

BOARD OF PUBLIC WORKS & SAFETY

May 21, 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 21, 2021 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, Jeff Grose and Mayor Thallemer. Also present was Clerk-Treasurer Lynne Christiansen, Human Resources Director Jennifer Whitaker, Street Department Superintendent Dustin Dillon, Park Superintendent Larry Plummer, Police Chief Scott Whitaker, Stormwater Coordinator Ryan Workman, Wastewater Utility Manager Brian Davison, City Engineer James Emans, police officers Mason Metzinger and Paige Wood along with their family, friends, and co-workers, and news reporter from Ink-Free News. Attending virtually were City Attorney Scott Reust and Community Development Director Jeremy Skinner.

ABSENT: None noted.

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

MINUTES-

The minutes from the May 7, 2021 Regular Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented, seconded by Mr. Grose, carried by unanimous vote.

RECONITION OF VISITORS-

POLICE OFFICERS SWORN-IN/WPD-

Police Chief Scott Whitaker introduced police officers Mason Metzinger and Paige Wood. Mayor Thallemer administered the Oaths of Office as police officers for the City.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

-The Board of Works meetings will return to a start time of 10:30 a.m. starting June 4, 2021.

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS-

STREET CLOSURE-

The Zimmer Biomet Veterans Resource Group requested that Main Street in front of the Zimmer Biomet World Headquarters be closed from 11:30 a.m. - 12:15 p.m. on Thursday, May 27, 2021 for a Memorial Day Wreath Laying Ceremony. Motion made by Mr. Grose to approve the closure, seconded by Mr. Clemens, carried by unanimous vote.

INCREASE OF PAYMENT IN LIEU OF TAXES (PILOT)-

Earlier this year the City's financial advisors, Baker Tilly, determined that the Wastewater Utility Expansion Project has led to an increased value in the plant. The Utility pays the City a PILOT on an annual basis. Due to the increase in value Baker Tilly determined that the annual payment could be increased from \$425,686.00 up to \$700,000.00 annually through monthly transfers. After discussion, Mr. Clemens made a motion to increase the PILOT to \$700,000.00 annually, seconded by Mr. Grose, carried by unanimous vote.

CORE MECHANICAL SERVICES, INC./MAINTENANCE AGREEMENT-

An agreement with CORE Mechanical Services, Inc. was presented for approval. The three-year maintenance agreement is for the HVAC units servicing City Hall. Cost is \$4,675.00 per year and more specifically stated in the agreement. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

SAFETY MANUAL UPDATE-

Human Resources Director Jennifer Whitaker presented an updated Safety Manual that was last updated in 2016. The manual establishes safe practices and expectations for employees. Motion made by Mr. Clemens to approve the manual, seconded by Mr. Grose, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth one (1) travel request was presented for approval. Motion made by Mr. Grose to approve the travel request, seconded by Mr. Clemens, carried by unanimous vote.

NEW HIRES/CHANGES IN PAYROLL REPORT-

The Human Resources Department presented a new hire/change in payroll report listing forty-four (44) positions affected: Police-33; Street-8; BZA Comm.-2; and Plan Comm-1. Motion made by Mr. Grose to approve the report, seconded by Mr. Clemens, carried by unanimous vote.

GRANT APPLICATION/PARKS-

Parks Superintendent Larry Plummer requested to apply for a \$53,000.00 grant from K21 Health Foundation. If awarded, the funds will be used to widen the current Bixler Park tennis courts and add four (4) pickle ball courts. Motion made by Mr. Clemens to approve the application, seconded by Mr. Grose, carried by unanimous vote.

KCCRVC GRANT AWARD/KAYAK RENTALS/PARKS-

Mr. Plummer advised the Board that the Parks Department had received a reimbursable grant from the Kosciusko County Convention, Recreation and Visitors Commission (KCCRVC) for kayak kiosks at Pike Lake and Center Lake. Mr. Plummer also requested permission to enter into an agreement with Rent.fun, LLC for equipment and software for the rentals. Cost of the five (5) - year term is \$29,660.00. Motion made by Mr. Grose to accept the funding and approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

BULLETPROOF VEST PROGRAM GRANT APPLICATION/POLICE-

Police Chief Scott Whitaker requested permission to apply for a grant through the Bureau of Justice Assistance – Bulletproof Vest Program. The 2021 BVP will support the purchase of eleven (11) vests at an approximate cost of \$12,800.00. Motion made by Mr. Clemens to approve the application, seconded by Mr. Grose carried by unanimous vote.

PIKE LAKE SHORELINE RESTORATION PROJECT CHANGE ORDER #1-

Glass was found in topsoil along the shoreline that is being restored at Pike Lake by G&G Hauling & Excavating. The spoiled top soil needs to be replaced for the project to continue, adding a cost of \$13,112.80 to the project. Motion made by Mr. Clemens to approve the change order, seconded by Mr. Grose, carried by unanimous vote.

PIKE LAKE SHORELINE RESTORATION PROJECT PAY APPLICATION #1-

G&G Hauling & Excavating is requesting a payment of \$82,247.65 for the Pike Lake Shoreline Restoration Project. This is the first pay request. Motion made by Mr. Grose to approve the payment, seconded by Mr. Clemens, carried by unanimous vote.

IFA-SRF #103/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #103 for \$1,170.00 to NV Grant Services, LLC 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 payment to NV Grant Services, LLC, seconded by Mr. Grose, carried by unanimous vote.

WASTEWATER PLANT EXPANSION PROJECT/SUBSTANTIAL COMPLETION/KOKOSING INDUSTRIAL-

A Certificate of Substantial Completion was presented for approval. This is in reference to the Wastewater Plant Expansion and the contractor is Kokosing Industrial. The City's consulting engineer, Wessler Engineering, has reviewed the work, noting that it is substantially complete. Motion made by Mr. Clemens to approve the Certificate, seconded by Mr. Grose, carried by unanimous vote.

CHANGE ORDER #7/PLANT EXPANSION/KOKOSING INDUSTRIAL-

Change Order #7 with Kokosing for the Plant Expansion Project was presented for approval. The change order adds \$500,700.00 to the cost, and with earlier change orders the new contract price is \$26,962,366.00. Motion made by Mr. Grose to approve Change Order #7, seconded by Mr. Clemens, carried by unanimous vote.

CLAIM DOCKETS-

The following claim docket was presented for approval:

Regular Docket - \$2,866,572.76

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

OTHER MATTERS-

2021 TAKE- HOME VEHICLE-

One (1) Take-Home Vehicle Request Form was presented for approval for an employee in the Street Department to use a City vehicle to drive back and forth from work, as well as related call-outs. Motion made by Mr. Clemens to approve the Take-Home Vehicle Request, seconded by Mr. Grose, 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**