

BOARD OF PUBLIC WORKS & SAFETY  
OCTOBER 18, 2019  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, October 18, 2019 at 10:30 a.m. in the Council Chambers at City Hall. Mayor Joseph M. Thallemer presided and the following persons were noted as present or absent:

**PRESENT:** Board members Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, City Planner Jeremy Skinner, Senior Assistant City Planner Justin Taylor, Park Recreation Director Sheila Wieringa, Human Resources Director Jennifer Whitaker, Street Superintendent Jeff Beeler, City Engineer James Emans, Police Chief Scott Whitaker, police officer Justin Lewis and his friends, family, and co-workers, Fire Chief Mike Wilson, InkFree News reporter Dan Spaulding, and Times-Union reporter David Slone.

**ABSENT:** Board member George Clemens.

The meeting was called to order by Mayor Thallemer, followed by the Pledge of Allegiance.

**MINUTES-**

The minutes from the October 4, 2019 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

**RECOGNITION OF VISITORS-**

**POLICE OFFICER SWORN-IN/WPD-**

Police Chief Scott Whitaker introduced police officer Justin A. Lewis. Mayor Thallemer administered the Oath of Office as a Police Officer for the City.

**NEW BUSINESS-**

**STREET CLOSURE/CHRISTMAS COUNTDOWN-**

A request was made to close several streets in the downtown area for Christmas Countdown. Closures requested are: The 100 block of East and West Center Streets, and the 100 block of North and South Buffalo Streets. Closures will take place on Sunday December 1, 2019 from 3:00 p.m.-10:00 p.m. Motion made by Mr. Grose to approve the closings, seconded by Mayor Thallemer, carried by unanimous vote.

**INFORMATIONAL BOOKLETS/CEMETERY-**

An agreement was presented for the redesign of an existing tour and informational booklet for the Cemetery. Sheila Wieringa will perform the services that will not exceed \$1,500.00. The cost does not include printing. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

**KOSCIUSKO COUNTY REMC OPERATION ROUND-UP GRANT/PARK-**

Parks Activity Director Sheila Wieringa requested approval to apply for a Kosciusko REMC Operation Round-Up grant in the amount of \$1,500.00. If the funds are awarded to the City, she will use them in support of the Family Carnival event that will take place in August of 2020. Motion made by Mr. Grose to proceed with the grant process, seconded by Mayor Thallemer, carried by unanimous vote.

**GRANT APPLICATION REQUEST/CENTRAL PARK CONCERT SERIES/PARK-**

Mrs. Wieringa requested approval to apply for a Kosciusko County Community Foundation, Inc. grant for \$5,000.00. This would be for the 2020 fiscal cycle in support of the Central Park Concert Series. Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

**COUNTRY CLUB ROAD FEASIBILITY STUDY GRANT/B&P-**

Senior Assistant City Planner Justin Taylor requested approval to apply for a \$10,000.00 grant from the K21 Foundation. If awarded, the funds will be used toward a feasibility study for a trail system along Country Club Road. Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

**FOREST PARK/EASTLAKE TRAIL GRANT REQUEST/B&P-**

Mr. Taylor requested permission to apply for a \$10,000.00 grant through Kosciusko Community Foundation. The funds will be used to help fund a feasibility study for a trail in the Eastlake Subdivision

near Forest Park Home Park. Motion made by Mr. Grose approving the permission to apply, seconded by Mayor Thallemer, carried by unanimous vote.

**PAY APPLICATION #7/AIRPORT INDUSTRIAL PARK SEWER PROJECT-**

City Planner Jeremy Skinner presented Pay Application #7 on behalf of the Redevelopment Authority for the Airport Industrial Park Sewer Project. The Pay Application is in the amount of \$649,127.60 to HRP Construction from bond proceeds held at Huntington Bank for the Redevelopment Authority Lease Rental Revenue Bonds 2018. Motion made by Mr. Grose to approve the payment, seconded by Mayor Thallemer, carried by unanimous vote.

**TECH PARK LIFT STATION BID AWARD-**

Bids were recently opened for a Lift Station in the Tech Park. G&G Hauling was the lowest responsive bidder at a price of \$116,288.00. Mr. Skinner is asking the board to accept the bid, approve the agreement with G&G to do the work, approve a Notice of Award as well as approve a Notice to Proceed. After discussion Mr. Grose made a motion to approve the bid, agreement, notice of award, and the notice to proceed, seconded by Mayor Thallemer, carried by unanimous vote.

**2020 AGREEMENT/PRO AIR/POLICE & FIRE-**

Police Chief Scott Whitaker presented the annual service agreement with Pro Air Midwest, Inc. for both the Police Department and Fire Territory. This is for servicing air tank equipment at both departments. Cost to the Police Department is \$1,220.00 and cost to the Fire Territory is \$2,440.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

**INTER-LOCAL AGREEMENT/CENTRAL SQUARE/SUPERION RECORDS MANAGEMENT SYSTEM/POLICE-**

Chief Whitaker presented an inter-local agreement with Kosciusko County. The 2020 annual agreement for \$30,000.00 will be used for maintenance fees as well as access to Central Square/Superion Records Management System. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

**MEMORANDUM OF UNDERSTANDING (MOU)/WARSAW COMMUNITY SCHOOLS (WCS)-**

Street Superintendent Jeff Beeler presented a MOU between the City and WCS. The MOU is for the purchase and installation of two (2) solar powered flashing beacon signs on Husky Trail near Harrison Elementary School. The City will reimburse the school system for one-half (1/2) of the purchase price. Motion made by Mr. Grose to approve the MOU, seconded by Mayor Thallemer, carried by unanimous vote.

**RAILROAD GRADE CROSSING AWARD/INDIANA DEPARTMENT OF TRANSPORTATION (INDOT)-**

Mr. Beeler informed the Board that he recently received information from INDOT that the City will receive \$22,000.00 in a 100 % reimbursable grant from INDOT. The funds will be used to update and refresh pavement markings at twenty (20) Railroad crossings. Motion made by Mr. Grose to approve the award, seconded by Mayor Thallemer, carried by unanimous vote.

**CITY HALL BASEMENT WALL DRAINAGE PROJECT-**

Director of Human Resources, Jennifer Whitaker, presented a Proposal with W J Carey. Carey will install a gutter drainage system in part of the basement at City Hall. Cost of the service will be \$22,000.00. Motion made by Mr. Grose to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote.

**NEW HIRE/CHANGE IN PAYROLL REPORT-**

A New Hire/Change in Payroll report was presented for approval: Police-one (1). Motion made by Mr. Grose to approve the list, seconded by Mayor Thallemer, carried by unanimous vote.

**TRAVEL REQUEST-**

A list setting forth one (1) travel request: Police, was submitted for approval. Motion made by Mr. Grose approving the travel request, seconded by Mayor Thallemer, carried by unanimous vote.

**CLAIM DOCKET-**

The following claim docket was presented for approval:

Regular Docket - \$2,368,724.80

Motion made by Mr. Grose to approve all claims for payment, seconded by Mayor Thallemer, motion carried by unanimous vote.

**OTHER MATTERS-**

-Chief Whitaker advised the Board that Parking Control Officer Jack Marshall has left his position with the City. Mayor Thallemer expressed his appreciation for Mr. Marshall's service.

**ADJOURN-**

There being no further business to come before the Board by a motion duly made and seconded, the meeting was adjourned.

**ATTEST:**

**Lynne Christiansen, Clerk-Treasurer**