

BOARD OF PUBLIC WORKS & SAFETY

May 7, 2018

1:00 P.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Monday, May 7, 2018 at 1:00 p.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 George Clemens and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Police Chief Scott Whitaker, Fire Territory Chief Mike Wilson, Park Superintendent Larry Plummer, Park Recreation Director Sheila Wieringa, Mayor's Assistant Staci Young, City Planner Jeremy Skinner, Assistant City Planner Justin Taylor, WWTU Manager Brian Davison, City Engineer James Emans, H/R Director Jennifer Whitaker, Pam Kennedy from Warsaw Housing Authority, InkFree News reporter Maggie Kenworthy, and Times-Union reporter Dan Spaulding.

ABSENT: Board member Jeff Grose

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

MINUTES-

The minutes from the April 20, 2018 Regular Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATION-

-Human Resources Director Jennifer Whitaker informed the Board updated job descriptions for the Police Department and Fire Territory are completed.

NEW BUSINESS-

OPENING OF SEALED QUOTES FOR THREE POLICE VEHICLES-

During a previous meeting, permission had been granted to the Police Department to seek quotes for three (3) new Ford police utility vehicles. The quotes also included a trade-in of seven (7) vehicles.

Quotes were opened and received from:

Community Lincoln Ford Bloomington - \$71,586.29

Kerlin Ford - \$70,109.93

Rice Ford - \$68,904.00

Mr. Clemens made a motion to take the bids under advisement, seconded by Mayor Thallemer, carried by unanimous vote.

COMCAST BUSINESS SERVICE AGREEMENT/WWFT-

Fire Territory Chief Mike Wilson presented a business service agreement between the City and Comcast for various services for the new Fire Station #3. Motion made by Mr. Clemens to accept the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

PAY APPLICATION #8/MOSAIC BUILDING SOLUTIONS/FIRE-

Pay Application #8 to Mosaic Building Solutions was presented for approval. The Pay Application is in the amount of \$246,167.85 for the construction of Fire Station #3. Motion made by Mr. Clemens to approve Pay Application #8 to Mosaic Building Solutions, seconded by Mayor Thallemer, carried by unanimous vote.

2018 VOLUNTEER FIRE DEPARTMENT AGREEMENT AMENDMENT/WWFT-

An Amendment to the 2018 Agreement with the Warsaw-Wayne Fire Territory Volunteer Fire Department was presented for approval. The Amendment is for a fixed term of six (6) months beginning July 1, 2018 thru December 31, 2018. Motion was made by Mr. Clemens to accept the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

SEWER INSPECTION FEE WAIVER REQUEST/B&P-

Pam Kennedy from Warsaw Housing Authority advised that a homeowner on Cook Street, who is on a limited income, needed work on their sewer line. She is asking that the sewer inspection fee of \$250.00 be waived to help the homeowner with costs. Motion made by Mr. Clemens to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

STANLEY SECURITY CONVERGENT SECURITY SOLUTIONS-

The Mayor's Office requested approval of a proposal from Stanley Security Solutions. They will add door access, smoke detector and a water alarm system to the City server room located in City Hall. Cost of the service will be \$5,184.67, plus a \$37.00 monthly maintenance fee. Motion made by Mr. Clemens to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote.

PARK CONTRACTS-

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

1. Troy McDaniel (Mason Dixon Line)-opening entertainment for Country Concert-\$1,000.00.

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

2. Cedric Poage (Pick Slide)-opening entertainment for Rock Concert-\$1,000.00.

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

OUTDOOR SEATING CERTIFICATE OF APPROVAL APPLICATIONS-

Assistant City Planner Justin Taylor requested the following applications for outdoor seating be approved:

1. RUA, 108 E. Market Street.

Motion made by Mr. Clemens to approve the application, seconded by Mayor Thallemer, carried by unanimous vote.

2. 110 Craft Meatery, 110 N. Buffalo Street

Motion made by Mr. Clemens to approve the application, seconded by Mayor Thallemer, carried by unanimous vote.

URBAN RETREND/ENCROACHMENT AGREEMENT/B&P-

An encroachment agreement between the City and Urban Retrend, who wants to continue to encroach upon the east-west alleyway between the building located at 114 S. Buffalo Street and City Hall, 102 S. Buffalo Street, was presented for approval. It was requested that the original agreement, dated and approved August 19, 2016, be extended until November 1, 2019. Mr. Clemens made a motion to approve the extension of the encroachment agreement, seconded by Mayor Thallemer, carried by unanimous vote.

MARKET STREET IMPROVEMENTS/PHASE 2 PAY APPLICATION /LPA VOUCHER #22 (PE)/B&P-

City Planner Jeremy Skinner presented Pay Application #22 for Phase 2 of the Market Street Improvements. VS Engineering is requesting a payment of \$40,450.58. Also included was LPA Voucher #22 (PE) to INDOT for 80% reimbursement. Motion made by Mr. Clemens to approve the Pay Application and LPA Voucher (PE) #22, seconded by Mayor Thallemer, carried by unanimous vote.

HUSKY TRAIL CHANGE ORDER #5/B&P-

Mr. Skinner requested approval of Change Order #5 for the Husky Trail Project. The Change Order adds \$1,037 for the placement of a pipe. Motion made by Mr. Clemens to approve the Change Order, seconded by Mayor Thallemer, carried by unanimous vote.

BULLETPROOF VEST PROGRAM GRANT APPLICATION/POLICE-

Police Chief Scott Whitaker requested permission to apply for a grant through the Bureau of Justice Assistance – Bulletproof Vest Program. The grant reimburses 50% of the total cost of bulletproof vests for law enforcement officers. Motion made by Mr. Clemens to approve the application, seconded by Mayor Thallemer carried by unanimous vote.

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. The rental price of the booth is \$240.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

WESSLER ENGINEERING/AMENDMENT TO SEWER REHABILITATION PROJECT/WWTU-

Mr. Davison presented an amendment to the agreement with Wessler Engineering for the Sewer Rehabilitation Project. The amendment adds \$68,800.00 for services. Motion made by Mr. Clemens to approve the amendment, seconded by Mayor Thallemer, carried by unanimous vote.

NORTHERN INDIANA PUBLIC SERVICE COMPANY (NIPSCO)/EXTENDED SERVICE/WWTU-

Mr. Davison requested approval of an agreement with NIPSCO. The agreement will extend electrical service to a lift station located at 420 N. Lake Street. Cost of the extension will be \$12,693.14. Motion

made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-

A list of six (6) new hire/changes in payroll report was presented: Street – three (3); Park-two (2); Fire-one (1 for possible several part-time firefighters). Motion made by Mr. Clemens to approve the report, seconded by Mayor Thallemer, carried by unanimous vote.

2018 TAKE- HOME VEHICLES-

An addition, listing one employee, to the 2018 Take-Home Vehicle List that was approved in December of 2017, was presented for approval. Motion made by Mr. Clemens to approve the addition, seconded by Mayor Thallemer, carried by unanimous vote.

TRAVEL REQUEST-

A list setting forth one (1) travel request: Fire Territory – one (1), was presented for approval. Motion was made by Mr. Clemens to approve the travel request, seconded by Mayor Thallemer, carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's Office submitted a listing of claims for approval of payment. The claims total was \$12,743.14. Motion was made by Mr. Clemens to approve the claims for payment, seconded by Mayor Thallemer, motion carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$1,088,658.53

End of Month - \$37,555.04

Pension Docket - \$41,634.99

Motion made by Mr. Clemens, to approve all claims 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:

Lynne Christiansen, Clerk-Treasurer