

THE CITY OF FAIRVIEW HEIGHTS

OPERATIONS COMMITTEE MINUTES

Wednesday, April 10, 2019 – 7:00 p.m.

City Council Chambers

10025 Bunkum Road, Fairview Heights, IL

Committee Members in attendance – Pat Baeske, Frank Menn, Harry Zimmerman, Denise Williams

Committee Members absent – Roger Lowry

Other Aldermen and Elected Officials in attendance – Mayor Mark Kupsky, City Clerk Karen Kaufhold, Aldermen Pat Peck, Brenda Wagner, Ryan Vickers

Staff in attendance – Director of Public Works John Harty, Director of Finance Gina Rader, Police Chief Chris Locke, Police Captain John Proffitt, Human Resource Specialist Amanda Bushnell, and City Attorney Katherine Melzer

Recorder – Jill Huffman by Becky Thompson

Public Participation

None

Approval of Minutes, March 6, 2019

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

Personnel Committee

Alderman Denise Williams, Chairman

AFFIRMATIVE ACTION COMMITTEE

Alderman Wagner stated that the Affirmative Action Committee (AAC) was formed in 1994 and the last meeting was held in February, 2000. In 2012, there was one meeting scheduled, but without enough attendees to make the committee, and no future meetings were held. At that time, the City

did not have Human Resources. Since the AAC was formed in 1994, there have been many revisions with Affirmative Action and the City is out of compliance with legislation. The City is not legally required to have an AAC; the Equal Employment Opportunity Commission (EEOC) policy covers Affirmative Action which includes protected classes.

If the Council chooses to keep the AAC, it needs to be amended to make it compliant as it has not been compliant for years.

The City allows Affirmative Action to become part of Human Resources where it is currently covered. In the Personnel Code it states, "The policy is that the City of Fairview Heights is an equal employment opportunity employer dedicated to attracting a diverse applicant pool providing a harmonious workplace for all employees. In recognition of the essential rights of all employees and applicants, it is the policy of the City of Fairview Heights to adhere to the laws and rules of non-discrimination and to promote fair hiring, promoting and recruiting practices in all job classifications in order to achieve fairness in employment." This is covering what the City was trying to achieve in 1994 for Affirmative Action. Alderman Wagner is looking for a way to streamline and seeking direction from the Council.

Alderman Peck stated she reviewed the Personnel Code and the Ordinance in place is outdated.

The Mayor stated in 1994, before EEOC was in place, there have been AAC chairmen, but no scheduled meetings since 2000. The Committee consists of three Mayor-appointed members and city employees. The Mayor stated that an employee, who was previously on the committee, stated that employees did not want to participate on the AAC.

The City has adopted EEOC policies which were not previously in place and designed to protect people of all classes. The City is required to have EEOC but not Affirmative Action. If the Council chooses, the HR Specialist would serve the role of Affirmative Action Officer. The Mayor stated that EEOC is a Federal mandate and the City is required to abide by its regulations. He stated an AAC is an advisory committee which recommends and assures the City is following guidelines.

Discussed that the Human Resource Specialist do some research on an AAC.

Alderman Wagner reached out to the protected class and no one was interested in getting involved. It was questioned if the Human Resource Specialist had anyone approach her regarding Affirmative Action to which she replied not in the last year and a half.

Alderman Wagner stated in order to form an AAC, certain selection requirements need to be met for membership on the committee.

Alderman Williams asked the Mayor what he recommends moving forward. The Mayor replied it's the Council's decision. He believes the City has policies in place to treat people fairly and equitable. The AAC was on the books before he became Mayor. The AAC has not met and the City has not had the need for the Committee. There are provisions that need to be met and to have an Affirmative Action Officer. He believes that the current policy is outdated.

It was questioned what the criteria is for becoming an Affirmative Action Officer and the separation of the Officer and Human Resource Specialist. The Human Resource Specialist stated that she facilitates the hiring process. The Mayor stated that having a non-elected official as the Officer eliminates the politics. If there is a complaint by an employee, they could file it directly with the EEOC who would then notify the City.

Alderman Wagner stated that if an employee would feel discriminated against, it would be presented to the AAC, which would have to assemble and there could be a delay. Without the Committee, the employee could discuss the issue immediately with the Affirmative Action Officer. The Human Resource Specialist stated that discrimination falls under EEOC not Affirmative Action which involves promoting, recruiting, and ascertaining the City has representation by minorities.

The Mayor stated that he, the Human Resource Specialist, and Alderman Williams, Chairman of the Personnel Committee, will rewrite the policy in the Personnel Code and will present to the Personnel Committee. Committee concurred to proceed.

Public Services Committee

Alderman Pat Baeske, Chairman

MATERIALS/SERVICES FOR STREET MAINTENANCE

The Public Works Department opened bids for materials and services to maintain the City's streets. The Director was not satisfied with the oil and concrete bids and recommends rebidding those two items, and accepting the asphalt and trucking services bids.

Motion and second to forward a Resolution to City Council with recommendation of approval of proposals from Petroff Trucking for tandem trucking at \$82.00 per hour, Shafer Excavating for trailer dump trucking at \$93.00 per hour, Christ Brothers Asphalt for HMA "C" Mix at \$65.00 per ton, and Christ Brothers Asphalt for cold patch at \$80.00 per ton. Discussion: It was questioned about Item No. 2, Seal Coat Aggregate show on the Bid Tabulation. The Director stated he would also like to recommend approval of the seal coat aggregate (slag chips) associated with the oil and chip process from Beelman Logistics. The motion was amended to include the recommendation of approval of proposal from Beelman Logistics for seal coat aggregate at \$21.65 per ton by Aldermen Williams/Menn. The motion carried by voice vote and was unanimous.

SURPLUS VEHICLE AUCTION

The Public Works Director stated that the City currently owns five vehicles that are no longer useful to daily operations. The Department will advertise for a sealed auction-type bid and present the results to Committee.

PLEASANT RIDGE ROAD – BID SOLICITATION

The Public Works Director relayed that an advertisement for bid will be issued for reconstruction of Pleasant Ridge Road. Bids results will be relayed to Committee at the June meeting.

DIRECTOR'S REPORT – PROJECT UPDATES

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

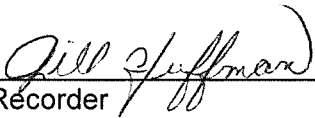
Questioned the status of 89th Street and if the City will be providing more money to the Village of Caseyville for the project. The Public Works Director replied that the City has an intergovernmental agreement with the Village of Caseyville who is the lead on the project. The City has provided to the Village the money we intended to provide them. Poor soil and field conditions have been encountered. The project is on hold until the spring rains are finished.

The Director stated the north entrance to City Hall should look significantly better in approximately two weeks.

The Director relayed that last week, as he was preparing to have the contractor proceed with the Susan Court asphalt overlay project, he was informed that Caseyville Township Sewer District intends to replace the sewer along the road. In the same vicinity, at nearly the same cost, and in the same amount of disrepair, Meckfessel Drive will be milled and overlaid with asphalt to where it meets with Dogwood which was overlaid last year. It was questioned about Club and Pearson road reconstruction to which the Director replied that these streets reside on the Capital Improvements Plan Priority List and they will be converted from an oil and chip surface and ditch and culvert system to storm sewer, curb and gutter and asphalt road surface.

Adjournment 8:12 p.m.

Submitted By:


Recorder