

BOARD OF PUBLIC WORKS & SAFETY  
NOVEMBER 20, 2020  
11:15 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, November 20, 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 and Board Member Jeff Grose attended virtually through GoToMeeting. Also present Clerk-Treasurer Lynne Christiansen, Deputy Police Chief Bryan Sherwin and HR Director Jennifer Whitaker with City Attorney Scott Reust, City Planner Jeremy Skinner, Senior Assistant City Planner Justin Taylor, City Engineer James Emans and local attorney Steve Snyder attending virtually.

**ABSENT:** None noted.

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

**MINUTES-**

The minutes from the November 6, 2020 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mr. Clemens, and by roll call carried by unanimous vote.

**NEW BUSINESS-**

**PARKS CONTRACT-**

The following Parks contract was presented for approval:

-Harold Keiser – 2020 Virtual Santa Visits - \$1,500.00.

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

**BUFFALO STREET PLAZA/PAY APPLICATION #7/B&P-**

Pay Application #7 for the Buffalo Street Plaza project was presented for approval. Selge Construction, Inc. is requesting \$266,297.25 for work completed to date. Motion made by Mr. Clemens to approve the pay application, seconded by Mr. Grose, and by roll call carried by unanimous vote.

**DEEDS OF DEDICATION-**

City Planner Jeremy Skinner presented two Deeds of Dedication from two property owners along Commerce Drive. The deeds are for the public way along a portion of Commerce Drive that has been improved and the City will maintain. A survey completed by Walker & Associates was included with the deeds that show four (4) tracts of land. It was noted that Tract II of the survey is not included in the deeds. However, the deed from U.S. Management of Warsaw, LLC does include a legal description titled as "TRACT II". Attorney Steve Snyder, who represents the property owners, explained that the deeds' legal descriptions are for Tracts I, III, and IV (1, 3, and 4) and do not include Tract II of the survey. Tract II of the survey is a small triangular piece of property next to the STAPLES store and Mr. Snyder is still in the process of having that property dedicated as well. After discussion a motion was made by Mr. Grose to approve the Deeds of Dedication, seconded by Mr. Clemens, and by roll call carried by unanimous vote.

**THOMAS EARHART AGREEMENT/CODE HEARING OFFICER/B&P-**

An agreement between the City of Warsaw and attorney Thomas Earhart was presented for approval. The agreement, for \$900.00 per hearing session for the year 2021, retains the services of Mr. Earhart as an Independent Hearing Officer and Administrative Law Judge for the City's Code Enforcement. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, and by roll call carried by unanimous vote.

**ELEMENTS SX PERMIT SOFTWARE-**

An agreement with Novotx LLC to design and implement digital permitting through Elements SX software was presented for approval. The software is expected to ease the permit application time in the Building and Plan Department and the cost will be \$54,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, and by roll call carried by unanimous vote.

**CITY HALL SERVER ROOM PARTITION WALL-**

A proposal with Commercial Builders & Maintenance (CBM) was presented for approval. CBM will install a new partition wall in the IT server room at City Hall plus other services. Cost of the proposal is \$3,733.00. Motion made by Mr. Grose to approve the proposal, seconded by Mr. Clemens, and by roll call carried by unanimous vote.

**SHORT-TERM DISABILITY (STD) POLICY REVISION-**

Human Resources Director Jennifer Whitaker requested a revision to the City's STD policy. The revision adds options for employees to choose, as well as active status language. Motion made by Mr. Clemens to approve the new policy, seconded by Mr. Grose, carried by unanimous vote.

**NEW HIRE/CHANGE IN PAYROLL REPORT-**

A New Hire/Change in Payroll report was presented for approval: Police-four (4). Motion made by Mr. Grose to approve the report, seconded by Mr. Clemens, and by roll call carried by unanimous vote.

**CLAIM DOCKET-**

The following claim docket was presented for approval:

Regular Docket - \$4,215,456.26.

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

**OTHER MATTERS-**

**POLICE GARAGE ROOF BIDS-**

Bids were solicited for roof replacement of the multi-bay garage located at the Police Department.

Bids were received from:

-CMS Roofing, Inc. -\$97,810.00 (base bid)

-Fort Wayne Roofing - \$106,600.00 (base bid)

Motion made by Mr. Grose to take the bids under advisement, seconded by Mr. Clemens, 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