

CITY OF DECATUR
BOARD OF PUBLIC WORKS & SAFETY MINUTES
JANUARY 5, 2010

The City of Decatur Board of Public Works and Safety met on Tuesday, January 5, 2010 at 6:00 p.m. at City Hall in Council Chambers. Members present were Mayor John Schultz and Board members 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 December 15th. An amendment to the 6th paragraph correcting the name Meyer to Myers on who agreed for landlords to complete a form on how utility bills are handled once a renter moves out. Meyer made a motion to approve the minutes as corrected, Karbach seconded the motion. Motion was unanimous.

The Clerk-Treasurer also emailed the minutes from the Special Board of Works meeting from December 21st, no corrections or amendments were offered, so Meyer made a motion to approve the minutes as emailed. Karbach seconded the motion. Motion carried.

The Mayor reported he has emailed the form to be completed by Landlord/Renters to the City Attorney for his review.

The Mayor also reported Industrial Park III-A is shovel ready and has been certified by the North East Indiana Regional Partnership.

The City Attorney, Tim Baker reported he has sent a letter to Paula Johnson, a Century Link employee for outstanding parking tickets. Baker sent a letter on November 26th to have these tickets paid by January 5, 2010 or a second lawsuit will be filed. Johnson emailed Baker requesting an extension until January 15, 2010. If the tickets are not paid by this date Baker will go forward with filing the lawsuit. Meyer made a motion to approve for the City Attorney to proceed, Karbach seconded the motion. Motion carried.

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

The Mayor reported he had talked with Department Heads in November that overtime should be calculated on actual hours worked over forty (40) hours in a work week, and paid vacations, holidays, sick leave, personal days, funeral leave are not included has time worked as explained in the Personnel Policy. This was not how overtime had been calculated in the past, but will take effect the first pay in January 2010. The Water Department was misinformed when this would take effect, so the Mayor requested calculating the overtime to include holidays for the first pay in January 2010, and then begin the second pay in January, to pay overtime on actual hours worked not including paid vacations, holidays, sick leave, personal days, and funeral leave. Meyer made a motion to approve this request due to the misunderstanding of when it would take effect. Karbach seconded the motion. Motion carried.

The Mayor stated the Personnel Policy and Procedure Manual does not include when an employee works on a holiday to be compensated at 1.5 their hourly rate. The Mayor suggested amending the policy manual to reflect this compensation (This excludes the Firefighters and Police

Officers and Elected Officials and Department Heads). Karbach made a motion to approve amending the policy manual to pay 1.5 times the employee's hourly rate when working on a holiday. Meyer seconded the motion. Motion carried.

Gene Grote, Water Plant Operator was present to explain the additional two (2) hours worked during the week when checking the water plants, which is included as on-call time.

Decreasing the speed limit on 2nd Street downtown was discussed. The City Attorney, Tim Baker will check on changing the speed limit and discuss this at the next Board of Works meeting on January 19th. The Street Commissioner, Jeremy Gilbert will also attend the next meeting to discuss concerns of the speed limits in other areas.

Police Chief, Ken Ketzler informed the Board of Works he budgeted to purchase two (2) vehicles in 2010. Both vehicles total \$51,033.68, a 2010 Crown Victoria, and a 2010 Expedition. These two vehicles will replace a 2007 Crown Victoria and a 1997 Pontiac Van, which will be sold by public bid. Ketzler is requesting to purchase these vehicles from the CEDIT fund, instead of the Police Department budget, as recommended in H.J. Umbaugh & Associates Strategic Plan. Council members will make a decision at the council meeting.

Clerk-Treasurer, Phyllis Whitright handed out appropriation reports showing the amounts not expended at the end of 2009. The amount left in the General fund totaled \$475,613, MVH-Street \$201,548, and Parks & Recreation \$87,988. Whitright also reported the total tax revenues were 6% less than what was anticipated for 2009.

There being no further business, Karbach made a motion for adjournment. Meyer seconded the motion. Motion carried. The meeting was adjourned at 7:20 p.m.