

BOARD OF PUBLIC WORKS & SAFETY  
AUGUST 18, 2017  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 18, 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 Thallemer, Jeff Grose and George Clemens. Also present, Clerk-Treasurer Lynne Christiansen, City Planner Jeremy Skinner, Assistant City Planner Justin Taylor, City Engineer James Emans, Park Superintendent Larry Plummer, Jr., Park Recreation Director Sheila Wieringa, Fire Territory Chief Mike Wilson, Police Captain Kip Shuter, Cemetery Sexton Hal Heagy, Wastewater Treatment Utility Director Brian Davison, Aviation Manager Nick King, HR Director Jennifer Whitaker, Ken Locke, Aaron Gaff, Cindy Dobbins, InkFree News reporter Lauren Prater, and Times-Union reporter David Slone.

**ABSENT:** City Attorney Mike Valentine.

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

**MINUTES-**

The minutes from the August 4, 2017 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-**

**BID OPENING/WWFT STATION#3-**

Bids were recently solicited for the construction of the Warsaw-Wayne Fire Territory Station #3 that will be located on CR W 200 South. Due to several issues, a "re-bidding" process will take place. The advertisement for re-bidding will be published on August 22, 2017 and August 29, 2017. The bids will be opened on September 8, 2017 at 10:30 a.m. in the Council Chambers, and awarded on September 15, 2017 during the regularly scheduled Board of Works meeting at 10:30 a.m.

**STREET CLOSURE REQUEST/FAMILY SAFETY DAY/WWFT-**

Police Captain Kip Shuter requested part of Canal Street be closed on Saturday, September 9, 2017 from 10:00 a.m. until 4:00 p.m. for Family Safety Day held in Central Park. Motion made by Mr. Grose to approve the closing, seconded by Mr. Clemens, carried by unanimous vote.

**PATRIOT DAY REMEMBRANCE CEREMONY/STREET CLOSURE-**

Captain Shuter requested a partial closing of Canal Street in front of the Center Lake Pavilion from 5:00 p.m. - 8:00 p.m. on September 11, 2017. A Patriot Day Remembrance Ceremony will be held in the Center Lake Pavilion starting at 6:00 pm. Motion made by Mr. Clemens to approve the closure, seconded by Mr. Grose, carried by unanimous vote.

**STREET CLOSURE/PARK RIDGE NEIGHBORHOOD EVENT-**

Aaron Gaff, President of the Park Ridge Community Association requested that the southern portion of Laurelwood Drive in Park Ridge subdivision be closed on September 16, 2017 for a neighborhood event. A rain date of September 23, 2017 is being requested as well. Mr. Gaff asked that the road be closed from 3:00 p.m. to 9:00 p.m. Motion made by Mr. Grose to approve the street closure, seconded by Mr. Clemens, carried by unanimous vote.

**CUBMOBILE RACES 2017/STREET CLOSURE-**

Captain Shuter requested closures of N. Indiana Street from the first alley north of Center Street to the parking lot at Central Park; Main Street from High Street to the drive-way of WWFT Station #1; and Fort Wayne Street from Buffalo Street to the rear parking lot entrance of the Zimmer Building on Saturday, September 23, 2017 from 6:00 a.m. to 2:00 p.m. for the annual Cubmobile races. Mr. Grose made a motion to allow the street closures, seconded by Mr. Clemens, carried by unanimous vote.

**PARKS DEPARTMENT CONTRACTS-**

The following park contract was presented for consideration:

- (1) Harold Keiser -Santa Claus for Light Up the Night and Twinkle Parade event on December 1, 2017 at a cost of \$200.00.

Motion made by Mr. Clemens to approve the contract seconded by Mr. Grose, carried by unanimous vote.

**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 2018 fiscal cycle in support of the Central Park Concert Series. It is a supplemental grant in addition to the 2017-2018 Indiana Arts Commission grant. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous vote.

**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 3, 2018. Motion made by Mr. Grose to proceed with the grant process, seconded by Mr. Clemens, carried by unanimous vote.

**PAYMENT REQUEST #21/BUFFALO STREET REDEVELOP. PROJECT/REDEVELOP. AUTHORITY/ B&P-**

City Planner Jeremy Skinner presented a payment request to Huntington National Bank in the amount of \$4,367.45 for American Structurepoint, Inc. in regards to various services concerning the Buffalo Street Redevelopment Project. This is the twenty-first (21st) 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 Mr. Grose, carried by unanimous vote. (Information attached).

**CR 300 N TRAIL PROJECT/PAY APPLICATION #2-**

Mr. Skinner presented Pay Application #2 for the CR 300 N Trail Project for approval. G&G Hauling and Excavating is requesting a payment of \$152,987.91 and the pay application has been reviewed by the City Engineer. Motion made by Mr. Clemens to approve Pay Application #2 for the CR 300 N Trail Project, seconded by Mr. Grose, carried by unanimous vote.

**PAY APPLICATION /LPA VOUCHER (CE) #5/HUSKY TRAIL PROJECT/B&P-**

Mr. Skinner presented Pay Application #5 to A&Z Engineering, LLC in the amount of \$33,366.90. Also included was LPA Voucher (CE) #5 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State from the 80/20 grant for Construction Engineering (CE). Motion made by Mr. Clemens to approve the Pay Application and LPA Voucher (CE) #5, seconded by Mr. Grose and carried by unanimous vote.

**REQUEST TO WAIVE FEES/B&P-**

Assistant City Planner Justin Taylor requested to waive Itinerant Merchant fees for Engesser's Exotics, LLC. Engesser's Exotics, which is based in Florida, has planned to exhibit their exotic animals for five (5) days at Lake Village Shopping Center. Per the fee structure set out in the Itinerant Merchant Ordinance, they would need to pay \$3,000.00. Engesser's do not charge an entrance fee, but do charge for pictures and animal feedings. After discussion a motion was made by Mr. Clemens to charge Engesser's Exotics \$300.00, which is the same as a one-year license fee for a resident of Kosciusko County, seconded by Mr. Grose, carried by unanimous vote.

**R.A. NATIONAL INC./PERMITRACK APPLICATION/STORMWATER-**

Wastewater Treatment Utility Director Brian Davison requested permission to enter into an agreement with R.A. Smith National for PermiTrack application. The software will establish a user account and database for MS4 Stormwater Management Program purposes. The agreement also includes training. Cost will be \$3,700.00 plus a fee schedule was included for construction sites which will be charged back to construction companies. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

**KEYSTONE SOFTWARE AGREEMENT/WWTU-**

A software agreement with Keystone Software Systems for the annual maintenance on Key-Billing for the WWTU Payment Office was presented. The annual amount for 2017-2018 will be \$2,480.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached).

**KEYSTONE ANNUAL SOFTWARE AGREEMENT/CLERK-TREASURER-**

An annual Software Maintenance Agreement with Keystone Software Systems for Key Fund, Key Assets and Key Payroll software for the Clerk-Treasurer's Office was presented for approval. The contract amount for 2017-2018 is \$6,280.00. Motion to approve the agreement was made by Mr. Grose, seconded by Mr. Clemens carried by unanimous vote. (Copy attached to minutes).

**TRAVEL REQUESTS-**

A list setting forth thirteen (13) travel requests: WWTU-8; Stormwater-3; Fire-1; and Clerk-1, was submitted for approval. Motion made by Mr. Clemens approving the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

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

Human Resources Director Jennifer Whitaker provided for approval ten (10) changes of payroll/new hires report listing: WWTU-3; Police-1; Street-5; and Clerk-1. Motion made by Mr. Grose to approve the requests as presented, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached).

**CLAIM DOCKETS-**

The following claim docket was presented for approval.

Regular Docket - \$2,154,472.98

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

**OTHER MATTERS-**

-Mayor Thallemer read a press release from the Police Department announcing Captain Kip Shuter's retirement effective September 9, 2017. Captain Shuter will be taking a position at Grace College.

**CHANGE ORDERS #3 and #4/HUSKY TRAIL ROAD PROJECT-**

Mr. Skinner requested approval of two change orders for the Husky Trail Road Project. Change order #3 corrects several issues for an additional cost of \$8,295.00. Change order #4 is a procedural change required by INDOT at no cost. Motion made by Mr. Grose to approve both change orders, seconded by Mr. Clemens, carried by unanimous vote. This item was walked-in and not listed on the agenda.

**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**