

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
AUGUST 27, 2018

The August 27, 2018 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 Treasurer Glen Conklin, Alderman Scott Dyke, Alderman John Vershay, Alderwoman Claudia Gazal, Alderwoman Barb Sklare, Alderwoman Tina Oberlin, Alderman Marco Coladipietro, Alderman Nate Albert and Alderman Tom Inman.

Also present were: City Administrator Heather McGuire, Assistant City Administrator/HR Director Megan Fulara, Public Works Director Tom Migatz, Finance Supervisor Ashli Motyka, Financial Consultant Nick Narducci, Attorney Mike Hopkins with Spesia and Taylor and Deputy Clerk Jan Serdar.

Absent was: City Clerk Vicki Hackney

TOPIC: Public Works Building Update

Mayor Soliman presented the first item for discussion was on the Public Works Building update. City Administrator Heather McGuire informed Council that recently the City of Crest Hill sent out formal bid documents for the construction of the proposed Public Works facility on Oakland Avenue. As a result, the bids for the complete facility as determined by the analysis came in higher than the budget will allow. The budget for the facility is \$4,500,000 and the total bids are in excess of \$8,000,000. We are currently circling back to the actual specs on the plan, looking where we can do some value engineering to get the building down where it needs to be. Administrator McGuire stated that she is seeking councils approval to reject all the bids that we did receive, go back to review the plans and rebid this with a Spring/March 1st start date to get it in under that target amount of \$4,500,000. Questions and discussion followed. Administrator McGuire stated that in order to bring the project in at budget it is necessary to reduce the project scope and work with a manufacturer on cost reduction measures. It is recommended that the following procedures take place: 1. Bid project for a March 1, 2019 start date – This will bring in lower prices and more locked in material costs. 2. March 1st start date will also eliminate winter pricing. 3. Post project properly in the Dodge Report, 4. Lock in steel fabrication costs. 5. Reduce the cost of the items greatly increasing the overall costs. Administrator McGuire recommended that the Council reject all Crest Hill Public Works Facility bids, and proceed to reduce costs, more in line with established budgets and plans. Mayor Soliman asked for an informal vote from council to reject the all the bids on the Public Works Facility and rebid. All members present were in agreement.

TOPIC: 307 Caton Farm Road

Mayor Soliman presented the next item for discussion was 307 Caton Farm Road sewer connection. Administrator McGuire informed Council that a couple of work sessions ago we had some discussions regarding a waiver of tap-on fee for 307 Caton Farm Road. At that time, Council declined to waive any portion of it, however, they are having difficulty connecting to the sewer line. They will not be able to connect to the City sewer without crossing ComEd property. ComEd will not allow the business to enter into an easement agreement directly with them and instead requires the agreement to be with the City. Attorney Mike Hopkins with Spesia and Taylor drafted two proposed agreements. The first one is an Assumption, Reimbursement and Indemnity Agreement. The second one is a Sewer Easement Agreement. The Assumption Agreement is with the owner of the property and requires the property owner to assume all duties the City must undertake as part of the easement agreement including maintenance and reimbursement of any associated fees. The Sewer Easement Agreement is from ComEd and is their standard form Agreement for these type of easements and would be signed by the City in order to allow the owner to connect the sewer. Questions and discussion followed regarding future connections for other properties. The property owner would have to allow an easement to run sewer for a lateral connection for the future properties. Administrator McGuire stated that she will discuss this with the property owner to see if they would agree to these terms. If all details are worked out with the property owner, she will have the proposed agreements for council to approve at the next City Council meeting.

Administrator McGuire informed Council that there was a need for an executive session on collective bargaining 5 ILCS 120/2(c)(2), property acquisition 5 ILCS 120/2(c)(5), personnel 5 ILCS 120/2(c)(1) and litigation 5 ILCS 120/2(c)(11).

(#1) Motion by Alderwoman Oberlin, seconded by Alderwoman Gazal to go into an executive session on collective bargaining, property acquisition, personnel and litigation.

On roll call, the vote was:

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

NAYES: None

ABSENT: None

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

Executive Session: 7:36 p.m.

The meeting reconvened from executive session at 8:34 p.m.

TOPIC: Merit Increase Goals

Administrator McGuire informed Council that this is the second year of the merit system. Council has before them a set of goals for City Staff. One item that Council will see carried through for most of the staffs training will be the National Incident Management System (NIMS) training. Deputy Chief Brad Hertzmann is working on an Emergency Operations Plan for the City. As part of this plan, all department heads on staff will be certified for this National Incident Management System. There are four online classes that need to be taken and two in-person classes. Alderman Albert asked what non-union employees are eligible for overtime?

Administrator McGuire stated that there are six employees eligible for overtime. Those employees are Marybel, Ada, Timi, Jan, Karen and Regina. Administrator McGurie explained that we went through an analysis as part of our salary study this year and Regina's position is a non-exempt position. Administrator McGurie explained that this was determined once Megan began creating job descriptions and going through them to make sure they were classified properly. Assistant City Administrator/HR Director Megan Fulara stated that there is a test through the Fair Labor Standards Act based on your duties and how your position works determines if you are an exempted or a non-exempt employee. Alderwoman Oberlin asked what was Regina hire as exempted or non-exempt? Administrator McGuire explained that Irma's position was treated as a exempt position, it should not have been treated as an exempt position. Alderwoman Oberlin stated that when Regina took the position, Council was told that there would not be any overtime, now she does get overtime. Administrator McGuire explained that when we went through the analysis with all of the job descriptions , we found that we had misclassified the position. Discussion and questions followed.

TOPIC: Treasurer's Report

Mayor Soliman stated that Alderman Coladipietro requested this subject to be added to the work session. Alderman Coladipietro questioned if longevity pay is included for all employees? Administrator McGuire stated that yes it applies to everyone and the cap amount is \$897.00. Alderman Coladipietro stated that he feels this amount should have been taken into account when the Council was setting salaries. He would like the amounts of longevity discussed when approving future increases. Alderman Coladipietro stated that he would like an overtime report from each department, every pay period, stating a reason why overtime hours were worked. Administrator McGuire stated that she felt compiling this report would be very time consuming. She said that she would take whatever direction she is told but would request that if any changes are made that it be by the consensus of the Council to make the change. Alderman Coladipietro stated that he feels the supervisors should provide the reasons why their people are working the overtime. Alderman Albert stated that he would also like to see a report on the reasons why the overtime is being worked. Alderman Coladipietro also asked if the accounts payable report could be sorted by vendor instead of account numbers. Treasurer Conklin agreed that the current report that is generated is cumbersome and difficult to read. Treasurer Conklin stated that he would like to generate a simple report that is sorted by vendor and gross amount. He will check into this to see if the system can sort the report in a different way and provide a simpler report. Mayor Soliman asked Council for an informal vote to have a report generated sorting by vendors. Alderman Inman, Alderman Albert, Alderman Coladipietro, Alderwoman Oberlin, Alderwoman Gazal and Alderwoman Sklare were in agreement to review a report sorted by vendor. Alderman Vershay and Alderman Dyke were not in agreement with the change of the report.

Mayor Soliman asked Council for an informal vote to have an overtime report generated from each department, every pay period, stating a reason why the overtime hours are being worked. Administrator McGuire stated that each supervisor for their department will prepare a brief summary of the amount of overtime taken and why the overtime was taken which will be submitted with each payroll.

Alderman Sklare, Alderman Gazal, Alderman Oberlin, Alderman Coladipietro and Alderman Albert were in agreement to review an overtime report to include the amount of overtime hours taken and the reason the overtime hours were worked. This is to be included with each payroll. Alderman Vershay, Alderman Dyke and Alderman Inman were not in agreement with the report.

PUBLIC COMMENT: There were no public comments.

MAYOR'S UPDATES: Mayor Soliman informed Council that he received a thank you card from Jane Randolph thanking the City of Crest Hill for the sympathy card and donation to Joliet Hospice in memory of her brother, Gary.

Mayor Soliman informed Council that the Crest Hill Police Department is in the process of applying for an Entertainment License for their annual car show which benefits Special Olympics. The Police Department is seeking a waiver of the \$50.00 fee for the Entertainment License for the band that will be performing at the event. The event will be on Sunday, September 9th, from 1:00 p.m. until 5:00 p.m. Mayor Soliman asked Council for an informal vote for the waiver of the \$50.00 fee for the Entertainment License for the Crest Hill Police Department Special Olympic fund raiser. Alderman Inman, Alderman Albert, Alderman Coladipietro, Alderman Oberlin, Alderman Gazal, Alderman Sklare, Alderman Vershay and Alderman Dyke were in agreement to waive the \$50.00 fee for the Entertainment License for the Crest Hill Police Department Special Olympic fund raiser. Mayor Soliman stated that this will be on the September 17th City Council agenda.

Mayor Soliman informed Council that he had a meeting with the new owners regarding a liquor license for Eden Bar that was going to go into the old Kickers on Plainfield Road. There was some discussions regarding parking problems and some events that have taken place with their bar in Joliet. The new owners had stated that they were going to put between \$500,000 and \$600,000 worth of improvements into the place. Mayor Soliman explained to the new owners that he could not support issuing them a license due to the parking issues and the events that have taken place at their Joliet bar. The issuance of the license was tabled until the new owners got back to him regarding the issues. Mayor Soliman stated that as of today, he has not heard back from them.

Mayor Soliman informed Council that he had a meeting with the new applicants of Bada Brew on Theodore Street. The new applicants are interested in opening up a country western theme bar. The applicants took the application but it has not been returned yet. If returned, the applicants may be coming before Council in the near future.

Mayor Soliman informed Council that he will have a meeting with the new applicants of the Crest Hill Bowling Lanes and Kegler's on Theodore Street this coming Wednesday. These applicants may be coming before Council in the near future.

Mayor Soliman informed Council that he signed the liquor license for the Village Pub on Renwick Road. Everything has been approved with this license and should be opening in a few weeks.

COMMITTEE/LIAISON UPDATES: There was nothing to report.

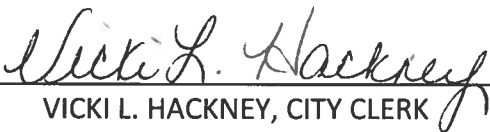
CITY ADMINISTRATOR UPDATES: Administrator Heather McGuire informed Council that there will be a Will County Center for Economic Development seminar on Wednesday, September 19th from 8:00 a.m. until 11:30 a.m. The seminar is free of charge and breakfast will be included. Anyone wishing to attend should contact Marybel to register for the seminar.

There being no further business, the meeting adjourned at 9:33 p.m.

Approved this 1st day of October, 2018

As presented: ✓

As amended: _____



VICKI L. HACKNEY, CITY CLERK



RAYMOND R. SOLIMAN, MAYOR