

BOARD OF PUBLIC WORKS & SAFETY
JANUARY 04, 2016
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Monday, January 4, 2016 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 Mike Valentine, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Jr., Park Recreation Director Sheila Wieringa, Street Superintendent Jeff Beeler, Police Chief Scott Whitaker, Fire Territory Chief Mike Wilson, City Engineer James Emans, InkFree News reporter Deb Patterson, and Times-Union reporter David Slone.

ABSENT:

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

MINUTES-

The minutes from the December 18, 2015 Regular Session were presented for approval. Board Member Grose made a motion to accept the minutes as presented, seconded by Board Member Clemens carried by unanimous vote.

VISITORS-

OATHS OF OFFICE-

Mayor Thallemer administered Oaths of Office to Dan Smith who will serve on the Board of Zoning Appeals, and Michelle Boxell who will serve on the Park Board.

REPORTS- None presented.

UNFINISHED BUSINESS- None presented.

NEW BUSINESS-

POLICE/LEADS ONLINE AGREEMENT-

Police Chief Scott Whitaker requested permission to enter into an agreement with Leads Online Law Enforcement Database. Leads operates and maintains an electronic reporting in regards to pawn/secondhand stores as well as other features. Cost of the annual agreement will be \$2,462.00. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

KATHERINE MORRISROE/CHILDREN'S ACTIVITY BOOKLETS/FIRE

Fire Territory Chief Mike Wilson requested permission to enter into an agreement with Katherine Morrisroe. She will re-design the current children's activity booklets. Cost of the service will be \$270.00. Motion made by Mr. Grose to approve the proposal, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached to minutes).

FEMA ASSISTANCE/FIREFIGHTERS GRANT/FIRE-

Chief Wilson requested permission to apply for a Federal Assistance to Firefighters Grant, administered through Federal Emergency Management Association (FEMA) for the purpose of upgrading radio equipment. If awarded the grant, the Fire Territory will need to provide a 10% match. Estimated cost of the upgrade will be \$246,000.00, supported in the Fire Territory's Equipment Replacement Fund. Motion made by Mr. Grose, to approve application of the grant, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

HEARING OFFICER/LAWRENCE CLIFFORD AGREEMENT-

An agreement between the City of Warsaw and Lawrence Clifford was presented for approval. This agreement retains the services of Mr. Clifford as an independent Hearing Officer for the City's Department of Code Enforcement. Cost will be \$900.00 per session, with nine (9) sessions tentatively scheduled for 2016. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

PAYMENT REQUEST/BUFFALO STREET REDEVELOPMENT PROJECT/REDEVELOPMENT AUTHORITY-

City Planner Jeremy Skinner presented a payment request to Huntington Bank in the amount of \$9,892.88 to American Structurepoint, Inc. for Engineering Services concerning the Buffalo Street Redevelopment Project. This is the second payment request presented to the Board from bond funds received and held at Huntington for the Redevelopment Authority Lease Rental Revenue Bonds 2015. Motion made by Mr. Grose to approve the request, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

PAY APPLICATION #26/HUSKY TRAIL PROJECT/BUILDING & PLAN-

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$12,821.90 for Pay Application #26 for work done on the Husky Trail Project. Also included was LPA Voucher #26 for Preliminary Engineering (PE) costs to the Indiana Department of Transportation (INDOT), requesting 80% reimbursement. Motion made by Mr. Clemens to approve Pay Application #26 and LPA Voucher (PE) #26 and, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

PAY APP #7/HUSKY TRAIL PROJECT/RIGHT-OF-WAY ACQUISITION-

Mr. Skinner also presented another invoice from A&Z Engineering requesting a payment of \$5,335.00 for Right-of-Way Acquisition (RW Acq.) Services along the Husky Trail Project for Pay Application #7. Also included was LPA Voucher #7 to INDOT requesting reimbursement from the State for the 80/20 grant. Motion made by Mr. Grose to approve Pay Application #7, and LPA Voucher (RW Acq.) #7, seconded by Mr. Clemens, carried by unanimous vote. (Information attached).

RIGHT-OF-WAY ACQUISITION/HUSKY TRAIL/B&P-

Mr. Skinner advised the Board that he is actively acquiring right-of-way parcels along Husky Trail for the road improvements. He presented a list of five (5) parcels he has accepted offers on:

Steven and Sonya Ashton - \$15,395

Prism Properties - \$11,590

Bryan Brooks - \$15,975

Bowen Apartments - \$500

Warsaw Family Worship Center - \$4,270

Motion made by Mr. Clemens to approve the accepted offers, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

RESOLUTION CONVEYING CERTAIN PORTIONS OF WCS PROPERTY FOR HUSKY TRAIL/B&P-

Mr. Skinner advised the Board that Warsaw Community Schools recently passed a Resolution donating a portion of their property along Husky Trail for Right-of-Way purposes. Mr. Skinner is asking the Board to approve a Resolution accepting the land needed for the project. Motion made by Mr. Grose to approve the Resolution, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

WESTHAVEN ESTATES LLC/SEWAGE TREATMENT AGREEMENT/B&P-

Mr. Skinner presented an agreement with R&R Enterprises, Inc. d/b/a/ Westhaven Estates, LLC to provide sanitary sewer service to the mobile home park. Details are outlined in the twenty (20) year agreement. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

PARK CONTRACTS-

Park Recreation Director Sheila Wieringa requested approval of following activity contracts:

1. **Central Park Concert Series:**

- a. James Miller/High Life Band- May 27 - \$600.00.

Motion made by Mr. Grose to approve the contract, seconded by Mr. Clemens, carried by unanimous vote.

- b. Kris Hitchcock Music LLC – June 3 - \$1,200.00.

Motion made by Mr. Grose to approve the contract, seconded by Mr. Clemens, carried by unanimous vote.

- c. Myra Atkinson/Zion Lion – June 10 - \$1,200.00.

Motion made by Mr. Grose to approve the contract, seconded by Mr. Clemens, carried by unanimous vote.

- d. James Miller/Whistle Pigs – August 26 - \$800.00.

Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote.

2. National Concerts:

- a. Jennifer J. DeVoe/Opening Act for Blues & BBQ –July 8 - \$1,500.00.

Motion made by Mr. Grose to approve the contract, seconded by Mr. Clemens, carried by unanimous vote.

- b. Larry Garner/Headliner for Blues & BBQ – July 8- \$2,500.00.

Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote.

3. Park Activities:

- a. J&S Van Lue DJ Services/Jeremy Van Lu – Daddy’s Little Sweetheart Dance – February 5 - \$300.00.

Motion made by Mr. Grose to approve the contract, seconded by Mr. Clemens, carried by unanimous vote.

- b. Our Father’s House – Catering for Daddy’s Little Sweetheart Dance - \$5.75 per person, 150 maximum - \$862.50 maximum.

Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote.

- c. Driveline Coffee – Catering beverages for Coffee & Canvas- June 21 & September 16; \$280.00.

Motion made by Mr. Grose to approve the contract, seconded by Mr. Clemens, carried by unanimous vote.

- d. Kara Schafer-Canvas painting instructor for Coffee & Canvas – June 21 & September 16; \$150.00 total.

Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote

- e. Charles Ray Jr. – Fly Fishing Workshop Instructor- May 21, and August 27 - 9a- 12p. \$150.00 total.

- f. Charles Ray Jr. – Fly Fishing Workshop Instructor- May 21, and August 27 – 1p-4p. \$150.00 total.

Motion made by Mr. Grose to approve the contracts, seconded by Mr. Clemens, carried by unanimous vote.

- g. Rebecca Anglin- Zumba Workshop Session 1 Instructor - \$360.00.

- h. Rebecca Anglin- Zumba Workshop Session 2 Instructor - \$360.00.

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

KOSCIUSKO COUNTY CONVENTION, RECREATION, & VISITORS COMMISSION GRANT (KCCRVC)/PARK-

Mrs. Wieringa requested permission to apply for a grant through the KCCRVC. She is requesting approximately \$5,000.00 for ten (10) paddleboards and equipment to be used during paddleboard clinics and community paddle boarding. Motion made by Mr. Clemens to proceed with the application, seconded by Mr. Grose, carried by unanimous vote. (Letter attached).

BOBCAT PURCHASE/PARK-

Park Superintendent Larry Plummer requested approval to purchase a Bobcat S570 T4 skid-steer loader at a cost of \$1,800.00, including trade-in, from Bobcat of Warsaw as part of the Bobcat Rotation Plan. He also received quotes from Bobcat of Michiana for \$9,078.00. Motion was made by Mr. Grose to accept the quote from Bobcat of Warsaw, seconded by Mr. Clemens, carried by unanimous vote. (Contract Worksheet attached to minutes).

CENTER, PIKE & WINONA LAKES CONSERVATION ASSOCIATION AGREEMENTS/PARK-

Mr. Plummer presented agreements from Center Lake, Pike Lake, and Winona Lake Conservation Associations. The agreements state that the Parks Department will pay \$2,500.00 per year to each Association to help with nature preservation, conservation and maintenance and more specifically stated in the agreements. Mr. Clemens made a motion to approve the agreements, seconded by Mr. Grose, carried by unanimous vote. (Copies attached).

ANDERSON PROPERTY MANAGEMENT/PARK-

Mr. Plummer requested approval of a contract with Anderson Property Management in the amount of \$1,888.88 per month for nine months for a total annual amount of \$16,999.92 for the 2016 Maintenance Agreement. Anderson will plant and maintain eighteen (18) satellite beds

and twenty-one (21) urns at Central Park. Mr. Grose made a motion to approve the contract, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached).

WAYNE TOWNSHIP/PARKS CONTRACT-

Mr. Plummer presented the 2016 Wayne Township Park Contract for approval. Wayne Township agrees to pay the City \$72,500.00 in 2016 for its citizens and residents to use the City Parks, and more specifically set forth within the agreement. Motion made by Mr. Clemens to accept the contract, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

NEW HIRE/CHANGE IN PAYROLL REPORT-

A new hire/change in payroll report was provided for approval listing compensation for members of the Aviation, Planning, BZA, Cemetery, Fire Territory, Parks and Recreation, and Traffic Commission, more specifically set forth on the list attached to minutes. The list provided was dated 1/4/2015, but it was noted the date should be 1/4/2016. The Aviation Wage Summary was listed as "2015" and it was also noted that it should be "2016". All pay is effective on the 1-8-2016 Payroll/Pay Date. 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).

TRAVEL REQUESTS-

A list setting forth six (6) travel requests: two (2)-Police; three (3)-Fire; and one (1)-Stormwater was presented for approval. Motion made by Mr. Clemens to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$858,814.45

EOM Docket - \$9,865,341.70

Pension Dockets - \$40,090.99

Motion made by Mr. Grose to approve the claims for payment, seconded by Mr. Clemens, 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