

CITY OF DECATUR
BOARD OF PUBLIC WORKS & SAFETY MINUTES
JANUARY 3, 2012

The City of Decatur Board of Public Works and Safety met on Tuesday, January 3, 2011 at 6:00 p.m. at City Hall in Council Chambers. Members present were Mayor John Schultz and Board member Bill Karbach and Ken Meyer. Also present was City Attorney, Tim Baker and Clerk-Treasurer, Phyllis Whitright.

The meeting was called to order by Mayor John Schultz. The Clerk-Treasurer emailed the minutes from the December 20th meeting. There were no corrections or amendments. Meyer made a motion to approve the minutes as emailed. Karbach seconded the motion. Motion carried.

Board member Ken Meyer who also is a member of the Storm Water Board reported the Storm Water Board met for a Special Storm Water meeting on December 26th and approved Resolution No. 2011-10, a resolution for a temporary loan of \$50,000 from the Storm Water Utility Operating fund to the Sewage Operating fund for cash flow purposes. The Storm Water Board also approved amending Ordinance No. 2004-1, recodified as Chapter 53 of the 2007 City of Decatur Code of Ordinances, for the Board of Public Works & Safety to be the governing body over the Storm Water Department. The Mayor was informed by IDEM that the next report due from the Storm Water Department is due in June 2012. Before replacing the Storm Water Manager position, the Mayor will meet with a representative from IDEM at the end of January to see what job responsibilities are required by a Storm Water Manager. It was also discussed to establish budgets for each utility. The Mayor will see if the Utilities Auditor, Dan Rickord could possibly have this done in February.

Mayor Schultz informed the Board members that Fleis & Vandenbrink Engineering had to redo their contract for the East Monroe Street Project to show a breakdown for pre-engineering and construction cost, as required by INDOT. City Attorney, Tim Baker will review the contract for the next meeting.

It was mentioned at the previous meeting that the City's purchasing ordinance would need to be amended to reflect the new State law. Baker informed the Board members that there is no need to amend the purchasing ordinance since the City is still required to bid projects over \$150,000, but the threshold on the Common Construction Wage scale increased to \$250,000.00 effective January 1, 2012.

Council members, Cam Collier, Charlie Cook, Bill Crone, and Matt Dyer attended the Board of Works meeting.

Street Commissioner, Jeremy Gilbert had received two (2) quotes for the storm sewer detention pond project for East Monroe Street and Anthony Wayne Meadows. Miller Land Surveying, Inc. quoted \$5,800.00, and Fleis & Vandenbrink Engineering, Inc. quoted \$9,500.00. Karbach made a motion to approve the low quote from Miller Land Surveying, and recommend to Council to approve paying for this project with CEDIT funds. Meyer seconded the motion. Motion carried.

Mayor Schultz reported he will contact Brett Miller from Miller Land Surveying to provide specification and a cost estimate for demolition of the former Dwayne's Sweeper Shop building on 2nd Street.

At the previous meeting, Board of Works and Council members reviewed the travel policy. The only change was to include a travel reimbursement form for the employee to complete, which will show the expenses and the reason for the travel that will require a signature from the person traveling and also a signature of approval from the department head or mayor. The Clerk-Treasurer handed out sample forms to the members. It was suggested to have the Department Heads review this form before adopting the travel policy. The Mayor and the Clerk-Treasurer will present the forms at the next Department Head meeting and report back at the next Board of Works meeting on January 17th.

Street Commissioner, Jeremy Gilbert handed out a letter requesting to spend approximately \$16,000 from the Sanitation Department budget to purchase a 2005 Chevy chassis from Johnson Auto Sales. This vehicle will replace the 2000 Ford one (1) ton truck that has been taken out of service in September 2011 due to mechanical failures. This truck will be used for yard waste collections. Gilbert explained that he had budgeted for a chassis in his 2012 budget. Painting, and removing the old dump bed and equipment from the old truck will be done by the Street Department. Sandblasting the bed will be done by Advanced Painting. Gilbert will present this request at the Council meeting.

The Street Commissioner, Jeremy Gilbert requested to replace the 1976 air compressor that runs both the maintenance shop and the street department side. Gilbert received two (2) quotes for a new air compressor. Harvey's Tool Service quoted \$5,795.00 with trade-in for an Eaton air compressor with 63 CFM capacity and a five (5) year warranty. Wayne-Vaughn quoted \$5,283.00 with trade-in for a Saylor-Beall air compressor with 51 CFM capacity with a one (1) year warranty. Gilbert has the funds budgeted in the MVH Street budget. Meyer made a motion to approve the higher quote from Harvey's Tool Service for the higher CFM capacity and the longer warranty. Karbach seconded the motion. Motion carried.

Councilman Dyer inquired about the allocation for the sidewalk program. Council members were directed to give their ideas and the areas they would like to see sidewalk improvements to the Street Commissioner, Jeremy Gilbert and Building Supt., Roger Gage and then this will be discussed at the next Board of Works meeting on January 17th.

There being no further business, Meyer made a motion for adjournment. Karbach seconded the motion. Motion carried. The meeting was adjourned at 7:30 p.m.