BOARD OF PUBLIC WORKS & SAFETY
JANUARY 17, 2025
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, January 17, 2025 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: Present were Board members George Clemens and Mayor Grose. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Human Resources Director Denny Harlan, WWTU Manager Brian Davison, City Engineer Aaron Ott, Community and Economic Development Administrative Assistant Whitney Shilling, City Planner Justin Taylor, Parks Superintendent Larry Plummer, Street Superintendent Dustin Dillon, Fire Territory Chief Joel Shilling, Firefighter Drew Shilling, CARES Coordinator Mikaela Bixler, Police Chief Scott Whitaker, Deputy Police Chief Bryan Sherwin, Wayne Township Trustee Jeanie Stackhouse, and Times-Union reporter David Slone. The meeting was also presented live over the City's website at https://www.warsaw.in.gov.

ABSENT: Board member Diane Quance.

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

MINUTES-
The minutes from the January 3, 2025 Regular Session were presented for approval. Motion made by Mr. Clemens to approve the minutes as presented, seconded by Mayor Grose, carried by unanimous vote.

RECOGNITION OF VISITORS-
-Mayor Grose administered an Oath of Office to Jeanie Stackhouse for the Fire Territory Board.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-
-WWTU Payment Office December 2024 adjustment report

UNFINISHED BUSINESS-
None noted.

NEW BUSINESS-
ROAD CLOSURES-
The following road closures were reviewed and discussed:
-Fat & Skinny Tire Festival, May 16, 2025, 2:00 p.m. - 12:00 a.m., Main Street from Lake Street to High Street; Lake Street from Main Street to Center Street; Buffalo Street from Ft. Wayne Street to Market Street; and Indiana Street from Fort Wayne Street to Market Street.
Motion made by Mr. Clemens to approve the closures, seconded by Mayor Grose, carried by unanimous vote.

PAY APPLICATION /LPA VOUCHER (ROW) #32/ANCHORAGE ROAD PROJECT-
Community and Economic Development Administrative Assistant Whitney Shilling presented for approval a Pay Application to American Structurepoint, Inc. in the amount of $9,110.60 for the Anchorage Road Project. Also included was LPA Voucher (ROW) #32 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State for the 80/20 grant for Right-of-Way (ROW). Motion made by Mr. Clemens to approve the pay application and LPA Voucher (ROW) #32, seconded by Mayor Grose, carried by unanimous vote.

PAY APPLICATION/LPA VOUCHER (PE) #42/ANCHORAGE ROAD PROJECT-
Ms. Shilling presented a Pay Application to American Structurepoint, Inc. in the amount of $600.00 for the Anchorage Road Project. Also included was LPA Voucher (PE) #42 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. Clemens to approve the Pay Application and LPA Voucher (PE) #42, seconded by Mayor Grose, carried by unanimous vote.

DIVE RESCUE INTERNATIONAL (DRI)-
Firefighter Drew Shilling asked permission for the Fire Territory to host DRI classes in Warsaw on July and August of this year. Courses offered will be critical skills, evidence recovery, and light salvage and recovery for up to 15 participants in each course. Motion made by Mr. Clemens to approve the request, seconded by Mayor Grose, carried by unanimous vote.

K21 GRANT/QUESTION PERSUADE REFER (QPR) GATEKEEPER TRAINING-
CARES Coordinator Mikaela Bixler requested permission to accept a $2,472.00 grant from the K21 Health Foundation. The funds will be used to purchase 1,000 training books for QPR gatekeepers. Motion made by Mr. Clemens to approve accepting the funds, seconded by Mayor Grose, carried by unanimous vote.

ZOLL MEDICAL MAINTENANCE CONTRACT-
Chief Shilling presented a contract with Zoll Medical Corporation. Zoll will perform preventive maintenance of the cardiac monitors the Fire Territory has. Cost of the yearly maintenance agreement will be $1,360.00. Motion made by Mr. Clemens to approve the contract, seconded by Mayor Grose, carried by unanimous vote.

FIRECATT PRECISION SERVICE TESTING AGREEMENT/WWFT-
Chief Shilling requested permission to enter into a three (3)-year agreement with FireCatt for annual hose testing and ground ladder testing of equipment. The first year of testing will cost $8,190.00 and escalate by $390.00 each year after. Motion made by Mr. Clemens approving the contract, seconded by Mayor Grose, carried by unanimous vote.

TRAVEL REQUESTS-
A list setting forth nine (9) travel requests was submitted for approval: Fire-3; Mayor-1; HR-1; and WWTU-4. Motion made by Mr. Clemens approving the travel requests, seconded by Mayor Grose, carried by unanimous vote. Later in the meeting City Engineer Aaron Ott presented another travel request for his department. Motion made by Mr. Clemens to approve the travel request, seconded by Mayor Grose, carried by unanimous vote.

TAKE-HOME VEHICLE REQUEST-
Justin Ousley, a supervisor at the Street Department, requested a take-home department vehicle to be used to drive back and forth from work for emergency and after hour call-ins as needed. He will be charged per IRS guidelines and Street Superintendent Dustin Dillon has approved the request. Motion made by Mr. Clemens to approve the Take-Home Vehicle request, seconded by Mayor Grose, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-
The Human Resources Department presented a New Hire/Change in Payroll Report listing eight (8) positions affected: Police-two (2); Street-one (1); Planning-one (1); and Fire-four (4). Motion made by Mr. Clemens to approve the report, seconded by Mayor Grose, carried by unanimous vote.

BAKER TILLY ADVISORY GROUP, LP/ENGAGEMENT LETTER-
An Engagement Letter between the City and Baker Tilly was presented for approval. The letter contains the scope of services that Baker Tilly will perform for the City as requested, as well as all of its affiliated entities. Motion made by Mr. Clemens to approve the services, seconded by Mayor Grose, 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 Work in the agreement. Cost of the service is not to exceed $35,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Grose, carried by unanimous vote.

CORE MECHANICAL SERVICES, INC./PARKS MAINTENANCE AGREEMENT-
An agreement with CORE Mechanical Services, Inc. was presented for approval. The 2025 agreement is for planned maintenance on furnaces, a/c units, and direct water heaters at the new Parks offices and maintenance building. Cost is $3,185.00 and more specifically stated in the agreement. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Grose, carried by unanimous vote.

LINCOLN NEIGHBORHOOD SIDEWALK PROJECT/CHANGE ORDER #1/TROYER GROUP-
Change Order #1 for the Lincoln Neighborhood Sidewalk Project was presented for approval. The order adds $18,500.00 to the original contract with Troyer Group due to additional Construction Inspection services and overtime due to a project start delay. Motion made by Mr. Clemens to approve the Change Order, seconded by Mayor Grose, carried by unanimous vote.

THOMAS EARHART AGREEMENT/CODE HEARING OFFICER/B&P-
An agreement between the City of Warsaw and attorney Thomas Earhart was presented for approval. The agreement, for $900.00 per hearing session for the year 2025, retains the services of Mr. Earhart as an Independent Hearing Officer and Administrative Law Judge for the City's Code Enforcement. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Grose, carried by unanimous vote.

TAXICAB PERMITS/L&L TAXI-
Deputy Police Chief Bryan Sherwin presented an application for three (3) taxicab permits for L&L Taxi. The taxis have passed inspection and the Police Department recommends approval of the permits. Motion was made by Mr. Clemens to approve the permit, seconded by Mayor Grose, motion carried by unanimous vote.

ACE PEST CONTROL-
Street Superintendent Dustin Dillon requested permission to enter into an agreement with Ace Pest Control. Ace will treat the office, mechanics garage, and main shop areas monthly, as well as Spring and Fall exterior maintenance, for a total cost of $1,084.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Grose, carried by unanimous vote.

PARK AVENUE STORM SEWER IMPROVEMENTS/CHANGE ORDER #1-
Change Order #1 for the Park Avenue Storm Sewer Improvements was presented for approval. The change order adds $2,087.57 to the original contract with G&G Hauling due to material adjustments and quantities. The original contract price was $249,999.95 and will now be $252,087.52. Motion made by Mr. Clemens to approve the change order, seconded by Mayor Grose, carried by unanimous vote.

PARK AVENUE STORM SEWER IMPROVEMENTS/PAY APPLICATION #3-
Pay Application #3 for the Park Avenue Storm Sewer Improvements was presented for approval. G&G Hauling & Excavating is seeking $130,319.12 for work done to date. Motion made by Mr. Clemens to approve the pay application, seconded by Mayor Grose, carried by unanimous vote.

BAKER TILLY SEMI ANNUAL FINANCIAL MANAGEMENT REPORTS-
An agreement between the City and Baker Tilly was presented for approval. Baker Tilly will conduct semiannual financial management reports for the Wastewater Utility at a cost of $18,400.00 and for the Stormwater Utility at a cost of $18,400.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Grose, carried by unanimous vote.

CLAIM DOCKETS-
The following claim docket was presented for approval:
Regular Docket-$3,445,126.39.
Motion made by Mr. Clemens to approve the claims for payment, seconded by Mayor Grose. Motion carried by unanimous vote.

OTHER MATTERS-

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