

BOARD OF PUBLIC WORKS & SAFETY

May 2, 2014

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 2, 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 Jeff Grose, Charlie Smith, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Park Superintendent Larry Plummer, City Planner Jeremy Skinner, Assistant City Planner Tim Dombrosky, WWTU Manager Brian Davison, Police Chief Scott Whitaker, Fire Territory Chief Mike Brubaker, H/R Director Jennifer Whitaker, Police Officers Ryan Coble, Joshua Lawson, their family and friends and co-workers, Jerry Frush, Assistant Street Superintendent Roger Long, Storm water Director Theresa Sailor, and Times-Union reporter Jennifer Peryam.

ABSENT: None

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

MINUTES-

The minutes from the April 17, 2014 Regular Session were presented for approval. It was noted that the date under the heading "Minutes" should be April 2, 2014. Mr. Grose made a motion to accept the minutes as amended, seconded by Mayor Thallemer, motion carried by unanimous vote.

VISITORS-

POLICE OFFICERS SWORN IN/WPD-

Police Chief Scott Whitaker introduced Police Officers Ryan Coble, and Joshua Lawson. Mayor Thallemer administered their Oaths of Office as Police Officers for the City. (Copy of oath attached to minutes).

NEW BUSINESS-

STREET CLOSURE-

The following street closure was presented for consideration:

FAT & SKINNY TIRE FESTIVAL: Friday May 16th, 2014 from 5:00-11:30 p.m. -100 Block of East and West Center Street and 100 Block of North and South Buffalo Street. A diagram was attached to the request. Motion made by Mr. Smith to approve the closure, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

KOSCIUSKO COUNTY FARMERS MARKET/2014 LICENSE AGREEMENT-

An agreement with Kosciusko County Farmers Market, LLC, allowing the Farmers Market access to the concrete road area of the 100 Block of West Center Street (situated between Buffalo Street and Lake Street) and/or the adjacent City Hall Plaza. The Market will operate every Saturday 8:00 am until 1:00 pm from May 3, 2014 until October 25, 2014 and Wednesday evenings from 5:00 pm until 7:00 pm. The Wednesday market will be held in the Plaza only from June 4, 2014 thru October 29, 2014. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

KIDDIELAND PLAYGROUND EQUIPMENT QUOTES/PARK-

Park Superintendent Larry Plummer Jr. presented quotes for new play equipment in Kiddieland. He received quotes from Gametime/Sinclair Recreation for \$20,912.99 including tile and binder, PlayPower LT Farmington, Inc. \$12,066.83 not including tile and binder, and a tile quote from Parkreation for \$14,908.62. He advised the Board that the Park Board recommended the equipment from Gametime. Motion made by Mr. Smith to purchase the equipment and tile from Gametime for \$20,912.99, seconded by Mr. Grose, carried by unanimous vote. (Letter attached).

CONTRACT/4TH OF JULY CELEBRATION FIREWORKS/PARK-

Park Superintendent Larry Plummer presented an agreement between the City of Warsaw and Warsaw Community Development Corporation for \$3,500.00 to be applied toward the purchase

of fireworks for the annual Warsaw-Winona Lake fireworks show to be held on Friday July 4, 2014. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, motion carried by unanimous vote. (Documentation attached to minutes).

KOSCIUSKO COUNTY COMMUNITY FAIR, INC./WWTU-

Wastewater Utility Manager Brian Davison presented an agreement with Kosciusko County Community Fair, Inc. to rent two booths for public awareness for Wastewater and Stormwater during fair week, July 7-12, 2014. The rental price per booth is \$225.00 which also includes two (2) vendor passes for the main gate. Mr. Davison also requested to purchase four (4) additional vendor passes at \$10.00 each for a total cost of \$490.00. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract copy attached to minutes).

PAY APPLICATION #16 /HUSKY TRAIL PROJECT/BUILDING & PLAN-

City Planner Jeremy Skinner presented an invoice from A&Z Engineering requesting a payment of \$25,159.40 for pay application #16 for work done on the Husky Trail project. Mr. Skinner also presented LPA Voucher #12 for preliminary engineering (PE) costs to the Indiana Department of Transportation requesting 80% reimbursement. Motion made by Mr. Smith to approve pay application #16, and LPA Voucher #12, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

MUTUAL BANK AGREEMENT-

An agreement with Mutual Bank, for rates and pricing structure, effective May 2, 2014 through May 2, 2016, and more specifically set forth within the agreement was presented. After discussion on the basis of the interest rate, a motion was made by Mayor Thallemer tabling the request, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/CHANGE IN PAYROLL REPORT-

The Human Resources Department presented a New Hire/Change in Payroll Report for approval: Park- one (1) full-time change; Mayor- one (1) project support part-time; Cemetery- one (1) summer part-time; and street- three (3) full-time positions. Motion made by Mr. Smith to approve the report, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS-

A list setting forth five (5) travel requests: Clerk-Treasurer – three (3); HR – one (1); and WWTU – one (1), was presented for approval. Motion was made by Mr. Smith to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (List attached).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$2,606,359.93

Pension Docket - \$41,226.87

End of Month - \$93,217.70

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

OTHER ITEMS-

RIGHT-OF-WAY AGREEMENT/B&P-

Assistant City Planner Tim Dombrosky requested approval from the Board to place a city “Welcome” sign in the County’s right-of-way at the intersection of CR 200 South and County Farm Road. The commitment would also include maintenance and liability. Motion made by Mr. Smith approving the request, pending approval from the County Council, seconded by Mr. Grose, carried by unanimous vote. (Letter attached).

LAND RENTAL AGREEMENT/B&P-

City Planner Jeremy Skinner presented an agreement with John G. Powell to farm vacant property in the Certified Tech Park area. Mr. Powell will pay \$190.00 per acre for 53 acres, in two installments of \$5,035.00 each in May and November of 2014. The Board advised Mr. Skinner to seek other bids to farm the property for 2015 and beyond. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

CITY HALL ROOF REPAIR-

Quotes were received to repair a portion of the roof on City Hall. The roof is leaking and showing signs of age. Quotes were received from Orr & Smith Roofing for \$5,600.00, Royalty Roofing for \$3,564.00 (both 60 mil) and Farmwald Enterprises (50 mil) for \$2,800.00. Orr & Smith and Royalty use a rubber roof product which was recommended rather than a spray application that Farmwald uses. It was noted that Royalty Roofing does not abide by the E-Verify requirement which will be reconfirmed. Since water coming through the ceiling on the second floor is causing a problem, this project was deemed an emergency. Other bids will be sought to repair the roof with the recommended product in a timely manner. Motion made by Mr. Smith to approve the emergency request, seconded by Mr. Grose, carried by unanimous vote.

UNDERGROUND STORAGE TANK/WWTU-

Mr. Davison advised the Board that during the demolition of Plant One an underground tank was discovered. He will advise the Board the future of the tank at a later date.

RIDE+WALK-

Mr. Dombrosky advised the Board that on Monday May 5, 2014 a meeting will be held in Winona Lake on the expansion of the Winona Avenue Ride+Walk path between Grant Street and Argonne Road.

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