

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 4, 2020
11:15 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 4, 2020 at 11:15 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, Fire Territory Chief Mike Wilson, Street Superintendent Dustin Dillon, Wastewater Treatment Plant Manager Brian Davison, and Human Resource Director Jennifer Whitaker. City Attorney Scott Reust, City Planner Jeremy Skinner, Senior Assistant City Planner Justin Taylor, City Engineer James Emans, Police Chief Scott Whitaker, Police Captain Joel Beam, and Airport Manager Nick King all participated virtually.

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 November 20, 2020 Regular Session were presented for approval. Motion made by Board member Clemens to approve the minutes as presented, seconded by Mayor Thallemer, and carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

-Wastewater Payment Office billing adjustment report. Motion made by Mr. Clemens to approve the report, seconded by Mayor Thallemer, carried by unanimous vote.

UNFINISHED BUSINESS-

BID AWARD/POLICE GARAGE ROOF-

Bids were opened during the November 20th meeting for a new roof on the Police Department multi-bay garage. After review it was determined that CMS Roofing Inc. was the lowest responsive bidder at a price of \$97,810.00. Motion made by Mr. Clemens to accept the bid from CMS, seconded, by Mayor Thallemer, carried by unanimous vote.

ACCEPTANCE OF C.H.I.R.P. GRANT-

Police Captain Joel Beam requested permission to accept the Comprehensive Highway Injury Reduction Program (C.H.I.R.P.) funding of \$20,000.00 for fiscal grant period of October 1, 2020 through September 31, 2021. Motion made by Mr. Clemens to approve the funding, seconded by Mayor Thallemer, carried by unanimous vote.

NEW BUSINESS-

POLICE GARAGE ROOF PROJECT CONTRACT-

A contract from CMS Roofing, Inc. was presented for approval. The contract is for labor for the removal of the current roof and replacement of the new roof with a twenty (20) - year product for the multi-bay garage located at the Police Department. Material costs are not included in the contract and will be presented to the Board at a later date. Motion made by Mr. Clemens to approve the contract with CMS, seconded by Mayor Thallemer, carried by unanimous vote.

HANGAR DOOR REPLACEMENT CONTRACT/ROBINSON CONSTRUCTION-

Robinson Construction was recently approved as the lowest bidder for the Hangar Door Replacement at the Airport; today the contract for \$644,262.00 is being presented for approval. Motion made by Mr. Clemens to approve the contract with Robinson Construction, seconded by Mayor Thallemer, carried by unanimous vote.

BATTALION CHIEF COMMAND VEHICLE-

Fire Territory Chief Mike Wilson requested permission to purchase a 2021 Chevrolet Battalion Chief Command Vehicle through Source Well and National Auto Fleet Group at a price of \$89,955.24. Motion made by Mr. Clemens to approve the purchase, seconded by Mayor Thallemer, carried by unanimous vote.

INDIANA DEPARTMENT OF HOMELAND SECURITY (IDHS) AIR-CARE MAX FOGGER GRANT-

Chief Wilson requested permission to apply for a grant through IDHS to receive sanitizing foggers. The hand-held foggers can be used to sanitize inside of vehicles as well as buildings. Motion made by Mr. Clemens to approve the application, seconded by Mayor Thallemer, carried by unanimous vote.

AMERICAN FIDELITY ASSURANCE COMPANY/HEALTH/FLEXIBLE SPENDING/VOLUNTARY ACCOUNTS/HR-

Human Resources Director Jennifer Whitaker presented an agreement with American Fidelity Assurance Company to provide City Employees Section 125 Compliance for health/dental pre-taxed premiums. American Fidelity also offers other voluntary plans to employees as well as participation in flexible spending accounts for medical expenses not paid by the City's health and dental plans and for dependent day care expenses as well. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

2021 TAKE- HOME VEHICLES-

A "2021 Take-Home Vehicle List" was presented for approval. It shows a list of those employees with City vehicles to be used to drive back and forth from work, as well as weather call-outs as needed. The Mayor's vehicle is the only authorized vehicle that may be used for personal miles. All are charged per IRS guidelines with the exception of the traffic signal repair vehicle. Motion made by Mr. Clemens to approve the Take-Home Vehicle requests, seconded by Mayor Thallemer, carried by unanimous vote.

NEW HIRES/CHANGES IN PAYROLL REPORT/SALARY WAGE SUMMARY REPORT-

A New Hire/Changes in Payroll report was provided for approval: Street - one (1); Clerk -one (1) and more specifically set forth on the list attached to minutes. Also a 2021 Wage Summary was attached showing wages to be paid hourly, bi-weekly, and per meeting for employees, elected officials and board/commission members. Motion made by Mr. Clemens to approve the New Hire/Changes in Payroll report and summary, seconded by Mayor Thallemer carried by unanimous vote.

ANCHORAGE ROAD PROJECT ENGINEERING AMENDMENT #1-

City Planner Jeremy Skinner presented Amendment #1 for engineering of the Anchorage Road Project. The original agreement with Structurepoint did not include the right-of-way design portion of the project due to having the preliminary design in place before finalizing the right-of way design. Cost of the amendment will be \$70,050.00, and also changes the contract price from \$494,670.00 to \$454,050.00. Motion made by Mr. Clemens to approve the amendment, seconded by Mayor Thallemer, carried by unanimous vote.

PAY APPLICATION/LPA VOUCHER (PE) #15/ANCHORAGE ROAD PROJECT/B&P-

Mr. Skinner presented a Pay Application to American Structurepoint, Inc. in the amount of \$5,184.01 for the Anchorage Road Project. Also included was LPA Voucher (PE) #15 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 Voucher (PE) #15, seconded by Mayor Thallemer, carried by unanimous vote.

CHANGE ORDER #3/BUFFALO STREET PLAZA PROJECT-

Change Order #3 for the Buffalo Street Plaza Project was presented. The Changer Order asks for an extension of the completion date due to shortage of building materials and an addition of a pressure tank for the interactive fountain. The change order adds \$850.00 to the contract with an updated amount of \$2,197,320.80 from the original contract amount of \$2,511,264.30 with Selge Construction Motion made by Mr. Clemens to approve the Change Order, seconded by Mayor Thallemer, carried by unanimous vote.

JOHN KIMPEL & ASSOCIATES/BUILDING & PLAN-

Mr. Skinner submitted a 2021 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. Clemens to approve the new rate schedule, seconded by Mayor Thallemer, carried by unanimous vote.

LINCOLN SIDEWALK PROJECT COORDINATION CONTRACT WITH INDIANA DEPARTMENT OF TRANSPORTATION (INDOT)-

Senior Assistant City Planner Justin Taylor presented a contract with INDOT for acquisition of right-of-way parcels along the Lincoln Sidewalk Project route and receiving reimbursement from the State for the cost. Motion made by Mr. Clemens to approve the Coordination Contract, seconded by Mayor Thallemer, carried by unanimous vote.

LPA VOUCHER (PE) #19/LINCOLN SCHOOL NEIGHBORHOOD SIDEWALK PROJECT/B&P-

Mr. Taylor presented a Pay Request to The Troyer Group, Inc. in the amount of \$872.00 for the Lincoln School Neighborhood Sidewalk Project. Also included was LPA Voucher (PE) #19 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 request and LPA Voucher (PE) #17, seconded by Mayor Thallemer, carried by unanimous vote.

PAY APPLICATION #6 (FINAL)/LINCOLN DR. & JOHNSON ST. RECONSTRUCTION PROJECT-

Pay Application #6 to Phend & Brown for work done at the Lincoln/Johnson Reconstruction site was presented for approval. The amount is \$51,672.17 and is the final pay application for the project. Motion made by Mr. Clemens to approve Pay Application #6 to Phend & Brown, seconded by Mayor Thallemer, carried by unanimous vote.

JENKINS DESIGN AND CONSULTING CONTRACT-

Street Superintendent Dustin Dillon presented a contract for approval. Jenkins Design and Consulting will provide design services and site analysis for the renovation/relocation of the Public Works Department. Cost of the services will be \$10,300.00. Motion made by Mr. Clemens to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote.

CITY/COUNTY ROAD MAINTENANCE MEMORANDUM OF AGREEMENT (MOU)/2021-

Mr. Dillon presented an MOU between the City and the County for certain road maintenance issues in outlying areas of the City. The MOU list snow removal, ice treatment, and pothole patching on various streets and roads. Motion made by Mr. Clemens to approve the MOU, seconded by Mayor Thallemer, carried by unanimous vote.

ARGONNE ROAD STORM SEWER IMPROVEMENTS DESIGN PROPOSAL/WESSLER ENGINEERING-

A proposal with Wessler Engineering was presented for approval. Wessler will perform survey and field investigation phase, design phase, permit phase, and bid phase for the Argonne Road Storm Sewer Improvement Project. Cost of the services is not to exceed \$30,500.00. Motion made by Mr. Clemens to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote.

KELLY PARK POND DESIGN PROPOSAL/CHRISTOPHER B. BURKE-

A proposal with Christopher B. Burke Engineering, LLC was presented for approval. Burke will provide design plans, bid documents, construction stormwater permitting, and wetland permitting for the rejuvenation of the Kelly Park pond. Cost is not to exceed \$63,000.00. Motion made by Mr. Clemens to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote.

MCKINLEY STORM SEWER RELOCATION DESIGN PROPOSAL/CHRISTOPHER B. BURKE-

Another proposal with Christopher B. Burke Engineering, LLC for the McKinley Storm Sewer Relocation Project was presented for approval. Burke will provide data gathering/verification, design drawings, and bidding assistance for the project at a cost not to exceed \$21,500.00. Motion made by Mr. Clemens to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote.

CONTRACT/GRANITE INLINER/CENTER LAKE STORM SEWER REHABILITATION PROJECT-

Granite Inliner was awarded the bid for the Center Lake Storm Sewer Rehabilitation Project at the November 6th meeting. Today the contract is being presented for approval. Cost of the project is \$219,922.00. Motion made by Mr. Clemens to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote.

PARK AVENUE STORM SEWER IMPROVEMENTS DESIGN/WESSLER ENGINEERING-

A proposal with Wessler Engineering for the Park Avenue Storm Sewer Improvements was presented for approval. Wessler will offer survey, design, permit, and bid support for the project. Cost is not to exceed \$35,000.00. Motion made by Mr. Clemens to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote.

MS4 PERMIT SUPPORT/WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS, INC.-

A proposal with Wood Environment was presented for approval. Wood will help with consulting services for Water Quality Characterization Report as part of the MS4 permitting and at a cost not to exceed \$28,800.00. Motion made by Mr. Clemens to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

IFA-SRF #82/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #82 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. Clemens to approve the payment to Wessler Engineering, seconded by Mayor Thallemer, carried by unanimous vote.

IFA-SRF #83/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #83 for \$14,465.00 to Wessler Engineering 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. Clemens to approve the payment to Kokosing, seconded by Mayor Thallemer, carried by unanimous vote.

IFA-SRF #84/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #84 for \$716,318.00 to Kokosing Industrial, Inc. in regards to the Plant Expansion Project was presented for approval. This is Kokosing's 20th pay application. The request 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 payment to Kokosing, seconded by Mayor Thallemer, carried by unanimous vote.

IFA-SRF #85/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #85 for \$60,021.00 to Wessler Engineering 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. Clemens to approve the payment to Kokosing, seconded by Mayor Thallemer, carried by unanimous vote.

IFA-SRF #65/SEWER REHABILITATION PROJECT/WWTU-

Disbursement Request #65 for \$8,468.00 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 payment to Wessler, seconded by Mayor Thallemer, carried by unanimous vote.

KOSCIUSKO COUNTY FARMER'S MARKET 2021 AGREEMENT-

An agreement with Kosciusko County Farmer's Market, LLC, allowing the Farmers Market access to the road area of the 100 block of West Center Street (situated between Buffalo Street and Lake Street) and/or the adjacent City Hall Plaza. The Market will operate every Saturday 9:00 a.m. until 1:00 p.m. from May 1, 2021 until October 30, 2021. Motion made by Mr. Clemens to accept the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

ANIMAL WELFARE LEAGUE 2021 AGREEMENT-

An agreement with the Animal Welfare League (AWL) was presented for approval. AWL will provide and accept temporary care and/or disposition of animals that may be found within the City limits. Cost of the services will be \$30,000.00 for 2021. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

ROCKHILL PINNICK, LLP/LEGAL SERVICES-

An agreement for legal services with Rockhill Pinnick, LLP was presented for approval. The annual contract amount is \$79,200.00, payable in monthly installments of \$6,600.00. Some work will be at the hourly rate set at \$220.00, more specifically set forth within the agreement. Motion was made by Mr. Clemens to approve the contract effective January 1, 2021 thru December 31, 2021, seconded by Mayor Thallemer, carried by unanimous vote.

WARSAW HOUSING AUTHORITY (WHA) 2021 AGREEMENT-

An agreement with WHA was presented for approval. WHA will provide safe and sanitary dwelling accommodations for low income persons and administer Section 8 Rental Assistance as well. Cost of the services will be \$35,000.00 for 2021. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

KOSCIUSKO COUNTY ECONOMIC DEVELOPMENT (KEDCO) 2021 AGREEMENT-

An agreement with KEDCO was presented for approval. KEDCO will assist the City in promoting commercial, industrial and civic development at a cost of \$80,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

SPECIAL EVENTS COORDINATOR-

An agreement between the City of Warsaw and Paula Bowman as Special Events Coordinator for downtown events in the amount of \$666.67 per month/\$8,000.04 annually for 2021 was presented for approval. Motion made by Mr. Clemens to approve the Agreement, seconded by Mayor Thallemer, carried by unanimous vote.

2021 CONTRACTS WITH NOT-FOR-PROFITS-

The following Agreements for were presented for approval.

- (1) Baker Youth Club - \$10,000.00
- (2) Beaman Home - \$8,900.00
- (3) CCAC - City County Athletic Complex - \$20,000.00
- (4) Joe's Kids - \$6,000.00
- (5) KABS - Kosciusko Area Bus Service - \$11,900.00
- (6) Kosciusko Community Senior Services - \$20,000.00
- (7) Kosciusko Home Care & Hospice - \$5,000.00
- (8) Lilly Center for Lakes & Streams, Grace College - \$20,000.00
- (9) WCDC - Warsaw Community Development Corporation - \$23,180.00
- (10) Warsaw Little League - \$5,000.00

Motion made by Mr. Clemens to approve the Not-for-Profit contracts listed for 2021, seconded by Mayor Thallemer, motion carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval.

- Regular Docket - \$1,691,872.12
End of the Month Docket - \$72,950.76
Police & Fire Pension Docket - \$35,828.15

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