

MINUTES OF THE WORK SESSION  
CITY COUNCIL OF CREST HILL  
WILL COUNTY, ILLINOIS  
April 30, 2018

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

The following Council members were present: Mayor Raymond Soliman, City Clerk Vicki Hackney, City Treasurer Glen Conklin, Alderman Scott Dyke, Alderman John Vershay, Alderwoman Barbara Sklare, Alderwoman Claudia Gazal, Alderwoman Tina Oberlin, Alderman Marco Coladipietro, Alderman Nate Albert, Alderman Tom Inman.

Also present were: City Administrator Heather McGuire, Police Ed Clark, Assistant Administrator H/R Director Megan Fulara.

**TOPIC: Personnel Policy**

City Administrator Heather McGuire presented the proposed personnel policy handbook that was reviewed by Attorney John Kelly. Alderman Inman pointed out an error in the last line of the mission statement. H/R Director Fulara went over the draft of the handbook with the Council. Director Fulara went over the mission statement and the rules and regulations for the use of social media when it pertains to the City. City Officials are exempt from these restrictions. Discussion followed on the various rules and stipulations for posting of photos on social media. Administrator McGuire explained that social media has been blocked on the computers in the municipal building. Clerk Hackney questioned the clock in time. Her staff comes in around 7:45 a.m. to have the computers, cash drawer and drop box ready for customers at 8:00 a.m. The Staff does not put in for overtime when they are here before start time. Discussion followed. Alderwoman Oberlin questioned the policy on personal cellphones. Administrator McGuire said that we have not had an issue with this in the past. Discussion followed on the use of personal cellphones. Administrator McGuire explained that if the City sees a problem with excessive usage it can be addressed. Alderman Coladipietro questioned section 1.6, amendments being approved without Council approval. Administrator McGuire said this is common practice. Members of the Council were not comfortable with this practice. Discussion followed on the updates. If there was an emergency update, the Council could be provided with the information for their review. Alderman Coladipietro questioned section 4.3 on page 15. Does this mean that these employees are guaranteed this raise every year. Discussion followed. Members of the Council were not comfortable with this section. Alderwoman Gazal asked to go over page 12 which deals with jewelry and tattoos. Discussion followed. Alderman Coladipietro questioned overtime increments of 15 minutes. Discussion followed on section a. Clerk Hackney questioned page 62, under employee responsibilities, section b. She explained that you have to be careful when it comes to workmans compensation and how you word things. Clerk Hackney questioned page 73, section 11.2 and 11.3 solicitation or donations for charitable causes and organizations. Alderwoman Oberlin questioned page 20, section 4.13, policy on exempt pay. Administrator McGuire explained that you would be disciplined and moved to termination rather than get docked. Alderwoman Oberlin questioned page 8, 3.4 applications. The applications would go to the Personnel Officer but the department head would also review them.

**PUBLIC COMMENTS:** There were no public comments.

**MAYORS UPDATES:** Mayor Solliman announced that we received 2 sympathy cards. Mayor Soliman announced that he has a meeting with Keglers on May 3, 2018. Village Pub will be coming before the Council on May 14, 2018 for their liquor license. Tiffany's Bistro will be coming before the Council May 2, 2018 for their liquor license. The Mayor announced that Vito's is officially closed and the new owners will be making the necessary improvements.

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

**CITY ADMINISTRATOR UPDATES:** City Administrator McGuire announced that the proposed zoning ordinance will go before the Plan Commission for a vote on May 9, 2018. This will go before the City at the meeting after that. Clerk Hackney asked that anyone who speaks before the Council needs to go to the podium so that we can hear what is being said for transcription purposes. Mayor Soliman asked that questions be addressed to the person at the podium and not in the audience. Alderman Albert felt it was important that we discuss one topic at a time and not have several conversations going at the same time.

Mayor Soliman announced that there is a need for an executive session on (5 ILCS 120/2(c)(1)) personnel.

(#1) Motion by Alderwoman Oberlin, seconded by Alderman Inman to to into an executive session on (5 ILCS 120/2(c)(1)) personnel.

On roll call, the vote was:

AYES: Ald. Dyke, Vershay, Sklare, Gazal, Oberlin, Coladipietro, Albert, Inman.

NAYES: None.

ABSENT: None.

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

Executive session 7:53 p.m.

Reconvened from executive session at 9:33 p.m.

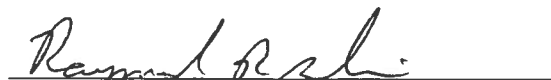
The meeting was adjourned at 9:35 p.m.

Approved this 7<sup>th</sup> day of May, 2018

As presented J

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

  
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VICKI L. HACKNEY, CITY CLERK

  
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RAYMOND R. SOLIMAN, MAYOR