



Regular City Council Meeting

Crest Hill, IL

August 15, 2022

7:00 PM

Council Chambers

1610 Plainfield Road, Crest Hill, IL 60403

Agenda

Opening of Meeting:

Pledge of Allegiance

Roll Call

Minutes:

- [1.](#) Minutes from the Regular Meeting Held on August 01, 2022
- [2.](#) Minutes from the Work Session Held on July 25, 2022
- [3.](#) Minutes from the Work Session Held on August 4, 2022
- [4.](#) Minutes from the Work Session Held on August 10, 2022.

City Attorney:

- [5.](#) Resolution Amending Purchasing Policy

City Administrator:

Public Works Department:

- [6.](#) Notice of Intent to Award Contract to Vissering Construction Company
- [7.](#) Approve the Execution of a Proposal with Strand Associates, Inc. for Construction Engineering Services for the West Plant Wastewater Treatment Facility Construction in an Amount not to Exceed \$3,720,000.00

City Engineer:

- [8.](#) Award the Contract to P.T. Ferro Construction Company for the 2022 Motor Fuel Tax Pavement Patching Contract in the Amount of \$226,343.20

Community Development:

Police Department:

- [9.](#) Approve a Special Event Police Services Contract with Crest Hill Lions Club.

Mayor's Report:

- [10.](#) Certificate of Recognition-Jordan Mae Kolaski
- [11.](#) Veto and Return of Amended Ordinance No. 1918 to City Council - Ordinance Amending Title 2 (Administration and Personnel), Chapter 26 (Finance Director) of the Crest Hill City Code

City Clerk's Report:

- [12.](#) Approve an Application for a Block Party/Back to School Event - Pat Rowe (Scheduled for August 19, 2022)

City Treasurer's Report:

13. Regular and Overtime Payroll from July 4, 2022 to July 17, 2022 in the Amount of \$241,309.06
- [14.](#) Approve the List of Bills issued through 8-11-2022 in the amount of \$537,840.62.

Unfinished Business:

New Business:

Committee/Liaison Reports:

City Council Comments:

Public Comment:

Executive Session: If Called by Council for a Good Cause

Adjourn:

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 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 REGULAR MEETING
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
August 1, 2022

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, 1610 Plainfield Road Crest Hill, Will County, Illinois.

The Pledge of Allegiance was recited in unison.

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

Also present were: City Administrator Jim Marino, Director of Public Works Mark Siefert, Economic and Development Director Tony Budzikowski, Police Chief Ed Clark, City Attorney Mike Stiff.

Absent were: Finance Director Lisa Banovetz, City Engineer Ron Wiedeman, Interim Planner Maura Rigoni, Director of Information Technology Service Timothy Stinnett,

APPROVAL OF MINUTES: Mayor Soliman presented the minutes from the work session held on July 11, 2022 for Council approval.

(#1) Motion by Alderwoman Gazal, seconded by Alderman Dyke, to approve the minutes from the work session held on July 11, 2022 as presented.

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

ABSTAIN: Ald. Albert.

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

(29)

(43) Mayor Soliman presented the minutes from the regular meeting held on July 18, 2022 for Council approval.

(#2) Motion by Alderwoman Gazal, seconded by Alderman Albert, to approve the minutes from the regular meeting held on July 18, 2022 as presented.

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being (8) affirmative votes, the MOTION CARRIED.

(45)

(62) Alderwoman Gazal questioned why the work session minutes from July 25, 2022 were not on the agenda. Clerk Vershay-Hall explained that we are short staffed in the offices. We are assisting the Water Department with bills and had a person on vacation. They will be on the next regular agenda.

CITY ATTORNEY: (72) City Attorney Mike Stiff had no agenda items for discussion. Alderwoman Gazal said at the last Council meeting we had a motion and second for two ordinances to be put on the following work session agenda for discussion. This was not done per the motion. What is the next step and are there consequences because the motion was not followed up on. What is the point of making a motion if it is not going to be followed. What is Council's next step. Attorney Stiff explained that if there is a motion made and a direction given by the Council, it should be followed through. Alderman Cipiti asked what was the reason the item was not on the agenda as requested. Attorney Stiff said that it was his understanding that there was confusion as to which meeting it was to be discussed at. Discussion followed. Alderwoman Gazal read the minutes from the last meeting. Motion #3 tabled the ordinance and Motion #4 was to place the amendment to the ordinance on the next work session agenda.

CITY ADMINISTRATOR: (243) City Administrator Jim Marino presented the IML Annual Conference Approval per the memo dated August 1, 2022. This was discussed at a previous work session. Alderman Cipiti asked if the budgeted amount in the memo is correct. It was. What if we go over the budgeted amount. Treasurer Conklin explained that there are other line items that can be used to cover the expenses. Alderman Vershay questioned the room upgrade. It was decided at the work session that it would be the responsibility of the person attending the conference to cover the cost of the upgrade. Clerk Vershay-Hall apologized. She inadvertently left this off when she sent the information to the Administrator. Alderman Albert and Alderperson Oberlin amended motion #3 to reflect this. Alderperson Oberlin asked who would be handling the registration in the absence of the Administrative Assistant. Administrator Marino explained that she will be able to do the registration from home. Treasurer Conklin questioned the City policy on working from home. Alderperson Oberlin thought that the policy stated employees can't work from home. Administrator Marino said it doesn't allow it or disallow it. Members of Council questioned the response as to whether employees can work from home or not. Administrator Marino explained that if an employee is able to work from home then that is what should be done to continue the work flow. If they are unable to work from home, then they don't. Employees that work from home keep the flow of work going and we don't have an obstruction in operations. Alderman Dyke stated that not all employees can work from home. The clerical staff can, because they can take a laptop home, but someone in Public Works would not have the same option. Alderwoman Gazal said that the staff were provided with laptops so that if necessary they can work from home. Treasurer Conklin explained that the current policy does not provide for employees to work from home and be paid. They would have to use sick time. Alderperson Oberlin would like to have this policy provided to the Council so that this can be clarified. If an employee is able to work from home and does so, they should be paid. If they cannot work from home, then someone needs to take over their duties so that the work gets done. Alderperson Oberlin said that her emails have gone unanswered regarding the registration. Mayor Soliman thought that the item had to be approved before the registration could take place.

(#3) Motion by Alderman Albert, seconded by Alderperson Oberlin, to approve the IML Annual Conference Approval per the memo dated August 1, 2022 with an amendment that any room upgrades be paid out of pocket by the attendees.

On roll call, the vote was:

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

NAYES: Ald. Vershay, Kubal.

ABSENT: None.

There being six (6) affirmative votes, the MOTION CARRIED.

(270)

(437) After lengthy discussion, roll call followed on Motion #3. Alderman Albert asked if this has to be voted on every year, or can it be accounted for in the budget going forward. Administrator Marino explained that if this has been budgeted for, there is no need to vote on it. Discussion followed on the registration process.

(503) City Administrator Marino presented AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL), CHAPTER 26 (FINANCE DIRECTOR) OF THE CREST HILL CITY CODE per the memo dated August 1, 2022. This was discussed at a previous work session. Administrator Marino explained the reason why he felt some of the changes were not necessary per his memo dated August 1, 2022. Attorney Stiff went over the three proposals for the amendment to Chapter 2.26 of the Code of Ordinances. The Treasurer would like to have approval of the first of the three ordinance amendments with the addition of "preparation of 1099" under section F. Alderman Albert was not in favor of the proposed ordinance. The City Officials are only part-time and are not in the office on a daily basis. We have staff that can take care of these tasks. Also, this ordinance was tabled for discussion at a work session that did not happen. Alderman Kubal agreed. Alderwoman Gazal feels that the Treasurer is elected by the residents and should have access to the information he needs to provide to the Council and staff. There should be transparency in the office. She also feels that the Council is not getting all of the information that they have requested. Alderman Vershay agreed with Alderwoman Gazal. Mayor Soliman feels that having the Finance Director report to the Treasurer is a poor management decision. This will create confusion, conflict, and inefficiency. It appears that some of the Council have issues with former employees and this has been addressed. The Council is penalizing the Administrator, past Interim Administrator and Finance Director for doing their jobs. The Mayor feels that this is not good government. Alderman Vershay said that we had Administrators in the past and never had a problem. The Mayor feels that this decision is bad government and is political. Alderwoman Gazal said that the Interim Administrator did a great job. The City ran for many years without a Finance Director. The Treasurer chose to relinquish his office in the past since he was not here on a daily basis. The Council and the Treasurer are not getting the information that they are requesting and there is no transparency. Treasurer Conklin complimented the new Finance Director on the job she is doing, but there is still information that is not getting through to the Treasurer and Council. This is not about authority but making sure that all the information is given to the Council. Treasurer Conklin does not want to hear that this move is political, poor management or an opinion of what good government is. This is a step in the right direction. Alderman Cipiti asked who the City Administrator reports to. It would be the Mayor. Why is this okay for one employee to report to an elected official, but not the same is not true for the Treasurer. The Mayor said that this was part of an ordinance from 2006. We need to stay consistent. If it's good in one case, it should be good in the other.

(#4) Motion by Alderperson Oberlin, seconded by Alderman Jefferson, to approve AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL), CHAPTER 26 (FINANCE DIRECTOR) OF THE CREST HILL CITY CODE per the memo dated August 1, 2022 with the addition of “preparation of 1099” under section F.

On roll call, the vote was

AYES: Ald. Cipiti, Dyke, Vershay, Jefferson, Gazal, Oberlin.

NAYES: Ald. Albert, Kubal.

ABSENT: None.

There being six (6) affirmative votes, the MOTION CARRIED.

Ordinance 1918

(679)

(1137) Administrator Marino presented a request to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session and is spelled out in detail in the memo. This does not detail all of the work that is needed at the City Center and is what Harbour has gathered to date. Once this is approved by the Council they can contact the contractors to begin the necessary work. Alderman Vershay questioned the construction of a closet for all of the employees. This has been taken off the work order. The first change order is for PT Ferro in the amount of \$162,000.25.

(#5) Motion by Alderman Albert, seconded by Alderman Kubal, to Approve Change Order for Construction Work at the City Center (PT Ferro in the amount of \$162,000.25), per the memo dated August 1, 2022.

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.

(1186)

(1246) Administrator Marino presented a request to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Mechanical Concepts of Illinois in the amount of \$97,070.58).

(#6) Motion by Alderman Albert, seconded by Alderman Dyke, to Approve Change Order for Construction Work at the City Center (Mechanical Concepts of Illinois in the amount of \$97,070.58), per the memo dated August 1, 2022.

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.

(1250)

(#7) Motion by Alderman Albert, seconded by Alderwoman Oberlin, to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (TIMM Electric in the amount of \$63,820.00)

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.

(1277)

(1295) Mayor Soliman presented a request to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Applied Communications in the amount of \$9,475.36)

(#8) Motion by Alderperson Oberlin, seconded by Alderman Albert, to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Applied Communications in the amount of \$9,475.36)

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.

(1300)

(1320) Mayor Soliman presented a request to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Modernfold in the amount of \$895.00)

(#9) Motion by Alderwoman Gazal, seconded by Alderman Albert, to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Modernfold in the amount of \$895.00)

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.

(1325)

(1341) Mayor Soliman presented a request to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Ramcorp, Inc. in the amount of \$18,670.45).

(#10) Motion by Alderwoman Gazal, seconded by Alderman Dyke, to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Ramcorp, Inc. in the amount of \$18,670.45)

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.
(1346)

(1363) Mayor Soliman presented a request to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Flooring First in the amount of \$8,629.00).

(#11) Motion by Alderwoman Gazal, seconded by Alderman Albert, to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Flooring First in the amount of \$8,629.00)

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.
(1366)

(1386) Mayor Soliman presented a request to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Institutional Equipment, Inc. in the amount of \$16,459.00).

(#12) Motion by Alderman Albert, seconded by Alderwoman Gazal, to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Institutional Equipment, Inc. in the amount of \$16,459.00).

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.
(1390)

(1406) Mayor Soliman presented a request to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Financial Applications Corp in the amount of \$21,512.00).

(#13) Motion by Alderman Albert, seconded by Alderwoman Gazal, to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Financial Applications Corp in the amount of \$21,512.00).

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.
(1411)

(1428) Mayor Soliman presented a request to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Citadel Lock & Security Company in the amount of \$271.42).

(#14) Motion by Alderman Albert, seconded by Alderman Dyke, to Approve Change Order for Construction Work at the City Center, per the memo dated August 1, 2022. This was discussed at a previous work session. (Citadel Lock & Security Company in the amount of \$271.42).

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.

(1432)

(1477) Alderman Jefferson asked with the approval tonight of these items for the City Center, how much over budget will this make us. Administrator Marino would have to get the information and report back to Council with a dollar amount.

PUBLIC WORKS DEPARTMENT: (1508) Public Works Director Mark Siefert presented a request to Approve Change Order #1 with Layne Christianson Company to Complete Repairs to Well #7 in an Amount not to Exceed \$23,922.00 per the memo dated August 1, 2022. This was discussed at a previous meeting.

(#15) Motion by Alderman Albert, seconded by Alderman Dyke, to Approve Change Order #1 with Layne Christianson Company to complete repairs to well #7 in an amount not to exceed \$23,922.00 per the memo dated August 1, 2022.

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.

(1523)

(1547) Director Siefert announced that the 50/50 tree applications are available in the City Clerk's Office. The applications are due back in the office by September 30, 2022. This has been posted on the website and social media.

(1565) Director Siefert announced that there will be a special work session on Thursday August 4, 2022 for discussion on the West Treatment Plant bid.

CITY ENGINEER: (1576) There were no agenda items for discussion.

ECONOMIC DEVELOPMENT DEPARTMENT: (1580) There were no agenda items for discussion. The reports were on file.

(1585) Director Budzikowski thanked everyone who supported the grand opening of Cheesecakes by James. Alderperson Oberlin informed the Council that she received a phone call in regard to the gentleman at the front counter in the Building Department and

how pleasant he was. Alderwoman Gazal informed the Council that she was informed that the full-time inspector was no longer with us, is this true. Director Budzikowski said that this is correct. The intent is to publish for the positions. Alderwoman Gaza also complimented Cheesecakes by James.

POLICE DEPARTMENT: (1678) Police Chief Ed Clark had no agenda items for discussion.

(1684) Chief Clark announced that the City is hosting our first annual National Night Out. The event will be from 5:00 p.m. to 8:00 p.m. at Brett Hassert Park on Renwick Road. There will be face painting, touch a truck, helicopter landing, exotic reptile show, and much more. Alderwoman Gazal asked if we would have extra security. We would.

MAYOR: (1739) Mayor Raymond Soliman presented AN ORDINANCE AMENDING SECTION 5.08.100 (A) LICENSE; CLASSIFICATIONS DESIGNATED; FEES OF CHAPTER 5.08 ALCOHOLIC BEVERAGES OF THE CREST HILL CITY CODE, per the memo dated August 1, 2022.

(#16) Motion by Alderman Albert, seconded by Alderman Dyke, to approve AN ORDINANCE AMENDING SECTION 5.08.100 (A) LICENSE; CLASSIFICATIONS DESIGNATED; FEES OF CHAPTER 5.08 ALCOHOLIC BEVERAGES OF THE CREST HILL CITY CODE, per the memo dated August 1, 2022.

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.

Ordinance #1919

(1762)

(1787) Mayor Soliman welcomed Cheesecakes by James to the City and wished him well. Alderwoman Gazal asked if we could have a work session to discuss restrictions on the commercial center on Knapp Drive. Attorney Stiff wasn't sure if you can place restrictions on a property that is already zone. This could be discussed in a work session. Attorney Stiff would meet with Director Budzikowski to come up with some ideas for the Council. Alderman Albert would like to revisit the tavern license. Alderman Dyke felt that the restaurant license is well defined. As far as taverns, we don't have to issue a license for it. Attorney Stiff reminded the Council that we reduced the number of tavern license so if someone applied for one, we would have to increase the number with Council approval. A restaurant license has to allocate 75% of their space for the serving of food. A tavern license derives their income from the sale of liquor. We currently have six tavern license. As far as an entertainment license, that is up to the discretion of the Mayor to issue. Alderwoman Gazal is concerned because there is a senior subdivision near this commercial area in question.

CITY CLERK: (2101) City Clerk Christine Vershay-Hall announced that the city wide garage sale will be August 18, 19, 20, 21, 2022. Permits can be purchased from the Clerk's Office. The last day to get on the list will be Tuesday August 16, 2022. The cost of a permit is \$5.00. Office hours are Monday through Friday 8:00 a.m. to 4:30 p.m.

CITY TREASURER: (2127) City Treasurer Glen Conklin presented the regular and overtime payroll from July 4, 2022 to July 17, 2022 in the amount of \$262,837.89.

(2152) Treasurer Conklin present the quarterly Compensation Buy Back through July 26, 2022 in the Amount of \$33,737.23.

(2160) Treasurer Conklin presented the list of bills in the amount of \$399,484.69 for Council approval.

(#17) Motion by Alderperson Oberlin, seconded by Alderman Vershay to approve the list of bills in the amount of \$399,484.69 as presented.

On roll call, the vote was:

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

NAYES: None.

ABSTAIN: None.

There being eight (8) affirmative votes, the MOTION CARRIED.

(2168)

(2187) Alderman Vershay asked for a copy of the Attorney's bills starting in September of 2021 through present. Alderperson Oberlin asked that this be provided to the entire Council. Treasurer Conklin informed Alderman Jefferson, that he would get his request to him as quickly as possible. Alderman Vershay asked if we could get the information by next week. Treasurer Conklin asked if he could have two weeks due to the shortage in staff and scheduled vacation time. Alderman Vershay agreed that two weeks to get the information was fine due to the circumstances.. Alderman Albert asked if the Attorney's bills would be broken down into what project or paperwork was being worked on.

UNFINISHED BUSINESS: (2311) There was no unfinished business.

(2320) Alderperson Oberlin said that a request was made for a copy of the ordinance pertaining to the City Administrator. We did not receive it. Attorney Stiff said that it can be viewed online. Alderperson would like a hard copy of the ordinance and the contract supplied to the Council.

NEW BUSINESS: (2314) There was no new business.

COMMITTEE/LIAISON REPORTS: (2384) There were no committee/liaison reports.

COUNCIL COMMENTS: (2387) Alderwoman Gazal thanked everyone that participated in the meet and greet in the park. She thanked the Police Department, Public Works, Fire Department and First Student. Alderwoman Gazal asked Director Budzikowski if he could look into getting an Andy's Custard in the City. She had several residents asking about it.

PUBLIC COMMENT: (2488) Bill King explained that he is a retired City employee. He said that when he retired, only three members of the Council commended him on his 32 years with the City. He thanked them for their kind words. Mr. King asked to whom he would give a FOIA. He presented it to the City Clerk. Mr. King then asked if the Council could explain the expenditures for the new City Center. Mayor Soliman told Mr. King that

he would be happy to discuss this after the close of the meeting. Mr. King would like this discussed during the meeting. Does the City have something to hide. Mayor Soliman did not have the information in front of him. Mr. King would like to know if there is an investigation going on into the finances of the City Center. Also, Mr. King said that in regard to the Treasurers position, the residents elected him to oversee the City finances. Mr. King thanked Alderman Vershay for his consideration of the Public Works employees on cold or hot days when he would bring them coffee, cold beverages, or food. It was appreciated.

There being no further business before the Council a motion for adjournment was in order.

(#18) Motion by Alderman Dyke, seconded by Alderman Vershay to adjourn the August 1, 2022 City Council meeting.

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.
(2746)

The meeting was adjourned at 8:14 p.m.

Approved this _____ day of _____, 2022

As presented _____

As amended _____

CHRISTINE VERSHAY-HALL, CITY CLERK

RAYMOND R. SOLIMAN, MAYOR

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
July 25, 2022

The July 25, 2022 City Council work session was called to order by City Clerk Christine Vershay-Hall at 7:00 p.m. in the Council Chambers, 1610 Plainfield Road Crest Hill, Will County, Illinois.

The following Council members were present: City Clerk Christine Vershay-Hall, City Treasurer Glen Conklin, Alderman Scott Dyke, Alderman John Vershay, Alderwoman Claudia Gazal, Alderman Darrell Jefferson, Alderperson Tina Oberlin, Alderman Mark Cipiti, Alderman Nate Albert, Alderman Joe Kubal.

Also present was: Economic Development Director Tony Budzikowski

Absent were: Mayor Raymond Soliman, Director of Public Works Mark Siefert, Assistant Public Works Director Blaine Kline, City Engineer Ron Wiedeman, Interim Planner Maura Rigoni, Police Chief Ed Clark, City Attorney Mike Stiff, Finance Director Lisa Banovetz, IT Director Tim Stinnett, City Administrator Jim Marino.

In the absence of Mayor Raymond Soliman, City Clerk Christine Vershay Hall called the meeting to order at 7:00 p.m. Clerk Vershay-Hall asked for a motion to appoint a Mayor Pro-Tem for tonight's meeting.

(#1) Motion by Alderperson Scott Dyke, seconded by Alderperson Oberlin to appoint Alderman John Vershay as Mayor Pro-Tem for tonight's meeting.

On roll call, the vote was:

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

NAYES: Ald. Vershay.

ABSENT: None.

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

TOPIC: Discuss Council Room Dais Redesign

Mayor Pro-Tem Vershay presented the Council Room Dais Redesigns per the memo dated July 25, 2022. James Prybys provided carpet samples for the Council to view. Alderperson Oberlin thought that we were going to go with a dark color for the flooring. Mr. Prybys explained that her brought variety of samples for the Council to look at. The Council then proceeded to look over the samples. Some of the members preferred the grey over the dark blue for the carpet color. The Council then looked over the samples for the dais. The finishes are gloss and flat. Mr. Thompson went over the dimensions of the dais. Discussion followed on the audio system and where the microphones and recording equipment would be located. The majority of the Council chose the grey carpet, and the flat granite. Mr. Thompson would come back with the colors and samples that the Council chose for a final decision.

Mayor Pro-Tem Vershay asked for an informal vote on the Discuss Council Room Dais Redesign and colors that were chosen by the majority of the Council. All members present were in agreement with the choices shown.

TOPIC: Hillcrest Shopping Center PUD & Special Use Proposals – Discussion

Mayor Pro-Tem Vershay presented the Hillcrest Shopping Center PUD & Special Use Proposals-Discussion per the memo dated July 25, 2022. Director Budzikowski explained that the proposal is for 2 projects. The first is for an 8,000 square foot freestanding recruiting center. The second project will be a 1500 square foot addition to the building that houses Stella's and will have a drive thru restaurant that requires a special use. These projects are tentatively scheduled for the September Plan Commission meeting. Mr. Katz from Hillcrest Shopping Center explained he wants to construct a new building for the recruiting center as they have new guidelines that would require them to be in a separate building. The other alternative is for the recruiting center to relocate, and they have been a tenant for 20 years. He is also looking to add an addition on to the building on the east side of the property with the possibility of a Smoothie King occupying the space. Mr. Katz explained that he has met with City staff to go over the proposed plans for the building addition. The facility will be a drive through only, with no indoor seating. Mayor Pro-Tem Vershay asked when they would like to break ground. Mr. Katz indicated as quickly as possible. If approved at the October meeting he would like to break ground the next day. Director Budzikowski explained pending approval of the Plan Commission and issuance of a building permit, they could break ground before winter. Alderperson Oberlin asked what type of approval does he need from the Plan Commission and Council. Director Budzikowski went over the items that will need approval from the City. Alderwoman Gazal commented that she is having a hard time visualizing this since the parking lot is already busy. Director Budzikowski explained that the City Engineer and Interim Planner Rigoni have gone over the plans, and there is enough room to accommodate the drive through facility. Alderwoman Gazal is concerned as she feels that the parking lot is dangerous to drive through. Director Budzikowski explained that this is why Mr. Katz met with staff to determine the safest area to place the new building for the recruiting center and the drive through restaurant. Alderwoman Gazal asked Mr. Katz if he has any plans to update the signage at the shopping center as it is becoming outdated. There were no plans at this time. Alderperson Oberlin commented that the stand alone building is setback by the car wash. How far is the proposed drive through going to be from Stella's, Mr. Katz stated it is 25'. Alderperson Oberlin liked the landscaped berm that is proposed for the drive up. She commented that there are other areas in the shopping center where motorists drive to fast. Mr. Katz explained that they put speed bumps in the rear of the center and have painted the parking spaces, but it is sometimes hard to control where motorists are driving. Director Budzikowski explained that there will be new stripping down on the pavement which will go a long way. Alderperson Oberlin asked if patrons could go into the building to order. They can, but there are no tables or seating. Alderman Albert complimented Mr. Katz on his occupancy rate at the shopping center and continuing to make additional improvements. One problem he sees is that one portion of the property has angled parking, the rest has 90 degree parking which may confuse some patrons. Mr. Katz explained that they spend about \$100,000.00 a year for parking lot maintenance. Alderman Albert commented that some of the signage is starting to peel, and the car wash is beginning to be in disrepair. Mr. Katz said he will talk to the tenants to get them updated. Director Budzikowski commented that they can talk to the individual renters on improving their spots. Mr. Katz stated that the Covid testing site is on a month-to-month lease and will be relocating. The Cricket Phone Store will be moving into that location. Mr. Katz commented that he has no unoccupied store fronts at this time.

Mayor Pro-Tem Vershay asked for an informal vote on the Hillcrest Shopping Center PUD & Special Use Proposals – Discussion.

All members present were in agreement.

Alderwoman Gazal thanked Mr. Katz for allowing the food pantry to utilize the space at the rear of the shopping center for the weekly food pick up.

TOPIC: IML Annual Conference Approval

Mayor Pro-Tem Vershay presented the IML Annual Conference Approval per the paperwork dated July 19, 2022. Mayor Pro-Tem Vershay asked the Treasurer if funds have been budgeted for the conference. There are funds budgeted for this. Treasurer Conklin explained that when we send staff to events, the City pays the mileage and food expenses. Mayor Pro-Tem Vershay questioned mileage reimbursement. Alderperson Oberlin explained that in the past the Council was reimbursed for mileage, parking, and allowable expenses. The conference is educational, and the Council should receive the same benefits that the City staff does when attending these types of functions. Treasurer Conklin explained that you are looking at \$200.00 per individual. Alderman Albert agreed with Alderperson Oberlin that we should be given the same opportunity since the conference is an educational benefit for the Council. Currently the City pays for seminar registration, accommodations, and parking. Alderperson Oberlin commented that every year she attended the conference she brought something back she felt was useful. Treasurer Conklin explained that there are some meals that are supplied as part of the conference. Treasurer Conklin went over some of the expenses that can be reimbursed from the conference. Mayor Pro-Tem Vershay said that in years past, the Council was given \$200.00 in expense money. Treasurer Conklin explained the current policy for employees is a receipt must be supplied to be reimbursed for the expenses. There are certain items that you cannot be reimbursed for such as alcohol, or entertainment. Treasurer Conklin felt that the Council should be allowed \$100.00 per day. Discussion followed. Should it be per day or a set amount. Alderman Cipiti felt that \$100.00 per day should be sufficient. Alderman Albert asked who was going to the conference. We are looking at potentially 10 participants. Mayor Pro-Tem Vershay felt that if you want to get an upgrade on the accommodations that are reserved by the City, then you should pay for the upgrade. The \$100.00 per day for the event is to be used for food, transportation to and from the conference, and parking. This will not include alcohol or entertainment. The travel back and forth from the city (Crest Hill) to the conference is an additional reimbursement and would not come out of the \$100.00 per day diem.

Mayor Pro-Tem Vershay asked for an informal vote on the IML Annual Conference Approval for seminars, lodging and parking with additional expenses be reimbursed up to \$100.00 per day (with receipts) and mileage from the City (Crest Hill) to the conference to be reimbursed separately (with receipts). All members present were in agreement.

Mayor Pro-Tem asked if the registration has been done. Treasurer Conklin explained that once this is formally approved by the Council, then the arrangements will be taken care of. Discussion followed on the time frame for registration. Alderwoman Gazal suggested the Council members email Marybel and let her know who will be attending so that she can take care of the registration.

PUBLIC COMMENTS: There were no public comments.

MAYORS UPDATES: There was no updates at tonight's meeting

Alderperson Oberlin commented that the items that we discussed tonight should be on the next Council agenda, which is August 1, 2022. She expects that this information be in the

packets or conveyed to the Council sooner. Alderman Cipiti commented that he is disappointed that an item previously discussed was not on the agenda and he doesn't buy the reason that it was removed. Any clarification could have been taken care of during the week versus just dropping it. Alderperson Oberlin said that we have discussed items without others being present in the past.

COMMITTEE/LIAISON UPDATES: There were no committee/liaison updates.

CITY ADMINISTRATOR UPDATES: There were no updates for tonight's meeting.

The meeting was adjourned at 7:59 p.m.

Approved this _____ day of _____, 2022

As presented _____

As amended _____

CHRISTINE VERSHAY-HALL, CITY CLERK

JOHN VERSHAY, MAYOR PRO-TEM

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
August 4, 2022

The August 4, 2022 City Council work session was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers, 1610 Plainfield Road Crest Hill, Will County, Illinois.

The following Council members were present: Mayor Raymond Soliman, City Clerk Christine Vershay-Hall, City Treasurer Glen Conklin, Alderman Scott Dyke, Alderman John Vershay, Alderwoman Claudia Gazal, Alderman Darrell Jefferson, Alderperson Tina Oberlin, Alderman Mark Cipiti, Alderman Nate Albert.

Also present were: Administrator Jim Marino, Director of Public Works Mark Siefert, Assistant Public Works Director Blaine Kline, City Engineer Ron Wiedeman, Mike Ott (Strand & Assoc), Dominic Gattone (Strand & Assoc), Alex Craven (Via Zoom) of Burns McDonnell, Dave Naumann (Via Zoom) of Burns McDonnell.

Absent were: Interim Planner Maura Rigoni, Police Chief Ed Clark, City Attorney Mike Stiff, Finance Director Lisa Banovetz, Economic Developer Tony Budzikowski, IT Director Tim Stinnett, Alderman Joe Kubal.

TOPIC: West Plant Bid Award Discussion

Mayor Soliman presented the West Plant Bid Award Discussion per the memo dated August 4, 2022. Director Siefert thanked everyone for being in attendance at tonight's meeting. Back in January of 2021 this was brought before Council. At that time, the bids came back high. The size of the plant and design were discussed. This plant went out for bid in 2013 and the bids came in over budget. The project was put on hold. Several of the Council members have toured the existing treatment plant over the years. We have met weekly to discuss EPA compliance, plant size and one that will be able to hit the conditions for today and in the future that are imposed by the EPA. Every few years the IEPA will add another contaminant that needs to be addressed. The City went out to bid May 14th. The IEPA requires a 45 day bid time frame, but we have a 60 day bid frame due to the complexity of this project. Bids were opened on July 14th and the lowest bid was slightly over \$51 million dollars from Vissering Construction located in Streator, Illinois. The original pre-bid engineering estimate of construction costs was \$40 million dollars. City Staff and the consultants have come up with a plan for the plant funding. Alderperson Oberlin asked when we rehabbed the East Treatment Plant what was the cost. It was \$23 million dollars. Construction began in 2010 with completion of the plant in 2013.

Engineer Weideman explained that the bids came within 3% of each other. The 3 main factors of this project are the contractor hold prices for 145 days. Once the plans are sent to the State, this is how long they have to review it and get it back to us. Current inflation is driving prices up. Engineer Weideman's recommendation is to try to finance the project. If we try to rebid it, we may lose the interest rate that we are at and the \$5 million dollars of forgiveness. Mr. Ott explained that this isn't just a problem that the City is experiencing. A number of projects that they have worked on have come in 15% to 20% higher. The contractors have to look to the future when they bid these projects as to what their expenses are going to be with labor and materials. Engineer Weideman explained that this is a small site that will have a lot of materials to put there. The majority of materials will be stored

off site, then brought in when it is needed. Alderperson Oberlin asked how this site compares in size to the East Plant. Director Siefert explained that the East Plant had a larger area to construct a new building. The West Plant has no additional space for a building. We were able to construct a new facility and keep the old one running until we made the switch. Unfortunately, we don't have this luxury at West Plant. It will have to be done in steps as the plant will have to remain functional during the construction. Mr. Ott explained that the plan that was scrapped did not factor in additional capacity. This project will add 75% capacity to the plant. There are two additional processes that will have to be added to the plant. Alderperson Oberlin asked if a new contaminant is added during the construction of the plant, will this have to be taken into consideration. Director Siefert explained the normal way a contaminate is introduced is a 15-year process. 5 years of monitoring, 5 years of testing, and a 5 year build out. Mr. Ott explained that PFAS is the next contaminant that is being studied. This facility will include a centrifuge which will make the volumes of sludge smaller. Alderperson Oberlin said that she read an article regarding the sludge that was spread in areas of Will County and the amount of PFAS it contains. Mr. Ott said that part of the article was in regard to sludge that is hauled out of Chicago, which is slightly different because it contains sludge from industrial sources. Illinois is trying to take the same route that Michigan is going. They are treating PFAS similar to radium. They allow it to be land applied until you get to a certain concentration. At that point, the field would then have to be retired.

Director Siefert explained the City hired Burns and McDonnell to perform a water rate study in 2020-2021. At that time, the West Plant was estimated to cost \$45 million dollars, with an interest rate of 1% over a 20 year period. The annual debt service would be \$2,493,700.00. We received confirmation that we are going to receive a 30 year loan, .75% interest rate, and a half a percent taken off to bring it down to .73%. Because of the application that Mr. Ott put together, we are going to receive \$5 million dollars in forgiveness. Unfortunately, we do not receive the \$5 million dollars until the close of the project. Anything over \$49,500,000.00 would have to be funded by the City. The new debt service is \$1,654,400.00 which is a savings of 839,000 per year.

In addition to the construction costs there are four other items that will have to be paid for. Also, we have to show we have the contingency and the interest on the loan, which is \$688,000.00. Alderperson Oberlin asked what the difference is between paying on a 20 year loan versus a 30 year loan. Mr. Ott would get the numbers together for the Council as he did not have them tonight. Treasurer Conklin thought the 20 year would have been \$5 million dollars in interest. Mr. Ott said that there is no reason why the loan can't be paid back quicker than 30 years. Alderman Jefferson asked if we qualify for any grants other than the \$5 million dollars in forgiveness. Director Siefert explained that the forgiveness and the rate are the grant. Mr. Ott explained how the rates are calculated. Treasurer Conklin explained that with the rate reduction and forgiveness the repayment interest is going to be the same as the 20 year. The agreement spells out the amount of inspection hours and Strand tries to be specific with their time schedule. They agreed to the flat payment every year. Mr. Ott explained that if the project takes longer than specified, this will have to be addressed. Engineer Weideman explained that we have budgeted for 2 ½ years of inspections full time, and 6 months at half time. There is a little bit of leeway in there in case we go over. Treasurer Conklin questioned how this can be audited. Mr. Ott explained that they identified a set number of hours and will track the time spent on site. Engineer Weideman explained that the agreement spells out the number of hours they anticipate over the time period. Mr. Ott went over the other items that are included in the agreement. Engineer Weideman went over how many meetings are scheduled, the items that will be

discussed, and what will be assigned at each meeting with Strand. Alderman Vershay asked how much larger will this plant be than the existing one. We will be going from a DAF (daily average flow) of 1.3 million to a DAF of 2.3 million per day. One of the main issues at the West Plant is during rainfall. The DMF is currently 3 million gallons and in the future it will be 5 million gallons. Director Siefert then went on to explain since we are elongating our payment we would start off the first few years of taking it out of our fund balance and replacing the money with the savings on the annual debt service to pay Strands fees.

Director Siefert explained that the second item is the IEPA Mandated Contingency of 3%. As part of the loan mandate a contingency fund or proof that the City has the funds available in case of unexpected changes in this project's scope. Currently the intent is that anything that comes up would come out of the Water and Sewer fund. The fund currently has \$10 million dollars in it. If we need to use any of these funds, we will have to get Council approval through a change order. Treasurer Conklin explained that you have to show that this is budgeted if necessary.

Director Siefert informed the Council that the third item is the base bid above the loan amount. The base bid came in at \$50,640,000.00. The low bid came in at \$51,770,000.00. Because of the three bid alternatives that we put into the contract; we are able to take the base bid down to \$50,640,000.00. We are able to take the grid removal out and switch our integrator from one to the other and this is a savings of \$350,000.00 and a savings of \$150,000.00 to switch blower manufacturers. Altogether we are looking at a savings of 1 million dollars. Alderperson Oberlin asked for an explanation on how we came up with these savings. Director Siefert explained how this was worked into the contract. We have the ability to choose which manufacturer we would like to go with, and this can lead to a cost savings. The staff proposes to fund the first 46 contractor pay requests with loan funds disbursed by the IEPA up to the loan maximum of \$49,500,000.00. The difference between the loan and the projected cost of the project will have to come out of City funds. The rate study assumed the debt service payment in the amount of \$2.4 million dollars would begin fiscal year 2025, however, payments won't actually begin until fiscal year 2027. That allows us two years of planning money that can be pushed back for payments later on. Mr. Ott explained that the City is dispersing payments through out the construction of the project. The contractor would submit pay requests. These would be reviewed and prior to submission to the Council. The pay request is also sent to IEPA. They would send the City a check and in turn we pay the contractor. The interest on the loan is capitalized and added to the back of the loan. Treasurer Conklin questioned the retainage. We would hold back 10% retainage up to 50% and this would eventually dwindle down to 1%. Alderperson Oberlin said that this is similar to a letter credit. Alderman Jefferson asked if the project has to be done with prevailing wage and with union contractors. It would. Director Siefert explained that this project is more stringent because it is funded through an IEPA loan.

Director Siefert went over the Fund Balance Withdrawals, which has changes from the Rate Study. There is \$10 million dollars in the Water & Sewer fund. In the first two years we would be spending \$400,000.00 and \$830,075.00. In theory because we are not spending as much as we thought we would be adding \$3.2 million dollars over 2023 and 2026. We would deduct \$4.1 million in 2027 and adding \$839,323.00 in 2028. Alderperson Oberlin asked where the funds are coming from to add to the balance. They would come from the debt sewer charge. The goal was to get through construction, make the payments and then decide if it is better to do a pay off in 20 years or go the entire 30 years on the loan.

Director Siefert presented the Cost Cutting/Value Engineering. Staff along with Strand & Associates have identified 15 to 25 non-essential or redundant items which have the potential to save rough \$1 million to \$2.5 million dollars. The items will not affect the final operation of the facility but were included to provide the City an up to date treatment plant facility. Some of the items can be eliminated and other procedures implemented to get the same results. Director Siefert explained what the term redundant means in regard to the IEPA wordage. Alderperson Oberlin asked if these redundant items are part of the processes or back up equipment. It is backup equipment. As far as the cost savings, we can't give the Council a definite number until we approve the contract with Vissering Construction and begin negotiations. Alderman Cipiti asked what would happen if the contractor does not agree with the changes we would be requesting. Engineer Weideman explained that the bid documents are written to allow us to make any changes that we want. Treasurer Conklin asked for an example. Director Siefert gave the Council a scenario regarding removal of sand from the filtration system. This is an example of something that can be done in house. You cannot be billed by the contractor for work they don't perform. Alderperson Oberlin thanked everyone for the efforts that were done, and for trying to save money. Director Siefert explained that that next step we need to take in regard to Council is to award a notice of intent to award with Vissering for the \$50,640,000.00. The next step is to take all of the bid documents and submit it to the IEPA for review. This takes 90 to 100 days. Once the IEPA has certified the bids, they will issue a loan agreement and notice of award that will come back before the Council. This has to be done within 120 day of the bid opening. This would take us to mid-November to award the contract. After this you are looking at another 20 days to execute the contract. The contractor has 140 days to hold the contract. If it's longer than that, they can raise the prices. Engineer Weideman explained that everything has to be to the IEPA by Labor Day. Treasurer Conklin said that the last time they spoke we had discussion on a potential savings of \$2 million dollars. What has happened with this. Engineer Weideman explained that it was their goal to get up to \$2 million in savings. This is still our goal. Treasurer Conklin does not want this to be overlooked. He thought that this was part of the memo, but it was not included. Administrator Marino explained that he took it out. Engineer Weideman said that they can update the memo to show a goal of upwards of \$2 million dollars in savings. Alderperson Oberlin asked about the memo in questions. Treasurer Conklin explained it dealt with the City attempting to find some savings. Director Siefert would be happy to add this to the request. Discussion followed on how this goal can be achieved. Engineer Weideman explained that this project is complex, and Strand is doing everything they can to figure out where the issues might be. Alderman Jefferson asked for an explanation of the total expenditure versus the total loan amount. Director Siefert went over the bid amount, the base cost, and the \$5 million dollar forgiveness we would receive. Alderman Cipiti asked if due to unforeseen circumstances, could the cost of the project increase. That is what the 3% contingency is for. Director Siefert said that we have been working with Burns and McDonnell. Dave Naumann informed the Council that the \$5 million dollars in forgiveness, the low interest rate and the duration of the loan will create savings. There is a fronting of cash over the next 2 to 3 years. He went over the West Plant Project Cash Flow Impact chart with the Council. Much of this has already been discussed. Lines 1 through 7 pertain to the rate study. Lines 8 through 13 reflect the cost as we understand them today. Two big benefits are that you are going to get savings on a long term basis and because the debt payment begins two years later you gain about \$5 million dollars in cash flow. They are projecting solid cash flow generation over the next 3 years. The City is in a good position to make this work. Treasurer Conklin asked if we are going to be expending \$2 million dollars in 2025 and 2026. One of the questions that needs to be addressed is how to fund higher expenses anticipated during FY 2023, 2024 and 2027. The analysis indicates

this funding may come from reserves or alternately, the City could consider a short term loan which they are not recommending. Discussion followed on the interest rate that would have to be paid on a loan versus what the money being deposited would earn. Director Siefert explained that while we believe that we can absorb the short term increase in costs, it is possible that unfavorable trends such as customer growth, usage O&M or capital costs may prompt the plans to be adjusted for the future. Currently we have two employees on staff at the West Treatment Plant. With the expansion of the plant, we may need to increase this.

Director Siefert explained in closing, we will be asking for approval of the notice of intent to award the West Plant reconstruction in the amount of \$50,640,000.00, to direct staff to address cost savings measures and award Strand & Associates construction management contract. Treasurer Conklin asked where the equipment and supplies are going to be stored during construction. Director Siefert explained that a contractor does not get paid for supplies or equipment that is not put in place. If the equipment is stored on City property they would get paid 100%. There are questions as to who would be responsible and would insure the equipment. Treasurer Conklin asked who would keep an inventory and audit of the equipment and supplies. Engineer Weideman explained that Strand will be responsible for the equipment and supplies and may have to bring in some type of structure for security purposes. Mr. Naumann explained how they are calculating the possibility of saving up to \$2 million dollars. The 75% to 100% can be changed, but it will still be the responsibility of Strand to make sure the equipment and supplies are secure. Mr. Naumann does not recommend storing certain pieces of equipment in Public Works. Smaller items would be acceptable, but not larger items. Mayor Soliman asked if we have ever worked with Vissering in the past. We have not, but the City of Joliet has. Director Siefert went over some of the construction projects that they been involved with. Strand is currently working with the company on a pumping station in Aurora. Discussion then followed on the awarding of the bid by the Council. Engineer Weideman explained that once the contract is signed, the cost of the project is fixed. Mr. Naumann explained that they tried to put in an inflation based bid to bring the number down. If inflation goes higher, the contractor would be entitled to more money. Mayor Soliman commented in regard to the bids being so close in price. Mr. Ott explained that as part of the East Treatment Plant project, they have submitted their first disbursement request to the IEPA in the amount of \$400,000.00. Treasurer Conklin questioned page 28, section 2 “This results in an additional savings of \$4,987,400.00”. Director Siefert explained that this is actually a reallocation of funds. This will be a cash flow influx for the first two years. Discussion followed on the fund balance and rate study. Alderperson Oberlin thanked everyone for their hard work on this project.

Alderman Cipiti asked for the City Administrators input on the project. Administrator Marino explained that City Staff has kept him informed of what has been going on with the project. He commented that everyone has done a wonderful job on putting this information together.

Mayor Soliman asked for an informal vote on the West Plant Bid Award Discussion. All members present were in agreement.

PUBLIC COMMENTS:

There were no public comments.

MAYORS UPDATES:

Mayor Soliman announced that there is only 1 item on the agenda for the work session scheduled on Monday August 8th regarding fireworks. He is requesting that the work session be cancelled.

COMMITTEE/LIAISON UPDATES:

There were no committee updates

CITY ADMINISTRATOR UPDATES:

There were no administrator updates.

The meeting was adjourned at 8:40 p.m.

Approved this _____ day of _____, 2022

As presented _____

As amended _____

CHRISTINE VERSHAY-HALL, CITY CLERK

RAYMOND R. SOLIMAN, MAYOR

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
August 10, 2022

The August 10, 2022 City Council work session was called to order by City Clerk Christine Vershay Hall at 7:00 p.m. at the Public Works Building, 2090 Oakland Ave. Crest Hill, Will County, Illinois.

The following Council members were present: City Clerk Christine Vershay-Hall, City Treasurer Glen Conklin, Alderman John Vershay, Alderwoman Claudia Gazal, Alderman Darrell Jefferson, Alderperson Tina Oberlin, Alderman Mark Cipiti, Alderman Nate Albert.

Also present were: City Attorney Mike Stiff

Absent were: Director of Public Works Mark Siefert, Assistant Public Works Director Blaine Kline, City Engineer Ron Wiedeman, Interim Planner Maura Rigoni, Police Chief Ed Clark, Finance Director Lisa Banovetz, Economic Developer Tony Budzikowski, IT Director Tim Stinnett, Mayor Raymond Soliman, Administrator Jim Marino, Alderman Scott Dyke, Alderman Joe Kubal.

In the absent of the Mayor, City Clerk Christine Vershay Hall asked for a motion for a Mayor Pro Tem for tonight's meeting.

(#1) Motion by Alderman Vershay, seconded by Alderwoman Gazal, to appoint Alderperson Oberlin as Mayor Pro-Tem for tonight's work session.

On roll call, the vote was:

AYES: Ald. Oberlin, Cipiti, Albert, Vershay, Gazal, Jefferson.

NAYES: None.

ABSENT: Ald. Dyke, Kubal.

There being six (6) affirmative votes, the MOTION CARRIED.

TOPIC: Discussion of the Hiring of an Interim HR Consultant with GovHR

Mayor Pro-Tem Oberlin presented a request for Discussion on the Hiring of an Interim HR Consultant with GovHR. Alderwoman Gazal explained that we received an email regarding the hiring of an Interim HR Consultant. This position was approved by the Council. In the email it states that the Interim HR Consultant would start employment on August 15, 2022 and work until a permanent employee is in place. Her concern is that the Council was not consulted in regard to this position. The Council has no information on who this person is, how much they will be paid, and according to the ordinance, the Administrator can approve an item under \$20,000.00. Are we paying the person \$1.00 an hour. Alderwoman Gazal cited resolution #1030, purchasing policy for the City. This was put in place for emergency purposes only. There is a lack of communication between the Council and Staff on this subject. Mayor Pro-Tem Oberlin felt that this resolution does not pertain to hiring and the HR position was eliminated. How can you hire someone for a position that has been eliminated. Attorney Stiff cited section 3.5 of the ordinance. Alderwoman Gazal said that the Attorney did his homework and looked into this ahead of time. Mayor Pro-Tem Oberlin said that the Council voted to eliminated the HR position, so wouldn't we have to vote to hire someone even on a temporary basis.

At the Monday night meeting the Mayor asked if the Administrator had anything to report. He stated no, but then sent an email to the Council that he was hiring. Mayor Pro-Tem Oberlin commented that we did away with the HR position so how can we hire a person in that position. Attorney Stiff stated he looked at the \$20,000.00 limit ordinance when it came to the Building Commissioner. Alderwoman Gazal also commented that we have to be careful on hiring a person since we eliminated the HR position. Mayor Pro-Tem Oberlin commented if we voted to eliminate the position we would need to make a vote to recreate the position. Attorney referred to section 3.5 of ordinance #1030, professional services. He is not sure if GovHR has been used before. Treasurer Conklin commented that no one was notified regarding the hiring. Attorney is not sure what the exact contract is. Alderwoman Gazal commented that we wanted this meeting so it's not being put on television at a public meeting. Alderman Cipiti commented that the email is the hiring of people for up to \$20,000.00. Mayor Pro-Tem Oberlin commented that this ordinance was created for Public Works in case of an emergency. Attorney Stiff commented that the ordinance doesn't just pertain to Public Works. It also goes for Department Heads. He has other clients that have something similar to this email and it doesn't just pertain to Public Works. Alderman Vershay stated that we gave the STP permission to go up to 20,000.00 without Council permission in advance when there is an emergency. The Council was told that the HR position was being eliminated and questioned the \$20,000.00 limit. Mayor Pro-Tem Oberlin asked the Attorney if we should amend the ordinance on the purchasing procedures. Mayor Pro-Tem Oberlin asked for an informal vote on the Discussion of the Hiring of an Interim HR Consultant with GovHR. Five of the members presented would like to see Ordinance #1030 changed. Alderman Albert disagreed. Members of the Council felt that the emergency spending should be limited to Police, STP and Public works only. Alderman Albert explained that he is against this. He commented that at the end of the day aren't we trying to get someone to do the HR work. He also commented that it is presumed we are not going to fill the Assistant Administrator position. Treasurer Conklin commented that the email reads that the position for filling the HR position is being used as a hostage until he gets his Assistance Administrator. Alderman Albert commented that instead of changing the policy we should figure out how to fill these positions that we eliminated and move forward. Alderman Jefferson commented that \$20,000.00 will not get you the qualified help that is needed. This Council has been prohibited from talking to a Department Head without approval, but the Administrator can go ahead and hire without Council approval. In his personal opinion this is a way of bullying his way as the City Administrator. Mayor Pro-Tem Oberlin commented that it was a different time when the ordinance was created. We need to amend it and she doesn't feel that the word transparency is understood. Alderwoman Gazal commented that it is not personal with him and how do we address a person who does not want to listen. The point is the moral has diminished and we have an Administrator who doesn't talk to anyone. We want to be proactive and get the job done the right way. Alderman Albert commented that we need to think about the job and how to relieve the additional work that was put on some of the employees. Treasurer Conklin commented that the policy needs to be changed due to the damage that the Mayor and the Administrator are doing, such as not giving information to Council and being courteous to others. Alderman Albert looks at it as he is part time and never tells a manager how to do their job. Alderman Vershay commented that the \$20,000.00 was supposed to be used to protect the health and welfare of the residents of the city, not to hire employees. Treasurer Conklin asked the Attorney if he has seen the agreement. He had and he believes the agreement goes through December. Currently the HR work is being done by Lindsey, Kim and Lisa and is not sure what the Administrator is doing. Alderwoman Gazal asked if a full time assistant is needed and would like to know what is being assigned to Marybel.

She asked if we could recreate the position of HR. The Attorney commented that we would need to get a release from the former HR employee. Treasurer Conklin commented that we have an employee that has a degree in HR. She doesn't want her degree to be used for HR work without the proper pay. Attorney Stiff explained that the agreement goes up to October and can be extended in 2 week increments through December. The hourly rate of pay of 91.00 per hour. Alderman Cipiti asked if we are using the services of GovHR does the \$20,000.00 go to them. The Attorney explained that GovHR covers the taxes and pays the person. Alderman Albert commented that we have the void in HR for 6 months and that we all can agree we didn't need a full time HR person. Clerk Vershay-Hall commented that the original policy was given to STP to do emergency work then come to the Council for approval. The Attorney believes that the \$20,000.00 is a common policy for emergency use. Mayor Pro-Tem Oberlin asked if the Attorney could have this policy change done. Attorney Stiff explained that he hopes to have it completed for Monday night's meeting. Five of the six Council members present would like the policy changed. Alderman Albert disagreed. Mayor Pro-Tem Oberlin commented that we really don't need to have a full time person for HR. The Attorney commented that he will red line the policy with changes requested by the Council. Alderman Cipiti commented that the temporary employment is going to go through according to the current policy. The Attorney commented that he is not sure if the contract for the HR person has been signed. It was stated that the Administrator put in his email that the person will start employment on August 15th. Alderman Jefferson asked if there is any city business that can be done without council knowledge or approval?

PUBLIC COMMENTS: There were no public comments.

MAYORS UPDATES: There were no updates.

COMMITTEE/LIAISON UPDATES: There were no updates.

CITY ADMINISTRATOR UPDATES: There were no updates.

The meeting was adjourned at 8:15 p.m.

Approved this _____ day of _____, 2022

As presented _____

As amended _____

CHRISTINE VERSHAY-HALL, CITY CLERK

TINA OBERLIN, MAYOR PRO-TEM.

SPESIA & TAYLOR

MEMO

To: City Council
From: Spesia & Taylor
Date: 8/12/22
Re: Amendment to City Purchasing Policy

Issue: At the work session of 8/10/22, I was asked to present an amendment to the City Purchasing Policy, which was last revised and approved by resolution in May of 2019.

DISCUSSION

In reviewing the current purchasing policy, it is not intended to be used solely for emergency purchases. Rather, it is designed to cover all purchasing by the City, from ordinary course office supplies to the professional services discussed at the work session. The 8-page document covers all aspects of the purchase process, including ethics, conflicts of interest, and general procedures regarding the types of vendors to be selected, competitive bidding, and the documentation of purchases.

I was also provided Heather McGuire's April 15, 2019 memorandum to the Council regarding the current version of the policy. Based on the foregoing, it was a challenging task to attempt to make this purchasing policy limited solely to "emergency" purchases by the specified departments. According to the Heather McGuire memorandum, one of the bases for the revised policy was the delay caused by having to bring "staff level" matters and day to day purchasing (below the \$20,000 threshold) before the Council for approval.

In the submitted redlined version of the policy, I have attempted to craft the policy to cover emergency purchases only. However, that would leave a void as to what the Council desires as to every day purchasing by not only the enumerated departments but the other City Departments as well.

As you will note, there are many sections of the policy which are more applicable to a general purchasing policy rather than one which is only applicable to emergency purchases under \$20,000. In fact, you will note that there is currently an emergency purchases section of the policy which was broken down into those emergency purchases over and under the \$20,000 threshold.

Thus, I believe that further Council instruction, discussion and comment is warranted as to how the policy should ultimately be amended.

Given the fact that the special meeting was Wednesday evening and in order to get this matter onto the agenda through Municode, I was simply unable to offer further suggested changes and still get the documents uploaded to Municode.

Perhaps the best solution to these issues would be to create a dedicated emergency purchase policy and to modify the current, general purchasing policy by removing the emergency purchases from it and further modifying to the Council's requirements.



EMERGENCY PURCHASING POLICY

SECTION 1 - PURPOSE

The purpose of this policy is to provide general guidelines for emergency purchasing activities under \$20,000 by the City Public Works, Water/Wastewater and Police Departments and to expedite processing of City emergency purchases by those departments in a timely and efficient manner while assuring adequate internal controls and purchasing authority. This policy is designed to be a fluid document and will be modified from time to time to conform to changes in legislation, technology, and actual practice. ~~Purchases over \$20,000 are intend to be covered by competitive bidding requirements (with the exception of "Emergency Purchases" as detailed herein).~~

The Public Works Director, Water Department/Wastewater Department Head, and Chief of Police, City Administrator, or his/her designee, shall be the final authority concerning enforcement of any of the provisions of this policy. Failure to follow the procedures outlined in this policy may lead to disciplinary action in accordance with the provisions of the City of Crest Hill Personnel Manual. The Finance Director Supervisor will establish written procedures consistent with this purchasing policy and may amend the written procedures in a manner not inconsistent with this policy, local ordinances, or state statutes.

SECTION 2 – ETHICS

2.1 CODE OF ETHICS

All City personnel engaged in purchasing and related activities shall conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the City and the residents and businesses of Crest Hill. City employees shall strive to:

- Ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations and City policies.
- Maintain confidentiality at all times.
- Not accept gifts or favors from current or potential suppliers, which might compromise the integrity of their purchasing function.
- Specify generic descriptions of goods wherever possible in lieu of brand names when compiling specifications.

Commented [MRS1]: If this policy is designed solely for emergency purchasing, then what is the policy for every day purchasing of supplies or services?

- Never allow purchase orders for identical goods, services to be split, or variations to City Council approvals to be made in order to circumvent established policy.
- Purchase without favor or prejudice.
- Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any subsequent information is made available to all bidders.
- Establish and maintain procedures to ensure that fair and equal consideration is given to each offer or quotation received and selection is based upon the lowest total cost compliant bid.
- Offer a prompt and courteous response to all inquiries from potential or existing suppliers.

2.2 CONFLICT OF INTEREST

Except as may be disclosed to and permitted by the City Council, it shall be a breach of ethical standards for any employee to participate directly or indirectly in the purchasing process when the employee knows that:

- The employee is contemporaneously employed by a bidder, vendor or contractor involved in the procurement transaction; or
- The employee, the employee's partner, or any member of the employee's immediate family holds a position with a bidder, offeror or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest in the company; or
- The employee, the employee's partner, or any member of the employee's immediate family has a financial interest arising from the procurement transaction; or
- The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a bidder, vendor or contractor.
- The employee's immediate family shall be defined as a spouse, children, parents, brothers and sisters and any other person living in the same household as the employee.

2.3 QUALIFIED LOCAL BUSINESSES

To the extent not prohibited by state statute, it shall be the policy of the City to procure goods and services from qualified local businesses to the greatest extent possible. In order to be considered a qualified local business, a business must meet each of the following criteria:

1. Business must be located within limits of the City.

2. Employs year round staff located at the business within the City.
3. Is current with all payments to the City.
4. Has adequately qualified/trained staff to service the bid item.

SECTION 3 - PURCHASING PROCEDURES

The Department Heads listed above ~~City Administrator is~~ are authorized to make, in the ordinary course of business, all emergency purchases of materials, supplies and services necessary for the City, including the Cable Department, as provided for in the annual budget; provided that on purchases of more than \$20,000, the City ~~Manager shall~~ Administrator shall first procure the approval of the Council before making such purchases. Although any employee of the City may make budgeted purchases, the Department Head is responsible for ensuring that any employee in his/her department is appropriately trained and adequately supervised to ensure that no inappropriate purchases are made. The specific dollar limits of employees' purchasing authority are outlined below and include contracts for the same.

1. For budgeted purchases less than \$1,000, only the purchaser's approval is required with the review of the Department Head.
2. For budgeted purchases between \$1,000 and \$4,999.99, the purchaser and the Department Head's approval are required. Three verbal quotes are required.
3. For budgeted purchases between \$5,000 and \$20,000.00, the City Administrator, the purchaser, the Department Head and the Finance Supervisor must approve the purchase. Three written quotes are required.
4. For any purchases greater than \$20,000, Council approval must be obtained prior to the purchase.

3.1 PURCHASES AND CONTRACTS UNDER \$1,000

Purchases and contracts under \$1,000 must be authorized the purchaser and reviewed by the Department Head. These purchases require no special rules for comparative pricing; they generally consist of low cost items needed quickly or other items purchased from a pre-approved vendor. Department Heads are expected to ensure that the City is paying a reasonable amount for the items involved and periodically obtain price quotes to ensure competitive pricing.

3.2 PURCHASES AND CONTRACTS BETWEEN \$1,000 AND \$5,000

Purchases in excess of \$1,000 and less than \$5,000 must be authorized by the Department Head or his/her designee. The purchases require three verbal competitive quotes. When possible, request for quotes should be solicited from a minimum of five (5) vendors to ensure that a respectable level of solicitation has been attempted. Department Heads are expected to ensure that the City is paying a reasonable amount for the items involved and periodically obtain price quotes to ensure competitive pricing.

Commented [MRS2]:

What is the Cable Dept. and does this fall within one of the listed Departments?

Does the Council still want the City Administrator involved in purchases over \$20,000 or is it the Department Head?

Alternatively, Sections 3.1, 3.2 and 3.3 may be unnecessary to the extent that they seem to apply to every day purchases rather than emergency purchases.

3.3 PURCHASES AND CONTRACTS BETWEEN \$5,000 AND \$20,000

Purchases in excess of \$5,000 and less than \$20,000 generally require three written competitive quotes. When possible, request for quotes should be solicited from a minimum of five (5) vendors to ensure that a respectable level of solicitation has been attempted. In the event that three quotes cannot be acquired, staff must provide supporting information as to why three quotes could not be acquired. This information should include documentation of the advertisement and solicitation process, direct vendor solicitation methodology including, vendor contact information and vendor outreach scope and attempts via a memo from the Department Head. The Finance Supervisor will make a recommendation to the City Administrator as to whether the purchase should be made with less than three quotes, or continue solicitations to obtain additional quotes.

3.4 GENERAL PURCHASING PROCEDURES

The following procedure will be used for all general purchasing processes unless the purchase is required to be made by competitive bidding procedures.

1. The operating department will make every effort to obtain a minimum of three written, email, or fax, price quotes from vendors who are eligible to provide the item or service;
 - a. Only the City Administrator or designee can waive the three-quote requirement;
 - b. No purchases or work is to be initiated until the three-quote requirement has been waived by the City Administrator or designee.
2. Responding vendors must provide quote responses on their letterhead or company form with a company authorized signature.
3. The operating department will review the quotes received to determine which vendor provided the lowest responsible and responsive quote;
4. Generally, no purchases can be made until a requisition and/or purchase order is created and fully approved.

There are occasions when it is beneficial and expeditious for a department to utilize a current or past vendor that provided a favorable price and/or service. In these instances the City Administrator or designee is authorized to waive the three quotes requirement when it is determined the City can quickly, efficiently and effectively correct a problem or purchase an item.

- ### 3.5 PROFESSIONAL SERVICES.
- This policy shall not apply to purchasing or obtaining professional services, which are governed separately from the normal procurement process. Professional services, where possessing a high degree of professional skill and the ability and fitness of the individual plays an important part are subject to state law requirements. The Department Heads as outlined in this Policy are ~~City Administrator is~~ authorized to engage the temporary emergency services of engineers, attorneys or other professionals for

any matter that will create an obligation for such services not exceeding twenty thousand dollars (\$20,000) without prior approval of the City Council.

Contracts for architectural, engineering, land surveying services and other professional services as designated by the ~~applicable Department Head~~ City Administrator (for example, public relations consultation services), shall be entered into on the basis of demonstrated competence and qualifications for the type of services required and at fair and equitable compensation. If the City has a satisfactory, established relationship with a firm, a professional services agreement may be negotiated with that firm without contacting other firms providing it has been determined the firm has the necessary qualifications and experience for the particular project. The ~~applicable Department Head~~ City Administrator may sign all such contracts. All professional services agreements in excess of \$20,000 must be approved by the City Council.

3.6 DEPARTMENT RESPONSIBILITIES

~~Departments are responsible for adhering to the following purchase procedures:~~

- ~~1. Enter, review and approve requisitions daily.~~
- ~~2. Instruct vendors to mail invoices directly to the Finance Department.~~
- ~~3. Obtain a W9 from all new vendors and forward to the Finance Department.~~
- ~~4. Paperclip completed and approved purchase order to applicable packing slip and additional supporting documents and forward to the Finance Department.~~
- ~~5. Ensure that vendor payment terms are never less than 30 days.~~
- ~~6. Once the invoice is received, the Finance department will review the information and return unbalanced documents to Department Heads to rectify and resolve problems and discrepancies between the invoices and purchase orders (work orders, packing slips, and quotes are not acceptable replacements for invoices).~~

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3.7 PETTY CASH

~~Responsibility for custody and safeguarding of each fund and for all fund disbursements rests with the appropriate Department Head. The Department Head may designate an employee in their department as custodian of the petty cash fund. Petty cash is to be used to reimburse employees for City expenses which the employee incurs up front and for small purchases which are handled most efficiently by utilizing petty cash. The following restrictions apply:~~

- ~~1. Individual petty cash purchases are limited to a maximum of \$50.00 unless approval is given by the City Administrator.~~
- ~~2. Employee must prepare a petty cash voucher which is approved by the Department Head.~~
- ~~3. Receipts documenting the expense must be attached to the petty cash voucher.~~

- ~~4. Disbursements from petty cash funds cannot be ultimately approved without receipts. If cash is provided in advance of the purchase, the employee must return the unused cash along with the receipt. If an employee cannot provide a receipt, alternative verification approved by the Department Head must be attached.~~
- ~~5. Each department is responsible for balancing and reconciling its own petty cash fund. The Deputy City Clerk is responsible for balancing and reconciling the Mayor's, City Administrator's and Clerk's petty cash funds.~~

SECTION 4 – COMPETITIVE PURCHASING AND EXCEPTIONS

It is the policy of the City of Crest Hill to procure needed materials, supplies, labor, and public improvements from the lowest responsible and responsive vendor. Additionally, certain conditions may warrant waiving of the competitive bidding process when the purchase is over \$20,000. Only the City Council may waive the competitive bidding requirement with a 2/3 vote. Staff must indicate the reason for recommending waiving competitive bidding and the reason must be stated publicly when the City Council approves a purchase. Acceptable reasons to waive the competitive bidding requirement may include, but are not limited to (all items below are subject to the purchase procedures and regulations as outlined in this policy):

1. Emergency purchases;
2. Proprietary and Sole Source purchases;
3. Equipment standardization;
4. Manufacturer, Repairs and Authorized Dealers/Sellers;
5. Technical nature of item makes competition impractical or will negate standardization;
6. Joint Governmental or Cooperative purchasing programs;
7. Vendors Currently Under Contract: Utilization of a vendor currently under contract or that serves as the City's designated vendor for system maintenance (for example, utilize the same vendor that installed the building security system to install additional equipment)

- 4.1 EMERGENCY PURCHASES.** Emergency purchases are those unforeseen purchases where there is an immediate threat to public health or safety, or to meet emergencies rising from unforeseen causes, which necessitate the need for immediate delivery of items or services, or to prevent delays in work or construction schedules.

~~The applicable Department Heads shall have the authority to make emergency purchases of goods or services of less than \$20,000 pursuant to this Policy but~~ must notify the City Administrator immediately when they become aware of the need for an emergency

purchase. Thereafter, the applicable Department Heads shall report the emergency purchase to the City Council at the earliest opportunity.

With respect to emergency purchases over \$20,000, -Documentation including an explanation of the emergency must be submitted to the City Administrator in writing within five (5) working days of the department becoming aware of the emergency. The City Administrator or his/her designee is authorized to make emergency purchases over twenty thousand dollars (\$20,000) and must report to the City Council at the earliest opportunity for their approval and ratification. All emergency purchases must be thoroughly documented.

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Commented [MRS3]: Does the Council want the Administrator to have this authority or the Department Head?

4.2 PROPRIETARY AND SOLE SOURCE PURCHASES. Contracts for parts, supplies or equipment that are available only from a single source are referred to as sole source purchases. Sole source procurements may arise from the following circumstances:

1. Equipment and/or material for which there is no comparable competitive product or is available only from one supplier;
2. public utility services from natural or regulated monopolies;
3. a component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer;
4. An item where compatibility is the overriding consideration, such as computer software.

Commented [MRS4]: Sections 4.2 through 4.8 are probably important to have in a general purchasing policy but really are inapplicable if this is to be solely an emergency purchasing policy.

These items shall not be subject to requirements for seeking competitive quotes or bids. However, purchases in excess of \$20,000 shall be presented to the City Council prior to acquisition with a request to waive bids, approve the purchase and enter into a formal contract. Formal bidding for work or public improvements over \$20,000 may be waived by 2/3 vote of the trustees.

4.3 EQUIPMENT STANDARDIZATION. Occasionally, because of the technical nature of certain items, standardization of a particular supplier's specifications may be desirable upon the user department director's documentation. In such a case, the final determining body for standardization will be the City Council. A decision to standardize must be weighed against:

1. the problems associated with having only one supplier available; and,
2. the economy of the alternative of non-standardization.

4.4 MANUFACTURER REPAIRS AND AUTHORIZED DEALERS/SELLERS. In some cases, expenditures involving the purchase, service, repair, modification, or calibration of equipment, can only be performed by the manufacturer of the equipment.

The purchase of some items are only available to be purchased from an authorized or regional dealer/seller.

4.5 TECHNICAL NATURE OF ITEM. In instances where the City has existing software, machinery or other technical equipment, the department is not required to purchase something incompatible with what the City already has in place. It is impractical to purchase something that would not be attuned to material already in place.

4.6 JOINT PURCHASING PROGRAM (COOPERATIVES). Cooperative purchasing between the City of Crest Hill and the State of Illinois, other local governments, local and national cooperatives such as South Suburban Mayors and Managers Association (SSMMA) or the Suburban Purchasing Cooperative (SPC) and Sourcewell *—formerly National Joint Powers Alliance*, or arrangements with other organizations can result in significant savings on the purchase price of many items.

Department Heads are responsible for analyzing the desirability of taking advantage of cooperative purchasing arrangements and making recommendations to the City Administrator. Department Heads should research cooperative purchasing arrangements to ensure that competitive prices have been obtained.

4.7 VENDORS CURRENTLY UNDER CONTRACT or that serve as the City's designated vendor for system maintenance activities (for example: cost saving in utilizing the same vendor that installs the building security system to install additional equipment).

4.8 PURCHASES BETWEEN \$5,000 AND \$20,000. There are occasions when past use of known vendors expedites the purchase process. These expedited purchases increase City operation efficiency. The City Administrator or designee is authorized to waive the three quotes requirement when it is determined the City can quickly and effectively correct a problem or purchase an item.

SECTION 5 - DOCUMENTATION

5.1 CONTRACT SUBMISSION AND REVIEW. Contracts for goods or services less than \$20,000 must be reviewed by the City Administrator and may be reviewed by the City Attorney as determined by the City Administrator. Contracts for goods or services equal to or exceeding \$20,000 must be approved by the City Administrator and City Attorney, (if requested by the City Administrator), before submission to the City Council for consideration. Contracts resulting from competitive bidding may be submitted to the City

Council for bid acceptance, contingent upon final contract approval by the City Administrator and City Attorney.

- 5.2 CONTRACT SIGNATURES.** The City Administrator or designee will sign approved contracts between \$1,000 and \$20,000. Department Heads or designees will sign contracts less than \$5,000. The Mayor will sign contracts over \$20,000 as approved by the City Council.

RESOLUTION NO. _____**A RESOLUTION AMENDING THE PURCHASING POLICY FOR THE
CITY OF CREST HILL**

WHEREAS, the City of Crest Hill seeks to provide an effective and efficient guide for the City employees to requisition and purchase goods and services used within the scope of their employment; and

WHEREAS, the growth of the City of Crest Hill necessitates revision of its existing Purchasing Policy; and

WHEREAS, for such purposes Corporate Authorities deem it in the best interests of the City to Amend its previously adopted Purchasing Policy as attached hereto and incorporated herein as "Exhibit A".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

SECTION 1: PREAMBLE: The recitals set forth above are found to be true and incorporated herein and made part hereof.

SECTION 2: APPROVAL TO AMEND: The Purchasing Policy as attached hereto and incorporated herein as "Exhibit A" is hereby adopted by the City of Crest Hill as the official policy of the City relative to purchases.

SECTION 3: REPEALER: All ordinances, resolutions or parts or ordinances or resolutions conflicting with any of the provisions of this Resolution shall be and the same are hereby repealed.

SECTION 4: EFFECTIVE DATE: This Resolution shall take effect immediately upon its passage and approval as provided by law.

RESOLVED THIS 15th DAY OF AUGUST, 2022.

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

Christine Vershay-Hall, City Clerk

APPROVED THIS _____ DAY OF _____, 2022.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk



Agenda Memo

Crest Hill, IL

Meeting Date: August 15, 2022
Submitter: Mark Siefert
Department: Public Works
Agenda Item: Notice of Intent to Award Contract to Vissering Construction Company

Summary:

As discussed at the August 4 Special Work Session, the next step is for the City Council to award the Notice of Intent to Award to Vissering Construction Company for the total amount of \$50,640,000. Once the documents have been signed, our engineers from Strand Associates, Inc. will prepare a full package of documents to send to the Illinois Environmental Protection Agency (IEPA) for review and approval before a loan agreement will be prepared.

Staff will work with Strand and Vissering towards a goal of saving \$2 million in project costs.

Recommended Council Action:

Pass a motion to approve a notice of intent to award a contract to Vissering Construction Company for reconstruction of the west plant wastewater treatment facility in the amount of \$50,640,000.

Financial Impact:

Funding Source: IEPA Loan

Budgeted Amount: \$49,500,000

Cost: \$44,500,000 plus out of pocket expenses

Attachments:

Notice of Intent to Award

NOTICE OF INTENT TO AWARD

To: Vissering Construction Company

175 Benchmark Industrial Drive

Streator, IL 61364

Project Description: City of Crest Hill, Illinois

West Sewage Treatment Plant Improvements, Contract 1-2022

The OWNER has considered the BID submitted by you for the above described WORK, in response to its Advertisement for Bids, dated May 12, 2022, and Information for Bidders.

You are hereby notified that your BID will be accepted, contingent upon Illinois Environmental Protection Agency (IEPA) approval, for items in the amount of \$50,640,000.

You will be required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND and certificates of insurance within ten (10) calendar days from the date of the final Notice to be sent upon IEPA approval, to you.

Dated this day of _____

OWNER

By: _____

Title: _____



Agenda Memo

Crest Hill, IL

Meeting Date:	August 15, 2022
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Approve the execution of a proposal with Strand Associates, Inc. for Construction Engineering Services for the West Plant Wastewater Treatment Facility Construction in an amount not to exceed amount of \$3,720,000.00.

Summary:

A proposal by Strand and Associates to provide construction engineering services was discussed at the August 4 works session. Their service includes the following tasks:

- Review contractor's initial schedule of values and list of subcontractor and suppliers.
- Attend preconstruction meeting.
- Attend up to 84 construction progress meetings.
- Attend one electrical and controls preconstruction conference with contractor and city.
- Attend one pre-painting conference.
- Review Contractor's project schedule for 42 months
- Review and response to up to 150 contractor requests for information
- If needed, prepared and review all documents for the preparation of up to 100 cost proposals for change orders, field changes or work change directives.
- Review shop drawing and manufacturer provided operation and maintenance submittals.
- Construction site visits by engineering staff (96 visits included in proposal).
- Prepare monthly Illinois Environmental Protection Agency requests for loan disbursement.
- Provide support for field issues as requested by field staff.
- Review all contractor pay requests for work completed and conduct two partial utilization review and one substantial completion review along with completion of punch list items that need to be corrected prior to release of retention.
- Attend one factory acceptance test for electrical and control equipment.
- Provide continuous field inspection services for the length of the project (total hours included in proposal 7,762)
- Observe specified tests, equipment and system startups.
- Provide city staff start up and training of new equipment.

Recommended Council Action:

Approve the execution of a proposal with Strand Associates, Inc. for Construction Engineering Services for the West Plant West Plant Wastewater Treatment Facility Construction in an amount not to exceed amount of \$3,720,000.00.

Financial Impact:

Funding Source: Water/Sewer

Budgeted Amount: \$1,097,000.00 (FY 2023)

Cost: Total Current Projected Cost for this project \$3,720,000.00

Total to be paid is based on the schedule below. These yearly costs will be included in future budgets.

Yearly Break Down

\$400,000 - 2023

\$830,075 - 2024

\$830,075 - 2025

\$830,075 - 2026

\$830,075 - 2027

Attachments:

Agreement

August 8, 2022

City of Crest Hill
1610 Plainfield Road
Crest Hill, IL 60403

Attention: Honorable Raymond Soliman, Mayor

Re: Agreement for Construction-Related Services
West Sewage Treatment Plant Improvements

This is an Agreement between the City of Crest Hill, Illinois, hereinafter referred to as OWNER, and Strand Associates, Inc.®, hereinafter referred to as ENGINEER, to provide Construction-Related Services (Services) for the West Sewage Treatment Plant Improvements project designed by ENGINEER. This Agreement shall be in accordance with the following elements.

Scope of Services

ENGINEER will provide the following Services to OWNER.

Construction-Related Services

1. Review contractor's initial schedule of values and list of subcontractors and suppliers.
2. Attend one preconstruction conference with contractor and OWNER. Prepare minutes and distribute to attendees.
3. Attend up to 84 construction progress meetings, occurring approximately twice per month. Prepare minutes for each meeting and distribute to attendees.
4. Attend one electrical and controls preconstruction conference with contractor and OWNER. Attend one prepainting conference with contractor and OWNER.
5. Review contractor's schedule each month for up to 42 months.
6. Review and respond to up to 150 contractor requests for information.
7. Prepare up to 100 cost proposal requests, field orders, work change directives, and change orders to contractor and OWNER for potential changes in scope of work, if appropriate. Review contractor-provided responses to cost proposal requests, field orders, and work change directives, and provide comments, as appropriate. Discuss responses with OWNER and provide change orders to OWNER for approval.
8. Review shop drawing and manufacturer-provided operation and maintenance submittals. Review up to three submittals of shop drawings and one submittal of manufacturer-provided operation and maintenance manuals. Additional reviews shall be considered additional Services.

City of Crest Hill
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August 8, 2022

9. Visit the construction site up to 96 times in addition to full-time resident project representative (RPR) services described below to observe construction progress. Site visits may be attended by the project manager or electrical, structural, or mechanical engineer, as appropriate.
10. Assist OWNER in preparing monthly Illinois Environmental Protection Agency (IEPA) requests for loan disbursement during construction. Submit the monthly requests to OWNER and IEPA for IEPA loan disbursement electronically.
11. Provide support for field issues brought to the RPR.
12. Conduct two partial utilization reviews and one substantial completion review with OWNER and contractor to compile a list items to be completed or corrected for partial utilization and substantial completion.
13. Attend one factory acceptance test (two personnel for minimum five days) for electrical and controls equipment.

RPR Services

1. Provide RPR services to observe construction for 40 hours a week for 42 months and 20 hours a week for six months for a total of 7,762 hours.
2. Review construction progress schedules, schedule of shop drawing submittals, and schedule of values prepared by the contractor and discuss monthly with the project manager.
3. Attend the preconstruction conference and up to 84 construction progress meetings.
4. Observe specified tests, equipment, and system start-ups associated with the project.
5. Consider, review, and report contractor's requests for clarifications or modifications, as appropriate.
6. Assist in preparing a list of items to be completed or corrected for partial utilization, substantial completion, and final completion.
7. Review monthly pay request items from contractor.

Start-up and Training

1. Observe contractor-arranged manufacturer start-up and training services including, but not limited to, the following systems associated with the work:
 - a. Hydraulic passenger elevator.
 - b. Slide and sluice gates.
 - c. Hoists and cranes.
 - d. Tri-lobe positive displacement blowers.
 - e. Rotary lobe blowers.
 - f. Plant water pumping system.
 - g. Centrifugal sludge pumps.
 - h. Rotary lobe pumps.
 - i. Internal recycle pumps.
 - j. Submersible pumps.
 - k. Samplers.
 - l. Center flow screens and screenings wash presses.

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- m. Chemical pumping equipment.
 - n. Chemical tablet feeding equipment.
 - o. Submersible mixers.
 - p. Primary clarifier collectors.
 - q. Excess flow clarifier collector.
 - r. Final clarifier collector.
 - s. Aeration equipment.
 - t. Tertiary disc filters.
 - u. Ultraviolet disinfection equipment.
 - v. Centrifuge dewatering equipment.
2. Prepare and deliver supplemental training sessions to OWNER using Microsoft PowerPoint presentations. Training sessions will include the following unit processes:
- a. Screening and screenings wash presses, influent pumping, primary clarification, and primary sludge pumping.
 - b. Activated sludge and biological phosphorus removal, chemical phosphorus removal, and final clarification.
 - c. Ultraviolet disinfection and excess flow facilities.
 - d. Aerobic digestion, sludge pumping, dewatering, and storage.
 - e. Plant water system; heating, ventilation, and air conditioning system; electrical service; and fire protection system.

Supervisory Control and Data Acquisition System (SCADA)

Review the installed SCADA system functions for general conformance with the control descriptions in the Contract Documents.

Contract Closeout and Record Drawings

- 1. Conduct one final completion review with OWNER and contractor.
- 2. Prepare a Fiscal Sustainability Plan in accordance with IEPA Water Pollution Control Loan Program documentation standards.
- 3. Prepare record drawings based on contractor's markup drawings. ENGINEER is providing drafting Services only for record drawings based on the records presented to ENGINEER by contractor and OWNER. Record drawings from contractor presented as marked up portable document format (PDF) files will be left as such and will not be converted into AutoCAD form. ENGINEER will not be liable for the accuracy of the record drawing information provided by contractor and OWNER.
- 4. Provide a flash drive containing the following:
 - a. Operation and maintenance (O&M) manual (prepared by ENGINEER).
 - b. Manufacturer's O&M manuals.
 - c. Manufacturer's warranties.
 - d. Final shop drawings.
 - e. Manufacturer training session presentations.
 - f. Training session presentations prepared by ENGINEER.
 - g. Record drawings.

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h. Technical specifications.

Operation and Maintenance (O&M) Manual

1. Develop a written narrative, figures, and descriptive tables to assist OWNER's operators with the new wastewater treatment plant processes listed in Start-up and Training, Item No. 2. above.
2. Organize manufacturer-provided O&M manuals.
3. Provide written O&M manual and equipment O&M manuals in three-ring binders or a bound book, depending on OWNER's preference. Provide three hard copies and one electronic PDF file of the O&M manual.
4. Prepare three paper copies and an electronic PDF file of the O&M manual.
5. Assist OWNER with preparing an IEPA Water Pollution Control Loan Program Certificate regarding O&M.

Service Elements Not Included

The following services are not included in this Agreement. If such services are required, they will be provided as noted.

1. Additional and Extended Services during construction made necessary by:
 - a. Work damaged by fire or other cause during construction.
 - b. A significant amount of defective or neglected work of any contractor.
 - c. Prolongation of the time of the construction contract.
 - d. Default by contractor under the construction contract.

Any services of this type will be provided through an amendment to this Agreement.

2. Additional Site Visits and/or Meetings: Additional OWNER-required site visits or meetings will be provided through an amendment to this Agreement or through a separate agreement with OWNER.
3. Archaeological or Botanical Investigations: ENGINEER will assist OWNER in engaging the services of an archaeologist or botanist, if required, to perform the field investigations necessary for agency review through a separate agreement with OWNER.
4. Bidding-Related Services: Bidding-related services for the project will require a separate agreement with OWNER.
5. Drawings and Specifications: Final design services including drawings and specifications, if provided by ENGINEER, will be provided through an amendment to this Agreement or through a separate agreement with OWNER.
6. Geotechnical Engineering: Geotechnical engineering information will be required and provided through OWNER and OWNER's geotechnical consultant. ENGINEER will assist OWNER with defining initial scope of geotechnical information that is required to allow OWNER to procure geotechnical engineering services.
7. Preparation for and/or Appearance in Litigation on Behalf of OWNER: This type of service by ENGINEER will be provided through a separate agreement with OWNER.

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8. Review of Product Substitutions or Means, Method, Technique, Sequence, or Procedure Substitutions Proposed by Contractor: The terms of the construction Contract call for the construction contractor to reimburse OWNER for ENGINEER's cost for evaluating substitute products, means, method, technique, sequence, or procedure of construction. ENGINEER's cost for such evaluations is not included in the scope of this Agreement. Services of this type by ENGINEER will be provided through an amendment to this Agreement.
9. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed, will be provided through an amendment to this Agreement.
10. Services Furnished During Readvertisement for Bids, if Ordered by OWNER: If a Contract is not awarded pursuant to the original bids, any services of this type will be provided through an amendment to this Agreement.
11. Services Related to Buried Wastes and Contamination: Should buried solid, liquid, or potentially hazardous wastes or subsurface or soil contamination be uncovered at the site, follow-up investigations may be required to identify the nature and extent of such wastes or subsurface soil or groundwater contamination and to determine appropriate methods for managing of such wastes or contamination and for follow-up monitoring. Investigation, design, or construction-related services related to buried solid, liquid, or potentially hazardous wastes or soil or groundwater contamination will be provided through a separate agreement with OWNER.

Audit, Access to Records

In accordance with 35 ILLINOIS ADMINISTRATIVE CODE CH.II.SEC.365.630, SUBTITLE C, books, records, documents, and other evidence directly pertinent to performance of IEPA Water Pollution Control Loan Program (WPCLP) loan services under this Agreement shall be maintained in accordance with generally accepted accounting services. The IEPA or any of its authorized representatives shall have access to the books, records, documents, and other evidence for the purpose of inspection, audit, and copying. Facilities shall be provided for access and inspection.

Audits conducted pursuant to this provision shall be in accordance with auditing standards generally accepted in the United States.

All information and reports resulting from access to records pursuant to the above shall be disclosed to the IEPA. The auditing agency shall afford ENGINEER an opportunity for an audit exit conference and an opportunity to comment on the pertinent portions of the draft audit report. The final audit report shall include the written comments, if any, of the audited parties.

Records shall be maintained and made available during performance of the Services under this Agreement and for three years after the final loan closing. In addition, those records which relate to any dispute pursuant to IEPA loan rules, or litigation, or the settlement of claims arising out of such performance, or costs or items to which an audit exception has been taken, shall be maintained and made available for three years after the resolution of the appeal, litigation, claim or exception.

Covenant Against Contingent Fees

In accordance with 35 ILLINOIS ADMINISTRATIVE CODE CH.II.SEC.365.630, SUBTITLE C, ENGINEER warrants that no person or selling agency has been employed or retained to solicit or secure this

City of Crest Hill
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Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees. For breach or violation of this warranty, the loan recipient shall have the right to annul this Agreement without liability or to deduct from the contract price or consideration, or otherwise recover, the full amount of the commission, percentage, brokerage or contingent fee.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

See attached Certification (EPA Form 5700-49).

Certification of Nondiscrimination

ENGINEER shall not discriminate on the basis of race, color, national origin or sex in the performance of this Agreement. ENGINEER shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under the WPCLP. Failure by the ENGINEER to carry out these requirements is a material breach of this Agreement which may result in the termination of this Agreement or other legally available remedies.

Utilization of Women and Minority Businesses

ENGINEER agrees to take affirmative steps to include disadvantaged business enterprises when possible as sources of services in accordance with WPCLP rules. As required by the award conditions of the United States Environmental Protection Agency's Assistance Agreement with the IEPA, ENGINEER acknowledges that the fair share percentages are five percent for Minority Business Enterprises and 12 percent for Women's Business Enterprises.

Compensation

OWNER shall compensate ENGINEER for Services a lump sum of \$3,720,300.

Expenses incurred such as those for travel, meals, printing, postage, copies, computer, electronic communication, and long distance telephone calls will be billed at actual cost plus ten percent.

Only sales taxes or other taxes on Services that are in effect at the time this Agreement is executed are included in the Compensation. If the tax laws are subsequently changed by legislation during the life of this Agreement, this Agreement will be adjusted to reflect the net change.

The lump sum for the Services is based on wage scale/hourly billing rates, adjusted annually on July 1, that anticipates the Services will be completed as indicated. Should the completion time be extended, it may be cause for an adjustment in the lump sum that reflects any wage scale adjustments made.

The lump sum will not be exceeded without prior notice to and agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**. Any adjustments will be negotiated based on ENGINEER's increase or decrease in costs caused by delays, extensions, amendments, or changes.

Schedule

Services will begin upon execution of this Agreement, which is anticipated the week of August 8, 2022. Services are scheduled for completion on December 1, 2026.

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Standard of Care

The Standard of Care for all Services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's Services.

OWNER's Responsibilities

1. Assist ENGINEER by placing at ENGINEER's disposal all available information pertinent to this project including previous reports, previous drawings and specifications, and any other data relative to the scope of this project.
2. Furnish to ENGINEER, as required by ENGINEER for performance of Services as part of this Agreement, data prepared by or services of others obtained or prepared by OWNER relative to the scope of this project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which ENGINEER may rely upon in performing Services under this Agreement.
3. Provide access to the site as required for ENGINEER to perform Services under this Agreement.
4. Guarantee access to and make all provisions for ENGINEER to enter upon public and private lands as required for ENGINEER to perform Services under this Agreement.
5. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by ENGINEER and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the performance of ENGINEER.
6. Provide all legal services as may be required for the development of this project.
7. Retain the services of a soils consultant to provide any necessary geotechnical evaluation and recommendations. OWNER's soils consultant shall provide all necessary geotechnical testing during construction. OWNER's soils consultant shall notify OWNER and ENGINEER of any geotechnical testing indicating any materials that are not in accordance with the Contract Documents (nonconforming materials) and if any nonconforming materials have been incorporated into the work.
8. Pay all permit and plan review fees payable to regulatory agencies.

Opinion of Probable Cost

Any opinions of probable cost prepared by ENGINEER are supplied for general guidance of OWNER only. ENGINEER has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to OWNER.

Observation Services

In furnishing observation services, ENGINEER's efforts will be directed toward determining for OWNER that the completed project will, in general, conform to the Contract Documents; but ENGINEER will not supervise, direct, or have control over the contractor's work and will not be responsible for the contractor's construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs, or for the contractor's failure to perform the construction work in accordance with the Contract Documents.

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Payment Requests

ENGINEER's review of Payment Requests from contractor(s) will not impose responsibility to determine that title to any of the work has passed to OWNER free and clear of any liens, claims, or other encumbrances. Any such service by ENGINEER will be provided through an amendment to this Agreement.

Changes

1. OWNER may make changes within the general scope of this Agreement in the Services to be performed. If such changes cause an increase or decrease in ENGINEER's cost or time required for performance of any Services under this Agreement, an equitable adjustment will be made and this Agreement will be modified in writing accordingly.
2. No services for which additional compensation will be charged by ENGINEER will be furnished without the written authorization of OWNER. The fee established herein will not be exceeded without agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**.
3. If there is a modification of IEPA requirements relating to the Services to be performed under this Agreement subsequent to the date of execution of this Agreement, the increased or decreased cost of performance of the Services provided for in this Agreement will be reflected in an appropriate modification of this Agreement.

Extension of Services

This Agreement may be extended for additional Services upon OWNER's authorization. Extension of Services will be provided for a lump sum or an hourly rate plus expenses.

Payment

OWNER shall make payments to ENGINEER for Services performed in accordance with the payment schedule in the following table. ENGINEER will provide monthly statements to OWNER describing the Services performed in the preceding month.

Anticipated Invoice Date	Invoice Amount
December 1, 2022	\$400,000
May 1, 2023	\$830,075
May 1, 2024	\$830,075
May 1, 2025	\$830,075
May 1, 2026	\$830,075

Nonpayment 30 days after the date of receipt of invoice may, at ENGINEER's option, result in assessment of a 1 percent per month carrying charge on the unpaid balance.

Nonpayment 45 days after the date of receipt of invoice may, at ENGINEER's option, result in suspension of Services upon five calendar days' notice to OWNER. ENGINEER will have no liability to OWNER, and OWNER agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by OWNER. Upon receipt of payment in full of all outstanding sums due from OWNER, or curing of such other breach which caused ENGINEER to suspend Services, ENGINEER will resume Services and there will be an equitable adjustment to the remaining project schedule and compensation as a result of the suspension.

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Data Provided by Others

ENGINEER is not responsible for the quality or accuracy of data nor for the methods used in the acquisition or development of any such data where such data is provided by or through OWNER, contractor, or others to ENGINEER and where ENGINEER's Services are to be based upon such data. Such data includes, but is not limited to, soil borings, groundwater data, chemical analyses, geotechnical testing, reports, calculations, designs, drawings, specifications, record drawings, contractor's marked-up drawings, and topographical surveys.

Termination

This Agreement may be terminated with cause in whole or in part in writing by either party subject to a two-week notice and the right of the party being terminated to meet and discuss the termination before the termination takes place. ENGINEER will be paid for all completed or obligated Services up to the date of termination.

Third-Party Beneficiaries

Nothing contained in this Agreement creates a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's Services under this Agreement are being performed solely for OWNER's benefit, and no other party or entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of Services hereunder. OWNER and ENGINEER agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in this project to carry out the intent of this provision.

Dispute Resolution

Except as may be otherwise provided in this Agreement, all claims, counterclaims, disputes, and other matters in question between OWNER and ENGINEER arising out of or relating to this Agreement or the breach thereof will be decided first by mediation, if the parties mutually agree, or with a bench trial in a court of competent jurisdiction within the State of Illinois.

Terms and Conditions

The terms and conditions of this Agreement will apply to the Services defined in the **Scope of Services**. OWNER-supplied purchase order is for processing payment only; terms and conditions on the purchase order shall not apply to these Services.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement.

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF CREST HILL

Joseph M. Bunker
Corporate Secretary

Date

Raymond Soliman
Mayor

Date



Agenda Memo

Crest Hill, IL

Meeting Date:	August 15, 2022
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	Award the contract to P.T. Ferro Construction Co. for the 2022 Motor Fuel Tax Pavement Patching contract in the amount of \$226,343.20.

Summary: The City through the Engineering Department has advertised and solicited for qualified contractors to provide unit price costs to patching existing Hot Mix Asphalt Pavements (HMA). The locations being patch are as follows:

- Division-West of Weber to the City Limits
- Division Just east of Weber
- Gaylord between Waterford Dr. and Watertower Pl.
- Caton Farm Rd from Weber to Broadway

Bid Opening Summary

The project was bid & advertised through IDOT Construction Bulletin. A total of three (3) local prequalified contractors submitted a bid for this program. Bids were received for the improvement at Crest Hill City Hall until 4:00 PM local time on Wednesday, July 27, 2022. Bids were opened and read aloud on Thursday, July 28, 2022, at 10:00 AM in the Council Chambers. The following is a list of bids received:

Bid Results

1. P.T. Ferro Construction, Co.	\$226,343.20
2. Austin Tyler Construction	\$296,520.00
3. Gallagher Asphalt	\$397,595.00

Engineer's Estimate was \$249,252.50

I have reviewed the bids and found them to be correct and in order, and I feel that the bids do reflect the market as it exists today.

Recommended Council Action:

Award the contract to P.T. Ferro Construction Co. for the 2022 Motor Fuel Tax (MFT) Pavement Patching contract in the amount of \$226,343.20.

Financial Impact:

There will be no change in the overall MFT budget approved in this year's budget. Original amount budgeted in MFT Maintenance program for this line items is \$100,000. Additional funding required to pay the cost of the pavement patching contract will come from the saving on this year's MFT resurfacing projects. The pavement patching program ended up larger this year due to the addition of Gaylord, and Division east of Weber. Also, a large part of the increase in cost is due to the gasoline and current economic inflation crisis that was not known at the time the MFT budget was prepared.

Funding Source: MFT

Budgeted Amount: \$100,000.00

Cost: \$226,343.20

Attachments: Letter of Recommendation to Award and Bid results

**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

16221 W. 159th Street Suite 201 Lockport, Illinois 60441 TEL (815) 770-2850

August 2, 2022

City of Crest Hill
Public Works
2090 Oakland Avenue
Crest Hill, Illinois 60403

Attention: Ronald Wiedeman, PE – City Engineer

Subject: City of Crest Hill
2022 MFT Patching Program
(CBBEL No: 210079)
Engineer's Award Recommendation

Dear Mr. Wiedeman:

On Thursday, July 28, 2022 at 10:00 A.M. bids were received and opened for the subject project. Three bids were received for this project. Christopher B. Burke Engineering, Ltd. (CBBEL) has reviewed the contract proposals for the 2022 MFT Patching Program and all documents were in compliance with City and contract requirements. The bids have been reviewed and tabulated and are as follows:

Engineer's Estimate	\$ 240,582.50
PT Ferro Construction Co.	\$ 226,343.20
Austin-Tyler Construction Inc.	\$ 296,520.00
Gallagher Asphalt Co.	\$ 397,595.00

PT Ferro Construction was the low bidder with a proposal of \$226,343.20. We have reviewed PT Ferro's bid documents and found them to be in order. Christopher Burke Engineering, Ltd. recommends awarding the project to PT Ferro Construction Co. in the amount of \$226,343.20.

Enclosed for your reference are the bid tabulation and bid summary. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Alex Schaefer, PE
Project Manager

2022 CREST HILL PATCHING PROGRAM

BID SUMMARY

Section No. 23-00000-02-GM
CBBEL Project No. 210079

Bids Opened July 28, 2022

CONTRACTOR	BID
ENGINEEER'S ESTIMATE	\$ 240,582.50
PT FERRO CONSTRUCTION	\$ 226,343.20
AUSTIN TYLER CONSTRUCTION	\$ 296,520.00
GALLAGHER ASPHALT CORPORATION	\$ 397,595.00

2022 CREST HILL PATCHING PROGRAM

Bid Tabulation
Section No. 23-00000-02-GM
CBBEL Project No. 210079

Bids Opened July 28, 2022

						ENGINEEER'S ESTIMATE		PT FERRO CONSTRUCTION		AUSTIN TYLER CONSTRUCTION		GALLAGHER ASPHALT CORPORATION	
ITEM NO	SP	PAY CODE	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	#	44201676	CLASS D PATCHES, 2 INCH (SPECIAL) - SKIP PATCHING	SQ YD	345	\$ 30.00	\$ 10,350.00	\$ 40.00	\$ 13,800.00	\$ 80.00	\$ 27,600.00	\$ 90.00	\$ 31,050.00
2	#	44201796	CLASS D PATCHES, 12 INCH (SPECIAL) - SKIP PATCHING	SQ YD	1985	\$ 112.00	\$ 222,320.00	\$ 105.00	\$ 208,425.00	\$ 132.00	\$ 262,020.00	\$ 182.00	\$ 361,270.00
3		78000100	THERMOPLASTIC PAVEMENT MARKING- LETTERS AND SYMBOLS	SQ FT	40	\$ 15.00	\$ 600.00	\$ 7.08	\$ 283.20	\$ 10.00	\$ 400.00	\$ 10.00	\$ 400.00
4		78000200	THERMOPLASTIC PAVEMENT MARKING- LINE 4"	FOOT	3250	\$ 2.25	\$ 7,312.50	\$ 1.18	\$ 3,835.00	\$ 2.00	\$ 6,500.00	\$ 1.50	\$ 4,875.00
# DENOTES SPECIAL PROVISION						TOTAL	\$ 240,582.50		\$ 226,343.20		\$ 296,520.00		\$ 397,595.00



Agenda Memo**Crest Hill, IL**

Meeting Date: August 15, 2022
Submitter: Police Chief Edward Clark
Department: Police
Agenda Item: Special Event Police Services Contract with Crest Hill Lions Club

Summary:

I am requesting the approval of a Special Event Police Services Contract with the Crest Hill Lions Club scheduled for September 4, 2022. This is for the Lions Club Luau at St. Joe's Park in Joliet and will consist of two officers and two vehicles. The hours of police services are 7:00 p.m. to 10:00 p.m.

Recommended Council Action:

Approve a special event police services contract with the Crest Hill Lions Club.

Financial Impact: N/A

Funding Source:

Budgeted Amount:

Cost:

Attachments:

Special Event Police Services Contract

ORDINANCE NO. _____**AN ORDINANCE AUTHORIZING SPECIAL EVENT POLICE SERVICES**

WHEREAS, from time to time, the organizers of certain Special Events request or require the presence of City of Crest Hill Police Officers; and

WHEREAS, the Mayor and Alderman of the City of Crest Hill wish to outline the terms and conditions of said Special Events.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

SECTION 1: Any Organization that wishes to hire City of Crest Hill Officers must enter into the “Special Event Police Services Agreement” attached hereto as “Exhibit A” and incorporated by reference herein.

SECTION 2: Any Special Event where officers may be hired must take place within the City of Crest Hill city limits, or St. Joseph Park, 700 Theodore St., Joliet, IL 60435.

SECTION 3: Any Organization that wishes to hire City of Crest Hill Officers for Special Events outside City of Crest Hill city limits must be an Organization with its principal office based in the City of Crest Hill.

SECTION 4: This Ordinance shall take effect upon its passage and publication as provided by law.

PASSED THIS 3rd DAY OF OCTOBER, 2016.

	Aye	Nay	Absent	Abstain
Alderman John Vershay	_____	_____	_____	_____
Alderman Scott Dyke	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderwoman Barbara Sklare	_____	_____	_____	_____
Alderwoman Tina Oberlin	_____	_____	_____	_____
Alderwoman Candis Thuringer	_____	_____	_____	_____
Alderman Charles Convery	_____	_____	_____	_____
Alderman Tom Inman	_____	_____	_____	_____
Mayor Ray Soliman	_____	_____	_____	_____

Vicki L. Hackney, City Clerk

APPROVED THIS 3rd DAY OF OCTOBER, 2016.

Raymond R Soliman, Mayor

ATTEST:

Vicki L. Hackney, City Clerk

EXHIBIT A

SPECIAL EVENT POLICE SERVICES AGREEMENT

This Agreement ("Agreement") is made this 15 day of AUGUST 20____ ("Effective Date"), between the CITY OF CREST HILL ("City"), an Illinois Municipal Corporation at 1610 Plainfield Road, Crest Hill, Illinois, and CREST HILL LIONS CLUB ("ORGANIZATION") located at 1817 LINCOLN AVE CREST HILL, Illinois (collectively, the "Parties").

WHEREAS, City is empowered to provide for the health, safety and welfare in the City of Crest Hill; and

WHEREAS, pursuant to the Illinois Municipal Code, 65 ILCS 5/11-1-1, et seq., "the corporate authorities of each municipality may pass and enforce all necessary police ordinances" through its sworn law enforcement officers (each law enforcement officer an "Officer"); and

WHEREAS, pursuant to the Illinois Municipal Code, 65 ILCS 5/7-4-8, the police of any municipality may exercise their police power in any adjoining municipality; and

WHEREAS, the ORGANIZATION desires to contract with the CITY to provide law enforcement services and assist in providing for safety, security and order for its event on SEPTEMBER 4, 2022 (date) at ST. JOE'S PARK, 700 THEODORE ST, JOLIET (location) from 7:00PM to 10:00PM (time) ("Special Event"); and

WHEREAS, City desires to outline the circumstances in which it will allow its Officers to participate in Special Event Policing.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth in this Agreement, the Parties agree as follows:

1. SERVICES:

1.1 CITY shall assign Officers to Special Events to perform police patrols and law enforcement duties ("Services"). The Services shall only encompass duties and functions customarily rendered by CITY and Officers assigned to ORGANIZATION shall at all times be subject to the control and direction of CITY.

1.2 Each Officer shall dress in the standard law enforcement uniform issued by the CITY, to include all necessary and required accoutrements that are authorized by the CITY and customarily worn by officers, such as a registered firearm, radio, vest, safety equipment, etc.

1.3 ORGANIZATION shall not exercise control over Officer's enforcement of laws and Officers shall not enforce any rules and regulations that are not otherwise violations of the law,

as determined by Officer and CITY. Officers shall be subject to, and shall abide by, all City and departmental rules and regulations as well as complying with all local, state and federal laws.

1.4 CITY may, in its sole discretion, interrupt Officer's Services in the event of emergencies and other exigent circumstances outside the scope of this Agreement. Such interruption or termination of Services shall not be considered a breach of this Agreement. ORGANIZATION shall only be obligated to pay for the amount of time Officer was present at Special Event.

2. **TERM AND TERMINATION:** This Agreement shall become effective on the Effective Date and shall remain in force until otherwise canceled by the parties. Either Party may terminate this Agreement at any time without cause by providing thirty (30) days prior written notice to the other party. The Chief of Police or Mayor has sole authority to terminate this Agreement on behalf of CITY.

3. **PAYMENT:** In exchange for Services rendered, ORGANIZATION shall pay fees ("Fees") in the amounts and according to the terms set forth as follows:

One Officer without Vehicle:

Current Overtime Hourly Rate* x Number of Hours +15% Admin Fee = Fees
Ex: \$45.00 x 3 + 15% = \$155.25

One Officer with Vehicle:

Current Overtime Hourly Rate* x Number of Hours +20% Admin Fee = Fees
Ex: \$45.00 x 3 + 20% = \$162.00

*Overtime Hourly Rate is set by the current Collective Bargaining Agreement between the City and the Metropolitan Alliance of Police Chapter 15

CITY shall provide ORGANIZATION with a statement of said compensation to be reimbursed within thirty (30) days of the statement. In the event City has to initiate suit to collect payment due under the terms of this Agreement, ORGANIZATION agrees that it shall be responsible for CITY'S attorney fees and court costs.

4. **LIABILITY INSURANCE:** As a requirement of this Agreement, ORGANIZATION shall add the CITY as an additional insured on its general liability policy with a minimum \$1,000,000 single occurrence limit for the Special Event and provide proof prior to the Special Event. If ORGANIZATION does not provide proof of insurance at least one week prior to Special Event, then CITY may terminate this Agreement immediately and such termination shall not constitute a breach.

5. **CITY'S STATUS AS INDEPENDENT CONTRACTOR.** ORGANIZATION and CITY enter into this Agreement at arms' length. CITY at all times shall be considered an independent contractor for all purposes under this Agreement, including the performance of Services. Nothing in this Agreement Shall be deemed or construed to create a joint venture, partnership or

employer/employee relationship between the Parties. Neither ORGANIZATION nor CITY shall hold itself out as the representative or agent of the other Party. Neither ORGANIZATION nor CITY has the right and neither shall seek to exercise any control over the other Party, its employees, its Officers or its agents. CITY, its employees, and Officers assigned to the Special Event shall not be deemed employees or joint employees of ORGANIZATION for any purpose. CITY retains the sole right and authority to recruit, hire, promote, discipline, demote, discharge, determine rates of pay for, establish the terms and conditions of employment of, and/or to direct and control the manner in which its employees and Officers discharge their professional and work duties. CITY is responsible for instructing and training its Officers consistent with this Agreement. CITY retains the sole right and authority to decide and direct which Officers it shall assign, at what times, and to which Facilities to provide Services under this Agreement. CITY shall be solely responsible for all employee wages, timesheets, payroll deductions, federal and state taxes, unemployment compensation contributions, social security taxes, and benefits of its employees and Officers. Neither CITY nor its employees, agents or Officers are entitled to receive any benefits, including but not limited to salary, vacation pay, sick leave, retirement benefits, social security, workers' compensation, health, disability, unemployment and stock options that ORGANIZATION may provide to its employees. It is understood that ORGANIZATION will not provide and shall not be responsible for worker's compensation coverage for CITY or any Officer. Responsibility for providing such coverage remains solely with CITY. When rendering Services at the Facilities, Officers act solely as the agents of CITY.

6. MISCELLANEOUS:

- 6.1 **ASSIGNMENT OF RIGHTS:** This Agreement, or any of the parties' respective rights or obligations hereunder, may not be assigned or transferred, directly or indirectly, by operation of law or otherwise, by either party without the prior written consent of the other party.
- 6.2 **SURVIVAL:** No termination or expiration of this Agreement shall affect the rights and obligations of the parties accruing prior to the effective date of termination or expiration.
- 6.3 **NO THIRD-PARTY BENEFICIARIES:** Nothing in this Agreement is intended to or shall be deemed to confer any rights upon any person who is not a party hereto, including any Officer.
- 6.4 **NO FIDUCIARY RELATIONSHIP:** Nothing in this Agreement creates any relationship of trust or other fiduciary relationship between the parties hereto, or any Officer.
- 6.5 **COUNTERPARTS:** This Agreement may be executed in one or more counterparts, all of which shall be deemed one and the same agreement and shall become effective when each of the parties has signed one or more counterparts.

- 6.6 ENTIRE AGREEMENT; MODIFICATION: This Agreement with Exhibits constitutes the entire agreement of the parties and supersedes all prior agreements, negotiations, dealings, and understandings, whether written or oral, between the parties regarding the subject matter hereof. No waivers, amendments, or modifications of this Agreement or any part thereof shall be valid unless in writing signed by both parties. Any non-written waiver of any of the terms and conditions hereof shall not be construed as a general waiver by the CITY and the CITY shall be free to reinstate any such term or condition.
- 6.7 SEVERABILITY: The parties each agree that if any provision of this Agreement is or becomes invalid or prohibited under applicable law, such provision shall be ineffective to the extent of any such prohibition without impairing the remaining provisions in any way.

IN WITNESS WHEREOF, the parties through their authorized representatives have executed this Agreement as of the dates written below.

CITY OF CREST HILL

Mayor

Date

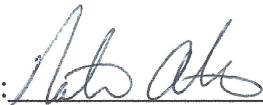
Attest:

City Clerk

Date

ORGANIZATION

By: _____



08/05/2022

Date

Its: CLUB ADMINSTRATOR



Agenda Memo**Crest Hill, IL**

Meeting Date: August 15, 2022
Submitter: Raymond R. Soliman
Department: Mayor's Office
Agenda Item: Certificate of Recognition-Jordan Mae Kolaski

Summary:

Recognizing Jordan Mae Kolaski for her achievements in Boy Scouts.

Recommended Council Action:**Financial Impact:** N/A**Funding Source:****Budgeted Amount:****Cost:****Attachments:**

Certificate of Recognition

Raymond R. Soliman
Mayor

Christine Vershay-Hall
Clerk



Glen Conklin
Treasurer

August 15, 2022

Ward 1
Scott Dyke
John Vershay

Ms. Jordan Mae Kolaski
20427 Spruce Lane
Crest Hill, Illinois 60403

Ward 2
Claudia Gazal
Darrell Jefferson

Dear Jordan,

I would like to take this opportunity to congratulate you on earning your Eagle Scout Award on July 12, 2022. This designation is a strong testimony to your commitment, dedication, and loyalty to both the Boy Scouts and your community.

Ward 3
Tina Oberlin
Mark Cipiti

I am impressed that during your Scouting career you have earned 21 Merit Badges, and served in a variety of leadership roles, which included Senior Patrol Leader for the Girls Troop 83. You also completed a community project by designing, constructing, and installing a memorial bench for the fallen firefighters of the Plainfield Fire Department at the Plainfield Fire Training Facility.

Ward 4
Nate Albert
Joe Kubal

Earning the Eagle Scout designation proves that you are responsible, dedicated, and community minded. As you continue to build on this foundation, I am confident that you will be very successful in any life path that you choose.

Jim Marino
City Administrator

Congratulations on your Eagle Scout Award and keep up the good work!

Sincerely,

A handwritten signature in blue ink that reads "Raymond R. Soliman".

Raymond R. Soliman
Mayor
City of Crest Hill

CITY OF CREST HILL

1610 Plainfield Road
Crest Hill, IL 60403

815-741-5100
cityofcresthill.com

Certificate of Recognition

This Certificate Is Awarded To

Jordan Mae Kolaski

For her Achievements In Boy Scouts

and earning Eagle Scout Honors for designing, constructing, and installing a memorial bench for the fallen firefighters of the Plainfield Fire Department at the Plainfield Fire Training Facility, and for her dedication to the citizens of the City of Crest Hill, Illinois.

Dated in Crest Hill, Illinois this 15th day of August, 2022.


Christine Vershay-Hall, Clerk


Raymond R. Soliman, Mayor



Agenda Memo**Crest Hill, IL**

Meeting Date: 8/15/2022
Submitter: Raymond Soliman
Department: Mayor
Agenda Item: Veto and Return of Amended Ordinance No. 1918 to City Council - Ordinance Amending Title 2 (Administration and Personnel), Chapter 26 (Finance Director) of the Crest Hill City Code

Summary:

Please see attached information

Recommended Council Action:**Financial Impact:****Funding Source:****Budgeted Amount:****Cost:****Attachments:**

Amended Ordinance 1918

Raymond Soliman <RSoliman@cityofcresthill.com>

Mon 8/8/2022 12:30 PM

To: Scott Dyke <SDyke@cityofcresthill.com>

Cc: Jim Marino <jmarino@cityofcresthill.com>; Michael R. Stiff <MStiff@spesia-taylor.com>

Bcc: John Vershay <JVershay@cityofcresthill.com>; Darrell Jefferson

<djefferson@cityofcresthill.com>; Claudia Gazal <CGazal@cityofcresthill.com>; Tina Oberlin-Comcast

<tina.oberlin@comcast.net>; Mark Cipiti <mcipiti@cityofcresthill.com>; Nate Albert

<NAlbert@cityofcresthill.com>; Joe Kubal <JKubal@cityofcresthill.com>; JM Printers

<jmprinters@sbcglobal.net>; Christine Hall <chall@cityofcresthill.com>

 1 attachments (2 MB)

Amended Ordinance No. 1918.pdf;

Council Members,

Attached for your review is the Amendment to Ordinance 1918 as was requested by Alderperson Oberlin at the August 1, 2022 City Council Meeting.

Pursuant to my statutory veto power, I am returning Ordinance 1918 to the Council. The reasons for my decision to veto this Ordinance were provided in my comments during the meeting of August 1, 2022, and are listed below:

1. Having the Finance Director report to an Elected Official would be a poor management practice that will create confusion, create conflict, and create inefficiencies, that will disrupt the day-to-day operations of the Office.

2. In my opinion, the amendments of Ordinance 1918 are not good government. How do you justify the efficiency of having a Finance Director reporting directly to an elected part time City Treasurer, who is present one to five hours per week in this building, to manage the day-to-day operations of the Treasurer's Office when you have a 20-year professional, full time City Administrator, who is present in this building 40 hours per week, to manage the day to day operations of that office.

3. The actions taken by City Council on August 1, 2022 are in the best interest of the City of Crest Hill. Item 11.

I will be formally returning the ordinance at the August 15, 2022 meeting as required by the Illinois Municipal Code (65 ILCS 5/3.1-40-45).

Pursuant to 65 ILCS 5/3.1-40-55, Ordinance 1918 will be placed on the agenda for reconsideration at the Council Meeting scheduled for September 6.

Raymond R. Soliman

Mayor

City of Crest Hill

1610 Plainfield Road

Crest Hill, IL 60403

Phone: (815) 741-5123

Cell: (815) 922-4218

Fax: (815) 744-2184

rsoliman@cityofcresthill.com



ORDINANCE NO. 1918

AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL), CHAPTER 26 (FINANCE DIRECTOR) OF THE CREST HILL CITY CODE

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, pursuant to Section 3.1-30-5(a) of the Illinois Municipal Code (65 ILCS 5/3.1-30-5(a)), the Mayor is authorized to appoint, subject to the advice and consent of the City Council, any and all officers necessary to carry into effect the powers conferred upon the City by the constitution and laws of the State of Illinois; and

WHEREAS, the Mayor and City Council previously exercised this grant of authority to create the office of Finance Director for the City of Crest Hill, as set forth in Title 2 (Administration and Personnel), Chapter 26 (Finance Director); 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 of the City have determined that it is in the best interests of the City and its citizens 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 of 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: Title 2 (Administration and Personnel), Chapter 26 (Finance Director) of the Crest Hill City Code is hereby repealed and replaced, in its entirety, with the following:

CHAPTER 26: FINANCE DIRECTOR

Section

2.26.010 Creation of office; appointment

2.26.020 Salary

2.26.030 Duties and responsibilities

§ 2.26.010 CREATION OF OFFICE; APPOINTMENT.

The office of Finance Director is created. The Finance Director shall serve as head of the Treasurer's Office and shall be appointed by the Mayor with the advice and consent of the City Council. The Finance Director shall report to the City Treasurer. (Ord. 1689, passed 5-18-15; Am. Ord 1869, passed 8-2-21)

§ 2.26.020 SALARY.

The annual salary of the Finance Director shall be in an amount as fixed by the City Council. (Ord. 1689, passed 5-18-15; Am. Ord 1869, passed 8-2-21)

§ 2.26.030 DUTIES AND RESPONSIBILITIES.

The Finance Director shall have the following duties:

- (A) Effectuates city financial policies and practices and represents the city's interests by taking or recommending discretionary actions that effectively control or implement city financial policy.
- (B) Supervises and directs the employees of the Treasurer's Office and Utility Billing by consistently using independent judgment for the scheduling of employees, evaluating employee performance, correcting employee deficiencies, and effectively recommending the hiring, suspension, promotion, discharge and discipline of Treasurer's Office and Utility Billing employees.
- (C) Management and supervision of month-end processing including but not limited to journal entries, posting revenue and manual items, reviewing accounts payable and clearing accounts, posting payroll and benefits, reconciling all cash and investment accounts, posting all interest earned, reviewing and producing all monthly financial material listed on Council agendas, accounts payable and payroll posting to general ledger.
- (D) Budget preparation through EXCEL, including revenue estimates, salary and benefit calculations for all employee groups, all year end estimates, posting final numbers to general ledger, City Council presentations at budget sessions, department submittal reviews and meetings, final document, all lines of insurance calculations, debt service reserve calculations.
- (E) Audit work-paper preparation including accounting system year end close, year-end accrual calculations and posting, confirmation letters, capital construction contracts, utility billing calculations.
- (F) Payroll quarterly reporting: 941's, IMRF, police pension, unemployment, state

and federal, annual W2's, and preparation of 1099 forms.

- (G) Banking duties: daily deposit review, bank reconciliations, all city banking communications, investment monitoring, wire transfers, manual checks.
- (H) Attend City Council meetings and work sessions as required. Prepares reports for the Mayor, City Council and City Administrator as required including the following monthly reports to be submitted by the 15th of the month for the previous month:
 - (1) Statement of receipts and source thereof.
 - (2) Statement of actual expenditures by general ledger account only; that is. not to include departmental expenditures.
 - (3) Statement of cash transactions and balances in bank by fund, which statement shall include the following:
 - (a) Beginning cash balances on first of month, receipts, disbursements, and end of month cash balances; and
 - (b) The end of month balances should be reflected by fund and by bank account, showing the name of the bank, the account name and balance.
 - (4) A complete list of obligations or accounts payable, including unpaid tax warrants, notes payable, bonds payable or any other balances or obligations payable, including due dates of each obligation.
- (I) Bring to the attention of the City Council, at the time a purchase is proposed, the fact that such purchase might result in over-expended appropriation. Transfers between appropriations must be approved by the City Council before such transfer is made.
- (J) Supervise verification and payment of invoices, preparation of vouchers, and preparation of accounts payable ledger by vendor and by fund.
- (K) Oversight and management of the Property Tax Rebate Check Program.
- (L) Oversight, management, and compliance with GFOA criteria and requirements.
- (M) Preparation and submission of the Annual Tax Levy.
- (N) Create a separate account for any project for which public funds in excess of

Five Hundred Thousand Dollars (\$500,000.00) are to be expended, regularly monitor said account and expenditures, and report monthly to the City Council regarding the status of said project and account.

- (O) With respect the account(s) and projects as designated in Paragraph (N), the Finance Director shall immediately, or as soon as practicable, inform the City Council, City Treasurer, City Administrator and Mayor of any expenses which exceed the budgeted amounts for said project.
- (P) Perform other duties as assigned by the City Treasurer.

(Ord. 1689, passed 5-18-15; Am. Ord. 1702, passed 12-21-15; Am. Ord 1869, passed 8-2-21)

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 1st DAY OF AUGUST 2022.

	Aye	Nay	Absent	Abstain
Alderman John Vershay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Scott Dyke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Claudia Gazal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Darrell Jefferson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Tina Oberlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Mark Cipiti	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Nate Albert	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Joe Kubal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Raymond R. Soliman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Christine Vershay-Hall, City Clerk

APPROVED THIS 1st DAY OF AUGUST 2022.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

**Block Party Application**

Date of Block Party: August 19, 2022 Hours of the block party: 7pm-11pm

Name and address of person requesting the block party: Pat Rowe

21503 Loch Lane Phone number: 708-250-8114

We are asking to close off: East side of Loch Ln. pond
(street names and/or to address and from address)

From and To intersection of Loch Ln & Abbey Ln. to Prestwick Dr. & Abbey Ln.

(**Per Ordinance #1032-Any loud noise heard after 11:00 p.m. on Friday and Saturday and after 10:00 p.m. on Sunday through Thursday is considered a nuisance and can be charged with a violation of Ordinance #1032**).

Would you like the Police Department to stop and talk with the residents if available? Yes ☐ No ☒

Would you like the Lockport Fire Department to stop and talk with the residents if available? Yes ☐ No ☒

The Crest Hill Public Works Department will supply you with barricades that will be dropped off the day prior to the block party at the applicant's house and will be picked up the next available workday after your party.

You are not allowed to have open liquor on the city streets.

You are not allowed to have open fires on the City streets, but you can have grills.

Please make sure that all garbage is cleaned up and tables, chairs and grills are removed prior to the street being reopened.

The City of Crest Hill hopes that you have a safe and enjoyable block party.

******NOTE******

Please mark one of the following:

☒ Yes, I will be attending a City Council meeting to seek approval for the block party.

☐ No, I will not be attending a City Council meeting, but request the City Clerk to seek permission from the Council and notify me of the decision.

Pat Rowe

8-2-2022

(Signature)

(Date)

City Clerk's Office Check List

OFFICE USE ONLY: (Give copies to the following departments after approval granted by Council)

Fax a copy to the Lockport Fire Department at (815) 838-9141 NA Copy given to Police Department NA

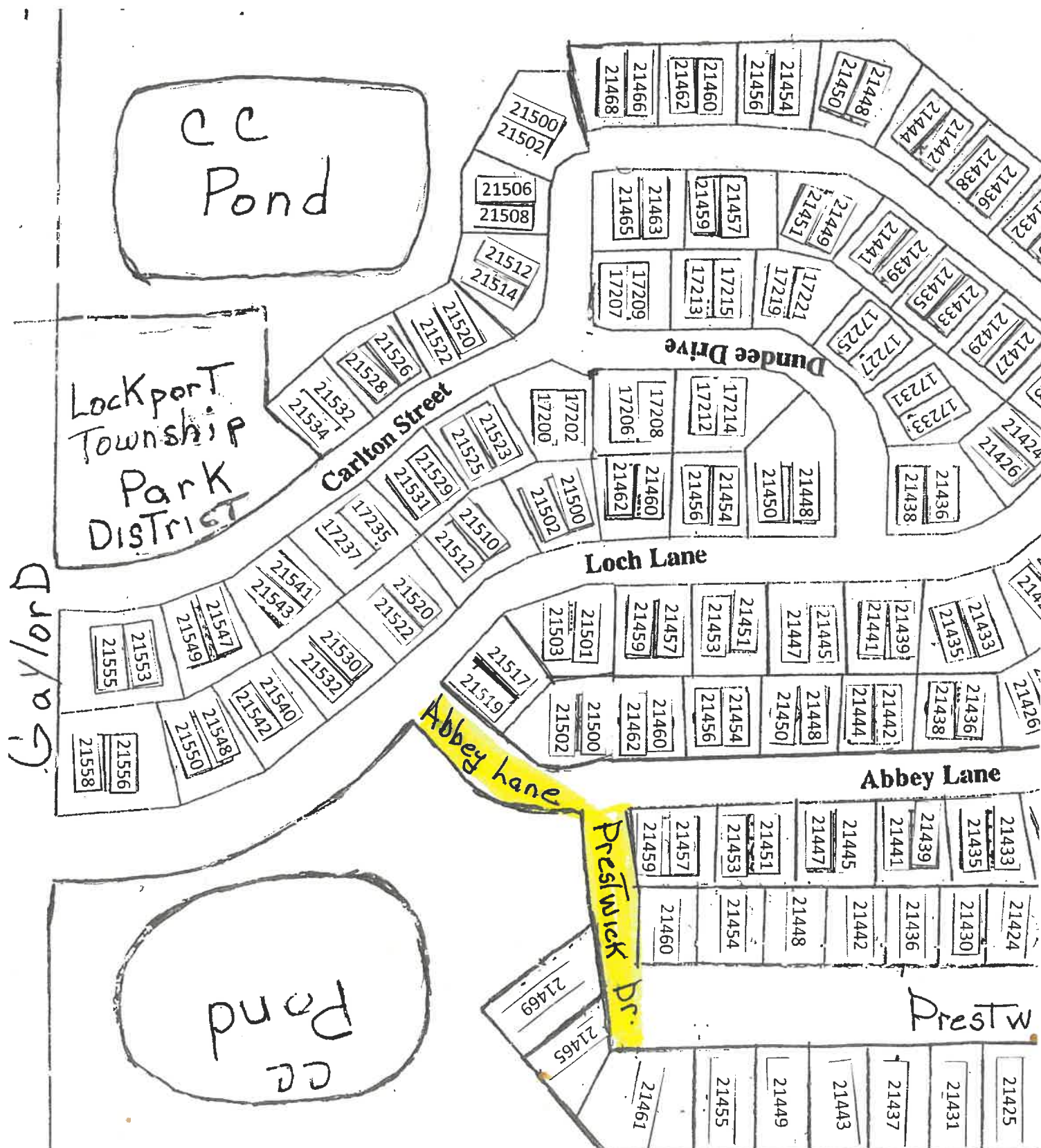
Copy given to Public Works Department Permission letter mailed to applicant

Email copy to: isternal@cityofcresthill.com amartino@cityofcresthill.com msiefert@cityofcresthill.com

Christine Vershay-Hall, City Clerk

Council approval date

06/2022





City Council Agenda Memo

Crest Hill, IL

Meeting Date: August 15, 2022

Submitter: Lisa Banovetz, Director of Finance

Department: Treasurer's Office

Agenda Item: Approval of the List of Bills issued through 8-11-2022 in the amount of \$537,840.62.

Summary: Attached is the list of bills issued through 8-11-2022 in the amount of \$537,840.62.

Recommended Council Action: Approve the list of bills issued through 8-11-2022 in the amount of \$537,840.62.

Financial Impact:

Funding Source: Expenditures will be paid from the respective fund from which the expenditure originated.

Budgeted Amount:

Cost:

Attachments: List of bills

Report Criteria:

Detail report type printed

[Report]. Check Issue Date = 08/16/2022

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
41	Alexander Ch	57312	CHLORINE DEPOSITS	07/29/2022	46.50	46.50	18655	08/16/2022	722	07065421
Total 41:					46.50	46.50				
46	Republic Ser	0721-007252	JULY 2022 RESIDENTI	07/20/2022	108,950.66	108,950.66	18728	08/16/2022	722	80005300
Total 46:					108,950.66	108,950.66				
56	SYNC/AMAZ	4358976355	PAPER BOWLS	07/25/2022	9.66	9.66	18742	08/16/2022	722	01105401
		4358976355	PAPER BOWLS	07/25/2022	9.66	9.66	18742	08/16/2022	722	01105401
		4358976355	PAPER BOWLS	07/25/2022	9.67	9.67	18742	08/16/2022	722	01115401
		4358976355	PAPER BOWLS	07/25/2022	9.67	9.67	18742	08/16/2022	722	01125401
		4358976355	PAPER BOWLS	07/25/2022	9.67	9.67	18742	08/16/2022	722	01165401
		4358976355	PAPER BOWLS	07/25/2022	9.67	9.67	18742	08/16/2022	722	07065401
		4358976355	PAPER CUPS	07/25/2022	5.00	5.00	18742	08/16/2022	722	01105401
		4358976355	PAPER CUPS	07/25/2022	5.00	5.00	18742	08/16/2022	722	01105401
		4358976355	PAPER CUPS	07/25/2022	4.99	4.99	18742	08/16/2022	722	01115401
		4358976355	PAPER CUPS	07/25/2022	4.99	4.99	18742	08/16/2022	722	01125401
		4358976355	PAPER CUPS	07/25/2022	5.00	5.00	18742	08/16/2022	722	01165401
		4358976355	PAPER CUPS	07/25/2022	5.00	5.00	18742	08/16/2022	722	07065401
		4369863535	AWARD MEDALS	07/27/2022	24.98	24.98	18742	08/16/2022	722	01025402
		4398879953	GOLD WINNER MEDAL	07/27/2022	27.99	27.99	18742	08/16/2022	722	01025402
		4487895579	TELEPHONE PHONE L	07/27/2022	16.98	16.98	18742	08/16/2022	722	01065400
		4586588983	USB 3.0 SD CARD	08/02/2022	16.99	16.99	18742	08/16/2022	722	01025400
		6358655699	512GB USB	08/04/2022	90.58	90.58	18742	08/16/2022	722	01025400
		6586589648	NOTEPADS	07/20/2022	10.66	10.66	18742	08/16/2022	722	01105401
		7585489784	CYAN TONER FOR PRI	08/03/2022	125.52	125.52	18742	08/16/2022	722	01165401
		8953688354	AUTOLOCK BATON HO	08/06/2022	38.91	38.91	18742	08/16/2022	722	01025344
		9585436567	DOOR HINGES	07/27/2022	28.98	28.98	18742	08/16/2022	722	13007310
		9648546789	POWER OVER ETHER	08/03/2022	296.70	296.70	18742	08/16/2022	722	01065400
		9935796754	STREAMLIGHT	08/06/2022	22.65	22.65	18742	08/16/2022	722	01025344
Total 56:					788.92	788.92				
82	Aramark	6030036301	MATS FOR CITY HALL/	07/26/2022	233.04	233.04	18658	08/16/2022	722	01045300
		6030036303	UNIFORMS FOR EAST	07/26/2022	62.51	62.51	18658	08/16/2022	722	07085300
		6030036303	UNIFORMS FOR WATE	07/26/2022	62.50	62.50	18658	08/16/2022	722	07065300
		6030036304	UNIFORMS FOR WEST	07/26/2022	29.46	29.46	18658	08/16/2022	722	07085300
		6030038128	UNIFORMS FOR STRE	07/29/2022	262.34	262.34	18658	08/16/2022	722	01035300
		6030039472	MATS FOR CITY HALL/	08/02/2022	30.02	30.02	18658	08/16/2022	722	01045300
		6030039474	UNIFORMS FOR EAST	08/02/2022	21.84	21.84	18658	08/16/2022	722	07085300
		6030039474	UNIFORMS FOR WATE	08/02/2022	21.84	21.84	18658	08/16/2022	722	07065300
		6030039476	UNIFORMS FOR WEST	08/02/2022	29.46	29.46	18658	08/16/2022	722	07085300
		6030041267	UNIFORMS FOR PW	08/05/2022	153.09	153.09	18658	08/16/2022	722	01035300
Total 82:					906.10	906.10				
92	Associated T	35855	LEAK LOCATE	07/26/2022	932.00	932.00	18659	08/16/2022	722	07065430
Total 92:					932.00	932.00				
96	AT&T 815 74	July 2022	PD EMERGENCY LINE	07/25/2022	997.77	997.77	18660	08/16/2022	722	01105350

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
					997.77	997.77				
97	AT&T 815 74	July 2022	PD NON EMERGENCY	07/25/2022	1,870.80	1,870.80	18661	08/16/2022	722	01105350
					1,870.80	1,870.80				
102	AT&T 831-00	9703291700	FIBER NETWORK P	07/19/2022	2,474.42	2,474.42	18663	08/16/2022	722	01065350
					2,474.42	2,474.42				
103	AT&T 831-00	7607181704	PUBLIC WORKS PHON	07/19/2022	135.44	135.44	18664	08/16/2022	722	01105350
					135.44	135.44				
106	AT&T 815 74	July 2022	FAX LINES FOR PD AN	07/25/2022	2,088.15	2,088.15	18662	08/16/2022	722	01065350
					2,088.15	2,088.15				
171	Brent Hasser	July 2022	CONSULTING SERVIC	08/01/2022	2,500.00	2,500.00	18667	08/16/2022	722	01105300
					2,500.00	2,500.00				
187	Christopher	175853	CITY CENTER ROADW	07/01/2022	13,636.95	13,636.95	18670	08/16/2022	722	13007311
		175854	CITY CENTER ROADW	07/01/2022	5,000.00	5,000.00	18670	08/16/2022	722	13007311
		176509	2022 MFT CRACK FILLI	08/03/2022	2,833.41	2,833.41	18670	08/16/2022	722	05005330
		176510	CREST HILL BUSINES	08/03/2022	4,157.50	4,157.50	18670	08/16/2022	722	01035330
		176513	HIGHLAND AND CORA	08/03/2022	9,682.61	9,682.61	18670	08/16/2022	722	13007640
					35,310.47	35,310.47				
227	Central Parts	683193	#2 LIFTGATE TORSION	07/20/2022	110.83	110.83	18669	08/16/2022	722	01075400
					110.83	110.83				
287	Ciox Health	0382790426	SUBPOENA MEDICAL	07/28/2022	100.68	100.68	18671	08/16/2022	722	01025310
					100.68	100.68				
291	City of Joliet	953020	FUEL	08/04/2022	9,129.11	9,129.11	18672	08/16/2022	722	01075410
		953027	FUEL	08/04/2022	10,146.43	10,146.43	18672	08/16/2022	722	01075410
					19,275.54	19,275.54				
295	Clarke Enviro	001026172	MOSQUITO ABATEME	08/02/2022	3,784.00	3,784.00	18673	08/16/2022	722	01035300
					3,784.00	3,784.00				
296	Ed Clark	May-July 202	CLOTHING ALLOWAN	08/01/2022	225.00	225.00	18692	08/16/2022	722	01025344
					225.00	225.00				
320	ComEd 1494	July 2022	MONTHLY STATEMENT	07/26/2022	18.79	18.79	18674	08/16/2022	722	07065353
					18.79	18.79				
323	ComEd 6121	July 2022	MONTHLY STATEMENT	07/26/2022	23.07	23.07	18676	08/16/2022	722	07075353

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 323:					23.07	23.07				
324	ComEd 7379	July 2022	MONTHLY STATEMENT	07/26/2022	23.07	23.07	18677	08/16/2022	722	07065353
Total 324:					23.07	23.07				
327	ComEd 2148	August 2022	MONTHLY STATEMENT	08/01/2022	185.22	185.22	18675	08/16/2022	722	07075353
Total 327:					185.22	185.22				
397	Currie Motors	A8709	2022 FORD ESCAPE E	07/18/2022	25,963.00	25,963.00	18689	08/16/2022	722	11002020
Total 397:					25,963.00	25,963.00				
434	Ryan Dobczy	May-July 202	CLOTHING ALLOWAN	08/01/2022	100.00	100.00	18730	08/16/2022	722	01025344
Total 434:					100.00	100.00				
451	Constellation	6304434930	ELECTRICITY FOR WE	07/27/2022	704.37	704.37	18686	08/16/2022	722	07065353
Total 451:					704.37	704.37				
452	Constellation	6296554550	EAST PLANT ELECTRI	07/19/2022	4,430.55	4,430.55	18682	08/16/2022	722	07085353
Total 452:					4,430.55	4,430.55				
453	Constellation	6304434340	ELECTRIC FOR WEST	07/27/2022	3,026.71	3,026.71	18684	08/16/2022	722	07085353
Total 453:					3,026.71	3,026.71				
454	Constellation	6305416020	MONTHLY STATEMENT	08/01/2022	929.67	929.67	18680	08/16/2022	722	07065353
Total 454:					929.67	929.67				
457	Constellation	6305422900	MONTHLY INVOICE	07/28/2022	1,732.44	1,732.44	18683	08/16/2022	722	07065353
Total 457:					1,732.44	1,732.44				
459	Constellation	6304434350	WELL 8 ELECTRIC	07/27/2022	870.11	870.11	18685	08/16/2022	722	07065353
Total 459:					870.11	870.11				
461	Constellation	6302200150	ELECTRIC FOR WELL	07/25/2022	729.27	729.27	18681	08/16/2022	722	07065353
Total 461:					729.27	729.27				
475	EJ USA Inc	11022005462	CLAMP FOR WELLS	07/26/2022	145.50	145.50	18693	08/16/2022	722	07065421
Total 475:					145.50	145.50				
498	Environment	94299007	GIS RENEWAL	08/04/2022	541.75	541.75	18694	08/16/2022	722	07075301
		94299007	GIS RENEWAL	08/04/2022	541.75	541.75	18694	08/16/2022	722	07085301
		94299007	GIS RENEWAL	08/04/2022	541.75	541.75	18694	08/16/2022	722	07065301
		94299007	GIS RENEWAL	08/04/2022	541.75	541.75	18694	08/16/2022	722	01065301

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
					2,167.00	2,167.00				
518	Experian	CD23040300	JULY 2022 MONTHLY I	07/29/2022	27.00	27.00	18695	08/16/2022	722	01025310
					27.00	27.00				
526	FedEx	7-825-26828	FEDEX EXPRESS SER	07/20/2022	55.30	55.30	18697	08/16/2022	722	01105322
					55.30	55.30				
552	Flooring First	21288-2	CITY CENTER FLOORI	02/07/2022	10,959.54	10,959.54	18699	08/16/2022	722	13007311
					10,959.54	10,959.54				
583	Gasvoda & A	INV22SVC05	1 5906R/8A02 = 6" MEC	07/20/2022	3,731.70	3,731.70	18700	08/16/2022	722	07095470
					3,731.70	3,731.70				
600	First Commu	124004464	PHONE SYSTEM AND	07/22/2022	446.93	446.93	18698	08/16/2022	722	01105350
					446.93	446.93				
603	GLOCK Prof	TRP/100170	ARMORERS COURSE -	07/29/2022	250.00	250.00	18701	08/16/2022	722	01025341
					250.00	250.00				
610	Grainger	9385852240	DISENFECTANT SPRA	07/22/2022	215.72	215.72	18702	08/16/2022	722	01045400
					215.72	215.72				
640	Hawkins Inc	6244012	BULK CHEMICALS	07/05/2022	3,180.77	3,180.77	18705	08/16/2022	722	07065421
		6247547	150# CL2 AND BLEACH	07/15/2022	1,753.00	1,753.00	18705	08/16/2022	722	07065421
		6250005	CHLORINE CYLINDAR	07/22/2022	4,288.60	4,288.60	18705	08/16/2022	722	07065421
					9,222.37	9,222.37				
641	Hawthorne L	18692	VEGETATION CUTTIN	07/27/2022	90.00	90.00	18706	08/16/2022	722	01165300
		18693	VEGETATION CUTTIN	07/27/2022	420.00	420.00	18706	08/16/2022	722	01165300
		18694	VEGETATION CUTTIN	07/27/2022	180.00	180.00	18706	08/16/2022	722	01165300
		18774	VEGETATION CUTTIN	08/04/2022	90.00	90.00	18706	08/16/2022	722	01165300
		18775	VEGETATION CUTTIN	08/04/2022	180.00	180.00	18706	08/16/2022	722	01165300
					960.00	960.00				
644	Core & Main	R295766	METER PIT/FRAME/LID	07/28/2022	344.82	344.82	18687	08/16/2022	722	07095470
		R296788	510M S/POINT M2	07/28/2022	149.49	149.49	18687	08/16/2022	722	07095470
		R312453	METER SETS	07/29/2022	1,004.59	1,004.59	18687	08/16/2022	722	07095470
					1,498.90	1,498.90				
656	Heritage-Cry	17510439	FLEET-PARTS WASHE	07/20/2022	408.93	408.93	18707	08/16/2022	722	01075410
					408.93	408.93				
664	Highland Plu	6180	PIT METER INSTALL	07/29/2022	510.00	510.00	18708	08/16/2022	722	07095470

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 664:					510.00	510.00				
688	HRdirect	INV1201891	POSTER GUARD 1 YE	08/08/2022	84.99	84.99	18709	08/16/2022	722	01105321
		INV1201891	POSTER GUARD 1 YE	08/08/2022	84.99	84.99	18709	08/16/2022	722	01105321
		INV1201891	POSTER GUARD 1 YE	08/08/2022	84.99	84.99	18709	08/16/2022	722	01105321
		INV1201892	POSTER GUARD 1 YE	08/08/2022	84.99	84.99	18709	08/16/2022	722	01105321
		INV1201892	POSTER GUARD 1 YE	08/08/2022	84.99	84.99	18709	08/16/2022	722	01105321
Total 688:					424.95	424.95				
820	Joliet Townsh	August 2022	ANIMAL CONTROL SE	08/02/2022	1,250.00	1,250.00	18712	08/16/2022	722	01105300
		July 2022	ANIMAL CONTROL SE	07/29/2022	1,250.00	1,250.00	18712	08/16/2022	722	01105300
Total 820:					2,500.00	2,500.00				
881	Lawson Prod	9309777919	VEHICLE MAINTENAN	07/25/2022	.70	.70	18714	08/16/2022	722	01075400
		9309777919	VEHICLE MAINTENAN	07/25/2022	367.00	367.00	18714	08/16/2022	722	01075400
Total 881:					367.70	367.70				
917	LumberZach	8-2-22	TREE REMOVAL	08/02/2022	3,310.00	3,310.00	18718	08/16/2022	722	01035300
Total 917:					3,310.00	3,310.00				
958	Meade, Inc.	701085	LIGHT MAINTENANCE	07/31/2022	600.00	600.00	18719	08/16/2022	722	01035300
Total 958:					600.00	600.00				
961	Menards	39912	FLEET CABINET PAINT	07/19/2022	51.45	51.45	18720	08/16/2022	722	01075400
		39954	PUBLIC WORKS FENC	07/20/2022	9,418.98	9,418.98	18720	08/16/2022	722	13007640
		39989	WATER	07/20/2022	18.95	18.95	18720	08/16/2022	722	01035401
		40004	PUBLIC WORKS FENC	07/21/2022	82.43	82.43	18720	08/16/2022	722	13007640
		40179	PREMIX FUEL FOR SA	07/25/2022	69.80	69.80	18720	08/16/2022	722	01075410
		40222	SURGE PROTECTOR	07/26/2022	34.50	34.50	18720	08/16/2022	722	01035318
		40279	SAW BLADES	07/27/2022	39.96	39.96	18720	08/16/2022	722	01045400
		40330	WATER	07/28/2022	251.16	251.16	18720	08/16/2022	722	01025402
		40370	NIGHT OUT SUPPLIES	07/29/2022	57.89	57.89	18720	08/16/2022	722	01025402
		40373	HEX BOLTS	07/29/2022	8.58	8.58	18720	08/16/2022	722	07085366
Total 961:					10,033.70	10,033.70				
963	Menards	25668	SCREWS FOR FENCE	08/05/2022	132.81	132.81	18721	08/16/2022	722	13007640
Total 963:					132.81	132.81				
1003	Factory Moto	53-428564	MERCON LV TRANSMI	07/20/2022	410.40	410.40	18696	08/16/2022	722	01075410
		53-429540	BATTERY TERMINAL C	08/01/2022	11.01	11.01	18696	08/16/2022	722	01075400
		55-817821	EVAPORATIVE EMISSI	07/20/2022	77.34	77.34	18696	08/16/2022	722	01075400
Total 1003:					498.75	498.75				
1017	Municipal Sy	MS 2022-07-	MOVE/ABC APRIL 2022	07/31/2022	200.00	200.00	18722	08/16/2022	722	01165300
		MS 2022-07-	MOVE/ABC APRIL 2022	07/31/2022	200.00	200.00	18722	08/16/2022	722	01025300
Total 1017:					400.00	400.00				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
1095	Jason Opiola	May-July 202	CLOTHING ALLOWAN	08/01/2022	100.00	100.00	18710	08/16/2022	722	01025344
Total 1095:					100.00	100.00				
1102	Ottosen DiNo	147152	PROFESSIONAL SERV	07/31/2022	201.00	201.00	18723	08/16/2022	722	01105302
Total 1102:					201.00	201.00				
1116	Altorfer Indus	P25C001399	#215 AND WHEEL LOA	05/24/2022	904.09	904.09	18656	08/16/2022	722	01075400
Total 1116:					904.09	904.09				
1131	The Perfect	19845	COFFEE FEB-JULY	07/29/2022	357.00	357.00	18744	08/16/2022	722	01035343
		19846	COFFEE (EAST - STP)	07/29/2022	416.00	416.00	18744	08/16/2022	722	07085343
Total 1131:					773.00	773.00				
1140	Petty Cash F	August 2022	MAY 2022 MILEAGE	08/01/2022	50.00	50.00	18724	08/16/2022	722	01015342
		August 2022	JUNE 2022 MILEAGE	08/01/2022	50.00	50.00	18724	08/16/2022	722	01015342
Total 1140:					100.00	100.00				
1174	PreCise MR	200-1037895	PRECISE GPS SUBSC	07/26/2022	340.00	340.00	18725	08/16/2022	722	01065301
Total 1174:					340.00	340.00				
1195	Quill LLC	26693142	32GB USB, 64GB USB,	07/29/2022	237.69	237.69	18726	08/16/2022	722	01025400
		26693142	RULED PADS, CD ENV	07/29/2022	87.70	87.70	18726	08/16/2022	722	01025401
Total 1195:					325.39	325.39				
1215	David Reavis	May-July 202	CLOTHING ALLOWAN	08/01/2022	100.00	100.00	18691	08/16/2022	722	01025344
Total 1215:					100.00	100.00				
1237	Robinson En	22070206	CTH CATON FARM & B	07/18/2022	1,056.00	1,056.00	18729	08/16/2022	722	01165300
		22070207	CTH 75 ACRE PARCEL	07/18/2022	1,224.00	1,224.00	18729	08/16/2022	722	01165300
		22070208	CTH STATEVILLE REZ	07/18/2022	528.00	528.00	18729	08/16/2022	722	07065300
		22070209	CTH BROADWAY TRU	07/18/2022	355.50	355.50	18729	08/16/2022	722	01165300
		22070210	GIS SERVICES	07/18/2022	165.00	165.00	18729	08/16/2022	722	07065301
		22070211	CTH INTERIM PLANNE	07/18/2022	6,072.00	6,072.00	18729	08/16/2022	722	01165300
		22070212	WEBER RD TIF ANALY	07/18/2022	7,239.50	7,239.50	18729	08/16/2022	722	01105300
		22070368	CTH RICH FOODS-PRE	07/25/2022	281.50	281.50	18729	08/16/2022	722	01105300
		22070369	CTH MISC ENGINEERI	07/25/2022	309.50	309.50	18729	08/16/2022	722	01165300
		22070370	MS4	07/25/2022	568.50	568.50	18729	08/16/2022	722	01035330
		22070371	WASTEWATER PRETR	07/25/2022	7,688.25	7,688.25	18729	08/16/2022	722	07075330
		22070372	RT 30 WATERMAIN LIN	07/25/2022	26,500.00	26,500.00	18729	08/16/2022	722	12007602
Total 1237:					51,987.75	51,987.75				
1243	Ray OHerron	2210264	FREIGHT	07/29/2022	10.70	10.70	18727	08/16/2022	722	01025344
		2210264	VORTEX II CARRIER	07/29/2022	745.00	745.00	18727	08/16/2022	722	01025344
Total 1243:					755.70	755.70				
1282	Secretary of	August 2022-	VEHICLE REGISTRATI	08/01/2022	151.00	151.00	18731	08/16/2022	722	01025310

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1282:					151.00	151.00				
1283	SEECO Con	1617	TESTING SERVICES	06/30/2022	1,162.00	1,162.00	18732	08/16/2022	722	13007311
Total 1283:					1,162.00	1,162.00				
1285	Brian Sempli	May 2022	TRAINING FOR BRIAN	05/21/2022	150.00	150.00	18668	08/16/2022	722	01035341
Total 1285:					150.00	150.00				
1289	Service Indus	131092	15 FT 6IN HOSE	08/03/2022	500.00	500.00	18733	08/16/2022	722	07065420
		131092	15 FT 6IN HOSE	08/03/2022	12.00	12.00	18733	08/16/2022	722	07085365
Total 1289:					512.00	512.00				
1295	Shaw Media	0722100852	SUB AREA PLAN LEGA	07/31/2022	128.60	128.60	18734	08/16/2022	722	01105321
		0722100852	CREST HILL PAGE JUL	07/31/2022	460.00	460.00	18734	08/16/2022	722	01105321
Total 1295:					588.60	588.60				
1302	Shorewood H	01-319139	ZERO TURN MOWER	07/15/2022	43.08	43.08	18736	08/16/2022	722	01075400
		01-320255	UNIT #221 MOWER BL	07/22/2022	138.66	138.66	18736	08/16/2022	722	01075400
		01-321012	ZERO TURN MOWER B	07/27/2022	200.43	200.43	18736	08/16/2022	722	01075400
		03-319991	UNIT #311 SCHEDULE	07/21/2022	150.12	150.12	18736	08/16/2022	722	01075400
Total 1302:					532.29	532.29				
1336	Spesia & Tayl	820290	GENERAL CORPORAT	07/26/2022	18,770.00	18,770.00	18737	08/16/2022	722	01105302
		820291	WELL 14 LEGAL MATT	08/03/2022	1,860.00	1,860.00	18737	08/16/2022	722	01105302
		820292	1917 BURRY CIRCLE C	07/26/2022	120.00	120.00	18737	08/16/2022	722	01105302
		820293	1723 WILCOX CASE	07/26/2022	200.00	200.00	18737	08/16/2022	722	01165300
		820294	LAKE WATER ALLOCA	07/26/2022	1,440.00	1,440.00	18737	08/16/2022	722	07065332
		820295	1724 BROADWAY ENF	07/26/2022	640.00	640.00	18737	08/16/2022	722	01105302
		820296	PROSECUTION OF OR	07/26/2022	360.00	360.00	18737	08/16/2022	722	01105302
Total 1336:					23,390.00	23,390.00				
1351	Stage Right	18200	CITY COUNCIL MEETI	08/10/2022	200.00	200.00	18738	08/16/2022	722	01105300
Total 1351:					200.00	200.00				
1355	Standard Eq	P37280	UNIT#200 SWEEPER R	07/05/2022	2,370.34	2,370.34	18739	08/16/2022	722	01075400
		R01105	VACTRUCK RETNTAL	08/05/2022	11,000.00	11,000.00	18739	08/16/2022	722	07065372
Total 1355:					13,370.34	13,370.34				
1362	Joel Steen	May-July 202	CLOTHING ALLOWAN	08/01/2022	100.00	100.00	18711	08/16/2022	722	01025344
Total 1362:					100.00	100.00				
1379	Suburban La	205081	WASTEWATER LAB	07/31/2022	1,713.85	1,713.85	18740	08/16/2022	722	07085306
Total 1379:					1,713.85	1,713.85				
1425	Third Millenni	27994	COCH UTILITY BILL RE	07/25/2022	1,505.14	1,505.14	18745	08/16/2022	722	07095321

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1425:					1,505.14	1,505.14				
1452	TransUnion	July 2022	PERSON SEARCH JUL	08/01/2022	75.00	75.00	18747	08/16/2022	722	01025310
Total 1452:					75.00	75.00				
1502	Underground	055432	CORP CLAMPS	07/26/2022	1,128.00	1,128.00	18749	08/16/2022	722	07065430
		055948	BBOX PLUGS	08/03/2022	300.00	300.00	18749	08/16/2022	722	01035400
Total 1502:					1,428.00	1,428.00				
1506	United Rental	200525154-0	ROAD PLATE	07/17/2022	377.00	377.00	18750	08/16/2022	722	07075300
Total 1506:					377.00	377.00				
1521	USABlueBoo	052504	DRILL BIT TAPS FOR W	07/21/2022	403.32	403.32	18751	08/16/2022	722	07065430
		053519	WELL MAINTENCE ITE	07/22/2022	5,466.38	5,466.38	18751	08/16/2022	722	07065430
		054042	STENNER PUMP FOR	07/22/2022	1,088.95	1,088.95	18751	08/16/2022	722	07065430
		054925	BOOSTER PUMPS	07/25/2022	1,088.95	1,088.95	18751	08/16/2022	722	07065430
		059879	DRUM TRANSFER KIT	07/28/2022	539.95	539.95	18751	08/16/2022	722	07065421
		062786	ISOPROPYL ALCHOLH	08/01/2022	251.10	251.10	18751	08/16/2022	722	07085420
Total 1521:					8,838.65	8,838.65				
1548	Verizon Wirel	9911810516	CELLULAR LINES PD S	07/23/2022	1,183.89	1,183.89	18753	08/16/2022	722	01105350
Total 1548:					1,183.89	1,183.89				
1578	Will County D	Weber/Len K	WEBER RD CH 88 AT L	07/26/2022	890.40	890.40	18756	08/16/2022	722	01035351
		Weber/Long	WEBER RD CH 88 AT L	07/26/2022	890.40	890.40	18756	08/16/2022	722	01035351
		Weber/Patric	WEBER RD CH 88 AT P	07/26/2022	890.40	890.40	18756	08/16/2022	722	01035351
		Weber/Ryan	WEBER RD CH 88 AT R	07/26/2022	1,139.93	1,139.93	18756	08/16/2022	722	01035351
Total 1578:					3,811.13	3,811.13				
1589	Wescom	20220906	SEPTEMBER 2022 DIS	08/01/2022	25,409.68	25,409.68	18754	08/16/2022	722	01025307
Total 1589:					25,409.68	25,409.68				
1605	Will County R	July 2022	MUNICIPAL LIENS/REL	07/31/2022	697.00	697.00	18757	08/16/2022	722	01115325
Total 1605:					697.00	697.00				
1629	Work Zone S	56090	SIGNS	06/07/2022	50.00	50.00	18758	08/16/2022	722	05007640
		56585	SIGNS	07/28/2022	186.45	186.45	18758	08/16/2022	722	05007640
		56588	STREET SIGNS	07/28/2022	66.00	66.00	18758	08/16/2022	722	05007640
Total 1629:					302.45	302.45				
1634	West Side Sp	J98022	UNIT# 22 BACKHOE B	07/20/2022	278.74	278.74	18755	08/16/2022	722	01075400
Total 1634:					278.74	278.74				
1700	Benson's Re	August 2022	BUILDING DEPT, UTILI	08/01/2022	19,000.00	19,000.00	18666	08/16/2022	722	13007311

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
					19,000.00	19,000.00				
1724	T-Mobile US	9502059668	TIMING ADVANCE	07/08/2022	25.00	25.00	18746	08/16/2022	722	01025310
					25.00	25.00				
1738	The Cop Fire	208686	NAVY HALF MOLLE VE	06/17/2022	245.00	245.00	18743	08/16/2022	722	01025344
					245.00	245.00				
1791	Conor Sween	May-July 202	CLOTHING ALLOWAN	08/01/2022	100.00	100.00	18679	08/16/2022	722	01025344
					100.00	100.00				
1844	Anthony Smit	July 2022	MEDKIT	07/19/2022	148.48	148.48	18657	08/16/2022	722	01025400
					148.48	148.48				
1895	Harbour Cont	9403	CONSTRUCTION CON	07/31/2022	38,165.00	38,165.00	18703	08/16/2022	722	13007311
					38,165.00	38,165.00				
1903	Kane McKen	18742	TIF DISTRICTS PROPO	06/30/2022	6,287.50	6,287.50	18713	08/16/2022	722	01105312
					6,287.50	6,287.50				
1909	SHI Internati	B15595883	REPLACEMENT LAPT	07/28/2022	739.00	739.00	18735	08/16/2022	722	01065400
		B15614880	NETWORK SWITCH FO	08/01/2022	1,423.00	1,423.00	18735	08/16/2022	722	01065400
		B15614880	ADD ON - NETWORK S	08/01/2022	34.00	34.00	18735	08/16/2022	722	01065400
					2,196.00	2,196.00				
1910	Connected S	1200	CELLULAR PHONE LIN	08/04/2022	107.00	107.00	18678	08/16/2022	722	01065350
					107.00	107.00				
1914	AT&T 831-00	7750490705	ETHERNET NETWORK	06/07/2022	1,303.03	1,303.03	18665	08/16/2022	722	01065350
		8339731700	ETHERNET NETWORK	07/07/2022	1,303.03	1,303.03	18665	08/16/2022	722	01065350
					2,606.06	2,606.06				
1924	V3 Companie	722218	WATERMAIN DESIGN	08/08/2022	13,498.16	13,498.16	18752	08/16/2022	722	13007642
					13,498.16	13,498.16				
1938	Cream Crunc	000047	PACKAGE #1 KIDS SC	08/02/2022	825.00	825.00	18688	08/16/2022	722	01025402
					825.00	825.00				
1942	Lisa's Face P	August 2022	LISA'S FACE PAINTING	08/02/2022	370.00	370.00	18716	08/16/2022	722	01025402
					370.00	370.00				
1943	Lisa Banovet	July 2022	MILEAGE REIMBURSE	07/22/2022	39.73	39.73	18715	08/16/2022	722	01105342

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1943:					39.73	39.73				
1944	Lockport Tow	43881635	GOLF CARTS	08/03/2022	300.00	300.00	18717	08/16/2022	722	01025402
Total 1944:					300.00	300.00				
1945	Sunset Law	0006902-IN	AMMUNITION	08/05/2022	5,521.50	5,521.50	18741	08/16/2022	722	01025341
Total 1945:					5,521.50	5,521.50				
1946	Harbour Engi	9393	CITY CENTER AND PO	08/02/2022	4,737.15	4,737.15	18704	08/16/2022	722	13007311
Total 1946:					4,737.15	4,737.15				
1947	D & T Excava	3637	LOADS OF CA-7 STON	07/29/2022	12,000.00	12,000.00	18690	08/16/2022	722	13007311
Total 1947:					12,000.00	12,000.00				
1949	Trillium Pump	116892	EAST PLANT CHOPPE	05/23/2022	22,205.00	22,205.00	18748	08/16/2022	722	12007300
Total 1949:					22,205.00	22,205.00				
Grand Totals:					537,840.62	537,840.62				

Report Criteria:

Detail report type printed

[Report].Check Issue Date = 08/16/2022