

THE CITY OF FAIRVIEW HEIGHTS
OPERATIONS COMMITTEE MINUTES
Wednesday, February 7, 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, Denise Williams

Committee Members absent – None

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

Staff in attendance - Public Services Director John Harty, Human Resource Specialist Amanda Bushnell (left at 7:40 p.m.), Police Lt. Jim Krummrich, City Attorney Katherine Ann Porter

Recorder – Jill Huffman

The Mayor explained that the intent of the Committee Chairman/Member signs is to identify to the audience the aldermen assigned to a committee. Discussion ensued regarding other possible options for committee identification.

Public Participation

None

Approval of Minutes, January 3, 2018

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

Personnel Committee

Alderman Denise Williams, Chairman

PROPOSED FORCE LEVEL REVISION – ADMINISTRATIVE SUPPORT CLERK

The Human Resource Specialist relayed that the current part-time Administrative Support Clerk position works 28 hours per week, however, she is requesting that the position's hours be increased to 32 hours per week due to increased support to the Economic Development Director, the Mayor's Office, other departments, and assignment to special projects.

The Specialist stated that the hourly rate would remain at \$17.48. Four additional hours per week would amount to an additional \$3,635.84 annually. By increasing the hours to 32 hours

per week, the employee would become eligible for medical benefits of \$755.94 per month or \$9,071.28 per year, plus the extra four hours of contribution into IMRF retirement. This position currently receives prorated vacation and sick leave hours.

The Mayor added that, currently, the person in this position works four days a week and with additional hours, the employee would be able to work five days a week.

The Mayor stated that the temporary employee currently working in place of the Mayor's secretary will be released when the permanent employee returns to work.

Discussed the possibility of adding the temporary employee as a part-time employee upon return of the permanent employee and keeping the Support Clerk's hours at 28 hours per week to which the Mayor stated it would be adding another 28 hours per week and feels the need would not be substantiated as the Mayor's office would have one full-time and two-part time Administrative staff. Also, the Mayor stated the City will be staffing for the Rec Center and does not want to add extra staff.

Discussed the possibility of retaining the temporary employee for possible transition to the Rec Center. The Mayor stated that, currently, the Specialist is working on job descriptions and will propose a couple positions early in the budget year for the Rec Center. One position will be tasked with selling memberships to the Rec Center, as well as another position as Center Manager. It was stated that there is not a template of positions for the Rec Center to accommodate a transition. It was stated that employment needs to be reviewed for the Rec Center to determine if staff will be completely separate from City staff.

Discussed if the decision for increasing the hours could be delayed, to which the Mayor said there is a need now which includes the preparation for the City's 50-year anniversary celebration.

Discussed if this could be delayed until the new budget year. The Mayor stated there is money in the administrative budget for the increase of hours.

Discussed if this position could be reviewed in next year's six-month budget review to determine if the position is still needed at 32 hours. The Mayor stated that this position is not connected with the Rec Center and that the Parks Director is not adding administrative staff. The staffing for the Rec Center will all be operational staff and mostly part-time staff.

Motion and second to forward the proposed Force Level revision to City Council recommending the part-time Administrative Support (Clerk III) be increased from 1,456 hours to 1,664 hours annually by Aldermen Baeske/Menn. The motion carried by voice vote and was unanimous.

HR REPORT

The Human Resource Specialist presented her written report to the elected officials for their review.

Open Positions - Reviewed open employment opportunities. Regarding the full-time Land Use Directors, three applicants are being considered. The salary would be in the same range as the current director's salary. Discussed that there is an applicant who the City is very interested in for the full-time Parks Supervisor position. The full-time Network Systems Analyst is open to the

public through February 8 and the Specialist has received many interested applicants. The Specialist relayed that the Land Use Director, the Parks Supervisor and Network Systems Analyst were all posted on LinkedIn. The seasonal positions for Day Camp and Public Works will be advertised in the next few weeks.

Insurance Updates - The Specialist mailed Form 1095-Cs to full-time employees, as required by ACA, and United Health Care also mailed to employees Form 1094-B. Open enrollment for health, dental and vision will begin on April 1.

Work Comp/Risk Management Topics - No loss time for City staff has been reported for the last four months. Safety training is being coordinated with the Public Works Department.

A required log of work-related injuries and illnesses (OSHA Form 300A) is posted in the City Hall lunch room.

Questioned what type of training is being scheduled for the next year. The Specialist replied annual sexual harassment training, which was held in May of last year, will be scheduled in the summer of this year. Questioned if there is a type of training concerning appropriate behavior (professionalism) in the work place. The Specialist stated that this type of training is included in the harassment training. It includes misconduct, harassment, and retaliation – general harassment. This information is stated in the policy contained in the Personnel Code that was presented to Council in January. The Mayor stated that Public Works schedules safety training throughout the year.

It was questioned if a Job Safety Analysis (JSA) sheet has been initiated with staff. It was relayed that this is a list that is reviewed by the work force in the morning before they start work and generally takes ten to fifteen minutes.

Questioned if sexual harassment training is offered or mandated to staff to which the Specialist replied it is mandated. It was questioned if the Council would also attend to which the Specialist replied attendance would be encouraged. Discussed that training should include good workplace behavior. Questioned if harassment training could/should be mandated for Council. The Mayor replied that as an employer, the City can mandate to the employees to attend; Council members are encouraged to attend although as officers of the City, cannot mandate to attend. It was stated that it could be mandated through legislation.

Public Services Committee

Alderman Pat Baeske, Chairman

FISCAL YEAR 2018-2019 MFT MAINTENANCE RESOLUTION

The Public Works Director distributed to Committee Members and attending Aldermen a copy of the MFT Resolution for Maintenance. The FY 2018/19 MFT budget of \$300,000 will pay for street lights, traffic signals, signal maintenance, and labor associated with right-of-way mowing and street sweeping. An estimate of these activities will be submitted to IDOT, District 8 for approval to utilize these funds.

Motion and second to forward the Resolution for Maintenance to City Council appropriating \$300,000 for Motor Fuel Tax funding under the Illinois Highway Code by Aldermen Menn/Lowry. The motion carried by voice vote and was unanimous.

It was questioned how much money is received in MFT revenue to which the Director replied approximately \$420,000 annually, or \$35,000 per month.

MOTION TO SOLICIT BIDS – OLD COLLINSVILLE ROAD JOINT REPAIR

Discussed that funds have been established in the current budget for concrete repair by an outside contractor. Joints have been identified on Old Collinsville Road for repair. Plans will be available Wednesday, February 14.

It was questioned if Old Collinsville Road is a County road to which the Director replied yes, however, a maintenance agreement exists with the County stating that the City provides maintenance from Lincoln Highway south to Ashland Avenue. The City has numerous maintenance agreements throughout the City with either the County or the State. The Director stated that the right-of-way of Old Collinsville Road is maintained by the County, as the right-of-way on IL Route 159 and Lincoln Trail/Lincoln Highway is maintained by the State.

The Director stated that each joint is being reviewed and this is essentially a patching project. A concrete mix will be utilized that sets up quickly. It is anticipated that lane shifts will be utilized and traffic will not detoured. The project should be complete in a couple of days. The hours of operation would be between 7:00 a.m. and 3:30 p.m. Four or five joints will be replaced.

Discussed that heavy trucks are utilizing Old Collinsville Road instead of IL Route 159. The Director will check on the weight classification for the road and relay the findings.

Discussed that residents of Fox Creek have a difficult time entering Old Collinsville Road from the subdivision. The Director relayed that the Chief of Police is reviewing this matter (possibly lowering the speed limit or installing a traffic signal).

Motion and second to direct staff to solicit bids for the Old Collinsville Road Joint Repair project by Aldermen Lowry/Zimmerman. The motion carried by voice vote and was unanimous.

MOTION TO SOLICIT BIDS – SOUTH POINT/DOGWOOD ASPHALT OVERLAY

The asphalt overlay project is located in the South Bountiful Subdivision. South Point Road, which turns into Dogwood Lane, is a concrete road and in disrepair. The Department is requesting to solicit bids to asphalt overlay the concrete on South Point Road and Dogwood Lane. The Department will remove sections which are vertically displaced, mitigate stormwater issues underneath the road, and pour concrete or asphalt at the deteriorated sections. The contractor will then oil and chip the concrete road two times and overlay over the top to the curb line. If the concrete receives asphalt overlay only, without the oil and chip subbase, cracks in the concrete will be migrate through the asphalt. This project should take less than a week to complete.

It was questioned if staff has looked at replacing the road to which the Director stated it could be looked at in the future. The Director believes that the overlay method is a solution.

The Mayor questioned if Kingston is included in the project to which the Director would need to check. If not already overlaid, it would not be included as the funds would not be available.

The Mayor stated that residents will be informed of the process by aldermen and staff.

Motion and second to direct staff to solicit bids for the South Point/Dogwood Asphalt Overlay project by Aldermen Lowry/Menn. 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 – This project was advertised on IDOT's website Friday, February 2, which means bids will be read aloud on March 9. Construction should begin in June on the Market Place corridor.

It was questioned of the status of the stormwater improvements under Frank Scott Parkway west of IL Route 159. The Director will review and relay information.

Regarding the roundabout at Milburn School Road, plans have been released and bids will be opened on March 9. Currently, transmission poles are being relocated. A report will be presented next month.

Construction for turn lanes on Old Collinsville Road at Lincoln Highway is scheduled for next year.

Adjournment 8:00 p.m.

Submitted By:


Recorder