

BOARD OF PUBLIC WORKS AND SAFETY  
COUNCIL CHAMBERS-CITY HALL  
NOVEMBER 10, 2020-8:30 A.M.

Roll call was answered by Mayor SuzAnne Handshoe and Chairman Jim Dazey and Board Member Don Gura.

Others present were: Scott Derby, Steve Garbacz- KPC, Mark Schultz, Jeremy McKinley, Lance Waters, Scott Mosley, Katie Ritchie, and Cindy Marple.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Minutes

The minutes of the October 27, 2020 Board of Public Works and Safety meeting were presented for approval. Board Member Don Gura made a motion to approve the minutes with a second by Mayor SuzAnne Handshoe. The motion passed 2 ayes-0 nays.

Petitions or Comments

No petitions or comments were heard.

Engineering

Extension of Tree Removal/ Pruning Retainer Contract

Engineering Administrator Scott Derby presented the extension of the 2015-16 from Mudrack Tree Services. Mudrack has elected to accept the terms of the extension through the 2021 calendar year. Board Member Don Gura made a motion to approve with a second by Mayor SuzAnne Handshoe. The motion passed 2 ayes-0 nays.

Heating Maintenance Contract

Engineering Administrator Scott Derby presented the Heating Maintenance Contract from Havel. This will be effective from December 1, 2020 through November 30, 2021. The agreement price is \$7,620.00 per year and will be paid \$1,905.00 quarterly. Mayor SuzAnne Handshoe made a motion to approve with a second from Board Member Don Gura. The motion passed 2 ayes – 0 nays.

Orchard Place VI Improvement Acceptance

Engineering Administrator Scott Derby presented the Orchard Place Section VI improvement sheet. The developer is Biggs Indiana Properties, LLC. and includes lots 132 through 147. Board Member Don Gura made a motion to approve and accept the improvements pending the maintenance bond submission with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Concrete Breaker Purchase Request

Engineering Administrator Scott Derby requested authorization to purchase a concrete breaker from Bobcat of Fort Wayne in the amount of \$6,182.96. The monies for this will come from the Board of Works Contractual Account. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

## Drake Road Reconstruction Project/ Phase 1- Design Invoice #21

Engineering Administrator Scott Derby requested authorization to pay A&Z Engineering invoice #20-2471 in of \$11,890.44. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

## Fire

### Wage Adjustment- Tyler Terry

Fire Chief Jeremy McKinley requested a wage adjustment to Tyler Terry in the amount of \$48,503.66/ year effective November 9, 2020. Tyler has completed his 2<sup>nd</sup> six month evaluation. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Encumber 2020 LOIT

Fire Chief Jeremy McKinley requested authorization to encumber \$55,055.20 from his LOIT 2020 Budget. This will be for a 2021 Chevrolet, Rear Command Module, Emergency Light Package, and Cradle Point/ Surface Pro (2 Engines). Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

## Police

### Request Authorization to Purchase a LE1 Micro UVC Robot

Chief of Police Lance Waters requested the authorization to purchase a LE1 Micro UVC Robot from Command Sourcing in the amount of \$9,170.00. This comes with two units, one will be located at City Hall and the other at the Fire Station. Monies for this will be taken from the LOIT equipment account but is reimbursable through the Cares Act Funding. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes-0 nays.

### Request Authorization for Room Lease at the CLC

Chief of Police Lance Waters requested authorization to lease a room at the CLC to conduct investigations. This will begin on January 1, 2021. The Kendallville Police Department and Noble County Sheriff Department agrees to pay \$1,500.00 yearly and the Noble County Prosecutor's agrees to pay the remaining balance on the lease annually. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Request Authorization for Lexipol 2021 Annual Fee

Chief of Police Lance Waters requested authorization to pay invoice #INV7511 in the amount of \$5,000.00 to Lexipol for the 2021 annual fee. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Request Authorization for Nixle Annual Fee

Chief of Police Lance Waters requested authorization to pay invoice #M56671 to Everbridge in the amount of \$3,300.00. This is for the Nixle annual fee. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Request Authorization to Open Sick-Time Donations

Chief of Police Lance Waters requested authorization to open sick-time donations to Officer Brody Fretz. Officer Fretz has been with the Police Department less than ninety days and does not qualify for sick days. Officer Fretz was off due to his father’s failing health. Victor Fretz, Brody’s Father, was hospitalized on Sunday October 25, 2020 and passed away on October 27, 2020. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

WWTP

Request Authorization to pay BakerTilly for Solar Field Project Analysis

Superintendent Mark Schultz requested authorization to pay invoice #BTMA7276 in the amount of \$4,462.00 to Baker Tilly. Chairman Jim Dazey suggested this invoice be paid for out of the Board of Works Contractual Account rather than be paid from WWTP. Board Member Don Gura made a motion to approve this invoice be paid from BOW Contractual with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes- 0 nays.

Request Authorization to pay BakerTilly

Superintendent Mark Schultz requested authorization to pay invoice #BTMA7275 in the amount of \$2,040.25 to BakerTilly. The monies will come from Contractual Account #606008632.000. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Engineering Administrator Scott Derby told the Board that brackets for the street poles on downtown Main Street have been sent and poles could start going up as soon as Wednesday November 11, 2020.

Motion to Adjourn

Board Member Don Gura made a motion to adjourn the meeting. Chairman Jim Dazey adjourned the meeting at 8:56 A.M.

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Kathren R. Ritchie-Clerk Treasurer

Minutes approved by me this 24<sup>th</sup> day of November, 2020.

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W. SuzAnne Handshoe-Mayor