

BOARD OF PUBLIC WORKS & SAFETY
May 6, 2016
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, 2016 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, Park Superintendent Larry Plummer, Park Recreation Director Sheila Wieringa, City Planner Jeremy Skinner, WWTU Manager Brian Davison, Police Chief Scott Whitaker, Police Officer Brad Keller, Fire Territory Chief Mike Wilson, Street Superintendent Jeff Beeler, City Engineer James Emans, H/R Director Jennifer Whitaker, Scott Sterk from Lincoln School, Heather James from Center for Lakes & Streams, Rob Parker representing WCDC, Mike Sainer, Jerry Frush, InkFree News reporter Deb Patterson, and Times-Union reporter David Slone.

ABSENT: Board member George Clemens and City Attorney Mike Valentine.

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

MINUTES-

The minutes from the April 15, 2016 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.

REPORTS/ORAL & WRITTEN COMMUNICATION-

1. Police Chief Scott Whitaker recognized the Warsaw Police Department Narcotics Unit who received the "2015 Specialized Narcotics Unit of the Year" during a conference held earlier this year in Reno, Nevada. The Department also was recognized for the "Largest Street Level Prescription Medication Seizure."

NEW BUSINESS-

LAKES FESTIVAL/STREET CLOSURE-

Heather James from the Grace College Center for Lakes & Streams requested that Canal Street between Detroit Street and Indiana Street be closed from June 11 at 7:00a.m. until June 12 at 5:00p.m. for the Lakes Festival. All activities will be held at Center Lake this year.

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

LINCOLN SCHOOL FIELD DAY/STREET CLOSURE-

Scott Sterk from Warsaw Community Schools requested that Lincoln Street between Main and Clark Streets, and Fort Wayne Street between Lincoln and Lindberg Streets be closed on May 27, 2016 between 9:00a.m.-3:15p.m. for Lincoln School Field Day activities. Motion made by Mr. Grose to approve the closures, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

TRAVEL REQUESTS-

A list setting forth three (3) travel requests: WWTU – two (2); Fire Territory – one (1); was presented for approval. Motion was made by Mr. Grose to approve the travel requests, seconded by Mayor Thallemer, carried by unanimous vote. (List attached).

NEW HIRE/CHANGE IN PAYROLL REPORT-

A list of five (5) new hire/changes in payroll report was presented: Police-1; Street-2; B&P-1; and WWTU-1. Motion made by Mr. Grose to approve the report, seconded by Mayor Thallemer, carried by unanimous vote. (List attached).

WCDC/FAÇADE & ALLEYWAY IMPROVEMENT MATCHING GRANT-

The agreement for the Façade & Alleyway Improvement Matching Grant Program was presented for approval. Motion was made by Mr. Grose to approve the 2016 agreement for \$25,000.00, for Façade improvements and \$10,000.00 for alley way improvements, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

PAYMENT REQUEST/BUFFALO STREET REDEVELOP. PROJECT/REDEVELOP. AUTHORITY/ B&P-

City Planner Jeremy Skinner presented a payment request from Huntington National Bank in the amount of \$13,911.00 to American Structurepoint, Inc. for various services concerning the Buffalo Street Redevelopment Project. This is the sixth payment request presented to the Board from bond funds received and held at Huntington Bank for the Redevelopment Authority Lease Rental Revenue Bonds 2015. Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

PAY APP #12/HUSKY TRAIL PROJECT/RIGHT-OF-WAY ACQUISITION/B&P-

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$2,425.00 for Right-of-Way Acquisition (RW Acq.) services along the Husky Trail Project for Pay Application #12. Also included was LPA Voucher #12 to INDOT requesting reimbursement from the State for the 80/20 grant. Motion made by Mr. Grose to approve Pay Application #12, and LPA Voucher (RW Acq.) #12, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

PAY APP #13/HUSKY TRAIL PROJECT/RIGHT-OF-WAY ACQUISITION/B&P-

LPA Voucher #13 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State from the 80/20 grant for property recently purchased for right-of-way purposes along Husky Trail and totaling \$28,475.00 was presented for approval. Motion made by Mr. Grose to approve LPA Voucher #13, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

PAY APPLICATION #28/HUSKY TRAIL PROJECT/ /BUILDING & PLAN-

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$7,267.60 for Pay Application #28 for work done on the Husky Trail Project. Also included was LPA Voucher #28 for Preliminary Engineering (PE) costs to the Indiana Department of Transportation (INDOT), requesting 80% reimbursement. Motion made by Mr. Grose to approve Pay Application #28 and LPA Voucher (PE) #28 and, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

MARKET STREET IMPROVMENTS PHASE 2/PAY APPLICATION #8/B&P-

Pay Application #8 was presented for Phase 2 of the Market Street Improvements. VS Engineering is requesting a payment of \$14,711.68. Also included was LPA Voucher #8 to INDOT for Preliminary Engineering, for 80% reimbursement. This item was walked-in and was not listed on the agenda. Motion made by Mr. Grose to approve Pay Application #8 and LPA Voucher (PE) #8, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

LASSUS BROTHERS OIL, INC. /FUEL PURCHASE-

Police Chief Scott Whitaker presented an agreement with Lassus Brothers Oil for fuel purchase. The cost is \$1.8200 for 87 octane unleaded fuel, and diesel fuel (cetane rating of 45) will be purchased as needed at whatever the current price is at the date of purchase. 75,000 gallons of combined unleaded gasoline and diesel fuel must be purchased. This agreement is for the time period of January 1, 2018 thru December 31, 2018. An agreement for 2017 had already been approved late last year. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

CUMMINS CROSSPOINT, LLC/FIRE-

Fire Territory Chief Mike Wilson submitted a contract with Cummins Crosspoint, LLC for semi-annual maintenance of generators at each station at an annual cost of \$1,076.14. Motion made by Mr. Grose to approve the maintenance agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

NIPSCO/NEW GAS LINE/CEMETERY-

Cemetery Sexton Hal Heagy requested permission for Northern Indiana Public Service Company (NIPSCO) to run a new gas line. The line will run from the Cemetery gate on Author Street and will service the campground, Fireman's Building, Park Department shop, and the Cemetery shop, thus eliminating the need for propane tanks. Cost of the work will be \$16,537.43. Motion made by Mr. Grose to approve the work, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

WALKING PROGRAM/PARK-

Parks Recreation Director Sheila Wieringa presented a contract with Charlie Frisinger to lead and supervise a fifteen (15) week walking program. The walks will take place every Wednesday from 12:10p.m. to 12:50p.m., June 1 thru August 31, and will begin and end in Central Park. Cost of the contract is \$150.00. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

WATERFRONT TRAINING/ABIGAIL APELAND/PARK-

Mrs. Wieringa presented a contract with Abigail Apeland for waterfront training for four (4) lifeguards. The training will take place at Center Lake and Ms. Apeland will also complete the necessary paperwork with the Red Cross for the lifeguard's certification. Cost of the service will be \$300.00. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

LAWSON-FISHER ASSOCIATES/STORMWATER PUMP STATION-

WWTU Manager Brian Davison presented a proposal from Lawson-Fisher Associates P.C. for engineering design services for the Osborn stormwater pumping station. They will provide data collection, field survey, spillway hydraulic analysis, and design and permitting services at a cost of \$36,257.00. Motion made by Mr. Grose to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

BEER & SLABAUGH/LAKE- WINONA SANITARY RELOCATE PROJECT-

An agreement with Beer & Slabaugh was presented for signatures. The agreement is for the bid that was received and awarded during the last session for the Lake Street-Winona Ave. sewer pipe relocation. Cost of the contract price is \$108,145.00. The Board acknowledged the agreement for signatures.

BOYCE SYSTEMS/KEYPAYROLL-

A software license and maintenance agreement with Boyce Systems/Keystone was presented for approval. The license and agreement are for the purpose of installing KeyPayroll as the City's payroll program. Cost of the software is \$8,300.00 with an email direct deposit option of \$500.00 for a total cost of \$8,800.00. Motion made by Mr. Grose to approve the purchase, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

SPECIAL CLAIMS-

Clerk's office submitted a listing of a special claim totaling \$2,750.00. Motion was made by Mr. Grose to approve the claim for payment, seconded by Mayor Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$599,781.11

End of Month - \$1,200,544.42

Pension Docket - \$40,509.01

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

OTHER ITEMS-

-Mike Sainer, who resides outside of the County and owns a food truck, requested a reduction in the itinerant merchant fees he would need to pay to sell food from his truck in the City. The Board took the request under advisement.

-Mr. Davison advised that he will be soliciting quotes soon for the Canal Street Sewer Line Replacement project. The quotes will be opened June 8th at the WWTU office, and presented to the Board for approval at the June 17th session. Estimated price of the project will be under \$150,000.00. He also reminded the Board that tonight during First Friday, the stormwater drain art projects will be unveiled.

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

