

## BOARD OF WORKS AND PUBLIC SAFETY

**MARCH 23, 2011**

**4:00 P.M.**

**10 SOUTH STATE STREET**

**COUNCIL CHAMBERS, ROOM 127**

<b>PRESENT:</b>	Joe Duffy	Greg Niece
	Ron Nichter	Joanie Fitzwater
	Brad DeReamer	David Scheiter
	Gregg Morelock	Chief James Roberts
	Larry J. Breese	Mike Fruth
	Nelson Castrodale	

**APPROVAL OF MINUTES:**

Nichter moved to approve the March 9, 2011 meeting minutes as presented, seconded by DeReamer. Motion carried *viva voce*.

**MAYOR'S OFFICE:**

Mayor DeReamer presented the 2<sup>nd</sup> quarter, 2011 Energy Cost Adjustment Tracking Factor for Greenfield Municipal Electric Utility. The new proposed factor / KWH would be \$0.014173. DeReamer moved to approve the 2<sup>nd</sup> quarter tracking factor as presented, seconded by Duffy. Motion carried *viva voce*.

**CLERK-TREASURER'S OFFICE:**

Clerk-Treasurer, Breese presented the Claim / Vouchers for approval as presented in the Claim Docket. Nichter moved to approve the claims as presented, seconded by DeReamer. Motion carried *viva voce*.

**STREET / CEMETERY DEPARTMENT:**

Greg Niece presented the Park Cemetery Deeds for approval. Nichter moved to approve the Park Cemetery Deeds as presented, seconded by DeReamer. Motion carried *viva voce*.

Greg Niece presented two quotes for a 24" Planer with 24" fast cut drum for the existing Bobcat equipment. The quotes were read as follows:

- |                                  |       |             |
|----------------------------------|-------|-------------|
| 1. Bobcat of Anderson            | Total | \$12,100.00 |
| 2. MacDonald Machinery Co., Inc. | Total | \$14,100.00 |

Greg Niece recommended awarding the purchase to the low quote from Bobcat of Anderson in the amount of \$12,100.00. Nichter moved to approve the purchase from Bobcat of Anderson as quoted, seconded by DeReamer. Motion carried *viva voce*.

Greg Niece requested permission to solicit quotes for re-surfacing project at Park Cemetery. Nichter moved to approve as requested, seconded by DeReamer. Motion carried *viva voce*.

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Greg Niece asked that quotes received for the Park Cemetery Endowment Fund for flowers over various holidays be opened and read into public record at this time. City Attorney Morelock opened and read the following, using the quoted price for Christmas wreaths as the base quoted item;

1. Greenfield Granite Co.	Total	\$308.00
2. Beautiful Beginnings	Total	\$302.50
3. Penny’s Florist Shop, Inc.		\$217.80
4. Andree Maslek		\$220.00

Mr. Niece asked that quotes be tabled for review with possible awarding at the end of the meeting.

**PLANNING DEPARTMENT:**

Joanie Fitzwater presented for information purposes only a listing of monitored properties that her department was monitoring for the City of Greenfield.

Joanie Fitzwater presented an Agreement by and between Westport Homes, Inc. and the City of Greenfield for Offsite Drainage and Outfall for the Sawmill Development. Nichter moved to approve the agreement as presented, seconded by DeReamer. Motion carried *viva voce*.

Joanie Fitzwater presented request to encroach into Utility/Drainage easements for the purpose of constructing fences. Both of these residential properties have applied for an improvement location permit and have filed an encroachment agreement into the 3existing easement. Staff has determined that the encroachment will not adversely affect the use of the easements. The two (2) request presented are from the following;

David Garmon	Lot 220 Indigo Springs/609 Streamside Dr.
Duane Knecht	Lot 44 Cricket Reel/1155 Grayson Dr

Nichter moved to approve both of these request for encroachment as presented, seconded by DeReamer. Motion carried *viva voce*.

Joanie Fitzwater requested permission to solicit quotes for mowing of various properties within the City of Greenfield that are unkempt and in violation of City Code. Nichter moved to approve this request as presented, seconded by DeReamer. Motion carried *viva voce*.

**WATER & WASTEWATER DEPARTMENT:**

David Scheiter requested that Application for Family Medical Leave for David Scheiter be accepted as presented. Nichter moved to approve this request for FMLA for David Scheiter as presented, seconded by DeReamer. Motion carried *viva voce*.

David Scheiter requested permission to solicit quotes for two (2) new trucks, one (1) for Water Utility and one (1) for Wastewater Utility using existing trucks for trade-in values for replacements. Nichter moved to approve this request to allow Mr. Scheiter to solicit quotes for new vehicles as presented, seconded by DeReamer. Motion carried *viva voce*.

**FIRE TERRITORY DEPARTMENT:**

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Chief Roberts requested approval to promote Chuck Rutledge to Volunteer Captain. Nichter moved to approve as presented, seconded by DeReamer. Motion carried *viva voce*.

Chief Roberts requested approval of the updated Standard Operating Guidelines and General Orders as presented and reviewed. City Attorney, Morelock stated once the Board of Works and Public Safety approved these updates and for the SOG's and General Orders mirror the City of Greenfield's Personnel and Policy Manual, he would be drafting these amendments for clarifications into ordinance form for consideration of the Common Council. Nichter moved to approve the amendments to Standard Operating Guidelines and general Orders as presented, seconded by DeReamer. Motion carried *viva voce*.

**ENGINEERING DEPARTMENT:**

Mike Fruth requested permission to solicit quotes for fencing of city property located on East North Street along Potts Ditch using chain-link type fencing to allow for visual review of the property. Nichter moved to approve this request as presented, seconded by DeReamer. Motion carried *viva voce*.

**POWER & LIGHT DEPARTMENT:**

Nelson Castrodale presented letter of retirement for Gwen Graddy, effective April 1, 2011 after 27 years of service to Greenfield power & Light Department. Nichter moved to accept the letter of retirement for Gwen Graddy as presented and thanked her for the years of service, seconded by DeReamer. Motion carried *viva voce*.

Nelson Castrodale recommended that Melissa Farmer be moved from part-time status to full-time status as Administrative Assistant with hourly rate of pay of \$18.07, effective April 2, 2011. Nichter moved to approve this request to hire full-time Melissa Farmer as presented, seconded by DeReamer. Motion carried *viva voce*.

**MISCELLANEOUS BUSINESS:**

Greg Niece, Street Commissioner returned after reviewing quotes received for the Park Cemetery Endowment Fund for various holiday flowers and recommended the following after his review to the low quote received for specific holiday as follows;

Spring Urns	Andree's Florist	62.50
Fall Urns	Penny's Florist	49.50
Christmas Wreath's	Penny's Florist	217.80
Memorial Day Pot's	Beautiful Beginnings	623.50
Easter	Greenfield Granite	120.00
Memorial Day	Beautiful Beginnings	20.00
Mother's Day	Andree's Florist	90.00
Father's Day	Andree's Florist	90.00
Riley Days	Beautiful Beginnings	28.00

Nichter moved to approve the recommendations from Mr. Niece for the flowers as quoted from the Park Cemetery Endowment Funds, seconded by DeReamer. Motion carried *viva voce*.

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**ADJOURNMENT:**

There being no further business to be brought before the Greenfield Board of Works and Public Safety, Nichter moved to adjourn the meeting at 4:20 p.m., seconded by DeReamer. Motion carried *viva voce*.

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Larry J. Breese, IAMC, MMC

Clerk-Treasurer

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Joe Duffy, Chairman

Presiding Officer