

BOARD OF PUBLIC WORKS & SAFETY

June 21, 2021

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Monday, June 21, 2021 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. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Street Superintendent Dustin Dillon, City Planner Justin Taylor, City Engineer James Emans, Wastewater Utility Supervisor Brian Davison, Police Chief Scott Whitaker, HR Director Jennifer Whitaker, and IT Committee members Staci Young, Nick King, and Angie Howard.

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 June 4, 2021 Regular Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

UNFINISHED BUSINESS-

NEW POLICE VEHICLES BID REJECTION-

During the May 7, 2021 session, bids were opened for the purchase of three new police vehicles and the bids were taken under advisement. Chief of Police Scott Whitaker is asking the board to reject the bids taken that day due to unavailability of the new vehicles. Motion made by Mr. Clemens to reject the bids taken on May 7, 2021, seconded by Mayor Thallemer, carried by unanimous vote.

NEW BUSINESS-

STREET CLOSURE-

Brendyn & Easton 3 on 3 Basketball Tournament requested the following streets be closed on August 7, 2021 from 7:00 a.m. until 6:00 p.m. - Center St. from Indiana St. to Buffalo St. (the 100 block of W. Center St. will already be closed due the Farmers Market); Buffalo St. from Main St. to Market St.; and the north half of the 200 block of S. Buffalo St. Rain date for the event is planned for August 17, 2021. Motion made by Mr. Clemens to approve the closing, seconded by Mayor Thallemer, carried by unanimous vote.

FUEL PURCHASE-

Police Chief Scott Whitaker requested permission to seek sealed quotes for fuel purchase for 2022. Motion made by Mr. Clemens to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

VEHICLE PURCHASE-

Chief Whitaker requested permission to seek sealed quotes for two (2) Ford Police Interceptor Utility Hybrid Vehicles. Motion made by Mr. Clemens to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

WAGGONER IRWIN SCHEELE & ASSOCIATES AGREEMENT-

Human Resources Director Jennifer Whitaker presented an agreement with Waggoner Irwin Scheele & Associates to perform an updated salary analysis for all positions. Cost of the service is not to exceed \$15,840.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

CREATIVE BENEFITS SOLUTIONS/GROUP ADMINISTRATORS, LTD/THE STANDARD AGREEMENT-

An agreement with Creative Benefits Solutions/Group Administrators, LTD/The Standard for the administration of the City's Dental, Short-Term Disability, Life, Accidental Death & Disability, and Long-Term Disability plans for employees was presented for approval. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

COLONIAL LIFE/MEMORANDUM OF UNDERSTANDING (MOU)-

An MOU with Colonial Life was presented for approval. Colonial Life will provide plans to employees and Flexible Spending Accounts (FLEX) for medical expenses and/or Dependent Day Care expenses, and

supports compliance with Section 125 for taxing purposes. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

NEW HIRES/CHANGES IN PAYROLL REPORT-

A list of six (6) new hires/payroll changes was presented for approval: Police-four (4); WWTU-two (2). Motion made by Mr. Clemens to approve the report, seconded by Mayor Thallemer, carried by unanimous vote.

VIRTRU/E-MAIL ENCRYPTION-

An agreement with Virtru was presented for approval. Virtru will provide e-mail encryption services for up to 57 users for six months (2021) and up to 137 users for 12 months (2022). Cost of the service is \$1,567.50 for 2021 and \$8,220.00 for 2022. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

BIT COMPUTERS, INC. /IT SERVICES-

An agreement with BIT Computers, Inc. to provide IT services for the City was presented for approval. Cost of the services will be \$60,000.00 with the agreement expiring December 31, 2021. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

BUFFALO STREET PLAZA/PAY APPLICATION #13/B&P-

Pay Application #13 for the Buffalo Street Plaza project was presented for approval. Selge Construction, Inc. is requesting \$85,985.00 for work completed to date. Motion made by Mr. Clemens to approve the pay application, seconded by Mayor Thallemer, carried by unanimous vote.

KOSCIUSKO ECONOMIC DEVELOPMENT CORP. (KEDCO)/AGREEMENT ADDENDUM-

An addendum to an agreement with KEDCO was presented for approval. The agreement was executed in December of 2020 and the addendum increases the amount by \$50,000.00 for economic development services. Motion made by Mr. Clemens to approve the addendum, seconded by Mayor Thallemer, carried by unanimous vote.

LINCOLN NEIGHBORHOOD SIDEWALK PROJECT/WARRANTY DEEDS-

City Planner Justin Taylor presented ten (10) warranty deeds to procure right-of-way areas along the Lincoln Neighborhood Sidewalk Project. Motion made by Mr. Clemens to approve the warranty deeds, seconded by Mayor Thallemer, carried by unanimous vote.

CENTER LAKE STORM SEWER LINING PROJECT/GRANITE INLINER/CHANGE ORDER #1-

Change Order #1 with for the Center Lake Storm Sewer Lining Project was presented for approval. The change order adds \$4,512.00 in services to the project due to extra lining installed for a new contract price of \$224,434.00. Motion made by Mr. Clemens to approve Change Order #1, seconded by Mayor Thallemer, carried by unanimous vote.

COUNTRY CLUB LANE EXTENSION IMPROVEMENTS AGREEMENT-

An agreement with VS Engineering for extension improvements along Country Club Lane to address flooding issues was presented for approval. VS will prepare a preliminary engineering report with three (3) options at a cost of \$11,300.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

AUTHORIZATION, ACCESS, AND INDEMNIFICATION AGREEMENT WITH NORTHERN INDIANA PUBLIC SERVICE COMPANY (NIPSCO)

An agreement with NIPSCO was presented for the approval. The agreement allows NIPSCO to televise sewer pipes to verify location of the pipes and identify any existing damage from cross bores, and televise again following any extension of service. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

IFA-SRF #106/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #106 for \$1,098,981.00 to Kokosing Industrial, Inc. in regards to the Plant Expansion Project was presented for approval. This is Kokosing's 24th 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. Clemens to approve the pay request, seconded by Mayor Thallemer, carried by unanimous vote.

IFA-SRF #107/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #107 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 Mayor Thallemer, carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$3,789,202.12

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