

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 6, 2019
9:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 6, 2019 at 9:30 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 and Mayor Thallemer. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, City Planner Jeremy Skinner, WWTU Manager Brian Davison, City Engineer James Emans, Street Superintendent Jeff Beeler, Police Chief Scott Whitaker, Police Officer Lucas P. Vander Hart and his family, friends, and co-workers, H/R Director Jennifer Whitaker, WRSW reporter Nick Deranek, InkFree News reporter Dan Spalding, 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 November 15, 2019 Regular Session were presented for approval. Motion made by Board member Clemens to approve the minutes as presented, seconded by Mayor Thallemer, and carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

POLICE OFFICER SWORN-IN/WPD-

Police Chief Scott Whitaker introduced police officer Lucas P. Vander Hart. Mayor Thallemer administered the Oath of Office as a police officer for the City.

NEW BUSINESS-

INDIANA PUBLIC EMPLOYESS PLAN (IPEP) GRANTS-

A request was made to accept the following grants from IPEP:

1. Work Boots-\$6,800
2. Fire Rescue Cart-\$4,516
3. Fire Training-\$5,995
4. Safety Conference-\$7,550
5. Safety Lighting WWTU-\$7,700
6. Rescue Tripod WWTU-\$3,460.50

Motion made by Mr. Clemens to accept the grants, seconded by Mayor Thallemer, carried by unanimous vote.

All of the above grants are an 80/20 match.

NEW HIRES/CHANGES IN PAYROLL REPORT/SALARY WAGE SUMMARY REPORT-

A New Hire/Changes in Payroll report was provided for approval: Police- two (2); Street - one (1); Fire - one (1); and more specifically set forth on the list attached to minutes. Also a 2020 Wage Summary was attached showing wages to be paid hourly, bi-weekly, and per meeting for employees, elected officials and board/commission members. Motion made by Mr. Clemens to approve the New Hire/Change in Payroll report and summary, seconded by Mayor Thallemer, carried by unanimous vote.

2020 TAKE- HOME VEHICLES-

A "2020 Take-Home Vehicle List" was presented for approval. It shows a list of those employees with City vehicles to be used to drive back and forth from work, as well as weather call-outs as needed. The Mayor's vehicle is the only authorized vehicle that may be used for personal miles. All are charged per IRS guidelines with the exception of the traffic signal repair vehicle. Motion made by Mr. Clemens to approve the Take-Home Vehicle Requests, seconded by Mayor Thallemer, carried by unanimous vote.

TRAVEL REQUEST/HR-

A list setting forth five (5) travel requests was presented for approval: Mayor-one (1); Park-one (1); Police-one (1); Fire-one (1); and Clerk-Treasurer-one (1). Motion made by Mr. Clemens approving the list, seconded by Mayor Thallemer, carried by unanimous vote.

RICE FORD VEHICLE LEASE/POLICE-

Police Chief Scott Whitaker requested permission to enter into a lease with Rice Ford. The lease is for a 2020 Ford alternative duty vehicle. Cost of the lease is \$4,938 annually for three years. Motion made by Mr. Clemens to approve the lease agreement, seconded by Mayor Thallemer, carried by unanimous vote.

CHANGE ORDER #5/LAYNE INLINER, LLC/SMALL DIAMETER PROJECT/WWTU-

Change Order #5 (small diameter) with Layne Inliner, LLC was presented for approval. The Change Order adds an additional \$114,045.30 to the contract due to unforeseen spot repairs. Motion made by Mr. Clemens to approve Change Order #5 for the Layne Inliner portion of the Small Diameter Project, seconded by Mayor Thallemer, carried by unanimous vote.

IFA-SRF #38/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #38 for \$1,357.00 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.

IFA-SRF #39/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #39 for \$43,189.00 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.

IFA-SRF #40/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #40 for \$2,152,461.00 to Kokosing Industrial, Inc. in regards to the Plant Expansion Project was presented for approval. This is Kokosing's 9th pay request. 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.

IFA-SRF #47/SEWER REHABILITATION PROJECT/WWTU-

Disbursement Request #47 for \$58,344.00 to Insituform Technologies, USA LLC in regards to the Sewer Rehabilitation Project was presented for approval. This is Insituform's 5th pay request for the small diameter portion of the project. 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 2017. Motion made by Mr. Clemens to approve the payment to Insituform, seconded by Mayor Thallemer, carried by unanimous vote.

IFA-SRF #48/SEWER REHABILITATION PROJECT/WWTU-

Disbursement Request #48 for \$6,134.00 to Wessler Engineering in regards to the Sewer Rehabilitation 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 2017. Motion made by Mr. Clemens to approve the payment to Wessler, seconded by Mayor Thallemer, carried by unanimous vote.

IFA-SRF #49/SEWER REHABILITATION PROJECT/WWTU-

Disbursement Request #49 for \$1,167,147.00 to Layne Inliner, LLC in regards to the Sewer Rehabilitation Project was presented for approval. This is Layne's 15th pay request for the small diameter portion of the project. 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 2017. Motion made by Mr. Clemens to approve the payment to Wessler, seconded by Mayor Thallemer, carried by unanimous vote.

WWTU BUDGET GUIDELINE FOR 2020-

The 2020 Wastewater Treatment Utility Budget Guideline was submitted by Wastewater Treatment Utility Manager Brian Davison. This guideline for sewer appropriations will be the setup for 2020 spending. Mr. Clemens made a motion to approve the guidelines, seconded by Mayor Thallemer, carried by unanimous vote.

STORMWATER BUDGET GUIDELINE FOR 2020-

The 2020 Stormwater Utility Budget Guideline was submitted by Mr. Davison. This guideline for Stormwater appropriations will be the setup for 2020 spending. Mr. Clemens made a motion to approve the guidelines, seconded by Mayor Thallemer, carried by unanimous vote.

AIRPORT INDUSTRIAL PARK SEWER PROJECT/CHANGE ORDER #3-

City Planner Jeremy Skinner presented Change Order #3 for the Airport Industrial Park Sewer Project. The Change Order adds additional pavement work and placement of an additional sewer tap which will increase the project cost by \$76,684.00. Motion made by Mr. Clemens to approve the Change Order, seconded by Mayor Thallemer, carried by unanimous vote.

PAY APPLICATION #2/NORTH POINTE DRIVE/B&P-

Mr. Skinner presented an invoice from Phend and Brown in the amount of \$160,515.54 for the North Pointe Drive Project. Motion made by Mr. Clemens to approve Payment Request #2, seconded by Mayor Thallemer and carried by unanimous vote.

PAY APPLICATION #3/NORTH POINTE DRIVE/B&P-

Mr. Skinner presented an invoice from Phend and Brown in the amount of \$164,496.28 for the North Pointe Drive Project. Motion made by Mr. Clemens to approve Payment Request #3, seconded by Mayor Thallemer carried by unanimous vote.

PAY APPLICATION #7/LPA VOUCHER (PE) #7/LINCOLN SCHOOL NEIGHBORHOOD SIDEWALK PROJECT/B&P-

Senior Assistant City Planner Justin Taylor presented Pay Application #7 to Troyer Group in the amount of \$14,942.50 for the Lincoln School Neighborhood Sidewalk Project. Also included was LPA Voucher (PE) #7 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 Pay Application #7 and LPA Voucher (PE) #7, seconded by Mayor Thallemer and carried by unanimous vote.

MARKET STREET PROJECT/INDIANA DEPARTMENT OF TRANSPORTATION (INDOT) PURCHASE ORDER-

Mr. Skinner presented a purchase order from INDOT for the Market Street Project. The purchase order covers previously approved change orders excluding storm sewer improvements. The amount listed on the purchase order is \$65,131.47. Motion made by Mr. Clemens to approve the order, seconded by Mayor Thallemer, carried by unanimous vote.

SPECIAL EVENTS COORDINATOR-

An agreement between the City of Warsaw and Paula Bowman as Special Events Coordinator for downtown events in the amount of \$666.67 per month/\$8,000.04 annually for 2020 was presented for approval. Motion made by Mr. Clemens to approve the Agreement, seconded by Mayor Thallemer, carried by unanimous vote.

KOSCIUSKO COUNTY FARMER'S MARKET 2020 AGREEMENT-

An agreement with Kosciusko County Farmer's Market, LLC, allowing the Farmers Market access to the road area of the 100 block of West Center Street (situated between Buffalo Street and Lake Street) and/or the adjacent City Hall Plaza. The Market will operate every Saturday 9:00 a.m. until 1:00 p.m. from May 2, 2020 until October 31, 2020. Motion made by Mr. Clemens to accept the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

KOSCIUSKO COUNTY ECONOMIC DEVELOPMENT (KEDCO) 2020 AGREEMENT-

An agreement with KEDCO was presented for approval. KEDCO will assist the City in promoting commercial, industrial and civic development at a cost of \$80,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

ROCKHILL PINNICK, LLP/LEGAL SERVICES-

An agreement for legal services with attorney Scott E. Reust of Rockhill Pinnick, LLP was presented for approval. The annual contract amount is \$79,200.00, payable in monthly installments of \$6,600.00. Some work will be at the hourly rate set at \$220.00, more specifically set forth within the agreement. Motion was made by Mr. Clemens to approve the contract effective January 1, 2020 thru December 31, 2020, seconded by Mayor Thallemer, carried by unanimous vote.

2020 CONTRACTS WITH NOT-FOR-PROFITS-

The following Agreements for were presented for approval.

- (1) AWL - Kosciusko Animal Welfare League - \$27,000.00
- (2) Beaman Home - \$5,750.00
- (3) CCAC - City County Athletic Complex - \$20,000.00
- (4) HOW - Housing Opportunities of Warsaw - \$26,000.00
- (5) KABS - Kosciusko Area Bus Service - \$19,055.00 (operating)/\$11,240.00 (capital grant-bus)
- (6) Kosciusko Community Senior Services - \$20,000.00
- (7) Lilly Center for Lakes & Streams, Grace College - \$20,000.00
- (8) WCDC - Warsaw Community Development Corporation - \$22,725.00
- (9) Warsaw Community Development Corporation Façade - \$25,000
- (10) WHA - Warsaw Housing Authority - \$30,000.00
- (11) Warsaw Little League - \$5,000.00

Motion made by Mr. Clemens to approve the Not-for-Profit contracts listed for 2020, seconded by Mayor Thallemer, motion carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's Office submitted a listing of special claims totaling \$50.00. 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 - \$1,616,202.08
- End of the Month Docket - \$975,278.16
- Police & Fire Pension Docket - \$38,197.21

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