

**MINUTES OF MEETING  
BOARD OF PUBLIC WORKS AND SAFETY  
CITY OF MONTICELLO  
April 17, 2017**

The regular meeting of the Board of Public Works and Safety, of the City of Monticello, Indiana was held on Monday April 17, 2017 at 5:30 p.m. The meeting was called to order by Mayor Ken Houston and opened with the Pledge of Allegiance.

Roll call, by Clerk Treasurer Jim Mann, was answered by Board Members Mayor Ken Houston, Grace Oilar and Andy Harmon. City Attorney George Loy was also present.

A motion was made by Board Member Andy Harmon, seconded by Board Member Ken Houston to approve the minutes of the regular meeting of March 20, 2017. Roll call vote: Andy Harmon-Aye, Mayor Ken Houston-Aye, and Grace Oilar-Abstain.

**OLD BUSINESS**

1. Water-Update on Water Modeling Project-Beth Martin with Commonwealth Engineering presented the Water Modeling Document to the Board of Works Members. Copies were also made available to the Council Members. The report provides the City documentation on water flow analysis throughout the city's infrastructure. In summary, water capacity is good if a factory wanted to begin operations in Monticello. Also, our water pressure is sufficient for the Fire Department to do its job.

**NEW BUSINESS**

1. Wastewater-Layne Heavy Civil Pay App 19-Andy Harmon made a motion to approve the pay application in the amount of \$300,700.00. Grace Oilar seconded the motion. All ayes, motion carried.
2. Wastewater-Wessler Invoice 30077-Grace Oilar made a motion to approve the invoice as presented in the amount of \$20,281.60. Andy Harmon seconded. All ayes, motion carried.
3. Fire Department-Accept Cole Gilbert Resignation-Mayor Ken Houston made a motion to approve Cole's resignation effective 3-27-17. Grace Oilar seconded the motion. All ayes, motion carried.
4. Fire Department-Permission to Advertise for a full time Firefighter/EMT-Andy Harmon made a motion to allow Chief Logan to advertise for a full time firefighter/paramedic. Grace Oilar seconded the motion. All ayes, motion carried.

5. Fire Department-Contract for Purchase of a Breathing Air Compressor-Fire Chief Galen Logan reported to the Board of Works he has received 3 quotes. The quotes received were from Hoosier Fire Equipment (\$51,376.00), Pro Air (\$46,900.00), and MES (\$32,596.56). Grace Oilar made a motion to approve the quotation from MES. Mayor Ken Houston seconded the motion. All ayes, motion carried.
6. Extend Contract with N2N Technologies-Clerk Treasurer Jim Mann reported the City has had a good relationship with N2N over the past year. In addition, we have been coordinating the new telephone system install with N2N personnel. Mayor Ken Houston made a motion to approve an extension of the contract with N2N for 12 months based upon the same pricing and details as per the current contract. Grace Oilar seconded. All ayes, motion carried.
7. Permission to Advertise for Part Time Clerical Help-Water Department-Clerk Treasurer Jim Mann outlined the manner in which the Utility Office is staffed and the typical flow of work that is managed by the two primary employees on a daily basis. However, when one of the two primary utility office employees is not working the clerical staff of the Clerk's Office will assist the remaining Utility Office employee as much as possible. While this help is offered willingly it does pull them away from scheduled duties of the Clerk Treasurer's office and causes finishing the work to be delayed. Jim suggested the hiring of a part time employee would provide back up support to the utility office and alleviate the pulling of Clerk Treasurer staff to provide assistance as is now happening. Grace Oilar asked if the person would always be here 4 days a week or if it would be a sporadic thing. Jim Mann stated that initially training would be required and the need for this person would be during 2 key weeks of any month, the beginning of the month when bills hit the water customer's mail boxes and during the 3<sup>rd</sup> week when the bills are due by the 18<sup>th</sup>. Jim also stated the position would be funded by the Utilities. Phil Vogel asked how many hours the position would involve. Jim Mann stated 20 hours during each of the 2 weeks outlined. Phil Vogel stated he finds it hard to believe that another employee is required. The employees from the Clerk's Office should be trained to help the Utility Department staff. Jim Mann restated the reason for the additional employee is to help the Clerk Treasurer's staff get their jobs done. Mayor Houston emphasized there are 2 employees for the Utility Department and two employees for the Clerk's Office. They all work in the same area, but have different job responsibilities. Rod Pool indicated the fact the utility department is more computerized does not make the work go faster. He also stated the work of the utility office involves 2 ½ employees. Mayor Houston indicated he agrees with Phil Vogel's concern about having the 3<sup>rd</sup> employee during those 2 busy weeks as outlined during the discussion. Jim Mann stated the additional employee would work during those 2 busy weeks along with the 2 current employees. N2N representative Phil Mailloux indicated the computerization has increased the technology in the department and not the efficiency of the employees. It has increased the information available for the water customers. Rod Pool stated there is not enough time between the two employees to take advantage of the new technology. He also stated that if the utility office and clerk treasurer's office were physically separated the ½ time person would have already been on staff with the utility department.

Lori Cheever asked if the part time employee would also cover vacations and time off by the fulltime utility employees. Jim Mann stated yes. Ralph Widmer suggested the position is actually a fulltime part time job. Mayor Houston indicated the position must stay under an average of less than 30 hours to meet ACA guidelines. Doug Pepple asked if hours worked per week would be under 30. Jim Mann stated yes it would be 20 hours. And, if a vacation is taken during an off week (not one of the core, busy weeks) the employee would also work. Lori Cheever stated that the Clerk Treasurer staff are too busy to help the utility department during payroll week and bill week. She also stated a position with a guarantee of 20 hours per week with specified weeks would be desirable. Ralph Widmer asked what the hours would be. Jim Mann stated they would come in at 9:00 am and work until 2:00 pm. Ralph Widmer stated it has been very confusing. Phil Vogel asked if staggering the water bills had ever been considered. Rod Pool said he did not feel we had enough customers to warrant staggering the bills. Jim Mann asked whether everyone present understood the proposal. Mayor Houston stated he is not sure he understands. Grace Oilar stated she does not understand. Rod Pool asked if everyone believes there is a need for another ½ person in the utility department. Grace Oilar said she could understand they need some help. She would like to know there would be a limited number of hours in a given month. Jim Mann restated the nature of the position. Mayor Ken Houston made a motion to not approve the advertising for the part time position in the water department. The Mayor also suggested to bring a clarified proposal back to the Board. Grace Oilar seconded the motion. All ayes, motion carried.

8. Consideration of Taxicab Service-Blue Star Taxi-Shawn Duckett-Mr. Duckett indicated he has been in business for nearly 6 years and would like to expand in Monticello. Clerk Treasurer Jim Mann indicated there is a problem with the insurance coverage. Mayor Houston informed Mr. Duckett that the Chief of Police would need to go over the documentation to see the driver information is properly covered. The Mayor also indicated the Board of Works would be willing to consider the application once all of the documentation and insurance requirements were completed.

**Utility Adjustments**-Andy Harmon made a motion to approve the utility adjustments as presented. Grace Oilar seconded. All ayes, motion carried.

There being no further business, meeting adjourned at 6:16 p.m.

James D Mann  
Clerk Treasurer  
City of Monticello