

BOARD OF WORKS & PUBLIC SAFETY
December 5, 2022 – 5:15 PM
Community Center, 311 N. Washington Street

Mayor Anita Werling opened the meeting at 5:15 p.m.

Spencer Kingery, Kamron Yates, and Mayor Werling were present.

Minutes of the November 21, 2022 regular meeting were presented for review. Kamron Yates moved to approve. Second by Spencer Kingery. Without objection, the minutes were approved as read.

Claims totaling \$555,189.51 were presented. Kamron Yates moved to approve the claims. Second by Spencer Kingery. There was no discussion. Motion carried. (3-0)

Unfinished Business

A General Services Agreement (GSA) with Butler, Fairman & Seufert (BF&S) was presented for consideration. John Brand from BF&S stated that the GSA that the City and BF&S were presently operating under dated to 1993. The new GSA would update the fee schedule and also update issues such as ownership of work product produced under the agreement. The GSA would allow the City to engage BF&S for engineering advice for day-to-day operational issues with a simple task order. For projects having a broader scope or \$25,000 or higher, a separate proposal would still be sought. Kamron Yates moved to approve. Second by Spencer Kingery. Motion carried. (3-0)

New Business.

Mayor Werling presented an update on the plan to move the Water and Street departments to the site of Well #5. An RFP for developers was issued by BF&S under the SRF project which has funds remaining. The deadline for submission was December 2. Only one submittal was received: BW Construction, GM Development, and Bowen Engineering offered the proposal. The next step is to assemble a panel to review the proposal and, if warranted, proceed with negotiation and scheduling with the group. Werling stated that the City has had previous contact with BW Construction and GM Development on other potential projects in the City and their qualifications are well known and respected. Werling further stated that the Water portion of the building would be funded primarily through SRF. The Street portion of the structure would need to be funded either through reserves or through a bond. Those determinations would be made by the Board and by Council later.

An advertisement for an RFP for the Clarifier Project was presented for the Board to review. The ad will first appear in the December 14 issue of the Comet. Colin Dale from BF&S indicated that companies would be given at least 14 days to respond and with the holidays approaching, the deadline would be set for after the first of the year. Spencer Kingery moved to approve the advertisement. Second by Kamron Yates. Motion carried. (3-0)

A quote for a survey was presented from 40th Parallel to split two acres from Mears property adjacent to the Morning Heights Cemetery owned and operated by the City of Delphi. There are currently no burial lots remaining for purchase at the cemetery. Mayor Werling asked the Board of Works to approve the expansion of the cemetery, subject to concurrence from the Council. Once the survey has been completed, a specific request to purchase property will be presented. Kamron Yates moved to approve the survey with the intent of expansion of Morning Heights Cemetery. Second by Spencer Kingery. Leanne Aldrich indicated

that the City gets request for burial lots as most other cemeteries in the area are also at capacity. Motion carried. (3-0)

Mayor Werling noted that several years back the members of the Board of Works and Council had been presented with Chromebooks for use during meetings and for City communications. Some are no longer working and/or can no longer be updated due to no longer being supported. New Chromebooks with 14" screens could be purchased for about \$200 each. Spencer Kingery suggested that laptops be chosen rather than Chromebooks due to greater versatility and compatibility. The consensus of the Board of Works members was to proceed with purchasing laptops for official use.

Proposed 2023 meeting dates were presented for review. Spencer Kingery indicated that he would be unavailable for the April 3rd meeting, but moved to approve the schedule. Second by Kamron Yates. Motion carried. (3-0)

Meetings are held on the first and third Mondays at 5:15 p.m. unless that date falls on a holiday in which case the meeting will be on Tuesday. Meetings are held at the Community Center.			
*January 3	April 3	July 2	October 2
January 16	April 17	July 17	October 16
February 6	May 1	August 7	November 6
February 21	May 15	August 21	November 20
March 6	June 5	*September 5	December 4
March 20	June 19	September 18	December 18
*Indicates meeting held on Tuesday following a Monday holiday.			

Miscellaneous Business.

Kamron Yates announced that he would be stepping down from the Board of Works effective December 31, 2022 to pursue other possibilities. Mayor Werling indicated that he would be missed and thanked him for his service on the Board.

Yates thanked everyone involved in the Christmas parade for its success.

Public Comments

JT Doane announced "Santa on the Square" on Saturday December 10 and 17 from 11 a.m. to 2:00 p.m. at the Gazebo sponsored by Delphi Main Street.

Doane stated that Broadway Broadband was ready to get underway with fiber installation and would present paperwork at the December 19 BOW meeting with an expected groundbreaking date on December 21 with completion of installation anticipated nine to twelve months. An office has been rented by BB at the former Team Rehab space on East Main Street. A full-time customer service representative will be hired soon.

There being no other business, Spencer Kingery moved to adjourn. Second by Kamron Yates. Without objection, the meeting adjourned at 5:41 p.m.



Mayor Anita Werling



Leanne Aldrich, Attest