

MINUTES OF THE WORK SESSION
(VIRTUAL MEETING)
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
June 22, 2020

The June 22, 2020 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. Mayor Soliman indicated that tonight's meeting will be via video conference with Council and Staff members attending from their homes.

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 Joe Kubal.

Also present were: City Administrator Heather McGuire, Assistant City Administrator/HR Director Megan Fulara, Community Development Director Scott McMaster, Public Works Director Tom Migatz, Attorney Jon Powell.

Absent were: Director of Water/Wastewater Mark Siefert, Police Chief Ed Clark, Finance Supervisor Ashli Motyka.

TOPIC: Rental Inspection Program

Mayor Soliman presented the Rental Inspection Program per the memo dated June 22, 2020. Community Development Director Scott McMaster informed the Council that the Building Department is seeking to implement an annual rental inspection program for all rental property in the City. Attorney Powell has been working on the paperwork for the program. This program would keep owners and tenants accountable for the upkeep of the property. Not all of the landlords have registered with the City so we would need to find out who they are. Currently when a tenant moves out the City does an inspection prior to a new tenant moving in. Director McMaster asked for questions from the Council. Administrator McGuire gave the Council some background on the request. She explained that the Council members in Ward III have had some issues with rental units. Alderwoman Oberlin explained that she has received complaints from the larger rental building and very few from the single-family ones. Discussion followed on some of the complaints we have received. Alderman Coladipietro asked if we require rental property owners to register. We currently do. Alderman Kubal asked if there is a registration fee. Director McMaster believed that we charge \$50.00 to register and then a \$50.00 per inspection fee. Administrator McGuire explained that with the City being non home rule there are some restrictions. Alderman Dyke is concerned about how many man hours this is going to take. Administrator McGuire explained that once we get an accurate count of how many rental units we have, we can figure out the number of hours this will require. The Mayor asked if the larger complexes are scheduling inspections. They were. Discussion followed on some of the issues with the rental properties and absentee landlords. Alderman Dyke said that we have owner occupied properties where we cannot even get the exterior cleaned up. How are we going to get problems fixed on the interiors. Alderwoman Gazal explained that she is experiencing a similar problem in her area with a single-family home being occupied by more than one family. Administrator McGuire explained that this would not be permitted in a single-family area. We can

ticket them, but if it doesn't cease, we would have to take them to court. This could be a lengthy process. The Mayor discussed the number of violation notices that are sent out every two weeks. A large percentage of them comply with the notices, but there are always the ones that do not. Alderman Coladipietro asked if we are limited on what we can do because we are non-home rule. Administrator McGuire explained we are, and we also have to follow State mandates. Administrator McGuire went over a list of items that we are trying to address. Alderman Albert said that Romeoville is dealing with a similar situation. Have we reached out to them to see what type of problems they have experienced. Administrator McGuire had not reached out to them. She explained that it is going to take us some time to work this out, but at least this will give us a mechanism to address some of the issues. Alderman Albert is concerned that we would be penalizing the landlords who have a good relationship with their tenants. Attorney Powell explained how the good landlords could be given incentives such as longer time between inspections. Alderman Dyke asked if we could go after the negligent landlords and leave the responsible ones alone. This would not require as much manpower from the City. Director McMaster agreed and feels that this program would be proactive for the City. We currently require an inspection when a tenant moves out. This new procedure would require a yearly inspection. Alderwoman Oberlin said that if you have a property owner who is in compliance, then don't do a yearly inspection. Alderman Vershay asked if we can get the property owner information through the County. We can. Alderman Dyke questioned the homes that are rental properties that are getting a homestead exemption that shouldn't. Alderman Coladipietro asked if we could take action against the tenant. Attorney Powell explained what we can and can't do. Attorney Powell explained that as far as the staff required for this program, the inspection fee would offset the cost to the City. You can also contract out to a third party to do the inspections. Mayor Soliman asked if there are other nonhome rule communities doing these types of programs. There were.

Mayor Soliman asked for an informal vote on the Rental Inspection Program. All members present were in agreement. Alderwoman Gazal asked that we get this program implemented as quickly as possible. Director McMaster explained that there is some leg work that needs to be done to get the program in place. Alderwoman Oberlin would forward the information she had to Director McMaster. Alderman Kubal asked if we had an update on the parking lot in the industrial park. Director McMaster explained that they were not going to proceed with the project. Alderman Vershay questioned surveying work that was taking place on City property. This was for utility marking.

TOPIC: 2020 Janitorial Services Contract Renewal

Mayor Soliman presented a request for Janitorial Services Contract Extension per the memo dated June 17, 2020. Public Works Director Tom Migatz informed the Council that Unimax Corporation currently provides janitorial services for the City buildings. Once the new Public Works facility is completed, we will need to add it to the cleaning schedule. The recent pandemic has made it difficult to meet with other cleaning companies to secure quotes. City staff sought a quote from Unimax and is recommending the extension of the current contract until August 10, 2021. The increase to the current contract would be roughly \$12,000.00 per year. Mayor Soliman felt the current company does a good job.

Mayor Soliman asked for an informal vote on the 2020 Janitorial Services Contract Renewal. All members present were in agreement.

TOPIC: Jasmine Creek

Director Migatz presented a Contractual Mowing and Regrading-Jasmine Creek per the memo dated June 17, 2020. Director Migatz went over the work that needs to be done to restore the creek to its proper functional guidelines. Completion of the work requires the use of equipment outfitted with a boom and either a bucket or mower attachment. City Staff contacted two companies that provide this service. Public Works would dispose of vegetation and haul sediment to a dump site to reduce costs. City Staff recommends accepting the quote from Thornton Equipment Services Inc. not to exceed \$31,000.00 to bring Jasmine Creek back to base condition. Once the creek is restored, we can then discuss the maintenance of the creek for the future. Alderman Coladipietro asked what the restoration would entail. Director Migatz explained it would be soil and seeding. Alderman Coladipietro asked if it would be better to put river rock down. Director Migatz explained that's what is currently there, and it is difficult to get equipment in to mow the area. Alderwoman Oberlin asked if we have applied for any grants for this project. Administrator McGuire explained that the grants that are available at the current time have been more focused on pandemic relief.

Mayor Soliman asked for an informal vote on Jasmine Creek. All members present were in agreement.

PUBLIC COMMENTS: There were no citizens that have filed questions or comments with the City via mail, email, or via phone per confirmation of the City Clerk.

Administrator McGuire confirmed that an additional person had joined the virtual meeting. They had no comments or questions for the Council.

MAYORS UPDATES: Mayor Soliman presented a letter that was received from Reverend Thomas Hugh Cargo commending the Police Department during the pandemic and civil unrest.

Mayor Soliman announced that the State is scheduled to move into phase 4 of the Governor's plan on June 26, 2020. Most places will be opening at 50% capacity. Mayor Soliman explained that we have not received any complaints on the outdoor seating arrangements we currently have in place at the bars and restaurants.

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

Alderwoman Gazal informed the Council that she has received several calls from residents who are not comfortable eating inside food establishments once they reopen. Can we extend the outdoor seating for a short period of time. The Mayor said that this was something that we can work on. Administrator McGuire felt this would help the businesses since the indoor seating is going to be limited. The majority of the Council agreed that the outdoor seating should be extended to the end of July. The Mayor informed the Council that if we don't receive any complaints we could extend the outdoor seating until Labor Day. There are other municipalities that are doing this. Alderman Kubal asked if we had any updates on the opening of the Park District pool in the City. Mayor Soliman did not get any notification from the Park District. Administrator McGuire would get an update for the Council on the status of the pool.

Alderman Kubal indicated that the pools would be opening in Carillon Lakes in roughly a week.


CITY ADMINISTRATOR UPDATES:

Administrator McGuire that we will not be having a work session on Monday June 29, 2020. Staff will be setting up the Council Chambers for our next meeting on July 6, 2020 which should be live. Administrator McGuire informed the Council that the masonry crew put together a sample of the brickwork for the new building. Due to the pandemic, we had to put the hiring of an engineer on hold, so we will be re-posting for the position and possible interviewing in August. Alderman Vershay asked if we are going to start issuing garage sale permits. Clerk Hackney explained that we will begin issuing them again on June 29th.

Clerk Hackney asked Administrator McGuire to go over the protocol for the re-opening of the City Building on June 29th. Only two people at a time will be allowed in the lobby. We are placing plexiglass over the openings in the service windows and plexiglass sliders over the openings on the counter. Ropes and floor markings will be placed in the lobby to encourage social distancing. We will also require City Staff and patrons to wear masks. If we run into any issues, we will work with the Police Department to resolve them.

The meeting was adjourned at 8:04 p.m.

Approved this 6 day of July, 2020
As presented ✓
As amended _____


VICKI L. HACKNEY, CITY CLERK


RAYMOND R. SOLIMAN, MAYOR