

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 6, 2013
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 06, 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, City Attorney Mike Valentine, City Planner Jeremy Skinner, Assistant City Planner Tim Dombrosky, WWTU Manager Brian Davison, WWTU Payment Office Supervisor Mary Lou Plummer, Park Superintendent Larry Plummer, Street Superintendent Lacy Francis, Police Chief Scott Whitaker, Fire Chief Mike Brubaker, H/R Director Jennifer Whitaker, Jerry Frush, Stacey Page from Stacey Page On-Line, and Times-Union reporter Jennifer Peryam.

ABSENT: None noted

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

MINUTES-

The minutes from the November 15, 2013 Regular Session were presented for approval. Mr. Smith made a motion to accept the minutes as presented, seconded by Mr. Grose, motion carried by unanimous vote.

NEW BUSINESS-

UNDERBILLINGS/WWTU-

WWTU Office Supervisor Mary Lou Plummer presented a letter addressing under-billings for several properties owned by Chad Zartman.

1. Property at 423 E Arthur Street is being billed for four (4) apartments and has five (5). Mr. Zartman has owned the property since August of 2011 and the under-billing has been calculated at \$880.20.
2. Property at 321 S. Union Street has been billed for two (2) apartments and has three (3). Mr. Zartman purchased the property in Sept. of 2012. Under-billed amount is \$521.60
3. Property at 536 E. Center Street has been billed for three (3) apartments and has four (4). Mr. Zartman purchased the property in December of 1999, and going back six (6) years has been under-billed by \$2,336.40.
4. Property at 1101 E. Winona Avenue has been billed for three (3) apartments and has four (4). Mr. Zartman has owned the property since March of 2005 and going back six (6) years has been under-billed by \$2,336.50

Grand total of under-billings is \$6,074.60 and after discussion, Mr. Grose made a motion to collect all past years under-billings in the total amount of \$6,074.60, payable over and up to twelve months with no interest charged, seconded by Mr. Smith, carried by unanimous vote. (Copy of letter attached).

MUNICIPAL TRADE PROGRAM/BOBCAT OF WARSAW/WWTU-

Waste Water Utility Manager Brian Davison presented a quote from Bobcat of Warsaw. The quote is for the "Annual Bobcat Exchange" and a current 2012 S130 Bobcat skid steer loader model will be traded for a 2013 S130 model for \$1,000. Motion made by Mr. Smith for approval, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

KEYSTONE SOFTWARE SYSTEMS AGREEMENT/WWTU-

Keystone Software Systems submitted a Disaster Recovery Agreement on computer software for the WWTU Payment Collection Office. The fee for disaster recovery is \$275.00 for 2014. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

WESSLER ENGINEERING SEWER PLAN AND STUDY/WWTU-

Mr. Davison presented an agreement with Wessler Engineering, Inc. for a Northwest Area Sanitary Sewer Master Plan and Technology Park Sewer Service Study. The terms are specified

within the agreement and the cost will be \$24,800. Motion made by Mr. Smith, to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

2014 CONTRACT WITH NOT-FOR-PROFIT-

The following agreement for services with another organization was presented for approval.

(1) Warsaw Housing Authority - \$30,000

Motion made by Mr. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

INDIANA DEPARTMENT OF TRANSPORTATION (INDOT)/SUPPLEMENTAL CONTRACT/HUSKY TRAIL/B&P-

City Planner Jeremy Skinner presented a supplemental contract from INDOT for road rehabilitation on Husky Trail from Mariner Dr. to CR 200 N. for funds to be obligated for construction between July 1, 2015 and March 31, 2016. After discussion a motion was made by Mr. Grose to approve the supplemental contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

PAY APPLICATION #3/THIRD FLOOR RENOVATION/HAROLD McCOMB & SON, INC.-

Mr. Skinner presented a request for payment to Harold McComb & Son, Inc. in the amount of \$101,323.80 for Pay Application #3 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).

ARBITRAGE REBATE SERVICES/H. J. UмбаUGH & ASSOCIATES-

An agreement with H.J. Umbaugh & Associates to provide Arbitrage Rebate Service to monitor the \$1,400,000.00 Redevelopment District Tax Increment Bonds, Series 2012, and the \$5,730,000.00 Sewage Works Refunding Revenue Bonds of 2013 was presented. In part the agreement will monitor the interest rates gained on the proceeds of the bond so as not to exceed the interest rate of the bonds when they were sold. Motion to accept the agreement was made by Mr. Smith, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

WAYFINDING SIGN PRESENTATION-

Assistant City Planner Tim Dombrosky gave a power point presentation on the Wayfinding Signs that will be placed at the City's gateways. The total cost of the signs will be \$35,000. The Board thanked Mr. Dombrosky for his presentation.

NEW HIRES/REHIRES/CHANGES/2014 WAGE INCREASES-

Human Resource Director Jennifer Whitaker presented for approval a list of all departments 2014 wages as well as one police officer to be determined. Motion made by Mr. Grose to approve the list, seconded by Mr. Smith, carried by unanimous vote (List attached to minutes).

2014 TAKE- HOME VEHICLES-

Human Resource Director Jennifer Whitaker provided the "2014 Take-Home Vehicle List" of those employees with City vehicles that are used for after hour "emergency" call-outs. Motion made by Mr. Smith to approve the Take-Home Vehicle Requests, seconded by Mr. Grose, carried by unanimous vote. (Documents attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$4,768,192.37

Police & Fire Pension Docket - \$41,693.89

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

OTHER MATTERS-

-First Friday "Holly Days" is tonight and Toys for Tots Collection will be held in the Plaza tomorrow.

-Fire Chief Brubaker advised the Board that the recently installed tornado siren at Station One will need to be re-tested sometime soon. He will get word out to the public before it happens.

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