

City of Decatur
Board of Public Works & Safety Minutes
October 4, 2016

The City of Decatur Board of Public Works and Safety members met on Tuesday, October 4, 2016, 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 emailed the minutes from the September 20, 2016 meeting. There were no corrections. Karbach made a motion to approve the minutes. Collier seconded the motion. Motion carried.

Collier made a motion to make the proof of publication regarding the salt bids a matter of record. Seconded by Karbach, the motion passed.

The sealed bids for salt for the streets and water treatment plant were opened as follow:
Bid #1: Morton Street salt at \$65.37 a ton for a total of \$13,074, included a cashier's check for \$71,897.40 and treatment salt at \$235.30 a ton for a total of \$705,900. All was submitted on form 96.
Bid #2: Compass Minerals, Kansas-- bid for street salt only at \$67.75 a ton totaling \$13,550, included a cashier's check for \$15,000 and was submitted on form 96.
Bid # 3: Detroit Salt Company, Detroit, Michigan--Street salt only at \$64.31 a ton. Included was a cashier's check for \$20,597.20 and was submitted on form 96.
Bid # 4: Cargill, Ohio--No bid provided.
Bid # 5: RBS, Inc., doing business as Graham Feed Co., Terre Haute, IN--Treatment salt at \$115.89 a ton totaling \$347,670 and a 10% bid bond was submitted.
Operations Manager, Jeremy Gilbert took the bids for closer consideration to make a recommendation later in the meeting or at the next meeting.

A motion was made by Karbach and seconded by Collier to make the Certificate of Appointment of Taylor Gage as the new firefighter a matter of record. Motion passed.

Following discussion regarding the depot lease agreement, a motion was made by Collier to approve the lease agreement, and the rules and regulations as presented. Seconded by Karbach, the motion passed.

Collier made a motion to place Joint Resolution 2016-14 by Short Title Only, which authorizes and approves the sale of a surplus police department vehicle, a 2013 black Ford Taurus Interceptor. Seconded by Karbach. Motion passed. City Attorney read Joint Resolution 2016-14 by short title only. Collier made a motion to adopt the Joint Resolution. Seconded by Karbach the motion passed.

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

Discussion took place regarding annexation in the Winchester Road area. By consensus, the members will consider annexation only if it's a super voluntary annexation. The Mayor will see how many properties this would impact and report back at the next meeting.

The issue of the jail annexation was discussed. It was noted the city to be reimbursed \$5,000. Whitright noted she had sent the bill and received the payment. It was noted the property needs to be re-zoned with the City Attorney agreeing to contact Adams County. It was noted the residents had signed a waiver when the sewer was put in earlier. Meyer will look into what was signed.

After studying the salt bids Gilbert made the following recommendations: Detroit Salt for the street salt and RBS, Inc. d/b/a Graham Feed Co. for water treatment salt. Collier made a motion to accept said recommendation. The motion was seconded by Karbach and passed.

Mayor Meyer announced funding from INDOT had been approved for the 5-point intersection. He noted there may be a need for a special Council meeting in the future for the City to commit funding for this project. Gilbert suggested he and the Mayor meet with INDOT and noted the city has a good partnership with INDOT.

Fire Chief Les Marckel asked for permission to proceed with bidding for a grass truck noting funding would come from the township truck fund. There were no objections. He asked Whitright for a timetable needed for advertising, noting he hoped to open bids on November 15, 2016. He noted if the chassis is paid for first, they would only need bid bond for the customization of the chassis. The Fire Chief also noted the two new hires were approved by PERF, Taylor Gage's hire date was October 1st, and Heath Fullenkamp's hire date to be December 27th. Fullenkamp will be working four, 8 hour days, and then start the regular shift the week of January 1, 2017.

Mayor Meyer noted some changes he would go over since all council members were in attendance. Mayoral changes to take place included a restructuring of the Street Department as follow: To take effect pay period beginning October 30, 2016 -- Matt Schultz--Assistant Operations Manager at \$1,710.98, two Crew Leaders--Nate Heyerly and Marty Martin at \$1,625.43 for the rest of 2016. Funding for the Crew Leaders would come from Street Dept (85%), Water Dept (6%), Sewage Dept (6%), and Storm Water (3%).
Changes for 2017: Melissa Norby-change title from Community Coordinator to Director of Community Development-- phase salary up over 3 years to Department Head salary.
Sharon Braun-appoint her as Assistant Supt. of Building & Zoning--phase salary up over 3 years to Assistant pay
Police Dept. Secretary, change title and salary to Administrative Assistant
City Attorney--\$10 more an hour for per diem services
Volunteer Firefighters—1st hourly rate from \$14.00 to \$15.00
Volunteer Firefighters—required fire training from \$10.00 to \$12.00 an hour
Volunteer Firefighters working Relief—\$250 to \$300 a day
Everything else will reflect a 2% increase.

Meyer noted Gilbert is overworked and employees were aware of that. He noted he would eventually like to have a Public Works Department. Currently 5 departments report to Gilbert to

get their assignments for the day. Two salary ordinances will be presented at the council meeting to reflect the changes for 2016 and 2017.

Fullenkamp asked about job descriptions and it was noted it was time to look at current descriptions. Marckel noted he had studied the PERF guidelines and felt the fire and police were nearly verbatim the PERF guidelines. Anne Butcher noted she updated her department's job descriptions regularly. Mayor is currently working on getting quotes from firms who provide these services.

City Attorney Tim Baker gave an update on the Wetlands Project and noted they were close to getting all the final appraisal work. He hoped to get results from DNR by the end of the week regarding the properties.

Baker announced that there had been closings on 3 of the 5 houses purchased for the flood buyout grant, and closing has been scheduled for October 20 on the Schaefer Building.

Meyer shared a letter from Gale and Donna Nidlinger's attorney regarding the sewer extension and tap-in project. The letter was made a matter of record that Nidlinger's no longer are interested in working with the city, based upon the outlet to his existing septic system is operative. A motion was made by Collier, seconded by Karbach, and passed.

Plans are for Kevan Biggs to attend the next meeting of the City Council to continue discussion about his project to get funding for demolition of the Schaefer Building and the building of lofts in the downtown area. All of this could coordinate the Madison Street and Redevelopment Plan for First Street. Councilmembers were directed to contact Biggs with any questions.

A motion was made by Collier and seconded by Karbach to accept the contract from Northeastern Indiana Regional Coordinating Council (NIRCC) to administer the Land Water Conservation Fund (LWCF) grant through the Indiana Department of Natural Resources (IDNR) for the Nature Preserve Project in the amount not-to-exceed \$10,000.00. The motion passed. The Board of Public Works and Safety action needs to be affirmed by the Common Council for funding.

A discussion centered on the Schaefer building and how unsafe it is.

There being not further business to come before the group, Karbach made a motion to adjourn. Collier seconded the motion. Motion carried.

The meeting was adjourned at 7:25 p.m.