

BOARD OF PUBLIC WORKS & SAFETY  
NOVEMBER 01, 2013  
3:00 P.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, November 04, 2013 at 3:00 P.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 Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTU Manager Brian Davison, Cemetery Sexton Hal Heagy, Park Superintendent Larry Plummer, Fire Chief Mike Brubaker, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter. Assistant City Planner Tim Dombrosky, Winona Lake Town Manager Craig Allebach, Police Officers Justin Curtis, Jason Dobbins, Jordan Roberts and their families, Libbie Tom from Warsaw Housing Authority, Brent Lamb from Phend & Brown, Inc., Chase Meeks from G&G Hauling, Jerry Frush, Stacey Page from Stacey Page On-Line, and Times-Union reporter Jennifer Peryam.

**ABSENT:** None

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

**MINUTES-**

The minutes from the October 18, 2013 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Board member Grose, motion carried by unanimous vote.

**VISITORS-**

**POLICE OFFICERS SWORN IN/WPD-**

Police Chief Scott Whitaker introduced Police Officers Justin Curtis, Jason Dobbins, and Jordan Roberts. Mayor Thallemer administered their Oaths of Office as Police Officers for the City. (Copy of oath attached to minutes).

**NEW BUSINESS –**

**SUPPLY BIDS OPENING –**

The following bids for 2014 Supplies were opened and read aloud:

Item #1 Limestone:

1. G & G Hauling & Excavating, Inc.
2. Irving Materials, Inc. (IMI)

Item #2 Ready Mix Concrete:

1. Kuert Concrete, Inc.
2. Aggregate Industries

Item #3 Flowable Backfill Material:

1. Kuert Concrete, Inc.
2. Aggregate Industries

Item #4 Bituminous Material:

1. Phend & Brown, Inc.
2. Niblock Excavating, Inc.
3. Brooks Construction Company

Item #5 Concrete Curbing:

1. Phend & Brown

Item #6 Concrete Flatwork:

1. Phend & Brown

Motion made by Mr. Smith to take all bids under advisement, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**PHASE 1 PARKING LOT IMPROVEMENTS/BID OPENING/POLICE-**

Sealed Quotes were solicited for phase one (1) of parking lot improvements at the Police Department. Bids were received from:

1. Phend & Brown - \$88,485
2. G&G Hauling & Excavating - \$52,595.52

Motion made by Mr. Grose to take the bids under advisement, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

#### **SUBORDINATION AGREEMENT/HOUSING AUTHORITY-**

Libbie Tom of Warsaw Housing Authority appeared before the Board to inform the Board that homeowner Mary Ceballos of 2512 Oriole Lane, Warsaw, IN. is requesting a subordination of mortgage. Warsaw Housing Authority recommends the Board approve this Subordination Agreement. Motion made by Mr. Smith to approve the Subordination Agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

#### **MEMORANDUM OF UNDERSTANDING/COST-SHARE AGREEMENT/B&P-**

Assistant City Planner Tim Dombrosky presented a memorandum of understanding between the City and Town of Winona Lake. The agreement is for project along Winona Avenue in continuation of Bicycle/Pedestrian effort. The total amount of the project is \$215,910.50 and Winona Lake will contract and pay for the work and Warsaw will reimburse Winona Lake within two (2) years for its portion of the project. Motion made by Mr. Smith to accept the memorandum, seconded by Mr. Grose, carried by unanimous vote. (Letter attached).

#### **LEASE AGREEMENT WITH DNR/PARK-**

Park Superintendent Larry Plummer presented a lease agreement with the Department of Natural Resources (DNR) to lease City Property at the Pike Lake Public Access. The DNR will make improvements to the boat ramp. The lease will be effective for a period of four (4) years with the option to renew the lease for four (4) additional terms of four years each and not to exceed twenty years. Motion to approve the agreement was made by Mr. Grose, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

#### **POLICE/VOCA GRANT AGREEMENT/AWARD-**

Police Lieutenant Kip Shuter reported that the City received a grant agreement and award for the VOCA Grant (Victims of Crime Act) through the Indiana Criminal Justice Institute (ICJI). The twelve (12) month grant, running from October 1, 2013 through September 30, 2014 will be in the amount of \$35,804.00 with a required 20% (twenty percent) match of \$8,915.00 totaling \$44,755.00. The funding will be used toward salary and benefits for the Victim Assistance Coordinator. Motion made by Mr. Smith to approve the grant and agreement, seconded by Mr. Grose, carried by unanimous vote. (Letter attached to minutes).

#### **REMEDIAL INVESTIGATION/WALNUT CREEK/WWTU-**

Wastewater Superintendent Brian Davison requested permission to enter into an agreement with Avanti Environmental Group for remedial investigation along Walnut Creek and adjacent wetlands. They will prepare a response to IDEM's comments plus work on the monitoring wells at a cost of \$20,500.00. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

#### **SPECTRA TECH LINER SYSTEM/WWTU-**

Mr. Davison presented information to line sanitary manholes. He presented a quote from Spectra Tech to line 136 vertical feet of 48" manholes at a cost of \$29,920.00. Mr. Smith, made a motion to accept the contract with Spectra Tech, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

#### **EVEREST EXCAVATING/REVISED QUOTE/WWTU-**

Earlier this year a contract was awarded to Everest Excavating to perform sewer replacement on High Street at a cost of \$36,216. The price of the asphalt replacement on the original cost was \$4,900 and now needs to be revised to \$14,500, a difference of \$9,600, plus a cost of \$3,000 to replace old storm catch basins and pipe. Mr. Grose made a motion to accept the revision at a total cost of \$12,600, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

#### **CONCO SPRAY SOLUTIONS/WWTU-**

Mr. Davison presented information from ConCo Spray Solutions for the lining of lift station 8' wide and 18' deep for \$10,988. Mr. Smith, made a motion to accept the proposal from ConCo, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**NIPSCO AGREEMENT/ ELECTRIC RATES/CITY HALL-**

Northern Indiana Public Service Company has proposed a rate change from "621" to "623" for City Hall. The rate change may be a significant savings over a twelve month period. Motion made by Mr. Smith to approve the change, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**NEW HIRES/REHIRES/CHANGES –**

Human Resource Director Jennifer Whitaker presented for approval a list of six (6) payroll changes as follows: four (4) for Police; one (1) for Cemetery; and one (1) for WWTU. Motion made by Mr. Grose to approve the list, seconded by Mr. Smith, carried by unanimous vote (List attached to minutes).

**TRAVEL REQUESTS/HR-**

A list setting forth two (2) travel requests: Police- Mike Cox and Scott Whitaker; Motion made by Mr. Smith approving the travel requests, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

**WASTEWATER PAYMENT OFFICE BILLING PROCEDURES/WWTU-**

The Wastewater payment office requested permission to send letters to owners of rental properties. The letter states that beginning January 1, 2014; the payment office will bill the owners of the property and not the tenants. If an agent manages the rental property the billing will be sent to them as well after filing information at the payment office. Motion made by Mr. Grose approving the request seconded by Mr. Smith, carried by unanimous vote. (Letter attached).

**FIRST FRIDAY & SPECIAL EVENTS COORDINATOR-**

An agreement between the City of Warsaw and Paula Bowman as the Special Events Coordinator for downtown events in the amount of \$665.00 per month for 2014, and \$7,980.00 annually was presented for approval. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**CLAIM DOCKET–**

The following claim docket was presented for approval.

Regular Docket - \$223,948.19

EOM Docket - \$689,982.62

Pension Docket - \$41,693.89

Motion made by Mr. Grose to approve all claims for payment, seconded by Mr. Smith, 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**