

BOARD OF PUBLIC WORKS & SAFETY
APRIL 2, 2014
10:00 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Wednesday, April 2, 2014 at 10:00 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 Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, City Planner Jeremy Skinner, Warsaw Park Superintendent Larry Plummer Jr., Park Recreation Director Staci Young, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Warsaw-Wayne Fire Territory Chief Mike Brubaker, Warsaw Street Department Superintendent Jeff Beeler, WWTU Manager Brian Davison, Aviation Manager Nick King, Stephanie Hershberger and Brian Hively from the Public Library, Ernie Wiggins, Stacey Page from Stacey Page On-Line, and Jennifer Peryam of the Times-Union.

ABSENT: Board member Charles Smith.

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

MINUTES-

The minutes from the March 21, 2014 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

None presented.

UNFINISHED BUSINESS-

None presented.

NEW BUSINESS-

STREET CLOSURE/BLOCK PARTY-

Representatives from the Warsaw Community Public Library requested that the south half of the 100 block of North High Street be closed on Saturday July 19, 2014 from 12 noon until 5 pm for a carnival that will coincide with their 2014 Summer Reading Program. Motion made by Mr. Grose to allow the closure, seconded by Mayor Thallemer carried by unanimous vote. (Map and information attached).

OPEN BIDS/CITY HALL DOORS/B&P-

Bids for new entry doors on the Buffalo Street side of City Hall were opened. Bids were received from:

- 1). D-T Construction Services - \$34,500.00
- 2). Harold McComb & Son - \$41,623.00

After review and recommendation from City Planner Jeremy Skinner a motion was made by Mr. Grose to award the bid to D-T Construction at a cost of \$34,500.00, seconded by Mayor Thallemer, carried by unanimous vote. (Copies of bids attached).

AMUSEMENT ENTERTAINMENT PERMITS/PARK-

Park Superintendent Larry Plummer presented information to apply for an amusement entertainment permit through the Department of Homeland Security Division/Fire Safety-Permit Division. The City is required to have the permits to rent and use facilities. The cost of the permits will total \$738.00 altogether. A motion was made by Mr. Grose to approve the applications, seconded by Mayor Thallemer, carried by unanimous vote. (Copies attached).

PARK ACTIVITY CONTRACTS-

Park Recreation Director Staci Young presented the following 2014 Event Contracts for approval:

National Concerts:

Stage-Pro: Backline for Classic Rock, Blues & BBQ, and Country Concerts per Artist Contract Requirements - \$4,725.00 total.

Wyndham Garden: Accommodations for Classic Rock, Blues & BBQ, Country Concerts - \$3,071.00 maximum total.

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

CARDINAL TRACKING/POLICE-

Police Chief Scott Whitaker presented for approval a contract with Cardinal Tracking, Inc. for a service agreement for software license and customer support for parking control (TickeTrak).

This is a one-year agreement at a cost of \$1,942.20. Motion made by Mr. Grose to accept the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

POLICE GRANT/BJA/BULLETPROOF VEST-

Lieutenant Shuter informed the Board that the Bureau of Justice Assistance announced the City of Warsaw's application for the FY 2013 Bulletproof Vest Partnership Grant Program had been approved in the amount of \$3,246.59 available through August 31, 2015. He requested the Board accept the award. A motion was made by Mr. Grose to accept the award, seconded by Mayor Thallemer, carried by unanimous vote. He also requested permission to apply for FY 2014 program funds to be used toward the purchase of more vests. Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes.)

2014 EMS TRAINING GRANT/WWFT-

On March 7th, 2014 the Board approved Fire Chief Mike Brubaker's request to apply for a 2014 EMS Training and Equipment Grant through the Office of EMS/Indiana Department of Homeland Security. He recently received notification that the Warsaw-Wayne Fire Territory was denied the request as the field was very competitive and many applications were received. No action was taken by the board.

STATION #3 SOIL WORK/WWFT-

Chief Brubaker requested permission to enter into a contract with Martin Riley Architects/Engineers for soil (fill dirt) development at the proposed building site for Station #3, located on County Road 200 South. Martin Riley will assure that the site is developed and documented adequately for future construction at a cost of \$11,200.00. Chief Brubaker also requested permission to seek bids for moving dirt to the site. Motion made by Mr. Grose to approve the contract and solicitation of bids, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached).

CONSOLIDATED FLEET SERVICES/WWFT-

Chief Brubaker presented a contract with Consolidated Fleet Services for an annual inspection on the Ladder Truck. The cost of the service is \$895.00 plus \$2.50 for each heat sensor that is needed and \$25.00 for each (ladder) rung saver needed. It is unknown how many heat sensors or rung savers will be needed until the inspection is done. Motion made by Mr. Grose to accept the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

PAY APPLICATION #15 /HUSKY TRAIL PROJECT/BUILDING & PLAN-

City Planner Jeremy Skinner presented an invoice from A&Z Engineering requesting a payment of \$10,357.40 for pay application #15 for work done on the Husky Trail project. Mr. Skinner also presented LPA Voucher #11 for preliminary engineering (PE) costs to the Indiana Department of Transportation requesting 80% reimbursement. Motion made by Mr. Grose to approve pay application #15, and LPA Voucher #11, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

NEW HIRES/CHANGES IN PAYROLL REPORT-

The Human Resources Department presented a new hire/change in payroll report listing five (5) changes: Police Department-1; Street Department-1; Building and Plan-1; WWTU-1; Plan Commission Board Member-1. The list also included one cell phone allowance for Stephanie Schaefer, Seasonal Recreation Supervisor. Motion made by Mr. Grose to approve the report including the cell phone stipend, seconded by Mayor Thallemer, and carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS-

Three lists setting forth eleven (11) travel requests was presented for approval: David Morales, Wayne Wilkie and Clay Layne-Police; Duane Griner , Richard Bunch, Theresa Sailor, and Kathy Ragan-WWTU; Mary Haberman-Building and Plan; Mike Brubaker-WWFT; and Lynne Christiansen and Kelly Geiger-Clerk-Treasurer's Office. Motion made by Mr. Grose to approve all travel requests, seconded by Mayor Thallemer, and carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS-

None presented.

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$186,502.81

End of Month Docket - \$737,183.67

Pension Docket - \$41,226.87

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

OTHER MATTERS-

SIREN TEST-

Chief Brubaker advised the Board that sometime during the week of April 7-11 another test of the storm siren will occur at Station One. He did not have any specific date or time scheduled.

REQUEST FOR SIGNATURES/WWTU-

WWTU Manager Brian Davison presented a letter advising that Jeff Krotke may sign claims for WWTU while Mr. Davison and Assistant Manager Larry Hyden are each on vacation the week of April 7, 2014. Motion made by Mr. Grose to honor the request, seconded by Mayor Thallemer, carried by unanimous vote. (Copy of letter 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