

BOARD OF PUBLIC WORKS AND SAFETY
COUNCIL CHAMBERS
JULY 13 , 2021-8:30 A.M.

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

Others present were: Scott Derby, Katie Ritchie, Cindy Marple, Lance Waters, Scott Mosley, Mark Schultz, Wade Hale, Brett Slone, Elizabeth Lash, Steve Garbacz- KPC, Jeremy McKinley, Danielle Wood, Matt Riehm, Dawn McGahen, and Kristen Johnson.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Minutes

The minutes of the June 22, 2021 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 given.

Mayor

Application for use of public facilities- East Noble Football Boosters

East Noble Football Boosters submitted an application for use of public facilities to set the cannon off every time after each touch down at home games and scrimmages at East Noble High School from August 13, 2021 – October 15, 2021. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Application for use of public facilities- The Extreme Tour 2021

Extreme Tour 2021 Coordinator, Elizabeth Lash, requested the use of public facilities at the Sports Complex on August 8, 2021 from 5:00 P.M. to 10:00 P.M. This is for a Christian Music Concert. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. Mayor Handshoe asked Chief of Police Lance Waters if the City could have extra patrol there during that time and he agreed. The motion passed 2 ayes – 0 nays.

Application for use of public facilities- Fairy, Gnome, and Troll Festival

Coordinator, Kristen Johnson, requested the use of public facilities on August 14, 2021 on Main Street from Mitchell to Rush Streets from 8:30 A.M. to 3:00 P.M. There are 3,000 -5,000 people expected to show. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Clerk-Treasurer

Utility Write Offs

Clerk Treasurer Katie Ritchie requested authorization to write off Stage Store (Peebles) #35-02750.00 utility account balance of \$116.94 due to bankruptcy. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Clerk Treasurer Katie Ritchie requested authorization to write off utility bills for 328 N. Main Street in the amount of \$3,471.74. Before the house was sold to KRI Inc. and demolished a leak was found during monthly readings and the previous owner stated that he paid the bills in closing but in talking with the current owner the only thing that got paid at closing was back taxes and no money was left to pay utility bills.

9-08700.06- \$33.06

9-08700.08- \$6.16

9-08700.09- \$177.58

9-08700.10- 3,254.34

Mayor SuzAnne Handshoe abstained a vote as she is on the KRI Board. Board Member Don Gura made a motion to approve with a second from Chairman Jim Dazey. The motion passed 2 ayes – 0 nays.

Request authorization to pay Boese Systems

Clerk Treasurer Katie Ritchie requested authorization to pay invoice 0529065-IN in the amount of \$11,830.00 to Boyce Systems. The bill will be split evenly between the Clerks Office, Water Dept., and WWTP. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Wage Adjustment- Brandy Roberts

Clerk Treasurer, Katie Ritchie, requested authorization to adjust Brandy Roberts pay to Deputy Clerk Treasurer pay of \$20.01 an hour. Brandy will be elected as Deputy Clerk Treasurer now that Elissa Hambrick has resigned from the City. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Engineering

2020-2 CCMG Street Improvements- Pay App #1

Administrative Engineer Scott Derby requested authorization to pay Pay App #1 to Niblock in the amount \$70,160.53. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Waiver of local permit fee for McCray Solar Field

Administrative Engineer Scott Derby requested the waiver of building permit fee 95-21 in the amount of \$15.00 for the McCray Solar Field Project. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

VOIP Phone System

IS Coordinator Rick Kiersey requested authorization to establish a phone contract with GoToConnect. The contract with ATT is now expired and this company is cheaper and comes with more features. Quotes were given from Ring Central and Verizon as well. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Request for vacation extension

Administrative Engineer Scott Derby requested the extension of his 97 hours of vacation through the end of October. Derby's anniversary date is August 11, 2021. Due to extensive projects Derby has not been able to take the time off before his anniversary date. Mayor SuzAnne Handshoe made a motion to approve with a second from Board Member Don Gura. The motion passed 2 ayes – 0 nays.

Park

Request to fill Facilities Manager position

Park Director Dawn McGahen requested authorization to fill the vacant Facilities Manager Position for the Kendallville Park & Recreation Department. Bids have been posted internally through July 12, 2021 and will be advertised externally if needed after July 12, 2021. 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 for vacation extension

Chief of Police Lance Waters requested the extension of vacation days for Sgt. John Dixon. Sgt. Dixon's anniversary date is July 27th and Chief Waters is asking that his vacation time be extended through the first week in August. 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 to pay Wessler Engineering

Superintendent Mark Schultz requested authorization to pay invoice 36748 to Wessler Engineering in the amount of \$8,594.64. The monies for this will come from account 606003631.000. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

IDEM/DNR cleanup

Superintendent Mark Schultz submitted an invoice from Sieber Brothers invoice#kville01 in the amount of \$16,330.00 and an invoice #10016 from Wet Environmental Engineering LLC in the amount of \$11,800.00 for a combined total of \$28,130.00. IDEM has agreed to pay \$5,260.00 for the crane mats which leaves a balance of \$22,870.00. Superintendent Schultz has requested that the Board of Works pay for half of the total cost and WWTP will pay for the other half from account 606003620.002. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Water

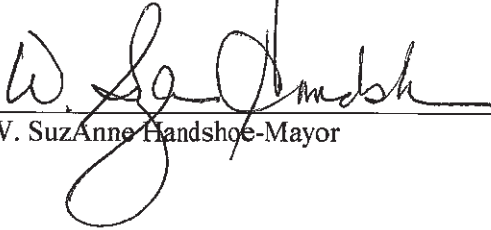
The May Revenue & Expense Report was presented for review.

Motion to Adjourn

Board Member Don Gura made a motion to adjourn the meeting. Chairman Jim Dazey adjourned the meeting at 8:48 A.M.


Kathren R. Ritchie-Clerk/Treasurer

Minutes approved by me this 27th day of July, 2021.


W. SuzAnne Handshoe-Mayor