



City Council Work Session

Crest Hill, IL

May 08, 2023

7:00 PM

Council Chambers

1610 Plainfield Road, Crest Hill, IL 60403

Agenda

- [1.](#) Replacement/Promotion of Records Supervisor
- [2.](#) Indeck Property Development Presentation
- [3.](#) City Center HVAC
- [4.](#) Approve a Proposal with LVS Solutions Inc., to Add Audio Recording & Integration at the City Center Building in the Amount of \$4,949.00
5. Public Comments
6. Mayor's Updates
7. Committee/Liaison Updates
8. City Administrator Updates

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.



Agenda Memo**Crest Hill, IL**

Meeting Date: 05-08-2023
Submitter: Police Chief Edward Clark
Department: Police Department
Agenda Item: Replacement/Promotion of Records Supervisor

Summary: Police Records Supervisor Timi Tucker is retiring as of 05-05-2023. When we learned of her intentions, we began the process of searching for a replacement. This process was in step and working with Employee Relations Manager Lindsay Cabay. We had 122 applications and narrowed down the search to 16 candidates. We held interviews with 12 candidates on April 19 & 20, 2023. The list was then narrowed down to 3. The final interviews were conducted on April 25, 2023.

After much discussion and contemplation, it was determined that our current Police Clerk Mandy Scherbing was the choice to fill the position. Clerk Scherbing has been with the city since 2020 and has done a great job for the Police Department. She is efficient and proficient in many aspects of the Records Department.

Salary: I am asking that Clerk Scherbing begin her new responsibilities at an hourly rate of \$30.77 or \$64,000.00 annually. This salary is within the Gov HR Range. Her current salary is \$25.44 hourly (May 1, 2023) or \$52,915.20 yearly. We believe this salary reflects the importance and responsibility involved in the position. This will also be a cost savings for the city, as Timi Tucker was at the higher end of the salary range, and we will need to bring in a replacement for Clerk Scherbing. That person would start at step one. I look forward to presenting this to you at the work session.

Recommended Council Action: Approval of promotion of Clerk Scherbing

Financial Impact: \$64,000 Annually

Funding Source: General Fund

Budgeted Amount: \$78,365.00

Cost: \$64,000 Annually

Attachments:



City Council Agenda Memo

Crest Hill, IL

Meeting Date:	May 8, 2023
Submitter:	Maura Rigoni, AICP, Interim Planner
Department:	Community & Economic Development
Agenda Item:	Indeck Property Development Presentation

Summary: On September 14, 2022, a proposal to develop the 37-acre property at the southwest corner of Lidice Parkway and Enterprise Blvd appeared before the Plan Commission. The proposal then included the construction of a 579,000 square foot speculative industrial warehouse/office building with associated parking, trailer parking and loading docks. Since the property is over 5 acres the development, the applicant must seek approval of a Plan Unit Development.

As stated, the proposal appeared before the Plan Commission in September of 2022, when it received a favorable recommendation with several conditions.

Since then, the original applicant Panattoni has withdrawn their application and a new industrial developer, Midwest Industrial Funds, has a contract on the property. The new applicant intends to develop the property in the same manner, including square footage, parking, etc., that was presented by Panattoni, which received Plan Commission recommendation. Since the application has been withdrawn prior to receiving final approval, the new developer must appear before the Plan Commission for consideration and recommendation. The applicant proposes the same size building 579,000 square feet, with 333 automobile parking stalls, 151 trailer parking stalls, and approximately 113 loading docks.

In conjunction with this proposal, the current applicant, has agreed to improve Lidice Parkway, dedication and monetary contributions to the construction of the Enterprise Blvd extensions, and additional right-of-way dedication required for future road improvements. Please note these were similar to those under the Panattoni application.

The September 2022 recommendation from the Plan Commission included the following conditions:

1. The maximum number of loading docks permitted for the speculative industrial warehouse/office building shall not exceed 133 for the PUD. Any increase in the number of loading docks above 133 will require a new public hearing and a new approval for an amendment to the PUD.

2. Landscape Plan: Evergreens trees shall be a minimum of 8' in height and deciduous shade trees shall be a minimum of 2.5" caliper at the time of planting. Additional landscaping and/or earth berming shall be provided on the southwest side of the property facing the residential properties for additional screening and buffering.
3. The developer shall be responsible for a monetary contribution for the future extension of Enterprise Drive and the associated road improvements (for a future Weber Road extension project). The details and cost(s) associated with this monetary contribution shall be further discussed and determined by the City Engineer.
4. Final approval of the PUD is subject to final civil engineering plan, landscape plan and plat of dedication approvals.
5. All sign proposals shall comply with applicable sign code regulations of the Crest Hill Zoning Code.
6. Compliance with Plans: The development, maintenance, and operation of the Property shall be in substantial compliance with the plans and documents as submitted, except for minor changes approved by the Community & Economic Development Director.

Staff has worked with the new applicants to address condition #3 outlined above and provide the following for consideration by City Council.

Staff recommends a total cash contribution of \$550,000 to address both the Enterprise Drive extension and the future Weber Road extension. As part of the development, the applicant will dedicate property for additional public ROW for Lidice Pkwy and Enterprise Blvd. Both dedications will assist in providing additional ROW and road width for the planned improvements on Chernovic Lane, Lidice Pkwy and Enterprise Blvd. The development will also include improving Lidice Pkwy to three lanes.

In this packet, the following is included: site plan, which is in general conformity with what was presented by Panattoni.

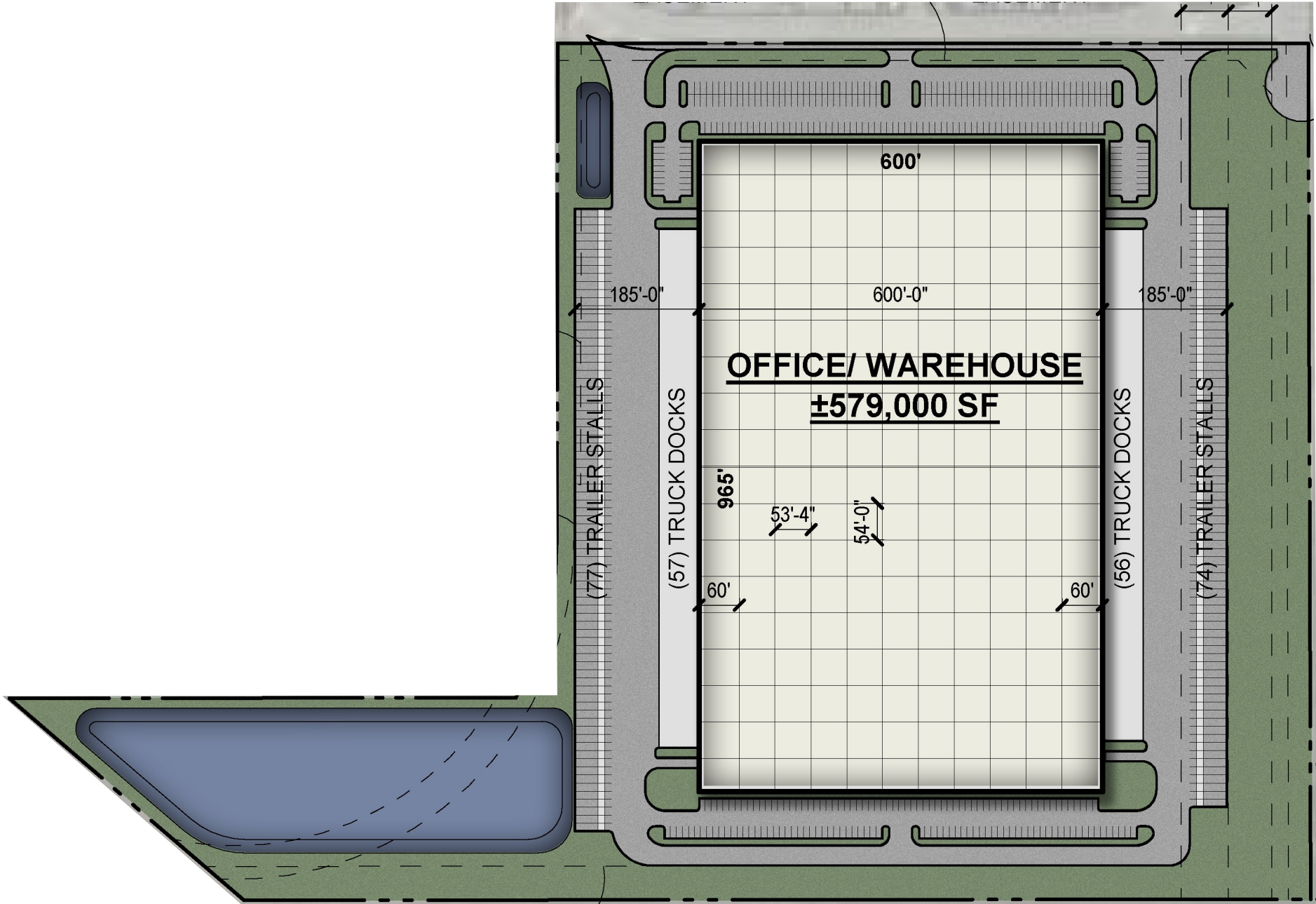
Recommended Council Action: If the Mayor and City Council are amenable to the proposed development, direct staff to work with the developer to proceed with the PUD process. If the Mayor and City Council are amenable to the proposed monetary contribution for the road improvements, direct staff to prepare a redevelopment agreement.

Financial Impact: N/A

Funding Source:

Budgeted Amount:

Attachments: Site plan



SITE AREA (±37.12 AC.)	1,617,123 SF
BUILDING AREA	579,000 SF
CAR PARKING	±333 STALLS
DRIVE IN OVERHEAD DOORS	4 DOORS
TOTAL TRAILER PARKING	151 STALLS
TOTAL EXTERIOR DOCKS	113 DOCKS

SITE PLAN





Agenda Memo**Crest Hill, IL**

Meeting Date: May 8, 2023
Submitter: Blaine Kline, Assistant Director of Public Works
Department: Public Works
Agenda Item: City Center HVAC

Summary: Kirwan Mechanical has completed an assessment of the HVAC/Mechanical systems at City Center. They provided a recommendation to bring the system up to standard operating performance. Kirwan can complete the work that was not finished by Mechanical Concepts.

The cost for Kirwan's work will be covered by the amount we did not pay Mechanical Concepts. The unspent amount for Mechanical Concepts of \$49,040 will be used to pay Kirwan. The cost for Kirwan to complete the work is \$33,840.

Because we need Kirwan to begin working as soon as possible, we are asking for Council's approval to proceed before the proposal is voted on at the May 15 regular meeting,

Recommended Council Action: Approve Kirwan Mechanical to complete the HVAC/Mechanical system at City Center.

Financial Impact:

Funding Source: City Center Funds

Budgeted Amount: \$49,040

Cost: \$33,840

Attachments: Kirwan proposal

City of Crest Hill
2090 Oakland Ave.
Crest hill, IL 60403

April 27th, 2023

Attn- Blain Kline, Assistant PW Director

RE- Crest Hill City Center HVAC/Mechanical Inspection Results

Blaine-

Thank you for contracting us to provide this mechanical assessment of the HVAC/Mechanical systems within the new facility. We are providing a summary of observable deficiencies within our inspection. A majority of the HVAC systems are completed to the point of operation, the facility should be able to become occupied. Many of the issues could be resolved without major disruptions.

City Hall Systems-

FAF-1-

The test and balance report (TAB) was fully sampled on this system. The supply air performance appears to be correct, while introducing 26% outside air and/or duct leakage due to the return air shortfall. All heating, economizer and cooling functions are working at this time.

FAF-2-

The TAB report is indicating that system may have not been balanced, of the diffusers that could be read, the values are well beyond the 10% requirement of most systems. All heating, economizer and cooling functions are working at this time.

FAF-3-

The TAB report is indicating that system may have not been balanced, of the diffusers that could be read, the values are well beyond the 10% requirement of most systems. All heating, economizer and cooling functions are working at this time.

FAF-4-

The balancer did not read this system as part of his spot check. This system does have a failed thermostat that will require replacement. All heating, economizer and cooling functions are working at this time.

FAF-5-

The TAB report is indicating that system may have not been balanced, of the diffusers that could be read, the values are well beyond the 10% requirement of most systems. All heating, economizer and cooling functions are working at this time.

AHU-1-

The TAB report is indicating that system may have not been balanced, of the diffusers that could be read, the values are well beyond the 10% requirement of most systems. All heating, economizer and cooling functions are working at this time. There is an issue with the control cabling/connections. The heating and cooling are running simultaneously and the thermostat is located in a poor location.

Police Department Systems-

FAF-1-

The TAB report is indicating that system may have not been balanced and is low on air flow, of the diffusers that could be read, the values are well beyond the 10% requirement of most systems. All heating, economizer and cooling functions are working at this time.

FAF-2-

The TAB report is indicating that system may have not been balanced and is low on air flow, of the diffusers that could be read, the values are well beyond the 10% requirement of most systems. All heating, economizer and cooling functions are working at this time.

FAF-3-

The TAB report is indicating that system may have not been balanced and is low on air flow, of the diffusers that could be read, the values are well beyond the 10% requirement of most systems. The heat is working at this time, the air conditioning is not. There is an issue with the condensing unit inverter.

FAF-4-

The TAB report is indicating that system may have not been balanced, of the diffusers that could be read, the values are well beyond the 10% requirement of most systems. All heating, economizer and cooling functions are working at this time. The thermostat on this system is on an outside wall and is not reading correctly.

FAF-5-

The TAB report is indicating that system may have not been balanced, of the diffusers that could be read, the values are well beyond the 10% requirement of most systems. All heating, economizer and cooling functions are working at this time.

FAF-6-

The balancer did not read this system as part of his spot check. All heating, economizer and cooling functions are working at this time.

SS-1-

No issues found at this time

SS-2-

No issues found at this time

SS-3-

No issues found at this time

Sally port unit heater-

This unit is functioning correctly, it is missing two of the panels to seal the combustion areas.

VRF basement systems-

These systems are incomplete, ducting, control and start-up are required to test them.

ERV systems-

These units are not indicated on the drawings dated 12/20/2019. The installation does not appear to be typical with most instances. The unit installation should be properly engineered for this application. Design changes would be proposed, if required.

Summary-

The base installation is about 90% complete at this point. The test and balance may have been started but is not complete. Several diffusers and branches are installed and not indicated on the drawings dated 12/30/2019. The police department basement VRF system is not finished. The FAF-3 within the police department does not have air conditioning at this time. The city hall council chambers system has multiple issues that should be resolved. The ERV systems within the police department should be evaluated by an engineer. The drawings on-hand are not “as-built” and are not accurate to what was installed, drafting should be performed to create accurate as-built drawings for the entire HVAC/mechanical design.

Costs to resolve-

Please note, our evaluation and TAB sampling has given us an opportunity to find the unfinished and non-functioning systems within both spaces. As the building becomes occupied and used through the seasons, other issues will most likely become visible that were not during this inspection.

Description	Cost
Engineer evaluation of the ERVs	\$6,180
Full system HVAC TAB report	\$15,100
Complete the VRF systems	\$6,325
PD- FAF-3 Repair	\$1,255
PD- FAF-4 Repair	\$450
AHU-1 Repairs	\$3,180
Unit heater repair	\$825
CH FAF-4 Repair	\$525
Total	\$33,840

Sincerely,



Brian Newell
 Kirwan Mechanical Service
 (630) 514-3454
 bnewell@kirwan-mech.com



Agenda Memo

Crest Hill, IL

Meeting Date:	May 3, 2023
Submitter:	Christine Vershay-Hall, City Clerk
Department:	Clerk
Agenda Item:	Approve a Proposal with LVS Solutions Inc., to Add Audio Recording & Integration at the City Center Building in the Amount of \$4,949.00

Summary: LVS can provide an alternative audio recorder a Tascam SS-R250N. This is not a change order to the original to the existing AV contract. LVS proposed a Tascam recorder originally in earlier iterations of their AVI proposal. With the edits/removal of the Broadcast System scope of their proposal, the recording appliance were removed as well. This would be an additional add to the price quoted for the Denon DN-900R in the amount of \$4,665.00, which is not in stock until October 2023. The Tascam SS-R250N is in stock, and once equipment arrives (5- 7 days after approval) installation will be scheduled that will provide onsite labor to install the devices above and professional services to add an audio only recording page to both the touch panel and iPad.

Recommended Council Action: Approve a Proposal with LVS Solutions Inc., to Add Audio Recording & Integration at the City Center Building in the Amount of \$4,949.00

Financial Impact:

Funding Source: General Fund

Budgeted Amount: General Fund

Cost: \$4,949.00

Attachments: LVS proposal



Date: May 3, 2023

Proposal# 11-18979 PR#01 r1

Project: City of Crest Hill Council Chambers- Add Audio Recorder and iPad control

Submitted By: Erik Sover

We are pleased to submit the following proposal on the above referenced project.

CITY OF CREST HILL- COUNCIL CHAMBERS: ADD AUDIO RECORDER & INTEGRATION: \$4949.00

Scope of Work:

-Furnish and install a Tascam SS-R250N Professional Grade Solid State Audio Recorder. Take an output from the existing Biamp Audio DSP and connect it to the input. Dress in cables, power, and device into AV rack.

-Include (2) 512G SD Storage Cards

-Include (1) 1TB USB Storage Memory Stick

-Add AMX EXB-COM2 RS232 Control Port Expansion Module to provide control from existing AMX System. Denon recorder is an RS232 Controlled Device. The EXB-COM2 Device provisions the necessary LAN to RS232 expansion to control this device from the touch panel. Install into equipment rack, provide and neatly dress necessary cabling.

-Provide onsite labor to install the devices above and professional services to add an Audio Only Recording Page to both the touch panel and iPad. Control will consist of Start/Stop Record buttons and a brief overview of how to. Will be done the same day as actual onsite programming.

NOTE: LVS proposed a Tascam recorder originally in earlier iterations of our AV proposal. With the edits/removal of the Broadcast System scope of our proposal, the recording appliance were removed as well. This device will be neatly retrofitted.

KEY NOTE: Acceptance and Billing. This is not a change order to the existing AV contract. We are advised that Harbour CM is no longer fielding paperwork or related correspondence for additions to this system. This is considered a net new proposal direct with the City of Crest Hill and its constituents.

Labor & Material is guaranteed to be as specified, and the above work to be performed and completed in a professional workman like manner. If required, permits and fees will be at additional costs. Low Voltage Solutions, Inc. (LVS) assumes that all work can be done on regular time 7:00 am to 3:30 pm, unless otherwise stated. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner will carry fire, tornado, and other necessary insurance. LVS carries general liability and Workmen's Compensation Insurance

FINANCING AVAILABLE: LVS can provide a variety of financing structures for payment of invoices. Upon written agreement between LVS and Customer, monthly or quarterly payments, deferred payments or step payments can be available through agreed financing terms. Hardware, software and other LVS services are available to bundle with agreed written financing terms.

PAYMENT TERMS: Payment must be made 30-days upon receipt of invoice for all direct end-user accounts or 1.5% Finance Charge will be applied



daily until payment is received

Item 4.

Notwithstanding anything above or contained in the Contract Documents, it is understood and agreed that Contractor has the ultimate obligation to pay LVS within a reasonable time regardless of whether Contractor has received payment from the Owner. It is agreed that LVS invoices that are unpaid after 65 days will be subject to interest of 1.5% daily and/or potential work stoppage by LVS. LVS reserves the right to protect its rights under the Illinois Mechanics Lien Act.

ACCEPTANCE OF PROPOSAL #11-18979 PR#01 r1

The above prices, specifications and conditions are satisfactory and are hereby accepted. We authorize Low Voltage Solutions to do the work as specified. Payment will be made as outlined above. This proposal will remain in effect for 30 days. A purchase order authorizes LVS to proceed with the work under the terms listed above.

Signature: _____ Date: _____

