

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS & SAFETY  
VALPARAISO, INDIANA  
February 25, 2022**

The Board of Public Works & Safety of Valparaiso, Indiana met February 25, 2022, at 3:00 p.m. in City Hall. Present were Steve Poulos and Holly Howe. Mayor Murphy was absent. Steve Poulos called the meeting to order and led the Pledge of Allegiance.

**Motion:** Holly Howe moved that the minutes of the February 11, 2022 meeting be approved. Seconded by Steve Poulos and so approved.

**Motion:** Holly Howe moved that the claims be approved for payment and subject to appropriation balances. Seconded by Steve Poulos and so approved.

**2021 Community Crossings Improvement Project Retainage Reduction**

Matt Zurbriggen requested to reduce the contract retainage amount from 5% to 2% and to approve the release of funds in the amount of \$67,328.77 to Milestone Contractors North, Inc. The Engineering Department coordinated with PMO to determine that it is satisfactory to reduce the retainage with the remaining work left. They do have a recorded bond also. The Engineering Department recommends the Board of Works and Safety grant this request.

**Motion:** Holly Howe moved to approve the 2021 Community Crossings Improvement Project Retainage. Seconded by Steve Poulos and so approved.

**Solar-Powered Radar Feedback Signs**

Mike Jabo requested approval to purchase 10 Solar-Powered Radar Feedback Speed Signs. These will be installed on Harrison Boulevard, Joliet Road and Ransom Road. The low bidder was Traffic and Parking Control Company, Inc (model EV 15) at a cost of \$41,075.00. Two other quotes were received. One from Carmanah (model Speedcheck 15) – at \$71,392.00. And one from Trafficalm (model IQ1500) at \$73,034.00. The prices include mounting hardware. The Engineering Department recommends that the Board of Public Works and Safety accept the quote from Traffic and Parking Control Company, Inc. for the model EV 15 in the amount of \$41,075.00

**Motion:** Holly Howe moved to approve the quote from Traffic and Parking Control Company, Inc. for the model EV 15 in the amount of \$41,075.00. Seconded by Steve Poulos and so approved.

**Changes to the Operations Manual – Fire Department**

Chief Dutz and John Daly requested approval of changes made to the Department's Operations Manual. The purpose of these changes is to provide uniformity for callback openings. It will establish a systematic process on how personnel will be assigned when accepting or when being forced for a callback. Human Relations has looked this over to make sure it complies with rules and regulations.

**Motion:** Holly Howe moved to approve the Operations Manual as presented.  
Seconded by Steve Poulos and so approved.

#### **Health Reimbursement Arrangement Contract – Fire Department**

John Daly requested approval of a health reimbursement contract. The Fire Department wants to enter into a contract with TASC who provides an HRA. This has been agreed upon with Mayor Murphy, City Administrator Jessen and Chief Dutz. Attorney Lyp has reviewed the document. It is supplemental money that is used in retirement or at separation for insurance purposes.

#### **McMahon – Agreement for Professional Services**

Steve Poulos requested approval of an Agreement for Professional Services with McMahon. This is for as-needed/requested Engineering Service and/or assistance to the Valparaiso Public Works Division.

**Motion:** Holly Howe moved to approve the Agreement for Professional Services with McMahon. Seconded by Steve Poulos and so approved.

#### **Legal Services Agreement – Patton Law LLC**

Attorney Patrick Lyp requested approval of a Legal Services Agreement with Patton Law LLC. Their duties will be to advise the Board of Public Works and Safety, City Officials and employees on legal matters affecting and related to Valpo Events a/k/a Valparaiso Community Festivals & Events, Inc. Also attending Board of Public Works and Safety public meetings and executive sessions as needed, regarding Valpo /Events' related matters. The hourly rate is \$150.00.

**Motion:** Holly Howe moved to approve the Legal Services Agreement with Patton Law LLC. Seconded by Steve Poulos and so approved.

#### **FTA Grants**

Beth Shrader requested approval of three documents. All three allow the City to continue drawing funds from open FTA grants as a subrecipient through NIRPC to support the transit system. Two are amendments to previously amended fund conveyance agreements and one is a new fund conveyance agreement extending the original project period established with NIRPC and FTA.

**Motion:** Holly Howe moved to approve the FTA grant documents as presented.  
Seconded by Steve Poulos and so approved.

#### **Transit Commitment to Local Share Matching Funds**

Beth Shrader requested approval of transit related documents. Each year the City has to confirm their commitment to provide the local share required as matching funds to the federal grants flowing through NIRPC. It has been confirmed that the 2022 budget includes sufficient local match for operations this year. Also, as a sub-recipient of federal funds for transit, the City has to make assurances each year that

they are complying with certain federal requirements. The full list of applicable certifications and assurances and signature pages for 2022 were presented.

**Motion:** Steve Poulos moved to approve transit related documents as presented. Seconded by Holly Howe and so approved.

#### **Façade and Sign Improvements for 351 South Washington**

Beth Shrader requested approval of a Façade and Sign Improvement application for 351 South Washington. She recommends approval of the façade grant in an amount not to exceed \$50,000.

**Motion:** Steve Poulos moved to approve the Façade and Sign Improvement Grant for 351 South Washington. Seconded by Holly Howe and so approved.

#### **Request for Street Closures**

- Katherine & Pierce Kelly Annual Hog Roast on Berkley Drive. Saturday, June 11, 2022 from 12:00 noon to 11:00 pm

This has been reviewed and approved by all impacted departments.

**Motion:** Holly Howe moved to approve the street closure as presented. Seconded by Steve Poulos and so approved.

#### **Conflict of Interest**

Clerk-Treasurer Taylor presented Conflict of Interest forms for Debbie Kerr-Cook – Hoosier Bat Co and Jack Pupillo – Container Systems Inc.

**Motion:** Holly Howe moved to approve the Conflict of Interest forms as presented. Seconded by Steve Poulos and so approved.

#### **Beauty Creek/Brooks Development**

Matt Zurbruggen advised the Board that a bridge structure is being constructed over Beauty Creek. Erosion occurred and mud went into Beauty Creek. At the next Board of Works meeting a representative will be present to answer questions. There will be a violation issued with fines.

There was no further business, and the meeting was adjourned.