

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF JASPER
APRIL 24, 2018**

The Board of Public Works and Safety of the City of Jasper, Indiana, met in regular session on Tuesday, April 24, 2018, in the Council Chambers of City Hall located at 610 Main Street.

CALL TO ORDER

Presiding Officer Mayor Terry Seitz called the meeting to order at 8:00 a.m.

ROLL CALL

Clerk-Treasurer Juanita S. Boehm then called the roll:

Mayor Terry Seitz	Present
Board member Timothy Bell	Present
Board member Nancy Eckerle	Present

Also present were Police Chief Nathan Schmitt, Street Commissioner Jeffrey Theising, City Engineer Chad Hurm, Personnel/Safety/Loss Control Director Cale Knies, Fire Chief/Code Enforcement Officer Kenneth Hochgesang, Director of Community Development and Planning Darla Blazey, City Attorney Renee Kabrick, and Clerk-Treasurer Juanita Boehm.

Boehm 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 Seitz invited all those present to join him in reciting the Pledge of Allegiance.

WELCOME Mayor Seitz welcomed the members of the 2018 Dubois County Leadership Academy.

APPROVAL OF THE MINUTES. The board members examined the minutes from the regular meeting held on April 10, 2018. Thereafter, a motion was made by Nancy Eckerle and seconded by Timothy Bell to adopt the minutes as presented. Motion carried 3-0.

REPORTS

Mayor Seitz acknowledged receipt of the code enforcement report and the fire department fuel and maintenance report.

HIGH WEED COMPLAINTS

Fire Chief/Code Enforcement Officer Kenneth Hochgesang reported to the board the names of property owners and the locations that have been cited under 5.12.040 weed removal/notice. The names and locations are as follows:

Owner: Essential Holmes LLC
Location: 1040 Fairview Ave

Owner: Greg Rickelman
Location: 322 E 5th Street

FARMERS MARKET

Joe Huddleston, Market Master for the Farmers Market, asked to use City property that is the green lawn area located north of the train depot on Saturdays from 7:00 a.m. to 1:00 p.m. for the farmers market beginning May 26, 2018 and ending October 6, 2018. The vendors start selling at 8:00 a.m. He also asked if they could put a banner out a few days early.

There was some discussion about allowing temporary parking on Jackson Street, south of 3rd Avenue on Saturday mornings to create a few more parking

spaces when the farmers market is open. That part of Jackson Street currently does not allow parking. Mayor Seitz said the City will review that issue.

A motion was made by Timothy Bell and seconded by Nancy Eckerle to have the farmers market in front of the train depot from May 26, 2018 thru October 6, 2018 from 7:00 a.m. to 2:00 pm. Motion carried 3-0.

STREET CLOSURES

4th Street. Bucket Mehringer with Mehringer Plumbing and Heating asked permission to close 4th Street between St. John Street and Clay Street in order to do a sewer tap at 337 W. 4th Street. He would like to do the work sometime within the next two weeks, weather permitting. In order for the closure not to interfere with school bus traffic, the road would only be closed from 8:15 a.m. to 2:30 p.m.

A motion was made by Mayor Seitz and seconded by Timothy Bell to give Mehringer's permission for Jasper Group to close 4th Street between St. John Street and Clay Street sometime within the next two weeks. Motion carried 3-0.

Clay Street. Water and Gas Manager Tim Doersam asked permission to close Clay Street between 5th and 6th Streets on April 25 and 26, 2018 between 8:00 a.m. and 2:30 p.m. in order to relocate a water service line.

A motion was made by Mayor Seitz and seconded by Timothy Bell to give the gas and water department permission to close Clay Street between 5th and 6th Streets from 8:00 a.m. and 2:30 p.m. for possibly two days. Motion carried 3-0.

W. 14th Street. Street Commissioner Jeffrey Theising asked permission to close W. 14th Street between Emily Street and Altmeyer Road starting tomorrow in order to replace a storm sewer.

A motion was made by Nancy Eckerle and seconded by Timothy Bell to allow the closure. Motion carried 3-0.

Truman Road. Street Commissioner Jeffrey Theising asked permission to close Truman Road between 5th Avenue and Andrew Lane the first week of May in order to replace a storm sewer.

A motion was made by Mayor Seitz and seconded by Timothy Bell to give the street department permission to close Truman Road between 5th Avenue and Andrew Lane. Motion carried 3-0.

PRIMARY PEP SESSION

Kiersten Knies, candidate for Dubois County Clerk, asked permission to use the river walk plaza area on Sunday, May 6, 2018 from noon to 4:00 p.m. for an event called Primary Pep Session that consists of lunch, games, and music.

A motion was made by Nancy Eckerle and seconded by Mayor Seitz to approve this event. Motion carried 3-0.

DRUG COLLECTION BOX

Police Chief Nathan Schmitt said recently CVS provided the police department with a medication collection box to collect unused drugs. The box was placed in the lobby of the police station. The public has access to the box 24 hours a day, seven days a week.

PRIMA CONFERENCE

Personnel/Safety/Loss Control Director Cale Knies asked permission to attend the Public Risk Management Association Conference [PRIMA] in Indianapolis from June 3-6, 2018.

A motion was made by Nancy Eckerle and seconded by Timothy Bell to allow Knies to attend the PRIMA conference. Motion carried 3-0.

ENCROACHMENT REQUEST

Phil Buehler with Brosmer Land Surveying presented an encroachment request for Joseph and Kristin Elhoujairy, 3944 Fox Hollow Court.

The Board of Zoning Appeals [BZA] considered a variance request from the Elhoujairys regarding a pool house that had already been constructed and was located in the required 15-foot setback. In addition, it was determined that a concrete pad, pool equipment and a fence were also located in the required setback and encroaching on a 10-foot public utility and drainage easement [PUDE] that runs along the property line. The BZA granted the variance contingent upon a \$500 fine including court costs and also recommended to the Board of Public Works and Safety to grant an encroachment regarding the fence and pool equipment.

Buehler said there is a 20 ft PUDE, 10 ft on the north line of the Elhoujairy property and 10 ft on the adjacent property. There is a storm sewer in the easement on the adjacent property but not on the Elhoujairy property. He asked the board to accept the recommendation of the BZA and allow the fence and pool equipment to encroach on the easement.

City Attorney Renee Kabrick reminded the board that if the encroachment is allowed, the Elhoujairys would have to sign an encroachment agreement that details out their responsibilities and what the City has access to.

A motion was made by Mayor Seitz and seconded by Timothy Bell to grant the encroachment. Motion carried 3-0.

QUOTES FOR TRACTOR WITH BOOM MOWER

At the April 10, 2018 Board of Public Works and Safety meeting, quotes for a 2018 tractor with boom mower and debris blower less the trade in of a 2003 John Deere 6320 tractor with boom mower and debris blower were taken under advisement.

Street Commissioner Jeffrey Theising said the quotes were reviewed and he recommends accepting the low quote that was submitted by Hopf Equipment Inc for a net price of \$84,368.76.

A motion was made by Mayor Seitz and seconded by Nancy Eckerle to accept the street commissioner's recommendation for the low quote as presented. Motion carried 3-0.

REPLACE LABORER

Street Commissioner Jeffrey Theising asked permission to start the hiring process and advertise for a laborer position to replace an employee who submitted a letter of resignation.

A motion was made by Mayor Seitz and seconded by Timothy Bell to give permission to start the hiring process. Motion carried 3-0.

STREET SWEEPER

Street Commissioner Jeffrey Theising asked permission to seek bids for a new street sweeper.

A motion was made by Nancy Eckerle and seconded by Timothy Bell to start the bidding process for a new street sweeper. Motion carried 3-0.

ONE TON TRUCKS

Street Commissioner Jeffrey Theising asked permission to seek quotes for two one-ton trucks.

A motion was made by Mayor Seitz and seconded by Timothy Bell to give the street department permission to seek quotes for two one-ton trucks. Motion carried 3-0.

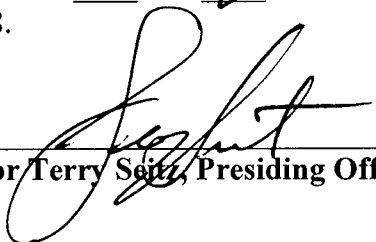
COMPREHENSIVE PLAN

Director of Community Development and Planning Darla Blazey asked the board to enter into a professional services agreement with Taylor Siefker Williams Design Group to update the comprehensive plan for \$110,710.00 that includes labor and expenses. They will partner with Midwestern Engineers and Thomas P. Miller and Associates. The Utility Service Board agreed to pay up to \$50,000.00. Also included is an optional economic resiliency plan. Mayor Seitz said the City of Jasper is working to partner with Dubois Strong on this item for possible county-wide impact.

A motion was made by Mayor Seitz and seconded by Nancy Eckerle to give permission to enter into an agreement with Taylor Siefker Williams Design Group for \$110,710.00 to update the comprehensive plan contingent upon a portion paid by Dubois Strong with the civil city's portion not-to-exceed \$50,000.00. Motion carried 3-0.

ADJOURNMENT. There being no further business to come before the board, a motion was made by Timothy Bell and seconded by Nancy Eckerle to adjourn the meeting. The motion carried 3-0 and the meeting adjourned at 8:45 a.m.

The minutes were hereby approved _____ with without corrections or clarification this 8th day of May, 2018.



Mayor Terry Seitz, Presiding Officer

Attest: 

Juanita S. Boehm, Clerk-Treasurer