

BOARD OF PUBLIC WORKS & SAFETY  
AUGUST 20, 2021  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 21, 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, Jeff Grose, and Mayor Thallemer. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Street Department Superintendent Dustin Dillon, Park Superintendent Larry Plummer, Parks Recreation Director Stephanie Schaefer, Community Development Director Jeremy Skinner, City Engineer James Emans, Wastewater Treatment Utility Manager Brian Davison, HR Director Jennifer Whitaker, Mayors Assistant Staci Young, Fire Territory Chief Mike Wilson, Police Chief Scott Whitaker, Times-Union Reporter David Slone and InkFree News reporter Lasca Randels.

**ABSENT:**

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

**MINUTES-**

The minutes from the August 6, 2021 Regular Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented, seconded by Mr. Grose, motion carried by unanimous vote.

**REPORTS/ORAL & WRITTEN COMMUNICATIONS-**

1. Wastewater Utility Payment Office July 2021 billing adjustment report.

**NEW BUSINESS-**

**BID OPENINGS/KELLY PARK POND IMPROVEMENTS-**

Bids for improvements at Kelly Park Pond were solicited to be opened today. Bids were received from:

1. G&G Hauling & Excavating, Inc. - \$589,143.67.
2. HRP Construction Inc. - \$790,049.63.

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

**STREET CLOSURES-**

The following street closures were requested:

1. 2021 Cubmobile races, N. Indiana Street from the first alley north of Center Street to the parking lot at Central Park; Main Street from High Street to the drive-way of WWFT Station #1; and Fort Wayne Street from Buffalo Street to the rear parking lot entrance of the Zimmer-Biomet Building on Saturday, September 18th from 6:00 a.m. to 3:00 p.m.

Mr. Grose made a motion to allow the street closures, seconded by Mr. Clemens, carried by unanimous vote.

2. Neighborhood Block Party (Patrick Loeb), 1900 Block of E. Clark Street, Saturday, October 9, 2021, from 4:00 p.m. – 11:00 p.m.

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

3. Park Ridge Community Association requested that the southern portion of Laurelwood Dr. and a portion of Highlander Dr. in Park Ridge subdivision be closed on September 25, 2021 for a neighborhood event with a rain date of October 2, 2021 from 3:00 p.m. to 9:00 p.m.

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

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

A New Hire/Change in Payroll report was provided for approval: Building and Plan-two (2); Fire-two (2); Street-one (1); and Police-one (1) and more specifically set forth on the list attached to the minutes. Motion made by Mr. Clemens to approve the report, seconded by Mr. Grose, carried by unanimous vote.

**TRAVEL REQUESTS-**

A list setting forth six (6) travel requests: Fire-two (2); Clerk-Treasurer-one (1); WWTU-one (1); Mayor-one (1); and Human Resources- one (1) was submitted for approval. Motion made by Mr. Grose approving the travel request, seconded by Mr. Clemens, carried by unanimous vote.

**CIVICPLUS/WEBSITE REDESIGN-**

An agreement with CivicPlus to redesign the City's website was presented for approval. Cost of the service will be \$11,529.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, Carried by unanimous vote.

**PARK CONTRACT-**

The following contract for park activities was presented for approval-

-Derek Tenney, DJ-Little Sweetheart Dance; October 1<sup>st</sup> & 2<sup>nd</sup>, 2021, \$250.00

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

**PARKING FACILITY LEASE/PHILIP AND MAXINE HARRIS-**

A lease to the City for parking facilities with Philip and Maxine Harris was presented for approval. The lease is for 24 months, commencing September 2021 and terminating September 2023, for a total cost to the City of \$18,000.00. Motion made by Mr. Grose approving the lease with Philip and Maxine Harris, seconded by Mr. Clemens, carried by unanimous vote.

**HOUSING PRE-DEVELOPMENT REVOLVING LOAN FUND/KEDCO-**

Earlier this year a Memorandum of Understanding (MOU) was approved by the Redevelopment Commission and Kosciusko Economic Development Corporation (KEDCO) to foster development of affordable workforce housing. Community Economic Development Director Jeremy Skinner is seeking permission to pay the City's match of the agreement of \$50,000.00. Motion made by Mr. Clemens to approve the payment, seconded by Mr. Grose, carried by unanimous vote.

**MARKET STREET PROJECT PHASE 2/2<sup>nd</sup> FINAL PAYMENT-**

Earlier this year a final payment was approved by the board for Phase 2 of the Market Street Improvement Project. The Indiana Department of Transportation (INDOT) has presented one more invoice listed as "Final Payment for Closing at CO level" in the amount of \$1,061.16. Motion made by Mr. Clemens to approve the 2<sup>nd</sup> final payment, seconded by Mr. Grose, carried by unanimous vote.

**APPLICATION FOR INDIANA PUBLIC EMPLOYEES PROTECTION (IPEP) GRANT-**

Street Superintendent Dustin Dillon asked permission to apply for a safety grant through IPEP. If awarded the funds would be used for safety equipment and would be an 80/20 match. Motion made by Mr. Grose to approve the grant, seconded by Mr. Clemens, carried by unanimous vote.

**KEYSTONE ANNUAL SOFTWARE AGREEMENT/WASTEWATER PAYMENT OFFICE-**

An annual Software Maintenance Agreement with A.E. Boyce Company, Inc. /Keystone Software Systems for billing software for the Wastewater Payment Office was presented for approval. The amount for 2021-2022 is \$3,190.00. Mr. Clemens made a motion to approve the agreement, seconded by Mr. Grose carried by unanimous vote.

**SPECIAL CLAIMS-**

Clerk's Office submitted a special claim totaling \$46,399.99. Motion made by Mr. Clemens to approve the claim for payment, seconded by Mr. Grose, motion carried by unanimous vote.

**CLAIM DOCKETS-**

The following claim docket was presented for approval.

Regular Docket - \$2,639,714.78

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

**OTHER MATTERS-**

-Fire Territory Chief Mike Wilson advised the Board that the American Legion approached him and asked that the City fly a "We Will Never Forget" flag at the Police and Fire Stations during September in remembrance of September 11, 2001. The Board agreed that as long as flag protocol was followed the flag could be flown.

**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**