**MINUTES OF THE REGULAR MEETING OF THE**

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

**DECEMBER 26, 2023**

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

**CALL TO ORDER**

 Board member Nancy Eckerle 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 Present

 Board member Nancy Eckerle Present

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

Kiersten Knies announced that in order to have a quorum for the meeting, a majority of the board members must be present. All 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 December 12, 2023.

Thereafter, a motion was made by Nancy Eckerle and seconded by Tim Bell to approve the minutes of the regular meeting held December 12, 2023, without correction. Motion carried 3-0.

**CLAIMS.** The claims against the city from December 12, 2023, through December 21, 2023, were presented to and examined by the board. Thereafter a motion was made by Mayor Vonderheide and seconded by Nancy Eckerle to approve the claims as presented. Motion carried 3-0.

**Fuel and Maintenance Report**

 Fire Chief/Code Enforcement Officer Kenny Hochgesang presented the previously distributed Fire Department’s Fuel and Maintenance Report and the Code Enforcement Report for the month. There were two code enforcement violations that were in process. The fuel and maintenance report does not show anything out of the ordinary. Mayor Vonderheide acknowledged receipt of the reports.

**Tower Truck Repair**

Fire Chief/Code Enforcement Officer Kenny Hochgesang presented to the Board for information only a previously paid invoice for Gary’s Automotive in the sum of $6,328.00 for repair of the tower truck. The truck was gone for two weeks to St. Phillips, Indiana for repair. It is now back and in good working order.

**Firefighter Resignations**

 Fire Chief/Code Enforcement Officer Kenny Hochgesang advised the board of Eric Bailey’s resignation effective December 11, 2023. Eric had been with the Fire Department for five years. With that, there are thirty-seven members of the Fire Department at this time. One more firefighter will be leaving around May or June. They have about four or five really good applicants waiting for openings.

 A motion was made by Tim Bell and seconded by Nancy Eckerle to approve the resignation of Eric Bailey as a Firefighter effective December 11, 2023. Motion carried 3-0.

**Multiuse Trail Project**

City Engineer Chad Hurm advised the board that bids for the Multiuse Trail Project will be opened at the January 23, 2024, Board of Public Works Meeting. The Multiuse Trail Project runs from the Whitey Schroeder Driving Range on Mill Street North to 30th Street, along 30th Street to HWY 231, across HWY 231 on to Northwood Avenue and to continues from Northwood Avenue to St. Charles Street. Engineering is complete, DNR is currently reviewing the projects, but no issues are anticipated. Property acquisition is underway in the form of easements and rights of way. Utility and other departments are aware of the project and will be assisting in any updates needed to that area. Traffic loops that were previously disabled will be reestablished.

**Change Orders**

 City Engineer Chad Hurm requested approval of a change order on the Dewey Street Project in the sum of $21,900.00 to Kern Excavating. This includes additional work along the East Side of Dewey Street between 13th Street and 14th Street as well as converting the driveway at STAC from residential to commercial.

A motion was made by Mayor Vonderheide and seconded by Nancy Eckerle to approve the change order in the sum of $21,900.00 to Kern Excavating for the Dewey Street Project pending council approval of the funds being transferred into the community crossings grant fund. Motion carried 3-0.

 City Engineer Chad Hurm advised that he did receive an additional change order on the Holy Family Project from Knies Construction but is still working with the contractor on the details. This will be the third change order on that project, the first being for substandard soil, the second for relining the storm sewer and this third and final will be for quantity adjustments. He will request approval at the next Board of Public Works meeting.

City Engineer Chad Hurm advised that we will be receiving one final change order on the Downtown Revitalization Project and that he anticipates that to be a deduction. He is still waiting on the details from the contractor.

City Engineer Chad Hurm further advised that he was waiting on a deduction for the HRJ/Power Drive Project as well but did not have it at this time.

**Mill Street Clarification**

Board Member Nancy Eckerle requested clarification on the Mill Street Project. She received a copy of a letter a resident had received notifying them that surveying work would be completed in that area. City Engineer Chad Hurm advised that the project was a widening of Mill Street from 30th Street to 36th Street as well as storm sewer, curb, and gutter improvements.

Board Member Nancy Eckerle had received another question from a resident asking if the curb at Third Street and Mill Street could be painted yellow so that people could more clearly see where the curb jutted out. There are tire tracks on the curb indicating that drivers do not slow down or see the curb. City Engineer Chad Hurm advised that he will look into this matter.

**36th Street Cone**

Board Member Nancy Eckerle questioned the cone at 36th Street by Walgreens. Street Commissioner Jeff Thesing advised that there is a sink hole there. He noted that it is one of those that they do not have access to, it has a different casting and they have been trying to identify from various angles the best way to fix it. However, a plan of action is in place for a temporary fix and a permanent fix this summer.

**Leaf Pick Up**

Street Commissioner Jeff Theising noted that the Street Department had wrapped up leaf pick up last week but there were still piles out there. They planned to come back one more time with one machine this week to take care of them.

**Community Development and Planning Report**

Director of Community Development and Planning Josh Gunselman advised that eight permits were issued in November for accessory structures or additions. None were for housing starts but this brings an approximate value of $335,000.00 to the city.

Gunselman further noted that his department and the Engineering Department are undertaking an update to the last parking study which was completed in 2015. They will bring a report to the Board once it is complete.

**Bio Meth Management Invoice**

City Attorney Renee Kabrick requested approval of the Bio Meth Management Invoice for work done at 2602 Birk Drive in the sum of $3,858.33. She has identified funds for this year’s budget to pay this invoice and anticipates encumbering the funds.

A motion was made by Mayor Vonderheide and seconded by Tim Bell to approve payment of an invoice from Bio Meth Management in the sum of $3,858.33. Motion carried 3-0.

**School Resource Officer Agreement**

 Clerk Treasurer Kiersten Knies noted that in working with Greater Jasper Consolidated Schools for payment of the 2023/2024 SRO Agreement that a change had been identified. Back in May the Board approved the agreement in the sum of $80,996.00 per officer, however we will actually be receiving $81,306.00 per officer. Additionally, it was identified that the city had received payment for the 2022/2023 SRO Agreement there was not in fact a signed agreement on file. Knies requested retroactively approving the 2022/2023 SRO Agreement with Greater Jasper Consolidated Schools in the sum of $157,338.

A motion was made by Nancy Eckerle and seconded by Tim Bell to approve the 2022/2023 SRO Agreement with Greater Jasper Consolidated School Corporation in the sum of $157,338.24. Motion carried 3-0.

**TRECS Agreement**

 Clerk-Treasurer Kiersten Knies requested permission to enter into an agreement with TRECS, the clearinghouse agency used to collect outstanding utility and parking ticket monies. TRECS identifies anyone receiving a tax refund that has an outstanding utility bill or parking tickets. A letter is then sent to those individuals notifying them that their tax refund will be used to pay their outstanding bills. The cost for this was $2.00 per letter last year and is going up to $3.00 per letter this year. In speaking with the Utility Department, it was noted that they could not perform this service for less than $3.00 per letter. The Utility Service Board has approved entering into this agreement.

 A motion was made by Mayor Vonderheide and seconded by Nancy Eckerle to approve the city entering into an agreement with TRECS clearinghouse for one tax cycle year from December 1, 2023, to October 1, 2024, for outstanding utility payments and traffic tickets. Motion carried 3-0.

**ADJOURNMENT.** A motion was made by Tim Bell and seconded by Nancy Eckerle to adjourn the meeting. The motion was carried 3-0 and the meeting adjourned at 8:40 a.m.

The minutes were hereby approved \_\_\_\_with \_\_\_\_ without corrections or clarification this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024.

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 **Mayor Dean Vonderheide, Presiding Officer**

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

 **Kiersten Knies, Clerk-Treasurer**