

BOARD OF PUBLIC WORKS & SAFETY  
MARCH 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, March 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 Jeff Grose. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, WWTU Manager Brian Davison, Fire Territory Chief Mike Brubaker, City Planner Jeremy Skinner, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Park Superintendent Larry Plummer, Park Recreation Director Staci Young, Aviation Manager Nick King, Jeff VanHouten from Wildman Uniforms, Jerry Frush, Stacey Page from Stacey Page On-Line, and reporter Jennifer Peryam with the Times-Union.

**ABSENT:** Mayor Thallemer

The meeting was called to order by Mr. Smith followed by the Pledge of Allegiance.

**MINUTES-**

The minutes from the February 21, 2014 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.

**NEW BUSINESS-**

**KOSCIUSKO RUNNERS ASSOCIATION 5K/STREET CLOSURE-**

Police Lieutenant Kip Shuter requested that temporary four way stop signs be placed on Indiana Street from the Presbyterian Church to Central Park on April 26, 2014 for a 5k "Run for God" sponsored by the Warsaw Evangelical Presbyterian Church. Motion made by Mr. Grose to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Copy attached)

**EMS TRAINING & EQUIPMENT GRANT/WWFT-**

Warsaw-Wayne Fire Territory Chief Mike Brubaker requested approval to apply for a grant through the office of EMS/Indiana Grants Management System in the Indiana Department of Homeland Security with awards up to \$2,500.00. If the funds are awarded to the City, he will use the grant for EMT training props for in-house training. Motion made by Mr. Grose to proceed with the grant process, seconded by Mr. Smith carried by unanimous vote. (Letter attached to minutes).

**SANDS OFFICE EQUIPMENT/COPIER MAINTENANCE AGREEMENT/WWFT-**

Chief Brubaker presented a copier maintenance agreement with Sands Office Equipment for \$916.00 annually (2-01-14 thru 1-31-15) for a Canon copier/printer/fax housed at Station 2. Motion made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote.

**RIPFISH/WEBSITE DEVELOPMENT-**

Park Recreation Director Staci Young presented an agreement with RipFish Interactive to design and develop the Ride+Walk website through grant funding provided by Kosciusko County Convention Recreation and Visitor Commission. The cost will be between \$3,900.00 and \$4,400.00 dependant on development and content. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Letter attached).

**PARK CONTRACTS-**

Park Recreation Director Staci Young, requested approval of following activity contracts:

1. Central Park Concert Series:
  - a. Michael Milligan, June 6/Blues - \$1,200.00
  - b. Tim Anderson, August 22/Rockabilly - \$750.00
2. General Programs:
  - a. Randy Martin – Caricature Artist - \$195.00
  - b. Darlene McCartney – Caricature Artist - \$180.00
  - c. Sharon Peterson –Bat Exhibit - \$350
  - d. Harold Keiser –Santa & Mrs. Claus- \$200.00
3. National Concerts:
  - a. Larry Mann/Opening Entertainment for Classic Rock Concert-\$2,200.00
  - b. Dreambound Enterprises, Inc. (Jo Dee Messina) Headliner for Country Music Concert-\$25,000.00

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

**2014 HVAC SERVICE AGREEMENT/POLICE-**

Police Chief Scott Whitaker requested approval to enter into a HVAC service agreement with Quine Freeman Heating & Air Conditioning for an annual amount of \$620.00 to maintain the HVAC system at the Police Department. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

**WILDMAN BUSINESS GROUP RENTAL SERVICE AGREEMENT/POLICE-**

A two (2) year service agreement with Wildman Business Group was presented. The service is for weekly or bi-weekly delivery of mats, uniforms, and shop towels at the Police Department with specifications and fees more specifically set forth within the agreement. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

**WILDMAN BUSINESS GROUP RENTAL SERVICE AGREEMENT/HR-**

A two (2) year service agreement with Wildman Business Group was presented. The service is for weekly or bi-weekly delivery of mats, uniforms, and supplies for City Hall with specifications and fees more specifically set forth within the agreement. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

**NEW HIRES/CHANGE IN PAYROLL REPORT/HR-**

A list setting forth a Change in Payroll request for two (2) employees: one (1)-aviation and one (1)-street were presented for approval. Motion made by Mr. Grose approving the changes, seconded by Mr. Smith, and carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS-**

A list setting forth four (4) specific travel requests: three (3)-Police and one (1)-Mayor and non-overnight travel for various fire fighters for dive rescue classes to be held in Warsaw, was presented for approval. Motion made by Mr. Smith to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

**PAY APPLICATIONS #7 & #8/THIRD FLOOR RENOVATION/HAROLD McCOMB & SON, INC.-**

City Planner Jeremy Skinner presented a request for pay application #7 in the amount of \$28,444.50 and pay application #8 in the amount of \$12,611.15 to Harold McComb & Son, Inc. for the third floor City Hall renovations. Motion was made by Mr. Grose to approve the payments, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval:

Regular Docket - \$338,756.75

EOM Docket - \$796,407.94

Pension Dockets - \$50,826.87

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

**OTHER MATTERS-**

**AIRPORT TERMINAL RENOVATIONS-**

Airport Manager Nick King advised the Board that during renovations and updates in the Airport Terminal, a water leak was discovered. He will bring more information before the board to fix the leak after he has gathered information.

**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**