

BOARD OF PUBLIC WORKS & SAFETY
May 15, 2015
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 15, 2015 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 Charlie Smith, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner, City Engineer James Emans, Park Superintendent Larry Plummer, Warsaw-Wayne Fire Territory Administrative Assistant Shirley Fetrow, WWTU Manager Brian Davison, Police Chief Scott Whitaker, HR Director Jennifer Whitaker, DeWayne Busz from Evangelical Presbyterian Church, InkFree News reporter Deb Patterson, and Times-Union reporter Jennifer Peryam.

ABSENT: Board member Jeff Grose

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

MINUTES-

The minutes from the May 1, 2015 Regular Session were presented for approval. Mayor Thallemer made a motion to accept the minutes as presented, seconded by Mr. Smith, motion carried by unanimous vote.

NEW BUSINESS-

STREET CLOSURE/PRESBYTERIAN CHURCH-

DeWayne Busz of the Evangelical Presbyterian Church requested that the north-south alley on the west side of the church, between Jefferson and Market Streets, be closed the week of June 15-19th from 8am -4pm for the "Springhill Day Camp". Motion made by Mr. Smith to approve the closure, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

WEBSITE DESIGN/CIVIC PLUS/HR-

Human Resource Director Jennifer Whitaker presented a contract with Civic Plus to add a new function to the City's Website at the cost of \$9,516.00. The function is specifically for Human Resources that will aid in streamlining the application process, on and off boarding, training, and OSHA safety training. Motion made by Mr. Smith to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached to minutes).

PARK ACTIVITY CONTRACTS-

Park Director Larry Plummer presented the following 2015 Contracts for approval:

Park Activities:

Karen Smith – Yoga Instructor/YOGA in the Park, Thursdays 12pm-1pm, May 28 thru Sept. 3- \$300.00
Motion was made by Mr. Smith to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes.)

National Concert Series:

Brett Leach – Stagehand for Classic Rock and Country Concert - \$240.00
Motion was made by Mr. Smith to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

HUSKY TRAIL NOTICE TO PROCEED/B&P-

City Planner Jeremy Skinner presented a Notice to Proceed on the Husky Trail project. The Notice is for right-of-way services/LPA Consulting Contract with A&Z Engineering. Motion made by Mr. Smith to approve the notice, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

STREET LIGHTING/SCHEELE ENGINEERING/B&P-

Mr. Skinner presented a proposal with Scheele Engineering for the design of street lighting that will include decorative poles, mast arms and LED Luminaries. Cost of the proposal is \$1,515.00. Motion made by Mr. Smith to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

NORTH BUFFALO STREET/CONSTRUCTION AGENT/B&P-

Mr. Skinner and the Redevelopment Authority have asked the Board of Works to serve as the construction agent for the North Buffalo Street Project. The Board's responsibilities will be oversight, payment, and acceptance of the completed project. Construction will be overseen by Building and Plan, the City Engineer, Wastewater Utility, and the Street Department. Motion made by Mr. Smith to approve the resolution agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached to minutes).

CONSTRUCTION STANDARDS/B&P-

City Engineer James Emans presented updated City Construction Standards drawings. The update includes new and revised specifications and incorporates state and federal requirements and City Department standard changes. The drawings have not been updated since 2008. Motion made by Mr. Smith to approve the updated standards, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached to minutes).

K21 GRANT AGREEMENT/MARKET STREET TRAIL/B&P-

Mr. Skinner presented a grant agreement with K21 Health Foundation for the Market Street Ride+Walk Trail. The City raised \$125,000.00 from various donors that will be matched with \$375,000.00 from the Foundation. Motion made by Mr. Smith to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

GRANTS/KOSCIUSKO REMC/FIRE-

Fire Territory Administrative Assistant Shirley Fetrow requested permission to apply for the Kosciusko REMC Operation Round-Up Grant. Mrs. Fetrow is requesting \$1,000.00 to support the annual Family Safety Day. No matching funds are requested. A motion was made by Mr. Smith to approve applying for the grant, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

CUMMINS CROSSPOINT, LLC/FIRE-

Mrs. Fetrow submitted a contract with Cummins Crosspoint, LLC for semi-annual maintenance of generators at each station at an annual cost of \$1,076.14. The Fire Territory Board approved the contract on May 5th. Motion made by Mr. Smith to approve the maintenance agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

SPECIAL CLAIMS-

Clerk's Office submitted a listing of special claims for approval of payment totaling \$1,009.00. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mayor Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket - \$1,785,801.09

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

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**