

**BRYAN BOARD OF PUBLIC AFFAIRS**

**APRIL 19, 2016**

Bryan Board of Public Affairs Chairman Jim Salsbury presided over the meeting with the following members present: Karen Ford, William Pepple, Tom Sprow and Richard Long. Also present were: Mayor Douglas Johnson, Director of Utilities Brian Carlin, City Attorney Rhonda Fisher, Communications Superintendent Joe Ferrell, Human Resource Director Jacqueline Perry, Power Plant Superintendent Matt Killion, Electric Superintendent Al Sullivan, and Clerk-Treasurer Laura Rode.

Mr. Long moved, Ms. Ford seconded, to approve the minutes from the April 5, 2016, Regular Meeting as written. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Pepple moved, Ms. Ford seconded, to approve the Clerk-Treasurer's report for the month ending March 31, 2016, as presented by Clerk-Treasurer Rode. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 12, 2016, titled,

**A RESOLUTION TO AUTHORIZE REMOVING IN DEMAND PAY-PER-VIEW SERVICES OFFERED BY THE BRYAN COMMUNICATIONS DEPARTMENT AND APPROVING REVISIONS TO THE BRYAN COMMUNICATIONS DEPARTMENT GENERAL RULES AND REGULATIONS, ACCORDINGLY**

was presented and read by title only. Director of Utilities Carlin reviewed with the Board that the revenue stream for iN demand Pay-Per-View channels does not offset expenses incurred to support them due to limited utilization by customers. Internet streaming was offered as a reason for the decline in demand. He also noted that several of the channels were not going to be offered in the future. Therefore, he requested permission to write a letter to discontinue the service and that the Communications Department's General Rules and Regulations be revised accordingly. Further discussion was held.

Mr. Long moved, Mr. Sprow seconded, to pass Resolution No. 12, 2016. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 13, 2016, titled,

**A RESOLUTION AUTHORIZING THE BRYAN DIRECTOR OF UTILITIES TO ENTER INTO CONTRACT WITH MICHIGAN UNDERGROUND LLC FOR THE "EAST VILLAGE ADDITION UNDERGROUND ELECTRIC REPLACEMENT PROJECT PHASE B" AT A TOTAL COST OF FIFTY SIX THOUSAND, NINE HUNDRED THIRTY EIGHT DOLLARS (\$56,938.00)**

was presented and read by title only. Director of Utilities Carlin requested the Board approve of him entering into a contract with Michigan Underground LLC for Phase B of the East Village Addition Underground Electric Replacement Project. He added that only one (1) bid was received. Further discussion was held including the scope of the project, updates to the GIS system, and the projected completion date of July 29, 2016.

Mr. Pepple moved, Mr. Long seconded, to pass Resolution No. 13, 2016. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 14, 2016, titled,

**A RESOLUTION AUTHORIZING THE BRYAN DIRECTOR OF UTILITIES TO ENTER INTO CONTRACT WITH UTILITY FINANCIAL SOLUTIONS, LLC FOR THE COMPLETION OF AN ELECTRIC COST OF SERVICE AND RATE DESIGN STUDY AT A COST OF TWENTY TWO THOUSAND DOLLARS (\$22,000)**

was presented and read by title only. Director of Utilities Carlin reviewed the need for a fresh set of eyes to review the Electric Department's cost of service and rates. After careful consideration, it was recommended to proceed with Utility Financial Solutions, LLC, at a cost of not to exceed \$22,000; however, if additional travel is required to Bryan, additional costs may be incurred. He included that a cash reserve balance will also be recommended per the study as well five (5) year projections. Further discussion was held regarding the complexity of the study as well as other various items.

Mr. Long moved, Ms. Ford seconded, to pass Resolution No. 14, 2016. Roll call vote: all ayes; nays, none. Motion carried.

Resolution No. 15, 2016, titled,

**A RESOLUTION AUTHORIZING THE BRYAN DIRECTOR OF UTILITIES TO SELL THE ELECTRIC DEPARTMENT'S JLG 60H BOOM LIFT BY SEALED BID ON AN "AS IS" BASIS**

was presented and read by title only. Director of Utilities Carlin informed the Board that the model JGL 60H boom lift which was purchased in 2000 as a used piece of equipment is in need of substantial repairs. As it is not cost beneficial to repair the model, he requested permission to put it out for sealed bids. Further discussion was held regarding replacing the boom lift in the future with another piece of equipment.

Ms. Ford moved, Mr. Long seconded, to pass Resolution No. 15, 2016. Roll call vote: all ayes; nays, none. Motion carried.

Director of Utilities Carlin requested the Board move Customer Service I worker Lee Steinke from probationary status to regular employment status effective May 3, 2016. Further discussion was held.

Mr. Pepple moved, Mr. Long seconded, to move Customer Service I worker Lee Steinke from probationary status to regular employment status with no change in pay effective May 3, 2016. Roll call vote: all ayes; nays, none. Motion carried.

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

Mayor Johnson informed the Board of the sale of the former EMS location on Emmet Street for \$50,000. In addition, he reminded the public to keep lawns mowed and properties cleaned up.

City Clerk-Treasurer Rode informed the Board that First Federal Bank of the Midwest has been selected as the depository for active, inactive and interim funds for the City of Bryan beginning May 4, 2016, through May 3, 2021. She added that in the near future credit card and debit cards transaction will incur a transaction fee as our previous arrangement is expiring. Further discussion was held on the viable option of paying with cash, check or monthly ACH initiated by the Clerk-Treasurer's office.

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

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Chairman of the Board

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Clerk-Treasurer