

BOARD OF WORKS – MINUTES
MONDAY, FEBRUARY 10, 2020

MEMBERS: Mayor Matt Gentry, Rebecca McClure, Bill Stoner, Allen Milburn, Dick Robertson

Also present – Attorney Rob Schein, Clerk-Treasurer Tonya Thayer

Mayor Gentry calls the meeting to order at 5:30 p.m. and everyone is led in the Pledge of Allegiance.

Roll Call: Absent Rebecca McClure

APPROVAL OF JANUARY 27, 2020 MINUTES

Motion by Stoner to approve said minutes, 2nd by Milburn. Motion carries by a majority vote, with McClure abstaining.

REPORTS FROM DEPARTMENT HEADS

POLICE DEPARTMENT – Chief Chad Morgan – Verbal report given & written report submitted.

FIRE DEPARTMENT – Chief Chuck Batts – Verbal report given & written report submitted.

PARKS DEPARTMENT – Superintendent John Messenger – Verbal report given & written report submitted.

ENGINEERING DEPARTMENT – City Engineer Kevin Krulik – Verbal report given & written report submitted.

PLANNING DEPARTMENT – Director Planning & Zoning Ben Bontrager – Verbal report given & written report submitted.

STREET DEPARTMENT – Superintendent David Newell – Verbal report given & written report submitted.

COMMUNICATIONS DEPARTMENT – Communications & Community Development
Joe LePage – Verbal report given & written report submitted.

OLD BUSINESS

CHRISTOPHER BURKE – MS-4 CONTRACT – MAYOR GENTRY EXPLAINS THIS ITEM WAS ON THE AGENDA AT THE LAST BOW MEETING AND WAS TABLED, WE NOW WANT TO RE-INTRODUCE THIS CONTRACT.

*Motion by Stoner to bring Christopher Burke back to the table, 2nd by Milburn.
Motion carries by a unanimous vote.*

Kevin Krulik, City Engineer explains this is for an on-call service contract for assistance with managing Stormwater Utility a responsibility from the State. Christopher Burke has helped us manage this on-going contract in the past and now it is time to update the contract. This contract is for \$35,000.

*Motion by Robertson to approve the MS-4 Agreement with Christopher Burke subject to final legal review and authorize the Mayor to sign, 2nd by Stoner.
Motion carries by a unanimous vote.*

NEW BUSINESS

REGIONAL DETENTION CONTRACT – ASSIGNMENT & TASK ORDER APPROVAL –
Kevin Krulik, City Engineer explains the 3 documents for on-call professional services for managing the Stormwater Regional Detention System. Christopher Burke put together the Regional Stormwater Detention Plan, this contract dates back to 2015. In 2015 we had a contract with the Stormwater Board for \$174,000 and have spent roughly \$82,000, that contract was meant to last several years to be an on-call services agreement as projects would come up, we would write task order agreements. With a balance of \$92,000 Kevin would like to present a new contract for the Board of Works rather than re-assigning from Stormwater to BOW. Kevin would like to clean things up and put the remainder of that contract under the authority of the BOW. This is a task order-based contract, as we need work done, we ask for additional task orders. We have asked for 2 task orders, 1 is for the Sanitary Ditch Lower & Middle Pond

Evaluation, we built the Middle Pond for Ken's Food about 3 years ago, since then we have had projects immediately adjacent like D S Smith, as well as Festool expansion, which should go to the Lower Regional Pond and was proposed to be built North of SR 32. This task order is for \$17,000 for the Sanitary Ditch Lower & Middle Pond Evaluation to help size ponds for new projects and help us evaluate proposed locations for 3rd Lower Regional Pond System. The 3rd pond in the system which is located between SR 39 and 65 or the Enterprise Development Area. We would extend Enterprise Drive through this area to Hall Baker Road. We have a lot of interest for these parcels and we want to stay ahead and prepare construction drawing for a channel from that pond to SR 39, upgrade the culvert underneath SR 39 and help develop potential funding strategies and compensation packages for purchase of land and the development of the pond with regional detention fees. This project is \$50,000 for a total task order for these 2 of \$67,000, well within the \$92,000 that we are already under contract for and yet to be expended and re-organized under a new contract with the Board of Works.

Motion by Stoner to approve the Regional Detention Contract Assignment and Task Order, subject to legal review and authorization for the mayor to sign, 2nd by Milburn. Motion carries by a unanimous vote.

DOWNTOWN STREET CLOSURE REQUEST – GRACE FOOD TRUCK – Ben Bontrager, Director of Planning explains the food truck would like to park on Main St. in front of the pocket park Monday – Friday from February 12 to March 13, taking up 4 parking spots all day.

Motion by Milburn to approve above request, 2nd by Stoner. Motion carries by a unanimous vote.

ADOPTION OF LEBANON STANDARD – Kevin Krulik, City Engineer explains they have been working with the Lebanon Utilities and Butler, Fairman & Seufert to update the Lebanon Standards. There is an Ordinance in place so this will also need to go before the City Council.

Motion by Stoner to approve the Lebanon Standards, 2nd by Robertson. Motion carries by a unanimous vote.

CLAIMS

Motion by Robertson to approve the claims, 2nd by Stoner. Motion carries by a unanimous vote.

ADJOURNMENT

Motion by Stoner to adjourn, 2nd by Milburn. Motion carries by unanimous vote.

The next Board of Works meeting is scheduled for February 24, 2020 at 6:15 p.m.

Respectfully submitted – Tonya Thayer – Lebanon Clerk-Treasurer