

## **BOARD OF SANITARY DISTRICT COMMISSIONERS REGULAR MEETING**

**WEDNESDAY, JANUARY 26, 2022, 4:00 P.M. 1100 E. EIGHTH STREET**

The meeting was called to order at 4:02 P.M. by President Tim Smith. Commissioners present for the meeting were Tim Smith, Jeffery Wright, Holt L. Edinger and Tim Werner. Frank R. Harris was absent.

Staff present for the meeting were:

Michael P. Kuss General Manager

Scott Kistler, Financial Manager

Steven M. Stanford, Operations Manager

Rachel McCline, Receptionist/Dispatcher

Milorad Milatovic, Superintendent of Water Reclamation

Kevin VanSickle, Maintenance Supervisor

Karen Zeiger, Staff Accountant

James B. Meyer Legal Counsel

Also present for the meeting were:

Dan McCoy, Daniel McCoy & Associates, LLC

Mayor Duane Parry, City of Michigan City

### **Re-election of Board Officers**

Mr. Werner made a motion to keep all current officers in the same position for 2022 - seconded by Mr. Edinger. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

### **Minutes**

Mr. Edinger made a motion to approve the December 15, 2021, Regular Meeting Minutes – seconded by Mr. Werner. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

### **Public Comment**

Refuse Loaders Richard Mitchell and Nick Patrick addressed the Board regarding a pay increase for the Refuse employees.

Mr. Kuss stated that Mr. Mitchell signed a job offer employment letter when he was hired for the Refuse *Driver/Loader in Training* position.

Mr. Smith advised that the Sanitary District is a different department from the City of Michigan City. Mr. Smith added that Commissioner Holt Edinger and Financial Manager, Scott Kistler performed a salary/wage study with twelve (12) surrounding Cities. Mr. Smith noted that after review, a 9% raise seemed fair for the Sanitary District Employees.

Mr. Kuss presented a request to allow a citizen to purchase a memorial bench to be placed at Striebel Pond. Mr. Kuss noted that the citizen can work with the Sanitary District's Management team moving forward.

### **Safety Report**

Mr. McCoy reported 4 work related COVID-19 cases in the month of December 2021. Mr. McCoy advised that there was 1 recordable injury in Water Reclamation and no recordable injuries in the Refuse Department.

### **COVID-19 Health Emergency Update of District Functions**

Mr. Kuss reported that the Omicron variant numbers have been high across the United States. Mr. Kuss noted that the Sanitary District continues to follow the recommended guidelines by the Center of Disease Control (CDC).

### **General Manager's Farewell Address**

Mr. Kuss reported that his last day as the Sanitary District's General Manager is January 29, 2022. Mr. Kuss noted that the new General Manager will take over at 12:00 A.M. on January 30, 2022. Mr. Kuss thanked current and previous Commissioners and Administrators for their support during his time as the Sanitary District's General Manager.

Mr. Kuss expressed that it is Mayor Parry's wish to have Milorad Milatovic take over as the Sanitary District's General Manager. Mr. Kuss recommended that Kevin VanSickle be appointed as the next Superintendent of Water Reclamation if Mr. Milatovic accepts the position as the next General Manager.

Mayor Parry and the Board of Commissioners thanked Mr. Kuss for all his hard work at the Sanitary District and wished him the best of luck in his next chapter. The Board of Commissioners presented Mr. Kuss with a certificate of outstanding services.

### **Approval of New General Manager**

Mr. Werner made a motion to accept Milorad Milatovic as the Sanitary District's new General Manager, effective on January 30, 2022, at 12:00 A.M. – seconded by Mr. Wright. There being no further question or comment on the matter, the motion carried 4 – 0 in favor.

### **Indiana Department of Environmental Management - Signatory Authorization Letter**

Mr. Wright made a motion to approve the Signatory Authorization Letter be sent to IDEM, allowing Mr. Milorad Milatovic and Mr. Steven Stanford to sign necessary documentation

– seconded by Mr. Edinger. There being no further question or comment on the matter, the motion carried 4 – 0 in favor.

**Financial Report**

As of December 31, 2021  
Operating Fund: \$1,300,063.87  
Horizon Municipal Fund: \$0.00  
Improvement Fund: \$939,892.26  
Vehicle Replacement Fund: \$74,464.04  
Equipment Replacement Fund: \$694,072.31  
Operating Grant Fund: \$0.00  
Indian Springs Project Fund: \$0.00  
Whippoorwill Project Fund: 0.00  
SRF Debt Reserve Fund: \$499,646.84  
SRF Bond & Interest Fund: \$210,308.42  
Stormwater Fund: \$700,113.84  
Refuse Municipal Fund: \$0.00  
Refuse Fund: \$1,601,087.98  
Special Revenue Fund: \$2,997.41  
Levy Excess Fund: \$8,522.14  
Rainy Day Fund: \$0.00  
Karwick Remediation Fund: \$243,710.96

Mr. Kistler provided the Board with the 2021 Budget Performance Reports for the Operating, Refuse and Stormwater Funds.

It was mentioned that General Insurance Representative, Charlie Keene requested to work with Mr. Kistler and present a recommendation at the next regular meeting.

**Request for Appropriation of Riverboat and/or ARPA Funds to Purchase New Refuse Trucks.**

Mr. Kuss advised that the Sanitary District would like to submit a letter to Mayor Parry, requesting sponsorship for the purchase of new Refuse trucks. Mr. Kuss then recommended approval of the same.

Mr. Wright made such a motion – seconded by Mr. Werner. There being no further question or comment on the matter, the motion carried 4 – 0 in favor.

**Land Application Annual United States Environmental Protection Agency 503 Report**

Mr. Kuss provided the Board with the 2021 Bio-Solids Land application and Disposal Report. Mr. Kuss briefly explained the Land Application Limitations and Loading Rates.

**Updated Employee Handbooks**

Mr. Kuss reported that the Employee Handbooks have been updated and distributed to each employee at the Sanitary District. An acknowledgement page was also provided for employees to sign indicating that the employee will read the handbook and become familiar with it.

**Updated Job Descriptions**

Mr. Kuss advised that all the Sanitary District employee job descriptions have been updated.

**Wastewater Treatment Plant Project Updates**

Mr. Kuss provided the Board with a report regarding the Aeration Tank Actuators Management of Change.

Regarding the Bio-Solids Handling Study, Mr. Kuss advised that the Sanitary District received the report from Woodard and Curran, and it has been reviewed by Mr. Stanford.

**Cheney Run Stormwater Project**

Mr. Kuss reported that more work will be needed to rehabilitate the outfall structure.

**Karwick Dumpsite**

Mr. Kuss submitted a **Certificate of Substantial Completion** to the Board and recommended approval of the same.

Mr. Wright made such a motion – seconded by Mr. Werner. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

Mr. Kuss advised that the Engineering firm recommended delaying the **Certificate of Final Completion** for this project.

Mr. Kuss provided the Board with a draft of the **Construction Documentation Report**.

### **North End Study**

Mr. Kuss reported that Strand & Associates have completed the construction of the collection system model and are approximately halfway complete with model calibration and validation.

### **Long Beach Sewer Project**

Mr. Kuss advised that the project is scheduled to go out for Bids April 1, 2022. The Bids will be received at the Sanitary District's Regular Meeting, April 27, 2022.

Mr. Kuss reported that there was a second request for Public Records pertaining to this project.

Mr. Kuss submitted **Amendment #1 for Underground Water Main Locating by the subcontractor, Bloodhound**, and recommended approval of the same.

Mr. Wright requested that he be included in all communications regarding the Long Beach sewer Project. Mr. Kuss understood.

Mr. Wright made a motion to approve Amendment #1 as presented - seconded by Mr. Werner. There being no further question or comment on the matter, the motion carried 4 – 0 in favor.

### **Striebel Pond Restoration Project**

Mr. Kuss advised that the project continues to move along well.

Regarding the lighting at Striebel Pond, Mr. Kuss noted that a light pole can cost anywhere between \$2,000 and \$3,000 dollars, with an average installation fee around \$1,000 each. Mr. Kuss added that the Sanitary District would be responsible for the electric bill to run the lights.

Mr. Smith requested that Police Chief, Dion Campbell provide a recommendation on how police officers plan to patrol Striebel Pond during the hours when the park is closed. Mr. Smith also recommended that Sanitary District officials issue a request for quotes for the lighting project.

### **300 N and U.S. Hwy 421 Sewer Project**

Mr. Kuss advised that MCR Partners, Matt Reardon, requested ARRP funds from the County Council in conjunction with the County TIF funds.

**Interstate 94 and U.S. Hwy 35 LaPorte County TIF Area**

Mr. Kuss reported that the City will be requesting grant funds to pay for the project. Mr. Kuss noted that the developer is also finalizing the drainage plans.

**Energy Savings Report**

Mr. Kuss advised that the Sanitary District saved \$5,535.00 in January 2022. Mr. Kuss provided the Board with the monthly blower speed and energy savings.

**Blue SWAG**

Mr. Kuss provided the Board with the monthly report.

**South Shore Line Double Track Project**

Mr. Kuss reported that the project has begun moving forward.

**U.S. Hwy 35 & 20 Sewer Extension Preliminary Report (PER)**

Mr. Kuss advised that on December 10, 2021, the Sanitary District requested that the drafted PER be finalized. Mr. Kuss noted that the Sanitary District continues to wait for finalization.

**Renaissance Academy Sanitary Sewer Acceptance**

Mr. Kuss reported that the Sanitary District continues to wait for the finalized agreement regarding the acceptance of the sanitary sewer.

**New Airport Runway Sanitary Sewer Project**

Attorney Meyer advised that the Federal Aviation Administration (FAA) has not made a funding commitment for this project. Mr. Werner advised that there have been no updates from the Indiana Department of Transportation (INDOT) regarding the relocation of the roadway.

Mr. Kuss recommended that Sanitary District officials meet with INDOT regarding the status of this project.

**Michigan Boulevard Green Infrastructure Service MCSD/ServiScape Contract Approval**

Mr. Kuss submitted the 2022 Service Agreement with ServiScape and recommended approval of the same.

Mr. Wright made such a motion – seconded by Mr. Werner. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

Mr. Kuss advised that there are a couple sections of the irrigation system in the green infrastructure that will need to be repaired.

Mr. Kuss reported that the Sanitary District will receive two (2) State Transportation Stormwater Grants in the amount of \$120,000.00 once the application is finalized.

Mr. Kuss recommended Board approval, that would allow the Sanitary District to submit a letter to HRP Construction to finalize the agreement and move forward with the project.

Mr. Werner made such a motion – seconded by Mr. Wright. There being no further question or comment on the matter, the motion carried 4 – 0 in favor.

**MCSAN Monthly Reports**

Mr. Kuss provided the Board with the District’s monthly and annual staff reports.

**Attorney James B. Meyer, Legal Counsel**

Attorney Meyer suggested that Sanitary District officials include the Michigan City Municipal Airport officials when meeting with INDOT to discuss the New Airport Runway Sanitary Sewer Project.

Regarding the lighting at Striebel Pond, Attorney Meyer advised that it may invite more liabilities because there are no gates preventing vehicles from entering the parking lot.

Attorney Meyer sent well wishes to Mr. Kuss in his new endeavors and added that he looks forward to working with Mr. Milatovic and other District officials.

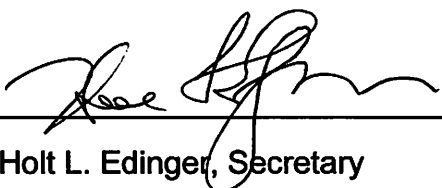
**Old Business** None

**New Business** None

Mr. Wright made a motion to approve and allow Revenue and Tax Levy Claims for Payment – seconded by Mr. Werner. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

Mr. Wright made a motion to adjourn the meeting – seconded by Mr. Werner. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

Next Regular Board of Commissioners Meeting – **Wednesday, February 23, 2022 – 1100 E. Eighth Street at 4:00 P.M.**



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Holt L. Edinger, Secretary