

BOARD OF PUBLIC WORKS & SAFETY
July 17, 2015
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, July 17, 2015 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 Mayor Joe Thallemer and Jeff Grose. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Adam Turner, City Planner Jeremy Skinner, Park Activity Director Liz McKinley, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, City Engineer James Emans, Stormwater Coordinator Theresa Sailor, Street Superintendent Jeff Beeler, HR Director Jennifer Whitaker, Aaron Lehman from Warsaw Housing Authority, Suzi Light from Kosciusko Community Foundation, InkFree News reporter Deb Patterson, and Times-Union reporter Jennifer Peryam

ABSENT: Board member Charles Smith

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

MINUTES-

The minutes from the July 2, 2015 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

UNFINISHED BUSINESS-

BID AWARD/MARINER DRIVE REHAB-

Bids were opened at the July 2 meeting for the Mariner Drive Rehabilitation project. Bids were received from Phend and Brown and Niblock. After review, City Engineer James Emans recommended the bid be awarded to Phend and Brown for \$549,970.00. Motion made by Mr. Grose to approve the recommendation, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

NEW BUSINESS-

OPEN BIDS FOR NEW REFUSE COMPACTOR/STREET-

Bids for a new 31 Yard Automated Side Load Refuse Compactor with cab and chassis were advertised to be opened today during the meeting. Bids were received from:

Link Equipment-\$264,484.00

Pyramid-\$249,125.00

Best Equipment-\$252,789.00

All bids included a trade-in allowance. Motion made by Mr. Grose to take the bids under advisement, seconded by Mayor Thallemer, carried by unanimous vote.

STREET CLOSURE/KOSCIUSKO COUNTY FOUNDATION-

Suzie Light from the Kosciusko County Community Foundation requested closure of the 200 block of South Buffalo Street on Thursday September 10, 2015 from 3:30pm-8:00pm, for a block party for their donors. Motion made by Mr. Grose to approve the closure, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

PARKING FACILITY LEASES/HARRIS-

Motion made by Mr. Grose to table the Harris Parking Lot leases, seconded by Mayor Thallemer, carried by unanimous vote.

PARK CONTRACTS-

Park Recreation Director Liz McKinley, requested approval of following activity contracts:

1. General Programs:

- a. Darlene McCartney – Caricature Artist - \$180.00

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

- b. Creative Comedy Balloon & Face Art - \$400.00

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

(Documentation attached to minutes).

INDIANA ARTS COMMISSION GRANT AWARD/PARKS-

Mrs. McKinley announced to the Board that the Park had received notification from the Indiana Arts Commission that the City was awarded \$4,334.00 for the 2015-2016 grant cycle. The funds will be used to support the Central Park Concert Series. This is a matching grant and appropriate funds have been budgeted to meet the requirement. Mr. Grose made a motion to accept the grant, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached).

PAY APPLICATION #2/LEASE RENTAL REVENUE BONDS 2015/REDEVELOPMENT AUTHORITY-

City Planner Jeremy Skinner requested approval of Pay Application #2 on behalf of the Redevelopment Authority and Huntington National Bank as trustee, in regards to the Lease Rental Revenue Bonds, Series 2015. The request is for \$43,425.11 to Faegre Baker Daniels LLP and \$45,073.88 to HJ Umbaugh & Associates for a grand total of \$88,498.00. Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

PAY APP #30/HUSKY TRAIL PROJECT/BUILDING & PLAN-

Mr. Skinner presented Pay Application #30 and invoice from A&Z Engineering requesting a payment of \$5,424.60 for work done on the Husky Trail Project. Also included was LPA Voucher #21 for Preliminary Engineering costs to the Indiana Department of Transportation requesting 80% reimbursement. Motion made by Mr. Grose to approve Pay Application #30 to A&Z Engineering, and (PE) Voucher #21 to INDOT, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

PAY APP #2/HUSKY TRAIL PROJECT/RIGHT OF WAY ACQUISITION/BUILDING & PLAN-

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$14,600.00 for Right-of-Way Acquisition Services along the Husky Trail Project for Pay Application #1. Also included was LPA Voucher #2 to INDOT requesting reimbursement from the State for the 80/20 grant. Motion made by Mr. Grose to approve Pay Application #2 to A&Z Engineering, and (ROW Acq) Voucher #2, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

KOSCIUSKO COUNTY CONVENTION & VISITORS BUREAU/AD FOR VISITORS GUIDE-

Mayor Thallemer provided the Board with a contract for a 1/6 page vertical "City of Warsaw" advertisement to be placed in the 2016 Kosciusko County Convention and Visitors Bureau Annual Visitors Guide. The price for the advertisement will be \$561.00, with half of the payment being made in 2015 and the other half in 2016. Motion made by Mr. Grose approving the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

PUBLIC ARTS COORDINATOR/MAYOR-

A contract between the City and Paulette Davis was presented for approval. Paulette will serve as the "Public Arts Coordinator" and will be responsible for coordinating all public arts events for the City, primarily the coordination of the Walk-n-Wander Seward Johnson sculpture event in 2016. The total amount of the contract is \$10,000.00, with \$5,000.00 being donated to the City from the Community Foundation. Motion made by Mr. Grose approving the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

WARSAW HOUSING AUTHORITY/ RELEASE OF MORTGAGE-

The Warsaw Housing Authority requested a release of mortgage for the following properties:

1. Maribel Ponce, 309 S. Washington Street, record document #2013050544
2. James E. Hyde, 516 E. Clark Street, record document #200400005275

Motion made by Mr. Grose to approve the releases, seconded by Mayor Thallemer carried by unanimous vote. (Documentation attached to minutes).

STRUCTUREPOINT INC. FEASIBILITY STUDY/STORMWATER-

Stormwater Coordinator Theresa Sailor presented information for StructurePoint Inc. to perform a feasibility study for improvements in infrastructure. The area of concern is from Detroit Street to Osborne Street. The cost of the study will be \$35,500.00. Motion made by Mr. Grose to approve the study, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

CONFIDENTIAL SHREDDING SERVICES/HR –

HR Director Jennifer Whitaker submitted agreement with Confidential Shredding Services for bulk paper shredding of confidential material at City Hall. The fees more specifically set forth within the agreement. Motion made by Mr. Grose to approve the agreement with Confidential Shredding Services, seconded by Mayor Thallemer, carried by unanimous vote. (Copy of agreement attached to minutes).

NEW HIRES/CHANGE IN PAYROLL REPORT-

A new hire/change in payroll report was provided for approval: Street-1 ; Mayor- 1; WWTU- 1, and more specifically set forth on the list attached to minutes. A resignation letter from Building Commissioner Todd Slabaugh, effective at the end of the work day today, was also presented. Motion made by Mr. Grose to approve all that was presented, seconded by Mayor Thallemer and carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS-

A list setting forth six (6) travel requests: Police- 3; Street- 2; and Mayor- 1, was submitted for approval. Motion made by Mr. Grose approving the travel requests, seconded by Mayor Thallemer, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS-

Clerk's Office submitted a listing of special claims totaling \$3,373.94. Motion made by Mr. Grose to approve the claims for payment, seconded by Mayor Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket - \$3,071,880.22

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

OTHER MATTERS-

NEW PHONE SYSTEM/POLICE-

Police Chief Scott Whitaker walked-in a request to update and purchase new phones for the Police Department. The current system is causing problems and the new system will be compatible with fiber optic/voice system. Cost of the new phones to be purchased and installed by Rick's Electronics will be \$23,014.72. Motion made by Mr. Grose approving the purchase, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

WESSLER ENGINEERING, INC. /MAIN STREET IMPROVEMENTS/WWTU-

Wastewater Treatment Utility Manager Brian Davison requested to enter into a contract with Wessler Engineering, Inc. for sewer improvements along Main Street. Total cost of the contract will be \$94,000.00. Motion made by Mr. Grose approving the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached).

PERMISSION TO ISSUE PAYMENT/POLICE-

Chief Whitaker requested permission from the Board for the Clerk's Office to issue payment for a new police car purchase that was previously approved by the Board. The payment will be made to Kelly Chevrolet from proceeds from the General Obligation Bond of 2014.

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