

BOARD OF PUBLIC WORKS & SAFETY
FEBRUARY 5, 2021
11:15 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 5, 2021 at 11:15 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, Police Chief Scott Whitaker, Police Officer Megan Bortner and family, Park Maintenance Director Shaun Gardner, Park Recreation Director Sheila Wieringa, Community Development Director Jeremy Skinner, City Planner Justin Taylor, Wastewater Treatment Utility Manager Brian Davison, and Human Resources Director Jennifer Whitaker. Attending virtually were City Attorney Scott Reust, Fire Chief Mike Wilson, Stormwater Utility Coordinator Ryan Workman, and City Engineer James Emans.

Also in attendance in the Council Chambers was InkFree News reporter Dan Spaulding.

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 15, 2021 Regular Session were presented for approval. Motion made by Mr. Grose to approve the minutes, seconded by Mayor Thallemer, carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

OATHS OF OFFICE-

Mayor Thallemer administered the Oath of Office to Police Officer Megan E. Bortner.

NEW BUSINESS-

BREAKFAST OPTIMIST CLUB STREET CLOSURE FOR CAR SHOW-

Warsaw Breakfast Optimist representatives requested the City approve the closure of the following streets: Center Street from Lake Street to Indiana Street; Buffalo Street from Market Street to Main Street; Indiana Street from Market Street to Main Street; and the City Hall Parking Lot (Plaza), during the City of Lakes Cruise-In sponsored by the Warsaw Breakfast Optimist Club. The event is scheduled for Sunday, May 16, 2021 and they requested the streets be closed from 7:00 a.m. until 7:00 p.m. Motion made by Mr. Grose approving the street closures for the Optimist Car Show, seconded by Mayor Thallemer, carried by unanimous vote.

COMPREHENSIVE FINANCIAL PLAN/BAKER TILLY-

An agreement with Baker Tilly was presented for approval. Baker Tilly will assist the City with updating its current financial plan as shown in the scope of service in the agreement. Cost of the services is not to exceed \$30,000.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

REQUEST TO RELEASE FUNDS-

A letter to Kosciusko County Community Foundation from the Mayor was presented for approval. The letter requests that the full distribution of the balance from the "Stellar Project Fund" be released to help with funding the relocation of the City's skate park from Boggs Industrial Park to Richardson Dubois Park on E. Market Street. Motion made by Mr. Grose to approve the letter, seconded by Mayor Thallemer, carried by unanimous vote.

CRITICAL STRESS MANAGEMENT TEAM-

Fire Territory Chief Mike Wilson requested approval to form an International Critical Incident Stress Foundation Team. This will enable the Critical Stress Management Team, already in place, to receive discounts on educational opportunities plus other support and consulting services. Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

ASSISTANCE TO FIREFIGHTERS GRANT REQUEST

Chief Wilson requested permission to apply for the Assistance to Firefighters Grant. The Kosciusko County Firefighters Association is seeking funds for radios with 800/700 frequency capability through the North Webster Fire Department who is applying for and hosting the grant. The Fire Territory would

need to make a 10% match for funds received. Motion made by Mr. Grose to approve the application, seconded by Mayor Thallemer, carried by unanimous vote.

IDHS AIR-CARE MAX FOGGER GRANT-

During the December 4, 2020 meeting, Chief Wilson requested permission to apply for a grant through the Indiana Department of Homeland Security for sanitary foggers. He was recently advised that the Fire Territory was awarded one fogger. Motion made by Mr. Grose to accept the award, seconded by Mayor Thallemer, carried by unanimous vote.

PARK CONTRACTS-

Park Recreation Director Sheila Wieringa requested approval of the following contracts:

- Airtight- Summer Concert Series- \$1,300.00
- Cabildo - Summer Concert Series- \$1,200.00
- Matt Gabriel - Summer Concert Series - \$750.00
- Kari Holmes -Summer Concert Series -\$1,300.00
- Kennedy's Kitchen - Summer Concert Series - \$1,500.00
- The Kingsmen - Summer Concert Series - \$2,500.00
- Magnolia Soul - Summer Concert Series - \$3,000.00
- Smooth Edge 2 - Summer Concert Series - \$1,000.00
- Whistle Pigs - Summer Concert Series - \$800.00

Motion made by Mr. Grose to approve all of the above contracts, seconded by Mayor Thallemer, carried by unanimous vote.

CENTER, PIKE & WINONA LAKES CONSERVATION ASSOCIATION AGREEMENTS/PARKS-

Park Maintenance Director Shaun Gardner presented the following Lake Conservation Association agreements: The agreements state that the Parks Department will pay \$2,500.00 per year to each association to help with nature preservation, conservation and maintenance and more specifically stated in the agreements.

- Center Lake Conservation Association
- Pike Lake Conservation Association
- Winona Lake Conservation Association

Mr. Grose made a motion to approve the agreements, seconded by Mayor Thallemer, carried by unanimous vote.

CR 300 NORTH PHASE II/PAY APPLICATION #6/B&P-

Community Development Director Jeremy Skinner presented Pay Application #6 to Phend & Brown for work completed on the CR 300 North Phase II project. Pay Application #6 is in the amount of \$24,736.34. Motion made by Mr. Grose to approve Pay Application #6, seconded by Mayor Thallemer, carried by unanimous vote.

PAY APPLICATION/LPA VOUCHER (PE) #17/ANCHORAGE ROAD PROJECT/B&P-

Mr. Skinner presented a Pay Application to American Structurepoint, Inc. in the amount of \$34,090.22 for the Anchorage Road Project. Also included was LPA Voucher (PE) #17 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) #17, seconded by Mayor Thallemer, carried by unanimous vote.

ANCHORAGE ROAD RIGHT-OF-WAY PROCUREMENT/INDIANA DEPARTMENT OF TRANSPORTATION (INDOT)-

Mr. Skinner presented a contract with INDOT to purchase right-of-way parcels along Anchorage Road as part of the Anchorage Road Project. The services include appraisals and purchasing fees and will be an 80/20 match for payment. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote.

BUFFALO STREET PLAZA/PAY APPLICATION #9/B&P-

Pay Application #9 for the Buffalo Street Plaza project was presented for approval. Selge Construction, Inc. is requesting \$7,787.50 for work completed to date. Motion made by Mr. Grose to approve the pay application, seconded by Mayor Thallemer, and by roll call the motion was carried by unanimous vote.

INDIANA DEPARTMENT OF TRANSPORTATION (INDOT) PROJECT COORDINATION CONTRACT/LINCOLN SIDEWALK PROJECT-

City Planner Justin Taylor requested approval of a contract between the City and INDOT. The project coordination contract is in reference to the Lincoln Sidewalk Project. The cost of the contract is

\$1,123,407.60 with 80% eligible for reimbursement from the State. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote.

AMENDMENT TO INTERLOCAL AGREEMENT WITH WCS FOR SRO/POLICE-

Police Chief Scott Whitaker requested approval to amend an Interlocal Agreement with Warsaw Community Schools (WCS) as it relates to the City providing several School Resource Officers (SRO). The original agreement asked for the City to provide four (4) SRO and currently the Police Department is only providing three (3) due to National Guard deployment of the fourth (4th) officer. The Amendment adjusts the cost from the schools by \$37,654.94 for the 2020-2021 school year. Motion made by Mr. Grose to approve the amended agreement, seconded by Mayor Thallemer, carried by unanimous vote.

CHRISTOPHER B. BURKE ENGINEERING/TECHNICAL ASSISTANCE/STORMWATER-

Wastewater Utility Manager Brian Davison presented an agreement with Christopher B. Burke Engineering for on-call support for the Stormwater Utility for MS-4 purposes in 2021. Cost of the services will be \$18,000.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

CHRISTOPHER B. BURKE ENGINEERING/STORMWATER ORDINANCE AND TECHNICAL STANDARDS UPDATE-

The City of Warsaw needs technical assistance to update the 2016 version of the Stormwater Ordinance and Technical Standards. Christopher B. Burke Engineering, LLC (Burke) will provide services to update these noted documents to incorporate the new requirements contained in IDEM's new Construction General Permit and MS4 General Permit. Cost of the services is not to exceed \$10,000.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

CHRISTOPHER B. BURKE ENGINEERING/VIRTUAL WEBINAR ASSISTANCE-

Mr. Davison presented another agreement from Christopher B. Burke Engineering. 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 \$2,000.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

CARDNO MAINTENANCE AGREEMENT-

A maintenance agreement with CARDNO was presented for approval. Cardno will provide maintenance of several sites including herbicide application on invasive weeds and culvert clean out. Price shall not exceed \$12,870.00 and the agreement is for three (3) years. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

IFA-SRF #88 & #89/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #88 for \$2,143.00 and Disbursement Request #89 for \$49,712.00 to Wessler Engineering in regards to the Wastewater Plant Expansion Project were presented for approval. The applications will be sent to Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for funds held at the Bank of New York (BNY) Mellon from the Revenue Bonds of 2018. Motion made by Mr. Grose to approve the payments to Wessler Engineering, seconded by Mayor Thallemer, carried by unanimous vote.

IFA-SRF #90/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #90 for \$1,170.00 to NV Grant Services, LLC in regards to the Wastewater Plant Expansion Project was presented for approval. The application will be sent to Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for funds held at the Bank of New York (BNY) Mellon from the Revenue Bonds of 2018. Motion made by Mr. Grose to approve the payment to NV Grant Services, seconded by Mayor Thallemer, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-

A New Hires/Changes in Payroll report was presented for approval: WWTU-one (1); Police-four (4); Street-one (1); and Fire-one (1). Motion made by Mr. Grose to approve the report, seconded by Mayor Thallemer, carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$2,195,031.81

EOM Docket - \$96,283.06

Pension Docket- \$36,047.56

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