

THE CITY OF FAIRVIEW HEIGHTS

ADMINISTRATION COMMITTEE MINUTES

Wednesday, January 10, 2018 –7:00 p.m.

City Council Chambers

10025 Bunkum Road, Fairview Heights, IL

Committee Members in attendance –Denise Williams, Pat Peck, Brenda Wagner, Roger Lowry & Mayor Mark Kupsky (Ex-Officio Member)

Committee Members absent – Joshua Frawley

Other Aldermen and Elected Officials in attendance – Alderman Pat Baeske, Harry Zimmerman, Bill Poletti, Frank Menn & Ryan Vickers

Staff in attendance – Finance Director Gina Rader, Director of Public Works John Harty & City Attorney Representative Kevin Hoerner

Recorder – Pam Woods

Public Participation

None

Approval of Minutes

Motion was made by Alderman Pat Peck for corrections to be made on December 13, 2017 Minutes regarding “Motion(s)” and “Second(s)” made. Corrections have been made.

Motion and second were made by Alderman Pat Peck/Alderman Brenda Wagner to approve the December 13, 2017 minutes. The motion carried by voice vote and was unanimous.

Law Enforcement

None

Finance

Alderman Roger Lowry, Chairman

Force Level Proposed Revision – PT Custodian

The City currently employs two (2) full-time custodians and (2) part-time custodians. One of the part-time custodial positions has an hour cap legislated under the Force Level, not to exceed 1,456 hours per year.

Director of Public Works John Harty advises that with the accrued space of the Community Room, which is rented almost every day of the week, 2nd Floor upstairs and City Hall front door entrance, the amount of coverage and manpower the City requires to keep its facilities clean and up to standard has become difficult. A request is being made for the Committee to consider an increase on the hour cap for the current PT Custodian position in the Force Level from 1,456

hours per year (average 28 hours per week) to 1,820 hours per year (average 35 hours per week).

Mayor Mark Kupsky advises that these are not rooms used during the business working week hours of Monday through Friday, but in fact, these rooms are used on the weekends and at nights. In addition, the City's Labor Council has addressed and reviewed the current contract and the request for 35 hours does comply with the part-time criteria as per the contract. So therefore, renegotiations of the contract would not be necessary.

Motion and second were made by Alderman Brenda Wagner/Alderman Pat Peck to approve the increase of hours from 28 hours (1,456 hours per year) to 35 hours per week (1,820 per year). The motion carried by voice vote and was unanimous.

Bill List

Alderman Pat Peck advised that she contacted Director of Finance Gina Rader regarding a couple of items on the Bill List and requested that Director Rader look into these items as they would be addressed at the meeting.

1. Bill List – Benedick Title Insurance - #3 Harvey Lane; Page 11

Director of Finance Gina Rader addressed the question as to why the City uses Benedick Title Company. Director Rader stated that she confirmed with the City Director of Land Use, Tim Tolliver and advises that the title company is used for the Land Use Department. Before any demolition can be done on a vacant property, a title search is ran on that particular property to insure that there is no other interest in that particular property.

Mayor Mark Kupsky advised that the particular property located at #3 Harvey Lane is pending demolition, this address is the location of a house fire that took place.

Alderman Brenda Wagner raised a question as to, does the City need to use this particular title company or can the City explore using another title company in the City.

Director of Public Works John Harty advised that it is his understanding that any title company can be used.

2. Bill List – Fource Group LLC – Rec Complex; Page 15

Director of Finance Gina Rader addressed the question of the Rec Complex website. Director Rader advises that there is a design currently being work on for the website.

Alderman Pat Peck raised the question as to whether the Rec Center will have their own personal website.

Mayor Mark Kupsky addressed the question by responding, "No" it will be tied together with the current City's website but, it will be focused at the Rec Center, which will be tied together to promote the sale of the memberships and promote the Rec Center itself.

Mayor Mark Kupsky also stated that, Fource Group is a firm that has done this work before and Director of Parks & Recreation Angie Beaton and himself have met with Fource Group, reviewed the proposals and looked at the current websites. It will be done directly around how we promote the Rec Center for sales of memberships.

Motion and second were made by Alderman Brenda Wagner/Alderman Pat Peck to approve the Bill List. The motion carried by voice vote and was unanimous.

Other Item

Alderman Pat Peck addressed a question regarding the Christmas banners. Questioned if this is something that does not need to come before council for approval due to the dollar amount being below twenty thousand dollars.

Mayor Mark Kupsy advised "Yes", and that Temple Display is a professional service and they are also the ones who did the big trailer banner and some other signs to go on the property. They are based out of O'Fallon, Illinois. The City is also looking at them for some economic development promotion opportunities as well.

Director of Finance Gina Rader advised that the City's 54 Christmas banners (30" x 60" in size) came from Temple Display, which were placed throughout the City.

Adjournment 7:40 p.m.

Submitted By:

Recorder

A handwritten signature in blue ink, appearing to read "M. Hood", is written over a horizontal line. The signature is stylized and cursive.