

BOARD OF PUBLIC WORKS & SAFETY
FEBRUARY 7, 2020
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 7, 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 and Mayor Thallemer. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, City Planner Jeremy Skinner, Senior Assistant City Planner Justin Taylor, Park Maintenance Director Shaun Gardner, Park Recreation Director Sheila Wieringa, Street Superintendent Jeff Beeler, Police Chief Scott Whitaker, City Engineer James Emans, H/R Director Jennifer Whitaker, Alaister McFarren from WHA/HOW, others as listed on the attached attendance sheet, WRSW reporter Nick Deranek, InkFree News reporter Kory Stoneburner-Betts, and Times-Union reporter Teresa Carrane.

ABSENT: Board Member George Clemens.

The meeting was called to order by Mayor Thallemer followed by the Pledge of Allegiance. The start of the meeting was delayed by 22 minutes so a quorum would be present.

MINUTES-

The minutes from the January 17, 2020 Regular Session were presented for approval. Motion made by Mr. Grose to approve the minutes, seconded by Mayor Thallemer, carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

-2019 Annual Traffic Report

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 Indiana 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, May 17, 2020 with a rain date of Sunday May 31, 2020, and they requested the streets be closed from 7:00 a.m. until 6:00 p.m. Motion made by Mr. Grose approving the street closures for the Optimist Car Show, seconded by Mayor Thallemer, 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. Brainard, recorded document #2017020295

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

SUBORDINATION AGREEMENT/HOUSING AUTHORITY-

Warsaw Housing Authority requested approval of a Subordination Agreement between the City (Warsaw Housing Authority - "A Home of Your Own"), and the property owner of 118 S. Scott Street. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

CENTER, PIKE & WINONA LAKES CONSERVATION ASSOCIATION AGREEMENTS/PARKS-

Park Recreation Director Sheila Wieringa presented the following Lake Conservation Association agreements: The agreements state that the Parks Department will pay \$2,500.00 per year to each association to help with nature preservation, conservation and maintenance and more specifically stated in the agreements.

- Center Lake Conservation Association
- Pike Lake Conservation Association
- Winona Lake Conservation Association

Mr. Grose made a motion to approve the agreements, seconded by Mayor Thallemer, carried by unanimous vote.

PAVILION DESIGN DEVELOPMENT-

A proposal with Design Collaborative was presented for approval. Design Collaborative will provide design development, construction documents, bidding and construction administration services for the Pavilion and Park offices. Cost of the service will be \$135,000.00. Motion made by Mr. Grose to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote.

GRANT APPROVAL/CENTRAL PARK CONCERT SERIES-

Sheila Wieringa requested permission from the Board to accept a grant in the amount of \$5,000.00 from the Kosciusko County Community Foundation, Inc. in support of the Central Park Concert Series. Motion made by Mr. Grose to accept the funds, seconded by Mayor Thallemer, carried by unanimous vote.

PARK CONTRACTS-

Sheila Wieringa requested approval of the following contracts:

-“The Sound”- Summer Concert Series- \$2,000.00

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

-Ice Creations – Fall Family Fun - \$575.00

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

-Mary Dickison/Creative Comedy – Family Carnival - \$675.00

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

-Ken Ernsberger – Family Carnival -\$240.00

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

-Randy Martin – Family Carnival - \$255.00

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

-Darlene McCartney – Family Carnival - \$240.00

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

-Mellow Productions – Family Carnival - \$240.00

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

-Harold Keiser – Light Up The Night - \$300.00

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

-Kruger Doodles – Light Up The Night - \$275.00

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

-Mellow Productions – Light Up The Night - \$825.00

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

PAY APPLICATION #10/AIRPORT INDUSTRIAL PARK SEWER PROJECT-

City Planner Jeremy Skinner presented Pay Application #10 on behalf of the Redevelopment Authority for the Airport Industrial Park Sewer Project. The pay application is in the amount of \$49,540.75 to HRP Construction from bond proceeds held at Huntington Bank for the Redevelopment Authority Lease Rental Revenue Bonds 2018. Motion made by Mr. Grose to approve the payment, seconded by Mayor Thallemer, carried by unanimous vote.

PAY APPLICATION/LPA VOUCHER (PE) #7/ANCHORAGE ROAD PROJECT/B&P-

Mr. Skinner presented a Pay Application to American Structurepoint, Inc. in the amount of \$25,016.47 for the Anchorage Road 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. Grose to approve the Pay Application and LPA Voucher (PE) #7, seconded by Mayor Thallemer and carried by unanimous vote.

JOHN KIMPEL & ASSOCIATES/BUILDING & PLAN-

Mr. Skinner submitted a 2020 Rate Schedule for survey work to be performed by John Kimpel & Associates for the Building & Plan Department and other departments as needed. Motion made by Mr. Grose to approve the new rate schedule, seconded by Mayor Thallemer, carried by unanimous vote.

PAY APPLICATION #9/LPA VOUCHER (PE) #9/LINCOLN SCHOOL NEIGHBORHOOD SIDEWALK PROJECT/B&P-

Senior Assistant City Planner Justin Taylor presented Pay Application #9 to Troyer Group in the amount of \$23,543.00 for the Lincoln School Neighborhood Sidewalk Project. Also included was LPA Voucher (PE) #9 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 #9 and LPA Voucher (PE) #9, seconded by Mayor Thallemer and carried by unanimous vote.

2020 STOP ARM VIOLATION ENFORCEMENT GRANT (S.A.V.E.)/POLICE-

Police Chief Scott Whitaker 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 compliance with school bus stop arms. Warsaw may receive approximately \$12,000.00. Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

GRANT ACCEPTANCE/POLICE-

Chief Whitaker reported the following grants had been awarded to the Police Department through the National Highway Traffic Safety Administration in conjunction with the Town of Winona Lake, and Kosciusko County Traffic Safety Partnership,

1. DUI Taskforce - approximately \$8,000.00.
2. Non-Motorist - approximately \$9,000.00.
3. Click it to Live it (formerly known as Operation Pull Over (OPO)) - approximately \$6,000.00.

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

VEHICLE PURCHASE/STREET-

Street Department Superintendent Jeff Beeler requested permission to purchase a 2020 Ford F-350 cab chassis from Rice Ford. Cost of the new vehicle will be \$36,450.00. Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-

A New Hires/Changes in Payroll report was presented for approval: WWTU-one (1); Police-one (1) and Fire-two (2). Motion made by Mr. Grose to approve the report, seconded by Mayor Thallemer, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth a total of ten (10) travel requests was presented. Mayor-one (1); Police-three (3); Street-five (5); and Stormwater-one (1). Motion made by Mr. Grose approving the travel requests, seconded by Mayor Thallemer, and carried by unanimous vote.

ROTH IRA ADDITION TO 457 PLAN-

Human Resources Director Jennifer Whitaker requested permission to add a Roth IRA option to the 457 Plan offered to employees through One America. The City does not contribute to the plan that is optional/voluntary for employees through payroll deduction. Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$2,281,672.40

EOM Docket - \$1,665,746.49

Pension Docket- \$38,453.79

Motion made by Mr. Grose to approve the claims for payment, seconded by Mayor Thallemer, motion carried by unanimous vote.

OTHER ITEMS-

PAY APPLICATION #5/NORTH POINTE DRIVE/B&P-

Mr. Skinner presented an invoice from Phend and Brown in the amount of \$39,345.42 for the North Pointe Drive Project. Motion made by Mr. Grose to approve Payment Request #5, seconded by Mayor Thallemer carried by unanimous vote.

-Mayor Thallemer advised that Norfolk & Southern Railway will be moving into the City over the next several weeks to re-work/replace safety warning signals from the Pope Street crossing to the Lyon Street crossing. The project may take up to eight months to complete.

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