

March 22, 2022

The Board of Public Works and Safety met in regular session in the Council Chambers on Tuesday March 22, 2022, at 9am.

Present: Mayor Dermody, Jessica Romine, and Mark Kosior

Absent: None

Pledge of Allegiance

Clerk-Treasurer Parthun led the Pledge of Allegiance

Approval of Minutes

Each member received an advance copy of the minutes from the March 8, 2022, and February 25, 2022, meetings, Mayor Dermody asked if there were any additions or corrections.

Motion/Vote – Approval of Minutes

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

Public Comment

None

Clerk-Treasurer

Claims Approval

Clerk-Treasurer Courtney Parthun presented Payroll for March 4, 2022, in the amount of \$451,241.02.

Motion/Vote – Approval of Payroll 3-4-22

Mr. Kosior moved to approve the Payroll for March 4th as presented; motion seconded by Ms. Romine and unanimously carried.

Clerk-Treasurer Parthun presented Payroll for March 18, 2022, in the amount of \$439,379.78.

Motion/Vote – Approval of Payroll 3-18-22

Mr. Kosior moved to approve the Payroll for March 18th as presented; motion seconded by Ms. Romine and unanimously carried.

Clerk- Treasurer Parthun presented a Special Pay for March 18, 2022, in the amount of \$444.79.

Motion/Vote – Approval of Special Play 3-18-22

Mr. Kosior moved to approve the Special Payroll for March 18th as presented; motion seconded by Ms. Romine and unanimously carried.

Clerk-Treasurer Parthun presented Civil City Claims in the amount of \$244,447.28.

Motion/Vote – Approval of Civil City Claims

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

Clerk-Treasurer Parthun presented Water Claims in the amount of \$151,498.18.

Motion/Vote – Approval of Water Claims

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

Clerk-Treasurer Parthun presented Sewage Claims in the amount of \$257,852.17.

Motion/Vote – Approval of Sewage Claims

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

Clerk-Treasurer Parthun presented the 2022 Vehicle Inventory List to the Board for their approval.

Motion/Vote – Approval of 2022 Vehicle Inventory List

Ms. Romine moved to approve the 2022 Vehicle Inventory List as presented; motion seconded by Mr. Kosior and unanimously carried.

Clerk-Treasurer Parthun presented the 2022 Credit Card List to the Board for their approval.

Motion/Vote – Approval of 2022 Credit Card List

Ms. Romine moved to approve the 2022 Credit Card List as presented; motion seconded by Mr. Kosior and unanimously carried.

Clerk-Treasurer Parthun presented the following Conflict of Interest Forms: A.C. Pressler, Wayne Seymour, Laura Cutler, and Thaddeus Cutler.

Motion/Vote – Approval Conflict of Interest Forms

Ms. Romine moved to approve the Conflict-of-Interest Forms as presented; motion seconded by Mr. Kosior and unanimously carried.

Mayor Dermody recognized the Healthcare Foundation of La Porte for providing the Council Chambers with new chairs.

Department Head Reports

Transporte: Transporte Manager Beth West stated they have had over 8,000 riders for the 1st Quarter of 2022, masks are still required on public transportation, she has been working with the Communications Director Jess Bruder on why people should ride Transporte, and she noted they have a new driver and a new dispatcher starting this week.

Planning: Community Development and Plan Director Craig Phillips stated they are working with stake holders on a downtown parking study, they are working on a Downtown Streetscape Project, housing initiatives and public offerings.

Parks: Park Director Mark Schreiber stated Beechwood opened last week with Special Spring rates, disc golf and pickleball nets are up, restrooms will open April 15th and youth sport sign-ups for tennis, t-ball and art camp are still open.

Communications: Communication Director Jess Bruder stated she has been working with Beth on Transporte Ads, working with Brett Binversie on Downtown Events with the first one being held on May 6th, Taco Fest sponsored by Arnett Construction.

Water: Water Director Tim Werner stated they finally received the control panel for their generator, 2nd phase of production wells in Soldier's Memorial Park were approved by the Park Board, crews are working on broken valves ahead of the paving program and Spring Flushing starts April 17th.

Engineering: City Engineer Nick Minich stated they will have a pre-construction meeting for the paving project on March 30th, there will be one month of sidewalk and ramp work before paving starts in May. We have 133 miles of City Streets, and we are working on 10% of those each year. In 6 to 7 years, they have paved 50% of the City. It cost \$1 million dollars to do new construction of per lane mile.

Central Services: Director of Central Services Jeff Batchelor stated the Street Department has been working on potholes, leaf pick up stump removal and total patch using the chrome rubber. The Code Department has had 800 violation YTD and the Dumpster Program will start in a couple weeks. The dumpsters will be located at the Street Department with 24-hour usage, and one will be located at the Water Department and can be used from 7 to 3:30. Potholes are being filled within 48 hours of notification.

Police: Police Chief Paul Brettin stated they have four officers in field training, they hired a new administrative assistant and the Department put out a press release regarding activity on Tipton/E. Lincolnway.

Fire: Fire Chief Any Snyder stated they are looking for applicants for the Fire Department and they are due on April 8th, with testing being done on April 16th. The Department is also offering free CPR classes.

New Business

Job Description for Utilities Customer Service Representative

Clerk-Treasurer Parthun stated they are changing the description from part time to full time and the FLSA status to exempt.

Motion/Vote – Approve Job Description for Utilities Customer Service Representative

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

Request for Specialist Pay

Chief Brettin asked for Officer Tyler Knotts to begin receiving Specialist Pay. Chief presented the Board with a list of all his accomplishments.

Motion/Vote – Approve Specialist Pay for Tyler Knotts

Mr. Kosior moved to approve the Specialist Pay for Officer Tyler Knotts as presented; motion seconded by Ms. Romine and unanimously carried.

Recommendation of Quote for Approval-Emergency Response Team

Officer Jaskowiak stated they received quotes from Star Uniform and Ray O'Herron. Ray O'Herron's had errors in their quote, and he is recommending we award the Quote for the Emergency Response Team to Star Uniform in the amount of \$66,006.70. Their quote satisfies most of the equipment with exception of training/ammunition.

Motion/Vote – Award Quote for Emergency Response Team

Ms. Romine moved to award the quote for the emergency response team to Star Uniforms as presented; motion seconded by Mr. Kosior and unanimously carried.

Request to Waive Fees-Fraternal Order of Eagles

Water Director Tim Werner asked the Board permission to waive the System Development fees for Water and Sewage for the Fraternal Order of Eagles. We have done this in the past for not for profits.

Motion/Vote - Approve Request to Waive Fees- Fraternal Order of Eagles

Ms. Romine moved to approve the Request to waive the System Development fees for the Fraternal order of Eagles as presented; motion seconded by Mr. Kosior and unanimously carried.

Final Pay Application from Selge Construction-Lakeside Sewer Relocation Project

City Engineer Minich presented the final Pay Application from Selge Construction for the Lakeside Sewer Relocation Project in the amount of \$98,097.31. He is asking the Board to approve payment contingent on receiving the as-builts.

Motion/Vote – Approve Final Pay Application from Selge Construction-Lakeside Sewer Relocation Project

Mr. Kosior moved to approve the final pay application from Selge Construction for the Lakeside Sewer Relocation Project contingent on receiving the as-builts.; motion seconded by Ms. Romine and unanimously carried.

Unfinished Business

Clear Lake Loop Design Contract

City Engineer Minich stated the Clear Lake Loop Design Contract is in the amount of \$450,000 which is well within range for this type of project. The RDC has approved to pay 30% (\$80,000) which leaves \$370,000. The construction will start in the fall and completion will be in 2023. Clerk-Treasurer Parthun asked the Board to approve contingent on City Council approval of funds.

Motion/Vote – Approve Clear Lake Loop Design Contract

Ms. Romine moved to approve the Clear Lake Loop Design Contract pending City Council approval of funds; motion seconded by Mr. Kosior and unanimously carried.

Other Business

None

Adjourn

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

Approve:

Thomas P Dermody, Mayor

Attest: _____
Courtney Parthun, Clerk-Treasurer

Approved: April 5, 2022