

BOARD OF PUBLIC WORKS & SAFETY  
July 1, 2016  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday July 1, 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 Joseph M. Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, City Planner Jeremy Skinner, Street Superintendent Jeff Beeler, Fire Chief Mike Wilson, Police Captain Kip Shuter, City Engineer James Emans, WWTU Manager Brian Davison, WWTU Payment Office Manager Mary Lou Plummer, Park Superintendent Larry Plummer, Park Recreation Director Sheila Wieringa, HR Director Jennifer Whitaker, Firefighter Trent Stamper and his family, friends, and co-workers, Megan Vega, Jerry Frush, Mike Klondaris, InkFree News Reporter Deb Patterson, and Warsaw 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 June 17, 2016 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mr. Clemens, motion carried by unanimous vote.

**RECOGNITION OF VISITORS-**

**FIREFIGHTER SWORN-IN/WWFT-**

Fire Territory Chief Mike Wilson introduced Firefighter Trent Stamper. Mayor Thallemer administered the Oath of Office as a firefighter for the City. (Copy of oath attached to minutes).

**NEW BUSINESS-**

**WWTU UNDERPAYMENT-**

WWTU Payment Collection Office Manager Mary Lou Plummer presented information of no payment for services at 2578 Nature View Drive. Megan and Luis Vega purchased the home from Stonehill homes on January 29, 2016. A wastewater account was previously established in the builder's name. The Vegas were not aware of the wastewater account and that they needed to change the account from the builder's name to theirs. Stonehill Homes did not notify the Payment Office of the change either, even though they continued to receive the monthly billing. They finally contacted the payment office after receiving a lien notice. The Vegas were then notified of the lien and they are asking for the late fees and lien fees, totaling \$40.80 to be forgiven. After discussion, Mr. Grose made a motion to waive the \$40.80 amount, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

**ROAD CLOSURE/BETHANY FELLOWSHIP CHURCH PICNIC-**

Police Captain Kip Shuter requested that Pine Street, between Market Street and Center Street, be closed on Sunday July 17, 2016 from 1pm-3pm. Bethany Fellowship Church, which is located at 522 W. Market Street, will be having a picnic at their location on that day and wish to use Pine Street for their activity. Motion made by Mr. Clemens to approve the closure, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**2016 SUMMER IMPAIRED DRIVING ENFORCEMENT GRANT AWARD-**

Police Captain Kip Shuter advised the Board that the Town of Winona Lake applied for and was awarded \$15,000.00 for extra traffic enforcement for the 2016 Summer Impaired Driving Enforcement Project. Warsaw Police Department's portion will be approximately \$5,000.00 with no local match. The Winona Lake Town Manager coordinates the funds as part of the Kosciusko County Traffic Safety Partnership. The grant runs from May 17, 2016 thru September 30, 2016. Motion made by Mr. Clemens to accept the funding, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**TRUCK TRADE-IN/PARK-**

Park Superintendent Larry Plummer asked permission to trade in a 2001 GMC ½ ton pickup. The trade-in will be applied to the purchase of a new ½ ton pickup that has been budgeted for in 2016. Motion made

by Mr. Grose approving the trade-in, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

#### **PARK CONTRACTS-**

The following contracts for the Family Carnival, August 5, 2016, were presented for approval:

Jim Barron, magic comedy show - \$375.00

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

Mary Dickson, face painting - \$400.00

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

Kenneth Ersberger, balloon artist - \$200.00

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

Randal Martin, caricature artwork - \$240.00

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

Darlene McCartney, caricature artwork - \$180.00

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

(Information attached to minutes).

#### **MARKET STREET IMPROVEMENTS PHASE 2/PAY APPLICATION #10/B&P-**

City Planner Jeremy Skinner presented Pay Application #10 for Phase 2 of the Market Street Improvements. VS Engineering is requesting a payment of \$10,415.33. Also included was LPA Voucher #10 to INDOT for Preliminary Engineering, for 80% reimbursement. Motion made by Mr. Grose to approve Pay Application #10 and LPA Voucher (PE) #10, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

#### **LPA VOUCHER #16/HUSKY TRAIL PROJECT/RIGHT-OF-WAY ACQUISITION/B&P-**

LPA Voucher #16 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State from the 80/20 grant for property recently purchased for right-of-way purposes along Husky Trail and totaling \$46,900.00 was presented for approval. Motion made by Mr. Grose to approve LPA Voucher #16, seconded by Mr. Clemens, carried by unanimous vote. (Information attached).

#### **PAY APPLICATION #30/HUSKY TRAIL PROJECT/BUILDING & PLAN-**

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$5,999.00 for Pay Application #30 for work done on the Husky Trail Project. Also included was LPA Voucher #30 for Preliminary Engineering (PE) costs to the Indiana Department of Transportation (INDOT), requesting 80% reimbursement. Motion made by Mr. Clemens to approve Pay Application #30 and LPA Voucher (PE) #30, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

#### **BUCKET TRUCK PURCHASE/STREET-**

Street Superintendent Jeff Beeler requested permission to purchase a used 2006 International Bucket Truck from Altec Nueco for \$38,000.00. The purchase includes a trade-in of a current 1994 Ford bucket truck that is no longer safe to use. Motion made by Mr. Grose to approve the purchase, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

#### **HOT PATCHER/STREET-**

Mr. Beeler requested permission to purchase a Spaulding Hot Patcher with a four ton capacity from Brown Equipment for \$31,860.00. The current patcher is no longer safe to operate. Motion made by Mr. Grose, to approve the purchase, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

#### **NEW HIRE/CHANGE IN PAYROLL REPORT-**

A new hire/change in payroll report was presented for approval listing four (4) new hires/changes in payroll. Motion made by Mr. Grose to approve the new hires/changes in payroll, seconded by Mr. Clemens, carried by unanimous vote. (List attached to minutes).

#### **SPECIAL CLAIMS-**

Clerk's office submitted a list of special claims totaling \$209,972.00. Motion made by Mr. Grose to approve the claims for payment, seconded by Mr. Clemens, motion carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

Regular Docket - \$574,597.63

EOM Docket - \$871,992.51

Pension - \$40,509.01

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

**OTHER MATTERS-**

**MAIN STREET PROJECT BID/STREET-**

Bids were opened during the June 17<sup>th</sup> meeting for the Main Street Project. Only one bid was received from Phend & Brown. After review, City Engineer James Emans and Street Superintendent Jeff Beeler are recommending to reject the bid since it exceeded the estimated amount. Motion made by Mr. Clemens to reject the bid, seconded by Mr. Grose, carried by unanimous vote.

**STELLAR CITY-**

Mayor Thallemer reminded those in attendance that tonight's First Friday event will be held along Market Street and will highlight the City's bid to become a Stellar City. He also announced that the City's application for Stellar City status was submitted today.

**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**