

BOARD OF PUBLIC WORKS & SAFETY
AUGUST 16, 2019
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 16, 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 Thallemer, Jeff Grose and George Clemens. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, City Planner Jeremy Skinner, Senior Assistant City Planner Justin Taylor, City Engineer James Emans, Fire Territory Chief Mike Wilson, Deputy Police Chief Bryan Sherwin, Police Captain Joel Beam, Wastewater Treatment Utility Manager Brian Davison, HR Director Jennifer Whitaker, WRSW/News Now Warsaw Reporter Nick Deranek, InkFree News reporter Dan Spaulding, and Times-Union reporter David Slone

ABSENT: None noted.

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

MINUTES-

The minutes from the August 2, 2019 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.

NEW BUSINESS-

PARKING SPACE CLOSURE REQUEST/WCDC-

The Warsaw Community Development Corporation (WCDC) requested that several parking spaces be blocked off during Fridays in August. They are asking for four (4) spaces along the west side of N. Buffalo Street to be "coned" off to allow food vendors space for food trucks or tents for "Lunch on the Plaza". They are asking for the spaces to be blocked beginning at 7:30 a.m. through 2:15 p.m. Motion made by Mr. Clemens to approve the closures, seconded by Mr. Grose, carried by unanimous vote.

THE BOWLING ALLEY/CITY EMPLOYEE CHRISTMAS GATHERING-

An agreement was presented between the City and The Bowling Alley for a City employee gathering on Tuesday, December 10th from 5:00p.m.-8:00p.m. The Agreement includes bowling as well as a buffet with the cost based on the number of children and adult attendees. Motion made by Mr. Grose approving the agreement, seconded by Mr. Clemens, carried by unanimous vote.

PAY APPLICATION #1/LUCERNE PARK AMPHITHEATER PROJECT-

Senior Assistant City Planner Justin Taylor presented Pay Application #1 for the Lucerne Park Amphitheater Project. He is requesting that \$45,058.32 be paid to Roche Construction, Inc. for work completed so far. Motion made by Mr. Clemens to approve the payment, seconded by Mr. Grose, carried by unanimous vote.

SETTLEMENT AGREEMENT/ARNOLT PROPERTY-

City Attorney Scott Reust presented information to the Board that a settlement has been reached with the owners of the Arnolt property on Durbin St. which is in a receivership. The City has found the property to be unsafe. The receivership is coming to an end and the agreement allows the County, the receivership, and Arnolt Corp. to deed the property to the City in lieu of the City pursuing Arnolt Corp. for demolition. The agreement also includes that the City will not be liable to any third-party or future parties for any environmental issues on the property. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

RIGHT-OF-WAY ACQUISITION/PHASE II CR 300 N PROJECT/B&P-

City Planner Jeremy Skinner presented a land purchase agreement for right-of-way purposes at the intersection of CR 300 N and Sheldon Street. The purchase agreement is with 500 W 300 N, LLC for property at Kohl's Department Store. The listed purchase price in the agreement of \$8,660.00 is the average of two appraisals. Motion made by Mr. Clemens to approve the purchase, seconded by Mr. Grose, carried by unanimous vote.

PAY APPLICATION #5/AIRPORT INDUSTRIAL PARK SEWER PROJECT-

Mr. Skinner presented Pay Application #5 on behalf of the Redevelopment Authority for the Airport Industrial Park Sewer Project. The Pay Application is in the amount of \$532,655.46 to HRP Construction from bond proceeds held at Huntington Bank for the Redevelopment Authority Lease Rental Revenue Bonds 2018. Motion made by Mr. Clemens to approve the payment, seconded by Mr. Grose, carried by unanimous vote.

HARRISON LAKE DEVELOPMENT, INC. PARCEL DONATION-

City Engineer James Emans presented information that Harrison Lake Development, Inc. has gifted several parcels of land along the north side of Harrison Ridge Subdivision to the City. The land will give the Wastewater Treatment Utility access to a pump station and a stormwater drainage swale for maintenance. Motion made by Mr. Clemens to accept the land, seconded by Mr. Gross, carried by unanimous vote.

GRANT AWARD/NHTSA/2019 NON-MOTORIST/POLICE-

Police Captain Joel Beam reported that the Police Department, in conjunction with the Town of Winona Lake, has been awarded approximately \$2,000.00 from the National Highway Traffic Safety Administration (NHTSA) funding from the 2019 Non-Motorist grant. The fiscal grant period begins October 1, 2018 and ends September 30, 2019. The federal grant money is administered by the Indiana Criminal Justice Institute, and locally by the Town of Winona Lake. Motion made by Mr. Grose to accept the funding, seconded by Mr. Clemens, carried by unanimous vote.

2019 STOP ARM VIOLATION ENFORCEMENT GRANT (S.A.V.E.)/POLICE-

Captain Beam is requesting permission from the Board to participate in the S.A.V.E. grant program through the Indiana Criminal Justice Institute and coordinated locally by the Town of Winona Lake. The enforcement grant will pay overtime for officers to monitor motorist's compliance with school bus stop arms. Warsaw will receive approximately \$2,000.00. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous votes.

OFFICER RESIGNATION/K-9 PURCHASE/POLICE-

Deputy Police Chief Bryan Sherwin advised the Board that Patrol Officer Trent Shively will be resigning from the department effective August 29, 2019. Officer Shively is the handler for K-9 Mako. Mako is a Belgian Malinois, nine (9) years old, and close to the typical working life span of a dual-purpose K-9. Officer Shively is asking to retire Mako and purchase him for \$1.00. Motion made by Mr. Clemens to approve the retirement/purchase of the K-9, seconded by Mr. Grose, carried by unanimous vote.

LILLY CENTER FOR LAKES & STREAMS/MOU/STORMWATER UTILITY-

A Memorandum of Understanding (MOU) between the City and Lilly Center for Lakes and Streams (The Center) was presented for approval. The Center will oversee the design, fabrication and installation of signs along the Beyer Farm Greenway for educational purposes in regards to the MS4 compliance for the Stormwater Utility. Cost of the services will be \$3,950.00. Motion made by Mr. Grose to approve the MOU, seconded by Mr. Clemens, 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 2019-2020 will be \$2,860.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

IFA-SRF #27/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #27 for \$1,170.00 to NV Grant Services, LLC in regards to the Plant Expansion Project was presented for approval. The request 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 #13 & IFA-SRF #40/SEWER REHAB PROJECT (SMALL DIAM.)/LAYNE INLINER/WWTU-

Pay Application #13 to Layne Inliner for \$82,511.00 in regards to the Sewer Rehabilitation Project (Small Diameter) was presented for approval. Also included was Payment Request #40 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 the Sewer Rehabilitation Project. Motion made by Mr. Grose to approve the payment to Layne Inliner, LLC, seconded by Mr. Clemens carried by unanimous vote.

IFA-SRF #38/SEWER REHAB PROJECT/WESSLER ENGINEERING (AMENDMENT #2)/WWTU-

A payment request to Wessler Engineering, for \$16,476.00 in regards to the Sewer Rehabilitation Project (Amendment #2) was presented for approval. Also included was Disbursement Request Form #38 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 the Sewer Rehabilitation Project. Motion made by Mr. Clemens to approve the payment to Wessler Engineering, seconded by Mr. Grose, carried by unanimous vote.

IFA-SRF #39/SEWER REHAB PROJECT/WESSLER ENGINEERING (AMENDMENT #2)/WWTU-

A payment request to Wessler Engineering, for \$6,961.00 in regards to the Sewer Rehabilitation Project (Amendment #2) was presented for approval. Also included was Disbursement Request Form #39 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 the Sewer Rehabilitation Project. Motion made by Mr. Clemens to approve the payment to Wessler Engineering, seconded by Mr. Grose, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth sixteen (16) travel requests: WWTU-seven (7); Police- two (2); and Fire-seven (7) were submitted for approval. Motion made by Mr. Grose approving the travel requests, seconded by Mr. Clemens, carried by unanimous vote.

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket - \$2,926,412.07

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

OTHER MATTERS-

NEW HIRES/CHANGE IN PAYROLL REPORT-

A New Hire/Change in Payroll report was provided for approval: Street-three (3); Fire (PT)-eight (8); and WWTU-two (2) and more specifically set forth on the list attached to the minutes. Motion made by Mr. Clemens to approve the report, seconded by Mr. Grose, 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