

REGULAR HYBRID/ZOOM MEETING –

February 21, 2023

FILED

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The Board of Public Works and Safety of the City of Michigan City, Indiana, met in REGULAR SESSION on Monday, February 21, 2023, at 8:30 a.m., hosted by “Hybrid/Zoom” and streaming live on “My Michigan City” Facebook page.

GALE A. NEULIEB
CITY CLERK
CITY OF MICHIGAN CITY

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

Noted present in person: Virginia Keating, Michael Vinson, and Mayor Parry (3), Absent: None (0).

A QUORUM WAS NOTED PRESENT.

Also noted in attendance:

Amber Lapaich Stalbrink, Corporate Counsel

Brad Minnick, City Engineer

Andrew White, Alco TV

Chris Yagelski, Mayor’s Administrator

Skylar York, Director of Planning

Brian Wright, MCPD Traffic

Shong Smith, Street Department Director

Gale Neulieb, City Clerk

Stacy Dudley, Deputy Clerk.

APPROVAL OF MINUTES

President Keating asked if there were any corrections to the minutes of the Regular “Hybrid/Zoom” meeting of February 6, 2023 and the Special “Hybrid/Zoom” meeting of February 8, 2023

Vice President Vinson made a motion to approve the minutes as read of the Regular “Hybrid/Zoom” meeting of February 6, 2023 and the Special “Hybrid/Zoom” meeting of February 8, 2023; seconded by Mayor Parry the following vote: AYES: Board members, Parry, Vinson, and Keating (3). NAYS: None (0). Motion Carries.

President Keating read the following item on the agenda.

STREET CLOSURE REQUEST- Jenine Mitchell, 301 S. Woodland Avenue is requesting a street closure on the corner of Woodland Avenue and Short Street to have their annual friends/family event on June 10, 2023 from 12:00 p.m. – 6:00 p.m.

President Keating informed the board that Ms. Mitchell could not be here, but this is an annual event that the board approved last year.

Corporal Brian Wright, MCPD Traffic addressed the board stating that this is an annual event and recommends approval.

President Keating asked if there were any comments from the public, there was no response.

President Keating asked if the board had any questions or comments.

Amber Lapaich Stalbrink, Corporate Counsel stated that Ms. Mitchell needs to submit her certificate of insurance.

Mayor Parry made a motion to approve the street closure on the corner of Woodland Avenue and Short Street to have their annual friends/family event on June 10, 2023 from 12:00 p.m. – 6:00 p.m. pending certificate of insurance, second by Vice President Vinson and the motion carried by the following vote: **AYES: BOW members Parry, Vinson, and Keating (3) NAYS (0) Motion carries.**

President Keating read the following request on the agenda.

UPDATE TO JOB DISCRPTIONS- Ta-Tanesha George, Personnel Director is requesting to update the job description for the part-time City Attorney.

Corporate Counsel stated that this position is for a part time City Attorney in her office, the duties will include animal control and police department ordinance violations that are ready to prosecute in court.

President Keating asked if there were any comments from the public, there was no response.

President Keating asked if the board had any questions or comments.

Mayor Parry made a motion to approve the updated job description for the part-time City Attorney, second by Vice President Vinson and the motion carried by the following vote: **AYES: BOW members Parry, Vinson, and Keating (3) NAYS (0) Motion carries.**

President Keating stated that this is really an important job and is desperately needed.

President Keating read the following item on the agenda.

REQUEST FOR STREET CLOSURE- Eric Gluth, representing Gluth Brothers Roofing Co, Inc., is requesting a street/parking space closure for construction on Trinity Church located at 600 Franklin Street to set up scaffolding on the sidewalk and a crane in the parking spaces.

Joy Draves addressed the board on behalf of Mr. Gluth stating that they are reroofing some of the flat roofs on the church and in order to complete the job they need to have a crane and a dumpster set up in the parking spaces with the sidewalks blocked for the lifting and lowering of the crane; showing the board pictures of where the crane will be placed.

Skylar York, Planning Director asked if anything heavy will be on the sidewalk.

Further discussion ensued between President Keating and Ms. Draves regarding the crane and what cautionary measures will be taken to protect the community.

Mayor Parry asked Mr. York if there will be an impact on the shelf ice brew fest.

Skylar York answered no there will be no impact due it being a side street and won't affect the St. Patty's Day Parade.

President Keating asked if there were any comments from the public, there was no response.

President Keating asked if the board had any questions or comments, there was no response.

Vice President Vinson made a motion to approve the updated job description for the part-time City Attorney, second by Mayor Parry and the motion carried by the following vote: **AYES: BOW members Parry, Vinson, and Keating (3) NAYS (0) Motion carries.**

President Keating read the following item on the agenda.

CORRESPONDENCE- The Clerk's Office received correspondence on February 9, 2023, regarding reasons not to turn Franklin Street into a two-way street.

President Keating asked City Clerk Gale Neulieb if this was the correspondence that was anonymous.

Clerk Neulieb answered yes, and this was also brought up at the workshop that was held on February 14, 2023.

President Keating read the following item on the agenda.

RETIREMENT- Chief Steve Forker announces the retirement of Allen P. Schutz from the MCPD after 26 years of service effective March 11, 2023.

(Note: For informational purpose only)

President Keating thanked Mr. Schutz for his service.

CLAIMS AND PAYROLL

President Keating read the following payroll dockets from February 10, 2023 and February 21, 2023 and the BOW Claim Docket for February 6, 2023:

PAYROLL DOCKET	<u>February 10, 2023</u> City Payroll	\$ 822,442.98
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CLAIMS DOCKET	<u>February 21, 2023</u>	
	Municipal	\$ 871,191.06
	Health & Life Ins. Fund	\$ 203,729.26
	CDBG	\$ 27,538.30
	Workers Comp Trust	\$ 53,513.08

Total Claims:	\$ 1,155,971.70
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Vice President Vinson made a motion to approve the City Payroll Docket in the amount of \$822,442.98 and the Claims Docket in the amount of \$1,155,971.70, second by Mayor Parry and carried as follows: AYES: BOW members Parry, Vinson, and Keating (3). NAYS: None (0). Motion Carries.

UNFINISHED BUSINESS

TRAFFIC SAFETY CONCERN – Casey Martin, Marquette High School, is requesting permanent and visible signage, lighting, larger crosswalks, and increased police presence due to the double track construction project.

Brad Minnick, Primera Engineering addressed the board showing a short video of the flashing “Stop” signs that have been placed at the pedestrian crossing along with “Pedestrian Crossing” signs placed on the eastbound and westbound of 10th Street for a short-term fix and in the next few weeks the Street Department will place buzz strips in that area; the next step would be NICTD has discussed the possibility of participating in the installation of a speed table, these negotiations have been with Marquette and NICTD due to the Double Track Project driving the traffic in front of the school, asking that this matter be tabled until the May 1, 2023 meeting.

Further discussion ensued between President Keating and Mr. Minnick regarding if the meeting between the school and NICTD is to negotiate the speed table and that Mr. Minnick will keep the board updated.

President Keating stated this matter will be TABLED until May 1, 2023.

VENDOR LICENSE REQUEST – Benjamin Miller, owner of NW Indiana Lawn Care DBA: Weed Man Lawn Care, Crown Point, Indiana is requesting a Canvasser/Peddler/Solicitor License to go door to door to solicit business starting immediately (daily) for two (2) months from 9 a.m. to 5 p.m.

President Keating stated that at the last meeting Mr. Miller addressed the board with his petition and was missing an updated certificate of insurance and the article of incorporation.

Corporate Counsel stated that she had received both the updated certificate of insurance and the article of incorporation and that they are both acceptable.

Mayor Parry made a motion to approve the vendor license for Weedman Lawn Care, second by Vice President Vinson and the motion carried by the following vote: **AYES: BOW members Parry, Vinson, and Keating (3) NAYS (0) Motion carries.**

President Keating stated that this matter will be removed from the pending items list.

FRANKLIN STREET CONVERSION PROJECT – Brad Minnick, Primera Engineers, Ltd is requesting to convert Franklin Street from one-way to two-way traffic from 4th Street to 9th Street in downtown Michigan City, per attached exhibits.

President Keating stated that there was a workshop regarding this matter on February 14, 2023 that was very successful and well attended event.

Brad Minnick, Primera Engineers stated that the next step in this process is to move forward with the advertisement of the contract bid documents for the Redevelopment Commission's March meeting to review.

Corporate Counsel stated that Redevelopment will be bidding this out, with permission from the board.

President Keating asked if there were any comments from the public, there was no response.

President Keating asked if the board had any questions or comments, there was no response.

Vice President Vinson made a motion to allow Redevelopment permission to advertise the bid documents, second by Mayor Parry and was carried by the following vote: **AYES: BOW members Parry, Vinson, and Keating (3) NAYS (0) Motion carries.**

President Keating stated that this matter will be removed from the pending items list.

Kevin McGuire CFO Michigan City Area Schools- Use of Right-of-Way

Corporate Counsel stated that she prepared a MOU and never got a response back from MCAS specifically their attorney.

Skylar York, Planning Director stated that he had received a message from Kevin McGuire, but will indicate to him that this needs to be reviewed by the MCAS Attorney.

President Keating stated that this matter will stay on the pending items list until March 6, 2023.

PUBLIC COMMENT

President Keating stated that the City's Website has the forms and explains the requirements and procedures for being placed on the Board Agenda. The forms are also available in the Clerk's office. Also called attention to the Board's Resolution #2823 enacted on December 6, 2021 and reading in pertinent part that Public Comment is limited to three (3) minutes. All comments are addressed to the Board President not to the individual Board members. All comments must be germane to and within the mandate authority of this Board.

President Keating asked if there were any public comments.

Tommy Kulavik 1316 Ohio Street stated that he wants to support the Michigan City Firefighters local 475 with the opening of their contract and that they should get \$4,000.00 extra a year.

BOARD COMMENT

President Keating asked if there were any Board comments.

Mayor Parry addressed the board stating in regards to the Franklin Street Project that he was in the office purging old documents when he came across a letter of correspondence that was received in 2010 during Mayor Oberlies term where there were 12 points detailed as to why and how they intended to reopen Franklin Street to two (2) directions and that he wants the public to understand that this has been considered since back in 2010 and it will be very good for the downtown area.

President Keating asked if there were any other 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 8:50 a.m. Vice President Vinson made the motion to Adjourn. The motion was seconded by Mayor Parry. **AYES:** Board of Public Works and Safety members Keating, Vinson, and Parry (3). **NAYS:** None (0). **Motion Carries.**

Gale A. Neulieb, City Clerk