

**MINUTES OF THE MEETING OF THE BOARD OF PUBLIC WORKS & SAFETY
VALPARAISO, INDIANA
December 10, 2021**

The Board of Public Works & Safety of Valparaiso, Indiana met December 10, 2021 at 10:00 a.m. in City Hall. Present were Mayor Murphy and Holly Howe. Steve Poulos was absent. Mayor Murphy called the meeting to order and led the Pledge of Allegiance.

Motion: Holly Howe moved that the minutes of the November 24, 2021 meeting be approved, seconded by Mayor Murphy and so approved.

Motion: Holly Howe moved that the claims be approved for payment and subject to appropriation balances, seconded by Mayor Murphy and so approved.

Alley Paving Package Change Order

Matt Zurbriggen requested approval of Change Order for the 2021 Alley paving Project. VCU coordinated a sanitary sewer repair on College Avenue prior to paving. During construction, there was additional unforeseen work with the sanitary sewer work. This caused additional damage to pavement in the surrounding area requiring additional paving work. Milestone Contractors has provided a change order in the amount of \$8,920.00 for the additional work. VCU and the Engineering Department have reviewed this change order. The Engineering Department recommends the approval of this change order for the 2021 Alley Paving.

Motion: Holly Howe moved to approve Change Order for the Alley Paving Package. Seconded by Mayor Murphy and so approved.

Rich Hudson Professional Survey Services

Mike Jabo requested approval to enter into an Agreement with Rich Hudson for Professional Survey Services. From time to time, the City requires the services for a professional Land Surveyor to assist with preparation of easements, boundary surveying, and topographic surveying. This Agreement is on an as-needed basis for an amount not to exceed \$5,000.00. It is the recommendation that the Board of Works accept and sign the General Services Agreement with Richard L. Hudson as presented for a not to exceed fee of \$5,000.00 for the calendar year 2022.

Motion: Holly Howe moved to approve the Agreement with Rich Hudson for professional survey services. Seconded by Mayor Murphy and so approved.

Settlement and Release for Damages Gail Beischer Vehicle Damage – D/A 8/13/2021

Mike Jabo requested approval of a Settlement and Release with Gail Beischer. Her vehicle was damaged while driving northbound on Sturdy Road, south of US 30. Her vehicle passed over a sunken handhole containing City fiber optic cable. Damage was to one tire and wheel of her vehicle. The sunken handhole

has since been resolved by moving the handhole outside of the pavement behind the curb. The claim for damages amounts to \$543.71 for replacement and repairs to the vehicle's wheel. The City Attorney has prepared a Settlement and Release for execution by Ms. Beischer and the City. Ms. Beischer has accepted the terms of the Settlement and Release. It is the recommendation that the Board of Works accept and sign the Settlement and Release document as presented and reimburse Ms. Beischer an amount of \$543.71.

Motion: Holly Howe moved to approve the Settlement and Release for Damages with Gail Beischer. Seconded by Mayor Murphy and so approved.

Site Work Application, Comcast 57 Michigan Street, Ransom Rd and Naples Drive, Sturdy Road, Beech Street and Cub Run

Mike Jabo requested approval of Site Work Applications from Comcast. It is the recommendation of the Engineering Department that the Board of Public Works approve the Site Work Applications.

Motion: Holly Howe moved to approve the Site Work Applications of Comcast for 57 Michigan Street, Ransom Road and Naples Drive and Sturdy Road, Beech Street and Cub Run. Seconded by Mayor Murphy and so approved.

Utilities Bad Debt Write-Off

Clerk-Treasurer Taylor, on behalf of Alina Hahn, requested approval to write off bad debt owed the Utility. The Utility is required to write off bad debt expense on an annual basis to maintain accurate accounting records. They continue to try to collect the outstanding balance. One mechanism utilized to recoup funds is a free program called Tax Refund Exchange and Compliance System (TRECS). This allows the Utility to deduct any outstanding utility bills from a customer's Indiana state tax refund. In 2021 they received \$13,698 through this program. They are requesting approval to write off \$4,602.63 in trash bad debt.

Motion: Holly Howe moved to approve the Utilities Bad Debt Write-Off in the amount of \$4,602.63. Seconded by Mayor Murphy and so approved.

Change Order #2 Silhavy Road, LaPorte Avenue to Evans

Don McGinley requested approval of Change Order #2 for the INDOT Project R-32577, Silhavy Road, LaPorte Avenue to Evans Avenue. This Change Order has to do with constructability related, unsuitable soils and existing roadway replacement. The amount is \$89,031.56. This is participating with the contract so LPA portion is 20%.

Motion: Holly Howe moved to approve Change Order #2 for the INDOT Project R-32577, Silhavy Road, LaPorte Avenue to Evans Avenue. Seconded by Mayor Murphy and so approved.

Property Maintenance/Rental Housing code Violation Matters

Vicki Thrasher requested the matter with 703 Jefferson Street be dismissed. There is a new owner and work is in progress. She also requested that the matter with 1307 Calumet Avenue be continued until the first meeting in January. The property owner is working to obtain a buyer for the property.

Motion: Holly Howe moved to dismiss the Housing Code Violation matter against the property at 703 Calumet Avenue and to continue the matter against the property located at 1307 Calumet Avenue. Seconded by Mayor Murphy and so approved.

Central Square Quote for Software Upgrade

Vicki Thrasher requested approval to accept the Quote and enter into an Agreement with Central Square for software upgrade. This software is used by her office, Planning and Engineering.

Motion: Holly Howe moved to approve the quote received from Central Square for software upgrade. Seconded by Mayor Murphy and so approved.

Request for Parking Spot Reservation

All impacted Departments have reviewed and approved.

Downtown Valpo Restaurant Group Miracle of Christmas Event. Friday, December 17, 2021 3:00pm – 10:00pm. Request to reserve TWO parking spots for the Hilltop Food Pantry Van Don Quijote, 119 E. Lincolnway

Motion: Holly Howe moved to approve the request for parking spots. Seconded by Mayor Murphy and so approved.

RDC Director

Attorney Patrick Lyp requested authority to have the Mayor sign documents for the Redevelopment Commission in the absence of a Director of the RDC.

Motion: Holly Howe moved to approve giving the Mayor the authority to sign documents for the Redevelopment Commission in the absence of a Director. Seconded by Mayor Murphy and so approved.

There was no further business and the meeting was adjourned.