

**October 6, 2020**

The Board of Public works and Safety met via zoom on Tuesday October 6, 2020 at 9am.

**Present:** Mayor Dermody, Jessica Romine and Mark Kosior

**Absent:** None

Mayor Dermody stated there was a positive case of Covid at the Transporte Department and everyone was tested and the building cleaned. The Mayor asked that everyone be patient and they will be up and running hopefully by the end of the week.

**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 September 22, 2020 meeting. Mayor Dermody asked if there were any additions or corrections.

**Motion/Vote – Approval of Minutes**

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

**Public Comment**

None

**Clerk-Treasurer**

**Claims Approval**

Clerk-Treasurer Courtney Parthun presented Payroll from October 2, 2020 in the amount of \$410,396.18.

**Motion/Vote – Approval of Payroll 10-2-20**

Ms. Romine moved to approve the Payroll for October 2<sup>nd</sup> as presented; motion seconded by Mr. Kosior and unanimously carried.

The Clerk-Treasurer presented 3<sup>rd</sup> Quarter Payroll in the amount of \$1,926.88.

**Motion/Vote – Approval of 3<sup>rd</sup> Quarter Payroll**

Ms. Romine moved to approve 3<sup>rd</sup> Quarter Payroll as presented; motion seconded by Mr. Kosior and unanimously carried.

The Clerk-Treasurer presented Civil City Claims in the amount of \$280,725.23. She noted these included NSF corrections.

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

Mr. Kosior moved to approve Civil City Claims as presented; motion seconded by Ms. Romine and unanimously carried.

The Clerk-Treasurer presented Sewage Claims in the amount of \$255,706.06. She noted these included NSF corrections and the monthly transfers for Bond payments.

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

Mr. Kosior moved to approve Sewage Claims as presented; motion seconded by Ms. Romine and unanimously carried.

The Clerk-Treasurer presented Water Claims in the amount of \$237,538.93. She noted these included NSF corrections and the monthly transfers.

### **Motion/Vote- Approval of Water Claims**

Mr. Kosior moved to approve Water Claims as presented; motion seconded by Ms. Romine and unanimously carried.

### **Department Reports**

**Code:** Code Director Jeff Batchelor stated they started the Dumpster Program again and thanked the Urban Enterprise Association for the grant. The 1<sup>st</sup> dumpster is located on Pine Lake Avenue by the Fireworks store. They are looking to put one in the Flagstar Bank parking lot but are waiting for a liability waiver from Flagstar.

### **Motion/Vote – Approve 2<sup>nd</sup> Dumpster**

Ms. Romine moved to approve the 2<sup>nd</sup> Dumpster at Flagstar pending legal review of waiver; motion seconded by Mr. Kosior and unanimously carried.

**Street:** Street Director Mike Frazee reported they are working on grinding and street sweeping.

**Transporte:** Transporte Manager Beth West stated they are in COVID mode and only running one bus and one dispatcher.

**Fire:** Fire Chief Andy Snyder stated the old Fire House #3 is in the process of being demolished and on October 3<sup>rd</sup> the Department gave away 120 Carbon Dioxide Detectors in less than 2 hours.

**Water:** Water Director Tim Werner stated they have two nights left of the fall flushing and he answered a question regarding the payment to EJ Prescott which was for hosting and data storage from the smart meter.

**Park:** Park Director Mark Schreiber reported that the Lakeshore Project is progressing along with the tennis renovation and stated the patronicity has almost met its goal.

**HR:** Human Resource Director Jen Noll stated open enrollment will take place in November and the Water Department made offers to fill two positions.

**Police:** Police Chief Paul Brettin stated he will swear in four new officers at the next meeting and reported the body cams and Lexis Nexis are up and running.

**Communications:** Communications Director Jess Bruder reported they launched the new bran last week and she has received many inquiries regarding purchasing shirts with the new branding.

**Engineering:** City Engineer Nick Minich reported the 2<sup>nd</sup> round of paving is continuing and Larson Danielson is working on the Library Project and would like to use the Rumely Apartments parking lot and is requesting to give parking passes to those who normally park there for 2 to 3 days for 5 weeks.

**Motion/Vote – Approve Parking Pass Request**

Mr. Kosior made a motion to approve the Parking Pass request as presented; motion seconded by Ms. Romine and unanimously carried.

**Sewage:** Wastewater Director Jerry Jackson reported he has crews cleaning the digester and then they will repair piping and pumps.

**City Planner:** City Planner Tom Casey reported that he and Grace Roman are going through BZA training, working on sign amendment ordinance and finalizing the planning for La Stitch Friday Night Live. He asked the boards permission to close Monroe Street on October 16<sup>th</sup> for the Friday Night Live event and again on December 5<sup>th</sup> for the Artisan Market.

**Motion/Vote – Approve Closing Monroe for Events**

Ms. Romine moved to approve closing Monroe on October 16<sup>th</sup> and December 5<sup>th</sup> as presented; motion seconded by Mr. Kosior and unanimously carried.

**CDBG:** Community Development Program Manager Mary Ann Richards reported that the old Tibma Bakery was successfully torn down and they are planning on scheduling a meeting with the neighbors of that area to hear how they would like that parcel of land be developed.

**New Business**

**Request for Use: Youth Service Bureau**

The Youth Service Bureau is requesting to close Michigan Avenue on October 31<sup>st</sup> from 10-11am for a Halloween Fun Walk.

**Motion/Vote – Approve Request for Use: Youth Service Bureau**

Mr. Kosior moved to approve the Request to close Michigan Avenue on Oct 31<sup>st</sup> as presented; motion seconded by Ms. Romine and unanimously carried.

### **Basement Back up Grant**

Stormwater Coordinator Lori Larson presented a Basement Back up Grant for Debra Wease at 708 W 10<sup>th</sup> Street. The City would pay for the first \$1500 of the cost.

### **Motion/Vote – Approve Basement Back up Grant**

Ms. Romine moved to approve the Basement Back up Grant as presented; motion seconded by Mr. Kosior and unanimously carried.

### **Well Cleaning Agreement**

Water Director Tim Werner presented the Board with a well cleaning agreement with Peerless in the amount of \$31,500. The two wells being cleaned are Kankakee #2 and Warnke #6.

### **Motion/Vote – Approve Well Cleaning Agreement**

Mr. Kosior moved to approve the Well Cleaning Agreement with Peerless as presented; motion seconded and unanimously carried.

### **Updated Job Descriptions**

Human Resource Director Jen Noll presented updated job description for Street/Police Administrative Assistant, a name change for the Traffic Control Monitor to Ordinance Violations Officer and a new job description for Deputy Clerk in Training.

### **Motion/Vote – Approve Updated Job Descriptions**

Ms. Romine moved to approve the updated job descriptions as presented; motion seconded by Mr. Kosior and unanimously carried.

### **Mobile Response Team Memorandum of Understanding with Healthlinc**

Fire Chief Andy Snyder presented the Mobile Response Team Memorandum of Understanding between the Fire Department and Healthlinc. They currently have 12 individuals involved in the program.

### **Motion/Vote – Approve Mobile Response Team Memorandum of Understanding with Healthlinc**

Mr. Kosior moved to approve the Mobile Response Team Memorandum of Understanding with Healthlinc as presented; motion seconded by Ms. Romine and unanimously carried.

### **Request Permission to Sell Excess Equipment: Cars**

Police Chief Paul Brettin asked the Boards permission to sell seven Police Chevy Impalas as excess Equipment.

### **Motion/Vote – Approve Request Permission to Sell Excess Equipment: Cars**

Mr. Kosior moved to approve the Request to Sell seven Police vehicles as Excess Equipment as presented; motion seconded by Ms. Romine and unanimously carried.

**Change Order: Tibma Bakery Demo**

Ms. Richards presented a Change Order to the Tibma Bakery Demo with Pavey. The Change Order is in the amount of \$1850.00 for a soil sample because Pavey uncovered a hydraulic lift during the demolition.

**Motion/Vote – Approve Change Order: Tibma Bakery Demo**

Ms. Romine made a motion to approve the Change Order for Tibma Bakery Demo as presented; motion seconded by Mr. Kosior and unanimously carried.

**2020 Capital Project Planning: Stormwater/Wastewater Treatment Plant**

Wastewater Director Jerry Jackson gave a brief presentation regarding Stormwater and the combined sewers and the solutions to the problems and which projects he would like to start on first along with items at the Wastewater Treatment Plant that need to be done like: Headworks rehabilitation, biotower wall replacement, phosphorous removal facilities, and transition to liquid disinfection agents.

**Public Comments**

Dusty Schoof asked via Facebook why we don't do some of the work in house and if they are going to do wetland sewage treatment.

Mr. Jackson stated they cannot do the work in house because they do not have the skill set and it would not be cost effective. He also noted that wetland sewage treatment does not work well in small communities nor would it work with our winters.

**Unfinished Business**

None

**Other Business**

None

**Adjourn**

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

**Approve:** \_\_\_\_\_

**Thomas P Dermody, Mayor**

**Attest:** \_\_\_\_\_

**Courtney Parthun, Clerk-Treasurer**

**Approved: October 20, 2020**

