

A. CALL TO ORDER

Mayor Uran called the meeting to order at 2:07 p.m. with the Pledge Of Allegiance.

Present: Member Clemons, Member Grzych, Member Crook and Member Conquest. Also present, City Attorney David Nicholls, Clerk-Treasurer Kristie Dressel and Chief Deputy Clerk Barbara Kortokrax

B. APPROVAL OF MINUTES

Motion made by Member Clemons and seconded by Member Crook to approve the Minutes for November 2nd. After a voice vote the motion carried 5 Ayes and 0 Nays.

C. ADDITION OF NEW ITEMS

Being none, the meeting continued.

D. DEFERRED BUSINESS

1. Request to Approve Sensus Quote for the Software and Analytics Upgrade for the Radio Reads (water meter reading system).

There wasn't a motion made for this item, however, the Board was in agreement to defer to the next Regular Board of Works Meeting on November 30th.

It stayed in the deferred status.

E. PRESENTATION

Being none, the meeting continued.

F. NEW BUSINESS

1. Request Permission to Solicit RFPs for the Public Safety Building

Greg Falkowski, Chief of Staff, explained that we are looking to work with Skillman Corporation who is in our Facility Study and Building Committee to create an RFP to start the process for the Public Safety Building. Attorney Nicholls directed that a motion is needed to authorize Greg Falkowski, Chief of Staff, to engage with Skillman Corporation for this purpose.

Motion made by Member Clemons and seconded by Member Conquest for authorization to Greg Falkowski, Chief of Staff to engage with Skillman Corporation to develop a RFP. After a voice vote the motion was unanimous 5 Ayes and 0 Nays.

2. Request to approve LPA Consulting Contract with Butler, Fairman and Seufert, Inc. for the downtown Courthouse Square Pedestrian Crossing Improvements

Alex Kutanovski, City Attorney, explained that we have a Local Public Agency Consulting Contract in front of us. This Contract is for Downtown Courthouse Square, Pedestrian Crossing Improvements project. The Contract is a standard form and the Legal Department is comfortable with it.

Mayor Uran mentioned that part of the \$90,200.00 is part of the Grant process that is awarded to the City.

It was described as the four-corners of the Square will be bumped out. Several locations will shorten the distance on the pedestrian walkways. There will be variables because several places have outdoor dining. So, everything will be reviewed. The environmental and engineering needs to be reviewed and approved before any construction.

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Motion made by Member Conquest and seconded by Member Grzych to approve the LPA Consulting Contract with Butler, Fairman and Seufert for the Downtown Courthouse Square Pedestrian Crossing Improvements. After a voice vote the motion was unanimous 5 Ayes and 0 Nays.

3. Request Policy Modification Regarding How the Years of Service are Calculated

Greg DeLor, Fire Chief explained that only in recent months there has been questioning on how we give bonus points. Why don't we give credit for prior experience before coming to Crown Point. We view it as the getting the experience from Crown Point and not somewhere else prior to coming to Crown Point.

Mayor Uran questioned if Certifications do count towards bonus points from other entities.

Greg DeLor, Fire Chief, stated if they are current, they will be counted. Attorney Nicholls commented that he reviewed the policy and in the closing statement that the *Chief has the final say*. This is correct, also, the determination is subject of review by the Board.

Motion made by Member Clemons and seconded by Member Conquest to approve the Policy modification, as presented. After a voice vote the motion carried unanimous. 5 Ayes and 0 Nays.

4. Request Approval for Extension of Existing Yearly Asphalt Paving Contract from 2016-2017 including 2016 Pricing

Scott Rediger, Public Works Director, stated that Walsh and Kelly has held their prices since around 2011. This extension for the Paving Contract is more than reasonable.

Attorney Nicholls reviewed the Contract and said the City couldn't do any better than this extension by Walsh and Kelly.

Motion made by Member Clemons to approve the Extension of Existing Yearly Asphalt Paving Contract from 2016-2017. Seconded by Member Crook. After a voice vote the motion carried unanimous. 5 Ayes and 0 Nays

5. Approve Updates and Revisions to the Police Department Policy that Governs the Temporary Detention Area, Holding Cells and Detainee Processing

Pete Land, Police Chief, explained that the Policy has some revision updates. Currently, there are four holding cells and there are requirements to be applied. Like separation of juveniles' of male and female detainees. Basically, it's a comprehensive overhaul of what we are doing. Also, we've enhanced video and audio equipment.

These revisions are making sure we are following the laws and placing items in conformance.

Attorney Nicholls commented that he did have a chance to go over and review the holding cells with the Assistant Chief and then Detective Commander showed him the areas of concern.

Attorney Nicholls continued, "As time goes on it will become more difficult to maintain an area that would meet the existing standard and protect the City from liability."

The Policy and overall maintenance of the holding cells, detention and booking areas is the best as can be achieved, at this point in time.

Member Conquest did comment that it might be wise to add "bodily fluids" in General Order 16-06 Section G. Detention Area.

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Attorney Nicholls agreed with this addition of verbiage.

Motion made by Member Clemons and seconded by Member Conquest to approve the revisions for the Police Department Policy including Section G with the description of "bodily fluids".
After a voice vote the motion was unanimous 5 Ayes and 0 Nays.

6. Request Approval of Agreement between INDOT and the COCP for the Transfer of the Frontage Road Off of Main Street Between Summit Street and Lewis Street

Basically, the frontage road is from Auto Zone on Main by Walgreens down to Lewis Street by American Legion Post #20.

Mayor Uran mentioned that when Main Street area was being done by INDOT for the paving they had a conversation of having the frontage road paved. That INDOT owned the frontage road and they weren't going to pave that road.

We then asked if they would repair and make it a standard road; we would then maintain it and accept it.

Attorney Nicholls reviewed the Agreement and find it legally acceptable and ready for Board action.

Motion made by Member Clemons and seconded by Member Grzych to give the Mayor the authorization to sign the documents. Also, approving the Agreement between INDOT and the City for the transfer of the frontage road to the City of Crown Point along with adding the frontage road (as described) to the City's inventory.

After a voice vote the motion was unanimous 5 Ayes and 0 Nays.

G. MISCELLANEOUS

1. Greg Falkowski, Chief of Staff, reviewed the current Comprehensive Plan of the City that was developed in 2005. It's the recommendation to review every 10 years for updates. Also, for development and future development the Zoning Code should be addressed as well.

Greg Falkowski then asked for the Board's approval to solicit RFP's to update the City's Master Plan/Comprehensive Plan and the Zoning Code. Mayor Uran mentioned that the Council has encumbered money for this process. We need to use it or put it back. So, this will be the document to let the Clerk's Office know we are using the encumbered money for this use.

Motion made by Member Grzych granting the authority to Greg Falkowski to solicit the RFP's for the purpose of updating the City's Master Plan/Comprehensive Plan and the Zoning Code. Also, that the Council has encumbered money for this process. Seconded by Member Clemons.
After a voice vote the motion was unanimous 5 Ayes and 0 Nays.

2. Diana Bosse, Special Events:

- Veteran's day Ceremony is taking place tomorrow November 11th at 10:30 a.m. on the East side Courthouse steps.
- The Crown Point Volunteer Fire Department is having a food drive on Saturday. November 12th from 9:00 a.m. – 1:00 p.m. They will be at Jewel and both Crown Point Strack & VanTil stores.
- November 25th at 5:30 p.m. on the East Side of the Courthouse will be the Christmas tree lighting and immediately following will be the lighting at the Tank on Main Street and Goldsboro.

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- November 26th at 10:00 a.m. will be the Santa Parade starting at The Pointe and process to the Courthouse. Santa and Mrs. Claus will be there until 4:00 p.m. to visit with the children.
- November 26th Winter Market will be at the Courthouse from 10:00 a.m. – 4:00 p.m.
- November 26th is Shop Small on Saturday – Encouraging to shop small businesses and is sponsored by the Crossroads Chamber.

3. Karen Marben, Human Resources Director, reminded everyone that Thursday, November 10th and Friday, November 11th is Open Enrollment and is Mandatory.

Mayor Uran mentioned that Greg Falkowski worked with IT and there's a link to the State Board of Accounts for the Webinar of Internal Control Standards. Each employee is required to watch and sign a Certification form by December 31, 2016. The Certification should be signed and given to your Department Head and then they will give the forms to Greg Falkowski, Chief of Staff.

Member Grzych asked Scott Rediger regarding the status of the tree cutting and stump removal.

Scott Rediger stated that he's working with Attorney Kutanovski for the RFP's to be advertised.

Mayor Uran mentioned that Member Clemons has worked with tree removal companies and suggested to focus on individual zones throughout the City. So, it would be a specific area and completed that area and move onto another.

Member Clemons commented that he and Scott Rediger work very well together. If he would need me, I'm willing to assist.

H. NEXT REGULAR MEETING: Wednesday, November 30th at 2:00 p.m.

Mayor Uran announced to the Board of Works & Safety Members that on December 5th; looking to have a Special Joint Public Meeting immediately after the Council Meeting. Greg Guerrettaz, Financial Solutions Group, and Ice Miller will talk about utilities and the possibility of rate increases, as we go through the Judicial Order.

I. ADJOURNMENT

Motion made by Member Grzych and seconded by Member Clemons to adjourn. The meeting adjourned at approximately 2:35 p.m.

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