

BOARD OF PUBLIC WORKS AND SAFETY
COUNCIL CHAMBERS
JUNE 22, 2021-8:30 A.M.

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

Others present were: Scott Derby, Katie Ritchie, Angela Handshoe, Mark Schultz, Jeremy McKinley, Dawn McGahen, Matt Riehm, Scott Mosley, and Steve Garbacz- KPC.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Minutes

The minutes of the June 8, 2021 Board of Public Works and Safety meeting were presented for approval. Mayor SuzAnne Handshoe made a motion to approve with a second from Chairman Jim Dazey. The motion passed 2 ayes-0 nays.

Petitions or Comments

No petitions or comments were given.

Clerk-Treasurer

Human Resources Clerk Awarding/ Internal Posting of Accounts Receivable Position

Clerk Treasurer, Katie Ritchie, requested authorization to award the Human Resources Clerk position to Brandy Roberts. Brandy is currently the Accounts Receivable Clerk. Clerk Treasurer, Katie Ritchie, also requested permission to advertise the Accounts Receivable Clerk position in the local paper June 23rd through June 25th and accept applications through Friday July 1, 2021. Mayor SuzAnne Handshoe made a motion to approve with a second from Chairman Jim Dazey. The motion passed 2 ayes – 0 nays.

Engineering

Award Next Level Trails Project

Administrative Engineer Scott Derby presented an email from the DLZ stating that Pulver was the lowest responsible/responsive bidder and it is recommended that the bid be awarded to them. There is a \$64,371.75 short fall from the project that will be paid for out of the Board of Works Contractual account. Mayor SuzAnne Handshoe made a motion to approve with a second from Chairman Jim Dazey. The motion passed 2 ayes – 0 nays.

Alt & Witzig Engineering, Inc.

Administrative Engineer Scott Derby presented an estimate from Alt & Witzig Engineering, Inc. in regards to construction materials testing and quality control of the McCray demo backfill. The inspections cost estimate is \$3,120.00. Yielding soil was found on site and an addition quote for investigation and fixing the issue was given verbally to Scott Derby in an amount not to exceed \$4,000.00. Mayor SuzAnne Handshoe made a motion to approve with a second from Chairman Jim Dazey. The motion passed 2 ayes – 0 nays.

Police

Retirement Letter/ Request to fill Vacancy

Chief of Police Lance Waters announced he received a letter of intent to retire from Officer Michael McCann. Officer McCann completed his twenty years of service with the Kendallville Police Department on April 25, 2021. Chief of Police Lance Waters is requested authorization to open the hiring process for the vacant Patrol Officer position. Mayor SuzAnne Handshoe made a motion to approve with a second from Chairman Jim Dazey. The motion passed 2 ayes – 0 nays.

Street

Pavement Solutions Payment

Street Superintendent Ryan Alwine requested an additional \$48,084.75 to pay invoice #1236 to Pavement Solutions Inc. \$100,000.00 was previously approved and there was more work that was able to be done. Mayor SuzAnne Handshoe made a motion to approve with a second from Chairman Jim Dazey. The motion passed 2 ayes – 0 nays.

WWTP

Sewer Adjustment- 122 S. Oak Street

Cindy Berry requested a sewer adjustment of \$208.80 from a leak on April 18, 2021. Wastewater employee Mike Taulbee inspected where the leak occurred and it was determined that the water did not go down a drain. The letter was not submitted from the home owner until June 1, 2021. The board agreed since a letter was not submitted until June 1st and the home owner wasn't there for questioning that a credit of \$104.00 will be approved. Mayor SuzAnne Handshoe made a motion to approve with a second from Chairman Jim Dazey. The motion passed 2 ayes – 0 nays.

Purchase of Submersible Solids Handling Pump was removed from the agenda.

Wage Adjustment-

Superintendent Mark Schultz requested authorization to give Josh Ledford a \$0.47/ hr wage increase effective June 28, 2021. Josh obtained his Class I Collection System Operators Certification. Mayor SuzAnne Handshoe made a motion to approve with a second from Chairman Jim Dazey. The motion passed 2 ayes – 0 nays.

Purchase of Lift Station Pump

Superintendent Mark Schultz requested authorization to purchase a lift station pump that would replace the one that is located at the Noble Hawk location. The lowest quote came from Quality Repair Service in the amount of \$6,490.00. The monies for this will come from account 606004620.000. Mayor SuzAnne Handshoe made a motion to approve with a second from Chairman Jim Dazey. The motion passed 2 ayes – 0 nays.

Hiring Mowing- Dick Cross

WWTP Superintendent Mark Schultz requested authorization to rehire newly retired Dick Cross to do seasonal mowing the WWTP plant and ordinance violation requests. Superintendent Mark Schultz stated that mower Greg Sturgis quit do to health issues. Dick Cross will maintain the mowing/ seasonal wage of \$14.00/ hr. Mayor SuzAnne Handshoe made a motion to approve with a second from Chairman Jim Dazey. The motion passed 2 ayes – 0 nays.

The May Activity Report was presented for review.

Water

The May Revenue/ Expense Report will be on the next agenda.

Motion to Adjourn

Mayor SuzAnne Handshoe made a motion to adjourn the meeting. Chairman Jim Dazey adjourned the meeting at 8:47 A.M.

Kathren R. Ritchie-Clerk Treasurer

Minutes approved by me this 13th day of July, 2021.

W. SuzAnne Handshoe-Mayor