

**REGULAR SESSION MINUTES**

**LOGANSPOUR BOARD OF PUBLIC WORKS AND SAFETY**

**Wednesday, November 9, 2022**

9:30 AM – City Council Chambers

**CALL TO ORDER:** Deputy Mayor Jacob Pomasl called the meeting to order at 9:32 a.m.

**PLEDGE OF ALLEGIANCE:** All in unison

**ROLL CALL:** Rose Woodward, Deputy Clerk

**PRESENT:** Jacob Pomasl, Adrienne Grant.

**ABSENT:** Chris Martin.

**ATTORNEY PRESENT:** Kelly Leeman

**MEDIA:** None.

**OTHERS PRESENT:** Rick Bair, Bob Bernhardt, John “Tony” Shanks, Deon Coburn, Abbigayle Meyer, Felicity Perez-Nuscis, Rocky Buffum, Janet Fawley, Levi Pullen, Blake Gaylor, Andrew Myers, Travis Yike, Cristhian Montero, Dahrol Perry, David Morris, Jason Miller, Randy Ulery, Shivani Gutierrez, Mendy Asselin, Jamey Harper, Rob Rennewanz, Matt O’Connor, John O’Connor, Deb Beattie, Doug Kitchell, BJ Cox, Shawn Heishman.

**APPROVAL OF MINUTES:** Minutes of the October 26, 2022, Meeting

Moved to 11/16/2022 Board of Works meeting.

Minutes of the November 2, 2022, Meeting

**Motion:** to approve the Minutes from November 2, 2022, as presented, **Action:** Approved,  
**Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant.

<b>APPROVAL OF CLAIMS:</b>	\$174,987.62	Including:	Claims	\$98,185.74
			Ord 2022-15 Fast Act Grant	\$54,725.00
			Grant Claims	\$10,076.88
			Fire Pension Claim-Death Benefit	\$12,000.00

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

**PUBLIC COMMENT:**

**OLD BUSINESS:**

- Property Update: 519 Mobley Street

Randy came forward to give an update. The resident of the property was asked to remove all the pallets and other items. Pictures show the pallets have been removed; the lift is also gone as of this morning; and all the equipment has been moved from the side of the garage. Randy confirmed he has complied with the Boards request. Randy acknowledged the amount of wood that can be kept on a property, via the ordinance, is up to four cords of wood on a property. A cord of wood is four feet by four feet high by eight feet long. If the pallets would have been broken down, organized, it may have been alright. As of this morning, everything is cleaned up. There are some trash bags out with tags on them and are ready to go. Dave came forward to communicate. He confirmed the property has been cleaned up and acknowledged his appreciation for the resident's cooperation. Dave also wished to clear up an error in conversations that were had. He had communicated with Arin's office and the office said they had never spoke with him. After last week's meeting, Arin realized the resident had called and spoke with her. During the meeting, Will stated he had contacted Arin's office and he was being honest. Dave thanked the board for their patience and diligence shown for the neighborhood.

**NEW BUSINESS:**

- Bid Opening Kelly Leeman
  - Street Department Materials

City attorney, Kelly Leeman stated there are two bids to open. The first bid is from M.R. Louthain & Associates. The unit price on lineal feet of residential concrete curbs and guttering of \$40.00. Item 6A, 4" unit price of \$9.00 and 6" unit price of \$10.00. There are various options and pricing, and Kelly recommends taking it under advisement. The second bid is from Central Paving. Both bids appear to have all the appropriate paperwork including insurance information. This bid has a lot of different options and pricing provided. The base price as of 11/01/2022 is \$715.00 per ton for PG64-22 and \$875.00 per ton for MC-250. Kelly recommends taking both bids under advisement for review.

**Motion:** to take the bid opening under advisement, **Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

- Contracts/Agreements Jan Fawley
  - Army of Five – Agreement of Service

Jan came forward. She explained this is a cleaning contract for McHale Complex. She is hopeful to have them in once a month for a thorough cleaning at a rate of \$75.00 per hour.

**Motion:** to approve the Army of Five Agreement of Service, as presented, **Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

- Pontem Software Rose Woodward
  - Annual Maintenance Agreement
  - Online Search Hosting Agreement

Rose explained this is software that Carrie and Bob at the Cemetery use. It is a record holder for the cemetery and graves. It gives cemetery plots, payments, owners, plot locations, prints deeds and is the same agreement as previous years. This will be paid out of IT budget.

**Motion:** to approve the Annual Maintenance Agreement and Online Search Hosting Agreement with Pontem Software, as presented, **Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

- Fire Department Rick Bair
  - Monthly Report, October 2022

Fire Chief, Rick Bair, came forward. Highlights from the October 2022 report include 122 alarms, one structure fire, nine false alarms, one vehicle fire, five trash fires, 71 First Responder calls, two vehicle extrications, two hazmat/oil dry calls, seven smoke or odor calls, and 11 motor vehicle accidents. Chief Bair communicated the fire department was dispatched, on October 15, 2022, to 11 E Miami Ave, due to spark and smoke coming from an outlet. The utility company was contacted to shut off power. The resident was placed into another rental and the house was condemned due to the power being shut off. The mileage report for October 2022 was also submitted for approval.

**Motion:** to approve the Fire Development's Monthly Report for October 2022, as presented, **Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

- Request to Hire Full-Time Firefighter
  - Matthew O'Connor, effective November 9, 2022

Matthew O'Connor joined Chief Bair at the table. Chief Bair asked the board to accept the request to hire Matthew O'Connor as a full-time firefighter. Matthew is a 2019 graduate of Lewis Cass and has been employed with Fire District 1 since October 2020. He holds several firefighting certifications including Fire Fighter I/II, Haz Mat Operations, Emergency Medical Technician, Technical Rescue Awareness, Fire Instructor 1, and Fire Officer Strategy & Tactics. He has successfully completed the pension board hiring process and passed all mandatory screenings

required by INPRS. Chief Bair is requesting the hiring be made effective November 9, 2022. This will bring the fire department staff to 34 total.

**Motion:** to hire Matthew O'Connor as a Full-Time Firefighter, effective November 9, 2022,  
**Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

- Police Department
  - Monthly Report, October 2022

Travis Yike

Police Chief, Travis Yike, came forward. Highlights from the October 2022 monthly report include 25,089 total miles driven, 744 calls for arrest, 107 arrests, 38 citations, 259 warnings, and 285 traffic stops. The Criminal Investigative Division investigated 20 cases and closed 15. The Cass County Drug Task Force investigated 11 cases and arrested five suspects. Animal Control Division received a total of 23 calls inside city limits with six being unfound.

**Motion:** to approve the Police Department's Monthly Report for October 2022, as presented,  
**Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

- Street Department
  - Monthly Report, October 2022

Tony Shanks

Street Commissioner, Tony Shanks, came forward. Highlights from the monthly report include 250 loads of brush and 81 loads of yard waste bags hauled to the compost site. There was one emergency call out; 107 hours of overtime worked; 270 hours spent at the compost site while renting the trommel screen. Tony acknowledged that is about three years' worth of compost cleaned up. There were 150 hours spent cutting back alleys and now they are working on leaves. As of yesterday, they had 84 loads, compared to last year of 144 total loads. He explained they have completed their first round of the east, south, and west sides of town and are finishing the north side before starting over again.

**Motion:** to approve the Street Department's Monthly Report for October 2022, as presented,  
**Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

- Dumpster Request
  - 1411 Smead Street

Tony stated this is to reroof their house. There is nowhere on the property to place the dumpster; it will be placed right in front of the house.

**Motion:** to approve the Dumpster Request for 1411 Smead Street, as presented, **Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

- Application for Curb/Street Cut
  - Directline Communications – Erie Ave from 6<sup>th</sup> Street to King Street

This will be done in a right-of-way, and nothing will be disturbed.

**Motion:** to approve the application for curb/street cut request for Directline Communications, as presented, **Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

- City Street Closure Request
  - Cass County Veteran’s Council – Veteran’s Day Parade, 11/11/2022, 9:45 a.m. to 12 p.m.

**Motion:** to approve the City Street Closure Request for the Veteran’s Council Veteran’s Day Parade on 11/11/22 from 9:45 a.m. to 12 p.m., as presented, **Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

Tony explained he was contacted yesterday by Matt Lewellen at Steinberger Construction. They are having too many people on the property in an evening when no one is around. They would like to place fencing around the building. It will block sidewalks on High Street and 8<sup>th</sup> Street but should not cause any issues. Jacob asked if the fence will be placed the entire length of the property. Tony confirmed it will. They want to fence in the entire property to keep people out.

**Motion:** to add the Sidewalk Closure Request for Steinberger Construction to the Agenda, as presented, **Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

**Motion:** to approve the Sidewalk Closure Request for Steinberger Construction in the area around the new police station renovation project, as presented, **Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

- Rental Property Inspector Cristhian Morales
  - Monthly Report, October 2022

Rental Property Inspector, Cristhian Montero-Morales came forward. Highlights include 74 new inspections, 24 new inspections, 50 re-inspections, one certificate, six no shows/reschedules, 10 unregistered that registered, three abandoned/vacant registrations, and 88 letters sent.

**Motion:** to approve the Rental Property Inspectors Monthly Report for October 2022, as presented, **Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

- Building Commissioner
  - Non-Compliance Fine Due to Unsafe Structure

Rob Rennewanz

Building Commissioner, Rob Rennewanz, came forward. He explained this house had a fire in 2018. He does not know if there was an inspection done but knows it has been under permit, off and on, since 2018 and there has not been much done to the structure. The exterior is kind of unsafe, there are blowing tarps, paper barrier wrap, house wrap, and scaffold has been set up for a while. Rob stated the owner came in around 30 days ago and got another permit. Rob would like to place a fine on the property for non-compliance. He also suggested condemning the structure again to gain control. Jacob asked Rob what his recommendation for fine amount would be. Rob stated \$1,000 would be his recommendation and suggested allowing 30 more days to comply. If the owner responds, the fine can be disregarded. Rob is working on scheduling a walk through. This is a house that has not been lived in. Under the city's ordinance the electrical work must be done by a licensed electrician and Rob is unsure if anyone has received a license to do the electrical work. Jacob acknowledged the desire of treating this property like some of the properties from code enforcement; allowing them a set amount of time to appeal with progress being made.

**Motion:** to approve a \$1,000 fine on the property at 1601 George Street for Non-Compliance and Unsafe Structure with the opportunity to appeal, as presented, **Action:** Approve, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.

- Code Enforcement
  - Weekly Report

Randy Ulery

Code Enforcement Officer, Randy Ulery came forward. Last week there were 15 new trash violations issued, 10 cleared by the owners, 35 trash container warnings, and four properties extended or pending. There were four vehicles tagged and two more properties brought before the Board of Works.

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

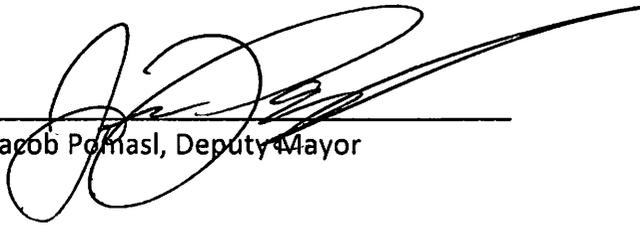
#### **BOARD MEMBER COMMENTS:**

Jacob congratulated the candidates who won the election yesterday. He also thanked running candidates for stepping up to serve the community. He looks forward to working with them at the start of 2023.

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

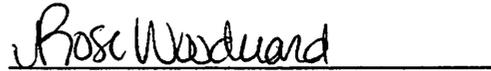
**ADJOURNMENT**

**Motion:** to adjourn the meeting at 9:55 a.m., **Action:** Adjourn, **Moved by:** Jacob Pomasl, **Seconded by:** Adrienne Grant. Motion passed unanimously.



---

Jacob Pomasl, Deputy Mayor



---

Rose Woodward, Deputy Clerk

Audio and Video recorded on 11/9/2022.