

THE CITY OF FAIRVIEW HEIGHTS

ADMINISTRATION COMMITTEE MINUTES Wednesday, February 13, 2019 – 7:00 p.m. City Council Chambers 10025 Bunkum Road, Fairview Heights, IL

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

Committee Members absent – Joshua Frawley

Other Aldermen and Elected Officials in attendance – Pat Baeske, Frank Menn, Harry Zimmerman, Bill Poletti, Ryan Vickers, and Karen Kaufhold

Staff in attendance – Chief of Police Chris Locke, Lt. John Proffitt, Director of Finance Gina Rader, and City Attorney Representative Katherine Porter

Recorder – Becky Thompson

Public Participation

No public participation.

Approval of Minutes

Motion and second were made by Alderman Brenda Wagner/Alderman Roger Lowry to approve the January 9, 2019 minutes. The motion carried by voice vote and was unanimous.

Law Enforcement

Alderman Brenda Wagner, Chairman

Adoption of Ten Shared Principles

Motion and second were made by Alderman Pat Peck/Alderman Roger Lowry to forward the Ten Shared Principles resolution to City Council. The motion carried by voice vote and was unanimous.

Fairview Heights Police Department Website

Chief Locke would like The Fource Group to update the Fairview Heights Police Department website. The cost is \$10,250, which is in the current budget and the department will put money in the FY19-20 budget for the maintenance fee of \$1,000. The Fource Group has prior experience with other police departments and are in the process of working on The Rec marketing. The Fource Group will provide website analytics to the police department every 30 days.

Motion and second were made by Alderman Pat Peck/Alderman Roger Lowry to forward the contract for the The Fource Group to update the Fairview Heights Police Department website to City Council. The motion carried by voice vote and was unanimous.

Fairview Heights Police Department Recruitment Strategy and Campaign

Chief Locke presented a contract for The Fource Group to prepare a marketing strategy and campaign for the Fairview Heights Police Department, such as pamphlets, flyers, social media, etc. The cost is \$12,250.

Motion and second were made by Alderman Pat Peck/Alderman Denise Williams to forward the contract for The Fource Group to prepare a recruitment strategy and campaign to City Council. The motion carried by voice vote and was unanimous.

Disposal of Surplus Patrol Tablets and Computer Stands

Chief Locke would like approval to sell 5 tablets and stands to the Clinton County Sheriff's Department for \$1.00.

Motion and second were made by Alderman Roger Lowry/Alderman Denise Williams to sell the 5 tablets and stands to the Clinton County Sheriff's Department for \$1.00. The motion carried by voice vote and was unanimous.

Holy Trinity Church/School Picnic and 5k

Holy Trinity would like to get the approval for the 5k so they can schedule the business that will do the timing for the race. Committee discussed more signage, sending a code red message, and put out reader boards to alert residents about the race.

Motion and second were made Alderman Pat Peck/Alderman Roger Lowry to send the 5k to City Council for approval. The motion carried by voice vote and was unanimous.

Finance

Alderman Brenda Wagner, Acting Chairman

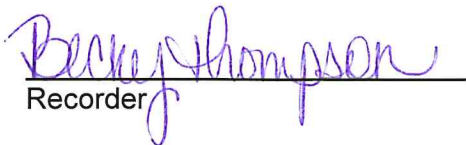
Bill List

Discussion was held about the accidental charge on the bill list from an Alderman on page 4 of the bill list. Discussion was held about suspending the credit cards until the IML Conference.

Motion and second were made by Alderman Pat Peck/Alderman Brenda Wagner to approve the bill list in the amount of \$3,065,454.60. The motion carried by voice vote and was unanimous.

Adjournment 7:36 p.m.

Submitted By:


Recorder