

BOARD OF PUBLIC WORKS & SAFETY  
June 19, 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 19, 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, Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Street Superintendent Dustin Dillon, City Planner Director Jeremy Skinner, Senior City Planner Justin Taylor, City Engineer James Emans, Wastewater Utility Supervisor Brian Davison, Park Superintendent Larry Plummer, Police Chief Scott Whitaker, HR Director Jennifer Whitaker, and reporter Laska Randels from InkFree News. The meeting was also available for call-in access through Go To Meetings with no known participants calling in.

**ABSENT:** None noted

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

#### **MINUTES-**

The minutes from the June 5, 2020 Regular Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented, seconded by Mr. Grose, motion carried by unanimous vote.

#### **NEW BUSINESS-**

##### **OPENING OF SEALED QUOTES FOR TWO POLICE VEHICLES-**

During a previous meeting, permission had been granted to the Police Department to seek quotes for two (2) new Ford police utility vehicles. One quote was received from:

1. Kerlin Ford - \$66,726.98

After review of the bid by Police Chief Scott Whitaker and City Engineer James Emans, Chief Whitaker recommended the bid be awarded to Kerlin. Mr. Grose made a motion to approve the bid, seconded by Mr. Clemens, carried by unanimous vote.

##### **HOUSING OPPORTUNITIES OF WARSAW/RELEASE OF MORTGAGE-**

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

1. Brainard, recorded document #2017050974

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

##### **STREET CLOSURES-**

The following Street Closures were presented for approval:

1. One Warsaw, Inc., 100 block of West Center Street, Saturday September 19, 2020 from 2:30 p.m. thru 10:00 p.m. Rain date is Saturday September 26, 2020.

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

2. "I'm Going To Love You Thru It", 100 block of East and West Center Street, and 100 block of North and South Buffalo Street, Saturday July 25, 2020 from 10:00 a.m. thru 7:00 p.m.

Mayor Thallemer asked that this request be tabled. Motion made by Mr. Grose to table this request, seconded by Mr. Clemens carried by unanimous vote.

##### **FOURTH OF JULY CELEBRATION FIREWORKS/PARKS-**

Parks Superintendent Larry Plummer presented an agreement between the City of Warsaw and Winona Lake Independence Day Celebration, Inc. The Parks Department will contribute \$3,500.00 towards the purchase of fireworks for the annual Warsaw-Winona Lake Fireworks Show to be held on the evening of July 4, 2020, with a rain date of July 5, 2020. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, motion carried by unanimous vote.

##### **CHANGE ORDER #1/BUFFALO STREET PLAZA PROJECT-**

City Planner Jeremy Skinner presented Change Order #1 for the Buffalo Street Plaza Project. Additional pile foundations were needed due to depth issues, there was a change in the pile testing requirements, and an adjustment from double sided piles to single sided piles resulted in a total reduction of \$14,428.50. This Change Order brings the original contract price with Selge Construction from \$2,511,264.30 to \$2,496,835.80. Motion made by Mr. Clemens to approve the Change Order, seconded by Mr. Grose, carried by unanimous vote.

**BUFFALO STREET PLAZA/PAY APPLICATION #2/B&P-**

Mr. Skinner presented Pay Application #2 for the Buffalo Street Plaza project. Selge Construction Inc. is requesting \$150,124.05 for work completed to date. Motion made by Mr. Grose to approve the pay application, seconded by Mr. Clemens, and carried by unanimous vote.

**LPA VOUCHER (PE) #14/LINCOLN SCHOOL NEIGHBORHOOD SIDEWALK PROJECT/B&P-**

Senior City Planner Justin Taylor presented a pay request to Troyer Group in the amount of \$1,638.65 for the Lincoln School Neighborhood Sidewalk Project. Also included was LPA Voucher (PE) #14 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 request and LPA Voucher (PE) #14, seconded by Mr. Clemens, carried by unanimous vote.

**MEMORANDUM OF UNDERSTANDING (MOU)/LILLY CENTER FOR LAKES & STREAMS/STORMWATER-**

A MOU was presented between the City (Stormwater Utility) and the Lilly Center for Lakes & Streams as a collaborative effort for K-12 public education and outreach, in accordance to MS4 requirements. Total cost of all the items listed in the MOU is \$7,600.00. Motion was made by Mr. Clemens to accept the MOU, seconded by Mr. Grose, carried by unanimous vote.

**IFA-SRF #58/SEWER REHABILITATION PROJECT/WWTU-**

Disbursement Request #58 for \$1,009.00 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 pay request, seconded by Mr. Grose, carried by unanimous vote.

**IFA-SRF #57/PLANT EXPANSION PROJECT/WWTU-**

A Pay Application for \$1,170.00 to NV Grant Services, LLC 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. Grose to approve the payment to NV Grant Services, LLC, seconded by Mr. Clemens, carried by unanimous vote.

**IFA-SRF #58 & # 59/PLANT EXPANSION PROJECT/WWTU-**

Disbursement Requests #58 for \$17,309.00 and Disbursement Request #59 for \$63,079.00 to Wessler Engineering in regards to the Wastewater Plant Expansion Project were presented for approval. The applications 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. Grose to approve the pay requests, seconded by Mr. Clemens, carried by unanimous vote.

**IFA-SRF #60/PLANT EXPANSION PROJECT/WWTU-**

Disbursement Request #60 for \$64,602.00 to Wessler Engineering in regards to the Wastewater 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 pay request, seconded by Mr. Grose, carried by unanimous vote.

**IFA-SRF #61/PLANT EXPANSION PROJECT/WWTU-**

Disbursement Request #61 for \$1,204,997.00 to Kokosing Industrial, Inc. in regards to the Plant Expansion Project was presented for approval. This is Kokosing's 15<sup>th</sup> 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. Grose to approve the pay request, seconded by Mr. Clemens, carried by unanimous vote.

**2020 TAKE- HOME VEHICLES-**

Two (2) Take-Home Vehicle Request Forms were presented for approval, both for employees in the Street Department to be used to drive back and forth from work, as well as weather call-outs. All are charged per IRS guidelines. Motion made by Mr. Clemens to approve the Take-Home Vehicle Requests, seconded by Mr. Grose, carried by unanimous vote.

**NEW HIRES/CHANGES IN PAYROLL REPORT-**

A list of five (5) new hires/payroll changes was presented for approval: Street-three (3); Fire-one (1); WWTU-one (1). Motion made by Mr. Grose to approve the report, seconded by Mr. Clemens, carried by unanimous vote.

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

Regular Docket - \$4,290,511.90

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

**OTHER MATTERS-**

-Mayor Thallemer gave an update on COVID-19, with positive cases slowing within the State overall but increasing locally. He made an appeal for all to wear a face mask when in public spaces.

**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