

BOARD OF PUBLIC WORKS & SAFETY
OCTOBER 04, 2013
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, October 4, 2013 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 Charles Smith and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, Attorney Adam Turner, Superintendent of Public Works Lacy Francis, WWTU Manager Brian Davison, City Planner Jeremy Skinner, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Fire Territory Chief Mike Brubaker, Park Superintendent Larry Plummer, Park Recreation Director Staci Young, Airport Manager Nick King, Ken Locke, Stacey Page from Stacey Page On-Line, and Times-Union reporter Jennifer Peryam.

ABSENT: Board member Jeff Grose 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 September 20, 2013 Regular Session were presented for approval. Mayor Thallemer made a motion to accept the minutes as presented, seconded by Board member Smith, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

-Appreciation Letter from Orange Township Fire Dept. thanking the City for donated dive equipment.

UNFINISHED BUSINESS-

CONTRACT #19/CENTER STREET PUMP STATION/PAYMENT REQUEST-

During the September 20th session WWTU Manager Brian Davison presented information on accumulated Change Orders from All Star Construction for the Center Street Pump Station/Contract #19 questioning an EBI Change Order for \$31,812.38, including a credit of \$7,000 for a final disputed amount of \$24,812.38. Three options were discussed:

- 1) The City would pay \$24,812.38,
- 2) The City would pay nothing.
- 3) The City would split the cost and pay \$12,406.19.

After discussion Mr. Smith made a motion to split the cost and agree to pay \$12,406.19 of the EBI Change Order, seconded by Mayor Thallemer and carried by unanimous vote. (Information attached).

NEW BUSINESS-

CONTRACT #21/WWTU-

Bids for Contract #21, Demolition of Wastewater Treatment Plant #1 were received and opened during the August 16th session. The bid was awarded to Dore Construction at the September 6th session. The contract is being presented today for signature(s) and no motion was necessary per attorney opinion.

CUBMOBILE RACES 2013/STREET CLOSURE-

Ken Locke requested closures of **N. Indiana St.** from the first alley north of Center St. to the parking lot at Central Park; **Main St.** from High St. to the drive-way of WWFT Station #1; and **Fort Wayne St.** from Buffalo to the rear entrance of the Zimmer Building parking lot on October 19, 2013 for the annual Cubmobile races. After discussion Mr. Smith made a motion to allow the street closures, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

CHANGE ORDER/STATION ONE REPAIRS/WWFT-

Fire Territory Chief Mike Brubaker requested a changer order for repairs being done at Station One. The Change Order is for framing work around one of the windows that is being replaced

and the additional cost will be \$825.00. Motion made by Mr. Smith to approve the Change Order, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

GRACE COLLEGE APPLIED LEARNING CREDITS/WWFT-

This item was withdrawn from the agenda.

QUOTES FOR PHASE I SITE IMPROVEMENT/POLICE-

Police Chief Scott Whitaker requested permission to solicit sealed quotes for phase I of the Police Departments site improvement project. The project consists of improving parking areas as well as establishing green space. Motion made by Mr. Smith to approve the request and proceed with soliciting bids, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

FIRST FRIDAY SPECIAL EVENTS COORDINATOR-

This item was withdrawn from the agenda.

ORTHOPEDECS CAPITAL FOUNDATION FUNDING-

Mayor Thallemer requested approval of an agreement between the City and the Orthopedics Capital Foundation (OCF). The Foundation is committed to promoting and developing the area through a capital funds match and has asked the City to contribute a total of \$50,000 over four (4) installments with the last installment before June 30, 2016. Motion to approve the funding was made by Mr. Smith, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached).

KOSCIUSKO COUNTY CONVENTION & VISITORS BUREAU/AD FOR VISITORS GUIDE-

Mayor Thallemer provided the Board with a contract for a 1/6 page vertical "City of Warsaw" advertisement to be placed in the 2014 Kosciusko County Convention and Visitors Bureau Annual Visitors Guide. The price for the advertisement will be \$550.00 total with ½ of the payment being made in 2013 and the other half in 2014. Motion made by Mr. Smith approving the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

SERVICE AGREEMENT/PEOPLELINK, LLC/HR-

Human Resource Director Jennifer Whitaker presented a service agreement with PeopleLink to staff several positions for the City. Mr. Smith made a motion to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

NEW HIRES/REHIRES/CHANGES-

Human Resource Director Jennifer Whitaker provided for approval six (6) new hires/changes in payroll report: Police- four (4), Park- one (1) and Building and Plan- one (1). Motion made by Mr. Smith to approve the payroll report, seconded by Mayor Thallemer, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS -

A list setting forth two (2) travel requests: Airport – Nick King, and Park-Staci Young, was submitted for approval. Motion made by Mr. Smith to approve the travel requests, seconded by Mayor Thallemer, carried by unanimous vote. (Info. attached to minutes).

CASH-CHANGE DRAWER/BUILDING & PLAN-

City Planner Jeremy Skinner requested permission to establish a cash-change drawer for the Building and Plan Department. The number of permits continues to increase and his department needs to have the ability to make change for customers paying with cash. He is requesting \$150 for his request. Motion made by Mr. Smith to allow \$150 for a cash-change drawer in the Building and Plan Department, seconded by Mayor Thallemer.

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$702,896.61

EOM Docket - \$718,356.68

Fire & Police Pension Docket - \$41,693.89

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

OTHER MATTERS-

Mayor Thallemer announced that the November 1, 2013 Board of Works Session will start at 3:00 P.M.

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