

**MINUTES OF MEETING  
BOARD OF PUBLIC WORKS AND SAFETY  
CITY OF MONTICELLO  
JUNE 17, 2019**

The regular meeting of the Board of Public Works and Safety, of the City of Monticello, Indiana was held on Monday June 17, 2019 at 5:30 p.m. The meeting was called to order by Mayor Ken Houston and was opened with the Pledge of Allegiance.

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

A motion was made by Board Member Andy Harmon, seconded by Grace Oilar to approve the minutes of the Regular Meeting of May 20, 2019 and the Special Meeting of June 3, 2019. All ayes, motion carried.

**ADDITIONS OR DELETIONS TO THE AGENDA**-Mayor Houston requested the addition of item 9 under new business as Public Safety Medical-Agreement for Physicals. # 10 would then become Utility Adjustments.

**OLD BUSINESS**-None

**NEW BUSINESS**

- 1. Wastewater-Commonwealth-Approval of Invoices 44126 and 44127**-Adam Downey indicated the invoice is for preliminary engineering design with project 4 of the long term control plan and will be sent to USDA for reimbursement. Mayor Houston made a motion to approve the invoices as presented in the amounts of \$40,050.00 and \$510.02, respectively. Grace Oilar seconded the motion. All ayes, motion carried.
- 2. Wastewater-Commonwealth Engineering Invoice 44125**-Wastewater Superintendent Adam Downey reported these invoices are for field survey work and preliminary design and will be paid from SRF funds. Andy Harmon made a motion to approve invoice 44125 in the amount of \$3,593.32. Grace Oilar seconded the motion. All ayes, motion carried.
- 3. Commonwealth Engineering-Task Order 2019-04-Update to City Standards and Specifications Book**-Andrew Robarge with Commonwealth outlined the proposed details of the book which involves an update of street, water, wastewater, and stormwater sections. The cost would be a not to exceed figure of \$36,000.00. Mayor Houston made a motion to approve Task Order 2019-04. Grace Oilar seconded the motion. All ayes, motion carried.

- 4. Fire Department-Permission to Bid New Ambulance**-Fire Chief Galen Logan indicated the department has been on a 2 year schedule with purchasing new ambulances. The Contract with White County has allowed monies (\$75,000 per year) to be set aside for this purpose. Mayor Houston indicated additional funds will have to be set aside for purchasing new ambulances in the future. Grace Oilar made a motion to grant permission to bid for a new ambulance. Andy Harmon seconded the motion. All ayes, motion carried.
- 5. Fire Department-PT/PRN Personnel Changes**-Fire Chief Galen Logan reported on an opportunity to create 9 part time employees to be assigned (3 per shift) to each of the current shifts. This will help scheduling the department and create a roster of employees where permanent hires can be found. Mayor Houston made a motion to approve the schedule and plan with the 9 part time employees as outlined in a letter dated June 17, 2019. Andy Harmon seconded the motion. All ayes, motion carried.
- 6. Street Department-Consideration of Termination of Agreement with First Group Engineering**-Street Commissioner Frank Arthur explained the recent agreement with First Group was to update the field survey work which would make the City eligible to apply for the next Community Crossings line of funding. Frank said he went to a LTAP workshop and found out the City could save the expenses from the agreement. Frank also stated he is now able to have LTAP representatives assist with the field survey. This would allow the City to learn how to do the survey work “in house”. Frank indicated First Group Engineering has agreed to cancel the agreement at no cost to the City. Andy Harmon made a motion to approve cancelling the agreement with First Group Engineering. Grace Oilar seconded the motion. All ayes, motion carried.
- 7. Consideration of City Auction**-Street Commissioner Frank Arthur said the various departments have equipment to sell and permission to hold an auction would be appropriate. Mayor Houston asked the Department Heads to prepare a list of equipment and discuss a date to have the auction. This would be discussed at the next Department Heads meeting and shared with the Council and the Board of Works.
- 8. Discussion of Assignment of Appraiser-Old Fire Station**-Mayor Houston indicated three appraisal prices were sought. One declined to quote, Dale Webster quoted \$2,000.00 and York Pollert of Scheidt quoted \$3,600.00. City Attorney George Loy indicated 2 appraisals will be required if the City is going to sell the property. Mayor Houston asked if the Council was looking for a lease arrangement with the old fire station. Mayor Houston made a motion to approve the appraisals as presented but assign Webster to perform one at a price of \$2,000.00. Grace Oilar seconded the motion. Grace Oilar-aye, Andy Harmon-abstain, Mayor Houston-aye. Motion carried.

**9. Fire Department-Public Safety Medical-Agreement for Physical Exams**-Fire Chief Galen Logan reported that Public Safety Medical has worked with the MFD on these physicals over the years. He has the expense budgeted. Grace Oilar made a motion to approve the agreement as presented dated May 3 2019. Andy Harmon seconded the motion. All ayes, motion carried.

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

**MISCELLANEOUS AND ALL OTHER MATTERS**-None

There being no further business, meeting adjourned at 6:03 p.m.

James D Mann  
Clerk Treasurer  
City of Monticello