

Committee Members:
Frank Menn
Roger Lowry
Pat Baeske
Harry Zimmerman
Denise Williams

A G E N D A
OPERATIONS COMMITTEE

**Wednesday, April 10, 2019 – Immediately following Administration Committee
Council Chambers
Fairview Heights City Hall
10025 Bunkum Road**

Public Participation
Approval of Minutes – [March 6, 2019](#)

Personnel
Alderman Denise Williams, Chairman

1. Affirmative Action Committee

Public Services
Alderman Pat Baeske, Chairman

1. [Materials/Services for Street Maintenance](#)
2. Surplus Vehicle Auction
3. Pleasant Ridge Road – Bid Solicitation
4. [Director's Report - Project Updates](#)

THE CITY OF FAIRVIEW HEIGHTS
OPERATIONS COMMITTEE MINUTES
Wednesday, March 6, 2019 – 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, City Clerk Karen Kaufhold, Aldermen Pat Peck, Bill Poletti, Brenda Wagner

Staff in attendance – Director of Public Works John Harty, Police Lt. Jim Krummrich, Human Resource Specialist Amanda Bushnell (left at 7:25 p.m.), and City Attorney Katherine Melzer

Recorder – Jill Huffman

Public Participation

None

Approval of Minutes, February 6, 2019

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

Personnel Committee

Alderman Denise Williams, Chairman

FORCE LEVEL RESOLUTION

The Mayor spoke regarding the Force Level Resolution, in particular, he is requesting changing the Human Resource Specialist – Management Level V position to Director of Human Resources, Level 5. He stated he is now proposing the change as the City will be proceeding into the new budget year and changes to the pay would be included in the Salary Ordinance with the new budget.

He stated that the position did not exist when he became the Mayor. Initially, the position was Human Resource Coordinator to coordinate benefits, but has expanded. A new Job Description was distributed to Committee.

The position is responsible for recruiting new employees and the City will grow from 141 employees to 220 employees with the opening of the REC. He stated with the operation of the REC, the City will constantly be hiring employees. The Mayor stated that HR does the advertising and screening of

applicants. He stated that the current Directors have found value in the position, especially the Parks and Recreation Director and the Street Supervisor. The Director of Public Works stated the position has been very useful and streamlined the hiring practice. The Mayor stated this ensures that the City is consistent with its hiring practices.

He stated that the position is responsible for implementing and complying with guidelines. He stated that this position has taken the lead with insurance brokers and claims. The City saw a decrease in premium liability in Workmen's Comp by \$60,000 and in health insurance liability cost by \$50,000 for the next fiscal year.

The Mayor stated that next year labor negotiations will occur. The Mayor stated that if this position is upgraded, the Director would work directly with the City's labor attorney. The Mayor stated that the contracts will all renew at the same time.

The Mayor stated that this position does a lot of counseling and advising both to the employees and Directors.

The Mayor stated that many other Cities have HR Directors and when Directors are working with Directors there is a different level of respect.

It was questioned if the Salary Ordinance would be included with the review of the budget next Wednesday and if by approving the Force Level, the salary increase would also be approved? The Mayor replied that the salary can be set to whatever he and council wants it to be. He will come forward with a salary at the level that is compensatory to the level of the job and the amount of experience. The Mayor stated that Directors' pay is based on a different level as they are set on experience. He is not proposing the amount of salary as the other Directors at this time, but at a lower pay rate. The position would be paid more than what is currently being paid to the HR Specialist.

The Mayor stated that a City Administrator performs the Human Resource function. He added that the HR Specialist recently received a certification.

A concern was voiced that because this position would be of Director and is appointed by the Mayor, it could be a political appointment and that this position affects many people that the City employs. The Mayor replied that as a Director, the position would be reappointed every four years on the term of the Mayor and could be replaced at that time. He stated if the position is at a management level, there is not as much risk of this situation occurring. He stated that Fairview Heights is fortunate that there are not politics in the City versus other cities. He stated that he has spoken to the Specialist so that it is realized the position is appointed every four years. It was stated that by putting this into motion, this affects today, tomorrow and the future. It was stated that there is more of a risk with the HR position than with the other Directors.

The Mayor stated, currently, the position is at Management Level V. Management level salaries are fixed. Scaled job grades are being considered for the future to where a grade will have a range of salaries. This will give the City flexibility to review an applicant's experience and start at a lower pay and be able to move the employee up within the grade. The Mayor stated that management levels are set, but he can determine the salary of a Director.

It was stated that if a Director is terminated, the termination would need to be approved by City Council. The Mayor stated that Directors' names are brought forward by the Mayor at the beginning of the Mayor's term and have to be approved by the City Council. He stated that every Director in the

City is up for reappointment this May. It was stated that if a Director is terminated by the Mayor, the Council has no voice. Council only has a voice on the Mayor's reappointments; so once again, this can become political. The Mayor stated that the Mayor's position is the chief administrator who can terminate anyone for any reason.

It was stated that a Mayor could dismiss the position in HR and perform all the hiring because he/she is the city administrator and hire whoever he/she wants.

It was stated that the current HR Specialist has done a great job, and this discussion isn't about the person, but the position. History shows that the HR position is only about four years old – first created as Human Resource Coordinator, Grade 8, and was an hourly position. About a year and a half ago, when the original HR employee resigned from the City, the title was changed to Human Resource Specialist, at the recommendation of the Mayor, and according to the meeting minutes, Specialist was more fitting in the industry as this is a specialized field. Also, at the time, the salary was changed from a Grade 8 to Management Level V. In response to new hires, everyone knew this was going to occur. As far as interviews, claims, policies, and workmen's compensation, these were performed by the person previously in the HR position. The current employee has not worked with labor negotiations but the previous employee was somewhat involved. The duties of the job, although expanded, was foreseen at the time it was moved up to a Management V position. This is not a Director-type position and is not over anyone. The other Directors have employees that work for them. Also, regarding the increase in salary, with the REC and expenditures, the City needs to tighten its belt and this alderman is not in favor of changing this to a Director position.

Another alderman was in agreement with the previous alderman's statement stating that given the finances of the City and the opening of REC, the City is needing money, perhaps a property tax on the residents. The City is losing retail businesses. The City needs to stop spending money at some point.

The Mayor stated he believes if the City has the right people doing the right things, it saves money. He stated if the City saves on workmen's comp claims because of the safety program. The insurance broker has stated that there will be an increase, however, based on actions taken, it has kept the claims lower.

The Mayor stated this is not about the person, but about the job and its functions. He stated the City has hired professional positions in the last couple of years, such as the Economic Development Director, and the City is seeing some benefits and believes the City has a good professional staff.

The Mayor stated he is also concerned about our future finances. The City is planning some great things and will continue to do that looking forward.

Motion and second to forward the proposed Force Level Resolution to City Council with recommendation of approval to revise the City's Force Level changing the position of Human Resources Specialist – Management V to Director of Human Resources by Aldermen Baeske/Menn. The motion carried by voice vote and was unanimous.

The Mayor stated that regarding the Force Level, there are positions titled Secretary. Secretary is an old title and not used in the industry today. These positions are Administrative Assistants.

Motion and second to forward the proposed Force Level Resolution to City Council with recommendation of approval to revise the title of the non-contract positions of Secretary to Administrative Assistant in the departments of Administration, Law Enforcement, Public Works, and

Parks and Recreation by Aldermen Baeske/Lowry. The motion carried by voice vote and was unanimous.

Public Services Committee

Alderman Pat Baeske, Chairman

LONGACRE DRIVE, CONCRETE JOINT REPAIR – CONSTRUCTION CONTRACT

On February 27, bids were opened for the Longacre Drive, Concrete Joint Repair project which will make the pavement smoother. There are 51 joints in the corridor. The low bidder was Kinney Contractors, Raymond, Illinois who also was low bid for the Old Collinsville Road Joint Repair project performed a year ago. The Department was very satisfied with their work repairing 13 joints in that corridor in two days. It was questioned what was budgeted to which the Director replied \$100,000. The Director recommends entering into a contract with Kinney Contractors for the Longacre Drive, Concrete Joint Repair project.

Motion and second to forward a Resolution to City Council with recommendation of approval to enter into a contract with Kinney Contractors for \$67,887 for the Longacre Drive Joint Repair project by Aldermen Lowry/Menn. The motion carried by voice vote and was unanimous.

SUSAN COURT ASPHALT OVERLAY – CONSTRUCTION CONTRACT

On February 27, bids were opened for the Susan Court Asphalt Overlay project. Rooters American Maintenance, Beckemeyer, Illinois was the low bidder. Rooters has performed three or four projects in the past for the City and has done a very good job. The Director stated he estimated \$75,000 for the project, budgeted \$100,000, and Rooter's bid was \$68,432.31.

It was questioned when the asphalt parking lot was installed at the REC, there was a concern of cost overrun due to asphalt prices increasing and is this reflected in these bids to which the Director replied no.

Motion and second to forward a Resolution to City Council with recommendation of approval to enter into a contract with Rooters American Maintenance for \$68,432.31 for the Susan Court Asphalt Overlay project by Aldermen Lowry/Williams. The motion carried by voice vote and was unanimous.

MEMORANDUM OF UNDERSTANDING, LOWER SILVER CREEK WATERSHED PLAN

The Director stated that this plan was started some years ago by the Heartland Conservancy and is being supported by neighboring municipalities and entities. This Understanding is to maintain a clean environment from the upstream communities. The City does so as an MS4 community, following IEPA guidelines and submitting an annual report to the State.

The Mayor stated that Scott Air Force Base has suffered flooding through the years, however, a lot of Federal money goes to the efforts on the Mississippi River. This Letter of Support will go much farther with the Department of Defense for needed funding. This is of no cost to the City.

Motion and second to forward a Resolution to City Council with recommendation of submitting a Memorandum of Understanding associated with the Lower Silver Creek Watershed Plan by Aldermen Zimmerman/Lowry. The motion carried by voice vote and was unanimous.

MOTION TO SOLICIT BIDS – CITY MATERIALS/SERVICES

Motion and second to direct staff to solicit bids for the City Materials/Services 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.

Discussed that the Governor has requested submission of projects that are shovel-ready throughout Illinois. The City submitted the resurfacing of Lincoln Highway from east of Illinois Route 159 to Old Collinsville Road.

The Director relayed the status of construction at Frank Scott Parkway. The storm sewer has been installed. The next phase will be earth excavation and after that, lime stabilization, dependent on weather. The contractor anticipates starting in April and being complete in mid to late summer.

Adjournment 7:37 p.m.

Submitted By:

Recorder

Memo

To: Elected Officials
From: John Harty-Director of Public Works 
CC: Directors
Date: April 1, 2019
Re: Public Works Committee Agenda Overview

Materials/Services for Street Maintenance
(Agenda Item 1)

On March 27, the Department received and opened bids associated with materials and services used to maintain the streets throughout the City. Please see the attached bid results. A recommendation will be made to accept the asphalt, slag chips and trucking items at the meeting, The Department is interested in re-bidding the HFE-150 (road oil) and concrete items.

Surplus Vehicle Auction
(Agenda Item 2)

The City currently has in its possession five vehicles, three from our fleet and two from the asset forfeiture, that the Department is interested in retiring by auction. The vehicles are listed below:

<u>VEHICLE</u>	<u>MILEAGE</u>
2009 Ford Crown Victoria	141,000
2011 Ford Crown Victoria	115,000
2013 Chevrolet Tahoe	128,000
2003 GMC Yukon	129,000
2003 Mini Cooper	135,000

Motion to Solicit Bids- Pleasant Ridge Road
(Agenda Item 3)

The Department is interested in advertising the reconstruction of Pleasant Ridge Road for bid later this month and presenting the results with a recommendation at the June Public Works Committee meeting.

Director's Report - Project Updates
(Agenda Item 4)

Hollandia Storm and Sanitary Sewer Improvements-The Department is still working with a couple of the property owners in the immediate vicinity of the project in an effort to secure easement for the improvements. Construction is likely to begin after the beginning of the new fiscal year and take approximately two months to complete.

Wilshire Drive-Construction on Wilshire resumed on Friday, March 22 with the excavation of the existing road surface. The contractor has made decent progress thus far and will begin preparing for curb and gutter between Clark Drive and the Wilshire cul-de-sac in the near future. By the end of May, the improvements should be substantially complete.

89th Street-The soil and slope conditions have taken another turn for the worse on this project. Conditions have dictated that there be another design associated with the retaining wall leaving the improvements to 89th Street in yet another holding pattern. Additionally, the geotechnical engineer has suggested that no activity is to occur on the slopes until after the rains of spring have stopped.

Frank Scott Parkway Widening-The widening of Frank Scott Parkway is set to resume on May 1st.

Agenda Item 1

Move to send to City Council with the recommendation of approval the proposals from:

Petroff Trucking for a Tandem Dump Truck at \$82.00/hr
Shafer Excavating for a Truck, Trailer Dump at \$93.00/hr
Christ Brothers Asphalt for HMA "C" Mix at \$65.00/ton
Christ Brothers Asphalt for Cold Patch at \$80.00/ton