

**THE CITY OF FAIRVIEW HEIGHTS**  
**OPERATIONS COMMITTEE MINUTES**  
**Wednesday, October 5, 2016 - 7:00 p.m.**  
**City Council Chambers**  
**10025 Bunkum Road, Fairview Heights, IL**

**Committee Members in attendance** – Dennis Baricevic, Pat Baeske, Denise Williams (arrived at 7:05 p.m.), Harry Zimmerman

**Committee Members absent** – Roger Lowry

**Other Aldermen and Elected Officials in attendance** – Frank Menn, Patricia Peck, Bill Poletti, Mayor Mark Kupsky, Clerk Karen Kaufhold

**Staff in attendance:** Public Services Director John Harty, Human Resource Coordinator Dana Mehrmann (left at 7:10 p.m.) City Attorney Katherine Ann Porter

**Recorder** – Jill Huffman

**Public Participation**

None

**Approval of Minutes, September 7, 2016**

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

**Personnel Committee**

*Alderman Harry Zimmerman, Chairman*

**NON-CONTRACT SALARIES**

Tabled.

**PERSONNEL CODE REVIEW**

Coordinator stated that over the past year, she has been comparing personnel handbooks from other municipalities, attending various seminars, and consulting with risk management attorneys, the Personnel Committee Chairman, and the Mayor. She has made a list of items which need to be addressed and colored code them red, yellow, green with red being the most urgent and hopes to have those complete in the next few months for various reasons. One reason is to comply with State and Federal regulations, another is references to positions and changing to appropriate titles. A yellow item is to review the structure of the Personnel Code making it easier to read by the City Council, employees, and the public. While attending a

seminar, she experienced software which will translate the City's current information and produce an easier to follow format. The City has obtained this software. The Coordinator will be providing the Council, a week before the Personnel meeting, a couple sections of the Personnel Code for review, as well as working with the Mayor and Personnel Chairman in between Personnel meetings, for revision of the urgent items which she hopes to have complete in a few months.

The risk management attorneys have been editing the employee handbook. The Coordinator distributed Section 2. Definitions from the Personnel Handbook which contained comments from the attorneys.

The Coordinator will begin reviewing sections of the Personnel Code at the next meeting.

**Public Services Committee**

*Alderman Dennis Baricevic, Chairman*

**FAIRVIEW HEIGHTS FOOD PANTRY – SENIOR CENTER**

The Mayor gave a briefing and stated that the Food Pantry's Board of Directors contacted him about two and a half weeks ago explaining that the current building that houses the Food Pantry, located on St. Clair Drive, is owned by the Fairview Heights Fire Department and will be auctioned. Therefore, the Food Pantry faces potential relocation. Representatives have met with the Mayor and the Economics Director to discuss availability of other locations for possible space that could be donated for their use.

The Mayor stated there is some lightly used space on the lower level of the North Wing of City Hall, formerly the Senior Center, which contains two rooms. One room includes a kitchen area.

Parks and Recreation plans to renovate the lower level of the north wing. This renovation would be in the larger room and includes new flooring, painting, and updating for Parks' programs, however, there are not enough funds to renovate the smaller room.

The smaller room would work well for the Food Pantry as it is about the size required, and is secured from the larger room by doors. The plan would be to build a wall between the kitchen area and the rest of the room making the kitchen available to the larger room. The restrooms would be accessible by both rooms.

The Mayor stated that there are benefits for the Food Pantry to relocate to the lower level of the North Wing. The larger room could be used as a staging area when food collections are scheduled. If the smaller room is not large enough, there are other locations below City Hall which could be used for storage, but does not have public access. The Food Pantry is interested in a location next to a bus line. The walk from Lincoln Trail to City Hall is no different than the walk to their current location. Also, City Hall is in close proximity to the Library for library patrons.

The Mayor stated that when City Council was polled on moving the Food Pantry to City Hall, positive response was received. The Director of Public Works has been working with the City Attorney on the lease agreement. Rent will be one dollar per year. The Food Pantry will provide the City with their insurance coverage. The City already air conditions the lower level, therefore, the Pantry would not be charged allowing them to put that money into the Pantry since they are a not-for-profit organization and operate on a thin budget.

The Director stated that the wall, which needs to be constructed to separate the kitchen from the remainder of the room, is minimal in size, however, it will need six electrical circuits to run the refrigerated/freezer units. He believes the wall and the electrical work would cost less than \$2500 and this is the only alteration which is necessary for the area.

Chairman stated that staff could build the wall, however, a union electrician would need to install the electric since the City has a Project Labor Agreement. The Mayor recommended that both the building of the wall and the electric installation be out sourced since Public Works has money in their budget. The Chairman stated that, in the past, the City's staff had constructed an item that did not meet code. The Chairman stated parking should not be a problem except possibly on Thursdays due to court.

The Mayor stated that the Pantry's hours of operation are 9:00 to 11:00 a.m., Monday through Friday.

The Director stated he is working with the City Attorney on the lease agreement and should have it completed by the next City Council meeting to be distributed with the Agenda. If necessary, it could be amended on the floor.

The Pantry stated that their deadline date is November 19. The building will be auctioned on October 20 and thirty days after is November 19 which is the same day as the Boy Scout food drive.

The Mayor stated that if the Director works with the Attorney and has the agreement ready for the next City Council meeting, this would give them time to starting moving. The Chairman stated there are seven Council members present at tonight's meeting and questioned if anyone has an issue with them starting to move into City Hall without a signed agreement which there was not.

Motion and second that a Resolution is forwarded to City Council to initiate and enter into a Lease Agreement with the Fairview Heights Area Food Pantry for one dollar per year by Aldermen Zimmerman/Williams. Discussion: Comment from a representative from the Food Pantry that they are very appreciate of the City helping them by offering the space in City Hall. She also stated that they serve Fairview Heights's residents only and not any other areas of the Metro East. The motion carried by voice vote and was unanimous.

### **CITY HALL NORTH WING ROOF – CONSTRUCTION CONTRACT**

A bid opening was held on September 28 to replace the North Wing roof. Two bids were received – one from Martin Roofing for \$51,824 and the other from Bartch Roofing for \$62,123 and square foot price for deck replacement. Martin Roofing is currently working on the roof on the main part of City Hall and recently finished reroofing the Library. The Director recommends that Martin receive the contract to reroof the North Wing of City Hall. The Director stated that \$640,000 was budgeted for tuckpointing and reroofing and currently just over \$452,000 has been spent. However, until the old roof is removed, it is difficult to determine the condition of what is underneath. To date, a minimal amount of sheeting has been replaced on the main part of City Hall.

Motion and second to forward a Resolution to City Council recommending the Mayor on behalf of the City enter into an agreement with D.E. Martin Roofing Company, Inc. to provide labor, materials, and equipment for the base bid amount of \$51,284 for reroofing and \$4.00 per square

foot for necessary deck replacement of the North Wing of City Hall by Baeske/Williams. The motion carried by voice vote and was unanimous.

### **ST. CLAIR AVENUE SIDEWALK – CONSTRUCTION CONTRACT**

Bids were opened on September 30 for the St. Clair Avenue Sidewalk project which connects the proposed shared use path at Illinois Route 157 with the Third Street pedestrian crossing. This project is partially funded by a Community Development Block Grant through the St. Clair County Intergovernmental Grants Department for \$60,000.

Hank's Excavating & Landscaping was low bidder with a bid of \$136,699.55 and the other bid was from Korte and Luitjohan Contractors for \$150,115. The Director stated that Hank's is a reputable contractor and highly recommends contracting with Hank's Excavating for the project.

Questioned if there is a conflict with the bridge construction at Illinois Route 157 being performed by the State to which there is not.

Motion and second to forward a Resolution to City Council recommending the Mayor on behalf of the City enter into an agreement with Hank's Excavating & Landscaping, Inc. to provide labor, materials, and equipment in the amount of \$136,699.95 for the St. Clair Avenue Sidewalk construction project by Baeske/Zimmerman. The motion carried by voice vote and was unanimous.

### **CLEARWAVE – RIGHT-OF-WAY AGREEMENT**

The Director stated that Clearwave is a communication company and is interested in installing cable along Bunkum Road and eventually Old Lincoln Trail to connect Grant and Illini Schools. They would also provide the City of Fairview Heights fiber optic cable for the garage facility installing cable in the right-of-way along Longacre Drive and South Ruby. This agreement is similar to franchise agreements the City has with entities such as Charter, AT&T, Ameren, and O'Fallon Water. This is essentially a franchise agreement to reside in the City's rights-of-way.

The Chairman questioned Item 13 of the Agreement regarding termination. The Director stated that the City Attorney reviewed the Agreement and did not express any concerns.

Motion and second to forward a Resolution to City Council recommending the Mayor on behalf of the City enter into a Right-of-Way License Agreement with Clearwave Communication to place their infrastructure within the City's rights-of-way by Zimmerman/Williams. The motion carried by voice vote and was unanimous.

### **89<sup>th</sup> STREET – INTERGOVERNMENTAL AGREEMENT**

The Director relayed that this agreement pertains to the funding participation with the Village of Caseyville for the reconstruction of 89<sup>th</sup> Street from Kassing Drive to a point south. The agreement has been approved by the Village Board and forwarded to the City for approval of funding \$100,000 of the project.

The Chairman stated that the Director will discuss maintenance with the Village of Caseyville as well as establish a formal maintenance agreement for the boundary between the City and the Village, which may amend the agreement at hand.

Discussed that the City is contributing \$100,000 and the Village is contributing \$270,000-\$280,000 for the project. The Village will be overseeing the project. This is a joint project listed on the City's Capital Improvement Projects list.

Motion and second to forward a Resolution to City Council recommending the Mayor on behalf of the City enter into an Intergovernmental Agreement between the City of Fairview Heights and the Village of Caseyville for 89<sup>th</sup> Street Improvements wherein the City agrees to reimburse the Village \$20,000 for engineering and \$80,000 for construction by Baeske/Zimmerman. The motion carried by voice vote and was unanimous.

### **COMMERCE LANE/MARKET PLACE CMAQ ENGINEERING CONTRACT**

The Director relayed that a grant was submitted to the Federal government for improvements to the intersection of Commerce Lane and Market Place, in particular, to create a roundabout at the intersection. A Congestion Mitigation Air Quality (CMAQ) grant application was submitted by Oates Associates and it scored well, based on it being a roundabout, and was approved by the East-West Gateway Board in August. As a result, the engineering process will begin and requests the City proceed with the Preliminary Engineering Services Agreement for Federal Participation. The City is responsible for \$28,600 and the Federal government is responsible for \$114,400 for a total of \$143,000 in engineering costs.

Cost for construction is estimated at \$123,400 for the City and \$493,600 for the Federal government for a total project savings of \$608,000 to the City of a total project cost of \$760,000. The funds for the project will be reimbursed to the City by the Federal government administered through the State of Illinois.

Discussed the size and layout of roundabouts accommodating large trucks. The Director stated that this will be addressed in the design phase of the roundabout. He relayed that roundabouts contain a pavement section in the middle, sometimes stamped, that is designed for larger trucks to utilize when proceeding through the roundabout.

The Chairman questioned if a larger roundabout is constructed at Commerce Lane and Market Place, would the roadway have to be moved as the City cannot take property from the south, however, there is parking lot on the north side. The Director replied that the design phase will determine if a slight realignment would be necessary. The design engineer believes there is enough space at the intersection, as is, to adequately install a roundabout at the intersection.

The Chairman questioned if Motor Fuel Tax would pay for the installation of cameras at the intersection stating that if damage were done to the roundabout and is recorded, the responsible party could be charged. The Director replied he does not believe that Motor Fuel Tax pays for camera installation. However, if there is a police report indicating damage and the motorist has insurance, there is an avenue to collect money for the repair. The Director relayed that the fence on I-64 has been hit and damaged 20 times and probably five to six times the City has received insurance money for repair because of a police report. The City pays for the other repairs for damage to the fence not reported to the police. The Chairman requested the Director discuss camera installation with the Chief of Police. The Mayor stated that the Police Department is working on a program with local businesses to incorporate their cameras with the City's. Also, they are investigating possible grants where the City could assist businesses offsetting cost of cameras which would help the business and the Police Department.

The Chairman requested the Mayor consult with the Finance Director for a balance on TIF #3, Lincoln Trail, and forward an email to Council.

Motion and second to forward a Resolution to City Council recommending the Mayor on behalf of the City enter into a Preliminary Engineering Services Agreement for Federal Participation Intergovernmental Agreement with Oates Associates, Inc., to prepare the design for Lincoln Trail Streetscape Project – Phase 2, Market Place/Commerce Drive Roundabout, whereas the CMAQ Grant assigns the cost sharing for the roundabout project at an estimated cost of \$114,400, or eighty percent (80%), by the Federal government and \$28,600, or twenty percent (20%), by the City, for a total estimated engineering cost of \$143,000 by Baeske/Zimmerman. The motion carried by voice vote and was unanimous.

### **PUBLIC WORKS DIRECTOR'S REPORT – PROJECT UPDATES**

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

The following items were discussed:

- Fox Creek Storm Water Improvements – The Director will inform Council when Haier Plumbing and Heating, Inc. intends to return to the project to finish the detention basin work. The Mayor questioned why the delay by Haier to which the Director replied weather, other projects, and access to temporary construction easement. The Director stated he will have an answer from the contractor by Friday. The City has not paid the contractor in full and the Mayor stated no check will be issued until the contractor proceeds with the project.
- Perrin Road Phase II – Perrin Road started the day after Labor Day with the storm sewer installation which is now complete. During the next few days they will begin road excavation which will take six to seven days. After that, curb and gutter and then asphalt. This project is on schedule for completion.
- Kassing Avenue – The curb and gutter has been installed and the contractor is in the process of backfilling and installing the driveway aprons. At some point next week, the contractor will proceed with the grading operation and asphalt thereafter. The project should be complete by the end of October.
- Cypress R.O.W. Vacation – The Director has not been contacted by the resident. The Chairman stated this may be removed from the Project Updates report until the Director is contacted by the resident.
- Olinda Drive – The plans and specifications are being generated in-house. The project is being partially funded by the St. Clair County CDBG. A temporary construction easement will be needed from the resident on the downhill side. The Director stated the intent is to obtain five to six feet of width, replace a cross culvert with more appropriate infrastructure, bring in some fill, remove some trees, pulverize and regrade the road, and keep it as an oil and chip surface. The project will be bid in January/February for spring construction. The CDBG grant does not expire until next year.

The Chairman stated that the Director will consult with the Village of Caseyville for potential sanitary sewer installation which could delay the project. The Director stated that Kassing is sewered, however, Sharilane, Olinda, and Minter is not. Minter is not a City-owned street.

- Municipal Complex Improvements – The roof should be complete on the main part of City Hall by the end of October. The tuckpointing on the North Wing should be complete by November. Presented tonight, was a contract agreement for the reroofing of the North Wing which should be installed in November/December. At some point, we will review the Police Department's roof which is leaking.

Status of I-64 Interchange Landscape – The Director and Alderman Zimmerman viewed the present state of the interchange. Alderman Zimmerman stated that there are some items which need to be resolved with Council's approval. This item will be included on next month's meeting agenda.

Electric Bids – The Director stated that on September 8, at 2:30 p.m., he, the Mayor, and the Chairman received bids through Commercial Energy Consultants for 12, 18, and 24 month terms. First reported for 12 months was Direct Energy, next reported for 18 months was GDF Suez, and, again, Direct Energy for 24 months. The Mayor reviewed the background of Direct Energy and found them not be favorable. The Director reviewed the background of GDF Suez and was favorable. The City requested a 12-month term bid from GDF Suez and received a bid less than that received by Direct Energy. The result of the City contracting with GDF Suez should save the City approximately \$20,000 from last year's MidAmerican Energy Services. If this had been from the time when the City initially left Ameren as a supplier, it would have saved the City approximately \$57,000. The invoices will be submitted to the City as an Ameren invoice with an energy usage from GDF Suez.

**Adjournment 7:51 p.m.**

Submitted By:

  
Recorder