



## Regular City Council Meeting

Crest Hill, IL

January 05, 2026

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

## Agenda

- 1. OPENING OF MEETING**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPOINTMENTS/CITIZEN/ PUBLIC HEARINGS/SPECIAL REQUEST**
- 5. PUBLIC COMMENT FOR AGENDA ITEMS ONLY:** (*Limit 3 minutes per person*)
- 6. CONSENT AGENDA:** (*All items on the Consent Agenda are considered routine by one motion. These items will not be separately discussed unless an Alderperson so requests, in which event the item will be removed from the Consent Agenda and considered separately.*)
  - A.** Approve the Minutes from the Work Session Meeting Held on December 8, 2025
  - B.** Approve the Minutes of the Regular Meeting Held on December 15, 2025
  - C.** Approval of the Regular and Overtime Payroll from December 1, 2025, through December 14, 2025, in the Amount of \$288,948.14, and Approval of the Regular and Overtime Payroll from December 15, 2025, through December 28, 2025, in the Amount of \$300,228.26
  - D.** Approval of the List of Bills Issued through January 6, 2026, in the Amount of \$1,014,592.65
- 7. REPORTS & COMMUNICATIONS FROM DEPARTMENTS & ELECTED OFFICIALS**
  - A.** Mayor's Report:
  - B.** City Clerk's Report:
    1. Approve the Use of the Community Room for the Will County Board Democratic Caucus Meeting for Wednesday, February 18, 2026, and Wednesday, March 18, 2026, at 5:30 pm
  - C.** City Treasurer's Report:

D. City Attorney:

1. Approve Ordinance Amending Title 2 (Administration and Personnel), Chapter 2.92 (Actions Against the City) of the Crest Hill City Code of Ordinances

E. City Administrator:

1. Approve a Resolution Designating and Appointing Public Works Director Gary Richardson as the Alternate Delegate to the Technical Advisory Committee (TAC) to the Grand Prairie Water Commission
2. Approve the Civil Service Testing Company Agreement for a Total Amount of \$9,000.00
3. 2025 Highlights
4. Discussion of Assistant City Administrator/HR Director Job Advertisement, Salary Range and Job Description

F. Public Works Department:

G. City Engineer:

H. Police Department:

I. Community Development:

**10. UNFINISHED BUSINESS:**

**11. NEW BUSINESS:**

**12. COMMITTEE/LIAISON REPORTS:**

1. Approval of an Ad Insertion Agreement with Shaw Media for the 2026 Heritage Corridor Travel Guide

**13. CITY COUNCIL COMMENTS:**

**14. PUBLIC COMMENT: (Limit 3 minutes per person)**

**15. EXECUTIVE SESSION:**

1. 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

2. 5ILCS 120/2 (c)(11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting

3. **POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION:**

4. 1. Possible Adjustment of Employee Compensation
5. 2. Possible Relocation of a Physical Office
6. 3. Possible Authorization of the City Administrator and/or City Attorney to Negotiate a Possible Settlement

**16. ADJOURNMENT:**

The Agenda for each regular meeting and special meeting (except a meeting held in the event of a bona fide emergency, rescheduled regular meeting, or any reconvened meeting) shall be posted at the City Hall and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. The City Council shall also post on its website the agenda for any regular or special meetings. The City Council may modify its agenda for any regular or special meetings. The City Council may modify its agenda before or at the meeting for which public notice is given, provided that, in no event may the City Council act upon any matters which are not posted on the agenda at least forty-eight (48) hours in advance of the time for the holding of the meeting.

MINUTES OF THE WORK SESSION  
 CITY COUNCIL OF CREST HILL  
 WILL COUNTY, ILLINOIS  
 December 8, 2025

The December 8, 2025, the 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 Clerk Christine Vershay-Hall, City Treasurer Jamie Malloy, Alderman Scott Dyke, Alderman Angelo Deserio, Alderman Darrell Jefferson, Alderwoman Claudia Gazal, Alderperson Tina Oberlin, Alderman Mark Cipiti, Alderman Nate Albert, Alderman Joe Kubal.

Also Present were: City Administrator Blaine Wing, Finance Director Glenn Gehrke, Community & Economic Development Director Daniel Ritter, City Attorney Mike Stiff.

**MAYOR**

There were no agenda items.

**CLERK**

There were no agenda items.

**TREASURER**

There were no agenda items.

**CITY ADMINISTRATOR**

1. Credit Card & Purchasing Policy Update Discussion

Finance Director Glenn Gehrke provided an update on changes to the credit card and purchasing policy. He explained that while the authorization levels remained the same, they had cleaned up some of the code due to changes in the reporting structure and tightened approval levels. The purchasing order requirement was removed as it was deemed redundant with the existing robust approval policy. During the discussion, Council members raised concerns about credit card access and controls, with questions about who would have the authority to use the City credit card. Director Gehrke clarified that currently there are three City credit cards assigned to departments (not individuals), with the department heads controlling physical access. However, Council member concerns highlighted the need for clarity and better tracking of card usage.

Several suggestions were discussed including requiring department heads to run purchases through them rather than handing over the physical card. This approach would ensure that the individual making the purchase is directly accountable while maintaining control within the department.

Alternatively, the idea of issuing cards with specific names on them was proposed, making individuals liable for their use. It was noted that the card

is not for personal use and department heads would manage the card, verifying the purpose and cost of purchases before they are made.

City Administrator Blaine Wing expressed that he had worked in communities using both systems, with cards either assigned to departments or to specific individuals and noted that either approach could work effectively if properly implemented, while maintaining accountability through the existing policy which requires frequent receipt checks. He confirmed that in one instance, when he used a card, the accounts payable clerk immediately followed up for receipts to ensure proper documentation and accountability.

After discussion, the Council expressed a strong preference for implementing a more stringent tracking system for card usage. There was also agreement to consider issuing cards to specific individuals rather than departments to further enhance accountability and control over credit card use. The consensus was that both measures would tighten the overall policy and provide a clearer framework for managing City expenditures.

Mayor Soliman conducted an informal vote to approve the Credit Card and Purchasing Policy update with the additional provisions.

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

NAYES: None.

ABSENT: None.

2.

### Consolidated Strategy & Marketing Proposal

City Administrator Blaine Wing presented a proposal for a consolidated marketing campaign management service to address the lack of strategic coordination in the City's communications. He explained that the current efforts across the website, newsletter, and social media were fragmented and without a comprehensive strategic plan. In search of a solution, Administrator Wing investigated vendors specializing in this area and reached out to both the local government professional association for managers and the local regional chamber for recommendations. Through this research, he identified Method Engine LLC, a company that has collaborated with other municipalities including the city of Downers Grove.

Administrator Wing detailed the proposal, which involved a six-month contract with Method Engine LLC, costing up to \$20,000.00. The estimated cost per month was \$3,000.00, though it would be a variable, itemized rate based on the services provided. This approach was seen as more economical than employing a full-time staff member, with the added benefit of utilizing Method Engine's expertise to both develop a cohesive communications strategy and execute tactical improvements. The plan aimed to synchronize the City's various communication platforms, ensuring that website updates, newsletters, and social media posts were part of a unified effort to enhance public outreach and engagement.

Moreover, Administrator Wing mentioned that the vendor would send a representative to a future Council meeting to provide more in-depth information about the proposal and address any further queries if needed. This opportunity would allow Council members to better understand the potential impact of consolidating the City's communications strategy with the help of a professional service.

Alderman Albert expressed support for the proposal, remarking on how it could have been particularly advantageous right after the City adopted its new logo to effectively promote the City's brand and image. He emphasized the importance of having a strategic plan and consistent messaging across all communication channels.

Mayor Soliman conducted an informal vote to approve the Consolidated Marketing Campaign Management and Reporting proposal with Method Engine LLC for six months in an amount not exceeding \$20,000.00.

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

NAYES: None.

ABSENT: None.

3. Approve Ordinance Amending Title 2 (Administration and Personnel), Chapter 2.92 (Actions Against the City) of the Crest Hill City Code of Ordinances

City Attorney Mike Stiff presented a recommendation to repeal Ordinance 427 in section 2.92.0.01 regarding "City to Pay Expenses." He explained the ordinance from 1977 was vague and potentially problematic, as it allowed Council members to hire attorneys at the City's expense for various types of disputes, including disputes with the City itself. Attorney Stiff noted that the City now has comprehensive insurance coverage through SWARM that provides protection for elected officials in most circumstances, making the old ordinance unnecessary.

The Council was divided on this issue. Some members, including Alderwoman Gazal who expressed concerns about repealing an ordinance that provided protection for elected officials without first having a clear understanding of what the SWARM insurance covers. Alderwoman Gazal argued that repealing it without further information could be detrimental, especially since she believed the ordinance could serve as a privilege for Council members dealing with internal issues. During the discussion, Alderwoman Gazal stated, "If the City did something to us, we should have at least that option.

After extensive discussion, Council member Alderman Jefferson raised the point that merely fixing the ordinance might be preferable, but there was consensus to seek clarity from SWARM first. This led to the agreement that representatives from SWARM should be invited to a future meeting in January to explain the insurance coverage for elected officials before making a final decision.

Alderman Albert and other Council members, supported the immediate repeal, viewing the existing language as too vague and potentially problematic. Alderman Albert and others believed that the vagueness could lead to issues, with Alderman Albert stating his preference to repeal the ordinance and later draft a clearer version if needed.

Mayor Soliman conducted an informal vote to repeal Ordinance 427 in section 2.92.0.01 "City to Pay Expenses".

AYES: Ald. Oberlin, Albert, Kubal, Deserio, Mayor Soliman.

NAYES: Ald. Cipiti, Dyke, Jefferson, Gazal.

ABSENT: None.

The informal vote concluded, resulting in a 4-4 tie, broken by Mayor Soliman voting in favor of the repeal. However, the final decision would be postponed until SWARM could provide further explanation on the insurance aspects.

## **ECONOMIC DEVELOPMENT DEPARTMENT**

### **1. Provide Direction on the Update of the Comprehensive Plan with Housel Lavigne Associates**

Community & Economic Development Director Dan Ritter presented a recommendation to update the City's Comprehensive Plan, which was last adopted in May 2014. He explained that comprehensive plans typically should be updated every 8-10 years to remain relevant. Rather than creating an entirely new plan (which would cost 2-3 times more and take up to 2 years), Director Ritter recommended an "audit and update" approach at a cost of \$63,400.00 with a 6-9-month timeline. This would allow the City to review what has been accomplished, what needs updating, and incorporate new priorities like walkability and transportation improvements.

Director Ritter emphasized the changing landscape since the last comprehensive plan, noting that Crest Hill's overall vision may not have dramatically changed, but the economic landscape, development patterns, and community priorities have evolved since 2014, particularly post-COVID. He highlighted that while Crest Hill's growth and development pace might seem steady, there have been significant shifts, especially in community needs and economic factors. One of the main areas of focus for the update is Weber Road, where there is a significant amount of undeveloped land, offering potential for strategic growth. Director Ritter emphasized the necessity to reassess and revise the vision for this area to align with updated economic conditions and community aspirations.

Representatives from Housel Lavigne Associates presented their qualifications and approach to the Council. They emphasized the importance of updating the plan to reflect post-COVID realities and changing community needs. The representatives noted that the firm's familiarity with Crest Hill from the previous comprehensive plan would allow for a more efficient update. In their presentation, they highlighted the

significance of addressing new priorities like walkability and transportation improvements, which have become increasingly relevant considering evolving urban development trends.

Council members engaged in a robust discussion regarding the value of updating the plan. Some members questioned the necessity of the expenditure, considering whether enough had changed to warrant the update. However, Director Ritter and several Council members pointed out that various successful projects have been realized from the 2014 plan, such as the development of the new City Hall. They also recognized that new priorities, like Lake Michigan water access, which were not considered before, could significantly impact future planning and should be included in the updated comprehensive plan.

Director Ritter and the Council acknowledged the importance of having a strategic framework to guide future development, with specific emphasis on the potential Weber Road expansions. The discussion concluded with an understanding that while Crest Hill had achieved many goals from the previous plan, an updated version could better position the City for future opportunities and challenges. The Council agreed that an update would be beneficial to guide future development, particularly along Weber Road.

After discussions, Mayor Soliman conducted an informal vote to approve direction on the update of the Comprehensive Plan with Housel Lavigne Associates.

AYES: Ald. Oberlin, Albert, Kubal, Gazal, Deserio, Dyke.

UNDECIDED: Ald. Cipiti, Jefferson.

NAYES: None.

ABSENT: None.

## **ENGINEERING DEPARTMENT**

There were no agenda items.

## **POLICE DEPARTMENT**

There were no agenda items.

## **PUBLIC WORKS DEPARTMENT**

### **1. Industrial Wastewater Pretreatment Program SIU Permit Revision**

City Administrator Blaine Wing presented a request for revisions to the City's Industrial Wastewater Treatment Program permit for significant industrial users. He noted that Rich Products, a specific user, is seeking to increase their wastewater volume. Administrator Wing emphasized that the City's team, including the Attorney, Finance Department, Public Works, and Engineers, had thoroughly reviewed the request. The team determined that with the new wastewater treatment facility coming online, the City will have adequate capacity to accommodate the increased wastewater volume from Rich Products.

Administrator Wing reassured the Council that the updated agreement, which starts on page 72 of the packet, has been redlined to reflect the necessary revisions. He indicated that the revision process was collaborative, involving input from various departments to ensure all aspects were considered. The updated agreement aligns with the City's goals to effectively manage industrial wastewater while supporting the growth of local businesses.

Mayor Soliman conducted an informal vote to approve the Industrial Wastewater Pretreatment Program SIU Permit Revision.

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

NAYES: None.

ABSENT: None.

### **PUBLIC COMMENTS**

No members of the public came forward to address the Council.

### **EXECUTIVE SESSION**

1. 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Alderperson Oberlin made a motion to go into executive session for 5ILCS 120/2(c)(1). Seconded by Alderman Albert. Roll Call: Ayes: Kubal, Dyke, Deserio, Jefferson, Gazal, Oberlin, Cipiti, Albert. Nays: None. MOTION CARRIED.

Executive Session: 8:40 p.m.

Alderperson Oberlin made a motion to reconvene from the executive session for 5ILCS120/2(c)(1). Seconded by Alderman Deserio. Roll call: Ayes: Dyke, Deserio, Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal. Nays: None. MOTION CARRIED.

Reconvened: 9:14 p.m.

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

The meeting adjourned at 9:14 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.  
As presented \_\_\_\_\_  
As amended \_\_\_\_\_

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CHRISTINE VERSHAY-HALL, CITY CLERK

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RAYMOND R. SOLIMAN, MAYOR

DRAFT

MINUTES OF THE REGULAR MEETING  
 CITY COUNCIL OF CREST HILL  
 WILL COUNTY, ILLINOIS  
 December 15, 2025

1. OPENING OF MEETING

The regular meeting of the City of Crest Hill was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited in unison.

3. ROLL CALL

Roll call indicated the following present: Mayor Raymond Soliman, City Clerk Christine Vershay-Hall, City Treasurer Jamie Malloy, Alderman Scott Dyke, Alderman Angelo Deserio, Alderman Darrell Jefferson, Alderwoman Claudia Gazal, Alderperson Tina Oberlin, Alderman Mark Cipiti, Alderman Nate Albert, and Alderman Joe Kubal.

Also present were: City Administrator Blaine Wing, Police Chief Ed Clark, Finance Director Glenn Gehrke, City Engineer Ron Wiedeman, Community & Economic Development Director Dan Ritter, and City Attorney Mike Stiff.

4. CITIZEN/SPECIAL REQUEST/PUBLIC HEARINGS

4A. Holiday Lights Contest Winners Presentation

The Mayor opened this portion of the meeting by recognizing several special guests in the audience who were present to receive awards.

Alderwoman Claudia Gazal and Alderman Jefferson presented the holiday lights contest awards.

Alderwoman Gazal expressed appreciation to all participants for their efforts in decorating their homes despite challenging weather conditions.

Special thanks were given to the Judges, City Clerk Chris Vershay, and her staff, Karen and Samantha.

Award recipients included:

- Honorable Mentions:
  - Sam Chellino (Morning Delight gift card)
  - Amin Ghanayem (Firewater gift card)
  - Huante Family for Christmas Candy Canyon (Sumerce Coffee Shop gift card)
- Fifth Place:
  - Hrycyk Family (Sopranos Pizza gift card)

- Fourth Place:
  - Ksiazak Family (gift card)
- Third Place (tie):
  - Ludvigsen Family (Firewater gift card)
  - Hill Family (Prairie Bluff gift card)
- Second Place:
  - Puttrich Family (Mickeys gift card)
- First Place:
  - Filipiak Family (\$100 Sopranos Pizza gift card)

During the presentation, Santa Claus made a surprise appearance and Alderwoman Gazal shared humorous gift suggestions for the Mayor and City Council members.

Several Council members commented on the impressive displays throughout the City and congratulated all winners, noting the difficult weather conditions they had to contend with this season.

4B. Approve a Resolution Approving the Appointment of Gary Richardson to the Position of Director of Public Works for the City of Crest Hill Effective December 16, 2025, and Setting the Initial Salary for Gary Richardson

Mayor Soliman explained that the City had worked with Laurie Pederson from LocalGov Staffing Solutions to search for a Public Works Director. After receiving several applications, the Council interviewed three candidates on December 2nd and selected Gary Richardson for the position.

Mayor Soliman highlighted Mr. Richardson's qualifications, including 23 years of public service with 11 years as a Public Works Director at the Village of University Park and most recently at the Village of Lansing.

Mayor Soliman noted that he was impressed with Richardson's interview, describing him as well-spoken, confident, and someone who would lead by example and build a strong team.

Mayor Soliman asked for a motion to Approve a Resolution Approving the Appointment of Gary Richardson to the Position of Director of Public Works for the City of Crest Hill Effective December 16, 2025, and Setting the Initial Salary for Gary Richardson.

Alderman Jefferson made a motion to Approve a Resolution Approving the Appointment of Gary Richardson to the Position of Director of Public Works for the City of Crest Hill Effective December 16, 2025, and Setting the Initial Salary for Gary Richardson. Seconded by Alderperson Oberlin. Roll Call: Ayes: Dyke, Deserio, Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal. Nays: None. **MOTION CARRIED. Resolution #1364**

Gary Richardson approached the podium, introduced himself, and thanked everyone for the opportunity and is very excited to start his new position with the City of Crest Hill.

Many Council members congratulated Gary Richardson and welcomed him to the City.

5. **PUBLIC COMMENT FOR AGENDA ITEMS ONLY:**

No one approached the podium to make public comments on the agenda items.

6. **CONSENT AGENDA:**

Mayor Soliman asked if any of the Council members wished to have any items removed from the consent agenda for further discussion.

Alderman Dyke requested to remove item 6E (LocalGov Staffing Agreement) from the consent agenda.

Alderperson Oberlin requested to remove item 6K (Credit Card Policy) from the consent agenda.

Mayor Soliman proceeded to read the consent agenda items:

- 6A. Approve the Minutes of the Work Session Meeting Held on November 24, 2025.
- 6B. Approve the Minutes from the Regular Meeting Held on December 1, 2025.
- 6C. Approve the Minutes from the Special Work Session Meeting Held on December 2, 2025.
- 6D. Approve a Resolution Approving an Employee Leasing Agreement by and between the City of Crest Hill, Will County, IL and MGT Impact Solutions, LLC for the Services of Stephana Przybylski as Interim Human Resources for the City of Crest Hill. ***Resolution #1365***
- 6E. Approve a Resolution Approving the Execution of an Agreement by and between the City of Crest Hill and LocalGov Staffing Solutions for Recruitment Services Relating to the Search for an Assistant City Administrator/HR. ***(REMOVED for Discussion)***
- 6F. Approve a Resolution Approving an Extension of the Term of the Updated and Extended Independent Contractor Consulting Services Agreement by and between the City of Crest Hill, Will County, IL, and Ronald Mentzer. ***Resolution #1367***
- 6G. Approve a Resolution Approving an Agreement for Consolidated Strategy, Marketing, Management & Reporting Services by and between the City of Crest, Will County, IL and Method Engine, LLC not to exceed \$20,000.00. ***Resolution #1368***

6H. Approve a Resolution Approving an Agreement for the 2025 MFT Patching Program by and between the City of Crest Hill, Will County, Illinois, and D Construction, Inc. for an Amount of \$281,310.00. ***Resolution #1369***

6I. Approval to Award the Contract to Hoerr Construction Inc. for the 2024 Sanitary Sewer Cleaning and Televising for Lining Priority Areas 4 and 5 Maintenance Improvement in the Amount of \$1,063,280.00.

6J. Approval of Pay Request #35 from Vissering Construction, Inc. with Direction to Send it to the IEPA for Approval and Disbursement for a Total Amount of \$761,869.16.

6K. Approve a Resolution Amending the Credit Card and Purchasing Policies of the City of Crest Hill. *(REMOVED for Discussion)*

6L. Approve the Resolution Approving a Revised Wastewater Discharge Permit No. 1001- 22 Issued to Rich Products Corporation. ***Resolution #1371***

6M. Approval of the List of Bills Issued through December 31, 2025, in the Amount of \$2,307,688.05.

6N. Approval of the Regular and Overtime Payroll from November 17, 2025, November 30, 2025, in the Amount of \$308,999.49.

Mayor Soliman asked for a motion to approve the consent agenda items excluding items **6E, and 6K**.

Alderman Albert made a motion to Approve the Consent Agenda. Seconded by Alderwoman Gazal. Roll Call: Ayes: Deserio, Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal, Dyke. Nayes: None. MOTION CARRIED.

City Clerk Christine Vershay-Hall provided the resolution and ordinance numbers:

- 6D: Resolution 1365
- 6F: Resolution 1367
- 6G: Resolution 1368
- 6H: Resolution 1369
- 6L: Resolution 1371

Mayor Soliman commented that they would now discuss the items that were removed from the Consent Agenda to discuss separately.

6E. Approve a Resolution Approving the Execution of an Agreement by and between the City of Crest Hill and LocalGov Staffing Solutions for Recruitment Services Relating to the Search for an Assistant City Administrator/HR.

Alderman Dyke raised a concern regarding the pricing summary in the agreement, observing that it included pricing information for positions beyond just the Assistant City Administrator/HR Director position, which was the primary focus of the discussion. Lori Pederson from LocalGov Staffing Solutions explained that the additional positions and their associated pricing were included in the agreement as optional considerations for any potential future recruitment needs. She emphasized that the contract itself, which was detailed in Exhibit B, specifically pertained only to the recruitment services for the Assistant City Administrator/HR Director position that the City was currently pursuing.

In further clarification, the City Attorney also addressed the issue by affirming that the full proposal had indeed been included with the agreement package for reference purposes. He pointed out that the presence of additional positions in the proposal did not impact the Council's decision now since the Council was only being asked to approve the agreement that was strictly related to the Assistant City Administrator/HR Director search. The approval was focused solely on this single position, as delineated in Exhibit B. This assurance helped to dispel any ambiguity regarding the scope of the contract and reinforced the Council's understanding of the agreement before moving forward with the approval process.

Mayor Soliman asked for a motion.

Alderperson Oberlin made a motion to Approve the Execution of an Agreement by and between the City of Crest Hill and LocalGov Staffing Solutions for Recruitment Services Relating to the Search for an Assistant City Administrator/HR. Seconded by Alderwoman Gazal. Roll Call: Ayes: Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal, Dyke, Deserio. Nays: none. **MOTION CARRIED. Resolution #1366**

6K. Approve a Resolution Amending the Credit Card and Purchasing Policies of the City of Crest Hill.

Alderperson Oberlin expressed significant concerns regarding the existing policy that permitted the sharing or handing over of City-issued credit cards to other employees. She adamantly emphasized that when an individual is issued a City credit card in their own name, they should remain the sole authorized user of that card. Allowing others to use the card could potentially compromise accountability and responsibility, undermining the very purpose of having a card issued in a specific person's name.

Alderperson Oberlin underscored her belief that all purchases should go through the proper channels, asserting that the City had sufficient staff members with access to credit cards. In situations where a specific cardholder was unavailable, she highlighted alternative pathways, such as accessing other authorized individuals like the City administrator or their assistant, especially for emergency purchases.

Alderwoman Gazal supported the need for further deliberation on the matter and moved to TABLE the item, acknowledging that she, along with other members, had lingering questions regarding the policy and its implications. She proposed tabling the resolution to amend the credit card and purchasing policies, suggesting these should be addressed in a more thorough discussion in the forthcoming work session slated for January.

Mayor Soliman asked for a motion to table the item.

Alderwoman Gazal made a motion to TABLE the Resolution Amending the Credit Card and Purchasing Policies of the City of Crest Hill. Seconded by Alderman Dyke. Roll Call: Ayes: Oberlin, Cipiti, Albert, Kubal, Dyke, Deserio, Jefferson, Gazal. MOTION CARRIED.

## 7. REPORTS & COMMUNICATIONS FROM DEPARTMENTS & ELECTED OFFICIALS

### 7A. MAYOR'S REPORT:

Mayor Soliman thanked Alderwoman Gazal for organizing Winterfest 2025, which took place the previous Saturday. He noted that conditions were much better than the previous year, with temperatures around 30 degrees and no wind. Mayor Soliman described it as a fantastic family-friendly event that received positive feedback from attendees, and he looked forward to a "bigger and better" Winterfest in 2026.

The Mayor concluded by wishing all residents a blessed Christmas and a healthy and happy New Year for 2026.

Alderwoman Gazal thanked the Mayor for providing the luncheon for the staff and elected officials.

### 7B. CITY CLERK'S REPORT:

#### 1. Approval of Autumn Ridge Association to use the Community Room in 2026.

City Clerk Christine Vershay-Hall requested Council approval for the Autumn Ridge Association to use the Community Room for their HOA meetings in 2026. The dates would be January 15th, April 16th, July 16th, and September 17th, all starting at 7 PM.

Alderwoman Gazal made a motion for the Approval of Autumn Ridge Association to use the Community Room in 2026. Seconded by Alderman Jefferson. Roll Call: Ayes: Oberlin, Cipiti, Albert, Kubal, Dyke, Deserio, Jefferson, Gazal. Nays: None. MOTION CARRIED.

Clerk Vershay-Hall wished everyone a very Merry Christmas and a Happy and Safe New Years.

7C. CITY TREASURER'S REPORT:

Treasurer Jamie Malloy thanked Alderwoman Gazal for her work on the Winterfest and wished a belated happy birthday to Alderwoman Gazal and a happy birthday to Alderman Albert. She mentioned that cake was available after the meeting to celebrate. Treasurer Malloy concluded by extending holiday wishes to everyone.

7D. CITY ATTORNEY:

1. Approve an Ordinance for Referendum Seeking a Public Advisory Opinion on the Question of Whether to Abolish the Civil Service Commission for the City of Crest Hill, Illinois.

City Attorney Mike Stiff reported that efforts to collect signatures for a referendum to abolish the Civil Service Commission had fallen short of the required 340 signatures by about two hundred.

He explained that the correct procedure to abolish the Civil Service Commission would be to collect the required number of signatures, present them to the Circuit Court, and have a Judge direct the Clerk to place the question on the ballot. However, he noted that other municipalities had successfully abolished their Civil Service Commissions through ordinances without following this specific process.

Attorney Stiff presented an alternative option: the City Council could pass an ordinance to place an advisory referendum question on the March ballot. While acknowledging this approach was not technically the correct procedure and could potentially face legal challenges, he noted that two other municipalities (City of Silvis and City of Lincoln) had used this method successfully without facing challenges.

Extensive discussion followed regarding the risks of proceeding with an ordinance versus waiting to collect signatures properly for a future election. Alderman Jefferson shared his research showing that eighteen municipalities since 1997 had abolished Civil Service Commissions by ordinance without challenges. He characterized Civil Service as an archaic hiring method that hamstrings the City's ability to hire efficiently.

City Administrator Blaine Wing noted the practical difficulties the Civil Service requirements create for the City's hiring process, as it requires creating testing lists and causes months of delays.

Some Council members expressed concerns about not following the technically correct procedure, while others felt the risk was

minimal and worth taking given the benefits of modernizing the hiring process.

Alderman Jefferson made a motion to Approve an Ordinance for Referendum Seeking a Public Advisory Opinion on the Question of Whether to Abolish the Civil Service Commission for the City of Crest Hill, Illinois. Seconded by Alderman Cipiti. Roll Call: Ayes: Gazal, Oberlin, Cipiti, Kubal, Dyke, Deserio, Jefferson. Nays: Albert. **MOTION CARRIED. *Ordinance #2044***

Attorney Stiff advised that he would process the paperwork promptly rather than waiting until the December 29th deadline.

7E. CITY ADMINISTRATOR:

City Administrator Blaine Wing reported that the new City newsletter was available on the website and would soon be mailed to households. He also noted that the Public Works Department was working with contractors to address a water line issue at Food for Less, which had temporarily frozen due to cold weather. Repairs were scheduled for the following morning.

Alderwoman Gazal and Alderman Jefferson suggested that in future newsletters, the Mayor's message should appear on the first or second page as is customary in other municipal newsletters, noting that the Mayor is "the face of the City." Administrator Wing indicated he would consider these suggestions for the spring newsletter.

7F. PUBLIC WORKS DEPARTMENT:

There were no items to report.

7G. CITY ENGINEER:

1. Approve Pay Request #1 from Fer Pal Construction USA, LLC with Direction to Strand Associates that Once all Revised Documents are Received, to Send to the IEPA for Approval and Disbursement for a Total Amount of \$1,078,900.10.

City Engineer Ron Wiedeman explained that while some paperwork was still pending from the contractor, they wanted to process the payment request before year-end.

Alderman Oberlin made a motion to Approve Pay Request #1 from Fer Pal Construction USA, LLC with Direction to Strand Associates that Once all Revised Documents are Received, to Send to the IEPA for Approval and Disbursement for a Total Amount of \$1,078,900.10. Seconded by Alderman Jefferson. Roll Call: Ayes: Cipiti, Albert, Kubal, Dyke, Deserio, Jefferson, Gazal, Oberlin. Nays: none. **MOTION CARRIED.**

Engineer Weideman wished everyone a Merry Christmas.

7H. POLICE DEPARTMENT:

Police Chief Ed Clark introduced two new Police Officers who were hired on December 1st and would begin Police Academy training on January 5th: Madeline McNamara, a Crest Hill resident, and William Hernandez from the Plainfield area.

Both officers expressed their gratitude for the opportunity and their commitment to serving the community. Council members warmly welcomed the new officers and encouraged them to take advantage of the training and mentorship available to them.

7I. COMMUNITY DEVELOPMENT:

1. Approve a Resolution Approving an Agreement for an Update and Audit of the 2014 City of Crest Hill Comprehensive Plan by and between the City of Crest Hill, Will County, Illinois and Houseal Lavigne Associates, LLC.

Community & Economic Development Director Dan Ritter presented a resolution for an update and audit of the 2014 City of Crest Hill Comprehensive Plan by Houseal Lavigne Associates LLC. He explained that this firm had created the original 2014 plan and had significant experience in comprehensive planning. The update would assess what has been accomplished in the past decade and establish new goals and objectives for the City.

Alderman Albert made a motion to Approve a Resolution Approving an Agreement for an Update and Audit of the 2014 City of Crest Hill Comprehensive Plan by and between the City of Crest Hill, Will County, Illinois and Houseal Lavigne Associates, LLC. Seconded by Alderman Jefferson. Roll Call: Albert, Kubal, Deserio, Jefferson, Gazal, Oberlin, Cipiti. Nays: Dyke. MOTION CARRIED. Resolution #1372

8. UNFINISHED BUSINESS:

There was no unfinished business.

9. NEW BUSINESS:

There was no new business.

10. COMMITTEE/LIAISON REPORTS:

Alderwoman Gazal delivered an extensive report on the recent Winterfest event, expressing gratitude to numerous sponsors, volunteers, City staff, and Elected Officials who contributed to its success. She specifically thanked City Administrator Blaine Wing for his dedication and Marybel DeHaro for her behind-the-scenes coordination. She also recognized Public Works staff, the Police

Department, the Crest Hill Lions Club, and many others who helped make the event successful.

11. CITY COUNCIL COMMENTS:

Alderperson Oberlin announced that the City would be recycling holiday light strands and extension cords at City Hall from December 29, 2025, through January 30, 2026, as well as recycling real Christmas trees.

Multiple Council members congratulated the holiday lights contest winners, welcomed the new Public Works Director and Police Officers, and thanked Alderwoman Gazal for organizing the Winterfest.

Alderwoman Gazal shared a personal reflection about the second anniversary of her father's passing and encouraged everyone to reach out to family members, emphasizing the importance of reconciliation and not taking relationships for granted.

Council members extended holiday wishes to residents and fellow Council members.

12. PUBLIC COMMENT:

No one approached the podium for public comment.

13. ADJOURNMENT:

There being no further business before the Council, and no action needed from an executive session, a motion for adjournment was in order.

Alderman Dyke made a motion to adjourn at 8:28 p.m. Seconded by Alderman Deserio. Roll Call: Ayes: Kubal, Dyke, Deserio, Jefferson, Gazal, Oberlin, Cipiti, Albert. Nayes: None. MOTION CARRIED.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.  
 As presented \_\_\_\_\_  
 As amended \_\_\_\_\_

CHRISTINE VERSHAY-HALL, CITY CLERK

RAYMOND R. SOLIMAN, MAYOR

## Report Criteria:

Detail report type printed

[Report].Check Issue Date = 01/06/2026

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account	
46	Republic Ser	0721-008658	NOV 2025 MONTHLY S	11/20/2025	121,076.36	121,076.36	25641	01/06/2026	1225	80005300	
Total 46:					121,076.36	121,076.36					
82	Vestis	6030475168	UNIFORMS FOR STP	12/10/2025	24.95	24.95	25652	01/06/2026	1225	07075344	
		6030475168	UNIFORMS FOR WATE	12/10/2025	13.62	13.62	25652	01/06/2026	1225	07065344	
		6030475171	UNIFORMS FOR FLEE	12/10/2025	12.73	12.73	25652	01/06/2026	1225	01035344	
		6030475171	UNIFORMS FOR STRE	12/10/2025	42.03	42.03	25652	01/06/2026	1225	01035344	
		6030475171	MATS FOR PUBLIC WO	12/10/2025	28.58	28.58	25652	01/06/2026	1225	01045300	
		6030475171	UNIFORMS FOR BUILD	12/10/2025	12.78	12.78	25652	01/06/2026	1225	01045344	
		6030475171	UNIFORMS FOR STP	12/10/2025	10.42	10.42	25652	01/06/2026	1225	07075344	
		6030477226	UNIFORMS FOR STP	12/17/2025	24.45	24.45	25652	01/06/2026	1225	07075344	
		6030477226	UNIFORMS FOR WATE	12/17/2025	13.12	13.12	25652	01/06/2026	1225	07065344	
		6030477229	UNIFORMS FOR FLEE	12/17/2025	12.73	12.73	25652	01/06/2026	1225	01035344	
		6030477229	UNIFORMS FOR STRE	12/17/2025	66.03	66.03	25652	01/06/2026	1225	01035344	
		6030477229	MATS FOR PUBLIC WO	12/17/2025	21.57	21.57	25652	01/06/2026	1225	01035300	
		6030477229	UNIFORMS FOR BUILD	12/17/2025	58.78	58.78	25652	01/06/2026	1225	01045344	
		6030477229	UNIFORMS FOR STP	12/17/2025	13.18	13.18	25652	01/06/2026	1225	07075344	
		6030479384	UNIFORMS FOR STP	12/24/2025	24.45	24.45	25652	01/06/2026	1225	07075344	
		6030479384	UNIFORMS FOR WATE	12/24/2025	13.12	13.12	25652	01/06/2026	1225	07065344	
		6030479387	UNIFORMS FOR FLEE	12/24/2025	12.73	12.73	25652	01/06/2026	1225	01035344	
		6030479387	UNIFORMS FOR STRE	12/24/2025	42.03	42.03	25652	01/06/2026	1225	01035344	
		6030479387	MATS FOR PUBLIC WO	12/24/2025	28.58	28.58	25652	01/06/2026	1225	01035300	
		6030479387	UNIFORMS FOR BUILD	12/24/2025	12.78	12.78	25652	01/06/2026	1225	01045344	
		6030479387	UNIFORMS FOR STP	12/24/2025	5.27	5.27	25652	01/06/2026	1225	07075344	
Total 82:					493.93	493.93					
102	AT&T	831-00	3698390114	FIBER NETWORK PW	12/19/2025	2,503.11	2,503.11	25608	01/06/2026	1225	01105350
Total 102:					2,503.11	2,503.11					
103	AT&T	831-00	6953510112	INTERNET & PHONE S	12/19/2025	176.93	176.93	25609	01/06/2026	1225	07065350
Total 103:					176.93	176.93					
195	Concentric In	0279906	WASTEWATER SCADA	12/12/2025	3,567.30	3,567.30	25614	01/06/2026	1225	07085301	
Total 195:					3,567.30	3,567.30					
327	ComEd	2395	November 20	5129821222	12/06/2025	37.01	37.01	25612	01/06/2026	1225	07075353
			November 20	2240345000	12/06/2025	183.71	183.71	25613	01/06/2026	1225	07075353
Total 327:					220.72	220.72					
518	Experian	6000191652	EXPERIAN-NOV-DEC 2	12/28/2025	25.00	25.00	25620	01/06/2026	1225	01025310	
Total 518:					25.00	25.00					
640	Hawkins Inc	7277473	WATER CHEMICALS	12/01/2025	7,662.89	7,662.89	25623	01/06/2026	1225	07065421	
		7282117	SULFUR DIOXIDE & C	12/15/2025	325.00	325.00	25623	01/06/2026	1225	07065421	
		7282117	SULFUR DIOXIDE & C	12/15/2025	325.00	325.00	25623	01/06/2026	1225	07085421	
		7284468	WATER CHEMICALS	12/15/2025	4,004.18	4,004.18	25623	01/06/2026	1225	07065421	







Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
2043	Donald E. Mo	November 20	EAST AND WEST RECI	11/25/2025	15,750.00	15,750.00	25619	01/06/2026	1225	07065331
			Total 2043:		15,750.00	15,750.00				
2062	AHW LLC	12260444	FLEET- UNIT # 221 WIN	11/04/2025	814.03	814.03	25605	01/06/2026	1225	01075400
			Total 2062:		814.03	814.03				
2073	David Strahl	87	HOURS FOR DAVID ST	12/15/2025	3,709.55	3,709.55	25618	01/06/2026	1225	01105300
			Total 2073:		3,709.55	3,709.55				
2154	CoStar Realt	123168744	COSTAR SERVICES D	12/03/2025	430.00	430.00	25616	01/06/2026	1225	01165300
			Total 2154:		430.00	430.00				
2174	Sustainable	120825	MENTZER SERVICES 1	12/09/2025	5,117.50	5,117.50	25648	01/06/2026	1225	01165300
			Total 2174:		5,117.50	5,117.50				
2210	Grand Prairie	AR-0000000	GPWC MONTHLY INST	12/12/2025	41,866.00	41,866.00	25622	01/06/2026	1225	07065332
			Total 2210:		41,866.00	41,866.00				
2233	Nicor 06-00-8	November 20	NICOR OLD CITY HALL	12/03/2025	1,322.31	1,322.31	25631	01/06/2026	1225	01105350
			Total 2233:		1,322.31	1,322.31				
2244	Sky Volo Rep	Ticket OverP	PARKING TICKET REF	12/09/2025	40.00	40.00	25644	01/06/2026	1225	01003231
			Total 2244:		40.00	40.00				
2245	Toton's TV In	142894	TV REMOVAL/INSTALL	12/08/2025	425.00	425.00	25649	01/06/2026	1225	01015300
			Total 2245:		425.00	425.00				
			Grand Totals:		1,014,592.65	1,014,592.65				

## Report Criteria:

Detail report type printed

[Report].Check Issue Date = 01/06/2026

# SPESIA & TAYLOR

## MEMO

To: Crest Hill City Council  
From: Spesia & Taylor  
Date: November 13, 2025  
Re: Repeal of Ordinance 427 and Section 2.92.010 City to Pay Expenses

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Attached to this memorandum is an Ordinance repealing City Ordinance 427, passed in 1977 and which approved Chapter 2.92 (Actions Against The City), Section 2.92.010 (City to pay expenses).

This Ordinance has been in the Crest Hill Code for nearly 50 years. It is unclear as to how many times during that nearly half century. More importantly, it is unclear as to exactly what situations the Corporate Authorities in 1977 intended this section to address. The drafting is, in our opinion vague and not entirely clear.

I have not been able to determine with certainty when the City started to participate in any risk management associations such SWARM, the current risk pool, but the City does currently maintain a comprehensive insurance and risk management program which provides City Employees and elected officials with insurance coverage for covered acts in the course of their employment or service to the City. Based on the foregoing, Section 2.92.010 appears to be outdated and perhaps unnecessary.

Because of the vagueness of the language of Section 2.92.010, we are recommending that it be repealed, including the repeal of the original enacting ordinance (#427) at this time with the understanding that if it is later determined that the Chapter and Section are necessary for a specific purpose, the City Council can bring it back but in a much clearer and precise form which will address any identified need.

**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL),  
CHAPTER 2.92 (ACTIONS AGAINST THE CITY) OF THE CREST HILL CITY CODE  
OF ORDINANCES**

**WHEREAS**, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

**WHEREAS**, the Mayor and City Council previously exercised this grant of authority by passing Ordinance 427 in 1977, which created Chapter 2.92 (Actions Against The City), Section 2.92.010 (City to Pay Expenses) within Title 2 (Administration and Personnel); and

**WHEREAS**, the Corporate Authorities of the City are empowered to amend its Code of Ordinances from time to time, as necessary to further the best interests of the City of Crest Hill and its residents; and

**WHEREAS**, the Corporate Authorities have determined that Section 2.92.010 is vague and unclear as to what specific situations the 1977 Corporate Authorities intended to address by Ordinance 427 and Section 2.92.010, and has been unable to determine on how many occasions since 1977 the section has been used; and

**WHEREAS**, since the City of Crest Hill is a member of the Southwest Area Risk Management Pool (“SWARM”), and maintains a comprehensive insurance program which provides coverage to employees and elected officials, Section 2.92.010 appears to be outdated and unnecessary; and

**WHEREAS**, the Corporate Authorities of the City have determined that it is in the best interests of the City and its citizens to repeal Ordinance #1918 and to amend the Ordinance relating to the position of City Finance Director in Title 2, Chapter 26 of the City Code as set forth herein.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:**

**SECTION 1:** The City Council hereby finds that all the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

**SECTION 2:** Ordinance #427, which amended Title 2 (Administration and Personnel), to add Section 2.92.010 (City to Pay Expenses) is hereby repealed in its entirety, including Section 2.92.010. Chapter 2.92 (Actions Against The City) shall remain with all subsections reserved.

**SECTION 3:** In the event that any provision or provisions, portion or portions, or clause

or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

**SECTION 4:** That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

**SECTION 5:** That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

**SECTION 6:** That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

*Intentionally Blank*

PASSED THIS 5<sup>TH</sup> DAY OF JANUARY, 2026.

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

---

Christine Vershay-Hall, City Clerk

APPROVED THIS 5<sup>TH</sup> DAY OF JANUARY, 2026.

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Raymond R. Soliman, Mayor

ATTEST:

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Christine Vershay-Hall, City Clerk



## Agenda Memo

Crest Hill, IL

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<b>Meeting Date:</b>	January 5, 2026
<b>Submitter:</b>	Blaine Wing, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Approve a Resolution Designating and Appointing Public Works Director Gary Richardson as the Alternate Delegate to the Technical Advisory Committee (TAC) to the Grand Prairie Water Commission

**Summary:** The City of Crest Hill is a member of the Grand Prairie Water Commission and has previously nominated Ronald J Wiedeman, City Engineer, as permanent member on the Technical Advisory Committee. Back in July 2025, Council nominated the City Administrator, the City of Crest Hill's alternate delegate, with the plan being to name the City's next full-time Public Works the alternate delegate in 2026.

The attached resolution will name the Gary Richardson as the alternate delegate to the Technical Advisory Committee for the Grand Prairie Water Commission.

**Recommended Council Action:** Approve a Resolution Designating and Appointing Public Works Director Gary Richardson as the Alternate Delegate to the Technical Advisory Committee (TAC) to the Grand Prairie Water Commission

**Financial Impact:**

**Funding Source:** N/A

**Budgeted Amount:** N/A

**Cost:** N/A

**Attachments:**

Resolution-Gary Richardson Final

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION DESIGNATING AND APPOINTING PUBLIC WORKS DIRECTOR  
GARY RICHARDSON TO THE TECHICAL ADVISORY COMMITTEE (TAC) TO THE  
GRAND PRAIRIE WATER COMMISSION**

**WHEREAS**, the Corporate Authorities of the City of Crest Hill have the authority to adopt resolutions and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

**WHEREAS**, on June 17, 2024, the Corporate Authorities of the City adopted Resolution No. 1987, Approving the designation and appointments of Crest Hill's representatives to the newly formed and approved Grand Prairie Water Commission ("GPWC"), and pursuant to the Approved Intergovernmental Agreement Establishing the GPWC and the Approved Bylaws of the GPWC; and

**WHEREAS**, pursuant to Section 6.2(B) of the GPWC Bylaws, members of the GPWC shall select a Delegate and Alternate Delegate to the Technical Advisory Committee to the Commission ("TAC"); and

**WHEREAS**, On July 21, 2025, the City designated its current City Administrator Blaine Wing as the Alternate Delegate to the TAC; and

**WHEREAS**, With the hiring of a new Public Works Director; it is necessary to replace the City Administrator Blaine Wing with the new acting Public Works Director.

**WHEREAS**, the Corporate Authorities of the City have determined that it is necessary and expedient to now designate Public Works Director Gary Richardson as the Alternate Delegate to the TAC as set forth in this Resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE CORPORATE AUTHORITIES OF THE CITY OF CREST HILL, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:**

**SECTION 1.** The Corporate Authorities hereby find that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

**SECTION 2.** The Corporate Authorities of the City hereby update and amend their designated and appointed representatives to the GPWC, pursuant to Section 6.2(B) of the GPWC Bylaws and the Intergovernmental Agreement Establishing the GPWC, as follows:

A. To the Technical Advisory Committee:

Alternate Delegate: Gary Richardson (Public Works Director)

**SECTION 3.** In the event that any provision or provisions, portion or portions, or clause or clauses of this Resolution shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Resolution that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

**SECTION 4.** All ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Resolution, are hereby repealed to the extent of the conflict.

**SECTION 5.** The City Clerk is hereby directed to publish this Resolution in pamphlet form.

**SECTION 6.** This Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

*[Intentionally Blank]*

PASSED THIS 5TH DAY JANUARY, 2026.

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

APPROVED THIS 5TH DAY OF JANUARY, 2026.

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Raymond R. Soliman, Mayor

ATTEST:

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Christine Vershay-Hall, City Clerk



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**City Council Agenda Memo****Crest Hill, IL**

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<b>Meeting Date:</b>	January 5, 2026
<b>Submitter:</b>	Dave Strahl, Interim Human Resources Manager
<b>Department:</b>	Human Resources
<b>Agenda Item:</b>	Approval of Contract for eSkill Services – Civil Service Testing

**Summary:** Attached is a memorandum detailing the services provided by eSkill for testing services for civilian civil service positions.

**Recommended Council Action:** Approval of the contract for services of \$9000.

**Financial Impact:**

**Funding Source:** General Fund

**Budgeted Amount:** Item not budgeted for FY2025-2026

**Cost:** \$9000

**Attachments** Memorandum and information regarding the contract for services from eSkill.

Raymond R. Soliman  
Mayor

Christine Vershay-Hall  
Clerk

Jamie Malloy  
Treasurer

Ward 1  
Scott Dyke  
Angelo Deserio

Ward 2  
Claudia Gazal  
Darrell Jefferson

Ward 3  
Tina Oberlin  
Mark Cipiti

Ward 4  
Nate Albert  
Joe Kubal

**TO:** City Administrator Blaine Wing  
**FROM:** Interim Human Resources Manager Dave Strahl  
**SUBJECT:** eSkills Contract  
**DATE:** December 30, 2025

Background:

The City has utilized the testing services from eSkills for several years and as recently as 2023 when their testing materials were utilized to determine skill levels of candidates for Administrative Clerk and Account Disbursement Clerk. The test scores were part of the process prior to a personal interview to determine the knowledge of the candidate for placement on the hiring list. The previous contract arrangement with eSkill was such that the city paid per participant and the candidate had to appear at Joliet Junior College (JJC) for a proctored test. The City would also pay a per head fee to JJC for the use of their computer lab and staff for the testing.

The list for Administrative Clerk and Account Disbursement Clerk expired at the end of November 2025. The postings for these two positions were active until December 19. There is also a need to create a list for Mechanic, and the Janitor list will expire in June 2025. As part of the process to generate a hiring list, HR staff reached out to eSkill to purchase a test as before and set a date to have the test at JJC. However, eSkill has changed their business model and now offers an annual subscription service that allows for customization of testing materials and remote testing without proctoring. This remote option has built in security protocols to ensure the tester is confirmed. eSkill also has options for additional testing options for construction related positions that would apply for public works. The most recent processes for the Maintenance Worker and Building & Grounds Worker list required the public works staff to proctor a graded skills test as the first step in creating a hiring list. The database of test questions includes screening questions that would also apply for the Mechanic and Janitor hiring list creation, when applicable.

eSkill also has an “On Boarder” assigned to the City account for the first 30 days to assist in determining the appropriate questions and coordinating the testing with the candidates. This service would be coordinated closely with the job descriptions to ensure the questions match the skills necessary to be successful in the positions. There is also a one-way interview option in which



candidates could respond to interview questions on their own time for evaluation and grading to determine eligibility and placement on the hiring lists.

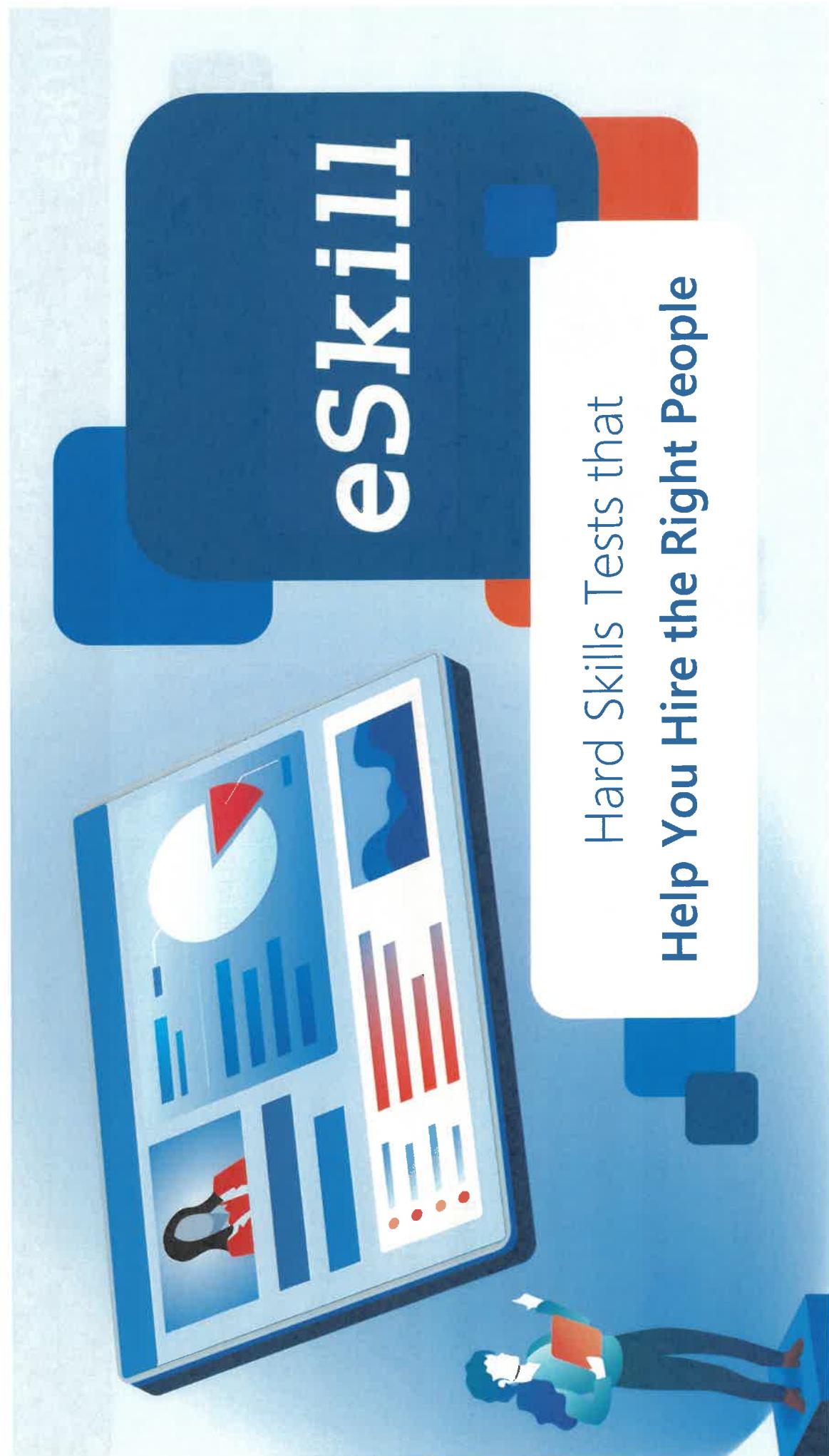
**Recommendation:**

This change in business model would make the process to create a hiring list much less labor intensive compared to the process currently. In addition, the ability to create questions from the extensive library of available questions would allow a broader skill review of candidates than previously.

The grading of the questions is completed in real time and staff can generate summaries of the scores with analysis of which questions were incorrect in each subject area that is of interest to the City. Additional information regarding the services provided are attached to this document.

The cost is \$9,000 for the year but is an unbudgeted expense. However, this service is critical for generating hiring lists to comply with the civil service process.

Staff recommend the purchase of a one-year contract with eSkill.



# Discovery

## About Me - Alisha Soto

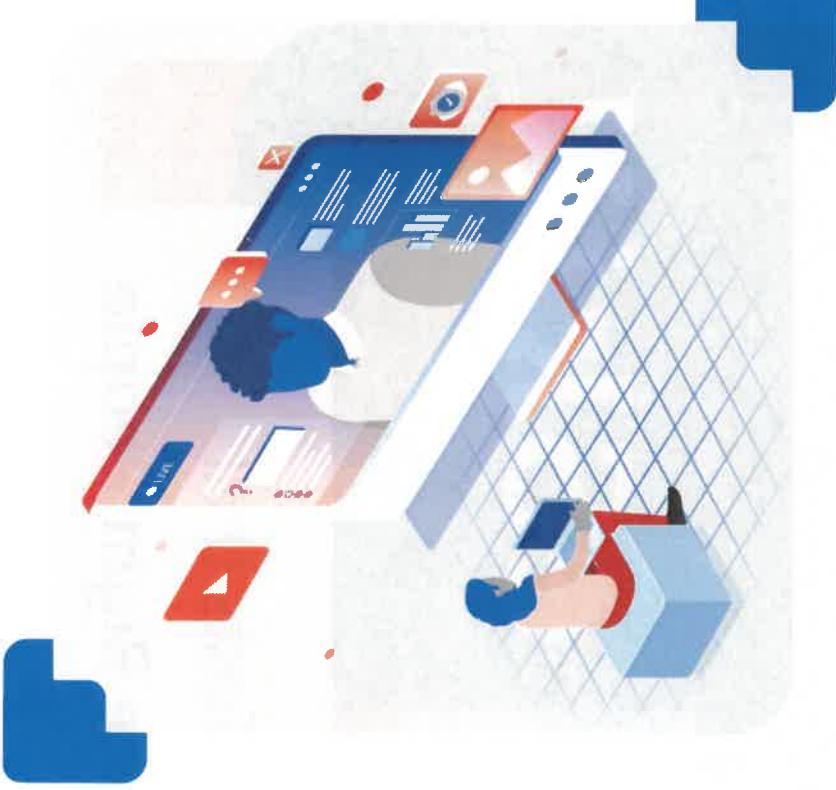
- Help organizations just like yours make smarter hiring decisions.
- Data-driven assessments.
- Understand your goals and see how eSkill fits.

## About eSkill

- Leading provider of customizable pre-employment assessments.
- Evaluate hard skills, soft skills, and cognitive abilities.

## Let's Talk about You

- What prompted you to explore assessment tools?
- Are there any current hiring challenges you'd like to improve?
- How do you currently measure success in your hiring process today?
- What would success look like in a partnership with eSkill?



eSkill

Item 2.

## Hiring is Getting More Difficult

- **AI tools have drastically expanded hiring funnels**
  - HR teams are overwhelmed by high volumes of unqualified applicants for each open role.
- **Qualified talent is hard to identify**
  - Many candidates lack the job-specific skills required.... and resumes don't tell the full story.
- **The cost of a bad hire is rising**
  - Poor hiring decisions are leading to reduced team performance, lost productivity, and higher turnover.

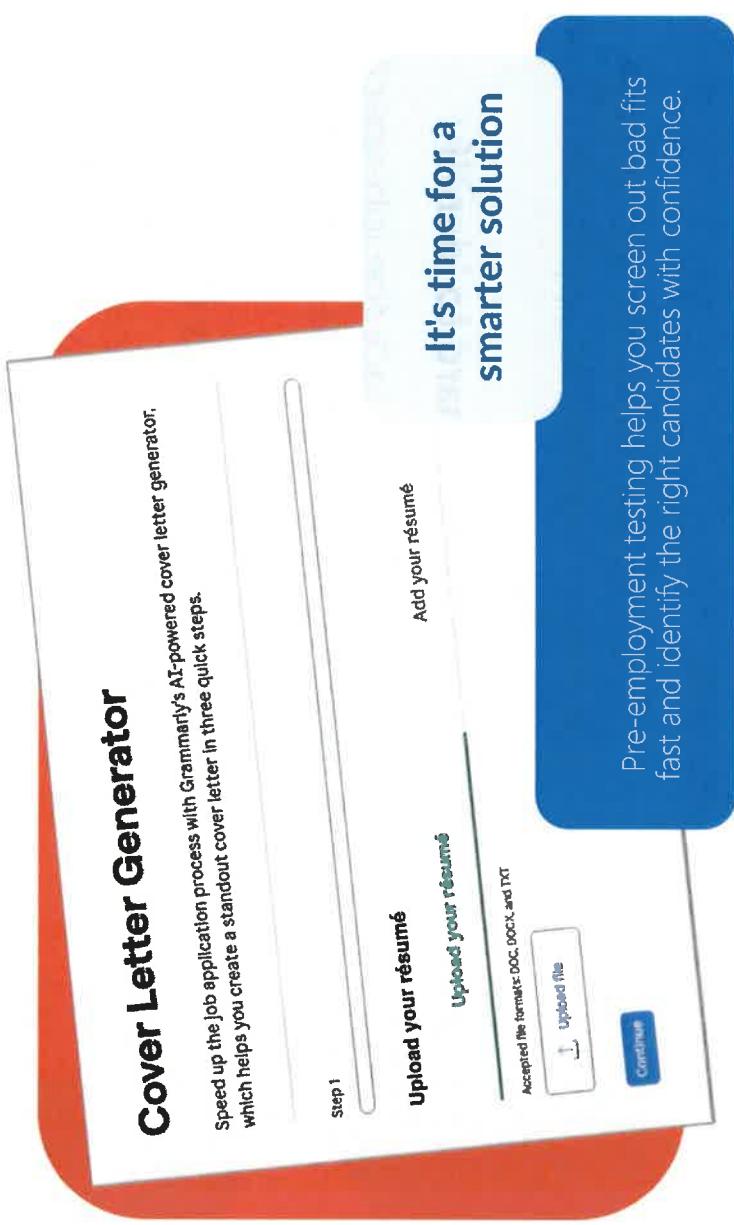


# Traditional Hiring Methods are Failing

70% of job applicants admit to **lying on their resumes** – and references often can't be trusted.

**AI-generated cover letters are now common** – generic, inflated resumes flood your inbox, masking true capabilities.

**Resumes and cover letters can't measure performance** – you need real data, not guesswork. And candidates can apply in three clicks – leading to hundreds of unqualified applicants per role.

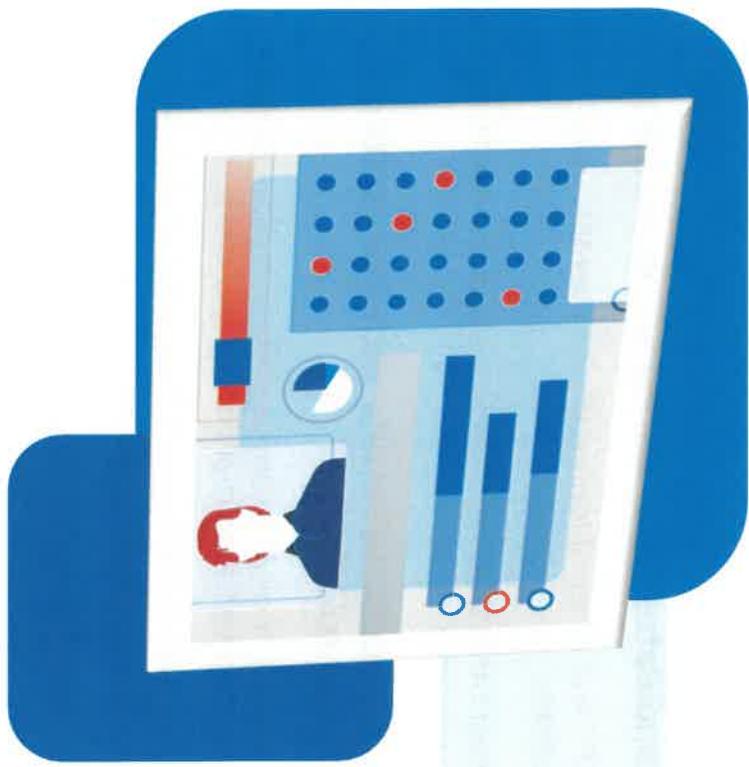


eSkill

## Pre-Hire Assessments Are The Solution

- Pre-Hire Assessments test **hard skills** that are absolutely necessary for job success.
- Objective, data-driven information can **screen out a high volume of bad-fit, AI-assisted applications**.
- Quickly understand **which candidates possess the right skills** for your business to:

- Stop wasting time interviewing unqualified candidates.
- Avoid bad hires.
- Reduce employee turnover.



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# Anti-Cheat Tools that Maintain Test Integrity



## 30% of candidates cheat during job assessments

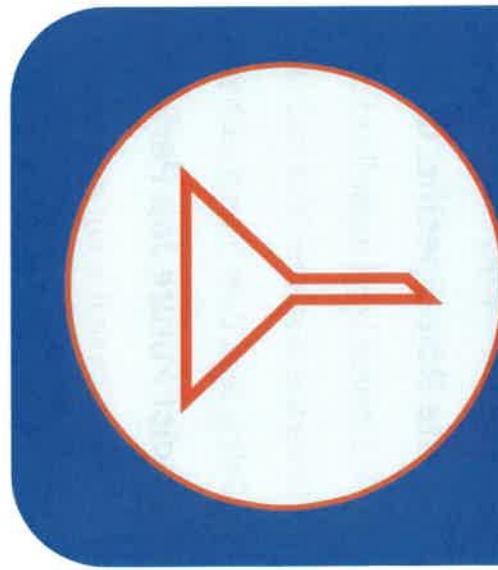
- ChatGPT and other AI tools make it easier than ever to cheat on assessments.
- Dishonest candidates can lead to skewed test results and poor hiring outcomes.

## Authenticate accurate results with eSkill anti-cheat tools and proctoring solutions.

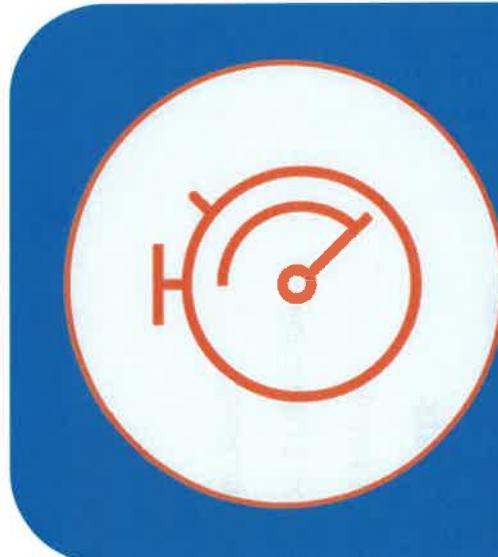
- Use automatic tools like copy + paste detection, browser lockdown, tab switching monitoring, and more.
- Deploy advanced proctoring solutions that flag audio/video concerns and generate a candidate suspicion score.
- Maintain a fair playing field, minimize bias, and ensure test accuracy for positive hiring outcomes.

eSkill

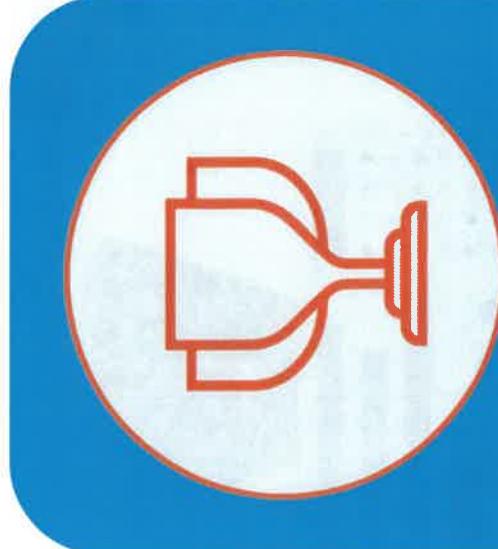
## In a Perfect World...



Pre-hire assessments narrow the hiring funnel by identifying qualified candidates.



Fewer candidates to screen leads to faster hiring times and better hires.



Improved hiring processes create winning teams and a more successful organization.

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# And Organizations Can:

## Implement Pre-Hire Tests Efficiently

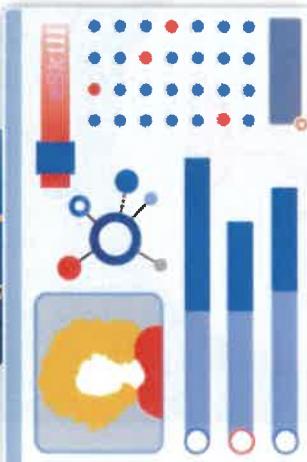
- Lean on an expert for guidance and analysis.
- Create custom pre-hire assessments for job requirements.
- Seamlessly integrate pre-hire assessments into hiring process.

## Create Role-Specific, Custom Pre-Hire Tests

- Not limited by standardized questions irrelevant to role.
- Leverage questions that test skills essential to job / company.
- Refine tests over time to achieve ideal hiring outcomes.

## Predict Future Job Performance

- Build tests that accurately predict future job success.
- Leverage custom questions & anti-cheat to find great candidates.
- Easily adjust tests to changing requirements / standards.



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# Pre Hire Assessment Approaches



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# eSkill Overview

**22+ Years**  
of Experience in the Assessment Industry  
**19+ Million**  
Candidates Tested across Dozens of Different Industries

## Thousands

of Customers Use eSkill Pre-Employment Skills  
Assessments Every Day to Measure:

- Hard Skills (Technical, Math, Excel)
- Cognitive Ability (Problem Solving, Logic, Attention to Detail)
- Behavioral Profile (Work Ethic, Adaptability, Etc.,
- Candidate Fit for Open Job Roles

Top Pre-Hire Platform

Year After Year



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# eSkill Differentiators

## Robust Customization

- Create a test specific to your unique job and company requirements.

- Mix-and-match questions or create your own from scratch.
- Adjust test length and difficulty to match hiring goals.

## Extensive Hard Skills Test Library

- Tried-and-true content spanning over 600 subjects and 70,000+ Questions.

- Multiple question types including job simulations.

## Assessment Experts

- eSkill experts that collaborate on test creation, analysis, & refinement.

- US-based support.
- Candidate support to improve hiring experience.

**72%**

of all deployed eSkill tests are customized

**53%**

of job-based assessments contain multiple subjects

**60%**

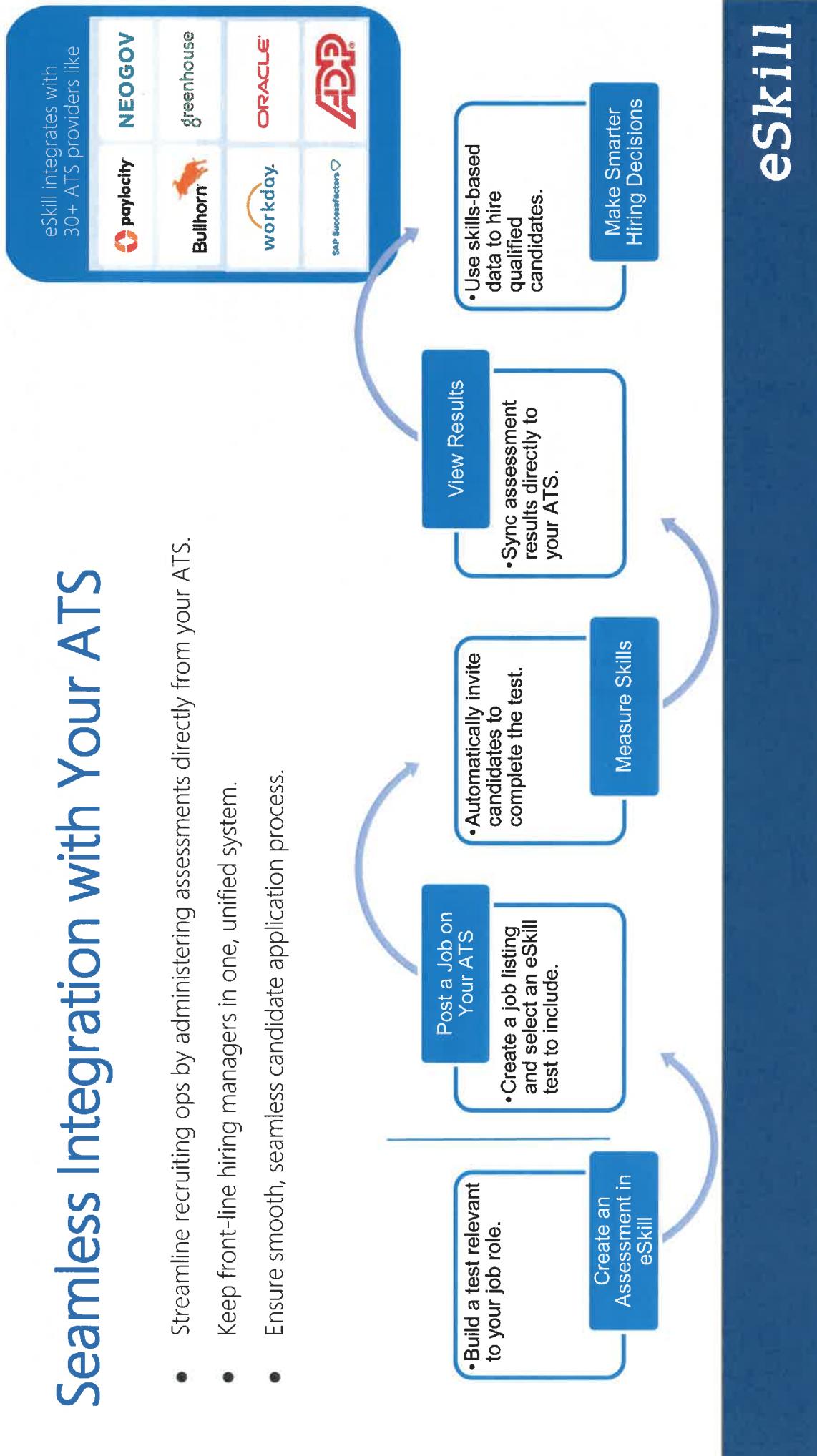
of organizations that approach eSkill have no experience with pre-hire assessments

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# Seamless Integration with Your ATS

- Streamline recruiting ops by administering assessments directly from your ATS.
- Keep front-line hiring managers in one, unified system.
- Ensure smooth, seamless candidate application process.



# eSkill Helps Thousands of Companies Hire Better



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Improve Turnover  
43%

Retain New Hires  
91%

Decrease Time to Hire  
50%

Lower Hiring Costs  
\$65,000

Reduce Screening Hours  
75%

eSkill Customers Have Experienced

Achieve Rapid ROI  
3 Months

2025 Pricing  
Starting at \$10,000  
500 Assessments/Annually  
(Multi-Year Discount Approved)

Anti-Cheat now included!

5% - 2 yr Contract  
10% - 3 yr Contract

**Includes**

- ✓ Pre-Built Assessments
- ✓ Mix and Match Questions
- ✓ Complete Test Library
- ✓ Customer Email and Chat Support
- ✓ 30-Day Onboarding
- ✓ Custom Branding
- ✓ Standard Integrations
- ✓ Video Questions
- ✓ One-Way Interviews
- ✓ Custom Communications
- ✓ Customer Phone Support
- ✓ Candidate Support
- ✓ Behavioral Tests

*Custom Questions  
Test Digitization & Uploads  
Team Grading  
Assessment Consulting  
Dedicated Account Manager*

# 5 Key Considerations for an Assessment Platform

Key Decision Factors	Critical Components	Why It Matters
<b>1. Comprehensive Skills Coverage</b>	<ul style="list-style-type: none"><li>Industry-specific skill libraries</li><li>Technical proficiency tests for hard skills and office productivity apps</li><li>Job-relevant simulations</li></ul>	Ensures candidates can actually perform job requirements and meet compliance standards.
<b>2. Customization &amp; Flexibility</b>	<ul style="list-style-type: none"><li>Configurable test templates</li><li>Custom question creation tools</li><li>Hybrid assessments with standard and internal content</li></ul>	Addresses unique roles that don't fit generic templates and ensures that each assessment is relevant to the role.
<b>3. Implementation Support &amp; Service Quality</b>	<ul style="list-style-type: none"><li>Assessment strategy consulting</li><li>Technical implementation and onboarding support</li><li>Responsive customer &amp; candidate support</li></ul>	Maximizes platform adoption and ROI through expert assistance and ongoing support, especially for organizations that don't have dedicated HR technology teams.
<b>4. Test Integrity and Anti-Cheating</b>	<ul style="list-style-type: none"><li>Browser lockdown technology</li><li>AI-powered monitoring</li><li>Suspicious behavior alerts</li></ul>	Prevents poor hiring decisions and potential compliance risks in merit-based hiring environments with the 30% of candidates that attempt to cheat.
<b>5. System Reliability &amp; Integration</b>	<ul style="list-style-type: none"><li>High uptime guarantees</li><li>ATS/HRIS integrations</li><li>API connectivity options</li></ul>	Prevents recruitment disruption and maximizes ROI on existing HR technology investments.

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# What Our Customers Say about Us

"With the large database of questions readily available, **it is easy to create or alter a test to fit a specific position or department**. The website is user friendly for both the applicant and the administrator. The people at eSkill have been extremely helpful and friendly on any question that has arisen."



"Before eSkill, we did not have a formalized way to assess our candidates. As our company really started to grow in size, we started to notice the pains from hiring managers about the quality of candidates and recent hires. Once we started to use eSkill, **we saw improved confidence when hiring and more qualified employees**. We have not looked back since!"



"Seamless and easy; great support. Ability to assemble own tests. Ease of sending test notices and score reporting. **Great communication with eSkill's staff members.**"



"Endless combinations of testing/simulations content stays current and spans across so many disciplines. Was able to **truly see** candidate knowledge concerning specific disciplines and **their ability to successfully get the job done.**"



"By using eSkill, we now have the capability to test candidates and quickly evaluate their skills and aptitudes to ensure we are **identifying the best candidate for each role.**"



"We have **reduced time-to-hire by at least two or three days** simply by eliminating inefficiencies in our process. Recruiters no longer have to manually screen applicants and there is no need to go back and forth with candidates to schedule and conduct interviews."



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# eSkill

*Talent Assessment Platform*



# Purchase Agreement

*This is not an invoice.*

# eSkill

Organization Name	City of Crest Hill	Address	20600 City Center Blvd.
Package Description	Growth Package: Standardized Tests, Mix-and-Match Tests, Complete Test Library, Anti-Cheat, Standard ATS Integration, Video Questions, Custom Branding, Behavioral Tests, 30-day Onboarding, Email/Chat/Phone Support, Candidate Support.		Crest Hill, IL 60403 US
		Order Date	12/30/2025
		Order Expiration Date	1/15/2026

Product Description	Sales Price	Quantity	Results annually up to	Total Price
Growth Package	USD 9,000.00	1.00	500	USD 9,000.00

Contract Start Date 1/6/2026 Service Term 12 months

Contract End Date 1/5/2027

Payment Terms Net 30 Total Due for Year 1 USD 9,000.00

Email (for invoices) accountspayable@cityofcresthill.com Total Price USD 9,000.00

City of Crest Hill eSkill

Name: Name:

Title: Title:

Signature: Signature:

Date: Date:

*Please note there will be a 1.5% interest charged per month on late invoices.*

*This Service Order is governed by the Terms of Service that can be accessed at <https://www.eskill.com/terms-of-use>.*

*By signing this order form, I acknowledge I have read and understood the [Privacy Policy](#).*



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## Agenda Memo

Crest Hill, IL

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<b>Meeting Date:</b>	January 5, 2026
<b>Submitter:</b>	Blaine Wing, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	2025 Highlights

**Summary:** As we begin 2026, now is a great time to reflect on the past twelve months and start thinking about what we want to accomplish in the upcoming years. With the help of our departments, I will touch on some of the positive highlights that occurred in 2025.

I promise to keep this brief, as I know there is a full agenda.



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	January 5, 2026
<b>Submitter:</b>	Blaine Wing, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Discussion of Assistant City Administrator/HR Director Job Advertisement, Salary Range and Job Description

**Summary:** At the end of 2025, City Council authorized LocalGov Staffing Solutions, LLC, to recruit for an Assistant City Administrator/HR Director. Laurie Pederson then began reviewing the City's previous position information, formulating a schedule, and drafting the attached materials. At this time, Laurie is seeking Council's approval to post the job ad with a salary range of \$140,000 to \$180,000 based on her review of the current market for this position in the greater Chicagoland area.

**Financial Impact:**

**Funding Source:** General Fund

**Budgeted Amount:** Current HR Director/Consultant Budget

**Cost:** N/A

**Recommended Council Action:** Discuss and approve the draft job ad description, salary range, and job description.

**Attachments:**

- Draft Assistant City Administrator/HR Director Job Advertisement
- Compensation Comparison
- Draft Job Description

**Assistant City Administrator/Human Resources Director**  
**City of Crest Hill, Illinois**

**Salary Range:** \$140,000 to \$180,000 DOQ/E.

**Application Deadline:** Open until filled

**Population:** 20,459

**Good government starts with good people.**

***Help support the workforce behind Crest Hill.***

The City of Crest Hill is seeking an experienced Assistant City Administrator/Human Resources Director to support its workforce and partner with executive leadership. Reporting to the City Administrator, this role oversees human resources functions and contributes to City-wide initiatives.

This is an opportunity for a public sector professional who values strong people practices, sound judgment, and effective local government.

**Join a Thriving Community**

Located in Will County, approximately 40 miles southwest of Chicago, Crest Hill is a growing, financially sound community with a strong municipal team and a commitment to continuous improvement. The City operates with a professional management structure, an engaged Mayor and City Council, and a workforce dedicated to responsive public service. Crest Hill's \$50 million budget, AA bond rating, low debt, and healthy reserves reflect the City's financial strength.

**Position Overview**

As **Assistant City Administrator/Human Resources Director**, you will lead the City's human resources programs and serve as a trusted advisor to the City Administrator and department leadership. The position combines strategic HR leadership with hands-on administration and executive support.

Key responsibilities include:

- Supervise and be responsible with two (2) to three (3) department heads for those departments staffing, budgets, and projects.
- Oversee City Communications & Community Engagement and Information Technology staff and/or consultants.
- Directing and administering all human resources functions, including recruitment, employee and labor relations, benefits, compensation, training, and performance management
- Serving as lead administrator for union contracts, grievances, and arbitration, working closely with department heads and legal counsel
- Developing, implementing, and interpreting personnel policies and the Employee Handbook
- Ensuring compliance with federal, state, and local employment laws and regulations

- Administering employee benefits, wellness programs, workers' compensation, and personnel records
- Preparing and managing the human resources budget
- Serving as staff liaison and ex-officio test administrator for the Civil Service Commission
- Attending City Council meetings and representing the City at regional and professional meetings
- Completing special projects and serving as Acting City Administrator when assigned

### **Ideal Candidate**

The successful candidate will bring a strong background in municipal human resources or public administration, along with the judgment, discretion, and communication skills needed to work effectively with elected officials, executive leadership, employees, and external partners.

### **Minimum qualifications include:**

- Bachelor's degree in public administration, human resources management, or a related field. Master's degree preferred.
- Five years of progressively responsible experience in public administration or human resources, preferably in a municipal environment

### **Desired knowledge and skills include:**

- Labor relations and collective bargaining experience
- Knowledge of employment law, civil service systems, and municipal operations
- Strong policy development and organizational skills
- Ability to handle confidential and sensitive matters with professionalism
- Clear and effective written and verbal communication skills
- Collaborative leadership style with a strong customer service orientation

### **Why Crest Hill**

- Opportunity to serve in a senior leadership role within a stable municipal organization
- Meaningful work that directly supports employees and the community
- Professional environment that values integrity, accountability, and continuous improvement
- Competitive compensation and comprehensive benefits package

### **How to Apply**

**Ready to take the lead in shaping the future of Crest Hill? [Click Here to Apply!](#)**

The City of Crest Hill is working with LocalGov Staffing Solutions, LLC to help fill this important role. This position will remain open until filled, with applications reviewed on a rolling basis. If you have any questions, feel free to reach out to Laurie Pederson, President, [LP@localgovstaffing.com](mailto:LP@localgovstaffing.com)

*The City of Crest Hill is proud to be an Equal Opportunity Employer. We welcome applicants from all backgrounds and do not discriminate based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or veteran status.*

DRAFT

Population	Municipality	Title	Position Category	Salary	2.5% increase to 2025	Note	
11,827	Shorewood	No ACA or HR Director	N/A	N/A			GPWC
12,758	Minooka	No ACA or HR	N/A	N/A			GPWC
13,383	Channahon	Assistant Village Administrator	Assistant	\$ 135,200	\$ 135,200	2025 Comp	GPWC
15,042	Lemont	Human Resources Manager	HR Manager	\$ 102,757	\$ 105,326	2024	
19,210	Mokena	Village Attorney/HR Director	Attorney + HR Director	\$ 160,600	\$ 164,615	2024	
20,296	Frankfort	Assistant Village Administrator	Assistant	\$ 170,000	\$ 170,000	2025 Comp	
20,459	Crest Hill	Assistant City Administrator/Human Resources Director	Assistant + HR Director	TBD		Range TBD	GPWC
21,533	Yorkville	Assistant City Administrator	Assistant	\$ 156,389	\$ 156,389	2025 Comp	
22,146	Lockport	Assistant Finance/HR Director	HR Director	\$ 135,000	\$ 138,375	Finance & HR combined department, under Finance Dir.	
24,223	Lisle	Deputy Village Manager/Chief Financial Officer	Deputy + CFO	\$ 171,864	\$ 171,864	2025 Comp	
27,214	New Lenox	Director of Human Resources	HR Director	\$ 177,067	\$ 177,067	5/1/2025 Comp	
27,214	New Lenox	Assistant Village Admin/Community Development Director	Assistant + CDD	\$ 187,691	\$ 187,691	5/1/2025 Comp	
34,158	Woodridge	Human Resources Manager	HR Manager	\$ 129,584	\$ 132,824	2024	
34,158	Woodridge	Assistant Village Administrator	Assistant	\$ 167,274	\$ 171,456		
34,585	Oswego	Assistant Village Administrator	Assistant	\$ 169,212	\$ 169,212	2026 Comp	
39,863	Romeoville	Human Resources Director	HR Director	\$ 120,000	\$ 120,000	5/1/2025	GPWC
44,762	Plainfield	Human Resources Director	HR Director	\$ 149,969	\$ 149,969	2025	
44,762	Plainfield	Assistant Village Administrator/Mngt Services Director	Assistant + Management	\$ 195,870	\$ 195,870	2025	
50,247	Downers Grove	Human Resources Director	HR Director	\$ 165,000	\$ 165,000	2026 Comp	
50,247	Downers Grove	Deputy Village Manager	Deputy	\$ 185,000	\$ 185,000	2026 Comp	
55,971	Tinley Park	Assistant Village Manager	Assistant	\$ 169,122	\$ 169,122	2025 Comp may include other items	
55,971	Tinley Park	Human Resources Director	HR Director	\$ 179,169	\$ 179,169	2025 Comp - Includes Benefits and other items	
58,703	Orland Park	Director of Human Resources	HR Director	\$ 148,218	\$ 148,218	2025 Comp	
58,703	Orland Park	Assistant Village Manager	Assistant	\$ 176,248	\$ 176,248	2025 Comp	
150,362	Joliet	Director of Human Resources	HR Director	\$ 176,566	\$ 176,566	Former HR Dir. Kathy Franson, new Dir. 11-2025	GPWC
150,362	Joliet	Deputy City Manager	Deputy	\$ 189,060	\$ 189,060		GPWC

## 2025

Average of all of the above: (23)	\$ 162,358
Average of pop. 15,000 to 30,000: (8)	\$ 158,916
Average Assistant/Deputy titles: (13)	\$ 172,441
Average HR Director Titles: (8)	\$ 156,796



**Position:** Assistant City Administrator/Human Resources Director  
**Department:** Administration

**Status:** Exempt  
**Last Updated:** 04/09/19

**General Purpose:**

The Assistant City Administrator/Human Resources Director is responsible for administering the City's human resources programs including policy development and implementation, recruitment and selection, compensation, employee benefits, labor relations, workers' compensation, and employee safety. This position also completes special projects for the City Administrator.

**Supervision Received:**

The Assistant City Administrator/Human Resources Director works under the immediate supervision of the City Administrator.

**Supervision Exercised:**

This position will directly supervise two (2) to three (3) department heads and work closely with elected officials. For example, depending on the skills, knowledge, abilities, and workload, this position could have the Finance and Community & Economic Development report to them.

**Essential Duties & Responsibilities:**

- Attend all City Council meetings, Work Sessions, and other meetings as required.
- Supervise and be responsible with two (2) to three (3) department heads for those departments staffing, budgets, and projects.
- Oversee City Communications & Community Engagement and Information Technology staff and/or consultants.
- Direct and oversee labor and employee relations, administer all union contracts, advise management on employee discipline matters and response to grievances, and work with outside legal counsel on grievance arbitration.
- Develop and implement personnel policies, train and advise management on policies and interpretation, ensure compliance with applicable federal and state employment rules and regulations, investigate complaints relative to City policies on discrimination, conflict of interest, harassment, and other complaints.
- Draft, regularly review, educate staff, implement, interpret, and administer the Employee Handbook.
- Coordinate City-wide employee training and development.
- Develop, implement, and administer employee performance appraisal system; Advise Department Heads on other employee matters relating to work performance; prepare compensation reports and make recommendations for salary adjustments.
- Conduct policy and personnel studies as needed. Compile, analyze, and communicate information pertaining to personnel related matters and special projects.
- Develop annual human resources budget, oversee and monitor expenditures.
- Develop and administer the employee wellness program.
- Serve as the staff liaison and ex-officio test administer for the Civil Service Commission.

- Direct the recruitment and selection process including posting and advertising vacancies, civil service test administration, initial screening of candidates, and oversight of the interview process; oversee applicant tracking, manage pre-employment screening process and new employee orientation.
- Serve as the City delegate to the Intergovernmental Personnel Benefit Cooperative (IPBC).
- Administer employee benefits program including overseeing open enrollment, reporting, record keeping, and preparation of monthly billing reports.
- Develop, implement, and maintain employee personnel record system.
- Oversee the Workers' Compensation program including claims reporting and investigation, claims processing, record keeping, loss control and alternative work assignments.
- Attend meetings of local, regional, state, and other officials to represent the interests of the City and to keep informed on matters of interest to the City.
- Attend seminars and conferences to enhance knowledge and professional expertise.
- Complete special projects for the City Administrator.
- Serve as Acting City Administrator in the absence of the City Administrator.
- Perform other duties as assigned.

### **Desired Minimum Qualifications**

#### **Education & Experience:**

- Bachelor's degree in public administration, human resources management, or a closely related field.
- Master's degree in human resources, public/business administration, or advanced degree preferred.
- Five years' experience in Public Administration or Human Resource Management, or an equivalent combination of training and experience.

#### **Knowledge, Skills, and Abilities:**

- Demonstrated ability to apply the principles and practices of personnel administration, position classification, performance evaluation, and compensation administration.
- Skilled in diplomacy with the ability to develop collaborative relationships with community leaders, elected officials, residents, and coworkers; ability to maintain effective working relationships with individuals at all levels of the organization.
- Knowledge of applicable laws and ordinances related to municipal government operations.
- Knowledge of the principles, practices and laws as applied to labor contract negotiations, contract administration, worker's compensation, and arbitration procedures.
- Knowledge of legal recruitment and hiring policies, the Fair Labor Standards Act, Family Medical Leave Act, and other employment laws.
- Knowledge of the principles of management and organizational practices.
- Ability to develop appropriate performance evaluation plans, job evaluation and position classification plans.
- Ability to assemble data, prepare documentation, and present information for arbitration cases, negotiation, and grievance proceedings.
- Demonstrated ability to read and interpret complex laws, regulations, and ordinances.
- Ability to successfully negotiate agreements and resolutions to complex issues.



- Ability to maintain confidentiality.
- Ability to properly maintain and organize office files and records.
- Ability to respond to email requests in a timely manner.
- Ability to read, clearly speak, and legibly write the English language.
- Excellent customer service skills.
- Skilled in the use of Microsoft Word, Excel, Access, and Outlook as well as Adobe Acrobat, and the ability to learn other software as needed.
- Demonstrated ability to communicate effectively both verbally and in writing, using complex sentences, proper punctuation, spelling and grammar.
- Ability to apply common sense understanding to carry out detailed instructions, prioritize multiple tasks, and work independently to meet deadlines.
- Ability to multi-task and cope with numerous interruptions, remain calm in stressful situations, and make objective decisions using sound judgement.
- Ability to perform basic math skills, use decimals to compute ratios and percentages, and tabulate data to create spreadsheets.
- Ability to prepare and operate within the constraints of a budget.
- Ability to enhance relations with the Mayor, City Council, staff, and members of the public.
- Ability to present for informational and instructional purposes at City Council meetings and other venues.
- Ability to gain proficiency in everyday operation and minor maintenance of required tools and equipment.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.

### **Tools & Equipment, Physical Demands, Working Conditions**

#### **Tools and Equipment:**

The following list of tools and equipment is a representative and not necessarily all-inclusive inventory of items needed to successfully perform the essential job duties:

Telephone, facsimile, photocopier, printer, document scanner, personal computer, calculator, audio/visual equipment, motorized vehicles and equipment, common hand and power tools, and mobile radio.

#### **Physical Demands:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, possess average ordinary visual acuity necessary to prepare or inspect documents or operate office equipment, talk reach with hands and arms, walk, climb and descend stairs, bend, crouch, lift and/or move up to 25 pounds. Frequent and regular movements are required using wrists, hands and fingers to feel, handle, or operate equipment, tools or controls. Effective audio-visual discrimination and



perception to quickly and accurately make observations, correctly identify red, yellow, blue and green, distance and peripheral vision, depth perception and the ability to adjust focus is also required.

Hearing must be sufficient for average or normal conversations, to understand verbal direction, and to detect abnormal equipment operation and alarms.

#### **Working Conditions:**

Work activities are conducted in a climate controlled open-office environment, and noise levels are usually quiet. This position routinely uses standard office equipment including computers, phones, photocopiers, filing cabinets, etc. There are no hazardous or significantly unpleasant conditions.

The weekly work schedule is 40 hours in duration, Monday through Friday and may be extended in the event of an emergency, disaster, workload, or the need to complete time-sensitive work. Employees working in this position are required to attend evening meetings and work on some Saturdays, Sundays special events, and holidays.

#### **Performance Measurements & Selection Guidelines**

- Regularly arrives for work on time prepared to perform the duties of the job.
- Attends Council and regional meetings as necessary.
- Practices and sets an example of ethical conduct.
- Possess a professional manner and appearance.
- Demonstrates leadership.
- Avoids politics and partisanship.
- Sets and achieves City goals and objectives.
- Adheres to City policies and procedures.
- Sets a standard of excellence in customer service and staff support.
- Consistently produces accurate work and meets deadlines.
- Uses available methods to track on-going or semi-regular tasks and project deadlines.
- Completes routine or regular tasks without being directed by others.
- Drafts thorough and complete reports and memoranda reviewing for errors in work product.
- Displays composure, friendliness, and respect in treatment of the public and coworkers.
- Ability to exercise good judgement in analyzing problems.
- Respects the confidential nature of many aspects of the position.
- Adapts to changes in the work environment and manages competing demands.
- Has a thorough knowledge of the City's policies, procedures, rules, regulations, structure and operations and uses it appropriately to resolve problems and crises.

An employee in this position is also evaluated upon the general observations of the ability to perform all of the essential responsibilities and duties.



Item 4.

**Selection Guidelines:**

Formal application; evaluation of education and experience; oral interview, reference check, background investigation; post-offer medical physical including drug and alcohol screening; job related tests may also be required.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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Department Head      Date

Assistant City Administrator/HR Director      Date

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City Administrator      Date

# Heritage Corridor Publications

## Advertising rates, sizes and specifications

2026

Item 1.

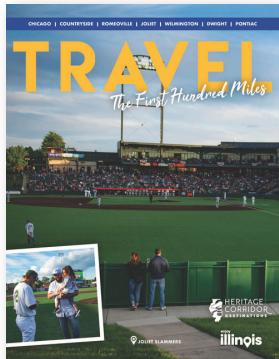
Stretching from the southwest collar of Chicago to the heartland of Illinois, the Heritage Corridor Destinations travel guides bring together some of the most diverse and exciting tourism destinations this state has to offer: the picturesque canyons of Starved Rock Country, the nostalgic open road of Route 66, and boutique shops and eateries along the historic I&M Canal.

Heritage Corridor Destinations is providing the opportunity to have your business directly marketed to tourism publications. When you become an ad partner with Heritage Corridor Destinations, your business or organization can expand its reach and build its customer base among both tourists and locals. Each travel guide prints 50,000 copies and is distributed at key high-traffic locations.

### 2026 TRAVEL GUIDES

#### Route 66 Issue

- Advertising deadline: January 15, 2026
- Publication date: April 2026
- Quantity 50,000



#### Starved Rock Country and I&M Canal Towns - Double Issue -

- Advertising deadline: January 30, 2026
- Publication date: May 2026
- Quantity 50,000

### PRE-PAYMENT BONUS

If payment is received prior to March, 31 2026, your business will be able to request a dedicated video. This video will be provided to you and posted on the Heritage Corridor Destinations Facebook, Instagram, and TikTok channels.

### ADVERTISING SIZES AND RATES

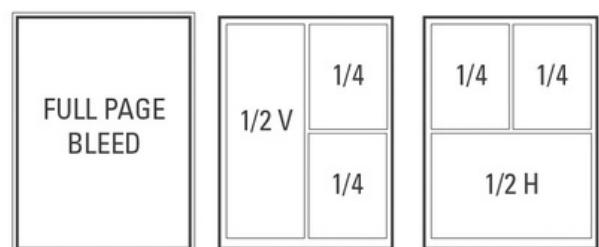
Ad Size	1-guide buy	2-guide buy
Quarter page 3.875" x 5"	\$850 \$1,500	■ \$1,050 ■ \$1,800
Half page 7.875" x 5" H 3.875" x 10.12" V	\$1,500 \$2,600	■ \$1,800 ■ \$3,120
Full page 8.625" x 11.13" (0.125" bleed)	\$2,500 \$4,000	■ \$3,000 ■ \$4,800
Inside Front/Back Cover 8.625" x 11.13" (0.125" bleed)	\$4,000 \$5,500	■ \$4,800 ■ \$6,600
Back Cover 8.625" x 11.13"(0.125" bleed) 8.375" x 10.875" Trim	\$5,000 \$7,000	N/A ■ Member ■ Non-Member

### LEGACY \* ADVERTISING SIZES AND RATES

Ad Size	1-guide buy	2-guide buy
Quarter page 3.875" x 5"	\$680 \$1,200	■ \$850 ■ \$1,500
Half page 7.875" x 5" H 3.875" x 10.12" V	\$1,200 \$2,080	■ \$1,500 ■ \$2,600
Full page 8.625" x 11.13" (0.125" bleed)	\$2,000 \$3,200	■ \$2,500 ■ \$4,000
Inside Front/Back Cover 8.625" x 11.13" (0.125" bleed)	\$3,200 \$4,400	■ \$4,000 ■ \$6,600
Back Cover 8.625" x 11.13"(0.125" bleed) 8.375" x 10.875" Trim	\$4,000 \$5,600	N/A ■ Member ■ Non-Member

\*Legacy pricing available to 2025 advertisers only.

### AD SPECIFICATIONS



# Advertising Opportunities



Ad insertion agreement \_\_\_\_\_

ADVERTISER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE/FAX \_\_\_\_\_

PRIMARY CONTACT:

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

BILLING CONTACT \_\_\_\_\_ MARKETING CONTACT \_\_\_\_\_

\$

Total Amount of Contract

Sales Representative

## SELECT THE FOLLOWING

### HERITAGE CORRIDOR DESTINATIONS TRAVEL GUIDES

- Starved Rock Country and I&M Canal Towns double issue
- The First Hundred Miles of Route 66 guide

### GRAPHIC DESIGN

- Use the same graphic design for both publications, Route 66 and I&M Canal/Starved Rock
- Use two different designs, one for Route 66 and one for I&M Canal/Starved Rock

### AD CHOICE

- 1/4 Page
- 1/2 Page
- Full Page
- Inside Front Cover
- Inside Back Cover
- Back Cover (Route 66 guide only)

### NOTES

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### ORIENTATION

- Vertical
- Horizontal

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### TERMS & CONDITIONS

- No advertising will run without a signed contract and processed payment.
- All advertising submitted is subject to the approval of Publisher. Publisher reserves the right to refuse any advertising content that does not meet the company's standards of acceptance. On acceptance, publication is contingent upon space availability.
- Type of headings, text, etc., shall not be the same or similar to that used in the news and editorial column. Advertisements having the appearance of editorial material must have the word "Advertisement" printed above, and Publisher reserves the right to insert above any copy the word "Advertisement."
- Materials are due two weeks after the advertising deadline noted for the respective publication.
- Publisher shall not be liable for slight changes or typographical errors that do not lessen the value of an advertisement. Publisher shall not be liable for any other errors appearing in an advertisement unless Publisher received correct copy deadline with corrections plainly noted a reasonable length of time before publication. In the event of an error in an advertisement for which the Publisher is liable as herein defined, its liability shall be limited to republishing the advertisement or refunding such portion of the entire cost of the advertisement as the space occupied by the errors bears to the whole space occupied advertisement per our rate card. Advertisements will be published and billed on the basis of exact space ordered. Half of total payment shall be rendered within 30 days of signing contract. Remaining payment shall be received upon approval of the final proof.
- Composition produced by publisher shall be its property and shall not be reproduced photographically and used by other publications without consent.
- A minimum of 50,000 copies of each publication plus digital versions are used for fulfillment.
- Publisher reserves the right to change its advertising rates or conditions.
- Payment is due upon filing the insertion order, before the publication is printed. Invoices will be sent at the time of insertion order, before advertisements are published.

AUTHORIZATION (SIGN) \_\_\_\_\_ DATE \_\_\_\_\_

I am an authorized representative of the advertiser allowed to enter into this agreement and I hereby authorize Heritage Corridor Destinations to insert our advertisement into the above selected medium(s).