

BOARD OF PUBLIC WORKS & SAFETY

May 7, 2021

11:15 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 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 Jeff Grose, George Clemens and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Fire Chief Mike Wilson, Police Chief Scott Whitaker, Police Captain Joel Beam, City Planner Justin Taylor, WWTU Manager Brian Davison, Street Superintendent Dustin Dillon, City Engineer James Emans, GIS Coordinator Mary Haberman, Human Resources Director Jennifer Whitaker, Attorney Steve Snyder, and InkFree News reporter Laska Randels. Community Development Director Jeremy Skinner joined virtually.

ABSENT: None noted.

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

MINUTES-

The minutes from the April 16, 2021 Regular Session were presented for approval. Mr. Clemens made a motion to approve the minutes as presented, seconded by Mayor Thallemer, carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATION-

1. Wastewater Utility Payment Office April 2021 billing adjustment report.
2. Fire Territory Five-Year Capital Asset Plan.

NEW BUSINESS-

OPENING OF SEALED QUOTES FOR FOUR POLICE VEHICLES-

During a previous meeting, permission had been granted to the Police Department to seek quotes for three (3) new Ford police utility vehicles. Quotes were opened and received from:

1. Kerlin Ford - \$100,712.16 (\$33,570.72 each unit).
3. Rice Ford - \$102,096.96 (\$34,032.32 each unit).

Mr. Grose made a motion to take the bids under advisement, seconded by Mr. Clemens, carried by unanimous vote.

STREET CLOSURE-

The following street closure was requested-

- One Warsaw, Inc. /"Celebrating Us"- 100 block of W. Center Street, September 18, 2021, 2:30 p.m.- 10:00 p.m. Rain Date September 25th.

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

BAKER TILLY ENGAGEMENT LETTER/FIRE-

An engagement letter with Baker Tilly was presented for approval. Baker Tilly will provide financial and budget analysis for the Fire Territory. Motion made by Mr. Clemens to approve the services, seconded by Mr. Grose, carried by unanimous.

CURRENT FIRE PROTECTION AGREEMENT-

Fire Chief Mike Wilson presented an agreement with Current Fire Protection. Current will perform an inspection of the fire suppression system at Station 3. Cost of the service will be \$265.00 for 2021; \$325.00 for 2022; and \$340.00 for 2023. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens carried by unanimous vote.

INDIANA DEPARTMENT OF NATURAL RESOURCES (DNR) EXCESS PROPERTY AGREEMENT-

Chief Wilson presented an agreement between the Fire Territory and the DNR to receive excess property from the DNR. The property consists of four (4) 8X10 storage/shipping containers that will be used for storage at the training facility. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

VARIOUS ITEMS FOR LINCOLN SCHOOL NEIGHBORHOOD SIDEWALK PROJECT-

-PAY APPLICATION/LPA VOUCHER (ROW) #4

Pay Application to Troyer Group in the amount of \$7,682.50 including LPA Voucher (ROW) #4 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State for the 80/20 grant for Right-of-Way Services (ROW).

Motion made by Mr. Grose to approve the request for the Lincoln School Sidewalk Project, seconded by Mr. Clemens, carried by unanimous vote.

-PAY APPLICATION/LPA VOUCHER (PE) #24

Pay Application to The Troyer Group, Inc. in the amount of \$2,680.00. Also included was LPA Voucher (PE) #24 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 pay request for the Lincoln School Sidewalk Project, seconded by Mr. Clemens, carried by unanimous vote.

ENCROACHMENT AGREEMENT-

City Planner Justin Taylor presented an Encroachment Agreement between the City and property owners of 321 W. Main Street. The owners are requesting to place a fence that will encroach into the public right-of-way. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

ENCROACHMENT AGREEMENT-

Another Encroachment Agreement was presented for approval. The information presented in the agreement was that PVA is the owner of "Lot number 167 and Lot number 168 in Mount Memorial Addition to Winona Park now included in the corporate limits of the City of Warsaw ("PVA Lot"). Included with the agreement was "Exhibit A" outlining an area in the 2000 block of Hendricks Street. Attorney Steve Snyder explained the reason for the encroachment to the Board. After discussion, Mr. Grose made a motion to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

OUTDOOR SEATING CERTIFICATE OF APPROVAL APPLICATION-

Mr. Taylor requested the following area for outdoor seating be approved:

1. 110 Craft Meatery, 110 N. Buffalo Street

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

2021 S.A.V.E. GRANT/POLICE-

Earlier this year the Board gave approval for the Police Department to apply for the 2021 S.A.V.E (Stop Arm Violation Enforcement) grant. The grant has been awarded and the Kosciusko County Traffic Safety Partnership will distribute approximately \$3,700.00 to the City for the grant period of March 15, 2021 through September 15, 2021. Motion made by Mr. Grose to accept the funds, seconded by Mr. Clemens, carried by unanimous vote.

STATE HOMELAND SECURITY PROGRAM GRANT/POLICE-

Captain Joel Beam asked for permission to apply for the State Homeland Security Program Grant. The grant is designed to assist in preventing, preparing for, and protecting against and responding to acts of terrorism. WPD would like to use the grant to purchase forty-five (45) 800 Mhz Viking VM5000 series mobile radios at \$2,233.18 each. This is due to Kosciusko County upgrading three towers and transitioning the communication system to 800 Mhz in October 2021. Motion made by Mr. Clemens to approve the application, seconded by Mr. Grose, carried by unanimous vote.

VARIOUS PAY APPLICATIONS/WWTU PLANT EXPANSION-

The following SRF Disbursement Request Forms for the Wastewater Plant Expansion were presented for approval-

-#100, Wessler Engineering, \$45,367.00

Motion made by Mr. Grose to approve the payment to Wessler Engineering seconded by Mr. Clemens carried by unanimous vote.

-#101 Wessler Engineering, \$9,984.00

Motion made by Mr. Clemens to approve the payment to Wessler Engineering, seconded by Mr. Grose, carried by unanimous vote.

-#102, Kokosing Industrial, Inc., (Pay App #23) \$1,022,429.00

Motion made by Mr. Grose to approve the payment to Kokosing, seconded by Mr. Clemens carried by unanimous vote. All 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.

ITpipes LLC SOFTWARE QUOTE/WWTU-

A quote from ITpipes was presented for approval. ITpipes provides software for the camera truck that will provide a database for GIS integration configuring and testing. Cost of the software will be \$49,850.00 and does not require an ongoing annual subscription. Motion made by Mr. Clemens to approve the purchase seconded by Mr. Grose, carried by unanimous vote.

NEW HIRES/CHANGES IN PAYROLL REPORT-

The Human Resources Department presented a new hire/change in payroll report listing twenty-nine (29) positions: Police- four (4); Building and Plan- two (2); WWTU- three (3); Street- two (2); Cemetery- two (2); and Park- sixteen (16). Motion made by Mr. Grose to approve the report, seconded by Mr. Clemens, and carried by unanimous vote.

SPECIAL CLAIM-

Clerk's Office submitted a special claim for approval of payment. The claim totaled \$60,629.40. Motion made by Mr. Clemens to approve the special claim, seconded by Mr. Grose, and the motion was carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$1,523,770.35

End of Month - \$1,914,136.96

Pension Docket - \$36,047.56

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