

City of Decatur
Board of Public Works & Safety Minutes
May 1, 2018

The City of Decatur Board of Public Works and Safety members met on Tuesday, May 1, 2018, at 6:00 P.M. at City Hall in Council Chambers, 172 N. Second Street. Members present were Councilman Craig Coshow, Bill Karbach, and Mayor Ken Meyer. Also present were City Attorney, Tim Baker and Clerk-Treasurer, Phyllis Whitright.

The Clerk-Treasurer had emailed the minutes from the April 17, 2018 meeting. Coshow made a motion to approve the minutes. Karbach seconded the motion. Motion carried.

Anne Butcher, Wastewater Supt, Kevin Hackman, Utilities Auditor, and Mike Hendricks of American Structurepoint appeared before the Board with a revised Letter of Intent (LOI) that the City of Decatur and Kokosing Industrial, Inc. intend to finalize a written guaranteed savings contract for the Secondary Clarifiers Rehabilitation project, and to revise the Limited Notice to Proceed (LNTP) issued on March 22, 2018 authorizing Kokosing to continue to progress project critical activities. The LOI and LNTP shall expire no later than June 15, 2018 or upon execution of the Contract, whichever first occurs. A motion to revise the Letter of Intent, and extend the deadline to June 15, 2018 for the Limited Notice to Proceed, and authorize Mayor Meyer to sign on behalf of the Board of Works members was made by Coshow, seconded by Karbach, and adopted. Also presented was a proposal for American Structurepoint to perform additional services for the Construction Phase of the Secondary Clarifiers Rehab project. The additional services are on a time and materials basis not-to-exceed \$30,000.00. Karbach made a motion to approve the additional services and sign the contract with American Structurepoint to proceed with the construction phase of the Secondary Clarifier Rehab Project. Seconded by Coshow, the motion was adopted. This project will be paid from the Sewage Operating fund.

Anne Butcher, Wastewater Superintendent then brought forth the need to clean the sewer line from Bunge to US 27 on North Second Street. She noted R&R Visual did the camera work and estimated three to six (3-6) days of cleaning at \$275 per hour with an eight (8) hour daily minimum charge. Advanced Rehabilitation Technology provided a flat fee for the project of \$10,388.93. With the uncertainty of the R & R Visuals cost, a motion was made by Coshow to approve the use of Advanced Rehabilitation Technology to clean the sewer line along North Second Street for a fee of \$10,388.93. Seconded by Karbach, the motion was adopted. This project will be paid from the Sewage Operating Fund.

Curt Witte, Building and Zoning Supt., and the Fire Chief, Les Marckel updated the Board regarding the fire and security monitoring at City Hall. It was shared that currently Koorsen's is providing the fire monitoring, and Innovative Concepts is doing the security system. It was shared that the safety alarms had gone off with no calls being received. Currently, the monthly fee for Innovative is \$35.00. Witte and Marckel recommended having Koorsen's do the monitoring of both fire and security. The additional cost for monitoring would be \$10.00 and would include all levels of City Hall. Koorsen's fee would be \$9,995.00 for installation on all floors of City Hall and then \$45 a month. Coshow made a motion to waive the requirement for a second quote, and to consolidate both fire protection and security for City Hall with one company, Koorsen. Seconded by Karbach, the motion was adopted. This project will be paid from City Hall budget as part of the second floor renovations project.

Councilmen Matt Dyer, Tyler Fullenkamp, Scott Murray, and Wylie Sirk joined the remainder of the Board of Works meeting for discussion and informational purposes only.

Jeremy Gilbert, Operations Manager, Don Bergdall, Civil Infrastructure Manager, and Anne Butcher, Wastewater Supt., shared information regarding the East Brook Lift Station project. It was noted the Board had rejected earlier bids and that currently all details have been worked out with all personnel involved, including Brett Miller. Gilbert, Bergdall, and Butcher requested permission to advertise the project. Karbach made a motion to approve the specifications and move forward with the advertising. Seconded by Coshow, the motion passed.

Clerk-Treasurer, Phyllis Whitright shared various areas of possible changes in the Employee Handbook. Items had been shared with the Mayor and Department Heads earlier in the day, and presented amendments with the Board of Works and Council Members for discussion. Items discussed were possible changes for Vacation/Sick Leave benefits, Overtime/Comp. Time/Flextime, and Drug and Alcohol testing, and political activity. No action was taken at this time. Before any amendments can be made, Council members will need to approve by Resolution at a future Council meeting.

Whitright also asked for input regarding employee raises for the budget so Department Heads can make their budgets. She noted she would send each Board and Council Member the past history of salary increases (an amount or percentage) and would work up some costs at the various levels.

Melissa Norby, Community Development Director, and Tony Murray, chairperson of the Design Committee for Main Street, appeared before the Board seeking extra funds for the Façade Program. They shared other members of the committee were Sandy Collier, Max Miller, and Alex Mendez. It was noted that 12 applications had been received with \$50,000 funding available with improvements of \$129,715.30 being requested. This includes \$316,021.53 of private investments. It was shared the program is doing what was anticipated with four (4) applications in 2016, eight (8) applications in 2017, and twelve (12) in 2018. City Attorney, Tim Baker suggested funds might be available from the Redevelopment Commission which they will be meeting on Wednesday, May 2, 2018, but noted the Commission is looking at a feasibility study to include other areas of improvements. Council Members attending the Board of Public Works and Safety meeting had various ideas regarding funding for the Façade Program in the 2019 budget. Some suggested adding funds while others felt the amount given is sufficient. No action was made.

Council member, Sirk who is also President of the Decatur Main Street announced the Main Street board just recently approved extending the boundaries of Main Street to Stratton and to 8th Street.

There being no further business to be brought before the Board, Coshow made a motion to adjourn. Seconded by Karbach, the motion was adopted.

Adjournment was at 7:24 P.M.