

BOARD OF PUBLIC WORKS & SAFETY  
September 2, 2016  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, September 2, 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, Assistant City Planner Justin Taylor, Street Superintendent Jeff Beeler, Deputy Police Chief Bryan Sherwin, WWTU Manager Brian Davison, Park Recreation Director Sheila Wieringa, Fire Territory Chief Mike Wilson, HR Adm. Assistant Karen Smith, Jerry Frush, InkFree News reporter Maggie Kenworthy, 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 August 19, 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-**

**GRANT APPLICATION REQUEST/CENTRAL PARK CONCERT SERIES/PARK-**

Parks Recreation Director Sheila Wieringa requested approval to apply for a Kosciusko County Community Foundation, Inc. grant for \$5,000.00. This would be for the 2017 fiscal cycle in support of the Central Park Concert Series. It is a supplemental grant in addition to the 2016-2017 Indiana Arts Commission grant. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**KOSCIUSKO COUNTY REMC OPERATION ROUND-UP GRANT/PARK-**

Mrs. Wieringa requested approval to apply for a Kosciusko REMC Operation Round-Up Grant in the amount of \$1,500.00. If the funds are awarded to the City, she will use them in support of the Family Carnival event that will take place August 4, 2017. Motion made by Mr. Grose to proceed with the grant process, seconded by Mr. Clemens, carried by unanimous vote. (Information attached).

**PARK ACTIVITY CONTRACTS-**

Mrs. Wieringa presented the following 2016 contract for approval:

Park Activities:

Susan Grossman – Yoga Instructor/Yoga Basics Workshop, Wednesdays 5:15pm-6:00pm, October 5-26, 2016 - \$100.00

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

**CHANGE ORDER #2/MAIN STREET SEWER REPLACEMENT PROJECT/WWTU-**

Wastewater Treatment Utility Manager Brian Davison presented Change Order #2 for the Main Street Sewer Replacement Project. The change order lists 12 items increasing the amount by \$70,410.00 to the original contract price of \$533,113.00 approved during the April 1, 2016 meeting. Motion made by Mr. Clemens to approve the Change Order and the updated price of \$606,453.00 (which includes the addition of Change Order #1 approved by the Board on July 15, 2016) seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**PAY APPLICATION #3/MAIN STREET IMPROVEMENTS/ATLAS EXCAVATING/WWTU-**

Mr. Davison presented Pay Application #3 to Atlas Excavating for the Main Street Sewer Replacement project. The amount requested on the Pay Application to Atlas Excavating is \$151,330.24. Motion made by Mr. Grose to approve the payment to Atlas Excavating, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

**PAY APPLICATION #19/LPA VOUCHER #19/HUSKY TRAIL PROJECT/RIGHT-OF-WAY ACQUISITION/B&P-**

City Planner Jeremy Skinner presented Pay Application #19 to A&Z Engineering for #1,470.00. Also included was LPA Voucher #19 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State from the 80/20 grant for right-of-way (RW) purposes along Husky Trail. Motion made by Mr. Clemens to approve Pay Application #19 and LPA Voucher (RW) #19, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**PAY APPLICATION #12/LPA VOUCHER #12/MARKET STREET IMPROVEMENTS PHASE 2/B&P-**

Mr. Skinner presented Pay Application #12 for Phase 2 of the Market Street Improvements. VS Engineering is requesting a payment of \$9,587.52. Also included was LPA Voucher #12 to INDOT for Preliminary Engineering (PE) for 80% reimbursement. Motion made by Mr. Clemens to approve Pay Application #12 and LPA Voucher (PE) #12, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**PAYMENT REQUEST #10/BUFFALO ST. REDEVELOP. PROJECT/REDEVELOP. AUTHORITY/B&P-**

Mr. Skinner presented Payment Request #10 to Huntington National Bank in the amount of \$6,834.48 for American Structurepoint, Inc. for various services concerning the Buffalo Street Redevelopment Project. The payment 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).

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

A new hire/change in payroll report was provided for approval: Police- 1; WWTU-3; and Cemetery-1, and more specifically set forth on the list attached to minutes. Motion made by Mr. Clemens to approve the report, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS-**

A list setting forth three (3) travel requests was submitted for approval. Motion made by Mr. Clemens to approve the requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

**SPECIAL CLAIMS-**

Clerk's office submitted a list of special claims for approval totaling \$21,661.56. Motion made by Mr. Grose approving the claims for payment, seconded by Mr. Clemens, carried by unanimous vote. (List attached).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

Regular Docket - \$535,977.80

EOM Docket - \$818,790.98

Pension Docket - \$40,710.10

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

**OTHER-**

-Mr. Skinner introduced Justin Taylor who was recently hired as the Assistant City Planner.

-Mr. Davison advised the Board that the Wastewater Treatment Utility recently received the Safety Award and Lab Excellence Award during the Indiana Water Environmental Association annual conference. Duane Griner also won the John Craddock Award, which is the highest awarded given for pre-treatment by the Association.

**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

