

BOARD OF PUBLIC WORKS & SAFETY

August 05, 2016

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 5, 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 George Clemens, Jeff Grose, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Park Recreation Director Sheila Wieringa, Fire Territory Chief Mike Wilson, Police Chief Scott Whitaker, Police Captain Kip Shuter, Street Superintendent Jeff Beeler, WWTU Superintendent Brian Davison, City Engineer James Emans, Pam Kennedy from Warsaw Housing Authority, Ryan Reed from the 911 Committee, Christa Harman from Infinity Salon, Rob Parker from WCDC, Kellie Altrude from Malcolm Associates, Tim Hori from St. Regis Club, Patrick Loeb, Mike Bergen, Jim Breeding, Tom Kinch, Ron Shoemaker, Jerry Frush, Cindy Dobbins, InkFree 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 July 15, 2016 Regular Session were presented for approval. Motion to approve the minutes was made by Mr. Clemens, seconded by Mr. Grose, motion carried by unanimous vote.

**NEW BUSINESS-**

**ROAD CLOSURE/INFINITY SALON-**

Police Captain Kip Shuter requested that the south half of the 100 block of South Buffalo Street be closed on Sunday August 21, 2016 from 12:00 p.m. - 5:00 p.m. Infinity Salon is offering free haircuts that day for "Heroes" and will also have a Grand Opening celebration. Motion made by Mr. Grose to approve the closure, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

**PATRIOT DAY REMEMBRANCE CEREMONY/STREET CLOSURE-**

Captain Shuter requested a partial closing of Canal Street in front of the Center Lake Pavilion from 1:00 p.m. - 5:00 p.m. on September 11, 2016. A Patriot Day Remembrance Ceremony and parade will be held to celebrate freedom. The parade's route will be from the 9/11 Memorial on Canal Street to Buffalo Street, to Center Street, and ending in Boggs Industrial Park. The parade will start at 3:00 p.m. Motion made by Mr. Clemens to approve the closures, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

**STREET CLOSURE/NEIGHBORHOOD BLOCK PARTY-**

Patrick Loeb requested that the north half of the 200 block of N. Maple Avenue be closed from 5:00 p.m. to 10:00 p.m. on Friday October 7, 2016 for a neighborhood block party. Motion made by Mr. Grose to approve the closure, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

**STREET CLOSURE/WRSW-**

Captain Shuter requested that the 100 block of North Buffalo Street be closed from 6:00 p.m. Friday, October 14, 2016 until 6:00 a.m. Sunday, October 16, 2016. WRSW Radio is sponsoring a "50 Men Who Cook" block party on Saturday October 15, 2016 in part to raise funds for Riley's Children Hospital. Motion made by Mr. Clemens to approve the closure, seconded by Mr. Grose carried by unanimous vote. (Information attached to minutes).

**HOUSING OPPORTUNITIES OF WARSAW/RELEASE OF MORTGAGE-**

Pam Kennedy from Housing Opportunities of Warsaw requested releases of mortgage for the following properties:

1. Dianna Shoemaker, 202 S. Sherman Street, recorded document #2014060586
2. Faye Stahlman, 1601 Maye Street, recorded document #2013080719
3. Jerry and Susan Holloway, 505 S. Washington St., recorded document #2013090333

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

**HOUSING OPPORTUNITIES OF WARSAW/DRAW REQUEST #1-**

Housing Opportunities of Warsaw (HOW) presented a request to make Draw #1 for 2016 for the Home of Your Own (HOYO) program. Repairs were made to an owner occupied home located at 2236 E. Jefferson Street. HOW is requesting permission to withdraw \$10,756.43 from the Warsaw HOYO Revolving Loan Fund. Motion made by Mr. Clemens to approve the draw, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**GRANT APPLICATIONS/FY2017/POLICE-**

Police Captain Kip Shuter requested permission to apply for the following grants provided from the National Highway Transportation Safety Administration (NHTSA), Indiana Criminal Justice Institute (ICJI), and the Kosciusko County Traffic Safety Partnership.

1. FY2017 DUI Task Force Indiana- approximately \$7,000.00.
2. FY2017 Non-Motorists- approximately \$8,000.00.
3. FY2017 Operation Pull Over - approximately \$12,000.00.

Motion made by Mr. Clemens approving the requests, seconded by Mr. Grose, carried by unanimous vote. (Letters attached to minutes).

**URBAN RETREND/ENCROACHMENT AGREEMENT/B&P-**

City Planner Jeremy Skinner presented an encroachment agreement between the City and Urban Retrend who wants to encroach in the east-west alleyway between their building and City Hall. The encroachment was explained to those in attendance and Rob Parker from the WCDC, Cindy Dobbins, Jerry Frush, Jim Breeding, Mike Bergan, Tom Kinch, Tim Hori, and Kellie Altrude all offered their concerns and opinions as well. After discussion, Mr. Clemens made a motion to table the matter, seconded by Mr. Grose, carried by unanimous vote.

**PAYMENT REQUEST #8 AND #9/BUFFALO ST REDEVELOP. PROJECT/REDEVELOP. AUTHORITY/B&P-**

City Planner Jeremy Skinner presented Payment Request #8 to Huntington National Bank in the amount of \$3,383.56 for American Structurepoint, Inc. He also presented Payment Request #9 in the amount of \$20,230.50. Both requests are for various services concerning the Buffalo Street Redevelopment Project. Payments will come from bond funds received and held at Huntington Bank 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).

**LPA VOUCHER #17, #18 (RW), #31 (PE)/HUSKY TRAIL PROJECT/B&P-**

The following payment request and LPA vouchers were presented for consideration:

- (1) LPA Voucher #17 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 \$9,690.00 was presented for approval.
- (2) LPA Voucher #18 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 \$5,090.00 was presented for approval.
- (3) Invoice from A&Z Engineering requesting a payment of \$2,061.00 for Pay Application #31 for work done on the Husky Trail Project. Also included was LPA Voucher #31 for Preliminary Engineering (PE) costs to the Indiana Department of Transportation (INDOT), requesting 80% reimbursement.

Motion made by Mr. Clemens to approve LPA Vouchers (RW) #17 and #18 and Pay Application #31, along with LPA Voucher (PE) #31, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**MARKET STREET IMPROVEMENTS PHASE 2/PAY APPLICATION #11/B&P-**

Mr. Skinner presented Pay Application #11 for Phase 2 of the Market Street Improvements. VS Engineering is requesting a payment of \$12,196.37. Also included was LPA Voucher #11 to INDOT for Preliminary Engineering (PE) for 80% reimbursement. Motion made by Mr. Grose to approve Pay Application #11 and LPA Voucher (PE) #11, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

**CHANGE ORDER #1/WINONA SANITARY RELOCATION-**

City Engineer James Emans presented Change Order #1 to the Winona Sanitary Relocation contract. The change is the result of final installed and accepted quantity adjustments which added \$1,029.00 to the contracted price for a new total of \$109,174.00. Motion made by Mr. Clemens to approve the Change Order, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**WINONA SANITARY RELOCATION/PAY APPLICATION #1-**

City Engineer James Emans requested payment be made to Beer & Slabaugh for \$109,174.00. This is the first and final payment to Beer & Slabaugh for the Winona Sanitary Relocation project. Motion made by Mr. Clemens to approve Pay Application #1 to Beer & Slabaugh, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**GRANT AWARD/KOSCIUSKO COUNTY REMC/FIRE-**

Fire Chief Mike Wilson requested the acceptance of a grant from the Kosciusko County REMC Operation Round-Up Grant for a total amount of \$2,000.00. The funds are in support of the Play-It-Safe/Family Safety Day. Motion made by Mr. Clemens to accept the grant, seconded by Mr. Grose, carried by unanimous vote. (Award letter attached).

**PARK CONTRACT-**

Parks Recreation Director Sheila Weiringa requested approval of the following activity contract:

1. Incredible Bats – Fall Family Fun Fest- \$375.

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

**ROOFING WARRANTY/PARK-**

Park Superintendent Larry Plummer requested approval of a warranty for a roof recently installed on the Pete Thorn Center. Royalty Roofing offers a fifteen (15) year warranty on the Duro-Last flat roofing system that was installed. Motion made by Mr. Clemens to approve the warranty, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

**KEYSTONE SOFTWARE AGREEMENT/WWTU-**

A software agreement with Keystone Software Systems for the annual maintenance on Key-Billing for the WWTU Payment Office was presented. The annual amount for 2016-2017 will be \$2,380.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**DONOHUE & ASSOCIATES, INC./WWTU-**

WWTU Manager Brian Davison requested an agreement with Donohue & Associates, Inc. to do a grit evaluation project at the Center Street Pump Station. Cost of their services will be \$17,200.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**KOSCIUSKO COUNTY CONVENTION & VISITORS BUREAU/AD FOR VISITORS GUIDE-**

Mayor Thallemer provided the Board with a contract for a 1/6 page vertical "City of Warsaw" advertisement to be placed in the 2017 Kosciusko County Convention and Visitors Bureau Annual Visitors Guide. The price for the advertisement will be \$561.00. Motion made by Mr. Clemens approving the contract, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

**TRAVEL REQUESTS-**

A list setting forth nine (9) travel requests: Police- 2; Stormwater-1; WWTU-5; and Fire-1, was submitted for approval. Motion made by Mr. Grose approving the travel requests, seconded by Mr. Clemens, carried by unanimous vote. (Info. attached to minutes).

**NEW HIRES/CHANGE IN PAYROLL REPORT-**

A new hire/change in payroll report was provided for approval: Police- 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, carried by unanimous vote. (List attached to minutes).

**KEYSTONE ANNUAL SOFTWARE AGREEMENT/CLERK-TREASURER-**

An annual Software Maintenance Agreement with Keystone Software Systems for budgeting and assets software for the Clerk-Treasurer's Office was presented for approval. The contract amount for 2016-2017 is \$3,340.00. Motion to approve the agreement was made by Mr. Grose, seconded by Mr. Clemens carried by unanimous vote. (Copy attached to minutes).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

Regular Docket - \$725,723.23

End of the Month Docket - \$938,949.71

Fire & Police Pension Docket - \$40,710.10

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