

BOARD OF PUBLIC WORKS & SAFETY  
JANUARY 21, 2022  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, January 21, 2022 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:** Present were Board members Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, Fire Territory Chief Mike Wilson, EMS Division Chief Chris Fancil, Human Resources Director Jennifer Whitaker, WWTU Manager Brian Davison, Wastewater Coordinator Ryan Workman, Director of Community Development Jeremy Skinner, City Planner Justin Taylor, Parks Superintendent Larry Plummer, Parks Recreation Director Stephanie Schaefer, Police Chief Scott Whitaker, Tim Meyers, Jeremy Mullins, Times-Union reporter David Slone, and InkFree News reporter Liz Shepherd. City Attorney Scott Reust joined virtually. The meeting was also presented live over the City's web-site at <https://www.warsaw.in.gov>.

**ABSENT:** Board member George Clemens.

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

**MINUTES-**

The minutes from the January 7, 2022 Regular Session were presented for approval. Motion made by Mr. Grose to approve the minutes as presented, seconded by Mayor Thallemer, carried by unanimous vote.

**RECOGNITION OF VISITORS-**

-Mayor Thallemer administered Oaths of Office to Redevelopment Commission members Jeff Grose, Tim Meyer, and Jeremy Mullins.

**REPORTS/ORAL & WRITTEN COMMUNICATIONS-**

None noted.

**UNFINISHED BUSINESS-**

None noted.

**NEW BUSINESS-**

**ANCHORAGE ROAD PROJECT RIGHT-OF-WAY (ROW) ACQUISITION-**

Community Development Director Jeremy Skinner presented six parcels of land that the City needs to purchase for ROW purposes along the Anchorage Road Project. The purchases are for Parcels #7, 8, 9, 10, 15, and 17 for a total of \$79,280.00. Motion made by Mr. Grose to approve the purchases, seconded by Mayor Thallemer, carried by unanimous vote.

**ZOLL MEDICAL MAINTENANCE CONTRACT-**

EMS Division Chief Chris Fancil presented a contract with Zoll Medical Corporation. Zoll will perform preventive maintenance of the four defibrillator monitors the Fire Territory has, which may limit liability of the Territory due to monitor failure. Cost of the yearly maintenance agreement will be \$1,020.00. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote.

**TRAVEL REQUESTS-**

A list setting forth eight (8) travel requests was submitted for approval: Mayor-1; Police-5; and WWTU-2. Motion made by Mr. Grose approving the travel requests, seconded by Mayor Thallemer, carried by unanimous vote.

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

A list of five (5) new hires/payroll changes was presented for approval: Street-one (1); Police-three (3); and WWTU-one (1). Motion made by Mr. Grose to approve the report, seconded by Mayor Thallemer, carried by unanimous vote.

**INFORMATION TECHNOLOGY (IT) STANDARD OPERATING PROCEDURES (SOP)/BAKER TILLY**

An agreement between the City and Baker Tilly was presented for approval. The agreement is for Baker Tilly to develop an SOP for all the aspects of Information Technology within the City Departments. Cost of the agreement is not to exceed \$31,185.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

**GRANT AWARD/CENTRAL PARK CONCERT SERIES/PARKS-**

Parks Recreation Director Stephanie Schaefer announced that the Kosciusko County Community Foundation has awarded the Parks Department \$5,000.00 from the Richard, Evelyn & Jane Glover Community Endowment. The funds, from the 2022 grant cycle, will be used in support of the Central Park Concert Series. Motion made by Mr. Grose to approve the award, seconded by Mayor Thallemer, carried by unanimous vote.

**ANDERSON PROPERTY MANAGEMENT/PARKS-**

Parks Superintendent Larry Plummer requested approval of a contract with Anderson Property Management in the amount of \$1,888.88 per month for nine months for a total annual amount of \$16,999.92 for the 2022 Maintenance Agreement. Anderson will plant and maintain eighteen (18) satellite beds and twenty-one (21) urns at Central Park. Mr. Grose made a motion to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote.

**LINCOLN NEIGHBORHOOD SIDEWALK PROJECT/CONSTRUCTION INSPECTION SERVICES/TROYER GROUP-**

City Planner Justin Taylor presented a contract between the City and Troyer Group. The contract is for construction and inspection services for the Lincoln Neighborhood Sidewalk project and shall not exceed \$156,800.00. This is an 80/20 match project with the City's portion not to exceed \$31,360.00. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote.

**CHRISTOPHER B. BURKE ENGINEERING/STORMWATER DOCUMENTS ASSISTANCE-**

Stormwater Coordinator Ryan Workman presented an agreement with Christopher B. Burke Engineering who will provide services to update various documents that are required by IDEM for the MS4 general permit. Cost of the services is not to exceed \$20,000.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

**CHRISTOPHER B. BURKE ENGINEERING/TECHNICAL ASSISTANCE/STORMWATER-**

Mr. Workman presented an agreement with Christopher B. Burke Engineering for on-call support for the Stormwater Utility for MS-4 purposes in 2022. Cost of the services will be \$5,000.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

**CHRISTOPHER B. BURKE ENGINEERING/VIRTUAL WEBINAR ASSISTANCE-**

Another agreement from Christopher B. Burke Engineering was presented for approval. Burke will develop and present information during the annual Kosciusko Contractor Workshop. The presentation will be given to comply with Rule 13/MS4 General Permit requirements. Cost of the service will not exceed \$5,000.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

**MEMORANDUM OF UNDERSTANDING (MOU)/LILLY CENTER FOR LAKES & STREAMS/STORMWATER-**

A MOU was presented between the City and the Lilly Center for Lakes & Streams for community education and involvement programs in part as a collaborative effort for MS4 requirements. Total cost of all the items listed in the MOU is \$17,600.00. Motion was made by Mr. Grose to accept the MOU, seconded by Mayor Thallemer, carried by unanimous vote.

**MCKINLEY STORM SEWER PROJECT/CHANGE ORDER #1/HRP CONSTRUCTION, INC.-**

Change Order #1 for the McKinley Storm Sewer project was presented for approval. The change order is for larger manhole structures. HRP Construction has determined the change will add \$5,150.00 to the original contract price of \$678,950.00 for an updated price of \$684,100.00. Motion made by Mr. Grose to approve the change order, seconded by Mayor Thallemer, carried by unanimous vote.

**PAY APPLICATION #1/MCKINLEY STORM SEWER PROJECT/HRP CONSTRUCTION-**

Pay Application #1 to HRP Construction, Inc. in the amount of \$70,666.87 for the McKinley Storm Sewer Project was presented for approval. Motion made by Mr. Grose to approve the Pay Application, seconded by Mayor Thallemer, carried by unanimous vote.

**PAY APPLICATION #2/MCKINLEY STORM SEWER PROJECT/HRP CONSTRUCTION-**

Pay Application #2 to HRP Construction, Inc. in the amount of \$184,685.63 for the McKinley Storm Sewer Project was presented for approval. Motion made by Mr. Grose to approve the Pay Application, seconded by Mayor Thallemer, carried by unanimous vote.

**CHANGE ORDER #10/PLANT EXPANSION/KOKOSING INDUSTRIAL-**

Change Order #10 with Kokosing for the Plant Expansion Project was presented for approval. The Change Order adds \$1,271.00 to the cost due to additional time and supply chain issues. With earlier change orders the new contract price is \$27,734,067.00. Motion made by Mr. Grose to approve Change Order #10, seconded by Mayor Thallemer, carried by unanimous vote.

**HISPANIC WELCOMENESS AND FRIENDLINESS ANALYSIS/LANGUAGE MATTERS-**

A consultant agreement between the City and Language Matters was presented for approval. The agreement is for Language Matters to collect, analyze, and access the City's Hispanic welcomeness and friendliness. Cost of the service will be \$3,300.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

**SPECIAL CLAIMS-**

Clerk's Office submitted a listing of special claims for approval totaling \$24,410.62. Motion made by Mr. Grose approving the claims for payment, seconded by Mayor Thallemer, carried by unanimous vote.

**CLAIM DOCKETS-**

The following claim docket was presented for approval.

Regular Docket-\$3,379,566.12

Motion made by Mr. Grose to approve the 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