

BOARD OF PUBLIC WORKS & SAFETY  
JUNE 7, 2019  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, June 7, 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 Mayor Joseph M. Thallemer and George Clemens. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, City Planner Jeremy Skinner, Assistant City Planner Justin Taylor, Park Activities Director Sheila Wieringa, Wastewater Treatment Utility Director Brian Davison, H/R Director Jennifer Whitaker, City Engineer James Emans, Street Superintendent Jeff Beeler, Police Chief Scott Whitaker, Police officers Kelly Bradley and Zackery Smith and their families, friends and co-workers, Jerry Frush, Jack Brunetto, InkFree News reporter Dan Spaulding and Times-Union reporter David Slone.

**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 May 17, 2019 Regular Session were presented for approval. Board member Clemens requested that the minutes reflect that Board member Jeff Grose called the meeting to order in Mayor Thallemer's absence. Mr. Clemens made a motion to accept the minutes as amended and presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

**RECOGNITION OF VISITORS-**

**POLICE OFFICERS SWORN-IN/WPD-**

Police Chief Scott Whitaker introduced police officers Kelly Bradley and Zackery Smith. Mayor Thallemer administered the Oaths of Office as Police officers for the City.

**REPORTS/ORAL AND WRITTEN COMMUNICATION-**

-Presentation of Police and Fire Recruitment Video

**UNFINISHED BUSINESS-**

-None noted.

**NEW BUSINESS-**

**BREAKFAST OPTIMIST CLUB STREET CLOSURE FOR CAR SHOW-**

Warsaw Breakfast Optimist representatives requested the City approve the closure of the following streets: Center Street from Lake Street to High Street; the 100 block of West Main Street; Buffalo Street from Market Street to Main Street; Indiana Street from Market Street to Main Street; and the City Hall Parking Lot (Plaza) during the City of Lakes Cruise-In sponsored by the Warsaw Breakfast Optimist Club. The event is scheduled for Sunday, June 30, 2019 and they requested the streets be closed from 7:00 a.m. until 7:00 p.m. The street closures for the car show had been scheduled for earlier this year, but were postponed due to inclement weather. Motion made by Mr. Clemens approving the street closures for the Optimist Car Show, seconded by Mayor Thallemer, carried by unanimous vote.

**BAKER TILLY AMENDMENT/POLICY DEVELOPMENT AND RATINGS PREPARATION-**

An amendment with Baker Tilly was presented for approval. The amendment is to the Comprehensive Financial Plan Policy Development that has exceeded the initial cost of \$15,000.00. Cost of the amendment is not to exceed \$5,776.00. Motion made by Mr. Clemens to approve the amendment, seconded by Mayor Thallemer, carried by unanimous vote.

**ROCKHILL PINNICK, LLP/LEGAL SERVICES AMENDMENT-**

An amendment for legal services with attorney Scott E. Reust of Rockhill Pinnick, LLP was presented for approval. The amendment changes the annual contract amount from \$48,000.00 to \$64,800.00 payable in monthly installments of \$5,400.00 and retroactive from January 1, 2019. Some work will be at the hourly rate of \$180.00, more specifically set forth within the agreement. Motion was made by Mr. Clemens to approve the contract effective thru December 31, 2019, seconded by Mayor Thallemer, carried by unanimous vote.

**PARKS CONTRACTS-**

Parks Superintendent Larry Plummer requested approval of the following contracts:

1. Gene Fugate (Backwater), opener for Country Concert, \$1,000.00

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

2. Swank Motion Pictures, Inc., unlimited movies at Pike Lake Campground, \$295.00

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

3. Karen Wehr (Wehr Rock of Elders), opener for Rock Concert, \$1,000.00

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

4. Potato Creek State Park, Interpretive Naturalist for Wildlife Explorers, not to exceed \$120.00.

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

**HPG NETWORK HOUSING MARKET STUDY AGREEMENT-**

An agreement between the City and High Performance Government (HPG) Network was presented for approval. HPG will identify housing opportunities in the City as well as the County. Kosciusko County Community Foundation will be offering financial assistance to off-set the cost. The City's portion will be \$20,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

**TRAFFIC CONTROL SPECIALISTS, INC./BIKE LANE PROJECT/CHANGE ORDER #1-**

Change Order #1 for the Bike Lane Project was presented for approval. The change order adds additional markings and an existing bike lane that were omitted in the agreement. Originally, lanes along Smith Street had been included in the price, but have been removed because they are still in good condition. With this change order and the elimination of Smith Street, the total cost will be \$9,715.66 below the original cost. Motion made by Mr. Clemens to approve the change order, seconded by Mayor Thallemer, carried by unanimous vote.

**PAY APPLICATION/LPA VOUCHER (PE) #1/LINCOLN SCHOOL NEIGHBORHOOD SIDEWALK PROJECT/B&P-**

Assistant City Planner Justin Taylor presented Pay Application #1 to Troyer Group in the amount of \$4,668.00 for the Lincoln School Neighborhood Sidewalk Project. Also included was LPA Voucher (PE) #1 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State for the 80/20 grant for Preliminary Engineering (PE). Motion made by Mr. Clemens to approve the Pay Application and LPA Voucher (PE) #1, seconded by Mayor Thallemer and carried by unanimous vote.

**PAY APPLICATION/LPA VOUCHER (PE) #1/ANCHORAGE ROAD PROJECT/B&P-**

City Planner Jeremy Skinner presented Pay Application #1 to American Structurepoint, Inc. in the amount of \$796.32 for the Anchorage Road Project. Also included was LPA Voucher (PE) #1 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State for the 80/20 grant for Preliminary Engineering (PE). Motion made by Mr. Clemens to approve the Pay Application and LPA Voucher (PE) #1, seconded by Mayor Thallemer and carried by unanimous vote.

**TRAFFIC SIGNAL MODERNIZATION/CENTER & BUFFALO/BID AWARD-**

A lone bid for the Traffic Signal Modernization Project at Center Street and Buffalo Street was opened during the May 17<sup>th</sup> meeting. Michiana Contracting, Inc. presented a bid of \$358,684.00 and Lawson-Fisher Associates P.C. is recommending accepting the bid. Motion made by Mr. Clemens to approve the bid award, seconded by Mayor Thallemer, carried by unanimous vote.

**CHANGE ORDER #2/INSITUFORM TECHNOLOGIES USA, LLC/SMALL DIAMETER PROJECT NO. 2/WWTU-**

Change Order #2 between the City and Insituform Technologies USA, LLC in regards to the Small Diameter Project No. 2 was presented for approval. The change adds additional days to completion at no cost. Mr. Clemens made a motion to approve the Change Order, seconded by Mayor Thallemer, carried by unanimous vote.

**PAY APPLICATION #1 & IFA-SRF #33/SEWER REHAB PROJECT (SMALL DIAMETER NO. 2)/INSITUFORM TECHNOLOGIES USA, LLC/WWTU-**

Pay Application #1 to Insituform Technologies for \$194,012.00 in regards to the Sewer Rehabilitation Project (Small Diameter No. 2) was presented for approval. Also included was Payment Request #33 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 Insituform, seconded by Mayor Thallemer carried by unanimous vote.

**IFA-SRF #18/PLANT EXPANSION PROJECT/WWTU-**

A Pay Application 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 Mayor Thallemer, carried by unanimous vote.

**IFA-SRF #19/PLANT EXPANSION PROJECT/WWTU-**

A Pay Application for \$66,592.00 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 Mayor Thallemer, carried by unanimous vote.

**PAY APPLICATION #10 & IFA-SRF #32/SEWER REHAB PROJECT (SMALL DIAMETER)/LAYNE INLINER/WWTU-**

Pay Application #10 to Layne Inliner for \$2,000.00 in regards to the Sewer Rehabilitation Project (Small Diameter) was presented for approval. Also included was Payment Request #32 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. This pay application is due to a clerical error from pay application #31. Motion made by Mr. Clemens to approve the payment to Layne Inliner, seconded by Mayor Thallemer, carried by unanimous vote.

**CHANGE ORDER #3/LAYNE INLINER/SEWER REHAB PROJECT (SMALL DIAMETER)-**

Change Order #3 with Layne Inliner for the Small Diameter Project of the Sewer Rehabilitation was presented for approval. The change order reduces the amount of the contract by \$56,399.18 due to spot repair that was incorrectly included on Change Order #2. Motion made by Mr. Clemens to approve the change order, seconded by Mayor Thallemer, carried by unanimous vote.

**FLATLAND RESOURCES, LLC/RIVER MONITORING-**

An agreement with Flatland Resources was presented for approval. Flatland will survey the Tippecanoe River in three (3) locations due to the removal of a dam last summer. Cost of the services will be \$6,500.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

**IFA-SRF #20/KOKOSING INDUSTRIAL, INC. PAY APPLICATION #3/PLANT EXPANSION PROJECT/WWTU-**

Pay Request #20 for \$856,740.00 for Kokosing Industrial, Inc. (Pay Application #3) 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 Kokosing seconded by Mayor Thallemer, carried by unanimous vote.

**TRAVEL REQUESTS-**

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

**NEW HIRES/CHANGES IN PAYROLL REPORT-**

A list of fifteen (15) payroll changes was presented for approval: Street-six (6); WWTU- one (1); Fire-four (4); Cemetery-one (1); B&P-one (1); Police-two (2). Motion made by Mr. Clemens to approve the report, seconded by Mayor Thallemer, carried by unanimous vote.

**SPECIAL CLAIMS-**

Clerk's Office submitted a listing of special claims totaling \$50,000.00. Motion 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 - \$1,358,842.88

EOM Docket - \$221,433.32

Police & Fire Pension Docket - \$38,918.38

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**