

CITY OF DECATUR  
BOARD OF PUBLIC WORKS & SAFETY MINUTES  
OCTOBER 20, 2009

The City of Decatur Board of Public Works and Safety met on Tuesday, October 20, 2009 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 October 6th. There were no corrections or amendments offered, so Meyer made a motion to approve the minutes as emailed, Karbach seconded the motion. Motion was unanimous.

Karbach made a motion to make the legal notice for salt bids a matter of record. Meyer seconded the motion. Motion carried.

The City Attorney opened and read aloud the bids received for water treatment salt and street deicing salt.

Water treatment salt bids:

North American Salt	\$ 99.91/ton (no Non-Collusion Affidavit included with bid)
Cargill	\$ 94.69/ton (Non-Collusion Affidavit signature was typed, no signature)
Morton Salt	\$ 93.95/ton (all required paperwork was completed correctly with bid)

Street deicing salt bids:

Morton Salt	\$ 86.06/ton (all required paperwork was completed correctly with bid)
Cargill	\$ 75.57/ton (all required paperwork was completed correctly with bid)
Detroit Salt Company	\$ 70.85/ton (bid Form 95 was completed, should have been bid Form 96, also no bid bond or certified check was included with bid)

Karbach made a motion to take the bids under advisement until the next Board of Works meeting on November 3, 2009. Meyer seconded the motion. Motion was unanimous.

The Clerk-Treasurer received three (3) invoices from Commonwealth Engineers, Inc. for the Wastewater Improvements project for engineering services for the month of August totaling \$12,265.57. The construction engineering is 96% completed, and inspections are 98% completed for this project. Karbach made a motion to approve the invoices, Meyer seconded the motion. Motion carried. The Clerk-Treasurer will forward these invoices to the State Revolving Fund Loan Program for payment.

The Mayor announced the Storm Water Board approved paying half the leaf collector machine. The Clerk-Treasurer was informed the Wastewater Department will not be using all the monies appropriated for sewer projects this year to be paid from the Riverboat fund, so the other half of the leaf collector machine can be paid from the Riverboat Fund. Meyer made a motion to approve the expenditure from both funds, Karbach seconded the motion. Motion was unanimous.

The Clerk-Treasurer reported the Wastewater Supt. recommended accepting the bid received from Mark Banning for the 1981 International Dump Truck in the amount of \$650.00 received at the last Board of Works meeting. The Wastewater Supt. also recommends rejecting all bids received for the Jet Sprayer and the Floater-Field Spreader, but to allow re-bidding these items. Karbach made a motion to accept the \$650.00 bid from Mark Banning for the 1981 International Dump Truck and to re-advertise for bids for the other two (2) items. Meyer seconded the motion. Motion carried.

A brief discussion on establishing a policy on drug testing when an accident occurs with a city vehicle took place. No decision was made at this time.

Council members, Charlie Cook, Bill Crone, and Matt Dyer attended the meeting.

The Mayor will announce at the council meeting he will be accepting applications to fill the position of the Utilities Auditor. The benchmark for this position will be updated and put with an application. Once the applications are received the Mayor will review the applications with the Board of Works members before making this appointment.

The Clerk-Treasurer explained to the Mayor, Board of Works and Council members when completing the employees' service records not all departments are following what was established in the City of Decatur's Personnel Policy and Procedure Manual, and requested guidance on how to handle some issues. The Clerk-Treasurer was given these guidelines from the Mayor, Board of Works and Council members: 1) it was agreed to amend the policy manual to allow comp. time off for all departments. It was also discussed to allow both overtime pay and/or comp. time. More discussion on comp. time will be considered at the next Board of Works meeting 2) Department Heads will also be allowed comp. time off with approval from the Mayor, and then the Mayor will report this at a Board of Works meeting. 3) Only for special circumstances can an employee carry over unused vacation time after a 12 month period, and then the Mayor will make this a matter of record at a Board of Works meeting. 4) Department Heads can allow time off before vacation is earned, but time off will be without pay. 5) How to handle benefits for employees working four (4) days a week will be discussed at the next Board of Works meeting. 6) When calculating overtime, paid vacations, holidays, sick days, these benefits will not be included as time worked, only actual hours worked over 40 hours in a work week will be paid at an overtime rate.

Jeff Rowe and Steve Carter from H.J. Umbaugh & Associates presented the 2009 Strategic Plan which also includes future capital improvements, along with an executive summary report. Rowe mentioned flood grants are available, which may be used for a new city hall or police stations. Rowe also went through and explained the executive summary report, which shows the estimated shortfall per fund for the civil city to be \$1,114,443 in 2009, and \$2,375,669 by 2013 if no changes are made. As for the utilities a recommendation of 41.2% rate or \$8.03 per month for a 5,000 average usage adjustment for the water utility with payment in lieu of taxes, or 37.3% or \$7.36 per month without payment in lieu of taxes. Cash in the water utility is below minimum reserve requirements. This increase would also include moving hydrant rental fees from the general fund to the utility bill. Sewage and Storm Water utilities cash is strong and is above reserve requirements. Umbaugh is not recommending a rate adjustment for Sewage or Storm Water utilities at this time. The report showed an alternative course of action for the civil city, such as, freezing the operating budgets beyond 2010, implementing a payment in lieu of taxes by the utilities – Water & Sewer, increasing trash fees to \$12.00 (this has been done), transition public hydrant rental from the general fund to utility bill, transition payment of capital costs from general, MVH and Parks & Recreation to CEDIT, CCI, CCD and Riverboat, by making these changes the estimated shortfall for the Civil City funds for 2009 would be \$1,072,200 and \$348,500 for 2013. Other considerations to eliminate the remaining estimated shortfalls within the civil funds could be to eliminate or reduce employee overtime, reduction in the City's share of employee health insurance costs, creation of a fire territory, funding rolling stock (vehicles) and other capital through the issuance of general obligation bonds, creation of a street lighting/public safety user fee, and reduction in departments operating budgets. Rowe and Carter will present this plan at the council meeting.

There being no further business, Meyer made a motion for adjournment. Karbach seconded the motion. Motion carried. The meeting was adjourned at 7:25 p.m.