

City of Decatur
Board of Public Works & Safety Minutes
May 2, 2017

The City of Decatur Board of Public Works and Safety members met on Tuesday, May 2, 2017, at 6:00 P.M. at City Hall in Council Chambers, 172 N. Second Street. Members present were Cam Collier, 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 18, 2017 meeting. There were no corrections. Karbach made a motion to approve the minutes. Collier seconded the motion. Motion carried. A motion was made by Collier to approve the minutes of the Special Board of Public Works & Safety meeting held on April 27, 2017. Seconded by Meyer, the motion carried.

Jeremy Gilbert, Operations Manager, noted the bids regarding Master Drive Water Main Project had been received with a bid of \$339,988.48. However, the bid needs to be rejected for two reasons. First, the bid advertisement had been sent to the *Decatur Daily Democrat* but had not been printed. Secondly, the bid estimate was higher than 10% over the engineer's estimate and not allowable by state statute. A motion to reject the received water main bid was made by Collier. Seconded by Karbach, the motion passed. Gilbert will go over the estimated figures again. It was noted the bid advertisement will also be placed in the Fort Wayne newspaper. Due to the delay, some work will be done locally which could lower the bid amount. Karbach inquired about coming up with a form to be used by anyone that goes through the bidding process when placing ads in the newspaper to make sure all steps are covered. Gilbert will work on new engineering estimates and have the project re-advertised.

Gilbert received quotes for replacement of rolled curbing on Master Drive with the lowest bid being provided by Primco, Inc., at a cost of \$46,905.00. The lowest quote for replacement of driveway approaches on Master Drive was received from TG Concrete at a cost of \$28,404.00. The annual asphalt bids were received previously, and a contractor will be awarded when asphalt work is needed. The estimate on the asphalt is approximately \$85,000.00. \$100,000.00 of this project will be paid from the LOIT-Special Distribution fund, the remaining balance will come from the MVH-Street fund. Street lighting has been budgeted to be paid from Common Council's budget (443 account) in the amount of \$15,000.00. Karbach made a motion to approve these expenditures. Seconded by Collier, the motion was adopted.

Gilbert shared that he had met with Kevin McCrory of JPR regarding the Nature Preserve to make certain everything is covered regarding the bid received. He noted the plan included alternate #1 to add another connection to the trail at a cost of \$22,700.00. Adding that to the original cost of \$279,300.00, totaling \$302,000.00, leaving a balance of \$9,000.00 in the original project cost. A motion was made by Collier to approve the alternate, and proceed with the project for a cost of \$302,000.00. Seconded by Karbach, the motion was adopted. It was shared there are agreements to be signed by Mayor Meyer as required by the DNR. Project is to start in June and be completed within 45 days.

Gilbert stated that employee Debbie Bradburn had completed her 6 months probationary period and Gilbert is very satisfied with her work. Thus, he would like to take her off the probationary status. A motion was made by Collier and seconded by Karbach to remove Bradburn from probationary status to full-time status. Motion carried.

Gilbert asked to use budgeted funds to purchase a broom for the front of the Bobcat. This would be used widely for the departments since the City employees are doing a lot of the street patching. The estimated cost is \$4,300.00 and funds are available in the MVH-Street budget. A motion was made by Collier to allow the expenditure of \$4,300.00. Seconded by Karbach, the motion was adopted.

Councilmen Craig Coshow, Matt Dyer, Tyler Fullenkamp, and Wylie Sirk joined the remainder of the Board of Public Works and Safety meeting.

Anne Butcher, Wastewater Supt., shared the department would like to do smoke testing in a small section of Decatur, which will include Homestead, Bollman Street, Gage Avenue, Highland Park, and Bush Street. She noted the Department will do the door-to-door notification through the delivery of door hangers prior to the testing, thus lowering the cost. She shared the testing would be a 2 day project and approximately 11,800 linear feet of sanitary sewers would be smoke tested. The estimated cost is \$5,900.00 (\$50 per linear foot) as per the quote by Wessler Engineering. Butcher only received one quote and has been satisfied with their work, and their detailed reporting. She has used this firm since 2012. A motion was made by Karbach to proceed with Wessler Engineering to do the testing. Seconded by Collier, the motion passed.

Les Marckel, Fire Chief, appeared before the Board noting Craig Heyerly, a former member of the Decatur Fire Department, had returned to Decatur after leaving the city for a time fewer than 6 months. He is currently serving as a full-time EMT and would like to be a paid on-call volunteer fireman. Marckel noted he currently has 2 part-time slots open and Heyerly could fill the position immediately. Marckel asked to place Heyerly as a volunteer without going through the application process. Discussion centered around this exception setting precedence. However, there are specific reasons stated for accepting Heyerly such as being off the department fewer than 6 months, he is already trained, and is equipped to start immediately, and is well-known to the DFD force which has shown support for him. A motion was made by Collier to accept Craig Heyerly as a paid on-call volunteer with the stipulation that he had been absent from the department fewer than 6 months, he is fully trained, and he knows the department's policies. Seconded by Meyer. The motion passed by a 2-1 voice vote. Karbach voting against due to not wanting to deviate from the hiring process.

Melissa Norby, Community Coordinator appeared on behalf of the Pennsy Depot ladies. The ladies would like to purchase the bird sculpture currently located on the Depot property. The artist is willing to sell the statue at a cost of \$5,000.00, allowing two installments of \$2,500.00 each. The ladies applied for a grant through the Adams County Community Foundation and was offered a grant of \$900.00. Thus, they need to come up with \$1,600.00 by June 9, 2017 for the first installment. It was also noted that the Foundation set a deadline for the group to respond or the grant would be lost. After lengthy discussion it was noted that the Pennsy ladies need to look into getting an extension from the Foundation.

Greg Cook, Chief of Police approached the Board asking for permission to go to a utility-type of pants to be used by officers as part of their work uniform. He shared the officers had been asking for these type of pants. Chief Cook noted there would be restrictions as they would have to be kept clean, neat, and pressed. If officers have a commitment during the day such as a court appearance or other presentation, they would be required to wear the Class A Uniform (Dress Uniform). Collier suggested for the Police Chief to have in writing when the Class A uniform should be worn. By consensus, all members of the Board of Public Works and Safety approved the use of the more relaxed type of pants.

City Attorney, Tim Baker prepared an amendment to the salary ordinance to include plural for the Planning/Building & Zoning Superintendent for Curt Witte who was hired to train alongside Roger Gage for a period of time before Gage's retirement, and to make the pay retroactive to Witte's date of hire. A motion was made by Collier to approve the amendment, and to make the pay retroactive to the date of hire, subject to Council's approval. Karbach seconded the motion. Motion carried.

Clerk-Treasurer, Phyllis Whitright received the tax bills for the properties purchased from the Sewer Interceptor Project totaled \$5,780.84, which Patty Zelmer, legal counsel from Ice Miller had confirmed that these taxes can be paid the from the Sewer Bond. The other property taxes were for the properties purchased for riverfront development on 1st Street totaled \$4,928.32. These will be paid from the common council budget. These taxes were pro-rated at the time of closing and will be tax exempt next year. Karbach made a motion to pay the tax bills. Seconded by Collier, the motion was adopted.

There being no other business to bring before the Board, a motion to adjourn was made by Collier, seconded by Karbach, and passed.

Adjournment was at 7: 30 P.M.