

**BOARD OF PUBLIC WORKS AND SAFETY  
OF THE CIVIL CITY OF UNION CITY, INDIANA  
JANUARY 9, 2012**

The meeting was called to order at 8:00 a.m. in the Union City Council Chambers conference room with Mayor Bryan Conklin presiding.

ROLL CALL

Present at the meeting were: Mayor Bryan Conklin, Board members Susan Pyle and Philip Brewer, City Manager Monte Poling, Clerk-Treasurer Anita Amspaugh, Fire & EMS Chief Tim Crawford, SPC Superintendent Rick Reichard, Water Superintendent Brad Mink, Wastewater Superintendent Scott Thompson, Police Detective Chad Puterbaugh.

Also in attendance: Amanda McFerrin of The News-Gazette.

Mayor Conklin introduced Philip Brewer who has been appointed to take Bob Gentry's place as a member of the Board of Works.

MINUTES

Susan Pyle moved to accept the minutes from the previous meeting and Bob Gentry seconded. All ayes were received (3-0), motion carried.

VISITORS WISHING TO ADDRESS THE BOARD

None.

PRESENTERS ON AGENDA

None.

DEPARTMENT REPORTS

Fire/EMS – Chief Tim Crawford reported on the warranty for Medic 93. He stated that there was a misunderstanding about the warranty on the ambulance, however, LifeStar has agreed, in writing, to cover the remainder of the warranty.

Crawford reported that he has five (5) members of his department who will be starting paramedic classes which will take a full year.

Crawford reported that his grant application has not "hit" yet. He added that, if a new unit is purchased through this grant, it will replace two (2) of his present vehicles.

Crawford reported that the desks in his offices have not yet been finished even though Jared Ramos has been given the authorization to complete the construction. Discussion.

Wastewater Department – Superintendent Scott Thompson reported that the owner of 539 Pearl Street was given thirty (30) days to fix the basement leak or he will be cited. He added that, as far as he could tell without analyzing the water, that it is just ground water and not raw sewage.

Thompson reported that Culy Construction will be relocating the retaining pond valve.

Police Department – Detective Chad Puterbaugh reported on the Citizens Academy that will be held by the UCIPD.

SPC Departments – Superintendent Rick Reichard reported that the new salt spreader is on the truck, however, there is a suspension problem that needs to be fixed on that truck before it can be used.

Reichard reported that the downtown Christmas decorations will be taken down tomorrow, weather permitting.

Reichard reported that his department is picking up limbs and discarded Christmas trees and patching potholes this week.

A discussion was held on the replacement of Everett Hobbs.

Water Department – Superintendent Brad Mink reported that there were two (2) water main breaks at the north end of town last week which have been repaired.

Mink reported that the new water tower is currently being filled. After a short discussion, Bryan Conklin moved to authorize Brad Mink to contact Norman Noe Co., Inc. within the next thirty (30) days to evaluate the north tower. Susan Pyle seconded. All ayes were received (3-0), motion carried. Conklin suggested that Noe be asked to prepare a 20-year plan for the tower.

City Manager – Monte Poling reported that he has received notice for the final payment on the 2011 HOOR grant and that application for the next round will soon be submitted.

Poling reported that the stormwater grant will be closed out soon.

Poling reported that he will soon be meeting with Triton Epoxy Lining on February 3 for a discussion on lining the water mains.

Clerk-Treasurer – Anita Amspaugh reported that she is working on year-end accounting procedures.

Amspaugh reported that Pinpoint will continue this year and advised the department heads that all employees with health insurance will need to update their assessments.

### OLD BUSINESS

Mowing Bids –After a short discussion, Bryan Conklin moved to accept the bid by Mangen & Sons Lawncare for the 2012 mowing season. Susan Pyle seconded. All ayes were received (3-0), motion carried. Conklin stated that he wants the bidding process for weed spraying done by June 1.

Job Descriptions – After a short discussion during which no supervisors had any comments or changes, Susan Pyle moved to accept the job descriptions as written and

Bryan Conklin seconded. All ayes were received (3-0), motion carried. Amspaugh instructed the supervisors to have each employee sign their job descriptions and deliver them to Monte for signature and filing in personnel files.

Minimum Housing Standards Ordinance Violation – A discussion was held on the minimum housing violations at 340 South Columbia Street. Bryan Conklin reported that he will be meeting with Ryan Prinkey tomorrow on the changes needed on the Minimum Housing Standards ordinance.

#### NEW BUSINESS

113 North Columbia Street Building Renovation – Bryan Conklin reported that the description for the building will be finalized and the invitation for bids will soon be going out.

Additions to Wastewater Alarm System – Poling reported that there are additional alarms that need to be installed for the sewage plant operations per IDEM. SOS has submitted a bid of approximately \$5,000. After a short discussion, Bryan Conklin made the motion to move forward with the installation of the additional alarms and Philip Brewer seconded. All ayes were received (3-0), motion carried.

2012 Goals & Objectives – Bryan Conklin presented his preliminary list of goals and objectives for the next four (4) years. He asked the supervisors and administration to turn in goals and objectives to him by the next Board of Works meeting if they have not already done so. Discussion.

#### BOARD MEMBER QUESTIONS/COMMENTS

Bryan Conklin informed Rick Reichard that Brad Mink is being placed in the position to supervise the Water, Sewage, Street, Park & Cemetery Departments.

Bryan Conklin reported that he will doing regular interviews with Star-98 and Joy-FM radio stations.

#### NEXT MEETING

The next regular Board of Public Works and Safety meeting will be on Monday, January 23, 2012, at 8:00 a.m.

#### ADJOURNMENT

Being no further business to come before the Board of Works, Susan Pyle moved to adjourn the meeting and Bryan Conklin seconded. Meeting was adjourned at 9:08 a.m.