

CITY OF DECATUR
BOARD OF PUBLIC WORKS & SAFETY MINUTES
DECEMBER 15, 2015

The City of Decatur Board of Public Works and Safety members met on Tuesday, December 15, 2015 at 6:00 p.m. at Riverside Center, 231 E. Monroe Street. The meeting was called to order by Mayor John Schultz. Roll call showed board members Ken Meyer, Bill Karbach and Mayor John Schultz were present. Also present was City Attorney, Tim Baker, Clerk-Treasurer, Phyllis Whitright, Council members, Cam Collier, Bill Crone, Matt Dyer and Tyler Fullenkamp.

The Clerk-Treasurer emailed the minutes from the December 1st meeting. There were no corrections or amendments. Karbach made a motion to approve the minutes. Meyer seconded the motion. Motion was unanimous.

A notice was posted and the media notified to change the location of the meeting at Riverside Center. Karbach made a motion to make the notice a matter of record. Meyer seconded the motion. Motion carried.

The Clerk-Treasurer prepared the Certificate of Appointment for the Board of Public Works & Safety members to re-appoint Bill Karbach to the Decatur Advisory Plan Commission for a term beginning January 1, 2016 and terminating on December 31, 2019. Schultz made a motion to make the Certificate of Appointment a matter of record. Meyer seconded the motion. Motion carried.

City Engineer, Nate Rumschlag updated the members on the new police station project. Rumschlag reviewed the pay applications. All contractors have been paid, only Top Quality Roofing has a remaining balance due to them for \$16,784.10. Rumschlag recommended reducing the final payment by \$950.00 from Pyramid's payment request of \$6,906.69. Rumschlag had concerns for a reimbursable expense for Civil Engineering design to Pyramid, who had already been paid for the entire amount of \$10,000.00, but according to Miller Land Surveying, Pyramid was only obligated to \$9,050.00, which the City did pay according to their request. This would adjust Pyramid's final payment request to \$5,956.69. Karbach made a motion to approve the final payment amounts to Top Quality Roofing for \$16,784.10, and \$5,956.69 to Pyramid. Meyer seconded the motion. Motion carried.

The Clerk-Treasurer, Phyllis Whitright prepared the 2016 Township Fire Contracts for the Board of Works members to sign and approve. The township fire contracts total \$44,243.97 for the year 2016. The contract amounts are calculated on the Fire Department's 2015 budget and the assessed valuation of each township. St. Mary's Township \$7,963.91, Root Township \$16,370.28, Union Township \$7,521.47, and Washington \$12,388.31. The monies collected from these townships are receipted into the Fire Non-Reverting Vehicle fund. Karbach made a motion to approve and sign the contracts. Meyer seconded the motion. Motion carried. The Clerk-Treasurer will mail the contract to each township trustee for their approval.

The City Attorney, Tim Baker made amendments as requested to the lease agreement with North Adams Arts Council (NAAC). The Decatur Parks Board has been removed from the agreement. The agreement is between the City of Decatur and North Adams Arts Council, Inc. The term of the lease is for three (3) months, commencing January 1, 2016 and ending on March 31, 2016 and will automatically renew for a like term unless either party gives a 30 day notice in writing to terminate. The other change

was for the NAAC to reimburse the City for all utility expenses relating to the premises. Meyer made a motion for Mayor Schultz to sign the agreement on behalf of the City. Karbach seconded the motion. Motion carried.

At the previous council meeting, Mayor Schultz received quotes on property and casualty insurance, and then received more quotes after the meeting. The City Attorney's advice was not to accept the other quotes, since the other quotes were received after the original quotes were open to the public. The Mayor's recommendation was to accept the quote from Graber Insurance for property & casualty and workers compensation for 2016. Karbach made a motion to accept the quote from Graber Insurance. Meyer seconded the motion. Motion was carried.

Operations Manager, Jeremy Gilbert received two (2) quotes to purchase an asphalt hot patcher from the MMH-Street budget in 2016. The quotes received were from Brown Equipment for \$29,860.00 and RPM Machinery for \$43,345.00. Gilbert recommended the low quote from Brown Equipment. Karbach made a motion to accept the Operations Manager recommendation and award the quote received from Brown Equipment for \$29,860.00. Meyer seconded the motion. Motion carried.

The Operations Manager, Jeremy Gilbert requested to move Eran Hackman from part-time clerk to full-time Administrative Assistant, effective January 1, 2016. Gilbert has included this position to become full-time with benefits in the 2016 MMH-Street budget. Gilbert explained Hackman has been helping him with office work and she also updates the Decatur website, and helps out in other departments when needed. Gilbert mentioned this position would also be responsible for managing calls from the public into a software that will document calls as they come in, and when the task are completed. Meyer made a motion to approve changing Eran Hackman's work status from part-time to full-time effective the first of the year. Schultz seconded the motion. Karbach abstained from voting, due to being related to Eran Hackman. Motion was carried.

Fire Chief, Les Markel requested to use the tower at the former police station on 3rd Street for an 800 MHz local channel antenna and repeater, which will be used for all public safety. The Mayor asked Police Chief, Greg Cook if there were any concerns with this request. Cook informed him that he had no problem with EMA using the tower. Karbach made motion to approve the request. Meyer seconded the motion. Motion carried.

Justin Yates, representative from Indiana Michigan Power Company (AEP) presented five (5) easements and right of ways. The City Attorney and AEP's Attorney have reviewed and approved the documents for AEP to move forward with this project. The easements are on US Hwy 27 and Manchester Street .058 acres, US Hwy 27 and Yorkshire Drive .049 acres, US Hwy 27 and Washington Street .926 acres, US Hwy 27 and Dayton Street .630, and Dayton Street .2999 acres. Mr. Yates explained that AEP are upgrading lines and poles, with construction already in process in New Haven, and are working along US Highway 27 going south. Mr. Yates submitted \$10.00 earnest money for each easement, totaling \$50.00. Karbach made a motion to approve the five (5) easements and to have Mayor Schultz sign the documents on behalf of the City. Meyer seconded the motion. Motion carried.

The City is acquiring properties along First Street for the interceptor sewer project. The property owners agreed to accept the average of two (2) appraisals. The City Attorney, Tim Baker presented two (2) real estate agreements with Porfirio and Wendelin Ortiz for the property at 128 N. First Street for the purchase price of \$126,000.00. Closing for this property will be on or before January 30, 2016. The other

real estate agreement is with David and Susan Rice for the property at 126 E. Monroe Street for \$69,350.00. Closing on this property will be on or before February 1, 2016. There are other properties still in negotiations for this project. Karbach made a motion to approve the Ortiz and Rice real estate agreements with Council to approve funding. Meyer seconded the motion. Motion carried. By consensus the Board of Works members approved the appraisals and authorized the Mayor to negotiate other properties needed for the sewer interceptor project.

Board of Works member and Code Enforcer, Bill Karbach mentioned not all Decatur residents are getting the announcements that are made at the City Council meetings, such as, when leaf collections begins and ends, and what can be collected for heavy trash. Karbach suggested using door hanger's notices or placing information in the utility bills. Operations Manager, Jeremy Gilbert remarked the employees who collect the trash, do use the door hangers per occurrence. By consensus, Karbach was given approval to proceed with his suggestion.

There being no further business, Meyer made a motion for adjournment. Karbach seconded the motion. Motion carried. The meeting was adjourned at 7:06 p.m.