

CITY OF DECATUR  
BOARD OF PUBLIC WORKS & SAFETY MINUTES  
SEPTEMBER 20, 2016

The City of Decatur Board of Public Works and Safety members met on Tuesday, September 20, 2016 at 6:00 p.m. at City Hall in Council Chambers 172 N. 2<sup>nd</sup> Street. Members present were Cam Collier, Bill Karbach and Mayor, Ken Meyer. Also present was City Attorney, Tim Baker and Clerk-Treasurer, Phyllis Whitright.

The Clerk-Treasurer emailed the minutes from the September 6th meeting. There were no corrections. Collier made a motion to approve the minutes. Karbach seconded the motion. Motion carried.

The Police Chief, Greg Cook informed the Board members that he has a Police Officer that could be off up to three months using sick days and comp. hours due to a long term injury. The Police Chief was previously given approval to hire a new officer next year, but is requesting permission to hire now, since his department will be short the officer who is off on sick leave. The Police Chief is currently in the hiring process to fill the vacancy of Julie McConnell. The Police Chief requested that he may have to transfer funds within his budget to cover any additional expenses. Karbach made a motion to allow filling both position now from this year's budget, and to retain the applications for a year for future hiring. Meyer seconded the motion. Motion carried.

The Police Chief informed the Board that the Police Department has a squad car that is no longer needed, and the Adams County Community Corrections is interested in purchasing the vehicle. The Police Chief estimated the value of the vehicle at \$6,500.00. In order to sell an asset to another governmental agency, resolutions will need to be done between both parties approving the purchase. Collier made a motion to direct the City Attorney, Tim Baker to prepare a resolution in the amount of \$6,500.00 for the next meeting. Karbach seconded the motion. Motion carried.

Council members, Craig Coshow, Matt Dyer, Tyler Fullenkamp, and Wylie Sirk attended the meeting.

Members discussed the depot lease agreement. At the previous meeting the Clerk-Treasurer was directed to contact the insurance company on whether Section 7.3 on liability insurance needed to be included in the agreement or if it is preferred by the insurance company. The City's insurance carrier responded that it was not required, but they would like the language to be in the agreement. The City would still have coverage. After discussing, Collier made a motion for the City Attorney to strike sections 7.1 Property Insurance, and 7.3 Liability Insurance, and Section 9. Utilities/Taxes from the lease agreement. Karbach seconded the motion. Motion carried. The City Attorney will make the changes requested and attach the rental rules and regulations as Exhibit "A" to the agreement, and then present at the next meeting for final approval.

Members then discussed the parking issues at the train depot. The City Attorney was directed to include designated parking areas in Exhibit "A" of the train depot rental agreement. The Mayor, Police Chief, and the City's Operations Manager will work together on signage for parking for the depot.

The Mayor mentioned the Pennsy Depot ladies, Sandy Collier, Suzy Fuelling, Karen Baker, and Cheri Scherry who were in charge of renovating the City's train depot and requested to maintain the key to the building so they could be the caretakers of the building. By consensus, the ladies were given permission to keep a key to the building.

Kevan Biggs was present to update everyone on the housing project downtown, which he had presented in October of 2015. Biggs informed the members that the property owner is now willing to allow site control of the Music House building on 2<sup>nd</sup> Street. Biggs presented a copy of a letter that was signed by the former mayor in October 2015, which committed the City to partially funding the housing project. Biggs also presented an updated list of estimated cost for the housing project, which includes the demolition, backfill and site work to the Schaefer building on 1<sup>st</sup> and Madison Street, 1-façade grant for the Music House building on 2<sup>nd</sup> Street, possibly Brownfield remediation, construction of a parking lot after the Schaefer building demolition, 12-water taps, and 12-sewer taps at East Ridge Drive subdivision. The total city's contribution is estimated at \$312,813.30. Biggs explained that he is applying for tax credits through competitive scoring through IHCDA, and can receive more points if he includes projects he has in other communities. Biggs is proposing to develop in the Music House, a Creative Engagement Center on the lower level, and 16 lofts for new artist on the second floor, and provide 12 homes for lease in East Ridge Subdivision, and renovate Countrybrook apartments (48) located on Countrybrook Road, and also include renovations to 25 lots in Allen County. With the contribution of the Schaefer building, the City would receive the property back with improvements. Members had some concern with the lease housing. Biggs explained how the program worked, stating that he would be the landlord for these homes for 15 years. This grooms the lessee to become home owners until they can be credit worthy. After the 15 years the lessee has the option to purchase the home. Councilman Wylie Sirk asked if Biggs would consider including the blighted area on Monroe Street across from City Hall. Biggs responded that this could be a possibility. Biggs requested the City's support as presented, with the additional cost estimates, and to have a long term lease agreement for the use of half the parking lot development from the Schaefer building demolition. Due to lack of time, a decision was tabled until the next meeting.

Fire Chief, Les Marckel reported the results of the physical examination and medical history have been reviewed by Indiana Public Retirement System (INPRS), and the statewide baseline standards established by INPRS have been met, which the City can now hire Taylor Gage as a full-time firefighter.

At the previous Board of Works meeting, the board members directed the City Attorney to send a letter to Star Excavating, Inc. to confirm the West Monroe Street Sewer project will be completed by November 1, 2016, otherwise the City will seek reimbursement between the differences in quotes. The City Attorney presented a copy of the letter that he had sent to Mr. Al Beghtel of Star Excavating. Collier made a motion to make the letter a matter of record. Karbach seconded the motion. Motion carried. Operations Manager, Jeremy Gilbert reported a pre-construction meeting is being held with Star Excavating for this project.

Operations Manager, Jeremy Gilbert reported he has filled the vacancy of Eran Hackman with Debbie Bradburn as his new Administrative Assistant. Bradburn will begin full-time employment on Friday, September 30<sup>th</sup>.

Community Coordinator, Melissa Norby reported the used copy machine she was given from the Building & Planning Department is no longer working and needs a new drum, which cost approximately \$400. Due to the age of the copier and the cost to repair, Norby requested permission to dispose of the copier. Karbach made a motion to approve disposing the copier. Collier seconded the motion. Motion carried.

The City Attorney announced he has sent the Offer to Purchase for the former Schaefer Glove Factory building to Dave Stemen, who is handling the real estate transaction for Mr. Pike to have signed and returned to the City for the Mayor signature. Collier made a motion to approve for the Mayor to sign the Option to Purchase agreement on behalf of the Board of Works members. Karbach seconded the motion. Motion carried.

The Mayor reported DNR had requested the appraisal for the Nature Preserve grant be completed on the yellow book form. The Mayor contacted Steve Kriegh who will resubmit the appraisal on the correct form.

The Clerk-Treasurer received Pay Application #3 from Fleming Excavating for the Interceptor Replacement and Relief Sewer Project in the amount of \$590,500.49. The pay application has been reviewed by the project engineer, Bill Slike and the project inspector, Nicci Landrum. Collier made a motion to approve Pay Application #3. Karbach seconded the motion. Motion carried.

The City Attorney reported the closing for the flood buyout grant have been scheduled for September 28th and 29th, and October 12<sup>th</sup>.

There being no further business, Karbach made a motion for adjournment. Collier seconded the motion. Motion carried. The meeting was adjourned at 7:27 p.m.