The proposal includes call back service during normal business hours, covers replacement parts for normal wear and tear of operations, but excludes the overhead machine, hoist, ropes, and the drive. He stated that with normal maintenance the parts excluded would last approximately ten to twenty years.

Commissioner Seeman explained with the Kone Service there are up to three hundred checks they can do electronically to monitor the elevator and he also mentioned that the telephones in the elevator are not hooked up to notify or call anyone.

Alderman Cipiti asked if this company is the contractor of the elevator and is there no other contractor that would have the ability to service the elevators. Commissioner Seeman commented that you can have another company, but the parts are Kone parts and if you need to replace a part the company would have to contact Kone to order the part for the elevator which will have a markup. Alderman Cipiti asked if there are any other proposals. Commissioner Seeman commented that he did not get other proposals because if something breaks, the parts must be ordered through Kone, and no other provider will be able to provide us with the elevator telephone service and we would have to have an agreement with Kone to monitor our telephone service in the elevators.

Alderman Albert asked Chief Clark how often the elevators are used. Chief Clark commented that they are used about two or three times a day.

Alderman Cipiti asked if it is a service elevator. Commissioner Seeman commented that it was designed for offices on the lower level, and we had to be ADA compliant. Commissioner Seeman also commented that he talked to Kone, and it was recommended to have the elevators go up and down that we should not be letting them just sit for a long period of time.

Alderwoman Gazal commented that regardless how many times the elevator is used, even if it is one time, the telephones need to have service for emergency purposes.

Commissioner Seeman commented that with this agreement they will be monitoring the elevators 24/7 and there are three hundred different parameters that are monitored.

Mayor Soliman asked for an informal vote to accept the maintenance service proposal with Kone Care in the amount of \$12,275.28 for three maintenance visits and one testing visit.

AYES: Ald. Kubal, Albert, Gazal, Jefferson, Oberlin.

NAYES: Ald. Dyke.

UNDECIDED: Ald. Cipiti.

ABSENT: Ald. Vershay.

Mayor Soliman commented that this will be on the May 6, 2024 agenda.

**TOPIC: Maintenance Agreement with Kirwan Mechanical Service**

Building Commissioner Don Seeman commented that this is a proposal for quarterly inspection and maintenance to the HVAC system for the City Center and Police Department from Kirwan Mechanical. Kirwin Mechanical is the company that took over and completed the HVAC system when the former contractor went bankrupt.

This would include visits in May, July, October, and January and this would include:

- Filter replacement and/or cleaning on each inspection visit.
- Condenser cleaning and inspection during both air conditioning inspections.
- Refrigerant system analysis.
- Furnace blower, ducting and OA damper inspection.
- Testing and inspection of the thermostats and controls.
- Furnace heating analysis completed during the heating start-up inspection.
- Cleaning of the burner, sensors and condensate drains.
- Allowance of time to investigate complaints.
- Inspection of the exhaust equipment.
- Inspection of the server colling systems.

This would be for a total cost of \$12,120.00.

Alderman Cipiti asked if they would be the contractor to do the repairs. Commissioner Seeman commented that they would do the repairs and they are the contractor that does all the other buildings, as well.

Alderman Cipiti asked what their rate is for repairs. Commissioner Seeman commented that he could get the union hourly rates for the contractors on HVAC work.

Treasurer Glen Conklin commented that it is within the budget, it is a reasonable cost, and there are others who can do this but sometimes trust is better than seeking out a lower rate.

Mayor Soliman asked for an informal vote to accept the proposal from Kirwin Mechanical for the HVAC system in the amount of \$12,120.00 for quarterly inspections and maintenance.

AYES: Ald. Oberlin, Albert, Kubal, Jefferson, Gazal.

NAYES: Ald. Cipiti, Dyke.

ABSENT: Ald. Vershay.

Mayor Soliman commented that this will be on the May 6, 2024 agenda.

**TOPIC: DACRA TECH LLC Master Software Licensing Agreement**

Police Chief Ed Clark commented that this is an agreement from DACRA TECH LLC which is software to manage our administrative hearing process, citations and all documents involved in this process. The original company was Municipal Systems Incorporated (MSI) which was bought by DACRA TECH and is now migrating this program by May 1, 2024. There will be an increase in price from \$1,200.00 to \$2,500.00 monthly. We do partially use DACRA already through our State Traffic Citation Program through the County, which they pay for that portion. There are many advantages of going to this system with all the digitalization of the process. All violations will be entered right into the system immediately and no clerk will have to enter the violation in the system afterwards.

Alderman Oberlin asked if the city attorney has looked the contract over. Attorney Stiff commented that he did review this, and all the necessary changes were made that he requested.

Mayor Soliman asked for an informal vote to approve the agreement with DACRA TECH LLC for the Master Software Licensing Agreement in the amount of \$2,500.00 monthly with a cost of \$30,000.00 per year.

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

NAYES: None.

ABSENT: Ald. Vershay.

Mayor Soliman commented that this will be on the May 6, 2024 agenda.

Alderman Albert commented that there are trucks parked in front of signs that say no truck parking at Gas N Wash and asked if we can do something about this issue and the property owner.

Chief Clark commented that there are officers patrolling and they have been making trucks leave the area and he is having officers do the same during the night. Chief Clark commented that we can look into doing an ordinance since it is a problem.

**TOPIC: All Information Services, INC (AIS) IT Support Service Agreement – Revised**

Interim Administrator Tony Graff commented that it was brought to his attention to see if we can modify the IT agreement. He commented that this is a temporary fix. This revised agreement would reduce our monthly block of hours to 130 hours from the 150 hours we originally had. The average hours we used in 2023 were 121 hours monthly. The savings would be \$2,000.00 a month, which would be \$24,000.00 annually.

Interim Administrator Graff commented that we will still look at an RFP for an IT provider or an IT position.

Interim Administrator Graff commented that Interim Human Resource Manager Dave Strahl did interview a couple of IT companies to see what their services were to see if it was the same type of services we are getting from our current company.

Mayor Soliman asked for an informal vote to execute the service agreement effective May 9, 2024 for a savings of approximately \$24,000.00 annually.

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

NAYES: None.

ABSENT: Ald. Vershay.

Mayor Soliman commented that this will be on the May 6, 2024 agenda.



**PUBLIC COMMENT:**

There were no Public Comments.

**MAYOR UPDATES:**

There were no Mayor Updates.

**COMMITTEE/LIAISON UPDATES:**

There were no Committee/Liaison updates.

**CITY ADMINISTRATOR UPDATES:**

Interim Administrator Graff commented that there will be a couple of work sessions in the next 30-45 days with the Grand Prairie Water Commission. They are getting the final agreements from the attorneys and staff, which need to come to the City Council, and they are looking to develop a presentation to give an update of where the commission is. This work session will be over an hour with the presentation and questions.

Interim Administrator Graff also commented that there are many questions regarding Stateville, and we are asking for updates. There will be a Public Hearing soon, but we do not know the location yet.

Alderwoman Gazal commented that one of the requirements for this water commission was to visit schools and do events, which she was appointed to this committee over two years ago and no one has reached out to her regarding this in two years, but this was a requirement. Interim Administrator Graff commented that there is an education component in the agreement and as soon as we get the final draft version, he would make sure to get an answer regarding this.

Attorney Stiff commented in order to form the commission there are four major documents that the mayors and attorneys have been working on which are, the intergovernmental agreement between all the members, bylaws of the commission, water supply agreement which governs the cost of the water, and the program management agreement. These documents will be presented to the Council, and it would make sense to do this at a special work session instead of with an agenda of other items as well.

Alderwoman Gazal asked if we could order microphones for all the seats and podium. Interim Administrator Graff commented that a few companies have come to look at our audio system and add an assisted hearing device. He also commented that a company has looked at our microphones and stated that we need more microphones, and we were discussing video conferencing from the Chambers as well. He also commented that we had Plan Commissioner John Stanton come in to help us discuss what listening devices we need for the hearing impaired.

Mayor Soliman asked for a motion to go into executive session on Personnel 5 ILCS 120/2(c)(1) and Litigation 5 ILCS 120/2(c)(11).

(#1) Motion by Alderwoman Gazal seconded by Alderman Jefferson, to go into an executive session on Personnel 5 ILCS 120/2(c)(1) and Litigation 5 ILCS 120/2(c)(11).

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Vershay.

There being seven (7) affirmative votes, the MOTION CARRIED.

Executive Session 8:31 p.m.

(#2) Motion by Alderwoman Gazal seconded by Alderman Jefferson to reconvene from the executive session on Personnel 5 ILCS 120/2(c)(1) and Litigation 5 ILCS 120/2(c)(11).

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Vershay.

There being seven (7) affirmative votes, the MOTION CARRIED.

Reconvened at 9:53 p.m.

There being no further business before the Council, and no action needed from the executive session, the meeting is adjourned.

The meeting was adjourned at 9:53 pm.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024

As presented \_\_\_\_\_

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

\_\_\_\_\_  
CHRISTINE VERSHAY-HALL, CITY CLERK

\_\_\_\_\_  
RAYMOND R. SOLIMAN, MAYOR