

Delphi Board of Public Works and Safety
Work Session
November 17, 2016
9:00 a.m.
City Council Chambers – 201 S. Union Street, Delphi, Indiana 46923

Present: Mayor Evans, Member Bradshaw, Member Deiwert

- I. Discussed 2017 meeting schedule.
- II. Discussed ongoing and future projects for Board:
 - a. Insurance Proposals:
 - i. Will be to Member Deiwert by next week.
 - ii. Four companies currently working on it.
 - iii. Member Deiwert will give us a synopsis and give us a recommendation.
 - iv. MBAH, Mitchell Agency, Chris Johnson, and RME are the companies working on it.
 - v. Should award contract at first Board meeting in December.
 - vi. City Attorney Martin still needs to inform Member Deiwert if the Water and Sewage Departments should be split off from the City for insurance purposes.
 - vii. All four bidders will give us information on gaps in our coverage.
 - viii. Will look at increasing general and umbrella limits to \$2 or \$4 million.
 - b. Construction Application for Work in Public Ways:
 - i. Department heads are looking at and reviewing construction standards provided by Member Deiwert.
 - ii. Member Deiwert drafted a new construction permit application for work in public ways.
 - iii. Will review this in January or February of 2017.
 - iv. Need to incorporate certificate of insurance with the application for permit.
 - c. Police Department Standard Operating Procedures:
 - i. Member Deiwert will e-mail Mayor Evans items which insurance companies desire to be included in Standard Operating Procedures.
 - ii. Plan on reviewing and updating the S.O.P. in first or second quarter of 2017.
 - d. Personnel Policy:
 - i. Plan on reviewing and updating personnel policy in first or second quarter of 2017.
 - e. Department Maintenance and Plans for 2017:
 - i. Department heads should:
 1. Communicate their priorities;
 2. Communicate their plans;
 3. Review routing maintenance; and
 4. Present this to Board in January of 2017.
 - ii. Items identified previously include:
 1. Manholes;

- 2. Sewer lines; and
 - 3. Fire hydrants.
- iii. Plan on having intermittent progress reports in 2017 to see how Departments are utilizing plans.
- iv. Will discuss the push toward employees obtaining CDL in January 2017.
- v. Would like to do energy audits of water and sewer departments and of street lights in 2017.
- f. Building Code, Inspector, and Unsafe Building Code
 - i. Mayor should send research on Unsafe Building Code, ordinance and state law, to Members Bradshaw and Deiwert.
 - 1. State law probably requires construction standards to determine what is an unsafe building.
 - 2. Want to review this and work on it by the end of the first quarter of 2017.
 - ii. Mayor should contact Flora to see if they desire to “share” a building inspector.
- g. L.E.D. Street Lights
 - i. Mayor needs to reach out to Duke to review our contract for street lights.
 - ii. Board should research potential of a guaranteed savings contract for switch to L.E.D. lights.
 - iii. Will review and work on this second quarter of 2017.
- h. Health Insurance and Clinic
 - i. Board will stay aware of:
 - 1. County’s activity on a clinic;
 - 2. President-Elect Trump’s changes in policy for health care; and
 - 3. School Corporation’s activity on a clinic.
 - ii. Board will review our health insurance before July of 2017

III. Discussed Vactor Truck:

- a. Board would like to see a maintenance schedule before making a final decision.
- b. Board would like to discuss CDL drivers before making a final decision.
- c. Accudig has previously given the city a proposal to clean and video all sewer lines in the city for \$135,000 over the course of three years.
- d. Wastewater has not cleaned lines for a few years – due to manpower and equipment restrictions. Current Vactor will only work for a few hours before overheating.
- e. Board and Department Heads will plan on receiving a demonstration of the hydro-dig powers of a truck in December.

IV. Discussed Utility Truck for Water Department:

- a. Superintendent Myers previously informed Board in February that the plan was to purchase a new utility truck in 2017.

V. Discussed Decals for Vehicles:

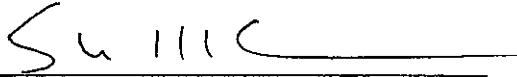
- a. Mayor instructed Department Heads not to install decals at this time. Will review in the middle of 2017.

VI. Discussed Well 6:

- a. It will operate close to 24 hours a day.
- b. The raw line sample failed, will pull another sample.

c. Preparing for it to be operational the week after Thanksgiving.

Meeting adjourned at 10:30 a.m.



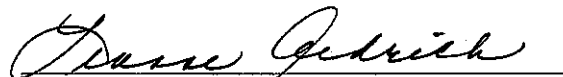
Mayor Shane Evans



Dick Bradshaw



Sam Deiwert



Leanne Aldrich, Attest