

BOARD OF PUBLIC WORKS & SAFETY
JANUARY 15, 2016
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, January 15, 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, WWTU Manager Brian Davison, City Engineer James Emans, City Planner Jeremy Skinner, Fire Territory Chief Michael Wilson, Firefighter Mike Brubaker, Police Lieutenant Kip Shuter, Park Superintendent Larry Plummer, Wastewater Payment Office Manager Mary Lou Plummer, Street Superintendent Jeff Beeler, First Friday Coordinator Paula Bowman, HR Director Jennifer Whitaker, Mary Marsillett, Jennifer and Alan Lucht from Warsaw Breakfast Optimist Club, InkFree News reporter Deb Patterson, and Times-Union reporter David Slone.

ABSENT: None noted.

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

MINUTES-

The minutes from the January 4, 2016 Regular Session were presented for approval. Motion made by Mr. Grose to approve the minutes as presented, seconded by Mr. Clemens, carried by unanimous vote.

RECOGNITION OF VISITORS-

OATHS OF OFFICE-

Mayor Thallemer administered the Oath of Office to Jim Gast who will serve on the Plan Commission.

NEW BUSINESS-

QUOTES TO PURCHASE NEW VEHICLES/POLICE-

Quotes for four (4) new vehicles for the Police Department were opened and read. Quotes were received from:

1. Lakeside Chevrolet for \$101,991.32
2. Kelly Chevrolet for \$95,800.00

After review, Police Lieutenant Kip Shuter recommended the bid be awarded to Kelly Chevrolet. After discussion motion made by Mr. Grose to approve the bid award to Lakeside Chevrolet since they are a local business, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

UNDERBILLING/WWTU-

A letter was presented addressing under-billings for property located at 711 S. Buffalo Street and owned by James and Mary Marsillett. It was discovered during a recent smoke test that the building was connected to the City's sewer line, but has never been billed. Any under-billings can only be retroactive six years with no interest or charges, making the total due \$2,347.50. After discussion, Mr. Grose made a motion to waive the under-billings and collect the (current) minimum monthly fee of \$32.60 starting immediately, seconded by Mr. Clemens, carried by unanimous vote. (Copy of letter attached).

MARKET STREET RIBBON CUTTING/ROAD CLOSURE-

A request was made to close the 2400 block of East Market Street for a ribbon cutting ceremony on January 25, 2016 between 12:45pm-1:30pm, to celebrate the completion of Phase 1 of the Market Street Improvement project. Motion made by Mr. Clemens approving the closure, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

BREAKFAST OPTIMIST CLUB STREET CLOSURE FOR CAR SHOW-

Warsaw Breakfast Optimist representatives Jennifer and Alan Lucht requested the City approve the closure of Center Street from Lake Street to High Street; Buffalo Street from Market Street to Main Street; the 100 block of N. Indiana Street; 100 block of S. Indiana Street plus the City Hall Parking Lot (Plaza) during the City of Lakes Cruise-In sponsored by the Warsaw Breakfast Optimist Club. The event is scheduled for Sunday, May 15, 2016 and they requested the streets be closed from 6 a.m. until 7 p.m. Motion made by Mr. Grose approving the street closures for the Optimist Car Show, seconded by Mr. Clemens, carried by unanimous vote. (Documentation attached).

FIRST FRIDAY 2016 STREET CLOSURES-

First Friday Coordinator Paula Bowman requested the following streets be closed for all First Friday events in 2016: Center Street between Lake and Indiana Streets, and Buffalo Street between Main and Market Streets as well as September 30th for the Indiana Bicentennial Event. In August, the 100 block of East and West Market Streets will be closed, as well as the 200 block of South Buffalo Street. Motion made by Mr. Grose to approve the closures for First Friday events, seconded by Mr. Clemens, carried by unanimous vote. (Copy of map attached).

MARKET STREET IMPROVEMENTS PHASE 2/PAY APPLICATION #4 /B&P-

Pay Application #4 was presented for Phase 2 of the Market Street Improvements. VS Engineering is requesting a payment of \$3,992.88. Also included was LPA Voucher #4 to INDOT for Preliminary Engineering for 80% reimbursement. Motion made by Mr. Clemens to approve Pay Application #4 and LPA Voucher (PE) #4, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

JOHN KIMPEL & ASSOCIATES/BUILDING & PLAN-

City Planner Jeremy Skinner submitted a 2016 rate schedule for survey work to be performed by John Kimpel & Associates for the Building & Plan Department. Motion made by Mr. Grose to approve the new rate schedule, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached to minutes).

LEGAL SERVICES AGREEMENT/FIRE TERRITORY-

Fire Territory Chief Michael Wilson requested for approval a "Fee Agreement/Employment Letter" with Green & Grossnickle, LLP for legal services for the Warsaw-Wayne Fire Territory. The fees are more specifically set forth within the agreement. Chief Wilson reported that the Fire Territory Board recommends approval of the agreement. Motion made by Mr. Clemens to accept the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

KOSCIUSKO COUNTY REMC OPERATION ROUND-UP GRANT/PARK-

Park Recreation Director Sheila Wieringa announced that Kosciusko County REMC Operation Round-Up Committee has awarded the Parks Department \$1,500.00 for the 2016 grant cycle. The funds will be used for the Family Carnival. Motion made by Mr. Clemens to accept the award, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

GRANT APPLICATION REQUEST/CENTRAL PARK CONCERT SERIES/PARK-

Mrs. Wieringa requested approval to apply for the Indiana Arts Commission Grant for \$5,000.00. This would be for the 2016/2017 fiscal cycle in support of the Central Park Concert Series. Motion made by Mr. Grose to approve the request, seconded by Mr. Clemens, carried by unanimous vote. (Information attached).

FLINT CREATIVE CONSULTING/MONSTER MESSAGE/PARK-

Mrs. Wieringa presented a contract with Monster Message/Flint Creative Consulting, to provide a screen apparatus for Family Movie Night scheduled in Central Park for July 16 & September 17, 2016. Cost of the service is \$750.00 each date and a weather policy was also attached. Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

ARAB PEST CONTROL/PARK-

Park Superintendent Larry Plummer Jr. requested approval of a service agreement with Arab Pest Control in the amount of \$103.00 per month for monthly extermination control at four (4) buildings. Mr. Grose made a motion to approve the service agreement, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached).

WASTEWATER SOLUTIONS, INC./PROCESS AND CONTROL TRAINING/WWTU-

Utility Manager Brian Davison provided an agreement with Wastewater Solutions, Inc. The agreement will provide four (4) half-day professional development training sessions for the staff at the WWTU costing a total of \$14,960.00. Motion made by Mr. Grose approving the training, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached).

MEDSTAT AGREEMENT FOR WORKERS COMPENSATION INJURY CARE SERVICES-

Human Resource Director Jennifer Whitaker presented a rate change with MedStat Urgent Care and Occupational Health. The rates are for various services as needed. Motion made by Mr. Clemens to approve the adjustment from the original three year agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/CHANGE IN PAYROLL REPORT-

A list of two (2) payroll changes was presented for approval: Park-One (1); Street-One (1). Motion made by Mr. Grose to approve the payroll changes, seconded by Mr. Clemens, carried by unanimous vote. (List attached).

TRAVEL REQUESTS-

Two lists setting forth two (2) travel requests were presented: Police-One (1); HR-One (1). Motion made by Mr. Grose to approve the travel requests, seconded by Mr. Clemens, carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket-\$1,968,682.57

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

K21 HEALTH FOUNDATION DARE GRANT/POLICE-

Lt. Shuter requested permission to apply for a grant through the K21 Health Foundation to support DARE. He will be applying for \$4,000.00. Motion made by Mr. Grose to approve the application, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

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