

THE CITY OF FAIRVIEW HEIGHTS

ADMINISTRATION COMMITTEE MINUTES

Wednesday, March 14, 2018 –7:00 p.m.

City Council Chambers

10025 Bunkum Road, Fairview Heights, IL

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

Committee Members absent – Frank Menn

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

Staff in attendance – City Clerk Karen Kaufhold, Director of Parks & Recreation Angie Beaton, Director of Finance Gina Rader, Director of Public Works John Harty, Director of Economic Development Paul Ellis, Director of Land Use Tim Tolliver, Chief of Police Nick Gailius, Captain Chris Locke & City Attorney Representative Jim Gehr

Recorder – Pam Woods

Public Participation

Mr. Frank Watson

Public Participation

Mr. Frank Watson – Raised a question regarding clarification of the process and if this budget meeting is just a review of line items for functioning for 2017 – 2018?

Mayor Mark Kupsky responded: This for 2018-2019, let me clarify – the budget templates are given out by finance director around the holiday time and the finance director has the departments put together their departmental budgets; she reviews those along with the other directors; and then her and I review the budget; and that is what we are presenting to the Council tonight for review for pending for next year.

Approval of Minutes

Motion and second were made by Alderman Brenda Wagner/Roger Lowry to approve February 14, 2018 minutes. The motion carried by voice vote and was unanimous.

Public Announcement

Mayor Mark Kupsky announced – While many of the Council Members are here all but one, you will see who is on the Committee by the name tags in front of their seats, those are the members who will voting tonight.

Law Enforcement

Alderman Brenda Wagner, Chairman

State of the Department Report

Police Chief Nick Gailius addressed the following:

- The crime statistics - because we are only 2 months into the year, there is really nothing to address as far as comparison goes, we have had no real violent crime this year.
- Updates, we just completed a program last week called "Stop the Bleeding", we were very pleased with the turnout. This is another step that we take in our police community relationship trying to engage the community to help them be prepared in an unfortunate event to give them some tools to be able to help out in that situation to maybe save lives.
- Our third Cadet Class is graduating March 15, 2018. If you have not received an "invite" and would like to attend, please contact Amber Hopkins for further information.
- Save the date for May 12th, Fairview Heights Police Department will be hosting their "Open House". Please contact Amber Hopkins for further information.

Alderman Ryan Vickers – Addressed Chief Gailius regarding a couple of conversations that both Chief Gailius and Alderman Vickers had in the past last week as it relates to in which Chief Gailius and Alderman Vickers can sit down together to make those processes work or things they could explore.

Chief Gailius – Responded "If I mischaracterized the conversation, please let me know". Chief Gailius states that Alderman Vickers and I have engaged in a couple of conversations over the last week regarding the processes the police department uses in its internal investigation in complaints and what type of community outreach ways can be done to bridge gaps that may exist. Chief Gailius stated that he advised Alderman Vickers that he is always open to meeting with residents at any time. Chief Gailius advised that there are processes in place when citizens make complaints and before the next meeting, he will have it all laid out how the process works so you can see how it is handled from the complaint through the whole process. The Chief commented that he advised Alderman Vickers to please understand to not make an "Error of Recency" just because there has been a couple of things lately is not indicative of an issue, it is just a couple of things recently, which has to be addressed individually.

Alderman Brenda Wagner – advised Alderman Vickers that this will need to be addressed next month as this is not specifically listed on this agenda. Alderman Brenda Wagner requested to Alderman Vickers to please make a note to put this on the agenda for next month.

Clearwave Agreement

Chief Gailius requested the Committee to forward onto Council for resolution to enter into agreement with Clearwave, which this Metro Ethernet service will connect database to Springfield, IL. Police Department currently uses the Illinois Century Network (AT&T), which has been phased out. Chief Gailius stated the phase out is actually saving the department money going from \$910.00 per month to \$631.00 a month. This is a multi-year agreement. Alderman Roger Lowery raised the question as to the actual cost. Chief Gailius stated it is \$299.00 a month for 60 months. Alderman Pat Peck questioned the \$631.02 amount. Chief Gailius responded by stating, those are additional line items that are currently being paid

separately and confirmed that the actual contract amount for Clearwave is \$299.00 per month – \$17,940 for a 5-year contract service.

Motion and second were made by Alderman Josh Frawley/Alderman Pat Peck to forward to City Council to allow the Mayor to enter into an agreement with Clearwave Communications for 5-year contract service to provide connectivity for Police Department access to State and National Crime Database LEADS.

Finance

Alderman Roger Lowry, Chairman

Bill List

Alderman Pat Peck advised that she spoke with Director of Finance Gina Rader regarding Bill List; Advertising & Public Notices; Page 4 – Job Postings (online), which Director Gina Rader clarified; Telephone Utility; Page 5 – 2nd line item Verizon Wireless - City Council iPads (Correction needed strike the word ~~City Council~~ read as iPads).

Chairman Lowry requested a motion for approval to forward Bill List to City Council with the changes. Motion to so move and second were made by Alderman Pat Peck/Alderman Brenda Wagner. The motion carried by voice vote and was unanimous.

Hotel/Motel Allocation

Mayor Mark Kupsky stated that there were two applications which were reviewed and these are the recommended amounts. We reduced the amounts that we allocated to hotel/motel this year due to the building of the REC Center and set aside money for Fairview Heights 50th Anniversary.

Director of Economic Development Paul Ellis stated that he received two (2) applications this year; Midwest Salute to the Arts; and Wingfest. He is proposing \$45,000 to Midwest Salute to the Arts and \$40,000 to Wingfest.

Alderman Brenda Wagner questioned the actual amount requested from each business. Director of Economic Development Paul Ellis responded by advising that Midwest Salute to the Arts originally requested \$55,000 and Wingfest requested \$45,000.

Mayor Mark Kupsky advised that last year Wingfest generated a lot of business for Fairview Heights as well as General Manager Mike Hagen advised that he saw a large increase in sales in the Mall.

Alderman Pat Baeske requested that the \$10,000 be split equally between the two events.

Alderman Bill Poletti raised the question regarding the possibility of these two events raising more sponsors.

Alderman Roger Lowry stated that during these times, it is very difficult to get any sponsorships for really any type of events any more.

Mayor Mark Kupsky stated that even the banks do not do sponsorships any longer or even the big retailers, which again makes it very difficult to get sponsors for a lot of these groups. Mayor Mark Kupsky reiterated that these two events bring good business to the City of Fairview Heights.

Alderman Brenda Wagner stated that Wingfest is getting a 25% increase versus Midwest Salute to the Arts, and agrees with Alderman Pat Baeske to split the \$10,000 between the two events.

Chairman Roger Lowry requested a motion for the Committee to give direction to present it to City Council "As Is" or make changes.

Alderman Pat Peck made a motion for forward to City Council as presented. Second by Alderman Denise Williams. The motion was not carried by voice and a vote count was made.

Alderman Brenda Wagner – No; Alderman Roger Lowery – Yes; Alderman Pat Peck – Yes; Alderman Josh Frawley – Abstain; Alderman Denise Williams – Yes. With a 3 to 1 vote favor; motion was made to forward to City Council.

Salary Ordinance

Mayor Mark Kupsy advises that this is a follow-up from last week Operations Committee Meeting in Personnel regarding the salary change for our soon to be new Director of Land Use in addition to the three initial positions being added for the REC Complex employees. Also, all of the salary contract and non-contract previous actions.

Motion and second were made by Alderman Brenda Wagner/Pat Peck to forward Salary Ordinance to City Council for approval. The motion carried by voice vote and was unanimous.

Kimco

Mayor Mark Kupsy stated we are tabling this and taking it off of the agenda as it is under discussion for redevelopment agreement.

Budget Review (Fiscal Year 2018-2019):

Alderman Pat Peck raised question regarding Page 1; Overall Summary – Employee Contributions. Why is it listed actual; nothing and nothing?

Director of Finance Gina Rader responded by advising they were tracking insurance up until a couple of years ago differently than they do now.

Alderman Pat Peck raised question regarding line item – Library. Why is this being listed, where in the past it was never listed before?

Director of Finance Gina Rader responded by advising that she not receive the detailed expenses from the library prior till but we know that we allocate the department and their expenses cannot be over that amount.

Mayor Mark Kupsy advised the Library is operated under its own guidelines of the state and are allowed an allocation of funds. So therefore, we have little or no say on how they spend that money. They do participate in the budget process but are not required by State Statute to do so.

Budget Review (Fiscal Year 2018-2019): (continued)

- a. **Clerk's Office** - City Clerk Karen Kaufhold asked if they were any questions from the Committee.

Alderman Pat Peck raised questions regarding Travel-Meeting Expenses last year's budget was \$3,100 and at this point setting at \$2,800/\$2,900 and budget is expanding to \$3,900 for next year.

City Clerk Karen Kaufhold responded this is due to the Clerk's Institute in Springfield, IL., which there will now be two employees attending this. Also noted under Educational Expenses, you will see that this has went down \$500 due to the fact that I had already paid to go to Springfield but was unable to attend due to a family situation, therefore, this is carried over to this year's budget.

Alderman Pat Peck raised question regarding Supplies.

City Clerk Karen Kaufhold advised Director of Parks & Recreation Angie Beaston and Manager of Clerk's Office Cathy Bryant have discussed purchasing supplies in bulk for REC Center.

Alderman Pat Peck – "What items will be purchased for the REC Center through the Clerk's Office"?

Mayor Mark Kupsy – All supply items are purchase through the Clerk's Office.

Alderman Pat Peck – questioned line item – Postage. This year you budgeted \$12,000 but next year only \$8,000.

City Clerk Karen Kaufhold advised that she believes the cost for postage will be lower due to less items sent via U.S. regular mail.

Mayor Mark Kupsy advised that more invitations, advertisement, etc. is being done online now.

Alderman Denise Williams raised question what is Election Expenses?

City Clerk Karen Kaufhold advised any expenses for purposes for an election such as announcements, print work, copying, etc.

Alderman Ryan Vickers questioned if the IML and week-long conference was the only two trainings the City Clerk will be attending?

City Clerk Karen Kaufhold stated "yes" and local conferences as well. City Clerk explained to Alderman Vickers what is considered local and regional conferences.

Chairman Lowry requested a motion to forward Clerk's Budget as presented to City Council. Motion and second were made by Alderman Brenda Wagner/Alderman Josh Frawley to forward for approval. The motion carried by voice vote and was unanimous.

- b. **Library** – Director of Public Works John Harty advised that they started keeping track of “In-Kind” expenses at the library such as custodial, supplies, building maintenance and it is called the 170 account. Traditionally these fell in the 150 account under the Building & Maintenance account. Now we keep track of the time spent at the library for “In-Kind” services. The budget has increased by about \$2,000 for the 170 account and that can be attributed to the custodian we assigned to the library and pro-rated supplies.

Alderman Bill Poletti raised questions about 2019 salaries, which shows \$26,300 and year-to-date 2018 year ending shows \$10,000. Is some of that carried over now?

Director of Public Works John Harty advised that a salary for a custodian can sometimes come out of a 150 account and as soon as that is exhausted, it will come out of the 170 account. Eventually would like to see everything come out of the 170 account in the future.

Chairman Lowry requested a motion to forward Library’s budget as presented to City Council. Motion and second were made by Alderman Brenda Wagner/Alderman Pat Peck to forward for approval. The motion carried by voice vote and was unanimous.

- c. **Land Use & Development** – Director of Land Use Tim Tolliver was present to answer any questions.

Alderman Pat Peck questioned under Board & Committee’s what does that entail? Second, in 2016, we went from less than \$500, nothing in 2017, and now we are up to \$2,600.

Director of Land Use Tim Tolliver responded, it depends upon the number of opportunities we have to send Commissioners or Board Members to training sessions and we have not had any the past couple of years.

Alderman Pat Peck – “That would not go under Education Expenses”?

Director of Land Use Tim Tolliver – “No” that would be for employees.

Alderman Pat Peck – under Tech and Outside Services, what is the \$31,000?

Director of Land Use Tim Tolliver – there are a number of items that are taken out of there. We did not spend much this year. We do have \$12,000 budgeted for this upcoming year for mapping consultation services. We anticipated for it to take place this year, but it did not.

Alderman Roger Lowery questioned \$2,300 expense for Travel/Training.

Director of Land Use Tim Tolliver advised this money for the new Director of Land Use for training and travel expenses such as fees for seminars or overnight stay.

Chairman Lowry requested a motion to forward Land Use budget as presented to City Council. Motion and second were made by Alderman Pat Peck/Alderman Brenda Wagner to forward for approval. The motion carried by voice vote and was unanimous.

- d. **Parks & Recreation** – Director of Parks & Recreation Angie Beaston was present to answer any questions.

Alderman Pat Peck questioned under Sanitary Service Utility of \$21,500 being a larger amount than last year.

Director of Parks & Recreation Angie Beaston advised that this is a \$7,500 increase due to the department is now doing Community Clean Up Day, which had been exhausting their sanitary budget. We pay the paper shredding company, electronics company, yard waste hauler, and this does not include bulk trash services.

Mayor Mark Kupsky advised that Director of Public Works John Harty and himself have been discussing and working on ways to do away with “bulk trash” services in order to save a substantial amount of money.

Alderman Pat Peck and Alderman Pat Baeske requested that a screening process be done during Community Clean Up Day to verify these are City of Fairview Heights residents.

Chairman Lowry requested a motion to forward Parks (140) portion as presented to City Council. Motion and second were made by Alderman Brenda Wagner/Pat Peck to forward for approval. The motion carried by voice vote and was unanimous.

Director of Parks & Recreation Angie Beaston advised that this Recreation (015) Department is self-sustaining and is bringing in more money than spending. The recreational portion includes room rental for the recreational rooms, community room and all of the activities that take place in the parks such the Easter Egg Hunt or Fall Festival.

Motion made by Alderman Denise Williams to forward Recreation (015) portion as presented to City Council. Second were made by Alderman Brenda Wagner to forward for approval. The motion carried by voice vote and was unanimous.

- e. **REC Complex** – Director of Parks & Recreation was present for any questions.

Alderman Joshua Frawley questioned – “How many members are you anticipating”?

Director of Parks & Recreation advised this is difficult to predict since the REC Center will only be open for maybe 1 to 2 months during this budget period. We hoping to get what SFA proposed which was broken down to around 450 families, 200 youth, 200 seniors. We will have a lot of different things that will be offered.

Mayor Mark Kupsky advised by the time we get to mid-year budget review as the building is scheduled for delivery by late February with another month worth of work afterwards if construction steps up. If we take delivery earlier, that is just that many more months that we can collect revenue. That is why it is a variable right now but we plan to firm that up with the Council as we move through the year during the construction stage. An idea number would be 2400. We are doing different things that other recreational centers are not doing.

Alderman Denise Williams questioned the cost of Food Supplies.

Director of Parks & Recreation Angie Beaton responded by advising this would be cost associated with things like birthday parties. Food and supplies are provided by the center but then collected afterwards after the event.

Alderman Roger Lowry questioned Promotional Merchandise being sold at REC Center.

Director of Parks & Recreation Angie Beaton advised there will be promotional items sold.

Motion made by Alderman Brenda Wagner to forward REC Center portion as presented to City Council. Second were made by Alderman Denise Williams to forward for approval. The motion carried by voice vote and was unanimous.

f. **Public Works** – Director of Public Works John Harty was present for questions.

Alderman Pat Peck questioned PW Engineering (120) Tech and Outside Services.

Director of Public Works John Harty advised that there \$20,000 in general hauling that use to be in motor fuel tax and I-64/Rt. IL. 159 exchange for \$15,000. This is the \$35,000 that came back in that use to be under Motor Fuel Tax.

Alderman Pat Peck questioned Supplies. Materials to maintain streets is the main expense.

Director of Public Works John Harty advised that there is still \$70,000 in the budget for decorative rock for I-64 that has not yet been spent. Other expenses for oil and chip and salt.

Alderman Pat Peck addressed Public Works (150) line item Public Relations expense to French Village Fire Department of \$7,500. Opposed to the expense. If they need additional spending, they can levy taxes.

Alderman Pat Baeske stated that she was in agreement to remove the \$7,500 expense to the French Village Fire Department.

Alderman Brenda Wagner was also in agreement to remove the \$7,500 expense as the French Village Fire Department is a taxing body as well as the Fairview Heights Fire Department, which no longer receives that expense.

Motion and second were made by Alderman Brenda Wagner/Alderman Pat Peck to “Amend” by removing portion of Public Works (150) expense to French Village Fire Department. A voice vote was taken; Alderman Brenda Wagner – yes; Alderman Roger Lowery – yes; Alderman Denise Williams – yes; Alderman Joshua Frawley – no. The motion carried by voice vote and was unanimous.

Motion made by Alderman Brenda Wagner to forward Public Works portion as "Amended" to City Council. Second were made by Alderman Pat Peck. The motion carried by voice vote and was unanimous.

Director of Public Works John Harty was addressed regarding MFT. Director Harty advised that there is \$300,000 allocated in the budget, which \$80,000 is for salaries and the other \$220,000 is for street lights and traffic signals.

Motion made by Alderman Brenda Wagner to forward Public Works - MFT portion as presented to City Council. Second were made by Alderman Denise Williams to forward for approval. The motion carried by voice vote and was unanimous.

g. Police Department – Chief Nick Gailius was present for any questions.

Alderman Pat Peck raised question regarding 911 Consolidation expense. Has this been cost effective or cost us?

Chief Nick Gailius responded it is considered cost effective. The recently the department just received a \$220,000 reimbursement grant from the state for doing it.

Chairman Lowry requested a motion to forward Police Department portion as presented to City Council. Motion and second were made by Alderman Pat Peck/Alderman Denise Williams to forward for approval. The motion carried by voice vote and was unanimous.

Captain Chris Locke was present for any questions regarding ESDA.

Motion made by Alderman Pat Peck to forward Police Department - ESDA portion as presented to City Council. Second was made by Alderman Brenda Wagner to forward for approval. The motion carried by voice vote and was unanimous.

h. CIP

Motion made by Alderman Denise Williams/ Alderman Brenda Wagner to forward CIP - Public Works portion as presented to City Council. The motion carried by voice vote and was unanimous.

Motion made by Alderman Pat Peck to reduce CIP - Police Department 11 Vehicle Replacement Program portion from \$143,000 to \$102,000. Second made by Alderman Brenda Wagner to forward to City Council as "Amended". The motion carried by voice vote and was unanimous.

Motion and second made by Alderman Brenda Wagner/Alderman Pat Peck to forward CIP – Land Use as "Amended" to City Council. The motion carried by voice vote and was unanimous.

Motion made by Alderman Brenda Wagner/ Alderman Pat Peck to forward CIP – Parks & Recreation portion as presented to City Council. The motion carried by voice vote and was unanimous.

i. Administration - Mayor Mark Kupsy advised that personnel expenses was reduced from \$758,000 to \$709,000. Professional Services reduced from \$302,000 to \$285,000. Contractual Services were up slightly due to 50th Anniversary Celebration. Supplies &

Equipment \$129,000 to \$137,000 due to upgrades, licenses and software. Total budget is down \$30,000 from last year.

Alderman Pat Peck questioned Education Expense going up \$4,000 from last year.

Mayor Mark Kupsky advised that this will be for new IT employee coming onboard and this will be for training and certifications. This also includes amount to be allocated for Humane Resource training.

Alderman Pat Peck raised question regarding Travel/Meeting expense.

Mayor Mark Kupsky advised expense is for Director of Economic Development Paul Ellis' certification.

Alderman Pat Peck raised question regarding Insurance Liability as it does not appear in 2016, appeared in 2017 and increased in 2018-2019.

Mayor Mark Kupsky advised insurance was moved in 2016 from Clerk's Office to Administration Office to be under Human Resources. Payment is now coming due in April.

Chairman Lowry requested a motion to forward Administration Department portion as presented to City Council. Motion and second were made by Alderman Pat Peck/Alderman Denise Williams to forward for approval. The motion carried by voice vote and was unanimous.

j. **Finance** – Director of Finance Gina Rader was present for questions.

Alderman Pat Peck questioned line item Elected and Appointment Officials. What is the \$12.00 for?

Mayor Mark Kupsky advised that Director Gina Rader is paid \$1.00 per month to serve as Budget Officer.

Motion made by Alderman Pat Peck to forward Finance Department portion as presented to City Council. Second was made by Alderman Denise Williams to forward for approval. The motion carried by voice vote and was unanimous.

k. **Mayor & City Council** – Mayor Mark Kupsky advised the budget is up slightly from last year due to the increase in the transfer to the library and the travel expense for elected officials. This all depends on how many want to attend the IML. This is decided by the City Council.

Alderman Ryan Vickers questioned as to what conferences are covered under travel expenses. Does this cover multiple days and how many workshops can be attended.

Mayor Mark Kupsky advised this is to cover the IML Annual Conference. Any other workshops or conferences would need to have the request presented early to be presented to Council for approval.

Alderman Ryan Vickers questioned if Council members could have shirts.

Mayor Mark Kupsy stated that shirts can range from \$30 to \$50 per shirt. Alderman Brenda Wagner stated she is not in favor of spending money for shirts. If we want shirts, this is something Council members should pay for themselves and not use tax payer dollars.

Public participation from Mr. Frank Watson stated that tax payer dollars should not be used to purchase shirts for City Council members.

Director of Finance Gina Rader provided new budget dollar amount of \$29,002,711.00.

Motion made by Alderman Denise Williams to forward Mayor & City Council portion as presented to City Council. Second was made by Alderman Pat Peck to forward for approval. The motion carried by voice vote and was unanimous.

Motion made by Alderman Roger Lowry to forward entire Budget portion as "Amended" to City Council. Second was made by Alderman Brenda Wagner. The motion carried by voice vote and was unanimous.

Adjournment 9:07 p.m.

Submitted By:

Recorder