

BOARD OF PUBLIC WORKS & SAFETY
May 20, 2016
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 20, 2016 at 10:30 a.m. in the Council Chambers at City Hall. Board member Jeff Grose presided and the following persons were noted as present or absent:

PRESENT: Board members Jeff Grose and George Clemens. 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 Chief Mike Wilson, WWTU Manager Brian Davison, WWTU Payment Office Manager Mary Lou Plummer, Street Department Superintendent Jeff Beeler, HR Director Jennifer Whitaker, Mayor's Assistant Staci Young, Jerry Frush, Robin Watters, InkFree News reporter Deb Patterson, and Times-Union reporter David Slone.

ABSENT: Board member Mayor Joseph M. Thallemer

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

MINUTES-

The minutes from the May 6, 2016 Regular Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented, seconded by Mr. Grose, motion carried by unanimous vote.

NEW BUSINESS-

STREET CLOSURE/WARSAW CAR SHOW-

A request was made for a portion of Market Street and Johnson Street be closed on Saturday June 4, 2016 be closed from 1:30 p.m. to 9:30 p.m. for the Warsaw Car Show that will also include several contests. Motion made by Mr. Clemens to approve the street closures, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

STREET CLOSURE/REX'S RENDEVOUS ANNUAL POKER RUN-

Robin Watters requested closure of part of the 200 block of South Buffalo Street on Sunday June 5, 2016 from 8:00 a.m. until 10:00 p.m. for Rex's Rendezvous Annual Poker Run. Mr. Clemens made a motion to allow the street closure, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

LUCERNE PARK PLAYGROUND EQUIPMENT REPLACEMENT/PARKREATION, INC./PARK-

Park Superintendent Larry Plummer Jr. requested to replace outdated play equipment and safety (surface) material at Lucerne Park. He presented a quote from Parkreation for \$19,700.00 that has been reviewed and approved by the Park Board. Motion made by Mr. Clemens to approve the purchase of the equipment and material from Parkreation for \$19,700.00, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

LUCERNE PARK FITNESS EQUIPMENT REPLACEMENT/OUTDOOR FIT EXERCISE SYSTEMS, INC. /PARK-

Mr. Plummer requested permission to replace fitness equipment at Lucerne Park. He presented a quote from Outdoor-Fit Exercise Systems Inc. for \$15,165.00. The system has been reviewed and approved by the Park Board. Motion made by Mr. Clemens to approve the purchase of the equipment from Outdoor-Fit Exercise Systems, Inc. for \$15,165.00, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

BROADVOICE/ADDITION TO CONTRACT/PARK-

Mr. Plummer requested permission to make an addition to a contract approved during the March 4, 2016 session. He asked for a metered extension to the fire alarm system at the Pete Thorn Center. With the upgrade to fiber, the extension and analog telephone adapter are required to run the alarm. The cost will be an extra \$14.08 per month. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

KOSCIUSKO REMC OPERATION ROUND-UP GRANT/FIRE-

Fire Territory Chief Mike Wilson requested permission to apply for the Kosciusko REMC Operation Round-Up Grant. He is requesting \$2,000.00 to support the annual Family Safety Day. No matching funds are requested. A motion was made by Mr. Clemens to approve applying for the grant, seconded by Mr. Grose carried by unanimous vote. (Information attached to minutes).

ITINERANT MERCHANT FEE REDUCTION REQUEST/B&P-

City Planner Jeremy Skinner received a request from Stephen Saner to reduce the fee for an out of county resident Itinerant Merchant permit. Mr. Saner lives in Fulton County and operates a mobile food truck that he would like to park at the Lincoln School construction site. He stated in his request that he owns property in Kosciusko County as well. After discussion, Mr. Clemens made a motion to charge Mr. Saner the county resident fee of \$300.00 rather than the out of county resident fee of \$1,000.00, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

PARKING LOT LEASE AGREEMENT/ANTHONY MILLER, JR., LLC/B&P-

Mr. Skinner presented a new five (5) - year lease agreement between the City of Warsaw and H. Anthony Miller, Jr., LLC. Mr. Miller desires to lease a parking lot that is City property and abuts his property and building on North Detroit Street (Instrumedical Technologies, Inc.). He is agreeing to pay the City \$6,050.00 in one installment for 37 spaces. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

TTSO, LLC (REDWOOD IT)/ENCROACHMENT AGREEMENT/B&P-

Mr. Skinner requested an Encroachment Agreement with TTSO, LLC (Redwood IT) for their property they are rehabilitating, located at 501 Argonne Road. TTSO/Redwood plans to use an existing sign base that is located within the City's right-of-way. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

INVOICE CLOUD PAYMENT AND PROCESSING/WWTU-

Wastewater Payment Office manager Mary Lou Plummer requested permission to enter into an agreement with Invoice Cloud to electronically send billings from the Payment Office to customers. Cost of the service is \$50.00 per month plus any extra charges that may occur for charge backs, etc. Motion made by Mr. Clemens, to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

CHICAGO DOG HOUSE/CATERING-

The Mayor's Assistant, Staci Young, requested permission to enter into an agreement with Chicago Dog House who will provide, cook, and serve hot dogs for a City Employee Picnic on June 28, 2016. Cost of the service will be \$985.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

UNUM LTD/EMPLOYEE INSURANCE-

Human Resource Director Jennifer Whitaker requested approval of UNUM Insurance Company for Long Term Disability (LTD) insurance coverage for employees. Estimated monthly cost of the premium will be \$1,545.31. Motion made by Mr. Clemens to approve the coverage, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

TRAVEL REQUESTS-

A list setting forth one (1) travel request for the Fire Department was presented for approval: Motion made by Mr. Clemens to approve the travel request, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval:

Regular Docket - \$1,800,201.38

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

OTHER MATTERS-

-Mr. Davison advised the Board that the City of Warsaw was nominated to receive the "Best Project" and the "Best Special Event" awards during the recent Indiana Department of Environmental Management (IDEM) Annual Stormwater Conference. The City received the award for "Best Special Event" for the Stormwater art project.

- Street Superintendent Jeff Beeler requested permission for Warren Gruenewald to sign claims for the Street Department while he is out of the office. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, 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**