**GREENFIELD BOARD OF PUBLIC WORKS AND SAFETY**

**December 27th 2023**

**10:00 A.M.**

**10 SOUTH STATE STREET**

**COUNCIL CHAMBERS, ROOM 127**

Present: Mayor Chuck Fewell Kathy Locke Larry Breese Kelly McClarnon Glenna Shelby Gregg Morelock Lori Elmore Penny Lawyer Mitch Ripley Tim Boyk

Jason Koch Rob Souchon Scott Yost Chief Jason Horning

Nicholas Dezelan Charles Gill

Jane Webb Jason Koch

Mayor Fewell addressed those present and reminisced that it had been 10 (ten) years ago today that he had been elected Mayor of the City of Greenfield. He confirmed this was his final meeting and that he has had a wonderful time leading the City.

Mayor Chuck Fewell called the BOW meeting to order for the purpose of conducting the business for the City of Greenfield, Indiana. Locke moved to approve the minutes of December 12th, 2023 as amended, duly seconded by Breese. Motion carried viva voce.

**CLERK-TREASURERS OFFICE:**

Clerk-Treasurer Lori Elmore requested approval of the Claims Docket as submitted as of today explaining there would be another Claims Docket at the first meeting in January to include all payments made for closing out the year which include bond and payroll payments made before December 31st, 2023. Breese moved to approve, duly seconded by McClarnon. Motion carried viva voce.

Clerk-Treasurer Lori Elmore requested approval of the Conflict of Interest form for Heather Short. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

**CITY ATTORNEY:**

Gregg Morelock requested approval of the Letter of Engagement with Wilson Elser. McClarnon moved to approve, duly seconded by Shelby. Motion carried viva voce.

**HUMAN RESOURCES:**

Mitch Ripley requested approval of the pay increase for Rob Souchon to the full budgeted amount, according to the 2024 Salary Ordinance, effective December 23rd. Shelby moved to approve to increase the pay in accordance with the 2023 Salary Ordinance, as well as, increase the pay to the 2024 Salary Ordinance once we are in 2024, duly seconded by Breese. Motion carried viva voce.

Mitch Ripley requested approval for the change of vacation leave, personal time off and military or reserve service from days to hours effective December 23rd, 2023. Breese moved to approve, duly seconded by Locke. Motion carried viva voce.

**STREET DEPARTMENT:**

Tim Boyk requested approval of all of the 2024 Material Bids which were received at the last meeting and would be used throughout the fiscal year of 2024. McClarnon moved to approve, duly seconded by Locke.

Motion carried viva voce.

Tim Boyk requested approval of the Certificate of Burial Rights which were in circulation.

**ENGINEERING DEPARTMENT:**

Jason Koch requested approval for the Professional Services Agreement Amendment #1 with Lochmueller Group for additional design costs for the Riley Literary Trail, with a cost of $67,400.00, for a not-to-exceed total of $468,300.00. Breese moved to approve, duly seconded by Shelby. Motion carried viva voce.

Jason Koch requested approval of the Professional Services Agreement Amendment #1 with United Consulting for design work of a roundabout at the intersection of Morristown Pike and Davis Road. This amendment also supplements design work completed for the water and sewer work around the roundabout with a cost of $373,085.00 for a not-to-exceed total of $771,385.00 with no change in completion dates. Shelby moved to approve, duly seconded by McClarnon. Motion carried viva voce.

Jason Koch requested approval of the release of the Performance Bonds for Preserve on Blue Road to be replaced by the (3) three year Maintenance Bonds due to the completion of the following. Locke moved to approve, duly seconded by Breese. Motion carried viva voce.



Jason Koch requested approval of Change Order #3 with INDOT/LPA for the relocation of (2) two School Zone flashers in an increased amount of $3,000.00 for a revised not-to-exceed total of $850,543.12 with no changes to the completion date. Once approved by the Board, Jason Koch will sign the Change Order #3 Contract on the Board’s behalf. The total cost of this change will be 80% federal funds 20% local funds. Breese moved to approve, duly seconded by McClarnon. Motion carried viva voce.

**INFORMATION TECHNOLOGY DEPARTMENT:**

Rob Souchon requested approval for the IT Department to fund the IT portion of the Parker Substation Phase 3 Project with a cost of $27,800.00. Funds for this expense will come from the current IT budget and be encumbered from 2023 and paid in 2024. Shelby moved to approve, duly seconded by Breese.

Motion carried viva voce.

Rob Souchon requested approval to roll over (4) four vacation days for himself with the understanding these are to be used in the first quarter of 2024. Locke moved to approve, duly seconded by Shelby.

Motion carried viva voce.

**POWER AND LIGHT:**

Scott Yost requested approval for the promotion of Melissa Farmer/Keomanivong to Business Services Coordinator with a bi-weekly amount of $2,771.03, effective January 2nd. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Scott Yost requested approval for the promotion of Austin Mullins to Lineworker Class I with an hourly rate of $34.36, effective December 23rd. Austin has successfully completed his training period requirements per the U.S. Department of Labor’s Bureau of Apprenticeship & Training Standards. Breese moved to approve, duly seconded by Locke. Motion carried viva voce.

Scott Yost presented the November Dashboard.

**FIRE DEPARTMENT:**

Chief Jason Horning requested approval for the (1) one year Stryker Physio Pro Care Preventative Maintenance Agreement for ambulance cots and loading systems with a cost of $11,111.20. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

Chief Jason Horning requested approval of the quote from Kelley Chevrolet for a 2023 Tahoe with a cost of $40,821.00. Breese moved to approve, duly seconded by McClarnon. Motion carried viva voce.

**$52,987.00 - 9,647.00 (state bid disc.) along w/trade-in of a 2010 Ford Expedition w/VIN #06871 for $3,000.00 = $40,821.00**

**WASTE WATER DEPARTMENT:**

Nicholas Dezelan requested approval to hire Matthew Turner as an Operations Assistant with an hourly rate of $21.13, effective December 27th. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Nicholas Dezelan requested approval for the promotion of Kevin Davis to Apprentice Pipefitter II with an hourly rate of $27.00, effective December 23rd. Kevin has successfully completed his 2,000 hour milestone of our Wastewater Utility Apprenticeship Program. Breese moved to approve, duly seconded by Locke.

Motion carried viva voce.

Nicholas Dezelan requested approval of the Professional Services Agreement, Amendment #3, with American Structurepoint, Inc. for the Waterview Lift Station to extend the expiration date to December 31st, 2025 due to delays in the project. Shelby moved to approve, duly seconded by McClarnon. Motion carried viva voce.

Nicholas Dezelan requested approval of the Professional Services Agreement with American Structurepoint, Inc. for design services for the Davis Road Regional Pump Station Project with a cost of $194,250.00. McClarnon moved to approve, duly seconded by Shelby. Motion carried viva voce.

Nicholas Dezelan requested approval of the recommendation from McGee Designhouse for the office furniture package to award Commercial Office Environments with a cost of $97,767.62. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Nicholas Dezelan requested approval of the recommendation from Commonwealth Engineers, Inc. to purchase cameras, software and accessories for the new Wastewater Treatment Plant from Cottage Watchman with a net cost of $57,923.50; along with the installation, setup and programming labor cost of $52,500.00 for a grand total of $110,423.50. McClarnon moved to approve, duly seconded by Shelby. Motion carried viva voce.

Nicholas Dezelan presented the November Dashboard.

**WATER DEPARTMENT:**

Charles Gill requested approval for the Professional Services Agreement Task Order #12 for invoices submitted from Donohue and Associates, Inc. for engineering services rendered from September 24th – December 9th for the Southside Water Improvement Project in the total amount of $15,019.89. McClarnon moved to approve, duly seconded by Breese. Motion carried viva voce.

Charles Gill requested approval of the Continuing Professional Services Agreement Task Order #13 from Donohue and Associates, Inc. to provide professional engineering services for preparation and assembly of an Asset Management Plan for the Southside Water Improvements Project with a not-to-exceed cost of $39,900.00; to be delivered within (16) sixteen weeks of the execution of this task order. Breese moved to approve, duly seconded by Locke. Motion carried viva voce.

Charles Gill requested approval to seek quotes for a replacement small dump truck. Funds are available in their budget. Shelby moved to approve, duly seconded by McClarnon. Motion carried viva voce.

Charles Gill requested the bids received for the surplus equipment be opened and read into record:

**2007 Ford F750 Dump Truck Town of Jamestown $10,000.00**

 **Mark Huber $ 7,625.00**

 **Fesler’s Excavating $10,250.00**

 **Scott Evans $14,502.00**

**60D mini Excavator Reynolds Farm Equipment, Inc. $27,500.00**

 **Zach Gunn $10,501.00**

 **Pete Shawver $22,625.00**

 **Caleb Osborne $26,100.00**

Charles Gill requested to table this item and return at the end of the meeting with a recommendation.

Charles Gill requested approval of the probationary hire of Shawn Valentine to Operations Assistant with an hourly rate of $21.13, effective December 23rd. Breese moved to approve, duly seconded by McClarnon. Motion carried viva voce. Discussion on the effective date took place and Breese moved to amend his motion to hire Shawn Valentine effective December 30th, 2023 with a start date of January 2nd, 2024.

Charles Gill requested approval of the Phosphate Service Agreement between The City of Greenfield and Water Solutions Unlimited with the initial contract period being (2) two years, effective from the date of the award letter. Locke moved to approve, duly seconded by Breese. Motion carried viva voce.

Charles Gill presented the November Dashboard.

Charles Gill returned at the end of the meeting and requested approval that the 2007 Ford F750 dump truck be awarded to Scott Evans with the highest bid of $14,502.00. Breese moved to approve, duly seconded by Shelby. Motion carried viva voce.

Charles Gill also requested approval that the 60D mini excavator be awarded to Reynolds Farm Equipment with the high bid of $27,500.00. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

**UTILITY COORDINATOR:**

Jane Webb requested approval of the 1st Quarter Tracker for 2024 at $0.000000. Shelby moved to approve, duly seconded by McClarnon. Motion carried viva voce.

**MAYOR:**

The Mayor requested approval to roll over (3) three vacation days for Joanie Fitzwater to be used within the first quarter of 2024. Shelby moved to approve, duly seconded by Breese. Motion carried viva voce.

**PLANNING DEPARTMENT:**

Jason Koch requested approval of the Secondary Plat, the Subdivision Agreement and the Improvement surety as submitted for State Street Shoppes, LLC, to allow construction of a Starbucks Restaurant on Lot 1 and create a platted lot for the Centerpointe facilities on Lot 2. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

Jason Koch requested approval of the Subdivision Agreement and the Improvement surety as submitted. This will be 24.16 acres with 61 lots to be known as Brunson’s Landing, Section 2.

Breese moved to approve, duly seconded by McClarnon. Motion carried viva voce.

Jason Koch tabled Woodfield Pointe, Section 2 until the next BOW meeting.

**MISCELLANEOUS ITEMS:**

Throughout the meeting, the Clerk-Treasurer and the Department Heads each thanked the mayor for his (10) ten years of service. Comments included thanking him for his leadership, dedication and service to the Citizens of Greenfield as well as the guidance and knowledge he has shared with all throughout his tenure as Mayor.

Everyone present wished him well in his future endeavors.

**ADJOURNMENT:**

There being no further business to be brought before the Greenfield Board of Public Works and Safety,

Shelby moved to adjourn the meeting at 11:11 a.m., duly seconded by Breese. Motion carried viva voce.

Mayor Chuck Fewell declared the meeting adjourned and announced that the next meeting of the Board of Works will be held on Tuesday, January 9th at 10:00 a.m. under the leadership of newly elected Mayor, Guy Titus. We are adjourned.

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Penny Lawyer Chuck Fewell, Mayor

Deputy Clerk-Treasurer Presiding Officer

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Lori Elmore Guy Titus, Mayor

Clerk-Treasurer Presiding Officer