

BOARD OF PUBLIC WORKS & SAFETY
JANUARY 17, 2020
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, January 17, 2020 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 Jeff Grose, George Clemens, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, WWTU Manager Brian Davison, City Engineer James Emans, City Planner Jeremy Skinner, Assistant City Planner Justin Taylor, Park Superintendent Larry Plummer, Park Recreation Director Sheila Wieringa, Street Superintendent Jeff Beeler, Fire Territory Chief Mike Wilson, Police Chief Scott Whitaker, Alaister McFarren from Housing Opportunities of Warsaw, Dugan Julian from the Center for Lakes and Streams, others as noted on attached attendance sheet, Ink Free News reporter Dan Spalding, and Times-Union reporter Teresa Carrane.

ABSENT: None noted.

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

MINUTES-

The minutes from the January 3, 2020 Regular Session were presented for approval. Motion made by Mr. Clemens to approve the minutes as presented, seconded by Mr. Grose, carried by unanimous vote.

OATHS OF OFFICE-

Mayor Thallemer administered Oath of Office to Michelle Boxell who serves on the Park Board.

NEW BUSINESS-

LAKES FESTIVAL STREET CLOSURE-

Lilly Center for Lakes & Streams requested that Canal Street between Detroit and Indiana Streets be closed from 11:00 p.m. on Friday, May 22nd until 11:00 p.m. on Saturday, May 23rd for various activities during the 2020 Lakes Festival. Dugan Julian from the Center for Lakes and Streams explained the closure, and after discussion Mr. Grose made a motion to approve the road closure request for the 2020 Lakes Festival, seconded by Mr. Clemens, carried by unanimous vote.

HOUSING OPPORTUNITIES OF WARSAW/RELEASE OF MORTGAGE-

Alaister McFarren from Housing Opportunities of Warsaw requested a release of mortgage for the following property:

1. Weidner, recorded document #2017110385

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

ASSISTANCE TO FIREFIGHTERS GRANT REQUEST/MEMORANDUM OF UNDERSTANDING (MOU)-

Fire Chief Mike Wilson requested permission to apply for the Assistance to Firefighters Grant thru FEMA. An award of up to \$1,000,000.00, if granted with a 10% match, would be used by County Departments for communications upgrades. Also included was an MOU between the City, Wayne Township, and Kosciusko County for the City to host the grant. Motion made by Mr. Grose to approve the application and MOU, seconded by Mr. Clemens, carried by unanimous vote.

CPR DEVICE GRANT REQUEST/K21 FOUNDATION-

Another request was made by Chief Wilson to apply for a grant through the K21 Foundation. The grant would be in the amount of \$225,000.00. If awarded, the funds will be used to purchase Autopulse Mechanical CPR devices with three (3) being used by the Fire Territory and the remaining devices distributed throughout the County. Motion made by Mr. Clemens to approve the application, seconded by Mr. Grose carried by unanimous vote.

ORTHOWORX LEASE AGREEMENT-

An agreement between the City and Orthoworx, Inc. was presented for approval. Orthoworx agrees to lease the third floor of City Hall for 2020 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.

MAINTENANCE GARAGE BUILDING DESIGN/PARK-

Park Superintendent Larry Plummer requested approval of an agreement with Design Collaborative, Inc., who will design, develop and produce construction documents, and manage the bidding and construction administrative services for a new Maintenance Garage building. Cost of the services is listed at \$82,365.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

KOSCIUSKO COUNTY REMC OPERATION ROUND-UP GRANT/PARK-

A request was made to accept a grant from Kosciusko REMC/Operation Round-Up Fund in the amount of \$1,500.00. The funds will be used in support of the 2020 Family Carnival event. Motion made by Mr. Grose to accept the grant, seconded by Mr. Clemens, carried by unanimous vote.

PARK CONTRACTS-

Park Recreation Director Sheila Wieringa requested approval of the following park contracts:

- a. Our Father's House, Catering, Daddy/Daughter Dance - \$2,100.00 max

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

- b. Derek Tenney, DJ, Daddy/Daughter Dance - \$250.00

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

- c. Incredible Bats, Fall Family Fun -\$400.00

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

- d. Monster Message Board, Fall Family Fun - \$1,000.00

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

- e. Monster Message Board, 3 Family Movie Nights in Central Park - \$3,000.00

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

- f. Carrie Heflick, Stagehand, 2 events, -\$300.00

- g. Paul Lafferty, Stagehand, 3 events-\$450.00

- h. Brett Leach, Stagehand, 2 events - \$350.00

- i. Brian Neher, Stagehand, 3 events - \$450.00

- j. Tim Smith, Stagehand, 3 events - \$450.00

- k. Tad Heflick, Stagehand, 2 events - \$300.00

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

WARSAW COMMONS PLAN/SHIVE-HATTERY ARCHITECTS-

Senior City Planner Justin Taylor presented an agreement with Shive-Hattery (S-H) Architects. S-H will perform conceptual planning for Warsaw Commons to maximize year-round use of an open-air pavilion in Central Park. Cost of the service will be \$4,850.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

SITE WORX AGREEMENT-

Mr. Taylor presented an agreement with Site Worx Services, LLC. Site Worx will perform the demolition of City owned property at 443 N. Detroit Street at a cost of \$9,930.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

PAY APPLICATION #8/LPA VOUCHER (PE) #8/LINCOLN SCHOOL NEIGHBORHOOD SIDEWALK PROJECT/B&P-

Mr. Taylor presented Pay Application #8 to Troyer Group in the amount of \$15,272.00 for the Lincoln School Neighborhood Sidewalk Project. Also included was LPA Voucher (PE) #8 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. Grose to approve Pay Application #8 and LPA Voucher (PE) #8, seconded by Mr. Clemens and carried by unanimous vote.

CR 300 NORTH/PAY APPLICATIONS #2 & #3-

City Planner Jeremy Skinner presented two (2) pay applications to Phend & Brown for work completed on the CR 300 North Phase II project. Pay Application #2 is in the amount of \$367,395.90 and Pay

Application #3 is in the amount of \$657,810.44. Motion made by Mr. Clemens to approve both applications, seconded by Mr. Grose, carried by unanimous vote.

PAY APPLICATION/LPA VOUCHER (PE) #6/ANCHORAGE ROAD PROJECT/B&P-

Mr. Skinner presented a Pay Application to American Structurepoint, Inc. in the amount of \$6,313.42 for the Anchorage Road Project. Also included was LPA Voucher (PE) #6 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. Grose to approve the Pay Application and LPA Voucher (PE) #6, seconded by Mr. Clemens and carried by unanimous vote.

BUFFALO STREET PLAZA PROJECT/CHANGE ORDER-

Change Order #1 was approved for the Buffalo Street Plaza Project during the December 20, 2019 meeting. Mr. Skinner is asking for that Change Order to be voided until after construction on the project begins. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous vote.

PAY APPLICATION #4/NORTH POINTE DRIVE/B&P-

Mr. Skinner presented an invoice from Phend and Brown in the amount of \$93,979.87 for the North Pointe Drive Project. Motion made by Mr. Clemens to approve Payment Request #4, seconded by Mr. Grose carried by unanimous vote.

LEASE AGREEMENT/GRACE COLLEGE-

A Lease Agreement between the City and Grace College was presented for approval. The agreement is for the D.A.R.E. graduation to be held in the Manahan Orthopedic Capital Center on May 5, 2020. There will be no charge to the City. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

MICHIANA CONTRACTING/PAY APPLICATION #2/TRAFFIC SIGNAL MODERNIZATION PROJECT-

Street Department Superintendent Jeff Beeler requested approval of Pay Application #2 to Michiana Contracting for the Traffic Signal Modernization Project at Center and Buffalo Streets. The amount of the request is \$13,635.11. Motion made by Mr. Clemens to approve the payment, seconded by Mr. Grose, carried by unanimous vote.

IFA-SRF #44/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #44 to the Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for \$1,170.00 to NV Grant Services, LLC. in regards to the Plant Expansion Project was presented for approval. Payment comes from funds held at the Bank of New York (BNY) Mellon from the Revenue Bonds of 2018. Motion made by Mr. Grose to approve the payment to NV Grant Services, LLC seconded by Mr. Clemens carried by unanimous vote.

IFA-SRF #52/SEWER REHABILITATION PROJECT/WWTU-

Disbursement Request #52 for \$4,591.00 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 Engineering, seconded by Mr. Grose, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth thirteen (13) travel requests was presented: Police-eight (8); WWTU-four (4); and Fire-one (1). Motion made by Mr. Grose to approve the travel requests, seconded by Mr. Clemens, carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's Office submitted a special claim for approval of payment. The claim totals \$77,973.50. Motion was made by Mr. Clemens to approve the claims for payment, seconded by Mr. Grose. Motion carried by unanimous vote.

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket-\$4,233,694.28

Motion made by Mr. Clemens to approve the 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