

CITY OF DECATUR
BOARD OF PUBLIC WORKS & SAFETY MINUTES
APRIL 5, 2011

The City of Decatur Board of Public Works and Safety met on Tuesday, April 5, 2011 at 5:15 p.m. at City Hall in Council Chambers. Members present were Mayor John Schultz, 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 March 15th, there were no corrections or amendments offered. Meyer made a motion to approve the minutes as emailed, Schultz seconded the motion. Motion carried.

The meeting was held earlier than the regularly scheduled time of 6:00 p.m., which was properly posted at least 48 hours prior to the meeting at City Hall, and faxed to the Decatur Daily Democrat and The Journal Gazette. The meeting was held earlier to allow time for the Board of Works members to score engineering firms for the street sign replacement project grant from INDOT.

Street Commissioner, Jeremy Gilbert reported INDOT posted on their website a letter of interest for the street sign replacement project. Proposals were to be received no later than 4:00 p.m. on March 4th, with required DBE (Disadvantage Business Enterprise) regulations. Nine engineering firms submitted proposals, VS Engineering, DLZ Indiana, CB Burke, Level 5, Wightman Petrie, United Consulting, Fleis & Vandenbrink, A & F Engineering, and GAI. Each board member completed a RFP selection rating sheet for each firm. Gilbert, who is the ERC (Employee Responsible Charge) for the grant will tabulate the scoring and then send the results to INDOT for review. Negotiations will begin once INDOT gives the City permission to proceed. The DES number for this project is #1172005, and is a 90-10 program, 10% being paid from CEDIT fund. The engineering cost will be included in the 90% paid by the grant. The contract date for this project began February 2011 and ends December 2011.

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

Mayor Schultz announced the hearing held on Tuesday, March 29th with Workforce Development, ruled in favor of the City for discharging an employee for just cause.

The Mayor had reminded the Department Heads at their meeting when amendments are made to the policy manual, it is the responsibility of the Department Heads to distribute the amendments to their employees.

Discussed at the previous meeting was the cost for demolition of the former street department building. Mayor Schultz and Street Commissioner, Jeremy Gilbert agreed the safest way to remove the building is by going through the grant process. The City will need to pay for an engineering study; costing approximately \$6,000.00 to be submitted with the grant application. Meyer made a motion to move forward with the grant process and recommends approval from council for the \$6,000.00 expenditure. Karbach seconded the motion. Motion carried.

Steve Krull, Parks & Recreation Supt. had purchased mowers from the CEDIT fund last year due to the recommendation of the Strategic Financial Plan. Krull questioned if he should pay for new mowers

from the Parks & Recreation budget or the CEDIT fund for this year. Karbach made a motion to approve the purchase and recommend to council the expenditure to be paid from the CEDIT fund. Meyer seconded the motion. Motion carried.

Krull reported Wightman Petrie, who was hired for the Parks Master Plan is working on a GIS system for park inventory. Wightman Petrie will give a presentation on the GIS system at a future meeting.

Krull informed the board members he will be attending a conference on becoming a bike city.

Krull also mentioned two (2) positions have been vacated in his department. Since these salaried positions will not be filled, Krull may transfer the money to other accounts within his budget for future park projects.

Krull announced he will meet with the MOPS (Mothers of Preschoolers) group on Thursday, April 7th to discuss the new playground equipment for Legion Park.

The 2011 Fire Contract have been approved and signed by the Township Trustee and their Advisory Boards for Root, St. Mary's, Union, and Washington Townships. Meyer made a motion to make the signed contracts a matter of record. Karbach seconded the motion. Motion carried.

Karbach made a motion to make the Certificate of Appointment appointing Mark J. Cook as Sergeant of the Decatur Police Department, effective April 1, 2011, a matter of record. Meyer seconded the motion. Motion carried.

Karbach made a motion to make the Certificate of Appointment appointing Christopher J. Everett as a Patrolman of the Decatur Police Department, effective April 1, 2011 a matter of record. Meyer seconded the motion. Motion carried.

The Mayor was asked at the Department Head meeting about hiring summer help this year. Both, the Street and Water Department could use help painting curbs and fire hydrants. It was also mentioned that possibly getting people from Community Service to help. Karbach made a motion to allow the Water Supt., and the Street Commissioner to hire part-time employees for the summer. Meyer seconded the motion. Motion carried.

Mayor Schultz announced he has sent a letter to Senator, Travis Holdman and State Representative, Matt Lehman opposing the new legislation on Solid Waste Districts not being funded with property tax. City Attorney, Tim Baker commented if this bill is passed it could triple the gate fees, and he also has concerns losing local control. The City Attorney was directed to prepare a letter representing the City Administration opposing this bill.

Mayor Schultz announced the County Commissioners at their last meeting selected a site for a new building to be constructed on the north side of Superior Court on 3rd Street. Mayor Schultz will need an answer from Council members if they want to be included in this project. The Mayor opened the meeting for discussion for the City/County building. It was decided the City Administration is interested, but would like the new building to be located on Madison Street, east of 3rd Street.

Clerk-Treasurer, Phyllis Whitright received a letter from H.J. Umbaugh & Associates requesting if the City would like them to perform Arbitrage Rebate Services for the Sewage Bonds of 2008. Their fees for this service are \$3,000-\$5,000. The Clerk-Treasurer was instructed to check with other firms to see what their cost is for this type of service. Whitright will also notify the State Board of Accounts to see if this is a requirement.

Building Supt., Roger Gage received quotes for doors and windows for the train depot building on 7th Street. The quote from Limberlost Construction is to refurbish the doors and windows; their quote is \$14,250.00 for the doors, and \$5,700.00 for windows, totaling \$19,950.00. Other quotes were for replacing the doors and windows. Joel Mishler's quote was for doors only, totaling \$8,345.74. Arnold Lumber quoted \$12,740.00 for new windows, and \$8,464.00 for new doors, totaling \$21,204.00. Kampman's Renovations quote was for doors only, totaling \$11,546.65. Councilman Crone suggested getting the community involved in donating money toward this improvement project. No decisions were made at this time, but will be discussed at a future meeting.

Deputy Fire Chief, Jim Hitchcock handed out specification to replace the concrete floor in the garage at the Fire Department. The concrete floor is currently 6 inches thick, but the new floor is to be 8 inches thick, due to the weight of the fire trucks. Hitchcock mentioned that the bids did not include the cost to rent a conveyor to get the concrete to the back of the building, so approximately \$750.00 will need to be added to all quotes received. Hitchcock is also the owner of Hitchcock Concrete, Inc. and has filed a Conflict of Interest Disclosure with the City and State. The bids received were from Hitchcock Concrete, Inc. \$13,975.50, Ron Girod Construction, Inc. \$14,710.00, and Liter Concrete \$15,570.00. Karbach made a motion to take the bids under advisement until the next Board of Works meeting on April 19th. Meyer seconded the motion. Motion carried.

The Mayor had signed an application for Safe Routes to Schools Program on July 14, 2010. This is a Federal program which will provide sidewalks to Belmont Middle School, Southeast School and other areas that will help children have safe routes to school. The amount of the Federal grant is \$250,000.00 per year. Fleis & Vandenbrink will be the engineering firm who will work with the City on an hourly basis for preparation of the application. The estimated cost of these services will not exceed \$4,000.00. Meyer made a motion to approve this program and recommend to Council the expenditure of \$4,000.00 to be paid with CEDIT funds. Karbach seconded the motion. Motion carried.

The City Attorney advised since there are many organizations involved in Decatur's 175th birthday celebration, to verify who is legally responsible. Parks & Recreation Supt., Steve Krull will meet with the other organizations and the insurance companies to make sure this event has coverage.

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.