

**AGENDA OF THE COMMON COUNCIL  
City of Angola, Indiana  
210 N. Public Square**

**Monday, August 5, 2024 – 7:00 p.m.**

**CALL TO ORDER BY MAYOR MARTIN**

1. Council Member roll call by Clerk-Treasurer Herbert.

Coffey \_\_\_\_\_ Olson \_\_\_\_\_ Sharkey \_\_\_\_\_ Roe \_\_\_\_\_ McDermid \_\_\_\_\_

2. Remarks by Mayor Martin
3. Request approval of the July 15 minutes. (attachment)

**UNFINISHED BUSINESS**

1. Ordinance No. 1759-2024. AN ORDINANCE FIXING COMPENSATION OF APPOINTED OFFICERS, DEPUTIES, AND OTHER EMPLOYEES AND OF POLICE AND FIREFIGHTERS OF THE CITY OF ANGOLA, INDIANA FOR THE YEAR 2025 (third reading) (attachment)
2. Other unfinished business.

**NEW BUSINESS**

1. Ordinance No. 1760-2024. AN ORDINANCE FIXING COMPENSATION OF ELECTED OFFICIALS OF THE CITY OF ANGOLA, INDIANA FOR THE YEAR 2025 (first reading) (attachment)
2. Request approval of the Proposal for Professional Engineering Services with Apex Consulting and Surveying, Inc. to construct a sidewalk/trail facility system along Williams Street from Harry-Kelley Blvd. to Henney Street in the amount of \$27,495. (attachment)
3. Request approval for transfer of property at 108 S. WAYNE STREET. (attachment)
4. Reports:
  - Clerk-Treasurer
  - Department heads
5. Request approval of the Allowance of Accounts Payable Vouchers 69782 through 70108 totaling \$905,077.66. (separate attachment)

6. Other new business.

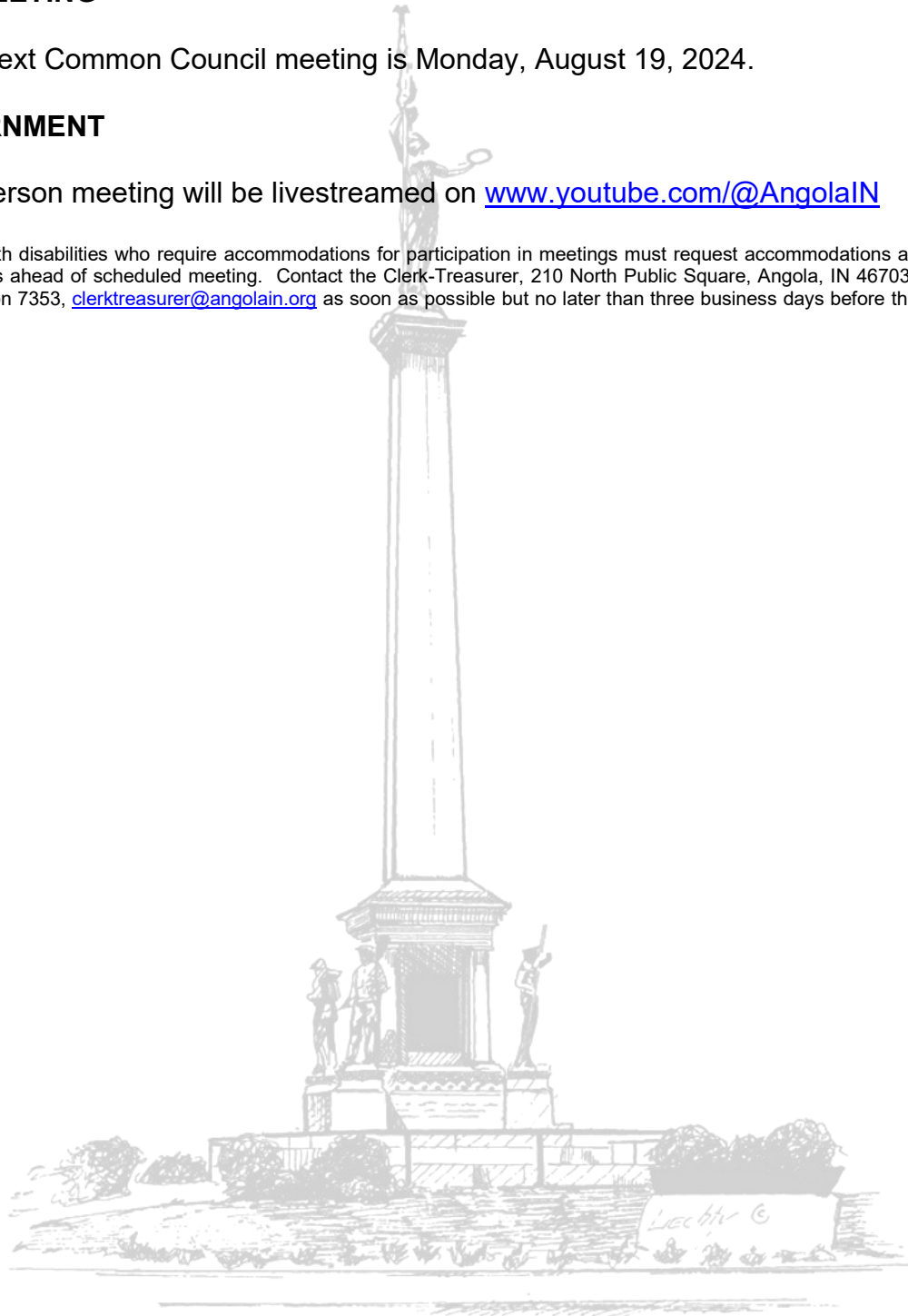
## **NEXT MEETING**

The next Common Council meeting is Monday, August 19, 2024.

## **ADJOURNMENT**

This in-person meeting will be livestreamed on [www.youtube.com/@AngolaIN](http://www.youtube.com/@AngolaIN)

Individuals with disabilities who require accommodations for participation in meetings must request accommodations at least three business days ahead of scheduled meeting. Contact the Clerk-Treasurer, 210 North Public Square, Angola, IN 46703, (260) 665-2514 extension 7353, [clerktreasurer@angolain.org](mailto:clerktreasurer@angolain.org) as soon as possible but no later than three business days before the scheduled event.



**July 15, 2024**

The regular meeting of the Common Council of the City of Angola, Indiana was called to order at 7:00 p.m. at City Hall, 210 North Public Square with Mayor David B. Martin presiding. Council Members Randy Coffey, Jennifer L. Sharkey, David W. Roe, and Jerold D. McDermid answered roll. Council Member David A. Olson was absent. Clerk-Treasurer Ryan P. Herbert recorded the minutes.

Among those present were City Attorney Kim Shoup, City Engineer Amanda Cope, Economic Development and Planning Director Retha Hicks, Fire Chief Doug Call, Human Resources Director Sue Essman, Assistant Street Commissioner Scott Stevens, and Police Patrol Office Allie Curdes.

#### APPROVAL OF THE MINUTES

Council Member Coffey moved to approve the July 1, 2024 minutes. Council Member McDermid seconded the motion. The motion carried 4-0.

#### UNFINISHED BUSINESS

Public hearing regarding the proposed solid waste charge was open by Mayor Martin at 7:02 p.m. There being no public comment the hearing was considered closed at 7:02 p.m. Ordinance No. 1758-2024, AN ORDINANCE AMENDING THE ANGOLA MUNICIPAL CODE CHAPTER 8.05 SOLID WASTE, was read by title and presented to Council on third and final. Council Member Roe moved to approve. Council Member Coffey seconded the motion. The motion carried 4-0.

Ordinance No. 1759-2024, AN ORDINANCE FIXING COMPENSATION OF APPOINTED OFFICERS, DEPUTIES, AND OTHER EMPLOYEES AND OF POLICE AND FIREFIGHTERS OF THE CITY OF ANGOLA, INDIANA FOR THE YEAR 2025, was read by title and presented to Council on second reading. Council Member McDermid moved to approve. Council Member Coffey seconded the motion. Discussion followed. The motion carried 4-0.

#### NEW BUSINESS

Resolution No. 2024-872 A RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATIONS FOR THE CITY OF ANGOLA FOR THE GENERAL FUND AND FORWARDED TO THE COMMON COUNCIL FOR THEIR ACTION AND PASSAGE PURSUANT TO IC 6-1.1-18.6. was read by title and presented to Council for approval. Council Member McDermid moved to approve. Council Member Roe seconded the motion. The motion to approve carried 4-0.

Discussion was held regarding elected official salaries for 2025. Council Member McDermid moved that Council Salaries remain unchanged and stay at the 2024 rate for 2025. Council Member Roe seconded the motion. The motion carried 4-0. Council Member

Coffey moved that the Mayor and Clerk-Treasurers salaries be increased by 3.5% for 2025. Council Member Sharkey seconded the motion. The motion carried 4-0.

Council Member Sharkey moved to approve the 2024 Agreement for Services with the Steuben County Humane Society, Inc. in the amount of \$36,200. Council Member Coffey seconded the motion. The motion carried 4-0.

Clerk-Treasurer's Depository Statement and Cash Reconciliation for the month ending June 2024 is presented for Council information.

#### DEPARTMENT HEAD REPORTS

Economic Development and Planning Director Retha Hicks thanked Brett and Mackenzie in the Planning and Economic Development Department for their hard work through the department's transition. Brett is managing projects from start to finish, and Mackenzie did an awesome job managing the July 4<sup>th</sup> parade again this year. She is also applying for some grants for downtown including one for new picnic tables for the courthouse greenspace. We are revamping the Mayor's Art Council. Currently working on Art Fest, Trine Fest, and Cruise to the Monument.

#### APPROVAL OF ACCOUNTS PAYABLE VOUCHERS

Council Member Roe moved to approve the Allowance of Accounts Payable Vouchers 69557 through 69781 totaling \$1,022,241.43 which includes interfund transfers of \$277,258.94. Council Member McDermid seconded the motion. The motion carried 4-0.

#### OTHER NEW BUSSINESS

Council Member Coffey raised some concerns about safety issues on the City Trail system. He is currently looking into some issues and may be bringing some proposals to address these issues. Discussion followed. No formal action was taken at this time.

#### ADJOURNMENT

There being no further business, the meeting was considered adjourned at 7:26 p.m.

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David B. Martin, Mayor  
Presiding Officer

Attest:

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Ryan P. Herbert, Clerk-Treasurer

**ORDINANCE NO. 1759-2024**

**AN ORDINANCE FIXING COMPENSATION OF APPOINTED OFFICERS, DEPUTIES, AND OTHER EMPLOYEES AND OF POLICE AND FIREFIGHTERS OF THE CITY OF ANGOLA, INDIANA FOR THE YEAR 2025**

WHEREAS, IC 36-4-7-3 and IC 36-4-7-4 governs the fixing of compensation of City appointed officers, deputies, and other employees;

WHEREAS, IC 36-8-3-3 governs the fixing of compensation of police and firefighters;

WHEREAS, funding is available, and the Common Council wishes to increase compensation of said appointed officers, deputies, other employees, police and firefighters for the year 2025;

NOW THEREFORE, be it hereby ORDAINED by the Common Council of the City of Angola, Steuben County, Indiana:

Section 1. From and after December 22, 2024 and continuing through December 20, 2025 the minimum and maximum compensation and pay schedule for appointed officers, deputies, and other employees and police and firefighters of the City of Angola shall be fixed as follows:

*Office of the Clerk-Treasurer*

Deputy Clerk	25.69 -	34.25 hourly
Deputy Payroll Clerk	23.95-	31.95 hourly
Deputy Utility Clerk	23.08-	29.61 hourly

*Office of the Mayor*

Board of Public Works & Safety Member		820.00 quarterly
Human Resource Director	2,285.61 -	3,047.48 biweekly
Administrative Assistant	22.21 -	29.61 hourly

*Economic Development & Planning Department*

Economic Development & Planning Director	2,285.61 -	3,047.48 biweekly
Planner	25.69 -	33.12 hourly
Community Coordinator	22.21 -	29.61 hourly

*Information Technology Department*

Systems Administrator	2,451.41-	3,268.53 biweekly
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*Law Department*

City Attorney	1,716.16 -	2,288.22 biweekly
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**ORDINANCE NO. 1759-2024**

*Engineering Department*

City Engineer	3,433.42 -	4,577.89 biweekly
Engineering Assistant	31.24-	41.66 hourly
MS4/Engineering Assistant	26.28 -	35.05 hourly
Project Coordinator	23.95-	31.09 hourly

*Building & Safety Department*

Building Commissioner	2,285.61 -	3,047.48 biweekly
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*Fire Department*

Fire Chief	2,451.27-	3,268.37 biweekly
Battalion Chief	2,074.80-	2,772.00 biweekly
Captain	1,963.19-	2,617.60 biweekly
Lieutenant	1,884.74 -	2,513.00 biweekly
First Class Firefighter	1,806.31-	2,408.41 biweekly
Firefighter	1,630.12-	2,173.48 biweekly
PT Firefighter	15.00 -	21.00 hourly

*Police Department*

Chief of Police	2,451.28-	3,268.37 biweekly
Assistant Chief of Police	2,318.23 -	3,121.88 biweekly
Sergeant	2,123.83 -	2,888.41 biweekly
Detective	2,083.07 -	2,832.99 biweekly
First Class Patrol Officer	1,963.19 -	2,669.95 biweekly
Patrol Officer	1,669.21 -	2,456.59 biweekly
Dispatcher	21.25-	28.32 hourly
PT Patrol Officer		26.00 hourly
PT Dispatcher	18.00-	24.00 hourly
PT Code Enforcement	15.00 -	21.00 hourly
PT School Crossing Guard		21.00 shift (am/pm)

*Street Department*

Street Commissioner	2,285.61-	3,047.48biweekly
Assistant Street Commissioner	24.47 -	32.63 hourly
Maintenance	22.53 -	30.30 hourly
Clerk/Maintenance	20.79-	27.71 hourly

*Parks & Recreation Department*

Park Superintendent	2,285.61-	3047.48 biweekly
Assistant Park Superintendent	24.47-	32.63 hourly
Maintenance	22.53 -	30.30 hourly
Events and Marketing Coordinator	22.21-	29.61 hourly
PT Recreation Staff	15.00 -	21.00 hourly

**ORDINANCE NO. 1759-2024**

*Water Department*

Water Superintendent	2,447.56 -	3,263.41 biweekly
Assistant Water Superintendent	26.70-	35.59 hourly
Certified Operator	23.99-	31.99 hourly
Operator	21.52 -	28.68 hourly

*Wastewater Department*

Wastewater Superintendent	2,447.56-	3,263.41 biweekly
Assistant Wastewater Superintendent	26.70-	35.59 hourly
Lab Technician/Pretreatment Coordinator	24.94 -	33.25 hourly
Certified Operator	23.99 -	31.99 hourly
Operator	21.52 -	28.68 hourly

*Any Department*

PT Assistant	15.00 -	21.00 hourly
PT Clerk	15.00 -	21.00 hourly
PT Operator	15.00 -	21.00 hourly
PT Maintenance	15.00 -	21.00 hourly
PT Seasonal Maintenance	15.00 -	21.00 hourly
Intern	0.00 -	21.00 hourly

Section 2. New and incumbent employees.

- (A) Except for employees of the Clerk-Treasurer, the Office of the Mayor will evaluate and approve appointed officers, deputies, and other employees and police and firefighters (employee) compensation. When establishing compensation, due consideration shall be given to the following:
  - (1) the skills, qualifications, and training of the employee;
  - (2) the review and recommendation of the department head as documented on the Employee Performance Review; and
  - (3) any other factors as the Office of the Mayor deems important in establishing compensation.
- (B) The Clerk-Treasurer is hereby authorized to grant the above compensation to employees of the Office of Clerk-Treasurer. When establishing compensation, due consideration shall be given to the following:
  - (1) the skills, qualifications, and training of the employee;
  - (2) the review and recommendation of the Clerk-Treasurer as documented on the Employee Performance Review.

Section 3. Compensation adjustments.

The Office of the Clerk-Treasurer shall be notified in writing by the Office of the Mayor of all employee compensation adjustments and the effective date.

**ORDINANCE NO. 1759-2024**

Section 4. Fire department.

- (A) Firefighters shall receive longevity pay over and above base salary, commencing January 1 following the completion of one full year of service. Years of service are determined on 12/31 of the prior year for the current year's longevity. Longevity compensation shall be computed by a percentage of the First Class Firefighter top rate fixed in the effective salary ordinance. The percentage is determined in accordance with the following schedule:

<u>Upon the completion of continuous service of:</u>	<u>Percentage</u>
One (1) full year to four (4) years-----	1%
Five (5) to nine (9) years-----	3%
Ten (10) to fourteen (14) years-----	5%
Fifteen (15) to nineteen (19) years-----	7%
Twenty (20) or more years-----	9%

- (B) The hourly rate of firefighters who are not exempt from the provisions of the Fair Labor Standards Act (FLSA) and who are working the 28-day work period shall
  - (1) receive hourly rate based on 2,756 hours per salary ordinance year (13 28-day work periods times 212 hours); and
  - (2) receive overtime for all hours worked over 212 hours in a 28-day work period.
- (B) Compensation for full-time fire department firefighters will be as follows:
  - (1) Firefighter (without minimum certifications\*) - beginning with the hire date and continuing through the second year of continuous service with the Angola Fire Department. Start rate will be established by Human Resources and the Fire Chief, based on prior experience.
  - (2) First Class Firefighter (with minimum certifications \*) - beginning with the hire date. Start rate will be established by Human Resources and the Fire Chief, based on prior experience.
    - \* Minimum Certifications: Firefighter I and II and EMR, NIMS 100,200,700&800, HazMat Operations.

Section 5. Police department.

- (A) Police department officers shall receive longevity pay over and above base salary, commencing January 1 following the completion of one full year of service. Years of service are determined on 12/31 of the prior year for the current year's longevity. Longevity compensation shall be computed by a percentage of the First Class Patrol Officer top rate fixed in the effective salary ordinance. The percentage is determined in accordance with the following schedule:



**ORDINANCE NO. 1759-2024**

<u>Upon the completion of continuous service of:</u>	<u>Percentage</u>
One (1) full year to four (4) years-----	1%
Five (5) to nine (9) years-----	3%
Ten (10) to fourteen (14) years-----	5%
Fifteen (15) to nineteen (19) years-----	7%
Twenty (20) or more years-----	9%

- (B) Full-time, non-exempt officers shall receive shift differential pay whose regular shift assignment is B or C shift of \$2,000 per year. Bi-weekly salary will be adjusted to reflect the shift differential. In the case of a mid-year shift reassignment, bi-weekly salary will be adjusted accordingly, beginning the first Sunday following reassignment. Shift differential will not apply in case of sporadic or temporary shift changes.
- (C) The hourly rate of police officers who are not exempt from the provisions of the Fair Labor Standards Act (FLSA) and who are working the 28-day work period shall
  - (1) receive hourly rate for all hours over and above scheduled hours. Hourly rate is based on 2,223 hours per salary ordinance year (13 28-day work periods times 171 hours); and
  - (2) receive overtime for all hours worked over 171 hours in a 28-day work period.
- (D) Compensation for full-time police department officers will be as follows:
  - (1) Patrol Officer – beginning with the hire date and continuing through the second year of continuous service with the Angola Police Department.
  - (3) First Class Patrol Officer – beginning with the third year of continuous service with the Angola Police Department.
  - (4) After completion of one year of continuous service as Patrol Officer, the Chief of Police may recommend First Class Patrol Officer status for an officer who has had previous full-time police experience of at least two years, has successfully completed the Indiana Law Enforcement Academy, and has displayed a level of performance with the department, which would warrant consideration. Such recommendation shall be carefully considered and must receive approval from the Office of the Mayor.
- (E) Upon the award of a federal or state grant for additional policing activities, police department officers who are voluntarily working additional policing activities during off-duty hours shall receive the hourly rate specified by the grant. If no hourly rate is specified by the grant, the officer shall be paid their hourly rate.
  - (1) The term “Traffic Safety Education and Enforcement” includes activities with a primary purpose of educating the motoring

**ORDINANCE NO. 1759-2024**

public, bicyclists, and pedestrians, and enforcement of State Traffic Laws pertaining to them and their safety on all applicable thoroughfares

Traffic Safety Education and Enforcement Overtime is a volunteer work assignment that has been approved by Traffic Safety Education and Enforcement assignment and is in excess of the officers normally scheduled hours of work. Traffic Safety Education and Enforcement Overtime shall be paid at a rate two times that of the officer’s regular hourly duty rate of pay regardless of the funding source.

- (F) Part-time School Crossing Guards will receive shift pay on regularly scheduled school days that are cancelled.

Section 6. Effective date.

This ordinance shall become and remain in full force and effect upon passage and adoption by the Common Council and approval by the Mayor.

PASSED AND ADOPTED by the Common Council of the City of Angola, Indiana, on the \_\_\_\_\_ day of August 2024 by the vote of \_\_\_ ayes and \_\_\_\_\_ nays.

\_\_\_\_\_  
David B. Martin, Mayor  
Presiding Officer

Attest:

\_\_\_\_\_  
Ryan P. Herbert, Clerk-Treasurer

This ordinance presented by me, the Clerk-Treasurer of the City of Angola, Indiana to the Mayor at the hour of \_\_\_\_\_ a.m./p.m. this \_\_\_\_\_ day of August 2024.

\_\_\_\_\_  
Ryan P. Herbert, Clerk-Treasurer

**ORDINANCE NO. 1759-2024**

This ordinance signed and approved by me, the Mayor of the City of Angola, Indiana this \_\_\_\_\_ day of August 2024.

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David B. Martin, Mayor

**AN ORDINANCE FIXING COMPENSATION OF ELECTED OFFICIALS OF  
THE CITY OF ANGOLA, INDIANA FOR THE YEAR 2025**

WHEREAS, IC 36-4-7-2 governs the fixing of annual compensation of elected city officers;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Common Council of the City of Angola, Steuben County, Indiana:

Section 1. Mayor.

(A) That the compensation of the Mayor shall be paid biweekly and shall be hereby fixed from and after the December 22, 2024 and continuing through December 20, 2025 as set forth below:

(1) That the compensation for a Mayor possessing two or more state or nationally recognized professional certifications relating to public sector administration or management from a generally accepted professional association is hereby fixed:

General Fund	\$ 1,052.54
Water Utility	\$ 1,021.57
Wastewater Utility	<u>\$ 1,021.57</u>
Bi-weekly total	\$ 3,095.68

(2) That the compensation for a Mayor possessing one state or nationally recognized professional certifications relating to public sector administration or management from a generally accepted professional association is hereby fixed:

General Fund	\$ 982.15
Water Utility	\$ 953.26
Wastewater Utility	<u>\$ 953.26</u>
Bi-weekly total	\$ 2,888.67

(3) That the compensation for a Mayor possessing no state or nationally recognized professional certifications relating to public sector administration or management is hereby fixed:

General Fund	\$ 911.77
Water Utility	\$ 884.95
Wastewater Utility	<u>\$ 884.95</u>
Bi-weekly total	\$ 2,681.67

(B) That two (2) members of the City legislative body, one of whom shall be the Mayor Pro Tem, shall then identify which of the foregoing subdivisions applies and shall in writing authorize the Mayor compensation in the proper amount.

(C) In addition, if the Mayor is a member of the Board of Public Works and Safety, the Mayor shall receive the \$3,280.00 annual compensation of a Board of Public Works and Safety member to be paid biweekly.

**ORDINANCE NO. 1760-2024**

Section 2. Clerk-Treasurer.

(A) That the compensation of the Clerk-Treasurer shall be paid biweekly and shall be hereby fixed from and after the December 22, 2024 and continuing through December 20, 2025 as set forth below:

(1) That the compensation for a Clerk-Treasurer possessing two or more state or nationally recognized professional certifications relating to public sector finance or management from a generally accepted professional association is hereby fixed:

General Fund	\$ 1,095.28
Water Utility	\$ 1,063.20
Wastewater Utility	<u>\$ 1,063.20</u>
Bi-weekly total	\$ 3,221.83

(2) That the compensation for a Clerk-Treasurer possessing one state or nationally recognized professional certifications relating to public sector finance or management from a generally accepted professional association including is hereby fixed:

General Fund	\$ 1,025.04
Water Utility	\$ 994.89
Wastewater Utility	<u>\$ 994.89</u>
Bi-weekly total	\$ 3,014.82

(3) That the compensation for a Clerk-Treasurer possessing no state or nationally recognized professional certifications relating to public sector finance or management from a generally accepted professional association is hereby fixed:

General Fund	\$ 954.66
Water Utility	\$ 926.58
Wastewater Utility	<u>\$ 926.58</u>
Bi-weekly total	\$ 2,807.82

(B) That two (2) members of the City legislative body, one of whom shall be the Mayor Pro Tem, shall then identify which of the foregoing subdivisions applies and shall in writing authorize the Clerk-Treasurer compensation in the proper amount.

Section 3. Councilmembers.

That the quarterly compensation of each Councilmember shall be hereby fixed from and after the 1<sup>st</sup> day of January 2025 and continuing through December 31, 2025 as set forth below:

General Fund	\$1,700.00
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Section 4. Effective date.

This ordinance shall become and remain in full force and effect upon passage by the Common Council and approval by the Mayor.

**ORDINANCE NO. 1760-2024**

PASSED AND ADOPTED by the Common Council of the City of Angola, Indiana,  
on the \_\_\_\_\_ day of September 2024 by the vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays.

\_\_\_\_\_  
David B. Martin, Mayor  
Presiding Officer

Attest:

\_\_\_\_\_  
Ryan P. Herbert, Clerk-Treasurer

This ordinance presented by me, the Clerk-Treasurer of the City of Angola, Indiana  
to the Mayor at the hour of \_\_\_\_\_ a.m./p.m. this \_\_\_\_\_ day of September 2024.

\_\_\_\_\_  
Ryan P. Herbert, Clerk-Treasurer

This ordinance signed and approved by me, the Mayor of the City of Angola,  
Indiana this \_\_\_\_\_ day of September 2024.

\_\_\_\_\_  
David B. Martin, Mayor



July 10, 2024

Ms. Amanda Cope, PE  
City Engineer  
Angola, Indiana

**Fee Proposal for  
Williams Street & SR 827 Trail/Sidewalk Extension – Harry-Kelley Blvd. to Henney St.**

Dear Amanda:

This letter is Apex Consulting and Surveying, Inc (Apex) scope and fee proposal to provide professional engineering services to construct a sidewalk/trail facility system along Williams Street and SR 827 from Harry-Kelley Blvd. to Henney Street.

**Project Understanding & Location**

The City of Angola desires to construct and extend a trail or sidewalk along the east side of Williams Street/SR 827 from Harry-Kelley Blvd. to Henney Street to provide pedestrian connectivity between the existing subdivisions. Please refer to Attachment A for project location map.

**Scope of Services**

The scope of services includes all engineering services required to complete the project, which include field survey, design of approximately 1,250 linear feet of sidewalk/trail facilities, drainage design, construction plan preparation, contract bid documents preparation, project management, coordination, meetings, INDOT permitting document preparation, and utility coordination.

Environmental report, right-of-way (ROW) engineering and ROW acquisition, geotechnical evaluation services are NOT included in this scope.

**Engineering Design Services**

Perform necessary engineering services described in the Scope of Services to construct trail as indicated in the above "Project Location" section.

Apex recommends the design and plan preparation and submission be completed in the phases described below:

- Topographic Survey and collection of data.
- Preliminary Design phases (30%, 60%, and 90%) to include evaluating the existing route, determining the feasibility of either of sidewalk or trail along the proposed route, prepare construction plans & details, plan review meeting/coordination with the city, provide contract documents, and quantity take-off and construction cost estimate.

- The final design phase will include completing the remaining 10% of the design plans and bidding documents, permit documents, and submitting them to the City's review for the purpose of final construction plans and contract documents.

Services to be addressed in the engineering design services will include:

✓ **Field Survey and Evaluations**

- I. Notify property owners along the project
- II. Perform topographic survey data collection
- III. Located and collect existing property corners and monuments within the project limits to established known boundaries.
- IV. Research CITY documents for existing mapping, utility information, as-built drawings, R/W, information management system and other pertinent data. (CITY will provide available information)
- V. Identify utilities and their apparent location from Utility maps.
- VI. Contact all utility companies and have the underground utilities field marked along the selected route. (Coordinate with IUPPS)
- VII. Review available existing easement, property line, and ROW from City's GIS

✓ **Design**

- I. Meet with representatives from City of Angola for design review meeting at each submittal.
- II. Evaluate route for feasibility of construction of sidewalk vs trail with existing right-of-way limitations and cost in mind.
- III. Prepare preliminary design and plans based on evaluation of the sidewalk and trail feasibility and submit to the city for review at each design stage.
- IV. Determine if any permanent or temporary right-of-way or easement will be required for the proposed improvements and show on the plans.
- V. Review the existing drainage and identify the impacts from the proposed improvements to the existing drainage. The plan is to perpetuate current drainage patterns.
- VI. Complete design on plans for construction plans.
- VII. Incorporate comments received from the city during design meetings with the next plan submittal.
- VIII. Coordinate with all utilities located within the project limits and resolve the conflicts

✓ **Bidding Documents**

- I. Prepare final estimate of quantities and construction cost estimates
- II. Prepare outline of specifications or reference standard specifications to supplement CITY standards.
- III. Assist City to answer any question arises during the bidding.

**Deliverables**

Construction plans along with bid documents, permitting documents, and engineer's estimate.



## Schedule

The understood timeline for the project is to complete the topographic survey within 3-5 weeks from notice-to-proceed. The preliminary 30% plans to be completed 4-5 weeks from the completion of the survey. Apex can complete subsequent design submittals within 4 weeks of receiving comments from the City of Angola. Final design and documents to be submitted to the city within 2 weeks of final comments from the City. Apex will work with the City's to complete project and provide documents in time for desired bidding schedule.

## Compensation

Apex proposes to perform the above services for a lump sum fee of **\$27,495.00** Please refer to **Attachment B** for fee summary and **Attachments C-1 & C-2** for manhour justification.

## Assumptions and Understandings

Apex Consulting and Surveying (Apex)'s Scope of Services, Schedule, and Compensation as set forth above have been prepared based on the following assumptions and understandings:

1. City of Angola will provide all relevant GIS data for the project area.
2. City of Angola will give Apex prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of Apex's performance.
3. City of Angola will examine and provide comments and/or decisions with respect to any Apex deliverables within 14 days of submissions.
4. Any of City of Angola's other consultant(s)/contractor(s) will cooperate and coordinate with Apex in a timely and efficient manner.

Please do not hesitate to contact us if you have any questions or wish to discuss this Proposal.

Sincerely,

**Apex Consulting and Surveying, Inc.**



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Andrew Scheribel, PE  
Engineering Manager



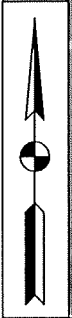
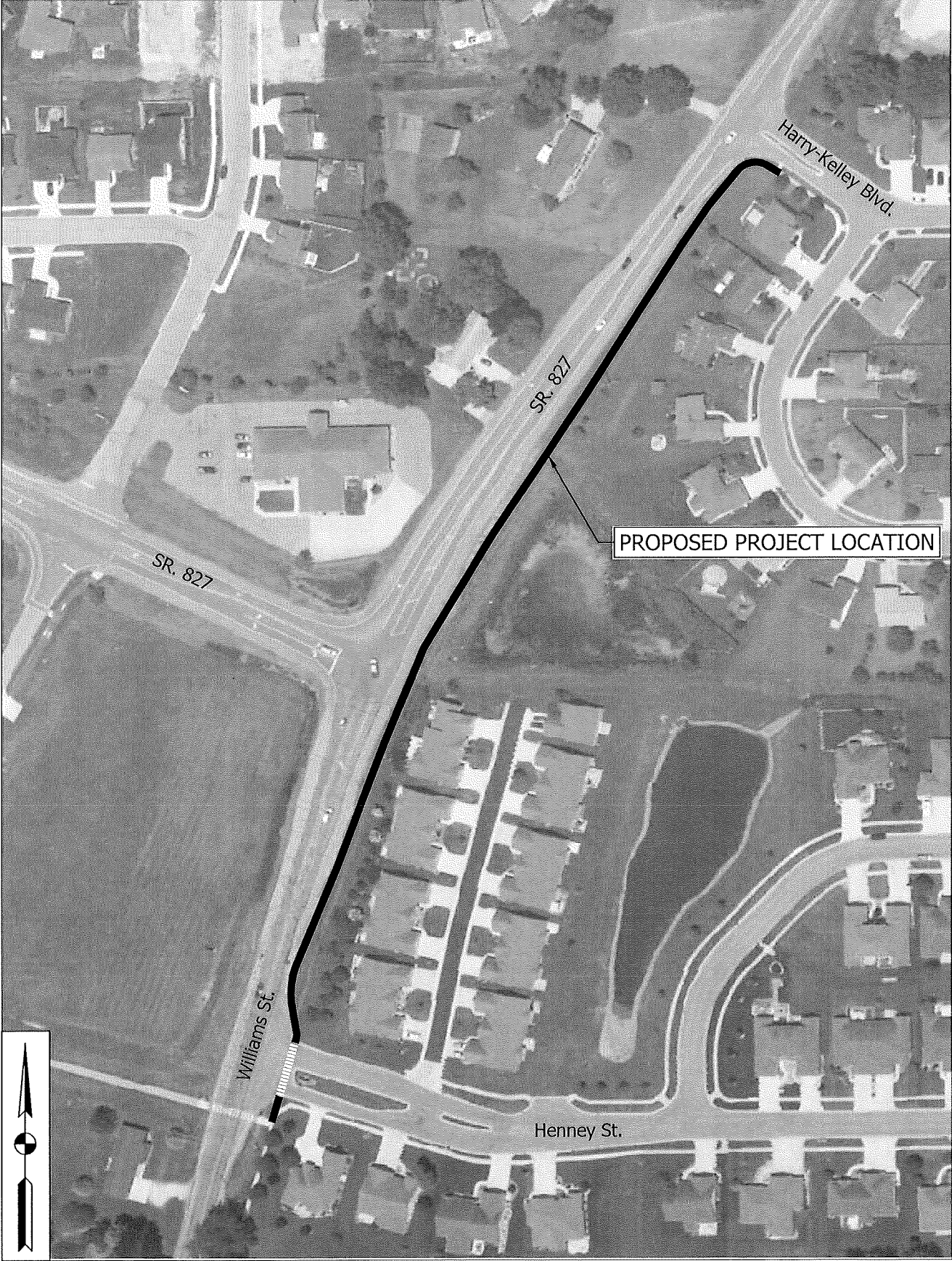
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Chanchai Hocharoen, PE  
Business Development

## Attachments


- A - Project Location Map
- B - Fee Summary
- C - Manhour Justification
- D - Meeting Summary Notes

**ATTACHMENT A - PROJECT LOCATION MAP**




WILLIAMS STREET / SR 827 - SIDEWALK/TRAIL EXTENSION  
ANGOLA, IN

# Attachment B

PROFESSIONAL SERVICE FEE SUMMARY			
CLIENT:	CITY OF ANGOLA		
PROJECT:	Williams Street / SR 827 Trail Extension		
LOCATION:	Williams St. & SR 827 from Henney St. to Harry Kelley Blvd.		
	DESCRIPTION	TOTAL HOUR	TOTAL FEE
1	FIELD SURVEY (ROUNDED)	45	\$ 6,425.00
2	ENGINEERING DESIGN (ROUNDED)	194	\$ 19,820.00
3	BIDDING DOCUMENTS (ROUNDED)	11	\$ 1,250.00
	<b>TOTAL ENGINEERING SERVICES</b>		<b>\$ 27,495.00</b>



# Attachment C-1

<b>MANHOUR JUSTIFICATION</b>													
<b>Williams Street / SR 827 Trail Extension</b>													
Williams St. & SR 827 from Henney St. to Harry Kelley Blvd.													
<b>FIELD SURVEY FEE COMPUTATION</b>						PRINCIPAL ENGINEER (PE) / PRINCIPAL SURVEYOR (L.S.)	PROJECT ENGINEER (PE) / PROJECT SURVEYOR (PLS)	SENIOR TECHNICIAN	TECHNICIAN	CLERICAL	ONE PERSON SURVEY CREW	TWO PERSON SURVEY CREW	
TASK DESCRIPTION	CLASSIFICATION					TOTAL HOUR			TOTAL FEE				
<b>FIELD SURVEY</b>	2	1	4	10	4	14	10	45	\$ 6,149				
Prepare/mail Notice of Survey letters	1				1				\$ 221				
Utility Notification					1				\$ 78				
Project Set up					1				\$ 78				
Deed Research					1				\$ 78				
Set/witness Control Network							2		\$ 390				
Level Circuit							1		\$ 195				
Topo Data Collection						12	4		\$ 2,652				
Structure Measurements							3		\$ 585				
Locate R/W markers-property corners						2			\$ 312				
Edit / Import Data			3						\$ 293				
Surface Creation			1						\$ 98				
CADD Clean up				8					\$ 728				
Assemble Field Book /Notes				2					\$ 182				
Project Mangement and Coordination	1	1							\$ 260				
<b>LOCATION CONTROL</b>	0	0	0	0	0	0	0	0	\$ -				
Research									\$ -				
Review Doc/Cad Inputs									\$ -				
Locate Section Corner, Prop. Corner & Curb Split									\$ -				
Prepare Plat									\$ -				
Survey Report									\$ -				
Calculations/Tables									\$ -				
Review and Checks									\$ -				
Revision per Review									\$ -				
Record Survey Plat									\$ -				
Set Witness & Alignment									\$ -				
Project Mangement and Coordination									\$ -				
<b>TOTAL HOURS</b>	2	1	4	10	4	14	10	45					
<b>HOURLY RATE</b>	\$143.00	\$117.00	\$97.50	\$91.00	\$78.00	\$156.00	\$195.00						
<b>TOTAL LABOR COST</b>	\$286.00	\$117.00	\$390.00	\$910.00	\$312.00	\$2,184	\$1,950		\$6,149				
<b>DIRECT EXPENSES (MILEAGES)</b>	500	miles @	\$ 0.55	per mile	=				\$ 275.00				
<b>TOTAL FEE (ROUNDED)</b>									\$6,424				

# Attachment C-2

## MANHOOR JUSTIFICATION

**Williams Street / SR 827 Trail Extension**

**Williams St. & SR 827 from Henney St. to Harry Kelley Blvd.**




### TRAIL DESIGN FEE COMPUTATION

TASK DESCRIPTION	CLASSIFICATION						TOTAL HOUR		TOTAL FEE
	PRINCIPAL ENGINEER (PE) / PRINCIPAL SURVEYOR (L.S.)	PROJECT ENGINEER (PE) / PROJECT SURVEYOR (PLS)	SENIOR TECHNICIAN	TECHNICIAN	CLERICAL	ONE PERSON SURVEY CREW	TWO PERSON SURVEY CREW		
<b>1 PRELIMINARY DESIGN PHASE (30%)</b>	<b>2</b>	<b>16</b>	<b>0</b>	<b>30</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>\$ 5,044</b>
Project Kick-off Meeting with City & Minutes of Meeting		3							\$ 351
On-Site Evaluation of Project Area		3							\$ 351
Setup Plan and Profile Sheets		1		8					\$ 845
Utility Notifications		1		2	1				\$ 377
Preliminary Trail Geometrics		1		12					\$ 1,209
Existing Cross Sections		1		2					\$ 299
30% Plan Review Meeting with City		3							\$ 351
QC/QA & Revisions	1	2		6					\$ 923
Project Mangement & Coordination	1	1			1				\$ 338
<b>2 PRELIMINARY DESIGN PHASE (60%)</b>	<b>2</b>	<b>18</b>	<b>0</b>	<b>40</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>62</b>	<b>\$ 6,188</b>
Incorporate Comments Received from 30% Submittal		1		8					\$ 845
Utility Verification and Resolve conflicts		5		4	1				\$ 1,027
Preliminary Storm Drainage		1		2					\$ 299
Preliminary Misc Construction Details		1		3					\$ 390
Preliminary Cross Sections		1		3					\$ 390
R/W and Easement identifications		1		2					\$ 299
Erosion Control Plan & Details		1		2					\$ 299
Preliminary Maintenance of Traffic		1		6					\$ 663
QC/QA & Revisions	1	2		8					\$ 1,105
60% Plan Review Meeting with City		3		2					\$ 533
Project Mangement & Coordination	1	1			1				\$ 338
<b>3 PRE-FINAL DESIGN PHASE (90%)</b>	<b>4</b>	<b>20</b>	<b>0</b>	<b>38</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>63</b>	<b>\$ 6,448</b>
Incorporate Comments Received from 60% Submittal		1		5					\$ 572
Finalize utility conflicts & utility Certification		2		1					\$ 325
Finalize Storm Drainage		1		1					\$ 208
Finalize Plans and Profile sheet		2		16					\$ 1,690
Finalize Construction Details		1		2					\$ 299
Finalize Maintenance of Traffic		1		2					\$ 299
Final Erosion Control Plans		1		1					\$ 208
Finalize Cross Sections		1		2					\$ 299
Prepare Preliminary Quantity Calculations		2		4					\$ 598
Prepare Preliminary Construction Cost Estimate		2		1					\$ 325
QC/QA & Revisions	1	1		2					\$ 442
90% Plan Meeting with City	1	3		1					\$ 585
Project Mangement & Coordination	2	2			1				\$ 598
<b>4 FINAL DESIGN PHASE (100%)</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>\$ 2,028</b>
Incorporate Comments Received from 90% Submittal		1		3					\$ 390
Finalize Plans and Submit to City		1		1					\$ 208
INDOT Permit Documents		2		1					\$ 325
QC/QA & Revisions	1	2		3					\$ 650
Project Mangement & Coordination	1	2			1				\$ 455
<b>TOTAL HOURS</b>	<b>10</b>	<b>62</b>	<b>0</b>	<b>116</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>194</b>	
HOURLY RATE	\$143.00	\$117.00	\$97.50	\$91.00	\$78.00	\$156.00	\$195.00		
TOTAL LABOR COST	\$1,430	\$7,254	\$0	\$10,556	\$468	\$0	\$0		<b>\$19,708</b>
DIRECT EXPENSES (MILEAGES)	200	Miles @	\$ 0.55	per mile	=				<b>\$ 110.00</b>
<b>TOTAL ENGINEERING FEE (ROUNDED)</b>									<b>\$19,818</b>



# Attachment C-2

MANHOUR JUSTIFICATION														
<b>CITY OF ANGOLA SOUTHERN LIMITS TRAIL</b> Williams St. & SR 827 from Henney St. to Harry Kelley Blvd.														
<b>BIDDING DOCUMENTS FEE COMPUTATION</b>						PRINCIPAL ENGINEER (PE) / PRINCIPAL SURVEYOR (L.S.)	PROJECT ENGINEER (PE) / PROJECT SURVEYOR (PLS)	SENIOR TECHNICIAN	TECHNICIAN	CLERICAL	ONE PERSON SURVEY CREW	TWO PERSON SURVEY CREW		
TASK DESCRIPTION	CLASSIFICATION						TOTAL HOUR	TOTAL FEE						
<b>Bidding Documents</b>	2	6	0	2	1	0	0	11	\$ 1,248					
Prepare Final Quantity Calculations		1		1					\$ 208					
Prepare Final Construction Cost Estimate		1		1					\$ 208					
Prepare Final Specification and Special Provisions		1							\$ 117					
Assist with Addenda, Plan Clarifications, Interpretations	1	1							\$ 260					
Prepare Bid Tabulations		1							\$ 117					
Review Bid and Recommend Contractor for Award		1							\$ 117					
Project Mangement & Coordination	1				1				\$ 221					
<b>Construction Phase</b>	0	0	0	0	0	0	0	0	\$ -					
Attend pre-construction Meeting									\$ -					
Perform site visits to assist City (5 ea max.)									\$ -					
Process and Review Request for Information (RFIs)									\$ -					
Process and Review Shop Drawings									\$ -					
Assist City w/Contractor's questions for dwgs/specs									\$ -					
Prepare Final Record Drawings									\$ -					
<b>TOTAL HOURS</b>	2	6	0	2	1	0	0	11						
<b>HOURLY RATE</b>	\$143.00	\$117.00	\$97.50	\$91.00	\$78.00	\$156.00	\$195.00							
<b>LABOR COST</b>	\$286	\$702	\$0	\$182	\$78	\$0	\$0		\$1,248					
<b>EXPENSES (M9LEAGE)</b>	0	Miles @	\$ 0.55	per mile	=				\$ -					
<b>TOTAL BIDDING DOCUMENT FEE (ROUNDED)</b>									<b>\$1,248</b>					



APEX CONSULTING & SURVEYING, INC.  
1313 BROADWAY  
FORT WAYNE, INDIANA 46802  
PH: 260.755.5993 / Fx: 888.808.4177  
APEXSURVEYINGFW.COM

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## Project Scoping Meeting Summary

**Meeting Date/Time:** July 1, 2024 / 10:00 a.m.

**Project:** Williams Street & SR 827 Trail/Sidewalk Extension

**Attendees:**

Name	Company
Andy Scheribel	Apex Consulting & Surveying
Chanchai Hocharoen	Apex Consulting & Surveying
Nick Gerber	City of Angola
Amanda Cope	City of Angola
Chad Ritter	City of Angola

**Meeting Location:** Angola City Hall

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**Meeting Summary Notes:**

- City wants to add a sidewalk or trail along the east side of William Street / SR 827 to connect the street entrances of two subdivisions from Harry-Kelley Blvd and Henney St.
- Project Plans & Details will be put together to a level that will satisfy INDOT during permitting.
- The pedestrian facility will be designed as a 8' wide concrete trail or 5' wide concrete sidewalk depending on the available space.
- Park strip buffer desired, however if needed to avoid right-of-way acquisition, curb face sidewalk/trail can be used.
- Existing roadside drainage to be perpetuated.
- The project will utilize local funds for design and construction. The project is anticipated for 2025 construction.
- It is assumed that the pedestrian facility can be constructed within the existing right-of-way.
- The project will require an INDOT R/W permit since a portion is located within the INDOT R/W. Apex would prepare permit documents for the City to submit to INDOT.
- Apex will prepare a preliminary construction cost estimate of the project and provide to the City for project budgeting.
- It was mentioned that there is an existing sanitary sewer located on the east side of William Street.
- The existing right of way width varies from 35 ft to 45 ft. The posted speed limit is 45 mph.

Please contact us with any questions or comments about this summary.

Sincerely,

**Andrew Scheribel, PE**  
Apex Consulting & Surveying, Inc.

**QUIT - CLAIM DEED**

THIS INDENTURE WITNESSETH THAT the City of Angola, Indiana, a municipal corporation and a political subdivision duly constituted under the laws of the State of Indiana, as Grantor, for One Dollar and other valuable consideration,

Releases, quit-claims, and conveys to: KBK LAND INVESTMENTS, LLC, an Indiana Limited Liability Corporation, as Grantee, with an address of 10365 E US 20, LaGrange, IN 46761, all right, title, and interest, in the following described real estate in Steuben County, Indiana, to wit:

**PROPERTY ID: 76-06-26-311-220.000-012**  
**LEGAL: OP MD PT 44' x 50' EXCEPTING 2<sup>ND</sup> STORY LOT 73**  
**COMMON ADDRESS: 108 S. Wayne Street, Angola, IN 46703**

RECITAL: Subject to all easements, conditions, and restrictions of record including those in Deed Record #14120347. The City Grantor lawfully acquired said property by Tax Deed from Steuben County. This conveyance is pursuant to Indiana Code 36-1-11-5.9.

Dated: August 5, 2024.

The City of Angola, IN, by:

\_\_\_\_\_  
David B. Martin, Mayor

Send Tax statements to:  
KBK Land Investments, LLC  
Attn: Daniel Reinhold  
10365 E US 20  
LaGrange, IN 46761

STATE OF INDIANA     )  
                                  ) ss:  
COUNTY OF STEUBEN    )

Before me, a Notary Public in and for said county and state, appeared David B. Martin, Mayor of the City of Angola, IN, and being first duly sworn upon his oath swore to the truth of the foregoing 5th day of August, 2024.

(sign) \_\_\_\_\_  
(print) Kim E. Shoup - Notary Public

This Instrument Prepared by  
Kim E. Shoup  
Angola City Attorney  
112 South Wayne Street  
Angola, IN 46703

I, Kim E. Shoup, preparer of this instrument affirm under the penalties for perjury that I redacted all Social Security numbers if any appearing in this document unless they are required to be herein by law.  
\_\_\_\_\_  
Kim E. Shoup