

September 5, 2017

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 5th of September 2017 at the hour of 9:30 a.m.

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

Present: Terry McDonald, Wayne Doenges, Mickey Hill
Absent: None

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 September 6, 2017 and will be mailed September 6, 2017.

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.

Terry McDonald offered condolences to Board Member Mickey Hill on the loss of her sister.

The first item on the agenda was a park bond claim correction for Buesching's Peat Moss in the amount of \$928.50. Laura Hartman spoke and said the Board of Works approved the claim on August 1, 2017 to be paid out of the Park Bond Fund. It was not a Bond Claim and was paid for by the Park Department on August 7, 2017 out of Fund 23. Mickey Hill made a motion to rescind the approval of payment from the Park Bond Fund to Buesching's Peat Moss in the amount of \$928.50. Wayne Doenges seconded the motion and the motion was approved.

Terry McDonald asked for approval of the Annual Software/Support Agreement with BIS Digital for the recording equipment in the City Council Chambers in the amount of \$870.00. Wayne Doenges made a motion to approve the Annual Software/Support Agreement with BIS Digital for the recording equipment in the City Council Chambers in the amount of \$870.00. Mickey Hill seconded the motion and the motion was approved.

Superintendent of Public Works Dave Jones asked for approval for Brown Equipment to install a used John Deere motor on the City's 1992 American Leaf Vacuum Truck in the amount of \$18,925.00. Dave said he received bids to purchase a new leaf vacuum. The first from Brown Equipment is for \$55,250.00, from Best Equipment for \$54,500.00 and a bid for a new John Deere motor for \$28,700.00 and a used John Deere Motor for \$18,925.00 both from Brown Equipment. Dave explained the used motor was a trade in unit, has low hours and it has been gone through by their technicians and asked for approval of the used motor. Mickey Hill made a motion to approve the purchase of a used John Deere motor from Brown Equipment in the amount of \$18,925.00 to re-power the City's current 1992 American Leaf Vacuum. Wayne Doenges seconded the motion and the motion was approved.

Superintendent of Public Works Dave Jones brought to the board a request from Continental Diamond Tool (CDT) for a variance to relocate their new water service meter inside the building in lieu of an exterior meter pit. Dave said he and Director of Engineering spoke and they don't have an issue with it as it would still be easily accessible for the Public Works Department. Wayne Doenges made a motion to approve the variance for Continental Diamond Tool (CDT) to relocate their new meter inside the building in lieu of setting in an exterior meter pit. Mickey Hill seconded the motion and the motion was approved.

Superintendent of Public Works Dave Jones asked for approval of a three year HVAC Maintenance Agreement for City Hall. Dave said he received the following three quotes:

Current Mechanical – Full Service with ¼ Preventive Maintenance

\$36,200.00 per year at \$2,470.00 per month

Havel – Full Service with ¼ Preventive Maintenance

\$29,640.00 per year at \$2,470.00 per month

Full Labor Agreement (no parts) with ¼ Preventative Maintenance

\$18,540.00 per year at \$1,545.00 per month

WMI (Wagner-Meinert) –Full Service with ¼ Preventative Maintenance

\$33,500.00 per year at \$2,791.00 per month

Block Labor Agreement – No Quote

Dave said in speaking with Clerk Treasurer Brenda Adams she felt it was more budget friendly to pay monthly then to pay yearly and if something goes wrong you don't have to suddenly come up with the money for repairs. Terry McDonald said he agreed with Brenda's thinking and felt it is a very good idea as it helps with accounting on the budget. Terry McDonald made a motion to approve a three year full service agreement with ¼ preventative maintenance for the HVAC at City Hall with Havel in the amount of \$29,640.00. Wayne Doenges seconded the motion and the motion was approved.

Superintendent of Parks Mike Clendenen asked for approval of the following Park Bond Claims:

| | |
|-----------------------|--------------------|
| LA Electric | \$ 7,920.00 |
| LA Electric | \$16,111.00 |
| Schenkel Construction | \$24,060.00 |
| Fritcha Construction | <u>\$63,495.95</u> |
| Total | \$111,586.95 |

Mickey Hill made a motion to approve the above Park Bond Claims in the total amount of \$111,586.95. Wayne Doenges seconded the motion and the motion was approved.

Police Chief Henry McKinnon asked for approval to hire Autumn Buffenbarger and Brody Ruble as part-time dispatchers for the Police Department effective September 6, 2017 and to start them both at a pay rate of \$19.61 per hour due to their experience. Wayne Doenges made a motion to approve to hire Autumn Buffenbarger and Brody Ruble as part-time dispatchers for the Police Department effective September 6, 2017 and to start them both at a pay rate of \$19.61 per hour. Mickey Hill seconded the motion and the motion was approved.

Police Chief Henry McKinnon asked for approval to auction at Indiana Auto Auction the following Police Department vehicles:

2010 Dodge Charger VIN 2B3CA4CT4AH159125
2010 Dodge Charger VIN 2B3CA4CTXAH159128
2011 Dodge Charger VIN 2B3CL1CT1BH540117
1989 Chevy Step Van VIN 1GCKP32W0K3323859

Mickey Hill made a motion to approve to take to Indiana Auto Auction the above listed Police Department Vehicles. Wayne Doenges seconded the motion and the motion was approved.

Police Chief Henry McKinnon asked for approval to purchase two in-car camera systems from Watch Guard with a DAC Grant for the Police Department for \$4,820.00 each for a total of \$9,640.00. Henry explained the reason they chose Watch Guard is their reliability as a quality recording is paramount and it is important to maintain a uniform system throughout the fleet for continuity. Wayne Doenges made a motion to approve to purchase two in-car camera systems from Watch Guard with a DAC Grant for the Police Department in the amount of \$4,820.00 each for a total of \$9,640.00

Police Chief Henry McKinnon asked for approval to auction off at AAA Auction and/or destroy the following outdated equipment:

Televisions

One (1) Zenith 27" box Television Serial #421-44160153

Projectors

One (1) Sony LCD Data Projector with case Serial #31733

Two (2) Kodak Ektagraphic III Projectors with case Serial #A-137841 and A-340285

One (1) Singer Caramate 3300 Projector Serial #41233

One (1) Kodak Slide Projector Serial #SY61 and 3 slide carousels
Camcorder/Camera
One (1) Samsung Camcorder Serial #67CC100413
One (1) MPH Docucam Tape Eraser Serial #ERA810000010
One (1) Sony Digital Mavica Camera and Case Serial #282383

Chairs

Two (2) Brown Lobby Chairs
One (1) Blue Desk Chair

Misc. Equipment

Two (2) Bretford A.V. Metal Cabinet
One (1) Infocus LP640 Projector Serial #AJQN41101538
One (1) Box of Misc. AV Equipment and Wires
One (1) 4 Channel Stereo Sound Mixer Serial #505182
One (1) True Charge 40 amp battery charger Serial #20407272
One (1) Professional Weather Center PC Interface
One (1) Sharp DVD Video/VHS Player Serial #207714861

Clerk's Office Equipment

One (1) TV Cart
Six (6) Soap Dispensers
Six (6) Towel Dispensers
One (1) Workstation with Hutch
Three (3) Two-Drawer File Cabinets

Henry said the computer hard drives would be wiped clean by our IT Company or they would be removed or destroyed. Mickey Hill made a motion to approve to auction and/or destroy the above listed items from the Police Department and Clerk's Office. Wayne Doenges seconded the motion and the motion was approved.

Police Chief Henry McKinnon presented an updated job description for the New Haven Police Records Administrator. He explained Robin Hughes was retiring today after 38 years of service, so they will be posting her job in a few days. He asked for the board to review it and asked for comments or questions. Terry McDonald thanked Robin for her 38 years of service and said she will be missed and Henry agreed. Terry asked if there is any requirement for a bond since this position handles money. Henry said he would check with the Clerk Treasurer and add it if necessary. Terry said he would like a voice stress test administered and for it to be added to the job description. Mickey Hill made a motion to approve the updated job description for the New Have Police Records Administrator with changes as noted. Wayne Doenges seconded the motion was approved.

Director of Engineering Keith Schlegel brought to the board Special Events Permit EV-17-14 for the New Haven High School Homecoming Parade. The event would be held on September 22, 2017 from 4:30 p.m. to 5:00 p.m. starting at St. John's School turning right on Powers Street, left onto Broadway, left onto Park Avenue, right onto Green Street and right into the New Haven High School Parking Lot. Wayne Doenges made motion to approve Special Event Permit EV-17-14 for the New Haven High School Homecoming Parade on September 22, 2017 from 4:30 p.m. to 5:00 p.m. with route as noted above and on the permit. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel noted a change on the August 15, 2017 Board of Works Minutes. He said an error was made on the 4th and 5th paragraphs for invoice #17-1033 and #17-1034. The minutes should say those invoices were payable to A& Z Engineering and it should say payable to Wessler Engineering. Mickey Hill made a motion to approve the changes as noted by Director of Engineering Keith Schlegel for the August 15, 2017 Board of Works Minutes. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel brought to the board Driveway Variance SC-17-109 request from Central Lutheran School at 900 Green Street. The current drive is north of the school and south of the church and is 33 feet wide from curb to curb. CLS is requesting a variance to enlarge the drive to 36 feet which would provide one incoming lane and two outgoing lanes, one of which would be a left turn lane. Terry McDonald explained the Boards concern is an agreement CLS entered into with the City of New Haven referencing a leaking lateral that was discovered during the latest expansion to the church. CLS has a contract with a contractor to replace the leaking lateral. They expect construction to start after approval at their Voters Meeting on September 24. Mayor McDonald asked what if the Voters do not approve this. Pastor Shoemaker said the church has an endowment fund which will cover the cost of the project and believes the Voters will approve the project

as this is part of being a good citizen of New Haven. Keith Schlegel spoke of a second lateral, built close to or at the same time as the leaking lateral, and has asked the Public Works Department to test this lateral as we now have a launch camera which will detect if this second lateral needs rehabilitated. Pastor Shoemaker gave thumbs up to grant access to the second lateral. Rick Losher asked how soon the second lateral will be inspected so if it also requires rehabilitation, both laterals can be replaced at the same time. Mayor McDonald made an agreement to make this a priority. Keith Schlegel believes it would make sense to have the second lateral inspected before the Voters Meeting on September 24. Pastor Shoemaker asked if could be sooner than later so they could get the findings to Fritch Construction for a bid before their meeting on the 24th. Mikey Hill made a motion to approve Driveway Variance SC-17-109 to expand the drive to 36 feet to be completed within one year. Terry McDonald seconded the motion and the motion was approved. Wayne Doenges abstained from voting.

Director of Engineering Keith Schlegel asked for approval of invoice #30676 to Wessler Engineering in the amount of \$9,400.00 for Wastewater Master Planning Assistance. Wayne Doenges made a motion to approve invoice #30676 to Wessler Engineering in the amount of \$9,400.00 for Wastewater Master Planning Assistance. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of invoice #30677 to Wessler Engineering in the amount of \$12,300.00 for Water Master Planning. Mickey Hill made a motion to approve invoice #30677 to Wessler Engineering in the amount of \$12,300.00 for Water Master Planning. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of invoice #17-1057 to A&Z Engineering in the amount of \$37,200.72 for the Landin Road Improvement Project from North River to Bell Avenue, Designation #1400694. Wayne Doenges made a motion to approve invoice #17-1057 to A&Z Engineering in the amount of \$37,200.72 for the Landin Road Improvement Project from North River to Bell Avenue, Designation #1400694. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of invoice #17-1058 to A&Z Engineering in the amount of \$2,778.72 for the Landin Road Water Main Project, Designation #1400694. Keith noted this is a Z item and will be paid for the by the City of New Haven. Mickey Hill made a motion to approve invoice #17-1058 to A&Z Engineering in the amount of \$2,778.72 for the Landin Road Water Main Project, Designation #1400694. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of invoice #WO40130-22-2 to NIPSCO in the amount of \$4,178.58 for gas line relocation on the Scots Lane sewer repair. Wayne Doenges made a motion to approve invoice #WO40130-22-2 to NIPSCO in the amount of \$4,178.58 for gas line relocation on the Scots Lane sewer repair. Mickey Hill seconded the motion and the motion was approved.

Terry McDonald said he had a conversation with Commissioner Nelson Peters after the last Board of Works Meeting and there should be a check coming to the City of New Haven from the Allen County Redevelopment Commission in the amount of \$300,000.00 to cover some of the requests we have made.

Director of Engineering Keith Schlegel asked for approval of an LPA Consulting Contract between the City and DLZ Indiana, for Preliminary Engineering Services for Ryan Road Utility Relocation, Designation #1383353 in the amount not to exceed \$53,900.00. Terry McDonald said he does now endorse this contract and we are converting our contracts over to the State standard boiler plate contracts. Keith said few things have been stricken, but we want to make sure they will be following the City of New Haven's Title VI Policy on the plans. Chad Salzbrenner from DLZ was present and said INDOT recommended the following language be added to the meeting minutes:

1. DLZ was selected due to their current involvement in the Ryan Road Project and the Allen County Highway Department followed INDOT approved Quality Based Selection process.
2. DLZ is qualified to design water main and force main (sanitary) sewer improvements.
3. Board of Works will not issue Notice to Proceed until a Reimbursable Utility Agreement is approved and executed between the City and County.

Terry McDonald agreed those are very good points to add. Wayne Doenges made a motion to approve LPA Consulting Contract between the City and DLZ Indiana for Preliminary Engineering Services for Ryan Road Utility Relocation Designation #1383353 in the amount not to exceed \$53,900.00. Mickey Hill seconded the motion and the motion was approved.

Wayne Doenges made a motion to approve for Director of Engineering Keith Schlegel to issue the Notice to Proceed when the utility reimbursement agreement issues are worked out. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel handed out to the board a City/County Utility Reimbursement Agreement for Relocation of the Water Main and Sanitary Force Main along Ryan Road and said he is not asking for approval as there are a few details to work out and then it will be brought back to the board.

Director of Engineering Keith Schlegel asked for approval of invoice #95765 to DLZ in the amount of \$1,367.50 for storm water reviews for the New Haven High School renovations, Continental Diamond Tool and New Haven Intermediate School. Keith said each entity will be billed for their review. Mickey Hill made a motion to approve invoice #95765 to DLZ in the amount of \$1,367.50 for storm water reviews as noted. Wayne Doenges seconded the motion and the motion was approved.

No Engineering Projects were discussed.

Terry McDonald said today at 1:00 p.m. he and Fort Wayne Mayor Tom Henry will hold a press conference regarding the City of New Haven and the City of Fort Wayne taking over the bridge work from Allen County. He said there are resources available to us and our goal is to hopefully have one engineering firm we can both agree upon. We are hoping to do this better and smarter and get more bang for our buck.

Mickey Hill said she recently visited Brentwood/Nashville, Tennessee and possibly relocating there in a few years. After being down there she felt no, if she was going to look for a place it's not going to be more than 15,000 people and would look for another New Haven, because she likes the way we do business here. She commented small town is where we need to focus and thank you for New Haven.

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

Laura Hartman
Deputy Clerk

Terry McDonald
Presiding Officer