

BOARD OF PUBLIC WORKS AND SAFETY
COUNCIL CHAMBERS-CITY HALL
MARCH 24, 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, Mark Schultz, Jeremy McKinley, Rob Wiley, Scott Mosley, Katie Ritchie, Dave Lange, and Steve Garbacz- KPC.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Minutes

The minutes of the March 10, 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.

Mayor

Application for use of public facilities- Life and Family Services

Korynn Freels, Life and Family Services Coordinator, submitted an application for use of public facilities to use the park sidewalk to the campground and beyond. The event (Walk for Life) would take place on May 16, 2020 from 9:00 A.M. to 10:00 A.M. Mayor SuzAnne Handshoe made a motion to approve with the exception of the public health emergency being lifted due to the Coronavirus with a second from Board Member Don Gura. The motion passed 2 ayes – 0 nays.

Engineering

Request waiver of demolition fee from Brown and Son Fuel Co. Inc.

Brown and Sons Fueling Co. is requesting a waiver for the demolition fee for 717 N. Main Street in Kendallville. The property is owned by B&B Realty, LLC and will be eliminating a blighted property. They will be donating the following items from the house to Kendallville Restorations, Inc. : (5) Interior Doors, (1) External Entry Door, (3) Double Hung Vinyl Windows, (2) 8' Garage Doors, and (2) Ceiling Light Fixtures with Fans. Board Member Don Gura made a motion to waive the demolition fee with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Memorandum of Understanding- L.A. Kammerer, LLC

Building Inspector Dave Lange gave a brief description on the memorandum of understanding between the City of Kendallville and L.A. Kammerer, LLC. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Request to pay A&Z Engineering- Drake Road

Engineering Administrator Scott Derby requested authorization to pay Pay Request #14 to A&Z Engineering in the amount of \$13,378.67. Federal share (\$10,702.94) & local share (\$2,675.73). 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 Hoosier Fire Equipment

Fire Chief Jeremy McKinley requested authorization to Hoosier Fire Equipment in the amount of \$2,659.25. This was for one set of fire gear for a new employee. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes-0 nays.

Police

Interlocal Agreement- Spillman Public Safety Coordinator

Chief of Police Rob Wiley presented an interlocal agreement between the City of Kendallville, Noble County Sheriff's Department, and Noble County, Indiana. Chief Wiley gave a brief description of the agreement. The agreement is concerning the payment of the Spillman Public Safety Coordinator. The City shall pay the County the sum of \$20,000.00, which represents the City's share of assistance for professional services through December 31, 2021. The City will pay the County the total sum specified in two equal payments of \$10,000.00 on or before December 31, 2020 and on or before December 31, 2021. Chief Wiley said the monies for this agreement will come from the LOIT Public Safety Fund. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Request to hire part-time Dispatcher.

Chief of Police Rob Wiley requests authorization to hire Rachel Eytalis-Mains as a part-time Dispatcher effective March 25, 2020. Board member Don Gura made a motion to approve with a second by Mayor SuzAnne Handshoe. The motion passed 2 ayes-0 nays.

Wage adjustment request

Chief of Police Rob Wiley requests a wage adjustment for Dispatcher Jay Cheshier as he has completed all requirements for his six month probationary period. This will take Cheshier to the maximum Dispatcher II rate of \$21.71/ hour. This is to be retroactive to March 10, 2020. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Chief of Police Rob Wiley did state that the training academy is suspended until further notice due to the Coronavirus public health emergency. Officer Nathaniel Nickles was suppose to go to the academy in May and the time is now unknown when he will be able to attend. Chief Wiley did mention they will be extending an extra year requirement for the academy.

WWTP

Request to pay Baker Tilly

Superintendent Mark Shultz requested authorization to pay Baker Tilly Municipal Advisors in the amount of \$7,030.00. This is for the annual Sewage Works Financial Management report for this year and will be paid from account 606.008632.00. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes- 0 nays.

Purchase of Lift Station Pump

Superintendent Mark Schultz requests authorization to purchase a lift station from Indiana Pump Works, LLC in the amount of \$5,750.00. The monies for this pump will come from 606.004620.00. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Boiler/Sludge Heater Repair

Superintendent Mark Schultz requests authorization to repair the boiler/ sludge heater that is leaking water. This will be paid to Power Plant Service, Inc. that has been providing the annual inspections on this piece for the last 15 years. The total cost for this will not exceed \$4,000.00 and will come from account 606.004620.00. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Completion of 90 days orientation

Superintendent Mark Schultz explained that on March 16, 2020 Josh Ledford, Gary Strange, and Kevin Sutton completed the 90 day orientation period and recommends they all be considered full time employees with benefits. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Part-time/ seasonal hire

Superintendent Mark Schultz requested authorization to hire Greg Sturgis as a part-time/ seasonal employee. His hours will not exceed 20 hours/ week from April 1st to October 31st with a pay rate of \$14.00/ hour. His total wages will not exceed \$7,840.00 in 2020 and the monies will come from account 606.003620.00. 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 February Revenue/ Expense Report was presented for review.

Request to pay Dixon Engineering

Superintendent Scott Mosley requested authorization to pay Dixon Engineering in the amount of \$2,825.00 for cleaning and the inspection of the Krueger Street water tower. The monies for this will come from account 601.600635.01. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Downtown Streetscape Project

In efforts to reduce the cost of the Kendallville Downtown Streetscape Project, Superintendent Scott Mosley offered some “in house” assistance from the Water Department Personnel. They can provide the labor to install the four fire hydrants defined in the project. The cost will not exceed \$3,000.00/ hydrant. They would also be willing to provide the labor for the fabrication and installation of the railing defined in the project 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.

Mayor SuzAnne Handshoe did mention that every City employee is a critical worker during the up and coming State wide “lockdown” issued by Governor Eric Holcomb. Mayor Handshoe did remind everyone about implementing social distancing and taking sanitary precautions during the public health emergency due to the Coronavirus.

Motion to Adjourn

Board Member Don Gura made a motion to adjourn the meeting. Chairman Jim Dazey adjourned the meeting at 9:14 A.M.

Kathren R. Ritchie-Clerk Treasurer

Minutes approved by me this 14th day of April, 2020.

W. SuzAnne Handshoe-Mayor