

**THE CITY OF FAIRVIEW HEIGHTS**  
**OPERATIONS COMMITTEE MINUTES**  
**Wednesday, March 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 Josh Frawley, Pat Peck, Bill Poletti, Ryan Vickers, and Brenda Wagner (arrived at 7:11 p.m.)

**Staff in attendance** – Human Resource Specialist Amanda Bushnell (left at 7:57 p.m.), Parks and Recreation Director Angie Beaston (left at 7:57 p.m), City Engineer Chris Volkman, Police Lt. Jim Krummrich, City Attorney Katherine Ann Porter

**Recorder** – Jill Huffman

**Public Participation**

None

**Approval of Minutes, February 7, 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*

**FY 18-19 INSURANCE RENEWAL – UNITED HEALTHCARE & GUARDIAN**

The Human Resource Specialist introduced the City's insurance representative, Bob Stewart, who presented the Benefits Renewal Review 2018 to Committee and aldermen in attendance.

Mr. Stewart relayed that the premium for the 12-month period was \$1,767,044 and United Healthcare paid \$1,353,432 in claims. There were five severe claims during the year.

In 2018, the medical insurance and dental insurance will each increase 4.9 percent, vision insurance will increase 3 percent, and there will not be an increase for life insurance.

Discussed ways the City can reduce claims which include employees attending the Health Fair, obtaining blood screenings, and getting a flu shot.

Mr. Stewart stated that last year a dual choice program was offered to employees, where a second medical plan allows an employee to use a health savings account which makes employees aware of medical service costs. Only three city employees are utilizing this program. Mr. Stewart stated that City employees have had a high level of benefits for a long time and are not aware of costs. Utilizing this program, instead of a copay, the cost of the medical service is deducted from the employee's health savings account.

The Mayor relayed that the Human Resource Specialist is working on a way to help the employees understand the value of the City's benefits and that each employee is receiving approximately \$18,000 a year in insurance benefits.

Mr. Stewart stated that the City has very little turnover and believes that employees realize they cannot obtain these benefits elsewhere.

It was questioned if a report is distributed annually to employees stating their total compensation package received from the City. The Mayor relayed that this information is being compiled for each employee of the City. He stated distribution of compensation information is common in the private sector, but not common in municipalities. It was commented that employees do not realize what sick days, vacation, and insurance are worth.

Mr. Stewart thanked the Mayor and Human Resource Specialist for their support.

Motion and second were made to forward the United Healthcare and Guardian Health Insurance renewals with recommendation of approval to City Council by Aldermen Lowry/Baeske. The motion carried by voice vote and was unanimous.

## **LAND USE DIRECTOR – SALARY DISCUSSIONS**

The Director of Land Use and Development will be retiring April 15. The City extended, and the candidate accepted, a conditional offer of employment. This individual has 20 years of experience and is currently working for a municipality where she is in charge of Animal Control, Public Works, Code Enforcement, Zoning and Planning, and Building Maintenance for a total of approximately 36 employees. The candidate has a bachelor's and master's degree in Urban Planning and is a Certified Planner. Currently, her salary is \$105,000 and the City has negotiated her salary at \$90,000. The Mayor relayed that the candidate is making a quality of life change. The Mayor stated that the City's current Land Use Director is among the lowest paid of the Directors.

Questioned the salary range advertised for this position to which the Specialist replied the base salary of \$81,746. There was no top range as the City does not stipulate ranges in the Salary Ordinance. The Mayor stated that there were three final candidates who all earned more than what the City advertised. He believes that most candidates believe that salary is negotiable based on qualifications.

Questioned the salary of the current City's Land Use Director to which the Specialist replied \$85,000.

The Mayor stated that he would prefer to revise the Salary Ordinance to show a range model of salaries. He stated that the average salary would become the mid-point. This would allow the

City to offer a salary based on experience which would be less or more than the mid-point of the salary range.

It was expressed that the City's current Director of Land Use's salary was low considering the amount of staff responsibility and expertise involving public relations, animal control, code enforcement, plus review and preparation of documentation for every development plan and case that was presented to the Planning Commission.

The Mayor stated that last year, the Director's salary was increased, however, per State guide lines, if an employee is within four years of retirement, the City can only increase the salary a certain amount to avoid paying penalties.

It was stated that in the private sector, new employees are hired at a higher rate than what the present employee is earning. It was also stated that even with longevity raises, salary does not keep up with what that employee could earn elsewhere.

It was stated that the requested salary of \$90,000 is in line with current salaries for other municipalities in the area.

Motion and second were made to forward the Salary Ordinance to adjust the Director of Land Use and Development's salary to \$90,000 to City Council with recommendation of approval by Aldermen Baeske/Lowry. The motion carried by voice vote and was unanimous.

### **RECREATION COMPLEX STAFF – FORCE LEVEL AND SALARY ORDINANCE PROPOSAL**

The Human Resource Specialist reviewed with Committee and aldermen in attendance her memo dated March 5, 2018 regarding the proposed revisions to the Force Level and Salary Ordinance for inclusion of three new non-contract full-time positions for the Recreation Complex which will be opening in March, 2019.

- Facility Manager - \$3,750.00 per month
- Member Services Manager - \$3,166.67 per month
- Membership/Marketing Assistant - \$2,600.00 per month

Descriptions of these positions are included in her March 5, 2018 memo. The Specialist added that the Facility Manager and the Member Services Manager are recommended by SFA to be employed approximately six to twelve months prior to the opening of the facility. Therefore, she is requesting that these salaries are included in the 2018/2019 budget as this would then be ten months prior to the opening of the Complex with possible employment later this summer.

Regarding the hiring of the remainder of the staff for the Recreation Center, there will be handful of additional full-time positions, however, most positions will be part-time. The Mayor commented that this will be reviewed at the six-month budget review.

The Mayor stated that by the time door opens, there should be a robust membership list. There will be incentives and promotions for the public to purchase memberships early. The Mayor stated that this facility is designed to operate and be self-sufficient. He went on to say the Complex is not only for individual or family memberships, but also for medical facilities offering wellness programs.

The Specialist stated that the three non-contract, full-time positions are listed in the proposed Force Level Revision under Parks and Recreation as Recreation Complex Division which would enable the City to hire these positions in the next few months.

Discussed that the Membership/Marketing Assistant will be selling and retaining memberships and the possibility of this employee receiving a commission. The Mayor stated that the Director of Parks and Recreation is reviewing options and would want this position to be incentive based.

The Mayor relayed that these positions will be hired in July or August and the salaries will be included in the new budget. The Facility Manager will earn approximately \$45,000 per year, the Member Services Manager approximately \$37,000 per year, and the Membership/Marketing Assistant approximately \$31,000 per year. The Specialist relayed that a wage increase will occur May 1, therefore, the effective date of June 1, 2018 was established in the Salary Ordinance to avoid a wage increase after one month of employment.

Questioned if these base salaries are competitive in the region to which the Specialist replied that they are.

Questioned why these positions salaries are not in a salary range to which the Mayor replied our Salary Ordinance is not set on salary ranges. The Mayor added that any change could affect discussions with labor.

Discussed that the Facility Manager salary might be higher based on the amount of work and the Marketing Assistant's salary less. The Specialist stated that the Facility Manager's salary was reviewed, and when looking at what other management level employees' salaries in the Salary Ordinance, it is very high compared to industry trends. She also stated that the City is working with taxpayers' money and research was done comparing other complexes' salaries in the area. This will be an exempt employee. Regarding the Marketing Assistant, while that position's salary is at \$31,200, because this is a non-exempt employee, an education incentive will be available. The Specialist relayed that they want to make sure this position is earning less than the Manager. The Mayor stated that the Marketing Assistant is not an administrative assistant but a person selling membership to the facility.

It was questioned if Parks' staff is union or nonunion to which the Mayor replied that Parks' laborers are union, but the recreation staff is nonunion. It was questioned if these positions will be union to which the Mayor responded it is to be determined.

It was questioned who will be the person seeking sponsorships/partnerships to the facility from businesses. This person would need an incentive to sell the Rec Center and the City to a business for them to have their name in the facility as advertisement. Questioned if this will be a function of the Economics Director and Parks and Recreation Director? The Mayor responded that a professional group of people will seek these sponsorships/partnerships and would include the Economics Director, Parks and Recreation Director, Mayor, Facility Director, and possibly the Member Services Manager. This will utilize the City's most professional team. The Economics Director has very deep ties with businesses. The Parks and Recreation Director's main objective is to have the building constructed.

It was questioned if the three positions for the Rec Center would receive benefits to which the Specialist replied yes they are benefit eligible since they are full-time positions. To clarify, the Membership/Marketing Assistant would be non-exempt and per the Personnel Code, any full-

time non-exempt employee who has attained an Associates or Bachelor's Degree in a field related to their position earns a five percent or ten percent increase respectively. The other two positions are exempt and this is built into their salary.

Motion and second were made to forward the Recreation Complex employees' Salary Ordinance and revised Force Level to City Council with recommendation for approval by Aldermen Lowry/Baeske. 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** – Part-time Custodian: Position is responsible for cleaning the Rec Center after events. Six to eight hours per week. Anticipate a selection in the next week. Full-time Land Use Director: Conditional offer was presented to candidate and position will be presented at the next City Council meeting. Full-time Parks Supervisor: Position filled. Employee has 24 years of experience and a Bachelor's Degree in horticulture; started employment with the City February 26. Full-time Network Analysis: Candidate, who has an Associate's Degree in Computer Information Sciences, accepted the position and will begin March 21. Seasonal Summer Day Camp Hiring: Started interview process. Seasonal Public Works Hiring: Will interview candidates in the next week or two.

The Mayor mentioned that there is a temporary hire in the IT Department for the Director who is on medical leave.

**Insurance Update** – Open Enrollment: Open enrollment is from April 1 to April 30. Any changes for employees will occur on May 1.

**Work Comp/Risk Management Topics** - No loss time for the fifth month. The Public Works 2018 Training is underway and the Specialist stated she lead the Hazardous Communications training. March training will focus on Confined Spaces.

It was questioned if a Job Safety Analysis (JSA) sheet is being developed as was discussed at last month's meeting. The Specialist stated that there is future training regarding that topic and this was also discussed in January's OSHA training. It was questioned if there will be a discussion on implantation for the process of morning review to which the Specialist replied absolutely. It was stated that the JSA is a great safety tool and a way to reduce Workmen's Compensation claims.

The Mayor stated that every employee needs to be aware of surroundings and if something seems dangerous, to report the hazard.

## **Public Services Committee**

*Alderman Pat Baeske, Chairman*

## **10 HYDE PARK – STORM PERMANENT EASEMENT**

The City Engineer stated that storm water discharges from Lincoln Highway to 10 Hyde Park (two lots). The City constructed an underground stormwater system and is requesting that the

City obtain permanent easement to maintain that system without making it necessary to obtain homeowner approval.

Motion and second were made to forward a Resolution for Permanent Easement with Exhibit for storm sewer maintenance at 10 Hyde Park Road to City Council with recommendation of approval by Aldermen Zimmerman/Lowry. Discussion: Questioned if there is monetary compensation for obtaining the permanent easement? Requested clarification before the City Council meeting. The motion carried by voice vote and was unanimous.

### **OLD COLLINSVILLE ROAD JOINT REPAIR – CONSTRUCTION CONTRACT**

Bids were received for joint repair of Old Collinsville Road at locations between Lincoln Highway and Ashland Avenue. Twelve areas will be removed and patches will be tied back into the pavement. Kinney Contractors of Raymond, Illinois, submitted the low bid of \$29,547.30.

It was questioned why the high bid was at \$143,510.16 and the low bid was at \$29,547.30 with bids in-between to which the City Engineer replied that the high bidders, most likely, did not want the project. He stated that Kinney Contractors specializes in concrete repair and that in review of bids received, were lower than the other contractors for saw cutting. Kinney recently completed the patching on Ashland Avenue and Old Collinsville Road for the County, which was more extensive than the City's, with a bid of \$59,000. The City Engineer stated that the contractor is required to abide by the specifications issued by the City, which is IDOT's Standard Specifications. The City Engineer stated to clarify, there could be extras, as when work proceeds and extra work is needed, additional monies would then be paid. However, extra compensation cannot exceed 20 percent of the bid. It was questioned when the City monitors the project and a problem arises, could the contractor to be terminated to which the City Engineer replied yes, however, the contractor is to adhere to the specifications, and if they do not, would be financially liable for any changes. A Performance Bond will be in place and Kinney is IDOT qualified.

Motion and second to forward a Resolution to City Council with recommendation of approval of the contract with Kinney Contractors, Inc. for \$29,547.30 for the Old Collinsville Road Joint Repair project by Aldermen Menn/Zimmerman. The motion carried by voice vote and was unanimous.

### **SOUTH POINT/DOGWOOD ASPHALT OVERLAY – CONSTRUCTION CONTRACT**

Bids were received for the annual Asphalt Overlay Program. Christ Brothers Asphalt submitted the low bid of \$83,458.73 for the asphalt overlay of South Point Road and Dogwood Avenue. Dogwood Avenue is currently concrete pavement, however, staff is replacing a storm sewer pipe excavating the roadway and other areas need to be patched with concrete. An oil and chip surface will be applied as a reflective crack preventer. Two inches of asphalt surface will then be applied and continue down the hill to South Point Road to Merriweather where it was overlaid last year. This will complete the southwest corner of Bountiful Heights.

Motion and second to forward a Resolution to City Council with recommendation of approval of the contract with Christ Brothers Asphalt for \$83,458.73 for the South Point/Dogwood Asphalt Overlay project by Aldermen Lowry/Menn. The motion carried by voice vote and was unanimous.

**STREET LIGHT INSTALLATION – 87 MONTCLAIR DRIVE**

The City Engineer stated that 87 Montclair Drive is located in a cul-de-sac. The City’s code requires street lights be located 250 to 400 feet apart. A street light is located exactly 400 feet from the cul-de-sac. Typically, there are street lights in the City’s cul-de-sac. Money is budgeted for street light installation in the current budget.

Consensus was received from the Committee for a street light to be installed at 87 Montclair Drive.

**DIRECTOR’S REPORT – PROJECT UPDATES**

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

Questioned the stormwater management system from the north flow underneath from Frank Scott Parkway west. It was stated that easement was being negotiated with the County to complete that work. This is in the Aspenleaf area. The City Engineer stated he will consult with the Director of Public Works. It was mentioned that there is a deteriorating corrugated pipe system for stormwater drainage in this area.

**Adjournment 8:16 p.m.**

Submitted By:

  
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Recorder