

BOARD OF PUBLIC WORKS & SAFETY
NOVEMBER 4, 2016
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, November 4, 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, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, Attorney Adam Turner, City Planner Jeremy Skinner, Assistant City Planner Justin Taylor, Parks Superintendent Larry Plummer, Parks Recreation Director Sheila Wieringa, WWTU Manager Brian Davison, City Engineer James Emans, Fire Chief Mike Wilson, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Jerry Frush, InkFree News reporter Maggie Kenworthy, and Times-Union reporter David Slone.

ABSENT: Board member George Clemens

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

MINUTES-

The minutes from the October 24, 2016 Regular Session were presented for approval. Board member Grose made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATION-

-Mayor Thallemer presented a display that recognized the Chicago Cubs baseball team as the 2016 World Series Champions. Go Cubs Go!

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS-

KEMRAD AGREEMENT-

Chief Whitaker presented a contract for 2017 with KEMRAD for a lump sum of \$5,000.00 for assisting the City with traffic control and working with the Police for other needs. Mr. Grose made a motion to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

GRANT AWARD/NHTSA/2017 NON-MOTORIST/POLICE-

Police Captain Kip Shuter reported that the Police Department, in conjunction with the Town of Winona Lake, has been awarded approximately \$5,000.00 from the National Highway Traffic Safety Administration (NHTSA) funding from 2017 Non-Motorist grant. The fiscal grant period begins October 1, 2016 and ends September 30, 2017. The federal grant money is administered by the Indiana Criminal Justice Institute, and locally by the Town of Winona Lake. Motion made by Mr. Grose, to accept the funding, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

GRANT ACCEPTANCE/OPERATION PULLOVER/POLICE-

Captain Kip Shuter reported an Operation Pull Over grant had been awarded to the Police Department through the National Highway Traffic Safety Administration in conjunction with the Kosciusko County Traffic Safety Partnership. Amount of the award for the fiscal grant period of October 1, 2016 through September 30, 2017 will be approximately \$10,000.00. Motion made by Mr. Grose to approve acceptance the grant, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

2017 AGREEMENT/PRO AIR/POLICE & FIRE-

Police Chief Scott Whitaker presented the annual service agreement between Pro Air Midwest, Inc. for both the Police Department and Fire Territory. This is for servicing air tank equipment at both departments. Cost to the Police Department is \$1,170.00 and cost to the Fire Territory is \$2,340.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached).

EMERGENCY REPORTING SOFTWARE/WWFT-

Fire Territory Chief Mike Wilson requested permission to change incident reporting software for the Territory from FireHouse to Emergency Reporting. The software is approved by the State of Indiana and the annual subscription fee is \$3,576.00. Other costs include a onetime set- up fee of \$1,498.00 and a onetime import fee of \$500.00 for a total of \$5,574.00. Motion made by Mr. Grose, to approve the new software purchase, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

CFS INSPECTIONS/WWFT-

Chief Wilson presented a contract with CFS Inspections for an annual inspection of the Ladder Truck. The cost of the service is \$925.00 for aerial inspection, waterway pressure test, and waterway flow test, plus \$2.50 for each heat sensor and \$25.00 for each ladder rung saver installed. It is unknown how many heat sensors or rung savers will be needed until the inspection is done. Motion made by Mr. Grose to accept the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

PAYMENT REQUEST #12/BUFFALO ST. REDEVELOP. PROJECT/REDEVELOP. AUTHORITY/B&P-

City Planner Jeremy Skinner presented Payment Request #12 to Huntington National Bank in the amount of \$1,801.39 on behalf of 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 Mayor Thallemer, carried by unanimous vote. (Information attached).

PAY APPLICATION #14/LPA VOUCHER #14/MARKET STREET IMPROVEMENTS PHASE 2/B&P-

Mr. Skinner presented Pay Application #14 for Phase 2 of the Market Street Improvements. VS Engineering is requesting a payment of \$6,110.17. Also included was LPA Voucher #14 to INDOT for Preliminary Engineering (PE) for 80% reimbursement. Motion made by Mr. Grose to approve Pay Application #14 and LPA Voucher (PE) #14, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

COBRA RATES DENTAL BENEFITS/ADMIN FEE SCHEDULE/HR-

Director of Human Resources Jennifer Whitaker presented a document from Dunn and Associates Benefits Administrators, Inc. for monthly administration fees for the City's Employee Benefit Trust and monthly COBRA rates for Dental Insurance for employees who have separated from the City. The document is in effect from January 1, 2017 to December 31, 2017. Motion made by Mr. Grose to accept the rates, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

NEW HIRE/CHANGE IN PAYROLL REPORT-

A New Hire/Change in Payroll report was presented for approval: Street-five (5); and WWTU-two (2). Motion made by Mr. Grose to approve the list, seconded by Mayor Thallemer, carried by unanimous vote (List attached to minutes).

TRAVEL REQUEST/HR-

A list setting forth one (1) travel request was presented for approval: Police –one (1). Motion made by Mr. Grose approving the travel request, seconded by Mayor Thallemer, carried by unanimous vote. (List attached to minutes).

SPECIAL CLAIMS-

Clerk's office submitted a list of special claims for approval totaling \$41,040.00. Motion made by Mr. Grose approving the claims for payment, seconded by Mayor Thallemer, carried by unanimous vote. (List attached).

CLAIM DOCKET-

The following claim docket was presented for approval.

Regular Docket - \$175,243.92

EOM Docket - \$851,294.17

Pension Docket - \$40,710.10

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

OTHER MATTERS-

Park Recreation Director Sheila Wieringa requested permission to apply for a grant through the Walmart Foundation. The grant is valued up to \$2,000.00 and would be used toward general support of free park

activities. This matter was walked-in and not listed on the agenda. Motion made by Mr. Grose to approve the application, seconded by Mayor Thallemer, 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