

BOARD OF PUBLIC WORKS & SAFETY
May 6, 2022
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 6, 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: Board members Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Community and Economic Development Director Jeremy Skinner, Fire Territory Chief Garrett Holderman, Police Chief Scott Whitaker, Police Captain Joel Beam, Detective Captain Paul Heaton, WWTU Manager Brian Davison, Street Superintendent Dustin Dillon, City Engineer Aaron Ott, Human Resources Director Jennifer Whitaker and Denny Harlan, Pam Kennedy from Warsaw Housing Authority, Times-Union reporter David Slone, and InkFree News reporter Leah Sanders. 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 April 4, 2022 Regular Session were presented for approval. Mr. Grose made a motion to approve the minutes as presented, seconded by Mayor Thallemer, carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATION-

1. Wastewater Utility Payment Office April 2022 billing adjustment report.

NEW BUSINESS-

STREET CLOSURES-

The following street closures were requested:

1. Kosciusko County Historical Society/Dillinger Raid - 9/10/22, 6:00 a.m.-5:00 p.m., 100 block North Indiana St.

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

2. Kosciusko County Historical Society/Vintage Race Car Show - 6/3/22, 2:00 p.m.-9:00 p.m., 100 block North Indiana St.

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

3. Farmers and Artisans Market - Saturdays, May-October, 6:30 a.m.-12:30 p.m., 100 block West Center Street and City Plaza.

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

4. Cardinal Services Groundbreaking Celebration - 5/17/22, 11:00 a.m.-2:00 p.m., Colfax Street between Smith Street and Cardinal Services driveway.

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

5. Eucharistic Procession parking - 6/19/22, 2:00 p.m.-6:00 p.m., Smith Street from Maple Ave. to Grant Street for parking and dismissal at the Fairgrounds.

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

6. G&G Hauling & Excavating - Zimmer Road Utility Work - 5/16/22 thru 5/20/22, 8:00 a.m.-4:00 p.m., from the intersection of Crystal Lake Rd/Winona Ave./SR 25, to the intersection of Zimmer Lane.

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

WARSAW HOUSING AUTHORITY/RELEASE OF MORTGAGE-

Housing Opportunities of Warsaw requested a release of Home of Your Own Mortgage for the following property:

1. McNeal, record document #2020020213

Motion made by Mr. Grose to approve the release, seconded by Mayor Thallemer carried by unanimous vote.

BUILD-OPERATE-TRANSFER (BOT) AGREEMENT-

An agreement between the City and GM Development Companies, LLC was presented for approval. GM will build a new Parks Department building and transfer ownership to the City upon completion. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

PAY APPLICATION #7/LPA VOUCHER #18 (ROW)/ANCHORAGE ROAD PROJECT-

Community and Economic Development Director Jeremy Skinner presented Pay Application #7 to American Structurepoint, Inc. in the amount of \$6,653.06 for the Anchorage Road Project. Also included was LPA Claim Voucher (ROW) #18 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. Grose to approve Pay Application #7 and LPA Claim Voucher #18, seconded by Mayor Thallemer, carried by unanimous vote.

PAY APPLICATION/LPA VOUCHER (PE) #28/ANCHORAGE ROAD PROJECT-

Mr. Skinner presented a Pay Application to American Structurepoint, Inc. in the amount of \$11,565.35 for the Anchorage Road Project. Also included was LPA Voucher (PE) #28 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. Grose to approve the Pay Application and LPA Voucher (PE) #28, seconded by Mayor Thallemer, carried by unanimous vote.

ANCHORAGE ROAD PROJECT RIGHT-OF-WAY (ROW) ACQUISITION/LPA VOUCHER #19 (ROW)-

Mr. Skinner presented a parcel of land the City needs to purchase for ROW purposes for the Anchorage Road Project. The purchase is for Parcel #14 for a total of \$92,580.00. Also presented was LPA Voucher/Claim #19 (ROW) to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State for the 80/20 grant for Right-of-Way Services (ROW). Motion made by Mr. Grose to approve the purchase and LPA Vouchers, seconded by Mayor Thallemer, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth eight (8) travel requests was presented for approval: Police - four (4); and WWTU - four (4). Motion made by Mr. Grose to approve the travel requests, seconded by Mayor Thallemer, carried by unanimous vote.

NEW HIRES/CHANGES IN PAYROLL REPORT-

A list of thirty-five (35) payroll changes was presented for approval: Street-three (3); Park-fifteen (15); Police-six (6); HR-one (1); Aviation-one (1); Cemetery-four (4); and Fire-five (5). Motion made by Mr. Grose to approve the report, seconded by Mayor Thallemer, carried by unanimous vote.

LANGUAGE MATTERS SERVICE AGREEMENT-

An agreement between the City and Language Matters was presented for approval. Language Matters will provide a language access plan to allow effective communication with Spanish speaking individuals. Cost of the service will be \$20,094.80. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote.

PARK CONTRACTS-

The following contracts for park activities were presented for approval.

-Penguiness – Family Carnival-\$800.00

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

-Kevin Bean – Summer Concert Series-\$250.00

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

-Brian Fraval – production for Classic Rock Concert-\$7,250.00

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

-Brian Fraval – production for Country Concert-\$4,700.00

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

-Brian Fraval – production for Lakes Festival-\$1,200.00

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

ERAD GROUP/POLICE-

Police Chief Scott Whitaker requested permission to enter into an agreement with ERAD Group. ERAD offers a solution to freeze and seize funds held on prepaid cards. Annual cost of the service is \$1,500.00. Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

2023 FORD F650 PURCHASE/STREET-

Street Department Superintendent Dustin Dillon requested permission to purchase two Ford F650s. The price of the trucks will be \$318,826.00 and purchased from Viking-Cives Midwest from bidding through Sourcewell. An opinion letter was submitted from City Attorney Scott Reust noting IC 5-22-10-5 citing the substantial savings. Motion made by Mr. Grose to approve the purchase, seconded by Mayor Thallemer, carried by unanimous vote.

COMMUNITY CROSSING GRANT /INDOT-

A letter from the Indiana Department of Transportation (INDOT) awarding the City \$443,658.00 in Community Crossing Grant Funds for 2022 was presented for acceptance. Motion made by Mr. Grose to accept the award seconded by Mayor Thallemer, and carried by unanimous vote.

PAY APPLICATION #1/COUNTRY CLUB LANE EXTENSION/STORMWATER-

Pay Application #1 for the Country Club Lane Extension project was presented for approval. G&G Hauling & Excavating, Inc. is requesting \$89,210.70 for services completed so far. Motion made by Mr. Grose, to approve the pay application, seconded by Mayor Thallemer, carried by unanimous vote.

KELLY PARK POND IMPROVEMENTS APPROPRIATION CHANGE/STORMWATER-

Previously, approval had been granted to use funds from the Cumulative Capital Development fund (CCD) for the Kelly Park Pond Improvements Project. It was later discovered that the CCD budget did not have enough appropriated for the project and that the remaining funds for the project will come from the Stormwater budget. Motion was made by Mr. Grose to approve the use of Stormwater funds, seconded by Mayor Thallemer, carried by unanimous vote.

2022 LAKES FESTIVAL/MEMORANDUM OF UNDERSTANDING (MOU)/STORMWATER-

A MOU between the City (Parks Dept.) and the Stormwater Utility was presented for approval. The Parks Department will host the 2022 Lakes Festival which includes education and awareness of our local streams and lakes. The Utility will pay \$5,000.00 to the Parks Department to sponsor the event. Motion made by Mr. Gross to approve the MOU, seconded by Mayor Thallemer, carried by unanimous vote.

PAY APPLICATION #5/MCKINLEY STORM SEWER PROJECT/HRP CONSTRUCTION.-

Pay Application #5 to HRP Construction, Inc. in the amount of \$73,799.17 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.

SANITARY SEWER REHABILITATION/INSIGHT PIPE CONTRACTING, LLC/PAY APP #3/WWTU-

Pay application #3 for the Sanitary Sewer Rehabilitation project was presented for approval. Insight Pipe Contracting, LLC is requesting \$38,516.49 for work done to date. Motion made by Mr. Grose to approve the payment, seconded by Mayor Thallemer, carried by unanimous vote.

ANNUAL WASTEWATER TRAINING/WASTEWATER SOLUTIONS, INC. /WWTU-

An agreement between the City and Wastewater Solutions, Inc. was presented for approval. Wastewater Solutions will provide four (4) half-day professional development training for Wastewater Utility employees. Cost of the service will be \$14,940.00. Motion made by Mr. Grose to approve the training, seconded by Mayor Thallemer, carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$1,634,480.03

End of Month - \$1,283,995.48

Pension Docket - \$36,538.05

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

FIRE TERRITORY/PERMISSION TO APPLY FOR GRANTS-

Fire Territory Chief Garret Holderman asked for permission to apply for the following grants:
(Note- These items were walked-in and not listed on the agenda).

-Fire Training Infrastructure Grant (for much-needed concrete at the training facility.)

Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

-Local Training Support Grant - award up to \$11,160.00

Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, 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