

THE CITY OF FAIRVIEW HEIGHTS

ADMINISTRATION COMMITTEE MINUTES

Wednesday, April 11, 2018 –7:00 p.m.

City Council Chambers

10025 Bunkum Road, Fairview Heights, IL

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

Committee Members absent – Joshua Frawley

Other Aldermen and Elected Officials in attendance – City Clerk Karen Kaufhold & Pat Baeske

Staff in attendance – Chief Nick Gailius, Captain Chris Locke, Finance Director Gina Rader, Director of Public Works John Harty, & City Attorney Representative Katherine Porter

Recorder – Becky Thompson

Public Participation

None

Approval of Minutes

The following changes were made to the March 14, 2018 minutes:

- Correct Alderman Lowry's name throughout the minutes.
- Page 3 – Motion to enter into an agreement with Clearwave was seconded by Alderman Peck, not Alderman Frawley.
- Change every motion made by Alderman Lowry to "Chairman Lowry requested a motion", since the Chairman cannot make a motion.
- Page 5 – Motion to forward the Clerk's Budget as presented to the City Council was seconded by Alderman Frawley, not Alderman Peck.
- Page 9 – Motion to forward Police Department portion as presented to City Council was made by Alderman Peck and seconded by Alderman Williams, not made by Alderman Wagner and seconded by Alderman Peck.
- Page 9 – Motion to CIP – Parks & Recreation portion as presented to City Council was made by Alderman Williams and seconded by Alderman Wagner, not made by Alderman Wagner and seconded by Alderman Peck.
- Page 10 – Motion to forward Administration Department portion as presented to City Council was seconded by Alderman Williams, not Alderman Wagner.

Motion and second were made by Alderman Roger Lowry/Alderman Denise Williams to approve the amended March 14, 2018 minutes. The motion carried by voice vote and was unanimous.

Law Enforcement

Alderman Brenda Wagner, Chairman

State of the Police Department Report

Chief Gailius presented his report. There were zero car burglaries reported in the month of March. He reported that two officers have resigned so at this time the Department is three officers short. The Fairview Heights Police Department Open House will be Saturday, May 12th from 10:00 AM to Noon and the Missing Person Family DNA Day will be held on Saturday, May 19th at St. Clair Square.

Replacement Patrol Supervisor's Vehicle

There is money in the 2018-2019 budget to purchase a replacement vehicle for the patrol supervisor. The state bid holder has one 2018 vehicle in stock. It will be sold on a first come/first serve basis.

Motion and second were made by Alderman Roger Lowry/Alderman Pat Peck to forward a resolution to City Council for the Mayor to enter into an agreement with Miles Chevrolet for the purchase of a 2018 Chevrolet Tahoe Police Pursuit Vehicle for \$37,083.00. The motion carried by voice vote and was unanimous.

Citizen Complaint Process

At last month's Law Enforcement Committee meeting, an alderman requested to place on the agenda the Police Department's procedures for handling citizen complaints. Chief Gailius went over the process the Police Department goes through with each complaint they receive. The Police Department takes each complaint they receive very seriously and take the appropriate action on each one.

Mayor Kupsky introduced the Community Liaison Program to the Committee. The Community Liaison Program provides an additional avenue for citizens to communicate complaints to the city. A Community Liaison would be contracted, on an hourly basis, to review complaints received by citizens. A report would be submitted directly to the City Attorney for legal review, who will review the findings with the Mayor.

The consensus of the Committee was that the Community Liaison Program was not needed at this time and the complaint process we already have in place at the Police Department works well and the Committee complimented the Police Department on the work they have done.

No action was taken.

Finance

Alderman Roger Lowry, Chairman

Concrete Supply and Trucking Services

The Public Works Department opened bids for the annual trucking services and concrete supply. Director Harty recommended Beelman Logistics for trucking services and Breckenridge of Illinois for the concrete supply. They were the lowest bidders.

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

Bill List

Alderman Peck asked about the furniture that was purchased for new employees. Mayor Kupsky said the desks were 40 years old, damaged and could not be repurposed so new desks were purchased.

Alderman Lowry asked if departments could order uniforms in bulk from the same company to cut down on costs. Mayor Kupsky said he would have staff look into the cheapest route.

Motion and second were made by Alderman Pat Peck/Alderman Brenda Wagner to approve the bill list in the amount of \$2,377,288.55. The motion carried by voice vote and was unanimous.

Adjournment 7:54 p.m.

Submitted By:


Recorder