

BOARD OF PUBLIC WORKS & SAFETY
OCTOBER 18, 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 18, 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, Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, Attorney Adam Turner, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTU Manager Brian Davison, WWTU Payment Collection Office Manager Mary Lou Plummer, Fire Territory Chief Mike Brubaker, H/R Director Jennifer Whitaker, Airport Manager Nick King and Administrative assistant Linda Seiss, Police Chief Scott Whitaker, Park Superintendent Larry Plummer, Winona Lake Town Manager Craig Allebach, Council member Jerry Frush, Stacey Page from Stacey Page On-Line, and Times- Union reporter Jennifer Peryam.

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

MINUTES-

The minutes from the October 4, 2013 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATION-

- Mayor Thallemer advised those in attendance that milling and repaving of several stretches of city streets will begin next week. He reviewed the areas that will be paved.
- Krebs Trailhead Park will have a grand opening at 1:30 this afternoon.

NEW BUSINESS-

GRACE COLLEGE APPLIED LEARNING PROGRAM/WWFT-

Fire Territory Chief Mike Brubaker requested permission to allow Grace College students to earn applied learning credits through the Fire Department. The applied learning credits are a necessary requirement for graduation. Motion made by Mr. Smith, to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

UNDERBILLINGS/WWTU-

WWTU Office Supervisor Mary Lou Plummer presented information addressing under-billings for properties located at Briar Ridge Apartments and Eastgate Apartments. The Briar Ridge complex has been under billed since October of 2012 for a total of \$4,694.00. Eastgate has been underbilled for an undetermined amount of time but a six year time frame was presented showing a total of \$23,238.00. After discussion, Mr. Smith made a motion to collect the full amount from each complex as shown above with the option of paying the amount in installments over six (6) months for Briar Ridge and (1) full year for Eastgate if needed, seconded by Mr. Grose, carried by unanimous vote. (Copy of letter attached).

ENCROACHMENT AGREEMENT/YMCA-

Assistant City Planner Tim Dombrosky presented a request from the contractor for the construction of new YMCA. The request is asking permission to place directional signage in public right-of-way for construction traffic, and city ordinance states that signage is not permitted for offsite activities in the public right-of-way. Motion made by Mr. Grose approving the request to place the signage in the right-of-way during construction, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

GROUND RULES INC./COMPREHENSIVE PLAN AMENDMENT/B&P-

An amendment to the original agreement with Ground Rules, Inc. to prepare a comprehensive plan for the City was presented for approval. The amendment adds an "East Market Street Neighborhood" analysis at an additional cost of \$20,300.00. Motion made by Mr. Grose to approve the amendment, seconded by Mr. Smith, carried by unanimous vote. (Contract

worksheet attached).

PAY APPLICATION #7 /HUSKY TRAIL PROJECT/BUILDING & PLAN-

City Planner Jeremy Skinner presented an invoice from A&Z Engineering requesting a payment of \$14,146.20 for Pay App. #7 for work done on the Husky Trail project. LPA Voucher # 6 for Preliminary Engineering Costs to the Indiana Department of Transportation requesting 80% reimbursement for the pay request was also included. Motion made by Mr. Smith to approve the Pay Application to A&Z Engineering and Voucher to INDOT, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

PAY APPLICATION #8 /HUSKY TRAIL PROJECT/BUILDING & PLAN-

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$2,047.50 for Pay App. #8 for work done on the Husky Trail project. LPA Voucher # 2 for Right-Of-Way Engineering Costs to the Indiana Department of Transportation, requesting 80% reimbursement for the pay request, was also included. Motion made by Mr. Grose to approve the Pay Application to A&Z Engineering and Voucher to INDOT, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

PAY APPLICATION #2/THIRD FLOOR RENOVATION/HAROLD McCOMB & SON, INC.-

Mr. Skinner presented a request for payment to Harold McComb & Son, Inc. in the amount of \$26,802.00 for Pay Application #2 for the third floor City Hall renovations. Motion was made by Mr. Smith to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

PAY APPLICATION #4/PLAZA WALL & RESTROOM PROJECT-

A payment of \$13,577.33 to D-T Construction for Pay Application #4 for the Plaza Wall/Restroom project at City Hall was requested for approval. Motion made by Mr. Grose to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

SCEARCE RUDISEL/OVERSEEING-

A payment of \$2,000.00 to Searce Rudisel Architects for overseeing the Third Floor Renovation at City Hall, and a final payment of \$1,000.00 for overseeing the Plaza Wall/Restroom project at City Hall was requested for approval. Motion made by Mr. Smith to approve the payments, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

VEHICLE PURCHASE/AIRPORT-

Airport Manager Nick King requested permission to purchase a new truck. He received quotes from Rice Ford for \$25,178.00 for a 2014 Ford F-350 Regular Cab plus snow plow prep package, Warsaw Chrysler Dodge Jeep Ram for \$25,872.00 for a 2014 3500 Tradesman Regular Cab, and Warsaw Auto Plex for \$26,582.75 for a 2013 Sierra 3500. Motion made by Mr. Smith, to accept the quote from Rice Ford for \$25,178.00, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

ROOF REPAIR AT TERMINAL BULDING/AIRPORT-

Mr. King requested permission to repair the roof on the Terminal building. He received quotes from T. Williams Construction LLC for \$4,850.00 and Royalty Roofing for \$5,041.00. Motion made by Mr. Smith to approve the request and T. Williams Construction quote of \$4,850.00, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

NEW HIRES/REHIRES/CHANGES-

Human Resource Director Jennifer Whitaker provided for approval three (3) new hires/changes in payroll, all within the Police Department. Motion made by Mr. Grose to approve the new hires/payroll changes, seconded by Mr. Smith, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS-

A list setting forth two (2) travel requests: Police- Michael Speigle; Fire-Max Kinsey, was submitted for approval. Motion made by Mr. Smith approving the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

DENTAL BENEFITS/HR-

Director of Human Resources Jennifer Whitaker presented a document from Dunn and Associates with an Admin Fee Schedule for Dental, Weekly Indemnity, and a monthly Broker Fee per covered employee effective November 1, 2013. Motion made by Mr. Smith to accept the terms, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

SPECIAL CLAIMS-

Clerk's office submitted a listing of special claims for approval of payment totaling \$520.50. Motion was made by Mr. Grose to approve the claims for payment, seconded by Mr. Smith, carried by unanimous vote. (List attached to minutes.)

CLAIM DOCKET-

The following claim docket was presented for approval.

Regular Docket - \$1,761,315.73

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

CHRISTOPHER BURKE/STORMWATER RATE STUDY/WWTU-

WWTU Manager Brian Davison presented an Amendment Agreement for the Stormwater Utility Rate Study. All six tasks on the original contract have been completed and they will do five more tasks from remaining funds as listed on the amended agreement. Motion made by Mr. Smith to approve the amended agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

OTHER MATTERS-

Fire Territory Chief Brubaker advised the Board that the tornado siren from the old City Hall had been placed on a pole at Station One. Rewiring and checking the system is taking place. The siren has been placed at a higher level than what it was at the old City Hall.

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