

REGULAR SESSION MINUTES

LOGANSPORT BOARD OF PUBLIC WORKS AND SAFETY

Wednesday, February 16, 2022

9:30 AM – City Council Chambers

CALL TO ORDER: Mayor Chris Martin called the meeting to order at 9:30 a.m.

PLEDGE OF ALLEGIANCE: The pledge was recited in unison.

ROLL CALL: Duane Ullom, Clerk-Treasurer.

PRESENT: Chris Martin, Jacob Pomasl, Lisa Terry.

ATTORNEY PRESENT: Kelly Leeman.

MEDIA: None.

OTHERS PRESENT Madyson Clem, John “Tony” Shanks, Randy Ulery, Rob Rennewanz, Rick Bair, Dahrol Perry, Travis Yike, Janet Fawley, Arin Shaver, Stephany Contreras.

APPROVAL OF MINUTES: Minutes of the February 9, 2022 Meeting

Motion: to approve the Minutes from February 9, 2022, as presented, **Action:** Approved, **Moved by:** Jacob Pomasl, **Seconded by:** Lisa Terry. Motion passed unanimously.

APPROVAL OF CLAIMS:	\$139,954.00	Including:	Claims	\$39,225.00
			Trash Claim	\$100,729.00

Motion: to approve the claims as presented, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Jacob Pomasl. Motion passed unanimously.

PUBLIC COMMENT:

OLD BUSINESS:

NEW BUSINESS:

- Contracts/Agreements
 - Baker Tilly Municipal Advisors Duane Ullom
 - Proposed Financial Advisory & Accounting Services

Duane stated this is an updated version of the services Baker Tilly provide every year. This year he had them detail services per department. Usually, the total \$35,000 is dedicated for the Clerk-Treasurer Office. This year it is broken down for use by the Clerk-Treasurer's office, the Mayor's office, and City Council as separate units so they can be tracked easier. Otherwise, this is identical to previous years.

Motion: to approve the Contract/Agreement for Baker Tilly Municipal Advisors, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Lisa Terry. Motion passed unanimously.

- Tyler Technologies – Amendment

Duane Ullom

Duane explained this is an amendment to the agreement we previously had with Tyler Technologies. It is a change for mobile service plan from \$500 to \$750 which is still well within the technology budget.

Motion: to approve the Contract/Agreement for Tyler Technologies Amendment, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Lisa Terry. Motion passed unanimously.

- Standard Operating Procedure – Health & Fitness

Travis Yike

Chief Yike explained, coming into 2022 he spoke with council and appropriated money from the budget to allot for health and fitness. This basically encourages the officers to stay healthy and physically fit. Much is done through insurance and the clinic. This SOP is a procedure of how he wants to conduct the physical assessments every year. Officers will receive a bonus if they are able to pass the assessment. This encourages officers to use their gym facility or other gyms around town. This is also to encouragement overall lifestyle, fitness and to stay in shape

Motion: to approve the Standard Operating Procedure for Health & Fitness, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Jacob Pomasl. Motion passed unanimously.

- Fire Department
 - January 2022 – Monthly Report

Rick Bair

Chief Bair came forward. He acknowledged a change that needs to be made to the report; there were five structure fires and only four were summarized. He stated he would give the updated report to Duane after the meeting. Highlights from the January 2022 report include 137 total calls, 5 structure fires, ten false alarms, 84 First Responder calls, 3 vehicle extrications, 10 motor vehicle accidents and 19 service calls. Chief Bair read through the summary of the fires. The mileage report for the Fire Department was also submitted. Because one of the fires was from a dryer and one from a furnace, Mayor Martin suggested communicating with the Communications Director, Dahrol Perry, to educate the community on the importance of maintaining dryers and furnaces. Chief Bair mentioned alternate heat sources, stove fires, are another big reason for fires. Chief Bair

wanted to acknowledge the houses that come for property clean ups. If the property needs cleaned up on the outside, it probably looks similar on the inside. His concern is if there is a fire and the danger it poses to the occupants, as well as, firemen. He asked the Board of Works to keep this in mind when they go through property clean up's each week. Mayor Martin suggested this too being acknowledged to the community through Dahrol and to have Randy help communicate it to residents.

Motion: to approve the January 2022 Monthly Report for the Fire Department, as presented, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Jacob Pomasl. Motion passed unanimously.

- Cemetery
 - January 2022 – Monthly Report

Bob Bernhardt

Bob came forward and acknowledged a couple things that need corrected. There was a total of 9 interments for the month, 7 traditional burials, 2 cremations and sold 9 graves. Other highlights include working on equipment, cleaning, trash control, and maintained graves as needed. There were two large trees cut and several loads of brush hauled to recycling. The Street Department helped remove the large oak stump. Bob expressed his appreciation to Tony and the department for their help with that. Bob acknowledged the dog incident will be on next months report. Lisa explained the cemetery crew helped trap a dog that had been running the cemetery for days.

Motion: to approve the January 2022 Monthly Report for the Cemetery, as presented, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Lisa Terry. Motion passed unanimously.

- Parks Department
 - Monthly Reports, Park & Golf Mileage Report – January 2022

Jan Fawley

Jan came forward to share highlights from the Golf and Parks Departments. She shared the maintenance staff is working on floors, painting, a little remodeling of the offices to make one big office, and windows at the McHale Complex. Lisa asked if there was someone in the office there. Jan stated there is not. In the past it has been used for storage, now they are trying to make it into a green room of sort or conference room. They are working toward their 5-year master plan and have interviewed four different firms. She is working on narrowing it down to two with the Park Board helping to decide. RFP's have been sent out to 5 sales representatives, for the Fairview playground, asking for design diagrams by the end of February. They toured a couple other clubhouses with a meeting with an architect on February 10 with hopes of having the first draft at their meeting on March 2. The golf course is working on getting equipment ready for March 1. The recreation director has been working on Earth Day marketing strategies, online presence, and different summer activities. Everybody recently went through website training.

Motion: to approve the Parks Department Monthly Reports, Park & Golf Mileage Report for January 2022, as presented, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Jacob Pomasl. Motion passed unanimously.

- Street Department Tony Shanks
 - Request for Sign
 - Cardinal Parking Only – 330 E. Columbia Street, Both Ends of Parking Area on Easement

Tony explained this is where 6th Street turns into Columbia. Cardinal put the easement and concrete in there for parking. Apparently, during the last snow, there was an issue with the neighbor across the street not wanting to shovel out and parked over there after Cardinal shoveled theirs out. Cardinal made this parking area and Tony stated he does not have any issues with this request. Lisa acknowledged Cardinal houses handicapped people. Mayor Martin stated this is to ensure ample parking for employees, handicap car and handicap van.

Motion: to approve the Request for Sign for Cardinal Parking Only at 330 E. Columbia Street, as presented, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Lisa Terry. Motion passed unanimously.

- Applications for Curb/Street Cut
 - QC Communications – UG duct placement by directional bore place 2-1 ¼” ducts and fiber optic cable at a minimum depth of 48”; Boring E under Mall Road then S on Mall Road approximately 237’ then bore E approximately 849’

Tony stated this is installation for a new cable and he does not have a problem with it.

Motion: to approve the Application for Curb Cut /Street Cut for QC Communications, as presented, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Jacob Pomasl. Motion passed unanimously.

- NX Utilities/Qualtek – boring under East Columbia Street

Tony stated this is to install Frontier services to a house and he has no problems with this request.

Motion: to approve the Application for Curb Cut /Street Cut for NX Utilities, as presented, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Jacob Pomasl. Motion passed unanimously.

- Building Commissioner Rob Renewanz
 - Emergency Condemnation
 - 631 Sunset Drive

Rob explained, on Saturday, February 12, he was called to come look at a house that a vehicle drove into on Sunset Drive. Structurally, the exterior walls in the corner are damaged so he condemned it. He would like an order to condemn or an order to repair. The responsible party for the house lives in Colorado and he has a guy here in town that will board it up. Rob stated that may be a problem and he may go and board it up this week or weekend. Mayor Martin asked if anyone was present to represent this property. Mayor Martin asked if letters were sent with hopes of attending today. Rob stated he sent the letter out and also spoke with him, over the phone, on Saturday. He does know it is condemned and currently not livable. Rob acknowledged he doesn't want it to sit as is. Kelly asked if it was a fire. Rob stated it was a car. Lisa asked if anyone is currently living in the house, Rob confirmed it is vacant.

Motion: to approve the Emergency Condemnation request for 631 Sunset Drive, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Lisa Terry. Motion passed unanimously.

- Code Enforcement
 - Weekly Report

Randy Ulery

Randy came forward. Last week there were 13 new trash violations issued and 26 cleared by the owners. There are 16 extensions pending. There were 4 new vehicles tagged, 3 cleared by the owner, and 9 extensions pending. There are 4 new notices to appear and 4 more properties have appeared before the Board of Works.

Motion: to approve the Code Enforcement weekly report, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Jacob Pomasl. Motion passed unanimously.

- Requests for Property Clean Up
 - 204-206 Tanguy Street or Stephany & Javier Contretras

Mayor Martin asked if anyone was present to represent this property. Stephany Contretras came forward. Randy explained this started on 1/19/22 with trash and debris in the parking area behind this house along with building material scattered throughout. It started out as a complaint, Randy checked and said there was a lot of stuff. Stephany stated she purchased the home in August, moved in September. The debris is from 206, her parents are renovating it. Most of the debris has been removed but acknowledged that the rest of it still needs to be hauled away. The letter was sent to her parents at 206 and she lives at 204. Her mom only speaks Spanish and didn't open it, once Stephany was out of quarantine, she received the letter from her mom. They received a second notice; she made her dad aware that it needs to be cleaned up and we received all of the snow. Stephany said her dad is set to clean it up this weekend and it should all be cleaned up. The mayor suggested an extension. Randy acknowledged the preexisting stuff before Stephany bought it so it does not fall under a multiple violation. Jacob asked if they should wait a week to allow time to comply. Lisa agreed acknowledging the weather is not going to get any better. Randy suggested a week or two to get it cleaned up. Mayor Martin asked Stephany if two weeks would suffice. She stated that should be fine. Mayor Martin acknowledged March 2nd for the date this will appear

back at the Board of Works meeting and Randy can give the report. Lisa and the board thanked Stephany for coming in.

Motion: to extend the request for property clean-up at 204-206 Tanguy St., **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Lisa Terry. Motion passed unanimously.

- 1408 East Broadway or Raul Gaspar Diego

Mayor Martin asked if anyone was present to represent this property. Nobody came forward. Randy explained this began 1/18/22 with a mattress in the back yard. He sent a notice and placed a door hanger. This should have been a quick, cheap fix; Walmart sells mattress covers for \$12.00 and trash could have picked it up for free. As of this morning, the mattress is still there.

Motion: to approve the request for property clean-up at 1408 East Broadway, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Jacob Pomasl. Motion passed unanimously.

- 1211 North Street or Buzzona Investments Two, LLC

Mayor Martin asked if anyone was present to represent this property. Nobody came forward. Randy explained this started on 1/25/22 with furniture and other stuff sitting outside the garage. Randy made contact with Nicole, who works at Schwering Realty, to make her aware; 24 hours later it was still there. At this moment the outside is cleaned up. Randy stated this has been a constant issue. This property received a fine last year. Randy spoke with Nicole, and she or Steve were supposed to be in attendance today. He explained that part of what is seen in the picture is a garage door that is open with piles of mattresses inside the garage. Lisa acknowledged what else could be in there. Mayor Martin asked if they could just close the garage door. Randy explained the garage door is gone, so it is wide open and can be seen by the public. Everything that is inside the garage is still there; they have taken care of everything outside to be in the clear of the violation. Mayor Martin acknowledged these violations go back to 2015 and then read through past violations. Jacob mentioned the current responsible party goes back to at least 2019. Randy believes the last violation in August received a fine. Jacob inquired if Randy had been in contact with her since the violation. Randy stated, even with this violation, he has tried to give her a 24-hour notice of the issue before placing the violation. In texting with her, she responded that she would take care of it. Randy stated it did get taken care of after the violation process began. Jacob asked if there is currently anything outside that needs to be cleaned up. Randy confirmed there is not and cannot do anything about what is in the garage, even though it is able to be seen. Lisa inquired about calling the Board of Health. She mentioned this being a good place for varmints and such to hang out. The Mayor asked Lisa and Jacob for their suggestion, if they should place another fine on this property. Kelly asked Rob if it is considered condemnable. Rob explained, it is not that it is unsafe, the problem with it having an open door is it could be considered a carport. Rob spoke more from the gallery regarding having a door put on it. Kelly mentioned this being unsanitary conditions attracting rodents and varmints and this being the issue with mattresses in the yard or stacked in a garage. Lisa mentioned it being accessible to little kids to go in and play and can see the potential for undesirable occurrences. Jacob acknowledged voting on the property clean up. Randy confirmed this property is a repeat offender.

Motion: to approve the request for property clean-up at 1211 North Street, **Action:** Failed, **Moved by:** Chris Martin, **Seconded by:** Jacob Pomasl. Motion failed unanimously.

In response to this property being a multiple violator, the Board agrees they should maintain consistency. Lisa also thinks this should be articulated that this is an unsafe condition and may not be as big of a risk in the winter months as it will be in the spring and summer. Jacob suggested calling the Board of Health if necessary and communicated to Rob, if he sees any issues there to investigate further.

Motion: to approve a \$2,000 fine on 1211 North Street, **Action:** Approve, **Moved by:** Chris Martin, **Seconded by:** Jacob Pomasl. Motion passed unanimously.

BOARD MEMBER COMMENTS:

Lisa extended her sympathy to Kelly and his family on the loss of his father Hugh. She mentioned he was her principal in high school, a dear man loved by many, with a lasting legacy.

She thanked everyone that worked on the animal ordinances that passed a week or so ago. They are moving forward to advertising new fees and fines.

Jacob acknowledged he enjoyed the Valentine’s Day event for the Humane Society.

MISCELLANEOUS BUSINESS AND ANY MATTERS NOT ALREADY CONSIDERED INCLUDING ADA SECTION 504 COMPLIANCE OR CONCERNS:

ADJOURNMENT:

Motion: to adjourn the meeting at 10:01 a.m., **Action:** Adjourn, **Moved by:** Chris Martin, **Seconded by:** Lisa Terry. Motion passed unanimously.


Chris Martin, Mayor


Duane Ullom, Clerk-Treasurer

Audio and Video recorded on 2/16/2022.