

**Board of Public Works & Safety Meeting - Wednesday, December 14, 2011 – 1:30 p.m. – Audio Available**

**Call to order by:** Mayor Fisel

**Roll Call**

Present: Board Members Bonnie Edgell, Tom Janes, and Patty Fisel, City Attorney Steve Hagen and Clerk Treasurer Barb Hawn.

**Minutes from previous meeting of November 23, 2011**

***Motion to approve by: Tom Janes***

***Seconded by: Bonnie Edgell***

***Vote: All Ayes***

**Citizens Comments - None**

**Unfinished Business**

1. Tort Claim – Farm Bureau/McDonald

Email was received from Farm Bureau's attorney regarding the amount of the claim, offering little clarification. In a phone conversation with the attorney, she asked if we had an offer. It was suggested that City Attorney Steve Hagen make contact and settle the claim.

***Motion to give City Attorney the authority to counter offer and settle the tort claim by: Patty Fisel***

***Seconded by: Tom Janes***

***Vote: All Ayes***

2. Construction Standards

The revised constructions still need further review and changes. A resolution to preliminarily adopt would then be in order.

***Motion to table the issue by: Patty Fisel***

***Seconded by: Bonnie Edgell***

***Vote: All Ayes***

**New Business**

1. Policy Book Revision – HR Unlimited

The employee policy book has not been updated since 1999 and HR law has had many updates since that time. HR Unlimited will review and update the manual at a cost of \$5,000. Mayor Fisel and Clerk-Treasurer Barb Hawn will be meeting Mitch Ripley tomorrow. Permission is requested to allow the Mayor to sign the agreement after review by City Attorney Steve Hagen.

***Motion to give Mayor Fisel the authority to sign the contract with HR Unlimited to update the City policy book***

***by: Tom Janes***

***Seconded by: Bonnie Edgell***

***Vote: All Ayes***

2. WWTP – Boss Snow Plow

The WWTP currently does not have a plow on any of their trucks, they have to rely on the street dept. to plow them out, and it is generally after the streets have been plowed. Three quotes for a snow plow were received: WA Jones - \$4,335, Tri-State - \$4,841, Gardeners -\$5,160

Mayor Fisel stated she can see the value in having a plow at the WWTP. It will not only free up Street personnel, but can also be used to assist in plowing the streets.

***Motion to purchase the plow through WA Jones, the lowest quote by: Patty Fisel***

***Seconded by: Tom Janes***

***Vote: All Ayes***

### 3. Water Reconnections for Home Inspections

Currently, water reconnections for home inspections are being done at no charge to the realtor for a home inspection. This is a handed down verbal policy. Water Superintendent Jeff Boyle is asking to have the charge for these reconnections to be set at the normal reconnection fee the City charges to residents due to the employee time involved to reconnect and then disconnect for the inspection.

## Department Heads and Members of Administration

*Police Chief Bryan Shearer:* Bryan asked permission to sign a purchase order for two 2013 model Police Interceptor vehicles that are in the budget for next year. The cars will not be ready for several months.

*Water Superintendent Jeff Boyle:* All of the hydrants set for replacement are now installed. We have a plan for further replacements next year. The hydrant list was given to the clerk for City payment of the annual hydrant user fee. There are currently 182 hydrants on the list.

Peerless was contacted on the pumps. The problems have been addressed.

*City Engineer Rick Pharis:* The Farmer's Market Pavilion is progressing. The interior wall color is on site. The bathroom locks are being put in. The bracing on the posts will be done next week. There will be rafter lighting. The seeding will be done in the spring. There is a change order for the entrance.

The digital copy of the zoning map was received and we can now make the updates.

There will only be one round of OCRA grants in 2012. We are looking at the possibility of applying for grants for the Water Works projects.

*City Attorney Steve Hagen:* Steve requested the requirements for the irrigation permit from Jeff Boyle.

***Mayor Patty Fisel:*** The December 26, 2011 meeting of the City Council has been cancelled. The January 9, 2012 meeting of the City Council has been moved to Thursday, January 12, 2011 at 7:00. The January 11, 2011 meeting of the BOW has been moved to Thursday, January 12, 2011 at 1:30. Changes were made due to attendance by Mayor Fisel and Clerk Barb Hawn at the IACT Elected Official Boot Camp.

The ceremony to swear in the newly elected officials will take place at City Hall on Monday, January 2, 2012 at 11:00. The Mayor expressed her thanks to Bonnie Edgell and Tom Janes for serving on the BOW. It has been awesome and she appreciates their service.

## **Adjournment**

***Motion to adjourn by: Tom Janes***

*Seconded by: Patty Fisel*