



January 6, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Chris Gilvin, Street Supervisor
Cedric Hollabaugh, City Attorney
Brian Moore, Water & Wastewater Superintendent
Jim Nichols, Police Chief
Jennifer Reilly, GIS/IT Coordinator

Mayor Hartman opened the regular session of the Board of Works at 7:00 pm at 215 South Broadway.

The minutes from the December 16th meeting were presented. Eric Johnson made a motion to approve the minutes and Bob Haywood seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 12/9 to 12/22/19 in the amount of \$30,955.06

Pay Period 12/23/19 to 1/5/2020 in the amount of \$35,671.29

Voucher & Claim Register for the Period 12/17/19 to 12/31/19 in the amount of \$1,040,453.29

Voucher & Claim Register for the Period 1/1/2020 to 1/6/2020 in the amount of \$99,327.08

Eric Johnson made a motion to approve the vouchers and claims as presented and Bob Haywood seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-01 for 309 Springer Drive, the credit card payment was sent to the incorrect city. Credit Turn-off Fee in the amount of \$50.

2020-02 for write-offs in the amount of \$1045.85 that were sent to Mr. Hollabaugh for collections.

2020-03 for 412 East Green. They had a leak. Credit wastewater in the amount of \$321.07.



January 20, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, Street Superintendent
Chris Gilvin, Street Supervisor
Cedric Hollabaugh, City Attorney
Brian Moore, Water & Wastewater Superintendent
Jennifer Reilly, GIS/IT Coordinator
Matt Traster, Assistant Police Chief

Mayor Hartman opened the regular session of the Board of Works at 7:00 pm at 215 South Broadway.

The minutes from the meeting were presented. Eric Johnson made a motion to approve the minutes and Bob Haywood seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 1/6/20 to 1/19/20 in the amount of \$31,049.41

Voucher & Claim Register for the Period 1/7/20 to 1/20/20 in the amount of \$253,786.73

Mr. Haywood made a motion to approve the vouchers and claims as presented and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-05 for 2 meter change outs. The amount of the adjustments will not be done until the monthly meter reading. The affected addresses are 331 West Main and 108 East Willow, Lot 8.

2020-06 for 407 Depot. There was a leak in the basement. Credit wastewater \$337.83.

2020-07 for 2 mistakes made by the credit card company. Credit the Wright account and the Chadwell account for a total of \$59.64.

All adjustments were approved.



January 20, 2020
Board of Works

City Planner Steve Bingham reported that he is still waiting to receive the signed Community Crossing Grant back from INDOT before doing anything else on the paving project.

Water & Wastewater Superintendent Brian Moore presented 3 proposals to replace the roof at the Water Plant. They are:

Shetler Construction in the amount of \$12,077.00

CMS Roofing, Inc. in the amount of \$15,400.00

Hydrotech Building Solutions, Inc. in the amount of \$16,686.00

There was discussion. Mr. Johnson made a motion to approve the lowest proposal which is Shetler Construction in an amount not to exceed \$12,077.00 and Mr. Haywood seconded the motion. The motion passed with all in favor.

City Attorney Cedric Hollabaugh reported that he finally received deeds for the Butler Company and 234 West Main on Friday. Mr. Bingham has sent the deed for the Butler Company to Indiana Brownfields as they had requested.

There was discussion on changing the meeting time of the Board of Works from 7 pm to 6:30 pm. Mr. Haywood made a motion to change the meeting time of the Butler Board of Works and Public Safety to 6:30 pm and Mr. Johnson seconded the motion. The motion passed with all in favor.

Mr. Hollabaugh reported that he has been investigating the best way to collect payment on delinquent storm water accounts. He stated that the best option looks to be using a collection agency because they would be able to collect partial payments. There was discussion on the dollar figure of delinquent storm water accounts.

Clerk-Treasurer Eck presented checks that were more than 2 years old as required. The Board approved voiding the one check that was more than 2 years old.

Clerk-Treasurer Eck presented Lease Agreements for the Ball fields. There was discussion on the wording of dragging the fields. Mr. Johnson made a motion to amend the wording to state that the city will drag the fields and for Mayor Hartman to sign the agreements once that change has been made. Mr. Haywood seconded the motion. The motion passed with all in favor.



January 20, 2020
Board of Works

Mr. Johnson made a motion to adjourn and Mr. Haywood seconded the motion. The motion passed with all in favor at 7:27 pm.

Mayor

Board of Works

Angela M. Eck

Clerk-Treasurer

Board of Works



February 3, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Chris Gilvin, Street Supervisor
Cedric Hollabaugh, City Attorney
Brian Moore, Water & Wastewater Superintendent
Jim Nichols, Police Chief
Jennifer Reilly, GIS/IT Coordinator

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the January 20th meeting were presented. Mr. Johnson made a motion to approve the minutes and Mr. Haywood seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 1/20/2020 to 2/2/2020 in the amount of \$33,566.85

Voucher & Claim Register for the Period 1/21/2020 to 2/3/2020 in the amount of \$113,304.75.

Mr. Haywood made a motion to approve the vouchers and claims as presented and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-08 for 243 South Broadway, the storm water billed incorrectly. Credit the account \$12.00

2020-09 for 210 West Main Street, the water heater had a leak. Credit the wastewater on the account \$587.92



February 3, 2020
Board of Works

2020-10 for 401 South Broadway, there was a leak in the basement. Credit the wastewater on the account \$301.87

2020-11 for 618 Independence, the account should not have billed. Credit \$74.10 to remove all charges

2020-12 for 618 Independence and 624 West Liberty, sales tax did not bill on these accounts. Need to debit the accounts.

All adjustments were approved.

City Planner Steve Bingham reported that he received the signed Community Crossing Grant back from INDOT on January 21st. The City has until February 22 to request the funds and to have a signed contract with a contractor. Mr. Bingham has requested bids for the construction, which are due on February 13th, the Board of Works will then need to award the bid at their meeting on February 17th in order to meet the deadline. Mr. Bingham has also requested Engineering services quotes for the project, but they are not part of the grant. Those quotes are due by February 12th.

Mr. Bingham also reported that the Unsafe Building Report is on the Council Drive.

Police Chief Jim Nichols presented the annual Firing Range contract with the City of Auburn Police Department. He is choosing Option 1, at a cost of \$1,360.00. There was discussion. Mr. Johnson made a motion approving the contract and Mr. Haywood seconded the motion. The motion passed with all in favor.

City Attorney Cedric Hollabaugh reported that he has found a debt collection agency that will collect on utility bills called Atlas Collections. There is no charge to the city for their services; they add a 30% collection fee on top of the delinquent amount which the delinquent customer has to pay. There was discussion. Mr. Haywood made a motion authoring Mr. Hollabaugh to begin working with Atlas Collections and Mr. Johnson seconded the motion. The motion passed with all in favor.

Mr. Hollabaugh reported that he has completed updating the lease agreements with the youth leagues. He ended up making multiple changes to them. Mayor Hartman requested that he add to the lease agreements that the scoreboards are to remain at Hathaway Park and Maxton Park when the leagues move out to the school.



February 3, 2020
Board of Works

Mr. Johnson made a motion to adjourn and Mr. Haywood seconded the motion. The motion passed with all in favor at 6:56 pm.

Mayor

Board of Works

Angela M. Eck

Clerk-Treasurer

Board of Works



February 17, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, Street Superintendent
Cedric Hollabaugh, City Attorney
Brian Moore, Water & Wastewater Superintendent
Jim Nichols, Police Chief
Jennifer Reilly, GIS/IT Coordinator

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the meeting were presented. Mr. Johnson made a motion to approve the minutes and Mr. Haywood seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 2/3/20 to 2/16/20 in the amount of \$32,992.88

Hudson final pay in the amount of \$3158.89

Voucher & Claim Register for the Period 2/4/20 to 2/17/20 in the amount of \$203,323.88

Mr. Haywood made a motion to approve the vouchers and claims as presented and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-13 for 124 Western. There was an error posting their payment. Credit the account \$4.55

2020-14 for 135 West Cherry. There was a leak at the setter, which is the City's responsibility. Refund the customer \$458.39.

Both adjustments were approved.



February 17, 2020
Board of Works

City Planner Steve Bingham presented the street paving bids for the 2020 Community Crossing Paving Project. The amounts were as follows:

API	\$601,384.50
Brooks	\$498,796.13
Pulver	\$524,100.26
Wayne	\$544,126.75

The grant will cover 75% of the cost. Brooks was the lowest bidder at \$498,796.13.

Mr. Bingham also presented quotes for construction engineering services and inspection on this project. These items are not covered by the grant. The estimates were from Donohue (\$79,300), Avon Marsh (\$51,900) and Engineering Resources (only listed hourly amounts of different professionals). Mr. Bingham recommends the estimate from Donohue because they are familiar with the project and will not have much of a learning curve. The City committed \$237,000 to the project when the bid was submitted. There was discussion.

Mr. Johnson made a motion to award the 2020 Community Crossing Paving Project to Brooks and for Mayor Hartman to sign the contract at a price not to exceed \$498,796.13 with Mr. Haywood seconding. The motion passed with all in favor.

Mr. Haywood made a motion to approve the estimate for construction engineering and inspection from Donohue in an amount not to exceed \$79,300 and Mr. Johnson seconded the motion. The motion passed with all in favor.

Mr. Bingham presented an agreement from Federal Field Services in the amount of \$2700 for the inspection of 6 tornado sirens. There was discussion on the need for this service. Mr. Haywood made a motion to table the agreement until Police Chief Nichols could check with the County on several items and Mr. Johnson seconded the motion. The motion passed with all in favor.

City Attorney Cedric Hollabaugh reported that he has received the revised agreement from Atlas Collections. There is a form that the Clerk-Treasurer will need to complete. They will begin collecting once the form has been returned to them.



February 17, 2020
Board of Works

Mr. Czaja of 210 West Main asked the Board for help with his large bill from a leak that occurred. There was discussion. The Board gave him an adjustment on the wastewater at the meeting on February 3rd. Mr. Johnson made a motion to not charge any penalties and Mr. Haywood seconded the motion. The motion passed with all in favor. Mr. Czaja will call the Utility Office to make payment arrangements.

Mr. Johnson made a motion to adjourn and Mr. Haywood seconded the motion. The motion passed with all in favor at 7:01 pm.

Mayor

Board of Works

Angela M. Eck
Clerk-Treasurer

Board of Works



March 2, 2020
Board of Works

Present:

Mike Hartman, Mayor
Bob Haywood, Board of Works
Tammy Davis, Common Council
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, Street Superintendent
Cedric Hollabaugh, City Attorney
Brian Moore, Water & Wastewater Superintendent
Jim Nichols, Police Chief
Jennifer Reilly, GIS/IT Coordinator

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the March 17th meeting were presented. Mrs. Davis made a motion to approve the minutes and Mr. Haywood seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 2/17/20 to 3/1/20 in the amount of \$33,755.06

Voucher & Claim Register for the Period 2/18/20 to 3/2/20 in the amount of \$124,990.27

Mr. Haywood made a motion to approve the vouchers and claims as presented and Mrs. Davis seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-15 for 135 West Cherry had a leak in the setter, which the City is responsible for.
Credit the account \$198.46

2020-16 for 307 North Ash found a leak under the floor, credit wastewater \$98.18

2020-17 for 112 West Willow should have been marked inactive, credit the account
\$75.66

All adjustments were approved.

Payment arrangements for 210 West Main were approved.



March 2, 2020
Board of Works

The following Penalty Requests were presented:

- 416 West Main turned their water on illegally, penalty of \$500.
- 108 East Willow Lot 6 had a frozen meter, penalty of \$210.75
- 108 East Willow Lot 7 had a frozen meter, penalty of \$210.75.

There was discussion on the reasons for the penalties. Mr. Haywood made a motion to approve the three penalty requests and Mrs. Davis seconded the motion. The motion passed with all in favor.

City Planner Steve Bingham reported that Fire Chief Jeff Shultz said that the Fire Department would check the tornado sirens once a month and let Mr. Bingham know if there was a problem. Mr. Bingham can then contact the vendor if there is an issue. The maintenance agreement for the sirens was rejected.

Mr. Bingham reported that the Recreation Board met and recommends the Cincinnati Circus (Juggler Dave) for the Butler Days Festival in the amount of \$4,850. Mrs. Davis made a motion to approve the performance and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Bingham reported that Eastpoint Church presented information for the 5th year of Movies in the Park. They are estimating \$1800 to \$2,000. Mrs. Davis made a motion to approve Movies in the Park at a price not to exceed \$2,000 and Mr. Haywood seconded the motion. The motion passed with all in favor.

Street Superintendent Eric Dohner presented 3 quotes for new mowers. The City has historically replaced mowers every 2 years so that they are always under warranty, which has saved quite a bit of money. The quotes are:

- John Deere Z970R ZTrak, quantity 2 in the amount of \$8,350.00
- More Farm Stores 37HP Renegade, quantity 2 in the amount of \$10,500
- John Deere Z970R ZTrak with turf tires, quantity 2 in the amount of \$10,500

There was discussion on the reason for replacing mowers every 2 years. Mrs. Davis made a motion to approve 2 John Deere mowers in an amount not to exceed \$8,350 and Mr. Haywood seconded the motion. The motion passed with all in favor.



March 2, 2020
Board of Works

Water & Wastewater Superintendent Brian Moore reported that the roof on the Water Plant would be replaced as soon as the weather changes.

City Attorney Cedric Hollabaugh reported that the collection agreement with Atlas Collections is almost ready to sign. The Board needs to answer the following questions:

1. Will the City allow Atlas to negotiate settlements?
2. What is the lowest percentage balance on an account that the City will accept?

There was discussion. Clerk-Treasurer Eck recommended that the Board accept nothing less than 100% of the amount due. Mr. Haywood made a motion to accept only 100% of the amount due on the collection accounts and Mrs. Davis seconded the motion. The motion passed with all in favor.

Mr. Hollabaugh presented the revised Lease Agreements between the City of Butler and Butler Girls' Softball and Bobcat Youth League, Inc. All of the changes have been made. Mr. Haywood made a motion authorizing Mayor Hartman to sign the agreements and Mrs. Davis seconded the motion. The motion passed with all in favor.

Clerk-Treasurer Eck reported that BakerTilly has requested an additional \$2500 for the Water Rate Study. The original agreement was for \$12,500, but some changes need to be made after meeting with Mayor Hartman and Clerk-Treasurer Eck. There was discussion. Mr. Haywood made a motion authorizing the additional \$2500 to make a total of \$15,000 for the Water Rate Study and Mrs. Davis seconded the motion. The motion passed with all in favor.

Clerk-Treasurer Eck presented an agreement from Business Impressions and Xerox to replace the copier at the Wastewater Plant. The monthly lease amount increased less than \$10. Mrs. Davis made a motion authorizing the lease of the Xerox at the Wastewater Plant and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mayor Hartman reported that GIS/IT Coordinator Jennifer Reilly has given her two week notice. Her last day will be March 13th.



March 2, 2020
Board of Works

Mrs. Davis made a motion to adjourn and Mr. Haywood seconded the motion. The motion passed with all in favor at 7:08 pm.

Mayor

Board of Works

A handwritten signature in cursive script that reads "Angela M. Eck".

Clerk-Treasurer

Board of Works



April 20, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Angela Eck, Clerk-Treasurer
Jim Nichols, Police Chief

Present by Call-In:

Bob Haywood, Board of Works
Steve Bingham, City Planner
Tammy Davis, District 3 Council
Eric Dohner, Street Superintendent
Tracey Hawkins, District 1 Council
Cedric Hollabaugh, City Attorney
Brian Moore, Water & Wastewater Superintendent
Gale Ryan, District 2 Council
Paul Elling, Donohue and Associates
David Wagner, Wastewater Consultant

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

Attendance by Rollcall.

The minutes from the March 16th meeting were presented. Mr. Johnson made a motion to approve the minutes and Mr. Haywood seconded the motion. The motion passed by rollcall vote with none opposed.

The following Voucher and Claim Registers were presented:

Payroll Claim Register for Appointed Officials 1st Quarter in the amount of \$1,681.30
Payroll Claim Register for Pay Period 3/16/20 to 3/29/20 in the amount of \$33,839.70
Payroll Claim Register for Pay Period 3/30/20 to 4/12/30 in the amount of \$34,528.87
Voucher & Claim Register for the Period 3/17/20 to 4/20/20 in the amount of
\$439,287.29



April 20, 2020
Board of Works

Mr. Haywood made a motion to approve the vouchers and claims as presented and Mr. Johnson seconded the motion. The motion passed by rollcall vote with none opposed.

The following Adjustment Requests were presented:

2020-18 for 408 North Beech Street, former owner Mr. Fritch and former Public Works Director Dan Hudson had a dispute concerning storm water. Write-off storm water in the amount of \$41.29.

2020-19 for 330 Depot Street. There was a leak in the yard. Credit wastewater \$68.08.

Mr. Johnson made a motion to approve the Fritch adjustment and Mr. Haywood seconded the motion. The motion passed by rollcall vote with none opposed.

Mr. Johnson made a motion to approve the adjustment for 330 Depot Street and Mr. Haywood seconded the motion. The motion passed by rollcall vote with none opposed.

City Planner Steve Bingham reported that a Pre-Construction Meeting for the High Street Reconstruction was held on March 31st. The contractor may use recycled concrete for the new base. The contractor will also probably try to do the R.E. Jones Road mill and resurface at the same time.

Mr. Bingham also reported that Mayor Hartman, Clerk-Treasurer Eck and he had a conference call with Indiana Brownfield and discussed the possible schedule for the Butler Company site. They also discussed asbestos and lead contamination along with possibly leaving the some of the debris on site and just covering them.

Police Chief Jim Nichols reported that Imad Alkhulaqi was approved by the 1977 Police and Fire Retirement Fund and started his new job as Probationary Patrolman last week.

Water and Wastewater Superintendent Brian Moore reported that the replacement of the roof on the water plant has been completed. He then turned the rest of his report over to David Wagner and Paul Elling.

Mr. Wagner asked the Board to approve advertising for Request for Qualifications from contractors on the upcoming wastewater project. Accepting and Approving a Qualified Contractor will allow the selected contractor to work more closely with Donohue on the actual planning of the project. Mr. Johnson made a motion to authorize advertising the Request for Qualifications and Mr. Haywood seconded the motion. The motion passed by a rollcall vote



April 20, 2020
Board of Works

with none opposed. The advertisements will be in the newspaper tomorrow and on April 28th. The advertisement is also on the City's website and Facebook page.

Mr. Elling from Donohue and Associates presented an Engineering Services Agreement in a price not to exceed \$484,000 for the next phase of planning the wastewater project. Mr. Elling stated what work this agreement would cover. Mr. Haywood made a motion to approve the Engineering Services Agreement with a price not to exceed \$484,000 and Mr. Johnson seconded the motion. The motion passed by a rollcall vote with none opposed.

Clerk-Treasurer Angela Eck presented a proposed payment plan for utility customers as a result of the COVID-19 pandemic. She proposed that the Board agree to a payment plan of 6 months for any customer owing up to \$600, a payment plan of up to 12 months for any customer with a balance between \$601 and \$1,000, and a payment plan of up to 18 months for any balances over \$1,000. The customer would also be required to pay any current amounts due. See Attachment 1.

There was discussion. Mr. Haywood made a motion to approve the Payment Plan and Mr. Johnson seconded the motion. The motion passed by a rollcall vote with none opposed.

Clerk-Treasurer Eck presented and read aloud a Proposed Authorized Representative Resolution permitting Mayor Hartman to make application for an SRF Loan and provide information pertaining to the loan process as required. This is part of the Combined Sewer Overflow Project. Mr. Johnson made a motion to approve the Proposed Authorized Representative Resolution and Mr. Haywood seconded the motion. The motion passed by a rollcall vote with none opposed.

Clerk-Treasurer Eck presented a contract from Camtor LLC in the amount of \$7,000 for the Butler Days Fireworks. There was discussion. Mr. Johnson made a motion to approve the contract with Camtor and Mr. Haywood seconded the motion. The motion passed by a rollcall vote with none opposed.

Clerk-Treasurer Eck presented a contract from Carper Farm Supply, Inc. for Mosquito Control. The price is \$466.67 per application with a total of 12 times for the period. There was discussion. Mr. Haywood made a motion to approve the contract with Carper Farm and Mr. Johnson seconded the motion. The motion passed by a rollcall vote with none opposed.



April 20, 2020
Board of Works

Clerk-Treasurer Eck presented the annual payment for the New City Barns in the amount of \$93,491.47 that is due on May 1st. Mr. Johnson made a motion to approve the payment and Mr. Haywood seconded the motion. The motion passed by a rollcall vote with none opposed.

Mr. Johnson made a motion to adjourn and Mr. Haywood seconded the motion. The motion passed by a rollcall vote with none opposed at 7:09 pm.

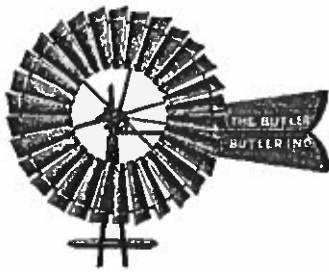
Mayor

Board of Works

Angela M. Eck

Clerk-Treasurer

Board of Works



City of Butler

215 S Broadway, Butler, IN 46721
260-868-5200 Main Line
260-868-5882 Fax
260-868-2121 Attorney
www.butler.in.us

Attachment 1

Mike Hartman, Mayor

Angela M. Eck, Clerk-Treasurer

Steve Bingham, City Planner

Cedric M. Hollabaugh, Attorney

April 16, 2020

Proposed Payment Plan Policy – COVID-19

The State of Indiana has prohibited utilities from turn-offs during the COVID-19 pandemic. Once restrictions on turn-offs are lifted, we need to have a plan in place on dealing with customers who have large outstanding balances. I propose the following:

1. Once the governor lifts the prohibition on turn-offs, we give our customers 30 days from that date to contact the Utility Office and sign a payment plan before we resume turn-offs for non-payment.
2. Payment plan options are as follows:
 - a. Any account balance at \$600 or less can have a payment plan of up to 6 months.
 - b. Any account balance between \$601 and \$1000 has the option of a 6 or 12 month payment plan.
 - c. Any account balance over \$1000 has the option of a 6, 12 or 18 month payment plan.
 - d. In ALL cases, current charges and the amount of the payment plan need to be paid on or before the due date of the 15th of each month.
 - e. The Utility Office has permission to agree to the above payment arrangements without prior approval from the Board of Works.
 - f. If a customer requests arrangements other than the options listed above, they will be required to attend a Board of Works meeting.

Angela Eck



May 4, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, Street Superintendent
Mark Heffelfinger, Police Chief
Cedric Hollabaugh, City Attorney
Brian Moore, Water & Wastewater Superintendent

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the April 20th meeting were presented. Mr. Johnson made a motion to approve the minutes and Mr. Haywood seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 4/13/20 to 4/26/20 in the amount of \$35,166.11

Voucher & Claim Register for the Period 4/21/20 to 5/4/20 in the amount of \$241,124.34

Mr. Haywood made a motion to approve the vouchers and claims as presented and Mr. Johnson seconded the motion. The motion passed with all in favor.

City Planner Steve Bingham gave an update on the High Street Paving Project. Donohue is working on the final drawings this week and hopes to have the Geotechnical Report back to tell them if crushed concrete can be used as the base.

Police Chief Mark Heffelfinger asked for permission to purchase a new police vehicle. It is in the budget this year to replace one of the cars. However, Dodge is not currently producing Chargers and won't be until next year. The only other options are a Durango or a truck. The Department already has a truck and doesn't need another one. Chief Heffelfinger plans on adding just a couple of pieces of equipment to the current chief's vehicle at a cost of about \$1500 and putting it into the rotation. The chief's vehicle could then be just a simple Durango at a cost of \$30,997. Out of the estimates that Chief Heffelfinger received, only John Jones had one in stock. Shepherd's Dodge would need to order it and has no idea when it would even



May 4, 2020
Board of Works

be made. Mr. Johnson made a motion to purchase a Durango from John Jones at a cost not to exceed \$30,977 and Mr. Haywood seconded the motion. The motion passed with all in favor.

Chief Heffelfinger presented two proposed changes to the Police Department's Standard Operating Procedures that he would like made. The first change would be "no tobacco products shall be used on department property or in department vehicles", it currently says "no smoking." The second change would be to allow neatly trimmed beards at the discretion of the Chief of Police. There was discussion. Mr. Haywood made a motion to approve both changes to the Police Department's Standard Operating Procedures and Mr. Johnson seconded the motion. The motion passed with all in favor.

Street Superintendent Eric Dohner presented estimates from Brown Equipment Company for a Leaf Vacuum at a cost of \$60,670 and a reconditioned Street Sweeper at a cost of \$145,000. These prices include trade-in values and an extra \$8,000 deduction if both pieces of equipment are purchased. He is proposing a three year, dollar-buyout lease. The leasing company has already been approved by the State of Indiana for these types of purchases. There was discussion. Mr. Johnson made a motion to authorize the purchase of a leaf vacuum and a reconditioned street sweeper with a three year lease through TCF Equipment Finance. Mr. Haywood seconded the motion. The motion passed with all in favor.

Water and Wastewater Superintendent Brian Moore presented an estimate from On-Site Construction to install a catch basin structure on Basket Factory Road at a price of \$4,878.50. Tiremaxx is having some site work done by On-Site and they need this structure in order to continue the project. Mr. Haywood made a motion to approve the estimate from On-Site Construction and Mr. Johnson seconded the motion. The motion passed with all in favor.

City Attorney Cedric Hollabaugh reported that on March 2, the Board of Works approved a contract from the Cincinnati Circus. He would like the Board to rescind that contract because Mr. Hollabaugh expects the terms of that contract to change due to COVID-19. Mr. Johnson made a motion to rescind the contract with Cincinnati Circus and Mr. Haywood seconded the motion. The motion passed with all in favor.

Clerk-Treasurer Eck asked the Board to consider possibly suspending any penalties to customers for the next several months. The City's revenue on penalties is only around \$1800 per month. As the COVID Pandemic continues, customers who are behind on their payments will only get farther behind. She requested that the Board make a decision at their next meeting on May 18th.



May 4, 2020
Board of Works

Mr. Haywood asked why Mayor Hartman did not have competitive bids for the leaf vacuum and street sweeper costs. Mr. Hollabaugh stated that because it is a municipal lease program and that company has already been pre-approved by the state that competitive bids are not required.

Mr. Johnson asked about the garbage large item pickup. There was discussion. Clerk-Treasurer Eck said that she has asked Advanced Disposal when this pickup will resume and has not heard back from them.

Mr. Haywood made a motion to adjourn and Mr. Johnson seconded the motion. The motion passed with all in favor at 6:59 pm.

Mayor

Board of Works

Angela M. Eck

Clerk-Treasurer

Board of Works



May 18, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Tammy Davis, Common Council
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, Street Superintendent
Mark Heffelfinger, Police Chief
Cedric Hollabaugh, City Attorney
Brian Moore, Water & Wastewater Superintendent

Absent:

Bob Haywood, Board of Works

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the May 4th meeting were presented. Mr. Johnson made a motion to approve the minutes and Mrs. Davis seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 4/27/20 to 5/10/20 in the amount of \$33,286.45

Nichols Vacation & Sick Time Payout in the amount of \$7,782.29

Voucher & Claim Register for the Period 5/5/20 to 5/18/20 in the amount of \$583,746.02

Mrs. Davis made a motion to approve the vouchers and claims as presented and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-20 for 210 East Green. The meter was leaking, credit the account \$112.88

The adjustment was approved.

City Planner Steve Bingham gave an update on the High Street Reconstruction, Donohue has the survey completed and is just waiting on more information about using crushed concrete for the backfill. They will get with Brooks Construction once the backfill issue is settled.



May 18, 2020
Board of Works

Mr. Bingham presented an agreement with the DeKalb County Economic Development Partnership in the amount of \$10,585 for 2020. They provide services to encourage new businesses and development. Mr. Johnson made a motion to approve the agreement in the amount of \$10,585 and Mrs. Davis seconded the motion. The motion passed with all in favor.

Police Chief Mark Heffelfinger reported 91 incidents since the last meeting. He also reported that his department has an agreement with Tiremaxx and DeKalb Eastern Schools to get tires and alignments here in town now. Both will be cheaper than Tireville in Garrett.

City Attorney Cedric Hollabaugh proposed to the Board that they hold an Executive Session before the next meeting to discuss the disposal of 234 West Main. The Board agreed to hold an Executive Session on June 1 at 6 pm to discuss the disposal of City owned property.

Mr. Bingham also reported that the Unsafe Building Committee may possibly need to have several meetings in July to discuss options on several different addresses.

Mr. Johnson made a motion to adjourn and Mrs. Davis seconded the motion. The motion passed with all in favor at 6:42 pm.

Mayor

Board of Works

Angela M. Eck
Clerk-Treasurer

Board of Works



June 1, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Paul Elling, Donohue and Associates
Mark Heffelfinger, Police Chief
Cedric Hollabaugh, City Attorney
Brian Moore, Water & Wastewater Superintendent
Dave Wagner, Wastewater Consultant

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the May 18th meeting were presented. Mr. Johnson made a motion to approve the minutes and Mr. Haywood seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 5/11/20 to 5/24/20 in the amount of \$38,649.12

Voucher & Claim Register for the Period 5/19/20 to 6/1/20 in the amount of \$100,735.70

Mr. Haywood made a motion to approve the vouchers and claims as presented and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-21 for two pool fills. Credit wastewater \$150.00

2020-22 for 126 West Cherry, reading error. Credit the account \$107.77

Both adjustments were approved.

Mr. Jon Eldridge wrote a letter to the Board requesting forgiveness of the fine that he received because he turned his water on himself. There was discussion. Mr. Haywood made a motion to reduce the fine to \$250 and give Mr. Eldridge three months to pay it and Mr. Johnson seconded the motion.



June 1, 2020
Board of Works

City Planner Steve Bingham reported Donohue has submitted plans for the High Street Reconstruction. Wastewater Superintendent Brian Moore is okay with the plans for storm water. Once Street Superintendent Eric Dohner has given his okay, the project will move forward.

Mr. Bingham reported that he and a building inspector have inspected 12 properties under the Unsafe Building Ordinance. Mr. Bingham will provide reports on these 12 properties once the inspector sends them to him. The Unsafe Building Committee will then need to meet for at least some of the properties.

Police Chief Mark Heffelfinger reported that their call volume is up 30 percent in the past two weeks. His department also participated in the 2020 Graduation Parade.

Mayor Hartman read a report from Street Superintendent Eric Dohner. He reports that the ball fields are ready to play on, the new mowers were delivered last Friday, the refurbished street sweeper will be delivered Thursday, work has begun on the Disc Golf field and the Goodwill Program started today for High School Students. They will be volunteering for the Street Department and may do some job shadowing in the Utility Office.

Wastewater Superintendent Brian Moore introduced Dave Wagner, our Wastewater Consultant. He and Dave worked on grading the three proposals that were received as the result of the Request for Proposals for a Guaranteed Savings Program Provider (GSP). The company that is chosen will work closely with Donohue on the upcoming wastewater project.

Three responses were received: Bowen Engineering, an Indiana construction contractor for more than 50 years; Kokosing Industrial, an Ohio/Indiana construction contractor for more than 60 years; and Reynolds Construction, an Indiana construction contractor for more than 75 years. Mr. Moore and Mr. Wagner recommend that the Board choose Bowen Engineering. Please see Attachment 1. There was discussion.

Mr. Johnson made a motion to proceed with Bowen Engineering as the GSP and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Moore reported that he has been in discussion with DeKalb Eastern Schools about leasing the old bus barn for storage for wastewater equipment. Dr. Stephens has agreed to the lease for one dollar per year. He requested that City Attorney Cedric Hollabaugh prepare a lease agreement in order to move forward with the proposed lease. There was discussion. Mr.



June 1, 2020
Board of Works

Moore would like to have the building in question by the end of July. Mr. Johnson made a motion authorizing Mr. Hollabaugh to prepare a lease agreement and Mr. Haywood seconded the motion. The motion passed with all in favor.

City Attorney Cedric Hollabaugh presented a proposal to sell 234 West Main Street. The Board of Works needs to determine a minimum bid and then advertise with KPC Media that bids will be accepted for 30 days. There was discussion. Mr. Haywood made a motion to set the minimum bid at \$7,500 and Mr. Johnson seconded the motion. The motion passed with all in favor.

There was discussion on the advertising date. Mr. Haywood made a motion to advertise on June 9th and to set the bid opening date for July 10th. Mr. Johnson seconded the motion. The motion passed with all in favor.

Mr. Hollabaugh read Findings of Fact that can be used for property that is assessed at less than \$15,000. The Board answered in the affirmative to all four questions. Please see Attachment 2.

There was discussion on why all of the large item and regular garbage was not collected today.

Mr. Haywood made a motion to adjourn and Mr. Johnson seconded the motion. The motion passed with all in favor at 7:05 pm.

Mayor

Board of Works

A handwritten signature in cursive script that reads "Angela M. Eck".

Clerk-Treasurer

Board of Works



June 15, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, Street Superintendent
Mark Heffelfinger, Police Chief
Cedric Hollabaugh, City Attorney
Brian Moore, Water & Wastewater Superintendent

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the June 1st meeting were presented. Mr. Johnson made a motion to approve the minutes and Mr. Haywood seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 5/25 to 6/7/20 in the amount of \$36,773.41

Second Quarter Elected Pay in the amount of \$15,831.14

Voucher & Claim Register for the Period 6/2/20 to 6/15/20 in the amount of \$186,001.54

Mr. Haywood made a motion to approve the vouchers and claims as presented and Mr. Johnson seconded the motion. The motion passed with all in favor.

Clerk-Treasurer Eck presented a Preliminary Engineering Report (PER) Acceptance Resolution. This resolution is required by the State Revolving Fund Loan Program. Mrs. Eck read the resolution aloud. Mr. Johnson made a motion to approve the PER Acceptance Resolution and Mr. Haywood seconded the motion. The motion passed with all in favor.

City Planner Steve Bingham reported that he has received the final plans for High Street from Donohue Engineering. He has a meeting scheduled this week for discussion of the time table and coordination of communicating with the surrounding residents.

Mr. Bingham reported that 12 properties were inspected on May 21st under the Unsafe Building Ordinance. The DeKalb County Health Department is also involved with two of



June 15, 2020
Board of Works

those properties, 242 West Cherry and 317 Depot and the owners have been given 30 days to rectify the health violations at those addresses. There was discussion on how to proceed with those two properties and the remaining 10. He will schedule an Unsafe Building Committee Hearing for July 20th. Mr. Hollabaugh will take care of sending certified notices to 242 West Cherry and 317 Depot.

Mr. Johnson requested that 307 East Green be given a higher priority as well. It was damaged by fire a year ago.

There was more discussion on the scheduling of hearings for those properties. Mr. Hollabaugh will start those hearings at 5:30 on July 20th and will send notices.

Mr. Bingham presented a proposed Right of Way Agreement for 313 West Green Street. The homeowner wants to put a fence up, but the Elm Street right of way extends to the west wall of the house. If the agreement is approved, the City agrees that the fence can be put up, but if the fence needs to be removed in the future for work to be done in the right of way, the City will not compensate the owner for the fence. This agreement would stay with the property and transfer to any potential new owners and be recorded at the courthouse. Mr. Haywood made a motion to approve the Right of Way Agreement for 313 West Green Street and Mr. Johnson seconded the motion. The motion passed with all in favor.

Mr. Bingham received the Field Activity Report for the Butler Company site from SES Environmental today. The report was also sent to the Indiana Department of Environmental Management (IDEM) and to the Environmental Protection Agency (EPA). He has a teleconference scheduled with the EPA and IDEM for some clarifications.

Police Chief Mark Heffelfinger reported that the Police Department's call volume has increased, a lot of it due to fireworks complaints.

Street Superintendent Eric Dohner reported that the refurbished Street Sweeper was delivered and he found several different things that were not correct with it. Brown Equipment picked it back up to correct those items. The new Leaf Vacuum is about two to three weeks from completion and delivery.

City Attorney Cedric Hollabaugh reported that the Advertisement for Bids for 234 West Main was published on June 9 with a bid opening date of July 10. No bids have been received yet.



June 15, 2020
Board of Works

Mr. Hollabaugh reported that he is working with DeKalb Easter Schools on the Lease for the old Bus Barn for Wastewater use.

Clerk-Treasurer Eck asked for permission to make semi-annual bond payments totaling \$89,849.50. Mr. Johnson made a motion to approve the payments and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Johnson asked for an update on the Tornado Siren Maintenance. Mayor Hartman reported that Chief Shultz has looked at them and has several questions about them. He asked that the City have the maintenance done by Federal Signal and let the Fire Department know when they will be here so that a firefighter can be there as well. Mr. Bingham will contact Federal Signal.

Mr. Haywood made a motion to adjourn and Mr. Johnson seconded the motion. The motion passed with all in favor at 6:57 pm.

Mayor

Board of Works

A handwritten signature in cursive script that reads "Angela M. Eck".

Clerk-Treasurer

Board of Works



July 6, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, Street Superintendent
Mark Heffelfinger, Police Chief
Brian Moore, Water & Wastewater Superintendent

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the June 15th meeting were presented. Mr. Haywood made a motion to approve the minutes and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 6/8 to 6/21 in the amount of \$41,707.10

Pay Period 6/22 to 7/5 in the amount of \$44,073.89

Voucher & Claim Register for the Period 6/16 to 7/6 in the amount of \$355,006.92

Mr. Haywood made a motion to approve the vouchers and claims as presented and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Adjustment Request was presented:

2020-23 for 412 West Liberty. It is a credit of \$63.09 to wastewater because the summer sprinkling credit did not calculate because of a change in ownership.

Clerk-Treasurer Eck presented **Resolution 20-594, Joint Resolution of the Butler Common Council and Board of Public Works and Safety, Establishing a Temporary Procedure for Utility Billing and Shut-off Suspension Due to COVID-19**, and read the resolution aloud. Mr. Johnson made a motion to approve Resolution 20-594 and Mr. Haywood seconded the motion. The motion passed with all in favor.



July 6, 2020
Board of Works

City Planner Steve Bingham reported that the plans for High Street are now final. Brooks Construction is working on the schedule and they will hold a pre-construction meeting with the affected neighborhood once the schedule is agreed on.

Mr. Bingham reported that he and Clerk-Treasurer Eck had a conference call this morning with the Indiana Finance Authority and SES Environmental. Everyone now understands the remediation plan for the Butler Company property and what is covered by the Indiana Finance Authority. Some of our employees will need to receive hazardous material training, which can be done by SES. SES will monitor the site for hazardous materials and will handle the soil capping when cleanup is completed. A grant from the US Environmental Protection Agency is covering a lot of the cost. He hopes that the City can begin clearing the site in August and have it done by the end of the year.

Forest River has presented a Development Plan which requires a public hearing to be held by the Plan Commission. This hearing will take place on July 27th.

The Unsafe Building Committee will hold three public hearings on July 20th, starting at 5:30 pm. This Committee is made up of the Board of Works members. Mr. Bingham is working with City Attorney Cedric Hollabaugh on the procedure for these hearings; official notices have been sent to the affected property owners.

Police Chief Mark Heffelfinger reported that the Police Department's call volume has increased 14% since the last meeting. He has also purchased new decals for all of the police cars.

Street Superintendent Eric Dohner reported that the new leaf vacuum was delivered last Wednesday and that the street sweeper has been working well since it came back.

Water & Wastewater Superintendent Brian Moore reported that the plans for the CSO work are at the 30% completion mark and were emailed to him at 4 pm today. He and Dave Wagner have a meeting scheduled with Donohue and Bowen on July 15th to go over them. Mr. Moore also spoke with Forest River about possibly running part of the new wastewater pipe through their property, they are very willing to work with the City on that.

Clerk-Treasurer Eck reported that the current contract for garbage and recycling collection expires at the end of the year. She is starting to go through what changes need to be made



July 6, 2020
Board of Works

and how to request quotes. She requested that the Board let her know if they think of anything they may possibly want to change about garbage and recycling collection.

Daniel and Rhonda Fuller of 417 North Ashe reported problems with speeders going through the alley behind their house. The Fullers would like to close the alley. The City has installed speed bumps, and that has helped to a degree. They are still having issues. There was discussion. Mayor Hartman stated that the alley needs to be kept open for police and fire access. Mr. Dohner stated that he would meet with Mr. Fuller to figure out how to install better speed bumps.

Mr. Haywood made a motion to adjourn and Mr. Johnson seconded the motion. The motion passed with all in favor at 6:55 pm.

Mayor

Board of Works

A handwritten signature in cursive script that reads "Angela M. Eck".

Clerk-Treasurer

Board of Works



July 20, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Chris Gilvin, Street Supervisor
Mark Heffelfinger, Police Chief
Cedric Hollabaugh, City Attorney
Brian Moore, Water & Wastewater Superintendent

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the July 6th meeting were presented. Mr. Haywood made a motion to approve the minutes and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 7/6 to 7/19/20 in the amount of \$39,880.49

Voucher & Claim Register for the Period 7/7 to 7/20/20 in the amount of \$339,049.51

Mr. Johnson made a motion to approve the vouchers and claims as presented and Mr. Haywood seconded the motion. The motion passed with all in favor.

City Planner Steve Bingham reported that DeKalb Eastern Community Schools has requested permission to mount six broadband antennas on the water tower. This would increase their capability for remote learning. They are also making the same request in St. Joe and Hamilton. The electricity cost would be \$11.20 per month and the school would pay this annually.

City Attorney Cedric Hollabaugh reported that the City currently leases space to Mercury Wireless and that lease has a non-interference clause in it. Mr. Hollabaugh suggested that the City request that the school contact Mercury and confirm that the proposed equipment would not interfere. The lease with Mercury does not expire until 2023. There was discussion. Mr. Haywood made a motion approving the proposed agreement with DeKalb Eastern Schools, contingent upon the school verifying with Mercury Wireless that the



July 20, 2020
Board of Works

proposed equipment will not cause interference. Mr. Johnson seconded the motion. The motion passed with all in favor.

Mr. Bingham reported that he received a request from Route 6 Bar asking for use of the property south of the bar for a hog roast. The owner had intended to attend this meeting but is not here. The Board stated that they would require more information from her on the actual use.

Mr. Bingham reported that Donohue Engineering has finalized the drawings for the High Street reconstruction. We are now waiting on Brooks Construction for the schedule.

Mr. Bingham reported that he met with SES Environmental at the Butler Company site. He and Street Superintendent Dohner are working on getting quotes from private contractors for moving the debris out. He is still hopeful that work can begin in August and it will take 2 to 3 months to finish.

Forest River submitted a Development Plan to put up a new building on their property. They are also willing to work with the City on using part of their property for a sewer main. The Plan Commission has a Public Hearing scheduled for Monday the 27th at 6:30. The Board of Works will then need to approve the infrastructure for this site, which could include a Right of Way Agreement for the City's use. The Board will need to consider the plan at the August 3rd meeting.

Mr. Bingham received one bid for 234 West Main in the amount of \$7500 from Jacob Nicely. There was discussion. Mr. Johnson made a motion to accept the bid from Jacob Nicely in the amount of \$7500 and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Hollabaugh stated that the bid for 234 West Main could move forward using Indiana Code 36-1-11-5(h)(1), negotiating with an abutting landowner. Mr. Haywood made a motion to move forward with the sale of 234 West Main using IC 36-1-11-5(h)(1) and Mr. Johnson seconded the motion.

Water & Wastewater Superintendent Brian Moore requested permission to replace several pumps at the Wastewater Treatment Plant. He has been trying to get multiple quotes to do this since last summer and has only received a quote from American Pump at a cost of \$28,066. All the other contractors want to change multiple items at a much higher cost. Mr.



July 20, 2020
Board of Works

Johnson made a motion to accept the quote from American Pump at a cost of \$28,066 and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Hollabaugh reported that he continues to work with DeKalb Eastern Schools on the lease of the old bus barn. He has put a revised lease agreement on Google Drive for the Board to look over. The current wording has the lease at 30 years.

Mr. Johnson made a motion to adjourn and Mr. Haywood seconded the motion. The motion passed with all in favor at 6:50 pm.

Mayor

Board of Works

A handwritten signature in cursive script that reads "Angela M. Eck".

Clerk-Treasurer

Board of Works



August 3, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, Street Superintendent
Mark Heffelfinger, Police Chief
Cedric Hollabaugh, City Attorney
Brian Moore, Water & Wastewater Superintendent

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the July 20th meeting were presented. Mr. Haywood made a motion to approve the minutes and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 7/20 to 8/2 in the amount of \$36,495.51

Voucher & Claim Register for the Period 7/21 to 8/3 in the amount of \$275,888.94

Mr. Johnson made a motion to approve the vouchers and claims as presented and Mr. Haywood seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-24 for 503 West Main due to a defective meter. Credit the account \$249.43

2020-25 for 402 Westward due to a clerical error. The account should have been marked inactive. Credit the Storm Water account 45 cents.

Both adjustments were approved.

City Planner Steve Bingham reported that the Plan Commission held a Public Hearing on Monday, July 27th for the Forest River Development Plan. The Plan Commission gave a favorable recommendation with conditions. Please see Attachment 1. The Board of Works needs to approve or deny the Utility Plan for the Development. Mr. Bingham then displayed the Utility Plan on the wall. Mr. Mike Stump of Forest River and Mr. Joe Gabet from ForeSight Engineers are present to answer any questions.



August 3, 2020
Board of Works

Mr. Gabet of Forest River then walked the Board through the plan. There was discussion. The County Drainage Board reviewed the plan last week and approved it. Mr. Bingham now has a copy of that approval. Mr. Johnson made a motion to approve the Utility Plan for Forest River with the conditions as stated by the Plan Commission. Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Bingham reported that he is still waiting for the Butler Company Remediation Plan from SES Environmental. He and Street Superintendent Eric Dohner have also requested quotes from contractors for the removal of debris from the property. The City did originally look at renting the equipment and using City personnel for the cleanup and decided that it was not cost effective because contractors would be able to get it done much more quickly. The quotes are as follows:

Crawford Excavating LLC	\$97,500
Austin Fritch Excavating LLC	\$94,626.04 for Option 1
	\$119,626.04 for Option 2
	\$184,062.60 for Option 3
Reese Excavating	\$123,000

There was discussion on the quotes from Crawford and Fritch Option 1 to make sure that there were truly comparable. Mr. Haywood made a motion to accept the Option 1 bid from Austin Fritch with the price not to exceed \$94,626.04 and Mr. Johnson seconded the motion. The motion passed with all in favor.

Mr. Bingham presented Substation Plans from Indiana Michigan Power. He received the plans last Friday. Indiana Michigan Power has stated that they will need to remove other utilities in order to build the new substation. There was discussion. It was determined that Mr. Bingham will need to contact the engineering firm that Indiana Michigan is working with to get a lot more information.

Mr. Bingham reported that he is still waiting on a schedule from Brooks Construction for the High Street Reconstruction.

Police Chief Mark Heffelfinger reported that complaints are slightly down and that they are also working on hitting drug houses.



August 3, 2020
Board of Works

Water & Wastewater Superintendent Brian Moore presented an Amendment from Donohue & Associates. It's for "Revised Interceptor Alignment Additional Services" in the amount of \$24,700.00. The City can save around a million dollars by utilizing the Forest River Property for part of the Long Term Control Plan Project. There was discussion. Mr. Haywood made a motion to approve Amendment 1 in an amount not to exceed \$24,700 and Mr. Johnson seconded the motion. The motion passed with all in favor.

City Attorney Cedric Hollabaugh reported that the Board had approved the bid from Mr. Nicely for 234 West Main Street at their last meeting, but Mr. Nicely was on vacation and did not meet the deadline. Mr. Hollabaugh requested that the Board waive the requirement to deposit the earnest money and authorize Mayor Hartman to sign the Purchase Agreement. Mr. Johnson made a motion to waive the deposit requirement and authorize Mayor Hartman to sign the Purchase Agreement. Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Hollabaugh asked if Mr. Bingham had received any information from DeKalb Eastern Schools about leasing water tower space. Mr. Bingham stated that he spoke with Dr. Stephens this morning and that Dr. Stephens would be contacting Mercury Wireless to verify that the new equipment would not interfere with theirs.

Mr. Hollabaugh asked the Board if they were ready to forward the Lease Proposal for the old bus barn to DeKalb Eastern Schools. The Board Members stated that they were.

Mr. Haywood made a motion to adjourn and Mr. Johnson seconded the motion. The motion passed with all in favor at 7:13 pm.

Mayor

Board of Works

Angela M. Eck

Clerk-Treasurer

Board of Works

Article 8.9 (D) Review


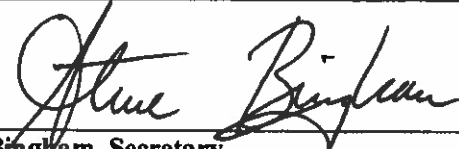
The approval or disapproval of Development Plans within the Butler Zoning Jurisdiction is vested in the Butler City Plan Commission.

1. The Plan Commission may approve a Development Plan upon finding that:
 - a. The proposed development is consistent with the intent and purpose of the City of Butler Comprehensive Plan, i.e., *Goal 5, page 19, Butler Comprehensive Plan, 2001 – "Ensure adequate public facilities are available for development."*; and,
 - b. The proposed Development Plan satisfies the Development Requirements specified in Section 8.9(C).
2. Approval of said findings may be in the form of a general statement. Disapproval of findings must specify the portion of the code with which there is not compliance.

ACTION – The development plan application and related plan drawings, submitted by Forest River Manufacturing, LLC, dated June 15, 2020 are hereby (CHECK APPROPRIATE BOX):

	<ul style="list-style-type: none"> Approved, per review of the City of Butler, Indiana Plan Commission
X	<ul style="list-style-type: none"> Approved, with Conditions, per review and vote of the City of Butler, Indiana Plan Commission, as attached to this Review.
	<ul style="list-style-type: none"> Disapproved, per review and vote of the City of Butler, Indiana Plan Commission, due to noncompliance with the following requirements of Article 8.9 of the City of Butler, Indiana Zoning Ordinance, as attached to this Review.

SIGNATURES

	7-27-2020
Kent Likes, President, City of Butler, Indiana Plan Commission	DATE
	7-27-2020
Steve Bingham, Secretary, City of Butler, Indiana Plan Commission / City Planner	DATE

**FOREST RIVER DEVELOPMENT PLAN REVIEW
CITY OF BUTLER, INDIANA
PLAN COMMISSION HEARING
JULY 27, 2020**

CONDITIONS OF APPROVAL

1. Review and approval of site drainage by the DeKalb County Surveyor.
2. Review and approval of site infrastructure by the City of Butler Board of Public Works & Safety.
3. Agreement for Utility Easements between the City of Butler and Forest River for locating a City 60-inch Interceptor Sewer & Appurtenances on Forest River property.
4. Illustration and location of signage on site.
5. NOTE - Article 8.9(C)(4)(a) & (f) regarding proposed loading docks facing street and the enclosure of roof mounted mechanical equipment was waived as part of the approval for this Plan as allowed by Article 8.9(C)(4).



August 17, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, Street Superintendent
Mark Heffelfinger, Police Chief
Cedric Hollabaugh, City Attorney

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the meeting were presented. Mr. Haywood made a motion to approve the minutes and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Voucher & Claim Register for the Period 8/4 to 8/17/20 in the amount of \$184,914.01

Mr. Johnson made a motion to approve the vouchers and claims as presented and Mr. Haywood seconded the motion. The motion passed with all in favor.

City Planner Steve Bingham reported that work on High Street will begin this week. Information about parking and street closures has been distributed to all of the affected residents and businesses. Mr. Bingham personally spoke with all of the businesses. There was discussion on permanently relocating dumpsters that are currently located in the right of way.

Mr. Bingham reported that ERS did perform corrective work on the three Sentry Tornado Sirens. It is still not known if they are working properly at this time. They all have the incorrect batteries installed.



August 17, 2020
Board of Works

Mr. Bingham reported that he participated in a phone conference with Indian Brownfields and SES Environmental last Monday. A Pre-Construction meeting will need to be held with the contractor. There was discussion on the responsiveness of Fritch Excavating. Mr. Bingham will contact them one more time before requesting that the award be rescinded.

Mr. Bingham gave an update on 417 Depot, which is being pursued by the Unsafe Building Ordinance. The structure is now unsafe because the East wall has been torn off.

Mr. Bingham asked the Board if they wanted him to issue permits to Forest River before the Easement Agreement and Lease Agreement have been signed.

City Attorney Cedric Hollabaugh then reported that he did meet with Forest River and has drafted an Easement Agreement for Mr. Stump of Forest River to sign. Mr. Stump then stated that he wouldn't sign the Easement Agreement until he had a Lease Agreement with the City to cover the storage of completed units during construction. Mr. Hollabaugh reported that he has also now drafted a Lease Agreement and that it is posted on Google Drive. He asked that the Board approve the Lease Agreement draft so that it can be sent to Forest River for review and approval. This will help keep the process moving on Forest River's project and the City's Long-Term Control Plan Project.

Mr. Johnson made a motion to approve the proposed Lease Agreement with Forest River and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Bingham then went back to his question about when to issue the permits to Forest River. There was discussion. The Board requested that Mr. Bingham wait to issue the permits until Mr. Stump has signed the Easement Agreement.

Mr. Hollabaugh reported that he is still in negotiations with Attorney Kevin Likes on the demolition of 307 East Green Street. He did send a proposed agreement to Mr. Likes that states the house has to be demolished by December 20th of this year.

Clerk-Treasurer Eck reported that she will present a timeline to the Board at their next meeting addressing Garbage and Recycling Collection bidding.



August 17, 2020
Board of Works

Mr. Haywood made a motion to adjourn and Mr. Johnson seconded the motion. The motion passed with all in favor at 7:00 pm.

Mayor

Board of Works

Angela M. Eck

Clerk-Treasurer

Board of Works



September 8, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, Street Superintendent
Mark Heffelfinger, Police Chief
Cedric Hollabaugh, City Attorney
Scott Lanning, Interim Wastewater & Water Superintendent

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the August 17th meeting were presented. Mr. Johnson made a motion to approve the minutes and Mr. Haywood seconded the motion. The motion passed with all in favor.

The following payroll claims and voucher registers were presented:

Pay Period 8/3 to 8/16/20 in the amount of \$40,013.14
Pay Period 8/17 to 8/30/20 in the amount of \$35,318.14
Police Clothing Allowance for the second half of 2020 in the amount of \$2,544.04
Elected Pay for the Third Quarter of 2020 in the amount of \$12,453.56
Vouchers for the Period 8/18/20 to 9/8/20 in the amount of \$349,024.72
Mr. Haywood made a motion to approve the claims and vouchers as presented and Mr. Johnson seconded the motion. The motion passed with all in favor.

Adjustment Request 2020-26 for 412 West Liberty was presented. The summer sprinkling credit did not automatically calculate on this new account. Credit wastewater \$22.08. Mr. Haywood made a motion to approve the adjustment request and Mr. Johnson seconded the motion. The motion passed with all in favor.

Clerk-Treasurer Eck presented a letter from the resident at 408 West Liberty. She had to have her lawn treated for Bill Bugs and requested that the sprinkling credit be extended for about a month. Mr. Haywood made a motion to allow the summer sprinkling credit be extended for 408 West Liberty until the next meter reading date of approximately September 20th. Mr. Johnson seconded the motion. The motion passed with all in favor.



September 8, 2020
Board of Works

City Planner Steve Bingham reported that the removal of the concrete on High Street has been started. He has been updating the City's Facebook page almost daily with pictures. The new storm drains have been installed and hooked up. The project is actually ahead of schedule. Brooks expects to lay the first layer of asphalt next Tuesday and do the curbing on the 16 thru 18th. The project should be completed by the first week of October. Fawn Haven has also permanently relocated the mailboxes and dumpsters for their complexes.

Mr. Bingham reported that a meeting was held at the former Butler Company site to go over the plan for clearance and remediation. Included in this meeting were SES Environmental, EMS, SCS and Austin Fritch. The EPA has approved the plan and there is a now a Public Comment Period open until September 15th.

Mr. Bingham gave an update on Unsafe Building activity. 403 North Broadway, 158 West Oak and 204 Walnut are next on the list to address. He requested that the Board approve a Public Hearing of the Unsafe Building Committee for October 19th to address the issues at these addresses. If the Board agrees to the date, Mr. Bingham will send notice to the respective property owners. The Board agreed that the Unsafe Building Committee would meet on October 19th to hold Public Hearings on those addresses.

Mr. Bingham reported that the Unsafe Building Committee would meet at 6 pm on September 21st in order to hear the Demolition Order for 242 West Cherry.

Street Superintendent Eric Dohner presented a quote from 5 Alarm for a new gas detector. This is the same gas detector that the fire department currently uses. The gas detector that they currently use needs to be repaired. The quote for the new one is a very good price because it is a demo unit. The quote also includes adding chlorine to the chemicals being tested for. There was discussion. Mr. Johnson made a motion to approve the quote from 5 Alarm for a new gas detector with a price of \$4,483 and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mayor Hartman presented a request to increase the contract amount for Dave Wagner. The Board approved \$36,000 earlier this year and Mr. Wagner exceeded this amount at the end of August. The Mayor and Mr. Wagner are estimating that another \$16,000 will be needed for the rest of the year. The work Mr. Wagner is assisting with includes the Forest River property and the Long Term Control Plan. There was discussion. Mr. Johnson made a motion to approve the request to increase the contract amount by \$16,000 and Mr. Haywood seconded the motion. The motion passed with all in favor.

City Attorney Cedric Hollabaugh reported that the Fire Department is looking to purchase a new fire truck sometime in the near future. One of the salesmen that Chief Shultz has been consulting mentioned that several communities in Indiana have worked with HGACBuy from Houston Texas. The Board of Works would need to sign an InterLocal agreement with HGAC,



September 8, 2020
Board of Works

which is allowed by Indiana law. HGAC is a Cooperative Purchasing Organization and expedites the purchasing of large items like fire trucks, street sweepers, dump trucks and similar large equipment. Mr. Hollabaugh received good feedback from several of the communities that have used the program. If the Board is interested in learning more about this program he will contact HGAC and get more information. The Board agrees that the program is definitely worth looking into more.

Mr. Hollabaugh asked if DeKalb Eastern Schools had gotten in touch with Mercury Wireless about their equipment on the water tower. Mayor Hartman reported that he ended up contacting Mercury and that Dr. Stephens is still working on getting the information.

Mr. Hollabaugh asked the Board if they were still interested in pursuing a lease agreement with DeKalb Eastern for the old bus barn. There was discussion. Mr. Hollabaugh will reach out to Dr. Stephens and send him the lease agreement.

Clerk-Treasurer Eck asked for permission to advertise for bids for Garbage and Recycling Collection for 2021 thru 2023. The current contract for collection ends at the end of the year. Mr. Johnson made a motion authorizing the advertising for bids and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Haywood made a motion to adjourn at 7:04 pm and Mr. Johnson seconded the motion. The motion passed with all in favor.

Mayor

Board of Works

A handwritten signature in cursive script, reading "Angela M. Eck".

Clerk-Treasurer

Board of Works



October 5, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, City Superintendent
Mark Heffelfinger, Police Chief
Cedric Hollabaugh, City Attorney
Scott Lanning, Interim Wastewater & Water Superintendent
Jeff Shultz, Fire Chief

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the September 21st meeting were presented. Mr. Haywood made a motion to approve the minutes and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 9/14/20 to 9/27/20 in the amount of \$33,518.33

Voucher & Claim Register for the Period 9/22/20 to 10/5/20 in the amount of \$192,316.47.

Mr. Johnson made a motion to approve the vouchers and claims as presented and Mr. Haywood seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-27 for 408 West Liberty. Credit wastewater 46.33

2020-28 for 407 Janke. Credit wastewater 51.88

2020-29 for 402 Westward. Credit storm sewer \$19.85

2020-30 for 208 Walnut. Credit wastewater \$441.09

Mr. Haywood made a motion to approve the adjustments and Mr. Johnson seconded the motion.



October 5, 2020
Board of Works

Payment Arrangements for Kris Hendrickson were presented. He would like 12 months which makes the monthly arrangement \$52.52 plus the current bill. Mr. Johnson made a motion to approve the payment arrangements and Mr. Haywood seconded the motion. The motion passed with all in favor.

Fire Chief Jeff Shultz updated the Board on the planned fire truck purchase. His committee finalized the plans last week and he hopes to have the final drawings by the end of the week. He asked the Board if they had any questions.

Mayor Hartman reported that the stoning of the ditch bank at the fire station has been tabled to allow Chief Shultz more time to obtain additional quotes.

City Planner Steve Bingham reported that the High Street Reconstruction is nearing completion. Brooks Construction is working on the sidewalk and driveway approaches and will lay the final coat of asphalt once those are completed. Brooks also started the repair work on R.E. Jones Road today. Brooks Construction hopes to be done with the street work for this year by the end of the day on Friday. Mr. Bingham also reported that the apartment complex on High Street will be repaving their east parking lot after we are done with the street work.

Mr. Bingham happily reported that after 5 ½ years, work on clearing the Butler Company site started today. This work will take through the end of the year. The Indiana Finance Authority obtained two separate grants from the Environmental Protection Agency totaling over \$181,000 in order to assist with the cleanup. Mr. Bingham projects that the City will have costs of over \$118,000. This will make the total cleanup cost over \$300,000.

Mr. Bingham showed a map of the proposed paving project for 2021. Once the specific streets have been chosen, he will submit a Community Crossing Grant Application to INDOT. He also showed the street rating chart. He is proposing almost 1.5 miles of paving. The application deadline is October 23. He will present the final application to the Board of Works at their next meeting on October 19th. It looks like the total cost for paving these streets is approximately \$275,000 with the City's share being around \$70,000.

Mr. Bingham asked the Board if they had any questions about the two website quotes that he presented at the September 21st meeting. The City's current website is in desperate need of a makeover. Mr. Johnson asked Mr. Bingham which quote he liked better. Mr. Bingham



October 5, 2020
Board of Works

reported that he, with Mayor Hartman and Clerk-Treasurer Eck, preferred the quote from Revize. They have an option of template websites. The annual fees between the two quotes are about the same. Mr. Haywood stated that he preferred the quote from Revize also. Mr. Johnson made a motion to accept Option 2 from Revize for the cost not to exceed \$4,334.00 and Mr. Haywood seconded the motion. The motion passed with all in favor.

City Superintendent Eric Dohner presented pricing information from Brown Equipment on a new Vactor Truck. We would save \$7,118.67 going through Sourcewell instead of HGAC. There was discussion. The current truck has numerous maintenance issues. There was also discussion on the trade-in value of our current Vactor.

Gary Miller from the audience asked what the life expectancy is of the new Vactor and if there would be a lease purchase option. Superintendent Dohner replied that the expected life of the new Vactor would be 20 years and that there is a lease option.

City Attorney Cedric Hollabaugh stated that there are many communities in Indiana that are using Sourcewell to purchase equipment.

Clerk-Treasurer Eck asked for permission to start investigating financing the purchase of the proposed Vactor. Mr. Johnson made a motion authorizing her to start looking for financing and Mr. Haywood seconded the option.

City Attorney Cedric Hollabaugh reported that the Order to Demolish 242 West Cherry has been recorded and that the owners have 30 days to comply. He also reported that he issued an Order to Demolish 117 South Broadway and that the Public Hearing for that address will be held on October 19th at 5:30 pm. An Order to Repair was issued to 158 West Oak and an Order to Remediate was issued for 204 Walnut (listed on State Police Clandestine Lab Sites). Those hearing will also be on the 19th at 5:30 pm.

Mr. Hollabaugh has sent the signed agreement that was approved at the last meeting back to HGAC and he is waiting to receive a fully signed copy.

Mike Stump from Forest River gave the Board an update on their project on East Main Street. They are hoping to add an additional 125 jobs and are considering Butler for additional manufacturing facilities. He thanked the City of Butler for proudly supporting them. Mr.



October 5, 2020
Board of Works

Stump also stated that he looks forward to working with the City on the 60 inch waste water line that will begin next year.

Mr. Haywood made a motion to adjourn and Mr. Johnson seconded the motion. The motion passed with all in favor at 7:19 pm.

Mayor

Board of Works

A handwritten signature in cursive script, reading "Angela M. Ede".

Clerk-Treasurer

Board of Works



October 19, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, City Superintendent
Mark Heffelfinger, Police Chief
Cedric Hollabaugh, City Attorney

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the October 5th meeting were presented. Mr. Johnson made a motion to approve the minutes and Mr. Haywood seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 9/28/20 to 10/11/20 in the amount of \$36,928.94

Voucher & Claim Register for the Period 10/6/20 to 10/19/20 in the amount of \$190,431.54.

Mr. Johnson made a motion to approve the vouchers and claims as presented and Mr. Haywood seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-31 for 113 Maxton Drive. Credit wastewater \$59.24

2020-32 for 207 W. Main, Apt. D. Credit account \$412.97 for an unknown problem.

2020-33 for 207 N. Broadway, pool leak, credit wastewater \$138.48

2020-34 for 128 S. Park Lane. Clerical error, remove disconnect fee of \$50

All adjustments were approved.

Clerk-Treasurer Eck presented 15 payment arrangements. All of them were approved.

City Planner Steve Bingham reported that the High Street Reconstruction is almost complete. The walkthrough and final inspection is tomorrow morning with City Superintendent Eric



October 19, 2020
Board of Works

Dohner, Jeremy Roschyk from Donohue and Brooks Construction. Only the grass seeding needs to be completed.

Mr. Bingham also reported that the Butler Company cleanup began in earnest today. They started on the east side of the property. The asbestos should be removed from the site by Friday.

Mr. Bingham presented the Community Crossings Grant Application for this year along with the proposed list of streets to be repaved. The total estimated price is \$324,055 with INDOT providing 75% or \$243,041.22. The City's portion would be \$81,013.78. INDOT also requires that a Financial Commitment Letter from the City be included with the grant application. The grant will not cover any change orders or additional costs.

City Superintendent Eric Dohner presented information on two large dump trucks to the Board. Next year's proposed budget has allowed up to \$200,000 for its replacement. While working on getting estimates for this truck, one of the dealers offered a reduced price on one that was already built and they had in stock. The prices are as follows:

Stoops Freightliner

2021 Freightliner \$152,730 with trade-in of \$7500 = final cost of \$145,230

2020 Freightliner \$131,599 with trade-in of \$7500 = final cost of \$124,099 (in stock)

Selking International

2021 International \$146,652.96 with trade-in of \$14,000 = final cost of \$132,652.96

Purchasing the 2020 Freightliner now saves the City about \$8,000. There was discussion. The trade-in vehicle is 20 years old. There is paperwork that the Clerk-Treasurer would need to complete and the Council would need to approve a Resolution authorizing a loan to the MVH Fund, but it is very easy to do. Then, once we are in 2021, the MVH Fund can pay back the fund(s) it borrowed from because it's already in the budget. Mr. Johnson made a motion authorizing the purchase of the 2020 Freightliner from Stoops in the amount of \$124,099 and Mr. Haywood seconded the motion. The motion passed with all in favor.

Superintendent Dohner presented an estimate from Henderson Construction for installing more footers at the Butler Memorial Gardens. Clerk-Treasurer Eck had requested that he start getting estimates for this because they will be needed soon. Superintendent Dohner also requested a quote from Dynacrete, but they declined to quote because they would not be able



October 19, 2020
Board of Works

to install them this year. There was also discussion on the pricing of cemetery plots. The plots are currently priced at \$350 each. Mr. Johnson made a motion authorizing the installation of two rows of foundations not to exceed \$30,000 and Mr. Haywood seconded the motion. The motion passed with all in favor.

Superintendent Dohner presented proposals for replacing the air line at the wastewater plant. Cornerstone Stewards proposed \$41,700, Crosby Construction proposed \$39,961. Culy Contracting and Construction Services of Indiana declined to quote it. There was discussion. Superintendent Dohner would like to use Cornerstone Stewards because they are familiar with the site, can do it yet this year and because multiple people inside the wastewater industry would not recommend Crosby at this point in time. There was more discussion. Mr. Haywood made a motion to go with Cornerstone Stewards for the reasons mentioned above. Mr. Johnson seconded the motion. The motion passed with all in favor.

City Attorney Cedric Hollabaugh presented a Lease Agreement with Parkview DeKalb Hospital for the EMS Quarters at the Butler Fire Station. The price will remain at \$700 per month and is renewable year to year. Mr. Johnson made a motion authorizing Mayor Hartman to sign the lease agreement and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Hollabaugh reported that the HGAC contract that Mayor Hartman had signed a month ago had a missing date on it. The contract was returned to him and Mr. Hollabaugh has filled in the date and returned it to HGAC. He expects to have a fully signed contract back soon, at which point he will receive information on how to procure equipment.

Clerk-Treasurer Eck presented a quote from BizTech for equipment to back up the City's computers at a price of \$6,461.75. Not everything is being properly backed up right now. The GIS/IT Equipment Replacement Fund would pay for this equipment. There was discussion. Mr. Johnson made a motion approving the quote and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mayor Hartman reported that the bricks at the Butler Company site are available to the public at \$1 each. Individuals desiring bricks need to make an appointment with the Utility Office to get them. There was discussion on how this will work.



October 19, 2020
Board of Works

Mr. Haywood made a motion to adjourn and Mr. Johnson seconded the motion. The motion passed with all in favor at 7:20 pm.

Mayor

Board of Works

Angela M. Eck

Clerk-Treasurer

Board of Works



November 2, 2020
Board of Works

Present:

Mike Hartman, Mayor
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Mark Heffelfinger, Police Chief
Cedric Hollabaugh, City Attorney

Absent:

Eric Johnson, Board of Works

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the October 19th meeting were presented. Mr. Haywood made a motion to approve the minutes and Mayor Hartman seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 10/12 to 10/25 in the amount of \$34,790.39

Firefighter Annual Pay in the amount of \$45,659.49

Voucher & Claim Register for the Period 10/20 to 11/2 in the amount of \$133,370.10

Voucher & Claim Register for November 2, group 2 in the amount of \$13,344.74

Mr. Haywood made a motion to approve the vouchers and claims as presented and Mayor Hartman seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-35 for 139 Walnut, remove the disconnect fee of \$50

2020-36 for 141 W. Willow, remove the storm water billing from the monthly billing

2020-37 for 500 Elm, Credit the water the City used for water sampling. Total credit of \$3.64

Payment Arrangements for Hamman, balance of \$995.25 due. Monthly payment amount of \$82.94 plus the current bill for 12 months.

Mr. Haywood made a motion to approve the adjustments and the payment arrangements. Mayor Hartman seconded the motion. The motion passed with all in favor.



November 2, 2020
Board of Works

City Planner Steve Bingham reported that he received the invoice from Brooks for the reconstruction of High Street. Donohue recommends not paying for the hydro-seeding yet. There was an incident today with a subcontractor running over a curb box causing damage to a water main. That will be dealt with separately from the payment of the invoice. Mr. Bingham asked permission to issue Brooks Construction payment in the amount of \$489,948.08. Mr. Haywood made a motion to approve the payment and Mayor Hartman seconded the motion. The motion passed with all in favor.

Mr. Bingham reported that work at the Butler Company site is continuing. Materials are being segregated and the process seems to be moving along quickly.

The Butler Efficiencies is doing brick work on their façade. This is in response to the City's Order to Demolish. The permit that they obtained includes brick work, electrical and sewer work. The Unsafe Building Committee will hold a Public Hearing on November 16th to address this property. Mr. Bingham will ask the Committee to require inspections by the City to monitor the work.

Mr. Bingham submitted the Community Crossings Grant Application 2020-2 to INDOT on October 21st. INDOT should award grants in late November or early December.

Clerk-Treasurer Eck asked the Board to amend the amount approved for the dump truck replacement at the last meeting. The old dump truck will NOT be traded in, so the purchase price needs to reflect that. The actual purchase price is \$131,599. Mr. Haywood made a motion to amend the purchase price of the dump truck to \$131,599 and Mayor Hartman seconded the motion. The motion passed with all in favor.

City Superintendent Eric Dohner submitted a request to replace the backhoe bucket to the Clerk-Treasurer in the amount of \$6,983.30 from RPM Machinery. He only received one quote because Case Equipment is territorial and their sellers are not allowed to quote outside of their territories. The current bucket is bent and will not clamp. They have tried several times to bend it back, but have not been successful. There was discussion. Mr. Haywood made a motion to approve the backhoe bucket replacement at a cost of \$6,983.30 and Mayor Hartman seconded the motion. The motion passed with all in favor.

Superintendent Dohner had also submitted a request to replace the playground edging at Mason Park. He has been working on this for months and has only been able to find two suppliers. The lowest quote is for \$9,398 from Snider Recreation, Inc. There was discussion.



November 2, 2020
Board of Works

The Recreation Board considered the request at their meeting last week and approved it. The other quote was for \$14,000. Mr. Haywood made a motion to approve the edging replacement at a cost of \$9,398 and Mayor Hartman seconded the motion. The motion passed with all in favor.

Clerk-Treasurer Eck reported that she received an interest rate of 1.088% back from the Indiana Bond Bank HELP Program for the new Vactor Truck. The purchase price of the Vactor is \$426,130.82. She will be asking the Council for permission to move forward with the Lease Purchase of this piece of equipment if the Board of Works approves the actual purchase. There was discussion. The total interest expense of the lease is \$7,179.31. Mr. Haywood made a motion to approve the purchase of the Sterling Vactor at a price of \$426,130.82 with a \$75,000 down payment to Brown Equipment and Mayor Hartman seconded the motion. The motion passed with all in favor.

City Attorney Cedric Hollabaugh reported that the agreement with the Houston-Galveston Area Council (HGAC) has been fully signed and recorded at the County. The Clerk-Treasurer has also filed the agreement with the State Board of Accounts. Mr. Hollabaugh will watch a monthly presentation from HGAC to see how everything works through them. This agreement was made so that the Fire Department could use the program for the purchase of a new fire truck.

Mr. Hollabaugh also received notice from the State of Michigan that the City of Butler is no longer listed as the owner of the former police car that was abandoned in Michigan.

Mr. Hollabaugh reported that the Unsafe Building Committee would hold Public Hearings on November 16th at 5:30. These hearings are for the hearings that were continued from October.

Clerk-Treasurer presented the bids for the 2021 – 2023 Garbage and Recycling Collection, see Attachment 1. Whitley Environmental was the lowest on the actual weekly Garbage Collection, but they limited the number of large items picked up each month per household to two items. Advanced Disposal was the next lowest on the weekly Garbage Collection and they did not limit the number of large items for each month per household. There was discussion. Mayor Hartman prefers the Garbage Collection bid from Advanced Disposal because they did not limit the number of large items per month. Code Enforcement has been working hard to get the City cleaned up and this would take the City several steps back. Mr. Haywood is in agreement with Mayor Hartman. There was discussion with representatives from Whitley and Advanced. Clerk-Treasurer Eck requested that the Utility Office's contact for problems



November 2, 2020
Board of Works

not be Jennifer in Advance's Office. There have been many collection issues that take weeks to get resolved. Mr. Salerno stated that he would get the Utility Office the route manager's information as the main contact if they were chosen. Mr. Haywood made a motion to accept Advanced Disposal's bid for Garbage Collection for 2021 – 2023. Mayor Hartman seconded the motion. The motion passed with all in favor.

There was discussion on the Recycling Collection bids. Whitley Environmental was the lowest bidder. They have been collecting the City's recycling every two weeks since the program began. There have been almost no problems or issues with their service. Mr. Haywood made a motion to accept Whitley Environmental's bid for Recycling Collection for 2021 – 2023 and Mayor Hartman seconded the motion. The motion passed with all in favor.

Clerk-Treasurer Eck reported that the City would be obtaining alternative quotes for health insurance. PHP gave the City a 19% rate increase for 2021.

Mr. Haywood made a motion to adjourn and Mayor Hartman seconded the motion. The motion passed with all in favor at 7:19 pm.

Mayor

Board of Works

A handwritten signature in cursive script, reading "Angela M. Eck". The signature is written in dark ink and is positioned above a horizontal line.

Clerk-Treasurer

Board of Works



November 16, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, City Superintendent
Cedric Hollabaugh, City Attorney
Scott Lanning, Interim Wastewater & Water Superintendent
Jeff Shultz, Fire Chief

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the November 2nd meeting were presented. Mr. Haywood made a motion to approve the minutes and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 10/26 to 11/8 in the amount of \$37,258.69

2020 Longevity and Police Night Bonus in the amount of \$7,583.02

Voucher & Claim Register for the Period 11/3/20 to 11/16/20 in the amount of \$838,030.02

Mr. Haywood made a motion to approve the vouchers and claims as presented and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Adjustment Request was presented:

2020-38 for 325 Walnut. There was a leak under the house. Credit wastewater \$221.51

The adjustment was approved.

Fire Chief Jeff Shultz presented estimates to replace 33 two-way radios for the Fire and Police Departments. The Police would get 15 and Fire would get 18. He and Police Chief Heffelfinger worked together on this project and would like to use the CARES money reimbursement for most of the purchase cost. The quote from ERS came in at \$3,815.39 per radio and the quote from CopsGear was \$2,862.56 per radio. Both quotes are for the same model of Motorola radio. There was discussion. Mr. Haywood made a motion to approve the



November 16, 2020
Board of Works

quote from CopsGear with the price not to exceed \$94,464.48 and Mr. Johnson seconded the motion. The motion passed with all in favor.

Chief Shultz presented estimates for stoning a ditch bank on the Fire Station property. The quotes are for the exact same work and materials. The quotes are as follows:

Reese Excavating	\$3,920.00
Crawford Excavating	\$7,404.35
Fritch Excavating	\$8,900.00
Henderson Construction	\$10,300.00

There was discussion. Mr. Johnson made a motion to award the project to Reese Excavating at a price of \$3,920 and Mr. Haywood seconded the motion. The motion passed with all in favor.

Fire Chief Shultz presented one bid for the Annual Snow Removal Contract at the Fire Station. The bid is from Brent's Snow Removal and there is no change from last year's price, \$90 per 2-3 inches of snow. He requested other bids, but no one else sent a bid. There was discussion. Mr. Johnson made a motion to award the snow plowing at the Fire Station to Brent's Snow Removal as bid and Mr. Haywood seconded the motion. The motion passed with all in favor.

City Planner Steve Bingham reported that he has not had any further correspondence with Andrew Brooks from Brooks Construction on the damage done to a curb box on High Street. City Attorney Cedric Hollabaugh reported that he did send Mr. Brooks an email about the damage earlier in the week. He is waiting for Ritter to print a report from Cityworks that shows the total cost of repairs to the curb box.

Mr. Bingham reported that the Butler Company site is now cleared and that Mr. Fritch has submitted his final invoice for the work. The footers and foundations that remain are in the capping project location, which will be done by SES Environmental. Mr. Bingham is excited to see that the site is finally cleared after 5 ½ years of working on it. There was discussion on the fence around the property. It will be repaired and will remain for the time being.

Mr. Bingham reported that he is ready to submit the Asset Management Plan to INDOT as required. The deadline for submission is December 1. This is part of the requirements for a Community Crossing Grant.



November 16, 2020
Board of Works

City Superintendent Eric Dohner reported that the new dump truck will have the plow installed this week and will soon be ready for pickup. He also reported that the new Vactor truck may be ready for delivery next week.

Water & Wastewater Superintendent Scott Lanning presented a project update on a Knife Gate Replacement from Cornerstone Stewards. This project actually began in July as part of an emergency. They are now about three weeks away from completion. The project was never put together into a full proposal and Mr. Lanning requested that Cornerstone do this to clean up some paperwork issues. There was discussion. Mr. Johnson made a motion to approve the quote from Cornerstone at a price of \$8,563.21 and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Lanning reported that the wastewater plant hydrant system update has now been completed. He also reported that the Air Supply Line Replacement should be completed in about three weeks. There are no remaining projects other than the Long-Term Control Plan after the three above mentioned projects.

City Attorney Cedric Hollabaugh reported that he has been working with Clerk-Treasurer Eck on the Garbage and Recycling Collection contracts for 2021 thru 2023. The bids for this were approved at the last meeting. There was discussion. Mr. Johnson made a motion authorizing Mr. Hollabaugh to send out the award notices and the contracts to Advanced Disposal and Whitley Environmental. Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Haywood made a motion to adjourn and Mr. Johnson seconded the motion. The motion passed with all in favor at 7:01 pm.

Mayor

Board of Works

Angela M. Eck
Clerk-Treasurer

Board of Works



December 7, 2020
Board of Works

Present:

Mike Hartman, Mayor
Eric Johnson, Board of Works
Bob Haywood, Board of Works
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Eric Dohner, City Superintendent
Mark Heffelfinger, Police Chief
Cedric Hollabaugh, City Attorney
Scott Lanning, Interim Wastewater & Water Superintendent

Mayor Hartman opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

The minutes from the November 16th meeting were presented. Mr. Johnson made a motion to approve the minutes and Mr. Haywood seconded the motion. The motion passed with all in favor.

The following Voucher and Claim Registers were presented:

Pay Period 11/9 to 11/22 in the amount of \$34,209.32
Pay Period 11/23 to 12/6 in the amount of \$36,105.87
Dohner Longevity Correction in the amount of \$825.65
Fourth Quarter Elected in the amount of \$13,285.61
Fourth Quarter Appointed in the amount of \$359.48
Voucher & Claim Register for the Period 11/17 to 12/7 in the amount of \$639,087.52

Mr. Haywood made a motion to approve the vouchers and claims as presented and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-39 for 107 East Monroe, leak in yard. Credit wastewater \$345.24
2020-40 for 217 North Broadway, leak in yard. Credit wastewater \$131.10
Both adjustments were approved.

City Planner Steve Bingham reported that SES and their subcontractors will be back on site at the Butler Company site to install the soil barrier, which is covered by the EPA Grant as part of the remediation plan. There will also be several monitoring wells on site that will be



December 7, 2020
Board of Works

required to be there for at least 8 months. There was discussion about a drain on the property. The City Superintendent will need to determine if it is actually connected to the Butler Drain.

Mr. Bingham also reported the following Unsafe Building Activities:

242 West Cherry has an existing Order to Demolish – no work has been done

158 West Oak has an existing Order to Repair – Mr. Bingham is working with the owner on getting some assistance.

117 South Broadway – Butler Efficiencies – DeKalb County has verified that the necessary brick work is complete. I&M will be installing a new electrical connection to the building.

307 East Green has an existing Order to Demolish – no work has been done. Mr. Hollabaugh is going to contact the attorney for this address and request a status update.

There will be an Unsafe Building Hearing on December 21st at 6 pm to discuss the above information.

Police Chief Mark Heffelfinger reported that he is working on Shop With a Cop. He has about 20 children signed up right now. This year all shopping will be done online. Walmart is assisting with online gift registration. Some items will be shipped to the PD and others will be picked up in the store by a Police Officer.

Mayor Hartman presented a proposal from Dave Wagner for consulting in 2021 in the amount of \$52,560.00. There was discussion on what services Mr. Wagner would provide and why the City is consulting with him. Mr. Johnson made a motion to approve the proposal from Mr. Wagner in the amount not to exceed \$52,560 and Mr. Haywood seconded the motion. The motion passed with all in favor.

Mr. Johnson made a motion to adjourn and Mr. Haywood seconded the motion. The motion passed with all in favor at 6:54 pm.

Mayor

Clerk-Treasurer

Board of Works

Board of Works



December 21, 2020
Board of Works

Present:

Eric Johnson, Board of Works
Tracey Hawkins, Common Council
Angela Eck, Clerk-Treasurer
Steve Bingham, City Planner
Jimmie Eck, Assistant Fire Chief
Mark Heffelfinger, Police Chief

Call-In:

Mike Hartman, Mayor
Eric Dohner, City Superintendent
Cedric Hollabaugh, City Attorney

Eric Johnson opened the regular session of the Board of Works at 6:30 pm at 215 South Broadway.

Mr. Johnson allowed the Fire Department to go first on the agenda so that Assistant Chief Eck could get back to the Fire Department meeting.

Assistant Fire Chief Jimmie Eck reported that the Butler/Wilmington Fire Territory Board met on December 14th to discuss the purchase of a fire truck to replace Engine 33. The Board did approve the purchase of a Rosenbauer 1000 Gallon EXT Crossfire Pumper with S.A.M. at a price not to exceed \$846,862.

Assistant Chief Eck said that the next step is to ask the Board of Works for permission to purchase the fire truck. There was discussion. The purchase is actually being done through the Houston-Galveston Area Council, which is a cooperative purchasing program approved by the State of Indiana. The actual purchase price of the Rosenbauer Pumper is \$860,712 with a deduct of \$13,850 if the chassis is paid in full when completed, this results in a final purchase price of \$846,862. The Fire Territory will put \$500,000 on the truck and then finance the remainder through a 3 to 5-year loan or lease. Mr. Johnson made a motion to approve the purchase of the Rosenbauer Pumper at a price not to exceed \$846,862 and Mrs. Hawkins seconded the motion. The motion passed with all in favor.

The minutes from December 7th the meeting were presented. Mrs. Hawkins made a motion to approve the minutes and Mr. Johnson seconded the motion. The motion passed with all in favor.



December 21, 2020
Board of Works

The following Voucher and Claim Registers were presented:

Pay Period 12/7 to 12/20/20 in the amount of \$35,266.24

Kester Pay Period 11/23 to 12/6 in the amount of \$234.11

Voucher & Claim Register for the Period 12/8 to 12/21/20 in the amount of \$435,169.34

Mrs. Hawkins made a motion to approve the vouchers and claims as presented and Mr. Johnson seconded the motion. The motion passed with all in favor.

The following Adjustment Requests were presented:

2020-41 for 126 West Cherry, remove the \$50 turn-on fee. The resident stopped the water department from turning off the water for non-payment when our employee arrived at the property.

2020-42 for 113 North Ivy, remove the \$50 turn-on fee. The resident stopped the water department from turning off the water for non-payment when our employee arrived at the property.

2020-43 for 133 South Broadway, credit wastewater \$448.42. The property had a leak that was not discovered for some time because it is being renovated.

All three adjustments were approved.

City Planner Steve Bingham presented the Community Crossing Grant Agreement for 2020-2 with an award of \$244,482.20 and the City Match of approximately \$82,000. Mr. Hollabaugh has reviewed the document and Mr. Bingham recommends that the Board grant Mayor Hartman permission to sign it. Mr. Johnson made a motion authorizing Mayor Hartman to sign the grant agreement and Mrs. Hawkins seconded the motion. The motion passed with all in favor.

Mr. Bingham reported that SCS has finished the capping of the ground on the former Butler Company property. The next step will be to install the monitoring wells, which should happen at the end of January.

Police Chief Mark Heffelfinger reported that his department is working on Shop With a Cop. They are assisting 13 families with 29 children.

City Attorney Cedric Hollabaugh reported that one of the owners of the property at 242 West Cherry is now deceased. This changes the process on how to serve paperwork ordering it to be demolished. He is working on it.



December 21, 2020
Board of Works

Clerk-Treasurer Angela Eck asked permission to pay the following bonds and leases:

- i. The Bank of New York - \$49,540.75 for 2019 Water Bond Refi
- ii. US Bank - \$55,500 for Thompson Block Lease
- iii. US Bank - \$127,812.50 for 2010 Sewer Bonds *** FINAL PAYMENT
- iv. US Bank - \$84,196.24 for 2012 Water Bonds

Mr. Johnson made a motion to approve payment of the bonds and leases and Mrs. Hawkins seconded the motion. The motion passed with all in favor.

Mrs. Hawkins made a motion to adjourn and Mr. Johnson seconded the motion. The motion passed with all in favor at 6:50 pm.

Mayor

Board of Works


Clerk-Treasurer

Board of Works



January 6, 2020
Board of Works

2020-04 for Storm Water Billing adjustments due to pro-rating. Total adjustments are \$7.79.

Bob Haywood made a motion to approve all of the adjustments and Eric Johnson seconded the motion. The motion passed with all in favor.

City Planner Steve Bingham gave an update on the Community Crossing Grant for this year. High Street will need additional services that are not covered by the grant, including surveying, geotechnical work and construction inspection. Mr. Bingham is waiting to receive the signed grant agreement from INDOT before requesting bids on the project.

City Attorney Cedric Hollabaugh reported that he has been working with the DeKalb County Auditor's Office to obtain the tax deeds for the Butler Company and 234 West Main Street.

Mayor Hartman announced that the Public Works Manager position was eliminated today at 2 pm.

Mayor Hartman presented a quote from Dave Wagner for wastewater consulting. It would be for approximately \$36,000 plus mileage and fees. Eric Johnson made a motion to approve the quote from Dave Wagner and Bob Haywood seconded the motion. The motion passed with all in favor.

Eric Johnson made a motion to adjourn and Bob Haywood seconded the motion. The motion passed with all in favor at 7:11 pm.

Mayor

Board of Works

Angela M. Eck

Clerk-Treasurer

Board of Works