

MINUTES
PUBLIC WORKS COMMITTEE
JUNE 17, 2020

The Public Works Committee met June 17, 2020, at 4:30 P.M., via teleconference in the Council chambers at City Hall.

Present at the meeting in the council chambers: Chairman Gould, Alderman Sharp, Mayor White, Superintendent Sutherland, Office Manager Passage, ED Director Beadles

Present at the meeting via teleconference: Alderman Hughes, Alderman Braun, City Engineer Coulter

The meeting was broadcasted via zoom.

Chairman Gould called the meeting to order.

PUBLIC COMMENT

There was no public on the zoom call.

Mayor White asked that Superintendent Sutherland to talk about riverfront.

Superintendent Sutherland stated that earlier this week there was an incident at the riverfront. We misunderstood the correct way of disposing the debris left over from the flooding so it became an issue. We addressed it very quickly. Superintendent Sutherland stated that he had a staff meeting with all the public works members and parks & cemetery members to inform them the correct way to dispose of the debris left over from the flood so from now on there should not be an issue with that. Mayor White stated that they were pushing it in the river. Superintendent Sutherland stated that he sent our mechanic down there, he had a little spare time and he misunderstood the process of disposing it so it was just a misunderstanding. Mayor White asked if it was resolved. Superintendent Sutherland stated resolved. Superintendent Sutherland stated that today they spent a lot of time down there and it looks great.

PURPOSE

High Water Usage Waiver Request - No requests received to present

Sidewalk Application – Office Manager Passage presented one sidewalk application

Tim Greene 1127 Walnut total cost is \$1,452.00, city share is \$1,000.00

Amount remaining is \$9,000.00.

The consensus of the committee was to present the application for approval at the June 22, 2020 council meeting.

Fast Track – Infrastructure Grant – Update – Office Manager Passage stated that there was insufficient time to apply for the Fast Track – Infrastructure Grant due to the requirement to hold a public hearing. The Economic Development Director will apply for the Rebuild Illinois Shovel Ready Site Grant Program. The project will be the water main replacement on Fifth Street. Superintendent Sutherland stated that he thought it would start at Walnut, however the city engineer is on the phone. City Engineer Coulter stated that the approximate cost per block for water mains is \$70,000 to \$80,000. Mayor White asked if the city could submit a minimum amount of blocks and then submit additional blocks. Engineer Coulter stated that generally we would submit a specific area with estimated costs. The recommendation from the Engineer was to start at Francis Street and go as far north as possible. The Mayor stated that is a minimum of \$500,000 up to \$1,000,000 grant opportunity. Alderman Connor asked if they generally give what is asked. Engineer Coulter stated that it usually is a pass or fail opportunity.

Purchase Tank for Truck Vac – Superintendent Sutherland stated that a tank needs to be replaced on the vacator truck. The cost is \$3,295.00 from Coe Equipment. The budget line item is M & R Vehicle,

payable from the water sewer fund. He advised the committee that last year a tank was purchased and replaced and it would be the same company. He advised the committee that Meister Shane Co. states it is better to replace the tank than repair the tank. The consensus of the committee was to seek approval at the June 22 council meeting to purchase the tank.

Purchase Tires – Truck 22 - Superintendent Sutherland stated that public works truck 22 needs four new tires. The truck is still in good condition, therefore; he recommends the purchase of four tires. The cost is \$824.00 from Beau Tire. The budget line item is M & R Vehicle, payable from the water sewer fund. The consensus of the committee was to seek approval at the June 22 council meeting to purchase the tires.

Resignation – Public Works employee - Superintendent Sutherland advised the committee that Jake Calvin has submitted his resignation effective July 1, 2020. Chairman Gould stated that we have not replaced any other workers. Alderman Hughes stated he was a good employee. Superintendent Sutherland stated he talked with Jake Calvin and it did not involve management issues it is a personal move. It was the stress, call at in the early morning hours. All present accepted the resignation.

Public Works – Open Position – Superintendent Sutherland - Superintendent Sutherland stated that his department will be down three people as of July 1. A couple months back they had interviewed Brandon Berchtold and Sean Breese and because of COVID 19 delayed the hiring. He requested that it be opened to discussion at this time. He requested that the two be hired to replace the three he is missing.

Chairman Gould asked if he had talked with the two people. Superintendent Sutherland stated he has talked with both approximately two weeks ago and they are waiting to come to work. He stated that he had talked the Office Manager Passage, regarding budget numbers and the Mayor and he has come up with some numbers. There are several issues at hand. We have several options however I feel personally the city will be alright to hire two people full time at this time. Mayor White stated that neither person has a CDL license and the contract states that they must have CDL. You can make the assumption that you are on probation and can get your CDL, however; you have to link two sections of the contract together to get that assumption. He asked Superintendent Sutherland to get a letter from the Union Representative, Greg Wheet. Superintendent Sutherland read the letter he received from Greg Wheet. Superintendent Sutherland stated that Brandon Berchtold has completed the written test and has to take the driving part. Sean Breese he does not know where he stands with it. However; it was his understanding that Mr. Breese was going to complete the written. Superintendent Sutherland stated that he would need to confirm the status of Mr. Breese CDL.

Mayor White asked if the employees come on without a CDL what will they not be able to do. Superintendent Sutherland stated that could not drive the dump truck. Superintendent stated there are several ways we could handle, however; the problem we will have is getting the people in a dump truck. Alderman Hughes stated that Mr. Berchtold may have his CDL, however; he does not know that as a fact. Superintendent Sutherland stated that as far as he knows Mr. Berchtold does not have a CDL class B License.

Alderman Connor asked if the Driver license facility is open. Superintendent Sutherland stated that the facility is open and they should be able to go to the secretary of state and get their testing done.

Mayor White stated that should this go to council he would request that being able to obtain a license be confirmed. Office Manager Passage asked why does some people have to go through Human Resource to get hired and others do not. Mayor White stated that he believes for an officer it goes through public safety and then Human Resource. Alderman Sharp stated that in a way we are Human Resource and going through the same procedure. Mayor White asked Alderman Sharp as Human Resource Chairman if he fills it should go through Human Resource Committee. Alderman Sharp responded the sooner we get these guys on board the better. If we have to wait another week I do not like that. We are going to work these guys to death. It could lead to others quitting because there is too much work for them now. If Swede quits we need to have someone to replace him. He will not be around forever. We need to have people in the fold to move up and take these jobs. So I don't have any problem. Mayor White stated they could come on part time. Alderman Sharp stated he had talked that over with some people, Office Manager Passage as one. If you can find an individual, we have two, if we hire one full time do you think the other one would want to come on part time and not have any benefits and only work 29 hours a week and leave the job he has. Chairman Gould stated we are three down and we are only talking about hire two back.

Mayor White stated that this issue will be intertwined with the police hiring. Superintendent Sutherland responded to why it did not go through human resource is that the chair was there when the interview was held. We were ready to go to council to hire, however; it was pushed back due to COVID19. We are addressing this now as another employee has resigned.

Superintendent Sutherland stated that with the two skilled labors leaving, the labor savings was \$64,000.00 then there was a payout. When we hire two new employees there would be a saving of \$17,000.00 of savings. Mayor White asked if there was any certification training. Superintendent Sutherland stated that he holds the water operator certification. One employee held a license to spray mosquito, therefore; at this time we cannot spray for mosquitos. He stated that due to COVID the class was cancelled. The other certifications are like, blood borne, confined space etc.. Office Manager Passage stated that the Illinois Municipal League Risk Management can provide the blood borne, confined space at no cost.

Superintendent Sutherland stated that there will be a cost savings of \$2,367.68 in labor and Approximately \$4,000.00 on chemicals. He also stated that the last few years we use to pay a meter reader and saved approximately \$12,000 each year we did not pay for a meter reader.

Office Manager explained the \$58,000.00 short fall in the water/sewer fund. She stated that if all expenses were made that are listed in the budget there would be a short fall of said amount.

The budget was set with anticipation of two new employees being hired at a lower rate.

She stated that with another employee leaving you will have to hire one. You may want to hire two.

We do have another employee that could leave at anytime. You do have the benefit of looking at hiring part time.

Superintendent Sutherland stated that the \$58,000.00 short fall is only if all expenses come in at 100%, and he will not do that.

Mayor White stated that it is a budgetary number.

Superintendent Sutherland stated he is requesting two full time employees. She explained that there would be approximately a \$1,000.00 saving each pay period from part time compared to full time. If it works for the department.

Alderman Sharp asked what will be recommended at Monday nights meeting, one employee, two employees or one employee and a part time employee.

Office Manager Passage stated that Superintendent Sutherland is recommending two full time employees. Superintendent Sutherland stated that the water is supporting it's own right now. Office Manager Passage stated that she looked at the fiscal year ending balance in the water/sewer fund for the last four years. She stated that the total was \$75,000 next year \$38,000, then \$109,000 then \$130,000, then \$120,000. Mayor White stated that you cannot say it is holding its own.

Office Manager Passage stated that no infrastructure improvements are being done and there are not sufficient reserves at this time for depreciation.

Alderman Connor stated that there will be a savings as the new one's hiring in will be at a lower pay scale.

Superintendent Sutherland stated that he needs to build the core back up. He needs to get the people trained.

The consensus of the committee was to recommend hiring two employees.

Project Update – Engineer Coulter stated that the ADA concrete work is being completed for the areas that were approved.

OLD BUSINESS

Boat Dock Settlement – Update Mayor White stated that the City has received the check in the amount of \$165,000.00 for the settlement agreement for the boat dock incident.

Metro Reimbursement – Superintendent Sutherland stated he is working with the company.

SUMMARY

Council Agenda Items – Sidewalk Program Application
Purchase Tank for Public Works Vector Truck
Purchase Tires for Public Works Truck 22
Resignation – Public Works Employee
Hire Public Works Employees

There being no further business the meeting adjourned at

Respectfully,

Dennis Gould, Chairman

KEITH E. GLEASON
President
GREGORY A. WHEET
Secretary - Treasurer
DEAN W. McCOY
Vice - President
CHRISTOPHER T. HOPKINS
Recording Secretary

TEAMSTERS LOCAL UNION NO. 627

AFFILIATED WITH THE INTERNATIONAL
BROTHERHOOD OF TEAMSTERS

7101 NORTH ALLEN ROAD • PEORIA, ILLINOIS 61614
(309) 689-9090 • FAX (309) 689-0037



Trustees
BARRY E. MEIERKORD
JEFFREY A. GAUWITZ
EVONNE L. JOHNSON

June 17, 2020

Director of Public Works
City of Chillicothe
908 N. Second St.
Chillicothe, IL
61523

RE: Collective Bargaining Agreement

Dear Shawn,

It is agreed to by the parties that with the unclear language in the Collective Bargaining Agreement, dated May 1, 2019 through April 30, 2022, a new hire in the Public Works Department would not have to have a Class B, CDL until the completion of his/her Probationary Period. Upon completion of his/her Probationary Period the new employee must have obtained the proper license.

Sincerely,

Gregory A. Wheet
Gregory A. Wheet
Secretary/Treasurer
Teamsters Local Union No. 627

*Card -
Dear Lee A. Kelly
Car Rating
Conf. Demo*