

June 19, 2023

The Board of Public Works & Safety met on Monday, June 19, 2023, at 10:00 a.m. in the Marion City Council Chambers. Present were Alex Huskey, Cindy Cunningham, Brian Flynn, Linda Wilk, and secretary to the board.

Linda Wilk: So on the agenda I understand I need to amend the agenda in order to add discussion about the process for the unsafe structure, correct?

Aisha Richard: yes.

Linda Wilk: Okay. I would like to do that.

Motion to approve- Alex Huskey; seconded Brian Flynn. Motion carried.

Linda Wilk: we will just put that down with the building department information and then my understanding is the approval of the May 15th minutes, we need to do that today.

Motion to approve May 15, 2023 minutes- Cindy Cunningham; seconded Alex Huskey. Motion carried.

Linda Wilk: The June 5th minutes are not complete so we will approve those at the next meeting.

Public Hearing- Sale of properties

Janet Pearson: Good morning.

Board in unison: Good morning.

Janet Pearson: The two city properties you have on your agenda this morning are vacant lots. 1000 block of W. 32nd St for \$800 and 2908 S. Washington St. for \$800 and we are asking for the approval to get them back on the tax rolls.

Linda Wilk: Okay. And since this is a public hearing if there is anyone from the public that would like to speak about either of these properties they could come forward to the mic and introduce themselves and the address where they live. Seeing no one coming forward; I also understand that one of the properties is um Alex and Eileen Huskey so

Alex Huskey: I will be abstaining.

Linda Wilk: Okay. So we will need to take those separately.

Alex Huskey: Yes.

Linda Wilk: So the first item I would ask for a motion for the 1000 Block of W. 32nd St.

Motion to approve the sale of the 1000 Block of W. 32nd St- Brian Flynn; seconded Cindy Cunningham. **Alex Huskey Abstained.**

Motion to approve the sale for 2908 S. Washington St for \$800- Brian Flynn; seconded Cindy Cunningham. **Motion carried.**

Engineering Department- Bid Decision

Mike Graft: Good morning. Uh so there was a little bit of a change from the last time that I spoke with you folks that the Indiana Department of Transportation removed three of the streets that we had uh bid out. So um my recommendation will be for Brooks Construction who originally uh bid \$2, 077,523.52. Uh for them to be approved as the um most responsive bidder for a new bid total of \$2, 016,423.52.

Linda Wilk: Any questions?

Cindy Cunningham: Who removed three of the streets?

Mike Graft: DOT. Indiana. They said that they were no compliant. They don't give much explanation other than that so.

Cindy Cunningham: Okay.

Mike Graft: They just removed them off of their list so I had to adjust.

Alex Huskey: Are those main thoroughfares or side streets?

Mike Graft: Hickory Hills.

Alex Huskey: Okay.

Mike Graft: So, I think for some reason they think they are still out in the county which it is not so. We will figure that out. We are still going to do Hickory Hills. We are just won't be under this.

Alex Huskey: Okay.

Mike Graft: We have already made the commitment to do that area. We will just do it with additional funds that we have available.

Linda Wilk: Any other questions? I would ask for a motion.

Motion to approve the new bid for Brooks Construction- Cindy Cunningham; seconded Alex Huskey. **Motion carried.**

Mike Graft: Thank you.

Linda Wilk: Thank you. Next on the agenda is the Building Department speaking Jerry Foustnight. Two properties 2345 W. 8th St. and 2108 N. Fairfield Dr.

Building Department- Mowing

Jerry Foustnight: Good morning.

Board in unison: Good morning.

Linda Wilk: I am sorry. Code Enforcement first. So first we need to talk about mowing.

Jerry Foustnight: We uh wanted to tell the board that we did hire an individual to work part time, Uh he will be mowing for us uh uh (inaudible) had to send in his name uh we will uh be using him to uh mow the city lots uh and he will be using city equipment so he will be a part-time employee. Also, we had a uh individual uh Parker Smithley which approached us that said he would like to uh uh mow some of the city lots. Uh he never put in for the original uh bid to mow the city lots uh but he came forth the other day and would like to us start mowing the city lots. He's agreed to the uh uh \$50 per lot that we pay individuals. Uh we did have him since he is a firefighter uh we did uh find out that he could do it but he would have to sign a conflict of interest disclosure which he has. Uh he has completed uh he also did uh complete the uh contract as far as for the \$50 of mowing uh per lot with the \$25 an hour for additional work that would be requested. So we'd ask that they would approve uh uh hiring Parker Smithley to uh help us do some of the city lots.

Linda Wilk: I don't know how that works since that was outside of what the original bid and the timeline was.

Jerry Foustnight: Um I believe because uh we only had one company that did it they wanted I believe \$115 to uh do the city lots and we uh uh decided against that, Uh I believe that we can, we do have the option as a code enforcement I believe they do have the option to hire uh other people if they uh uh want to mow. I believe we do have that option. Uh that is an option I should uh ask Tom Hunt.

Linda Wilk: Yeah, I would prefer that.

Jerry Foustnight: I believe we do have that option.

Linda Wilk: Because if it was part of the bidding process and he didn't come forward then, and now you are wanting to do it now I think you have to rebid that.

Jerry Foustnight: Uh, I, I don't know Linda. I will have to ask Tom Hunt or Jason and Jason is not here today. So, uh I would have to ask Tom Hunt if he did have a conversation with Judge about it or not.

Linda Wilk: Okay. If yeah. We are going to, I am going to ask that we table this and then if you could bring that information at the next meeting. Until then Parker won't be able to do any mowing for the city.

Alex Huskey: I think knowing that he is a city employee even though he signed the conflict of interest I think it is important that we do follow that process. Did you reject the original bid?

Jerry Foustnight: Yes.

Alex Huskey: So, I think, I think it would be incumbent upon us to re-open the bids on that one. Or at least get the advice from Judge Hunt.

Jerry Foustnight: Well let me talk to Judge Hunt to see what he says because I apologize I wasn't really involved in that, in that sector of that he did do that. So, uh and also there was a uh uh another individual Ron's Lawn Service, Robin Fouce I guess spoke to them about wanting them to maybe uh uh put in about maybe doing some work for the city so we need to check into that also.

Alex Huskey: It is sounding more and more like we need to re-open the bid process.

Linda Wilk: If that is the intent. So the part-time person that you hired isn't going to be sufficient between that and the work crew to do all that you need done for mowing?

Jerry Foustnight: nods his head.

Linda Wilk: Okay. And you still have mowing in the budget to hire someone else to do part-time work.

Jerry Foustnight: The money that is paid for this will be coming uh for Mr. Pattison it comes out of the uh it is already a budgeted item.

Linda Wilk: Okay.

Jerry Foustnight: Uh it is already in the budget. As far as the contractors as far as individuals it comes out of the uh uh code enforcement budget. They are self-sufficient. That money does not come out of the general fund. It comes out of their their department.

Linda Wilk: Okay.

Cindy Cunningham: How are you deciding whether to hire somebody part-time or um contractually?

Jerry Foustnight: Uh it is a decision I made. We need individuals uh to uh mow for the city. We advertised it because we do have the money available in the budget. It is already appropriated. So we advertised uh uh for a, we actually advertised for two part-time individuals. We ended up getting one individual and uh again that money has been appropriated.

Cindy Cunningham: And they are using city equipment, right?

Jerry Foustnight: Yes.

Cindy Cunningham: Will Parker be using city equipment?

Jerry Foustnight: No.

Cindy Cunningham: Okay and what are you paying the part-time employee?

Jerry Foustnight: \$12 an hour. And that individual will work twenty one hours a week.

Cindy Cunningham: Thanks Jerry,

Jerry Foustnight: Uh huh. And actually Cindy that money was appropriated through the James Loftis the street department. So he will be considered a part-time employee uh through the uh street department or the city wide maintenance. And he he will just be mowing and the position that we are paying out of is out of the street department and it is already appropriated money and

then that way uh we didn't have to uh since he will be using city equipment and everything that is why it is coming out of the street department.

Cindy Cunningham: Okay.

Jerry Foustnight: Yeah, it just made more sense to do it that way then trying to and trying to get another appropriation and all that and after speaking with the controller's office that is the decision that was made.

Cindy Cunningham: Okay. Thank you.

Jerry Foustnight: Oh you're welcome.

Linda Wilk: I would like a motion to portion to table the other part of the whether it needs to be reopened for bids. We will wait until Judge Hunt comes back.

Jerry Foustnight: Uh Linda I will talk to Tom Hunt or Judge Hunt and ask him for his legal advice concerning what is best (inaudible).

Linda Wilk: Yeah.

Motion to table any decision on mowing discussion for Parker Smithley and any other contractors until we have a legal opinion on whether we should re-open the bids or not- Brian Flynn; seconded Alex Huskey. Motion carried.

Building Department- 2108 N. Fairfield Dr.

Jerry Foustnight: Okay the first property we bring before you is 2108 N. Fairfield Drive. Uh you received the information concerning this property. Uh we we originally started this property uh quite a while back uh there was a structure fire at this on August 27th of 2021. Uh throughout this period in time we have received some complaints and uh so uh I went to the structure and I deemed it an unsafe property. Uh within this packet uh on the facts sheet you will see uh from the date of the fire until present day what we have done. Uh an individual named Mr. Moon owned the property he uh had a demo permit purchased and they were going to demo the property. Throughout a period in time the property sat vacant and uh it was uh and was an unsafe condition. We did and take and uh follow the procedure. Mr. Moon sold the property to Larry Howard. Mr. Howard owns the property now. Uh we did have uh the paperwork sent to Mr. Howard concerning the condition of the property. Uh and uh uh we uh received a letter from Mr. uh Howard stating what he was wanting to do with the property as far as he was going to board it up and everything. I did have a meeting with uh Mr. Howard and one of his I believe it was his employees on uh the 13th of uh February at the location and uh advised him that it was an unsafe structure and that uh uh what uh the meeting consisted of. I explained we received complaints about the property uh the property was involved in a fire. Uh somebody had gutted the inside of the structure and it remained in an unsafe condition uh uh and I had uh told Mr. Howard that I talked to Mr. Moon and he had advised that he had sold the property. Well anyway so we had that meeting on the uh February the 13th. We received a letter from Mr. Howard on the 20th stating that uh uh he uh had gotten a permit to tear the property down and uh that he was going to uh instead of boarding it up I guess he wanted to board the property up so he can use the property uh that was on February the 20th and if you look at the pictures today you can still see the property uh he did he did put a header across there uh in the one picture you can see the header. However no permits were purchased so he did it without a permit. He did do that. You can see the condition of the property is still if you look at it uh a lot of the roof is missing. The windows nothing has been boarded up or anything. Uh so uh we did have I do have Whitney uh letters from uh a neighbor complaining about the structure he would like that letter as part of the evidence presented to you today. So I do have copies of that letter to present to the board.

Linda Wilk: The letter was in the packet.

Jerry Foustnight: Oh okay thank you. And so uh we do have that letter of complaint uh and so within your pack you can see that we did follow the correct procedure as required uh I don't know if Mr. Howard is here. No, I don't see Mr. Howard and I had a meeting uh with Mr. Howard and advised him that uh we were having a Board of Works meeting today concerning this structure. Uh that he was welcome to come before you to present his evidence or or uh what his intentions were and uh apparently he never uh came today here. So I would ask the board to go ahead and give us the demo request to move forward on this property.

Linda Wilk: It is a public hearing so is there anyone here that would like to talk about 2108 N. Fairfield Drive. Okay. Seeing no one. Does anyone on the board have any questions for Jerry about the property?

Brian Flynn: I do. I think that within the packet the very first photograph is that current conditions as well? Because later there is a picture that looks like maybe it is the front of the structure. It looks pretty solid.

Jerry Foustnight: uh

Linda Wilk: That is from 2020.

Jerry Foustnight: You mean the picture right here where it's got a car?

Linda Wilk: Yeah that one is from 2020.

Jerry Foustnight: That comes from the uh when we order the information from that is what it was from the tax. The uh what it is today is uh the picture you have in the front dated 6-15 of 23.

Brian Flynn: Mine doesn't have a date on it.

Jerry Foustnight: On the bottom of these pictures right here.

Brian Flynn: Correct. Mine doesn't have that. Mine doesn't have the white space at the bottom. That is why I am asking because these are undated in my copy. I see what you are looking at ours doesn't have that white at the bottom. The picture has been expanded in our copy.

Cindy Cunningham: Not that one Jerry. This one.

Brian Flynn: There's three photographs right in front of the permit.

Linda Wilk: Now here in the front though

Whitney Gilbert: Those pictures are from the complainant. Those pictures are what they emailed us in their complaint.

Linda Wilk: Because there is pictures from you guys showing

Whitney Gilbert (inaudible)

Brian Flynn: Thank you. Very good. Thank you for the clarification. I have no other questions.

Linda Wilk: Okay.

Alex Huskey: So, just out of, I want to make sure I get clarification before we move forward. In times past when we have approved properties through demolition we've always. I shouldn't say always. Uh we've given the owner a little bit of time to kind of respond and to move forward. Are we doing the same thing with this one or are we just saying we are approving the demolition? And the reason why I am asking is because on previous demolition approvals we told the owner that they had some time and I don't know what happened but I drove past the property like a week or two later and it was gone. And I did not know if they demolished it or we did. It was the one on 2nd St., W. 2nd St. The little trailer.

Linda Wilk: Ohhh.

Alex Huskey: So I, I didn't know if we did that or the owner did that themselves.

Jerry Foustnight: Where where is that? I am sorry.

Linda Wilk: As you go towards Sweetser, Swayzee on the right hand side that trailer.

Alex Huskey: Yeah right there at the split.

Cindy Cunningham: Remember the gentleman said he was going to try to sell it?

Alex Huskey: Yeah.

Jerry Foustnight: Oh, yeah, yeah, yeah.

Cindy Cunningham: It is gone. Do you know what happened?

Alex Huskey: Yeah I mean just uh

Jerry Foustnight: The city demoed it.

Alex Huskey: Yeah. And that is why I said, I had heard we did but I know we had told the gentleman we would give him some time as we customarily have. And I just wanted to make sure that we did that on the record whether or not we are going to give time for this.

Jerry Foustnight: Well I believe Mr. Huskey that he has had the time to uh

Alex Huskey: No, no I understand generally after we have approved the demolition order we would say they had within a certain period of time to respond and I know on that particular property- we said that and it didn't happen. I got that phone call on it and I drove past it and that is why I was a little bit concerned. I just want to make sure that we, if we say that we do that.

Does that makes sense?

Linda Wilk: Yeah. I think on that property if I am correct Whitney was going to work with the gentleman

Alex Huskey: Yeah

Linda Wilk: And I don't know if there are conversations between you and him

Whitney Gilbert: Not after the meeting. (inaudible)

Linda Wilk: Okay.

Whitney Gilbert: I believe he was well Jerry was out on medical leave I believe but I believe once he came back he did the demolition. But I did not have any contact with that gentleman after the meeting until after the demo. So once the demo was done he did call and I put him in contact with Jerry. But he did not, we did not make any contact in between that time.

Linda Wilk: And did he, was he upset that it had been demoed.

Whitney Gilbert: Uh he wanted to know what the um what had transpired (inaudible)

Alex Huskey: That is what I was saying that we put it on the record and just make sure

Linda Wilk: Yes, yes, yes.

Cindy Cunningham: And I assume he was charged for that.

Whitney Gilbert: He was.

Linda Wilk: I guess my standpoint in reading through all of this knowing when it started in 2021 and the neighbors, based on the neighbor is reporting based on what they have had to endure and the fact that he didn't get a building permit like he was supposed to I am fine with moving forward with demolition.

Cindy Cunningham: And he didn't show up.

Linda Wilk: And he didn't show up today. Yeah I have no problem with

Jerry Foustnight: And he and he was advised that this was when I had a conversation with him I did advise him that I was bringing this before you as a board for permission to do the demolition so he is aware of the circumstances.

Alex Huskey: Okay.

Linda Wilk: Yeah. I know. I saw that (inaudible) I also understand what Alex is saying about making sure what we say is what we do. Any other questions or comments or are you ready for a motion. If so I would ask for a motion to affirm the demolition of 2108 N. Fairfield.

Motion to approve the demolition of 21085 N. Fairfield Drive.-Brian Flynn; seconded Cindy Cunningham. Motion carried.

Building Department-2345 W. 8th St.

Jerry Foustnight: Um this property uh has um as we move forward on this property. This property was uh made inhabitable by the health department. Uh we had a call out there uh concerning uh the conditions of the structure what they were living in uh so we we did go out there and we did determine that it was unsafe structure. Uh, again we did you have the facts sheet before you. We did follow the procedure. Within your pack you will have pictures of the structure and what it looks like. Uh uh the uh I did have a conversation uh with an individual that was cleaning up the yard out there. Uh and he said that uh uh they were basically not going to do anything with the structure. They were just going to leave it like it was. Well anyway we did take and uh provide you with pictures and evidence, the condition of the structure and we uh did receive a letter from an individual back in on March the looks like the 31st uh so we we did do the due diligence and made sure that they were aware of the meeting today. That uh we were going to move forward on the demo request because of the condition of the structure. Uh let's see we started the procedure uh on the 16th, March 16th of 23 when we started the procedure on this structure. Uh I am looking here at the facts sheet. Uh we did receive a statement in writing that an individual was going to buy the property however after the condition and everything he told me he wasn't going to purchase the property because of the condition of the property. Uh the property uh I was just out by there a week or so ago and the property is in worse condition then it was. It has been abandoned for a period of time. The neighbors next door are complaining concerning the condition of that uh, all the trash and stuff that is scattered throughout the yard. Actually, what brought this to our attention and brought to the attention of the health department was uh uh there was an issue with one individual a small child was on that roof and the police department called us and it evolve and so over a period of time uh we uh had different contacts with different individuals concerning this property and uh individuals were living in the property when the health department deemed it uh inhabitable. They had to move out and so since that time nobody has been in the property and uh uh again uh as the pictures indicate it is not in good shape. There are some structural issues, the foundation in the back has cracks in it so it is an unsafe structure.

Linda Wilk: This is a public hearing. Is there anyone from the public here to speak about 2345 W. 8th St.? Okay seeing no one, anyone have any discussion or questions? If not I would ask for a motion.

Motion to approve the demolition at 2345 W. 8th St- Cindy Cunningham; seconded Alex Huskey. Motion carried.

Building Department- Discussion on Demo process

Linda Wilk: Jerry I know that I had asked last time or I had emailed you about uh understanding better the process for the unsafe structure. I realize you sent us or you included or you gave to Aisha in our packet your unsafe structure procedure I still have questions as far as how does someone how does the property get on the list? Is it complaint generated?

Jerry Foustnight: Within your uh packet uh that Whitney provided you would have a copy of the uh the demo list copy.

Linda Wilk: Yeah, I saw that too.

Jerry Foustnight: You have the unsafe structure procedure

Linda Wilk: Right.

Jerry Foustnight: You have that and you also have uh you should have copies of the Indiana Code concerning it is a thick packet.

Linda Wilk: Yes

Jerry Foustnight: What I did was try to simplify it a little bit. This morning I had Brittany to type out a facts sheet for you. Uh what it is if I may pass these out to each of you.

Linda Wilk: Yes.

Jerry Foustnight: What this sheet does is it basically narrows it down so that you can see what the codes specified, what is an unsafe structure. And how we move forward on unsafe structures. Under Indiana Code uh 36-7-9 uh this this is what we look for when we do. The first one we look to see if it is an impaired structure in a condition that uh makes it unsafe to a person or property. The next thing we look at is it considered a fire hazard. The next thing we look is it it a hazard to public health, is it a public nuisance, dangerous to a person, or property because of violations under IC 36-7-9 or is it vacant and not maintained in a manner that would allow (inaudible) Uh right here are the requirements. So this I thought this might make it easier for you to see what we look at. When we go into a property and we uh look to see if we are going to demo a property we look at these and we see you know do these meet the qualifications to put it on the demo list. So, this is how we determine if a if structure out here if we can do it. For instance in your neighborhood you said there was a house that had burned so we would come in and look at it first, we would see the condition of the structure, if it is structurally sound or if it's not structurally sound or not. We look at see if there is a potential for another fire hazard there. Uh is it hazard to the public. Being whether somebody can or small child or an individual can walk in to it or whatever and get hurt. Uh is it a nuisance? Uh for instance when you made a statement that one day that you had that property up there and the condition of it. So that we consider that a public nuisance. And uh you know is it dangerous to a person, yes, and uh is it vacant and not maintained. So these are the things we look at when we determine whether or not we put a structure on the list of uh for a demolition.

Cindy Cunningham: Does some body have to call in for that or does somebody from your department drive around and look for these?

Jerry Foustnight: Well Cindy what happens, both, both. We have individuals that will call in and complain saying we have this house over her that is falling in or we have a house over here that has uh rodents in it, that kids are playing in it, it is dangerous, whatever their circumstances are. So we will go out and look at that structure and see but then again uh we have our code enforcement officers are out every day along with the building department. So if we are out driving around and we see something uh we will look at it that way also, So, so uh both generated both ways.

Linda Wilk: I guess my question still comes back to how you. I can understand and appreciate that these are the reasons but then how does it get on the list because I don't see a process or a procedure to know who gets on the list. I mean say I have a property and I think it is an eyesore, I think it is uninhabitable. It has been burned I call then you go out and look at it and then do you automatically put it on the list? Do you let me know that it doesn't fit the criteria how does that process work is what I (inaudible)

Jerry Foustnight: The process pretty much comes down to the condition of the property. Uh, we as a city we take and uh you know there are many properties throughout the city that we could take and basically demo and uh if it becomes a and I hate to say this but it becomes a budgetary item. You know how much money do we have in the budget? What we try to do is we try to do

the very worse ones first. I understand that as a as a property owner that if there is a structure in your neighborhood or next to you that that is most important. You know that is the most important uh item that you can think of right at that time. And we understand that and we we try to work with individuals saying we understand that but again it comes down to the money we have. Uh right or wrong we have taken and uh if I have a structure that is going to take \$30,000 to demo and I can do three smaller ones and the bigger is not as you know it is not to the point where it has to be done I will do the three smaller ones and try to get rid of more blight then I do with one compared to three. And so we do take and every time we get a complaint or anything I put it on my list up there. I go look at that and I say yes you know we need to move forward on this because it meets the criteria but it is also something we can actually do. We have the monies available to do and we put it on the list and we do it. Uh the city has uh uh this year gave us additional money because we had a four large projects that we have to do and so uh we do have additional money to do that. And so if again if if somebody complains about a property we do put it on a list. Uh it may not be uh addressed as quickly as some individuals would like but we try to do it and and put it on the list so that we once we have it and we know about that property we have properties throughout the city that we see that needs to be uh demolished for uh and we never have a complaint about it. You know we have never had a complaint about it. So again if for instance Cindy would call about a property and we know that there is an issue on it and we have property over here that nobody ever calls on or anything like that we will try to address that one first before we do the ones we never have a complaint on.

Linda Wilk: So then is there a master list because I understand that these are the approved demos but what about like I just think it is an eyesore, you are saying it is not rising to the level of the criteria is, it on a list somewhere with a date this is when Linda Wilk called and complained so that I have some assurance that maybe in four years it will rise to the level. Do you see what I am saying?

Jerry Foustnight: Right.

Linda Wilk: I mean I think that sometimes what the public gets concerned about.

Jerry Foustnight: Every complaint that is that uh sent to the office is is put on a uh a uh like a spreadsheet or we keep track of that complaint. Whitney uh when we get complaints they are given a file number and uh so we know what the complaints are and (inaudible) generated.

Alex Huskey: Would you be able to share that spreadsheet with the board. Because I again to Linda's point there are a number of properties that have come up even in our conversations in this meeting that we see as some priorities and many of them have not even made the list at all. And I think we need to know how these properties are being addressed because you may not get the complaint but we certainly are. And so as being members of the Board of Works people see us as being responsible for helping them navigate and be an advocates for them. So, I think that it is important that we have a copy of that spreadsheet on a regular basis. At least monthly so we can see how properties are being prioritized for demolition.

Jerry Foustnight: I suppose we could do that.

Linda Wilk: Yeah I would really appreciate that too. I think that would be really helpful. And also knowing the number of complaints if that is possible. I just when people call in a complain do they then get an email back or a call back or some sort of process that says I heard you this just isn't going to be able to be done now.

Jerry Foustnight: When a complaint is registered well she is sitting here when a complaint is registered there that individual is told that it is given a uh am I right Whitney, they are given a uh

Whitney Gilbert: I get the website complaints (inaudible) me personally and there is another girl that works in the office. I am on the list that gets those website complaints. I will now Jason has brought it to our attention that someone had complaints put on a spreadsheet be provided so we have started doing that. We also input it in to um our software Cityforce as a complaint. Um it is something like uh unsafe structure um that needs to be inspected. I will add that to Jerry's schedule for an inspection. Um website complaints will be added to that now if there is a call generated, I cannot speak for Brittany upstairs or the other folks in the office but it gets it given to someone. Me personally I put it on a spreadsheet and add it to Cityforce. I know she will you know give a note to one of the officers. Um notify them um generally if I take a call I will ask someone do you just want to report this and have it checked out or would you like a call back? Um and note that to the officer. Again, that goes on a spreadsheet and I noticed that Jason and the officers are going on (inaudible) to make notes on what they have done with that complaint. Um so that it on there, but it is it is given to someone that does that, either code enforcement or Jerry or whoever.

Cindy Cunningham: But they are not always put on the spreadsheet. You do but

Whitney Gilbert: Again, I don't want to speak for Brittany (inaudible) I know that there are other entries on there um but I know that it is given to again either the spreadsheet, Cityforce or directly to the officer. And the officers maybe now putting them on the spreadsheets themselves. Um but when complaints come that's the general way of how they can be handled.

Jerry Foustnight: (inaudible)

Whitney Gilbert: And we do Cityforce will generate a case number. When I email those people back with the website complaints I let them know if you want to check the progress or check the status of your complaint um feel free to give us a call and you can reference this number. That way it can be pulled up and (inaudible)

Linda Wilk: So, it sounds like we need a procedure though on how, when a complaint comes in step by step what the procedure is on how it's documented, how it's reported back so that it everybody in the office knows this is the process, the expectation, the requirement. So, is that possible to have that by the next meeting? What that process for complaints

Whitney Gilbert: It's um that sure

Linda Wilk: In writing?

Whitney Gilbert: The spreadsheet is uh (inaudible) right there and then the process (inaudible)

Linda Wilk: Yeah. If we could have the spreadsheet each month and then if we could have a written procedure on how when a complaint comes in whether it's verbal or website to make sure everybody knows this is what the process is. So then the city or the public will know that what the process is.

Alex Huskey: Yeah, and with the is Cityforce able to generate a report? Because it may not be necessary to keep a spreadsheet if you are able to generate a report.

Whitney Gilbert: And that is another thing we have been working a little bit with Cityforce um owner information and some things aren't um automatically generated. Some things some of the things we have to go in and um put in so it has uh been a little bit easier to make sure that the information is correct um putting it on that spreadsheet but there are ways to generate a report um we just want to make sure when we start that spreadsheet that the information is, like I said we are working with Cityforce trying to work out our kinks but um I when I put it on there myself on that spreadsheet it I print that off I know that the information is coming out (inaudible). But there are ways to generate certain reports from Cityforce.

Cindy Cunningham: Approximately how many calls or emails do you get a month?
Approximately?

Whitney Gilbert: I would say, it varies obviously.

Cindy Cunningham: Sure.

Whitney Gilbert: through the seasons. But um I would say a few, website complaints like I said I am on the list for website complaints. Um a few a day at least. And the reasoning varies, from mowing, structure wise, vehicles you know those things

Cindy Cunningham: yeah.

Whitney Gilbert: At least a few a day on average.

Cindy Cunningham: Okay.

Linda Wilk: Okay, anything else? Anyone? Thank you very much for being willing to uh do that follow-up for us. We appreciate that. Before we do public comment I there is a couple of things that I want to make sure that I address publicly. The um police officer that we swore in, one of the police officers that we swore in last time and then two days later was fired; I really want commend Chief Haley for that swift action. That once it was brought to light that she took action immediately. That in talking to her there is a new process so that if an officer would apparently in this situation the officer had the facebook page private or had privacy settings and that they are now in the future going to make sure that those privacy settings, they ask that those are unblocked so that nothing like that happens again. So again I just really feel like I thought the city handled that very well. And I appreciated that. And the fact that they were very forthcoming. I mean it was front page of the newspapers, it was on the radio, I think again that says something. Or I felt that it did. And I also wanted to say that today is Juneteenth day and so you know we need to celebrate that. And celebrate the whole month but specifically today. I had to double check that the city was even open today. So now saying all that if there is any public comment I would just ask that you come forward, use the mic, and um state your name, address. Okay seeing none.

Public Comment

Linda Wilk: Okay seeing none.

Alex Huskey: As a matter of comment or question rather uh

Linda Wilk: Sure.

Alex Huskey: I wanted to ask this and because I wasn't sure, I know we had the conversation before with I know Marion Housing is doing some work in (inaudible) of building homes and they're building, are they only building single family dwellings or are they apartment buildings or are they town houses or how is that. Because when I asked the question before I thought they said they were only building single family dwellings but I am seeing now buildings with three doors which is leading me to believe there either apartments or condos or townhouses and I just looking for a little bit of clarification.

Janet Pearson: I think you are right Alex. It is a combination.

Alex Huskey: But are they apartments or

Janet Pearson: I think what Steve shared last time they were a lease to own, but these apartments I am not sure how that would work. So there may be a combination of that. So, we will check into that and find that specifically um

Alex Huskey: I would like, I mean I appreciate the fact that they're going back on the tax roll but I also know that we have to be careful you know with, we talk a lot about Market rate housing and I want to make sure that what we are doing is not going to create create harm in the future that, that the neighbors are aware of what is happening in those communities as well because if,

if they were under the impression that they were single family dwellings going in then all of a sudden these multifamily uh buildings are being developed I think the neighbors should be aware of that and because they may forego some of the uh some of the you know some of the properties as well. So uh I think those questions we probably since since it was done in a public meeting I think, I wanted to ask it publicly and so I think we should address it.

Linda Wilk: Is that something that can be on the next agenda?

Janet Pearson: I would like to invite Steve Sapp if that is okay.

Alex Huskey: Thank you.

Linda Wilk: Yeah, that would be great.

Alex Huskey: I would appreciate that.

Linda Wilk: That would be helpful.

Janet Pearson: I will call him (inaudible)

Alex Huskey: Yes, thank you. Appreciate it.

Linda Wilk: Thank you very much.

Motion to adjourn-Brian Flynn; seconded Alex Huskey.

Meeting adjourned.

Linda Wilk- President
Board of Public Works & Safety

ATTEST:

Aisha Richard- Secretary
Board of Public Works & Safety