

BOARD OF PUBLIC WORKS & SAFETY  
FEBRUARY 7, 2014  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 7, 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 Mayor Thallemer. Also present, Clerk -Treasurer Lynne Christiansen, City Attorney Mike Valentine, WWTU Manager Brian Davison, City Planner Jeremy Skinner, Park Superintendent Larry Plummer Jr., Fire Chief Michael Brubaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Cemetery Sexton Hal Heagy, Aviation Manager Nick King, Linda Seiss, Trent Stamper, H/R Director Jennifer Whitaker, Jerry Frush, Stacey Page from Stacey Page On-Line, and Jennifer Peryam from the Times-Union.

**ABSENT:** Board member Jeff Grose

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

**MINUTES-**

The minutes from the January 17, 2014 Regular Session were presented for approval. Motion was made by Mr. Smith to approve the minutes, seconded by Mayor Thallemer, carried by unanimous vote.

**NEW BUSINESS-**

**QUOTES TO PURCHASE NEW VEHICLES/POLICE-**

Quotes for three (3) new vehicles for the Police Department were opened and read. The purchases are supported in the Police Department, and Motor Vehicle Highway 2014 budgets. Quotes were received from Lakeside Chevrolet for \$80,100.00 and Kelly Chevrolet for \$77,986.00. Motion made by Mayor Thallemer to accept the quote from Lakeside Chevrolet, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**LED LAMPS/PARK-**

Park Superintendent Larry Plummer Jr. requested the acceptance of quotes for ninety-three (93) LED lamps in Central Park. Currently, high pressure sodium lamps are used in Central Park and they are being phased out. The LED lamps are more efficient resulting in lower utility cost. He received quotes from Babsco Supply, Inc. for \$12,676.62, Kendall Electric for \$12,779.07, Wabash Electric for \$14,023.91 and Lowe's for \$16,444.80. Motion made by Mr. Smith to accept the quote from Babsco Supply, Inc. for \$12,767.62, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

**PARK CONTRACTS-**

Mr. Plummer requested approval of the following activity contract:

1. Fly Fishing Workshop Instructor-Charles Ray Jr., (2 sessions) \$150.00 total.

Motion made by Mr. Smith to approve the contract, seconded by Mayor Thallemer, and carried by unanimous vote. (Documentation attached to minutes).

**PARK GRANT APPLICATION-**

Mr. Plummer requested permission to submit an application for a grant from the Indiana Arts Commission for the fiscal cycle of 2014/2015. The Park is requesting \$5,000.00 from the Commission to support the Central Park Concert Series. This grant requires a 100% match that is built within the Park Department budget for 2014. Motion made by Mr. Smith to move forward with the application, seconded by Mayor Thallemer, carried by unanimous vote. (Copy of letter attached to minutes).

**NATIONAL HOSE TESTING SPECIALTIES, INC. AGREEMENT-**

Fire Territory Chief Brubaker requested permission to enter into an agreement that covers the annual hose testing and ground ladder testing of equipment. This is the third year for their service and the Fire Territory Board has already approved the agreement that is not to exceed \$5,286.00. Motion made by Mr. Smith approving the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to Minutes).

**FINAL PAY APPLICATION/ALL STAR CONSTRUCTION/WWTU-**

Wastewater Treatment Utility Manager Brian Davison presented information from Jones & Henry Engineers requesting the final pay application on Contract #19 to All Star Construction Co. for \$167,647.91. Motion made by Mr. Smith to accept the request, seconded by Mayor Thallemer, and carried by unanimous vote. (Contract worksheet attached).

**JOHN KIMPEL & ASSOCIATES/BUILDING & PLAN-**

City Planner Jeremy Skinner submitted a 2014 rate schedule for survey work to be performed by John Kimpel & Associates for the Building & Plan Department. Motion made by Mr. Smith to approve the new rate schedule, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached to minutes).

**PAY APPLICATIONS #11 and #12 /HUSKY TRAIL PROJECT/BUILDING & PLAN-**

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$6,124.40 for pay application #11 for work done on the Husky Trail project including LPA Voucher #9 for preliminary engineering costs to the Indiana Department of Transportation requesting 80% reimbursement. He also presented pay application #12 to A&Z for \$7,065.00 including LPA Voucher #3 for right-of-way to INDOT seeking 80% reimbursement. Motion made by Mr. Smith to approve pay applications #11 & #12 to A&Z Engineering, and vouchers (PE) #9 & (RW) #3 to INDOT, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

**MAINTENANCE AGREEMENT/THERMAL EQUIPMENT SALES/B&P-**

Mr. Skinner requested acceptance of a yearly maintenance agreement with Thermal Equipment Sales, Inc. to maintain the Daiken VRV and Venmar ERV (HVAC) units at City Hall. The inspections will occur twice a year for a total cost of \$3,900.00. Motion made by Mr. Smith to accept the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

**CONSTRUCTION OBSERVATION/SCEARCE RUDISEL/B&P-**

Mr. Skinner presented information to the Board requesting a \$1,000 payment to Scarce Rudisel Architects for observing construction on the third floor of City Hall. The payment is in line with the previously approved contract with Scarce Rudisel. Motion made by Mr. Smith to approve the payment, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

**PAY APPLICATIONS #5 & #6/THIRD FLOOR RENOVATION/HAROLD McCOMB & SON, INC.-**

Mr. Skinner presented a request for pay application #5 to Harold McComb & Son, Inc. in the amount of \$26,860.50 and pay application #6 in the amount of \$2,700.00 for the third floor City Hall renovations. Motion was made by Mr. Smith to approve the payment, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

**PAY APPLICATION #18 /CITY HALL PROJECT/HAROLD McCOMB & SON, INC.-**

City Planner Jeremy Skinner presented a request for payment to Harold McComb & Son, Inc. in the amount of \$1,600 for Pay Application #18 for the New City Hall renovations. Motion was made by Mr. Smith to approve the payment, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

**OPEB REPORTING/H.J. UMBAUGH & ASSOCIATES-**

An engagement letter from H.J. Umbaugh to provide services for Other Post-Employment Benefits (OPEB) reporting to the Department of Local Government Finance (DLGF) was presented for consideration. This is the first year the report is required and it will need an estimation of the City's liability using actuarial data which Umbaugh will provide. Cost of the

services will be \$3,000.00 plus time and expense. Motion made by Mr. Smith to accept the letter, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached).

**TRAVEL REQUESTS –**

A list setting forth a total of seventeen (17) travel requests plus one (1) walk-in request from the Police Department was presented. Motion made by Mr. Smith approving the travel requests, seconded by Mayor Thallemer, and carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

EOM Docket – \$3,002,630.46

Regular Docket - \$1,389,229.68

Pension Docket – \$42,179.73

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

**OTHER-**

\*Mayor Thallemer expressed his appreciation to all the departments that helped each other clear snow after the last weather event.

**NEW HIRES/CHANGES IN PAYROLL REPORT-**

A list of two (2) payroll changes was presented: Police- 1; Cemetery-1. Motion made by Mr. Smith to approve the payroll changes, seconded by Mayor Thallemer, carried by unanimous vote. (List attached).

**CHANGE ORDER #1/HAROLD MCCOMB & SONS/3<sup>RD</sup> FLOOR RENOVATIONS CITY HALL-**

Mr. Skinner presented Change Order #1 from Scarce Rudisel Architects listing twenty-two (22) change order items and increasing the Contract from Harold McComb & Sons for the City Hall 3<sup>rd</sup> Floor Renovations by \$12,611.15. Mr. Smith made a motion to approve the change order, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

**LAND DONATION/CEMETERY-**

An aerial map and copy of a Quit Claim Deed recorded on December 12, 2013 was presented for acceptance. The deed quit claims from Beyer Wood Farm, LLC to the City property adjacent to Oakwood Cemetery described as a tract of land in the Northwest ¼ of Section 9, Township 32 North, Range 6 East, Wayne Township, Kosciusko County, Indiana...containing 12.14 acres more or less. Cemetery Sexton Hal Heagy asked the Board to accept the property. Motion made by Mr. Smith to accept the land, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

**GIE SETTLEMENT AND RELEASE AGREEMENT-**

City Attorney Mike Valentine presented an agreement between Governmental Interinsurance Exchange (GIE) and the City to release and discharge GIE from any and all future claims from action taken by the Indiana Department of Environmental Management (IDEM). GIE will make a final settlement to the City of \$200,000.00 and further explained in the settlement. Motion made by Mr. Smith to accept the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached to minutes).

**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**

