

# REGULAR MEETING – August 15, 2016

The Board of Public Works and Safety of the City of Michigan City, Indiana, met in REGULAR SESSION on Monday morning, August 15, 2016 at the hour of 9:00 a.m., in the Council Chambers, in the City Hall Building, located at 100 East Michigan Boulevard, Michigan City Indiana – a regular meeting room of this Board.

The meeting was called to order by President Steve Janus, who presided.

Noted present: Steve Janus and Michael Palmer (2). Absent: Virginia Keating

**A QUORUM WAS NOTED PRESENT.**

Also noted in attendance:

Mayor Ron Meer  
Amber Lapaich, City Attorney  
Russ Hatfield, Code Enforcement Officer  
Charles “Spike” Peller, City Engineer  
Craig Phillips, City Planner  
Sue Downs, Code Enforcement Officer  
Bob Zondor, Central Services Superintendent  
Capt. Steve Jesse, M.C.P.D. Traffic Division  
Kalon Kubik, Administrator  
Robin Tillman, Transit Director  
Chief Mark Swistek, M.C.P.D.  
Shelley Dunleavy, Personnel Director  
Judy Pinkerton, CDBG

Gale Neulieb, City Clerk  
Jennifer Clouse, Secretary City Clerk

## **APPROVAL OF MINUTES**

President Janus asked if there were any corrections to the minutes of the Regular meeting of August 1, 2016.

Vice-President Palmer made the motion to approve the minutes as presented. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS** Janus and Palmer (2). **NAYS: None (0).** Motion carries.

## **AWARDING OF BIDS – Cleveland Park Redevelopment Project**

Vice-President Palmer requested this be TABLED until the next Board of Works meeting due to some issues that need to be resolved. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS** Janus and Palmer (2). **NAYS: None (0).** Motion Carries.

## **CONTRACT APPROVAL – Cleveland Park Redevelopment Project with Larson Danielson Construction Co., Inc.**

Vice-President Palmer requested this be TABLED until the next Board of Works meeting due to some issues that need to be resolved. The motion was seconded by President Janus and

carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

**CHANGE ORDER REQUEST – Change Order #001 – Cleveland Park Redevelopment Project**

Vice-President Palmer requesting this be TABLED until the next Board of Works meeting due to some issues that need to be resolved. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

**AWARDING OF QUOTES – 2016 Ohio Street Retaining Wall Repair Project**

Vice-President Palmer stated there were two (2) quotes received; recommending awarding the quote to Rieth-Riley Construction in the amount of \$34,319.00; EEO Compliance Officer approved their part of the hiring process for this project; adding there was an error in the letter stating it does fall under the \$150,000.00 threshold; Mr. Deutch states in the EEO letter it is above.

Vice-President Palmer made a motion to award the quote for the 2016 Ohio Street Retaining Wall Repair Project to Reith-Riley Construction in the Amount of \$34,319.00. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

**AWARDING OF QUOTES – 2016 Sidewalk Joint Grinding Repair Project**

Corporate Counsel Amber Lapaich addressed the Board stating she has reviewed the quotes along with Mr. Peller the City Engineer; recommending awarding the quote to Precision Concrete, Inc. in an amount not to exceed \$30,000.00 that is allocated for the project.

Discussion ensued between Corporate Counsel Amber Lapaich and Vice-President Palmer regarding Form-96; Corporate Counsel Amber Lapaich stated she had reviewed all the documents and was ok with all the forms that were submitted.

Vice-President Palmer made a motion to approve the 2016 Sidewalk Joint Grinding Repair Project not to exceed \$30,000.00 to Precision Concrete, Inc. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

**APPROVAL OF JOB DESCRIPTIONS – Shelley Dunleavey, Personnel Director – job descriptions for Planning Director, Assistant Planner and Associate Planner**

Corporate Counsel Amber Lapaich addressed the Board explaining that the City Council has recently approved funding for an Associate Planner; therefore, the job descriptions need to be established for the Planning Director, Assistant Planner and Associate Planner; asking for approval.

Vice-President Palmer made a motion to approve the job descriptions for the Planning Director, Assistant Planner and the Associate Planner. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

**CONTRACT APPROVAL – 2016 South Karwick Road Sidewalk Project contract with Rieth-Riley Construction Co., Inc.**

Corporate Counsel Amber Lapaich addressed the Board stating this is just a formality and was fine with the contract; asking for approval.

Vice-President Palmer made a motion to approve the signing of the contract for the 2016 South Karwick Road Sidewalk Project with Rieth-Riley Construction. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

**CONTRACT APPROVAL – 2016 Cleveland Avenue Sidewalk Repair Project with Rieth-Riley Construction Co., Inc.**

Vice-President Palmer made a motion to approve the signing of the contract for the 2016 Cleveland Avenue Sidewalk Repair Project with Rieth-Riley Construction Co., Inc. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

**SOLICITATION OF BIDS – Charles “Spike” Peller, City Engineer, is requesting to solicit bids for the Michigan City Fire Station No. 4 Pavement Replacement Project**

Corporate Counsel Amber Lapaich addressed the Board stating she has reviewed the documents and is fine to go ahead with the solicitation of bids.

Discussion ensued between Charles “Spike” Peller and Vice-President Palmer regarding what location was to be paved; Mr. Peller clarified that this is just Station No. 4.

Vice-President Palmer made a motion to approve the solicitation of bids for the Michigan City Fire Station No. 4 Pavement Replacement Project. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

**SOLICITATION OF BIDS – Charles “Spike” Peller, City Engineer, is requesting to solicit bids for the 2016 Michigan City Guardrail Repair Project**

Charles “Spike” Peller, City Engineer addressed the Board explaining there were no quotations received during the quote process; therefore, Mr. Peller would like to put this request out for bid; asking for approval.

Corporate Counsel Amber Lapaich stated she has reviewed the documents and was ok with what has been submitted to the Clerk’s Office.

Vice-President Palmer made a motion to approve the solicitation of bids for the 2016 Michigan City Guardrail Repair Project. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

**REQUEST TO SOLICIT BIDS – City owned property – Sale of Fogarty Street (Parcel ID 460121361005000022)**

Corporate Counsel Amber Lapaich addressed the Board explaining this is the next step in an attempt to sell City Owned Property known as Fogarty Street; asking for approval.

Vice-President Palmer made a motion to allow the sale of the Fogarty Street property, and to receive bids in the Clerk's Office, which will not be sealed, allowing the City Attorney to inspect the bids received and mail the appropriate letters of notification until the date of October 21, 2016. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

**SOLICITATION OF QUOTES – Robin Tillman, Director of Michigan City Transit is requesting to solicit quotes for the installation of Bus Stop Signage along the Michigan City Transit systems fixed route service (NOTE: Tabled from August 1, 2016 Meeting)**

Vice-President Palmer made a motion to take the Solicitation of Quotes off the Table. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

Robin Tillman, Michigan City Transit Director addressed the Board asking for solicitation of quotes for Bus Stop Signage; stating funding was approved by the Common Council earlier this year.

Corporate Counsel Amber Lapaich stated she has helped put the packets together; therefore reviewing them and asking for approval.

Vice-President Palmer made a motion to approve the solicitation of quotes for installation of the Bus Stop Signage along the Michigan City Transit systems fixed route service with opening of quotes at the September 6, 2016 meeting. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus, and Palmer (2). NAYS: None (0). Motion Carries.**

**SOLICITATION OF QUOTES – Robin Tillman, Director of Michigan City Transit is requesting to solicit quotes for installation of a Bus Shelter located on Westwind Dr. in Michigan City (NOTE: Tabled from August 1, 2016 Meeting)**

Vice-President Palmer made a motion to take the Solicitation of Quotes off the Table. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

Robin Tillman, Michigan City Transit Director addressed the Board asking for solicitation of quotes for installation of a Bus Shelter located on Westwind Dr. in Michigan City.

Corporate Counsel Amber Lapaich stated she has helped put the packets together; therefore reviewing them and asking for approval.

Vice-President Palmer made a motion to approve the solicitation of quotes for the installation of a Bus Shelter located on Westwind Dr. in Michigan City with opening of quotes at the September 6, 2016 meeting. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

Robin Tillman, Michigan City Transit Director addressed the Board regarding the closure of US 2 and Hwy 421 due to road construction; access to one of the stops will not be allowed on the Transit Triangle route; Ms. Tillman has done a press release notifying the public.

**PRESENTATION – Dan Legler, Energy Systems Group**

Dan Legler, Energy Systems Group addressed the Board with ways the City could become more energy efficient.

**CLAIMS AND PAYROLL**

Vice-President Palmer moved that the claims set forth in the Register of Claims (in possession of the City Controller) and appearing in the Register be severally allowed and ordered paid and proper warrants for payment thereof hereby ordered issued in the stated amounts to person(s) and/or firm(s) as set forth, and payrolls approved. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion carries.**

The Board signed: Payroll items in Register of Claims for informational purposes (which Register is in the possession of the City Controller) as follows:

Page	Date	Amount
1 of 9	08/05/2016	\$418,068.03

Allowance of claims as set forth in the Register of Claims for the Board of Public Works and Safety and the Department of Redevelopment (which Register is in the possession of the City Controller) as follows:

Page	Date	Amount
1 of 4	08/15/2016	\$1,475,710.42

**UNFINISHED BUSINESS**

**Anticipated Street Closure Schedule for 11<sup>th</sup> Street – Jeff Oltmanns, Global Engineering**

Jeff Oltmanns, Global Engineering addressed the Board with the schedule; closure being around August 24 & 25, 2016 when the asphalt work is scheduled; still having discussions with NICTD on schedule.

Discussion ensued between Vice-President Palmer and Jeff Oltmanns with regards to NICTD’s closure being until August 18, 2016; Global Engineering is asking for an extra 2-3 days of street closure; August 25, 2016 being the last day of the closure with August 26, 2016 the first day the street is open.

**Two-Way Street Conversion**

Craig Phillips, City Planner and Brad Minnick with Primera Engineers addressed the Board regarding the punch list; this includes the pavement marking items at 11<sup>th</sup> Street and Washington Street as well as the curb painting at 7<sup>th</sup> Street and Pine Street, as well as yield signs north of City Hall; explaining how these will be positioned on the curb; that there will be

a meeting on Wednesday, August 17, 2016 to discuss a due date when this punch list needs to be completed.

Further Discussion ensued with Brad Minnick regarding the traffic counts that was done on four (4) different intersections on Washington Street; the Primera Engineers Office in Chicago is reviewing this data with regards to the four way stops that were installed and if they serve the need for the intersections.

Discussion ensued between Vice-President Palmer and Brad Minnick regarding the holes left by the poles that were removed along Pine Street and if they have been filled; Mr. Minnick stated it is on the contractors punch list; Mr. Minnick stated he did check last week to make sure there were cones over the holes but would take another trip to review this again.

#### **Trash Cans in Farmer's Market**

Craig Phillips, City Planner addressed the Board stating at the last Redevelopment Commission meeting the commission approved to pay for the installation of the two (2) trash cans; these will be ordered; asking for approval of the placement which Mr. Phillips described at the last meeting.

Vice-President Palmer made a motion to allow the City Planner to place two (2) trash cans, one on the east side of Washington Street in the island; the other on the east north/south alley landscaping island near 9<sup>th</sup> and Washington Streets as seen fit, if there is any issues with utilities then there will need to be the necessary accommodations made. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

Vice-President Palmer made a motion to remove the Trash Cans in the Farmer's Market from the Pending Items List. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

#### **Public Piano Art Project**

Craig Phillips, City Planner addressed the Board stating Mr. Brown is trying to find a group to help pay for the cost of insurance; recommending removing from the Pending Items List and if Mr. Brown is successful in finding a group he can come back in front of the Board.

Vice-President Palmer made a motion to remove the Public Piano Art Project from the Pending Items List. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

#### **School Zone Signs at St. Paul Lutheran School**

Charles "Spike" Peller, City Engineer addressed the Board stating there are five (5) signs he would like to locate, Central Services has ordered the signs; once the Board approves the location then the utilities can be checked before digging; Mr. Peller will be doing a study on all the school zones similar to what was done for St. Paul School and if appropriate and funding is available then these will be retrofitted to the lime green signs.

Vice-President Palmer made a motion to approve the five (5) locations at the City Engineer's request to place the School Zone Signs for St. Paul Lutheran School. The motion was

seconded by President Janus and carried as follows: **AYES: MEMBERS: Janus and Palmer (2). NAYS: None (0). Motion Carries.**

#### **No Parking Signs on Warren Rd. up to Rue Du Lac West**

Charles “Spike” Peller, City Engineer addressed the Board stating he has located four (4) signs, two (2) can go on existing post and two (2) need new post; utilities have been located; Central Services will install the signs when received.

Vice-President Palmer made a motion to remove the No Parking Signs on Warren Rd. up to Rue Du Lac West off the Pending Items List. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

#### **Street Light at Autumn Trail and Coolspring Avenue**

Charles “Spike” Peller, City Engineer addressed the Board explaining he is working with NIPSCO with the installation.

Vice-President Palmer made a motion to remove the street light at Autumn Trail and Coolspring Avenue from the Pending Items List. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: None (0). Motion Carries.**

#### **Intersection of Hwy. 12 and Pine Street**

Discussion ensued between the Board, Charles “Spike” Peller and Craig Phillips regarding the intersection of Hwy. 12 and Pine Street and traffic issues.

#### **111 Franklin Street**

Discussion ensued between the Board and Craig Phillips regarding the sight improvement aspects of this project; there are permits issued for the interior build out and they have two years; an order to repair will be issued for sight work.

#### **PUBLIC COMMENTS**

President Janus asked if there were any public comments; there was no response.

#### **BOARD COMMENTS**

Vice-President Palmer wanted to thank all of the City Team for all the extra work put in the last few weekends with the Taste of Michigan City, Super Boat Race and the Boat Show.

President Janus stated he has been approached by a business owner in the 1000 block of Franklin Street wondering what the feasibility of putting timed parking on the west side.

Craig Phillips, City Planner addressed the Board about rules and a parking study.

Capt. Steve Jesse, M.C.P.D. Traffic addressed the Board explaining his concerns about timed parking; how do you tell if a vehicle has been parked for a specific period of time; if this is

enforced on Franklin Street in front of businesses now you have to enforce it on other streets; could have a ripple effect down the road.

Discussion ensued between President Janus, Corporate Counsel Amber Lapaich and Russ Hatfield regarding demolitions; 99% of the houses in need of demolition are tied up in tax sale; will provide a list of properties intending to demolish at the next Board meeting.

Capt. Steve Jesse, M.C.P.D. Traffic addressed the Board wanting to thank everyone for their help over the last few weekends with the Taste of Michigan City, Super Boat Race and Parade and the Boat Show to name a few; the Street Department, if a call is placed to them that barricades are needed they are there; also wanted to thank EMA Volunteers who do this for free, they will change their schedules no matter if it is hot and humid or raining.

#### ADJOURNMENT

President Janus inquired whether there was anything else to be considered by the Board at this time and, there being none, declared the meeting ADJOURNED (approximately 10:15 am). Vice-President Palmer made the motion to adjourn. The motion was seconded by President Janus and carried as follows: **AYES: MEMBERS Janus and Palmer (2). NAYS: (0). Motion Carries.**

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Gale A. Neulieb, City Clerk