

BOARD OF PUBLIC WORKS & SAFETY  
NOVEMBER 5, 2021  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, November 5, 2021 at 10:30 A.M. in the Council Chambers at City Hall. Board member Jeff Grose presided and the following persons were noted as present or absent:

**PRESENT:** Board members Jeff Grose and George Clemens. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Community Development Director Jeremy Skinner, City Planner Justin Taylor, Street Superintendent Dustin Dillon, WWTU Manager Brian Davison, Park Recreation Director Stephanie Schaefer, Wastewater Payment Office Supervisor Rebecca Jenkins, Mayor's Assistant Stacie Young, Police Chief Scott Whitaker, City Engineer James Emans, H/R Director Jennifer Whitaker, InkFree News reporter Lasca Randels, and Times-Union reporter David Slone.

**ABSENT:** Mayor Joseph M. Thallemer.

The meeting was called to order by Mr. Grose, followed by the Pledge of Allegiance.

**MINUTES-**

The minutes from the October 15, 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 COMMUNICATION-**

None presented.

**UNFINISHED BUSINESS-**

None noted.

**NEW BUSINESS-**

**STREET CLOSURE/WARMING HEARTS-HEALING SOULS-**

Fellowship Missions has requested that Grant Street between Winona Avenue and Smith Street be closed on November 20, 2021 between 8:00 am and 7:00 pm. for a fundraising event. Motion made by Mr. Clemens to approve the closing, seconded by Mr. Grose, carried by unanimous vote.

**REQUEST FOR REFUND/IRRIGATION CREDIT/WALMART-**

The City has been billing Walmart for two accounts. One of the accounts was for irrigation purposes only. Walmart is asking that the City credit their account dating back to 2011 for a total amount of \$15,373.25. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous vote.

**PAY APPLICATION/LPA VOUCHER (PE) #25/ANCHORAGE ROAD PROJECT-**

Community Development Director Jeremy Skinner presented a Pay Application to American Structurepoint, Inc. in the amount of \$9,511.77 for the Anchorage Road Project. Also included was LPA Voucher (PE) #25 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 Application and LPA Voucher (PE) #25, seconded by Mr. Grose, carried by unanimous vote.

**PAY APPLICATION/LPA VOUCHER (RIGHT-OF-WAY/ROW) #1/ANCHORAGE ROAD PROJECT-**

Mr. Skinner presented a Pay Application to American Structurepoint, Inc. in the amount of \$123.00 for the Anchorage Road Project. Also included was LPA Voucher (ROW) #1 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State for the 80/20 grant for Right-of-Way services. Motion made by Mr. Clemens to approve the Pay Applications and LPA Voucher (ROW) #1, seconded by Mr. Grose, carried by unanimous vote.

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

A New Hire/Change in Payroll report was presented for approval: Police-four (4); Street-one (1); and WWTU-one (1). Motion made by Mr. Clemens to approve the report, seconded by Mr. Grose, carried by unanimous vote.

**ACTIVE TRANSPORTATION PROGRAM & PLANNER COMMITMENT/MICHIANA AREA COUNCIL OF GOVERNMENTS (MACOG)-**

A Memorandum of Understanding (MOU) between the City and MACOG was presented for approval. MACOG has developed a long-range Active Transportation Plan for a comprehensive strategy for the region's transportation network. The MOU asks the City to pay \$5,000.00 annually for three years to support the plan. Motion made by Mr. Clemens to approve the MOU, seconded by Mr. Grose, carried by unanimous vote.

**REGROUP MASS NOTIFICATION-**

An agreement with Regroup Mass Notification was presented for approval. Regroup's annual subscription includes messaging via landline, email, cell, and social media. Cost of the subscription agreement is \$8,222.19. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

**PARKS DEPT. CONTRACTS-**

The following contract for Parks activities was presented for approval:

-Laughing Stock Productions- Light Up the Night- \$330.00.

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

**FINAL TRACINGS-LINCOLN NEIGHBORHOOD SIDEWALK PROJECT-**

City Planner Justin Taylor requested the Board sign the final tracings for the Lincoln Neighborhood Sidewalk Project. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous vote.

**LINCOLN NEIGHBORHOOD SIDEWALK PROJECT RIGHT-OF-WAY (ROW) ACQUISITION-**

Mr. Taylor presented nine parcels of land that the City needs to purchase for ROW purposes along the Lincoln Neighborhood Sidewalk Project. The purchases are for Parcels #3, 5, 6, 8, 11, 31, 32, 33, 35, and 135 for a total of \$34,555.00. Motion made by Mr. Clemens to approve the purchases, seconded by Mr. Grose, carried by unanimous vote.

**PAY APPLICATION/LINCOLN SCHOOL NEIGHBORHOOD SIDEWALK PROJECT RIGHT-OF-WAY (ROW)-**

A Pay Application to Troyer Group in the amount of \$5,955.00 including LPA Voucher (ROW) #7 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State for the 80/20 grant for Right-of-Way Services (ROW) was presented for approval. Motion made by Mr. Clemens to approve the request for the Lincoln School Sidewalk Project, seconded by Mr. Grose, carried by unanimous vote.

**ALLEY IMPROVMENTS CONNECTING UNION AND MIAMI STREETS-**

An agreement between the City and VS Engineering was presented for approval. VS will design improvements for an alley connecting Union St. and Miami St. as well as ADA access along Miami St. to Center St. and cost of their service will be \$18,700.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

**PRO AIR/2022 AGREEMENTS/POLICE & FIRE-**

Police Chief Scott Whitaker presented the annual service agreements with Pro Air Midwest, Inc. for both the Police Department and Fire Territory. The agreements are for servicing air tank equipment at both departments. Cost to the Police Department is \$1,270.00 and cost to the Fire Territory is \$2,540.00. Motion made by Mr. Clemens to approve the agreements, seconded by Mr. Grose, carried by unanimous vote.

**INTER-LOCAL AGREEMENT/CENTRAL SQUARE/SUPERION RECORDS MANAGEMENT SYSTEM/POLICE-**

Chief Whitaker presented an inter-local agreement with Kosciusko County. The 2022 annual agreement for \$30,000.00 will be used for maintenance fees as well as access to Central Square/Superion Records Management System. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

**LASSUS BROTHERS OIL, INC. /FUEL PURCHASE-**

Chief Whitaker presented an agreement with Lassus Brothers Oil for fuel purchase. The bid had been awarded to Lassus during the July 19, 2021 meeting. The cost is \$2.576 for 87 Octane unleaded fuel. Diesel fuel (Cetane rating of 45) will be purchased as needed at whatever the current price is at the date of purchase. Seventy-eight thousand (78,000) gallons of unleaded gasoline must be purchased. This agreement is for the time period of January 1, 2022 thru December 31, 2022. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

**CHANGE ORDER #1 TRAFFIC SIGNAL MODERNIZATION PROJECT-**

Street Superintendent Dustin Dillon presented Change Order #1 from Hawk Enterprises, Inc. for the Traffic Signal Modernization Project at Center Street/Lake Street/Indiana Street intersections. The Change Order decreases the project amount by \$8,905.03 due to final quantities adjustment. Adjusted price of the contract is \$434,509.27 and the original contract price was \$443,414.30. Motion made by Mr. Clemens to approve the Change Order, seconded by Mr. Grose, carried by unanimous vote.

**TRAFFIC SIGNAL MODERNIZATION/PAY APPLICATION #2-FINAL/HAWK ENTERPRISES, INC.-**

Mr. Dillon submitted Pay App #2/final payment to Hawk Enterprises, Inc. for traffic signal modernization at the Center and Lake Street intersection and the Center and Indiana Street intersection. The amount of the payment is \$70,696.27. Motion made by Mr. Clemens to approve the payment, seconded by Mr. Grose, carried by unanimous vote.

**IFA-SRF #117/PLANT EXPANSION PROJECT/WESSLER ENGINEERING/WWTU-**

Disbursement Request #117 for \$1,170.00 to NV Grant Services 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 payment from 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, seconded by Mr. Grose carried by unanimous vote.

**IFA-SRF #118/PLANT EXPANSION PROJECT/WESSLER ENGINEERING/WWTU-**

Disbursement Request #118 for \$24,893.00 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 payment from 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 Mr. Grose, carried by unanimous vote.

**CLAIM DOCKET-**

The following claim docket was presented for approval.

Regular Docket - \$1,762,621.99

EOM Docket - \$75,785.56

Pension Docket - \$37,343.45

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