

BOARD OF PUBLIC WORKS & SAFETY

June 19, 2015

1:00 P.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday June 19, 2015 at 1:00 P.M. in the Council Chambers at City Hall. Board Member Charles D. Smith presided and the following persons were noted as present or absent:

PRESENT: Board members Charles Smith, and Jeff Grose. Also present Clerk-Treasurer Lynne Christiansen, City Planner Jeremy Skinner, Assistant City Planner Tim Dombrosky, GIS Coordinator Mary Haberman, Fire Territory Administrative Assistant Shirley Fetrow, Police Chief Scott Whitaker, WWTU Manager Brian Davison, City Engineer James Emans, Park Superintendent Larry Plummer, Park Recreation Director Liz McKinley, Street Superintendent Jeff Beeler, Cemetery Sexton Hal Heagy, HR Director Jennifer Whitaker, Aaron Lehman from Warsaw Housing Authority, Karl Swihart from CCAC, Heather Chalfant, Cindy Dobbins, Diane Quance, Jerry Frush, Paula Bowman, Chad Burns, reporter Katie Lyon from InkFree News, and Times-Union reporter Jennifer Peryam.

ABSENT: Mayor Joe Thallemer, City Attorney Mike Valentine.

The meeting was called to order by Mr. Smith followed by the Pledge of Allegiance.

MINUTES-

The minutes from the June 5, 2015 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mr. Smith, motion carried by unanimous vote.

NEW BUSINESS-

STREET CLOSURE/NOUVELLE VIEW MOVIE-

Chad Burns, representing the movie Nouvelle View, requested that the 1200 and 1300 blocks and part of the 1100 block of E. Main Street be closed all day Monday June 22 and Tuesday June 23 for filming. He also requested that part of Country Club Lane be closed for several days in June and July for filming at a house on the street. Motion made by Mr. Grose to approve the closings, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

STREET CLOSURE/BPA WORLD SERIES OPENING CEREMONIES-

Carl Swihart from the CCAC and representing the Baseball Players Association (BPA) requested that the 100 block of North Buffalo Street, the 100 block of West Main Street, and the 100 Block of West Center Street be closed on Tuesday July 14 from 3PM to 8PM for the BPA World Series Opening Ceremonies. Motion made by Mr. Grose to approve the closings, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

STREET CLOSURE/ZIMMER BIOMET MERGER CELEBRATION-

Heather Chalfant from Zimmer/Biomet requested permission to close the 200 block of East Main Street for their merger Celebration. The date is unknown but may happen during the week of June 22-26 or June 29-July 3, from 10:30AM to 12 Noon. Motion made by Mr. Grose to approve the closing, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

HOUSING AUTHORITY/HOW/SUBRECIPIENT AGREEMENT-

A "Subrecipient Agreement" between the City of Warsaw, Warsaw Housing Authority (WHA) and Housing Opportunities of Warsaw (HOW) was presented for approval. This agreement is a necessary requirement in conjunction with the established Revolving Loan Fund. Warsaw Housing Authority will hold the funds resulting from the Warsaw Owner Occupied Programs I-V a Community Development Block Grant program. WHA will engage the services of HOW to implement and administrate the programs. The terms are better described in the agreement that is in effect for three years. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

UNCOLLECTABLE ACCOUNT/WWTU-

Wastewater Treatment Payment Office Manager Mary Lou Plummer requested an outstanding account be written off. The property is located at 731 West Market Street and the current balance is \$152.88 which cannot be collected from the new owner. The city has no lien on the property. Mr. Grose made a motion to approve the write-off, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

HD SUPPLY WATERWORKS/WWTU-

Wastewater Treatment Utility Manager Brian Davison requested permission to purchase Infra Map Software for GIS in the Field for mapping from HD Supply Waterworks. The cost of the software with training is \$19,500.00. City GIS Coordinator Mary Haberman explained the software to the Board. Motion made by Mr. Grose to approve the purchase, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached to minutes).

PARK CONTRACTS-

Park Activities Director Liz McKinley requested approval of the following contracts:

1. Park Programs:
 - a. Randy Martin/Caricature Artist for Family Carnival-\$195.00
 - b. Kenneth Ernsberger/Balloon Art for Family Carnival-\$200.00

Motion made by Mr. Smith to approve the above contracts, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

2. Licensing:
 - a. BMI (Broadcast Music Inc.)/Annual Music License-\$335.00

Motion made by Mr. Smith to approve the above contracts, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

KOSCIUSKO COUNTY CONVENTION RECREATION AND VISITORS GRANT/B&P-

Assistant City Planner Tim Dombrosky requested permission to apply for a Kosciusko County Convention Recreation and Visitors Commission Grant. He is requesting \$4,800.00 that will be used for equipment and materials for a nine hole disc golf course at Lucerne Park. Motion made by Mr. Grose to proceed with the application, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

MARKET STREET IMPROVEMENTS/PHASE #1/PAY APP. #2/B&P-

City Planner Jeremy Skinner requested Payment Application #2 to Niblock Excavating for \$187,961.06. The payment application is in regards to Phase #1 of the Market Street Improvements Project. City Engineer James Emans has reviewed the payment and has approved the request. Motion made by Mr. Grose to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

PAY APP #28/HUSKY TRAIL PROJECT/BUILDING & PLAN-

City Planner Jeremy Skinner presented Pay Application #28 and invoice from A&Z Engineering requesting a payment of \$6,983.75 for work done on the Husky Trail Project. Also included was LPA Voucher #9 for Right-of-Way costs to the Indiana Department of Transportation requesting 80% reimbursement. Motion made by Mr. Smith to approve Pay Application #28 to A&Z Engineering, and (ROW) Voucher #9 to INDOT, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

SRKM ARCHITECTURE/OLD CITY HALL REMODEL/B&P-

Mr. Skinner presented a contract with SRKM Architecture, LLC for a schematic design and construction cost estimate for a remodel of the former City Hall. Cost of the contract is \$5,025.00. Motion made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached to minutes).

ALLEY ENCROACHMENT/B&P-

Motion made by Mr. Smith to table this matter, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

PITNEY BOWES POSTAGE MACHINE/POLICE -

Police Chief Scott Whitaker presented a five (5) - year lease with Pitney Bowes Global Financial Services for a postage meter at the Police Department. The cost is \$577.92 annually. Motion made by Mr. Grose to accept the lease, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes)

PITNEY BOWES POSTAGE MACHINE/CLERK'S OFFICE-

A five (5) - year Lease & Maintenance Agreement with Pitney Bowes for the postage machine located in the Clerk's Office, at a cost of \$138.89 per month, was presented for approval. Motion made by Mr. Smith to approve lease, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

WCDC/FAÇADE & ALLEYWAY IMPROVEMENT MATCHING GRANT-

The contract for the Façade & Alleyway Improvement Matching Grant Program for 2015 was presented for approval. Motion was made by Mr. Grose to approve the 2015 agreement for \$35,000.00, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

NEW HIRES/REHIRES/CHANGES-

A new hire/change in payroll report was provided for approval listing three (3) new hires/changes in payroll. Motion made by Mr. Grose to approve the new hires/changes in payroll, seconded by Mr. Smith, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS-

List setting forth three (3) travel requests: Justin Curtis-Police; Aaron Bolinger and Joe Fretz-Fire, were presented for approval. Motion was made by Mr. Smith to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (List attached).

SPECIAL CLAIMS-

Clerk's office submitted a listing of special claims totaling \$1,268.79. Motion made by Mr. Grose to approve the claims for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$3,271,836.30

Pension Docket-\$40,090.99

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

OTHER MATTERS-

- Police Chief Scott Whitaker advised the Board that Police Lieutenant Bret Richardson will be retiring on June 20th after twenty-nine and one half years of 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**