

WATER/ENVIRONMENTAL COMMITTEE

January 11, 2018

MEMBERS PRESENT

Chairman Burtle
Alderman Jones
Alderman Budd
Alderman Lanzotti

ALSO PRESENT

Mayor Barry
Water Superintendent Speagle
Treasurer Nation
City Attorney Romano
Alderman Walters
Alderman Olive

Reggie Benton
Jamie Headen
Terri France
Owen Laswell
Frank Mathon
Richard Davis
See Attached

Chairman Burtle called the meeting to order at 7:06 P.M.

LANDLORD/TENANT AGREEMENT

Mayor Barry advised the Committee that the City Treasurers Office has had a hard time collecting final water bills from tenants that have moved out of rental property. Mayor Barry explained he had a print out of one apartment that has had four tenants in four years and each one of them did not pay their final bill. The total for these bills is \$591.69. Mayor Barry proposed that the tenant and landlord be responsible for the water bill at the property. Treasurer Nation explained the current process when a tenant moves out of a property; they are first sent a final bill and given 2 weeks to pay it. If this is not paid, they are sent a reminder. They are then sent a second letter, and if not paid, they are sent to collections. Anytime someone comes to start new service their name is checked in the system to see if they owe an old bill and that bill needs to be paid or set up on a payment plan before new service is started. After a long discussion with several landlords, the Committee decided to require any tenants renting property to pay a \$200.00 deposit to start water service, which would be refundable when the water service is terminated and the final bill is paid. If the final bill is left unpaid, the deposit would be applied to the amount due. Also, if there is an old bill that has not been paid, they would be required to pay the bill in full to get service turned on at a new location instead of being set up on a payment plan. City Attorney Romano stated the current City Code, 8-4-1 requires a written application to be signed by applicant to start water service. The work orders that the Treasurer's Office is currently using does meet these requirements.

Motion was made by Alderman Jones and seconded by Alderman Budd to recommend to the City Council to direct City Attorney Romano to amend City Code Sections 8-4-1 and 8-5-4 to require tenants and contract purchasers to pay a \$200.00 security deposit as a condition of receiving water and sewer services, to prohibit water or sewer services to tenants or contract purchasers who are indebted to the City for past water or sewer services until and unless such indebtedness is fully paid, to address verification of the identity of the tenants and contract purchasers who sign the application for water-sewer services, require all adult occupants for such services to sign such application, and to prepare a water-sewer service application form. Motion carried 4-0.

MONTHLY STATUS REPORT

Water Superintendent Speagle stated they did not do shut offs in December due to water bills in question being addressed.

PARTIAL PAY REQUEST FROM PLOCHER CONSTRUCTION COMPANY

Superintendent Speagle presented pay Request # 6 from Plocher Construction for the amount of \$786,150.00.

Motion was made by Alderman Budd and seconded by Alderman Lanzotti to recommend to the City Council to authorize and direct the Mayor to sign Pay Request # 6 from Plocher Construction in the amount of \$786,150.00 for work on the New Water Treatment Plant and forward the request to IEPA Low Interest Loan Program for disbursement and approve payment of same pending receipt of disbursement from IEPA, this conditioned upon receipt of signed mechanics lien waivers in this amount and recommendation by the Project Engineer that the work has been satisfactorily performed. Motion carried 4-0.

INVOICES FROM BENTON & ASSOCIATES AND CLARK-DIETZ

Superintendent Speagle presented an invoice from Benton & Associates in the amount of \$57,321.35 for work performed related to the construction of the new Water Treatment Plant from November 26, 2017 through December 23, 2017.

Motion was made by Alderman Jones and seconded by Alderman Lanzotti to recommend to the City Council to pay Benton & Associates \$57,321.35 for work performed related to the construction of the new Water Treatment Plant from November 26, 2017 through December 23, 2017. Motion carried 4-0.

Superintendent Speagle presented an invoice from Clark-Dietz for the total amount of \$6,310.00 for work performed related to the construction of the New Water Treatment Plant from November 25, 2017 through December 31, 2017.

Motion was made by Alderman Jones and seconded by Alderman Budd to recommend to the City Council to pay Clark Dietz in the amount of \$6,310.00 for work performed related to the construction of the New Water Treatment Plant from November 25, 2017 through December 31, 2017. Motion carried 4-0.

WATER PLANT CONSTRUCTION WORK CHANGE ORDER APPROVAL

Jamie Headen addressed the Committee with contract change order #1 for the New Water Treatment Plant. Jamie Headen stated this change order includes a decrease in the amount of \$165,026.63. This would include a decrease in the amount of \$237,300.00 in concrete removal, elevator maintenance, termite control and structural steel galvanizing and an increase in the amount of \$68,902.94 for filter rebar, exterior lighting, UV power feed revisions and cleaning the northeast corner of property. Alderman Budd voiced concerns with clearing all the trees in the northeast corner, if possible he would like to save some of the larger trees in the area.

Motion was made by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to allow Benton & Associates to continue with change order #1. Motion tied 2-2.

Chairman Burtle advised he would like this placed on the next City Council Agenda.

DIRECT BENTON & ASSOCIATES TO ADDRESS CONVERTING CU. FT. TO GALLONS AND INCREMENTAL CALCULATIONS ON WATER BILLING

Water Superintendent Speagle stated AMR's read in gallons and that is converted into cubic ft for the water billing. Now that most of the meters have been switched to AMR's we would be able to convert the water billing process to bill by the gallon instead of cubic ft.

Motion was made by Alderman Budd and seconded by Alderman Lanzotti to recommend to the City Council to direct Benton & Associates to address converting cubic ft to gallons and incremental calculations on water billing. Motion carried 4-0.

MONTHLY BILLING APPROVAL/START DATE

Terri France advised the Committee it would be best to wait to start monthly billing until May 1st or later, as that is when the new fiscal year begins. City Attorney Romano stated due to the number of high bill complaints May 1st could be too long to wait.

Motion was made by Alderman Budd and seconded by Alderman Lanzotti to recommend to the City Council to direct City Attorney Romano to prepare an ordinance amending City Code Sections 8-4-9 and 8-5-6 to convert from a bi-monthly to a monthly billing system starting May 1st for water and sewer bills. Motion carried 4-0.

STATUS OF ONLINE BILL PAY

City Treasurer Nation advised she has spoken with several merchant bank providers. Illinois Funds offers this service with no contract and no cost to the City. They have a flat 2.30% convenience charge to the customer, which is lower than the other merchant banks she spoke with. The City would receive one card reader at no cost, and they will integrate with Incode. Set up would take 6-10 weeks.

Motion was made by Alderman Budd and seconded by Alderman Lanzotti to recommend to the City Council to allow City Treasurer Nation to proceed with Illinois Funds for online bill pay in the City Treasurers Office. Motion carried 4-0.

APPROVE BILL FORMAT WITH BARCODE

Chairman Burtle advised with a barcode being on the water bill this will make it easier for the Water Department employee. When the customer comes into pay their bill, the employee will just have to scan the barcode on their bill and it will automatically pull up that customers account information. City Treasurer Nation had several samples of different options for water bills that included the barcode. These would be letter size bills that include more information for the customer on their bill.

PURCHASE BARCODE EQUIPMENT

City Treasurer Nation advised the proper equipment is available through Incode and she will know the total cost for the February Committee meeting.

PURCHASE ENVELOPE STUFFER/FOLDER FOR WATER BILLS

City Treasurer Nation stated she has an appointment set for Tuesday January 16, 2018 at 10:00 AM with Midwest Mailing for information on the equipment and price for the envelope stuffer/folder.

CTI BACKUP PROGRESS UPDATE

Chairman Burtle advised he received an update from CTI. The current back up is being monitored daily. There have been some reoccurring problems with certain machines and this is being worked on. The City Treasurer's Office, Taylorville Police Department and Laserfiche servers are backing up daily with no errors.

UCMR4 LAB AUTHORIZATION

Water Superintendent Speagle advised he received 2 quotes for the UCMR4 lab testing for 2019-2020. Pace Labs quoted \$17,020.00, and PDC Labs quoted \$9,180.00. Water Superintendent Speagle is recommending to go with PDC Labs.

Motion was made by Alderman Lanzotti and seconded by Alderman Jones to recommend to the City Council to allow Water Superintendent Speagle to go with PDC Labs for the 2019-2020 UCMR4 lab testing, not to exceed \$9,180.00. Motion carried 4-0.

CHLORINATOR MAINTENANCE

Water Superintendent Speagle advised 3 of the chlorinators and 2 injectors need to be serviced at the Water Plant. Water Superintendent Speagle received 2 quotes for this service: Ressler & Associates in the amount of \$1,813.47, and Sidener Environmental Services in the amount of \$1,794.84. Superintendent Speagle is recommending to go with Sidener Environmental Services.

Motion was made by Alderman Jones and seconded by Alderman Budd to recommend to the City Council to allow Water Superintendent Speagle to have Sidener Environmental Services perform service to 3 chlorinators and 2 injectors at the Water Plant, not to exceed \$1,794.84. Motion carried 4-0.

WATER SUPERINTENDENT'S REPORT

Water Superintendent Speagle advised Jamie Headen has a Financial Review/Restructuring Request for IEPA loan terms & conditions. This would allow the City to receive a lower interest rate of 1.32% instead of the original rate of 1.64%. The City can choose the length of the loan for 20, 25 or 30 years. City Attorney Romano stated the following motion needs to be added to the next City Council Meeting to get this approved and moving along.

ANY OTHER MATTERS

Larry Morrissey addressed the Committee in reference to his water bill. Mr. Morrissey stated he lives out of City Limits and already pays double the water rates and with the recent rate increases his bill has tripled. He also stated he had a profile run and it shows that he used over 190 gallons of water at 2:00A.M. Mr. Morrissey questioned getting his property annexed into City Limits to lower his water rates. City Attorney Romano looked at the map Mr. Morrissey provided and explained to Mr. Morrissey that in order to be annexed into the City his property would have to be contiguous to City limits, which it is not. Mayor Barry and Water Superintendent Speagle advised Mr. Morrissey they would check into his water usage and get back with him next week.

Motion by Alderman Budd and seconded by Alderman Lanzotti to adjourn. Motion carried 4-0.
Meeting adjourned at 10:02 P.M.

Shawn Burtle, Chairman
Water/Environmental Committee