

BOARD OF PUBLIC WORKS & SAFETY

August 01, 2014

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 1, 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, Jeff Grose, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Fire Territory Chief Mike Brubaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Street Superintendent Jeff Beeler, WWTU Superintendent Brian Davison, Airport Manager Nick King, Stormwater Coordinator Theresa Sailor, City Engineer James Emans, Chad Zartman, John Faulkner from Stacey Page On-Line News, 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 July 18, 2014 Regular Session were presented for approval. Motion to approve the minutes was made by Mayor Thallemer, seconded by Mr. Grose, motion carried by unanimous vote.

RECOGNITION OF VISITORS-

None noted

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

None presented.

UNFINISHED BUSINESS-

None presented.

NEW BUSINESS-

VEHICLE PURCHASE/POLICE-

Police Lieutenant Kip Shuter received quotes for the purchase of an Animal Control Truck for the Police Department. He received quotes from Kelly Chevrolet of Fort Wayne, IN for \$28,900.00; Lakeside Chevrolet of Warsaw for \$29,119.00; McCormick Chevrolet of Nappanee, IN for \$31,614.30; and Shepherd Chevrolet of North Manchester, IN for \$33,699.00. Motion made by Mr. Smith to accept the quote from Lakeside Chevrolet for \$29,119.00 since they are a local business, seconded by Mr. Grose and carried by unanimous vote. (Information attached).

POLICE GRANT APPLICATIONS/OPERATION PULL OVER/DUI TASK FORCE-

Police Chief Scott Whitaker informed the Board that the Winona Lake Police Department will be applying for funding for fiscal year 2015 (October 1, 2014 thru September 30, 2015) for the following grants provided from the National Highway Transportation Safety Administration (NHTSA), Indiana Criminal Justice Institute (ICJI), and the Kosciusko County Traffic Safety Partnership.

(1) Operation Pull Over (OPO) - approximately \$12,000.00.

(2) DUI Task Force Indiana- approximately \$7,000.00.

Motion made by Mr. Smith approving the applications, seconded by Mr. Grose, carried by unanimous vote. (Letters attached to minutes).

PUBLIC AUCTION/UNCLAIMED PROPERTY AND USED EQUIPMENT-

Police Chief Scott Whitaker presented the board with information for a scheduled public auction to be held at the Warsaw Police Department on Saturday August 23, 2014. He asked the Board to contract with Homestead Auctions to auction off the items. Approximately 90 unclaimed bikes will be auctioned off, with the proceeds going to the police pension fund. Other equipment and items will be sold with the proceeds going into the appropriate fund. Mr. Grose made a motion

for the auction to take place using the services of Homestead Auction, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

REQUEST FOR REDUCTION OF BACK-BILLED AMOUNT/WWTU-

Mary Lou Plummer, Wastewater Payment Office Manager, presented a letter stating Chad Zartman is requesting a reduction from under-billing for property he owns at 423 E. Arthur Street. During the December 6, 2013 Board of Works meeting, the Board voted for the full under-billed amount of \$880.20 to be paid. Mr. Zartman spoke to the Board and explained the apartment had been under renovation until June of 2013 and he had only rented the apartment for a few months before a fire destroyed the property in late November of 2013. Motion made by Mayor Thallemer to reduce the under-billed payment to \$195.60 (\$32.60 x 6 months), seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

JONES & HENRY/AMENDMENT #2-14/WWTU-

Wastewater Utility Manager Brian Davison presented amendment 2-14 Jones & Henry Engineers, Ltd. Engineering Service Agreement. The Amendment calls for additional site visits to the Center Street Pump Station construction under Contract #21. The extra cost of the amendment will not exceed \$15,000. Motion made by Mr. Smith to accept the amended agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

DALTON CORPORATION/WASTEWATER TREATMENT AGREEMENT/WWTU-

Mr. Davison presented the Board with a Wastewater Treatment Agreement between the City and Dalton Foundries. The agreement assures the City will accept up to 100,000 gallons of wastewater per month from settling ponds at their landfill site located west of Warsaw. Mr. Davison advised the board that he has received all the testing that is done on the water from Daltons and it is clean water. The City will continue to receive updated results from Dalton's testing. Daltons will pay an initial fee of \$11,065.56 with the monthly varying depending on amount of wastewater placed into our system. The agreement expires in five years. Motion made by Mr. Smith to accept the agreement, seconded by Mr. Grose, carried by unanimous vote. (Agreement attached).

PAY APPLICATION #20/HUSKY TRAIL PROJECT/BUILDING & PLAN-

City Planner Jeremy Skinner presented an invoice from A&Z Engineering requesting a payment of \$11,225.40 for Pay Application #20 for work done on the Husky Trail project. Mr. Skinner also presented LPA Voucher #14 for Preliminary Engineering costs to the Indiana Department of Transportation requesting 80% reimbursement. Motion made by Mr. Grose to approve pay application #20, and LPA Voucher #14, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

PAY APPLICATION/DIGITAL SIGN/CITY HALL-

Mr. Skinner presented a pay application to Graycraft signs for the installation of the new digital sign at City Hall. The final cost of \$22,581.60 reflects a 3% discount from the initial quote since the entire invoice is being paid before the work has started. Clerk-Treasurer Lynne Christiansen noted that it was unusual to pay for work before it was completed. Motion made by Mr. Grose, to accept the pay application, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a list of special claims for approval totaling \$23,581.60. Motion made by Mr. Smith approving the claims for payment, seconded by Mr. Grose, carried by unanimous vote. (List attached).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$352,864.00

End of the Month Docket - \$817,333.74

Fire & Police Pension Docket - \$41,889.59

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

OTHER-

TRAVEL REQUEST-

Chief Whitaker presented two (2) travel requests for Police Officer Justin Curtis to attend NACA 100 Level 1 Training in Minnesota August 3, 2014 thru August 8, 2014 and Level II training in Chicago, IL October 5, 2014 thru October 14, 2014. Motion made by Mr. Smith approving the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

AIR SHOW-

Airport Manager Nick King reminded the Board that the Air Show will take place the evening of Friday August 15th starting at 4:00 and Saturday August 16th from 7 am – 6 pm. He advised they are anticipating a crowd of up to 20,000 people. A bi-plane will be offering rides and a “Candy Bomber” will drop Hershey Bars attached to a parachute during the event.

UNDER-BILLING/WWTU-

A tabled matter from the last Board of Works meeting wasn't placed on the Agenda. The matter concerns a wastewater under-billing for property owned by Dewayne Busz at 628 S. Lake Street. Building and Plan was checking on a demolition permit that Mr. Busz had applied for some time in the past on the property. The property has been partially torn down and there are no fixtures or plumbing remaining. Building and Plan did find the permit so Mayor Thallemer made a motion to waive the \$2,347.20 penalty, seconded by Mr. Grose, carried by unanimous vote.

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**