

MINUTES
Board of Works & Safety Meeting
Wednesday, July 13, 2016

DRAFT

A. CALL TO ORDER

Mayor Uran called the meeting to order at 2:05 p.m. with the Pledge of Allegiance.

Present: Member Grzych, Member Clemons and Member James Crook. Also present: City Attorney David Nicholls, Clerk-Treasurer Kristie Dressel and Chief Deputy Barb Kortokrax were present. Member Conquest was not present.

B. APPROVAL OF MINUTES

Motion made by Member Clemons and seconded by Member Grzych to approve the Minutes for June 28th. After a voice vote the motion carried 3 Yays and 0 Nays.

C. ADDITION OF NEW ITEMS

1. CP Hockey Helmet Day
2. CP Hockey Assembly Payments for Recycle Bins-*No paperwork submitted*
3. Bond Maintenance for Edgewater-*No paperwork submitted*
4. Special Events: T-Shirts for Car Cruises-*No paperwork submitted*
5. Water Transmission Main Valve and Metering Vault-*No paperwork submitted*

Motion made by Member Clemons and seconded by Member Crook to approve the additional items. After a voice vote the motion carried 3 Yays and 0 Nays.

Mayor Uran stated that we do have another addition for LPA Agreement regarding Merrillville Road and Summit.

Motion made by Member Clemons and seconded by Member Grzych to approve this additional item. After a voice vote the motion carried 3 Yays and 0 Nays.

D. DEFERRED BUSINESS

1. Approve LPA Consulting Contract for 125th Avenue and Grant Street Project

Eric Wolverton from American Structurepoint stated the Right-of-Way Acquisition Agreement has all fees that are prescribed and approved by INDOT are in the Agreement.

Attorney Nicholls stated, "Alex Kutanovski, who isn't present today but we had talked previously, we both would recommend approval."

Mayor Uran mentioned that Alex is qualified for land purchase through INDOT process and the legal services working with Structurepoint and INDOT. It's a cost sharing process, as well, with the City to have the legal services then be reimbursed back to the City.

Mayor Uran stated we will outlay, as in the past, with the money going forward and all the work completed will come back at 90%.

Motion made by Member Clemons and seconded by Member Grzych to approve LPA Contract for 125th Avenue and Grant Street Project. After a voice vote the motion carried 3 Yays and 0 Nays.

Mayor Uran, also, mentioned to Eric the Main Street Corridor of which Structurepoint will be involved. He asked Eric if the information was ready for this meeting?

Eric replied that it will be ready for the next meeting and the Agreement will be ready.

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E. NEW BUSINESS

1. Request Permission to Conduct Peanut Sale on Corner Streets

Sheri Gow/ Secretary CP Kiwanis and present was the President of the Kiwanis would like to conduct peanut sales on Friday, September 23rd and Saturday, September 24th. Location would be Main Street and North Street; Main Street and South Street and, also, North Street and Indiana Avenue. Mayor Uran asked Jim Janda, Assistant Chief of Police, for his review. Jim Janda recommends approval. We haven't had any problems with this organization in the past.

Attorney Nicholls mentioned that he follows the recommendation of the Assistant Chief of Police for approval.

Mayor Uran stated that when there is approval given that someone from the organization will go to the Police Station and meet with the Police Chief or Assistant Police Chief to be briefed on safety, rules and etc. That person will then share that information with the volunteers who will be out selling.

Sheri had no problem with following the procedures and will have someone meet with the Police to go over the safety rules.

Motion was made by Member Clemons and seconded by Member Crook to approve the Kiwanis Peanut Day for Friday, September 23rd and Saturday, September 24th. Location will be Main Street and North Street; Main Street and South Street and, also, North Street and Indiana Avenue. After a voice vote the motion carried 3 Yays and 0 Nays.

2. Approval of Full Time Equivalency Certifications-Lake County HIDTA

Attorney Nicholls mentioned that he had received the documents for the Mayor's signature for the Certifications and asked for the Board to give the Mayor the authorization to sign them.

Member Clemons made the motion to authorize the Mayor to sign the documents, as Attorney Nicholls explained. Seconded by Member Crook. After a voice vote the motion carried 3 Yays and 0 Nays.

3. Approve Invoices for Center Ross Road

Todd Kleven had Invoices and Change Orders to discuss for approval to release. There were several, as noted below.

No paperwork was submitted prior or at the time of the meeting for the following items to the Clerk-Treasurer.

- **Keough Mechanical Corporation** The Board approved the Change Orders for the hot water heater for \$4,025.00, Upstairs Bathroom for \$4,169.84, and rough excavation for \$1,500.00 plus the plumbing proposal of \$45,833.00. **Total: \$55,527.84**
Motion by Member Clemons and seconded by Member Crook to approve, as presented. After a voice vote the motion carried 3 Yays and 0 Nays.
- **Kwiatkowski Masonry, Inc.** The Board approved the amount of \$1,832.00 for the limestone caps on the building.
Motion made by Member Crook and seconded by Member Clemons to approve **\$1,832.00**. After a voice vote the motion carried 3 Yays and 0 Nays.

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- **Concrete Creations, LLC** The Board approved the amount of the original Bid of \$4,912.00 and the Change Order of \$350.00 to run epoxy up the wall in the bathroom at Legacy Field.

Motion made by Member Clemons and seconded by Member Grzych to approve the total of **\$5,262.00**. After a voice vote the motion carried 3 Yays and 0 Nays.

- **EMCOR Hyre Electric Co.** The Board approved the payment of \$11,955.00 which reflected the Change Order savings of \$6,500.00 for the storage building because Public Works did that portion.
Motion made by Member Clemons and seconded by Member Grzych to approve the total of **\$11,955.00**. After a voice vote the motion carried 3 Yays and 0 Nays.

- **CertaPro Painters of Schererville** The Board approved the original Bid of \$13,515.00 with subtracting the savings of \$1,015.00.
Motion made by Member Crook and seconded by Member Grzych to approve the total of **\$12,500.00**. After a voice vote the motion carried 3 Yays and 0 Nays.

- **Merrillville Awning Co.** The Board approved the original amount of \$1,761.00.
Motion made by Member Grzych and seconded by Member Crook to approve the total of **\$1,761.00**. After a voice vote the motion carried 3 Yays and 0 Nays.

- **Air Filter Heating and Cooling** The Board approved the original Contract of \$21,343.00.
Motion made by Member Crook and seconded by Member Clemons to approve the total of **\$21,343.00**. After a voice vote the motion carried 3 Yays and 0 Nays.

- **D&L Wood Products, Inc.** The Board approved the original Bid of \$14,200.00 but saved from that amount \$1,300.00.
Motion made by Member Crook and seconded by Member Grzych to approve the total of **\$12,900.00**. After a voice vote the motion carried 3 Yays and 0 Nays.

- **Austgen Equipment, Inc.** The Board approved \$5,067.00 for the insulation.
Motion made by Member Grzych and seconded by Member Crook to approve the total of **\$5,067.00**. After a voice vote the motion carried 3 Yays and 0 Nays.

- **Austgen Equipment, Inc.** The Board approved Application 3 for \$13,942.75 and, also, Application 4 Retainage Payment of \$5,355.18. Additionally, there were huge savings from having a different roofing company and having Schillings for the windows. Windows were a cost estimate of \$14,000.00 but with Schillings it was a cost of \$5,052.30.
Motion made by Member Crook and seconded by Member Grzych approved Application 3 for **\$13,942.75** and, also, Application 4 Retainage Payment of **\$5,355.18**. After a voice vote the motion carried 3 Yays and 0 Nays.

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- **The Lazzaro Companies, Inc.** The Board approved the \$38.52 for the change of the threshold that didn't fit properly.
Motion made by Member Clemons and seconded by Member Grzych to approve the total of **\$38.52**. After a voice vote the motion carried 3 Yays and 0 Nays.
- **Crown Legacy Development, LLC** The Board approved Certificate of Occupancy of \$10,000.00 and \$1,244.80 (8% over \$400,000.00).
Motion made by Member Clemons and seconded by Member Grzych to approve the total of **\$11,244.80**. After a voice vote the motion carried 3 Yays and 0 Nays.
- **Austgen Equipment, Inc.** The Board approved for the Public Works Maintenance Facility final pay for *Application #3* of \$29,137.17. Also, *Application #4 Release of Retainage* for the amount of \$49,375.56.
Motion made by Member Clemons and seconded by Member Crook to approve the final pay for **Application #3 of \$29,137.17**. Also, **Application #4 Release of Retainage for the amount of \$49,375.56**. After a voice vote the motion carried 3 Yays and 0 Nays.

Todd Kleven mentioned three outstanding items that will probably be in front of the Board of Works & Safety in a couple of weeks for:

- Crawford Door estimated amount \$3,963.00
- Lazzaro (Re: Partitions) estimated amount \$4,200.00 and
- Tri-Electronics (Re: Sound) estimated amount \$19,347.00
- **Hasse Construction Company, Inc.** Todd stated that he believed Change Order 17 had been approved by the Board, previously, but wanted to confirm the action again and then he will submit the Invoice for the amount of \$1,862.99.
Motion made by Member Clemons and seconded by Member Grzych to approve Change Order 17 in the amount of \$1,862.99. After a voice vote the motion carried 3 Yays and 0 Nays.
- **Hasse Construction Company, Inc.** The Board approved the amount of \$532.54 for Change Order 18. Todd mentioned that Hasse did not contact Todd at all for this one. They installed the sprinkler by a sub-contractor.
Attorney Nicholls asked Todd if it was inspected. Functioning correctly? Work as it should?
Todd replied yes.
Attorney Nicholls stated that he recommends approval.
Motion by Member Clemons and seconded by Member Crook to approve Change Order 18 in the amount of \$532.54. After a voice vote the motion carried 3 Yays and 0 Nays.

4. Approve Contract with Image Trend

Adam Graper, IT Department, asked for the Board's permission to approve final contract terms with Image Trend. Software is for Fire and Ambulance Reporting and has been funded by appropriation of Medicaid reimbursements. Adam continued, the software cost is estimated at \$14,358.00 for the Fire and EMS Departments and the software is estimated at \$16,500.00 for Ambulance Billing.

Motion made by Member Grzych and seconded by Member Crook. After a voice vote the motion carried 3 Yays and 0 Nays.

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5. Approve MTA Contract for Treatment Plant

Adam Graper, IT Department, requesting approval for Broadband Contract for Wastewater Treatment Plant. This will replace the inadequate Verizon plan and unusable fiber. The Contract is for three (3) years at \$6,995.00.

Motion made by Member Crook and seconded by Member Grzych to approve the Broadband Contract at three years for \$6,995.00. After a voice vote the motion carried 3 Yays and 0 Nays.

6. Public Works Re-organization

Mayor Uran mentioned that this new chart for the re-organization will be beneficial for each Department that is listed. For better communication and working together closer.

Mayor Uran mentioned that the P.E. position is being eliminated and will help with the upcoming budget process but that isn't the only reason. These Departments will work tighter. The work load should be about the same but the communication will be better.

Mayor Uran then mentioned the proposed move of the Engineering Department which was discussed with these Departments previous to today.

The Mayor would like to modify the current Public Works building to expand it and move the Engineering Department to be within the Public Works facility. The GIS Maps will be in a central location. We will be working smarter and not harder. Also, the move of Engineering over to the Public Works facility will be an asset.

Scott Rediger, Public Works Director, mentioned that it's a no brainer and he is looking forward to this improvement.

Scott continued by stating with Tris Miles being gone that now there is only one with ERC, whereas, there were two with Tris. Note: ERC which means "Employee with Responsible Charge". It is required to qualify INDOT projects.

Bill Kozlowski, Engineering Department, was fine with the re-organization chart and having us under one roof.

Greg Falkowski, Chief of Staff, stated that being under one roof will be very beneficial.

Attorney Nicholls stated that this chart and the discussion is clear, concise, and ties-up the Public Works system.

Motion was made by Member Clemons and seconded by Member Crook to approve and accept the organizational chart. After a voice vote the motion carried 3 Yays and 0 Nays.

Mayor Uran asked for a Motion to give authorization to Greg Falkowski, Chief of Staff and the Mayor to seek proposals for the expansion of the Public Works campus for the Engineering Department.

Motion made by Member Clemons and seconded by Member Grzych to give the authorization to Mayor Uran and Chief of Staff to seek proposals for the expansion on the Public Works facility. After a voice vote the motion carried 3 Yays and 0 Nays.

Mayor Uran then announced the official title of Engineering Superintendent to Bill Kozlowski.

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Additional Items:

1. CP Hockey Helmet Day

Member Grzych wanted to defer this item to next meeting.

Motion was made by Member Crook to defer the request for Crown Point Hockey Helmet Day to next meeting. Seconded by Member Clemons. After a voice vote the motion carried 3 Yays and 0 Nays.

2. CP Hockey Assembly Payments for Recycle Bins

No information/paperwork was given prior to this discussion.

Mayor Uran explained that this body has solicited to Not-For-Profit organizations to help put together recycle bins. This Board has approved previously for a donation to organizations that help out. We have a \$1,000.00 donation made out to CPHS and cooperation of CP Hockey Club for putting together 271 recycle bins.

Motion made by Member Crook to approve the \$1,000.00 donation to Crown Point High School to Crown Point Hockey Club for assembling recycle bins. Seconded by Member Clemons. After a voice vote the motion carried 3 Yays and 0 Nays.

3. Bond Maintenance for Edgewater

Bill Kozlowski, Engineering Superintendent, reported that all improvements are complete. Based upon Edgewater's Engineer opinion of probable constructions costs and Bill's review that the 25% for the Maintenance Bond of \$141,763.63 should be accepted.

Attorney Nicholls had reviewed the request and found it acceptable and trust in Bill's evaluation and recommendation.

Motion was made by Member Clemons and seconded by Member Grzych to accept the Maintenance Bond in the amount of \$141,763.63. After a voice vote the motion carried 3 Yays and 0 Nays.

4. Special Events – T-Shirts for Car Cruises

No information/paperwork was given prior to this discussion.

Diana Bosse, Special Events, would like to purchase new t-shirts with a new design to sell at the Car Cruise nights.

Motion made by Member Crook and seconded by Member Grzych to authorize Diana Bosse to purchase and to sell the t-shirts for \$10.00. After a voice vote the motion carried 3 Yays and 0 Nays.

5. Water Transmission Main Valve and Metering Vault

No information/paperwork was given prior to this discussion.

Attorney Nicholls stated that he has the Contract for the Water Transmission Main Valve and Metering Vault. I request the Board to authorize the Mayor to execute the documents so we may proceed with the project.

Attorney Nicholls said he reviewed the Contract. Also, he recommends approval of the authorization.

Mayor Uran reminded the Board that this is an essential project to help us with controls and accounting measures of the water usage of Crown Point during peak and non-peak times. It's valuable information. Every year American Water tends to ask for a rate increase. We are a customer buying bulk water. This is an investment of long term savings.

Motion made by Member Clemons and seconded by Member Grzych to authorize the Mayor to execute the documents. After a voice vote the motion carried 3 Yays and 0 Nays.

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6. LPA Extension Agreement for Merrillville Rd & Summit Street
No information/paperwork was given prior to this discussion.

Mayor Uran stated the Agreement is for the automatic signal project which is almost completed. The infrastructure and fiber optics have been moved. We need to go ahead and make sure we are in compliance with the LPA with the Contract extension. That's what this modification is for from Robinson Engineering.
Attorney Nicholls reviewed and recommend approval.

Motion made by Member Grzych and seconded by Member Clemons to approve the modification to the Contract. After a voice vote the motion carried 3 Yays and 0 Nays.

7. IT Department – Schererville

Mayor Uran mentioned that this just came in under the wire, as the meeting was going on, to discuss and take action.

Mayor Uran mentioned that the IT Department of Schererville is having some troubles with their new 911 system.

The Mayor explained to the Board that Schererville and Cedar Lake were the only 2 Towns in Lake County that did not go into consolidation of the 911.

Adam Graper, IT Department, mentioned that they are having trouble with communications with the hand-held mics.

Mayor Uran stated that we do have some equipment here that we are not using because of the consolidation. What we are looking to assist with Schererville and allow them to have a temporary loan for the dormant equipment that we are not using right now.

This is a request in writing from the IT person in Schererville.

Attorney Nicholls stated that he and Adam discussed and reviewed the request. Attorney Nicholls suggested to recommend approval.

Mayor Uran wanted to express that even though they weren't part of the consolidation that he didn't want to jeopardize the Fire or Police Department's safety.

Motion made by Member Crook and seconded by Member Clemons to approve the loan of equipment needed for Schererville's 911 system. After a voice vote the motion carried 3 Yays and 0 Nays.

Adam Graper will let us know when we have the equipment from Schererville returned.

F. MISCELLANEOUS

1. Special Events

Diana Bosse, Special Events, reported the following current and upcoming Events:

- Farmers Market will be held on Saturday on South Main Street between 8:00 a.m.-1:00 p.m.
- Car Cruise is Thursday from 5:00 p.m. - 8:00 p.m.
- Cal Ripken is hosting Ohio Valley Tournament
- July 29th at the Sportsplex welcome the NSA World Series games
- Babe Ruth will be hosting State and Ohio Valley Tournament
- Parks Department will welcome the NSA World Series games

G. NEXT REGULAR MEETING: Wednesday, July 27th at 2:00 p.m.

H. ADJOURNMENT

Member Grzych motioned to adjourn. Seconded by Member Crook. After a voice vote the motion carried. The meeting adjourned at 3:35 p.m.

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BOARD OF PUBLIC WORKS & SAFETY:

David D.F. Uran, Mayor

Tim Grzych, Member

Bob Clemons, Member

Jim Crook, Member

Michael Conquest, Member

ATTEST:

Kristie L. Dressel, Clerk-Treasurer