

# REGULAR HYBRID/ZOOM MEETING – October 18, 2021

The Board of Public Works and Safety of the City of Michigan City, Indiana, met in REGULAR SESSION on Monday morning, October 18, 2021, at the hour of 8:30 a.m., in the Council Chambers, in the City Hall Building, located at 100 East Michigan Boulevard, Michigan City Indiana and hosted by “Hybrid/Zoom” and streaming live on “My Michigan City” Facebook page.

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

**Noted present in person:** Andrew White, Virginia Keating, and Mayor Parry (3), **Absent: None** (0).

## A QUORUM WAS NOTED PRESENT.

Also noted in attendance:

Amber Lapaich-Stalbrink, Corporate Counsel  
Kaleb Goodwin I.T. Webmaster  
Jeff Wright, City Engineer  
Captain Jeff Loniewski, M.C.P.D. Traffic  
Skyler York, Planning Director  
Terry Greetham, Event Director  
Doug Legault, Chief M.C.F.D.  
Terry Greetham, Events Director/Recreation Coordinator  
Shannon Eason, Assistant Park Superintendent  
Pat Voltz, Maintenance Director  
Yvonne Hoffmaster, City Controller  
Andrea Smith, Personnel Director  
Robin Tillman, Transit Director  
Aaron Borngaber, Assistant Planner

Gale Neulieb, City Clerk  
Dawn Debald Deputy Clerk

## APPROVAL OF MINUTES

President White stated that there is a correction to the minutes from the Regular “Zoom” Meeting of October 4, 2021; stating the minutes should be amended by adding Regular “Hybrid/Zoom” meeting on October 4, 2021.

Mayor Parry moved to approve the minutes and corrections of the Regular “Hybrid/Zoom” meeting of October 4, 2021; seconded by Vice-President Keating. The minutes were approved by the following vote: **AYES:** Board of Public Works and Safety members White, Keating, and Parry (3). **NAYS:** None (0). **Motion Carries.**

## AWARDING OF BIDS - Rebid - 2022 Fuel Procurement for Unleaded & Diesel Fuel

Corporate Counsel, Amber Lapaich-Stalbrink addressed the Board stating that after reviewing the submitted bid documents, Co-Alliance LLP., Petroleum Trader Corporation and Knoll Brothers Inc. all returned the appropriate documentation and are responsive bidders; Colonial Oil did not sign and return the agreement for purchase and delivery of fuel which is required in the bid documents and would be deemed non responsive; recommending awarding the bids to Co-Alliance LLP., Petroleum Trader Corporation and Knoll Brothers Inc.; advising that Co-Alliance LLP. and Petroleum Trader Corporation need to provide an updated Certificate of Insurance.

Mayor Parry made the motion to award the bids to Co-Alliance LLP., Petroleum Trader Corporation and Knoll Brothers Inc. for the 2022 Fuel Procurement for Unleaded & Diesel Fuel. The motion was seconded by Vice-President Keating and carried as follows: **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

## REQUEST FOR EXTENSION OF PHYSICAL FITNESS TESTING - Victoria Armstrong, Michigan City Fire Department, is requesting an extension of time for her physical fitness testing due to being on restricted duty

Chief Doug Legault, Michigan City Fire Department stated that Ms. Armstrong is on restricted duty.

Vice-President Keating asked how long is needed for the extension.

Chief Doug Legault stated she needs a one-month extension.

Vice-President Keating made a motion to approve the request for an extension of time for her physical fitness testing due to being on restricted duty for one month. The motion was seconded by Mayor Parry; The request was approved by the following vote: **AYES:** Board of Public Works and Safety members White, Keating, and Parry (3). **NAYS:** None (0). **Motion Carries.**

## REQUEST TO DONATE ARTWORK- Shannon Eason, representing the Michigan City Public Art Committee is requesting approval for the donation of the “Bear Family” sculpture from Jim Collins to the City of Michigan City

Shannon Eason, representing the Public Art Committee addressed the Board stating that the City has leased this sculpture for the last four (4) years and the artist Jim Collins would like to donate the sculpture “Bear Family” to the City permanently; advising it is currently installed outside of the Zoo.

Mayor Parry made the motion to approve the donation of the “Bear Family” sculpture from Jim Collins to the City of Michigan City. The motion was seconded by Vice-President Keating and carried as follows: **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

**REQUEST FOR STREET CLOSURE - Chief Doug Legault, Michigan City Fire Department, is requesting a street closure of Franklin Street from 11th Street to 4th Street; and 4th Street from Pine to Washington Street for the Annual Snowflake Parade on Saturday, December 4, 2021 starting at 2:30 p.m.**

Chief Doug Legault, Michigan City Fire Department stated that the M.C.F.D. would like to get back to the normal by having the Snowflake Parade.

Captain Jeff Loniewski, M.C.P.D. Traffic stated this is the same route as previous years and is recommending approval.

Mayor Parry made the motion to approve the request by Chief Doug Legault, Michigan City Fire Department; street closure of Franklin Street from 11th Street to 4th Street; and 4th Street from Pine to Washington Street for the Annual Snowflake Parade on Saturday, December 4, 2021 starting at 2:30 p.m. The motion was seconded by Vice-President Keating. The request was approved by the following vote: **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

**REQUEST FOR HONORARY STREET SIGN - Councilman Bryant Dabney and Shontelle Hogan Abrons are requesting the placement of an honorary street sign in the name of Kamilion Jenkins near Holiday and Grace Street**

President White asked Corporate Counsel, Amber Lapaich-Stalbrink if there is an ordinance in terms of what conditions are needed for an honorary sign.

Counsel Lapaich-Stalbrink stated that this matter would be at the discretion of the Mayor.

Mayor Parry stated that he thinks that this is a fabulous idea and supports the request.

Mayor Parry made the motion to approve the placement of an honorary street sign in the name of Kamilion “Milly” Jenkins near Holiday and Grace Street. The motion was seconded by Vice-President Keating. The request was approved by the following vote: **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

President White stated this matter will be placed on the pending items/unfinished business list until the next meeting on November 1, 2021 and will remain on the list until the signs are installed.

**CONTRACT APPROVAL - A letter of agreement between the City of Michigan City and Baker Tilly U.S. LLP. to assist the City with advisory services**

President White addressed the Board stating that he is deferring this to Corporate Counsel, Amber Lapaich-Stalbrink; advising all three items have to do with the City’s relationship with Baker Tilly.

Corporate Counsel, Amber Lapaich-Stalbrink stated we have the initial engagement letter, and the other two documents are for specific projects that all tie in together with the initial engagement letter; explaining the City would like to engage the services of Baker Tilly to assist with consulting on the use and implementation of the funding from the American Rescue Plan; advising this is not to exceed \$100,000; further stating if the City gets audited it will be at no cost to the City.

Vice-President Keating made the motion to approve the engagement letter between the City of Michigan City and Baker Tilly U.S. LLP. to assist the City with advisory services. The motion was seconded by President White. The request was approved by the following vote: **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

**CONTRACT APPROVAL - An agreement between the City of Michigan City and Baker Tilly U.S. LLP. for services related to the American Rescue Plan (ARP)**

Vice-President Keating made the motion to approve the agreement between the City of Michigan City and Baker Tilly U.S. LLP. for services related to the American Rescue Plan (ARP). The motion was seconded by Mayor Parry. The request was approved by the following vote: **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

**CONTRACT APPROVAL - An agreement between the City of Michigan City and Baker Tilly U.S. LLP. for Municipal Advisory Services -EDA grant application**

Vice-President Keating made the motion to approve agreement between the City of Michigan City and Baker Tilly U.S. LLP. for Municipal Advisory Services -EDA grant application. The motion was seconded by Mayor Parry. The request was approved by the following vote: **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

**POLICY CHANGES - Andrea Smith, Personnel Director, is requesting acceptance of changes to the vision and dental plans with no additional cost to Employees- MetLife (new provider)**

Andrea Smith, Personal Director stated that the City recently had our dental carrier come to them with a quote of 24% higher than what we are paying now; advising MetLife will save employees money and there will be cost savings to the City; explaining on the vision insurance you will now get two pairs of glasses instead of one.

Earl McClain, General Insurance, addressed the Board stating MetLife came in with virtually identical benefits to savings of 10% below the current cost; continuing to explain the dental and vision benefits.

**REQUEST FOR SIGNAGE - Ernest Brunswick, 221 White Oak Drive, is requesting the installation of two (2) stop signs on White Oak Drive between Kildeer Avenue on the north and Gardena Street to the south.**

Mayor Parry addressed the Board stating there is a lot of high-speed traffic near that location with many children in the area; referring this to Captain Jeff Loniewski, M.C.P.D. Traffic Division.

Captain Loniewski stated that the request is for two (2) speed limit signs; advising there are no speed limit signs on White Oak Drive; recommending approval of the installation of the speed limit signs and an additional sign for northbound traffic at the intersection of Coolspring Avenue and White Oak Drive; explaining when there are no speed limit signs, it is posted as 30 MPH.

Mayor Parry stated that Mr. Brunswick requested two (2) speed limit signs; one in each direction of traffic.

Jeff Wright, City Engineer addressed the Board stating he agrees with the installation of speed limit signs; explaining his recommendation is to post 30 MPH from Coolspring Avenue up to Greenwood Avenue; and post 25 MPH sign from Coolspring Avenue to Gardena Street and Gardena Street to Greenwood Avenue; also recommending the installation of an additional sign for northbound traffic at the intersection of Coolspring Avenue and White Oak Drive; further explaining the markings in that corridor need to be freshened up and the stop signs on Gardena Street are set at 4-5 feet high which is outside of the standard; advising the stop signs need to be adjusted to the proper height of 7 feet.

Vice-President Keating made the motion to accept the recommendation of Captain Jeff Loniewski, M.C.P.D. Traffic Division and Jeff Wright, City Engineer for all of the signs; and approval for the markings to be redone and the height of the stop signs on Gardena Street adjusted to the correct height of 7 feet. The motion was seconded by Mayor Parry.

The request was approved by the following vote: **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

President White stated this matter will be placed on the pending items/unfinished business list until the next meeting on November 1, 2021 and until the signs are installed.

**CLAIMS AND PAYROLL**

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, and payrolls approved. The motion was seconded by Vice-President Keating and carried as follows: **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

**CLAIMS DOCKET**

**October 18, 2021**

Municipal Claims	\$	1,097,007.69
CDBG	\$	29,508.73
Health & Life	\$	67,383.27
Workers Comp.	\$	0.00
<b>Total Claims -</b>	<b>\$</b>	<b>1,193,899.69</b>

Allowance of claims as set forth in the Register of Claims as follows:

**PAYROLL DOCKET     October 8, 2021**

<b>City Payroll</b>	<b>\$</b>	<b>543,414.73</b>
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Mayor Parry made the motion to approve the payroll docket for October 8, 2021. The motion was seconded by Vice-President Keating and carried as follows: **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

**UNFINISHED BUSINESS**

**President White stated the first item on the pending items/unfinished business list is Denise Blau, 211 Superior Street, is requesting placement of a “Stop” sign on Superior Street between Tilden Avenue and Franklin Street**

President White stated that Captain Loniewski, M.C.P.D. Traffic Division made the recommendation to have speed limit signs placed in this location; this was contingent on Captain Loniewski, and Jeff Wright, City Engineer finding the best logical locations to place the signs.

Captain Loniewski, M.C.P.D. Traffic Division stated that he spoke with Shong Smith, Director M.C. Central Services and the signs are still on back order and have not been installed.

President White stated this matter will be placed on the pending items/unfinished business list until the next meeting on November 1, 2021 and until the signs are installed.

**President White stated the next item on the pending items/unfinished business list is Nazir Kryvko, Dexco Corp. installation of sewer laterals on Mayfield Drive, Lot #27 and more**

President White stated this matter was placed on the pending items list delegating the authority to Jeff Wright, City Engineer so he can extend the time frame if necessary, for the installation of additional laterals and to monitor the contractor’s compliance with City Code.

Jeff Wright, City Engineer addressed the Board stating no work has been done at this time and an email was sent with no response.

President White stated this matter will be placed on the pending items/unfinished business list until the next meeting on November 1, 2021.

**President White stated the next item on the pending items/unfinished business list is Pat Voltz, Michigan City Parks and Recreation, Maintenance Director, disposal of several Park and Zoo vehicles and equipment**

Pat Voltz, Michigan City Parks and Recreation, Maintenance Director stated there are several vehicles that are beyond repair and there are two vehicles that we would like to move over to Central Maintenance.

President White asked Pat Voltz if he could elaborate on what will be done to said vehicles.

Mr. Voltz stated the vehicles would be removed from inventory and scrapped; the two that are going to Central Maintenance will hopefully be repaired with spare parts; there are nine vehicles in all; explaining the 1977 Chevy that is listed a scrap will go to Central Maintenance along with the 2000 Chevy.

Mayor Parry made the motion to approve the disposal of several Park and Zoo vehicles and equipment and the transfer of the 1977 and 2000 Chevy to Central Maintenance. The motion was seconded by Vice-President Keating and carried as follows: **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

**President White stated the next item on the pending items/unfinished business list is Mary Anne Gustufson, 116 Krueger Avenue, placement of speed limit signs between Center and Krueger Street and that stretch of road**

President White stated that Jeff Wright, City Engineer & Captain Jeff Loniewski, M.C.P.D.’s Traffic Division made the recommendation for 20 MPH in that area; advising they will look at the most logical placement for the posted 20 MPH speed limit signs.

Captain Jeff Loniewski, M.C.P.D. Traffic Division stated that the signs have been received advising that they have not been installed.

President White stated this matter will be placed on the pending items/unfinished business list until the next meeting on November 1, 2021 and until the signs are installed.

**President White stated the next item on the pending items/unfinished business list is Brealon Hervey- Social Que BBQ and Catering, Mobile Food Truck located at 621 Franklin Street**

President White asked Gale Neulieb, City Clerk, if she had received an update from Mr. Hervey.

Gale Neulieb, City Clerk, stated that Mr. Hervey is still working with Mr. Lake.

President White stated this matter will be placed on the pending items/unfinished business list until the next meeting on November 15, 2021.

**President White stated the next item on the pending items/unfinished business list is Tracy Coleman, 218 Willard Avenue, concerns with speeding vehicles on Willard Avenue and children's safety**

President White stated that the signs have been received and have not been installed at this time; this matter will stay on the pending items/unfinished business list until the next meeting on November 1, 2021.

**President White stated the next item on the pending items/unfinished business list is Councilman Don Przybylinski's request that signage (rough crossings) be placed at Ohio Street and Tilden Avenue CSX crossings**

Mayor Parry stated he has had no new information at this time; advising if we have to change our plan it might cost the City a little bit of money, but we would then go with concrete panels at those two locations rather than asphalt between the tracks; explaining these tracks are considered an imminent danger that could cause a serious automobile accident.

President White stated this matter will stay on the pending items/unfinished business list as a reminder to keep the Board updated on communications between the Mayor and CSX.

**President White stated the next item on the pending items/unfinished business list is Robin Tillman, Transit Director – RFP proposals for bus shelters.**

Vice-President Keating addressed the Board stating that it is her understanding that Ms. Tillman no longer wishes to move forward on this matter; advising that she is moving to have this removed from the pending items list and denying the request.

Vice-President Keating made the motion to deny the RFP proposals for bus shelters. The motion was seconded by Mayor Parry. The request was approved by the following vote: **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

#### **PUBLIC COMMENTS**

President White asked if any other public comments; there was no response.

#### **BOARD COMMENTS**

President White asked if there are any Board comments; there was no response.

#### **ADJOURNMENT**

The presiding officer inquired whether there was anything else to be considered by the Board at this time and, there being none, asked for a motion to ADJOURN the meeting at approximately 9:07 a.m. Vice-President Keating made the motion to Adjourn. The motion was seconded by Mayor Parry. **AYES:** Board of Public Works and Safety members White, Keating and Parry (3). **NAYS:** None (0). **Motion Carries.**

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Gale A. Neulieb, City Clerk