

REGULAR ZOOM MEETING – April 5, 2021

The Board of Public Works, and Safety of the City of Michigan City, Indiana met in regular session on Monday morning, April 5, 2021, 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, Andrew White, who presided.

Noted present: Andrew White, Virginia Keating, Mayor Duane Parry (3) **Absent:** (0)

A QUORUM WAS NOTED PRESENT.

Also noted in attendance:

Amber Lapaich, Corporate Counsel
Jeff Wright, City Engineer
Skyler York, Planning Director
David Cooney, Chief of Operations, M.C.P.D.
Michael Kuss, General Manager, Sanitary District
Steve Stanford, M.C. Sanitary District
Ta-Tanesha George, Human Rights Director
Kaleb Goodwin, I.T. Webmaster

Gale Neulieb, City Clerk
Dawn Debald, Deputy Clerk

APPROVAL OF MINUTES

President White asked if there were any corrections to the minutes from the Regular “Zoom” Meeting of March 15, 2021, the Executive Session “Zoom” meeting on March 26, 2021 and the Special “Zoom” meeting on March 26, 2021.

Mayor Parry moved to approve the minutes of the Regular “Zoom” meeting of March 15, 2021, the Executive Session “Zoom” meeting on March 26, 2021 and the Special “Zoom” meeting on March 26, 2021 as presented; second by Vice-President Keating.

The motion carried as follows: **AYES: MEMBERS White, Keating and Parry (3). NAYS: (0). Motion Carries.**

AWARDING OF BIDS – Miscellaneous Street Paving project for 2021

President White advised the Board is in receipt of letters from Corporate Counsel, Amber Lapaich-Stalbrink and City Engineer, Jeff Wright; advising there is a unanimous decision to award the 2021 Miscellaneous Street Paving project to Reith-Riley Construction Company, Inc.

Corporate Counsel, Amber Lapaich-Stalbrink stated that Reith-Riley Construction Company Inc. is the lowest most responsive bidder in the sum of \$928,549.75.

President White made the motion to award the bid for the 2021 Miscellaneous Street Paving project to Reith-Riley Construction Company, Inc. in the sum of \$928,549.75. The motion was seconded by Vice-President Keating.

The motion carried as follows: **AYES: MEMBERS White, Keating and Parry (3). NAYS: (0). Motion Carries.**

BID RECEIVED – Indiana Invesco, LLC. submitted a bid for the purchase of 131 Edward Street, Michigan City, Indiana

Corporate Counsel, Amber Lapaich-Stalbrink addressed the Board regarding the sale of 131 Edward Street; advising the only bid submitted was from Indiana Invesco in the amount of \$1,500.00; explaining under state statute, the Board rejected the bid and she was given the authority to negotiate with Indiana Invesco (they are an abutting land owner); further stating she has been in communication with Indiana Invesco and they have reached what herself and Skyler York, Planning Director believes is a fair amount; Indiana Invesco offered \$5,000.00 for the parcel; further advising the City has no need for this property and it would serve the Community to get it back on the tax roll; recommending the Board accept the \$5,000.000 negotiated offer; further explaining she has prepared the transfer documents, the quit claim deed and the sales disclosure; and she will be authorizing the execution of those documents upon receipt of the \$5,000.00 from Indiana Invesco in the form of a certified check or money order.

President White made the motion to approve the sale of 131 Edward Street in the sum of \$5,000.00 from Indiana Invesco, LLC. The motion was seconded by Mayor Parry.

The motion carried as follows: **AYES: MEMBERS White, Keating and Parry (3). NAYS: (0). Motion Carries.**

APPROVAL OF SUPPLEMENTAL AGREEMENT- Supplemental Agreement No. 1 between the City of Michigan City, Indiana and the Department of the Army Chicago District, Corps of Engineers, License No. DACW35-3-16-2002; for construction, operation and maintenance of pier safety devices along the U.S. East Pier at the Michigan City Harbor; a five (5) year term beginning on September 30, 2021 and ending on September 29, 2026

Ed Shinn, Park Superintendent addressed the Board commenting on an incident that happened with kids playing on the pier when the waves were crashing; stating he was contacted by Chicago news media; advising he contacted Purdue North Central Engineering students to design a barricade that would be sufficient to stop people from entering the pier during hazardous conditions; explaining where he believes the barricade should be positioned if approved which is at the entrance ramp at the northwest corner of lot 1; advising that Michigan City owns the lighthouse.

Corporate Counsel, Amber Lapaich-Stalbrink addressed the Board stating this is an extension to the license agreement for another five (5) years; advising the Board originally approved the license agreement in 2016 when ArcelorMittel and the Council appropriated funds for life rings and safety devices on the pier; explaining what Mr. Shinn is saying may have a bearing at some point in time but for now they are just seeking approval for the extension of the original license agreement.

Discussion ensued between President White and Counsel Lapaich-Stalbrink regarding in terms of the contract does the City of Michigan City pay any funds for this agreement and the extension of it. Counsel Lapaich-Stalbrink stated the City does not pay anything; it is just authority to use the property.

Mayor Parry stated if there is no liability to the City, he has no issue with the request.

Discussion further ensued between Jeff Wright, City Engineer, Mr. Shinn and Counsel Lapaich-Stalbrink regarding if Mr. Wright needs to also take a look at this. Mr. Shinn and Counsel Lapaich-Stalbrink responded, yes and the Corps of Engineers has to give their blessings on it as well. President White asked if they are just approving the contract or are they also approving the addition of the barricades. Counsel Lapaich-Stalbrink stated they are a little ahead on the barricades; advising this may have to come back as a modification to the original license agreement at a later date.

President White made the motion to approve the Supplemental Agreement No. 1 between the City of Michigan City, Indiana and the Department of the Army Chicago District, Corps of Engineers, License No. DACW35-3-16-2002; for construction, operation and maintenance of pier safety devices along the U.S. East Pier at the Michigan City Harbor; a five (5) year term beginning on September 30, 2021 and ending on September 29, 2026. The motion was seconded by Vice-President Keating.

The motion carried as follows: **AYES: MEMBERS White, Keating and Parry (3). NAYS: (0). Motion Carries.**

REQUEST FOR SIGNAGE- David Hartz, 160 Turner Court is requesting a “No Parking” sign at end of Turner Court; due to his driveway being blocked

David Hartz, 160 Turner Court addressed the Board explaining that his driveway meets up to the end of Turner Court and cars are parking at the end of the drive preventing them from getting out of their driveway; advising this could also be an issue for emergency vehicles trying to enter and exit; stating the street is not wide enough for vehicles parking at the end of the street and them trying to exit the driveway.

David Cooney, Chief of Operations, M.C.P.D. addressed the Board speaking on behalf of Captain Jeff Loniewski, M.C.P.D. Traffic Division who was unavailable; stating that Captain Loniewski agrees with the assessment that there needs to be a “No Parking” sign for the same reason Mr. Hartz explained; advising it is a tight fit for large vehicles, EMS, Fire Trucks needing to enter and exit that area; Captain Loniewski is also recommending the installation of a “Dead End” sign at the base of the hill that will alleviate some of the issues.

Skyler York, Planning Director addressed the Board advising there is no cul-de-sac at 160 Turner Court; the driveway comes off of the end of the road and it is a very steep drive; explaining there is no room to turn around up there; agreeing with Captain Loniewski’s assessment and the placement of both signs.

President White made the motion to approve the request by David Hartz for a “No Parking” sign at the end of Turner Court and a “Dead End” sign at the base of the hill on Turner Court. The motion was seconded by Mayor Parry.

The motion carried as follows: **AYES: MEMBERS White, Keating and Parry (3). NAYS: (0). Motion Carries.**

REQUEST FOR SIGNAGE – Ian Osborne, 230 Walker Street is requesting a “stop” sign at the intersection of Walker Street and Tryon Street (east and west); a “speed limit” sign on the south side of Walker Street; and a “slow children playing” sign near Walker Street for children’s safety (Note: a petition was received with Mr. Osborne’s request)

Ian Osborne, 230 Walker Street addressed the Board stating his main concern (and many other residents in the neighborhood- a petition has been included) is for placement of a “stop” sign on Walker Street; explaining people are also using the backstreet (8th Street from Blue Chip Casino) Vail and Poplar Street for drinking and driving and hot rodding; advising he spoke to Captain Jeff Loniewski, M.C.P.D. Traffic Division and he explained that it is protocol to have a traffic study done;

further stating there also are no “speed limit” signs on Walker Street; further advising there are three (3) daycare facilities within one (1) block of the area; one (1) on Hobart, Walker and Holliday Street; commenting there a lot of children in the neighborhood.

David Cooney, Chief of Operations, M.C.P.D. stated that Captain Loniewski advised he would like this request “TABLED” until the first meeting in May to allow a traffic study and collection of data so that it can be provided at the Board of Works meeting on May 3, 2021. Mr. Osborne continued to explain that he understands the traffic study is protocol, but the residents living on Walker Street are willing to pay for the stop sign; stating he doesn’t see the need for a traffic study unless there is a reason logistically in terms of school buses or plows that prohibits the placement of a “stop” sign and “speed limit” sign.

President White asked if a radar trailer could be placed in the area until the traffic study is completed; advising they need to make people aware of the speed limit in that particular stretch of road; stating he understands Mr. Osborne’s concerns that if we “TABLE” the request, until the first meeting in May and something unfortunate were to happen between now and the time of the meeting that would not be good; we need to follow procedures, take this seriously and be proactive and create a solution.

Jeff Wright, City Engineer addressed the Board stating that he doesn’t see a problem with placing a stop on Walker Street; advising he is cautioning against a traffic study because if the numbers are true based on the photos and information that has been provided they could end up with a posted speed that is higher than what they want; explaining his recommendation is to install the stop sign and post the speed limit sign as a typical speed for a residential area within the City.

President White asked if there is a problem putting a 30 MPH speed limit sign up on the north side of the street to gently remind people of what the speed limit is in that area?

Mayor Parry commented on the flow of traffic at Blue Chip; stating the traffic was routed up Vail Street to Walker Street and down to Blue Chip; advising this request justifies itself, Walker is an interesting Street that does get unannounced traffic; explaining we could take some action and place temporary signage; possibly the device that monitors the speed and has red and blue flashers if you are traveling too fast.

Mr. Osborne commented that Captain Loniewski stated he would use a concealed device.

Ta-Tanesha Clark George, Human Rights Director, 517 Walker Street addressed the Board stating there is an issue on Walker Street; there are no speed limit signs posted and there is a lack of stop signs; explaining it is a drag strip all the way down 8th Street and with the weather getting warmer, it will get worse; advising she would like to see a traffic study done.

Discussion ensued between President White and Mr. Wright regarding if he is in favor of this request and recommends placing at least a stop sign on this particular stretch of road? Mr. Wright responded at minimum place the stop sign and post a speed limit sign at 30 MPH (typical residential speed); advising it is always a question if “slow children playing” signs are effective; stating we should check with Captain Loniewski, M.C.P.D. Traffic Division to see if the “slow children playing” signs are warranted.

Corporate Counsel, Amber Lapaich-Stalbrink advised we do not use “children at play” signs; they are not recognized by the Uniform Control manual; stating they are a potential liability and we do not generally grant any of those requests.

President White stated in the case of “children at play” they have turtle signs that residents can take it upon themselves and put up in their own yards; advising that we can place a stop sign and post a 30 MPH speed limit sign; explaining at this time, this is our first step and we are able to justify placing the signs prior to the traffic study; also encouraging the Police Department to keep an eye on this area.

Discussion ensued between President White and Mr. Wright regarding Mr. Wright making contact with Mr. Osborne to determine the exact location of the signs and a time frame to install them. Mr. Wright stated he would contact Shong Smith, Director of M.C. Central Services and the signs will be placed per the standard.

President White made the motion to install a stop sign and a 30 MPH speed limit sign on Walker Street at the appropriate locations. The motion was seconded by Vice-President Keating. Mayor Parry asked that the motion be amended to include that we install a 30 MPH speed limit sign, a stop sign and immediately after that is completed, a traffic study needs to be done.

Counsel Lapaich-Stalbrink advised this needs to be deferred to the M.C.P.D. Traffic Division to see if we still need a traffic study after implementing these measures.

Mr. Wright stated the traffic study will show if the signs are effective or not. Counsel Lapaich-Stalbrink stated we absolutely should have a traffic study done.

President White amended his motion to include the installation of a stop sign and a 30 MPH speed limit sign at the appropriate locations; also recommending that a traffic study is done after the installation of the signs. The motion was seconded by Vice-President Keating.

The motion carried as follows: **AYES: MEMBERS White, Keating and Parry (3). NAYS: (0). Motion Carries.**

REQUEST FOR OPEN AIR MARKET – Cathi Rogers, Black Book Connection, DBA the Sol Market, New Buffalo is requesting approval for an Open Air license each Thursday, for a Farmer ’s/Artisan market

beginning on June 3, 2021 thru September 2, 2021 from 3:00-8:00 p.m.; to be held in the Marina Parking lot

Cathi Rogers, 18735 Parkview Drive, New Buffalo, MI addressed the Board giving her history and background; advising she was the Executive Director of the New Buffalo Business Association primarily running events to create economic stimulus and community support; stating she wants to start a farmer's/artisan market down at the Marina and has contacted Tim Frame, Harbor Master; explaining she wants to have the market in the Marina's new parking lot (there is only has one way in) by barricading the entrance to the parking lot and using the entire parking lot; everyone would be contained in one area, including vendors cars; further explaining they wouldn't need any street closures; and they wouldn't be taking up any additional parking; further stating it will be each Thursday, starting on June 3, 2021 thru September 2, 2021; the makeup of the market is arts, crafts, foods, produce, baked goods and possibly a few mobile trucks; there will also be live music and kids and family activities; further advising this does not take away parking for the beach; further explaining she would like to set up a market committee; commenting that she met with the Port Authority on March 29, 2021 and they gave their tentative approval based on the Board of Works decision at today's meeting; further commenting that she has secured 34-40 vendors.

Mayor Parry stated this is a marvelous venture; it is positive in every way and good for our boaters and enhances our lakefront.

Vice-President Keating directed her comments to Counsel Lapaich-Stalbrink asking if she has input or concerns with this request.

Counsel, Amber Lapaich-Stalbrink advising the parking lot falls under the Port Authority's jurisdiction; explaining if the Board approves this request, they need to look at the location and make sure that it does not unreasonably burden the Police and Fire Departments; stating she is not sure if Police and Fire had an opportunity to look at this; but she is hoping they are aware of it and can plan if there is any type of emergency; asking for any feedback they may have; further advising the City and Port Authority have to be named as additional insured on the Certificate of Liability Insurance.

President White stated there are still several questions that need to be answered; he also wants to give the Police and Fire Department a chance to look at this request and make sure they don't have any safety concerns; also asking for the Park and Port Authority to look at this; advising this matter will be revisited at the next meeting.

President White made the motion to refer this matter to the Park Department, Port Authority and Police and Fire departments for their review and recommendation at the next Board of Works meeting on Monday, April 19, 2021; asking that each department have representation at the meeting; this will be placed on the unfinished business/pending items list. The motion was seconded by Vice-President Keating.

The motion carried as follows: **AYES: MEMBERS White, Keating and Parry (3). NAYS: (0). Motion Carries.**

REQUEST FOR SOLICITATION OF QUOTES/APPROVAL OF QUOTES PACKAGE - David Cooney, Chief of Operations, M.C.P.D. Traffic Division is requesting approval to solicit quotes for a two (2) year lease program for ten (10) 2021 Dodge Charger s- Police Pursuant Package and approval of quote package

David Cooney, Chief of Operations, M.C.P.D. addressed the Board advising over the past few years they have been looking at ways to restock their fleet and continue the fleet rotation at the most reasonable cost possible; stating the detectives now have 2019 Dodge Chargers and if the request is approved the vehicles they own will be distributed to the patrol units; explaining they will be responsible for any oil changes and minor maintenance; further advising the major repairs will be covered under warranty; asking for approval of the request to move on with the program.

Corporate Counsel, Amber Lapaich-Stalbrink addressed the Board advising if the Board approves this request, Chief Cooney will be sending this out to three (3) vendors that known to deal in this line of work; stating the vendors will then submit sealed quotes online; explaining if we receive bids they will be opened at the next Board of Works meeting on Monday, April 19, 2021.

Discussion ensued between Mayor Parry and Chief Cooney regarding if the Dodge Chargers will be fitted with the light system and other standard equipment used on law enforcement vehicles. Chief Cooney responded no, quotes for the lighting systems and outfitting will be done at a later date.

President White made a motion to approve the request by David Cooney, Chief of Operations, M.C.P.D. to solicit quotes for a two (2) year lease program for ten (10) 2021 Dodge Chargers – Police Pursuant package and approval of the quote package. The motion was seconded by Mayor Parry.

The motion carried as follows: **AYES: MEMBERS White, Keating and Parry (3). NAYS: (0). Motion Carries.**

FLAG POLE REPAIR- Michael Kuss, General Manager, Sanitary District is addressing the Board of Public Works and Safety regarding the cost to repair the flag pole located on U.S. Highway 421 and I-94

Michael Kuss, General Manager, Sanitary District addressed the Board advising he spoke to Corporate Counsel, Amber Lapaich-Stalbrink and he does not need the Board's approval because the cost to repair the flag pole is below the special purchasing requirements.

Counsel Lapaich-Stalbrink advised this is not a large purchase and would qualify as a small purchase under the City's purchasing policy; stating Mr. Kuss does not need to ask for formal approval from the Board; explaining Mr. Kuss can withdraw his request at this time; further advising Mr. Kuss did receive three (3) quotes and under the small purchasing policy does intend to award the quote and issue a purchase order and get the flag pole repaired.

Discussion ensued between President White and Counsel Lapaich-Stalbrink regarding if a motion needs to be made by the Board. Counsel Lapaich-Stalbrink advised a motion does not need to be made, Mr. Kuss withdrew his request.

Mayor Parry commented that the flagpole was in disrepair when Officer Laske was killed at the Indiana State Prison; advising the Governor ordered the flags in the state be lowered to half mast; explaining these flag poles are a unique design and we need to keep this in mind for future repairs and purchases.

Discussion further ensued between President White and Mr. Kuss regarding if a new flag pole is needed because of the repairs that need to be done to it. Mr. Kuss responded a new pole isn't necessary; advising the Board of the quotes he has received from several vendors. President White asked Mr. Kuss to keep in mind what the Mayor had said.

PHYSICAL FITNESS TESTING – The Michigan City Fire Department will be conducting the semi-annual Spring physical fitness testing on Tuesdays, Wednesdays and Thursdays beginning on Tuesday, April 6th thru Wednesday, April 29th, 2021 between 8:00 a.m. and 4:00 p.m. (Note: For informational purposes only)

EXTENSION OF PHYSICAL FITNESS TESTING – Tia Free, Michigan City Fire Department, is requesting an extension of time for her physical fitness testing due to being on restricted duty.

Corporate Counsel, Amber Lapaich-Stalbrink advised President White that it is not uncommon to receive these kinds of requests from the Fire and Police Departments if someone is off on light/restricted duty; recommending the Board make a motion to allow Ms. Free additional time to complete the testing.

President White made the motion to approve the request by Tia Free, Michigan City Fire Department for an extension of time for her physical fitness testing due to being on restricted duty. The motion was seconded by Vice-President Keating.

The motion carried as follows: **AYES: MEMBERS White, Keating and Parry (3). NAYS: (0). Motion Carries.**

CORRESPONDENCE- Correspondence was received in the Clerk 's Office on March 22, 2021 from Jeff Wright, City Engineer regarding the 2022 Resurface candidate segments – CCMG project

Jeff Wright, City Engineer addressed the Board stating this is an update of roads they are preparing to resurface in regard to the CCMG project.

CORRESPONDENCE- Correspondence was received in the Clerk 's Office on March 25, 2021 from Jeff Wright, City Engineer regarding project updates within the City – CCMG project

Jeff Wright, City Engineer address the Board stating he does not believe his updates need to be on the Board of Works agenda being he sends this out to the Council, the Mayor and the Board of Works; advising this is redundant, but it may be procedure.

Discussion ensued between President White, Corporate Counsel, Amber Lapaich-Stalbrink, Mr. Wright, Clerk Neulieb and Mayor Parry regarding if the correspondence needs to be on the agenda. Counsel Lapaich-Stalbrink stated she thinks the Clerk's office is assuming Mr. Wright wants it on the agenda when he sends it out; asking Mr. Wright to clarify if he needs the correspondence on the agenda. Mr. Wright stated he just copies everyone, and it doesn't necessarily need to go on the agenda. President White stated he appreciates Mr. Wright's efforts in keeping everyone informed with his updates. Clerk Neulieb stated when she receives correspondence in her office whether it be for the Council or Board of Works it is put on the agenda as correspondence. Mayor Parry advised he agrees with Clerk Neulieb in regard to keeping the public and everyone updated on what is going on; advising it is showing that due diligence is being done.

President White advised that when we receive correspondence from Mr. Wright, mark it on the agenda that it is for "informational purposes only".

CLAIMS AND PAYROLL

Vice-President Keating 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 Mayor Parry and carried as follows: **AYES: MEMBERS White, Keating and Parry (3). NAYS: (0). Motion Carries.**

CLAIMS DOCKET

April 5, 2021

Municipal Claims

\$ 1,633,479.90

CDBG	\$	30,756.95
Health Life	\$	747,128.54
Workers Comp.	\$	36,248.15
2011 Refunding Bonds O&R	\$	1,200.00
Total Claims -	\$	2,448,813.54

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

PAYROLL DOCKET	<u>March 26, 2021</u>
City Payroll Total:	\$532,813.38

Mayor Parry made the motion to approve the payroll dockets for March 26, 2021. The motion was seconded by Vice-President Keating and carried as follows: **AYES: MEMBERS White, Keating and Parry (3). NAYS: (0). Motion Carries.**

UNFINISHED BUSINESS

President White stated the only item that will be addressed today is James Taylor, requesting roadway access on Huron Avenue and he would also like a street light installed; advising Mayor Parry made a motion to amend this request and revisit this item at the first Board of Works meeting in April which is today, Monday, April 5, 2021

Mayor Parry addressed the Board stating that he did not have any additional information on this request.

Jeff Wright, City Engineer addressed the Board stating that Mr. Taylor was supposed to contract the Sanitary District, Water Department and himself to let them know what specifically he is wanting to do so they could set up a plan; advising, no contact has been made by Mr. Taylor to himself; explaining he is not sure if Mr. pTaylor reached out to Water and the Sanitary District; further stating that maybe it should be removed from the pending items/unfinished business list.

Clerk Neulieb asked if a letter can be sent from the Clerk’s Office telling Mr. Taylor we will be removing his request from the pending items/unfinished business list if the City Engineer, Water Department and Sanitary District does not receive any information from him.

President White agreed with Clerk Neulieb’s suggestion to send them a letter being they have not followed up with the various departments.

President White made a motion to send a letter giving Mr. Taylor a reminder to contact the City Engineer, Water Department and Sanitary District; and leave this matter on the pending items/unfinished business list until the first meeting in May, which is May 3, 2021; advising if we don’t hear from Mr. Taylor by the first meeting in May, we will remove this item from the pending items/unfinished business list. The motion was seconded by Mayor Parry.

The motion carried as follows: **AYES: MEMBERS White, Keating and Parry (3). NAYS: (0). Motion Carries.**

Mayor Parry thanked Clerk Neulieb for her suggestion of writing Mr. Taylor a letter.

President White stated the only other item on the pending item/unfinished business list is Paul Przybylinski, a concern over old hanging poles/wires that belong to NIPSCO or Comcast that need to be removed from City right-of-way

This matter will be revisited at the Board of Works meeting on **April 19, 2021**.

PUBLIC COMMENTS

President White asked if there was anyone from the public who wished to speak; there was no response.

BOARD COMMENTS

President White commented on the initiative that is going on now in Michigan City, its called the Great Green Clean; this is a group of individuals who have spent a lot of hours picking up litter in various neighborhoods in Michigan City; advising they have reached out to the Planning and Inspection Department who is also helping with this endeavor; stating the efforts they have made is very noticeable; explaining if there is anything the City can do to help, that would be great; applauding their efforts.

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 9:52

a.m. Vice-President Keating made the motion to Adjourn. The motion was seconded by Mayor Parry.

Gale A. Neulieb, City Clerk