City of Tipton Board of Public Works and Safety meeting held on December 27, 2016 at Tipton City Hall, Council Chambers, Tipton.

Members: Mayor Havens, Councilman Curnutt and Morgan and Clerk-Treasurer Clark.

Others: Jeff Ogden, Mike Terry, Tom Clark, Wyatt Johnson and Heather Terry.

Mayor Havens opened the December 27, 2016 Board of Public Works and Safety meeting.

Minutes: Councilman Curnutt made a motion to approve the December 12, 2016 B.O.W. minutes, seconded by Mayor Havens, with all in favor.

Old Business: Nothing to report.

New Business:

Paving Project – Curb Work - Wyatt Johnson: Mayor Havens reported we approved the paving for 2016 and we didn't approve any alternates within the contract. The alternates were done in the contract. City Engineer Johnson stated the notice to proceed contract amount was without alternates in there. Tragesser's worked on the curbs at Harrison and Main which was supposed to be done in the previous paving project and Johnson didn't say anything to them to stop because we are to do this work when we are doing the paving projects. The alternate prices were higher than the base price. Jim Purvis with Baurmgartner feels Johnson advised him the alternates were included so in the new proposal they changed the curbs based on the base unit price. The alternate was for $22,242 and they are adjusting the unit price where the savings will be $1,480. Engineer Johnson recommended to accept the quote for curb work in the amount of $20,762. He also reported the paving project is completed. Johnson stated we were holding the retainage for work the City/Utility was going to do but we put it in the alternate in case the Utility couldn't do the work. The Utility can't do it and Baumgartner hasn't done the work so Johnson recommends to pay the retainage because the paving work is complete. Mayor Havens stated we need for the Board to authorize to execute the quote, review numbers and accept them and get the support at tonight's Council meeting. Councilman Morgan made a motion to allow the Mayor to authorize the quote and accept and recommend to the Council to approve payment, seconded by Councilman Curnutt, with all in favor. Mayor Havens asked if we went over our appropriation in any of these items. Clerk-Treasurer Clark stated no money was moved around.

Mayor's Report: Mayor Havens reported the Park Entrance/Exit has been completed. He also reported in the demolition process there was asphalt sitting on dirt so they had to add gravel that was an additional amount that he approved. Mayor Havens stated the Cemetery and Park Contracts are not being renewed. He also reported Public Works Manager Terry and himself are working to hire a noncontract joint supervisor for the Cemetery and Park. He also stated we moved one employee from Cemetery to the Street Department. Mayor Havens reported he has a 90 day contract with the Cemetery Manager at $2,000 per month for three months to help in the transition to the next supervisor structure and Pontem transition. He also reported Sindy is staying on as part-

time and her primary function will be data entry and reporting. The net effect as a budget standpoint we save only two to three thousand total wages and benefits with single personnel, this will be real sufficient. The Clerk-Treasurer and I have been discussing in the last six months to get away from independent contracts. We are the only customer of each of them so they wouldn't pass the IRS test of having two or more customers. Councilman Morgan stated this includes both Cemetery and Park. Mayor Havens reported yes both being eliminated and one remains in the mix to the new supervisor position. Councilman Morgan asked if you contact the Cemetery through the office. Manager Terry stated it remains as is, business will be as usual.

Fire: Chief Ogden handed out the month end report for November and the second page is YTD incident types. Mayor Havens asked to give the Board an update on the new truck situation. Chief Ogden reported the truck was ordered and he took the car out to get the trade in value and it will be between $1,500 and $2,000. He also reported the truck is done and is in Fort Wayne and is released for shipping. The truck can be picked up after January 9, 2017. It was also reported it will be funded through the Ambulance Fund. Chief Ogden stated he has one committee doing specs on a new engine which is two years down the road and another committee is doing specs on another box (Ambulance), hopefully in 2017. If we can acquire this we can put the Rescue truck back in service not as an ambulance. There was a brief discussion about a box truck or van for the ambulance.

Police: Chief Clark handed out the month end report for November and YTD stats. Chief Clark reported they are upgrading the radios to P25 upgrade. Motorola is updating so the whole State is on the same thing. He also stated the new records management should be up and running by June. Chief Clark reported we need to figure out the hard wiring to run to the server at the Courthouse. If we had the new jail, we would have been all together so now we are trying to get the line to the server. He also asked if the custodial contract was signed. Clerk-Treasurer Clark stated yes, it is signed and she would get you a copy. Councilman Morgan asked the server is in the Courthouse and it runs to the Sheriff and Police Department. Chief Clark reported yes and that is what they are working on. Mayor Havens asked if this will be additional cost. Chief Clark commented he is not sure Bill Steen is working on this. He also reported the cost for the system is already set, to get to the server is an additional cost. Councilman Morgan asked what the estimate is to get this system up and running. Chief Clark stated Jun we will be ready to go live. Mayor Havens stated regarding the jail project concern, the City is not committed to anything, we never negotiated any numbers. If the position or rooms are in a great place, we might embrace the concept. He also commented he made rounds to make sure they understood there is no commitment from the City.

Mayor Havens reported City Court will be closing down and will open some space to help the Fire Dept. side. There will be 1200 sq. ft. additional space and we will determine how to allocate that space. This will happen at the end of the Judge's term and expires concurrent

with us, December 31, 2019 or earlier if the City Judge would retire or didn't want to do the job any longer. Circuit Court is prepared to take this on.

Public Works Manager Terry reported he emailed the BOW a full-time non-exempt position description and would like the BOW to adopt this description. He also stated he would like to adopt this work description and implement at the first of the year. This is a non-exempt, full-time hourly employee Public Works Department now currently Street Department. This is an effort to be able to use all employees where needed. Councilman Morgan asked if this is currently the Park Dept. and Street Dept. employees. Manager Terry stated we make more requirements if hired in Street and as needed basis for Cemetery, Park and Sanitation. Part-time should have the knowledge and come to work as Public Works Department and cross trained. Full-time employees must have CDL and Park is seasonal. He also reported Park and Cemetery employees will be under Street employees but the work description is only full-time, non-exempt hourly and someone would be paid overtime, full-time salary such as Nicole or a Supervisor does not get overtime. Clerk-Treasurer Clark stated Nicole is not considered salary she is hourly full-time. Councilman Morgan commented eventually it will come under one pay area as Public Works. Manager Terry reported no, full-time employees will be cross trained and we will still hire part-time for mowing the park etc. Councilman Curnutt stated we are promoting efficiency. Manager Terry commented there are vulnerable positions, a couple of individuals know it but we will make every effort to train more individuals to do every task. The current employees are allowed 90-day to get up to this speed. We will have individual training to utilize it. Mayor Havens reported CDL will be part of the requirement, the desire and ability to except the training. The 90 days is sufficient to meet this requirement. Councilman Curnutt made a motion to accept the recommendation of Public Works Manager Terry and endorse the job description and its efficiency department wise on a Public Works standpoint, full-time employee (non-exempt), seconded by Councilman Morgan, with all in favor. Manager Terry reported Cemetery employee Ed Stewart had planned a full week of vacation this week but we had two funerals so we had to call him to dig two graves. Manager Terry asked to pay Ed for his vacation day and any other days if we have to call him in this last week. Councilman Morgan made a motion to approve paying the one vacation day to Ed Stewart and if more time necessary to pay him if it is in the budget, seconded by Councilman Curnutt, with all in favor.

Adjournment: With no further business, Councilman Morgan called for adjournment, seconded by Councilman Curnutt, with all in favor.

Submitted by Tamera Clark, Clerk-Treasurer.

Tamera Clark

Tamera Clark, Clerk-Treasurer

Don S. Havens

President, Board of Public Works and Safety