

BOARD OF WORKS
MARCH 21, 2011
6:00 P.M.

The meeting was called to order by Mayor Randy Strasser.

Carolyn Pearson and Bob Conner were present for the meeting.

Bob Conner questioned the status of the room addition in the Clerk's office. Leanne explained it was put on hold due to the only bid received was from a local contractor and it was questionable if it was ethical for acceptance of a bid with no charge for work done.

Carolyn asked if the trash issue with a resident was resolved. Leanne explained that an email had been sent to the customer with an apology as well as a notice of a \$10.00 adjustment to her bill. The resident responded that she was satisfied.

Mayor Strasser informed the board that FEMA had contacted the City with plans for an open house to be held at the Wabash and Erie Canal Interpretative Center on the 14th of April. This will be an informative meeting for City as well as residents that will be in the flood area. Our application for a grant for the floodgates was sent to OCRA and was kicked back to us. OCRA felt the need for pumping stations was due to too much water on our side of the levee. We are in the process of separating this and submitting to OKRA for both areas affected.

Carolyn Pearson made a motion to approve the minutes from the meeting held on March 7, 2011. Second by Bob Conner. Motion carried.

Claims were submitted in the amount of \$256,811.22. Questions arose concerning the use of credit cards. It was felt that credit cards should only be used when accounts with vendors were not available. A charge for medical kits was questioned. The justification of this charge is the State requires first aid kits must be available to employees. We stationed one in the main part of the city building and one kit is stationed where our street and water offices are located. Carolyn Pearson made the motion to approve the claims as presented. Second by Bob Conner. Motion carried.

Leanne informed the board there was a position open in her office due to a recent resignation. The employee left without a 2 week notice and the policy manual reads "an employee who is in good standing and gives a 2 week notice" is eligible for earned vacation pay. The board agreed that since the employee did not give 2 week notice, the policy manual should be followed. Leanne requested permission to begin the hiring process. Permission was given.