

BOARD OF PUBLIC WORKS & SAFETY
JUNE 2, 2017
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, June 2, 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 Mayor Joseph M. Thallemer, Jeff Grose, and George Clemens. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Recreation Director Sheila Wieringa, Wastewater Utility Director Brian Davison, Street Superintendent Jeff Beeler, H/R Director Jennifer Whitaker, City Engineer James Emans, Pam Kennedy from Warsaw Housing Authority, Jerry Frush, 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 May 22, 2017 Regular Session were presented for approval. Board member Grose made a motion to accept the minutes as presented, seconded by Mr. Clemens, motion carried by unanimous vote.

UNFINISHED BUSINESS-

POLICE DEPARTMENT REALIGNMENT-

Police Chief Scott Whitaker gave the board an update on the realignment of positions at the department and promotions that were involved.

NEW BUSINESS-

ROAD CLOSURE/TOUCH-A-TRUCK-

Recreation Director Sheila Wieringa requested that Indiana Street between Fort Wayne Street and Canal Street be closed on June 3, 2017 for the Touch-A-Truck event. She requested that the street be closed from 12:00 p.m. to 3:00 p.m. 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/CLAIM REQUEST #1-

Housing Opportunities of Warsaw (HOW) presented a request to approve Claim #1 from the match for HD-015-008 Owner Occupied Rehab. She is requesting \$726.48. Motion made by Mr. Grose to approve the claim, seconded by Mr. Clemens, carried by unanimous vote. (Information attached).

WINDGATE PROPERTIES/REQUEST TO WRITE-OFF WWTU FEES-

WWTU Payment Office Supervisor Rebecca Jenkins requested permission to write-off fees for a property located at 613 S. Columbia Street. Coldwell Banker took possession of the property in February of this year through a Sheriff's Deed. The balance on the account prior to Coldwell Banker taking possession was \$227.54. The former owners did not leave a forwarding address and cannot be located. Motion made by Mr. Clemens to approve the write off of \$227.54, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

KOSCIUSKO COUNTY COMMUNITY FAIR, INC. /WWTU-

Wastewater Utility Manager Brian Davison presented an agreement with Kosciusko County Community Fair, Inc. to rent a booth for public awareness and outreach for Stormwater activities during fair week, July 10-15, 2017. The rental price of the booth is \$270.00 which also includes two (2) additional vendor passes for admission through the main gate. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract copy attached to minutes).

iRECORD-WORD SYSTEMS, INC. /POLICE-

Police Chief Scott Whitaker requested permission to enter into an agreement with Word Systems, Inc. to purchase new video recording equipment (iRecord) for the Detective division. The current system often fails and attempts to make repairs have been unsuccessful. Cost of the new system will be \$39,585.00. Motion made by Mr. Grose to approve the agreement and purchase, contingent of review of appropriations listed on the contract worksheet, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheet attached to minutes).

PARK CONTRACTS-

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

1. Candy Evans, stagehand for Country concert - \$120.00
2. TC Farmer, stagehand for Country concert - \$120.00
3. Travis Headington, stagehand for Country concert - \$120.00
4. Bryan Slusher, stagehand for Country Concert - \$120.00

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

5. Potawatomi Zoo, entertainment for Zoo Bash - \$140.00

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

PAYMENT REQUEST #19/BUFFALO STREET REDEVELOP. PROJECT/REDEVELOP. AUTHORITY/ B&P-

City Planner Jeremy Skinner presented a payment request to Huntington National Bank in the amount of \$8,402.68 for American Structurepoint, Inc. in regards to various services concerning the Buffalo Street Redevelopment Project. This is the nineteenth (19th) 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. Grose to approve the request, seconded by Mr. Clemens, carried by unanimous vote. (Information attached).

MARKET STREET IMPROVEMENTS PHASE 2/PAY APPLICATION #19/B&P-

A Pay Application was presented for Phase 2 of the Market Street Improvements. VS Engineering is requesting a payment of \$20,651.22. Also included was LPA Voucher #19 to INDOT for Preliminary Engineering for 80% reimbursement. Motion made by Mr. Clemens to approve the Pay Application and LPA Voucher (PE) #19, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

WARSAW ALLEY PROJECT-

Assistant City Planner Justin Taylor presented several contracts for the Warsaw Alley Project. A contract from Boren Builders listed the scope of work as an art wall, shades, large and small planters, and several options for lights at a price of \$47,400.00. Par-Kan submitted a quote for planter bed liners at a price of \$2,268.00. Motion made by Mr. Clemens to approve both proposals/quotes from Boren Builders and Par-Kan, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

TRAVEL REQUESTS-

A list setting forth five (5) travel requests: Fire-one (1); Police-four (4), was presented for approval. Motion made by Mr. Clemens to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$423,273.92

EOM Docket - \$1,613,748.43

Police & Fire Pension Docket - \$41,502.66

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

OTHER MATTERS/ITEMS NOT LISTED ON AGENDA-

HOUSING OPPORTUNITIES OF WARSAW/DRAW REQUEST #1-

Housing Opportunities of Warsaw (HOW) presented a request to make Draw #1 for 2017 from the Home of Your Own Program. Repairs were made to an owner-occupied home located at 118 S. Scott Street. HOW is requesting permission to withdraw \$22,334.80 from the Warsaw HOYO Revolving Loan Fund. Motion made by Mr. Clemens to approve the draw, seconded by Mr. Grose, carried by unanimous vote. This item was a walk-in and not listed on the agenda. (Information attached).

WARSAW ALLEY PROJECT-

Mr. Taylor had several more alleyway project items to bring before the Board for approval. They are:

Alphabet Signs - \$2,332.20

ShadeSails.com LLD - \$2,120.10

Miracle Midwest (chairs and tables) - \$7,364.00

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

DOWNTOWN OUTDOOR DINING STANDARDS-

A Downtown Outdoor Dining Standards policy was presented for approval. The policy establishes standards for outdoor dining within the C-4 Business District (downtown area). Motion made by Mr. Grose to approve the policy, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/CHANGE IN PAYROLL REPORT-

A list of six (6) payroll changes was presented for approval: Police – six (6). Motion made by Mr. Grose to approve the payroll changes, seconded by Mr. Clemens, carried by unanimous vote. (List attached to minutes).

500 GALLON TANK PLACEMENT/STREET-

Street Superintendent Jeff Beeler requested permission for North Central Co-Op to place a 500 gallon tank at the Street Department. The tank will contain off-road diesel fuel at a cost of \$2.19 per gallon which is \$.20 over the contracted price of \$1.99 per gallon. Motion made by Grose to approve the tank, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

-Clerk Treasurer Lynne Christiansen requested clarification of the Board's policy on awarding of bids and approval of contracts. It was the consensus of the Board that they would like to approve contracts over \$50,000.00 during the regular meetings.

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