

Committee Members:
Josh Frawley
Anthony LeFlore
Pat Baeske
Pat Peck
Denise Williams

NO MEETING
Below is the Director's
Report for you to review

A G E N D A
OPERATIONS COMMITTEE
Wednesday, May 6, 2020
MEETING CANCELLED
Council Chambers
Fairview Heights City Hall
10025 Bunkum Road

Public Participation
Approval of Minutes –

Personnel
Alderman Denise Williams, Chairman

Public Services
Alderman Pat Baeske, Chairman

1. [Director's Report/Project Updates](#)

Memo

To: Elected Officials
From: John Harty-Director of Public Works 
CC: Directors
Date: May 4, 2020
Re: Public Works Committee Agenda Overview

Director's Report - Project Updates

The following is Divisional breakdown of this Department's workforce and utilization during our current situation and guidance.

STREET CREW

Each worker is dispatched from their private vehicle via group text from Dan Wolf to the task they will be performing and associated piece of equipment they will be operating.

Tasks include but are not limited to:

- Mowing
- Street sweeping
- Ditch cleaning
- Storm sewer/drainage issues
- Tree trimming
- Other scheduled work/projects for which we have the material
- Certain necessary concrete replacement projects
- Resident concerns/issues that are received almost daily

The Street Crew is reminded constantly of the need to be six feet apart along with other IDPH guidance specific to this virus mitigation and has and will continue to comply.

BUILDING MAINTENANCE

The two building maintenance workers has been operating with the lead laborer reporting full time and the laborer on a staggered shift. As of today, both labors will report full time to complete necessary maintenance tasks that do not involve major purchases and make sense to complete in a City Hall closed condition. Both workers will be available to work on the Street Crew when needed in order to complete the tasks associated with that Division.

VEHICLE MAINTENANCE

The Vehicle Maintenance Supervisor and one of the two mechanics have been reporting to work each day with the mechanics rotating shifts. As of today, both mechanics will report full time with the primary task of keeping the Police Department Vehicles running, maintained and in these present day conditions, disinfected. The employees of this Division will also be available to the Street Division to help out with grass cutting and other tasks for which their services are needed.

Public Works is operating without six (6) seasonal workers this year and will attempt to backfill their contributions with full time staff.

CUSTODIAL

The three custodians are rotating at the PD on eight hour shifts throughout the week and four hours on Saturday or Sunday. This seems to be working well as the primary custodial need is the Police Department and keeping that facility clean and disinfected.

CITY ENGINEER

The City Engineer is set up at home with a laptop working on project documentation as well as our MS4 IEPA storm water report. He also uses his own vehicle to field inspect the sidewalk project on Lincoln Trail, the signals at Longacre/Union Hill and the Hollandia storm drainage project.

EXECUTIVE SECRETARY

Jill is set up at home with a laptop working on purchase orders, payroll time, MFT reimburse capture, answering phones and dispatching the Street Crew through resident concerns emails. Jill will also begin consolidating the Maintenance Expenditure Statement associated with the previous fiscal year MFT operational expenses.

The Department is adhering to the spending freeze until further notice, we'll have some contractual obligations to fulfill such as the sidewalk project which is TIF 3 funded, the signals project which is 80% federally funded and the Hollandia project which is HR.

All of my employees are taking this pandemic very seriously and have adhered to IDPH, CDC guidance.

Project Updates

Lincoln Trail Sidewalks

Phase 3, Catherine Drive to Union Hill, of the Lincoln Trail Sidewalks project is substantially complete at this time. The project is one phase of numerous phases that is to reconstruct sidewalks and bring them into ADA compliance from IL Rt. 159 to Bunkum on both sides.

Pleasant Ridge Road

The Pleasant Ridge Road project was essentially completed during last year's construction season but was in need of some clean up and grass seed planting as the winter approached. Those items have taken place and the project is now finished.

Union Hill/Longacre Signals

This project suffered through a couple of delays based on an Ameren high pressure gas main project that occurred earlier this year and a redesign of the signal mast arms based on field conditions. Those issues have been worked through so construction should begin in the next couple of weeks and last until around the end of June.

Hollandia Sanitary and Storm Drainage Improvements

The sanitary sewer portion of this project has been completed since late last year leaving the drainage improvements yet to be completed. The contractor has been working through high groundwater issues along with spring-type rains but should be complete in the next couple of weeks.