

**April 5, 2022**

The Board of Public Works and Safety met in regular session in the Council Chambers on Tuesday April 5, 2022, at 9am.

**Present:** Mayor Dermody and Jessica Romine

**Absent:** Mark Kosior

**Pledge of Allegiance**

Water Director Tim Werner led the Pledge of Allegiance

**Approval of Minutes**

Each member received an advance copy of the minutes from the March 22, 2022, meeting, 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 Mayor Dermody and unanimously carried.

**Public Comment**

None

**Clerk-Treasurer**

**Claims Approval**

Clerk-Treasurer Courtney Parthun presented 1<sup>st</sup> Quarter Payroll in the amount of \$1,926.88.

**Motion/Vote -Approval of Payroll 4-1-22**

Ms. Romine moved to approve the 1<sup>st</sup> Quarter Payroll as presented; motion seconded by Mayor Dermody and unanimously carried.

Clerk-Treasurer Parthun presented Payroll for April 1, 2022, in the amount of \$437,417.57.

**Motion/Vote – Approval of Payroll 4-1-22**

Ms. Romine moved to approve Payroll for April 1<sup>st</sup> as presented; motion seconded by Mayor Dermody and unanimously carried.

Clerk-Treasurer Parthun presented Civil City Claims in the amount of \$681,571.82.

**Motion/Vote – Approval of Civil City Claims**

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

Clerk-Treasurer Parthun presented Sewage Claims in the amount of \$233,107.71.

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

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

Clerk-Treasurer Parthun presented Water Claims in the amount of \$90,852.00.

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

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

**Scope Appendix to Engagement Letter Dated March 18,2022: Baker Tilly**

Clerk-Treasurer Parthun presented an engagement letter from Baker Tilly stating that the City of La Porte will utilize Baker Tilly for the budget process.

**Motion/Vote – Approval of Engagement Letter: Baker Tilly**

Mayor Dermody moved to approve the Engagement Letter from Baker Tilly as presented; motion seconded by Ms. Romine and unanimously carried.

**Water Department Write Offs**

Clerk-Treasurer Parthun presented Water Department Write Offs in the amount of \$1,683.12.

**Motion/Vote – Approve Water Department Write Offs**

Mayor Dermody moved to approve the Water Department Write Offs as presented; motion seconded by Ms. Romine and unanimously carried.

Clerk-Treasurer Parthun noted that they Payroll Administrator/ HR Assistant Dana Gonder's last day will be April 6, 2022. Mrs. Gonder has been with the City for 10.5 years and the Clerk-Treasurer and Mayor Dermody thanked her for her years of service and wished her good luck in her future endeavors.

**Department Head Reports**

**Park:** Park Director Mark Schreiber presented the Board with a Fireworks Agreement with Pyrotecnico Fireworks, Inc for \$15,000 for Lakefest and \$20,000 for the 4<sup>th</sup> of July.

**Motion/Vote – Approve Firework Agreement**

Mayor Dermody moved to approve the Firework Agreement as presented; motion seconded by Ms. Romine and unanimously carried.

Mr. Schreiber also stated the Park restrooms will open on April 15th and asked the residents to keep an eye open and report any vandalism.

**Water:** Water Director Tim Werner noted they will be starting well cleaning on Warnke Well #6., the genset out at plant 2 is back up and running and Spring Flushing starts April 17<sup>th</sup> from 8pm to 5am.

**Sewage:** Wastewater Director Jerry Jackson stated their Phosphorous Project is going well and crews have been out doing work on the letter and number streets.

**Plan:** Community Development/Plan Director Craig Phillips noted they are working on the parking study, the 1<sup>st</sup> phase of street scaping, rezoning housing developments and beechwood lakes.

**Code/Street:** Director of Central Services Jeff Batchelor stated the Street Department has been patching and hauling away concrete from the paving of the sidewalks. The Code Department has had 900 violations YTD, dumpster program started last week, and is working on doing a rental inspection and landlord registry.

**Police:** Police Chief Paul Brettin stated all vehicles are in and have been decaded and he will be swearing in new officers at the next meeting.

**Communications:** Communications Director Jess Bruder stated she will be working with Engineering and Streets to put together a paving plan presentation and working with administrators and Department Heads to update the website. Also, it was noted that with the warmer weather comes events that can be found on the [livinthelakelife.org](http://livinthelakelife.org) site.

**L.E.A.P.:** Executive Director of La Porte Economics Advancement Partnership Bert Cook thanked the Mayor and Craig Phillips for attending the small business round table. He also noted that 19 people have moved into the Banks.

#### **New Business**

##### **CBS Service LLC**

Took off Agenda

#### **Request for Use: La Porte High School Graduation**

Mayors Executive Assistant Annette Loeffler presented the Request for Use for the La Porte High School Graduation on June 2, 2022, from 6pm to 9pm. The request is for street closures around Kiwanis.

#### **Motion/Vote – Approve Request for Use- LP High School Graduation**

Ms. Romine moved to approve the Request for Use for the La Porte High School Graduation as presented; motion seconded by Mayor Dermody and unanimously carried.

#### **Request for Use: 4<sup>th</sup> of July Parade**

Ms. Loeffler presented a Request for Use for the 4<sup>th</sup> of July Parade whereas Kiwanis would like to close side streets/cross streets off Lincolnway and to use Plaza 618 during the parade.

**Motion/Vote – Approve Request for Use-4<sup>th</sup> of July Parade**

Ms. Romine moved to approve the Request for Use for the 4<sup>th</sup> of July Parade as presented; motion seconded by Mayor Dermody and unanimously carried.

**Request for Signatures: State of Indiana Concurrence**

Ms. Loeffler requested the Board of Works members signatures for the State of Indiana that states we will use City streets as a detour during the 4<sup>th</sup> of July Parade.

**Motion/Vote- Approve Request for Signatures: State of Indiana Concurrence**

Ms. Romine moved to approve the request for Signatures for the State of Indiana Concurrence as presented; motion seconded by Mayor Dermody and unanimously carried.

**LCP 2021 Vendor Agreement**

City Attorney Nick Otis presented the LCP 2021 Vendor Agreement between City of La Porte Transporte and LCP which allows Transporte to get reimbursed for transporting Medicaid and Medicare patients.

**Motion/Vote – Approve LCP 2021 Vendor Agreement**

Ms. Romine moved to approve the LCP 2021 Vendor Agreement as presented; motion seconded by Mayor Dermody and unanimously carried.

**Vacant City-Owned Jackson Street Property**

City Attorney Otis stated a company has purchased various lots on the north and south side of the railroad tracks to build a nice storage facility. The proposal includes the City vacating a portion of Jackson Street and an alley and selling them a parcel the City owns for \$13,100. Our parcel is vacant and small. He is requesting the Board of Works make a motion to find the highest and best use for this parcel (parcel#460635281004000043) which is to sell to an adjacent owner.

**Motion/Vote – Approve Vacant City-Owned Jackson Street Property**

Ms. Romine moved to find the highest and best use of the Jackson Parcel and post in newspaper as the first course of action; motion seconded by Mayor Dermody and unanimously carried.

**Job Description – Payroll Administrator/HR Assistant**

Clerk-Treasurer Parthun stated they revised the Payroll Administrator Job Description to include HR functions.

**Motion/Vote – Approve Job Description: Payroll Administrator/HR Assistant**

Ms. Romine moved to approve the revised job description for Payroll Administrator/HR Assistant as presented; motion seconded by Mayor Dermody and unanimously carried.

**Job Description – Administrative Assistant Police Department**

Clerk-Treasurer Parthun presented a revised job description for the Administrative Assistant position for the Police Department to make sure it included all responsibilities of the job. Chief Brettin introduced the new Administrative Assistant Tricia Metts.

**Motion/Vote – Approve Job Description: Administrative Assistant Police Department**

Mayor Dermody moved to approve the Job Description for the Administrative Assistant for the Police Department as presented; motion seconded by Ms. Romine and unanimously carried.

**Pay Application #5- Monroe Manor Project**

Wastewater Director Jerry Jackson presented Pay Application #5 to HRP for Monroe Manor Project in the amount of \$132,012.00. This is for 48% of the project.

**Motion/Vote – Approve Pay Application #5- Monroe Manor Project**

Ms. Romine moved to approve Pay Application #5 for the Monroe Manor Project as presented; motion seconded and unanimously carried.

**Request to Solicit Quotes: Roofing Replacement WWTP Screen House, Trickling Filter Pumphouse and Biotower Pumphouse**

Wastewater Director Jerry Jackson requested permission to solicit quotes for Roofing at the Wastewater Treatment Plant.

**Motion/Vote -Approve Request to Solicit Quotes for Roofing WWTP**

Ms. Romine moved to approve the Request to Solicit Quotes for Roofing at the WWTP as presented; motion seconded by Mayor Dermody and unanimously carried.

**Proposal for Engineering Service – Soldiers Memorial Park Wells**

Water Director Tim Werner asked the Boards permission to sign a proposal for Engineering Services with NIES Engineering to survey Soldiers Memorial Park Wells to Lake Street and replacing a water main from 10<sup>th</sup> to 18<sup>th</sup> Streets in the amount not to exceed \$88,000.

**Motion/Vote – Approve Proposal for Engineering Services**

Ms. Romine moved to approve the Proposal for Engineering Services as presented; motion seconded by Mayor Dermody and unanimously carried.

**Agreement for On-Call Professional Services**

Community Development/Director of Planning Craig Phillips presented an agreement for On-Call Services for the Engineering and Planning Departments with Planned Environmental Associates to assist with projects and grants. The cost is hourly per standard fee and reimbursement schedule.

**Motion/Vote – Approve Agreement for On-Call Professional Services**

Ms. Romine moved to approve the Agreement for On-Call Professional Services as presented; motion seconded by Mayor Dermody and unanimously carried.

**Request Approval for Lakeshore Landscaping Contract**

Mr. Phillips presented a Contract between City of La Porte and Lakeshore Seasonal Services for Landscaping Maintenance for 2022 in the amount of \$26,565.98.

**Motion/Vote – Approve Request for Lakeshore Landscaping Contract**

Ms. Romine moved to approve the Request for Lakeshore Landscaping Contract as presented; motion seconded by Mayor Dermody and unanimously carried.

**Independent Contractor Agreement**

Water Director Werner presented an Independent Contractor Agreement between the Water Department and Todd Taylor from March 2022-December 2022 in the amount of \$750 per month. Mr. Taylor will assist with inspections.

**Motion/Vote – Approve Independent Contractor Agreement**

Mayor Dermody moved to approve the Independent Contractor Agreement as presented; motion seconded by Ms. Romine and unanimously carried.

**Unfinished Business**

None

**Other Business**

Spring Clean-Up will be April 25-April 29... Items that are upholstered need to be shrink wrapped.

April is Child Abuse Prevention Month

Today Early Voting Starts

County Council Public Safety Income Tax Public Meeting April 11<sup>th</sup> at 5:30pm.

**Adjourn**

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

Approve: \_\_\_\_\_  
Thomas P Dermody, Mayor

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

Approved: April 19, 2022