

December 20, 2022

The Board of Public Works and Safety met in regular session in the Council Chambers on Wednesday, November 9, 2022, at 9:02 A.M.

Present: Mayor Dermody, Jessica Romine, Mark Kosior

Absent: None

Pledge of Allegiance

Beth West 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 thanked Officer Lenig and Officer Kerr for their service to the community in addition to recognizing them for the standard they have set for the department. Office thanked Mayor Dermody and everyone for the opportunity to serve and for making this transition as easy as possible.

Police Officer Swearing In

Chief Brettin wore in Officer JT Martin. Chief Brettin stated Officer Martin is Academy Trained and will begin his FTO Thursday night.

Public Comment

None

Claims Approval

Clerk-Treasurer Parthun presented Payroll from December 9, 2022 in the amount of \$467,950.20.

Motion/Vote – Approval of December 9, 2022 Payroll

Ms. Romine moved to approve the December 9, 2022 Payroll as presented; motion seconded by Mr. Kosior and unanimously carried.

Clerk-Treasurer Parthun presented Civil City Claims in the amount of \$1,176,694.18.

Motion/Vote – Approval of Civil City Claims

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

Clerk-Treasurer Parthun presented Sewage Claims in the amount of \$309,215.44.

Motion/Vote – Approval of Sewage Claims

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

Clerk-Treasurer Parthun presented Water Claims in the amount of 86,488.89.

Continued Use of 2022 Budget Funds through the End of the Year

Clerk-Treasurer Parthun presented a request to continue to pay necessary claims through the end of the year with 2022's budget that will be presented for approval on the first docket in January 2023.

Motion/Vote – Approve Continued Use of 2022 Budget Funds Through the End of the Year

Ms. Romine moved to approve necessary claims to be paid from 2022's budget through the end of the year and presented on the first docket of 2023; motion seconded by Mr. Kosior and unanimously carried.

Updated Scope of Services-LP Comprehensive Financial Plan

Clerk Treasurer Parthun presented an update to the Comprehensive Financial Plan and updated scope of services. Clerk-Treasurer Parthun stated this is something that is renewed every year since the beginning of Mayor Dermody's Administration, and this is the City's road map for capital projects to see where we are going.

Motion/Vote – Approval Engagement Letter for 2023 Services

Ms. Romine made a motion to approve Engagement Letter for 2023 Services as presented; motion seconded by Mayor Dermody and unanimously carried.

IT Contract

Clerk-Treasurer Parthun presented the IT Contract for Proven IT, formerly Think Tank. Clerk-Treasurer Parthun stated the contract has been reviewed and approved by City Attorney Nick Otis.

Proven IT Sales Director Brad Cook spoke in front of the Board to express his appreciation for the partnership with the City and looks forward to continue working with everyone. Mr. Cook has been working with the City of La Porte for eight years now. Mayor Dermody asked Mr. Cook to speak to the security they provide and the number of cyber threats the City of La Porte receives. Mr. Cook stated cyber security threats have always been an issue but have been on the rise since COVID in cyber threats toward municipalities. Mr. Kosior questioned what is being done proactively to monitor situations in other areas of the country to better

prepare ourselves here for the same potential threat. Mr. Cook stated Proven IT is slightly larger company than Think Tank had been and Proven IT has some unique partnerships with a lot of government agencies and therefore on the constantly on the forefront of threats.

Motion/Vote – IT Contract

Ms. Romine made a motion to approve IT Contract as presented; motion seconded by Mr. Kosior and unanimously carried.

New Business:

Contract for FOB System

Executive Assistant Annette Loeffler presented three quotes, one from Eletral Media and two from Larson Danielson, in the amount of \$73,000.00, to rekey City Hall with a FOB system. Ms. Loeffler stated the last time City Hall was rekeyed was in 2004. Since then, the building has been remodeled, doors have been moved, and a record of who has keys and access has not been kept up. Ms. Loeffler stated the quote for the FOB system itself is from Electral Media and the two quotes from Larson Danielson are to install and move doors. Ms. Loeffler stated all but \$18,000 for this has been encumbered from the 2022 budget. Mr. Kosior questioned if Larson Danielson is a company that Electral Media has worked with previously. Ms. Loeffler stated yes, they have worked with each other previously.

Motion/Vote – Approval Contract for FOB System

Ms. Romine made a motion to approve Contract for FOB System as presented; motion seconded by Mr. Kosior and unanimously carried.

Nick Otis: Request for Authority to Sign Agreement

City Attorney Nick Otis presented Request for Authority to Sign Agreement. Attorney Otis stated this is an agreement to purchase a small parcel of land adjacent to the wastewater treatment plant and one more appraisal is needed before an offer can be made. Wastewater Director Jerry Jackson intends to purchase this land to use as a place for their waste and potentially for street sweeping waste as well. Mr. Kosior questioned where the funds would come from within the budget. Mr. Jackson responded by stating the funds would come from the Wastewater Capital Budget.

Motion/Vote – Approval Request for Authority to Sign Agreement

Ms. Romine made a motion to approve Request for Authority to Sign Contact as presented; motion seconded by Mr. Kosior and unanimously carried.

Independent Contractor Agreement

City Attorney Nick Otis presented the Independent Contactor Agreement on behalf of Water Superintendent Tim Werner. Attorney Otis stated this independent contractor agreement is the same that has been previously used with some additional language added at the request of GIS. This agreement is to bring back a former long-time employee to replace a current employee that will be leaving at the end of the year.

Motion/Vote – Approval Independent Contractor Agreement

Ms. Romine made a motion to approve the Independent Contractor Agreement as presented; motion seconded by Mr. Kosior and unanimously carried.

Andrea Smith: Update Communicable Disease Policy

Human Resource Director Andrea presented updates to the communicable disease policy. These updates coincide with updated CDC guidelines with COVID and less restrictive actions in addition to adding monkey pox as one of the communicable diseases. Ms. Smith stated COVID specific protocol has eased up quite a bit including recommending that a high quality mask is worn for 10 days when exposed to COVID instead of quarantine, and get tested on day five of exposure. Ms. Smith stated the Human Resource department is running low on COVID tests but she is looking into securing additional tests from the Health Department. Ms. Smith stated this policy also states published guidance by the CDC will supersede City Policy.

Motion/Vote – Approval Update Communicable Disease Policy

Ms. Romine made a motion to approve Update Communicable Disease Policy as presented; motion seconded by Mr. Kosior and unanimously carried.

Jerry Jackson: Basement Protection Grant – 901 Harrison St

Wastewater Director Jerry Jackson presented a basement protection grant for 901 Harrison St. in the amount of \$2,981.25. The homeowner's share is in the amount of \$993.75. Mayor Dermody questioned if the homeowners were being proactive or if they have had a backup. Mr. Jackson stated the homeowners have had a backup. Ms. Romine questioned if all of the grant money has been utilized yet. Mr. Jackson stated they are getting close to the budgeted amount.

Motion/Vote - Approval Basement Protection Grant – 901 Harrison St

Ms. Romine made a motion to approve Basement Protection Grant – 901 Harrison St as presented; motion seconded by Mayor Dermody and passed 2-0. Member Kosior abstained from the vote.

Phosphorus Pay Request #8

Wastewater Director Jerry Jackson presented Phosphorus Pay Request #8 in the amount of \$117,444. This brings the project to 71%. Mr. Jackson stated there have been several change orders to the project including the need to relocate a storm sewer, a new electrical feed to a pump station, and other smaller items that resulted in a negative change in the overall contract in the amount of \$6,86706. Mr. Jackson recommends payment.

Motion/Vote – Phosphorus Pay Request #8

Ms. Romine made a motion to approve Phosphorus Pay Request #8 as presented; motion seconded by Mr. Kosior and unanimously carried.

Beth West: PMTF CY2023 Contract

TransPorte Director Best West presented PMTF CY2023 Contract: Public Mass Transportation Fund in the amount of \$72, 420. Ms. West requests approval to electronically sign the contract in order for it to be sent down state.

Motion/Vote – Approval E Sign PMTF CY2023 Contract

Ms. Romine made a motion to approve Mayor Dermody to E Sign PMTF CY2023 Contract; motion seconded by Mr. Kosior and unanimously carried.

Update Public Transportation Agency Safety Plan

TransPorte Director Beth West presented updates to the Public Transportation Agency Safety Plan. Ms. West stated one of the updates is to include a front-line worker to help keep the safety plan updated. In addition, Ms. West stated an additional item that was added is a communicable disease protocol; procedures that have been followed since COVID but are now outline in the policy. Mr. Dermody questioned what the responsibilities of the front-line worker would be. Ms. West stated the front-line worker will give their input on behalf of all drivers or he will get input from other drivers and bring it forward to address safety procedures or concerns.

Motion/Vote – Approve Update Public Transportation Agency Safety Plan

Ms. Romine made a motion to approve Update Public Transportation Agency Safety Plan as presented; motion seconded by Mr. Kosior and unanimously carried.

Nick Minich: Job Description-Assistant Director of Engineering and Building Services

City Engineer presented Job Description Assistant Director of Engineering and Building Services. Human Resource Director stated this is a position that is in the 2023 budget and is already funded. Ms. Smith stated they are seeking approval of the job description to get the position posted. Mr. Dermody asked for clarification as to why this position is necessary. Mr. Minich stated the department has always had a project manager position or project engineer position and after that role became vacant last year, it became evident that the job description and responsibilities needed to be expanded as more and more projects are being taken on.

Motion/Vote – Approval Job Description-Assistant Director of Engineering and Building Services

Ms. Romine made a motion to approve Job Description-Assistant Director of Engineering and Building Services as presented; motion seconded by Mr. Kosior and unanimously carried.

Norfolk Southern Railway Reimbursement Agreement

City Engineer Nick Minich stated Norfolk Southern decided they needed to do additional review for the quiet zone. Mr. Minich stated this is reimbursable agreement allows their consultant to review the work that has been done. Mayor Dermody asked for clarification. Mr. Minich stated Norfolk Southern will hire another engineer, different from the City's

engineer, to review what the City's engineer did. Mayor Dermody questioned how long this process should take. Mr. Minich stated he does not believe it should take long as Norfolk Southern will not be allowed to drag their feet. Mr. Minich stated it will not be done before the end of the year but should be done shortly after. Ms. Romine asked to clarify that the City will pay for Norfolk Souther's consultant to complete this work. Mr. Minich confirmed we would pay for their consultant to review the work that was done. Mr. Minich stated this will not stop the quiet zone from happening, it will just cost most and take more time than originally anticipated.

Motino/Vote – Approval Norfolk Southern Railway Reimbursement Agreement

Ms. Romine made a motion to approve Norfolk Southern Railway Reimbursement Agreement as presented; motion seconded by Mr. Kosior and unanimously carried.

Paul Brettin: Letter of Resignation and Request to Hire

Chief Brettin presented a letter of resignation from Officer Davis and requested permission to rehire.

Motion/Vote – Approval Letter of Resignation and Request to Hire

Ms. Romine made a motion to approve Letter of Resignation and Request to Hire as presented; motion seconded by Mr. Kosior and unanimously carried.

Traffic Safety Grant

Chief Brettin presented Traffic Safet Grant. Chief Brettin stated the grant is for the state to reimburse for the overtime paid to these officers working these programs. Chief Brettin requests approval for himself and Clerk-Treasurer Parthun to docu-sign for this grant.

Motion/Vote – Approval Traffic Safety Grant

Ms. Romine made a motion to approve Traffic Safety Grant as presented; motion seconded by Mr. Kosior and unanimously carried.

Quotes (4): Think Tank, Kemps, Public Safety, Stalker Radar

Chief Bretting presented four quotes to be paid from unused salaries. Stalker Radar: to update radar units that have been in commission since 2010 with the average life of a radar unit being 5-7 years. Kemps: A new desk needs to be purchased for the new mental health specialist in addition to several chairs that need to be replaced throughout the office. Public Safety: Computer Laptop trays for the police vehicles. Mr. Kosior questioned if the chair replacement is for all the chairs or just a few. Chief Brettin stated all the chairs will be replaced.

Motion/Vote – Approval Quotes (4): Think Tank, Kemps, Public Safety, Stalker Radar

Ms. Romine made a motion to approve Quotes (4): Think Tank, Kemps, Public Safety, Stalker Radar as presented; motion seconded by Mr. Kosior and unanimously carried.

Award Bid for 910 State Street

City Planner Craig Phillips stated at the last meeting, one bid was received from Susan and Dudley Byler at the minimum required bid of \$200,500.00 for the offering. Mr. Phillips stated the bid was discussed internally and with City Attorney Otis. Mr. Phillips stated the proposal is for the development of the first floor for entertainment and hospitality purposes and the second floor will be focused on the creation of modern co-working office space. Mr. Phillips recommends the bid is awarded to Susan and Dudley Byler subject to further approval, at a later date, of the detailed development agreement.

Dudley Byler, 702 Lincolway, expressed his appreciation for the opportunity to pitch this development.

Motion/Vote – Approval Award Bid for 910 State Street

Ms. Romine made a motion to approve Award Bid for 910 State Street as presented; motion seconded by Mr. Kosior and unanimously carried.

Department Head Reports

TransPorte – TransPorte Director Beth West announced TransPorte will be closed on Friday due to the pending storm and therefore will not be running their Holiday hours in order to keep the riders and drivers safe.

Street/Code: Jeff Batchelor reported the dumpster program will come to an end tomorrow and will resume in the spring. Mr. Batchelor reported they did over 120 dumps this year. In addition, Mr. Batchelor stated with the pending weather, they have met with both Police and Fire on things to look for and how to deal with things as they come up. Mr. Batchelor reminded everyone that if two inches of snow fall, if you live on an odd side you park on the outside of the street and the other days you go to the other side in order to keep the streets clear.

Police: Chief Brettin announced the promotion of Adam Jaskowiak to Corporal. Mayor Dermody congratulated AJ on his promotion.

Park: Park Director Mark Schreiber commented on the redevelopment of 910 State St. Mr. Schreiber stated they have been up front with the members of the activity center for older adults and stated they are currently looking for a new location and are excited for the future. Mr. Schreiber stated the enrollment at the senior center has double in the last eight months so things are looking good. Mr. Schreiber stated they are working closely with The Healthcare Foundation of La Porte on a strategic master plan that will ultimately lead to a new senior center. Mr. Schreiber reiterated the senior center is not closing but rather growing and looks forward to the future and all that will be available to older adults in the community.

Unfinished Business

Other Business:

The next will be held on Wednesday January 4, 2023. Today is the Salvation Army Ring Off at Kroger until 6 P.M. Mayor Dermody stated an anonymous donor will be matching donations for the first \$5,000. Mayor Dermody reminded everyone of the pending snowstorm and encouraged everyone to be safe and stay off the roads, if possible, for our team to work and clear the streets. In addition, Mayor Dermody wish everyone a Merry Christmas and thanked everyone that works hard every day to make La Porte a better place.

Adjourn

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

Approve: _____
Thomas P. Dermody, Mayor

Attest: _____
Courtney Parthun, Clerk-Treasurer

Approved: January 4, 2023