

**CITY OF BRAIDWOOD AGENDA**  
**Regular Meeting, Tuesday October 10, 2017 @ 7:00pm**

Call to Order

Pledge of Allegiance

Roll Call

Public Comment (Comments are limited to no more than 3 minutes per Sect. 2-34(b) of the City's Code of Ord.)

**APPROVAL OF MINUTES** – September 26, 2017 Regular Meeting

**REPORTS BY CITY OFFICIALS**

**Mayor-**

**Administrator-**Resolution 17-30, Approving Contract with Lori Quigley

**Clerk-** Update on Will County Prevailing Wage Rate

**Engineer-**Erie St. Project, Approval of Phase 2

**City Attorney-** Ordinance 17-13, Authorizing the Execution of the CBA for Local 150  
-Ordinance 17-14, Amending Ordinance 16-11, Amending Chapter 22-Building &  
Building Regulations of the City of Braidwood Code of Ordinances

**REPORTS BY CITY COMMISSIONERS**

**Accounts and Finances** -Payment of Bills  
-Payroll Expenses

**Streets & Public Improvements-**

**Public Property-** Discuss of a Maintenance Contract for City's Wells and review by City Attorney

**Public Health & Safety-**

**Planning & Zoning-**No Recommendations

**Executive Session-**Discuss Personnel, Pending and/or Imminent Litigation, Collective Bargaining/Labor  
Relations or Land Acquisition  
-Actions to be taken following Executive Session:

Old Business

New Business

Adjournment

**CITY OF BRAIDWOOD**  
**City Council Regular Meeting Minutes**  
**Tuesday, October 10, 2017**

**Call to Order**

Mayor Vehrs called the city council meeting to order at 7:00pm.

**Pledge of Allegiance**

Mayor Vehrs asked Chief Ficarello to lead everyone in the Pledge of Allegiance.

**Roll Call**

Elected Officials present: Commissioner Hibler, Commissioner Hutton, Commissioner Smith, Commissioner Tessler and Mayor Vehrs were present.

Appointed officials present: City Attorney Kopman, City Clerk Sue Grygiel, City Administrator Labriola, Chief Nick Ficarello and City Engineer Todd Gereaux were present.

**Public Comment**

Angie Hutton, on behalf of the Braidwood Chamber. She wanted to let everyone know that the Tree Lighting and Lighted Parade will be on December 2<sup>nd</sup>. The Chamber had asked Braden Belcher to light the Christmas Tree with the Mayor and he accepted.

Frank Landolino, 30 Largemouth Lane. He said he lives at Coal City Rd. and Rte. 129. He said they have a lot of truck engine breaking and asked the council if they could do anything about it. The Mayor said they will look into it and see what can be done.

Mike Mudrof, 163 N. Cook St. Said he's trying to figure out what's going on with the roads. He said his road was perfectly fine but now it's tar and chipped. He said he spoke earlier last week with Comm. Smith who told him they were going to put another top coating on but it looks like they put more stone on it and asked is that the way it's going to remain? Comm. Smith spoke and advised that our upgrading of roads is paid through Motor Fuel Tax and the only way to get money through MFT is to go through our Engineer. Comm. Smith advised him that he was told there would be 2-3 coats and then asked Todd the City Engineer to explain more on how it will be done. Closed at 7:08pm.

**Approval of Minutes**

Comm. Smith made a motion, seconded by Comm. Hutton to approve the Regular Meeting Minutes of September 26, 2017. Motion approved 5 ayes, 0 nays (Smith, Hutton, Hibler, Tessler & Mayor Vehrs).

**REPORTS BY CITY OFFICIALS**

**Mayor**

The Mayor reminded everyone that when you're out in the country and even some of the roads here in the city, to watch out for deer especially around wooded areas. Hunting season started last weekend so they're on the move.

**Administrator**

Don advised that the city recently approved the purchase of a new payroll scheduling software system. Over the course of the last year we put a team together of staff; the Chief, City Clerk, Tari, Sarah & Julie, and came up with a recommendation. As part of performing our due diligence went out to Winnebago County to look at the system live. The new system is going to provide numerous benefits. One is going to be the time it takes to process the payroll with the new scheduling, which are many hours each pay period. Each department has different needs and the major needs is in our

Police Department as well as other needs within those departments. The current system is very labor intensive and this new software will be able to handle all the challenges. Don said the biggest challenge now is the time and effort needed to set up the mitigation of this system which affects every city employee we have. Installing the initial lines in the system is very time and labor intensive and just don't have the employees that can put the time in. Don said that he and the Chief met with Lori Quigley from Braidwood who has a background in Office Management and Payroll. We talked with her about coming in on a temporary basis to help us facilitate this. So what we're looking for her to do is to facilitate the scheduling & planning of the upgrade. Serve as a liaison between all the city departments, training designated personnel, function as a contact person with the software provider, structure a timeline for full integration of the new platform and perform any additional services we need to get the new system up and running. We have estimated that she would be here about 20 hrs. a week until we get it done. Don said he feels it's a matter of months before we get this set up. He then asked the Chief to elaborate from his end all that it takes to get his team scheduled. Comm. Tessler then explained why the Chief and Don talked with Lori Quigley which was mainly to help expedite this process. The commissioner said he believes our personnel is capable of doing it but just don't have the time. He knows the people next door can do it but he's not going to allow them to because he knows they don't have the time to do this task. This additional help would streamline it and make it easier if someone would master it, learn it, then be able to teach Tari, Sarah, even the Clerk and other ladies next door on their time. He believes Mrs. Quigley has the assets to do it. He commented that a loan was taken out to purchase this software and wants to see it initiated as soon as possible because our loan was started as soon as possible and it's being paid on and wants it up and running! He said that's why he wants this hire.

Comm. Hibler said she cannot justify the hiring of an outside person to implement the new software system. She said this expensive software was supposed to make the payroll system much simpler not harder. Furthermore she feels we cannot afford to hire more personnel, where will the money come from? The commissioner also said this job wasn't advertised and questioned aren't all job openings supposed to be advertised to the general public so if anyone were interested they would have a chance to apply? Don commented on the money. The city has money coming from a Grant through our Risk Management Provider that's coming up in the next couple of weeks, so we could apply this to that if we decided to do so, which would cover some of the expense. The clerk advised that it's about \$9,000. Don said we are also supposed to get a dividend check from them this year but not sure of the amount yet, but was told it was between \$10,000-\$15,000 and will know by November 2<sup>nd</sup> exactly.

Comm. Smith then gave his opinion. He stated that if they can't get it done, and then hire someone! In the meantime he has (9) lights out and has no money to purchase the equipment needed to get that work done. He's been working hard with old equipment, and doing everything to save money! If the city's staff can't get it done then get someone, but at least give them a try before you spend that money.

Comm. Hutton said it will cost twice as much to do it that way, the initial cost of the in house labor than hiring someone outside to do it. So we'll spend twice the money to get it implemented.

Comm. Smith disagreed, like he said earlier we don't even have the money to get streets fixed, or purchase a lift truck which you Comm. Hutton know we're in bad need of, but yet we keep finding money everywhere for other things and he's the last one to get money! Comm. Smith said he believes in saving money and doesn't want to ask taxpayers to raise more taxes. Save the money and if can't get it to work then go and hire someone. Comm. Hibler said that when the council approved the purchase of this software nothing was said about hiring someone to run it. Comm. Tessler agreed nothing was said about hiring someone but we see the amount of work that all these women have to do and doesn't believe there's enough time in the day for them to achieve this. Mayor Vehrs asked how long it will take to get this system up and running. Comm. Tessler, Hutton and Don said 3-4 months if we have someone working on it on a regular basis. The clerk said it took Winnebago County a year and they have like 500 employees and they're just going live now. The mayor questioned that when all the input is done, won't it run itself, then we can get are girls on board and Comm. Tessler replied yes. Chief Ficarello then said once that's done we won't need this Contracted position any longer. Comm. Tessler said once this is up and running-

smoothly there will be cross over training, then put in the hands of our city workers. The contract isn't a mandatory year it can be broken at any time. The Mayor said we don't have a start date because we have to get the software here, so let's see if we can get this done in (3) months. Comm. Tessler made a motion to approve Resolution 17-30, Approving the Contract with Lori Quigley subject to Attorney review, modification and not to exceed \$20,000, seconded by Comm. Hutton. The city attorney said as he was looking at the Resolution, he realized they failed to put in a provision that the contract is not to exceed \$20,000, thank you. Motion approved 3 ayes (Tessler, Hutton & Mayor Vehrs), 2 ~~ayes~~ (Comm. Hibler & Smith).

### **City Clerk**

The city clerk addressed the recent update from the Department of Labor on their website under Will County Prevailing Wage Act. The city passed an Ordinance back in June then again in August both having updates to the Prevailing Wage. Back in August our Ordinance as enacted provides that if there is a change to the rate, the new rate shall apply. Also the Act itself provides the same, so there is no need to amend our Ordinance based on the new rates that were previously tendered.

### **Engineer**

Todd said the Mayor had requested the explanation of Phase 2 for the Erie St. Project be on the Agenda. Todd said when they developed the Erie St. Project they did it in (2) Phases. Phase 1 is now narrowly complete. We had an alternate-a section along Railroad Street where we would enclose the ditch that is near our pavement, creating a safety issue along Railroad St. The low bid Contractor for Phase 1 was "D" Construction and were also the low bid for the Alternate Contract. The discussion was to get this piece in while the weather and the timing were right. The Alternate Contract was bid at \$34,455.

Comm. Tessler made a motion to approve Phase 2 for the Erie St. Project awarded to "D" Construction in the amount of \$34,455, seconded by Comm. Smith. Motion approved 5 ayes, 0 nays (Tessler, Smith, Hibler, Hutton & Mayor Vehrs).

### **City Attorney**

Atty. Kopman addressed the first Agenda item, Ordinance 17-13, Authorizing the Execution of the CBA for Local 150. He said Comm. Smith, Comm. Hutton and the Administrator have been working very hard to negotiate that and had wishful thinking that this would be ready for tonight. Unfortunately there are a few minor details that need to be worked out with Local 150 so he's not going to present tonight and will have back on the Agenda as soon as it's ready to go.

Next was Ordinance 17-14, this amends Ordinance 16-11 which amends Chapter 22-Building & Building Regulations to the city's Code of Ordinances. When we adopted the update to the Ordinances in terms of the building codes, one of the things that were adopted was a requirement that 1-2 family residential structures-homes require a sprinkler system. This was an oversight on the attorney's part and was brought to our attention by the Building Inspector when someone came in for a building permit recently on a new home. Ordinance 17-14 simply eliminates this requirement in a 1-2 family residential structure.

Comm. Tessler made a motion to adopt Ordinance 17-14 Amending Ordinance 16-11 and Amending Chapter 22, seconded by Comm. Smith. Motion approved 5 ayes, 0 nays (Tessler, Smith, Hibler, Hutton & Mayor Vehrs).

## **REPORTS BY CITY COMMISSIONERS**

### **Accounts & Finances**

Comm. Hibler made a motion to pay the total bills due on our Check Register in the amount of \$171,556.85, seconded by Comm. Smith. Motion approved with 5 ayes, 0 nays (Hibler, Smith, Hutton, Tessler & Mayor Vehrs).

Comm. Hibler made a motion to pay the Payroll Expenses due in the amount of \$102,891.20 seconded by Comm. Smith. Motion approved 5 ayes, 0 nays (Hibler, Smith, Hutton, Tessler & Mayor Vehrs).

### **Streets & Public Improvements**

Comm. Smith said hopefully everything will get better. The weather has been against them, they've had a lot of work but he knows they will make it.

### **Public Property**

Comm. Hutton addressed his Agenda item regarding the discussion of a Maintenance Contract for the city's well and review by the Attorney. We have used to basic contractors for well work from Layne Western and Waterworks. Both have presented a Maintenance Contract for repair work on our wells. He hasn't received both of them yet. After talking with city attorney about we're going to hold off on this until we get Contracts and review them to see what the cost is really going to be and is it worth the city doing or not. Comm. Hutton gave the Outside Crew Report then gave the Plant Crew Report.

### **Public Health & Safety**

Comm. Tessler gave the numbers provided him by the Chief from 9/26-10/10/17. Approximate total calls for service was 262, maintaining the same number and hopefully the number decreases as the weather gets colder. The commissioner reiterated what the Mayor had said earlier about keeping eye out for deer. Also there was a bad accident last night where individual had to be air lifted, doesn't know his status. With time changing and sun setting earlier, kids out, farming equipment out it's tuff to drive this time of year, asked everyone to be extra cautious, give yourself more time, slow it down and be more aware of your surroundings.

### **Planning & Zoning Board Report**

No recommendations.

### **Closed Session**

Comm. Tessler made a motion to go into Closed Session at 7:38pm to discuss Land Acquisition & Sale, seconded by Comm. Hutton. Motion approved 5 ayes, 0 nays (Tessler, Hutton, Hibler, Smith & Mayor Vehrs).

Comm. Smith made a motion to Reconvene the Regular Meeting at 7:46pm, seconded by Comm. Hutton. Motion approved 5 ayes, 0 nays (Smith, Hutton, Hibler, Tessler & Mayor Vehrs).

Mayor Vehrs advised that no action is being taken following Closed Session.

### **Old Business**

Comm. Tessler advised that construction will be starting at the Police Department tomorrow.

### **New Business**

Nothing to Report.

### **Adjournment**

Comm. Tessler made motion to adjourn the Regular Meeting at 7:48pm, seconded by Comm. Smith. Motion approved with 5 ayes, 0 nays (Tessler, Smith, Hibler, Hutton & Mayor Vehrs). Meeting adjourned.

Approved this \_\_\_\_ day of \_\_\_\_\_ 2017

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_