



## Regular City Council Meeting

Crest Hill, IL

November 04, 2024

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

### Agenda

#### Opening of Meeting:

Pledge of Allegiance

Roll Call

#### Minutes:

- [1.](#) Approve the Minutes from the Work Session Meeting Held on October 14, 2024
- [2.](#) Approve the Minutes from the Regular Meeting Held on October 21, 2024
- [3.](#) Approve the Minutes from the Special Work Session Held on October 22, 2024
- [4.](#) Approve the Minutes from the Work Session Held on October 28, 2024

#### City Attorney:

- [5.](#) Approve an Ordinance Repealing the Position of Assistant Director of Public Works as Codified in Sections 2.50.050 and 2.50.060 of Chapter 2.50 (Director of Public Works; Public Works Department) of Title 2(Administration and Personnel) of the City of Crest Hill Code of Ordinance and Creating the Position of Assistant to the Director of Public Works to Replace Sections 2.50.050 and 2.50.060 and Amending Section 2.50.070 to Include the Newly Creating Position within the Supervision of the Director of Public Works
- [6.](#) Approve a Resolution Approving the Promotion of Ada Martino to the Newly Created Position of Assistant to the Director of Public Works and Setting the Initial Salary for that Position

#### City Administrator:

- [7.](#) Approve a Resolution Eliminating the Position of Public Works Administrative Assistant Previously Held by Adalberto Martino
- [8.](#) Approve an Ordinance Amending Sections 2.50.010 (Department of Public Works; Created), 2.50.030 (Director of Public Works; Duties), and 2.50.090 (Director of City

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

Services; Duties) of Chapter 2.50 (Director of Public Works; Public Works Department) of Title 2 (Administration and Personnel) of the City of Crest Hill Code of Ordinances

- [9.](#) Approve an Ordinance Amending Sections 2.40.010 (Reference; Duties Generally), 2.40.020 (Salary), 2.40.030 (Office Created; Appointment), 2.40.040 (Qualifications for Appointment), and 2.40.050 (Duties) of Chapter 2.40 (Building Commissioner; Zoning Officer) of Title 2 (Administration and Personnel) of the City of Crest Hill Code of Ordinances

**Public Works Department:**

**City Engineer:**

**Community Development:**

- [10.](#) Approve a Resolution Approving a Permit Fee Waiver Request from the Lockport Township Fire Protection District for its Training and Maintenance Facility PUD Project on Division Street in the City of Crest Hill
- [11.](#) Approve a Resolution Approving a Professional Fee Agreement by and Between the City of Crest Hill, Will County, Illinois, and the Lockport Township Fire Protection District

**Police Department:**

**Mayor's Report:**

- [12.](#) Approval of the Will County Governmental League Holiday Reception
- [13.](#) Business Promotion-LTHS District 205 Update
- [14.](#) Appointment of Glenn Gehrke as the Finance Director and Budget Officer with a Salary of \$145,000 and Requesting Concurrence by the City Council
- [15.](#) Approve a Resolution Approving the Appointment of Glenn Gehrke as Finance Director and Budget Officer for the City of Crest Hill Effective November 6, 2024 and Setting the Initial Salary for Glenn Gehrke
- [16.](#) Appointment of Full-Time Building Inspector Position

**City Clerk's Report:**

**City Treasurer's Report:**

- [17.](#) Approval of the List of Bills Issued through November 04, 2024, in the Amount of \$3,370,480.37

18. Regular and Overtime Payroll from October 7, 2024 to October 20, 2024 in the Amount of \$246,350.09

**Unfinished Business:**

**New Business:**

**Committee/Liaison Reports:**

19. Expenditure Not to Exceed \$300.00 for Christmas Lights Contest.

**City Council Comments:**

**Public Comment:**

**Executive Session:** If Called by Council for a Good Cause

20. 5ILCS 120/2 (c)(11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probate or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
21. 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

**Adjourn:**

MINUTES OF THE WORK SESSION  
CITY COUNCIL OF CREST HILL  
WILL COUNTY, ILLINOIS  
October 14, 2024

The October 14, 2024, the City Council work session was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers, 20600 City Center Blvd. Crest Hill, Will County, Illinois.

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

Also Present were: Interim City Administrator Tony Graff, Deputy Chief Ryan Dobczyk, City Engineer Ron Wiedeman, Interim Public Works Director Mike Eulitz, Records Supervisor Lisa Kikkert, City Attorney Mike Stiff.

Absent were: Police Chief Ed Clark, Interim Finance Director Erica Waggoner, Interim Employee Relations Dave Strahl, Interim Community Development Director Ron Mentzer, Building Commissioner Don Seeman.

**TOPIC: Liquor License - Dragon Light – 1809 N. Larkin**

Mayor Soliman commented that he met with Mr. Hui Lin from Dragon Light Restaurant on September 24, 2024, with Police Chief Ed Clark and Liquor Commissioner Mike Gale. He commented that all the background checks came back in order. This would be for a Class H License which is for the restaurant located at 1809 N. Larkin Avenue and the hours would remain the same, which are: Monday through Thursday and Sundays are 12:00 p.m. until 9:00 p.m., Friday and Saturdays are 12:00 p.m. to 10:00 p.m. Mayor Soliman asked Mr. Hui Lin to approach the podium.

Hui Lin introduced himself and commented that on June 1, 2024, his brother and himself took over the restaurant after the previous owners retired. He commented that they completed both city and state liquor license applications and stated that they will comply with all local and state regulations for the sale of alcohol.

Mayor Soliman commented that Hui Lin also owns the Sushi Restaurant on Jefferson Street in Joliet, Illinois and he has a liquor license there as well.

Mayor Soliman asked if anyone had any questions or comments. There were none.

**TOPIC: Consideration to Rescind City Resolution #360 Regarding City of Crest Hill Annexation Petitions and Related Fire Protection Disconnection and Annexation Obligations**

City Attorney Mike Stiff commented that during the annexation of the Prado residence on Caton Farm Road it was discovered that Resolution #360 from 1991 was done as a Resolution and not an Ordinance. This Resolution does not have the force of law but has the policy of the city stating that any property annexed the developer was to be told they

must apply for de-annexation from the existing Fire Protection District if it is not already Lockport Township Fire District.

He then stated that it is a resolution which is a policy, and you can choose not to follow your policy, or you do what the plain language of the policy states which is apply for de-annexation. It does not state they have to be de-annexed; it just states that they must try by applying.

While finding this out, the two fire districts produced an IGA and with this IGA there is no need for Resolution #360. The IGA states the two fire districts, Lockport Township and Plainfield, will not actively solicit de-annexation from either district or they will not object to an annexation going forward.

Mayor Soliman asked for an informal vote to have the city attorney draft a resolution rescinding Resolution #360.

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

NAYES: None.

ABSENT: None.

**TOPIC: Liquor License – Urban Kitchen – 2424 Plainfield Road, Suite 100**

Mayor Soliman commented that he met with Maria Nolasco from Urban Kitchen Restaurant on September 24, 2024, with Police Chief Ed Clark and Liquor Commissioner Mike Gale. This is a request for a Class H Restaurant liquor license for Urban Kitchen located at 2424 Plainfield Road, Unit #100. They have been open for two years and would like to serve alcohol. The restaurant hours are Sunday and Monday until 8:00 p.m. and Tuesday through Saturday until 10:00 p.m.

Mayor Soliman commented that they are delinquent from December of 2023 to the present on their Places for Eating Taxes but are going to work on taking care of what is owed.

Maria, the restaurant owner, thanked everyone for the opportunity to receive the liquor license and they are hoping sales will increase with the opportunity to serve alcohol.

Mayor Soliman informed everyone that the liquor license would not be issued until the Places for Eating Tax was current.

Mayor Soliman informed Maria she will need to submit a copy of her lease agreement, articles of incorporation, copy of the Will County Health Department Certificate, and a copy of the State Liquor License.

Maria commented that their accountant is working on the Places for Eating Taxes due and stated that they will wait until January 1, 2025, to pay for their liquor license.

**TOPIC: Approval Request for Citywide Software FOIA Implementation**

Deputy Chief Ryan Dobczyk commented that they would like to implement FOIA software. He commented that the Police Department fulfilled approximately 290 FOIA requests last year and currently they are already at 280 FOIA requests. He also commented

after talking to the city staff they had 203 FOIA requests in 2023 and currently at 167 FOIA requests.

There have been more FOIA requests since the police started using body cameras and this will trend upwards going forward and they believe there will be more FOIAs for the Lake Michigan Water Allocation as well.

They are looking for one portal on the city's website that will manage all FOIA requests. Currently our website is very confusing to file a FOIA or even find the FOIA forms. Having one portal would make this more efficient and have accountability since there will be an audit trail and show transparency.

One item that all the companies offer with FOIA Software is redaction assistance, which will help when needing to redact a large report.

Deputy Chief Dobczyk commented that he really likes the company CivicPlus who currently provides the city with the website, but their proposal is a little higher. He negotiated with the company, and they were able to cut the one-time fee in half and cut their first-year price by 25% but it will cost \$8,800.00 in the first year and future years will be over \$10,000.00.

The two other companies are Granicus and Justfoia. They like these companies but one issue with Granicus was the storage amount. He commented that he would recommend the company Justfoia, they have the most data storage, have negotiated their price, and have good customer service. He stated that Plainfield District #202, Village of Oswego, Village of Skokie all use Justfoia. The first-year pricing will be \$7,120.00 and this does include a \$370.00 one-time fee, and every year after that it starts at \$6,750.00 with a 5% increase which is common with all companies. He commented that a budget amendment would be needed.

Alderman Gazal asked if he talked to the surrounding agencies that use Justfoia. Deputy Chief Dobczyk commented that a current employee had worked for them and really liked them, but the storage space was important, which is why Justfoia is recommended since they are coming in with the most storage space. He also commented that Village of Romeville and Village of Plainfield use Next Request CivicPlus, who was the highest proposal.

Alderman Gazal asked if Lisa Kikkert, the Records Supervisor, had used the software before. Supervisor Kikkert commented that she has not used it but has been playing with the software and learning more.

Alderman Oberlin asked what our need of storage is anticipated to be? Deputy Chief Dobczyk commented that they were under the impression we were at 160 FOIA requests and recommended five hundred Gigabytes but he reminded them that we are already double, almost tripling that amount, so he would recommend 1 to 1.5 Terabytes of storage space.

Alderman Oberlin also asked how much manpower is anticipated to shave off the workforce using this program. Deputy Chief Dobczyk commented that the company stated that we would see a 20% reduction in the volume.

Alderwoman Gazal asked how many months it would take to train and asked if he could wait until the next budget year. Deputy Chief Dobczyk commented that the FOIAs are increasing, and this would help us now and it would be six weeks of training for this program. Alderperson Oberlin asked who would be trained? Lisa said there will be different access to each level and each level would have different training and there will be many users since the program would be city wide.

Alderwoman Gazal commented that she would like to eventually see this taken out of each department's budget that would use this program.

City Attorney commented that he would like to know what the assumptions, terms and conditions mean in their paperwork before it comes for approval to the City Council.

Deputy Chief Dobczyk commented that the Halloween hours for trick-or-treating will be from 4:00 p.m. until 7:00 p.m.

Alderwoman Gazal asked for an update on the incident that happened on Weber Road with Will County and Crest Hill Police Department and would like a solution to this problem home since it is close to the Library and residential homes. Deputy Dobczyk commented that the Crest Hill officers were requested by Will County Sheriff's Department to assist with the perimeter of the house. The house is in the unincorporated part of Will County west of Weber Road. The Will County Sheriff's Department responded to a call from the people inside this house, and a person had run from the house, who was caught and placed into custody. After talking to the officers on the scene, it was not certain if other people were in the home or involved but the main person was put into custody. Deputy Dobczyk stated that he agrees that something needs to be done but is not sure what can be done as a city as far as enforcement action on the house since it is in Will County. It was stated that this was the second time in a couple of months that Will County has responded to this house.

Alderman Albert asked if it was a squatter situation? Deputy Dobczyk commented that from what he was told the initial report sounded more like a burglary situation where a mask was involved.

Mayor Soliman asked to deviate to agenda item number 9.

**TOPIC: Well's 4, 8 & 10 Iron Filter Emergency Repair Work**

Interim Public Works Director Mike Eulitz commented that Well #4 is located at 2333 Parkrose, is leaking to such a degree that it is believed there are several leaks and failures in the vessel. In addition, during the recent EPA inspection we were told that if this filter is not repaired, we would be in violation. At this time, we need to at least show it is under contract to be repaired so we are not in violation, whether it is repaired at this time or in the next six months. The vessels in Well #8 (2401 Waterford) and Well #10 (861 Caton Farm Road) are also beginning to exhibit some of these issues same as Well #12, which is under contract and should be constructed this month.

Based on what we have learned from Well #11 when it was being repaired, we have been in negotiations since then to get these other iron filters under rehabilitation and have a quote

from USG at a not to exceed cost of \$716,978.00. He also commented that until these are opened, we do not know what kind of trouble we have, so the quote is anticipating the worst-case scenario.

Alderman Cipiti asked if the failures of the iron filters are an explanation for the rusty water reports we receive. Interim Director Eulitz commented that the failures of these iron filters are from water leaking from the filter itself. The only complaints we would receive about this are iron complaints but not rust.

Alderwoman Methvin asked if this update/rehabilitation is a requirement to be complying with to receive the Lake Michigan Water. Interim Director Eulitz stated that it is not a requirement to receive Lake Michigan Water, but it is a requirement by the IEPA. Once we have Lake Michigan Water, we will not need the iron filters. However, we will still have these wells under operation on an emergency basis, which is why they need repaired.

Alderwoman Gazal asked about the well on Division Street overflow problem that happened a couple of weeks ago. Interim Director Eulitz commented that the Scada Alarm system was not communicating with other software, and they are looking at upgrading.

Interim City Administrator Graff commented that this will help improve our water loss percentage that we do need to have Lake Michigan Water.

Alderwoman Gazal asked where this money is coming from, the General Fund? Treasurer Conklin commented that they do not have it, and we will have to go into reserves for Water and Sewer. Alderwoman Gazal commented that we have no choice and next year will be worse. Interim Director Eulitz commented that it has come quicker than we anticipated, we would have budgeted one in each budget year, but it did not work out that way.

Mayor Soliman asked for an informal vote to amend the 2024-2025 Budget in the amount not to exceed \$716,978.00 to USG Water for the iron Filters.

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

NAYES: None.

ABSENT: None.

Mayor Soliman commented that this will be on the agenda for Monday, October 21, 2024.

**TOPIC: Approval of Pay Request #21 from Vissering Construction Inc. with Direction to Send it to the IEPA for Approval and Disbursement for a Total Amount of \$2,162,132.01**

Interim Public Works Director Mike Eulitz commented that this pay request is for the work performed in the month of September for the West Treatment Plan Project. Once we receive the check from the IEPA the city will pay Vissering.

Mayor Soliman asked for an informal vote for pay request #21.

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

NAYES: None.



ABSENT: None.

Mayor Soliman commented that this will be on the agenda for Monday, October 21, 2024.

Mayor Soliman commented that he spoke with Interim Director Eulitz and Administrative Assistant Ada Martino regarding the Winter Fest and received information that the cost will be close to the cost last year and there will be the globe, two face painters, and two balloon artists. This was approximately \$1,700.00 for everything that was there, and we will reach out to Sam for Santa Claus. He also asked if anyone would want to volunteer to let him know.

Mayor Soliman informed the Council that there was a need for an executive session on 5ILCS 120/2(c)(1) per the memo dated October 14, 2024.

(#1) Motion by Alderperson Oberlin seconded by Alderwoman Methvin, to go into executive session on 5ILCS 120/2(c)(1) per the memo dated October 14, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

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

Executive Session 8:11 p.m.

(#2) Motion by Alderperson Oberlin seconded by Alderwoman Methvin, to reconvene from the executive session on 5ILCS 120/2(c)(1) per the memo dated October 14, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Albert (8:51p)

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

Reconvened 8:50 p.m.

### **TOPIC: Status and Discussion of the Crest Hill Municipal Plaza**

City Engineer Ron Wiedeman gave a brief presentation and updated the Council regarding the Crest Hill Municipal Plaza. He commented that a year ago in August the Council approved moving forward to prepare the plans for the following work:

- Irrigation
- Sidewalk
- Playground
- Underground drainage
- Lighting layout
- 

All work has been completed except for two items:

- Finalize park playground equipment and layout.
- Final approval of material for proposed poles and luminaires

Engineer Wiedeman commented that the project comes to a cost of \$1,577,000.00 with a 10% contingency. They have subtracted out the \$250,000.00 that will be coming from the Lockport Township Park district. They have secured a \$250,000.00 grant that comes from the grading and underground work for the park and they have another \$250,000.00 grant for the lighting. Therefore, the city cost would be \$1,234,843.00 to do the current work approved by the Council last year.

Staff is working with the Heritage Corridor for funding through the State's Route 66 grant program. Engineer Wiedeman also mentioned to save costs they will be seeding the park which will take 2-3 years to grow a turf to host events.

He then asked for directions from the Council on how they would like to move forward.

Interim Administrator Graff commented that there will have to be further discussion regarding the revenue streams that could be available. He then possibly mentioned looking at using the one percent tax that will be coming in or looking at a referendum for a gas tax, but it is a bigger picture that we need to look at and discuss.

Alderswoman Gazal commented that the streets are more important since they are falling apart.

Engineer Wiedeman commented that when you start asking about funding sources/sponsorships, you need to keep in mind that they will want to see drawings when you are asking for money.

Alderman Jefferson thanked Engineer Wiedeman for having visuals for them. He also commented that if the city is not going to 'GC' this he can support it. He then commented that naming rights on things is going to be the cheapest route and if we want to do naming rights with the band shell, which will help gather a nice sponsorship and help the project tremendously.

Engineer Wiedeman asked for a decision on moving forward with hiring an engineer for the band shell since there is a time restraint of May 2025. He then asked if the Council would like him to get some RFQs and see where we are.

Mayor Soliman asked for an informal vote for the design services for Band Shell for \$54,700.00.

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

NAYES: None.

ABSENT: None.

**TOPIC: Execution of a Professional Services Agreement with Christopher B. Burke Engineering Ltd. To Perform Design Engineering Services for the 2025 Roadway Rehabilitation Improvement for the Locations Specified in this Memo for a Not to Exceed Amount of \$44,880.00.**

Engineer Wiedeman gave a presentation about projects that were done and projects he would like to perform in 2025. He commented that this year in Ward 1 we have our watermain projects on Oakland from Pasadena to Ludwig designed and ready to go. We

have received funding from two sources on this project; \$300,000.00 from CDBG and \$250,000.00 DCEO grant. He then discussed the anticipated project for 2025 Roadway Rehabilitations and the 2025 Locations for the watermain street rehabilitation.

#### 2025 Locations-Rehabilitation

- Loch Ln. from Gaylord to Carlton St.
- Abbey Ln. from Loch Ln. to Prestwick Dr.
- Prestwick Dr. from Abby Ln. to East End.
- Scott Court • Crestwood Dr. from Donmaur Dr. to Amelia Ct./Mia Dr.
- Mia Dr. from Amelia Ct. to Eldorado Dr.

#### 2025 Locations-WM and Street Rehabilitation

- Elsie Ave. from Kelly to Clement
- Rose Ave. from Kelly to Clement
- Ludwig Ave. from Wilcox to Clement
- Chaney Ct

The estimated cost of this work is \$1.5 million that would include engineering and the proposal from Burke is \$44,880.00 for them to prepare the bid plans and have them ready by next spring.

Engineer Wiedeman commented that to pay for this he will have to move funds from 01-03-5330 to the 13-00-5330 to cover this and it will increase the budget.

Alderman Albert asked how often we look into regrading the streets? Engineer Wiedeman commented that it is every four years, and this was completed in 2021. Alderman Albert commented that he is asking since we have done emergency repairs to Mia Drive, and it is sufficient now and wonders if we should focus elsewhere. Engineer Wiedeman commented that he would still like to clean Mia Drive up and it is still rated very poor, but he will do what the Council would like him to do.

Mayor Soliman asked for an informal vote for the proposal from Burke for \$44,880.00.

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

NAYES: None.

ABSENT: None.

#### **TOPIC: Resolution Approving a Professional Service Agreement for Design Services for the Inner Circle Watermain Replacement and Roadway Rehabilitation Improvement-Design Engineering Services by and between the City of Crest Hill, Will County, Illinois and V3 Companies for a Not to Exceed of \$148,454.00.**

Engineer Wiedeman mentioned that he would like to start working on the design for Inner Circle from Hosmer Lane to Marlboro and Rahill Court. He would like to have this complete and ready for bid next spring. This would be a cost of \$148,454.00 and it is currently budgeted.

Mayor Soliman asked for an informal vote for the Professional Service Agreement for Design Services the Inner Circle Watermain Replacement and Roadway Rehabilitation Improvement-Design Engineering Services for not to exceed the amount of \$148,454.00.

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

NAYES: None.

ABSENT: None.

**TOPIC: Plainfield Rd. Theodore and Broadway Cured in Place Pipe (CIPP) Update**

City Engineer Ron Wiedeman gave an update on the watermain lining projects. Currently we are complete with the entire contract design which includes all the watermain on Plainfield Road, Theodore, and Broadway. There has been a request for IEPA funding for this work, which includes these three locations, which are being done in four phases. It also includes the east and west receiving station and the new storage tank for the Grand Prairie work.

In June of 2024, IEPA sent out their funding for FY2025 and the City of Crest was awarded a \$4 million dollar loan from the IEPA for FY2025 with \$3.2 million dollar forgiveness. The first phase of the project, which is all of Broadway and Theodore to Center Street and it is estimated at \$3.9 million dollars and \$3.2 million dollars will be principal forgiveness. To stay eligible for the loan and the principal forgiveness, we need to bid the project out by January of 2025 and have the project under contract by March of 2025.

**TOPIC: Proposal for Plan Commission Members laptops**

City Administrator Tony Graff commented that we have received three bids, but they are still searching to see if we can receive better pricing. We are looking at under \$5,000.00 for the seven iPads. It was mentioned that Chairman Bill Thomas found a laptop that Amazon has on sale, and we are looking to see if it is comparable to the laptop in the proposals and if so, it would be a \$200.00 savings per laptop.

The Clerk's Office has \$5,000.00 budgeted for technological equipment.

Alderman Cipiti commented that the Council has iPads, not laptops, and the iPads have satisfied everything they need to do. He then asked why the quotes that were provided are for laptop computers and not iPads. He does not see the need for laptops with keyboards for the Plan Commission. He also commented that he would be leery about buying a laptop from Amazon because of a price savings, because you get what you pay for.

Clerk Christine Vershay-Hall commented that she attended the last Plan Commission meeting a few Commissioners requested a laptop since it is bigger and feel they would be able to see it better than an iPad. Alderman Cipiti commented that he would understand that and appreciate that as well, but he did not have a choice, and the iPads are what was given to them. He then stated that he does not think the Plan Commission should be given the option to get whatever they want due to personal preference, and this is taxpayer money.

Alderman Albert agreed with Alderman Cipiti and commented that the city would have more control and security over the iPad compared to the freedom of a laptop and he feels the city should stay consistent.

Stuart Soifer, a resident, approached the podium and stated that there is an adaptor that you can plug into the iPads to transfer to a regular monitor to help make the information bigger.

After discussion, the Council would like to see the same iPads purchased for the Plan Commission and to stay consistent.

Mayor Soliman asked for an informal vote for the ordering of the iPad.

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

NAYES: None.

ABSENT: None.

### **TOPIC: Discussion on Referendum to Change Form of Government**

City Attorney Mike Stiff commented that he sent to all the Council a confidential memorandum of his results for the research regarding changing mayoral appointments in the form of government.

He then asked the Council if they had any specific questions or any direction that the discussion needs to go but he does not feel he should be giving the legal opinion in an open meeting.

Alderman Jefferson asked if there is a provision that they can see that would prohibit or present a challenge to it happening? Attorney Stiff commented that the cases he cited in the memorandum were an attempt to tinker with the way a Public Library Board is constituted, and that attempt was overturned by the Appellate Court. He then commented that he has not found anything that states trying to take away mayoral appointment power is acceptable and has been upheld. What has been indicated is that you can change the form of government, and the Council has all the forms, Commission Form, Strong Mayor Form, and the Current Standard Form. If you want to change to one of those forms you will have to have a referendum to change the form, and it is acceptable by referendum.

Attorney Stiff commented that he has not found anything on a Non-Home Rule where you can create a 'Hybrid' form of government that is not one of the forms of government in that memorandum. As a Non-Home Rule municipality, you have the forms of government provided in the municipal code that you can change from one form to another by referendum, but he is unclear if you can pick and choose from each of those forms, basically hybrid form, as a Non-Home Rule municipality.

Alderman Jefferson asked if they could vote to put a referendum on the ballot to change from Non-Home Rule to Home Rule and was told that they could do that. Alderman Jefferson then asked if that would change the form of government?

Alderwoman Gazal commented that you must have a certain population to change to Home Rule. It was said by the population, or you can change by referendum, as well.

Alderman Cipiti asked what advantages would there be to change from Non-Home Rule to Home Rule? Attorney Stiff commented that as a Non-Home Rule community you are bound by Dillon's Rule that states you can only do what legislature has specifically allowed you to do. As a Home Rule community you can do anything you want that is not

specifically prohibited or prescribed by the Illinois Legislature Municipal Code. He then commented that you would have much greater flexibility when it comes to taxation, this would provide much greater flexibility and greater abilities to do things that are not prescribed by the municipal code.

Alderman Albert commented that the Referendums are very hard to pass since there are groups out there encouraging the voters not to vote for Home Rule status. Attorney Stiff commented that you can hold informational meetings to answer questions as to the pros and cons of the referendum, but you cannot spend city dollars to push a referendum recommendation. The Council cannot hold a meeting and try to lobby for or against it, but you can have a meeting that would need to be an unbiased informational meeting.

Attorney Stiff then gave an example how another community was made available so the school district (Superintendent/Principal) could hold a meeting for the public and the village trustees sat in the audience asking questions and he reminded the trustees that they are not acting as a board member but acting as a resident. Alderman Cipiti asked that Lockport Townships had their referendum presentation in the Chambers to the Council and Dr. McBride explained the referendum on the ballot for the Freshman Center, and asked should the elected officials have given a comment on the referendum? Attorney Stiff commented that he cannot say yes or no to that question, but it is something that you need to be cautious. Alderman Cipiti commented that it was very clear what took place in the Chambers at that meeting and commented that the Council should be careful and not publicly endorse the referendum. Attorney Stiff commented that you can give the pros and the cons if asked. Alderman Cipiti then asked if making a presentation in support of or a please vote yes is a no-no? Attorney Stiff commented that that would be a big no. Treasurer Conklin commented that Dr. McBride did not step over the line. Alderman Cipiti commented that he did not say he did. Treasurer Conklin commented that it seemed he implied that. Alderman Cipiti said there was no implications and do not put words in his mouth and his comment had nothing to do with Dr. McBride. Treasurer Conklin apologized.

Alderman Oberlin commented that they have had a referendum pass successfully in the City of Crest Hill and they were allowed to give factual information about it but not just say vote for this.

Alderman Jefferson commented that it is not about the referendum changing the form of government to take away the appointment power of the Mayor, but it is about the community growing and going forward with the advantages of being a Home Rule community. He also commented that in the next three to five years we will be at Home Rule status anyway by population. He stated that the city can use the advantages of being a Home Rule community. It is not to take away power from the Mayor because that power has been there since the 1960s. He commented that we have a lot of vacant land, and he has had communication with developers looking at the parcel of land behind Gas N Wash to develop and they want to know if all the B.S. they hear about Crest Hill is true. He then commented that the Village of Rockdale can be Home Rule with a population of 2,000.

Alderman Albert commented that the same political action committees that supported us for the retail sales tax have been known to absolutely oppose Home Rule referendums. He then commented that it can certainly be done but it will take a lot to pass.

Mayor Soliman commented that in the late 1980s Crest Hill went to referendum to hire more police officers and it failed.

Alderwoman Gazal commented that if you give the residents another bribe like we did with the property tax credit they will vote for it or see what we can give them. Alderman Cipiti asked her to repeat what she stated. Alderwoman Gazal commented that the sales tax referendum passed because we bribed people that they would get the rebate, and it seemed to work since it passed. Alderwoman Gazal then commented that she was kidding. She then commented that the city would be good the way it is but unfortunately you have a leader who wants to take control of who we hire and who we fire, and that is the only reason, and the Council has no say in the end.

Alderman Albert commented that he is all in favor for trying Home Rule, but it will be a lot of work to get it to pass.

Alderwoman Gazal commented that she agrees but if you notify the residents the correct way because it would be beneficial.

Attorney Stiff stated that we have until November to put the referendum on the ballot. This will mean you need to craft your referendum question and pass an ordinance to be submitted to the County.

If you are putting it on the ballot for the mail election you have more time but if you are eligible for the primary election it will need to be submitted to the County by December 9<sup>th</sup>.

It was mentioned to bring this back to the next work session.

#### **TOPIC: Hiring Committee**

Alderman Jefferson spoke about the hiring process. He commented that he feels what he has written out would be a much better hiring process. The candidates would be meeting with people who they are going to be working for, and the streamline of candidates would be much better since multiple people will be reviewing these. He also recommended that this would speed up the selection process because we lose many candidates based on our time-consuming hiring practices.

Alderman Jefferson commented that he does not see how a committee of elected officials doing the recommending for hiring for the city impairs the city in any way and would show good government practice.

Treasurer Glen Conkin commented that a Human Resource professional would know what questions not to ask where a Council member might struggle with that. Also, if you have a committee of four then you are leaving out colleagues and you end up having a quorum.

At the end of the day, the filling of those jobs is the ability before the mayor and the consensus of the Council to put a person in a job.

Alderwoman Gazal commented that we can have one elected official to sit on that committee then we would not be a quorum. Treasurer Conklin commented that they could

accommodate having two elected officials on the committee without being a quorum and would like that to be more of a set of eyes in there and not question takers.

Treasurer Conklin commented that the human resources professional will make the Council's job easier by prescreening those not qualified, and no one is being kept because they are someone's cousin.

Alderperson Oberlin commented that these meetings should not be paid for. She also commented that if an elected official is in there to be eyes and ears to report back that is one thing, but that person should not be paid for since it is not a meeting, it is an interview.

Alderman Cipiti reads the ordinance stating that each alderman elected will be paid \$55.00 per city work session or committee meeting.

Treasurer Conklin commented that the job of Council and Mayor is to review available candidates and hire somebody, find compensation that you can agree with and an individual you can be okay with and hire them.

Alderperson Oberlin commented that they drag their feet and postpone things which cause a problem. She also commented that she feels the entire Council needs to be interviewing these candidates.

Alderman Jefferson commented that he does not feel a director should be interviewing their own replacement. Treasurer Conklin commented that our interims are fully qualified, and he believes they need to be in the interview and stated that we need to have a little trust.

Alderman Jefferson commented that he is not questioning their qualifications, he is questioning their ethics. Treasurer Conklin commented that if we are questioning ethics, nothing will ever get done. He also commented that there are checks and balances in place to keep things from happening, for instance, the Civil Service Commission was implemented to eliminate nepotism and favoritism. He then stated that we need to trust the recommendation and if it does not work out then you eliminate them.

Alderwoman Gazal commented that by the time the candidates come to the Council it has been a month or two months because the process is so delayed. She also commented that she believes that is why we need a hiring committee but does not feel it is fair when you have one elected official getting paid for the meeting when the other elected officials have never been paid for a committee meeting.

Treasurer Conklin commented that in a healthy environment it would be a staff recommendation and collectively with the Mayor and the Council would hire somebody and the goal needs to be where the Council can accept the staff recommendations.

Alderman Albert commented that he is all for Alderperson Oberlin being on the committee and going to the interviews and then there needs to be more of a meet and greet when the candidate comes to the board.

Alderwoman Methvin stated that the City of Crest Hill will attract people that are on a rise in their career, since we may be a steppingstone, but we attract them and maybe they will stay, which is okay.



Aldersperson Oberlin commented that she respects what Alderwoman Methvin is saying but these positions are not entry level positions, and you need the qualifications for that position.

Treasurer Conklin announced that there are interviews scheduled for Tuesday, October 22, 2024, at 7:00 p.m.

**PUBLIC COMMENTS:**

There were no public comments.

**MAYOR UPDATES:**

There were no Mayor updates.

**COMMITTEE/LIAISON UPDATES:**

There were no committee/liaison updates.

**CITY ADMINISTRATOR UPDATES:**

City Administrator Graff commented that he has received a notice about our PFAS settlement, and the next date is November 1, 2024, which is when they award the funds. The total should be around \$1.3 million.

Alderman Cipiti commented that he has been going back and forth regarding the Civil Service commission in emails and stated that he thought there was still a need for compensation and attendance. Attorney Stiff commented that he had drafted an ordinance amending the compensation but nothing else and after the meeting, based on the Council comments, he has red lined to provide for the same type of absences and only paid for meetings attended and it is ready to have a discussion.

The meeting was adjourned at 10:46 pm.

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

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

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

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

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

MINUTES OF THE REGULAR MEETING  
CITY COUNCIL OF CREST HILL  
WILL COUNTY, ILLINOIS  
October 21, 2024

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

The Pledge of Allegiance was recited in unison.

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

Also present were: Interim City Administrator Tony Graff, Police Chief Ed Clark, City Engineer Ron Wiedeman, Interim Public Works Director Mike Eulitz, City Attorney Mike Stiff.

Absent were: Alderwoman Jennifer Methvin, Interim Finance Director Erica Waggoner, Interim Director of Community Development Ron Mentzer, Interim Human Resource Manager Dave Strahl, Building Commissioner Don Seeman.

Mayor Soliman commented that he received a call from Alderwoman Methvin, and she is excused from the meeting.

APPROVAL OF MINUTES: Mayor Soliman presented the minutes from the Regular Meeting Held on October 7, 2024, for Council approval per the memo dated October 21, 2024.

(#1) Motion by Alderwoman Gazal seconded by Alderman Albert, to Approve the Minutes from the Regular Meeting Held on October 7, 2024, per the memo dated October 21, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin.

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

CITY ATTORNEY: Attorney Mike Stiff requested to Approve a Resolution Repealing City of Crest Hill Resolution #360 Dated March 18, 1991, per the memo dated October 21, 2024. This was discussed at the work session on October 14, 2024. This resolution required developers/applicants to annex to the city to attempt to disconnect from their existing Fire District and apply to the Lockport Township Fire District. Lockport Township Fire District and Plainfield Fire District have reached an IGA that is a boundary agreement good for twenty years and because of the IGA there is no longer a need for Resolution #360.

(#2) Motion by Alderperson Oberlin seconded by Alderman Albert, to Approve a Resolution Repealing City of Crest Hill Resolution #360 Dated March 18, 1991, per the memo dated October 21, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin.

There being seven (7) affirmative votes, the MOTION CARRIED.  
Resolution #1261

CITY ADMINISTRATOR: Interim Administrator Tony Graff gave a report and update, which is as follows:

City Center Facility:

- City Center Facility – The inspection by KONE, Inc. was completed on 10/14/2024. A follow-up is required by the Alarm System Company ESSCOE for testing the telephone in the elevators, which needs to be scheduled.
- City Center Facility – Front Damage Inside Clerk Windows: pending vendors updated proposal to replace the windows. Two companies have stated that they would provide proposals and do the work, which one of the companies is the original company.

Grand Prairie Water Commission:

1. Grand Prairie Water Commission “GPWC” (Lake Michigan Water Project): The Commission’s meeting was on 10/3/2024 and the next meeting is 11/7/2024. The budget draft was completed and is under review by staff. Further discussion will be at the Commission Meeting on 11/7/2024.

STATEVILLE CORRECTIONAL CENTER:

- Nothing New to Report.

Lockport Township Fire District Training Facility Proposed Project:

- Pending the Traffic Study Report. Hoping to have it completed within the next four weeks.

Job Announcements:

The following Job Announcements were posted, and the Interim HR Director reviewed the job descriptions and created updated announcements for the following positions (the announcements have been posted on the city web site).

- PUBLIC WORKS DIRECTOR – The final prescreening interview has been completed and three candidates have been selected with a request to schedule interviews with the City Council on 10/29/2024 at 7:00 p.m.
- COMMUNITY DEVELOPMENT DIRECTOR: The city received two applications. However, a previous candidate has contacted the city for

reconsideration. More information will be presented to the city council with a recommendation by staff.

- FINANCE DIRECTOR Recruitment: MGT/GovHR USA representative Ryan Cotton provided the summary of applications received, which were twenty-five applicants. Prescreening interviews have been completed by staff and 2 interviews have been scheduled with the city council on 10/22/2024 Special Work Session Executive Session. One of the candidates will be a Zoom interview.
- BUILDING INSPECTOR: Three applicants are scheduled to be interviewed with Interim Human Resource Manager Dave Strahl and Building Commissioner Don Seeman.

Mosquito Spraying by Clarke Environmental:

- The last spray was completed on 10/10/2024 and it is now completed for the year. We will receive a report regarding our final cost and recommendations for next year.

Water Meter Replacement Project:

- Still ongoing and the Non-Compliance property owners' appointments are progressing.

Places for Eating Tax:

- The legal process and notices were mailed to the five businesses and the Hearing Date is scheduled for 11/20/2024.

West Sanitary Sewer Treatment Project:

- Nothing new to report, we are about 60% completed and still on schedule for the plant to be completed in 2026. Will keep everyone posted.

PLANNING COMMISSION – MUNICODE PROGRAM UPDATE:

- The iPads that the Council had recommended have been ordered and should be delivered within ten (10) business days. Clerk Vershay-Hall will provide training to the Plan Commissioners on their iPads with Municode. This should be done in the month of December.

State of Illinois Crime Lab/State Police Headquarters Project:

- Central Management Services prepare the bid specifications for the infrastructure work, and the updated plans will be presented to a City Council Work Session, once the building department receives the plans.

Interim Administrator Graff asked if there were any questions he could answer.

Alderman Dyke asked where we are at with Will County regarding the three abandoned homes on Weber Road and what are they doing about this. Interim Administrator Graff commented that he is not aware of anything that they are doing. He also mentioned that Building Commissioner Don Seeman is supposed to be contacting their Building Department and finding out about any nuisance complaints. Alderman Dyke commented that he already had spoken to Commissioner Seeman regarding this before he talked to Interim Administrator Graff and was told that the Building Department for Will County stated that there have been no complaints regarding those houses. Interim Administrator Graff commented that he can put something in writing to send to Will County.

Alderwoman Gazal asked Interim Administrator Graff to add to his list the ceiling in the hallway of the City Center and the handicap access in front of the City Center that she has requested previously. Interim Administrator Graff commented that we are following the ADA standards the way we are now. City Engineer Ron Wiedeman commented that we meet ADA standards with our handicap accessibility.

Alderwoman Gazal asked for an update on the cameras at the Public Works Building that she had requested two years ago. Interim Administrator Graff commented that the camera company came out and there is a DCEO grant that we have for this in the amount of \$200,000.00. Once this is certified and accepted, they will go to bid, and their goal is to get all facilities under cameras.

Alderwoman Gazal also asked for an update on Sikich. Interim Administrator Graff commented that he sent an update after our last meeting, and he does not have an update on the draft yet.

Alderman Cipiti asked if part of the services we paid for included a presentation at the end. It was stated that it was included.

City Attorney Mike Stiff commented that the Council approved an analysis, and they would come back to the Council with a budget for implementing recommendations, which have not been made yet.

PUBLIC WORKS DEPARTMENT: Interim Public Works Director Mike Eulitz requested Approval of Pay Request #21 from Vissering Construction Inc. with Direction to Send it to the IEPA for Approval and Disbursement for a Total Amount of \$2,162,132.01 per the memo dated October 21, 2024. This is for the work performed in the month of September.

(#3) Motion by Alderperson Oberlin seconded by Alderman Albert, for Approval of Pay Request #21 from Vissering Construction Inc. with Direction to Send it to the IEPA for Approval and Disbursement for a Total Amount of \$2,162,132.01 per the memo dated October 21, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin.

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

Interim Public Works Director Mike Eulitz requested to Approve an Agreement with USG Water for Emergency Repair Work on Well's 4, 8, & 10 Iron Filters and not to Exceed an Amount of \$716,978.00 per the memo dated October 21, 2024.

(#4) Motion by Alderwoman Gazal seconded by Alderperson Oberlin, to Approve an Agreement with USG Water for Emergency Repair Work on Well's 4, 8, & 10 Iron Filters and not to Exceed an Amount of \$716,978.00 per the memo dated October 21, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin.

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

Interim Public Works Director Mike Eulitz requested to Approve an Ordinance Supplementing the Budget Officer Ordinance for the Fiscal Year Beginning May 1, 2024, and Ending April 30, 2025, for the City of Crest Hill, Will County, Illinois per the memo dated October 21, 2024.

(#5) Motion by Alderman Albert seconded by Alderman Dyke, to Approve an Ordinance Supplementing the Budget Officer Ordinance for the Fiscal Year Beginning May 1, 2024, and Ending April 30, 2025, for the City of Crest Hill, Will County, Illinois per the memo dated October 21, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin.

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

Ordinance #2001

Interim Public Works Director Mike Eulitz requested a Resolution Approving the Promotion of Ada Martino to the Newly Created Position of Assistant to the Director of Public Works and Setting the Initial Salary for that Position per the memo dated October 21, 2024.

City Attorney Mike Stiff recommended a Motion to Table this item until the next work session meeting. In addition to this resolution there was going to be another agenda item which is an ordinance that creates the position referred to. He also commented that he had found an issue in the ordinance under 2.50.070 for the supervision of employees, which states that following employees report to the Director of Public Works which includes Building Commissioner and Building Inspectors. The issue being that the Building Commissioner and the Building Inspectors are reporting to Economic and Community Development under the new structure and this will need to be changed in the ordinance to reflect the current structure if the Council agrees. It was agreed that that change would need to be made. They also need to eliminate the need to backfill the current position. Alderperson Oberlin asked if the other stipulations would be added as well. Attorney Stiff commented that the ordinance will include the language that was discussed in executive session.

(#6) Motion by Alderperson Oberlin seconded by Alderman Dyke, to TABLE a Resolution Approving the Promotion of Ada Martino to the Newly Created Position of Assistant to the Director of Public Works and Setting the Initial Salary for that Position until November 4, 2024, per the memo dated October 21, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSTAIN: Ald. Jefferson.

ABSENT: Ald. Methvin.

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

Alderman Dyke asked for an update on the weeds on Oakland Avenue. Interim Public Works Director Mike Eulitz commented that Commonwealth Edison came out and trimmed some of theirs down but no one from the Railroad has trimmed theirs. He then commented that we need to hire someone and then fine them for not doing it.

Alderman Dyke asked if there is still stuff in the Old City Hall. Interim Director Eulitz commented that there are still belongings in there and he believes there are still computers and a server that I.T. may need to look into that. He also asked if they want to discuss inventory and sell what is left in the building.

Alderman Dyke asked if our curbs should be painted yellow to avoid anyone tripping on them where they are raised upward. Interim Public Works Director Eulitz commented that they can paint the curbs.

CITY ENGINEER: City Engineer Ron Wiedeman requested to Award the Material Proposal for Rock Salt and have the Mayor Execute the Acceptance of Proposal to Furnish Materials and Approval of Award with Compass Material in the Amount of \$55,448.00 for the 2024/2025 MFT Rock Salt (Section No 25-00000-00-GM) per the memo dated October 21, 2024.

(#7) Motion by Alderperson Oberlin seconded by Alderwoman Gazal, to Award the Material Proposal for Rock Salt and have the Mayor Execute the Acceptance of Proposal to Furnish Materials and Approval of Award with Compass Material in the Amount of \$55,448.00 for the 2024/2025 MFT Rock Salt (Section No 25-00000-00-GM) per the memo dated October 21, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin.

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

City Engineer Ron Wiedeman requested to Approve a Resolution Approving a Professional Service Agreement for Design Services for the Inner Circle Watermain Replacement and Roadway Rehabilitation Improvement-Design Engineering Services by and between the City of Crest Hill, Will County, Illinois and V3 Companies not to Exceed of \$148,454.00 per the memo dated October 21, 2024.

(#8) Motion by Alderman Dyke seconded by Alderwoman Gazal, to Approve a Resolution Approving a Professional Service Agreement for Design Services for the Inner Circle Watermain Replacement and Roadway Rehabilitation Improvement-Design Engineering Services by and between the City of Crest Hill, Will County, Illinois and V3 Companies not to Exceed of \$148,454.00 per the memo dated October 21, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin.

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

Resolution #1262

City Engineer Ron Wiedeman requested to Approve a Resolution Approving a Professional Services Agreement for the 2025 Roadway Rehabilitation Improvement-Design Engineering Services by and between the City of Crest Hill, Will County, Illinois and with Christopher B. Burke Engineering, Ltd. Not to Exceed an Amount of \$44,880.00 per the memo dated October 21, 2024. There was a change removing Mia Drive and replacing Lynwood requested by Alderman Albert.

(#9) Motion by Alderman Dyke seconded by Alderwoman Gazal, to Approve a Resolution Approving a Professional Services Agreement for the 2025 Roadway Rehabilitation Improvement-Design Engineering Services by and between the City of Crest Hill, Will County, Illinois and with Christopher B. Burke Engineering, Ltd. Not to Exceed an Amount of \$44,880.00 per the memo dated October 21, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin.

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

Resolution #1263

City Engineer Ron Wiedeman requested a Motion to have the Finance Director to Complete a Budget Transfer by Moving \$50,000.00 from Account 01-03-5330 to 13-00-5330 to Increase the 2025 Budget Amount for Line Item 13-00-5330 from \$150,000.00 to \$200,000.00 to Cover the Professional Services Agreement for the Design Engineering Services per the memo dated October 21, 2024.

(#10) Motion by Alderperson Oberlin seconded by Alderwoman Gazal, to have the Finance Director to Complete a Budget Transfer by Moving \$50,000.00 from Account 01-03-5330 to 13-00-5330 to Increase the 2025 Budget Amount for Line Item 13-00-5330 from \$150,000.00 to \$200,000.00 to Cover the Professional Services Agreement for the Design Engineering Services per the memo dated October 21, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin.

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



Alderwoman Gazal asked for an update on the McGilvray light. City Engineer Ron Wiedeman commented that they are doing a variance with Will County currently to allow a left turn from southbound Weber Road onto Ryan Drive. This will be completed at the end of this month and design will be completed and begin early next year.

Alderwoman Gazal also asked for an update for a stop sign study on Knapp for Willow Falls. Engineer Wiedeman commented that himself and the police chief will discuss this in a staff meeting and get back to the Council.

ECONOMIC DEVELOPMENT DEPARTMENT: There were no agenda items.

POLICE DEPARTMENT: Police Chief Ed Clark commented that they are going to review the FOIA software agreement with the attorney and bring that to the Council at the next meeting.

Chief Clark announced that the Halloween Trick-or-Treating hours are from 4:00 p.m. until 7:00 p.m. and please remember to watch while you drive and slow down since the children will be excited and running.

MAYOR'S REPORT: Mayor Soliman requested Approval of Road Closure for Chaney-Monge School Halloween Parade per the memo dated October 21, 2024. This would be for a parade that begins at 1:00 p.m. on October 31, 2024.

(#11) Motion by Alderman Dyke seconded by Alderperson Oberlin, for Approval of Road Closure for Chaney-Monge School Halloween Parade per the memo dated October 21, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin.

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

Mayor Soliman announced that Gas N Wash had their Grand Opening. Mayor Soliman welcomed them to the city.

Mayor Soliman also asked everyone to take special caution with the children walking around on Halloween.

Alderman Dyke asked if Alderman Jefferson could also sit on the Economic and Development Committee since he has been talking to developers. Mayor Soliman commented that only problem he would see is it would make a quorum. Alderman Dyke commented that he feels that since Alderman Jefferson has been in contact with developers, he would be a better asset on the committee. Mayor Soliman commented that Alderwoman Gazal and Alderman Jefferson could work something out.

CITY CLERK: City Clerk Christine Vershay-Hall announced that the City of Crest Hill and Lockport Township will be doing a free Community Shred Event on Saturday, October

26, 2024, from 9:00 a.m. until 12:00 p.m. This will be held in the City Hall parking lot. There will be a limit of four (4) boxes.

CITY TREASURER: City Treasurer Glen Conklin requested to Approve the list of bills issued through October 21, 2024, in the Amount of \$1,704,413.39 per the memo dated October 21, 2024.

(#12) Motion by Alderperson Oberlin, seconded by Alderwoman Gazal, to Approve the list of bills issued through October 21, 2024, in the amount of \$1,704,413.39 for Council approval per the memo dated October 21, 2024.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin.

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

City Treasurer Glen Conklin presented the Quarterly Compensation Time Buy Back for the Period July 1, 2024, through September 30, 2024, in the Amount of \$27,574.38 per the memo dated October 21, 2024.

City Treasurer Glen Conklin presented the Regular and Overtime Payroll from September 23, 2024, through October 16, 2024, in the amount of \$243,457.74 per the memo dated October 7, 2024.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS: There was no new business.

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

CITY COUNCIL COMMENTS: Alderman Albert announced that the Crest Hill Lions Club will host their Halloweenie Roast at the three locations, which are Chaney-Monge School, Richland Center, and Remington Park.

Alderperson Oberlin reminded everyone to be cautious on Halloween with the trick-or-treating.

Alderwoman Gazal wished everyone a Safe and Happy Halloween. She then commented that last year she was given the opportunity to distribute pumpkins from the Siegel's Farm and she wanted to clarify she was in a public park in her ward and in her subdivision and was not wearing any Crest Hill merchandise or a tag stating she was an official. She also commented that it was a public event, and she always helps and serves the residents. It was brought to her attention that some are upset because she was giving pumpkins and stated it is a free Country and if she wants to give hotdogs, tamales, or pumpkins she can do whatever she wants and hopes there is no hard feelings if she chooses to do it again this year.

Alderman Dyke wished everyone a Safe and Happy Halloween.

PUBLIC COMMENT: Linda Dyke, a resident, asked for an update on the bus issue at the bus shed and mentioned that she witnessed some homeless people leaving there. She then asked if the buses would fall under the abandoned vehicles ordinance, tag them, and tow them. Chief Clark commented that he would get with the Building Commissioner and discuss this since he was working on this.

Tracy Jones, a resident, commented that she has been a resident since 2005, and she wanted to let the Council know that in May of 2023 she experienced a house fire. She then commented that she hired a fire restoration company which went well but there was a water pipe that mistakenly was not hooked up which ended in water damage. She then contacted the restoration company and since that complaint her life has been a living nightmare.

She then stated that she contacted the Mayor this time last year letting him know that she has been experiencing stalking and harassment and since that email the stalking and harassment has become progressively worse. It has crippled her professional career as a higher education professional, Dr. Tracy Jones. She has twenty plus years of education with a six-figure job and the harassment has cost her that. She commented that she is here tonight since she had emailed the Mayor, and he promised that he would forward the email to the Chief of Police, and she has yet to hear from the Mayor or the Chief of Police.

Mayor Soliman commented that he sent the email to the Police Chief and asked if the individuals were from the neighborhood. Tracy commented that it originated in the Townhomes of Autumn Ridge and since has become a community event. Anytime she leaves her residence there are fifty cars following her around everywhere she goes, and they have vandalized all tires on her car and vandalized her son's car. She has contacted the police dozens of times, and this is crippling and cost her her mental, financial, and social well-being.

Chief Clark asked her to stay after the meeting so they could speak about this.

Alderman Gazal commented that her and Alderman Jefferson are Tracy's elected officials, and they were not aware an email was sent to the Mayor or that any of this is going on.

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

(#13) Motion by Alderman Dyke seconded by Alderman Albert, to adjourn the October 21, 2024, Council meeting.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin.

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

The meeting was adjourned at 7:54 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.  
As presented \_\_\_\_\_  
As amended \_\_\_\_\_

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

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

DRAFT

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

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

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

Also Present were: Interim Administrator Tony Graff, Interim Finance Director Erica Waggoner, Interim Human Resource Manager Dave Strahl.

Absent were: Alderwoman Jennifer Methvin, Alderman Nate Albert, Alderman Joe Kubal, Police Chief Ed Clark, City Engineer Ron Wiedeman, Interim Public Works Director Mike Eulitz, Interim Community Development Director Ron Mentzer, City Attorney Mike Stiff.

**TOPIC: EXECUTIVE SESSION 5 ILCS 120/2 (c)(1)**

(#1) Motion by Alderperson Oberlin seconded by Alderman Jefferson, to go into an executive session on Personnel 5 ILCS 120/2(c)(1).

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Methvin, Albert, Kubal.

There being five (5) affirmative votes, the MOTION CARRIED.

Executive Session 7:01 p.m.

(#2) Motion by Alderperson Oberlin seconded by Alderman Jefferson to reconvene from the executive session on Personnel 5 ILCS 120/2(c)(1).

On roll call, the vote was:

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

NAYES: None.

ABSENT: Ald. Albert, Kubal, Methvin.

There being five (5) affirmative votes, the MOTION CARRIED.

Reconvened 9:04 p.m.

**PUBLIC COMMENT:**

There was no Public Comment.

The meeting was adjourned at 9:04 pm.

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

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

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

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

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

DRAFT

MINUTES OF THE WORK SESSION  
CITY COUNCIL OF CREST HILL  
WILL COUNTY, ILLINOIS  
October 28, 2024

The October 28, 2024, City Council work session was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers, 20600 City Center Blvd. Crest Hill, Will County, Illinois.

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

Also Present were: Interim Administrator Tony Graff, City Attorney Mike Stiff

Absent were: Police Chief Ed Clark, Interim Finance Director Erica Waggoner, City Engineer Ron Wiedeman, Interim Public Works Director Mike Eulitz, Interim Employee Relations Dave Strahl, Interim Community Development Director Ron Mentzer, Building Commissioner Don Seeman.

**TOPIC: Resolution Eliminating the Position of Public Works Administrative Assistant Previously held by Adalberta Martino**

City Attorney Mike Stiff commented that at the last meeting there was a resolution in the packet with reference to the promotion of Adalberta to the newly created position, but we did not have the newly created position. Also, with that, there was a separate resolution needed to eliminate the old position and that would be an additional resolution that was not in the packet at the last meeting.

Before the Council is the resolution that was tabled last week and the other resolution eliminating the administrative position in Public Works, which is the only budgeted administrative position and language was added to state this does not affect any other administrative assistant position in any other department.

In this order at the next meeting there will be the creation of the new position and once approved you will then approve the promotion to the newly created position and then the third resolution would be the elimination of the Administrative Assistant position that was previously held by Adalberta Martino.

Mayor Soliman asked for an informal vote for the recommendation for the resolution.

AYES: Ald. Dyke, Methvin, Gazal, Oberlin, Kubal.

NAYES: Ald. Jefferson, Cipiti.

ABSTAIN: Ald. Albert.

ABSENT: None.

Alderman Cipiti commented that he voted no because he feels the restructuring should not be taking place until we have a full-time permanent Public Works Director to have input on these changes.

Alderman Albert commented that he voted to abstain since he is not in support of eliminating an assistant position and down the road, we will need that and have to create it again. He also commented to have a budgeted position that is not filled for some time would be fine with him.

**TOPIC: An Ordinance Repealing the Position of Assistant Director of Public Works as Codified in Sections 2.50.050 and 2.50.060 of Chapter 2.50(Director of Public Works; Public Works Department) of Title 2(Administration and Personnel) of the City of Crest Hill Code of Ordinance and Creating the Position of Assistant Director of Public Works to Replace Sections 2.50.050 and 2.50.060 and Amending Section 2.50.070 to Include the Newly Creating Position within the Supervision of the Director of Public Works**

Attorney Stiff commented that this would repeal the Assistant Director of Public Works position and replace those sections that included that job description with Assistant to the Director of Public Works.

He then commented that you can simply amend the job description if needed rather than having everything in ordinance. The job description is whatever the job description is at the time and the salary will be amended as well and set by the Council. He then commented that he also changed and referenced section 2.50.070 regarding the supervision of employees, and it used to say in addition to the Public Works Department employees shall be supervised by the Director of Public Works and it listed the Building Commissioner and Building Inspector which is now under the Community Development Director instead of Public Works.

It was also mentioned that certain employees, like union employees, will need to be managed by the Director of Public Works, which is why the word management was added.

Attorney Stiff mentioned that we still have on the books the Director of City Services position and the Director of Water and Wastewater, which has been vacant for some time. He then asked the Council if they wanted to leave those positions on the books or eliminate them like they eliminated the administrative assistant position. There is no harm with the positions sitting there vacant, but it is the Council's wishes. He then commented that after talking with Interim Administrator Tony Graff and Interim Public Works Director Mike Eulitz it was best to leave it on the books since it was management positions, and they are not budgeted.

Alderman Gazal does not feel we should eliminate these positions and mentioned that we keep making changes without having department heads. She also stated that what we are doing right now is an emergency since Adalberta is doing the work of two people.

Alderman Gazal also commented that she heard from Interim Administrator Graff that Adalberta would like to take a water class and Alderman Gazal commented that we need to focus on the position she is getting, which is why we are giving the promotion since she is doing work, she inherited that she was not doing previously.

Alderman Oberlin commented that she does not see anywhere in there that there is no overtime or compensation time, and the Council was specific about that. Attorney Stiff



commented that in the ordinance on page two section 2.50.050 stated position of the Assistant to the Director of Public Works is created and shall be exempt and an at-will position and will be a salaried employee and not entitled to overtime or compensation time.

Aldersperson Oberlin commented that she would like it in the job description and was told that the job description states it is an exempt position and the ordinance, which trumps the job description, states no overtime or compensation time. Attorney Stiff also commented that after talking to Interim Manager Dave Strahl regarding the job description it was stated that a job description should not be tinkered with. Aldersperson Oberlin then commented that this should also be discussed with the person getting the position. Attorney Stiff commented that it needs to be made clear with the person taking the position. Alderswoman Gazal asked Interim Administrator Graff if it was discussed with Adalberta, and it was stated that it was discussed.

Interim Administrator Graff commented that in the employee handbook there is a definition of exempt employee, and it reiterates that exempt employees are salary and do not get overtime or compensation time. Aldersperson Oberlin commented that there have been other exempt employees in the past that did receive overtime and/or compensation time and that is why she is trying to be crystal clear.

Alderswoman Gazal commented that for the record Adalberta will not be getting a car since it is not Blaine's position and it is a different position, correct? Interim Administrator Graff commented that he knows she does need to drive a car when she has to go places. Alderswoman Gazal commented that she understands that, but the car should not be taken home like Blaine did. Interim Administrator Graff commented that he did not talk to Interim Public Works Director Mike Eulitz about the car, but he will, and Alderswoman Gazal commented that Interim Public Works Director Mike Eulitz does not make decisions.

Attorney Stiff commented that they need to make sure that Interim Public Works Director Mike Eulitz has not discussed this issue with Adalberta or that she has not asked for it and if it has been discussed then she needs to understand that it is not going to be provided. Aldersperson Oberlin commented that there should be no car with this position, and she cannot believe anyone would think they would get a car.

Alderman Jefferson asked if the new created position was posted for qualified applicants to apply for? Attorney Stiff commented that the position does not even exist yet. Alderman Jefferson commented that if we are creating a position, he has read that public positions using taxpayer dollars must be publicly advertised. He also commented that he sent an email to Springfield and is waiting on an answer because if that is true then we need to advertise the position. Interim Administrator Graff commented that he is not aware of that law and the Council is allowed to create positions and give promotions for new positions without advertising the position.

Alderman Dyke commented that in the past there was postings regarding positions and an employee from another department could apply for that position being posted. He also commented that where he works any job that becomes open is posted for anyone to apply for and he feels we should post this position. Interim Administrator Graff commented that he would agree but this is a promotion within the department. Alderman Jefferson commented that it is a creation and not a promotion, which is a big difference. Alderswoman Gazal commented that it is not a promotion, it is a creation.

Alderman Oberlin commented that she believes it is legal to do but we still need to check the legality, and we have done it in the past. Alderman Jefferson commented that just because it was done in the past does not make it right and if it was done in the past then we need to go back and strip the person that received it in the past incorrectly. He then commented that there is a certain way you have to deal with things when it comes to taxpayer dollars, and he wants to make sure his name is not attached to anything that is wrong. Attorney Stiff commented that he will reach out to Attorney John Kelly and circulate a confidential email to the Council with Attorney John Kelly's legal opinion.

Mayor Soliman asked for an informal vote repealing Assistant Director of Public Works.

AYES: Ald. Kubal, Oberlin, Gazal, Methvin.

NAYES: Ald. Cipiti, Jefferson, Methvin.

ABSTAIN: Ald. Albert.

ABSENT: None.

Alderman Albert commented again that he does not agree with eliminating a position in case we need someone to step into the roll of Public Works Director and we should just have the position there and not budget for it. He then commented that we need an individual with the credentials to do the water testing and things that they are responsible for.

Mayor Soliman commented that he would vote yes with the recommendation of the City Attorney to keep this moving forward to the November 4, 2024, meeting.

**TOPIC: An Ordinance Amending Sections 2.40.010 (Reference; Duties Generally), 2.40.020 (Salary), 2.40.030 (Office Created; Appointment), 2.40.040 (Qualifications for Appointment), and 2.40.050 (Duties) of Chapter 2.40 (Building Commissioner; Zoning Officer) of Title 2 (Administration and Personnel) of the City of Crest Hill Code of Ordinances**

City Attorney Mike Stiff commented doing what we did in the Public Works side, where we have the ordinance that repeals the Assistant Director position and creates the Assistant to the Director position and clarifies who reports to who. After looking this over, Interim Community Development Director Ron Mentzer noticed that the Building Commissioner and Building Inspector are listed as reporting to Public Works.

Attorney Stiff then pointed out Interim Director Mentzer's recommendations for changes on pages 23 through 26. Interim Director Mentzer is recommending removing (c) Building Department under 2.50.020, and (H) and (I) in 2.50.030 under Director of Public Works, Duties. He then recommended removing the language of the Building Commissioner and Building Inspector under 2.50.070 Supervision of Employees and the Building Department in 2.50.090 under Director of City Services: Duties.

It was stated that these recommendations from Interim Director Mentzer were before the Council when he wanted to restructure the Economic and Community Development Department but was voted down.

Attorney Stiff commented that agenda items three and four are clean-up items and the Council does not have to approve these items and if you choose to discuss them more they can.

Mayor Soliman asked for an informal vote for Section 2.40 for the Building Commissioner and Zoning.

This vote will make all Interim Director Mentzer's changes that are redlined.

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

NAYES: None.

ABSTAIN: Ald. Jefferson, Albert.

ABSENT: None.

**TOPIC: An Ordinance Amending Sections 2.50.010 (Department of Public Works; Created), 2.50.030 (Director of Public Works; Duties), and 2.50.090 (Director of City Services; Duties) of Chapter 2.50 (Director of Public Works; Public Works Department) of Title 2 (Administration and Personnel) of the City of Crest Hill Code of Ordinances**

City Attorney Mike Stiff commented that he found some changes in Chapter 2.50.030 Director of Public Works; Duties letter (C) stating that the Director of Public Works shall be deemed the head of all subordinate departments but if you look at 2.50.090 Director of City Services; Duties states that the Director of City Services shall be the head of the Street Department. Attorney Stiff then asked if they want the Director of City Services to be the head of the Street Department or the Public Works Department to be the head of the Street Department?

He then asked if you look under 2.50.030 letter (F) it states the Public Works Director shall be making recommendations to the Council on matters pertaining to subdivision regulations and annexations and wondered if that is how the Council wants it to remain, and he flagged that for Interim Director Mentzer to answer, as well.

Letter (H) of the same section states that the Director of Public Works shall administer all citations relating to all violations as described in the city Code of Ordinances and the City Zoning Ordinance. Attorney Stiff then commented that Interim Director Mentzer's recommendations were to remove zoning from the Public Works Director since zoning is handled under Community & Economic Development/Building Department.

Letter (O) of the same section states the Director of Public Works shall direct budget preparation and expenditure of agency appropriations; making recommendations to the Director of Public Works and Attorney Stiff commented that he does not know why the Director of Public Works would be making recommendations to themselves and feels it should be the City Administrator and it needs to be clarified who the Public Works Director is reporting to.

Alderperson Oberlin asked Treasurer Conklin when someone makes recommendations about changes in funding in human resources allocation would come through the Finance Department. Treasurer Conklin commented that normally the City Administrator would be involved, and suggestions would come from department heads.

Attorney Stiff commented that if we change Letter (O) to the City Administrator and put Public Works Director in charge of the Street Department, we should defer to Interim Director Mentzer regarding Letter (F) and Letter (H) to decide if we should strike them or leave them.

Mayor Soliman asked for an informal vote for ordinance amending 2.50.

This would be to make the changes recommended by Interim Director Mentzer on pages 23-25, the redlined version plus the amendments that were highlighted in yellow on pages 29 -30.

AYES: Ald. Oberlin, Cipiti, Kubal, Methvin, Dyke.

NAYES: None.

ABSTAIN: Ald. Albert, Gazal, Jefferson.

ABSENT: None.

Alderman Albert commented again that we are restructuring when we do not have a permanent Public Works Director, permanent Economic Development Director, permanent City Administrator, and redoing ordinance on how the city should be laid out and none of this makes sense, which is why he will continue to abstain.

**TOPIC: An Ordinance Amending Section 2.72.040(Membership, Compensation) of Chapter 2.72 (Civil Service Commission) of Title 2 (Administration and Personnel) of the City of Crest Hill Code of Ordinances**

Attorney Mike Stiff commented that he made the changes requested of him, which are in the packet pages 32 through 34 and he did get rules of the Civil Service Commission from Attorney John Kelly.

The ordinance before the Council increases the pay to the amount the Plan Commission commissioners receive and they would receive a certain number of excused absences for which you would be paid and since the Civil Service Commission has less meetings than the Plan Commission they are allowed one absence, which was the consensus of the Council. It was stated that the Chairperson would get \$60.00 per meeting that is attended, and Commissioners would receive \$50.00 per meeting that is attended. Attorney Stiff asked if the Council would like to add the language stating removal could be considered if there is a certain number of absences in a calendar year.

It was then told that the Council is free to set any compensation whether it be an amount you would like to set per meeting or annual salary, and this was confirmed by Attorney John Kelly.

Alderman Cipiti asked to clarify if a per meeting attended basis would change the existing format where they are paid monthly regardless of if there is a meeting or not. Attorney Stiff commented on accounting purposes it may be better to issue a check every month or bi-monthly if they attend the meeting.

Alderman Cipiti commented that he had requested information that would be very enlightening to the Council, and he started with 2021. He also commented that the record keeping was very poor and there are missing minutes and typos throughout and inconsistencies with posting agendas.

He then said in 2021 all six meetings were canceled but they did however have four special meetings, and the commissioners were paid sixteen times that year for only attending four special meetings. He then broke down compensation and meetings, which were:

- Commissioner #1 attended three of the four meetings and was compensated \$560.00 that year.
- Commissioner #2 attended two meetings that year and was compensated \$520.00 that year.
- Commissioner #3 attended three meetings that year and was compensated \$700.00 that year.

He then commented that one of the meetings lasted five minutes and the other meeting that had minutes lasted twenty-two minutes. He also commented that the total amount of minutes for the year 2021 was less than one hour.

In 2022 all six Civil Service meetings were cancelled but they did have five special meetings.

- Commissioner #1 attended three meetings and was compensated \$600.00 that year.
- Commissioner #2 attended three meetings and was compensated \$600.00 that year.
- Commissioner #3 attended four meetings and was compensated \$800.00 that year.

In 2023 four of the six regular meetings were conducted and four special meetings; this is uncertain how many meetings were attended since minutes are missing.

- Commissioner #1 was compensated for a total of \$560.00 that year.
- Commissioner #2 was compensated for a total of \$560.00 that year.
- Commissioner #3 was compensated for a total of \$700.00 that year.

In 2024 five regular meetings were canceled and they had two special meetings. The special meetings were in the same month as the regular meetings that were canceled.

- Commissioner #1 attended two meetings and was compensated \$440.00 this year.
- Commissioner #2 attended two meetings and was compensated \$440.00 this year.
- Commissioner #3 attended two meetings and was compensated \$570.00 this year.

Alderman Cipiti commented that the two meetings in 2024 lasted a total of twenty-nine minutes which one of those meetings lasted eight minutes. He then asked the Council to think about all this when they move forward with the Civil Service discussion.

Aldersperson Oberlin thanked Alderman Cipiti for all his research and commented when the Council meeting gets canceled, they do not get paid, so she does not understand paying people for not showing up.

Treasurer Conklin commented that they should be doing what the Council does and have a sign-in sheet that they would need to sign at each meeting to get paid and this sheet should be turned into the Clerk's Office.

Alderman Jefferson commented that there is a provision in the law that is called double dipping, and this is provision of this and can be a felony for anything over \$500.00 which needs to be pursued with law enforcement. He also suggested that we need to look into a new audit firm since none of this has ever been caught and addressed.

Alderman Cipiti commented that as a Council we had no idea to know how the Civil Service Commission was being paid and managed but there are people at City Hall who do know that is the way it was being done.

Clerk Vershay-Hall commented that she does have a sign-in sheet for Civil Service Members and will be attending the meeting tomorrow morning to inform them that they will now need to sign in just like the Council does.

Alderman Albert commented that he thought the ordinance read that they technically get paid monthly. Attorney Stiff commented that the ordinance is written that they get paid monthly based on six meetings a year, which means if you have zero meetings a year, you will still get paid monthly. Alderman Albert commented then address the revision we have here tonight to change that.

Alderman Albert asked who is responsible for calling these meetings and Attorney Stiff asked if there is any reason as to why every meeting was canceled and special meetings set?

Treasurer Conklin commented that if they are paid monthly and that is their salary, then it is what it is, and they will get paid for a special meeting too. He then commented that when a special meeting is called, he believes there are instances when it is a matter of approving a list or a list creation because there is a certain timeframe when the list is created and when it goes stale.

It was then asked again who calls the meetings. Interim Administrator Graff commented that Human Resources usually calls meetings when they are forming a list and working with department heads, and they need to have these lists for the employees. These lists are good for two years and then they expire. He also commented that Civil Service also manages the interviews when the list is created, and the last list is thirty candidates. The Civil Service even reviews the test results of the candidates.

Alderwoman Gazal asked who controls all this on who passed the test because this could be why there are so many family members working here. Interim Administrator Graff commented that the tests are given, and the results are calculated in an open meeting. He then commented that the chairperson can appoint an examiner who is acting as a secretary/ex-officio. Currently, the examiner is Interim Human Resources Manager Dave

Strahl. Treasurer Conklin commented that the tests are taken at an independent facility like Joliet Junior College. He then commented that when the question is asked why many people are related, that is generally because when someone likes their job, it is a good job that person tends to tell their friends and family. Alderwoman Gazal asked why some people get to the top of the list.

Aldersperson Oberlin commented that she thought we passed an ordinance about anti-nepotism. Attorney Stiff commented that he believes it is in the manual. Alderwoman Gazal then asked if we have anti-nepotism then how did we just hire another family member last week. Attorney Stiff commented that he is not aware of that. Aldersperson Oberlin commented that someone here keeps doing it. Alderman Albert asked if this person was hired from the list, and he was told they were not on the list. Alderwoman Gazal was asked who she was talking about, and she commented that it is the new part-time person. She then mentioned the name and the relationship in the city. Alderwoman Gazal then commented that she found out that Tony Halaska is her boss, and she was unaware that Tony is a supervisor now. Interim Administrator Graff commented that he is not her boss, and he is just providing directions, and her boss is the Public Works Director.

Attorney Stiff then commented that there is also no direct supervision of related people. Alderwoman Gazal then commented that we are now going to give a management position to someone, and they are going to supervise two of her family members.

Treasurer Conklin commented that he will have Interim Administrator Graff find out if there is any family relation and he would suggest that they call the meeting to order and get back on track which is setting the wage for Civil Service.

Alderman Jefferson asked if a municipality law can supersede a state statute? Attorney Stiff commented that in a non-home rule community they can only do what legislature specifically allows them. Alderman Jefferson would like the ordinance looked at because it seems to be written like it supersedes the law.

Mayor Soliman commented that the Civil Service always moves down the list with number one and then moves to number two unless there is a reason why they cannot be chosen. He then suggested that we bring in the Police Chief since they deal more frequently with the Civil Service and bring in the Human Resource Manager as well.

Mayor Soliman then commented that we need to be considerate of the members of the board and if there is no pay involved then it will be very difficult to fill those positions.

Treasurer Conklin commented that the Civil Service will be here until we reach 25,000 in population or pass a referendum.

Alderman Cipiti asked who would be the one to decide if a commissioner misses too many meetings and will be removed. It was stated that it would be the mayor, and he would bring it to the Council or put the commissioner on probation, but it should come before the Council.

Alderman Albert asked what happens when there are only three commissioners and two are not there. It was then stated that there is no quorum, and the meeting is not held.

Aldersperson Oberlin asked if anyone had a problem with allowing three absences and there were no objections. She then commented that they will only get paid for meetings they attend.

Mayor Soliman asked for an informal vote for three absences per year and they only receive compensation for the meetings they attend. It was clarified that the commissioners would be allowed one absence in a calendar year to still get paid but if they have three absences in a calendar year, they are subject to be removed from the commission.

City Clerk Christine Vershay-Hall was asked if the Clerk's Office attends the meetings or does the minutes, and it was stated that they do not. They are only given the minutes if someone from the Civil Service sends them the minutes. Clerk Vershay-Hall then commented that if they would like the Clerk to attend the meetings and record the meetings, she can do that so there is a better handle with what is going on.

Aldersperson Oberlin commented that she thought the Clerk's Office was the keeper of records and they should have these minutes. Clerk Vershay-Hall commented that it is correct, but we cannot store the records if we are not given them.

It was discussed that Human Resources was always managing the Civil Service duties, such as agendas and minutes. Alderman Cipiti commented that he talked to Interim Human Resource Manager Dave Strahl, and he was told that Interim Manager Strahl was not really given direction on what he was to do or not do.

Mayor Soliman asked for an informal vote for agenda item #5, as presented.

Alderman Cipiti asked if the Council could be notified when a Commissioner reaches the third absence of the calendar year. Attorney Stiff commented that we can put that language in the ordinance but who is going to tell the Council that information? Alderswoman Gazal commented that the information can go to the Clerk's Office and the Clerk's Office can notify the Council. Attorney Stiff then asked who are you putting this on and who are we putting in the ordinance to report to the Council because if no one is listed to report, then no one will report since they do not know they are to report to the Council.

Interim City Administrator Graff commented that Civil Service Act covers all of these questions, and they are separate governing bodies, and they must keep all records. If a FOIA comes in it will go to the Civil Service since they are a keeper of all their records. The person that Civil Service has, which is the Secretary/Ex-Officio, will take the minutes which Interim Manager Strahl has been doing.

Aldersperson Oberlin commented that she understands what the interim administrator is saying but the City of Crest Hill's Clerk is the keeper of all records. Attorney Stiff commented that it is not necessarily true with Civil Service, but the Act itself states the Civil Service Commission is responsible for keeping their own minutes and records separate and apart from the Clerk. It does not mean that the Clerk cannot have copies but the Act states that the Civil Service Commission records are kept by the Ex-Officio Officer who apparently is Interim Manager Strahl. If a FOIA comes for Civil Service, it is to go to Interim Manager Strahl and not the Clerk's Office.



Treasurer Conklin commented that the Police Pension Board is a separate entity, and they post their agenda and the Clerk's Office is not expected or required to attend and they keep their own minutes. Alderperson Oberlin asked if the Clerk receives copies of their minutes. Treasurer Conklin commented that it is not required.

Alderwoman Gazal commented that the Clerk's Office attends the Plan Commission, what is the difference? Interim Administrator Graff commented that the Plan Commission is not a separate entity, they are advisory to the City Council.

Treasurer Conklin commented that the Plan Commission is of the city and the Police Pension Board, and the Civil Service Commission is outside the city.

Alderperson Oberlin then asked if we could put the Ex-Officio in the ordinance to come to the Council when a commissioner has missed three meetings in a calendar year.

It was discussed that payroll should report to the Council when a commissioner has three missed meetings in a calendar year, with the Clerk's Office as backup.

Clerk Vershay-Hall asked if they would like to have the attendance sheet of the Civil Service meetings turned into the Clerk's Office and then we forward it to payroll just as we do for the Council regular and work session meetings. It was decided that it would be the easiest solution.

Mayor Soliman asked again for the informal vote.

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

NAYES: None.

ABSTAIN: Ald. Kubal

ABSENT: None.

Alderwoman Gazal commented for the record that she was not aware of everything that Alderman Cipiti brought forward tonight and does not want to be held accountable for any legal issues since she was not aware of anything until tonight.

Treasurer Conklin commented for the record that the Civil Service Commissioners had a salary in which they were paid, and they were compensated for special meetings they attended.

#### **PUBLIC COMMENT:**

There were no public comments.

#### **MAYOR UPDATES:**

Mayor Soliman announced that he was informed by the Police Chief that there will be two liquor licenses coming before the Council once it goes through the process. One will be the Shell Gas Station on the corner of Renwick and Weber Road, which was sold to another entity. The other liquor license is for a Latin Bar and Dance Club in the old Subway on the corner of Route 53 and Stern Avenue. He did inform the Council that it has come in as a tavern license with a dance club and it will need to be voted on by the City Council and

they were advised that we do not have any tavern licenses available at the time they started their liquor license.

Aldерwoman Methvin commented not in her backyard. Aldерperson Oberlin commented that that little space is too small for a club. Mayor Soliman commented that it would need to be voted on by the Council.

**COMMITTEE/LIAISON UPDATES:**

There were no committee/liaison updates.

**CITY ADMINISTRATOR UPDATES:**

There were no city administrator updates.

The meeting was adjourned at 8:56 pm.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024  
As presented \_\_\_\_\_  
As amended \_\_\_\_\_

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

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

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE REPEALING THE POSITION OF ASSISTANT DIRECTOR OF PUBLIC WORKS AS CODIFIED IN SECTIONS 2.50.050 AND 2.50.060 OF CHAPTER 2.50 (DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF ORDINANCE AND CREATING THE POSITION OF ASSISTANT TO THE DIRECTOR OF PUBLIC WORKS TO REPLACE SECTIONS 2.50.050 AND 2.50.060 AND AMENDING SECTION 2.50.070 TO INCLUDE THE NEWLY CREATED POSITION WITHIN THE SUPERVISION OF THE DIRECTOR OF PUBLIC WORKS**

---

**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**, on September 7, 2021 by Ordinance 1874 the City Council created the position of Assistant Public Works Director, with duties codified in Section 2.50.050 and the appointment and salary for said position codified in Section 2.50.060 of the City of Crest Hill Code of Ordinances; and

**WHEREAS**, since February 2024, the City of Crest Hill has been without the services of a permanent Public Works Director, and since November 2023 the position of Assistant Public Works Director has also been vacant; and

**WHEREAS**, the City Council has determined that the position of Assistant Public Works Director is currently unnecessary, expedient or advantageous to the best interests of the City and its Citizens and has determined to replace that position with a newly created position titled Assistant to the Director of Public Works, with duties as outlined in the job description attached hereto as Exhibit A, and which may be amended from time to time; and

**WHEREAS**, the City Council has determined that it is necessary, expedient, and in the best interests of the City and its citizens to create the position of Assistant to the Director of Public Works and to set out the duties, employment and salary for the position, as set forth in this Ordinance.

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

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

**SECTION 2:** Title 2 (Administration and Personnel), Chapter 2.5 (Director of Public Works;

Public Works Department) Sections 2.50.050 and 2.50.060 of the Crest Hill City Code, are hereby repealed in their entirety and replaced, as follows:

\*\*\*

## **CHAPTER 2.50: DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT**

### **Section**

2.50.010 Department of Public Works; created  
 2.50.020 Department of Public Works; functions; responsibilities  
 2.50.030 Director of Public Works; duties  
 2.50.040 Appointment and salary of Director  
 2.50.050 Assistant to the Director of Public Works; duties  
 2.50.060 Assistant to the Director of Public Works; hiring and salary  
 2.50.070 Supervision of employees  
 2.50.080 Director of City Services; creation of office; appointment; salary  
 2.50.090 Director of City Services; duties  
 2.50.100 Director of Water and Wastewater; creation of office; appointment; salary  
 2.50.110 Director of Water and Wastewater; duties

### **§ 2.50.050 ASSISTANT TO THE DIRECTOR OF PUBLIC WORKS; DUTIES**

The position of Assistant to the Director of Public Works is hereby created. This position shall be exempt, at- will position. The Assistant to the Director of Public Works shall be a salaried employee who shall not be entitled to overtime or comp time.

The Duties and Responsibilities of the Assistant to the Director of Public Works shall be as set forth in the current Job Description, as established by the City Council and which may be amended from time to time.

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1874, passed 9-7-21)

### **§ 2.50.060 ASSISTANT TO THE DIRECTOR OF PUBLIC WORKS; SALARY**

In the case of a vacancy, the Assistant to the Director of Public Works shall be approved by a majority of the City Council, upon the recommendation of the Director of Public Works. The salary of the Assistant to the Director of Public Works shall be determined by the City Council.

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1874, passed 9-7-21)

### **§ 2.50.070 SUPERVISION OF EMPLOYEES**

- (A) The Director of Public Works through the authority of the Mayor and City Council shall have the responsibility to oversee and direct the Public Works employees and equipment in order to carry out the projects and job assignments as these projects and assignments are scheduled.
- (B) In addition to the employees of the Public Works Department, the following Public Works management employees shall also report to and will be supervised by the Director of Public Works: Assistant to the Director of Public Works, Director of City Services, and Director of Water and Wastewater.
- (Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15).

\*\*\*

**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 the end of the current fiscal year as provided by law.

*[left intentionally blank]*

PASSED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

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

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

APPROVED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

\_\_\_\_\_  
Raymond R. Soliman, Mayor

ATTEST:

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

# Exhibit A

(Assistant to the Director of Public  
Works job description)



**Position:** Assistant to the Director of Public Works

**Status:** Exempt

**Department:** Public Works

**Last Updated:** 08/28/2024

**General Purpose:**

Assists the Public Works Director in planning, organizing, and directing the programs and operations of the department. Providing support in coordinating the management and maintenance of two wastewater treatment plants, directing a comprehensive public works program for municipal water distribution, streets, and infrastructure. Position reports to the Director of Public Works

**Supervision Received:**

The Assistant to the Public Works Director works under the immediate supervision of the Director of Public Works.

**Essential Duties & Responsibilities:**

- Assists the Public Works Director to plan, organize, and direct the programs and operations of the Department including the management and maintenance of two wastewater treatment plants, well houses, stormwater and sanitary sewers, street, sign and infrastructure construction and maintenance, snow and ice removal, City forestry, maintenance and repair of City-owned vehicles and equipment.
- Coordinates sampling results related to daily, monthly and yearly report as required by Illinois and U.S. EPA for water and wastewater activities and assists with completing forms providing lab results.
- Responds to requests for fire hydrant flow tests and manages the logging of data from such tests.
- Assists Director of Public Works in drafting strategic planning Department's management, staffing, organization, budget, and capital improvements including goal setting, forecasting, and planning for extreme weather events.
- Schedule meetings, prepare and post agendas, record minutes of meetings.
- Process payroll and maintain calendar of work schedules including time off and overtime.
- Receive the public; greets customers in person and on the telephone.
- Respond to telephone and customer inquiries; redirect calls to appropriate personnel for response and resolution.
- May coordinate work activities of Public Works personnel related to operational support of the Department, as directed by the Public Works Director.
- Complete purchase orders, maintain office equipment, and order office supplies.
- Process invoices and run reports for budgeting purposes; assist in forecasting anticipated budgetary needs.
- Deliver mail, messages, and faxes to personnel.
- Perform office related tasks including filing, photocopying, and assembling paper records.
- Compose, type, edit, and proofread correspondence, memorandums, and email communications with attention to accuracy and completeness.





- Interacts with and provides direction to engineers, contractors, consultants, and developers as necessary.
- Responds to public inquiries and interacts with the public regarding Public Works activities, projects, policies, and procedures.
- Provides support and assistance to the Director of Public Works and other Departments advising on projects, programs, and developments.
- Assists in coordinating the Department budget process, evaluating needs, making purchase recommendations, and controlling for expenditures within the Departmental budget, manages projects to remain within the budget and make recommendations for budget revisions.
- Prepares and submits reports maintaining compliance with state and federal agencies.
- Prepares memorandums for Council consideration, as directed.
- Performs other duties as assigned.

### **Desired Minimum Qualifications**

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

- Five years progressively responsible experience in municipal public works or closely related field.
- Valid Driver's license, CDL preferred.

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

- Ability to act ethically and exhibit integrity in interactions with staff, Council, and members of the public.
- Knowledgeable of collective bargaining practices and effective administration in a union environment.
- Moderate knowledge of water and wastewater treatment operations.
- Moderate knowledge of the principles and practices of supervision, administration, personnel management, municipal civil engineering, accounting, and budgeting.
- Ability to read, clearly speak, and legibly write the English language.
- Excellent customer service skills.
- Ability to apply critical attention to detail to ensure accuracy in recording and reporting data.
- Ability to prepare reports and properly maintain and organize office files and records.
- Ability to prepare and operate within the constraints of a budget.
- Ability to respond to email requests in a timely manner.
- Knowledge of Microsoft Word, Excel, Access, and Outlook as well as Adobe Acrobat, GIS, and the ability to learn other software as needed.
- Ability to communicate effectively both verbally and in writing, using complex sentences, proper punctuation, spelling, and grammar.
- Ability to apply common sense understanding to carry out detailed instructions, make responsible decisions, prioritize multiple tasks and work independently to meet deadlines.
- Ability to perform basic math skills, use decimals to compute ratios and percentages, and tabulate data to create spreadsheets.
- Ability to enhance relations with coworkers and the public with a professional demeanor, sensitivity, and tactfulness.



- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.

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

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

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

Telephone, facsimile, photocopier, printer, document scanner, personal computer, calculator, and audio/visual equipment.

#### **Physical Demands:**

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

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, possess average ordinary visual acuity necessary to prepare or inspect documents or operate office equipment, talk reach with hands and arms, walk, run, drive, climb and descend stairs, bend, crouch, lift and/or move up to 25 pounds. Frequent and regular movements are required using wrists, hands, and fingers to feel, handle, or operate office equipment, tools, or controls. Effective audio-visual discrimination and perception to make observations quickly and accurately, correctly identify red, yellow, blue, green, distance and peripheral vision, depth perception and the ability to adjust focus is also required. Hearing must be sufficient for average or normal conversations, to understand verbal direction, and to detect abnormal equipment operation and alarms.

#### **Working Conditions:**

Work activities are conducted primarily in a commercial office garage setting. Occasional work is performed in an office setting where noise levels are consistent with normal office machinery and environment. This position routinely uses standard office equipment including computers, phones, photocopiers, filing cabinets, adding machines, and fax machines.

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

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

- Regularly arrives for work on time prepared to perform the duties of the job.
- Practices and sets an example of ethical conduct.
- Possess a professional manner and appearance.
- Avoids politics and partisanship.
- Ensures reliability and consistency of services provided by the Department.



- Assists Public Works Director in drafting Department goals and objectives.
- Adheres to City and Department policies and procedures.
- Investigates and appropriately responds to complaints in a timely and consistent manner.
- Drafts thorough and complete reports and memoranda reviewing for errors in work product.
- Sets a standard of excellence in customer service and staff support.
- Consistently produces accurate work and meets deadlines.
- Uses available methods to track on-going or semi-regular tasks and project deadlines.
- Completes routine or regular tasks without being directed by others.
- Displays composure, friendliness, and respect in treatment of the public and coworkers.
- Respects the confidential nature of many aspects of the position.
- Adapts to changes in the work environment and manages competing demands.
- Has a thorough knowledge of City and Department's policies, procedures, rules, regulations, structure, and operations and uses it appropriately to resolve problems and crises.

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

**Selection Guidelines:**

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

**Disclaimer:**

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

_____	_____	_____	_____
Department Head Signature	Date	Employee Signature	Date
_____	_____	_____	_____
Department Head Printed Name	Date	Employee Printed Name	Date

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION APPROVING THE PROMOTION OF ADA MARTINO TO THE  
NEWLY CREATED POSITION OF ASSISTANT TO THE DIRECTOR OF PUBLIC  
WORKS AND SETTING THE INITIAL SALARY FOR THAT POSITION**

---

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

**WHEREAS**, the Corporate Authorities have passed Ordinance \_\_\_\_\_, AN ORDINANCE REPEALING THE POSITION OF ASSISTANT DIRECTOR OF PUBLIC WORKS AS CODIFIED IN SECTIONS 2.50.050 AND 2.50.060 OF CHAPTER 2.50 (DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF ORDINANCE AND CREATING THE POSITION OF ASSISTANT TO DIRECTOR OF PUBLIC WORKS TO REPLACE SECTIONS 2.50.050 AND 2.50.060 AND AMENDING SECTION 2.50.070 TO INCLUDE THE NEWLY CREATED POSITION WITHIN THE SUPERVISION OF THE DIRECTOR OF PUBLIC WORKS; and

**WHEREAS**, the Interim Director of Public Works, Michael Eulitz, has recommended that the newly created position of Assistant to the Director of Public Works be filled by Ada Martino, who is currently a long-time administrative assistant in the Public Works Department and who has for more than a year been performing many of the job duties of the new position after the position of Assistant Director of Public Works became vacant, and which has now been repealed and replaced by the position of Assistant to the Director of Public Works; and

**WHEREAS**, in recognition of Ms. Martino's work and dedication to the Public Works Department, the Corporate Authorities have determined to accept the recommendation of Michael Eulitz and to promote Ms. Ada Martino to fill the newly created position of Assistant to the Director of Public Works and to set her initial salary for the position pursuant to Section 2.50.060 of the Crest Hill Code of Ordinances.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

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

**SECTION 2: RECOMMENDATION APPROVED.** The City Council hereby approves the recommendation of Michael Eulitz and hereby promotes Ms. Ada Martino to fill the newly created position of Assistant to the Director of Public Works effective November 4, 2024 at a starting salary of \$93,500.00 per year plus standard City Employee benefits per the City's Employee Handbook.

**SECTION 3: SEVERABILITY.** If any section, paragraph, clause or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any other provision of this Resolution.

**SECTION 4: REPEALER.** All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

**SECTION 5: EFFECTIVE DATE.** This Resolution shall be in full force and effect immediately upon its passage and approval, as provided by law.

*[Intentionally Blank]*

PASSED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

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

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

APPROVED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

\_\_\_\_\_  
Raymond R. Soliman, Mayor

ATTEST:

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION ELIMINATING THE POSITION OF PUBLIC WORKS  
ADMINISTRATIVE ASSISTANT PREVIOUSLY HELD BY ADA MARTINO**

---

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

**WHEREAS**, the Corporate Authorities have approved and passed Ordinance \_\_\_\_\_, AN ORDINANCE REPEALING THE POSITION OF ASSISTANT DIRECTOR OF PUBLIC WORKS AS CODIFIED IN SECTIONS 2.50.050 AND 2.50.060 OF CHAPTER 2.50 (DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF ORDINANCE AND CREATING THE POSITION OF ASSISTANT TO DIRECTOR OF PUBLIC WORKS TO REPLACE SECTIONS 2.50.050 AND 2.50.060 AND AMENDING SECTION 2.50.070 TO INCLUDE THE NEWLY CREATED POSITION WITHIN THE SUPERVISION OF THE DIRECTOR OF PUBLIC WORKS; and

**WHEREAS**, the Corporate Authorities have also approved and passed Resolution \_\_\_\_\_, A RESOLUTION APPROVING THE PROMOTION OF ADA MARTINO TO THE NEWLY CREATED POSITION OF ASSISTANT TO THE DIRECTOR OF PUBLIC WORKS AND SETTING THE INITIAL SALARY FOR THAT POSITION; and

**WHEREAS**, the Corporate Authorities have also determined that following the passage of Ordinance \_\_\_\_\_ and Resolution \_\_\_\_\_, the position of Administrative Assistant in the Public Works Department, previously held by Ada Martino, is no longer necessary for the effective operation of the City of Crest Hill Public Works Department and should be eliminated.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

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

**SECTION 2: POSITION ELIMINATED.** The City Council hereby eliminates the position of Administrative Assistant in the Public Works Department, previously held by Ada Martino. For clarity, this resolution does not affect the position of Administrative Assistant which is budgeted to any other City Department other than the position currently held by Ada Martino in the Public Works Department.

**SECTION 3: SEVERABILITY.** If any section, paragraph, clause or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any other provision of this Resolution.

**SECTION 4: REPEALER.** All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

**SECTION 5: EFFECTIVE DATE.** This Resolution shall be in full force and effect immediately upon its passage and approval, as provided by law.

*[Intentionally Blank]*



PASSED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

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

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

APPROVED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

\_\_\_\_\_  
Raymond R. Soliman, Mayor

ATTEST:

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

# SPESIA & TAYLOR

## MEMO

To: Mayor and City Council  
From: Michael R. Stiff, Spesia & Taylor  
Date: October 28, 2024  
Re: Assistant to Director of PW/Code Cleanup

---

Mayor Soliman and City Council,

At the 10/21/24 Council Meeting, I explained that there were some questions and clean-up issues with respect to the Ordinance which repeals the Assistant Public Works Director and creates the new position of Assistant to the Director of Public Works. This position, when created, will be filled by promoting Ada Martino. The Resolution accomplishing that was tabled until the November 4 meeting.

In tonight's packet you will find the Draft Ordinance Repealing the Assistant PW Director position and creating the new Assistant to the Director of PW. In addition to doing those two things, the Ordinance amends Section 2.50.070 to make clear that the new position will be supervised by and will report to the Director of PW.

As I mentioned during the 10/21 meeting, one other issue I noted was that Section 2.50.070 also had the Building Commissioner and Building Inspector also reporting to the Director of PW, which was not the City Council's intent back in 2019 when it passed Ordinance 1811 creating the Economic Development Director position. Per the Council's direction, I removed that language from the version of the Ordinance included in tonight's packet.

This last change led to a further review of the PW Director Ordinance as well as the Building Commissioner Ordinance. Ron Mentzer determined that additional changes needed to be made to Chapter 2.50 as well as Section 2.40. Those changes are included in redline in your packet.

I separated out these changes into two separate ordinances, for a total of 3 ordinances which modify those two chapters. The proposed changes were vetted by Don Seeman and Dave Strahl.

In conducting this review, I note that Chapter 2.50 still contains the currently vacant positions of Director of City Services and Director of Water and Wastewater, each of which report to and are supervised by the Director of Public Works. I believe the recommendation from City Staff is to not repeal those positions at present since there may be a need for them in the future. If the City Council determines to leave these two sections on the books, then there are a couple of cleanup issues (highlighted in yellow on the draft) which should be discussed at tonight's meeting.

MRS

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING SECTIONS 2.50.010 (DEPARTMENT OF PUBLIC WORKS; CREATED), 2.50.030 (DIRECTOR OF PUBLIC WORKS; DUTIES), AND 2.50.090 (DIRECTOR OF CITY SERVICES; DUTIES) OF CHAPTER 2.50 (DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF ORDINANCES**

---

**WHEREAS**, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens, and to amend those ordinances from time to time as it sees fit; and

**WHEREAS**, the City Council previously created the Department of Public Works along with the Office of Director of Public Works, with specific sections outlining the functions of the department and the duties of the Director of Public Works, all of which are codified in Chapter 2.50 of the City of Crest Hill Code of Ordinances; and

**WHEREAS**, on June 3, 2019, by passage of Ordinance 1811, the City Council created the office of Community Development Director; and

**WHEREAS**, the Building Commissioner; Zoning Officer position is currently listed in Chapter 2.50 as reporting to and being supervised by the Director of Public Works; and

**WHEREAS**, it was the intent of the City Council when creating the Office of Economic Development Director that the Building Commissioner; Zoning Officer, as well as employees of the Building Department, including staff and the Building Inspectors, be supervised and report to the Economic Development Director; and

**WHEREAS**, the City Council now desires to amend certain sections of the Crest Hill Code of Ordinances to reflect that intent and to bring the Code in line with the City's current organizational structure and practice; and

**WHEREAS**, the City Council has determined to amend Chapter 2.50, specifically Sections 2.50.010 (Department of Public Works; Created), Section 2.50.030 (Director of Public Works; Duties), and 2.50.090 (Director of City Services; Duties) to be consistent with the amendments to Sections 2.40.010, 2.40.020, 2.40.030, 2.40.040, and 2.40.050 which are also being approved by a separate Ordinance.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY**

**OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:**

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

**SECTION 2:** Title 2 (Administration and Personnel), Chapter 2.5 (Director of Public Works; Public Works Department) Sections 2.50.050 and 2.50.060 of the Crest Hill City Code, are hereby repealed in their entirety and replaced, as follows:

\*\*\*

**CHAPTER 2.50: DIRECTOR OF PUBLIC WORKS; PUBLIC WORKS DEPARTMENT<sup>1</sup>**

\*\*\*

**§ 2.50.010 DEPARTMENT OF PUBLIC WORKS; CREATED.**

The Department of Public Works is hereby created and established. The Department of Public Works shall consist of the Director of Public Works, the Assistant to the Director of Public Works, and all other public works employees and administrative staff positions authorized by the City Council. The following departments shall constitute subordinate departments of the Department of Public Works:

(A) Water and Wastewater Department;

(B) Street Department.

(Ord. 1637, passed 8-5-13; Am. Ord. 1677, passed 12-1-14; Am. Ord. 1702, passed 12-21-15)

\*\*\*

**§ 2.50.030 DIRECTOR OF PUBLIC WORKS; DUTIES.**

(A) The Director of Public Works shall have those powers prescribed by law and by ordinance of the city.

(B) The Director of Public Works shall exercise control over the Public Works Department and all subordinate departments of the Department of Public Works;

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<sup>1</sup> For statutory provisions authorizing the appointment of a Director of Public Works, see 65 ILCS 5/3.1-20-5 et. seq.

- (C) The Director of Public Works shall have all charge and supervision over all property, buildings and equipment assigned to the Department of Public Works and its subordinate departments. Except as otherwise provided, the Director of Public Works shall be deemed the head of all subordinate departments;
- (D) The Director of Public Works shall have charge of all public works and public improvements unless otherwise designated by ordinance;
- (E) The Director of Public Works shall undertake the construction, reconstruction and repair of all city streets, alleys, sidewalks, bridges and sewer unless otherwise designated by ordinance;
- (F) The Director of Public Works shall review and make recommendations to the City Council on matters pertaining to subdivision regulations and annexations;
- (G) The Director of Public Works shall administer traffic regulatory functions of the city;
- (H) The Director of Public Works shall have the authority to administer all citations relating to all violations as described in the city Code of Ordinances and the City Zoning Ordinance;
- (I) The Director of Public Works shall have the authority to full access to all financial information and financial programs relating to the Department of Public Works and all subordinate departments;
- (J) The Director of Public Works shall perform all duties required in connection with the annual motor fuel tax budget and projects;
- (K) The Director of Public Works shall supervise and issue all permits that are related to the Public Works Department and projects of the Public Works Department;
- (L) The Director of Public Works may at his or her discretion assign employees to such duties and responsibilities withing the above referenced subordinate departments as may be required;
- (M) The Director of Public Works shall formulate and develop ordinances focused on the needs of the office and its programs; provide management direction in the implementation of agency policies and rules; approve development or revision of operational methods and procedures;
- (N) The Director of Public Works shall define organizational areas of research, information and data required to aid various managerial decision making processes;
- (O) The Director of Public Works shall direct budget preparation and expenditure of agency appropriations; make recommendations to the City Administrator regarding changes in funding and human resource allocations;
- (P) The Director of Public Works shall represent the office at City Council meetings, City Council work sessions as needed, and at various professional and community functions;
- (Q) Such other duties as may be assigned by the Mayor and/or City Adminstrator.

(Ord. 1637, passed 8-5-13)

\*\*\*

**§ 2.50.090 DIRECTOR OF CITY SERVICES; DUTIES.**

Under general direction from the Director of Public Works, the Director of City Services shall assist in planning, organizing, directing and supervising the activities of the Public Works Department. The Director of City Services shall provide expert professional assistance to the Director of Public Works and other Departments in areas of expertise, including but not limited to construction engineering, building/development reviews, garbage collection, utility billing and such other duties as may be assigned by the Mayor, City Administrator and/or Director of Public Works.

(Ord. 1677, passed 12-1-14, Am. Ord. 1702, passed 12-21-15)

\*\*\*

**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 the end of the current fiscal year as provided by law.

*[left intentionally blank]*

PASSED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

Aye                      Nay                      Absent                      Abstain

Alderwoman Jennifer Methvin  
Alderman Scott Dyke  
Alderwoman Claudia Gazal  
Alderman Darrell Jefferson  
Alderperson Tina Oberlin  
Alderman Mark Cipiti  
Alderman Nate Albert  
Alderman Joe Kubal  
Mayor Raymond R. Soliman

_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Christine Vershay-Hall, City Clerk

APPROVED THIS 4<sup>TH</sup> DAY OF OCTOBER 2024.

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Raymond R. Soliman, Mayor

ATTEST:

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Christine Vershay-Hall, City Clerk

# SPESIA & TAYLOR

## MEMO

To: Mayor and City Council  
From: Michael R. Stiff, Spesia & Taylor  
Date: October 28, 2024  
Re: Assistant to Director of PW/Code Cleanup

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Mayor Soliman and City Council,

At the 10/21/24 Council Meeting, I explained that there were some questions and clean-up issues with respect to the Ordinance which repeals the Assistant Public Works Director and creates the new position of Assistant to the Director of Public Works. This position, when created, will be filled by promoting Ada Martino. The Resolution accomplishing that was tabled until the November 4 meeting.

In tonight's packet you will find the Draft Ordinance Repealing the Assistant PW Director position and creating the new Assistant to the Director of PW. In addition to doing those two things, the Ordinance amends Section 2.50.070 to make clear that the new position will be supervised by and will report to the Director of PW.

As I mentioned during the 10/21 meeting, one other issue I noted was that Section 2.50.070 also had the Building Commissioner and Building Inspector also reporting to the Director of PW, which was not the City Council's intent back in 2019 when it passed Ordinance 1811 creating the Economic Development Director position. Per the Council's direction, I removed that language from the version of the Ordinance included in tonight's packet.

This last change led to a further review of the PW Director Ordinance as well as the Building Commissioner Ordinance. Ron Mentzer determined that additional changes needed to be made to Chapter 2.50 as well as Section 2.40. Those changes are included in redline in your packet.

I separated out these changes into two separate ordinances, for a total of 3 ordinances which modify those two chapters. The proposed changes were vetted by Don Seeman and Dave Strahl.

In conducting this review, I note that Chapter 2.50 still contains the currently vacant positions of Director of City Services and Director of Water and Wastewater, each of which report to and are supervised by the Director of Public Works. I believe the recommendation from City Staff is to not repeal those positions at present since there may be a need for them in the future. If the City Council determines to leave these two sections on the books, then there are a couple of cleanup issues (highlighted in yellow on the draft) which should be discussed at tonight's meeting.

MRS



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING SECTIONS 2.40.010 (REFERENCE; DUTIES GENERALLY), 2.40.020 (SALARY), 2.40.030 (OFFICE CREATED; APPOINTMENT), 2.40.040 (QUALIFICATIONS FOR APPOINTMENT), AND 2.40.050 (DUTIES) OF CHAPTER 2.40 (BUILDING COMMISSIONER; ZONING OFFICER) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF ORDINANCES**

**WHEREAS**, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens, and to amend those ordinances from time to time as it sees fit; and

**WHEREAS**, the City Council previously created the Office of Building Commissioner and Zoning Officer, with specific sections outlining the duties generally, salary, appointment process and qualifications and specific duties, all of which are codified in Chapter 2.40 of the City of Crest Hill Code of Ordinances; and

**WHEREAS**, on June 3, 2019, by passage of Ordinance 1811, the City Council created the office of Community Development Director; and

**WHEREAS**, the Building Commissioner; Zoning Officer position is currently reporting to and being supervised by the Director of Public Works; and

**WHEREAS**, it was the intent of the City Council when creating the Office of Economic Development Director that the Building Commissioner; Zoning Officer, as well as employees of the Building Department, including staff and the Building Inspectors, be supervised and report to the Economic Development Director; and

**WHEREAS**, the City Council now desires to amend certain sections of the Crest Hill Code of Ordinances to reflect that intent and to bring the Code in line with the City's current organizational structure and practice; and

**WHEREAS**, the City Council has determined to amend Chapter 2.40, specifically Sections 2.40.010 (Reference; Duties generally), 2.40.020 (Salary), 2.40.030 (Office Created; Appointment), 2.40.040 (Qualifications for Appointment), and 2.40.050 (Duties) of Chapter 2.40 to be consistent with the amendments to Sections 2.50.010 and 2.50.030 of Chapter 2.50 which are also being approved by separate Ordinance.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY**

**OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:**

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

**SECTION 2:** Title 2 (Administration and Personnel), Chapter 2.4 (Building Commissioner; Zoning Officer) Sections 2.40.010 (Reference; Duties Generally), 2.40.020 (Salary), 2.40.030 (Office Created; Appointment), 2.40.040 (Qualifications for Appointment), and 2.40.050 (Duties) are hereby repealed in their entirety and replaced, as follows:

**CHAPTER 2.40: BUILDING COMMISSIONER**

Section

2.40.010 Duties Generally  
 2.40.020 Salary  
 2.40.030 Office Created; Appointment  
 2.40.040 Qualifications for Appointment  
 2.40.050 Duties

**2.40.010 DUTIES GENERALLY.**

The Building Commissioner shall have such duties as are provided by this code, including but not limited to, this chapter and Chapters 2.44, 2.48, and 2.80.

**2.40.020 SALARY.**

The salary for the Building Commissioner shall be as determined by the City Council.

**2.40.030 OFFICE CREATED; APPOINTMENT.**

There is created the Office of Building Commissioner. The Office of Building Commissioner shall be by the appointment of the Mayor with the majority consent of the City Council. The Building Commissioner shall report to and take direction from the Director of Community and Economic Development or his or her designee.

**2.40.040 QUALIFICATIONS FOR APPOINTMENT.**

To occupy the Office of Building Commissioner, the person appointed shall have at least ten years of experience in any one or more of the three following occupations:

- (A) Architectural or structural design in a recognized professional office;

- (B) Field superintendence of construction projects for one or more reputable contractors;
- (C) Field superintendence and inspection for a recognized professional architect or structural engineer.
- (D) In the alternative, the City Council may consider as qualified to hold the office of Building Commissioner a candidate who has had at least two years of experience as a Building Commissioner, Deputy Building Commissioner, or Interim Building Commissioner with any municipality within a space of ten years before his permanent appointment with the city.

#### **2.40.050 DUTIES.**

The Building Commissioner shall have the following duties:

- (A) Act in the official capacity as the “Building Official” and “Fire Code Official” under the building and fire related codes adopted by the city and oversee the interpretation, administration, and enforcement of those codes;
- (B) Counsel the public on all matters of building code requirements, building permit processes, code enforcement actions, and the like;
- (C) Supervise the review of all applications for building permits as to adequacy and compliance with all ordinances, and issue permits;
- (D) Have conducted building inspections of general architectural nature and supervise full and part-time Building Inspectors, Plumbing Inspectors, Electrical Inspectors, and the work of outside consultants and independent contractors the City contracts with to perform building plan reviews and provide building, electrical, and plumbing inspections;
- (E) Coordinate the review of commercial building permit applications with the overlapping Fire Protection Districts that serve the City;
- (F) Make up and keep master lists of architectural and mechanical building inspections;

- (G) Meet with and discuss various building and code enforcement matters with committees of the City Council who are designated to study these matters;
- (H) Have periodic tours of the city conducted to observe (as much as possible) the general character of building activity and note the display of permits (also a duty of the police);
- (I) Oversee the preparation and issuance of building and occupancy permits;
- (J) Oversee the City's Code enforcement activities including the administration and enforcement of the Housing Code, Electrical Code, Sign Code, Fire Code and other miscellaneous provisions of the City Code of Ordinances;
- (K) Attend and provide testimony at City Administrative Adjudication Code Hearings;
- (L) Oversee the employment of and duties of a sign inspector; supervise the employment of and duties of the Building Inspector;
- (M) Attend public meetings of the city Plan Commission and directed by the City Administrator or Community and Economic Development Director.

**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.

**[Left Intentionally Blank]**

**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 the end

of the current fiscal year as provided by law.

PASSED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

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

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

APPROVED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

\_\_\_\_\_  
Raymond R. Soliman, Mayor

ATTEST:

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk



## City Council Agenda Memo

Crest Hill, IL

**Meeting Date:** 11/4/2024

**Name:** Ronald Mentzer, Interim Community & Economic Development Director

**Department:** Community Development

**Topic:** Resolutions approving Lockport Township Fire Protection District Fee Waiver Request and a Professional Fee Agreement with the Lockport Fire Protection District for a New Training Grounds Facility

**Summary:** The Lockport Fire Protection District (LTFPD) has submitted the attached August 2, 2024, City Fee waiver request for its proposed new Training Grounds Project. A summary of the estimated City permit fees that would normally be collected for this project includes:

- Planning, Zoning Engineering application, review, and inspection fees: \$20,000-\$25,000+/-
- Sewer and Water Tap-on fees: \$37,000 +/-
- Building Permit Fees: \$35,000 +/-

### Points To Consider:

- The City has waived permit fees for other significant projects other overlapping governmental jurisdictions have constructed in the City, including the Will County Children's Advocacy Center, the Will County Highway Salt Storage Dome, and major park renovation improvements the Lockport Park District has or is planning to construct in the City of Crest Hill.
- The City will incur outside legal and consulting expenses to review and inspect the proposed LTFPD Training Grounds Project.
- This request was reviewed at the September 9, 2024, City Council Work Session Meeting. The City Council was receptive to the approval of the request subject to the LTFPD executing an agreement with the City under which the LTFPD agrees to reimburse the City for all outside legal and consulting costs it incurs to review and inspect the project.

The City Attorney has prepared the two resolutions and supporting agreement that would need to be approved by the City Council in order to implement the City Council's direction on this request. Copies of these resolutions and the reimbursement agreement are included in the agenda packet backup materials

**Recommended Council Action:** Pass the following resolutions:

1. A Resolution Approving a Permit Fee Waiver Request from the Lockport Fire Protection District for its Training and Maintenance Facility PUD Project on Division Street in the City of Crest Hill.
2. A Resolution Approving a Professional Fee Agreement by and Between the City of Crest Hill, Will County, Illinois, and the Lockport Township Fire Protection District

**Financial Impact:** If this request is approved, the City would forgo the collection of approximately \$95,000 in fee revenue.

**Attachments:**

- August 2, 2024, Fee Waiver Request from LTFPD Chief John O'Connor
- Resolution Approving Fee Waiver Request
- Resolution Approving Professional Fee Agreement

## *Lockport Township Fire Protection District*

19623 RENWICK ROAD | LOCKPORT, ILLINOIS 60441  
OFFICE 815.838.3287 | FAX 815.838.9141 | WWW.LOCKPORTFIRE.ORG



August 2, 2024

Mr. Tony Graff,  
Crest Hill City Administrator  
20600 City Center Boulevard  
Crest Hill, Illinois 60403

RE: Building Permit Fees

Dear Mr. Graff,

On behalf of the Lockport Township Fire Protection District, I respectfully request that the City of Crest Hill waive all applicable fees for the Lockport Fire Public Safety Training and Maintenance Facility that is being proposed to be built on Division St., on the former Illinois Department of Corrections property.

I thank you in advance for your consideration and please feel free to contact me with any questions or concerns.

Most Sincerely,

A handwritten signature in black ink, appearing to read "John O'Connor".

John O'Connor  
Fire Chief

cc. Lockport Township Fire District Trustees  
FGMA Architects  
CORE Constriction  
Karl Ottosen Esq.



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING A PERMIT FEE WAIVER REQUEST FROM THE  
LOCKPORT TOWNSHIP FIRE PROTECTION DISTRICT FOR ITS TRAINING AND  
MAINTENANCE FACILITY PUD PROJECT ON DIVISION STREET IN THE CITY OF  
CREST HILL**

---

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

**WHEREAS**, the City Council is committed to fostering positive relationships with overlapping governmental jurisdictions (the “OGJs”); and

**WHEREAS**, the Corporate Authorities have previously adopted Resolution 1212, which approved a Policy regarding permit fee waivers for OGJ’s; and

**WHEREAS**, the Lockport Township Fire Protection District (“LTFPD”) has submitted Concept Planned Unit Development (“PUD”) plans and permit applications to the City of Crest Hill for construction of a Training and Maintenance Center on 12.86 acres of property located on Division Street and directly west of the Stateville Correctional Facility in the City of Crest Hill (“the Project”); and

**WHEREAS**, the Project plans include a main building to include a maintenance facility with 6 double bays for storage of equipment and maintenance of fire equipment, and training facilities including 3 classroom, a training tower/classroom accessory building, a storage/toilet accessory building, a main burn tower, a law enforcement shooting range, two driveways, parking, trash enclosure, extrication area, burn pit, and storm detention/training pond; and

**WHEREAS**, the Project cost is in excess of Ten Million Dollars (\$10,000,000.00), which would result in Planning, Zoning, Engineering application, review and inspection fees, Building Permit Fees, and water and sewer tap-on fees in the amount of approximately \$95,000.00; and

**WHEREAS**, on August 2, 2024, LTFPD submitted a written request for a waiver of the above-referenced Planning, Zoning, Engineering application, review and inspection fees, Building Permit Fees, and water and sewer tap-on fees; and

**WHEREAS**, September 9, 2024, at a properly noticed work session meeting, LTFPD presented its Concept PUD Plan Application to the City Council pursuant to Section 10.2-2 of the Crest Hill Zoning Ordinance along with its petition for fee waiver; and

**WHEREAS**, the City has historically waived such permit fees for OGJ’s such as the LTFPD; and

**WHEREAS**, the Project will directly benefit the citizens of the City of Crest Hill; and

**WHEREAS**, the Corporate Authorities have determined that it is in the best interests of the City and its citizens to approve the Fee Waiver Request, with the exception that LTFPD will pay all of the City of Crest Hill's outside consulting fees and costs pursuant to the Professional Fee Agreement attached hereto as Exhibit "A"; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

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

**SECTION 2: PERMIT FEE WAIVER APPROVED.** The City Council hereby approves the LTFPD's Request for Permit Fee Waivers in the amount of approximately \$95,000.00 for Planning, Zoning, Engineering application, review and inspection fees, Building Permit Fees, and water and sewer tap-on fees for the Training and Maintenance Facility Project, with the exception that LTFPD will pay all of the City of Crest Hill's outside consulting fees and costs pursuant to the Professional Fee Agreement attached hereto as Exhibit "A."

**SECTION 3: SEVERABILITY.** If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

**SECTION 4: REPEALER.** All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

**SECTION 5: EFFECTIVE DATE.** This Resolution shall be in full force and effect immediately upon its passage and publication according to law.

[Left Intentionally Blank]

PASSED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

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

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

APPROVED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

\_\_\_\_\_  
Raymond R. Soliman, Mayor

ATTEST:

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

# EXHIBIT “A”

## PROFESSIONAL FEE AGREEMENT

## PROFESSIONAL FEE AGREEMENT

This Agreement entered into on this day of \_\_\_\_\_, 20\_\_\_\_, between the City of Crest Hill, an Illinois Municipal Corporation (hereinafter referred to as “CITY” and the Lockport Township Fire Protection District, (herein referred to as “APPLICANT”).

WHEREAS, on November 4, 2024, the City of Crest Hill passed Resolution \_\_\_\_\_, in which the City of Crest Hill approved the waiver of certain planning, zoning engineering application, review and inspection fees, building permit fees, and water and sewer tap-on fees in the amount of approximately \$95,000.00 related to the Planned Unit Development in which the APPLICANT proposes to construct a Training Center and Maintenance Facility (the “Project”); and

WHEREAS, as a result of the Project, the CITY will need to have its outside professional staff and consultants, including but not limited to attorneys, planners and engineers, analyze, review, comment upon and perform other services with respect to comprehensive public improvements, general planning and design review considerations and legal issues affecting APPLICANT’s project solely on the CITY’s behalf from the time of the inception of the project through its completion; and

WHEREAS, public improvements may include streets, storm water systems, potable water systems, wastewater systems, storm water management systems, sidewalks, walkways, bicycle paths, multi-use paths, landscaping, lighting, signage, striping, parking, public transportation, traffic control, parks, and recreational facilities, and additional improvements to provide access to and make use of the public improvements and all necessary appurtenances including the acquisition of the necessary interests in real property, design review, annexation, zoning, planning, construction observations, easements, or interests in real property in conformance with local, other regulatory and government agencies and private regulations; and

WHEREAS, the APPLICANT acknowledges that it should pay for all the CITY’S aforementioned outside professional staff and consultants’ fees, costs, and expenses for professional services related to the Project rather than impose the costs upon the CITY’S residents,

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein and other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged by the parties by the execution hereof, it is hereby agreed as follows:

**SECTION ONE. PROFESSIONAL FEES.** The APPLICANT shall pay the CITY any and all outside consultants’ residential and non-residential engineering fees and administration costs, attorney’s fees and architecture review fees, site construction inspection costs and expenses incurred by the CITY as a result of or in conjunction with the APPLICANT’s project from this date and prior thereto, through the project’s completion as determined by the CITY and/or CITY’s acceptance of all public improvements associated with the project, whichever occurs last. All such fees, costs, and expenses incurred by the CITY shall be invoiced to the APPLICANT by the City.

The CITY's outside professional staff includes, but is not limited to, its attorneys, outside engineers, land planners, traffic and transportation consultants, administration, landscape consultants and all building inspectors. Fees shall include, but not be limited to, costs for all time associated with any review, analysis, discussions, meetings, inspections, planning and all other work, or services performed on behalf of the CITY in conjunction with the project.

**SECTION TWO. DEPOSIT.** Prior to the start of any engineering site plan review work by CITY on the APPLICANT's project, the APPLICANT shall post with the CITY a minimum \$7,500.00 deposit in cash or certified funds toward the APPLICANT's payment of the outside consultants' professional fees and costs referred to in Section One. The CITY is specifically authorized to apply this deposit in payment of such fees, costs, and expenses. The APPLICANT is obligated to continuously maintain the required minimum deposit amount with the CITY until all applicable professional fees and costs have been billed and paid.

**SECTION THREE. COOPERATION.** The APPLICANT shall fully cooperate with the CITY, its officials, and professional staff with respect to its project.

**SECTION FOUR. REPRESENTATION OF CITY ONLY.** The APPLICANT acknowledges that the CITY'S in-house and professional staff solely represent the CITY and the CITY'S interest and do not represent the APPLICANT.

**SECTION FIVE. CONFLICT.** If any of the terms and provisions of this Agreement conflict with any ordinance of the CITY or agreement between the parties, the terms and provisions of this Agreement shall supersede and control any other terms and provisions.

**SECTION SIX. ATTORNEY'S FEES.** In the event any suit or other action is brought to enforce, or which otherwise affects this Agreement, or any of its provisions, the APPLICANT, in addition to all other costs and expenses, shall pay the CITY's attorneys fees, expert witness fees, costs and any other associated expenses.

**SECTION SEVEN. SEVERABILITY.** The invalidity of any paragraph or subparagraph of this Agreement shall not impair the validity of any other paragraph or subparagraph. If any provision of this Agreement is determined to be unenforceable, such provision shall be determined severable and the Agreement may be enforced with such provision as modified.

**SECTION EIGHT. ENTIRE AGREEMENT.** This Agreement embodies the entire agreement and understanding between the parties and there are no other agreements, representations, or understandings, oral or written between the parties with respect to the subject matter of this Agreement. No alteration, modification, amendment or change of this Agreement shall be valid unless agreed to by the parties in writing.

**SECTION NINE. GOVERNING LAW; VENUE.** The validity, construction and interpretation of this Agreement should be governed by the laws of the State of Illinois. The parties hereto irrevocably agree that all actions or proceedings in any way, manner or respect arising out of or from or related to this Agreement shall be litigated only in the Circuit Court, Twelfth Judicial

Circuit, Will County, Illinois. Each party hereby consents and submits to personal jurisdiction and venue of any such action or proceeding.

Dated at Crest Hill, Will County, Illinois on the date written above.

CITY OF CREST HILL, an Illinois Municipal Corporation

\_\_\_\_\_  
Raymond R. Soliman, Mayor

ATTEST:

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

LOCKPORT TOWNSHIP FIRE PROTECTION DISTRICT

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

By Its: \_\_\_\_\_

Date: \_\_\_\_\_



## City Council Agenda Memo

Crest Hill, IL

**Meeting Date:** 11/4/2024

**Name:** Ronald Mentzer, Interim Community & Economic Development Director

**Department:** Community Development

**Topic:** Resolutions approving Lockport Township Fire Protection District Fee Waiver Request and a Professional Fee Agreement with the Lockport Fire Protection District for a New Training Grounds Facility

**Summary:** The Lockport Fire Protection District (LTFPD) has submitted the attached August 2, 2024, City Fee waiver request for its proposed new Training Grounds Project. A summary of the estimated City permit fees that would normally be collected for this project includes:

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- Sewer and Water Tap-on fees: \$37,000 +/-
- Building Permit Fees: \$35,000 +/-

### Points To Consider:

- The City has waived permit fees for other significant projects other overlapping governmental jurisdictions have constructed in the City, including the Will County Children's Advocacy Center, the Will County Highway Salt Storage Dome, and major park renovation improvements the Lockport Park District has or is planning to construct in the City of Crest Hill.
- The City will incur outside legal and consulting expenses to review and inspect the proposed LTFPD Training Grounds Project.
- This request was reviewed at the September 9, 2024, City Council Work Session Meeting. The City Council was receptive to the approval of the request subject to the LTFPD executing an agreement with the City under which the LTFPD agrees to reimburse the City for all outside legal and consulting costs it incurs to review and inspect the project.

The City Attorney has prepared the two resolutions and supporting agreement that would need to be approved by the City Council in order to implement the City Council's direction on this request. Copies of these resolutions and the reimbursement agreement are included in the agenda packet backup materials



**Recommended Council Action:** Pass the following resolutions:

1. A Resolution Approving a Permit Fee Waiver Request from the Lockport Fire Protection District for its Training and Maintenance Facility PUD Project on Division Street in the City of Crest Hill.
2. A Resolution Approving a Professional Fee Agreement by and Between the City of Crest Hill, Will County, Illinois, and the Lockport Township Fire Protection District

**Financial Impact:** If this request is approved, the City would forgo the collection of approximately \$95,000 in fee revenue.

**Attachments:**

- August 2, 2024, Fee Waiver Request from LTFPD Chief John O'Connor
- Resolution Approving Fee Waiver Request
- Resolution Approving Professional Fee Agreement

## *Lockport Township Fire Protection District*

19623 RENWICK ROAD | LOCKPORT, ILLINOIS 60441  
OFFICE 815.838.3287 | FAX 815.838.9141 | WWW.LOCKPORTFIRE.ORG



August 2, 2024

Mr. Tony Graff,  
Crest Hill City Administrator  
20600 City Center Boulevard  
Crest Hill, Illinois 60403

RE: Building Permit Fees

Dear Mr. Graff,

On behalf of the Lockport Township Fire Protection District, I respectfully request that the City of Crest Hill waive all applicable fees for the Lockport Fire Public Safety Training and Maintenance Facility that is being proposed to be built on Division St., on the former Illinois Department of Corrections property.

I thank you in advance for your consideration and please feel free to contact me with any questions or concerns.

Most Sincerely,

A handwritten signature in black ink, appearing to read "John O'Connor".

John O'Connor  
Fire Chief

cc. Lockport Township Fire District Trustees  
FGMA Architects  
CORE Constriction  
Karl Ottosen Esq.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING A PROFESSIONAL FEE AGREEMENT BY AND  
BETWEEN THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, AND THE  
LOCKPORT TOWNSHIP FIRE PROTECTION DISTRICT**

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

**WHEREAS**, pursuant to Section 2-2-12 of the Illinois Municipal Code (65 ILCS 5/2-2-12), the City Council possesses the authority to enter into contracts that serve the legitimate corporate purposes of the City; and

**WHEREAS**, the Lockport Township Fire Protection District is a body politic under the Illinois Municipal Code; and

**WHEREAS**, the Lockport Township Fire Protection District ("LTFPD") has submitted Concept Planned Unit Development ("PUD") plans and permit applications to the City of Crest Hill for construction of a Training and Maintenance Center on 12.86 acres of property on Division Street and directly west of the Stateville Correctional Facility in the City of Crest Hill ("the Project"); and

**WHEREAS**, the Project cost is in excess of Ten Million Dollars (\$10,000,000.00), which would result in Planning, Zoning, Engineering application, review and inspection fees, Building Permit Fees, and water and sewer tap-on fees in the amount of approximately \$95,000.00; and

**WHEREAS**, in addition to the aforementioned PUD plans, LTFPD has also submitted a written request for a waiver of the above-referenced Planning, Zoning, Engineering application, review and inspection fees, Building Permit Fees, and water and sewer tap-on fees; and

**WHEREAS**, the Crest Hill City Council, on November 4, 2024 approved the requested fee waiver, with exceptions, by the passage of Resolution \_\_\_\_\_, which conditioned the fee waiver of approximately \$95,000.00 in in-house City fees on LTFPD agreeing to pay all of the City's outside consultants' fees, costs, and expenses relating to the Project and executing the Professional Fee Agreement attached hereto as Exhibit A and fully incorporated herein; and

**WHEREAS**, the City Council has reviewed the Agreement and determined that the conditions, terms, and provisions of the Agreement are fair, reasonable, and acceptable to the City; and

**WHEREAS**, the City Council has determined that it is in the best interests of the City and its citizens to enter into the Professional Fee Agreement with LTFPD.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

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

**SECTION 2: AGREEMENT APPROVED.** The City Council hereby finds and declares that the conditions, terms, and provisions of the Professional Fee Agreement (Exhibit A) are fair, reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and deliver, and the Clerk to attest, the Professional Fee Agreement, and further to take any and all other actions, including without limitation the execution and delivery of any and all documents, necessary and appropriate to effectuate the intent of this Resolution, which is to enter into the Professional Fee Agreement with LTFPD.

**SECTION 3: SEVERABILITY.** If any section, paragraph, clause or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any other provision of this Resolution.

**SECTION 4: REPEALER.** All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

**SECTION 5: EFFECTIVE DATE.** This Resolution shall be in full force and effect immediately upon its passage and approval, as provided by law.

*[Intentionally Blank]*

PASSED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

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

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

APPROVED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

\_\_\_\_\_  
Raymond R. Soliman, Mayor

ATTEST:

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

**EXHIBIT A**  
**(PROFESSIONAL FEE AGREEMENT)**

## PROFESSIONAL FEE AGREEMENT

This Agreement entered into on this day of \_\_\_\_\_, 20\_\_\_\_, between the City of Crest Hill, an Illinois Municipal Corporation (hereinafter referred to as “CITY” and the Lockport Township Fire Protection District, (herein referred to as “APPLICANT”).

WHEREAS, on November 4, 2024, the City of Crest Hill passed Resolution \_\_\_\_\_, in which the City of Crest Hill approved the waiver of certain planning, zoning engineering application, review and inspection fees, building permit fees, and water and sewer tap-on fees in the amount of approximately \$95,000.00 related to the Planned Unit Development in which the APPLICANT proposes to construct a Training Center and Maintenance Facility (the “Project”); and

WHEREAS, as a result of the Project, the CITY will need to have its outside professional staff and consultants, including but not limited to attorneys, planners and engineers, analyze, review, comment upon and perform other services with respect to comprehensive public improvements, general planning and design review considerations and legal issues affecting APPLICANT’s project solely on the CITY’s behalf from the time of the inception of the project through its completion; and

WHEREAS, public improvements may include streets, storm water systems, potable water systems, wastewater systems, storm water management systems, sidewalks, walkways, bicycle paths, multi-use paths, landscaping, lighting, signage, striping, parking, public transportation, traffic control, parks, and recreational facilities, and additional improvements to provide access to and make use of the public improvements and all necessary appurtenances including the acquisition of the necessary interests in real property, design review, annexation, zoning, planning, construction observations, easements, or interests in real property in conformance with local, other regulatory and government agencies and private regulations; and

WHEREAS, the APPLICANT acknowledges that it should pay for all the CITY’S aforementioned outside professional staff and consultants’ fees, costs, and expenses for professional services related to the Project rather than impose the costs upon the CITY’S residents,

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein and other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged by the parties by the execution hereof, it is hereby agreed as follows:

**SECTION ONE. PROFESSIONAL FEES.** The APPLICANT shall pay the CITY any and all outside consultants’ residential and non-residential engineering fees and administration costs, attorney’s fees and architecture review fees, site construction inspection costs and expenses incurred by the CITY as a result of or in conjunction with the APPLICANT’s project from this date and prior thereto, through the project’s completion as determined by the CITY and/or CITY’s acceptance of all public improvements associated with the project, whichever occurs last. All such fees, costs, and expenses incurred by the CITY shall be invoiced to the APPLICANT by the City.

The CITY's outside professional staff includes, but is not limited to, its attorneys, outside engineers, land planners, traffic and transportation consultants, administration, landscape consultants and all building inspectors. Fees shall include, but not be limited to, costs for all time associated with any review, analysis, discussions, meetings, inspections, planning and all other work, or services performed on behalf of the CITY in conjunction with the project.

**SECTION TWO. *DEPOSIT.*** Prior to the start of any engineering site plan review work by CITY on the APPLICANT's project, the APPLICANT shall post with the CITY a minimum \$7,500.00 deposit in cash or certified funds toward the APPLICANT's payment of the outside consultants' professional fees and costs referred to in Section One. The CITY is specifically authorized to apply this deposit in payment of such fees, costs, and expenses. The APPLICANT is obligated to continuously maintain the required minimum deposit amount with the CITY until all applicable professional fees and costs have been billed and paid.

**SECTION THREE. *COOPERATION.*** The APPLICANT shall fully cooperate with the CITY, its officials, and professional staff with respect to its project.

**SECTION FOUR. *REPRESENTATION OF CITY ONLY.*** The APPLICANT acknowledges that the CITY'S in-house and professional staff solely represent the CITY and the CITY'S interest and do not represent the APPLICANT.

**SECTION FIVE. *CONFLICT.*** If any of the terms and provisions of this Agreement conflict with any ordinance of the CITY or agreement between the parties, the terms and provisions of this Agreement shall supersede and control any other terms and provisions.

**SECTION SIX. *ATTORNEY'S FEES.*** In the event any suit or other action is brought to enforce, or which otherwise affects this Agreement, or any of its provisions, the APPLICANT, in addition to all other costs and expenses, shall pay the CITY's attorneys fees, expert witness fees, costs and any other associated expenses.

**SECTION SEVEN. *SEVERABILITY.*** The invalidity of any paragraph or subparagraph of this Agreement shall not impair the validity of any other paragraph or subparagraph. If any provision of this Agreement is determined to be unenforceable, such provision shall be determined severable and the Agreement may be enforced with such provision as modified.

**SECTION EIGHT. *ENTIRE AGREEMENT.*** This Agreement embodies the entire agreement and understanding between the parties and there are no other agreements, representations, or understandings, oral or written between the parties with respect to the subject matter of this Agreement. No alteration, modification, amendment or change of this Agreement shall be valid unless agreed to by the parties in writing.

**SECTION NINE. *GOVERNING LAW; VENUE.*** The validity, construction and interpretation of this Agreement should be governed by the laws of the State of Illinois. The parties hereto irrevocably agree that all actions or proceedings in any way, manner or respect arising out of or from or related to this Agreement shall be litigated only in the Circuit Court, Twelfth Judicial



Circuit, Will County, Illinois. Each party hereby consents and submits to personal jurisdiction and venue of any such action or proceeding.

Dated at Crest Hill, Will County, Illinois on the date written above.

CITY OF CREST HILL, an Illinois Municipal Corporation

\_\_\_\_\_  
Raymond R. Soliman, Mayor

ATTEST:

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

LOCKPORT TOWNSHIP FIRE PROTECTION DISTRICT

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

By Its: \_\_\_\_\_

Date: \_\_\_\_\_



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**Agenda Memo****Crest Hill, IL**

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**Meeting Date:** November 4, 2024  
**Submitter:** Raymond R. Soliman R.S.  
**Department:** Mayor's Office  
**Agenda Item:** Will County Governmental League Holiday Reception

**Summary:** As in previous years, the City has paid for the elected officials to attend the WCGL Holiday party and if you wish to bring a guest it is the responsibility of the elected official to reimburse the City for their attendance. I recommend that we have the same policy this year. Please advise Marybel if you will be attending, the deadline to register is Thursday, December 5, 2024.

**Recommended Council Action:** Approval

**Financial Impact:**

**Funding Source:**

**Budgeted Amount:**

**Cost:**

**Attachments:**

# Holiday Reception

Spouses and guests are invited to register and attend our annual Holiday Reception. Please join us as we celebrate the holiday season!

Add to Calendar

Registration - coming mid-November

## HOLIDAY RECEPTION

When: Thursday, December 12, 2024

Where: Patrick C. Haley Mansion, 17 S. Center  
Street, Joliet

Cost: Members & Legislators- \$60 per person  
Non-Members- \$75 per person

RSVP: by Thursday, December 5th

## EVENT SCHEDULE

Check-in: 5:00 p.m.

Hors d'oeuvres & Dinner: 5:30 p.m.

## ONLINE REGISTRATION - [click here](#)

For Members, non-members & new sponsor  
registration.

## CORPORATE PARTNERS - [click here](#)

Existing Corporate Partners only need to submit  
names.

## SPONSORSHIP LEVELS

Diamond- \$3,000 (includes 1 reserved table)

Platinum- \$2,000 (includes 4 attendees)

Gold- \$1,000 (includes 3 attendees)

Silver- \$ 750 (includes 2 attendees)

Bronze- \$ 500 (includes 1 attendee)

**Agenda Memo**

Crest Hill, IL

**Meeting Date:** November 4, 2024  
**Submitter:** Raymond R. Soliman R.C.  
**Department:** Mayor's Office  
**Agenda Item:** Business Promotion-LTHS District 205 Update

**Summary:** Ms. Angela Adolph, Director of Development and Foundation, for Lockport Township High School District 205, will provide an update and status of Lockport Township High School for the current school year.

**Recommended Council Action:** No action required.

**Financial Impact:****Funding Source:****Budgeted Amount:****Cost:****Attachments:**

## Agenda Memo

Crest Hill, IL



**Meeting Date:** | October 31, 2024

**Submitter:** | Raymond R. Soliman, Mayor *et al*

**Department:** | Mayor's Office

**Agenda Item:** | Appointment of Glenn Gehrke to the position of Finance Director

**Summary:** It is my recommendation to appoint Glenn Gehrke to the position of Finance Director with a salary of \$145,000, effective Wednesday, November 6, 2024. I am asking for city council concurrence in regards to this appointment.

**Recommended Council Action:** Approval

**Financial Impact:**

**Funding Source:**

**Budgeted Amount:**

**Cost:**

**Attachments:**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING THE APPOINTMENT OF GLENN GEHRKE AS  
FINANCE DIRECTOR AND BUDGET OFFICER FOR THE CITY OF CREST HILL  
EFFECTIVE NOVEMBER 6, 2024 AND SETTING THE INITIAL SALARY FOR  
GLENN GEHRKE**

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**WHEREAS**, the Corporate Authorities of the City of Crest Hill, Will County, Illinois, have the authority to adopt ordinances, resolutions, and rules and regulations that pertain to the City's government and affairs, and which are designed to protect the public health, safety, and welfare of its citizens; and

**WHEREAS**, pursuant to Section 3.1-30-5 of the Illinois Municipal Code (65 ILCS 5/3.1-30-5), the Mayor has the power and authority to appoint certain enumerated officers of the municipality, including a budget officer and "other officers" necessary to carry into effect the powers conferred upon municipalities"; and

**WHEREAS**, the Corporate Authorities have previously exercised its statutory authority to create the position of the office of Finance Director, which position is codified in Chapter 26 of the City of Crest Hill Code of Ordinances, as amended from time to time; and

**WHEREAS**, on February 6, 2023, by the passage of Ordinance 1943, the Corporate Authorities created the office of Budget Officer and determined to change from the appropriations system of municipal finance to the budget system, which office, duties, and salary are codified in Chapter 2.25 of the City of Crest Hill Code of Ordinances; and

**WHEREAS**, Section 2.25.020 of the City Code provides that if the appointed and approved Finance Director is also the appointed and approved Budget Officer, then the Finance Director shall receive no additional salary or compensation for performing the duties of Budget Officer; and

**WHEREAS**, the City of Crest Hill is currently without a permanent Finance Director and Budget Officer following the resignation of Lisa Banovetz; and

**WHEREAS**, the Mayor has appointed Glenn Gehrke as the Finance Director and Budget Officer for the City of Crest Hill beginning November 6, 2024; and

**WHEREAS**, the Corporate Authorities have determined that said appointment should be approved at a starting salary of \$145,000.00 annually with employee benefits as outlined in the City of Crest Hill Employee Handbook; and

**WHEREAS**, the Corporate Authorities have determined that it is in the best interests of the City and its citizens to approve the Appointment of Glenn Gehrke as Finance Director and Budget Officer for the City of Crest Hill.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

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

**SECTION 2: GLENN GEHRKE APPOINTED AS FINANCE DIRECTOR AND BUDGET OFFICER.** The City Council hereby approves the appointment of Glenn Gehrke as Finance Director and Budget Officer for the City of Crest Hill effective November 6, 2024 at a starting salary of \$145,000.00 annually with employee benefits as outlined in the City of Crest Hill Employee Handbook.

**SECTION 3: SEVERABILITY.** If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

**SECTION 4: REPEALER.** All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

**SECTION 5: EFFECTIVE DATE.** This Resolution shall be in full force and effect immediately upon its passage and publication according to law.

*[Left Intentionally Blank]*

PASSED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

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

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk

APPROVED THIS 4<sup>TH</sup> DAY OF NOVEMBER, 2024.

\_\_\_\_\_  
Raymond R. Soliman, Mayor

ATTEST:

\_\_\_\_\_  
Christine Vershay-Hall, City Clerk



**Agenda Memo****Crest Hill, IL**

**Meeting Date:** November 4, 2024

**Submitter:** Raymond R. Soliman, Mayor *RS*

**Department:** Mayor's Office

**Agenda Item:** Appointment of Taciana Thompson to the position of Building Inspector

**Summary:** It is my recommendation to appoint Taciana Thompson to the position of Building Inspector, pending all pre-employment requirements. I am asking for city council concurrence in regards to this appointment.

**Recommended Council Action:** Approval

**Financial Impact:**

**Funding Source:**

**Budgeted Amount:**

**Cost:**

**Attachments:**

## Report Criteria:

Detail report type printed

[Report]. Check Issue Date = 11/05/2024

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
46	Republic Ser	0721-008218	OCTOBER 2024 MONT	10/20/2024	117,091.05	117,091.05	23253	11/05/2024	1024	80005300
Total 46:					117,091.05	117,091.05				
64	American Le	37003	AMERICAN LEGAL PU	09/30/2024	3,163.00	3,163.00	23202	11/05/2024	1024	01115321
Total 64:					3,163.00	3,163.00				
82	Vestis	6030340648	MATS EAST PLANT	10/16/2024	77.79	77.79	23261	11/05/2024	1024	01045300
		6030340648	UNIFORMS FOR STP	10/16/2024	71.09	71.09	23261	11/05/2024	1024	07085300
		6030340648	UNIFORMS FOR WATE	10/16/2024	35.36	35.36	23261	11/05/2024	1024	07065300
		6030340649	UNIFORMS FOR FLEE	10/16/2024	32.90	32.90	23261	11/05/2024	1024	01075300
		6030340649	UNIFORMS FOR STRE	10/16/2024	84.28	84.28	23261	11/05/2024	1024	01035300
		6030340649	MATS FOR PUBLIC WO	10/16/2024	124.35	124.35	23261	11/05/2024	1024	01045300
		6030340649	RESTROOM SERVICE	10/16/2024	64.50	64.50	23261	11/05/2024	1024	01045300
		6030340649	UNIFORMS FOR BUILD	10/16/2024	34.53	34.53	23261	11/05/2024	1024	01045300
		6030340649	UNIFORMS FOR WATE	10/16/2024	7.85	7.85	23261	11/05/2024	1024	07065300
		6030343095	UNIFORMS FOR STP	10/23/2024	67.22	67.22	23261	11/05/2024	1024	07085300
		6030343095	UNIFORMS FOR WATE	10/23/2024	31.49	31.49	23261	11/05/2024	1024	07065300
		6030343096	UNIFORMS FOR FLEE	10/23/2024	36.87	36.87	23261	11/05/2024	1024	01075300
		6030343096	UNIFORMS FOR STRE	10/23/2024	82.26	82.26	23261	11/05/2024	1024	01035300
		6030343096	MATS FOR PUBLIC WO	10/23/2024	39.36	39.36	23261	11/05/2024	1024	01045300
		6030343096	RESTROOM SERVICE	10/23/2024	64.50	64.50	23261	11/05/2024	1024	01045300
		6030343096	UNIFORMS FOR BUILD	10/23/2024	32.51	32.51	23261	11/05/2024	1024	01045300
		6030343096	UNIFORMS FOR WATE	10/23/2024	7.85	7.85	23261	11/05/2024	1024	07065300
Total 82:					894.71	894.71				
102	AT&T 831-00	6601854903	FIBER NETWORK PW	10/19/2024	2,543.28	2,543.28	23203	11/05/2024	1024	01105350
Total 102:					2,543.28	2,543.28				
103	AT&T 831-00	8713064909	INTERNET & PHONE S	10/19/2024	144.64	144.64	23204	11/05/2024	1024	07065350
Total 103:					144.64	144.64				
113	Austin-Tyler	Pay App 3	CIRCLE AND GREEN	10/17/2024	279,201.59	279,201.59	23205	11/05/2024	1024	12007620
Total 113:					279,201.59	279,201.59				
133	Barrett Hard	3259230	GRAB TOOL	10/16/2024	95.12	95.12	23206	11/05/2024	1024	01045400
		3259260	NIFTY NABBER	10/22/2024	170.56	170.56	23206	11/05/2024	1024	01045400
Total 133:					265.68	265.68				
137	Battery Servi	0114456	FLEET- 6 GROUP 31 B	10/16/2024	825.00	825.00	23207	11/05/2024	1024	01075400
Total 137:					825.00	825.00				
187	Christopher	195704	CH BUSINESSS PARK	10/09/2024	11,693.75	11,693.75	23211	11/05/2024	1024	01035330
		195705	DESIGN-MCGILVERY A	10/09/2024	14,180.84	14,180.84	23211	11/05/2024	1024	05005330
		195706	DESIGN HILLCREST W	10/09/2024	5,563.73	5,563.73	23211	11/05/2024	1024	12007602
		195707	MFT-PATCHING FOR 2	10/09/2024	150.00	150.00	23211	11/05/2024	1024	05005330

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
		195708	PARKROSE-PROFESSI	10/09/2024	11,060.00	11,060.00	23211	11/05/2024	1024	12007620
		195709	DESIGN SERVICES-WI	10/09/2024	14,371.67	14,371.67	23211	11/05/2024	1024	01035330
Total 187:					57,019.99	57,019.99				
227	Central Parts	750750A	FLEET- UNIT #101 TAR	10/17/2024	121.36	121.36	23209	11/05/2024	1024	01075400
Total 227:					121.36	121.36				
293	CivicPlus LL	296872	MUNICODE MEETINGS	06/01/2024	7,400.00	7,400.00	23212	11/05/2024	1024	01065301
Total 293:					7,400.00	7,400.00				
406	Davis Concre	10935	2025 MFT CONCRETE	09/30/2024	99,365.38	99,365.38	23215	11/05/2024	1024	05007640
Total 406:					99,365.38	99,365.38				
451	Dynegy 1266	August 2024	WELL 4 ELECTRIC	09/28/2024	1,657.09	1,657.09	23220	11/05/2024	1024	07065353
		July 2024	WELL 4 ELECTRIC	09/28/2024	2,044.75	2,044.75	23220	11/05/2024	1024	07065353
		June 2024	WELL 4 ELECTRIC	07/26/2024	1,852.51	1,852.51	23220	11/05/2024	1024	07065353
Total 451:					5,554.35	5,554.35				
452	Dynegy 6760	August 2024	EAST PLANT ELECTRI	09/28/2024	11,450.56	11,450.56	23224	11/05/2024	1024	07085353
		July 2024	EAST PLANT ELECTRI	07/26/2024	11,825.31	11,825.31	23224	11/05/2024	1024	07085353
		July 2024-1	EAST PLANT ELECTRI	09/28/2024	10,691.53	10,691.53	23224	11/05/2024	1024	07085353
Total 452:					33,967.40	33,967.40				
453	Dynegy 6635	August 2024	WEST PLANT ELECTRI	09/28/2024	7,939.75	7,939.75	23223	11/05/2024	1024	07085353
		July 2024	WEST PLANT ELECTRI	09/28/2024	9,011.49	9,011.49	23223	11/05/2024	1024	07085353
		June 2024	WEST PLANT ELECTRI	07/26/2024	7,280.33	7,280.33	23223	11/05/2024	1024	07085353
Total 453:					24,231.57	24,231.57				
454	Dynegy 0817	August 2024	WELL 11 ELECTRIC	09/28/2024	1,610.42	1,610.42	23218	11/05/2024	1024	07065353
		July 2024	WELL 11 ELECTRIC	09/28/2024	533.43	533.43	23218	11/05/2024	1024	07065353
		June 2024	WELL 11 ELECTRIC	07/26/2024	384.01	384.01	23218	11/05/2024	1024	07065353
Total 454:					2,527.86	2,527.86				
455	Dynegy 0098	August 2024	WELL 10 ELECTRIC	09/28/2024	2,992.07	2,992.07	23216	11/05/2024	1024	07065353
		July 2024	WELL 10 ELECTRIC	09/28/2024	3,013.06	3,013.06	23216	11/05/2024	1024	07065353
		June 2024-1	WELL 10 ELECTRIC	07/26/2024	3,169.06	3,169.06	23216	11/05/2024	1024	07065353
Total 455:					9,174.19	9,174.19				
457	Dynegy 6385	August 2024	WELLS 9 AND 12 ELEC	09/28/2024	3,075.87	3,075.87	23222	11/05/2024	1024	07065353
		July 2024	WELLS 9 AND 12 ELEC	09/28/2024	3,813.34	3,813.34	23222	11/05/2024	1024	07065353
		June 2024	WELLS 9 AND 12 ELEC	07/26/2024	3,656.89	3,656.89	23222	11/05/2024	1024	07065353
Total 457:					10,546.10	10,546.10				
458	Dynegy 0906	August 2024	WELL 7 ELECTRIC	09/28/2024	1,677.94	1,677.94	23219	11/05/2024	1024	07065353
		July 2024	WELL 7 ELECTRIC	09/28/2024	1,895.32	1,895.32	23219	11/05/2024	1024	07065353
		June 2024-1	WELL 7 ELECTRIC	07/26/2024	1,946.06	1,946.06	23219	11/05/2024	1024	07065353

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 458:					5,519.32	5,519.32				
459	Dynegy 1656	August 2024	WELL 8 ELECTRIC	09/28/2024	2,089.57	2,089.57	23221	11/05/2024	1024	07065353
		July 2024	WELL 8 ELECTRIC	09/28/2024	2,270.23	2,270.23	23221	11/05/2024	1024	07065353
		June 2024	WELL 8 ELECTRIC	07/26/2024	2,053.28	2,053.28	23221	11/05/2024	1024	07065353
Total 459:					6,413.08	6,413.08				
461	Dynegy 0425	August 2024	WELL 1 ELECTRIC	09/28/2024	2,282.96	2,282.96	23217	11/05/2024	1024	07065353
		July 2024	WELL 1 ELECTRIC	09/28/2024	1,578.72	1,578.72	23217	11/05/2024	1024	07065353
		June 2024-1	WELL 1 ELECTRIC	09/28/2024	1,745.57	1,745.57	23217	11/05/2024	1024	07065353
Total 461:					5,607.25	5,607.25				
526	FedEx	8-652-64699	FEDEX EXPRESS SER	10/16/2024	72.11	72.11	23226	11/05/2024	1024	01025310
Total 526:					72.11	72.11				
638	Harmonic De	14610	BRINE- TANK DECALS	10/10/2024	245.00	245.00	23229	11/05/2024	1024	12007620
Total 638:					245.00	245.00				
640	Hawkins Inc	6889653	CHLORINE CYLINDER	10/15/2024	520.00	520.00	23230	11/05/2024	1024	07085421
Total 640:					520.00	520.00				
688	HRdirect	INV16211085	POSTER GUARD 1 YE	08/08/2024	94.99	94.99	23232	11/05/2024	1024	01015321
		INV16211086	POSTER GUARD 1 YE	08/08/2024	94.99	94.99	23232	11/05/2024	1024	01105321
		INV16211087	HR POSTER	08/08/2024	94.99	94.99	23232	11/05/2024	1024	01105321
		INV16211088	POSTER STATE/FED R	08/08/2024	94.99	94.99	23232	11/05/2024	1024	01105321
		INV16211089	POSTER STATE/FED R	08/08/2024	94.99	94.99	23232	11/05/2024	1024	01105321
Total 688:					474.95	474.95				
724	Illinois State	2024090621	LIQ - COST CENTER #	09/30/2024	525.50	525.50	23234	11/05/2024	1024	01025310
Total 724:					525.50	525.50				
752	Illinois Sectio	200091205	TRAINING JOHN KEMP	08/20/2024	244.00	244.00	23233	11/05/2024	1024	07065341
		200092434	TRAINING JOHN KEMP	10/16/2024	60.00	60.00	23233	11/05/2024	1024	07065341
Total 752:					304.00	304.00				
813	Joliet Asphalt	21-S4977	ASPHALT	10/03/2024	600.60	600.60	23235	11/05/2024	1024	01035300
		21S5000	ASPHALT	10/04/2024	419.40	419.40	23235	11/05/2024	1024	01035300
		21-S5049	ASPHALT	10/11/2024	301.20	301.20	23235	11/05/2024	1024	01035300
Total 813:					1,321.20	1,321.20				
881	Lawson Prod	9311933807	WATER- WATER MAIN	10/17/2024	50.30	50.30	23238	11/05/2024	1024	07065430
Total 881:					50.30	50.30				
927	Quadient Lea	Q1530668	LEASE AGREEMENT	10/02/2024	516.99	516.99	23248	11/05/2024	1024	01115300

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 927:					516.99	516.99				
961	Menards	76157	BUILDING MAINTENAN	08/23/2024	53.28	53.28	23239	11/05/2024	1024	01045400
		76159	FLEET- SHELF LUMBE	08/23/2024	123.39	123.39	23239	11/05/2024	1024	01075400
		76167	BUILDING MAINTENAN	08/23/2024	9.43	9.43	23239	11/05/2024	1024	01045400
		76310	BUILDING MAINTENAN	08/26/2024	61.86	61.86	23239	11/05/2024	1024	01045400
		76469	BUILDING MAINTENAN	08/29/2024	66.57	66.57	23239	11/05/2024	1024	01045400
		76525	BUILDING MAINTENAN	08/30/2024	537.92	537.92	23239	11/05/2024	1024	01045400
		76544	BUILDING MAINTENAN	08/30/2024	13.18	13.18	23239	11/05/2024	1024	01045400
Total 961:					865.63	865.63				
1003	Factory Moto	162-191945	FLEET- TPMS SENSOR	10/23/2024	100.34	100.34	23225	11/05/2024	1024	01075400
		50-5668138	FLEET- TPMS SENSOR	10/21/2024	301.02	301.02	23225	11/05/2024	1024	01075400
		50-5673583	FLEET- TPMS SENSOR	10/23/2024	877.77	877.77	23225	11/05/2024	1024	01075400
		51-492988	FLEET- TPMS SENSOR	10/24/2024	100.34	100.34	23225	11/05/2024	1024	01075400
		52-576908	FLEET- TPMS SENSOR	10/23/2024	100.34	100.34	23225	11/05/2024	1024	01075400
		53-484763	FLEET- TPMS SENSOR	10/21/2024	100.34	100.34	23225	11/05/2024	1024	01075400
		55-972032	FLEET- TPMS SENSOR	10/23/2024	100.34	100.34	23225	11/05/2024	1024	01075400
		56-666400	FLEET- TPMS SENSOR	10/23/2024	200.68	200.68	23225	11/05/2024	1024	01075400
		63-469037	FLEET- TPMS SENSOR	10/23/2024	100.34	100.34	23225	11/05/2024	1024	01075400
Total 1003:					1,981.51	1,981.51				
1016	Municipal Ele	070955	RADAR CERTIFICATIO	10/02/2024	540.00	540.00	23242	11/05/2024	1024	01025310
Total 1016:					540.00	540.00				
1148	Physicians I	4423797 Sep	VACCINE, PELLEGRINI	10/09/2024	600.00	600.00	23244	11/05/2024	1024	01105300
Total 1148:					600.00	600.00				
1164	Pomp's Tire	411131783	FLEET- STOCK TIRES	10/24/2024	3,945.80	3,945.80	23245	11/05/2024	1024	01075400
Total 1164:					3,945.80	3,945.80				
1174	PreCise MR	IN200-20010	FLEET- PUBLIC WORK	10/21/2024	342.00	342.00	23246	11/05/2024	1024	01035300
Total 1174:					342.00	342.00				
1195	Quill LLC	40833384	BLACK PRINTER TONE	09/30/2024	142.99	142.99	23249	11/05/2024	1024	01165401
		40935009	YELLOW PRINTER TO	10/04/2024	100.99	100.99	23249	11/05/2024	1024	01165401
Total 1195:					243.98	243.98				
1196	R&R Septic	24-3162	PUMP MANHOLE AT W	08/06/2024	450.00	450.00	23250	11/05/2024	1024	07085300
Total 1196:					450.00	450.00				
1222	Reliance Sta	November 20	RELIANCE STD 11-202	11/01/2024	280.00	280.00	23252	11/05/2024	1024	01001016
Total 1222:					280.00	280.00				
1237	Robinson En	24100165	INTERMIM PLANNER-C	10/15/2024	1,909.00	1,909.00	23254	11/05/2024	1024	01165300
		24100302	2024 CLEAN AND TV BI	10/18/2024	486.00	486.00	23254	11/05/2024	1024	07075330
		24100432	1906 PLAINFIELD RD I	10/23/2024	3,602.25	3,602.25	23254	11/05/2024	1024	01035330

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1237:					5,997.25	5,997.25				
1243	Ray OHerron	2353167	UNIFORM EQUIPMENT	07/09/2024	170.97	170.97	23251	11/05/2024	1024	01025344
		2353428	UNIFORM EQUIPMENT	07/11/2024	15.00	15.00	23251	11/05/2024	1024	01025344
		2354925	UNIFORM PANTS-KAP	07/18/2024	232.00	232.00	23251	11/05/2024	1024	01025344
		2360176	UNIFORM EQUIPMENT	08/16/2024	153.99	153.99	23251	11/05/2024	1024	01025344
		2368188	UNIFORM EQUIPMENT	09/26/2024	729.00	729.00	23251	11/05/2024	1024	01025344
		2370829	BODY ARMOR	10/11/2024	7,491.90	7,491.90	23251	11/05/2024	1024	01025344
		CM#2356924	SHOTGUNS	07/30/2024	1,394.00-	1,394.00-	23251	11/05/2024	1024	01025344
Total 1243:					7,398.86	7,398.86				
1283	SEECO Con	19637	CONSTRUCTION MAT	10/11/2024	3,036.00	3,036.00	23255	11/05/2024	1024	35007512
Total 1283:					3,036.00	3,036.00				
1295	Shaw Media	0924100852	LATE FEE FOR AUG 24	09/30/2024	1.16	1.16	23256	11/05/2024	1024	01115321
Total 1295:					1.16	1.16				
1336	Spesia & Tayl	823315	GENERAL CORPORAT	10/23/2024	15,534.50	15,534.50	23258	11/05/2024	1024	01105302
		823317	GPWC/LAKE MICHIGA	10/23/2024	258.00	258.00	23258	11/05/2024	1024	01105302
		823318	TRAFFIC/ORDINANCE	10/24/2024	795.50	795.50	23258	11/05/2024	1024	01105302
		823319	LTFPD TRAINING FACI	10/23/2024	430.00	430.00	23258	11/05/2024	1024	01015300
Total 1336:					17,018.00	17,018.00				
1373	Strand Assoc	0216886	EAST PLANT PHOSPH	10/11/2024	12,227.36	12,227.36	23259	11/05/2024	1024	35007631
		0216888	LAKE MICHIGAN DEM	10/11/2024	949.71	949.71	23259	11/05/2024	1024	07065332
		0216889	GPWC - EASTERN & W	10/11/2024	13,350.00	13,350.00	23259	11/05/2024	1024	12007602
		0216890	CHEMICAL FEED SYST	10/11/2024	2,663.07	2,663.07	23259	11/05/2024	1024	07065332
		0217044	ON CALL WATER ENGI	10/11/2024	5,062.70	5,062.70	23259	11/05/2024	1024	07065330
		0217045	WELL 14 - RAW WATE	10/11/2024	2,597.46	2,597.46	23259	11/05/2024	1024	12007610
		0217046	CIPP WM REHABILITAT	10/11/2024	30,338.02	30,338.02	23259	11/05/2024	1024	12007602
Total 1373:					67,188.32	67,188.32				
1425	Third Millenni	32056	PRINTING AND FOLDI	10/22/2024	434.08	434.08	23260	11/05/2024	1024	01105321
Total 1425:					434.08	434.08				
1563	VSP of Illinoi	November 20	VSP-10-2024	10/17/2024	326.42	326.42	23263	11/05/2024	1024	01002438
Total 1563:					326.42	326.42				
1778	Konica Minolt	9010155642	MONTHLY COPIER MAI	10/14/2024	327.75	327.75	23236	11/05/2024	1024	01065301
Total 1778:					327.75	327.75				
1795	Konica Minolt	540645397	COPIER LEASE	10/18/2024	436.00	436.00	23237	11/05/2024	1024	01065301
Total 1795:					436.00	436.00				
1835	Midwest Fen	95836	GUARDRAIL REPAIR	10/16/2024	6,675.00	6,675.00	23241	11/05/2024	1024	05005300

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 1835:					6,675.00	6,675.00				
1853	Buckeye Pow	PSV392078	WELL 1 GENERATOR	10/17/2024	966.31	966.31	23208	11/05/2024	1024	07065300
Total 1853:					966.31	966.31				
1950	Pure Water P	1862481	PAPER STATEMENT F	10/16/2024	3.00	3.00	23247	11/05/2024	1024	01035343
		1862482	WATER FOR ELROSE	10/16/2024	65.00	65.00	23247	11/05/2024	1024	01045343
		1862483	PAPER STATEMENT F	10/16/2024	3.00	3.00	23247	11/05/2024	1024	07085343
		1862484	EAST PLANT WATER	10/16/2024	65.00	65.00	23247	11/05/2024	1024	07085343
Total 1950:					136.00	136.00				
1953	Amazon Capi	19G1-H4VK-	PRE-ADDRESSED ENV	10/15/2024	108.79	108.79	23201	11/05/2024	1024	01025400
		1DGM-Y147	TONER	10/15/2024	85.49	85.49	23201	11/05/2024	1024	01025400
		1LDK-V74K-	2025 DESK CALENDAR	10/17/2024	22.89	22.89	23201	11/05/2024	1024	01115401
		1LDK-V74K-	10X13 MANILA ENVEL	10/17/2024	16.98	16.98	23201	11/05/2024	1024	01105401
		1M7V-NH3K	ADMIN SUPPLIES	10/18/2024	23.38	23.38	23201	11/05/2024	1024	01105401
		1QW9-FMKJ	WINTERFEST	10/23/2024	178.31	178.31	23201	11/05/2024	1024	01108001
		1TTK-HML3-	FLEET- WEATHERSTRI	10/21/2024	8.61	8.61	23201	11/05/2024	1024	01075400
		1TV9-7DVR-	OFFICE SUPPLIES	10/20/2024	74.88	74.88	23201	11/05/2024	1024	01035401
		1W1G-4KM	OFFICE SUPPLIES	10/21/2024	24.99	24.99	23201	11/05/2024	1024	01035401
		1XXL-G1HW	OFFICE SUPPLIES	10/22/2024	9.98	9.98	23201	11/05/2024	1024	01035401
		1XXL-G1HW	COFFEE SUPPLIES	10/22/2024	31.35	31.35	23201	11/05/2024	1024	07085345
		16GT-QQ6Q-	COFFEE	10/25/2024	49.66	49.66	23201	11/05/2024	1024	07085345
		16GT-QQ6Q-	COFFEE	10/25/2024	24.83	24.83	23201	11/05/2024	1024	01045343
		1M9G-N9LC-	COFFEE	10/18/2024	93.96	93.96	23201	11/05/2024	1024	01035345
		1N4Q-N4KW	OFFICE SUPPLIES	10/28/2024	145.01	145.01	23201	11/05/2024	1024	01105401
		1RJG-J7HP-	WINTERFEST CRAFTS	10/28/2024	27.96	27.96	23201	11/05/2024	1024	01108001
		1W1G-4KMT-	DISINFECTING WIPES	10/23/2024	12.49	12.49	23201	11/05/2024	1024	01165401
		1XTL-DDYH-	OFFICE SUPPLIES	10/21/2024	63.99	63.99	23201	11/05/2024	1024	01105401
Total 1953:					1,003.55	1,003.55				
1954	Charles J De	114	ADMINISTRATIVE HEA	10/23/2024	300.00	300.00	23210	11/05/2024	1024	01015300
Total 1954:					300.00	300.00				
1971	Graybar Fina	17368285	PHONE SYSTEM MON	10/28/2024	2,110.85	2,110.85	23227	11/05/2024	1024	01105350
Total 1971:					2,110.85	2,110.85				
1977	AIS Inc	89841	TIME & MATERIALS HA	10/21/2024	3,660.93	3,660.93	23200	11/05/2024	1024	01065301
Total 1977:					3,660.93	3,660.93				
1985	SpectrumVol	445212 Nov	SPECTRUM MONTHLY	11/01/2024	247.05	247.05	23257	11/05/2024	1024	01105350
Total 1985:					247.05	247.05				
1992	Vissering Co	WSTP Pay A	WSTP PAY APP 21	10/04/2024	2,162,132.01	2,162,132.01	23262	11/05/2024	1024	35007512
Total 1992:					2,162,132.01	2,162,132.01				
2024	Comcast Bus	220781800	COMCAST MONTHLY	10/15/2024	7,924.72	7,924.72	23213	11/05/2024	1024	01065301

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date	GL Period	GL Account
Total 2024:					7,924.72	7,924.72				
2073	David Strahl	33	TIME WORKED 10/13/2	10/19/2024	3,283.00	3,283.00	23214	11/05/2024	1024	01105300
		34	TEMP HR	10/25/2024	3,528.00	3,528.00	23214	11/05/2024	1024	01015300
Total 2073:					6,811.00	6,811.00				
2074	MGT Impact	GHR100554	FINANCE DIRECTOR R	10/15/2024	5,734.00	5,734.00	23240	11/05/2024	1024	01105300
Total 2074:					5,734.00	5,734.00				
2102	H. Linden an	Pay App 3	PARKROSE WM CONS	10/05/2024	360,560.59	360,560.59	23228	11/05/2024	1024	12007620
Total 2102:					360,560.59	360,560.59				
2121	Peter Perella	47940	COPPER MAIN INSTAL	10/17/2024	19,500.00	19,500.00	23243	11/05/2024	1024	12007620
Total 2121:					19,500.00	19,500.00				
2122	Holiday Creat	903978	HOLIDAY LIGHTING/DE	10/16/2024	5,698.75	5,698.75	23231	11/05/2024	1024	01035300
Total 2122:					5,698.75	5,698.75				
Grand Totals:					3,370,480.37	3,370,480.37				

Report Criteria:  
Detail report type printed  
[Report].Check Issue Date = 11/05/2024