

**THE CITY OF FAIRVIEW HEIGHTS**  
**OPERATIONS COMMITTEE MINUTES**  
**Wednesday, February 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, Alderman Ryan Vickers

**Staff in attendance** – Director of Public Works John Harty, Police Lt. Jim Krummrich, Human Resource Specialist Amanda Bushnell, and City Attorney Katherine Melzer

**Recorder** – Jill Huffman

**Public Participation**

None

**Approval of Minutes, January 2, 2019**

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*

**FORCE LEVEL RESOLUTION – PT CUSTODIAN**

The Human Resource Specialist relayed that currently, in the Public Works Department's Force Level, there are two full-time custodians, one part-time custodian who works 35 hours per week, and one part-time custodian who works six hours per week. Since the retirement of a long-time employee who worked the six hours per week part-time position, that position has been difficult to fill. She stated that initially, the custodian was to clean the Recreation Room, however, the Community Room, located downstairs and also available for rent, needs to be cleaned. The Specialist requests the part-time custodial position be increased from six hours per week to ten hours per week to clean both the Recreation and Community Rooms. The increase from six to ten hours would equate to \$7,664.80 per year or an increase of \$3,065.92 per year. The Specialist stated that these two rooms bring a good amount of revenue to the Parks and Recreation Department.

The Specialist is requesting that this position be moved from the Public Works Department to the Parks and Recreation Department since that Department is responsible for both the Recreation and Community Rooms and to increase the annual hours from 320 hours per year to 520 hours per year (6 hours/week to 10 hours/week). Typically, the custodian works on Mondays and Fridays, however, the hours would be flexible. It was stated that this is a union position and will be responsible for paying union dues.

Motion and second to forward a Resolution to City Council with recommendation of approval to revise the City's Force Level moving the part-time, six hour per week custodial position in the Public Works Department to the Parks and Recreation Department and increase the weekly hours from six hours to ten hours per week by Aldermen Lowry/Baeske. The motion carried by voice vote and was unanimous.

**Public Services Committee**

*Alderman Pat Baeske, Chairman*

**IPWMAN - ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK**

The Director stated that the network is comprised of 330 municipalities and its purpose is to aid each other in the event of an emergency or disaster. The annual membership fee is \$250. An ordinance is required to submit with the application.

Motion and second to forward a Resolution to City Council with recommendation of approval to enter into an agreement to become a member of the Illinois Public Works Mutual Aid Network for an annual membership fee of \$250 by Aldermen Zimmerman/Menn. The motion carried by voice vote and was unanimous.

**FISCAL YEAR 2019-2020 MFT MAINTENANCE RESOLUTION**

The Director explained that each year, the Department applies to the State for the use of Motor Fuel Tax funds.

This year he has calculated \$385,000 to be allocated from the Motor Fuel Tax funds as follows:

street light and signal power	\$220,000,
labor for right-of-way mowing	\$40,000,
labor for street sweeping	\$40,000, and the
purchase of rock salt	\$85,000.

This year rock salt is included in the request for spending Motor Fuel Tax funds. It was questioned if the right-of-way mowing includes the mowing of the interchange to which the Director replied it would be 50 percent of the cost of the mowing funds.

Motion and second to forward to City Council a Resolution for Maintenance Under the Illinois Highway Code by Aldermen Menn/Lowry. The motion carried by voice vote and was unanimous.

**MOTION TO SOLICIT BIDS – LONGACRE CONCRETE JOINT REPAIR**

The Director requested permission to solicit bids for the Longacre Drive Concrete Joint Repair project. He stated that there are many joints that need repair, in particular, between Illinois Route 159 and

Ruby Lane. The plans and specifications are being prepared by the City Engineer with the intent to bid and finish the project within the current budget year.

Motion and second to direct staff to solicit bids for the Longacre Drive Concrete Joint Repair project by Aldermen Lowry/Zimmerman. The motion carried by voice vote and was unanimous.

**MOTION TO SOLICIT BIDS – SUSAN COURT ASPHALT OVERLAY**

The Director requested permission to solicit bids for the asphalt overlay of Susan Court for two reasons, one – it needs it, and two – Mark and Cari will be reconstructed this summer, which means this area will all receive new pavement. He stated he is preparing the plans and specifications for the overlay, which will bid and expend funds from the current budget. It was stated this will be a huge improvement for the North Bountiful area.

Motion and second to direct staff to solicit bids for the Susan Court Asphalt Overlay project by Aldermen Williams/Lowry. The motion carried by voice vote and was unanimous.

**ST. CLAIR COUNTY – SUPPORT FOR TURN LANE AT OLD COLLINSVILLE ROAD/ASHLAND AVENUE**

The Director stated that the County Engineer will be applying for a Congestion Mitigation Air Quality (CMAQ) grant for the design and construction of a right turn lane, southbound on Old Collinsville Road to westbound Ashland Avenue. Old Collinsville Road between Highway 50 and Ashland Avenue is the maintenance responsibility of the City's, therefore, it is requested that the Mayor sign a letter of support to submit with the application for the CMAQ grant. The Mayor stated that there is no financial obligation and that the County in requesting the letter of support for their application.

Motion and second for the Mayor to compose a letter supporting the effort and grant application associated with the turn lane at Old Collinsville Road and Ashland Avenue proposed by St. Clair County 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.

The Director relayed that in the narrative of the written report is an update of the Capital Improvements Plan's (CIP) expected expenditures for projects for Council to review in preparation of the upcoming CIP budget.

**Adjournment 7:18 p.m.**

Submitted By:

  
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Recorder