

**July 7, 2020**

The Board of Public Works and Safety met in regular session in the Council Chambers on Tuesday July 7, 2020 at 9am.

**Present:** Mayor Dermody and Jessica Romine

**Absent:** Mark Kosior

**Pledge of Allegiance**

Board Member Jessica Romine led the Pledge of Allegiance

**Approval of Minutes**

Each member received an advance copy of the minutes from the June 16, 2020 meeting. Mayor Dermody asked if there were any additions or corrections.

**Motion/Vote – Approval of Minutes**

Ms. Romine moved to approve the minutes as presented; motion seconded by Mayor Dermody and unanimously carried.

**Public Comment**

Tiffany Hoen of 420 Laurel Drive in Trail Creek stated she received a parking ticket on June 9, 2020 in error. She gave a brief explanation of her reason of appealing the ticket.

Mayor Dermody stated the board would review the ticket and give the Violations Officer a chance to speak regarding the ticket before making a decision regarding the appeal.

Mayor Dermody stated the Board was not wearing masks because they had “sneeze guards” separating those in attendance that were made by Dave Layman.

Mayor Dermody stated there were some unwelcoming comments made at the last City Council meeting and he wanted the residents of La Porte to know that he does NOT stand behind the comments and noted that La Porte is a welcoming community.

**Clerk-Treasurer**

**Claims Approval**

Clerk-Treasurer Courtney Parthun presented 2<sup>nd</sup> Quarter Payroll for July 1, 2020 in the amount of \$1,926.87.

**Motion/Vote – Approval of Payroll: 2<sup>nd</sup> Quarter Pay 7-1-20**

Ms. Romine moved to approve 2<sup>nd</sup> Quarter Payroll in the amount of \$1926.87; motion seconded by Mayor Dermody and unanimously carried.

The Clerk-Treasurer presented Payroll for June 26, 2020 in the amount of \$408,999.29.

**Motion/Vote – Approval of Payroll: 6-26-20**

Ms. Romine moved to approve Payroll for June 26, 2020 in the amount of \$408,999.29; motion seconded by Mayor Dermody and unanimously carried.

The Clerk-Treasurer presented Water Claims in the amount of \$382,428.18. She noted these include in lieu of taxes for June and July, Water Depreciation transfer and SRF Bond payment.

**Motion/Vote – Approval of Water Claims**

Ms. Romine moved to approve the Water Claims in the amount of \$382,428.18; motion seconded by Mayor Dermody and unanimously carried.

The Clerk-Treasurer presented Sewage Claims in the amount of \$265,855.33. She noted these include in lieu of taxes for June and July and 2015 Sewage Construction Bond payment.

**Motion/Vote – Approval of Sewage Claims**

Ms. Romine moved to approve the Sewage Claims in the amount of \$265,855.33; motion seconded by Mayor Dermody and unanimously carried.

The Clerk-Treasurer presented Civil City Claims in the amount of \$1,861,808.22. She noted these include several semi-annual bond payments, July trash bill and the Police and Fire Pensions paying their temporary loans back to CEDIT.

**Motion/Vote – Approval of Civil City Claims**

Ms. Romine moved to approve the Civil City Claims in the amount of \$1,861,808.22; motion seconded by Mayor Dermody and unanimously carried.

Mayor Dermody stated the City had two recent retirements. Todd Taylor retired from the Water Department after 41 years of service and Bill Bunton retired from the Police Department after 22 years of service. He thanked them both for their years of service and wished them well in their retirement.

Mayor Dermody welcomed Tim Werner as the new Water Director.

**Department Reports**

**Transporte:** Transporte Manager Beth West stated Transporte is now charging fees, however they are still limiting the number of riders per bus for safety.

**Police:** Police Chief Paul Brettin stated they held an Agility Test for seven prospective officers. All seven passed and will be interviewed on Friday July 10, 2020. They are looking to hire four new officers and that would bring their number of officers to 44.

**Water:** Water Director, Tim Werner stated there is a hole in the casings of the Kankakee Well that they need to fix. He is working with the City's Communications Director Jessica Bruder on putting out a notice on how and when to water grass during the hot weather. He also reported that 20,000 gallons of water went through the new Bethany Splash Pad on their opening day.

**Sewage:** Wastewater Director Jerry Jackson stated the pond by Patton Cemetery is backing up into homes because the drain is plugged. They are looking at obtaining easements to have a clear ownership to fix future problems, should they arise.

**Street:** Street Director, Mike Frazee noted they are finishing up stump grinding, patching is continuing, and the street sweeper is out.

**Fire:** Fire Chief Andy Snyder stated Sam Doig started with the Department on July 6, 2020. The Fire Merit Commission has done testing for new applicants and the new Fire Station is due to be complete by August 1, 2020.

**Park:** Park Director, Mark Schreiber noted the Fox Park Amphitheater expansion project is nearing completion with lots of help from volunteers. Arts in the Park will kick off their season on July 9<sup>th</sup> with the band "Small Town." Unity Park water feature should be complete by early August. The Park Department will continue working on Stone Lake Shore Line Project, Tennis Court Renovations, and the Kayak launch. Mr. Schreiber also noted there is a new playground at Warsaw Park. The next Night Bike Ride is Friday, July 10, 2020 starting at Beechwood. Finally, Foodie Tuesday's continues at Unity Park and are from 10:30 AM - 2:30 PM.

**Engineering:** City Engineer, Nick Minich stated the paving has started back up again since the 4<sup>th</sup> of July. They held a pre-construction meeting for the Lakeshore Drive Project, and he gave a brief presentation regarding the Local Tracks Project at the last City Council meeting (Overpass at Tipton).

**Human Resources:** Director of Human Resources, Jen Noll stated we are moving forward with a Diversity Initiative with the La Porte County Public Library. Ms. Noll welcomed Grace Roman as the new administrative assistant to the City Planner and she also noted they have filled the Project Manager position in Engineering. The new employee will start July 20<sup>th</sup>.

**CDBG:** Community Development Program Manager, Mary Ann Richards noted the CDBG is working on demolition projects. Ms. Richards also stated she is starting a new round of the Home Owner Repair Program and the City, through CDBG funds will be helping residents with rental assistance due to COVID 19.

**City Planner:** City Planner Tom Casey stated they have received several positive comments regarding the lights on Monroe Street. They are looking to create a small atmosphere for families to enjoy entertainment and meals from the downtown restaurants.

## **New Business**

### **Request for Use: LPHS Grad Parade**

The Assistant Superintendent of La Porte Community Schools Dr. Jane Larson requested to close all cross streets between Teegarden and Jackson on July 6, 2020 to hold a parade of 2020 graduates. This needs a retroactive approval.

**Motion/Vote – Approve Request for Use: LPHS Grad Parade**

Ms. Romine retroactively approved the Request for Use for the LPHS Grad Parade; motion seconded by Mayor Dermody and unanimously carried.

**Request Permission to Accept the Bid by M-Details LLC**

Attorney Matt Hagenow, on behalf of City Attorney Nick Otis, requested permission to accept the bid from M-Details, LLC in the amount of \$375,000 for 105 Boyd Blvd. The City Council approved at the previous Council meeting. Sale proceeds will go into the General Fund until we seek Council approval to move it into the Rainy-Day Fund.

**Motion/Vote – Approve Request Permission to Accept the Bid by M-Details LLC**

Ms. Romine moved to approve the request to accept the bid by M-Details LLC in the amount of \$375,000 for 105 Boyd Blvd; motion seconded by Mayor Dermody and unanimously carried.

**Request Permission to Allow Mayor to Execute Documents**

Attorney Hagenow requested permission for the Mayor to execute the documents necessary to complete the transaction for 105 Boyd Blvd.

**Motion/Vote – Approve Request Permission to Allow Mayor to Execute Documents**

Ms. Romine moved to approve the request to allow the Mayor to execute the documents necessary to complete the transaction of 105 Boyd Blvd.; motion seconded by Mayor Dermody and unanimously carried.

**Request Authorization to Solicit Quotes to Demo 105 Boyd Blvd.**

Attorney Hagenow requested authorization to solicit quotes to demo 105 Boyd Blvd.

**Motion/Vote – Approve Request to Solicit Quotes to Demo 105 Boyd Blvd.**

Ms. Romine moved to approve the request to Solicit Quotes to Demo 105 Boyd Blvd.; motion seconded by Mayor Dermody and unanimously carried.

**Open CDBG Quotes for Demo of 404 McCollum (Tibma Bakery)**

Mary Ann Richards stated they requested quotes from five companies, and asked Clerk-Treasurer Parthun open the quotes that were received. Ms. Parthun opened the following quotes:

Pavey Excavating	\$168,900
J. Shoffner General Contracting	\$28,500

Ms. Richards asked that the quotes be returned to the CDBG, City Planner, Engineering and Law Departments for review and recommendation back to the Board.

**Motion/Vote- Accept Opened Quotes for Demo of 404 McCollum (Tibma Bakery)**

Ms. Romine moved to accept the opened bids and have the CDBG, City Planner, Engineering and Law Department review and recommend back to the Board; motion seconded by Mayor Dermody and unanimously carried.

### **Transporte Fares and/or Service Hours Adjustment Policy**

Transporte Manager Beth West stated they are changing Transporte Hours to Monday - Friday 6 AM to 7 PM and Saturday 9 AM to 2 PM. NIRPC approved the new policy.

### **Motion/Vote- Approve Transporte Fares and/or Service hours Adjustment Policy**

Ms. Romine moved to approve the changing of the hours for Transporte as presented; motion seconded by Mayor Dermody and unanimously carried.

### **UMR Authorization for Springbuk, Magellan RX Management Letter Re: Springbuk, and Springbuk Letter**

Human Resource Director, Jen Noll noted that Springbuk is a data analytic company. She presented a UMR Authorization for Springbuk, Magellan RX Management Letter and Springbuk Letter. These are simply to renew Springbuk and to authorize UMR and Wellporte to utilize the information from Springbuk to help better reach out to employees with higher claims.

### **Motion/Vote – Approve UMR Authorization for Springbuk, Magellan RX management Letter and Springbuk Letter**

Ms. Romine moved to approve all Springbuk related items as presented; motion seconded by Mayor Dermody and unanimously carried.

### **Plan Sponsor Agreement for Dependent Eligibility Audit**

Ms. Noll presented a Plan Sponsor Agreement for Dependent Eligibility. This is an agreement to audit all dependents on the health insurance to make sure they are related and qualify as a dependent.

### **Motion/Vote – Approve Plan Sponsor Agreement for Dependent Eligibility Audit**

Ms. Romine moved to approve the Plan Sponsor Agreement for Dependent Eligibility Audit as presented; motion seconded by Mayor Dermody and unanimously carried.

### **COVID-19 Mandated Plan Changes Amendment**

Ms. Noll presented the COVID 19 Mandated Plan Changes Amendment that waives cost sharing for COVID-19 testing.

### **Motion/Vote – Approve COVID-19 Mandated Plan Changes Amendment**

Ms. Romine moved to approve COVID-19 Mandated Plan Changes Amendment as presented; motion seconded by Mayor Dermody and unanimously carried.

### **Request Permission to Hire**

Police Chief, Paul Brettin stated Captain Dennis Behenna is retiring as of September 1, 2020 and in anticipation of his retirement, he is requesting permission to fill this vacancy.

**Motion/Vote – Approve Request Permission to Hire**

Ms. Romine moved to approve the Request to Hire and instructs the Police Merit Commission to begin the necessary procedures to fill any and all vacancies in rank and positions created by the retirement; motion seconded by Mayor Dermody and unanimously carried.

**Treatment Plant Operator Station Replacement**

Wastewater Director, Jerry Jackson stated they need to replace the treatment plant operator station which monitors the treatment plant. The software cost \$22,000. The new station will run simultaneously with the old station to ensure all challenges have been worked through. When we are confident everything is running seamlessly, they will shut down the old software. The total project cost is \$32,000.

**Motion/Vote – Approve Treatment Plant Operator Station Replacement**

Ms. Romine move to approve the replacement of the treatment Operator Station as presented; motion seconded by Mayor Dermody and unanimously carried.

**Basement Back up Grant Applications: Martinez and Hamilton**

Mr. Jackson presented Basement Backup Grant Application for Martinez at 1408 J Street and Hamilton at 1705 K Street and asked for approval.

**Motion/Vote – Approve Basement Back Up Grant Applications: Martinez and Hamilton**

Ms. Romine moved to approve the Basement Backup Grant Applications for Martinez and Hamilton as presented; motion seconded by Mayor Dermody and unanimously carried.

**Pay Application #1 for 2020 Street Paving**

City Engineer Nick Minich presented pay Application #1 for 2020 Street Paving to Walsh and Kelly in the amount of \$357,470.20. This is for work primarily on Hillcrest and Southmoor thru June 10, 2020.

**Motion/Vote – Approve Pay Application #1 for 2020 Street Paving**

Ms. Romine moved to approve Pay Application #1 for 2020 Street paving in the amount of \$357,470.20 to Walsh and Kelly; motion seconded by Mayor Dermody and unanimously carried.

**Pay Application #7 New Fire Station**

Mr. Minich presented Pay Application #7 for the new fire station to Larson-Danielson in the amount of \$158,122.43. This project is nearing completion.

**Motion/Vote – Approve Pay Application #7 New Fire Station**

Ms. Romine moved to approve Pay Application #7 to Larson Danielson in the amount of \$158,122.43 for the new fire station; motion seconded by Mayor Dermody and unanimously carried.

**Unfinished Business**

None

**Other Business**

Mayor Dermody announced there are free COVID-19 tests available through the month of July at the Civic Auditorium and with a potential second wave of COVID 19, Mayor Dermody is asking everyone to “Mask Up” to keep our community safe.

Clerk-Treasurer Parthun noted they have been working with Invoice Cloud to innovate the customer payment experience in Utility Billing. Invoice Cloud would combine all customer pay portals into one. Ms. Parthun also mentioned that our Communications Director, Jess Bruder, put an auto debit form in conjunction with the pipeline newsletter in each resident’s water bill for an easy payment option.

**Adjourn**

There being no further business, Mayor Dermody moved to adjourn; motion seconded by Ms. Romine and unanimously carried.

**Approve:** \_\_\_\_\_  
**Thomas P. Dermody, Mayor**

**Attest:** \_\_\_\_\_  
**Courtney Parthun, Clerk-Treasurer**

**Approved: July 21, 2020**