



Marion Utilities

1540 N Washington St.
Marion, IN 46952
www.marionutilities.com

Service Board

Memo To: All Utility Board Members
From: Bob Logan, Chairman
Date: May 1, 2018
Re: Agenda for May 3, 2018 Utility Board Meeting

Dear Board Member:

This is to inform you of our Board Meeting to be held Thursday, May 3, 2018 at 5:30 p.m. in the conference room of the Marion Utilities Administration Building at 1540 North Washington Street, Marion, Indiana.

The following will be the agenda:

- I. **ROLL CALL**
- II. **INTRODUCTION OF GUESTS**
- III. **CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS**
- IV. **APPROVAL OF MINUTES**
 - A. Regular meeting of April 19, 2018
- V. **OLD BUSINESS**
 - A. Update on Projects – Binkerd





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VI. NEW BUSINESS

- A. Transfers & Pay Requests - Department Managers
- B. Town of Converse Purchase of Used Street Sweeper- Binkerd
- C. County Drainage Assessment Update- Binkerd
- D. Drainage Improvement at Utility Farm- Shrader
- E. Approval of Kiosk Quote- Binkerd

VII. STAFF REPORTS

- A. Assistant Director for Operations & Maintenance- R. Shrader
- B. Utility Director- C. Binkerd

VIII. BOARD MEMBERS' COMMENTS

IX. CHAIRMAN'S REMARKS

X. NEXT MEETING

Thursday, May 17, 2018

Robert Logan, Chairman
Marion Utility Service Board

cc: News Media
City Administration/Council
Department Heads





Marion Utilities

SERVICE BOARD

BOARD MINUTES OF THE MAY 3, 2018 MEETING

The Marion Utility Service Board held their meeting on Thursday, May 3, 2018, at 5:30 p.m. in the conference room of the Administration building at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

Roll was called and those board members present were: Robert Logan, Chairman; Adam Binkerd; Bill Dorsey; Von Jackson; and Herschel Lewis. Kristy Barney and Doug Carl were absent.

Also present at the meeting were: Chuck Binkerd, Director; Robin Shrader, Assistant Director for Operations; Mike Conner, Attorney; Alan Miller, Council Liaison; and Misty Humphries, Board Secretary.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions.

APPROVAL OF MINUTES

Mr. Lewis moved, seconded by Mr. Adam Binkerd, to approve the minutes of the April 19, 2018 board meeting. All board members present voted aye. Motion carried unanimously.

UPDATE ON PROJECTS

Mr. Chuck Binkerd reported that Watson Excavating would start working on the project at Home Avenue next week. Atlas Excavating was awarded the second phase of the project at Home Avenue. The pre-construction meeting will be within the next week or so.

TRANSFERS & PAY REQUESTS

There were no transfer or pay requests at this time.

TOWN OF CONVERSE PURCHASE OF USED STREET SWEEPER

Mr. Chuck Binkerd explained that The Town of Converse had approached our vendor, Best Equipment, about buying the 1997 Street Sweeper we were going to trade-in. The vendor has suggested we directly

sell the street sweeper to the Town of Converse. Mr. Conner advised that this could be done by passage of a resolution. Resolution 1-2018 was presented to the Board for review and subsequent sale of surplus equipment by the Utility Service Board to the Town of Converse. Mr. Binkerd read the Resolution to the Board which detailed that the Street Sweeper was a 1997 Johnston Model 605 and the purchase price was \$10,000 which was also the value of the street sweeper. Mr. Chuck Binkerd stated that the Town of Converse would also pass a similar resolution. Mr. Adam Binkerd stated that there was not a net gain or loss. Mr. Chuck Binkerd said it was a lateral sale and purchase. Mr. Lewis moved, seconded by Mr. Jackson, to approve Resolution 1-2018 for the Sale of Surplus Equipment to the Town of Converse. All board members present voted aye. Motion carried unanimously.

COUNTY DRAINAGE ASSESSMENT UPDATE

Mr. Chuck Binkerd reported that the Storm Water Committee met regarding this issue. There is a portion of a drain in the north west quadrant of the City where all of the drainage is in the City; however, the County maintains the drain. The Committee recommends that discussions with the County continue on the issue. After further discussion, the Committee will meet again and then bring the issue back to the Board. Mr. Logan echoed the decision of the Storm Water Committee. Mr. Jackson asked if this was in the State Road 15 area. Mr. Chuck Binkerd said he was not sure that the property was on this particular drain or not without referencing the map.

DRAINAGE IMPROVEMENT AT UTILITY FARM

Mrs. Shrader explained that there have been some issues with drainage going from north to south and traveling to the creek. There are some trenches cut through the farm ground due to this. Mrs. Shrader explained that some repair was needed. The addition of the compost to the site has accentuated the issue because it is an impermeable surface that the water is going around. Mrs. Shrader stated she hoped to have some quotes for the Board on the issue. However, there is some more leg work that needs to be done on this item so she will bring it back to the next board meeting. Mr. Lewis asked if this was a major project. Mrs. Shrader stated that it was a large project but obtaining quotes would suffice.

APPROVAL OF KIOSK QUOTE

Mr. Chuck Binkerd reminded that board that CUSI was the vendor handling the customer service software update. One of the improvements Mr. Chuck Binkerd would like to make is to provide a kiosk for customers to pay their bill or look at their account history 24 hours a day. He explained that the price of the kiosk was \$46,835.94. The item was budgeted although it was not highlighted in the comment area. Mr. Chuck Binkerd explained that the kiosk would help with customer flow at the office. The interaction between the customer and their account would work very fast. The kiosk would accept cash, check, and credit cards. Mr. Logan asked if this included a maintenance contract. Mr. Binkerd stated that there was an annual fee for maintenance included. It would be renewed each year after the installation.

Mr. Lewis stated that this was an expensive purchase. Mr. Binkerd said it was. However, when compared to the salary and benefits of another CSR, the kiosk is more cost effective. Mr. Jackson asked if there was a tutorial available for users. Mr. Binkerd said he thought there was a prompt for each step. Mr. Jackson said that there will be a diverse group of users and some may not be as familiar with different types of technology. Mr. Adam Binkerd asked about security on the kiosk. Mr. Chuck Binkerd explained that the kiosk is very sturdy. There was a drop box outside for years, and it was very tough to dig up once crews were trying to open up the property. Mr. Chuck Binkerd also explained that there would be a minimal amount of change available within the kiosk and cameras would be on the kiosk at all times. Mr. Lewis asked if the kiosk was enclosed at all times. Mr. Chuck Binkerd said it was. Mr. Logan asked how much time would pass before the installation would occur. Mrs. Humphries answered that the kiosk would be built specifically for our climate and needs so it would take approximately six months. Mr. Lewis asked where it would be located. Mr. Chuck Binkerd explained it would be on the outside of the drive thru lane and would be between the two posts. Mr. Adam Binkerd moved, seconded by Mr. Lewis, to approve the purchase of the kiosk. All board members present voted aye. Motion carried unanimously.

STAFF REPORTS

R. Shrader, Assistant Director for Operations

Mrs. Shrader stated that Most of the crews are transitioning from indoor activities to outdoor activities. A lot of sludge had been hauled as the staff has been aggressive in hauling. The new Environmental staff moved into their offices. The other three workgroups also moved into their spaces in the mezzanine at the 1400 building. Mrs. Shrader also reported that Chuck Nettleton was retiring at the end of this month after 22 years of service, and Marc Freeman will be retiring at the end of June after 30 years of service. Mrs. Shrader requested the traditional \$125 gift for Mr. Nettleton as well as Mr. Freeman along with the costs of refreshments. Mr. Lewis moved, seconded by Mr. Adam Binkerd, to approve the employee gift of \$125 along with the cost of refreshments. All board members present voted aye. Motion carried unanimously.

C. Binkerd, Director

Mr. Chuck Binkerd had nothing further to report.

BOARD MEMBER COMMENTS

Mr. Jackson asked if there were any further thoughts about changing technology for board meetings. Mr. Chuck Binkerd explained that there would be a visual representation of the agenda during the board meetings in the future. He stated that as the year progresses he would like to talk with the board about a new meeting space that would allow for technology advancement. Specifically, Mr. Binkerd referenced the former engineering space. Mr. Binkerd stated that there are several spaces where groups could meet, but it is hard to find an adequate space where everyone could meet at once. Mr. Chuck

Binkerd stated that improvements of this nature would also allow for a better space for the board to meet.

CHAIRMAN'S REMARKS

Mr. Logan thanked everyone for their attendance. He noted that it was nice to see that spring had arrived.

The next meeting is scheduled for May 17, 2018 at 5:30 p.m. in the conference room at the Administration Building.

There being no further business before the board, Mr. Lewis moved, seconded by Mr. Adam Binkerd, that the meeting be adjourned. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 6:01 p.m.

Robert Logan, Chairman

Marion Utilities Service Board

ATTEST

Misty Humphries

Its Secretary