

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
OCTOBER 15, 2012**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 7:00 PM on Monday, October 15, 2012.

The meeting was called to order by Chairman Wayne Schuetter.

TEMPORARY APPOINTMENT (DVD-00:10)

Due to the absence of Secretary Mike Harder, Wayne Schuetter stated that an Acting Secretary needs to be appointed. Rick Stradtner made a motion to appoint Doug Schulte as acting Secretary for this meeting. Alex Emmons seconded the motion. Motion approved, 5-0.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

Wayne Schuetter – Chairman
Rick Stradtner – Vice Chairman
Doug Schulte – Water Commissioner
Greg A. Krodel – Gas Commissioner
Alex Emmons – Wastewater Commissioner
Ken Sendelweck – Electric Commissioner (arrived at 7:03PM)

ALSO PRESENT:

Jerry Schitter – Electric Distribution Manager
Mike Oeding – Gas & Water Manager
Ed Hollinden – Wastewater Manager
Bud Hauersperger – General Manager
Ashley Kiefer – Office Manager
Renee Kabrick – City Attorney

ABSENT:

Mike Harder – Secretary
Windell Toby - Electric Generation Manager

PLEDGE OF ALLEGIANCE (DVD-01:10)

Chairman Wayne Schuetter led the Pledge of Allegiance.

QUOTE OPENING: 2-WAY RADIO REPLACEMENT – ELEC. DISTRIBUTION (DVD-01:30)

(Ken Sendelweck arrived at 7:03 PM during the opening of the quotes.)

Jerry Schitter explained that three quotes were received for the two-way radio replacement. Schitter stated that the FCC changed the bandwidth on radios and about half of the radios and the base station did not meet the criteria for 2013. Bud Hauersperger opened the quotes and read them aloud as follows:

1. Advance Radio Communications \$2,704.42
Jasper, IN

The quote included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility.

2. Harmonic Electronics, Inc. \$2,998.00
Jasper, IN

The quote included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility.

3. Emergency Radio Service, Inc. \$3,457.33
Evansville, IN

The quote included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility.

Jerry Schitter asked for permission to take the quotes under advisement.

Alex Emmons made a motion to approve Schitter's request to take the quotes under advisement. Doug Schulte seconded the motion. Motion approved, 6-0.

APPROVAL OF MINUTES (DVD-06:39)

Chairman Wayne Schuetter presented the minutes of the September 17, 2012 Regular Meeting and there being no corrections or amendments, asked for a motion to approve the minutes. Rick Stradtner made a motion to approve the minutes of the September meeting as presented. Ken Sendelweck seconded the motion. Motion approved, 6-0.

PETITION TO VACATE PUBLIC UTILITY & DRAINAGE EASEMENTS – LOTS 2, 3, 10, & 11 IN FAIRWAY PARK – BROSMER LAND SURVEYING ON BEHALF OF MEYER DISTRIBUTING (DVD-07:08)

Brad Eckerle with Brosmer Land Surveying, on behalf of Meyer Distributing, requested a petition to vacate public utility and drainage easements in Fairway Park 4th Edition, which is near 25th Street and Cathy Lane. Meyer Distributing is petitioning for the vacation on lots 2, 3, 10 and 11. There are public utility and drainage easements on all four of the lots.

Meyer Distributing is in the process of purchasing the Valspar lot, which is Lot 3. Meyer wants to do an expansion to connect the two current buildings. Meyer Distributing will record the Erosion Control Plan. Responsibility for sewer maintenance and repairs for the manhole and lateral, running from easement to east of Cathy Lane, would be at the owner's expense, as this would become a private lateral.

Ed Hollinden, Wastewater Manager, agreed with the arrangement. The vacation of the four public utility and drainage easements are contingent upon Meyer Distributing purchasing Lot 3.

Doug Schulte made a motion to approve the vacation of the public utility and drainage easements for Lots 2, 3, 10, and 11 in Fairway Park, contingent upon legal review and recording of the Erosion Control Plan. Greg Krodel seconded the motion. Motion approved, 6-0.

CENTRAL SUBSTATION (DVD-15:18)

Jerry Schitter informed the Board that all the material for the Central Substation project has been purchased. The station was shut down today and all circuits are tied into other subs. Substation and line workers were in today taking down old equipment and replacing switches. The project should be complete in three to four weeks. The substation will be offline close to one month.

JASPER CLEAN ENERGY MONTHLY REPORT (DVD-16:41)

Bud Hauersperger explained the Jasper Clean Energy monthly report for September to the Board. Hauersperger stated that the only change made was regarding the RFP update. There were no RFP's for which the Project qualified, issued during September.

HEIDORN PROPERTY RFP'S (DVD-17:18)

Hauersperger informed the Board that RFP's were sent out for the Heidorn property and were due back on October 12, 2012. Hauersperger received one RFP back from Renewable Technology Integrators. RTI is a company owned by Jay Catasein.

Their proposal included construction and operation of a natural gas vehicle fueling station, storm water run-off, and a twenty year lease to align with the Power Plant lease. The fueling stations estimated cost is \$750,000 to \$1.5 million and would create 10 to 15 short term jobs and 4 full-time jobs. Bill Kaiser is reviewing the RFP and will get back with the Board once the reviewing process is complete.

ELECTRIC PLANNING COMMITTEE REPORT (DVD-19:36)

Ken Sendelweck, Chairman of the Electric Planning Committee, stated the committee did not meet during the past month.

UPDATE ON NORTH WATER TOWER PROJECT (DVD-19:43)

Mike Oeding stated that the sandblasting and primer is complete on the tank. They are working on the intermediate coat and disposing of the sandblasting material and paint chips. The arrival of the mixing system could slow things down, but the project is on schedule at this time.

UPDATE ON 3RD AVENUE WATER MAIN REPLACEMENT PROJECT (DVD-20:33)

Mike Oeding informed the Board that the EDA grant for the 3rd Avenue Water Main Replacement project was rejected due to a technicality on the grant application. Lisa Gehlhausen, with Indiana 15 Regional Planning Commission, will be resubmitting the grant application.

APPROVAL TO REQUEST QUOTES FOR CHEMICALS FOR 2013 (DVD-21:00)

Mike Oeding asked for permission from the Board to request quotes for chemicals for 2013. The quotes can then be opened at the November USB meeting, awarded at the December meeting and chemicals can be purchased in January 2013.

Alex Emmons made a motion to give Oeding permission to seek quotes for 2013 water treatment plant chemicals. Doug Schulte seconded the motion. Motion approved, 6-0.

BEAVER LAKE (DVD-21:42)

Oeding informed the Board that Force Construction reseeded some areas along the dam on Friday. Force will be planting trees later this month, and the project will be complete the first part of November.

GAS & WATER ORDINANCES (DVD-22:13)

Oeding explained to the Board that some changes need to be made to the Gas and Water Ordinances. The new Gas Ordinance will allow for the use of CSST piping for gas installation in homes. The Ordinance will also allow installing plastic lines after the meter, with the Gas Manager's approval, for underground piping to grills, swimming pools, and garages.

The new Water Ordinance will also allow the installation of class 350 or better line to the property line for fire protection. Oeding will work with Renee Kabrick, City Attorney, to update the Ordinances and bring back to the Council to approve at the November Common Council meeting.

Wayne Schuetter, Bud Hauersperger, Mike Oeding, Greg Krodel, and Doug Schulte met with builders in the area and discussed the advantages of plastic versus iron pipe. Schuetter has some concern about the plastic being ruptured and would like documentation recorded regarding pipe breakage for the next three to five years. Oeding stated that the Gas Department is required to file DOT reports anytime there is a leak. Oeding said that the Water Department will be brought up to that standard also.

Alex Emmons made a motion to approve the recommended Ordinance changes for Gas and Water Departments regarding the use of different kinds of pipe. Greg Krodel seconded the motion. Motion approved, 6-0.

TRIHALOMETHANES (DVD-28:27)

Oeding informed the Board that the results for the trihalomethane tests came back high for the quarter. The high results could possibly be because of the drought, stagnant water in the river, digging done around the intake, or not flushing the hydrants in the spring. Oeding said that the tests were sent off in September and if the results come back high, there may be a State violation. Hydrant flushing will be done this fall, which may help the current situation. The GAC (Granulated Active Carbon) will also be tested.

GAS PLANNING COMMITTEE REPORT (DVD-31:58)

Greg Krodel, Chairman of the Gas Planning Committee, stated the committee did not meet during the past month.

WATER PLANNING COMMITTEE REPORT (DVD-32:04)

Doug Schulte, Chairman of the Water Planning Committee, stated the committee did not meet during the past month.

RESULTS OF GENERATOR UPGRADE QUOTE OPENING (DVD-32:08)

Ed Hollinden informed the Board that last month one quote, from Evapar, was received for the generator upgrade. The quote was for \$90,955 and did meet specifications. Hollinden asked for permission to proceed with the upgrade.

Rick Stradtner made a motion to give Hollinden permission to proceed with Evapar for the upgrade of the generator at the Wastewater Treatment Plant for \$90,955. Alex Emmons seconded the motion. Motion approved, 6-0.

CHANGE ORDER FOR NORTHSIDE SEWER PROJECT (DVD-33:13)

Chad Hurm, City Engineer, presented a change order from ISI to the Board for the Northside Sewer project. Hurm stated that there were two items on the change order. The first item was a request for an additional 21 days to the contract completion date and the second item was an additional 17 saddles or taps to the lines. Some homes had multiple lateral connections to the lines; therefore those taps had to be reconnected. Additional lateral work and excavation were required.

The overruns in the project increased the contract amount an additional \$139,790. The additional costs include the additional laterals, the labor required to connect the laterals, an additional manhole that was installed, and an increase in the amount of flowable fill and asphalt patching required for the project. When the project was quoted they were not aware of the multiple taps in some of the homes. Also, some empty lots had to be saddled and capped. Wider trenches were also needed and a couple of gas lines had to be relocated, which incurred some of the additional cost.

There was a meeting held with ISI regarding the change order. Hayersperger, Hurm, and Schuetter felt that ISI worked with the City regarding the additional charges. The grant will not cover the change order, which is an additional 20% over the original contracted amount.

Hurm also presented a Certificate of Substantial Completion for the Board to consider. If approved, the certificate would release the retainage for the project to date.

Alex Emmons made a motion to approve the change order for an additional contract amount of \$139,790. Doug Schulte seconded the motion. Motion approved, 6-0.

Rick Stradtner made a motion to accept the Certificate of Substantial Completion for the Northside Sewer project. Ken Sendelweck seconded the motion. Motion approved, 6-0.

PERMISSION TO ACCEPT QUOTE TO INSPECT BAR SCREEN (DVD-46:07)

Hollinden presented a quote to the Board from Robinson and Associates, Inc. for a not-to-exceed amount of \$5,675 to inspect the bar screen at the Wastewater Treatment Plant.

Greg Krodel made a motion to accept the quote from Robinson and Associates, Inc. for a not-to-exceed amount of \$5,675 to inspect the bar screen. Doug Schulte seconded the motion. Motion approved, 6-0.

PERMISSION TO ACCEPT QUOTE FOR CLARIFIER COVER (DVD-47:36)

Hollinden presented a quote to the Board from NEFCO to purchase a second clarifier cover in the amount of \$29,900. The Wastewater Department will be observing the installation of the first cover and will be installing the second cover themselves, which will save the department money. The cost for both covers and installation was included in the capital expenditure plan.

Rick Stradtner made a motion to approve the purchase of the clarifier cover from NEFCO for \$29,900, contingent upon legal review of the quoting procedures. Alex Emmons seconded the motion. Motion approved, 6-0.

WASTEWATER PLANNING COMMITTEE REPORT (DVD-53:49)

Alex Emmons, Chairman of the Wastewater Planning Committee, stated the Committee did meet on September 28, 2012. The Committee reviewed the rate study from Umbaugh. The Committee decided to wait to present the findings until the revised draft of the Wastewater rate study and the Water rate study were complete.

REMODEL OF CUSTOMER SERVICE AREA (DVD-55:10)

Bud Hayersperger informed the Board that the Utility Business Office is looking into remodeling the customer service area. More security is needed between the customer service clerks and the customers. The Business Office is considering having Keusch Glass install a glass partition between the clerks and the customers, and a full door at the opening of the hallway where a swinging door currently is now. This will make things more secure when dealing with money issues and make the clerks feel safer. The project is in the preliminary stages and still needs

more design work. Keusch Glass quoted a not-to-exceed amount of \$7,000. The cost will be split between all the Utility departments. A lot of the construction work will be completed in-house.

Ken Sendelweck made a motion to approve the remodel of the customer service area by Keusch Glass for a not-to-exceed amount of \$7,000. Doug Schulte seconded the motion. Motion approved, 6-0.

FINANCE COMMITTEE REPORT (DVD-01:02:26)

Doug Schulte reported the Finance Committee had met and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Alex Emmons made a motion to approve the claims as presented. Rick Stradtner seconded the motion. Motion approved, 6-0.

MAYOR'S BUSINESS (DVD-01:03:19)

Mayor Seitz addressed the Board regarding several group meetings held throughout the year about City Hall. The building is twenty years old and needs some updating and improvements done. The Utility customer service area's new furniture, as well as the future renovations through Keusch Glass were discussed at the previous meetings. Some improvements to the Utility parking lot need to be done also. Along with pavement patching, the first row of bricks, by the drive-thru, need to be knocked out so vehicles can get through the drive-thru window lane easier. All the improvements are in regards to theft and/or public safety. There are also some audio visual improvements that need to be made in the Council Chambers.

Mayor Seitz also explained that the State of Indiana has refunded misdesignated funds from COIT and EDIT taxes for 2011 and part of 2012. The City has recovered approximately \$229,000 from 2011 EDIT money that should have been in the budget for this year and an adjusted amount for the first quarter of this year and every month since of EDIT funds accumulated for potential use next year. Mayor Seitz asked the Council to allow him to create an ancillary 2012 EDIT fund for which he has money allocated for various projects.

One project is the City's new website. The company E.Gov, out of Indianapolis, will be providing the new website. They work with many reputable government offices. The City, as well as the Utilities, will benefit from the new website.

Mayor Seitz also informed the Board that the County has voted to authorize the City of Jasper Redevelopment Commission as a lead agency for any future work in a TIF (Tax Incremental Financing) with Metro Net.

Mayor Seitz thanked the Utility Board members and Mike Oeding for their assistance in the meeting with the builders regarding the Gas and Water pipe changes to the Ordinances. The meeting was very productive.

