

MINUTES  
PUBLIC WORKS COMMITTEE  
JANUARY 22, 2020

The public works committee met on January 22, 2020, at 4:30 p.m. in the council chambers at City Hall.

Present: Chairman Gould, Alderman Hughes, Alderman Sharp, Mayor White, Superintendent Sutherland, Office Manager Passage.

Absent: City Engineer Coulter

Chairman Gould called the meeting to order at 4:30 p.m.

**PUBLIC COMMENT**

**PURPOSE**

Budget 20-21 – Superintendent Sutherland asked if any committee member has any projects they would like to have included in the budget.

Water Collection Procedure – Mayor White presented the water collection procedure. He stated that the attorney wanted the language as follows added.

At the discretion of the City, the City may allow the payment of the past due amounts pursuant to a payment plan to avoid disconnection. Even if a payment plan is in place, a lien may be filed.

A discussion ensued regarding the procedure. Office Manager Passage went over the water disconnection process. Alderman Hughes stated that to file a lien it should not cost \$350.00. Mayor White explained that to have the attorney to file the lien there are filing costs, attorney costs, and costs to release the lien. Alderman Hughes as that he look into having the clerk or someone else file the lien as it does not have to be the attorney. Mayor White stated that they could look into it at a later date. The consensus of the committee was to present the procedure and ordinance to the city council for passage at the January 27, council meeting. Office Manager Passage stated that the next step would be to consider requiring rental property to remain in the owners name. Mayor White stated that we would discuss that at a later date.

Utility Payment Arrangement – Office Manager Passage advised the committee that Gail Dooley of 417 Moffitt Apt. F, who is present at the meeting, had a high water bill from Sept. 2019 to Oct. 2019, \$826.44 and from Oct. 2019 to Nov. 2019 \$670.86. The usage was from a toilet that was running. She has paid \$50.00 each month (Nov., December, and January). Her balance is \$1332.30. She requested that the water be disconnected. Public Works shut the water off however; there was still usage. A discussion was held regarding a payment plan. Ms. Dooley addressed the committee and stated that she did have a toilet and a faucet leaking. She explained that she is currently taking care of her dad, therefore; she is not staying at the apartment, therefore did not need water at this time. She advised she is still renting the apartment. A discussion ensued regarding the amount she should pay. Office Manager Passage stated that if she pays \$113.00 a month and does not use any water for a year she would have the debt paid in 12 months. A discuss was held regarding a lien still being filed on the property. After discussion, the consensus of the committee was to allow Ms. Dooley to pay \$113.00 a month and to draft a letter to the owner that a lien is going to be filed on the property.

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Mosquito Control – Superintendent Sutherland advised the committee that the cost to purchase 100% organic chemical for mosquito control it would cost \$13,362.00 for a 55 gallon drum. The current chemical cost \$3,300.00. He stated that he would stay with the current chemical and change the spraying process. The consensus of the committee was to have him budget for the lower costing chemical and change the process.

Project Update – Superintendent Sutherland stated he needs to replace the booster pump at Walnut West Pump house. The cost is \$1,738.00 from Hawkins, payable from the water/sewer fund. The consensus of the committee was to seek approval at the January 27, council meeting. Superintendent Sutherland advised the committee that he gave public works employee Jason Shrock a notice of his first unexcused absence and Mr. Schrock signed the notice and wrote “I quit”. He confirmed that Mr. Schrock did quit. Superintendent Sutherland advised he is now two employees short and requested that he be allowed to advertise to hire. The consensus of the committee was to have Alderman Sharp, as chairman of Human Resource, bring to council the request to advertise for a public works employee.

#### **OLD BUSINESS**

City Sidewalk (Grant) Update – Nothing to report

Boat Dock (southern) Update – Mayor stated that he and engineer Coulter had a conference call with Casey Herschler and the owner of the barge company to discuss the cost. He reported that we are still in the negotiation stage.

IEPA Response – Superintendent Sutherland stated that this is complete and may be removed from the agenda.

#### **SUMMARY**

Council Agenda Item – Water Collection Procedure and Ordinance

Purchase Booster Pump

Alderman Sharp, Chairman of HR – Advertise for employment

Chairman Action – nothing to report

There being no further business the meeting adjourned at 5:15 p.m.

Respectfully,

Dennis Gould, Chairman