

THE CITY OF FAIRVIEW HEIGHTS
OPERATIONS COMMITTEE MINUTES
Wednesday, January 3, 2018 - 7:00 p.m.
City Council Chambers
10025 Bunkum Road, Fairview Heights, IL

Committee Members in attendance – Pat Baeske, Roger Lowry, Frank Menn, Harry Zimmerman

Committee Members absent – Denise Williams

Other Aldermen and Elected Officials in attendance – Mayor Mark Kupsky, Aldermen Pat Peck, Brenda Wagner and Ryan Vickers

Staff in attendance - Public Services Director John Harty, Human Resource Specialist Amanda Bushnell (left at 7:18 p.m.), Police Lt. Jim Krummrich, City Attorney Jim Gehrs

Recorder – Jill Huffman

Public Participation

None

Approval of Minutes, December 6, 2017

Motion and second to approve minutes were made by Aldermen Baeske/Lowry. The motion carried by voice vote and was unanimous.

Personnel Committee

Alderman Frank Menn, Acting Chairman

REQUEST FOR TEMPORARY HIRE – PT CUSTODIAN

The Human Resource Specialist reported that a part-time custodian retired and that the Mayor approved employment for an emergency employee for twenty-two days, effective December 29. Since it is anticipated that there will not be a hire for this position during this timeframe, it is requested that the emergency employee be moved to temporary status until this position is filled on a permanent basis.

Motion and second to forward a Resolution to City Council recommending approval of the transfer of the current employee from emergency status to temporary status until the part-time custodial position is filled on a permanent basis by Aldermen Baeske/Lowry. The motion carried by voice vote and was unanimous.

The Mayor stated that the Public Works Director is planning to increase the part-time custodian's hours, which will be presented at the Finance Committee Meeting.

PERSONNEL CODE PROPOSED REVISIONS

Section 26 – Sexual Harassment Policy

The Human Resource Specialist reviewed her memorandum, dated December 28, 2017, distributed to City Council, regarding the Public Act 100-0554, effective November, 2017, concerning regulations relating to sexual harassment. She stated that although there is a policy in place, the City is not in compliance with all provisions. The proposed revision includes specific language regarding sexual misconduct, harassment, and discrimination.

Motion and second to forward a Resolution to City Council recommending the current policy in the Personnel Code, labeled as Section 26, Harassment, be repealed and replaced with Section 26, City of Fairview Heights Policy Against Discrimination, Harassment, and Sexual Misconduct, to insure the City is in compliance with all provisions of Public Act 100-0554 by Aldermen Baeske/Lowry. The motion carried by voice vote and was unanimous.

Section 13 – Safety Incentive Policy

The Human Resource Specialist reviewed her memorandum, dated December 28, 2017, distributed to City Council, regarding Section 13 of the Personnel Code, Safety Incentive Policy, stating that the current policy contained in the Personnel Code is in conflict as well as with legislation, Resolution No. 1939-'92. New language is being proposed to revise the policy as stated in the revision attached to the December 28, 2017, memorandum.

Motion and second to forward a Resolution to City Council recommending the current policy in the Personnel Code, labeled as Section 13, Safety Incentive, be repealed and replaced with proposed Section 13, Safety Policy, by Aldermen Baeske/Lowry. Discussion: It was questioned if the \$40 award is being eliminated and if management is being added to the policy, to which the Human Resource Specialist replied that is correct. The Mayor stated that current legislation states if an employee works a half-year with no loss time, he/she is awarded \$25. It was further explained that, in the past, if an employee worked a half-year with no loss time, he/she was awarded \$25 and if worked an entire year with no loss time, he/she was awarded \$65. It was questioned if this policy is included in the 148 Union Contract, to which the Mayor replied yes. The motion carried by voice vote and was unanimous.

Public Services Committee

Alderman Pat Baeske, Chairman

CYPRESS RIGHT-OF-WAY VACATION

The Director of Public Works stated that the property owner who is interested in obtaining the right-of-way has paid for the generation of the vacation plat and survey and it is in the best

interest of the City to proceed with vacation of the right-of-way. By vacating this right-of-way, the City will no longer be responsible for maintaining the area.

The Chairman stated that three-fourths majority of City Council is required for approval of vacation of the right-of-way.

It was stated that this matter has been discussed for a year. The City did not want to fund the survey, therefore, one resident paid for the survey (although two residents will benefit from the vacation) with the assumption that this will be approved by the City.

The Director stated that the Department has letters of disinterest on file from the other adjoining property owners who are not interested in obtaining any of the said right-of-way.

Motion and second to forward an Ordinance to City Council recommending approval of the right-of-way vacation of Cypress Drive between Orlando Court and Judy Lane by Aldermen Zimmerman/Lowry. The motion carried by voice vote and was unanimous.

ST. CLAIR COUNTY – CDBG CONTRACT – MAGDALENA SIDEWALK

The Director relayed that last year, the City applied for a grant to the St. Clair County Intergovernmental Grants Department for the construction of a sidewalk along Magdalena Avenue in the French Village neighborhood. The engineering and construction costs are estimated at \$40,000 with the County and City each responsible for \$20,000.

It was questioned if the costs exceed \$40,000, who would be responsible for the cost overage, to which the Director replied it would be the City's responsibility.

Motion and second to forward a Resolution to City Council recommending approval of the St. Clair County, Intergovernmental Grants Department, CDBG, Program Year 2017 Contract for the construction of sidewalk on Magdalena Drive by Aldermen Menn/Lowry. The motion carried by voice vote and was unanimous.

CIP PRIORITY LIST

The Director presented his recommendations, per memo dated December 29 to Elected Officials, for street projects to be added to the Capital Improvement Priority List. Regarding Minor Projects, Elm, Oak and Cedar Drives (Ward 1) would be added as number nine as Wilshire would be completed; Club and Wilson (Ward 2) would be added as number 10 as Mark/Cari Drives would be completed; and Linda Drive (Ward 3) would be added as number 11 as Stites/Cory Drives would be completed.

It was stated that most of the streets in Ward 5 have been improved with the exception of a few streets in the Frank Scott Parkway corridor.

The Director stated that regarding additions to Joint Projects, both Marketplace Streetscape Projects, Phase I and II, are 80 percent Federally funded, and listed as numbers five and six; and both CDBG Projects, Third Avenue Pedestrian Crossing and Magdalena Sidewalk, are listed as numbers seven and eight as they are partially funded by the County.

Discussed the danger of pedestrians crossing Illinois Route 159 from Circle K to Ludwig Drive. The State has rejected the idea of installing a pedestrian crosswalk in this area. The Mayor stated the City will continue to advocate this situation to the State. The Director stated that he will contact the State, however, this is the highest Average Daily Traffic area in Southern Illinois and the State is very particular when installing a pedestrian crossing.

The status of the Old Collinsville Road/Lincoln Highway project was questioned to which the Director replied this is currently in preliminary engineering and believes this will be constructed in budget year 2019. Southbound Old Collinsville Road will receive a turn lane to proceed west onto Lincoln Highway; eastbound Lincoln Highway will receive a turn lane to proceed north onto Old Collinsville Road.

Motion and second to forward a Resolution to City Council recommending approval of additions/deletions of various projects to the Capital Improvement Priority List as presented by Memo to Elected Officials dated December 29, 2017 by Aldermen Menn/Lowry. The motion carried by voice vote and was unanimous.

DIRECTOR'S REPORT – PROJECT UPDATES

The Director of Public Works presented his written report to the elected officials for their review.

Market Place Streetscape, Phase I – The Director stated that as this project proceeds to bid opening, the Public Works Department will assume the project administration, meaning updates will be relayed from the Public Works Department.

Adjournment 7:34 p.m.

Submitted By:


Recorder