

BRYAN BOARD OF PUBLIC AFFAIRS

NOVEMBER 6, 2018

Board of Public Affairs Chairman Richard Long opened the meeting of the Bryan Board of Public Affairs with the following members present: Karen Ford, James Salsbury, Robert Eyre, and Tom Sprow. Also present were: Mayor Carrie Schlade, Director of Utilities Kevin Maynard, City Attorney Rhonda Fisher, Operations Manager Dawn Fitzcharles, Human Resource Director Jacqueline Perry, Electric Superintendent Al Sullivan, Assistant Electric Superintendent Adam Brandt, Communications Superintendent Joe Ferrell, Engineering Supervisor Nathan Gardner, Bryan City Council President Judith Yahraus, and Clerk-Treasurer Laura Rode.

Mr. Salsbury moved, Ms. Ford seconded, to approve the minutes of the Special Meeting held October 22, 2018, as written. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 35, 2018, titled,

AUTHORIZING THE DIRECTOR OF UTILITIES TO EXECUTE AN AGREEMENT WITH ASPLUNDH TREE EXPERT LLC FOR LINE CLEARANCE AND TREE TRIMMING SERVICES

was presented and read by title only. Director of Utilities Maynard explained to the Board that one (1) bid was received for tree trimming services. The bid from Asplundh Tree Expert LLC was for a not to exceed cost of \$150,000. Lengthy discussion was held with Electric Superintendent Sullivan explaining the planned process. It was noted that the contract is for a three (3) year term. Further discussion was held noting that door hangers and vehicle identifiers would be utilized to alert residents to trimming in their respective areas.

Ms. Ford moved, Mr. Long seconded, to pass Resolution 35, 2018. Roll call vote: all nays; ayes, none. Motion carried.

Resolution No. 36, 2018, titled,

AUTHORIZING THE DIRECTOR OF UTILITIES TO EXECUTE A PURCHASE AGREEMENT WITH BROWNSTONE ELECTRIC SUPPLY COMPANY FOR MATERIALS ASSOCIATED WITH THE 2018 69kV TRANSMISSION LINE REROUTING PROJECT

was presented and read by title only. Director of Utilities Maynard requested the Board approve entering into a purchase agreement with Brownstone Electric Supply Company for materials need for the 2018 69kV Transmission Line Rerouting project. Brownstone

Electric Supply company was the lowest and/or best qualified bidder with the amount of \$193,729.41. Further discussion was held.

Mr. Salsbury moved, Mr. Sprow seconded, to pass Resolution 36, 2018. Roll call vote: all nays; ayes, none. Motion carried.

Resolution No. 37, 2018, titled,

AUTHORIZING SALE OF VEHICLES RETIRED FROM PUBLIC SERVICE THROUGH SOLICITATION OF SEALED BIDS

was presented and read by title only. Director of Utilities Maynard requested the Board's approval to sell vehicles that have retired from public service through the solicitation of bids.

Mr. Salsbury moved, Mr. Eyre seconded, to pass Resolution 37, 2018. Roll call vote: all nays; ayes, none. Motion carried.

Resolution No. 38, 2018, titled,

AUTHORIZING THE DIRECTOR OF UTILITIES TO EXECUTE AN AGREEMENT WITH GPD GROUP FOR THE INDUSTRIAL PARK SUBSTATION PROJECT

was presented and read by title only. Director of Utilities Maynard requested the Board approve entering into an agreement with GPD Group for the Industrial Park Substation project to include engineering, bidding and construction oversight services associated with the replacement of the Daggett Substation with a proposed 69kV to 12.47kV distribution substation in the Bryan Industrial and Commercial Park at a cost of \$363,600. Further discussion was held with Director of Utilities Maynard noting that the project is estimated to be completed in 12 months.

Mr. Eyre moved, Mr. Long seconded, to pass Resolution 38, 2018. Roll call vote: all nays; ayes, none. Motion carried.

Resolution No. 39, 2018, titled,

AUTHORIZING EXECUTION OF AN AGREEMENT FOR THE LEASE OF FIBER OPTIC FACILITIES WITH COMMUNITY HOSPITALS AND WELLNESS CENTERS

was presented and read by title only. Communications Superintendent Ferrell requested the Board's approval on an agreement with Community Hospitals and Wellness Centers for the lease of fiber optic facilities for a five (5) year period connecting the Bryan Community Hospital and Wellness Center to the Montpelier and Archbold facilities. The following resolution is the agreement with RTEC which carries the traffic to Archbold.

Further discussion was held noting that the agreements would expire on December 31, 2023.

Mr. Sprow moved, Mr. Salsbury seconded, to pass Resolution 39, 2018. Roll call vote: all nays; ayes, none. Motion carried.

Resolution No. 40, 2018, titled,

AUTHORIZING THE DIRECTOR OF UTILITIES TO EXECUTE AN AGREEMENT FOR THE LEASE OF FIBER OPTIC FACILITIES WITH RTEC COMMUNICATIONS, INC.

was presented and read by title only.

Ms. Ford moved, Mr. Long seconded, to pass Resolution 40, 2018. Roll call vote: all nays; ayes, none. Motion carried.

Resolution No. 41, 2018, titled,

AUTHORIZING ADVERTISING FOR BIDS FOR FIBER OPTIC OUTER RING REBUILD PROJECT FIBER OPTIC CABLE

was presented and read by title only. Director of Utilities Maynard requested the Board's permission to advertise for bids for a fiber optic outer ring rebuild project fiber optic cable as the outer ring was completed nearly 20 years ago and is meeting its expected service life. If approved, the project would be bid in 2018 and the replacement would take place in 2019. Further discussion was held.

Mr. Sprow moved, Mr. Salsbury seconded, to pass Resolution 41, 2018. Roll call vote: all nays; ayes, none. Motion carried.

Resolution No. 42, 2018, titled,

AUTHORIZING THE DIRECTOR OF UTILITIES TO PURCHASE A 2019 VERSALIFT BUCKET TRUCK FOR THE ELECTRIC DEPARTMENT

was presented and read by title only. Director of Utilities Maynard recommended the Board approve the purchase of a 2019 Versalift bucket truck for the Electric Department as funds are available in the Electric Capital Reserve Fund. The truck would take approximately 10-12 months lead time. If approved, the bidding process would be waived as the truck would be purchased for approximately \$179,140 using the State of Ohio Purchasing Program. Further discussion was held regarding trade in value, possible safety concerns, and whether the time was right to purchase a truck.

Mr. Eyre moved, Mr. Long seconded, to pass Resolution 42, 2018. Roll call vote: Eyre, aye; Long, aye; Sprow, nay; Ford, aye; Salsbury, nay. Motion carried.

Resolution No. 43, 2018, titled,

ESTABLISHING A COMMUNICATIONS CAPITAL RESERVE FUND

was presented and read by title only. Operations Manager Fitzcharles requested the Board's authorization to establish a Communications Capital Reserve Fund and to appropriate and/or transfer \$125,858 into the newly established fund from the Communications Fund for said purposes. She continued that a similar request is to follow for the Water Department to establish a Water Capital Reserve Fund using \$150,000 to be transferred from the Water Department. Further discussion was held noting that the funds, transfers, and/or appropriations will also need to be approved by Bryan City Council.

Mr. Eyre moved, Mr. Salsbury seconded, to pass Resolution 43, 2018. Roll call vote: all nays; ayes, none. Motion carried.

Resolution No. 44, 2018, titled,

ESTABLISHING A WATER CAPITAL RESERVE FUND

was presented and read by title only. Chairman Long noted that this resolution was for the Water Department and similar to Resolution No. 43, 2018.

Mr. Sprow moved, Mr. Eyre seconded, to pass Resolution 44, 2018. Roll call vote: all nays; ayes, none. Motion carried.

Mr. Eyre moved, Mr. Long seconded, to pay bills. Roll call vote: all ayes; nays, none. Motion carried.

Chairman Long encouraged participation in the Good Neighbors Fund.

Director of Utilities Maynard advised that Heritage Ohio would be visiting Bryan on November 29, 2018, to reveal the results of their study. He added that the 2019 draft of the Bryan Municipal Utilities budget would be presented at the next Board meeting.

Mayor Schlade advised the Board that Project 2020 had selected an amphitheater with interactive fountains as the project and thanked all for their vision in the project which is to be completed in 2021. She further advised that there will be no Council meeting on November 19, 2018, as there will not be a quorum.

A brief recess was taken.

Mr. Salsbury moved, Mr. Long seconded, to go into Executive Session to discuss the employment and compensation of public employees at 6:18 p.m. Roll call vote: all ayes; nays, none. Motion carried.

Asked to attend were: Director of Utilities Maynard, Operations Director Fitzcharles, and Human Resource Director Perry.

Operations Manager Fitzcharles exited the Executive Session at 7:01 p.m. and reentered at 7:03 p.m.

Mr. Sprow moved, Ms. Ford seconded, to adjourn Executive Session at 7:06 p.m. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Salsbury moved, Mr. Long seconded, to adjourn the meeting. Roll call vote: all ayes; nays, none. Motion carried.

Chairman of the Board

Clerk-Treasurer