

**Public Works Committee Meeting
Monday, October 17, 2022
Red Bud City Hall
Council Chambers (2nd floor)**

Committee Members Present: Curt Guebert, Ben Schwartzkopf, Kyle Donjon, Bill Hanebutt, Mike Rheinecker

Committee Members Absent:

Council Members Present: Jeremy DeMond, Alan Piel, Rodney Nevois

Council Members Absent:

Others Present: Acting Mayor Susan Harbaugh, Police Chief John Brittingham, Admin. Assist. Pam Poetker, Code Administrator Jeff Mueller, City Attorney Paul Ray, City Superintendent Josh Eckart

Others Absent: City Clerk Joanne Cowell

Committee Chairman Guebert called the meeting to order at 6:24 P.M.

Old Business

I. Power Plant

- A. Plant Report
Business as usual

II. Utilities/Streets

- A. Electric
Nothing to Report
- B. Gas
Nothing to Report
- C. Water – Aerator Replacement Project
Reports submitted.
- D. Sewer
Nothing to report.
- E. Streets
Nothing to report.

New Business

I. Approval of Prior Month's Meeting Minutes – Meeting September 19, 2022

Recommendation made by Guebert, seconded by Hanebutt, to approve the minutes from the September 19, 2022 meeting. Motion Carried

II. Shut Off Notice Procedures Review

Committee member Rheinecker presented information regarding the Meg Wittenbrink utility bill issue at the bank. Poetker mentioned that programs and services (Budget Billing, Auto Debit) have been implemented to ensure that accounts are kept up to date. Members discussed options for notifying customers regarding unpaid bills. The monthly process is on a very tight schedule. Rheinecker requested placing an article in the newspaper to educate the residents about the services available. The issue was centered around the bank and the postal service. The disconnects do not leave Red Bud. Donjon asked if email reminders were sent to customers. Poetker replied that bills are sent to customers and disconnects are sent on the 5th for those with unpaid bills.

Schwartzkopf commented that an automated system has to be available to notify customers that their payment was not received. Mayor Harbaugh commented that we would have to send out approximately 300 emails. Schwartzkopf suggested collected deposits for new customers – both owners and renters. Schwartzkopf wanted to ensure that no one loses food in a freezer for utilities getting disconnected. Guebert commented that protocols are already in place to prevent disconnections. Poetker commented that there is no 100% accurate solution to protect people. Poetker will see if the system offers email services to customers. Customers can call City Hall any time about the status of their account.

III. Utility Department Staffing and Pay Recommendations

Chairman Guebert stated that he, Hanebutt, and Eckart had met about the Water Operator Position. They looked at pay scales and pay rates – the big picture. Guebert added that the Water Operator and Wastewater Operator Positions are not paid as much as Gas Leadman, but should be because all of the positions require licenses. The three positions should be at equal pay. Pay would be given to operators once they reach the appropriate license level.

We must keep HMG under contract until we have a qualified person on staff. There is the potential of the need for an additional position to run the plant 24 hours a day to prevent down time because when you start operating again after it has been down, you stir up residue which causes problems. This is a long-term plan. Eckart stated that running around the clock would allow us to drop the gallons per minute that has to run through the system. We are just looking at ways to improve water quality.

There is potential for promoting from within the department. Working according to a succession plan and the ability to scale back the need for HMG. He stated that they are just reviewing options. Donjon inquired about the wait to start operating 24 hours a day and can the process be expedited. Eckart had a list of items for progression.

Guebert, Hanebutt, and Eckart will continue to work on the plan.

Nevois inquired about the potential of testing out of the program. Eckart commented that it is possible, but you need to go through the coursework and take the steps for the knowledge.

Schwartzkopf inquired about the succession plan. He stated that there was never any action taken on the plan for the duration that it was on the agenda since he has been in office. He suggested a plan with names in place for future roles. Guebert commented that there is a plan. This was more of an unexpected vacancy. Eckart will share the plan with Schwartzkopf. Poetker commented that you cannot slate people for positions into the future. You must go through a process for selection.

Additional staff is slated as step four in the process they have identified. The guys in the department are currently stepping up to ensure the work gets done at this point.

Eckart will continue to work on the plan and keep the committee and council updated.

Motion made by Guebert, seconded by to raise the hourly rate for the Water System Operate and Wastewater Operator from \$29.59 to \$31.46 effective the first full pay period following the November City Council Meeting. Motion carried.

Eckart will continue to work on the plan and bring it back to the committee with updates. Mayor Harbaugh thanked Guebert, Hanebutt, and Eckart for their work on the plan.

IV. Proposal for BHMG Clean Air Act Permit Program Renewal

Permit expires in January, 2024. Application has to be submitted by April, 2023. Permit is for 5 years. ***Motion made by Guebert, seconded by Hanebutt, to approve the proposal from BHMG for the CAAPP renewal application. Motion carried.***

V. APPA Legislative Rally – February 27 – March 1, 2023

Annual Rally. Airfare and Hotel is reimbursed to the city.

Motion made by Guebert, seconded by Hanebutt to send City Superintendent and one additional city representative to the APPA Legislative Rally. Motion carried.

VI. Water Department Lead and Copper Sampling - \$5 Coupons for 40 Samples

Motion made by Guebert, seconded by Schwartzkopf, to approve \$5 coupons for 40 participants. Motion carried.

VIII. Public Comments/Anything for the Good of the City

Eckart commented that he will have a sewer adjustment request that will be forthcoming.

Meeting was adjourned at 7:00 P.M.

Respectfully Submitted,

Pamela K. Poetker, Deputy Clerk
Red Bud, Illinois