

BOARD OF PUBLIC WORKS & SAFETY
FEBRUARY 1, 2019
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 1, 2019 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 George Clemens, Jeff Grose, and Mayor Thallemer. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, WWTU Manager Brian Davison, City Planner Jeremy Skinner, Park Superintendent Larry Plummer Jr., Park Recreation Director Sheila Wieringa, Street Superintendent Jeff Beeler, Police Chief Scott Whitaker, City Engineer James Emans, H/R Director Jennifer Whitaker, others as listed on the attached attendance sheet, 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 January 18, 2019 Regular Session were presented for approval. Motion made by Mr. Clemens to approve the minutes, seconded by Mr. Grose, carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

-2018 Annual Traffic Report

NEW BUSINESS-

BID OPENING/CANAL STREET SEWER PROJECT-

Bids were advertised for the Canal Street Sewer Project. Bids were received from:

-G&G Hauling and Excavating - \$184,395.00.

-Selge Construction, Inc. - \$206,618.50

Motion made by Mr. Grose to take the bids under advisement, seconded by Mr. Clemens, carried by unanimous vote.

BID OPENING/CR 300 N PHASE II-

Bids were advertised for Phase II of the CR 300 N Project. Bids were received from:

-Reith Riley - \$2,315,601.95.

-Phend & Brown - \$1,880,359.30

Motion made by Mr. Clemens to take the bids under advisement, seconded by Mr. Grose, carried by unanimous vote.

LAKES FESTIVAL/STREET CLOSURE-

Motion made by Mr. Clemens to suspend the matter until a later date, seconded by Mr. Grose, carried by unanimous vote.

NEW HIRES/CHANGES IN PAYROLL REPORT-

A New Hires/Changes in Payroll report was presented for approval: WWTU-three (3); Street-three (3) and Fire-one (1). Motion made by Mr. Grose to approve the report, seconded by Mr. Clemens, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth a total of two (2) travel request was presented. Motion made by Mr. Clemens approving the travel requests, seconded by Mr. Grose, and carried by unanimous vote.

METRONET POINT-TO-POINT CIRCUITS-

An agreement with Metronet was presented for approval. The agreement adds five (5) point-to-point circuits for the new server network. Cost of the add-ons will be \$1,250.00 monthly. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

CHICAGO DOG HOUSE/CATERING-

The Mayor's Office requested permission to enter into an agreement with Chicago Dog House, who will provide, cook, and serve hot dogs for a City Employee Picnic on June 26, 2019. Cost of the service will be

\$1,020.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

CONFIDENTIALITY AGREEMENT/B.I.T. COMPUTERS-

An agreement between the City and B.I.T. Computers (B.I.T.) was presented for approval. The agreement provides total confidentiality of business and personal data on file with the City that B.I.T. may have access to. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

GRANT APPROVAL/CENTRAL PARK CONCERT SERIES-

Park Recreation Director Sheila Wieringa requested permission from the Board to accept a grant in the amount of \$5,000.00 from the Kosciusko County Community Foundation, Inc. in support of the Central Park Concert Series. Motion made by Mr. Grose accept the funds, seconded by Mr. Clemens, carried by unanimous vote.

PARK CONTRACTS-

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

-Charles Ray, Jr., Fly Fishing Instructor-\$210.00

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

WAYNE TOWNSHIP/PARKS CONTRACT-

Park Superintendent Larry Plummer presented the 2019 Contract with Wayne Township for approval. Wayne Township agrees to pay the City \$75,000.00 in 2019 in support of the City Parks, and more specifically set forth within the agreement. Motion made by Mr. Grose to accept the contract, seconded by Mr. Clemens, carried by unanimous vote.

CENTER, PIKE & WINONA LAKES CONSERVATION ASSOCIATION AGREEMENTS/PARKS-

Mr. Plummer presented agreements from Center Lake, Pike Lake, and Winona Lake Conservation Associations. The agreements state that the Parks Department will pay \$2,500.00 per year to each Association to help with nature preservation, conservation and maintenance and more specifically stated in the agreements. Mr. Clemens made a motion to approve the agreements, seconded by Mr. Grose, carried by unanimous vote.

U.S. 30 PRELIMINARY GRAPHIC PRESENTATION/DLZ INDIANA, LLC-

A work order between the City and DLZ Indiana, LLC (DLZ) was presented for approval. DLZ will develop planning documents and print outs of interchange locations, under/overpasses, and cut offs along U.S. 30 within the City limits. Cost of the order is \$5,000.00. Motion made by Mr. Grose to approve the item, seconded by Mr. Clemens, carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$1,084,472.33

EOM Docket - \$75,975.00

Pension Docket- \$39,018.38

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

OTHER ITEMS/WALK-INS-

ORTHOWORX RENTAL AGREEMENT-

An agreement between the City and Orthoworx, Inc. was presented for approval. Orthoworx agrees to lease the third floor of City Hall for 2019 at a monthly cost of \$4,500.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

COMPREHENSIVE FINANCIAL PLAN/H.J. UмбаUGH-

An agreement with H.J. Umbaugh was presented for approval. Umbaugh will assist the City with developing a five-year financial model shown in the scope of service in the agreement. Cost of the services is not to exceed \$30,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

CONFLICT OF INTEREST STATEMENT-

City Attorney Scott Reust presented a Conflict of Interest Statement for Board Member George Clemens. The Board of Works had approved purchase of land on February 17, 2017 through a Memorandum of Understanding. Mr. Clemens was one of the owners of the property and he did not participate in the

discussion of the purchase and abstained from voting on the item during the February 17, 2017 meeting. Mr. Reust has asked the board to approve submitting the Conflict of Interest Statement. Motion made by Mr. Grose to approve the statement, seconded by Mayor Thallemer, carried by unanimous vote.

-Mayor Thallemer recapped this last week's weather situation(s) and explained several measures the City took to help those who needed a warm facility to stay in. He also thanked the Street Department for their help in keeping the streets clear as well as adjusting trash pick-up days, and other departments for helping out where needed.

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