

BOARD OF PUBLIC WORKS AND SAFETY
COUNCIL CHAMBERS-CITY HALL
JANUARY 28,2020 -8:30 A.M.

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

Others present were: Steven Garbacz-KPC Media, Dave Lange, Scott Derby, Mark Schultz, Jeremy McKinley, Rob Wiley, Scott Mosley, Katie Ritchie, Jim Pankop, Ryan Alwine, Cindy Marple, Tony Acosta- 210 E. Grove Street, and Doug Nowells- 208 E. Grove Street.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Minutes

The minutes of the January 14, 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

City Residents Tony Acosta and Doug Nowells approached the board and requested a low interest loan in the amount of \$3,950.00 for a sewer line replacement. Mr. Nowells explained that there is no city sewer line in front of their homes and there is almost 200 ft of line that is privately owned. Nowells that lives at 208 E. Grove Street carries insurance through NIPSCO that helps cover the line and is contracted that the homeowner has to use their area service provider, Roto Rooter, to fix the issue. Both homeowners explained that Roto Rooter came out to attempt to clean tree roots out of the line and part of the line is collapsed resulting in Roto Rooter's equipment to get stuck in the sewer line. Both residents would share half of the cost making it two loans of \$1,975.00 each. It would be a 3 year loan with 3% interest and payments would be made quarterly in the clerks office. Board Member Don Gura made a motion to approve the loan with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Clerk Treasurer

Request to pay OTIS Elevator

Clerk Treasurer Katie Ritchie requests authorization to pay OTIS Elevator in the amount of \$6,145.19. This is for the service contract charges. The elevator is located in the City Hall Building. Board Member Don Gura made a motion to approve with a second by Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

New Hire for Utility Clerk Position

Clerk Treasurer Katie Ritchie requests authorization to offer Emily McKinley the position of Utility Clerk with a start date of February 3, 2020. Board member Don Gura made a motion to approve with a second by Mayor SuzAnne Handshoe. The motion passed 2 ayes-0 nays.

Engineering

Awarding of 2020 Miscellaneous Traffic Control Signs

City Engineer Scott Derby awarded Hall Signs Inc. the 2020 miscellaneous traffic control signs project. Their quote was \$5,139.71 and this will replace the portion of our existing street signs that are in need of being replaced due to retro-reflectivity issues. Board member Don Gura made a motion to approve with a second by Mayor SuzAnne Handshoe. The motion passed 2 ayes-0 nays.

Drake Road Reconstruction Project/ Phase 1- Design Invoice #12

City Engineer Scott Derby requested authorization to pay A&Z Engineering pay request #12 local share of \$2,311.00. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes- 0 nays.

ArcGIS Software Renewal

City Engineer Scott Derby requested authorization to pay ESRI for the ArcGIS software renewal in the amount of \$4,000.00. This will be divided between Engineering, Plan Commission, Water, WWTP, and Street Dept. at \$800.00 each. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Fire

Request to pay Michiana Door, LLC

Fire Chief Jeremy McKinley requested authorization to pay Michiana Door in the amount of \$7,518.00. 6 out of the 10 doors needed immediate repair. This included a new door motor, and all doors required roller replacement, spring tension, and safety devices replaced. 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 Pay Adjustment

Fire Chief Jeremy McKinley requested a pay adjustment for Brett Terry in the amount of \$500 a year. He is past his 6 months and is eligible for his first pay adjustment. 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 Pay Adjustment

Fire Chief Jeremy McKinley requested a pay adjustment for Christian Mayberry in the amount of \$500.00 a year. He is past his 6 months and is eligible for his first pay adjustment. 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 Voluntary Demotion

Christopher Smith has voluntarily requested to be demoted from the rank of Deputy Fire Chief of Training to Fire Fighter Operator. There is an open shift that will accommodate his request. 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 purchase of canine for narcotics/ article searches and tracking

Chief of Police Rob Wiley requested authorization to purchase a canine for narcotics/article searches from F.M. K9. This will initially be paid from the 2020 budget but will be reimbursed in March 2020 from a Drug Free Noble County grant. The canine is a Golden Retriever/ Lab mix and is 19 months old. 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 purchase of 2019 Ford Edge Detective Vehicle

Chief of Police Rob Wiley requested authorization to purchase a 2019 Ford Edge from Max Platt Ford in Kendallville, Indiana. The price will not exceed \$24,000.00. This vehicle will be assigned to Detective Angie Handshoe for her duties. This will be replacing a 2013 Ford Edge that will be transferred to the Engineering Department and will be replacing their 1999 Jeep that has rust damage. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

WWTP

Memorandum of Understanding/ Northeastern Center

Building Inspector Dave Lange presented and gave a brief description of the memorandum of understanding between the City of Kendallville, Krishna Hotel, LLC, and the Northeastern Center, Inc. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes- 0 nays.

The December Revenue/ Expense report was presented for review.

Request to transfer employee

Superintendent Mark Shultz requested that Tanecia Elzey be transferred to the Wastewater Treatment Plant on January 28, 2020 from the Clerk's Office upon the retirement of Kerry Mason. There will be no change in pay from her current

position. 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 Revenue report for 2019 was presented for review.

Annual well & pump performance testing

Superintendent Scott Mosley requested to pay Peerless Midwest in the amount of \$4,950.00 for the completed annual well and high service pump testing. This cost is for service and testing for all 9 wells and 4 pumps. The monies will come from account 601-02-635. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Motion to Adjourn

Board Member Don Gura made a motion to adjourn the meeting. Chairman Jim Dazey adjourned the meeting at 8:58 A.M.

Kathren R. Ritchie-Clerk Treasurer

Minutes approved by me this 29th day of January,2020.

W. SuzAnne Handshoe-Mayor