

BOARD OF PUBLIC WORKS & SAFETY
August 03, 2018
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 3, 2018 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 and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner, Fire Territory Chief Mike Wilson, Police Chief Scott Whitaker, WWTU Superintendent Brian Davison, Park Superintendent Larry Plummer, City Engineer James Emans, Human Resource Director Jennifer Whitaker, Cemetery Sexton Hal Heagy, Jerry Frush, InkFree News reporter Maggie Kenworthy, and Times-Union reporter Dan Spaulding.

ABSENT: Board Member George Clemens.

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

MINUTES-

The minutes from the July 20, 2018 Regular Session were presented for approval. Motion to approve the minutes was made by Mr. Grose, seconded by Mayor Thallemer, motion carried by unanimous vote.

RECOGNITION OF VISITORS-

NEW BUSINESS-

CUBMOBILE RACES 2018/STREET CLOSURE-

A request was made for 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 15, 2018 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 Mayor Thallemer, carried by unanimous vote.

CITY HALL PLAZA POLICIES AND RULES-

A list of policies and rules for the use of the plaza at City Hall were presented for approval. Motion made by Mr. Grose to approve the policy, seconded by Mayor Thallemer, carried by unanimous vote.

KOSCIUSKO COUNTY PARKING CONTRACT-

Kosciusko County Government submitted a four (4) - year agreement with the City of Warsaw to facilitate the County's request for the City to monitor the two parking lots and issue parking violation citations. The lots are the former Munson car lot on the corner of Lake and Ft. Wayne Streets and the County's lot south of the Old Jail Museum on Indiana Street. The City would derive the income from the citations. Motion made by Mr. Grose to approve the contract with the County, seconded by Mayor Thallemer, carried by unanimous vote.

KEYSTONE ANNUAL SOFTWARE AGREEMENT/CLERK-TREASURER-

An annual Software Maintenance Agreement with Keystone Software Systems for fund, assets, and payroll software for the Clerk-Treasurer's Office was presented for approval. The contract amount for 2018-2019 is \$6,535.00. Motion to approve the agreement was made by Mr. Grose, seconded by Mayor Thallemer 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 2018-2019 will be \$2,610.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

PAYMENT REQUEST #26/BUFFALO STREET REDEVELOP. PROJECT/REDEVELOP. AUTHORITY/ B&P-

City Planner Jeremy Skinner presented a payment request to Huntington National Bank in the amount of \$73,672.69 for Selge Construction Co. Inc. in regards to various services concerning the Buffalo Street Redevelopment Project. This is the twenty-sixth (26th) 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 Mayor Thallemer, carried by unanimous vote.

HUSKY TRAIL ROAD PROJECT FINAL RELEASE-

Mr. Skinner presented the final release for the Husky Trail Road Project for approval. The release approves the final inspection and acceptance of the project. Motion made by Mr. Grose to approve the release, seconded by Mayor Thallemer carried by unanimous vote.

MARKET STREET PHASE II 20% MATCH-

The Indiana Department of Transportation (INDOT) recently awarded the project bid for Phase II of the Market Street Project to Phend & Brown. The award amount was \$1,981,308.14. The City's portion of the 80/20 match will be \$442,593.74. Mr. Skinner is asking the Board to approve the match amount and payment to INDOT. Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

CHANGE ORDER #2/SELGE CONSTRUCTION/SEWER REPLACEMENT PROJECT-

Change Order #2 with Selge Construction for the Sewer Replacement Project was presented for approval. The change order adds an additional 35 days of work. Motion made by Mr. Grose to approve the change order, seconded by Mayor Thallemer, carried by unanimous vote.

BUFFALO STREET IMPROVEMENTS PAY APP #3/SELGE CONSTRUCTION-

Pay Application #3 to Selge Construction Co., Inc. was presented for approval. The amount is \$275,965.42 with a retainage of \$30,662.83 and in regards to the Buffalo Street Improvement Project. A portion of this payment comes from Wastewater Funds, and a portion from the Redevelopment Authority Lease Rental Revenue Bonds 2015 as approved earlier in the meeting. Motion made by Mr. Grose to approve the payment, seconded by Mayor Thallemer, carried by unanimous vote.

UNITED STATES DEPARTMENT OF THE INTERIOR/US GEOLOGICAL SURVEY (USGS)/PIKE LAKE LEVEL GAGE/STORMWATER UTILITY-

Wastewater Utility Manager Brian Davison presented a Joint-Funding Agreement between the City and the US Department of Interior/U.S. Geological Survey, to monitor water levels at Pike Lake. The USGS has offered the chance for the City to continue with the service at a cost of \$4,000.00 for one year. Motion made by Mr. Grose approving the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth eleven (11) travel requests was submitted for approval: WWTU-11. Motion made by Mr. Grose approving the travel requests, seconded by Mayor Thallemer, carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's Office submitted a listing of special claims totaling \$25,116.55. Motion made by Mr. Grose 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 - \$1,909,482.87

End of the Month Docket – 62,420.89

Fire & Police Pension Docket - \$39,560.19

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

OTHER MATTERS-

NEW HIRES/CHANGE IN PAYROLL REPORT-

A new hire/change in payroll report was provided for approval: Fire-6; Park-1, and more specifically set forth on the list attached to minutes. This item was presented at the meeting and not listed on the agenda. Motion made by Mr. Grose to approve the report, seconded by Mayor Thallemer, carried by unanimous vote.

BOYCE-KEystone/RIGHT STUFF SOFTWARE INTERFACE-

An agreement with Boyce-Keystone was presented for approval. The agreement allows for an interface between Key Payroll (the City's payroll software) and Right Stuff (the City's new time- keeping system). Cost of the custom import is \$5,000.00. This item was presented at the meeting and not listed on the agenda. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

-Mayor Thallemer reminded those in attendance that tonight is the Family Carnival at the Central Park, BYC Car Show during First Friday and the Pro-Wake Board Tournament will be held on Center Lake tomorrow.

-Mayor Thallemer also recognized the recent passing of Douglas K. Brumfield who was a committed public servant, serving as a Police Officer for the City until 2006.

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**