

August 21, 2018

A REGULAR MEETING OF THE BOARD OF
PUBLIC WORKS AND SAFETY OF THE CITY OF NEW HAVEN, INDIANA

The Board of Public Works and Safety of the City of New Haven met in the Council Chambers in the City Administration Building on the 21st of August 2018 at the hour of 9:30 a.m.

The meeting was called to order by Mickey Hill who presided. On checking the roll the following members were shown to be present or absent as follows:

Present: Wayne Doenges, Mickey Hill

Absent: Terry McDonald

The claim registers for payroll and vendor checks written since the last regularly scheduled meeting were presented to the board and also signed by the board. The vendor checks are dated August 22, 2018 and will be mailed August 22, 2018.

The Title VI Statement

Wayne Doenges moved to approve the minutes of the previous meeting as presented. Mickey Hill seconded the motion and the motion was approved

Clerk Treasurer Brenda Adams asked for approval of the Annual Remote Support Agreement with BIS Digital for Council Chambers the recording software in the amount of \$870.00. Brenda commented they are very responsive and helpful when we do need to call for support. Wayne Doenges made a motion to approve the Annual Remote Support Agreement with BIS Digital for Council Chambers the recording software in the amount of \$870.00. Mickey Hill seconded the motion and the motion was approved.

Director of GIS Dave Schaab asked for approval of the Accela Software Contracts for permitting, asset management, work orders and service requests. Dave Schaab explained Accela Software is a civic platform for governments which provides permitting, asset management, work orders and service requests all in one package. This system is going to help standardize service requests and work orders along with making the process more efficient and will be able to be done through the website. Dave Schaab said the first contract is from Sidwell (Accela) for implementation costs of \$54,060.00 and the second is for thirteen subscriber's licenses at \$2,207.52 per user per year for the total for 2018 being \$63,625.92. If approved it would be a five year contract in the total amount of \$255,804.74 and then every year after 2018 it will just be the user's fees. He explained the thirteen licenses are one for each of the following departments, Parks, Engineering, GIS, Code Enforcement, Fire/EMS and the Mayor's Office and two for the Police Department, Public Works and three for the Planning Department. Mickey Hill asked how this compares to what we have and what we have been paying. Dave Schaab explained we have been paying next to nothing because Fire Tech is out of service, the Engineering, Police and Utility Departments don't have any systems in place and the Zone Pro is out of service and not supported. Mickey Hill asked how we are getting by right now. Dave Schaab commented he thinks Symplexity is holding those programs together with a lot of patches, the Engineering, Police and Utility Departments have been making do with spreadsheets, emails and phone calls. He said he knows BS&A has a work order system, but the comments he has heard is once they are generated they can't migrate or implement it back into the system it has to be done manually. Mickey Hill asked Clerk Treasurer Brenda Adams if all the City departments would then be billed as far as the City paying the entire amount. Clerk Treasurer Brenda Adams explained it is not in their budget this year to do this, so we are going to take it out of the CCD Fund and next year we are going to have an IT Department within the General Fund, so it will be divided between General, Water, Sewer, Storm, and CEDIT. Wayne Doenges asked if the thirteen licenses applied to each computer or a computer in a specific department. Dave Schaab said the Department Heads will name users and anyone named can then log into the system, it's not for a specific computer, but only one person can be on the user account at a time. Mickey Hill asked Dave if he has any idea why Accela sets it up that way. Dave Schaab explained it is just the way they set it up. Mickey Hill said it seems if you buy a license your whole department should be able to use it at the same time. Dave Schaab said he agrees, but feels part of it is because so someone can't take credit for someone else's work and so changes can be made one at a time. Wayne Doenges said he feels it could be set up that way, but this way they can sell more licenses. Mickey Hill asked if there is any other company that can do what Accela does. Dave Schaab responded not that they could find, with the wide breath of services, the customer support and the integration with GIS, no one could offer what they offer. Wayne Doenges made a motion to approve the contracts with Sidwell and Accela for a five year contract in the total amount of \$255,804.74, with the 2018 amount of \$63,625.92, though he noted he did not like the cost and the way it is laid out. Mickey Hill seconded the motion and the motion was approved.

Clerk Treasurer Brenda Adams spoke on behalf of Police Chief Henry McKinnon and asked for approval to purchase new desks, credenzas, keyboard platforms, drawers, hutches doors and lock

for the Police Department Detectives from Baker Street in the amount of \$8,070.00. The second was received from Workspace Solutions in the amount of \$10,000.63. Wayne Doenges made a motion to approve the purchase of new desks, credenzas, keyboard platforms, drawers, hutches doors and lock for the Police Department Detectives from Baker Street in the amount of \$8,070.00. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel brought to the board Special Event Permit EV-18-13 for New Haven High School's Homecoming Parade. Keith Schlegel explained the event would be held on Tuesday, September 28, 2018 from 4:30 p.m. to 5:00 p.m. with the route starting at St. John's School on Powers Street to Broadway to Park Avenue to Green Street/Road and ending at the High School. Keith said they are asking for a police escort and the insurance was verified on August 13th. Wayne Doenges made a motion to approve Special Event Permit EV-18-13 for the New Haven High School's Homecoming Parade on September 20, 2018 with route as noted above and the on permit. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of invoice #13972 to GME Testing in the amount of \$1,772.21 for work on the 2016 Community Crossings Project. Keith explained this invoice is for construction testing services. Wayne Doenges made a motion to approve invoice #13972 to GME Testing in the amount of \$1,772.21 for work on the Community Crossings Project. Mickey Hill seconded the motion and the motion was approved.

Under projects, Director of Engineering Keith Schlegel explained we are making progress, but we missed the substantial completion date for the 2016 Community Crossings Project, which was supposed to be done on the first of August. It is August 21st and we still have Norland Lane with aggregate and curbs, but the driveways have been built. The second phase of Kirklynn is in the same condition, where we have stone and curbs, but we are not ready for asphalt yet. The contractor has had a different way of interpreting the specifications of sub-grade treatment other than what the engineering and City had stated. Keith Schlegel said the 2017 Community Crossings Project is going well, with all the curbs replaced in Scarborough Section V and we have 50 percent of asphalt between the existing curb and the asphalt installed. The weather has been making it challenging, but we are making good progress. Keith Schlegel commented the issue we have with our sanitary sewers during wet weather events and with this project we incorporated approximately 2,000 feet of sump pump tile. We have made around seven connections from the sumps into this tile we just built and we only knew about five, so it could become normal for us with street projects. When we know we have basements with sump pumps it gives people an area to direct it to and is reasonable to build. Keith said he reviewed all of the video main line and all the connecting sewer laterals in the Woodridge Addition and are in the process of grading those. He commented he has a pretty thick binder with photographs of deficiency laterals in the Woodridge Addition. We are trying to get the 3R Program launched and we have made application to State Revolving Fund and as of yet we have not heard anything back from them.

Under further business Wayne Doenges commented if we have anything to come before the Board of Works in the future with this complexity with computers, he would appreciate for someone to get with him before the meeting to simplify it as he doesn't like to approve something he is not sure of. Mickey Hill agreed and thanked Dave Schaab for explaining a few things prior to the beginning of the meeting.

Wayne Doenges made a motion to adjourn the meeting. Mickey Hill seconded the motion and the meeting was adjourned.

Brenda Adams
Clerk Treasurer

Mickey Hill
Presiding Officer