

City of Decatur  
Board of Public Works & Safety Minutes  
July 3, 2018

The City of Decatur Board of Public Works and Safety members met on Tuesday, July 3, 2018, at 6:00 P.M. at City Hall in Council Chambers, 172 N. Second Street. Members present were Councilman Bill Karbach and Mayor Ken Meyer. Also present were City Attorney, Tim Baker and Clerk-Treasurer, Phyllis Whitright. Board member, Craig Coshow was absent.

The Clerk-Treasurer had emailed the minutes from the June 19, 2018 meeting. Karbach made a motion to approve the minutes. Meyer seconded the motion. Motion carried.

Karbach made a motion to suspend the Board of Public Works and Safety meeting for the purpose of a Public Hearing. Seconded by Meyer, the motion was adopted.

Karbach made a motion to open the Public Hearing in order to take any input in regards to proceed with getting appraisals to sell the former Decatur Casting site property. Seconded by Meyer, the motion was adopted.

It was shared that the area of the former Decatur Casting site included an area used for a cell tower. It was noted that anyone interested in purchasing the site would not be interested in the area used for the cell tower. Thus, the site should be made into two (2) parcels and appraisals would be sought for each of the two (2) parcels. There being no public input, Karbach made a motion to close the Public Hearing. Seconded by Meyer, the motion passed.

Karbach made a motion to reconvene the Board of Public Works and Safety meeting. Seconded by Meyer, the motion was adopted.

Following the convening of the Board meeting, it was discovered that the notice of the Public Hearing had not been advertised properly so no action could be taken. A Public Hearing will be advertised and held July 17, 2018.

Mike Hendricks of American Structurepoint and Kevin Hackman, Utilities Auditor, appeared before the Board to present a proposal and a contract for the City of Decatur Utility Asset Management Software and Capital Improvement Plan. Mr. Hendricks outlined five (5) tasks as follow: Task 1-Asset Management Software Selection, Task 2-Software Implementation, Task 3-Condition Assessment, Task 4-Review CCTV video, and Task 5- Develop a multi-year Capital Improvement Plan. The cost would be \$110,250 based on an "according to need basis." It was shared that IDEM requires the use of an asset management plan as it helps by letting the department know when there is a need to replace or repair equipment. The use of such a program would lay the ground work for any future person to have the expertise of past actions. City Attorney, Tim Baker made some general comments of concern about various areas of the contract such as; the term of the contract, the period of time regarding the rates, and paragraphs F, J, and K of 5.01, General Considerations. It was shared that the fees would be paid from the Operating funds of Wastewater and Water Utilities. Although it was felt this is a step in the right direction, there is a need for some fine tuning of the contract and action would be taken later, perhaps at the first meeting in August.

Councilmen Matt Dyer, Tyler Fullenkamp, Scott Murray, and Wylie Sirk joined the remainder of the Board of Works meeting for discussion and information purposes only.

Kevin Hackman, Utilities Auditor, shared he had talked with Mike Sullivan from Midwestern Engineers and they are getting ready to put the new water plant project out for bid.

The discussion needed to be held regarding the use of the Guaranteed Savings Contract or the option to seek the low bid. Hackman explained that with the Guaranteed Savings Contract, the City would receive qualifications of four (4) companies that can offer a Guaranteed Savings Contract, and the City would then grade the company by qualifications rather than low bid. The company would give a maximum price. Jeremy Gilbert, Operations Manager, shared he had talked with Mike Sullivan who recommended using the Guaranteed Savings Contract. Hackman felt the Guaranteed Savings was the best option and noted that by using this type of Contract, the project could be started sooner. Karbach made a motion to direct the Utilities Auditor, Kevin Hackman to notify Mr. Sullivan of Midwestern Engineers to request for qualifications for a Guaranteed Savings Contract. Seconded by Meyer, the motion was adopted.

Kevin Hackman, Utilities Auditor, shared two (2) new forms: one (1) to be used as applications for anyone wanting utilities in their name, and one (1) that the landlords will need to list their rentals and sign. Putting the utility in one's name can no longer be made via phone as the appropriate form must be completed and signed. No action was taken regarding the forms as members are to look over them for later action.

Phil Geimer and Gary Murdock, representing the American Legion Post 43, appeared before the Board regarding public parking in the Legion parking lot for special events held on the Madison Street Plaza. In a letter they proposed the city reseal and/or repave their lot and then the Legion would let the public park in their lot for the activities. It was shared that the City owns Madison Street Plaza, but events held there are sponsored by outside groups. It was also shared that City funds could not be used to pay for private property improvements. A discussion was held with possible solutions such as the Legion charging a fee for those wanting to park there for the various activities. Geimer and Murdock shared the Legion wants to be more involved in the community and wants to work with the City. It was shared that the City wants to work with the Legion. Mayor Meyer suggested trying to learn where the delivery trucks are making deliveries and perhaps those businesses would pay a fee. Mayor Meyer asked the Legion to allow sometime as the use of the Plaza is a new adventure. Giemer thanked the Board for listening to their concerns.

It was shared that Primco, Inc. was seeking an extension of the completion date to July 18, 2018 for the Madison Street Plaza project as some materials, trash cans and benches have not arrived. Karbach made a motion to delay the completion date for Primco, Inc. to July 18, 2018. Seconded by Meyer, the motion was adopted.

Curt Witte, Building and Zoning Superintendent, Melissa Norby, Community Development Director, and Don Bergdall, Civil Infrastructure Manager, shared they had been looking into getting Bluetooth software for the Council Room to use with the television screens more efficiently. The quote for the software and installation was from Innovative Concepts for \$832.24. Karbach made a motion to accept the quote from Innovative Concepts of \$832.24. Seconded by Meyer, the motion was adopted. The software upgrade will be paid from the CCI fund.

Curt Witte, Building and Zoning Superintendent, gave an update regarding the Preventative Maintenance Agreement with Felger Hart for the cooling and heating needs at City Hall. It was noted that the agreement was first signed on June 1, 2017 at a cost of \$1,797. They checked the system four (4) times a year. A new contract would include four (4) systems which is an additional three (3) systems with the work being done on the second floor. The cost for the (4) systems would be \$4,189. Witte is seeking a waiver from the purchasing ordinance that requires two (2) quotes for anything over \$2,500 as he feels it is to the City's advantage to continue the maintenance contract with Felger Hart as they provided the equipment. Karbach made a motion to waive the two (2) quote requirement and accept the contract of \$4,189 from Felger Hart. Seconded by Meyer, the motion was adopted.

City Attorney, Tim Baker suggested that perhaps it was time to consider all purchasing ordinances in general and check the limits. Mayor Meyer shared he would contact other municipalities regarding their limits.

Mayor Meyer shared that the Washington Township Trustee, Corey Affolder, informed the City that the Township has extra funds which must be spent in Washington Township. Funds totaling \$25,000 would be used with a contract to replace fencing surrounding the property at Worthman Field, and for various repairs and repainting at the Survive Alive House and other village houses, as well as the classroom, at the Safety Village. Also, a second contract would provide \$15,000 for various equipment for the Decatur Fire Department. Karbach made a motion to accept and sign both contracts pending the signing of the contracts by the Washington Township Board at their meeting on July 18, 2018. Seconded by Meyer, the motion was adopted.

Anne Butcher, Wastewater Superintendent, and Don Bergdall, Civil Infrastructure Manager, appeared before the Board to request an update of the use of Brandi Rodriquez of Strand Associates to be used for technical services for on-call support for the Wastewater and Stormwater departments on an hourly basis. A contract had been signed on April 22, 2016 for \$18,000 and they are down to about \$1,000. The company helps with providing industry permits, emergency requests, reviews industry compliance, and so forth. Karbach made a motion to amend the two year contract with Strand Associates, Inc. to a four year contract. Seconded by Meyer the motion was adopted. Services are scheduled for completion on April 22, 2020.

Police Chief, Lennie Corral shared that the newest hire for the Police Department would be taken to Indianapolis on Monday, July 9, 2018 for testing with PERF.

It was shared that with the resignation of Seth Colwell, the five (5) year contract he had signed upon being hired resulted in his owing the City \$2,907.59. Meyer made a motion that the City allow Colwell to make monthly payment over a year to make repayment of the \$2,907.59. Seconded by Karbach, the motion was adopted.

Karbach asked for an update on the payment status for the breach of contract with former police officer, Julie McConnell. The Clerk-Treasurer was directed to bring the information to the Board at the next meeting.

It was noted that the discussion regarding no parking on Ninth Street would be tabled until the August 7, 2018 meeting.

Clerk-Treasurer, Phyllis Whitright noted a typo had been made on the Union Township Fire Contract, she had corrected the error with a notation on the bottom of the contract, that the second half that is due on or before December 15, 2018 is the same as the amount due on or before June 15 in the amount of \$3,516.46. Karbach made a motion to approve the amendment, and resign the contract. Seconded by Meyer, the motion was adopted. The Clerk-Treasurer will provide an amended contract to the Union Township Trustee for the Advisory Board to sign and approve.

There being no further business to be brought before the Board, Karbach made a motion to adjourn. Seconded by Meyer, the motion was adopted.

Adjournment was at 7:30 P.M.