

BOARD OF PUBLIC WORKS & SAFETY
JANUARY 17, 2014
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, 2014 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 Jeff Grose. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, WWTU Manager Brian Davison, WWTU Payment Office Manager Mary Lou Plummer, City Planner Jeremy Skinner, Fire Territory Chief Mike Brubaker, Police Deputy Chief Bryan Sherwin, Police Lieutenant Kip Shuter, Park Superintendent Larry Plummer, Cemetery Sexton Hal Heagy, Street Superintendant Lacy Francis Jr., Airport Manager Nick King, First Friday Coordinator Paula Bowman, Jerry Frush, John Elliott from Warsaw Breakfast Optimist Club, Stacey Page from Stacey Page On-Line, and Jennifer Peryam from the Times-Union.

ABSENT: Mayor Thallemer.

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

MINUTES-

The minutes from the January 3, 2014 Regular Session were presented for approval. Motion made by Mr. Grose to approve the minutes as presented, seconded by Mr. Smith, carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATION-

1. E-mail memo/letter from citizen ref. wastewater drain.
2. Police Department 2013 annual traffic report.

NEW BUSINESS-

BREAKFAST OPTIMIST CLUB STREET CLOSURE FOR CAR SHOW-

Warsaw Breakfast Optimist member John Elliott requested the City approve the closure of Center St. from Lake St. to first alley east of Lake City Bank; Buffalo St. from Market St. to Main Street; ½ of the 100 block of N. Indiana St.; ½ block of S. Indiana St. between Market St. to Main St., plus the City Hall Parking Lot (Plaza) during the City of Lakes Cruise-In sponsored by the Warsaw Breakfast Optimist Club. The event is scheduled for Sunday, May 18, 2014 and he requested the streets be closed from 7 a.m. until 7 p.m. Motion made by Mr. Grose approving the street closures for the Optimist Car Show, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached).

REQUEST TO WAIVE PENALTIES-

Birch Realty, owners of Green Acres Mobile Home Park, which is located out of the City limits but is connected to the City wastewater system, requested a waiver of over \$13,000.00 in penalties incurred since May of 2012. Payment Officer Manager Mary Lou Plummer told the Board that as of today the correct amount of incurred penalties is \$13,711.23. After discussion a motion was made by Mr. Grose denying the request, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

PARK CONTRACTS-

Park Superintendent Larry Plummer Jr., requested approval of the following activity contracts:

1. Creative Comedy Balloon & Face Art – Family Carnival - \$400.
2. Jeremy VanLue- DJ Sweetheart Dance - \$300.
3. Brian Fravel, d/b/a Pro Audio Services – Sound and Light production for Classic Rock Concert, Blues & BBQ Concert, and Country Music Concert - \$8,550 total.

Motion made by Mr. Grose to approve the contracts, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

WAYNE TOWNSHIP/PARK CONTRACT-

Park Superintendent Larry Plummer presented the 2014 Wayne Township Park Contract for approval. Wayne Township agrees to pay the City \$70,000 and more specifically set forth within the agreement. Motion made by Mr. Smith to accept the contract, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

DIVE RESCUE INTERNATIONAL/DIVE RESCUE 1/WWFT-

Fire Territory Chief Mike Brubaker asked for approval to host several dive training courses in March. The two agreements are with Dive Rescue with fees being mentioned within the agreement. Motion made by Mr. Grose granting approval, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

LEGAL SERVICES AGREEMENT/FIRE TERRITORY-

Fire Territory Chief Mike Brubaker requested for approval a "Fee Agreement/Employment Letter" with Green, Cates & Grossnickle Attorneys at Law, Syracuse, Indiana for legal services for the Warsaw-Wayne Fire Territory. The fees are more specifically set forth within the agreement. Fire Chief Brubaker reported that the Fire Territory Board recommends approval of the agreement. Motion made by Mr. Smith to accept the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

LETTER AGREEMENT #1-14/JONES & HENRY/WWTU-

Wastewater Treatment Utility Manager Brian Davison presented amendment 1-14, for additional site visits to the Center Street Pump station from Jones & Henry Engineers during the continued construction under contracts #18 and 21. The total cost of the services will not exceed \$18,000.00. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

PAY APPLICATION #1/DORE & ASSOCIATES/WWTU-

Mr. Davison presented a request for payment to Dore & Associates in the amount of \$151,717.50 for Pay Application #1 for the Center Street Plant Demolition/Contract #21. Motion was made by Mr. Smith to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

PAY APPLICATION #13/GRAND RIVER CONSTRUCTION/WWTU-

Mr. Davison presented information from Jones & Henry Engineers requesting pay application #13/FINAL PAY on Contract #18 to Grand River Construction for \$40,000.00. Motion made by Mr. Grose to accept the request, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

REQUEST TO PURCHASE NEW VEHICLES/POLICE-

Police Lieutenant Kip Shuter requested to seek quotes to purchase three (3) new police vehicles. He would like to purchase Chevrolet Caprice PPV Patrol Units. Motion made by Mr. Smith to accept the request, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

PAY APPLICATION #4/THIRD FLOOR RENOVATION/HAROLD McCOMB & SON, INC.-

Mr. Skinner presented a request for payment to Harold McComb & Son, Inc. in the amount of \$50,336.10 for Pay Application #4 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 #6/PLAZA WALL & RESTROOM PROJECT/D-T CONSTRUCTION-

A payment of \$15,437.90 to D-T Construction for Pay Application #6 and final payment for the Plaza Wall/Restroom project at City Hall was requested for approval. Motion made by Mr. Grose to approve the final payment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

E.F. RHOADES & SONS, INC./COTTAGE WATCHMAN/CITY HALL-

An agreement with E.F. Rhoades & Sons, Inc./Cottage Watchman was presented for approval. The six-month agreement outlines services for central station signal receiving only of the fire & security alarm equipment at City Hall for an annual total of \$300. Motion made by Mr. Grose, to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

2014 PARKING LOT LEASE AGREEMENT/LARRY POLK TRUST-

The Larry Polk Parking Lot Lease Agreement was presented for approval. The term of the agreement is for one year, beginning January 1, 2014, expiring on December 31, 2014 at an annual rent of \$9,600 payable at \$800 per month. Motion made by Mr. Smith to approve the lease agreement, seconded by Mr. Grose carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/CHANGE IN PAYROLL REPORT-

A list of three (3) payroll changes was presented: Police- 2, Cemetery-1. Motion made by Mr. Grose to approve the employee changes, seconded by Mr. Smith, carried by unanimous vote. (List attached).

TRAVEL REQUESTS-

Two lists setting forth fourteen (14) travel requests was presented: five (5) Police, three (3) Fire, five (5) WWTU, one (1) HR . Motion made by Mr. Smith to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

SPECIAL CLAIMS-

Clerk's office submitted a listing of claims for approval of payment. The claims total \$131,487.50. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mr. Grose. Motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket-\$1,769,814.40

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

OTHER ITEMS-

FIRST FRIDAY 2014 STREET CLOSURES-

First Friday Coordinator Paula Bowman requested the following streets be closed for all First Friday events in 2014: Center Street between Lake and Indiana Streets, and Buffalo Street between Main and Market Streets, except in August when in addition the 100 Block of East and West Market will be closed, as well as the 200 Block of South Buffalo. Motion made by Mr. Grose to approve the closings for First Friday events, seconded by Mr. Smith, carried by unanimous vote. (Copy of map attached).

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