

BOARD OF PUBLIC WORKS & SAFETY  
FEBRUARY 17, 2017  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 17, 2017 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, Fire Territory Chief Mike Wilson, City Planner Jeremy Skinner, Assistant City Planner Justin Taylor, City Engineer James Emans, Park Recreation Director Sheila Wieringa, Police Captain Kip Shuter, Street Superintendent Jeff Beeler, WWTU Manager Brian Davison, Greg Demopoulos and Andy Cochran from Kosciusko County Velo, reporter Lauren Prater from InkFree News, and reporter David Slone from the Times-Union.

**ABSENT:** None

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

**MINUTES-**

The minutes from the February 3, 2017 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.

**NEW BUSINESS-**

**STREET CLOSURES/FAT SKINNY TIRE FESTIVAL-**

The following street closures for the Fat Skinny Tire Festival were presented for consideration:

Friday May 19<sup>th</sup> from 3:00pm-12:00 a.m.:

- Center Street between Indiana Street and Lake Street
- Buffalo Street between Main Street and Market Street
- 100 block of East Market Street from Indiana Street to Center Street
- West Market Street from Buffalo Street to the Zimmer/Biomet Round-About
- 200 block of S. Buffalo Street, 100 and 200 blocks of S. Lake Street, S. Washington Street, and S. Columbia Street.

Motion made by Mr. Clemens to approve the closures, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**CARDINAL TRACKING/POLICE-**

Police Captain Kip Shuter presented a contract with Cardinal Tracking, Inc. for a Service Agreement for Software License and Customer Support for Parking Control (TickeTrak). This is a one-year agreement at a cost of \$1,942.20. Motion made by Mr. Grose to accept the contract, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheet attached to minutes).

**NOTICE TO PROCEED/HUSKY TRAIL PROJECT-**

City Planner Jeremy Skinner presented a Notice to Proceed with A&Z Engineering for the Husky Trail Project. The agreement has been reviewed by the Indiana Department of Transportation to proceed with the work as set out in the LPA Consulting Contract. Motion made by Mr. Clemens, to approve the notice, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**MEMORANDUM OF UNDERSTANDING/ROTARY CLUB OF WARSAW-**

Assistant City Planner Justin Taylor submitted a draft of a Memorandum of Understanding (MOU) between the City and the Rotary Club of Warsaw to establish a trail head park at the corner of West Market and West Center Streets. Rotary Club of Warsaw will commit \$30,000.00 for the development of the site over the next several years as detailed in the MOU. Motion made by Mr. Grose, to approve the MOU, seconded by Mayor Thallemer, with Mr. Clemens abstaining from the vote. (Information attached to minutes).

**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY (IHCD) CROWDGRANTING PROGRAM-**

Mr. Taylor asked for permission to apply for the IHCD CrowdGranting program through Patronicity. Patronicity is a civic crowd funding platform designed to help raise funds from the community for local projects. IHCD will match any raised funds up to \$50,000.00. Motion made by Mr. Clemens to approve the application process, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**LEGAL SERVICES AGREEMENT/FIRE TERRITORY-**

Fire Territory Chief Michael Wilson requested for approval a "Fee Agreement/Employment Letter" for 2017 with Beers Mellers Backs & Salin, LLP for legal services for the Warsaw-Wayne Fire Territory. The fees are more specifically set forth within the agreement. Chief Wilson reported that the Fire Territory Board recommends approval of the agreement. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheet attached to minutes).

**PRECISION CONCRETE CUTTING-**

Street Superintendent Jeff Beeler presented a proposal with Precision Concrete Cutting to repair trip hazards in the downtown area. Total cost of the proposal is \$17,697.34. Motion made by Mr. Clemens to approve the proposal, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**TRAVEL REQUESTS-**

A list setting forth twenty-five (25) travel requests: Police-10; Stormwater-3; WWTU-4; Fire-4; Street-2; Clerk-2, and more specifically set forth on the list, was presented for approval. Motion made by Mr. Grose to approve the travel requests, seconded by Mr. Clemens, carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval:

Regular Docket - \$2,785,305.68

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

**OTHER MATTERS-**

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

Park Recreation Director Sheila Wieringa requested approval to apply for an Indiana Arts Commission Grant for \$5,000.00. This would be for the 2017/2018 fiscal cycle in support of the Central Park Concert Series. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**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**