

BOARD OF PUBLIC WORKS & SAFETY
JUNE 5, 2020
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, June 5, 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 Mayor Joseph M. Thallemer and George Clemens. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Assistant City Planner Justin Taylor, Park Activities Director Sheila Wieringa, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Mayor's Assistant Staci Young, and InkFree News reporter Laska Randals.

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 May 15, 2020 Regular Session were presented for approval. Mr. Clemens made a motion to approve the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

RECOGNITION OF VISITORS-

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS-

REQUEST TO PURCHASE NEW VEHICLES/POLICE-

Police Chief Scott Whitaker requested to seek sealed quotes to purchase two (2) new police vehicles. He would like to purchase two (2) Ford Police Interceptor Utility Vehicles. Motion made by Mr. Clemens to accept the request, seconded by Mayor Thallemer, carried by unanimous vote.

MEMORANDUM OF UNDERSTANDING (MOU)/COVID-19 TESTING-

An MOU between the City and Kosciusko County was presented for approval. The MOU states the City will contribute \$100,000.00 and the County will contribute \$200,000.00 from CARES Act funding to offer free testing for citizens within the County that may have developed COVID-19. Motion made by Mr. Clemens to approve the MOU, seconded by Mayor Thallemer, carried by unanimous vote.

ARCHIVE SOCIAL, INC./MEDIA ARCHIVING SERVICES-

The Mayor's Assistant, Staci Young, requested permission to enter into a software license agreement with Archive Social, Inc. who will provide social media archiving services for the City. Cost of the agreement will be \$4,788.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

MALWAREBYTES SOFTWARE LICENSING-

A quote from BIT Techs was presented to renew the City's Malwarebytes software license for antivirus, malware and spyware protection of the City's computers and server equipment. The protection will cost \$12,596.67 and will be split between departments. Motion made by Mr. Clemens to approve the quote, seconded by Mayor Thallemer, carried by unanimous vote.

PARK CONTRACTS-

The following contracts for Park programs were presented for approval:

1. Bill Kolter (Blues Deville)- Central Park Concert Series, July 10, 2020 - \$1,000.00.

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

2. Mason Geiger Photography & Film, LLC- Family Carnival, July 31, 2020 - \$550.00.

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

3. Heather Widner- Four (4) Digital Painting Classes- not to exceed \$1,200.00.

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

URBAN RETREND/ENCROACHMENT AGREEMENT/B&P-

An Encroachment Agreement between the City and Urban Retrend, LLC was presented for approval. The encroachment involves the east-west alleyway between the building located at 114 S. Buffalo Street and City Hall, 102 S. Buffalo Street. The area will be used for dining purposes and further described in the agreement. After discussion Mr. Clemens made a motion to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

PAY APPLICATIONS/LPA VOUCHERS (PE) #10 & #11/ANCHORAGE ROAD PROJECT/B&P-

Senior Assistant City Planner Justin Taylor presented a Pay Application to American Structurepoint, Inc. in the amount of \$6,162.54 and another Pay Application to American Structurepoint, Inc. in the amount of \$3,241.54 for the Anchorage Road Project. Also included was LPA Vouchers (PE) #10 and #11 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 the Pay Applications and LPA Vouchers (PE) #10 and #11, seconded by Mayor Thallemer and carried by unanimous vote.

PAY APPLICATION #13/AIRPORT INDUSTRIAL PARK SEWER PROJECT-

Pay Application #13 on behalf of the Redevelopment Authority for the Airport Industrial Park Sewer Project was reviewed. The Pay Application is in the amount of \$401,964.22 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 Mayor Thallemer, carried by unanimous vote.

PAY APPLICATION/LPA VOUCHER (PE) #13/LINCOLN SCHOOL NEIGHBORHOOD SIDEWALK PROJECT/B&P-

A Pay Application to Troyer Group in the amount of \$8,383.78 for the Lincoln School Neighborhood Sidewalk Project was presented for approval. Also included was LPA Voucher (PE) #13 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 the Pay Application and LPA Voucher (PE) #13, seconded by Mayor Thallemer and carried by unanimous vote.

NEW HIRES/CHANGES IN PAYROLL REPORT-

A list of eleven (11) payroll changes was presented for approval: Street-one (1); Park- six (6); Cemetery-one (1); Police-three (3). Motion made by Mr. Clemens to approve the report, seconded by Mayor Thallemer, carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's Office submitted a special claim totaling \$1,000.00. Motion made by Mr. Clemens to approve the claim for payment, seconded by Mayor Thallemer, motion carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$1,884,126.16

EOM Docket - \$384,656.57

Police & Fire Pension Docket - \$35,467.71

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

OTHER MATTERS-

WASTEWATER/STORMWATER LATE PAYMENT SUSPENSION-

Governor Holcomb declared a Public Health Emergency on March 6, 2020, in Executive Order #20-02 due to the Covid-19 Pandemic. Since the declaration the City has not imposed late charges on wastewater/stormwater fees, nor have any liens been filed against property that is more than ninety (90) days delinquent. After discussion, it was decided that late charges would be reinstated for the August billing cycle and the filing of liens will resume. Motion made by Mr. Clemens to approve the resumption of the fees and liens with the August billing cycle, seconded by Mayor Thallemer, 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