# GREENFIELD BOARD OF PUBLIC WORKS AND SAFETY August 13, 2024 10:00 A.M. 10 SOUTH STATE STREET COUNCIL CHAMBERS, ROOM 127

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Present:	Mayor Guy Titus	Kathy Locke
	Glenna Shelby	Brent Robertson
	Gregg Morelock	Lori Elmore
	Penny Lawyer	Scott Yost
	Joanie Fitzwater	Chief Brian Hartman
	Tyler Rankins	Chief Jason Horning
	Caleb Osborne	Rob Souchon
	Scott Evans	

Larry Breese

Mayor Guy Titus called the BOW meeting to order for the purpose of conducting the business for the City of Greenfield, Indiana. Shelby moved to approve the minutes of July  $23^{rd}$ , 2024 duly seconded by Robertson. Motion carried *viva vace*.

## CLERK-TREASURERS OFFICE:

Absent:

Clerk-Treasurer Lori Elmore requested approval of the Claims Docket as submitted. Locke moved to approve, duly seconded by Robertson. Motion carried viva voce.

Clerk-Treasurer Lori Elmore requested approval of the June Payroll Allowance Docket as submitted. Shelby moved to approve, duly seconded by Locke. Motion carried *viva voce*.

Clerk-Treasurer Lori Elmore requested approval of the May 2024 Fund, Appropriation and Revenue reports. Robertson moved to approve, duly seconded by Shelby. Motion carried *viva voce*.

Clerk-Treasurer Lori Elmore requested approval of the June 2024 Fund, Appropriation and Revenue reports. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Clerk-Treasurer Lori Elmore thanked the Department Heads for getting their department time sheets in early to help with getting payroll processed and for all their work on the 2025 budgets. Lori also thanked her staff for covering the office while she had been out of the office for the past (2) two weeks.

### **CITY ATTORNEY:**

Gregg Morelock requested approval of Resolution No. 2024/081324BOW-1 amending the purchasing policy for the City of Greenfield, effective. Shelby moved to approve, duly seconded by Locke. Motion carried viva, voce.

Gregg Morelock requested approval of the amended annual Animal Management Interlocal Agreement between the City of Greenfield and Hancock County to pay h a revised total amount of \$451,000.00 toward the 2025 anticipated costs, which shall be paid in (2) two equal installments. Locke moved to approve, duly seconded by Robertson. Motion carried viva voce.

Gregg Morelock requested approval of Resolution No. 2024/081324BOW-2 affirming the use of the Territory Governing Board and rejecting the Fire Territory Merit System. Shelby moved to approve, duly seconded by Robertson. Motion carried  $viv_{iv}v_{iv}v_{oc}e$ .

Kathy Locke abstained from voting.

### POWER AND LIGHT:

Scott Yost requested approval to award L & S Underground, Inc. for the installation of underground electric utilities for the Park Rose Subdivision, Section 1 with a cost of \$22,864.64. Locke moved to approve, duly seconded by Robertson. Motion carried viva voce.

Scott Yost requested the bids received for a new forklift be opened and read into record. The bids received were:

Prolift Toyota Material Handling	\$105,628.68
Wolter, Inc.	\$ 82,987.00
Sourcewell/Wolter, Inc.	\$ 83,533.77

Scott Yost requested approval to table the bids and return at the next BOW meeting. Robertson moved to approve, duly seconded by Locke. Motion carried *viva voce*.

## \$49,325.25 - trade-in of a 2016 Ford Edge w/VIN #7784 = 36,325.25

Scott Yost requested approval for the promotion of Jacob Belcher to Lineworker Class II with an hourly rate of \$36.23, effective August 3<sup>rd</sup>. Jacob has successfully completed his training period requirements per the U.S. Department of Labor's Bureau of Apprenticeship & Training Standards. Locke moved to approve, duly seconded by Robertson. Motion carried *viva voce*.

Scott Yost requested approval for the promotion of Brady Baker to Operations Supervisor with a bi-weekly amount of \$3,082.53, effective August  $17^{\text{th}}$ . Shelby moved to approve, duly seconded by Locke. Motion carried *viva voce*.

### PLANNING DEPARTMENT:

Joanie Fitzwater requested approval of the Comprehensive Plan Phase 3 & 4 Notice to Proceed with Rundell Ernstberger Associates with a contract amount of \$160,000.00, effective February 3<sup>rd</sup>. Council allocated \$80,000.00 in 2023 and \$80,000.00 in 2024 to the Planning Professional Fees budget. Shelby moved to approve and to authorize the Mayor to sign on behalf of the Board, duly seconded by Locke. Motion carried viva voce.

Joanie Fitzwater requested approval for a pay increase for Andrew Adkins, based on performance, with an hourly rate of \$29.60 and Bryan Gutierrez, based on performance and continuing education, with an hourly rate of \$30.60, both effective August 17<sup>th</sup>. Locke moved to approve, duly seconded by Robertson. Motion carried *viva voce*.

Joanie Fitzwater requested approval to seek bids for weed, mowing and trash removal for zoning violations. Due to a contractor dropping his contract with the City, the City is left with (1) one contractor. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

#### **POLICE DEPARTMENT:**

Chief Brian Hartman requested approval for the resignation of Joe Munden, effective August 24<sup>th</sup>. Joe has worked for the City of Greenfield since 1992. The Mayor, along with the Board, thanked Joe for his many years of service for the City of Greenfield and wished him well. Robertson moved to approve, duly seconded by Shelby. Motion carried viva voce.

Chief Brian Hartman requested approval for the resignation of Reserve Officer Rick Wilcher, effective July 24<sup>th</sup>. Officer Wilcher will be the new school resource officer for Eastern Hancock School Corporation. Rick has worked for the City of Greenfield since 1992. The Mayor, along with the Board, thanked Officer Wilcher for his years of service for the City of Greenfield. Shelby moved to approve, duly seconded by Locke. Motion carried *viva*. *voce*.

Chief Brian Hartman requested approval to extend Patrolman Austin Boulware's probationary period for (6) six months to February 19<sup>th</sup>, 2025. Locke moved to approve, duly seconded by Robertson. Motion carried viva voce.

#### **STREET DEPARTMENT:**

Tyler Rankins requested approval to award Fastenal for a new road saw for the Street Department and Wastewater Utility with a cost of \$8,500.00; which the cost will be split 50/50. Robertson moved to approve, duly seconded by Shelby. Motion carried viva voce.

#### Just Cut

## \$8,600.00

Tyler Rankins requested approval of the Sourcewell quote from Bobcat for a new planer with a cost of \$28,466.24. Shelby moved to approve, duly seconded by Locke. Motion carried *viva voce*.

Tyler Rankins requested approval of the Certificate of Burial Rights which were in circulation.

### FIRE DEPARTMENT:

Chief Jason Horning requested approval for the annual subscription with TimeClock Plus, LLC Services Agreement and Invoice with a cost of \$8,062.25. Robertson moved to approve, duly seconded by Locke. Motion carried viva voce.

### WATER DEPARTMENT:

Caleb Osborne requested approval for the invoices that have been submitted from Donohue and Associates, Inc. for engineering services rendered from June  $23^{rd}$  – July  $20^{th}$  for the Southside Water Improvements Project-

Water Storage Tower Project in the amount of \$16,214.65. Locke moved to approve, duly seconded by Robertson. Motion carried  $viv_{A}$  voce.

Caleb Osborne requested approval of the recommendation from Donohue and Associates, Inc. for the Partial Payment #8 to Phoenix Fabricators and Erectors, LLC for the Southside Water Improvements Project – Water Storage Tower Project in the amount of \$100,261.00 with a retainage of \$5,277.00 for a total payment for Application #8 of \$105,538.00. Shelby moved to approve, duly seconded by Robertson. Motion carried viva voce.

Caleb Osborne requested approval of the probationary hire of Austin Kinder to the position of Water Operations Assistant with an hourly rate of \$21.13, effective August  $12^{th}$ . Locke moved to approve, duly seconded by Shelby. Motion carried *viva voce*.

Caleb Osborne requested approval for the promotion of Alex Woodsmall to Plant Operator A with an hourly rate of \$32.36, effective August 17<sup>th</sup>. Alex has successfully completed his training period requirements of the Water Utility Apprenticeship Program. Locke moved to approve, duly seconded by Shelby. Motion carried *viva voce*.

Caleb Osborne requested approval for the promotion of Garrett Redd to Plant Operator C with an hourly rate of \$29.29, effective August 17<sup>th</sup>. Garrett has successfully completed his training period requirements of the Water Utility Apprenticeship Program. Robertson moved to approve, duly seconded by Shelby. Motion carried *viva voce*.

## INFORMATION TECHNOLOGY DEPARTMENT:

Rob Souchon requested approval of the Lease Agreement renewal with Braden Office Equipment for printers for the Utility Billing Department, Street Department - (2) two units and the Fire Department - (2) two units. The (60) sixty month lease renewal will replace the current equipment in each of the departments. Robertson moved to approve, duly seconded by Shelby. Motion carried viva voce.

Department	Current Equipment	New Equipment	Current Lease Cost	New Lease Cost
Utility Billing	Konica C458	Konica Bizhub C450i	\$149.00	\$160.00
Street (2 units)	Konica C4050i	Konica Bizhub C4051i	\$94.00	\$110.00
Fire (2 units)	Konica C4050i	Konica Bizhub C4051i	\$94.00	\$110.00

Rob Souchon requested approval of the Lease Agreement renewal with Braden Office Equipment for printers for Animal Management. The (60) sixty month lease renewal will replace the current equipment and add an additional printer with a cost of \$80.00 per month plus print charges. Shelby moved to approve, duly seconded by Locke. Motion carried *viva voce*.

Department	Current Equipment	New Equipment	Current Lease Cost	New Lease Cost
Animal Management	Konica C4050i	Konica Bizhub C4051i	\$47.00	\$55.00
Animal Management (Additional Printer)	N/A	Konica Bizhub C3321i	N/A	\$25.00

## WASTE WATER DEPARTMENT:

Scott Evans requested approval for the promotion of Zach Evans to Apprentice Pipefitter III with an hourly rate of \$28.49, effective August 3<sup>rd</sup>. Zach has successfully completed his 3,000 hour milestone of our Wastewater Utility Apprenticeship Program. Robertson moved to approve, duly seconded by Shelby. Motion carried viva voce.

Scott Evans requested approval for the promotion of Caleb Miller to Junior Pipefitter I with an hourly rate of \$29.95, effective August 17th. Caleb has successfully completed his 4,000 hour milestone of our Wastewater Utility Apprenticeship Program. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Scott Evans requested approval of the Agreement with Conexco, Inc. for the Waterview Lift Station Relocation Project with a cost of \$2,256,111.00. Locke moved to approve, duly seconded by Robertson. Motion carried viva voce.

Scott Evans requested approval for the invoices that have been submitted from Commonwealth Engineers, Inc. for engineering services rendered from June 1st – June 30th for the Waste Water Treatment Plant Improvements Project in the total amount of \$44,886.62. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Scott Evans requested approval of the recommendation from Commonwealth Engineers, Inc. for the Partial Payment #21 to F.A. Wilhelm Construction for the Waste Water Treatment Plant Improvements Project in the amount of \$1,530,878.41 with a retainage of \$80,572.55 for a total payment for Application #21 of \$1,611,450.96. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

#### MISCELLANEOUS ITEMS: None

#### 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 10:49 a.m., duly seconded by Robertson. Motion carried viva voce.

Mayor Guy Titus declared the meeting adjourned and announced that the next meeting of the Board of Works will be held on Tuesday, August 27<sup>th</sup> at 10:00 a.m.

Penny Lawyer Deputy Clerk-Treasurer

Guy Titus, Mayor Presiding Officer

Lori Elmore Clerk-Treasurer