

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 18, 2015
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 18, 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 Jeff Grose, George Clemens and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, WWTU Manager Brian Davison, Fire Territory Chief Mike Wilson, City Planner Jeremy Skinner, HR Director Jennifer Whitaker, Deputy Police Chief Bryan Sherwin, Police Lieutenant Kip Shuter, Pam Kennedy from Housing Opportunities of Warsaw, Jerry Frush, Ink Free News reporter Deb Patterson, and Times- Union reporter David Slone.

ABSENT: None

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

MINUTES-

The minutes from the December 4, 2015 Regular Session were presented for approval. Mayor Thallemer requested that under item #7, from the agenda, "American Structurepoint..." be changed from Center Street to "North-South Railroad grade separation." Mr. Clemens made a motion to accept the minutes as presented and amended, seconded by Mr. Grose, motion carried by unanimous vote.

NEW BUSINESS-

AA TAXI & FAST CAB PERMITS-

Deputy Police Chief Bryan Sherwin presented applications for two (2) taxicab permits for AA Taxi and five (5) taxicab permits for Fast Cab for approval. Deputy Chief Sherwin stated the taxis passed inspection and the Police Department was recommending approval of the permits. Motion was made by Mr. Grose to approve the permits for AA Taxi and Fast Cab as set forth within the applications, seconded by Mr. Clemens, motion carried by unanimous vote. (Copies attached to minutes).

ROCK'S YELLOW CAB/TAXI CAB PERMITS-

Deputy Chief Sherwin presented an application for one (1) taxicab permit for Rock's Yellow Cab for approval. Deputy Chief Sherwin stated the taxi passed inspection and the Police Department was recommending approval of the permit. Motion was made by Mr. Clemens to approve the permit for Rock's Yellow Cab as set forth within the application, seconded by Mr. Grose, carried by unanimous vote. (Copies attached to minutes).

KOSCIUSKO COUNTY FARMERS MARKET/2016 LICENSE AGREEMENT-

An agreement with Kosciusko County Farmers Market, LLC, allowing the Farmers Market access to the concrete road area of the 100 Block of West Center Street (situated between Buffalo Street and Lake Street) and/or the adjacent City Hall Plaza. The Market will operate every Saturday 8:00 am until 1:00 pm from May 7, 2016 until October 29, 2016. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached).

TURNER VALENTINE LAW OFFICE AGREEMENT/LEGAL SERVICES-

An agreement for legal services with Turner Valentine, LLP was presented for approval. The annual contract amount is \$42,000.00 payable in monthly installments of \$3,500.00. Some work will be at the hourly rate set at \$155.00, more specifically set forth within the agreement. Motion was made by Mr. Grose to approve the contract effective January 1, 2016 thru December 31, 2016, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached to minutes).

MIKE COX/EMERGENCY MANAGEMENT SERVICES AGREEMENT-

An agreement for emergency management services with MiKe Cox was presented for approval. The annual contract amount is \$15,000.00 payable in monthly installments and further described in the agreement. Mr. Cox will develop, plan, train, and implement a comprehensive Emergency Management Plan for the City. Motion was made by Mr. Clemens to approve the contract effective January 1, 2016 thru December 31, 2016, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

WORKFORCE DEVELOPMENT PROGRAM/GRANT ADMINISTRATION CONTRACT-

A contract for professional services with Housing Opportunities of Warsaw, Inc., to act as a grant administrator was presented for approval. The grant will be for Workforce Development with KEDCo being a sub-recipient for focus on recruiting applicants, training, and certification in specific manufacturing areas. Motion made by Mr. Grose to approve the contract, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached to minutes).

H.J. UмбаUGH ACCOUNTING AGREEMENT/WWFT-

Fire Chief Mike Wilson presented an agreement from H. J. Umbaugh & Associates to provide accounting services for the Warsaw-Wayne Fire Territory. A fee schedule was included within the agreement. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Clemens carried by unanimous vote. (Information attached).

REQUEST TO PURCHASE NEW VEHICLES/POLICE-

Police Lieutenant Kip Shuter requested to seek quotes to purchase four (4) new police vehicles. He would like to purchase four (4) Chevrolet Caprices. Motion made by Mr. Clemens to accept the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

STORMWATER BUDGET GUIDELINE FOR 2016-

The 2016 Stormwater Utility Budget Guideline was submitted by WWTU Manager Brian Davison. This guideline for Stormwater appropriations will be the setup for 2016 spending. Mr. Davison advised the Board that \$3,000.00 listed under appropriation 626000701.092 should be moved to 626000701.090. Mr. Grose made a motion to approve the guidelines, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached to minutes).

WWTU BUDGET GUIDELINE FOR 2016-

The 2016 Wastewater Treatment Utility Budget Guideline was submitted by Mr. Davison as well. This guideline for sewer appropriations will be the setup for 2016 spending. Mr. Clemens made a motion to approve the guidelines, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

WESSLER ENGINEERING, INC.-WASTEWATER COLLECTION SYSTEM I/I REDUCTION PROGRAM/AMENDMENT 3/WWTU-

Mr. Davison asked for approval of an amended agreement with Wessler Engineering for the "Collections System I/I Reduction Program". Amendment 3 adds Phase III-Field Investigation-Sanitary Sewer Cross-Connection Investigations, Sanitary Sewer-CCTV Review and Sanitary MH-CCTV Review and inspections, at a cost of \$65,000.00. Motion made by Mr. Grose approving the amendment, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheet attached).

CENTRAL PARK STORM SEWER CLEANING/SELGE CONSTRUCTION/CHANGE ORDER-

Selge Construction had been awarded a contract to clean storm sewers earlier this year. Due to more blockage than originally noted and quoted, additional services are now needed causing an additional \$22,050.00 in expenses. Motion made by Mr. Clemens to approve the Change Order and additional expenses, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

VEHICLE PURCHASE/B&P-

City Planner Jeremy Skinner requested permission to purchase a 2014 Jeep Cherokee from N&J Auto for \$29,500.00. The vehicle will eventually replace a 2003 Jeep Liberty. Motion made by Mr. Grose to approve the purchase, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

TRAVEL REQUESTS-

A list setting forth one (1) travel request: Clerk-Treasurer-1, was presented for approval. Motion made by Mr. Grose to approve the travel request, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached).

NEW HIRE/CHANGE IN PAYROLL REPORT/HR-

A new hire/change in payroll report was provided for approval: Police-4; Street 1; Building and Planning-1 and more specifically set forth on the list attached to minutes. Motion made by Mr. Grose to approve the new hires/changes in payroll, seconded by Mr. Clemens and carried by unanimous vote. (List attached to minutes).

CNA SURETY/DORE & ASSOCIATES CONTRACT/RELEASE OF SURETY BOND-

CNA Surety has requested a contract status up-date for Dore & Associates. Due to the nature of this contract the City Attorney requested that the Board of Works review the request. Motion made by Mr. Grose to release the information requested, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

SPECIAL CLAIMS-

Clerk's Office submitted a listing of special claims totaling \$29,500.00. Motion made by Mr. Clemens to approve the claims for payment, seconded by Mr. Grose, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket - \$3,195,418.82

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

OTHER MATTERS-

-Jason Brown from 110 Craft Meastery asked about the Regional City's Initiative and when any funds would be available for projects. Mayor Thallemer advised him that no definite projects had been named yet.

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