BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 6, 2024
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 6, 2024 at 10:30 a.m. in the Council Chambers at City Hall. Mayor Jeff R. Grose presided, and the following persons were noted as present or absent:

PRESENT: Board members George Clemens, Diane Quance, and Mayor Grose. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Street Superintendent Dustin Dillon, Wastewater Treatment Plant Manager Brian Davison, Human Resources Director Denny Harlan, City Planner Justin Taylor, City Engineer Aaron Ott, Community and Economic Development Director Jeremy Skinner, Mayor's Assistant Staci Young, and Times-Union reporter David Slone.

ABSENT: None noted.

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

MINUTES-
The minutes from the November 15, 2024 Regular Session were presented for approval. Motion made by Ms. Quance to approve the minutes as presented, seconded by Mr. Clemens, and carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-
None noted.

UNFINISHED BUSINESS-
None noted.

NEW BUSINESS-
BID OPENING/TIMBER RIDGE STORMWATER IMPROVEMENTS-PHASE I
Bids were solicited to be opened today for the Timber Ridge Stormwater Improvements-Phase I. The only bid was received from:
G&G Hauling and Excavating, Inc.-$108,970.00
Motion made by Mr. Clemens to take the bid under advisement, seconded by Ms. Quance, carried by unanimous vote.

BID AWARD/CENTER LAKE PIER DEMOLITION-
Bids were solicited and opened during the November 15, 2024 meeting for the demolition of the Center Lake Pier. Milestone Contractors, LLC was the lone bidder at $397,838.00. City Engineer Aaron Ott reported that the bid was in order and is recommending the bid be approved. Motion made by Ms. Quance to approve the bid, seconded by Mr. Clemens, carried by unanimous vote.

MEMORANDUM OF UNDERSTANDING (MOU)/KOSCIUSKO COUNTY SHELTER FOR ABUSE, INC. ("THE BEAMAN HOME")-
An MOU between the City and Beaman Home was presented for approval. The MOU approves $25,529.43 from American Rescue Plan Act funds to go toward a roofing project at the shelter. Motion made by Mr. Clemens to approve the MOU, seconded by Ms. Quance, carried by unanimous vote.

MEMORANDUM OF UNDERSTANDING (MOU)/HABITAT FOR HUMANITY OF KOSCIUSKO COUNTY-
An MOU between the City and Habitat for Humanity was presented for approval. The MOU approves $55,200.00 from American Rescue Plan Act funds to go toward a roofing project at their location on Corridor Drive. Motion made by Ms. Quance to approve the MOU, seconded by Mr. Clemens, carried by unanimous vote.

ANIMAL WELFARE LEAGUE 2025 AGREEMENT-
An agreement with the Animal Welfare League (AWL) was presented for approval. AWL will provide and accept temporary care and/or disposition of animals that may be found within the City limits. Cost of the services will be $100,000.00 for 2025. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

BEAMAN HOME 2025 AGREEMENT-
An agreement with the Beaman Home was presented for approval. Beaman Home provides shelter for victims of domestic violence and abuse. Cost of the 2025 services will be $10,000.00. It was noted that section 3.1 should be corrected to January 31, 2025. Motion made by Ms. Quance to approve the agreement with the noted correction, seconded by Mr. Clemens, carried by unanimous vote.

KOSCIUSKO AREA BUS SERVICE (KABS) 2025 AGREEMENT-
An agreement with KABS was presented for approval. KABS provides transportation services for area residents at a reasonable rate. Cost of the service for 2025 will be $20,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

KOSCIUSKO COUNTY SENIOR SERVICES 2025 AGREEMENT-
An agreement with Kosciusko County Senior Services was presented for approval. Senior Services provides Mobile Meals, the Senior Activity Center, and transportation for area residents. Cost of the service for 2025 will be $27,500.00. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

LILLY CENTER FOR LAKES AND STREAMS 2025 AGREEMENT-
An agreement with Lilly Center for Lakes and Streams was presented for approval. Lilly Center provides education and research for area waterways within the City. Cost of the service for 2025 will be $25,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

MAIN STREET WARSAW 2025 AGREEMENT-
An agreement with Main Street Warsaw for numerous services and a special event coordinator was presented for approval. Cost of the service will be $50,000.00 for 2025. It was noted that the document referred to "First Friday events downtown Warsaw for 2023" in section 1 of Exhibit B which needs to be corrected to Third Friday….for 2025 as well as "First Friday" in other places in Exhibit B which needs to be corrected to Third Friday. Motion made by Ms. Quance to approve the agreement as corrected, seconded by Mr. Clemens, carried by unanimous vote.

MAIN STREET WARSAW FAÇADE IMPROVEMENT MATCHING GRANT 2025 AGREEMENT-
An agreement with Main Street Warsaw for façade improvements in the downtown area was presented for approval. $50,000.00 will be allocated for 2025 for matching grant funds of up to $10,000.00 awarded to applicants who qualify for the funding. In the first paragraph of Exhibit "A" it states "…may obtain matching grant funds up to a maximum of $5,000.00….." which needs to be corrected to $10,000.000. Motion made by Mr. Clemens to approve the agreement as corrected, seconded by Ms. Quance, carried by unanimous vote.

WARSAW HOUSING AUTHORITY (WHA) 2025 AGREEMENT-
An agreement with WHA was presented for approval. WHA will provide safe and sanitary dwelling accommodations for low-income persons and administer Section 8 Rental Assistance as well. Cost of the services will be $35,000.00 for 2025. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

ROCKHILL PINNICK, LLP/LEGAL SERVICES-
An agreement for legal services with Rockhill Pinnick, LLP was presented for approval. The annual contract amount is $110,000.00, payable in monthly installments of $9,166.67. Some work will be at the hourly rate of $275.00, more specifically set forth within the agreement. Motion was made by Mr. Clemens to approve the contract effective January 1, 2025 through December 31, 2025, seconded by Ms. Quance, carried by unanimous vote.

BIT COMPUTERS, INC. /IT SERVICES-
An agreement with BIT Computers, Inc. to provide IT services for the City was presented for approval. Cost of the annual service will be $207,000.00 in monthly installments of $17,275.00. The agreement term is from January 1, 2025 through December 31, 2025. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

VIRTRU/E-MAIL ENCRYPTION-
An agreement with Virtru was presented for approval. Virtru will provide e-mail encryption services for the City at a cost of $11,491.20 annually. The three-year agreement starts January 1, 2025 through December 31, 2027. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

CENTER LAKE PIER DEMOLITION/CONTRACT-
An agreement with Milestone Contractors, LP for the demolition of the Center Lake Pier was presented for approval. Cost of the work will be $397,838.00. Motion made by Mr. Clemens to approve the contract, seconded by Ms. Quance, carried by unanimous vote.

TRAVEL REQUESTS-
A list setting forth eight (8) travel requests: Fire-two (2); Mayor-one (1); and Police-five (5) was submitted for approval. Motion made by Ms. Quance approving the travel requests, seconded by Mr. Clemens, carried by unanimous vote.

NEW HIRES/CHANGES IN PAYROLL REPORT/SALARY WAGE SUMMARY REPORT-
A New Hire/Change in Payroll report was presented for approval: Police-two (2); Building and Plan (1); and Fire-one (1). The report also included the 2025 Wage Summary showing wages to be paid hourly, bi-weekly, and per meeting for employees, elected officials and board/commission members more specifically set forth on the list. Motion made by Mr. Clemens to approve the New Hire/Changes in Payroll report and summary, seconded by Ms. Quance, carried by unanimous vote.

MEMORANDUM OF UNDERSTANDING (MOU)/PARKING GARAGE-
An MOU between the City and Kosciusko County was presented for approval. The MOU supports the building of a parking garage in the downtown area. Cost of the project is estimated at $15,000,000.00 with $5,000,000.00 of the funds coming from the Orthopedic Industry Retention Initiative ("OIRI"), $2,000,000.00-$3,000,000.00 coming from the City and the remaining from the County who will own the structure. Motion made by Mr. Clemens to approve the MOU, seconded by Ms. Quance, carried by unanimous vote.

NOVOTX LLC SOFTWARE DEVELOPMENT-
An agreement with Novotx LLC was presented for approval. Novotx will develop additional features to Elements software that is already in place that will allow for multiple sign permit applications at once. Currently the system only allows one application per request. Cost of the service will be $11,000.00. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

GRANT AWARD/HIGHWAY SAFETY IMPROVEMENT PROGRAM-
Street Superintendent Dustin Dillon advised the Board that the City had been approved for a $146,421.00 grant from the Highway Safety Improvement Program. The funds will be used for removal and replacement of various traffic signal heads and new wiring. Mr. Dillon is asking the Board to accept the award. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

LAKE AND MAIN STREET TRAFFIC SIGNAL MODERNIZATION /CONTRACT-
The Board recently awarded the bid for the Lake & Main Street Traffic Signal Modernization project to Michiana Contracting Inc. for $360,642.00. Today the contract is being presented for approval. Motion made by Ms. Quance to approve the contract, seconded by Mr. Clemens, carried by unanimous vote.

PAY APPLICATION #1/2024 SANITARY & STORM REHABILIATION-
Wessler Engineering is requesting $3,107.50 for work done to date on the 2024 Sanitary Sewer & Storm Rehabilitation project. Motion made by Mr. Clemens to approve Pay Application #1, seconded by Ms. Quance, carried by unanimous vote.

EMANS ENGINEERING/WWTU-
An agreement with Emans Engineering for on-call engineering services for 2025 was presented for approval. The on-call services for 2025 are not to exceed $16,000.00, with an hourly rate of $160.00. Motion was made by Ms. Quance approving the agreement, seconded by Mr. Clemens, carried by unanimous vote.

WWTU BUDGET GUIDELINE FOR 2025-
The 2025 Wastewater Treatment Utility Budget Guideline was submitted by Wastewater Utility Manager Brian Davison. This guideline for Wastewater appropriations will be the setup for 2025 spending. Mr. Clemens made a motion to approve the guideline, seconded by Ms. Quance, carried by unanimous vote.

STORMWATER BUDGET GUIDELINE FOR 2025-
The 2025 Stormwater Utility Budget Guideline was submitted by Mr. Davison as well. This guideline for Stormwater appropriations will be the setup for 2025 spending. Ms. Quance made a motion to approve the guidelines, seconded by Mr. Clemens, carried by unanimous vote.

CLAIM DOCKETS-
The following claim dockets were presented for approval:
Regular-$3,512,205.23
Motion made by Mr. Clemens to approve all claims for payment, seconded by Ms. Quance, motion carried by unanimous vote.
End of the Month Docket - $1,848,181.99
Motion made by Mr. Clemens to approve all claims for payment, seconded by Ms. Quance, 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 at 11:34 a.m.

ATTEST:

Lynne Christiansen, Clerk-Treasurer