**MINUTES OF THE REGULAR MEETING OF THE**

**BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF JASPER**

**September 26, 2023**

 The Board of Public Works and Safety of the City of Jasper, Indiana, met in regular session on Tuesday, September 26, 2023, in the Council Chambers of City Hall located at 610 Main Street and via Zoom Video Conferencing.

**CALL TO ORDER**

 Mayor Dean Vonderheide called the meeting to order at 8:00 a.m.

**ROLL CALL**

 Clerk-Treasurer Kiersten Knies then called the roll:

 Mayor Dean Vonderheide Present

 Board member Timothy Bell Absent

 Board member Nancy Eckerle Present

 Also present were Street Commissioner Jeffrey Theising, City Engineer Chad Hurm, Personnel/Safety/Loss Control Director Cale Knies, Director of Community Development and Planning Josh Gunselman, Clerk Treasurer Kiersten Knies, and Assistant Police Chief Aaron Pehrson. Fire Chief/Code Enforcement Officer Kenny Hochgesang, Police Chief Nathan Schmitt, and City Attorney Renee Kabrick were absent.

Kiersten Knies announced that in order to have a quorum for the meeting, a majority of the board members must be present. Two of the three board members were present, which is a majority; therefore, there was a quorum for the meeting.

**PLEDGE OF ALLEGIANCE**. Mayor Dean Vonderheide invited all those present to join in reciting the Pledge of Allegiance.

**APPROVAL OF THE MINUTES.** The board members examined the minutes from the regular meeting held September 12, 2023. Thereafter, a motion was made by Nancy Eckerle and seconded by Mayor Vonderheide to approve the minutes without corrections. Motion carried 2-0.

**CLOSURES**

Utility Manager Bud Hauersperger requested permission to close North Hartford Drive for boring and installation of a gas line for one day only beginning today. This will run parallel with the existing line and will add volume to the Grassland Hills area. Access will still be available on Manor Drive.

 A motion was made by Nancy Eckerle and seconded by Mayor Vonderheide to close North Hartford Drive for boring and installation of a gas line today and possibly part of the day tomorrow. Motion carried 2-0.

 Street Commissioner Jeff Theising requested permission to close Mill Street between 7th and 8th Streets to remove a tree. The Street Department will coordinate with the Electric Department for the use of their bucket truck. The tree is in the right of way is dropping limbs on the sidewalk and the street. It has become a hazard. Removal of the tree should not take more than three hours and the homeowner has been made aware. The Street Department will also notify the media and the funeral home.

 A motion was made by Nancy Eckerle and seconded by Mayor Vonderheide to approve the request to close Mill Street between 7th and 8th Streets to remove a tree for about 3 hours as available. Motion carried 2-0.

 Street Commissioner Jeff Theising requested permission to close West 9th Street between Clay Street and Hendricks Street to remove a tree limb.

 A motion was made by Mayor Vonderheide and seconded by Nancy Eckerle to close West 9th Street between Clay Street and Hendricks Street to remove a tree limb. Motion carried 2-0.

 Street Commissioner Jeff Theising requested permission to close West 13th Street completely between Bartley Street and MacArthur Street for one full day on a date yet to be determined to repair a soft spot in the asphalt near the Bartley Street intersection.

 A motion was made by Nancy Eckerle and seconded by Mayor Vonderheide to close West 13th Street completely between Bartley Street and MacArthur Street for one full day on a date yet to be determined to repair a soft spot in the asphalt near the Bartley Street intersection. Motion carried 2-0.

**CODE ENFORCEMENT/FUEL MAINTENANCE REPORT**

 Mayor Vonderheide reviewed the previously distributed Code Enforcement Report and Fuel Maintenance Report on behalf of the Fire Chief/Code Enforcement Officer Kenny Hochgesang. Mayor Vonderheide noted that many homeowners have taken action and the violations have been closed out. The Street Department did, however, have to address three different properties this month. The Board acknowledged receipt of the Code Enforcement Report and the Fuel Maintenance Report. No further action was required.

**DOWNTOWN REVITLIZATION REPORT**

 City Engineer Chad Hurm gave an update on the Downtown Revitalization Project. After a week and a half of inactivity, crews have moved back in and are working on punch list items, plantings, and installing umbrellas, tables, and chairs. Over the next couple of weeks, they will continue to work on repairs and clean up items. The week of October 8th is planned for planting perennials and trees. Some planters have been planted. Ragle is working on the storm sewer repair now. They are still waiting on the installations of some signs. Engineering met with REA yesterday to discuss Phase II. They are looking at making some changes to the layout to have some parking added back in.

**INDOT SWEEPING SERVICES AGREEMENT**

 Street Commissioner Jeff Theising requested approval to enter into the INDOT Sweeping Services Agreement. The contract is a 4-year agreement that runs from July 1, 2023, to June 30, 2027. There are 9.23 miles of curbs in the city of Jasper that state highway. The city agrees to sweep the state highway miles at least twice per year during this 4-year agreement. The state will pay $360.00 per curb mile per year for an annual cost of $3,322.80 over 4 years not to exceed $13,291.20.

 A motion was made by Mayor Vonderheide and seconded by Nancy Eckerle to approve the Street Department entering into the INDOT contract with the State of Indiana to sweep given mileage within the city limits. Motion carried 2-0.

**CROSSWALK INSTALLATION**

Street Commissioner Jeff Theising requested permission to install a crosswalk at the intersection of 3rd Avenue and Rumbach Avenue. This is something Council member Dave Hurst has been requesting for a while.

A motion was made by Nancy Eckerle and seconded by Mayor Vonderheide to give the Street Department permission to install a crosswalk at the intersection of 3rd Avenue and Rumbach Avenue. Motion carried 2-0.

Street Commissioner Jeff Theising requested permission to install three crosswalks in the Cathy Lane and 25th Street area for Meyer Distributing employees. This gives the employees a place to cross. Meyer Distributing does have a foot bridge that will be removed. All three crosswalks will have standard signage, no flashing lights. If ever Meyer Distributing wants to install flashing lights, it would be at their expense.

A motion was made by Mayor Vonderheide and seconded by Nancy Eckerle to approve the installation of the three crosswalks at the Cathy Lane and 25th Street area for Meyer Distributing employees. Motion carried 2-0.

**INDIANA STREET COMMISSIONER’S ASSOCIATION**

Street Commissioner Jef Theising requested formal approval for Matt Kiefer, Bob Sunderman, and himself to attend the Indiana Street Commissioner’s Association Conference at Plymouth, Indiana this afternoon, returning on Thursday afternoon. This has already been approved by the board via email, but he is requesting formal approval.

 A motion was made by Mayor Vonderheide and seconded by Nancy Eckerle to formally approve Jeff Theising, Matt Kiefer, and Bob Sunderman’s attendance at the Indiana Street Commissioner’s Association Conference this afternoon. Motion carried 2-0.

**MASTER ROAD BUILDERS**

 Street Commissioner Jeff Theising and City Engineer Chad Hurm noted that Bob Sunderman and Scott Schnell will both be receiving a Master Road Builder Award this Wednesday at the Indiana Street Commissioner’s Conference. The award is given by LTAP to recognize many years of hard work and training completed by the recipients and is quite an accolade.

**ADJOURNMENT.** A motion was made Nancy Eckerle and seconded by

Tim Bell to adjourn the meeting. The motion was carried 3-0 and the meeting adjourned at 8:53 a.m.

The minutes were hereby approved \_\_\_\_with \_\_\_\_ without corrections or clarification this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2023.

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 **Mayor Dean Vonderheide, Presiding Officer**

**Attest:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Kiersten Knies, Clerk-Treasurer**