

PUBLIC WORKS COMMITTEE

MUNICIPAL COMPLEX HALL

208 E. MAIN STREET

October 9, 2024

4:30 P.M.

AGENDA

1. CALL TO ORDER
2. ATTENDANCE
3. APPROVAL OF THE MINUTES OF THE JULY 10, 2024, PUBLIC WORKS COMMITTEE MEETING
4. PUBLIC COMMENT
5. DISCUSSION/UPDATE ON CREATING A FOREMAN POSITION
6. DISCUSS SALARY INCREASE FOR PUBLIC WORKS EMPLOYEES
7. DISCUSS HIRING FULL TIME EMPLOYEE FOR PUBLIC WORKS
8. DISCUSS CLEANING SERVICES FOR PUBLIC WORKS FACILITY LOCATED AT 31831 S. RATHJE ROAD
9. DISCUSS LOCATIONS OF TREE PLANTING IN FALL 2024
10. DISCUSS LEAF COLLECTION FOR FALL 2024
11. DISCUSS SNOW REMOVAL PLAN FOR DOWNTOWN
12. GENERAL DISCUSSION
13. ADJOURNMENT

ANY DISABLED PERSON REQUIRING A SPECIAL ACCOMMODATION SHOULD NOTIFY THE VILLAGE HALL PRIOR TO THE MEETING DATE FOR NECESSARY ARRANGEMENTS. 708-258-3279

VILLAGE OF PEOTONE
PUBLIC WORKS COMMITTEE MINUTES
Minutes of July 10, 2024

CALL TO ORDER, ROLL CALL

The Public Works Committee Meeting was called to order at 4:30 pm at the Municipal Complex Hall, 208 E. Main Street, Peotone, Illinois, by the Committee Chair, Trustee Strba. In attendance were Trustee Richards, Trustee Sandberg and Trustee Strba. Also present was Mayor March and Public Works Manager, Bob Hennke.

MINUTES

Motion by Sandberg, Second by Richards to approve the Public Works Committee minutes from April 24, 2024. All voted AYE.

PUBLIC COMMENT - None

DISCUSS QUOTES FOR STORAGE SOLUTIONS AND SALT DOME AT PUBLIC WORKS FACILITY LOCATED AT 31831 S. RATHJE ROAD

Bob is waiting on the quotes for storage dome, will have in about a week. Bob has talked to John Hack at the Township prior to getting quotes and an option would be a structure with concrete walls and a tin roof. Would need to rezone to Industrial Zoning to have storage containers and it would cost \$3500. Will revisit and reevaluate after the space study is completed. Bob will forward quotes to the committee when he receives them.

DISCUSS CREATING A FOREMAN POSITION

This item has previously been discussed. Bob would like a permanent foreman and would like the Board to make the decision, he feels that would be fair and the employees would all have the same opportunity and it would help morale within the department. The Committee was presented with a draft description to review, it will be added that the foreman will not be allowed to take same vacation time as the Manager. The Union contract still has two or three years remaining. Bob will talk to his staff and the Committee will revisit at the next Committee meeting.

DISCUSS PART/FULL TIME STAFFING FOR PUBLIC WORKS DEPARTMENT

There was discussion about budget amounts available for this fiscal year and increase of work there will be with the downtown project completing. Bob stated that a three day a week employee could be assigned to the downtown zone in addition to a full time designated person. The Mayor stated Bob could start looking for a candidate to bring to the board for approval.

DISCUSS QUOTES FOR CAPITAL PURCHASE OF NEW PICK UP TRUCK FOR PUBLIC WORKS

Public Works got rid of a truck and is down a vehicle. A new vehicle is in next years budget but Bob just wanted to give a general idea of where the costs are currently at. There is no longer a Ford municipal discount and very minimal other discounts available. Trustee Strba will look at the budget and the 5 year plan.

DISCUSS CLEANING SERVICES FOR PUBLIC WORKS FACILITY LOCATED AT 31831 S. RATHJE ROAD

There was discussion about saving money for the Public Works Department by using the funds currently going to the cleaning service and creating a part time Public Works position, possibly three days a week. That person would handle building maintenance at all facilities and Public Works would handle their own building and the Village Hall and Police Department would retain the current cleaning service. There was discussion about the Public Works employees getting an additional hourly increase, the Mayor stated he will look into.

DISCUSS LOCATIONS OF TREE PLANTING IN FALL2024

Bob has some residents that have requested trees. Bob stated he would like to focus planting in the Forden Subdivision near Bates Park as there are very little trees and a lot of bare areas. He would then focus on filling in other bare areas. Tholens has been used in the past for purchasing trees and Bob will reach out to them. Letters will be sent to residents prior to planting and he will put together a map for the next public works meeting. Sumner, Garfield and Manor all have trees that need to be replaced. Bob has applied for a tree removal grant, there are many maple trees that are struggling/dying and the grant would help with their removal.

DISCUSS STATUS OF TAR AND CHIPPING PUBLIC WORKS FACILITY AND CERTAIN VILLAGE STREETS

Bob has met with John Hack from the Township regarding this and it should be done between now and August, it will take a few days to complete. The areas to be done are Mill Street by the school, by the Public Works Facility and North Street by the Legion. It was discussed whether it could be done at the beginning of August after the car show. It was also discussed if the binder is down in the downtown area possibly opening up the downtown area for parking during the car show.

GENERAL DISCUSSION

The Mayor mentioned the Honorary Street Sign Program and it was discussed whether or not there needed to be an ordinance. The Mayor stated he didn't think one was needed.

ADJOURNMENT- MOTION BY Trustee Sandberg, Second by Trustee Richards to adjourn the Public Works Committee meeting at 5:28 pm. All in Favor



Board of Trustees Memo

TO: Peter March, Mayor
Village Board of Trustees

From: Nick Palmer, Village Administrator

Date: October 4, 2024

Subject: Public Works Department Staffing Items on Agenda

For Agenda: Public Works Committee – Oct. 9, 2024 Administrator sign off: *NMP*

Agenda items:

- Discussion/Update on Creating a Foreman Position
- Discuss Salary Increase for Public Works Employees
- Discuss Hiring FT Employee for Public Works

Background:

The October 9, 2024 Public Works Committee agenda has three items for discussion that involve the Public Works Department. Several of these items have been on the docket for some time, and we are hoping to bring these items to a decision point.

The Village of Peotone approved an agreement on May 9, 2022, with the International Union of Operating Engineers Local 399 that covers the union employees within Peotone's Public Works department. This five (5) year collective bargaining agreement spans from April 1, 2022 to March 31, 2027.

Key points in the existing contract include:

- **Section 20.1 Salary provisions**
 - Wage increase of 4.5% effective 4/1/22
 - Wage increase of \$1/hour effective 4/1/23
 - Wage increase of ninety-five (\$0.95) cents/hour effective 4/1/24
 - Wage increase of ninety-five (\$0.95) cents/hour effective 4/1/25
 - Wage increase of 4.0% effective 4/1/26

- **Starting pay rates**
 - Effective April 1, 2022, the starting rate of pay for **newly hired full time employees** shall be seventeen (17) dollars per hour.
Effective April 1, 2022, the starting rate of pay for **newly hired part-time employees** shall be sixteen (16) dollars per hour.
 - **Starting pay in future years:**
 - April 1, 2023 – starting pay \$17.50/hour
 - April 1, 2024 - starting pay \$18.00/hour
 - April 1, 2025 - starting pay \$18.75/hour
 - April 1, 2026 – starting pay \$19.00/hour
- **Section 20.1 Temporary Foreman**
 - The Director of Public Works shall annually appoint a temporary foreman. The temporary foreman shall receive additional pay of \$400.00 per year to be added to the regular rate of pay (\$400.00 divided by 2080).

Fiscal impact:

Any changes to the existing contract will have a fiscal impact and increase the budget. However, this is to be determined based on the final direction of the board. Additionally, we will need to formally work with the Union to approve the final dollar amounts.

Committee action:

Following a discussion of these items at the Public Works Committee, the Administrator is recommending an executive session at the next Board meeting to discuss specific dollar amounts and actions. With these parameters, the Administrator, Public Works Manager, and Village Attorney can finalize the agreement into an agreed-to memorandum of understanding (MOU) that can be voted on by the full Village Board and union members.



Board of Trustees Memo

TO: Peter March, Mayor
Village Board of Trustees

From: Nick Palmer, Village Administrator

Date: October 4, 2024

Subject: Cleaning services for Public Works facility at 31831 S. Rathje Road

For Agenda: **Public Works Committee – Oct. 9, 2024** Administrator sign off: *WMP*

Background:

The Village of Peotone relies on many professional service contracts to provide necessary services to support the operations of the Village. With a smaller number of Village staff, it is often more financially prudent to utilize a consulting arrangement rather than hiring permanent staff to provide many of these services.

As the new Village Administrator, the elected officials requested an initial review of some of these contracts and recommendations on alternatives.

Regarding cleaning services, the Village has utilized Clark Cleaning Services, Inc. This contract began as a once-a-month service for \$400 per cleaning. At some point, this amount was increased to \$500 per cleaning and the frequency was increased to two times per month. Thus, the monthly cost is now \$1,000. The FY 25 budget includes \$4,800 for these services.

Per the recent direction of the Village Board, the cleaning contract has been reduced to one time per month. Additionally, the Board directed the Administrator to develop a scope of work that can be put out for new proposals. The work of creating the scope and releasing a request for new proposals is targeted for completion by the end of October.

Fiscal impact:

The goal is to improve quality and frequency of cleaning services, while being financially responsible with the Village's funds. The exact fiscal impact will be determined by the proposals that are received.

Staff Recommendation:

Although there has been discussion about utilizing Public Works staff to do some of the cleaning responsibilities, the Village Administrator recommends finalizing the new scope of work for contracted cleaning services and obtaining new proposals.

With new proposals in hand, the Board can decide and act formally on the final decision of how cleaning will be done for the Village facilities.