

REGULAR MEETING – September 8, 2020

ZOOM MEETING

The Board of Public Works, and Safety of the City of Michigan City, Indiana met in regular session on Tuesday morning, September 8, 2020, at the hour of 8:30 a.m., local time, hosted by “ZOOM” and streamed live on “My Michigan City” Facebook page.

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

Noted present: Keith Harris, Virginia Keating, Duane Parry (3) **Absent:** (0)

A QUORUM WAS NOTED PRESENT.

Also noted in attendance:

Amber Lapaich, Corporate Counsel
Kaleb Goodwin, IT
Capt. Jeff Loniewski, MCPD Traffic Division

Gale Neulieb, City Clerk
Kristina Zawacki, Assistant Deputy Clerk

APPROVAL OF MINUTES

President Harris asked if there were any corrections to the minutes from the Regular Meeting of August 17, 2020.

Vice-President Keating made the motion to approve the minutes from the Regular Meeting of August 17, 2020. The motion was seconded by Mayor Parry and carried as follows: **AYES: MEMBERS Harris, Keating and Parry (3). NAYS: (0). Motion Carries.**

ACCESS AGREEMENT-L. Charles Lukmann, General Counsel, NICTD, is requesting approval of an agreement between the Northern Indiana Commuter Transportation District (NICTD) and City of Michigan City to perform Phase II Environment Site Assessment on City property located on Chicago Street; WSP USA, Inc. will coordinate the date of drilling; this shall continue thru December 2020 from 8:00 a.m. – 5:00 p.m.

President Keith Harris asked Corporate Counsel, Amber Lapaich if there were any legal issues that the Board should be concerned about. Ms. Lapaich stated that there was not; she spoke to Skyler York, Planning Director, and he also has no concerns and believes this is a part of the double track project. President Harris also asked if they are not required to have insurance because they are drilling on their own property; Ms. Lapaich stated that technically they are self-insured.

Mayor Parry made the motion to approve the agreement between Northern Indiana Commuter Transportation District (NICTD) and the City of Michigan City to Perform Phase II Environment Site Assessment on City Property located on Chicago Street. Vice President Keating seconded the motion and carried as follows: **AYES: MEMBERS Harris, Keating and Parry (3). NAYS: (0). Motion Carries.**

POLICY CHANGES-Andrea Smith, Personnel Director, is requesting acceptance of changes in the Policy and Procedure manual for employee sick leave; twelve (12) days per year at the beginning of a benefit year

President Harris stated right now employees accumulate a sick day per month and Andrea Smith, Personnel Director wants to change this so that the employees receive the twelve (12) days all upfront at the beginning of each year.

Vice President Keating made the motion to approve the changes in the Policy and Procedure manual for employee sick leave to twelve (12) days per year at the beginning of a benefit year. Mayor Parry seconded the motion and carries as follows: **AYES: MEMBERS Harris, Keating and Parry (3). NAYS: (0). Motion Carries.**

POLICY CHANGES-Andrea Smith, Personnel Director, is requesting acceptance of changes in the Policy and Procedure manual for additional holidays; adding the primary and general election days

President Harris stated that this policy adds two additional Holidays to every year that there is an election.

Vice President Keating made the motion to approve the changes in the Policy and Procedure manual for additional holidays; adding primary and general election days. The motion was seconded by Mayor Parry and carried as follows: **AYES: MEMBERS Harris, Keating and Parry (3). NAYS: (0). Motion Carries.**

POLICY CHANGES-Andrea Smith, Personnel Director, is requesting acceptance of changes in the Policy and Procedure manual regarding the number of bi-weekly pay periods in a calendar year

Mayor Parry made the motion to approve the changes in the Policy and Procedure manual regarding the number of bi-weekly pay periods in a calendar year. The motion was seconded by Vice President Keating and carried as follows: **AYES: MEMBERS Harris, Keating and Parry (3).** **NAYS: (0).** **Motion Carries.**

CONTRACT APPROVAL-Clarence Hulse, Economic Development Corporation of Michigan City, Indiana, is requesting approval for the contract for Economic Development Services; commencing on January 1, 2021 and shall not extend beyond December 31, 2021; in the sum of \$150,000

Corporate Counsel, Amber Lapaich stated that it is the standard agreement that the Board enters into every year with the Economic Development Corporation and there is no change in dollar figure and no change in the extent of services; it is basically a renewal for another year.

Mayor Parry made the motion to approve the renewal of the contract agreement for the Economic Development Corporation for the calendar year of 2021 in the sum of \$150,000. The motion was seconded by Vice President Keating and carried as follows: **AYES: MEMBERS Harris, Keating and Parry (3).** **NAYS: (0).** **Motion Carries.**

REQUEST FOR DESTRUCTION OF CITY PROPERTY-David Cooney, Chief of Operations, M.C.P.D., is requesting to destroy City owned property; AXON cameras, charging base and power supplies; these items cannot be sold, reused or returned

President Harris stated that the Michigan City Police Department recently received new updated cameras; all of the old ones have been turned in and they are keeping four (4) of the old ones as back up just in case they are needed. The cameras to be destroyed are obsolete and therefore, are no longer useful.

Mayor Parry made a comment that he would like this request tabled until the next meeting; he could envision a need for these cameras occasionally for another Michigan City employee who may be involved in a situation where they may need video documentation. President Harris mentioned that there was some talk about possibly getting new cameras and that he would bring it within the department; he believes there are some licensing issues with each camera but will get more information about it for the next meeting.

Mayor Parry made the motion to table this request until the next meeting. The motion was seconded by Vice President Virginia Keating and carried as follows: **AYES: MEMBERS Keating and Parry (2).** **NAYS: (0).** **ABSTAINED: Harris.** **Motion Carries.**

REQUEST TO TRANSFER COMPUTERS-David Cooney, Chief of Operations, M.C.P.D., is requesting to transfer ownership of thirteen (13) computers from the Michigan City Police Department to the I.T. Department

President Harris stated that these computers were computers that were either barely working or not working at all. The I.T. department went through the full list of laptops that were slated to be destroyed and they were able to restore these 13 laptops with parts from others on the "To be Destroyed list". Now I.T. has these additional 13 laptops available when employees need a computer to work from home. This in turn saved the city money by not having to buy new laptops for that purpose. Which allowed them to remove thirteen (13) laptops from the destroy list and add them to this list to transfer them to the I.T. Department to be available if needed.

Vice President Keating made the motion to approve the transfer of ownership of thirteen (13) computers from the Michigan City Police Department to the I.T. Department. The motion was seconded by Mayor Parry and carried as follows: **AYES: MEMBERS Keating and Parry (2).** **NAYS: (0).** **ABSTAINED: Harris.** **Motion Carries.**

REQUEST FOR DESTRUCTION OF CITY PROPERTY-David Cooney, Chief of Operations, M.C.P.D., is requesting to destroy thirty (30) computers from the Michigan City Police Department that no longer have any value

President Harris stated that these are the computers left after I.T. made thirteen (13) computers functional after pulling parts and pieces from hard drives, memory etc.

Mayor Parry made the motion to approve the request of the destruction of thirty (30) computers from the Michigan City Police Department that no longer have any value. The motion was seconded by Vice President Keating and carried as follows: **AYES: MEMBERS Keating and Parry (2).** **NAYS: (0).** **ABSTAINED: Harris.** **Motion Carries.**

CORRESPONDENCE-The Clerk's office received correspondence on August 14, 2020 from City Engineer, Jeff Wright, regarding the Community Crossings Matching Grant (CCMG)-Notification of Contractor award & request for Fund-2020 York Street Reconstruction Project; amount of funds request \$207,973.20 (note: for informational purposes only)

REQUEST FOR UNIFORM CHANGE-The Michigan City Fire Department is holding their annual t-shirt Fundraiser for Breast Cancer awareness month; the department will be wearing their Breast Cancer Awareness shirts from October 1-31, 2020

(note: for informational purposes only)

STANDARD OPERATING PROCEDURES MANUAL-The Michigan City Fire Department is submitting the Standard Operating Procedures manual dated September 2020, so it can be filed in the Clerk’s Office
(note: for informational purposes only)

Corporate Counsel, Amber Lapaich would like a chance to review the manual and this item will be placed on the pending items list until the next Board of Works meeting.

CLAIMS AND PAYROLL

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:

CLAIMS DOCKET	Municipal Claims	\$2,120,720.36
	CDBG	\$12,676.70
	Health & Life	\$489,264.69
	Workers Comp	\$27,699.15
	Total Claims	\$2,650,360.90

Mayor Parry 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. The motion was seconded by Vice President Keating and carried as follows:

AYES: MEMBERS Harris, Keating and Parry (3). NAYS: (0). Motion Carries.

PAYROLL DOCKET

August 28, 2020	
City Payroll Total:	\$758,746.12

Mayor Parry made the motion to approve the Payroll Claims as presented. The motion was seconded by Vice-President Keating and carried as follows: **AYES: MEMBERS Harris, Keating, and Parry (3). NAYS: (0). Motion Carries.**

UNFINISHED DOCKET-Pending Items

President Harris stated the first item on the Pending Items List is a request from Kenneth Purze to purchase city property, Parcel #4601284820020000

Corporate Council, Amber Lapaich stated that no department head objected to the sale of this property; and looked at the most recent assessed value through the La Porte County Assessor’s Office this Parcel at 131 Edwards Street is assessed at \$13,200; because it is over \$6,000 if the Board is interested in selling this parcel they must get an appraisal. Once the appraisal is back the Board can set the offering price and make the necessary findings pursuant to Indiana Code 36-1-11-5D to sell this Parcel.

Vice President Keating made the motion to order an appraisal for the property located on 131 Edwards Street. The motion was seconded by Mayor Parry and carried as follows: **AYES: MEMBERS Harris, Keating and Parry (3). NAYS: (0). Motion Carries.**

President Harris stated the next item on the Pending Items List is a request for Bolt for the Heart for an event that will be taking place starting at Washington Park to Lakeshore Drive down to stop 37 and back

All of the conditions the conditions that were provided by Capt. Jeff Loniewski, Michigan City Traffic Division, have been met; the Michigan City Police Department has approved the overtime, the Park Board has approved the run/walk, and Long Beach City Council has also approved the run/walk.

Mayor Parry made the motion to approve this event pending receipt of their certificate of insurance no later than seven (7) days before the scheduled event. The motion was seconded by Vice President Keating and carried as follows: **AYES: MEMBERS Harris, Keating and Parry (3). NAYS: (0). Motion Carries.**

President Harris stated the next item on the Pending Items List is a request from Tom Doperalski, 2568 Ohio Street, requesting to have more stone be applied to area to fix the drainage problem that occurs when it rains heavily, stone keeps washing away

President Harris stated that he believes this has been taken care of, that he drove by and saw it was complete. City Clerk, Gale Neulieb, continued that she had received a text message from Mr. Doperalski with pictures of the street workers out there working; she believes that Shong Smith has taken care of this matter.

President Harris said that the Board has not heard from City Engineer, Jeff Wright or Street Department Director, Shong Smith that this matter has been completed.

Mayor Parry made the motion to remove this item from the pending items/unfinished business list. The motion was seconded by Vice President Keating and carried as follows: **AYES: MEMBERS Harris, Keating and Parry (3). NAYS: (0). Motion Carries.**

President Harris stated the next item on the Pending Items List is a request from Diane Gonzales, La Porte County Board of Commissioners, asking to place 2 designated parking spaces for the bridge tender parking only in the south parking lot near the DNR

President Harris stated that this item was referred to the Port Authority and isn't sure if they have dealt with this parking spaces yet; it was under their direct discretion and entertains the motion to remove this item from the pending list.

Vice President Keating made the motion to remove this request from the pending items/unfinished business list. The motion was seconded by President Harris and carried as follows: **AYES: MEMBERS Harris, Keating and Parry (3). NAYS: (0). Motion Carries.**

President Harris stated the next item on the Pending Items List is a request from Bonita Schaaf, Michigan City Mainstreet Assoc. approved to place artwork in Charles Westcott Park-MCMA applied for "Preserving Women's Legacy Grant" from Indiana Humanities & Office of Community and Rural Affairs

President Harris stated that they were awarded their grant for \$40,000 to place their sculpture in Westcott Park; they are still waiting on the approval of the design for their sculpture by the Public Arts Committee.

President Harris stated the next item on the Pending Items List is a request from Cora Cambridge, 220 Gladys Street, requesting NIPSCO change the pole around in front of 227 Gladys to a light that overhangs the street rather than onto private property

President Harris stated that the residents of 231 Gladys Street pay for that dusk to dawn light and that light is over someone's yard. Capt. Jeff Loniewski made the suggestion to ask NIPSCO to place another pole with another light to provide this lighting for Cora Cambridge. Capt. Loniewski also suggest getting an estimate from NIPSCO to move a new pole closer to midblock so it will cover a greater area.

Mayor Parry made the motion to proceed with input from Jeff Wright, City Engineer, and a request for an estimate from NIPSCO to install a new light. The motion was seconded by Vice President Keating and carried as follows: **AYES: MEMBERS Harris, Keating and Parry (3). NAYS: (0). Motion Carries.**

President Harris stated the next item on the Pending Items List is a request from Elbert Ladd, 2826 E. Coolspring Ave, is requesting 'No Truck Traffic' signage to be installed on Roeske Ave; and Michigan Blvd and Roeske and Coolspring Ave

Capt. Loniewski stated that he talked to the Street Department and they had installed the sign at Coolspring and Roeske Ave; however, they only had one sign. Capt. Loniewski talked to Shong Smith and another sign was being ordered for the intersection of Michigan Blvd and Roeske.

President Harris stated the next item on the Pending Items List is a request from Pamela Utterback, representing the Shoreland Hills Property Owners Association, 203 Maplewood Trail, is requesting paving in the Shoreland Hills Subdivision

President Harris stated that we have received information from Planning Director Skyer York, at a prior meeting regarding this issue and that there might be patching done at a later time.

President Harris stated the next item on the Pending Items List is a request from Councilman Don Przybylinski, 215 Gardena St., is requesting the installation of a stop sign at the intersection of Gardena and Maple Streets

President Harris stated that a traffic study was to be done but there were issues with the radar trailer. Capt. Loniewski stated that he talked with the manufacturer of the radar trailer and was informed that the data collection device on the trailer was not working correctly. Capt. Loniewski said he will not be sending in the trailer in for repairs until the end of the season due to the radar portion of the trailer is still working; he had the radar trailer at the location for about three (3) weeks and did not see any significant speeding. The accidents stats were pulled when the study was first brought up and there was only one accident in the last six (6) years at the intersection and was not traffic related. Capt. Loniewski suggested that it would be up to the board if they

wanted the radar trailer left there or if they would just like to have the Michigan City Police Department monitor the situation.

Vice President Keating made the motion to just have the police department monitor the intersection and take this matter off the pending list. The motion was seconded by Mayor Parry and carried as follows: **AYES: MEMBERS Harris, Keating and Parry (3). NAYS: (0). Motion Carries.**

President Harris stated the next item on the Pending Items List is a request from John Chalikian, 609 Franklin Street-no access to property and drainage issues

President Harris made a request to leave this item on the pending list until the next Board of Public works and Safety meeting.

President Harris stated the next item on the Pending Items List is an order to demolish-710 W. 10th Street-Owner Aleksandar Ristevski; Jason & Jane Straton

President Harris stated that we were giving this order to September 21, 2020 and will bring this up at the next meeting.

BOARD COMMENTS

President Harris asked if there were any Board comments.

ADJOURNMENT

President Harris stated as there were no other items on the agenda to be considered by the Board at this time, declared the meeting ADJOURNED (approximately 9:21 a.m.). Vice President Virginia Keating made the motion to adjourn. The motion was seconded by Mayor Parry and carried as follows: **AYES: MEMBERS Harris, Keating and Parry (3). NAYS: (0). Motion Carries.**

Gale A. Neulieb, City Clerk