

MINUTES OF THE WORK SESSION
CITY COUNCIL OF CREST HILL
WILL COUNTY, ILLINOIS
June 13, 2022

The June 13, 2022 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, Alderman Scott Dyke, Alderman John Vershay, Alderwoman Claudia Gazal, Alderman Darrell Jefferson, Alderperson Tina Oberlin, Alderman Mark Cipiti, Alderman Nate Albert, Alderman Joe Kubal.

Also present were: Administrator Jim Marino, Director of Public Works Mark Siefert.

Absent were: Assistant Public Works Director Blaine Kline, City Engineer Ron Wiedeman, Interim Planner Maura Rigoni, Police Chief Ed Clark, City Attorney Mike Stiff, Finance Director Lisa Banovetz, Economic Developer Steve Gulden, IT Director Tim Stinnett, Economic Development Director Tony Budzikowski.

TOPIC: Vac Truck Loan to Own Agreement

Mayor Soliman presented a request for the Purchase of a Combination Vac Truck per the memo dated June 7, 2022. Director Siefert is looking into the purchase of a 2023 combination Vactor Sewer Jetting Vac Truck. This truck is similar to the one that was on display at the Public Works open house. For the last 4 years the City has been renting a vac truck. The vac truck can be used for hydro excavating, cleaning out sewers, and catch basins. Hydro-excavating is used rather than a traditional backhoe in certain situations. Director Siefert referred to a photo in the packet. Due to the underground utility lines it is dangerous to use a backhoe. It is much easier to excavate using the Vac Truck. The truck is also used to clean out catch basins, jet storm lines, and clean sewer lines. Currently we would have to call in an outside contractor to do some of this work. We have been renting a Vac Truck at \$11,000.00 per month. Director Siefert went over how much the City has expended on renting the truck and calling in outside contractors. If we continue to rent the truck it will take almost 10 years to clean every catch basin in the City. Director Siefert introduced Mike O'Connor from Standard Equipment. Finance Director Banovetz contacted BMO Harris to secure an interest rate. The vehicles are constructed in Streator Illinois.

Alderperson Oberlin asked what the life expectancy is for this type of equipment. Director Siefert commented approximately 10 years, but we would like to get at least 15 out of it. Alderperson Oberlin asked about the warranty. Mr. O'Connor explained that this equipment has a bumper to bumper warranty for 1 year. The chassis engine has a 2 year warranty. The transmission has a 3 year warranty. The vacuum system has a 5 year warranty, and the water system has a 3 year warranty. All major components are covered for at least 2 years. Alderperson Oberlin asked if this is a tool that would be useful for the problem area by Jasmine Creek. Director Siefert said that we could use this to clean out the pipes, but not for the cutting. Alderperson Oberlin asked what would happen with the slurry in the machine. Director Siefert explained that it would be dumped at our facility where it would dry out and then be taken to the field. Alderperson Oberlin asked which purchase option would be more beneficial to the City. Director Siefert said that either would be fine. Discussion followed on the payment plans. Alderman Vershay asked how

many days a week is the truck utilized. Director Siefert commented 4 days a week weather permitting. Alderman Vershay asked if we still have the old truck. Director Siefert explained that the truck we use is leased. Alderman Cipiti said that he sees the advantage of owning the equipment. Is this truck similar to what we were renting. It is. Director Siefert explained that we have 3 employees that are licensed to drive it. Alderman Cipiti asked what maintenance would be required for the equipment. It would be cleaned daily after use. Our mechanics will go for a 3 day class in Streator to learn how to do maintenance on the truck. Training is free for the life of the vehicle. Mr. O'Connor went over what needs to be done for the daily maintenance of the equipment depending on its use. The chassis is an International and has a Cummings engine in it. Alderperson Oberlin asked if the training is included in the purchase price. The training is included as long as you own the vehicle. The truck can be built in approximately 3 days. Alderman Vershay asked if the vehicle would have a tandem axle. It would. A tandem axle can handle more water weight. Mr. O'Connor went over the specifications of the truck. Alderman Cipiti asked if the budget can support the purchase and will it require additional staff. Director Siefert explained that it can be accounted for in the budget and will not require additional staff. Alderman Albert commented that the 1st payment would be due in fiscal year 2023, does this mean we would go a year without a payment. Director Siefert explained that if you go through Standard the first payment would not be due until 12 months from the inception date of the vehicle. Through BMO the first payment would be due in June of 2023.

Alderman Albert asked if we budgeted for this item. Director Siefert explained that we didn't, but we can do a budget amendment. Another option is to put a down payment on the vehicle. Administrator Marino asked what the timeline would be from the start of construction to delivery of the vehicle. Mr. O'Connor explained that they currently have a truck that can be built in September. Otherwise because of the supply chain, you are looking at a year. Alderman Albert asked how much do we have budgeted for the truck rental for this year. We have \$44,000.00 budgeted. We have spent \$11,000.00 so far this fiscal year. Administrator Marino asked if we are going to rent the current truck until we receive the new one in September. We then wouldn't have to start the payments until July 2023, or September 2023 depending on which loan we go with. Mr. O'Connor explained that if the Council chose to order the truck tonight, you would have until September to determine where you want to get your financing from.

Alderman Albert felt that if we are going to purchase this vehicle we should put a down payment on it. Also, we should secure a lower interest rate now, before rates increase. Alderperson Oberlin asked if there are any loans or grants through the government. Director Siefert said that in the past they were offering Covid funds, but these are no longer available. Alderman Jefferson asked if this vehicle can be used year round. It can. Mr. O'Connor explained how the truck is maintained during the winter months. Alderman Vershay verified that we currently have 3 employees that can drive the truck. Director Siefert explained that you have to have a tanker endorsement in order to drive it. Alderman Dyke asked if there is anyone who assists the driver with the truck. Director Siefert explained that a second employee would follow in a pickup truck with shovels, etc. The employees would work in tandem to operate the machinery.

Mayor Soliman asked for an informal vote on the Vac Truck Loan to Own Agreement. Alderman Dyke, Jefferson, Albert, Cipiti, Kubal, Alderwoman Gazal, Alderperson Oberlin voted yes. Alderman Vershay voted no. The Mayor felt as far as the financing, we should explore all of the options we have available. Director Siefert said that he would present three options to the Council.

TOPIC: Council Room Dais Design Discussion

Mayor Soliman presented the Council Room Dais Design per the memo dated June 13, 2022. Administrator Marino informed the Council when the sprinkler head malfunctioned in the Council Chambers at the City Center, it came to our attention that the dais was not properly constructed. The Council needs to make the decision as to whether they would like the dais reconstructed to the original design or do we want to reconfigure it. Mr. Prybys, an architect was in attendance to give a presentation of what can be done in the room. Alderperson Oberlin commented that she is extremely upset with the poor quality of work. She is concerned over what else has not been done correctly. Who was responsible for approving this work. Administrator Marino explained that Harbour is making a list on what changes need to be made and the cost to do these changes. We will have a meeting in the future to discuss the items that Harbour discovers.

Alderman Cipiti asked if there will be any accountability to the contractors that did the work since it was not done properly. Administrator Marino explained that some work was done by contractors, and some done by our staff. This needs to be evaluated. Alderwoman Gazal asked why this was not caught before.

Administrator Marino explained that it had already been constructed when Harbour came in. Mr. Thompson from Harbour explained that they started going over the costs, books, and paperwork in April. After doing a walk through they found several hundred items that are mostly finishing defects. Alderwoman Gazal asked if the dais can be added to. Mr. Thompson explained that the dais is down to the framing so you can pretty much do what you want with it. He said that a number of Council members had concerns about the layouts. Alderwoman Gazal explained that she had expressed concern over the height of the dais. Mr. Thompson agreed. Alderperson Oberlin commented that how can anyone think that the gaps are acceptable. The workmanship is very disappointing. Mr. Prybys addressed the Council. He discussed the design and height of the original dais and how this can be adjusted. Mr. Prybys presented different configurations of the dais. Originally there were 84 seats for the audience. In their presentation it shows 64 seats. There are overflow areas if additional seating is necessary. In concept plan A, they kept the radius, but went from 39' to 36'. This gives a little better view from end to end. There would be a table on either side. The second concept puts the Mayor in the center, angles off from there with tables on the sides. The third concept is similar to the second, except the side tabled are smaller. Alderman Albert was concerned in two and three was the loss of visibility. Alderperson Oberlin liked option A, because of the flow of the curve. The drawings provide for 11 seats for the Council. This in case we have to redistrict and add 2 additional Council members to the dais. We would currently have the 8 members and Mayor, with additional space for the future. Alderman Albert asked how wide the proposed dais would be. Discussion followed. There would be a 4' space per person. Lengthy discussion followed on the layout and radius of the dais. The Council questioned how much more space would be needed to have 5 chairs on each side.

Mayor Soliman asked how the Council feels about putting the Administrator and Attorney at the dais. Treasurer Conklin questioned having all the officials at the dais, including those who have been elected City wide. Members of the Council agreed with the Treasurers suggestion. Alderman Albert asked if there was a way to push the dais closer to the wall. There is currently 6' from the center to the wall. Mayor Soliman asked if the Council is okay with the tables on either side of the podium. They were. Administrator Marino indicated they will have to remove what is in place and reconstruct it. Alderwoman Gazal

questioned the brick work. We can have Mr. Prybys come back before the Council with a drawing of how it would look. Alderperson Oberlin asked if it can be marked out in the room so the Council can see the layout in person. This would give everyone a better visual. Mr. Thompson said that this could be done. Alderwoman Gazal asked if the Clerk would have an area for the recording system. Clerk Vershay-Hall indicated that she does not know what type of system has been proposed. Alderperson Oberlin questioned the stone ledge and how it was supported. You can't construct this like a floating shelf as you have people leaning on it. Alderman Albert asked what type of stone this is. It was thought to be quartz. Mr. Prybys presented the proposed renderings for the accent wall behind the dais. Discussion followed on where the TV monitors would be located. Administrator Marino explained that in the original design they were located on the side walls. If we are going to change the configuration of the dais, we may want to change the location of the screens. Alderman Cipiti asked with the finished walls, how would this work. There is conduit that runs from the wall behind the dais and then under it. Mr. Prybys then presented some different types of panels that could be utilized. Alderperson Oberlin asked if they can be painted. They could. Alderman Cipiti asked if the panels could be mounted directly to the drywall. They could. Discussion followed on the various layouts and materials that were presented. Alderwoman Gazal asked for a time frame for the work. It could take approximately 3 months. Alderman Cipiti asked how this work would be funded. Administrator Marino explained that it would be from the fund balance. Alderwoman Gazal asked if we would be receiving insurance monies for the damage. We would, but it won't cover all of the reconstruction. Alderman Cipiti asked if we could recoup anything from the original contractor. Can they be held accountable for the subpar work. Alderperson Oberlin asked if any of the funds were held. Mr. Thompson said that are holding back 5% of the bond. Alderman Cipiti asked if we could get an approximate cost to build out the dais and back wall. Mr. Thompson commented that he would have to try to figure out the cost and come back with a rough estimate. Mayor Soliman asked that they come back with some information for the work session on June 27th. Treasurer Conklin asked if we could get a cost of the original dais that was built. Mr. Thompson explained that he will do his best since it was broken down into several costs. Alderperson Oberlin asked if the stone can be repurposed/sold off to try to recoup some money back. Mr. Thompson believes that it could be sold off or repurposed. Treasurer Conklin thought because the work was signed off on, we may only be able to recoup what we get from the insurance claim. Administrator Marino explained that we would get reimbursed for the water damage.

Alderman Albert asked if we could make some of the decisions tonight and then come back later for the wall. Administrator Marino reminded the Council that it was requested that the current dais be removed and then 2 different outlines be provided for Councils' approval. Alderman Albert asked if we have an idea of the cost. Mr. Thompson would have to get the figures together. He is hoping to have the information by the next work session. Alderperson Oberlin would like to know how much of the dais is salvageable. Discussion followed on the time frame and probable cost. Questions arose as to whether the existing framework will support the dais. Alderman Vershay asked if we could put some type of shelving under the counter at the dais for personal items. Alderman Albert asked if we are going to keep the bulletproof panels. They would salvage as many as possible. Alderperson Oberlin felt that we should keep the 5% to go towards the cost of the reconstruction. Mr. Thompson said that he has been in contact with the company regarding the work. Administrator Marino asked the Council prior to the June 27th meeting does the Council want to see the layout. Mr. Thompson said he could try to work around the existing one. Council then questioned the existing stonework on the wall behind the dais. This will have to be removed as it was glued directly to the drywall. The proper way to install the tile is

to adhere it with mortar on cement board. Lengthy discussion followed on what the Council would like to see behind the dais. Alderman Albert liked the look of the stone that is currently on the wall. Can it be taken down and reused. Mr. Thompson went over the designs that the Council proposed.

PUBLIC COMMENTS: There were no public comments.

MAYORS UPDATES: Mayor Soliman had no updates.

CITY ADMINISTRATOR UPDATES:

Administrator Marino asked the council if they would like him to look into the construction work, who may have done the work at the new building and to what extent. Alderman Jefferson asked if there was a PLA (Project Laborer) in place. Mr. Thompson commented that he did not see one in the agreements. Normally the work is done by Union workers. The only thing that is not covered by a PLA would be the manufacturing of the materials. Alderwoman Gazal explained that she questioned the PLA in the past and was told that we were doing that in house. Administrator Marino explained the Harbour is trying to get all of the paperwork together for the project. Alderperson Oberlin commented that if we cannot recoup any money what would be the point on going backwards. Administrator Marino explained that we can still hold the contractor accountable for the work they performed. Mr. Thompson explained that he has been in contact with several of the contractors and it appears that they will be coming back to correct some of the issues. Alderman Cipiti suggested that going forward we should bring someone from the outside to do any of the future inspections. The majority of the work that needs to be corrected is mostly cosmetic or finishing work. Alderman Cipiti asked that any inspections that needs to be conducted be done by an outside contractor. Mr. Thompson explained that he has spoken with the manufacturer, installer, and supplier. You have to have a certified inspection done for the warranties. He went over the items that require attention at Public Works. Treasurer Conklin has a list of what has been expended to date. Alderman Vershay asked if there are any issues with the Police Department at the City Center. Mr. Thompson explained that they inspected the entire building. We had an inspection today for the blacktop. Alderman Cipiti asked if the roof has been inspected. Mr. Thompson said that it was initially inspected, and he has not been made aware that there were any problems. Alderwoman Gazal asked if there was any water damage in the executive session room. There was, and it would be covered by the insurance. Alderperson Oberlin said that we are in this situation because we did not have qualified individuals overseeing the work. Alderman Kubal said that we tried to save money and did items in house. We need to get the corrections made and move forward.

COMMITTEE/LIAISON UPDATES: There were committee/liaison updates.

Alderwoman Gazal asked if the Clerk was aware of the email that was sent to the Council. Clerk Vershay-Hall commented that she was aware of the email. The email was forwarded to the Administrator who will be meeting with staff. As far as meeting with the Council, she is not aware of what is going on. Alderwoman Gazal asked if the Council could go into executive session with City staff. The Mayor commented that City staff should've gone to the Administrator first. Alderwoman Gazal informed the Mayor that the email stated that staff reached out to the Administrator several times. The Mayor stated that the Administrator will meet with staff and report back to the Council if action is needed. Alderwoman Gazal said that she is concerned that the email states the Council is not approving an additional staff member. She has questioned the need for additional staff in several meetings. Staff was told that the Council was against hiring additional staff

members. Administrator Marino explained that when the HR Director was let go, he was going to bring in an interim Director which didn't happen. In the budget there is a proposal for a full time water billing clerk. This was not approved. Alderperson Oberlin asked if there was conversation on hiring an Assistant City Administrator who would take over some the responsibilities of the past HR Director. There was. Alderman Cipiti asked if this position would take over some of the responsibilities that have been given to staff members. Most of the past HR duties would be taken over by an Assistant Administrator, but some would remain the responsibility of staff. Alderman Cipiti questioned the part-time position that was vacated when the Clerk's secretary became the Deputy Clerk. Alderwoman Gazal feels we need to hire a part time person and a full time person. There are also fine lines that we have to be careful of when you have union and non-union employees doing certain jobs. Clerk Vershay-Hall would like to move forward on the hiring of a full-time employee to take the place of an upcoming future retirement. There is also a need for a part-time person that would fall under the Finance Director to help alleviate some the work in the Water Department. Mayor Soliman asked who would be doing the recruitment of the full-time employee. They would be hired off the Civil Service list and would be a union employee. Alderman Cipiti asked if these positions were budgeted for. They were. Alderman Dyke asked if there is an eligibility list in place. There is. Mayor Soliman asked if we need to hire someone now or wait till closer to the current employee's retirement date. Clerk Vershay-Hall explained the tentative date is the end of January, but the employee can go anytime prior to that. Also, all of the business license are sent out in December with a due of January 31st. Also, there has been talk of starting monthly billing in January, which is going to add to the workload of the offices. There are a number of things that an incoming employee is going to have to learn. Treasurer Conklin asked if we could get someone in to be crossed trained to work in other departments. Clerk Vershay-Hall would like to get the person trained on the Administrative office position and then have them help in other departments. Currently our staff helps out in water and building if needed. She would like to have the part-time person trained in Administration and Water. The Mayor would like to see what the outcome of the staff meeting is and then go from there. Alderman Cipiti asked why the Administrator is meeting with staff. Do you not have an understanding of what their concerns are from the email. Administrator Marino explained that he has met with the Finance/Water staff but has not met with the Clerk's Office and Building Department. This meeting would encompass the Clerical staff in the Water, Clerk's and Building. He would be listening to the concerns of the staff and see how we can move forward. Alderwoman Gazal felt that the email was self-explanatory. Alderman Albert was disappointed that the email came from a staff member rather than a Department head. Clerk Vershay-Hall said that both her and the Finance Director were cc'd on the email. She has been made fully aware of the staff's concerns. That is why she recommended to the Administrator to have the entire staff meet. Alderman Albert asked if the email is from both departments. It was.

The meeting was adjourned at 9:21 p.m.

Approved this 20 day of JUNE, 2022

As presented ✓

As amended _____


CHRISTINE VERSHAY-HALL, CITY CLERK


RAYMOND R. SOLIMAN, MAYOR