

BOARD OF PUBLIC WORKS & SAFETY  
SEPTEMBER 18, 2015  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, September 18, 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 Jeff Grose, Charles Smith and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, City Planner Jeremy Skinner, Superintendent of Public Works Jeff Beeler, WWTU Manager Brian Davison, Fire Territory Chief Mike Wilson, Police Lieutenant Kip Shuter, Park Superintendent Larry Plummer, Park Recreation Director Liz McKinley, City Engineer James Emans, HR Director Jennifer Whitaker, Downtown Event Coordinator Paula Bowman, Jerry Frush, Rich Mauman from Borden Waste, InkFree News reporter Deb Patterson, and Times-Union reporter Jennifer Peryam.

**ABSENT:** None

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

**MINUTES-**

The minutes from the September 4, 2015 Regular Session were presented for approval. Board member Grose made a motion to accept the minutes as presented, seconded by Board member Smith, motion carried by unanimous vote.

**UNFINISHED BUSINESS-**  
**RECYCLING BID AWARD-**

A committee to discuss recycling pick-up is scheduled to meet sometime next week. After discussion a motion was made by Mr. Smith to table this item, seconded by Mr. Grose, carried by unanimous vote.

**NEW BUSINESS-**  
**STREET CLOSURE/PARK RIDGE NEIGHBORHOOD BASH-**

Aaron Gaff, president of the Park Ridge Community Association requested that the southern portion of Laurelwood Drive in Park Ridge subdivision be closed on October 10<sup>th</sup> for a neighborhood event. A rain date of October 17<sup>th</sup> is being requested as well. Mr. Gaff asked that the road be closed from 3:00 p.m. to 9:00 p.m. Motion made by Mr. Grose to approve the street closure, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

**STREET CLOSURE FOR "SPOOKTACULAR"-**

First Friday Coordinator Paula Bowman requested the City approve the closure of the 100 blocks of East and West Center Streets; the 100 blocks of East and West Market Streets; the 100 blocks of North and South Buffalo Streets; and a portion of the 200 block of S. Buffalo Street during the "Halloween Spooktacular" event scheduled for Friday, October 23, 2015. The 100 block of North Buffalo Street will close at 3:00 p.m. and the remaining will close at 4:00 p.m.; all will open up at 9:00 p.m. Motion made by Mr. Smith to approve the street closures, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

**PARK DEPARTMENT CONTRACTS-**

- (1) Contract with Harold Keiser to provide Santa and Mrs. Claus for the Twinkle Parade event on December 4, 2015 at a cost of \$200.00.

Motion made by Mr. Grose to approve the contract seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

**REQUEST FOR GRANT PAYMENT/PARK-**

Park Recreation Director Liz McKinley requested approval to seek a grant payment from Kosciusko County Community Foundation, Inc. for \$1,275.75. The payment is in support of advertisements during the 2015 Summer Central Park Concert Series. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**LAKE CITY MEDIA AGREEMENT/PARK-**

Park Superintendent Larry Plummer Jr. requested to enter into an agreement with Lake City Media. The agreement will use resources from both entities to create and build the Classic Rock and Country

Concerts held in Central Park and other matters as specified in the agreement. Motion made by Mr. Smith, to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

**WARSAW FIBER AGREEMENT/PARK-**

Mr. Plummer presented a contract with Warsaw Fiber to provide fiber service to the Parks Department, 117 E. Canal Street; Lucerne Park at 800 N. Park Avenue; and Pike Lake Campground at 1011 E. Arthur Street. The initial cost for set-up and installation will be \$1,050.00 with a monthly fee of \$1,581.60. Motion made by Mr. Smith to approve the service, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

**PAY APP #4/HUSKY TRAIL PROJECT/RIGHT-OF-WAY ACQUISITION/BUILDING & PLAN-**

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$2,520.00 for Right-of-Way Acquisition Services along the Husky Trail Project for Pay Application #4. Also included was LPA Voucher #4 to INDOT requesting reimbursement from the State for the 80/20 grant. Motion made by Mr. Smith to approve Pay Application #4 to A&Z Engineering, and (ROW Acq) Voucher #4, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**PAY APPLICATION #23/HUSKY TRAIL PROJECT/BUILDING & PLAN-**

City Planner Jeremy Skinner presented an invoice from A&Z Engineering requesting a payment of \$9,665.20 for Pay Application #23 for work done on the Husky Trail project. Mr. Skinner also presented LPA Voucher #23 for Preliminary Engineering costs to the Indiana Department of Transportation (INDOT), requesting 80% reimbursement. Motion made by Mr. Smith to approve pay application #23, and LPA Voucher #23, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**WARSAW FIBER SERVICE AGREEMENT/VARIOUS DEPARTMENTS/B&P-**

Mr. Skinner presented another agreement with Warsaw Fiber to provide service to City Hall, Fire Stations 1 & 2, Oakwood Cemetery Office and Garage, the Police Department, and to the Street Department. Set up and installation for all seven sites will be \$3,600.00 with a monthly build-out fee of approximately \$820.00 over the next five years for several of the departments. The total monthly cost of service will be \$2,300.00 which will be pro-rated accordingly per department. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**EISENHOWER BASIN DESIGN/DOWNSTREAM DRAINAGE REPORT/STORMWATER UTILITY-**

Wastewater Utility Manager Brian Davison presented a proposal with Christopher B. Burke Engineering, LLC to provide professional engineering services for the proposed Eisenhower Basin Design and a Downstream Drainage Report to help improve drainage on the south side of the City. Cost of the service will be \$112,100.00. Motion made by Mr. Grose to approve the proposal, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached to minutes).

**US GEOLOGICAL SURVEY/PIKE LAKE LEVEL GAUGE/STORMWATER UTILITY-**

Mr. Davison presented a contract between the City and the US Department of Interior/U.S. Geological Survey, to monitor water levels at Pike Lake. Due to lack of funding, the USGS will remove the lake level gauge already in place at Pike Lake. The USGS has offered the chance for the City to continue with the service at a cost of \$4,000.00 for one year. Motion made by Mr. Grose approving the contract, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached to minutes).

**WESSLER ENGINEERING, INC.-WASTEWATER COLLECTION SYSTEM I/I REDUCTION PROGRAM/AMENDMENT 2a/WWTU-**

Mr. Davison asked for approval of an amended agreement with Wessler Engineering for the "Collections System I/I Reduction Program". Amendment 2a adds Phase III-Field Investigation-Smoke Testing, at a cost of \$85,500.00. Motion made by Mr. Grose approving the amendment, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

**SPECIAL CLAIMS-**

Clerk's office submitted a list of special claims for approval of payment totaling \$750.00. Motion made by Mr. Smith to approve the claims for payment, seconded by Mr. Grose, motion carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS-**

The following claim docket was presented for approval:  
Regular Docket - \$1,940,403.07

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

**OTHER BUSINESS-**

**CHANGE IN PAYROLL CLARIFICATION-**

During the August 21, 2015 Board of Works Meeting, approval had been given for Fire Chief Mike Brubaker to be classified as Assistant Fire Chief during a training period for future Fire Chief Mike Wilson. The adopted 2015 Fire Territory Salary Ordinance does not list the position of Assistant Fire Chief, so Mr. Brubaker will be reclassified as Battalion Chief, with pay according to the adopted Salary Ordinance, with a hire date of September 13, 2015 and effective on the October 2, 2015 payroll date. Motion made by Mr. Grose to approve the reclassification/change in pay, seconded by Mr. Smith, 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**