

CITY OF DECATUR
COMMON COUNCIL MINUTES
NOVEMBER 1, 2016

The City of Decatur Common Council met on Tuesday, November 1, 2016 at 7:30 p.m. at City Hall in Council Chambers, 172 N. 2nd Street. The meeting was called to order by Mayor Ken Meyer. Roll call was taken to show Councilmen Cam Collier, Craig Coshow, Matt Dyer, Tyler Fullenkamp and Wylie Sirk were in attendance. Also present were City Attorney, Tim Baker and Clerk-Treasurer, Phyllis Whitright.

The Mayor invited everyone to stand and recite the Pledge of Allegiance.

The Clerk-Treasurer emailed the minutes from the October 18, 2016 meeting. There were no corrections. Dyer made a motion to approve the minutes. Sirk seconded the motion. Motion carried.

A motion was made by Sirk and seconded by Collier to make the Certificate of Appointment a matter of record that Matt Schultz has been appointed by the Mayor to serve as Assistant Operations Manager. The motion passed.

Mayor Meyer shared that the employee's job descriptions were last written in 1993. He, the Clerk-Treasurer, Phyllis Whitright and Deputy Clerk-Treasurer, Wendi Gephart have met with representatives from New Focus HR and would like to sign a contract with them to review and develop organizational charts at a cost of \$140 per hour, estimated 3-5 hours. Then develop each job description at a cost of \$100 per description, estimating 40-45 descriptions. The total cost to bring everything up-to-date is estimated around \$5,000. It was shared that employees and Department Heads will be interviewed, and will complete a questionnaire. These descriptions need to be updated to make sure everything is legal and in line with laws governing employees' rights. It was also noted that you can't have employee performance evaluations without job descriptions. In New Focus HR's proposal, they also included a cost to update the employee handbooks for \$2,800 and would charge \$140 for any additional consulting. At this time, the job descriptions are a priority. The City Attorney, Tim Baker suggested since the City's handbook was updated in 2012, to see what the cost would be if New Focus HR would consider reviewing the City's current employee's handbook, rather than developing a new handbook. Dyer made a motion to approve the contract to develop organizational charts and update the job descriptions. Seconded by Sirk, the motion was adopted.

A proposed resolution was then discussed regarding the dedication of the recently acquired former Schafer Building located at 101 N 1st Street to the Decatur Redevelopment Commission in order to comply with the Biggs Management proposal for funding for the lofts on Second Street and the demolition of the Schafer Building. The resolution would authorize the Mayor to sign the building over to the Commission and if the funding does not go through then the action would be reversed. Dyer made a motion to introduce Resolution 2016-17 by short title only. Seconded by Collier, the motion passed. City Attorney Tim Baker read the Resolution by short title only. Collier made a motion to adopt Resolution 2016-17. Seconded by Sirk. Motion passed.

An ordinance to create a non-reverting fund for the Pennsy Depot rental fees was considered. Uses for the fund are for construction, maintenance, repairs and improvement to the depot, and ancillary railroad structures. It was noted that if repairs or improvements exceed the amount collected in this fund, then the council will need to approve expenses to be paid from another city fund. Collier made a motion to introduce Ordinance 2016-17 on its first reading by short title only. Seconded by Sirk, the motion passed. City Attorney Tim Baker read the Ordinance by short title only. Collier made a motion to pass Ordinance 2016-17 on its first reading. Seconded by Sirk. Roll call showed passage by a 5-0 vote.

Collier made a motion to place Ordinance 2016-17 on second reading by short title only. Seconded by Dyer, the motion passed. City Attorney Tim Baker read the Ordinance by short title only. Collier made a motion to pass Ordinance 2016-17 on its second reading. Seconded by Sirk. Roll call vote showed 5-0 passage.

Collier made a motion to suspend the rules and place Ordinance 2016-17 on its third and final reading by short title only. Seconded by Dyer, the motion passed. City Attorney Tim Baker read the Ordinance by short title only. Collier made a motion to adopt Ordinance 2016-17 on its third and final reading. Seconded by Sirk. Roll call showed passage by a 5-0 vote.

Fire Chief Les Marckel asked to include the volunteer firefighters in receiving Christmas Decatur Dollars as given to other part-time city employees. The volunteers would include those that are not already receiving Decatur Dollars as full-time employees. Sirk made a motion to approve including the volunteer firefighters with other part-time employees to receive \$20 of Decatur Dollars. Seconded by Dyer. The motion passed with Fullenkamp abstaining from voting due to having a brother who's a volunteer. The Decatur Dollars will be paid from the Common Council's promotional activities account.

Mayor Meyer shared he had received an event form asking that the lobby of City Hall be open during the Decatur Holiday Open House to be held on Saturday, November 19, 2016 from 10 A.M. to 4 P.M. Sirk made a motion to approve the request. Motion seconded by Dyer. The motion passed.

An Ordinance concerning handicapped parking designation was then brought forth. The City's ADA Coordinator, Jeremy Gilbert received a request for handicap parking on the east side of 7th Street at 115 S. 7th Street. This ordinance amends Chapter 78, Schedule III of the Decatur Code of Ordinances of 2015. Collier made a motion to place Ordinance 2016-18 on its first reading by short title only. Seconded by Dyer. Motion passed. City Attorney Tim Baker read the Ordinance by short title only. Collier made a motion to pass Ordinance 2016-18 on its first reading. Seconded by Sirk. Roll call showed passage by a 5-0 vote.

A motion was made by Collier and seconded by Dyer to place Ordinance 2016-18 on its second reading by short title only. Motion passed. City Attorney Tim Baker read the Ordinance by short title only. Collier made a motion to pass Ordinance 2016-18 on its second reading. Motion seconded by Dyer. Roll call showed 5-0 passage.

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The Mayor's report included thanking the Callithumpian staff for a great parade Monday evening. He noted he had received some complaints regarding the darkness at the Stratton entrance and shared it was a result of the work in preparation of US Highway East 224 project. After they switch over to the new poles in the near future, the city will look as the situation for possible temporary solutions. He thanked Community Coordinator Melissa Norby who worked along with Matt Burning to set up the surprise event for the parents of Master Sgt. Natalie Sonner who was returning from military service in the Middle East.

Craig Coshow on behalf of the Chamber of Commerce thanked the police and all who helped make the Callithumpian event a success.

Input from Department Heads:

Fire Chief Les Markel shared that they were starting the Survive Alive House program at Safety Park for the next two weeks which will include 1,200 to 1,300 fourth graders from throughout the county.

Operations Manager Jeremy Gilbert shared that the paving areas to be completed would be done on or before November 16th by Wayne Asphalt. He noted leaf collection is continuing and since yards are still being mowed, grass clippings can be included with the leaves and placed at the curb for pick up. He shared the Board of Public Works and Safety had approved the bid letting for the Master Drive storm water project and possibly a waterline replacement. Bids for this project will be in December of this year with construction to begin in March or April of 2017.

Bill Karbach thanked Bunge and its management for an email addressing their work to try and create a quiet zone and that they were changing their switching schedule so it won't be so loud in the morning. Bunge is attempting to work with the railroad company regarding the quiet zone.

A motion was made by Coshow and seconded by Fullenkamp to allow the claims as presented. Motion passed.

There being no other business to come before the Council a motion was made by Coshow and seconded by Fullenkamp to adjourn. Motion passed.

Adjournment was at 8:08 p.m.