

**January 7, 2020**

Mayor Dermody swore in Board Member Mark Kosior on Tuesday January 7, 2020 in the Council Chambers at City Hall.

The Board of Public Works and Safety met in regular session in the Council Chambers on Tuesday January 7, 2020 at 9am.

**Present:** Mayor Dermody, Jessica Romine and Mark Kosior

**Absent:** None

**Pledge**

Board Member Ms. Romine led the Pledge of Allegiance

**Approval of Minutes**

As each Member received an advance copy of the minutes from the December 17, 2019 meeting, Mayor Dermody noted they would dispense with the reading of the same and asked if there were any additions or corrections.

**Motion/Vote – Approve Minutes**

Ms. Romine moved to approve the minutes as presented; motion seconded by Mr. Kosior and unanimously carried.

**Public Comment**

Angela Rose, Downtown Coordinator, introduced herself to the Board.

**Clerk- Treasurer**

**Claims Approval**

Courtney Parthun, Clerk-Treasurer, presented Payroll for December 27, 2019 in the amount of \$392,334.37.

**Motion/Vote – Approve Payroll 12-27-19**

Ms. Romine moved to approve Payroll for December 27, 2019 in the amount of \$392,334.37; motion seconded by Mr. Kosior and unanimously carried.

The Clerk-Treasurer presented 4<sup>th</sup> Quarter Payroll in the amount of \$1,888.16.

**Motion/Vote – Approve 4<sup>th</sup> Quarter Payroll**

Mr. Kosior moved to approve the 4<sup>th</sup> Quarter Payroll in the amount of \$1,888.16; motion seconded by Ms. Romine and unanimously carried.

The Clerk-Treasurer presented Civil City Claims in the amount of \$1,738,744.78. She noted these included five bond payments, lease purchase payment for Fire truck and the January Trash bill.

**Motion/Vote – Approve Civil City Claims**

Mr. Kosior moved to approve the Civil City Claims in the amount of \$1,738,744.78; motion seconded by Ms. Romine and unanimously carried.

The Clerk-Treasurer presented Water Claims in the amount of \$46,919.52.

**Motion/Vote – Approve Water Claims**

Mr. Kosior moved to approve the Water Claims in the amount of \$46,919.52; motion seconded by Ms. Romine and unanimously carried.

The Clerk-Treasurer presented Sewage Claims in the amount of \$675,352.59. She noted these included a payment to Meridan Title for the purchase of the Arconic Property. Jerry Jackson, Director of Wastewater, and Nick Minich, City Engineer, gave background information on the Arconic Property for the new Board Members.

**Motion/Vote – Approve Sewage Claims**

Mr. Kosior moved to approve Sewage Claims in the amount of \$675,352.59; motion seconded by Ms. Romine and unanimously carried.

**New Business**

**Proposed Board of Works Meeting Dates for 2020**

Mayor Dermody read the following list: January 28<sup>th</sup>, February 4<sup>th</sup> and 19<sup>th</sup>, March 3<sup>rd</sup> and 17<sup>th</sup>, April 7<sup>th</sup> and 21<sup>st</sup>, May 6<sup>th</sup> and 19<sup>th</sup>, June 2<sup>nd</sup> and 16<sup>th</sup>, July 7<sup>th</sup> and 21<sup>st</sup>, August 4<sup>th</sup> and 18<sup>th</sup>, September 9<sup>th</sup> and 22<sup>nd</sup>, October 6<sup>th</sup> and 20<sup>th</sup>, November 4<sup>th</sup> and 17<sup>th</sup>, December 8<sup>th</sup> and 22<sup>nd</sup>.

**Motion/Vote – Approve Proposed Board of Works Meeting Dates for 2020**

Ms. Romine moved to approve the proposed Board of Works meeting dates for 2020 as presented; motion seconded by Mr. Kosior and unanimously carried.

**Board of Works Appointments to Boards /Commissions**

Annette Loeffler, Mayor’s Assistant, presented the Board of Works Appointments/Commissions as follows: Fire Merit Commission- Ed Gondeck- 4 year term, Fire Station Building Corporation has three members’ total each for a 3 year term which is up this year and New Porte Landing Corporation and Karyl Machek- Feikes currently serving and would like to continue.

Andy Snyder gave some background information on the Fire Station Building Corporation for the Board.

**Motion/Vote – Approve Board of Works Appointments to Boards/ Commissions**

Mr. Kosior moved to approve the Board of Works Appointments to Boards/ Commissions as presented; motion seconded by Ms. Romine and unanimously carried.

### **Strategic Management/Nora Akins**

Jen Noll, Human Resource Director, presented the Board with a contract with Strategic Management Consulting with Nora Akins. This is to audit the HR Policies to ensure compliance, efficiency and effectiveness within the HR Department. The contract has been reviewed by the City Attorney and is in the amount not to exceed \$6,000 to come out of HR Professional Services for Phase 1, 2, and 3. The Mayor will work with the Clerk's office to find the funds for Phase 4. Moving forward there will be an audit of the HR Department every 3 to 5 years.

### **Motion/Vote – Approve Strategic Management Contract for HR Audit**

Mr. Kosior moved to approve the contract with Strategic Management Consulting for an HR Audit as presented; motion seconded by Ms. Romine and unanimously carried.

### **Request to Dispose/Destroy of Equipment**

Paul Brettin, Police Chief, asked the Boards permission to dispose/destroy of five Tasers that do not work, aren't good for parts and are not worth anything in trade.

### **Motion/Vote – Approve Request to Dispose/Destroy of Equipment**

Mr. Kosior moved to approve the Request to Dispose/Destroy five Tasers as presented; motion seconded by Ms. Romine and unanimously carried.

### **Request to get Quotes for Equipment**

Chief Brettin asked permission to seek quotes for new Tasers. Tasers are needed for officer's safety, the department orders them in yellow so citizens are aware an officer is carrying, and they are used as a last result. The cost of a new Taser is approximately \$1100 which includes a new holster for it. Chief Brettin is looking to replace at least four for the new officers. He is looking at coming up with a replacement cycle to replace them all because thirty of them need to be replaced over time.

### **Motion/Vote – Approve Request to get Quotes for Equipment**

Ms. Romine moved to approve the request to seek quotes for new Tasers as presented; motion seconded by Mr. Kosior and unanimously carried.

### **Stop Loss Renewal Documents**

Ms. Noll stated the Stop Loss quote was approved on December 3, 2019 and now she is asking the Board for approval of the actual Stop Loss contract with Berkley and authorize the Clerk-Treasurer to sign. Ms. Noll noted the Stop Loss is the umbrella policy over the City's health insurance that is renewed annually and there is a 7% increase from the previous year.

### **Motion/Vote – Approve Stop Loss Renewal Documents**

Mr. Kosior moved to approve the Stop Loss Renewal as presented and authorize the Clerk-Treasurer to sign; motion seconded by Ms. Romine and unanimously carried.

**Request to Publish Bid: 403/405 E. Lincolnway**

Beth Shrader, City Planner, stated this property was offered as a public offering last year with no response. Since then a bid was received on the property which is lower than the minimum bid from Colleen Hudson. The City is allowed to accept if we publish notice of intent to accept bid. Ms. Shrader asked permission to publish in the Herald Argus the intent to accept bid. Ms. Shrader also explained how the City acquires the property from the Commission Sales.

**Motion/Vote – Approve Request to Publish Bid: 403/405 E. Lincolnway**

Mr. Kosior made a motion to approve the request to publish bid for the intent to accept a bid as presented; motion seconded by Ms. Romine and unanimously carried.

**Change Order for CDBG Plumbing Repairs**

Mary Ann Richards, Community Development Program Manager, gave a brief background of the CDBG Home Owner Repair Program and then presented a Change Order for CDBG Plumbing Repairs with an increase of \$125 to SLR Plumbing contract for 406 Allen Street because there was an issue with the second floor toilet leaking.

**Motion/Vote – Approve Change Order for CDBG Plumbing Repairs**

Ms. Romine moved to approve the Change Order for CDBG Plumbing Repairs as presented; motion seconded by Mr. Kosior and unanimously carried.

**Change Order for CDBG Roofing Repairs**

Ms. Richards presented a Change Order for CDBG Roofing Repairs at 406 Allen Street with an increase of \$40 to the contract with J&B West to replace one sheet of decking.

**Motion/Vote – Approve Change Order for CDBG Roofing Repairs**

Mr. Kosior moved to approve the Change Order for CDBG Roofing Repairs as presented; motion seconded by Ms. Romine and unanimously carried.

**Lakeside Sewer Design Contract**

Nick Minich, City Engineer, stated they are wanting to relocate the Lakeside Sewer. Mr. Minich asked the Boards approval to enter into a Design Contract with RQAW in the amount of \$72,500 with funds coming out of the capital account in the Wastewater funds. Mr. Minich gave background on the project and Jerry Jackson, Director of Wastewater, gave information about the sewage and the easements.

**Motion/Vote – Approve Lakeside Sewer Design Contract**

Ms. Romine moved to approve the Lakeside Sewer Design Contract with RQAW as presented; motion seconded by Mr. Kosior and unanimously carried.

**Request Fire Merit Commission Special Election**

Andy Snyder, Fire Chief, noted that the make-up of the Fire Merit Commission is governed by ordinance and it requires a balance of party preference by its members. The opening on the Commission is due to the resignation of Jessica Romine, who is a democrat. Chief Snyder is asking the Board to move that on January 28, 2020 between the hours of 9:00 A.M. and 6:00 P.M. be set as the time for the special

election by the Fire Department of its representative to the Fire Merit Commission, and on or before January 14, 2020 all active firefighters who wish to nominate someone for that position submit their nominations to the Fire Chief in writing. That the election on January 28, 2020 be under the supervision of the Chief and Assistant Chief and the Chief post notice in all stations at three weeks prior to January 28, 2020 notifying the active firefighters of election on January 28<sup>th</sup> and the nomination date of January 14<sup>th</sup>, that the Chief certify to the Clerk-Treasurer the nominees to be placed on the ballot, and that the Clerk-Treasurer verify with the voters registration office the nominee's party preference, and prepare the ballots for the election; and that the nominee be affiliated with the Democratic Party.

#### **Motion/Vote – Approve Request Fire Merit Commission Special Election**

Mr. Kosior moved that on January 28, 2020, between the hours of 9:00 A.M. and 6:00 P.M. be set as the time for the special election by the Fire Department of its representative to the Fire Merit Commission, and on or before January 14, 2020 all active firefighters who wish to nominate someone for that position submit their nominations to the Fire Chief in writing. That the election on January 28, 2020 be under the supervision of the Chief and Assistant Chief and the Chief post notice in all stations at least three weeks prior to January 28, 2020 notifying the active firefighters of the election on January 28<sup>th</sup> and the nomination date of January 14<sup>th</sup>, that the Chief certify to the Clerk-Treasurer the nominees to be placed on the ballot, and that the Clerk-Treasurer verify with the voters registration office the nominee's party preference, and prepare the ballots for the election; and that the nominee be affiliated with the Democratic Party; motion seconded by Ms. Romine and unanimously carried.

#### **Request to Accept Resignation Letter/Authorize to Hire Replacement**

Chief Snyder presented a Resignation Letter from Probationary Firefighter Tyler Weller dated December 18, 2019 stating his resignation will be effective on January 1, 2020. Chief Snyder asked the Board to accept the letter of resignation and authorize the Fire Merit Commission to fill the vacancy.

Chief Snyder stated an exit interview was conducted at the Fire Department and Mayor Dermody suggested possibly having HR sit in on the exit interviews going forward.

#### **Motion/Vote – Approve Request to Accept Resignation Letter/Authorize to Hire Replacement**

Mr. Kosior moved to accept the Resignation Letter from Probationary Firefighter Tyler Weller as presented and instructs the Fire Merit Commission to begin the necessary procedures to fill the vacancy created by the resignation; motion seconded by Ms. Romine and unanimously carried.

#### **Unfinished Business**

None

#### **Department Reports**

**Police:** Chief Brettin stated they are hitting the ground running and with changing the culture of the department and make sure they know what the expectations are.

**Fire:** Chief Snyder stated Dr. James Edwards was elected for another 4 years to the Fire Merit Commission by the firefighters on December 16, 2019. Chief Snyder also wanted to thank the

community for their support of the bell ringing competition between the LP Fire Department and the Michigan City Fire Department in which we won 3 to 1 with bringing in the most donations.

**Clerk-Treasurer:** Ms. Parthun stated they are working on year end reports, W-2's, etc.

**Sewage:** Mr. Jackson stated they have been working with INDOT to budget the reconstruction of Indiana which would start at Lincolnway and go to Kingsbury. INDOT would cover all the road reconstructure but the City would be involved in infrastructure: water, sewer, sewer separation. They are in the budgetary process and project is tentatively scheduled for 2025. NIES Engineering and Moss and Fischer are long time Engineering firms that work with the City and assisting the City with the numbers. Mr. Jackson stated he would make a list about the project and what it entails for the Board Members.

Mayor Dermody mentioned that Mr. Jackson has more large projects that we need to find funding for. Mr. Jackson stated he will have a list of projects, potential cost and potential funding options for the Board soon. Mr. Jackson also noted our water and sewer fees are lower than the states average.

**Engineering:** Mr. Minich mentioned they are working on their 2019 Community Crossing Paving Bid package which will go out at the end of January. The grant application for the 2020 Community Crossings Grant is now open and closes at the end of February.

Mayor Dermody stated he talked with the Department of Transportation about removing semis off of Lincolnway and they mentioned that Mr. Minich is putting together a proposal to do so.

**City Planner:** Ms. Shrader stated they are wrapping up their tree inventory. They are working with Graph Tree Care and the Tree Commission to establish an Urban Forest Management Plan which will be based on all the data that is collected. Ms. Shrader noted that when the City takes 1 tree down they plant 2 trees and they are increasing the biodiversity of the trees that they are planting.

**HR:** Ms. Noll noted she is meeting with GIS at their monthly meeting to discuss the Strategic Plan for major benefits. Ms. Noll stated she is still working with Nora Akins on the HR audit.

**Park:** Mark Schreiber, Park Director, stated that Youth Sport Sign Up for baseball, girls slow pitch softball, t-ball, tennis and new this year they are adding girls fast pitch softball will take place on January 14<sup>th</sup> and January 16<sup>th</sup> at the Civic from 6pm to 7:30pm. Mr. Schreiber also noted that Winterfest will take place on January 24<sup>th</sup> thru January 26<sup>th</sup>.

Mr. Schreiber asked the Boards permission to use Grangemouth and Lakeshore Drive for carriage rides on January 26<sup>th</sup>.

#### **Motion/Vote – Approve Request to Use Grangemouth and Lakeshore Dr. 1-26-2020**

Mr. Kosior moved to approve the Request to Use Grangemouth and Lakeshore Drive on January 26<sup>th</sup> for carriage rides; motion seconded by Ms. Romine and unanimously carried.

**L.E.A.P.:** Bert Cook, Director of L.E.A.P, noted they are hosting an Elected Official Reception on January 29<sup>th</sup> at 4:30pm at the Depot. Hors d'oeuvres will be served. Mr. Cook also noted there is a 3<sup>rd</sup> House Session at PNW on February 7<sup>th</sup> at 7:30 am and 4 Legislators from the State House will be there. Breakfast will be served.

Mayor Dermody thanked the Board Members for making the Commitment to the City by serving on the Board of Works and asked them to introduce themselves.

Jessica Romine stated she is a CPA with Parkinson and Hinton for almost 16 years. She is very involved with the Community and has previously been on the Fire Merit Commission and the Park Board and wants to help the City grow and thrive.

Mark Kosior stated he was born and raised in La Porte and attended Wabash College with a degree in Mathematics. He loves this Community and has fond memories of growing up here. He currently serves on the La Porte Community School Board and on the La Porte Hospital Board. He has previously served on the La Porte Hospital Foundation Board. He is delighted to join the Board of Works and is employed as a sales manager at Bristol Meyers Swift.

**Adjourn**

There being no further business, Ms. Romine moved to adjourn; motion seconded by Mr. Kosior and unanimously carried.

**Approved:** \_\_\_\_\_  
**Thomas P. Dermody, Mayor**

**Attest:** \_\_\_\_\_  
**Courtney Parthun, Clerk-Treasurer**

**Approved: January 28, 2020**

