



Agenda Memo

Crest Hill, IL

Meeting Date:	February 24, 2025
Submitter:	Tony Graff. Interim City Administrator
Department:	Administration
Agenda Item:	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.

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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 City Administrator or 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 six months. Section 5.05 allows either party to terminate the agreement early and without cause upon 30 day written notice.

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 nine months in FY25, the Community Development Department spent approximately \$442,424 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.

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