

BOARD OF PUBLIC WORKS & SAFETY
MARCH 15, 2019
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, March 15, 2019 at 10:30 A.M. in the Council Chambers at City Hall. Board Member Jeff Grose presided and the following persons were noted as present or absent:

PRESENT: Board members Jeff Grose, and George Clemens. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, WWTU Manager Brian Davison, Fire Territory Chief Mike Wilson, City Planner Jeremy Skinner, Assistant City Planner Justin Taylor, Warsaw Parks Superintendent Larry Plummer, Recreation Director Sheila Wireringa, H/R Director Jennifer Whitaker, Mayor's Assistant Staci Young, Council President Diane Quance, local citizen Jack Brunetto, reporter Dan Spaulding from InkFree News, and reporter Mark Howe from the Times-Union.

ABSENT: Mayor Thallemer

The meeting was called to order by Mr. Grose, followed by the Pledge of Allegiance.

MINUTES-

The minutes from the March 1, 2019 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. The minutes from the March 8, 2019 Special Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented, seconded by Mr. Grose, carried by unanimous vote.

Human Resource Director Jennifer Whitaker gave a brief update as to the outcome of the March 8th Special Session. She advised the Board that both officers had waived their right to hearing and are in the process of serving their suspensions. Council President Diane Quance came before the Board with two particular questions about the March 8th business. She asked if either officer filed additional comments or written disagreements from the findings, or the disposition, and if either officer followed the employee handbook at any time requesting a confidential information or review by the Human Resources Department. HR Director Whitaker replied no to both questions.

NEW BUSINESS-

KOSCIUSKO COUNTY FARMER'S MARKET, LLC/STREET CLOSURE-

A request was made for the 100 block of West Center Street be closed weekly for the Farmer's Market. The closure will take place every Saturday starting May 4th and run through October 26, 2019 from 7:30 a.m. – 1:30 p.m. Motion made by Mr. Clemens to approve the weekly closure, seconded by Mr. Grose, carried by unanimous vote. Local Citizen Jack Brunetto asked the board to consider moving the Farmer's Market from the street location to another location that would not impede traffic.

LEGAL SERVICES AGREEMENT/FIRE TERRITORY-

Fire Territory Chief Michael Wilson requested for approval a Fee Agreement/Employment Letter for 2019 with Beers Mallers Backs & Salin, LLP for legal services for the Warsaw-Wayne Fire Territory. The fees are more specifically set forth within the agreement. Chief Wilson reported that the Fire Territory Board recommends approval of the agreement. Motion made by Mr. Clemens to accept the agreement, seconded by Mr. Grose, carried by unanimous vote.

NARCAN RESCUE KIT GRANT AWARD/WWFT-

Fire Territory Chief Mike Wilson advised the Board that a grant he had recently applied for through Indiana State Health Department for three hundred fifty (350) Narcan rescue kits has been granted. Warsaw-Wayne Fire Territory will act as the host department for distribution to other county emergency services. Motion made by Mr. Clemens to approve the award, seconded by Mr. Grose, carried by unanimous vote.

NEW HIRES/CHANGES IN PAYROLL REPORT-

A list of four (4) payroll changes was presented for approval: Park - one (1); WWTU- one (1); Fire-two (2). Motion made by Mr. Clemens to approve the report, seconded by Mr. Grose, carried by unanimous vote.

TRAVEL REQUESTS-

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

MEMORANDUM OF UNDERSTANDING-

A Memorandum of Understanding (MOU) between the City and North Central Right to Life was presented for approval. The MOU states that North Central Right to Life will pay an annual fee of \$200.00 to Safe Haven Baby Boxes (SHBB) for the box that will be installed at Fire Station #2. Motion made by Mr. Clemens to approve the MOU, seconded by Mr. Grose, carried by unanimous vote.

SAFE HAVEN BABY BOXES, INC. (SHBB) INSTALLATION AND SERVICE AGREEMENT-

An agreement between the City and SHBB was presented for approval. The agreement recites the terms and installation of the box at Fire Station #2. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

DRUG AND OPIOID ABUSE PROGRAM GRANT-

Mayor's Assistant Staci Young requested permission to apply for a grant through Accelerate Indiana Municipalities (AIM) for a Drug and Opioid Abuse Program. If approved, the City could receive up to \$5,000.00. Motion made by Mr. Clemens to approve the application, seconded by Mr. Grose, carried by unanimous vote.

FOURTH OF JULY CELEBRATION FIREWORKS/PARKS-

Parks Superintendent Larry Plummer presented an agreement between the City of Warsaw and Winona Lake Independence Day Celebration, Inc. The Parks Department will contribute \$3,500.00 towards the purchase of fireworks for the annual Warsaw-Winona Lake fireworks show to be held on the evening of June 29, 2019, with a rain date of June 30, 2019. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, motion carried by unanimous vote.

PARKS CONTRACTS-

Parks Superintendent Larry Plummer requested approval of the following contracts:

1. Road Dawg Touring (Kara Grainger), Blues & BBQ Concert Headliner \$2,500.00.

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

2. Warsaw Community Schools (rain location) \$400.00 per use/first use free.

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

TRAFFIC CONTROL SPECIALISTS/BIKE LANE IMPROVEMENTS-

Assistant City Planner Justin Taylor presented an agreement with Traffic Control Specialists for marking improvements along the bike lanes within the City. Cost of the service will be \$28,403.20. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

INDIANA DEPARTMENT OF TRANSPORTATION (INDOT) POWDER COATED SIGNAL AGREEMENT-

City Planner Jeremy Skinner presented an agreement between the City and INDOT. The City has requested that new poles INDOT is installing along a portion of SR 15 be powder coated black to match future poles the City will be installing in the downtown area. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

PAY APPLICATION /LPA VOUCHER (CE) #2/MARKET STREET PHASE II PROJECT/B&P-

Mr. Skinner presented Pay Application #2 to VS Engineering, Inc. in the amount of \$1,563.97 for Phase II of the Market Street Project. Also included was LPA Voucher (CE) #2 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) #2, seconded by Mr. Grose and carried by unanimous vote.

VEHICLE PURCHASE/WWTU-

Wastewater Treatment Utility Manager Brian Davison requested permission to purchase a 2019 F-550 4X4 Truck from Auto Truck Group. Cost of the new truck is \$140,165.00. After discussion a motion was made by Mr. Clemens to table the matter, seconded by Mr. Grose, carried by unanimous vote.

CHANGE ORDER #1/KOKOSING INDUSTRIAL, INC. /PLANT EXPANSION PROJECT-

Change Order #1 for the Treatment Plant Expansion Project was brought before the Board for consideration. Kokosing Industrial, Inc. is requesting the change due to re-routing of a storm drain on the west side of the building site. Cost of the Change Order is \$49,616.00. Motion made by Mr. Clemens to approve the Change Order, seconded by Mr. Grose, carried by unanimous vote.

PAY APPLICATION #10 IFA-SRF/PLANT EXPANSION PROJECT/WWTU-

Pay Application #10 for \$16,444.00 to Wessler Engineering in regards to the Plant Expansion Project was presented for approval. The application will be sent to Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for funds held at the Bank of New York (BNY) Mellon from the Revenue Bonds of 2018. Motion made by Mr. Clemens to approve the payment to Wessler Engineering seconded by Mr. Grose, carried by unanimous vote.

PAY APPLICATION #11 IFA-SRF/PLANT EXPANSION PROJECT/WWTU-

Pay Application #11 for \$1,170.00 to NV Grant Services, LLC in regards to the Plant Expansion Project was presented for approval. The application will be sent to Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for funds held at the Bank of New York (BNY) Mellon from the Revenue Bonds of 2018. Motion made by Mr. Clemens to approve the payment to NV Grant Services, LLC seconded by Mr. Grose, carried by unanimous vote.

PAY APPLICATION #9 & IFA-SRF #30/SEWER REHAB PROJECT (SMALL DIAMETER)-LAYNE INLINER/WWTU-

Pay Application #9 to Layne Inliner for \$49,792.00 in regards to the Sewer Rehabilitation Project (Small Diameter) was presented for approval. Also included was Payment Request #30 to Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for funds held at the Bank of New York (BNY)Mellon from the Revenue Bonds of 2017 for Phase # 1 of the sewer project. Motion made by Mr. Clemens to approve the payment to Layne Inliner, seconded by Mr. Grose carried by unanimous vote.

CLAIM DOCKET-

The following claim docket was presented for approval:

Regular Docket - \$2,368,719.19

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