

THE CITY OF FAIRVIEW HEIGHTS
OPERATIONS COMMITTEE MINUTES
Wednesday, August 3, 2016 - 7:00 p.m.
City Council Chambers
10025 Bunkum Road, Fairview Heights, IL

Committee Members in attendance – Dennis Baricevic, Pat Baeske, Roger Lowry, Denise Williams, Harry Zimmerman

Committee Members absent – None

Other Aldermen and Elected Officials in attendance – Patricia Peck, City Clerk Karen Kaufhold

Staff in attendance: Public Services Director John Harty, Police Chief Nick Gailius (left at 7:20 p.m.), Police Captain Chris Locke (left at 7:20 p.m.), City Attorney Katherine Ann Porter

Recorder – Jill Huffman

Public Participation

None

Approval of Minutes, July 6, 2016

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

Personnel Committee

Alderman Harry Zimmerman, Chairman

POLICE DEPARTMENT STAFF LEVELS

Police Chief Nick Gailius presented information requesting the increase of the Department's force level by one police officer due to an anticipated staff shortage in the near future. The current staff is authorized at 43 police officers which includes the Chief, Captain Locke, three Lieutenants, and the Patrol Division which is four squads, each managed by a sergeant (the day shift squads has seven officers each, and the night shift squads, has six officers each). The staff also includes the two-person Hot Spot Team and the Department Training Officer. This totals 29 people. In the Support Division, Investigations, eleven officers are assigned, which includes four general assignment detectives, a juvenile detective, a detective sergeant, a DEA task force officer, a MEGSI officer, and two school resource officers.

In 2009, a staffing study was prepared which recommended the stacking of seven officers on day patrol and five officers on night patrol, which over the years has required the Department to add four officers to the staff. This has been accomplished by utilizing a grant to acquire two officers, converting the Crime Free Officer position to a civilian position, and a Drug Task Force Officer with the County which has not been filled.

Looking back at the last 36 months, the Police Department was short an officer, meaning an unfilled vacancy in the Department by a long-term deployment to the military, a long-term sick leave issue, an officer in field training, or an officer in the academy. In the last 36 months, the Department was short at least one officer 100 percent of the time, short two officers 78 percent of the time, and short three or more officers 36 percent of the time. Therefore, during 12 of the last 36 months, the Department has been short on officers.

Currently, the Department is short one officer due to a resignation. There is an officer with a medical issue, another officer will be out for a medical issue, another officer will retire early 2017, and another will be retiring by the end of 2017. If staff could be increased by one, it helps fill the vacancies.

The Board of Fire and Police recently went through the hiring process and there are two fine candidates the Police Department would like to hire. One candidate would be required to enter the academy which begins the end of August.

The salary cost for the remainder of the year would be approximately \$50,000. Due to some staffing changes within the Department and unfilled positions, the Chief believes there is enough money in the budget.

The Chief requests that the Committee consider a resolution to modify the force level for the Police Department increasing the number of sworn staff from 43 to 44.

The Mayor stated that the difference between the Police Department and other City Departments is that candidates need to go before the Board of Fire and Police and be placed on an eligibility list. He relayed that with the holiday season approaching, the Department does not want to be short. The addition of an officer is covered in the current budget.

Chief stated that the Board of Fire and Police recently went through the hiring process and from the list, there are three candidates for potential hire with two fine candidates the Police Department would like to hire. The number one person on the list will need to go to the academy. The Department has one academy slot reserved. The number two person has been through the academy and would be able to be hired right away and put into field training before the Christmas season arrives. The Chief stated he will be hiring one to fill the current vacancy, which is already in the force level, and is requesting to hire another which will increase the force level from 43 to 44.

Chief stated currently there are four officers serving in the military.

Discussed the funding for an additional officer in next year's budget. Chief stated that perhaps another staffing study could be performed in the next year and that the Police Department could carry this one additional staff through the end of the fiscal year or when the next officer leaves the Department, the force level would be reduced back to 43.

The Mayor stated that the City is not interested in increasing the Department, but the force level numbers determines how many staff may be hired. Therefore, the City cannot hire a person to enter training unless the force level is increased this year.

Discussed that between two to four officers could be leaving the Department next year. Considerable savings will occur from consolidation, among other ways, per the Chief.

The Chief stated between now and mid-year they could perform an internal analysis and if not satisfied, could then have an outside study performed. The previous study took three months, but was more detailed since they were analyzing dispatch.

The Mayor stated that the force level should be increased to enable the Department to hire an officer and to review the budget in October and to see if the study is merited at that time for the Chief to have accomplished before the new year and set the force levels for 2017.

Motion and second to forward a Resolution to City Council recommending that the Police Department's force level be increased from 43 to 44 sworn officers to be reviewed at next year's force level meeting by Aldermen Lowry/Baeske. The motion carried by voice vote and was unanimous.

Discussed that the Police Department is the only department in the City where training occurs and that the City's fiscal calendar possibility doesn't coincide with the academy's calendar year. The Chief stated that also to be considered is the testing cycle. Fairview Heights Police Department belongs to a consortium of other police departments. The Department has to consider when the testing occurs, when the testing results are received, when background and interviews with the Board are complete, and then enroll the candidate into the academy. Currently, the academy is scheduled three times per year at SWIC, however, as of January 1, the number of hours for the basic academy are increasing by 160 hours from 400 to 560 hours. Therefore, SWIC will probably cut back to two academies per year. All of the above criteria comes into effect for consideration. Discussed that if this is the case, the Police Department's force level may have to be reviewed at a different time from the rest of the City's departments. Discussed that the City usually reviews the force level in January which is the beginning of another training session. The Chief stated that the sessions usually begin in January and August. It was stated that January is when the force levels are reviewed.

Concluded that the Chief will perform an internal analysis of the Police Department's staff.

Public Services Committee

Alderman Dennis Baricevic, Chairman

FOX CREEK STORM SEWER – JOHNSON FENCE

In attendance were residents of the Fox Creek Subdivision whose fence was removed for construction of the new relief storm sewer. The plans indicated 98 feet of fence to be removed and reinstalled as necessary. However, the fence was in poor condition and difficult to dismantle. Entire fence replacement is approximately 300 feet of fencing. The estimate to replace 98 feet of fence is \$5,000 with the estimate to replace the entire fence at \$13,500. No grading is necessary and prices include material and labor. The Director will solicit bids for replacement of the same type fence.

These residents, along with their neighbor, have endured the brunt of the flooding and installation of the of the relief storm sewer. The resident stated that the new relief storm sewer appears to be working, however, there has not been a substantial rain. Regarding the fencing, the resident relayed that due to the flooding, the posts of the fence have rotted at the base. Staff confirmed that when Northwestern Avenue backed up, it flooded the backyard and added to the deterioration of the fence. The Director stated there is money in the budget to replace the fence.

Discussed the possibility of installing new fence where the fence was removed for construction and power washing and staining the remainder of the fence for the entire fence to be one color. Staff relayed that after power washing, believes it would be a year before staining.

The existing fence is made of cedar and is between four and ten years old. The Mayor requested that the Council replace the entire fence since there is money to do so. Also, the residents have dealt with flooding issues in their basement and believes it is the right thing to do. Staff relayed that this residence is the only one where fence was removed and needs to be replaced which was necessitated to complete the work.

Motion and second for staff to solicit quotes to replace the resident's fence, in its entirety, not to exceed \$13,500 by Aldermen Williams/Baeske. The motion carried by voice vote and was unanimous.

COMMERCIAL ENERGY CONSULTANTS

The Director introduced Mr. Mike Grimes, Commercial Energy Consultants (CEC), and explained that the City will need to solicit quotes for aggregate energy to become effective in October. The previous City Administrator had solicited quotes for the past two years.

Mr. Grimes stated he has reviewed the City's bills. Currently, the City has a supplier which is similar to a utility which offers a fixed account. He stated that in October the City will need to look at competitive suppliers, which there are 41 suppliers. He stated that CEC has contracts with all 41 suppliers and they perform a reverse auction. This method forces the current supplier to compete with all the other suppliers. They have 3800 customers.

Mr. Grimes stated that the City's current supplier does not utilize Ameren statements and causes budgetary problems.

Mr. Grimes believes the City needs a competitive supplier that will utilize Ameren statements and CEC will make certain that they will receive the lowest bid from the 41 suppliers.

The first step is for the City to sign a Letter of Engagement with CEC enabling them to assist the Director. CEC is paid by the supplier the City selects. One-tenth of a cent per kWh is paid by the supplier to CEC. CEC's services goes beyond the auction phase to obtain a supplier by answering questions and assisting the City in the future.

The Mayor stated CEC's fees associated with this service will not be paid by the City.

The Director stated that the City will need to forward a letter to MidAmerican Energy before September 29 stating that the City will not be renewing their services.

Motion and second to allow staff to proceed with their and Counsel's review of Commercial Energy Consultants' Engagement Letter and to forward a Resolution to City Council by Aldermen Lowry/Zimmerman. The motion carried by voice vote and was unanimous.

CITY HALL NORTH WING – TUCKPOINTING

Bids were received August 2 at 2:00 p.m. for the tuckpointing portion of the City Hall North Wing Roof project. Bid results were distributed to Committee and Council. Two bids were received with James G. Staat Tuckpointing, St. Louis, Mo., being low with a bid of \$247,540.00 and with an alternate bid of \$21,840.00. The alternate consists of tuckpointing around the northwestern portion of City Hall (above the Land Use Department) from the parapet down to the windows. The roof was previously replaced in this area, but tuckpointing was not done. The base bid is to tuckpoint the north wing of City Hall. Twenty percent of the brick was replaced on the main part of City Hall and approximately thirty-five percent will need to be replaced on the north wing. The Director stated that Staat performed the tuckpointing on the main part of City Hall and highly recommends awarding the base bid and alternate of the project to James G. Staat, which are both in the budget. The bid is close to the estimate.

Motion and second to forward a Resolution to City Council recommending the Mayor on behalf of the City enter into an Agreement with James G. Staat Tuckpointing, Inc. to provide labor, materials, and equipment for the base bid amount of \$247,530 for tuckpointing the north wing of City Hall and the Alternate No. 1 amount of \$21,840 for tuckpointing the northwestern portion of City Hall by Lowry/Baeske. The motion carried by voice vote and was unanimous.

89th STREET – CONSTRUCTION/ENGINEERING BREAKDOWN

The Director stated that this project resides on the CIP Priority List as a joint project with the Village of Caseyville.

The Director stated that in reviewing property frontages of Fairview Heights and the Village of Caseyville, the west side of 89th Street is entirely the Village of Caseyville, however, there is a significant amount of Fairview Heights' residents that front 89th Street. The Director has determined that the City's residents front 36 percent and the Village's residents front 64 percent of the street.

The Director applied those percentages to the estimated \$292,072.50 for construction and engineering costs to determine the funding necessary by the City and Village. The funding for the City of Fairview Heights is \$105,146.10 and for the Village of Caseyville is \$186,926.40. The City has budgeted \$100,000 for this project and recommends not going over budget.

Construction consists of patching, milling, asphalt overlay, and constructing a retaining wall from Harvey Lane to a driveway to the north of Harvey Lane. The contractor is Rooter's Construction.

The Mayor stated that 89th Street does not belong to the City, however, the City's residents are serviced by the street. The Village of Caseyville has a TIF that is nearing expiration and will need to perform the work.

Discussed that originally this street was the old Route 157 and questioned if the State does not have responsibility to which the reply was they do not.

Staff is to discuss with the Village future plans of 89th Street.

The Mayor stated that a motion is needed to pursue an intergovernmental agreement with the Village of Caseyville to identify the funding participation and define future maintenance.

Motion and second to allow staff to pursue an agreement with the Village of Caseyville for the funding of construction, not to exceed \$100,000, and identify future maintenance of 89th Street by Aldermen Lowry/Williams. Discussion: The agreement will be forwarded to Counsel for review and be brought back to Committee for review and approval. The motion carried by voice vote and was unanimous.

PUBLIC WORKS DIRECTOR'S REPORT – PROJECT UPDATES

Director gave a brief report concerning the Street Division of Public Works stating that if Aldermen receive calls from constituents, more than normal, the street crew has been very busy. Bulk trash pick-up utilized one week and storm debris pick-up took a significant amount of time.

Bulk trash essentially takes approximately 320 manhours per pick-up and occurs in March, July, and November. The City's cost is approximately \$37,000 per pick-up which includes labor and equipment.

Storm debris pick-up from July utilized 520 manhours which cost the City approximately \$45,000 which includes labor and equipment.

The Director stated that the costs are a concern, but also to be considered is what is not being accomplished in the City and delaying projects, i.e., Stonewolf, Brittany, and Stonewolf concrete replacement, Willow Drive project, Sycamore storm sewer. The Street Division has poured only about four or five yards of concrete this fiscal year.

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

The following items were discussed:

- Lincoln Trail Sidewalks – This project is essentially finished. Waiting to seed and straw. Mayer will be hydroseeding, which is a water/mulch/seed mix, but will be waiting until September to perform seeding.
- Joseph Drive – This project is essentially finished. Waiting for appropriate growing season to install the sod.
- Fox Creek Storm Water Improvements – Haier Plumbing returned to the site last Friday to start the curb and gutter replacement work and finished today. There is a small amount of asphalt work to complete at the Northwestern Drive area. Waiting on dry conditions to prevail for Haier to move to the detention basin work which will take a week to ten days to complete. Director hopes this work to be accomplished in late August which precedes the appropriate seeding season.

The City's staff has worked at the Villanova Court detention basin redirecting a ditch to enter into an appropriate area in the basin. This area needs to be seeded.

- Perrin Road Phase II – O'Fallon Water moved the waterline this day at Perrin and Enos. The Director believes the contractor will start in a week to ten days. The City is working on easement acquisition for the pipe installation which will run from Traubel east toward Old Collinsville Road which may require right-of-way dedication. The Director will continue to research and discuss with the City Attorney. This item will be on the Administration Committee Meeting Agenda scheduled for next Wednesday.
- Kassing Avenue – The Kilian Corporation is executing the contract and obtaining their bonds for the project. Anticipate a start of project late next week. A preconstruction meeting will be held Friday or Monday. Project completion should be early October and within the seeding season.

Additional discussion regarding Lincoln Trail sidewalks. The Director will contact the contractor regarding the significant ponding of water in the curb line in front of America's Best Eyeglasses. The Director stated he believes that water should be moving toward the west. The Director will review.

Discussed the Fox Creek Park Sidewalk project which was in conjunction with the William F. Holliday School District. The sidewalk was poured last week, but needs to be backfilled and seeded.

Discussed the Old Caseyville Road project and complaints received regarding weeds growing where it was seeded. The Director stated this is a problem. On the Kassing Avenue project, four inches of soil will be removed and replaced with four inches of topsoil where yards are being disturbed. If this works, this will be part of every contract.

Discussed, as in previous meetings, a type of contractor guarantee upon project completion for a certain amount of time, curtailing the amount of time and money the City expends for repair of concrete/asphalt. The Director stated this could be written as a Special Provision in the project's specifications.

Discussed that this year, the City utilized aggregate in lieu of slag when oiling and chipping the City's street due to the closing of Granite City Steel.

Adjournment 8:01 p.m.

Submitted By:


Recorder