**August 16, 2022**

The Board of Public Works and Safety met in regular session in the Council Chambers on Tuesday, August 16, 2022, at 9:05 A.M.

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

**Absent:** None

**Pledge of Allegiance**

Andrea Smith led the Pledge of Allegiance

**Approval of Minutes**

Each member received an advance copy of the minutes. 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.

Mayor Dermody requested a moment of silence for Congresswoman Walorski, Emma Tomson, and Zach Potts.

**Public Comment**

Chris Moryl, 812 E Jefferson, presented in front of the Board of Works to request an update on the paving at Ottoson and Woodson. Ms. Moryl stated she has been over there to look at the area and can see that some things have been done but is not sure exactly what has been done or is still planned to be done. Water Director Tim Werner responded by stating all the water work that needed to be done in this area is now complete and Reith Riley will be completing the work that Ms. Moryl is looking for an update on. Ms. Moryl questioned who she would need to reach out to for further updates. Mayor Dermody responded by stating Ms. Moryl would need to reach out to the Engineering Department for further updates and he would have someone reach out to her later today.

**Claims Approval**

Clerk-Treasurer Parthun presented Payroll from August 5, 2022 in the amount of $488,805.46.

**Motion/Vote – Approval of 8/5 Payroll**

Mr. Kosior moved to approve the August 5, 2022 Payroll as presented; motion seconded by Ms. Romine and unanimously carried.

Clerk-Treasurer Parthun presented Civil City Claims in the amount of $813,528.32.

**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 $346,703.18.

**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 $588,127.06.

**Motion/Vote – Approval of Sewage Claims**

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

**Department Head Reports**

**Wastewater:**

Wastewater Director Jerry Jackson reported Councilman Galloway relayed to him there may be an issue in an area with flooding. Mr. Jackson stated all the drainage from David Court and Linden Court comes down to Floyd/Ohio Street which causes subsequent flooding issues. Mr. Jackson stated approximately 15 years ago several drains were put into this area and his understanding was these drains took care of this issue. Mayor Dermody clarified that there was a concern from a citizen about someone building on a lot in this area that had previously been deemed unbuildable, per the City. Mayor Dermody stated he had the information from Councilman Galloway and would give it to Mr. Jackson after the meeting. In addition, Mr. Jackson provided a handout on solar field output vs treatment plant usage; approximately 92% of their electric power has come from the solar field. Mr. Jackson stated they are able to do this because they are able to produce far more power during the day than they use, and this excess power is pushed into NIPSCO’s grid during the day and then taken back at night.

**Water:**

 Water Director Tim Werner reiterated the work on Ottoson and Woodson has been complete in addition to the work on 3rd Street being complete. Mr. Werner stated they will be updating the fire flows for all the tie ins that have been done and will be sharing that information with the Fire Department so their hydrant flow list can also be updated. Mr. Jackson reported they have started certification classes for WT3 and DSL licenses. These classes started August 8th and will go through October 31st with final testing being in November. In addition, Mr. Werner stated they have a new hire, Cody Downs, and so far, he has been doing a great job.

**Human Resources:**

Director of Human Resources Andrea Smith reported we still need to fill five more slots for the Jet Dental Clinic. Teeth cleanings will be billed to insurance and therefore free while teeth whitening will be $199. Ms. Smith recognized the Street Department for their push for participation. In addition, Ms. Smith announced a few upcoming save the date events. Flu shots will be distributed in October at WellPort; they will contact Ms. Smith when the supply is in. The Wellness Event will be held this year on November 15-17 at WellPort from 6:30 A.M. to 10:00 A.M. Participants’ height, weight, blood pressure, and a full blood draw will be done. There will be five appointments per hour and the follow up appointments will take place in January. In addition, Ms. Smith announced she will be coming to the Board of Works in September for benefit updates to dental, vision, and life for a minimum savings to the city of $50,000.

**TransPorte:**

TransPorte Director Beth West reported they are currently working through their PMTF, Public Mass Transportation Fund, through the State of Indiana and will be receiving $72,420 in 2023, approximately $1,000 more than was received for 2022. Ms. West reported to date there have been 23,644 riders, approximately 3,000 riders away from pre-COVID numbers. In addition, Ms. West stated with School starting they begin transporting riders for the Work Study Program through the Special Education program which will add approximately 100 more riders per day.

**Parks:**

Park Director Mark Schreiber reported they will be hosting the Northwest Indiana Paddling Association rendezvous this Saturday at noon at Cummings Lodge. Following the rendezvous will be the dedication of the kayak ramp, largely funded by the Healthcare Foundation of La Porte, at 1 P.M. Following the dedication, at approximately 1:30 P.M. they invite the community to come out for a paddle. Mr. Schreiber reminded the community there are kayak rentals and kayak locker rentals. Mr. Schreiber stated some of the kayak lockers are already rented out, but they will have more for next season. If you are interested, please call the Park Department at 326-9600.

**Communications:**

Director of Communications Jess Bruder provided an update that the minute and agenda archive solution is coming along. They have started transferring all the old minutes, going back as far as 2011, to a google drive. Ms. Bruder stated this is a time-consuming process but hopes the transfer will be complete by the next meeting. Ultimately, this will allow for easier access to minutes, not only internally but externally as well.

Ms. Romine questioned how long the City is required to have these minutes accessible. City Attorney Nick Otis stated there are no requirements for how long they must remain accessible online. Clerk Treasurer Parthun responded by stating they are all available in the Clerk Treasurer’s Office as well.

**Fire:**

Chief Snyder reported they have been notified the District Academy will be starting September 12th. They are currently pushing to have their fire candidate, who is in the middle of the hiring process, ready to attend. In addition, Chief Snyder reported the Merit Commission received notification at their last meeting, Ed Gondek submitted his letter of retirement to the Mayor after 22 ½ years of service. Chief Snyder thanked Mr. Gondek for his service for all those years.

Mayor Dermody stated that Chief Snyder and himself, will be traveling to Westfield and Noblesville to learn about some programs offered through their Fire Departments as they continue to go after mental health and work toward setting a standard. These departments have programs that help with the wealth and wellness that may help address these issues in addition to offering ways the fire department can help in more ways than just fighting fires.

**Police:** Chief Brettin reported the department has an officer, Dalton Pflughaupt, graduating Friday from the Indiana Law Enforcement Academy in Plainfield. Chief Brettin stated he is almost done with his FTO and should be out on the streets within a few weeks of graduating. Chief Brettin stated lateral transfer, Brett Fisher, is just about done with FTO and about to be released and is doing a great job.

**Code/Street:** Jeff Batchelor reported they are out cutting trees today, tomorrow, and Thursday, in addition to doing brush and patchwork. Mr. Batchelor stated there are a little over 2400 violations. In addition, Mr. Batchelor provided a follow up on 332 Clear Lake Boulevard; this building is condemned, and everyone is out and there have been no problems since. Mayor Dermody stated there were two properties mentioned at last night’s Council meeting, 1901 Monroe and the home on John Street. Mr. Batchelor stated they have the bid to do the demo today for 1901. The house at 405 John Street is currently being worked on. Paperwork has been provided to City Attorney Nick Otis to be able to investigate the situation further and see why things are not moving forward.

Mayor Dermody noted there are little things that can be done within the community, such as everyone taking a few minutes to remove the grass growing in the sidewalks in front of their homes, that can make a huge difference within the community.

**New Business:**

**Ticket Appeal(s)**

Executive Assistant Annette Loeffler presented four ticket appeal requests. The first appeal is for ticket number 61657. The person that received the ticket states the car was sold in 2021 and presented their conversation with their insurance company regarding dropping the coverage due to the sale, as proof of the sale.

**Motion/Vote – Approve Appeal Ticket Number 61657**

Ms. Romine made a motion to approve Appeal Ticket Number 61657 as presented; motion was seconded by Mr. Kosior and unanimously carried.

Executive Assistant Annette Loeffler presented a second ticket appeal for ticket number 5752. Ms. Loeffler stated the appeal form included a picture, showing the vehicle parked next to the restricted sign. Ms. Loeffler stated the appeal form said the individual was parked there on Sunday night and the sign does not specifically state they cannot park there on Sunday night and therefore does not believe he should have received a ticket. Ms. Loeffler stated the sign says restricted parking from 1 A.M. on Monday morning. Mayor Dermody asked for an opinion from Police or Code. Chief Brettin responded by stating the sign is very specific, it states 1 A.M. Monday.

**Motion/Vote – Deny Appeal Ticket Number 61657**

Ms. Romine made a motion to Deny Appeal Ticket Number 61657 as presented; motion seconded by Mr. Kosior and unanimously carried.

Executive Assistant Annette Loeffler presented a third ticket appeal for ticket number 68611. Ms. Loeffler stated the appeal form states the car was sold in 2020 and presented a bill of sale as proof.

Mr. Kosior commented that the bill of sale does not contain any of the buyer’s information or a signature from the buyer therefore making it irrelevant.

**Motion/Vote – Approve Appeal Ticket Number 68611**

Mr. Kosior made a motion to approve Appeal Ticket Number 68611 as presented; motion seconded by Ms. Romine. After further discussion, motion was denied 2:1.

Executive Assistant Annette Loeffler presented a fourth and final ticket appeal for ticket number 68610. Ms. Loeffler stated this was a ticket for an expired plate and there was no fine amount listed on the ticket so the individual thought it was a warning and didn’t realize they owed any money until they received a letter stating what they owed plus the additional fees for not paying.

**Motion/Vote – Approve Remove Additional Fees Ticket Number 68610**

Ms. Romine made a motion to approve removal of additional fees and original ticket in the amount of $50 to be paid; motion seconded by Mr. Kosior and unanimously carried

**Request for Use: Roof Sit 2022 Information**

Best West presented a request to use State Street for the annual Deserving Children’s Roof Sit. Ms. West stated they are not requesting the street to be closed, rather advising there will be increased traffic in this area as they will be stopping cars and asking for donations.

**Motion/Vote: Approve Request for Use Roof Sit 2022**

Mr. Kosior made a motion to approve Request for Use Roof Sit 2022 as presented; motion seconded by Ms. Romine and unanimously carried.

**Beth West: Summer Pass Pricing**

TransPorte Director Beth West presented a request to retroactively approve the discounted pricing for the Summer Fun Passes that were sold for $20 each. The Summer Fun passes were sold for a two-week period from the end of June through the first week of July; over 250 passes were sold.

**Motion/Vote to Approve Summer Pass Pricing**

Ms. Romine made a motion to approve Summer Pass Pricing as presented; motion was seconded by Mr. Romine and unanimously carried.

**Truck Lease**

TransPorte Director Best West presented a truck lease fora new service truck for the TransPorte mechanic; a 2022 Dodge Ram service vehicle. Ms. West stated the grant received was for $55,000 and was an 80/20 grant. Ms. West stated there was enough funding in their local share fund with NIRPC to pay the difference of $26,872 and the Federal Government will be paying $44,000. Ms. West stated there were more than enough funds to allow for this to happen and should not affect future bus purchases. In addition, Ms. West stated the truck that will be replaces is a 1998 and has over 120,000 miles and will potentially be utilized by another department.

**Motion/Vote – Approve Truck Lease**

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

**Jessica Bruder: Photo Purchase Agreement**

Communications Director Jessica Bruder presented a photo purchase agreement for a photo taken by a local photographer in the amount of $500. Ms. Bruder stated we currently use this photo on multiple platforms including the website, our branding guidelines and soon a billboard. Ms. Bruder stated this agreement will give the City the rights to the photo to use as needed without having to request permission from the photographer to do so.

**Motion/Vote – Approve Photo Purchase Agreement**

Mr. Kosior made a motion to approve Photo Purchase Agreement as presented; motion seconded by Ms. Romine and unanimously carried.

**Paul Brettin: Officer Resignation**

Chief Brettin presented a letter of resignation from Brandon Wilkerson. Chief Brettin asks the Board of Works to accept the letter of resignation and give permission to notify the Merit Commission to fill the vacancy.

**Motion/Vote – Approve Officer Resignation**

Ms. Romine moved to approve Officer Resignation as presented; motion was seconded by Mr. Kosior and unanimously carried.

**Nick Minich: InDot Projects Signing Authority Resolution**

Jamie Novak presented the InDot Projects Signing Authority Resolution. This is an electronic signature system that will allow the Mayor to sign, after the board approves. This will help to simplify the process for the InDot LPA contracts.

City Attorney Nick Otis clarified that this is not something the Mayor can do unilaterally, it can only be done once something has been approved by the Board of Works.

**Motion/Vote – Approve InDot Projects Signing Authority Resolution**

Mr. Romine moved to approve InDot Projects Signing Authority Resolution as presented; motion seconded by Ms. Romine and unanimously carried.

**Street Paving Pay Application #3**

Jamie Novak presented Street Paving Pay Application #3 in the amount of $633,643.92.

**Motion/Vote – Approve Street Paving Pay Application #3**

Ms. Romine moved to approve Street Paving Pay Application #3 as presented; motion seconded by Mr. Kosior and unanimously carried.

**Waiver of Building Permit Fees for North Central Community Action Agencies, Inc**

Jamie Novak presented a request to waive building permit fees for North Central Community Action, Inc for their ramp program. Ms. Novak stated this company is a not-for-profit organization that helps many communities, including La Porte. The ramp program allows individuals with disabilities the opportunity to utilize their homes.

**Motion/Vote – Approve Waiver of Building Permit Fees for North Central Community Agencies, Inc**

Mr. Kosior made a motion to approve Waiver of Building Permit Fees for North Central Community Agencies, Inc as presented; motion was seconded by Ms. Romine and unanimously carried.

**Construction Engineering Professional Services – Lochmueller Group Des. No. 1601867 – Chessie Phase 2**

Jamie Novak presented construction engineering professional services with Lochmueller Group not to exceed the amount of $241,000. Ms. Novak stated this will be paid for by an 80/20 grant and our portion would be paid for with a local match from HFL.

Approve/Vote Construction Engineering Professional Services – Lochmueller Group Des. No. 1601861 Chessie Phase 2

Mr. Kosior moved to approved z Construction Engineering Professional Services – Lochmueller Group Des. No. 1601861 Chessie Phase 2 as presented; motion seconded by Ms. Romine and unanimously carried.

**Jerry Jackson: Wastewater Treatment Plant Phosphorus Pay Request #4**

Wastewater Director Jerry Jackson presented Wastewater Treatment Plan Phosphorus Pay Request #4 in the amount of $35,595. This will bring the project to 23% completion. Mr. Jackson stated all the piping under the building is in, the flooring is in, the walls are going up and the chemical tanks should be in in approximately two weeks. Mr. Jackson stated the contractor is doing great work and recommends approval.

**Motion/Vote – Approve Wastewater Treatment Plant Phosphorus Pay Request #4**

Ms. Romine made a motion to approve Wastewater Treatment Plant Phosphorus Pay Request #4 as presented; motion seconded by Mr. Kosior and unanimously carried.

Wastewater Treatment Plant Rehab Engineering

Wastewater Director Jerry Jackson presented an engineering proposal from Nies Engineering. Mr. Jackson stated they solicited qualifications from Abonmarche, Wessler, Donohue and Nies and received two sets of qualifications back from Nies and Donohue. Mr. Jackson stated both qualifications exemplified the qualifications necessary for the rehab project. Mr. Jackson stated the qualifications were reviewed both internally and within the Engineering Department. Ultimately Nies showed a great understanding of the treatment plant operations and the project, put together a great team of senior and newer engineers, have an excellent track record and is a local firm from Hammond. Mr. Jackson recommends approving engineering contract with Nies. Mr. Jackson states this project will be funded through the 2020 bonds.

**Motion/Vote – Approve Wastewater Treatment Plant Rehab Engineering**

Mr. Kosior made a motion to approve Wastewater Treatment Plant Rehab Engineering as presented; motion seconded by Mayor Dermody and passed 2:0. Ms. Romine abstained.

**Bid Opening for Don George Property**

Clerk Treasurer Parthun presented proof of publication in the Northwest Indiana Times on the following dates: July 5, 2022 and July 12, 2022. Clerk Treasurer Parthun presented proof of publication in the Herald Dispatch on the following dates: July 1, 2022 and July 8, 2022. Clerk Treasurer Parthun presented one sealed bid from Patel for parcel 46-06-35-177-003.000-043 in the amount of $45,000.

Mayor Dermody questioned if we had to accept this bid or if we had the opportunity to find out more about their plans for the parcel. City Attorney Nick Otis stated we do not have to accept the bid; we can take it under advisement. The bid will then come back before the Board of Works where it can either be accepted or denied.

**Motion/Vote – Take Patel Bid Under Advisement**

Ms. Romine made a motion to take the Patel Bid Under Advisement; motion seconded by Mr. Kosior and unanimously carried.

**Jeff Batchelor: Bid Opening for Demolition of 1901 Monroe Street**

Clerk Treasurer Parthun stated there is no proof of publication for this but it was sent out to six potential bidders. Clerk Treasurer presented one sealed bid from Pavey Excavation in the amount of $17,300.

Mayor Dermody questioned if the bid included a timeframe for completion, such as 45 days. Clerk Treasurer Parthun was unsure if the original request for bid included a timeframe and could not find a definitive timeframe within the Pavey bid but it did state that completion would be within city standards. Jeff Batchelor stated he believes the original bid request was for completion of demolition within 60 days.

Mayor Dermody questioned if there was a way to recover any funds though the insurance company or the homeowner. Jeff Batchelor responded by stating when the home comes down, a lean is then placed against the property. Unfortunately, these properties ending up going through endless sales where ultimately the leans are released, and the city does not recoup any money.

**Motion/Vote** – Approve Pavey Excavating Bid for Demolition of 1901 Monroe Street

Mr. Kosior made a motion to approve Pavey Excavating for Demolition of 1901 Monroe Street as presented; motion seconded by Ms. Romine and unanimously carried.

**Unfinished Business**

Mayor Dermody thanked Mark Schreiber, Tim Werner, and Jeff Batchelor for bringing home victory on the Elkhart Go Kart Race. Mayor Dermody thanked Surf for sponsoring the shirts that were worn. Mayor Dermody reminded everyone that Friday is Cheeseburger in Paradise downtown starting at 6:00 P.M. In addition, Mayor Dermody announced later today they will be meeting with real estate executives from Norfolk Southern to discuss the depot building, code enforcement fines, and all other parts of the relationship that is had with Norfolk Southern.

**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: September 7, 2022**