

BOARD OF PUBLIC WORKS & SAFETY
May 1, 2020
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 1, 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 George Clemens and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Planner Jeremy Skinner, Human Resources Director Jennifer Whitaker, and the following people joined the meeting by dial-in access through Go To Meeting: Board Member Jeff Grose, City Attorney Scott Reust, and Street Superintendent Jeff Beeler. The meeting was also presented live over the City's web-site at <https://www.warsaw.in.gov>.

ABSENT: None noted.

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

MINUTES-

The minutes from the April 17,2020 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mr. Clemens, and by a roll call vote of all members the motion was carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATION-

None presented.

NEW BUSINESS-

KOSCIUSKO COUNTY ECONOMIC DEVELOPMENT CORPORATION (KEDCO) MOU-

A Memorandum of Understanding (MOU) between the City and KEDCO was presented for approval. The MOU states that the City will contribute \$100,000.00 to KEDCO for a Small Business Relief Fund for business within the City limits, and further stated in the MOU. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, and by a roll call vote of all members the motion was carried by unanimous vote.

CLEARLY KOSCIUSKO BRANDING AGREEMENT-

A Trademark License Agreement was presented for approval. The agreement allows the City to use "Clearly Kosciusko" logo in conjunction with a collaborative branding effort in partnership with the Lilly Center for Lakes & Streams, Kosciusko County Convention and Visitors Bureau, Kosciusko Chamber of Commerce and KEDCO. There will be no cost to the City. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, and by a roll call vote of all members the motion was carried by unanimous vote.

MARKET STREET PHASE II PROJECT CHANGE ORDERS #10 THRU #11-

The following Change Orders for the Market Street Phase II project were presented for consideration;

#10-Street ID Signs, increase of \$4,042.08.

#11-Material Overruns, increase of \$107,087.82.

These change orders, along with other previously approved change orders, increase the total amount of the project by \$111,129.90. Motion made by Mr. Clemens to approve Change Orders #10 and #11, seconded by Mr. Grose, and by a roll call vote of all members the motion was carried by unanimous vote.

ARGONNE ROAD STUDY-

Approval to commission a study with Anderson & Bohlander, LLC, in coordination with Winona Lake and KEDCO was presented. The study will highlight redevelopment opportunities along Argonne Road. The cost of the study will be shared between the City and Winona Lake with the City's portion being \$15,000.00. Motion made by Mr. Grose to approve the study, seconded by Mr. Clemens, and by a roll call vote of all members the motion was carried by unanimous vote.

USI ENGINEERING CONTRACT/CENTER, LAKE, & INDIANA STREETS-

An agreement between the City and USI Consultants, Inc. was presented for approval. The agreement provides for engineering design services for traffic signal modernization at the intersections of Center

and Lake Streets, and Center and Indiana Streets. Cost of the agreement is \$60,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, and by a roll call vote of all members the motion was carried by unanimous vote.

COMMUNITY CROSSING GRANT CONTRACT/INDOT-

An Award Letter and contract between the City and the Indiana Department of Transportation (INDOT) was presented for approval. The contract is for the 2020 Community Crossings Grant award of \$497,822.00 that will be used for the reconstruction of Lincoln Drive from Lincoln Street to the end, and on Johnson Street from Lindberg Drive to Lincoln Drive. Motion made by Mr. Grose to approve the award letter and contract, seconded by Mr. Clemens, and by a roll call vote of all members the motion was carried by unanimous vote.

WAGGONER-IRWIN-SCHEELE/PERSONNEL POLICY HANDBOOK REVIEW & UPDATES-

An agreement for consulting services between the City and Waggoner-Irwin-Scheele was presented for approval. Waggoner will review and update the City's Personnel Policy Handbook. Cost of the service is estimated at \$15,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, and by a roll call vote of all members the motion was carried by unanimous vote.

NEW HIRES/CHANGES IN PAYROLL REPORT-

The Human Resources Department presented a new hire/change in payroll report listing three (3) new hires all within the Police Department as well as "Summer/Seasonal Part-Time All Dept for Summer/Seasonal Needs/Projects/Programs". Motion made by Mr. Clemens to approve the report, seconded by Mr. Grose, and by a roll call vote of all members the motion was carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's Office submitted several special claims for approval of payment. The claims totaled \$405,000.00. Motion made by Mr. Grose to approve the special claims, seconded by Mr. Clemens, and by a roll call vote of all members the motion was carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$1,724,512.78

End of Month - \$1,471,593.40

Pension Docket - \$46,632.51

Motion made by Mr. Clemens to approve all the claims for payment, seconded by Mr. Grose, and by a roll call vote of all members the motion was 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