

BOARD OF PUBLIC WORKS & SAFETY  
September 1, 2017  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, September 1, 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, City Planner Jeremy Skinner, Assistant City Planner Justin Taylor, Street Superintendent Jeff Beeler, Police Chief Scott Whitaker, WWTU Manager Brian Davison, WWTU Payment Office Supervisor Rebecca Jenkins, Fire Territory Chief Mike Wilson, Police Officer Doug Light and his family, friends, and co-workers, Cindy Dobbins, Chad Zartman, InkFree News reporter Maggie Kenworthy, and Times-Union reporter Dan Spaulding.

**ABSENT:** None.

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

**MINUTES-**

The minutes from the August 18, 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.

**RECOGNITION OF VISITORS-**

-Police Officer Douglas Light was recognized for his twenty-two years of service for the City. He will be taking a position with Warsaw Community Schools as Transportation Director.

**REPORTS-**

-Fire Chief Mike Wilson reported on a recent Car Seat Clinic that the department held jointly with Lutheran EMS at Martin's Supermarket.

**NEW BUSINESS-**

**MCCOMB LITIGATION-**

Discussion was held earlier in an Executive Session reference litigation the City has pending against Harold McComb & Son, Inc., seeking to recover money damages from McComb for a breach of contract. The discussion was about a settlement agreement and mutual release of a third-party complaint filed by McComb seeking money damages from J.P. Phillips, Inc. During this regular session, the Mayor asked the Board to approve the settlement agreement and mutual release. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

**WCDC FAÇADE IMPROVEMENT MATCHING GRANT CONTRACT AMENDMENT-**

An amendment to a contract with Warsaw Community Development Corporation (WCDC) on the Façade Improvement Matching Grant Program was presented for approval. The amendment adds alleyway improvement projects. Motion made by Mr. Clemens to approve the amendment, seconded by Mr. Grose, carried by unanimous vote.

**UNDERBILLINGS/WWTU-**

Wastewater Utility Payment Office Supervisor Rebecca Jenkins requested action on the following under billings for stormwater charges:

1. 1103 A/B W. Winona Ave. -underbilled \$218.30.

Motion made by Mr. Clemens to forgive the underbilled amount, seconded by Mr. Grose, carried by unanimous vote.

2. 1111-1137 W. Winona Ave. -underbilled \$896.80.

Motion made by Mr. Grose to forgive the underbilled amount, seconded by Mr. Clemens, carried by unanimous vote.

3. 1821/1825 W. Winona Ave. -underbilled \$218.30.

Motion made by Mr. Grose to forgive the underbilled amount, seconded by Mr. Clemens, carried by unanimous vote.

Going forward, all properties listed will be billed for stormwater charges accordingly.

**H.J. UмбаUGH AGREEMENT/BUDGET WORKSHOP-**

An agreement with H.J. Umbaugh (Umbaugh) to provide a budget analysis, with consultation and preparation services, was presented for approval. Cost of the service to the City will be \$2,250.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

**H.J. UмбаUGH AGREEMENT/COMPREHENSIVE FINANCIAL PLAN-**

An agreement with Umbaugh was presented for approval. The agreement is for the development of a five-year financial model. Cost of the service is not to exceed \$30,000.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

**H.J. UмбаUGH AGREEMENT/POLICY DEVELOPMENT AND RATINGS PREPARATION-**

An agreement with Umbaugh was presented for approval. The agreement is for policy development and ratings preparation. Cost of the service is not to exceed \$15,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

**MEMORANDUM OF UNDERSTANDING (MOU)/LILLY CENTER FOR LAKES AND STREAMS AT GRACE COLLEGE/STORMWATER-**

A MOU was presented between the City (Stormwater Utility) and the Lilly Center for Lakes & Streams at Grace College ("Center") to raise awareness and provide education opportunities in grades K-12 on stormwater management as well as outreach during the Northern Indiana Lakes Festival. The education opportunities are an MS4 requirement. Total cost of all the programs as listed in the MOU is \$26,300.00. Motion was made by Mr. Grose to accept the MOU, seconded by Mr. Clemens, carried by unanimous vote.

**NIPSCO/EXTENSION GAS SERVICE/WWTU-**

An agreement between Northern Indiana Public Service Company (NIPSCO) and the City was presented for approval. The agreement extends gas service to a new lift station located at 420 North Lake Street. Cost of the extension is listed at \$5,684.14. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

**USI ENGINEERING CONTRACT/COLFAX & CLARK STREETS/B&P-**

An agreement between the City and USI Consultants, Inc. was presented for approval. The agreement provides for engineering services for reconstruction of portions of Colfax and Clark Streets. Cost of the agreement is \$45,340.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

**PAYMENT REQUEST #22/BUFFALO STREET REDEVELOP. PROJECT/REDEVELOP. AUTHORITY/ B&P-**

City Planner Jeremy Skinner presented a payment request to Huntington National Bank in the amount of \$5,625.28 for American Structurepoint, Inc. in regards to various services concerning the Buffalo Street Redevelopment Project. This is the twenty-second (22nd) 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.

**TRAVEL REQUESTS-**

A list setting forth seven (7) travel requests was submitted for approval. Motion made by Mr. Clemens to approve the requests, seconded by Mr. Grose, carried by unanimous vote.

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

A new hire/change in payroll report was provided for approval: Police-5; Park-1, and more specifically set forth on the list attached to minutes. Motion made by Mr. Grose to approve the report, seconded by Mr. Clemens, carried by unanimous vote. (List attached to minutes).

**SPECIAL CLAIMS-**

Clerk's office submitted a list of special claims for approval totaling \$2,982.63. Motion made by Mr. Grose approving the claims for payment, seconded by Mr. Clemens, carried by unanimous vote. (List attached).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

Regular Docket - \$1,447,764.30

EOM Docket - \$39,979.08

Pension Docket - \$40,964.87

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

**OTHER-**

-Mr. Clemens thanked the City Attorney, Mayor, and City Engineer for working on the litigation listed above.

-Local Citizen Chad Zartman asked the Board to reconsider or table the under-billing business listed above.

**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**