

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

A G E N D A
OPERATIONS COMMITTEE
Wednesday, November 6, 2019 – 7:00 p.m.
Council Chambers
Fairview Heights City Hall
10025 Bunkum Road

Public Participation
Approval of Minutes – [October 2, 2019](#)

Personnel
Alderman Denise Williams, Alderman

1. [Force Level Update – Patrol Officers](#)

Public Services
Alderman Pat Baeske, Chairman

1. CIP Discussion
2. [Director's Report – Project Updates](#)

THE CITY OF FAIRVIEW HEIGHTS
OPERATIONS COMMITTEE MINUTES
Wednesday, October 2, 2019, 7:00 p.m.
City Council Chambers
10025 Bunkum Road, Fairview Heights, IL

Committee Members in attendance – Joshua Frawley, Pat Baeske, Pat Peck

Committee Members absent – Anthony LeFlore, Denise Williams

Other Aldermen and Elected Officials in attendance – Mayor Mark Kupsky, Aldermen Ryan Vickers, Harry Zimmerman, Bill Poletti

Staff in attendance – Public Works Director John Harty, City Attorney Andrew Hoerner, Police Lt. Jim Krummrich

Recorder – Jill Huffman

Public Participation

None

Approval of Minutes, September 5, 2019

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

Public Services Committee

Alderman Pat Baeske, Chairman

LIBRARY NORTH WINDOWS – ARCHITECT CONTRACT – WOOLPERT, INC.

The Public Works Director presented an architectural proposal for providing plans and specifications for removal and reconstruction of the north windows at the Library. The windows have been leaking into the children's area of the Library. Staff attempted to seal the windows, however, they continue to leak. The consultant believes the problem is the silt pan inside of the window units. The units will have to be removed to review the silt pan and other possible leaks and reinstall the existing units. The reason the City is hiring a consultant is to prepare the plans and specifications to receive bids. The money for this project will be expended from the Capital Improvement Project, Library budget.

Motion and second to forward a Resolution to City Council, with recommendation of approval, the contract with Woolpert, Inc. for \$6,956.00 for the architectural services associated with the

north windows of the Library by Aldermen Peck/Frawley. The motion carried by voice vote and was unanimous.

SINGLE SOURCE TRASH HAULING

The Mayor relayed that the documents for single source trash hauling are attached to the Agenda. Staff reviewed bid documents from other municipalities and customized the information to address the City's needs. The Mayor reviewed the benefits of single source trash hauling as follows:

- Reduces traffic on the City's streets from 12 trucks to potentially 3 trucks per week, which provides safety, more quiet neighborhoods, and is ecofriendly;
- Reduces wear and tear on the City's streets;
- Eliminates bulk trash pickup by the City's staff, which will save the City between \$120,000 and \$150,000 per year;
- Allows residents to receive all services, trash/solid waste, yard waste, and recycling; and
- Prices will be guaranteed until the contract expires.

Comments received from citizens:

- Desire to determine their own trash hauler.
- Currently, if a resident does not have trash service, the City will not force them to sign with the City's trash hauler. However, there will not be another hauler licensed in the City to haul residential trash. Business owners, who reside in the City, may take their residential trash to the dumpster at their business.
- Absence for extended vacations, etc. Trash hauler will allow for a suspension of service.
- What if a resident has excessive trash? An additional container for any of the services is obtainable at a minimal monthly rate which will be stated in the contract.

Residents will be allowed to choose their desired service – trash/solid waste, trash/solid waste and one other service, or all three services, and will be invoiced directly from the trash hauler.

The contract with the single source trash hauler will not address commercial services in the City as this is a different type of trash, i.e., oil, grease, etc.

The Mayor stated that the next step would be to prepare the bid documents for bid submittals from trash haulers in November, after which a decision would be made on a trash hauler and implementation of the services early in 2020 when trash hauler licenses are renewed.

It was questioned if a resident does not pay their trash bill what will happen. The Mayor replied if trash is not collected and mounding at a residence, the City's Code Enforcement will be involved and the resident will receive a citation. A liaison will be provided by the trash hauler for communication between the City and the trash hauler.

It was questioned if the City's facilities will receive containers to which the Mayor replied, yes, the City will receive services at no charge saving the City approximately \$20,000 per year, including dumpsters for Community Cleanup Day, pickup of trash at 15 bus stops, and the REC.

It was commented that compiling information, composing the RFP and contract, and proceeding with the implementation of the service exceeds the \$100 license fee paid to the City. Stated this has been exceeded \$100 just in the discussion of this subject. The Mayor agreed that he believes the \$100 licensing fee is too low. The Ordinance regarding the licensing fee would need to be modified increasing the fee and also that the City has a contract for a single-source residential trash hauler. This is part of the City's Code, Article 7 – Waste Haulers, 8-7-4. Also, to be modified would be the Ordinance pertaining to bulk trash pickup.

In review of the Draft Request for Proposal (RFP) documents, the following comments were made:

- A concern was expressed regarding weekly yard waste. It was commented that currently, a trash hauler provides a yard waste container which is picked up weekly, as well as an unlimited number of biodegradable yard waste bags. This is needed during leaf season.

The RFP can be changed to allow the biodegradable yard waste bags to be picked up at the curb. The Director stated the purpose of specifying utilization of 96-gallon carts for all services was to eliminate resident-owned trash cans which are inconsistent and not as sturdy as the carts, possibly tipping over and spilling waste onto the street/curb.

- Discussed that insurance coverage should be \$2,000,000.
- Does not want to lessen the services that residents are provided regarding bulk pickup.
- Questioned what other cities have found in savings regarding street maintenance to which the Director replied he does not know if cities have performed a pavement analysis. He stated that 3 trucks versus 12 trucks on pavement would be better for the roadways.

It was questioned if one truck that is heavy in weight is equally as damaging as 5 trucks that are lighter in weight. The Mayor stated that the weight of a loaded trash truck is 50,000 pounds. Currently, there are 12 trucks on the roadway at 50,000 pounds each totaling 600,000 pounds traveling the roadway. The Director stated he would research and report back.

- It was questioned if there would be an axle limit stated in the RFP to which the Director replied they are to submit with their proposal all the vehicles they propose to use in the City to pick up trash.

The Director stated that it is probable if there are more axles on the truck, the weight is more evenly distributed. The standard truck has a tandem axle. This information will be reviewed on the trash haulers' submittal.

It was suggested that on 85 percent of the roads a certain truck could be utilized, and that on an oil and chip road a different truck could be used.

- RFP, Page 10, Item 8, Penalties – Questioned to whom the penalties would be paid if the trash hauler missed pickup? The Director replied that the penalty should be paid to the City, it's used as a deterrent so the trash hauler performs. But he believes the City Attorney should review.
- RFP, Page 12, Performance Bonds – States up to a maximum of \$2,000,000, but in the Agreement, Page 10, Item D states \$1,000,000. Performance Bond in favor of the City in the amount of 20% to be paid to the contractor up to a maximum of \$1,000,000.

The Director stated this will be changed to \$2,000,000 as these funds would be used to hire a replacement trash hauler should the hired hauler be in default. Also on Page 10, should this also be a \$2,000,000 aggregate to which the Director replied yes. It was questioned why the Performance Bond is not at 100% of the contract.

- RFP, Page 13, first full paragraph, second line – change to City of Fairview Heights.
- RFP, Page 15, Item 12, lists discount for senior citizens. In the agreement it specifically states 15%. This will be changed to state 15% in the RFP also. This will also be added to Appendix A.
- Agreement, Page 2, Services – Cart Supply. Each residential unit shall be provided a 96-gallon unit for waste, recycle, and yard waste. Believes, for clarity, there should be a statement saying depending on services ordered by the resident.
- Agreement, Page 3, Holidays – Delete Good Friday, the succeeding Friday after Thanksgiving, and Christmas Eve.
- Agreement, Page 9, Indemnification, Section B, change to: agrees to hold harmless "from" and against....
- Agreement, Page 11, Miscellaneous, Item E, Waiver, change to: waiver "by" either party....
- Agreement, Page 13, less than 5% food debris.... The Director stated that this is a somewhat industry standard document. It is advantageous to leave 5% in the document.

The Mayor stated that the Director will make the updates/changes to the documents and mail notifications seeking bids to the City's waste haulers. The bids will be opened at the November Operations Meeting, after which they will be reviewed by staff. The Mayor stated that the bids should be in effect for 90 days for review and the legislative process. The Director stated it is probable there will be a negotiation period.

It was questioned if there is an estimate on the amount of this contract to which the Director replied that based on 6,675 residents at \$22-\$24/month, it totals \$1.6 million per year. He believes the Performance Bond should be 100%.

Discussed that insurance should perhaps be per occurrence instead of aggregate. The document stated \$500,000 per occurrence with a \$2,000,000 aggregate.

Council, in attendance, is interested in receiving the bids to determine if single source trash hauling would be beneficial to the City's residents.

Discussed that when a resident terminates current service, it is possible for the resident to be charged a large fee for their hauler to retrieve the company's waste cart. The Director stated he believes that by the City initiating the sole source contract, where all residents will have the same trash hauler, this may not happen.

CITY HALL WATER FOUNTAINS

The Mayor stated that per discussion with an alderman, he is requesting Public Works to water test the four fountains in City Hall. The Director will obtain test bottles and have the water tested at the four fountains and the sink in the kitchen. It was stated that the water fountains in City Hall are dated and that employees in the Administrative Department and general public have commented on the water. It was stated that the City has no control over water quality. Discussion ensued. The Director was requested to research water fountains and cost of replacement. The Director stated that the cost of water fountain replacement ranges from \$500 to \$3,000 per fountain plus installation.

DIRECTOR'S REPORT – PROJECT UPDATES

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

The Director highlighted the Old Collinsville Road, Right Turn Lane at Ashland Avenue project. He stated that an agreement will be presented at the November meeting as St. Clair County is requesting the City to participate in match funding for the project. The total of \$30,000 includes engineering, right-of-way acquisition, and construction. It was questioned if this project will require land acquisition at the office complex located at this intersection to which the Director replied yes. However, the County will take the lead utilizing a state appraiser for property acquisition. It was commented the completion of this turn lane will drastically reduce the number of vehicles utilizing Oulvey Drive or through Ashland Meadows to avoid that right turn. These funds would be included in next year's budget.

Discussed the 10-foot shared use path along the west side of Old Collinsville Road as stated in the last paragraph of the Project Description of the CMAQ Project Application Form. The Mayor replied that if the bike trail project moves forward, this allows for 10-foot of right-of-way for use of the bike trail. The Director believes the trail would head toward St. Ellen Mine to provide continuity between Moody Park and St. Ellen Mine. It was mentioned that this is on the west side which is the side the turn lane will be constructed. The Mayor stated he believes this is on the south side of Ashland. He stated that the County is looking, in the future, to extend Ashland further to the east.

The Director stated that the Capital Improvement Programs – Priority List is to be discussed in odd numbered years per City Ordinance. Therefore, the list will be reviewed at the November meeting.

Personnel Committee

Alderman Denise Williams, Chairman

Nothing to report.

Adjournment 8:00 p.m.

Submitted By:

Recorder

DRAFT

PROPOSED RESOLUTION NO.

A RESOLUTION AMENDING RESOLUTION NO. 4208-2018, PASSED MARCH 20, 2018, AND APPROVED MARCH 21, 2018; A RESOLUTION AUTHORIZING DEPARTMENTAL FORCE LEVELS. (POLICE DEPARTMENT)

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRVIEW HEIGHTS:

SECTION 1. AMENDMENT. Amendment of Resolution No. 4208-2018, under “LAW ENFORCEMENT – FULL TIME COMMISSIONED” reading as follows:

“LAW ENFORCEMENT:

FULL TIME COMMISSIONED:

	Chief - Management Level I	One (1)
*	Captain - Management Level II	One (1)
*	Lieutenant - Management Level III	Three (3)
*	Sergeants - Management Level IV	Five (5)
	Patrol Officer -	Thirty-Four (34)
	One (1) Drug Enforcement Agency	
	Two (2) School Resource Officer	
	One (1) Metropolitan Enforcement Group of Southwestern Illinois	

*Police Management Levels as outlined in Salary Ordinance”

Be and the same is hereby amended to read as follows:

“LAW ENFORCEMENT:

FULL TIME COMMISSIONED:

	Chief - Management Level I	One (1)
*	Captain - Management Level II	One (1)
*	Lieutenant - Management Level III	Three (3)
*	Sergeants - Management Level IV	Five (5)
	Patrol Officer -	Thirty-Five (35)
	One (1) Drug Enforcement Agency	
	Two (2) School Resource Officer	
	One (1) Metropolitan Enforcement Group of Southwestern Illinois	

*Police Management Levels as outlined in Salary Ordinance”

SECTION 2. PASSAGE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED:


APPROVED:

MARK T. KUPSKY - MAYOR
CITY OF FAIRVIEW HEIGHTS

ATTEST:

KAREN J. KAUFHOLD - CITY CLERK

Memo

To: Elected Officials
From: John Harty-Director of Public Works 
CC: Directors
Date: November 4, 2019
Re: Public Works Committee Agenda Overview

CIP Discussion (Agenda Item 1)

Two years ago the Public Works Committee discussed, at numerous meetings, the Capital Improvements Plan and the associated Capital Improvements List governed by Resolution. The time has come to further discuss the issue as a number of CIP projects have been completed during this span of time.

Attached, to this agenda narrative, is the current CIP Priority List from 2018 with completed projects highlighted. I would request that each Alderman from each Ward discuss potential Minor Projects specific to their areas and bring those forward to this Department for review and evaluation. Public Works/Engineering will review and prioritize based on condition and report at a future Committee meeting.

There is currently one of the available eleven streets associated with the Minor Projects List open for discussion. I would like to include the new addition on next year's CIP List in the Budget.

The following is a brief report on some of the projects residing on the list.

Storm Drainage Program – This current budget year focuses the Drainage Program on the completion of the Hollandia Storm and Sanitary Improvements. For next year the Department has identified a need to improve the infrastructure in the Beau Gon/Charvel vicinity located in the southern portion of the City.

Sidewalks Program – In recent years, this Program has focused on the sidewalks located along Lincoln Trail with new walks in place from Rt. 159 to Catherine Drive on the south side. In March of next year, the sidewalks from Catherine Drive to Union Hill Road will be constructed. Currently, Phases 4 and 5 of the Program, Union Hill Road to Bunkum Road, are being engineered with Phase 4 scheduled for construction in the next budget year.

Pleasant Ridge Road – Today the final lane of pavement is being placed which is good news for the residents of Pleasant Ridge as they will once again have access to their homes on Friday of this week.

This project will be substantially complete by this winter and 100% complete by the end of the current fiscal year.

MINOR PROJECTS – Wilshire Drive was completed earlier this year with Mark and Cari Drives scheduled and ready for the next fiscal year. Stites and Cory Drives are in engineering this year and should be ready to construct in 2020/2021 should the budget allow.

Longacre Drive and Union Hill Traffic Signals – This signalization project is finally gaining some traction in an effort to move forward. The State will receive bids for the Longacre/Union Hill signal this Friday, November 8. Construction will likely take place after winter but be complete this fiscal year. Eighty percent (80%) of the construction efforts will be federally funded through the CMAQ grant associated with this project.

Old Collinsville Road, Right Turn Lane at Ashland Avenue - St. Clair County has applied for and received a Congestion Mitigation/Air Quality grant from the Federal Government to engineer, acquire right-of-way and construct a turn lane on southbound Old Collinsville Road at Ashland Avenue. The County has requested that the City participate in the funding match associated with the grant and will be drafting an intergovernmental agreement to describe responsibilities. That agreement will be presented at the December Committee meeting.

The joint County/City effort to design and construct the Old Collinsville Road turn lane will need to be included on the Priority List as a JOINT PROJECT.

Director's Report - Project Updates
(Agenda Item 2)

Single Source Waste Hauling – The timeline for the reception of bids has changed as the Department has received a large amount of questions and comments associated with the RFP which was distributed a few weeks ago.

The trash hauling companies that have shown interest in the RFP process have been invited to a pre-bid meeting later this week to discuss concerns. Bids are now due on the 21st of November and will be presented at the December Committee meeting.

Hollandia Storm and Sanitary Sewer Improvements – Kamadulski Excavating has arrived to complete the sanitary and storm sewer improvements. Today, they have taken down the recently acquired garage and are working on tree removal.

89th Street – *At this point in time, the slope that was providing this project with the majority of its problems has been constructed, seeded and mulched. The storm sewer lift station used to mitigate the groundwater, as well as the retaining wall, have been completed as well. The next operation is to place the proposed curb and gutter and then asphalt 89th Street. There is clearly light at the end of the tunnel in regards to project completion.*

The curb and gutter has been installed with the asphalt overlay remaining to be done.

Pleasant Ridge Road – Since Phase I construction, Pleasant Ridge Road from Bunkum Road to Wayne Drive, went so well and in a timely manner the Department allowed Baxmeyer Construction, Inc. (BCI) to begin Phase II, essentially Wayne Drive to Pleasant Ridge Park. Today BCI is making the last machine pour on that phase and residents will have access near their homes at the end of this week.

Driveways and sidewalk associated with Phase II remain and when complete will bring this project to substantial completion.

CAPITAL IMPROVEMENT PRIORITY LIST

MAJOR PROJECTS:

- 1) Municipal Complex
- 2) Parks and Recreation
- 3) Storm Drainage Program
- 4) Sidewalks Program
- 5) South Ruby Lane (Longacre Drive to Garage site)
- 6) Pleasant Ridge Road (Bunkum Road to Pleasant Ridge Park)
- 7) Lincoln Highway (IL159 to Old Collinsville Road)
- 8) Fairview Heights Recreation Center
- 9) Old Lincoln Trail Improvement
- 10) To Be Determined

MINOR PROJECTS:

- | | |
|---------------------------|-------------------------|
| 1) Wilshire Drive | 8) Judy Lane |
| 2) Mark/Cari Drive | 9) Elm, Oak Cedar Drive |
| 3) Stites/Cory Drive | 10) Club, Wilson Drive |
| 4) Pearson Drive | 11) Linda Drive |
| 5) Kadlec Drive | |
| 6) Wedgewood Drive (East) | |
| 7) Mt. Vernon Drive | |

JOINT PROJECTS:

- 1) Bike Trails
- 2) Old Collinsville Road and Lincoln Highway Intersection
- 3) Longacre Drive and Union Hill Road, Traffic Signals at Intersection
- 4) Second Avenue
- 5) Marketplace Streetscape Phase I
- 6) Marketplace Streetscape Phase II
- 7) Third Avenue Pedestrian Crossing
- 8) Magdalena Sidewalk