

**BOARD OF PUBLIC WORKS AND SAFETY MEETING MINUTES
MONDAY, APRIL 15TH, 2013**

Mayor Dennis Buckley called the meeting to order at 6:10pm

ROLL CALL:

Board of Works Members, Ed Bell, Sandra Seward and Mayor Dennis Buckley were present. Also in attendance, was Clerk Treasurer Dan McMillan.

MEETING MINUTES:

Clerk Treasurer McMillan presented the meeting minutes from the March 18th, 2013 to the Board. Sandra Seward, already spoke to Clerk McMillan in regards to the fire fighters agreement where it talks about the changes in the “city law” should read “state law.

Sandra Seward moved to accept the minutes, with the correction noted.

Mayor Buckley seconded the Motion; which was approved by voice vote.

Clerk Treasurer McMillan presented the minutes from the April 1st, 2013 meeting to the Board.

Ed Bell moved to accept the minutes as presented.

Mayor Buckley seconded the Motion; which was approved by voice vote.

SPECIAL PRESENTATION:

• **Local 416 Agreement Signing:**

Aaron Jeanette and Mike Reeves signed the Local 416 Firefighters agreement. Aaron Jeanette thanked the Board for working toward the agreement. This has been three years of trying to get this resolved and when the new administration came in it was willing to work with the firefighters. It’s a good start and 2014 will bring more, and hopefully will keep progressing the city. Mike Reeves represents the entire Marion County Firefighters EMS and communications. He said he is proud of Beech Grove and “you have a good man here with Aaron.”

• **7th Grade Girls Middle School Basketball Team:**

The mayor presented a plaque to the team for a perfect season. They went 20 and 0. Coach commented that they won most of their games by 25 points or more. Their number one player (who averaged 19 points a game) broke her arm and was unable to play the last four games, and they were still able to win! He invites everyone to come watch them play next year as 8th graders.

• **BGHS Student Council Project:**

The Senior Class Student Council presented a proposal for a community service project to help Beech Grove “go green”. Senior Class Secretary, Haley Bougher presented the increase of the “carbon cliff,” and different negative effects that pollution has on the environment (glaciers melting, coast lines shrinking, which will

cause population issues). Senior Class Treasurer, Ellen Skidmore, presented ways to keep the problem from getting worse (curbside recycling, using 100% recyclable paper, using light bulbs with the energy star). Senior Class Vice President, Alex Dunn suggested electric car chargers along Main Street and presented the advantages of owning an electric car. Senior Class President, Vikas Patel presented the financial benefits to going “green.” He shared that installing electric car chargers will bring in more residents who are concerned for the environment. He also suggested that Main Street businesses install solar panels on the roofs to save money overtime. The interest rates are at an all-time low so now is the time for the government to act. The recovery bill may help finance the recharging stations and other energy reducing efforts. The loan must be applied for by November due to the sequester cutting the EPA’s budget. Indiana Recycling Coalition will match any donation dollar for dollar which will also help with financing. He also suggested adding a .125% gas tax that could accumulate over years to also help finance. These options along with the student councils efforts to get donations will go toward a recycling program, recharging stations, as well as incentives for solar panels.

Mayor Buckley invited the student council members to attend one of the weekly meetings about Main Street Construction Project to discuss these topics so that the changes may be implemented.

APPROVAL OF CLAIMS: Mayor Buckley gave a brief description of these claims.

- **Corporate Manual Claims** – claims that do not require Board approval before payment is made.

Manual claims in the amount of **\$432,535.12** were presented to the board for approval.

Ed Bell asked about the City of Southport claims. Clerk McMillan explained part is for reimbursement, the other is for continuing education.

Sandra Seward moved to accept the claims as presented.

Ed Bell seconded the Motion, which was approved by unanimous voice vote.

- **Corporate Regular Claims** - claims that require Board approval before payment is made.

Regular claims in the amount of **\$87,868.40** were presented to the Board for approval.

Sandra Seward asked about a few claims:

#1: The claim for Hubler Chevrolet- she asked if we track the maintenance of each vehicle to see if the maintenance is costing more than the vehicles worth. Public Works Director Brad Meriwether answered that they do track it and factor the cost into the value of the car.

#2: The claim for Franciscan- St Francis- Fire Chief Rob Cheshire referenced the contract that was signed with Franciscan-St. Francis. This expense was for the first month’s pay of the medics running Medic 101.

#3: The claim for CXT Inc.- She asked if the “vault install” is part of the bond? Tom Hannon explained it was the installation of the new restroom and that it was paid for out of the Parks budget.

#4: Noticed that liability insurance, and some of the payroll were on regular, and that she expected them to be on manual. Clerk McMillan explained that the dockets will be in a new format due to a new computer system. In upcoming meetings there will only be two dockets, corporate and wastewater, instead of four. Manual claims and regular claims will be on the same docket. Clerk McMillan explained that they still have the ability to force checks through, to make payments on demand, but both manual and regular claims will appear on one docket.

Ed Bell mentioned he was happy to see that we purchased gravel to fix up the alleys.

Ed Bell moved to accept the claims as presented.

Sandra Seward seconded the Motion; which was approved by unanimous voice vote.

UNFINISHED BUSINESS:

- **2013 Paving Bid Award**

Brian Pierson with United Consulting to present the 2013 paving bid award.

There were six bids submitted all were accurate and all information was provided. Lowest bid was for \$359,256.00 from Grady Brothers, Inc. Based on the review of the information received; United Consulted recommends that the bid be awarded to Grady Brothers, Inc.

Ed Bell asked when they will begin.

After the contract is signed, there will be a pre- construction meeting between the city and contractors, and they can start as soon as the contract is signed and a notice of receipt is issued by the city.

Mayor Buckley asked Mr. Pierson to briefly list the locations that will be repaved.

There will be 8 or 9 different locations including:

- 13th Ave from Albany north to Southern
- Detroit Street, east from 17th to 10th
- 25th Avenue south of Mann Drive
- 23rd Avenue
- 8th Avenue from Bellefontaine to Alton
- 18th Avenue from Main to Albany
- Shaft Street from Bellefontaine to Garstang
- Timber Grove and Park Meadow Courts.
- 8th Avenue may extend to Main Street.

Sandra Seward asked if Grady Brothers has been used before by the city.

They have been used for other paving projects in recent history.

Mayor Buckley commented that the city had budgeted \$400,000 for paving.

Ed Bell moved to approve Grady Brothers Inc. for paving, and the expenditure by the city would not exceed more than \$400,000.

Sandra Seward seconded the motion; which was approved by unanimous voice vote.

Mayor Buckley added that they will try to set up the preconstruction meeting with Grady Brothers sometime later in the week.

- **Lick Creek Erosion Bid Award -**

John from United Consulting presented bids for the design of the Lick Creek Erosion project. The reason for this project in Sarah Bolton Park is that the channel in Lick Creek along 15th Avenue, around the new bridge is starting to scour out badly. There are also problems with gapping in the creek bank walls, and the west side of the channel is deteriorating to the extent the burning bushes are falling off. There is concern that if it is not fixed it will affect the utilities along there. He handed out plans for stabilizing the walls. The project extends about 800 feet around 15th Ave south of the bridge. A vegetated retaining wall will stabilize the east side. On the west side the wall structure is beginning to deteriorate and is losing a lot of stone it will be replaced by a reinforced stunting that will reinforce the existing wall. There is a drainage structure also on the south end that the “head wall” is failing. That will also be replaced in this project.

Bids for contracts- beginning work on May 1st. The substantial completion date is projected to be June 28th 2013. The contractor is responsible for the new vegetation for a year so the final completion date is projected to be June 28th, 2014. Tom Hannon will be the Project Manager and he will handle all documents, invoices, and questions.

Ed Bell asked about the vegetation that will be added, if it will need to be mowed or maintained. All new vegetation should be self-sustaining and in place to help stabilize the walls.

Sandra Seward asked if the existing vegetation will be removed or if the new vegetation will be added. The vegetation on the east side of the channel is going to be removed

Sandra Seward asked if any large trees are being removed. None are being removed, but there will be some new seedlings planted.

Bids were solicited from 3 different contactors. Only two came back with bids. Those companies were Scenic Construction, and Fitzgerald & Fitzgerald. The bid was prepared to get the best value, and was broke up into a base plan and two alternates. The base plan was the main work in the channel; alternate 1 bid was for the west side; and alternate 2 was the head wall reconstruction.

United Consulting Engineers Estimate:

Base plan: \$231,600
Alternate 1: \$29,300
Alternate 2: \$19,400
Total: **\$280,300**

Scenic Construction:

Base plan: \$223,700
Alternate 1: \$36,800
Alternate 2: \$24,000
Total: **\$284,500**

Fitzgerald & Fitzgerald:

Base plan: \$190,990
Alternate 1: \$23,810
Alternate 2: \$21,700
Total: **\$236,500**

Mayor Buckley asked if both bidders had been reviewed. Both bidders were responsive, turned in all documentation, met all requirements, and were responsive to the addendum. Both bidders are acceptable.

Mayor Buckley also mentioned that if the award is given to Fitzgerald & Fitzgerald, Mike cannot inspect his own work and that will have to be disclosed. There is no reason why Fitzgerald & Fitzgerald would warrant disqualification.

Clerk McMillan asked if both companies have done this work in the past and if we could get references from previous clients.

The contractors have provided references of previous projects experience and the contract amounts in their bid packets.

Ed Bell asked if the EPA will have to come out to inspect when the project is finished.

DNR and IDEM will come out to be sure all policies are being followed, and all the species are acceptable, and to follow up on permits.

Sandra Seward asked if Tom Hannon and Brad Meriwether are comfortable with the information.

Tom said he had seen the application and that the work is not real complicated. Neither Brad nor Tom had any questions or concerns.

Ed Bell asked if the soil that will be put back in have to match the current soil.

There won't be a lot of fill going back in. The channel has made its own natural path and the plan is to not change that.

Sandra Seward asked if there was any guarantee on how long the repair will last.

The only guarantees are from the product manufacturers of materials used.

Ed Bell asked if they have a criteria set up on how high they make a wall to prevent flooding.

The way the channel is set up the east side is taller than the west so that if the water gets to high it all flows to the west side. It drains out pretty fast.

Sandra Seward asked if the vendors use the same materials, if there are any differences between the qualities of materials. Also she asked if the timelines are the same for both vendors.

The specifications in the bid pack were so specific that both vendors will be using pretty much the same materials. The only difference is that Scenic Construction requested a finish date of July 26th instead of June 28th.

Mayor Buckley asked if what is being proposed is going to work.

Yes, for the area that we made plans for this will work.

The design for the project cost was \$62,200 (survey, permits, project, management, etc.) The total cost if the Board approves Fitzgerald & Fitzgerald and the alternative bids is \$298,700.00.

Sandra Seward asked Tom Hannon's recommendation.

Tom suggested using the lowest bid so that all three phases can get done.

Ed Bell moved to approve the bid for Fitzgerald & Fitzgerald to complete the project and that expenditure by the city would not exceed more than \$236,500. Sandra Seward seconded the Motion; which was approved by unanimous voice vote.

NEW BUSINESS:

- **Permanent Employment – Fire Department**

Chief Robert Cheshire asked to approve Ryan Cobb to second year firefighter. His new pay would be \$2,164.73, the changes will take effect on 4/22/2013 and the increase is funded in the budget.

Ed Bell commented that as long as it's in the budget. Sandra Seward agreed.

Clerk McMillan asked for his anniversary date. Chief Cheshire replied 4/22/2012.

Ed Bell moved to approve the promotion.

Sandra Seward seconded the Motion; which was approved by unanimous voice vote.

Mayor Buckley also asked for a briefing on Medic 101 (2nd Ambulance): St Francis has been staffing it. In March Medic 101 did 100 runs. They are busy and providing an excellent service.

Mayor Buckley asked about the new fire engine: A few little maintenance issues were adjusted and it is running excellent. Engine 101 is getting fixed.

- **Permanent Employment – Police Department**

Chief Mark Swartz asked to approve Lee Huffman to be promoted to a first class patrol officer. The salary will be increased and the amount has been figured into the budget. He completed his probationary year 04/09/2013.

Sandra Seward moved to approve the promotion. Ed Bell seconded the Motion; which was approved by unanimous voice vote.

Mayor Buckley asked about how the school police officer is doing. Chief Swartz answered that he is doing really well except for last week he was injured from a brother's canine unit, he is on light duty and he will be returning next week. The dog had "a procedure" to help lower the aggressive behavior and will return next week as well.

- **Beautify Beech Grove 5k Walk**

Dan McMillan read a letter to request to hold the inaugural Beautify Beech Grove 5k Family Fun Walk at Sarah Bolton Park on May 11, 2013. It will start at the main shelter and wind through the city and finish at the main shelter in the park. There are approximately 50 – 75 participants. They have applied for 1 day insurance, been in contact with Police Chief Swartz, Parks Director Tom Hannon and Fire Chief Cheshire and they are all working together to keep the walk safe.

Sandra Seward commented it sounds like a nice family event.

Sandra Seward moved to approve the event.

Ed Bell seconded the motion; which was approved by unanimous voice vote.

- **Vacant Property Grass Cutting/Trash Monitoring**

Page 1 says \$25.00 per vacant property cutting grass, picking up trash, and monitoring condition of the property. The city spent \$2910.00 to LTD for doing the same work. Brad Meriwether and Tom Hannon presented. Brad said that years ago we had a compliance department of two people that would do tag properties and go through a process and eventually attempt to collect the funds. However the funds were rarely recovered. Grass would get so long that it would take hours longer than normal and the manpower would cost the city. Now when a property is reported they let Ed Roessler know and he would mow the lawn and continue to mow it till someone moves in. Brad said they are just doing everything they can to keep Beech Grove looking nice and the neighbors to these properties are very appreciative to have the lawns mowed. Brad has priced out other vendors and “no one can touch what he charges to do what he does.”

Ed Bell commented the \$25.00 is cheap per property and Brad said he not only cuts it but picks up trash and sets it out to be picked up. Ed Bell asked about the expense if the city tried to hire people to complete the work. Brad explained it would involve salaries, equipment, and much more. Sandra commented on liability insurance too. Brad said they do not have the manpower to provide the service. Mayor Buckley asked if Public Works has the manpower to complete the mowing. Brad said they do not. He stated that about three or four years ago their department was cut back. They barely have the manpower to keep up with the trash and streets. Occasionally he is able to have a couple of guys out filling potholes. Brad would have to hire additional employees in order for the city to perform this service. Sandra asked if LTD uses their own equipment. Brad said yes, they do.

Sandra Seward commented that it’s nice that the city of Beech Grove does address this issue and that we have someone like Ed Roessler to do this just beautifies Beech Grove more.

- **Supplemental City Grass Cutting**

Parks Director Tom Hannon presented the history of the triangle Perkins, Churchman and Southern agreement we made with Indianapolis that we could cut it. The lot at 16th and Detroit is used for football, soccer, and other youth organizations use it for practices so the Parks Department mows it. Don Challis mowed it originally to keep practices from going on in the park so it doesn’t get worn out. The girls’ softball league made an agreement that during the softball season the Parks Department will mow the fields and the school will maintain it during the rest of the year. The little league used to mow their own fields, but the Parks department took it over due to financial hardship. There is no guarantee for money so if they don’t need mowed, Tom will call Ed Roessler and let him know he doesn’t need to mow. He would recommend the city continues the agreement with Ed Roessler to continue to mow.

Sandra asked if LTD provides proof liability insurance and Tom Hannon said yes he does.

Mayor Buckley recommended that the Board approve the contract for \$10,000.00, because if it is over \$10,000.00 he would have to take bids on it.

Sandra moved to accept the contract not to exceed \$10,000.00.

Ed bell seconded the Motion; which was approved by unanimous voice vote.

- **Salt Bids for 2013 – 2014**

Beech Grove and other communities in Indiana combine their needs and submit the amount to vendors in order to get the best deal. This year we put in for 600 tons. Last year the city got 500 tons and was a little close. Typically the city was getting 700 but that was too much. This was submitted last week and we are waiting for vendors to come back with their bids. Typically comes back at \$73 a ton for the treated salt which works well in colder temperatures and the roads are cleaner faster.

Mayor Buckley asked how much we typically spend on salt.

Once the tonnage level is submitted the city is committed to an 80/120 gap. Depending on the winter season, the city can take as low as 80% of their quote or as high as 120% of their quote. Last year it was a mild season and the city ordered 500 tons, it was a mild season so we used 80% of that and paid \$73.89 a ton. The city budgets for \$50,000 worth of salt.

Mayor Buckley mentioned that that will require them to get at least two quotes.

Mayor Buckley asked about new equipment updates.

Brad stated that with DPW Auction money that was raised last year they are buying two trucks. One is available now and just got the safety striping on and it is looking nice. The other is still being built and will be ready to use for 2013 winter. They are Ford F550s with plows and salt spreaders.

COMMENTS FROM MEMBERS: No comments.

ADJOURNMENT: Ed Bell moved to adjourn. Sandra Seward seconded the Motion. The meeting was adjourned at 7:35 pm.

Next Board of Public Works & Safety meeting is scheduled for Monday, May 6th, 2013 at 6:00pm.

Dennis Buckley, Mayor

Dan McMillan, Clerk Treasurer

Prepared by:
Brenda Michael