

City of Decatur  
Board of Public Works & Safety Minutes  
July 19, 2022

The City of Decatur Board of Public Works and Safety members met on Tuesday, July 19, 2022 at 6:00 p.m. at City Hall in Council Chambers, 172 N. Second Street, Decatur. Members present were Craig Coshow, Tyler Fullenkamp, and Mayor Dan Rickord. Also present were Clerk-Treasurer Phyllis Whitright and City Attorney Anne Razo.

The Clerk-Treasurer had emailed the minutes from the July 5, 2022 meeting. Fullenkamp made a motion to approve the minutes. Seconded by Coshow, the motion was adopted.

First on the agenda was Building and Zoning Superintendent Curt Witte regarding approval of an agreement with Decatur Self-Storage to rent storage units when the City has to remove items from a property due to nuisance violations. The units will be used for a 30-day period and if the property owner does not claim the items, the property owner will be invoiced for the costs of removing the items from the property, and for the storage and disposal fees. If the property owner doesn't pay the cost incurred, then it will become a lien against the property. Fullenkamp made a motion to approve the agreement for the storage units to be used for nuisance violations. Seconded by Coshow, the motion was adopted.

Curt Witte, Building and Zoning Superintendent received a quote in the amount of \$7,993.00 from Innovative Control Systems, LLC (I.C.S.) to upgrade the existing network manager software used to operate the HVAC system at City Hall. Since this is for professional services, no other quote was required per the City's purchasing ordinance. Coshow made a motion to approve the quote from I.C.S. for the software upgrade. Seconded by Fullenkamp, the motion was adopted. Funding for this project was previously approved at the Special Common Council meeting on July 12, 2022 to be paid from the American Rescue Plan (ARP) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) grant.

Next on the agenda were Police Chief Lennie Corral and Fire Chief Jeff Sheets. Both were given approval at the Special Council meeting on July 12, 2022 to purchase equipment to be paid from the ARP Coronavirus SLFRF grant. Due to the amount of the purchase, per the City's purchasing ordinance requires a minimum of two (2) quotes and Board of Works approval. Police Chief Lennie Corral informed the Board that for new work tablets for the officers and reserve officers and docking stations, he received only one quote in the amount of \$76,453.22, (no shipping cost included) from CDW Government, and one quote for new car radios from Motorola Solutions in the amount of \$53,277.10 (no shipping cost included). Since these items are for a specific purpose, Coshow made a motion to accept the one quote from CDW-G for the work tablets, and from Motorola for the radios. Seconded by Fullenkamp, the motion was adopted.

Fire Chief Jeff Sheets received two (2) quotes for 20-air packs, and 18-cylinders along with other accessories needed for the air packs. The low quote was from Donley Safety for \$161,744.45, and the other quote was from Apparatus Service for \$177,562.75 which the estimates came in below what was anticipated. The other quotes for the Fire Department was for a washer-extractors to clean fire gear. The low quote was from Haiges Machinery, Inc. for \$12,237.00, and the second quote was from Van Wert Fire Equipment Co. for \$13,768.00. The other quote received was from Knox Box for security keys at a cost of \$12,021.00. Only one quote was obtained for the Knox Box keys since the keys need to be compatible with the Knox Boxes. Coshow made a motion to accept the low quotes received from Chief Sheets. Seconded by Fullenkamp, the motion was adopted.

Coshow made a motion to make a matter of record the Certificate of Appointment/Oath of Office for the new Deputy Clerk-Treasurer, Cherie Bienz. Seconded by Fullenkamp, the motion was adopted. Clerk-Treasurer Phyllis Whitright noted the employment was effective July 11, 2022.

Fire Chief Jeff Sheets appeared before the Board seeking permission to hire a new firefighter to replace retiree Les Marckel. It was shared that Nick Patton had passed all qualification tests. Fullenkamp made a motion to allow Chief Sheets to hire Nick Patton as the new firefighter. Seconded by Coshow, the motion was adopted.

Fire Chief Jeff Sheets shared that he had sat through a webinar regarding software to be used for fire alarms and sprinkler testing. The system allows for testing from the department rather than going to each location. Thus, the process is streamlined and goes into a database for tracking. Chief Sheets informed the Board that the use of this system was at no cost to the City. Fullenkamp made a motion to approve the software. Seconded by Coshow, the motion was adopted.

Fire Chief Jeff Sheets reported that he and Community Coordinator Jamie Gephart had worked together to apply for a grant with the Indiana Department of Homeland Security (IDHS) for a training device to help with opening of doors in emergencies. The City was awarded the grant yesterday in the amount of \$5,460.00, and is a reimbursable grant, which the City will need to purchase the device first and then request reimbursement from IDHS. Thus, Chief Sheets sought permission to proceed with the grant. Fullenkamp made a motion to approve Chief Sheets to proceed with the grant. Seconded by Coshow, the motion was adopted.

Curt Witte, Building and Zoning Superintendent appeared before the Board with various code enforcement issues. Prior to the presentation Mayor Rickord noted the Building and Zoning Department had been busy regarding nuisance reports. When asked about the numbers, Witte shared that there were 166 issued last year and 330 so far this year.

The first nuisance violation was with property owners Don and Yolanda Dale at 1103 Angus Drive. The first notice regarding weeds and vegetation and chickens in the back yard was sent on May 24, 2022. Although the chickens had been removed, the second notice was sent on June 13, 2022. As of today, no improvements have been made so the owners were requested to attend this evening's Board meeting, but did not show for the meeting. Witte requested that City Attorney Razo to send a letter to the Dale's, giving them 30 days and if no action, a \$100 per day fines would be imposed. Fullenkamp made a motion for the City Attorney to proceed with the letter to the Dale's. Seconded by Coshow, the motion was adopted.

The next code enforcement issue was with Victoria, Aaron, and Josie Ellis who were in attendance with their attorney Pat Miller. The issue is for the areas of 316 S. 11<sup>th</sup> Street, 225 S. 12<sup>th</sup> Street, and 221 S. 12<sup>th</sup> Street which was previously owned by R&M Landscaping. The properties had been purchased in December, 2021 and were in bad condition. The new owners had been given time to clean up the area: however, no improvements had been made so the first letter was sent on May 12, 2022. Inspections had been made at various times with very little progress being made. On June 16, 2022 a second and final notice was sent. Superintendent Witte shared that Attorney Miller had reached out to him and he informed Attorney Miller that the City would work with the owners as long as they were willing to work with the City. Upon recommendation from Superintendent Witte; Victoria, Aaron, and Josie Ellis were given 30 days and asked to report to his office in 30 days of their progress.

The third code enforcement for accumulation of rubbish was at 804 Schirmeyer Street which is owned by Gary Meyer and William and Kylie Harvey. The original abatement notice had been sent on April 22, 2022. It was shared that little progress had been made and a second notice was sent on July 13, 2022. Ms. Harvey was in attendance and stated that her hours have been cut at work and that her husband

is disabled so she is responsible for the clean-up work and did not have the funds to get someone to haul things away. Mayor Rickord informed her that there are groups within the City who volunteer to help people with needed assistance. By consensus, Ms. Harvey was given 30 days and was given contact information for the Common Ground Youth Group who has volunteers to help.

The fourth enforcement issue was at 116 S. 15<sup>th</sup> Street, owner is John Aker. The first notice of abatement for excessive weeds, rubbish and vegetation was sent on March 24, 2022. Upon inspections, little or no action had been taken so a final notice was sent on April 26, 2022. Still no change so a notice was delivered by the Police Department on June 1, 2022. With no improvement, Mr. Aker was notified on June 30, 2022 to attend the July 19, 2022 Board of Works meeting. Mr. Aker was in attendance and shared that his daughter had sprayed for weeds yesterday and he plans to get the needed materials to repair the roof and soffits this weekend. After discussion, Supt. Witte will give the contact information for Common Ground Youth Group who can assist with the cleanup. Coshow made a motion to give Mr. Aker 30 days to clean up the rubbish, excessive weeds, and vegetation and report back to Superintendent Witte in 30 days. Seconded by Fullenkamp, the motion was adopted.

The final code enforcement issue brought forth was 329 N. 3rd Street owned by Matthew Hammond. Mr. Hammond had appeared before the board on May 17, 2022 when he was given until June 13, 2022 to complete the cleanup. However, when the property was inspected on June 14, 2022 there was no change. Thus, Supt. Witte requested the Board determine the next step and he recommended having City Attorney Anne Razo send notification to Mr. Hammond, to clean up the property and if not completed, \$100 fine per day would begin to be imposed. Fullenkamp made a motion for City Attorney Anne Razo to send the letter to Matthew Hammond giving him 14 days from the date of the letter, and if the property isn't cleaned up, a \$100 fine per day will imposed. Seconded by Coshow, the motion was adopted.

Next on the agenda was Asst. Operations Manager, Matt Schultz to seek approval of USI Consultants, Inc. to assist in preparing the application and bidding support for the 2022-2 Community Crossings Matching Grant (CCMG) in the amount not-to-exceed \$25,000.00. Fullenkamp made a motion approving USI Consultants to assist with the CCMG grant, and authorize the Mayor to sign the authorization to proceed form. Seconded by Coshow, the motion was adopted.

It was shared that the owner of Myers Furniture located at 209 N. 13<sup>th</sup> Street had requested an ordinance sign be posted to curtail people from driving through their parking lot in order to bypass the light. Fullenkamp made a motion to sign the agreement between Myers Furniture and the City for the posting of the City's Ordinance 1988-21 sign. Seconded by Coshow, the motion was adopted.

Mayor Rickord recommended moving forward with the \$3.50 sanitation fee rate increase to help with the debt service on the new garbage trucks, and dump trailer and bins used for recycling. The last rate increase was in 2012. Operations Manager Jeremy Gilbert had composed a letter explaining the changes for trash and recycling collections, which the letter will go out to all utility users. Coshow made a motion recommending to Council to proceed with the sanitation fee rate increase of \$3.50 per month. Seconded by Fullenkamp, the motion was adopted.

There being no other business to come before the Board, Fullenkamp made a motion to adjourn. Seconded by Coshow, the motion was adopted.

Adjournment was at 7:00 P.M.