

BOARD OF PUBLIC WORKS & SAFETY  
MARCH 3, 2017  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, March 3, 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 member George Clemens and Mayor Thallemer. Also present Deputy Clerk-Treasurer Kelly Geiger, City Attorney Mike Valentine, WWTU Manager Brian Davison, Fire Territory Chief Mike Wilson, City Planner Jeremy Skinner, City Engineer James Emans, Park Superintendent Larry Plummer, Park Recreation Director Sheila Wieringa, Street Superintendent Jeff Beeler, Captain Kip Shuter, Fire Inspector Joe Fretz, Police Chief Scott Whitaker, Human Resource Director Jennifer Whitaker, Jerry Frush, others as noted on the attached attendance sheet, reporter Maggie Kenworthy from InkFree News, and reporter David Slone from the Times-Union.

**ABSENT:** Clerk-Treasurer Lynne Christiansen, Board Member Jeff Grose.

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

**MINUTES-**

The minutes from the February 17, 2017 Regular Session were presented for approval. Board member Clemens made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

**NEW BUSINESS-**

**ROAD CLOSURE/ST. PATRICK'S DAY EVENT-**

Jason Brown from 110 Craft Meaternity requested closure of the 100 block of North Buffalo Street, along with the east-west alley between the 100 blocks of North Buffalo and North Indiana Streets. Several businesses will collaborate and sponsor an event to be held on Saint Patrick's Day, March 17, 2017. Mr. Brown requested the closures from 11:00 a.m. to 2:00 a.m. Motion made by Mr. Clemens approving the closures, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

**PARK CONTRACTS-**

Park Recreation Director Sheila Wieringa requested approval of the following activity contracts:

1. Parrots of the Caribbean-May 26-\$2,500.00 (appropriation changes only; contract approved 1/6/17)

Motion made by Mr. Clemens to approve the appropriation changes, seconded by Mayor Thallemer, carried by unanimous vote. (Contract attached to minutes).

2. The Perry's-August 25-Gospel-\$1,800.00

Motion made by Mr. Clemens to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Contract attached to minutes).

3. Sweetcakes Entertainment—Dec. 1-Face Painting-\$436.00

Motion made by Mr. Clemens to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Contract attached to minutes).

**CHICAGO DOG HOUSE/CATERING-**

The Mayor's Office requested permission to enter into an agreement with Chicago Dog House, who will provide, cook, and serve hot dogs for a City Employee Picnic on August 2, 2017. Cost of the service will be \$1,020.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

**INTER-LOCAL AGREEMENT/SUN-GUARD, OSSI/POLICE-**

Chief Whitaker presented an inter-local agreement with Kosciusko County. The 2017 annual agreement for \$30,000.00 will be used for maintenance fees as well as access to Sun Gard/OSSI records management server. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Contract attached to minutes).

**AGREEMENT WITH GIS WORKSHOP/PUBLIC WORKS-**

Street Superintendent Jeff Beeler presented a contract with GIS Workshop, LLC for technical support and software maintenance for sign software (SimpleSigns) and sign mapping software (RoweMap). The

cost for 2017 is \$400.00. Motion made by Mr. Clemens to approve this agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Contract attached to minutes).

**PERMISSION TO PURCHASE NEW UTILITY VEHICLE/PUBLIC WORKS-**

Street Superintendent Jeff Beeler requested permission to purchase a Kubota Utility Vehicle from More Farm stores in the amount of \$14,205.00 with a trade in of a 1996 John Deere Gator valued at \$2,000.00 bringing the final cost to \$12,205.00. Mr. Clemens made a motion to approve this purchase, seconded by Mayor Thallemer, carried by unanimous vote. (Sales Contract attached to minutes).

**PERMISSION TO REQUEST BIDS/GRAPPLE TRUCK/PUBLIC WORKS-**

Mr. Beeler requested permission to start the sealed bid process for a Grapple Truck. Motion made by Mr. Clemens to start the sealed bid process, seconded by Mayor Thallemer, carried by unanimous vote.

**AGREEMENT WITH PAC-VAN/FIRE-**

Fire Chief Michael Wilson presented an agreement with Pac-Van for \$46,500.00 for the construction of a live fire search and rescue training prop. This prop will replace the well-used and worn 1979 mobile home donated to the department in 2009. The new prop will allow for search and rescue as well as live fire in a single floor residential style setting with safety features built-in to conduct live fire training to the NFPA 1403 standard. This is 100% reimbursed through the Indiana Department of Homeland Security's Infrastructure Maintenance Grant Program awarded in August of 2016. Motion made to approve this agreement by Mr. Clemens, seconded by Mayor Thallemer, carried by unanimous vote. (Contract attached to minutes).

**PURCHASE AGREEMENT/PROPERTY & EASEMENT/WILLIAM & JULIA FRUSH/PLANNING-**

City Planner Jeremy Skinner presented an agreement with William and Julia Frush in the amount of \$20,000.00 to purchase necessary property to construct the proposed sanitary sewer lift station and force main for the Buffalo Street Project. The property and easement will be purchased by the Wastewater Department. Motion made by Mr. Clemens to approve this agreement and seconded by Mayor Thallemer, carried by unanimous vote.

**PAYMENT REQUEST/BUFFALO STREET REDEVELOPMENT PROJECT/REDEVELOPMENT AUTHORITY-**

City Planner Jeremy Skinner presented a payment request to Huntington National Bank in the amount of \$13,650.14 to American Structurepoint, Inc. for various services concerning the Buffalo Street Redevelopment Project. This is the sixteenth (16<sup>th</sup>) payment request presented to the Board from bond funds received and held at Huntington Bank for the Redevelopment Authority Lease Rental Revenue Bonds 2015. Motion made by Mr. Clemens to approve the request, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

**AMENDMENT #3/WESSLER ENGINEERING/WASTEWATER-**

Wastewater Utility Manager Brian Davison presented Amendment #3 with Wessler Engineering for Plant Expansion Design. Motion made to approve the agreement by Mr. Clemens, seconded by Mayor Thallemer, carried by unanimous vote. (Agreement attached to minutes).

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

Human Resources Director Jennifer Whitaker presented a report setting forth a new hire/change in payroll request for four (4) employees: Wastewater-two (2); Human Resources (Janitor/Maintenance)-one (1); and Park-one (1) was presented for approval. Motion made by Mr. Clemens approving the report, seconded by Mayor Thallemer, and carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS-**

A list setting forth two (2) travel requests: Police- two (2) was presented for approval. Motion made by Mr. Clemens to approve the travel requests, seconded by Mayor Thallemer, carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval:

Regular Docket - \$423,512.17

EOM Docket - \$778,508.32

Pension Dockets - \$41,502.66

Motion made by Mr. Clemens to approve the claim dockets for payment, seconded by Mayor Thallemer, 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:**

**Kelly Geiger, Deputy Clerk Treasurer**