

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 17, 2021
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 17, 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 Jeff Grose, George Clemens and Mayor Thallemer. Also present were Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Street Superintendent Dustin Dillon, Assistant Street Superintendent Joseph Vetor, WWTU Manager Brian Davison, City Engineer James Emans, City Planner Justin Taylor, Human Resources Director Jennifer Whitaker, Deputy Police Chief Bryan Sherwin, InkFree News reporter Lasca Randels, and Times-Union reporter Jackie Gorski.

ABSENT: None

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

MINUTES-

The minutes from the December 3, 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.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

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

UNFINISHED BUSINESS-

KOSCIUSKO COUNTY FARMER'S MARKET 2022 AGREEMENT-

An agreement with Kosciusko County Farmer's Market, LLC, allowing the Farmer's Market access to the road area of the 100 block of West Center Street (situated between Buffalo Street and Lake Street) and/or the adjacent City Hall Plaza. The Market will operate every Saturday 9:00 a.m. until 1:00 p.m. from May 7, 2022 until October 29, 2022. The City will pay the Farmers Market \$5,000.00 for advertising and promotion. Motion made by Mr. Clemens to accept the agreement, seconded by Mr. Grose, carried by unanimous vote.

NEW BUSINESS-

AMERICAN ELEVATOR, INC. /ANNUAL MAINTENANCE AGREEMENT-

An annual maintenance agreement with American Elevator, Inc. for maintenance to the elevator located at City Hall was presented for approval. Cost of the agreement will be \$2,507.00. Motion made by Mr. Grose approving the agreement, seconded by Mr. Clemens, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-

A New Hire/Change in Payroll report was presented for approval: Police-one (1); Street-seven (7). Motion made by Mr. Clemens to approve the list, seconded by Mr. Grose, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth one (1) travel request for the Fire Territory was submitted for approval. Motion made by Mr. Grose approving the travel request, seconded by Mr. Clemens, 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 during the December 3rd session that had some incorrect information. An updated agreement is being presented for approval today and cost of the services will be \$120,000.00, with the agreement expiring December 31, 2022. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote. Mr. Grose then moved to vacate the previous agreement that was approved on December 3, 2021, seconded by Mr. Clemens, 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) #9 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. Grose to approve the request for the Lincoln School Sidewalk Project, seconded by Mr. Clemens, carried by unanimous vote.

FAST CAB/AA TAXI/TAXICAB PERMITS-

Deputy Police Chief Bryan Sherwin presented applications for eight (8) taxicab permits for Fast Cab, Inc. for approval. The taxis have passed inspection and the Police Department recommends approval of the permits. Deputy Chief Sherwin also presented applications for three (3) taxicab permits for AA Taxi. The taxis have passed inspection and the Police Department recommends approval of the permits. Motion was made by Mr. Clemens to approve the permits for Fast Cab, and AA Taxi as set forth within the applications, seconded by Mr. Grose, motion carried by unanimous vote.

STORMWATER BUDGET GUIDELINE FOR 2022-

The 2022 Stormwater Utility Budget Guideline was submitted by Wastewater Utility Manager Brian Davison. This guideline for Stormwater appropriations will be the setup for 2022 spending. Mr. Grose made a motion to approve the guidelines, seconded by Mr. Clemens, carried by unanimous vote.

WWTU BUDGET GUIDELINE FOR 2022-

The 2022 Wastewater Treatment Utility Budget Guidelines were submitted by Mr. Davison as well. This guideline for Wastewater appropriations will be the setup for 2022 spending. Mr. Grose made a motion to approve the guidelines, seconded by Mr. Clemens, carried by unanimous vote.

MCKINLEY STORM SEWER UTILITY EASEMENTS-

Four separate utility easements for the McKinley Storm Sewer project were brought before the board for approval. The properties are located in Winona Lake along East Winona Avenue and part of Lot #8 in Beyer Brothers Subway Addition and located in the Northwest Quarter of the Northwest Quarter of Section 15, Township 32 North, Range 6 East, Kosciusko County. Motion made by Mr. Clemens to approve the easements, seconded by Mr. Grose, carried by unanimous vote.

MCKINLEY STORM SEWER RELOCATION DESIGN AMENDMENT #1/CHRISTOPHER BURKE-

An amendment to the original proposal from Christopher B. Burke Engineering, LLC (Burke) for work on the McKinley Storm Sewer Relocation was presented for approval. Additional surveying, permitting, design and utility coordination, and construction administration will need to be added to the original proposal at a cost of \$21,500.00 for an updated cost of \$43,000.00. Motion made by Mr. Clemens to approve the amendment, seconded by Mr. Grose, carried by unanimous vote.

IFA-SRF #120/PLANT EXPANSION PROJECT/WESSLER ENGINEERING/WWTU-

Disbursement Request #120 for \$7,523.00 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. Grose to approve the payment to Wessler Engineering, seconded by Mr. Clemens, carried by unanimous vote.

BID AWARD 2021 SANITARY SEWER REHABILITATION-

Bids for the 2021 Sanitary Sewer Rehabilitation project were opened on December 10th, 2021. After review Wessler Engineering is recommending the bid be awarded to Insight Pipe Contracting, LLC who presented the lowest of five bids at \$397,349.50. Motion made by Mr. Clemens to accept the bid from Insight, seconded by Mr. Grose, carried by unanimous vote.

CLAIM DOCKETS-

The following claim docket was presented for approval:

Regular Docket - \$3,565,901.05

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

