

**THE CITY OF FAIRVIEW HEIGHTS**  
**OPERATIONS COMMITTEE MINUTES**  
**Tuesday, July 3 2018 – 7:15 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 Kupsy, Clerk Karen Kaufhold, Aldermen Joshua Frawley, Pat Peck, Bill Poletti, Ryan Vickers, and Brenda Wagner

**Staff in attendance** – Public Works Director John Harty, Police Lt. Jim Krummrich, Parks and Recreation Director Angie Beaston (left at 7:15), Land Use and Development Director Andrea Riganti (left at 7:40) Human Resource Specialist Amanda Bushnell (left at 7:50), Administrative Support Clerk Alaysia Mitchell, and City Attorney Kevin Hoerner

**Public Participation**

None

**Approval of Minutes, May 2, 2018**

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

**Personnel Committee**

*Alderman Denise Williams, Chairman*

**LAND USE – PROPOSED FORCE LEVEL REVISION**

The HR Specialist reviewed her June 26 memo to the Personnel Committee regarding the Force Level revision for the Land Use and Development Department. The revision would increase full-time staff from one to two Animal Control/Code Enforcement Assistants and eliminate two part-time staff – Animal Control Callout Relief and Code Enforcement Assistant. The employee currently serving as the part-time Code Enforcement Assistant will assume the full-time position. This revision will result in a wage increase of \$12,255.16 with a total increase, including insurance and benefits, of \$25,381.34, for a proposed total annual salary package of \$65,750.71.

The Land Use and Development Director explained the recommendation for this change in the Force Level in her June 20 memo to Human Resources. Her main objective is to introduce

proactive initiatives and adhere to the City's 2012 Comprehensive Plan which recommends increasing code enforcement to help prevent community decline.

Motion and second to forward a Resolution to City Council with recommendation of approval of a Force Level revision in the Land Use and Development Department to increase full-time staff from one to two Animal Control/Code Enforcement Assistants and eliminate two part-time staff, namely, Animal Control Callout Relief and Code Enforcement Assistant for a proposed wage and benefit package total of \$65,750.71 by Aldermen Lowry/Baeske. The motion carried by voice vote and was unanimous.

### **CHIEF OF POLICE – POSITION RECRUITMENT AND LEGISLATION**

The HR Specialist presented the proposed revisions to Chapter 30, Law Enforcement, Article I – Department Established. A revision to the use of the masculine pronoun (he/his) is to also include the feminine pronoun. Also revised in the content of the Article, is the use of he/his to they/their. Discussion ensued and it was determined that the use of he/his is to be changed to he/she or his/her and not changed to they/their as that use would portray more than one person.

Motion and second to forward a Resolution to City Council with recommendation of approval of the revisions of Chapter 30, Law Enforcement, Article I – Department Established by Aldermen Baeske/Lowry. Discussion: Discussed the verbiage regarding the residency of the Chief of Police being within a 25-mile radius of the Police Department. It was stated that the person hired for the Chief's position should reside in the City. It was commented that this requirement could narrow the search for a new Chief and that the City's directors are not required to live within the City. It was discussed that the Chief's response time to a crisis in the City is crucial. Concluding further discussion, the paragraph referring to the residency of the Chief of Police was amended to read, "The Chief of Police, as a condition of continued employment, shall be required to live in the City of Fairview Heights within their first twelve (12) months of employment, and thereafter, in the position of Chief of Police unless otherwise approved or modified by City Council."

Motion and second to forward a Resolution to City Council with recommendation of approval of the revisions, and as further amended, of Chapter 30, Law Enforcement, Article I – Department Established by Aldermen Lowry/Baeske. The motion carried by voice vote and was unanimous.

### **Public Services Committee**

*Alderman Pat Baeske, Chairman*

### **THIRD AVENUE PEDESTRIAN CROSSING – CONSTRUCTION CONTRACT**

The Public Works Director stated bids were opened at 2:00 p.m., July 3, with only one contractor submitting a proposed price which was, again, significantly over the estimate. The project was originally bid in May with one bid received and over the estimate and not within the City's budget. Plans were revised and the scope was cut in half in order to rebid the project. The Director has contacted St. Clair County CDBG, the agency issuing a grant to the City for the project. Further discussion with CDBG will include additional funding for the project or perhaps rolling the grant funds to the City's PY'17 project. Council will be kept apprised of discussions.

## **UNION HILL/LONGACRE TRAFFIC SIGNAL – SUPPLEMENTAL DESIGN AGREEMENT**

The Director stated that the City's design consultant has submitted a Supplemental Agreement to the original agreement in the amount of \$14,400 for additional work required to complete a full Project Development Report for submission to IDOT and the Federal Highway Administration. This Report is necessitated by both agencies as the result of the slope of the intersection at Union Hill and Longacre and ADA standards for the crosswalk. An ADA Statement of Maximum Extent Practicable will be submitted by the City stating that the City has no issue with leaving the existing crosswalk in place as the project scope does not include significant intersection grading. The consultant will obtain intersection data to prepare the Report. Funding for this additional expense will be expended from the Home Rule, Survey/Engineering account.

Motion and second to forward a Resolution to City Council with recommendation of approval of the Supplemental Agreement from Horner & Shifrin in the amount of \$14,400 for preparation of the Project Development Report for the Union Hill/Longacre Traffic Signal project by Aldermen Williams/Zimmerman. The motion carried by voice vote and was unanimous.

START WITH DIRECTOR'S REPORT

### **DIRECTOR'S REPORT – PROJECT UPDATES**

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

**Adjournment 8:00 p.m.**

Submitted By:

  
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Recorder