

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
July 12, 2021

The July 12, 2021 City Council work session was called to order by Mayor Raymond R. Soliman at 7:00 p.m. in the Council Chambers, 1610 Plainfield Road Crest Hill, Will County, Illinois.

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

Also present were: City Administrator Heather McGuire, HR Director Renee Herbst.

Absent were: Director of Public Works Mark Siefert, Police Chief Ed Clark, Interim Planner Maura Rigoni.

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

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

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

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

The executive session began at 7:02 p.m.

(#2) Motion by Alderperson Oberlin, seconded by Alderperson Vershay, to reconvene from the executive session on personnel (5 ILCS 120/2(c)(1)).

On roll call, the vote was:

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

NAYES: None.

ABSENT: None.

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

The meeting was reconvened at 7:52 p.m.

TOPIC: A.I.C.S. Permit Waivers

Mayor Soliman presented a request for a Three Day Liquor License per the memo dated June 30, 2021. This is per the request of the American Italian Cultural Society for their annual Festa. This year they are expanding it to a three day event which will be on August 13, 14, 15, 2021. In the past the City has waived the liquor license fee and all other fees associated with the event. There is also a mass on Sunday with a parade to follow. The Police provide an escort for the parade.

Mayor Soliman asked for an informal vote on the waiving of the Three Day Liquor License. All members present were in agreement.

Mayor Soliman asked for an informal vote on the Police escort for the parade on Sunday August 15, 2021. All members present were in agreement.

TOPIC: Police Pension Board Recommendation

Mayor Soliman presented a request for the Police Pension Board Recommendation. Marco Coladipietro submitted an application and resume dated July 3, 2021. Marco is a prior Alderperson who would like to continue to serve the City. This appointment would be for a two year term.

Mayor Soliman asked for an informal vote on the Police Pension Board Recommendation. All members present were in agreement.

TOPIC: Forest Preserve Liaison Recommendation

Mayor Soliman presented a request for the Forest Preserve Liaison Recommendation. The Mayor had recommended the appointment of Alderperson Albert as the liaison, who asked that the request be tabled for discussion. Alderperson Albert explained that this came up several years ago when the Village of Romeoville put in bike paths along the Com-Ed easements. He had conversation with members of the Forest Preserve. Alderperson Albert explained that with several supervisors leaving the City, he did not want the conversation to stop. That is where the idea of a liaison came from. Alderperson Cipiti explained that he will abstain from the vote as this was not offered to the entire Council and there should have been more discussion before a decision was made. Alderperson Jefferson agreed that it should have been brought to the entire Council for discussion. Mayor Soliman said that no one else on the Council has approached him with any interest in the position.

Mayor Soliman asked for an informal vote on the appointment of Alderperson Albert as the Forest Preserve Liaison. Alderperson Dyke felt that with Alderperson Kubal being in the same ward as Alderperson Albert, it would benefit them to work together with the park district and forest preserve. Alderperson Vershay votes yes. Alderperson Gazal explained that she questioned how the positions were filled at a previous work session and how the process works. There are Council members who have an interest to serve as liaisons for the City. When it comes to expending City funds, the Council has a right to ask questions. She would cast a yes vote. Alderperson Oberlin agreed with Alderperson Cipiti as there may have been other Council members who may have been interested in the position. Alderperson Kubal cast a yes vote.

TOPIC: Staffing Recommendations: Building Maintenance Manager, Assistant Finance Director/Assistant Human Resources Manager, Economic Development Director & Planner.

Mayor Soliman presented a request for Staffing Recommendations per the memo dated July 9, 2021. Administrator McGuire informed the Council that she would like to make four recommendations to the City Council as far as staffing. The first recommendation is for a Facilities Maintenance Manager. The discussion came up in the past regarding the addition of a third mechanic. Between the two existing mechanics we have had roughly 1000 hours overtime. Much of this is due to facility maintenance. Throughout the City we have a number of facilities requiring regular attention which includes the City Center, Public Works, East Treatment Plant, West Treatment Plant, 8 Wells/Wellhouses, City-owned properties and rights-of-way. The facility size has increased from 20,000 square feet to 80,000 square feet. There are several mechanical items that need daily maintenance

indoors and outdoors. There is also aesthetics in the new facility that will need to be touched up such as paint and scuff marks. Also, any rentals and maintenance of the community room that is in the City Center. Alderperson Gazal asked once we move into the new facility the head mechanic won't have the additional responsibility anymore so why do we need this position. Administrator McGuire explained that we have expanded the fleet of vehicles and had requested an additional mechanic in the past. The mechanics also take on the responsibility of the building maintenance. Alderperson Gazal asked if this would be a union position or appointed position. It would be a union position. This would allow the person the ability to do various union jobs as needed. Alderperson Jefferson was concerned about the title of manager, versus working foreman or working supervisor. Administrator McGuire explained that this would be similar to a working foreman. Alderperson Gazal is concerned that we could run into problems with the additional work that a union employee is currently doing. Administrator McGuire explained that the work being done is union work. Alderperson Cipiti explained he is concerned about one union position crossing over and doing work not in their job title. Administrator McGuire explained that the employees are classified under the title of laborer which allows them to do various jobs. Alderperson Gazal asked if we are creating this union position with a current employee in mind. Administrator McGuire explained that we would create this position because we have a need for it. We would do a posting for this position. Alderperson Cipiti asked how this position would be created. Discussion followed on the hiring procedure for the union positions. Alderperson Cipiti asked if there are any employees on staff that would be good for this position. Administrator McGuire explained that we could open this up in house to see if there are any employees who would be interested. Alderperson Vershay said that person would have to hire someone that is versed in all phases of building maintenance. Alderperson Gazal doesn't feel that this position should be a union one due to the fact that it is management. Discussion followed on the title. This could be changed to maintenance supervisor. HR Director Herbst explained that it is more about managing processes rather than people.

Mayor Soliman asked for an informal vote on the creation of a Facilities Maintenance Manager. Six members present were in agreement. Alderperson Oberlin would like more information before she makes a decision. Alderperson Gazal would like to see this be a non-union position.

Administrator McGuire presented a request for the creation of an Assistant Finance Director/Assistant Human Resources Manager. With the departure of two supervisors and a limited number of administrative staff, there is no additional personnel to take on these duties. With HR it is important to have someone to continue duties with employee absences and for items like FMLA. There is also a lot of overlap between finance and HR in regard to job tasks. Alderperson Gazal said that the positions are needed but feels our focus right now should be on a City Administrator, Finance Director, Economic Development Director and Planner. The additional positions are needed and would be a goal for the next year or two. We need to concentrate on the City Center, building the park and finding the funds to complete it. Administrator McGuire said that these positions don't need to be voted on right now but would be a good goal for the future. Even though she is leaving the City she is concerned for the future. Alderperson Gazal felt that our main concern is to get the top positions filled first before we move forward. Alderperson Cipiti asked what the salary would be for the positions. Administrator McGuire said that we had not gotten to that step as of yet. Once the Council is on board with the positions, then we can have discussion on the salary range and benefits. HR Director Herbst explained how the salary range would be calculated and what the job description would entail. Mayor Soliman explained his position on the creation and filling of jobs. Alderperson Gazal asked where these funds

are going to come from. We still need to secure the funding for the proposed park next to the City Center and we also need to fill the position of Economic Development Director. Discussion followed on the position and the need to fill it since it has been vacant since December. Administrator McGuire explained that her recommendation is for an Economic Development Director & City Planning Manager. Alderperson Cipiti agreed that we need an Economic Development Director since we have gone without one since December. This should be our number one priority. Mayor Soliman questioned the need for an Administrator. Alderperson Cipiti felt that we are already working to fill that position, so he is not questioning that. Administrator McGuire went over the reason for two positions being requested. One would be an Economic Development Director and the second would be for a City Planning Manager. As far as the Finance Director, this is currently in the works. It would be best to fill the position of Administrator so that the Development Director and Planner have someone to report to. Mayor Soliman feels that once we have the Administrator in place we should start the hiring process for the Development Director and Planner. Administrator McGuire explained that as far as the Assistant Finance Director/HR Manager, this can be addressed once the Finance Director is in place since this is who they would report to. Alderperson Vershay felt that we need to fill the vacancies and then work on the assistant positions in the future. Alderperson Cipiti asked if we have thought about presenting the staff structure to the new person and get their feelings on what positions they feel are necessary. Administrator McGuire explained why she felt these secondary positions were necessary. Alderperson Gazal felt that we should let the new Administrator build their team. Alderperson Albert said that we are seeing a problem with staff leaving and not having backup for the positions. He felt that by creating these secondary positions, we are being proactive. Alderperson Oberlin would like to see the Administrator in place and then fill the positions from there. They should have input into the hiring process. Alderperson Kubal agreed that we need the Administrator in place first, then go from there. He would like to see the “manager” changed to a different title. Alderperson Jefferson feels that we should move forward on the positions that need to be filled, then onto the secondary positions. Administrator McGuire said that her intention was to start the search for the secondary positions when the new Administrator was hired. The applicants could start coming in after the holidays and the interviews be conducted. Alderperson Jefferson’s concern was the funding for the positions. Administrator McGuire explained that we do have funds available from the vacant positions. Alderperson Cipiti asked if the secondary positions would be done through GovHR. Administrator McGuire felt that we could go through the regular hiring process for those. She went over the hiring procedure. The Mayor asked if the Council is on board with the Facilities Maintenance Manager, Assistant Finance Director/Assistant Human Resources Manager and Economic Development Director & City Planning Manager once the Administrator is in place. The Finance Director should be in place roughly by August. We could then start to receive applications for Economic Development Director after the first of the year. Once that is done, we can revisit the Assistant Finance Director, Resource Manager and City Planner.

Mayor Soliman asked for an informal vote on the timeline he presented for additional hiring. Alderperson Vershay felt that we should hire the necessary staff first, then finalize it later on. Alderperson Gazal didn’t feel that we can set a timeline until we get an Administrator in place. Alderperson Albert felt that we should move forward. Alderperson Kubal did not have a problem with the positions but would like to see the Administrator in place first. Treasurer Conklin felt that the Council was fine with the positions but had a problem with the proposed timeline. The Mayor said that he is setting the timeline for the Administrator and Economic Developer. If we do them simultaneously we could run into a problem.

Mayor Soliman asked for an informal vote on the position of City Administrator and Economic Development Director. All members were in agreement.

PUBLIC COMMENTS: There were no public comments.

MAYORS UPDATES: Mayor Soliman informed the Council that Brad Hertzmann will be at the next meeting for a presentation of his retirement proclamation.

Mayor Soliman announced that we will be approving a proclamation recognizing Carillon Lakes on their 20th anniversary. They will be holding a celebration on July 24, 2021 and the Council is invited to attend.

Mayor Soliman announced that Dave from Beggars Pizza submitted an application for a liquor license for a carry out facility. He would like to have a few counter stools and will also be seeking a video gaming license. This will be between the McDonald and Dunkin Donuts.

Mayor Soliman said that at the last meeting he began to address the Council members as Alderperson. He asked for comments on this from the Council as to how they would like to be addressed. Administrator McGuire explained that the change to Alderperson is a State Statute, but other communities have chosen to continue to address their members as they have done in the past. Seven members of the Council asked that they be referred to as Alderwomen and Aldermen. Alderperson Oberlin asked to continue as an Alderperson.

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

CITY ADMINISTRATOR UPDATES: Administrator McGuire announced that Clarke will be spraying the City for mosquito's tomorrow night, and this has been posted. The fire hydrant painting will begin this week in various subdivisions in the City.

The meeting was adjourned at 8:59 p.m.

Approved this 19th day of July, 2021.

As presented ✓

As amended _____


CHRISTINE VERSHAY-HALL, CITY CLERK


RAYMOND R. SOLIMAN, MAYOR