

BOARD OF PUBLIC WORKS & SAFETY
FEBRUARY 20, 2015
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 20, 2015 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 and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, Attorney Adam Turner, WWTU Manager Brian Davison, Fire Territory Chief Mike Brubaker, City Planner Jeremy Skinner, Park Recreation Director Liz McKinley, Police Chief Scott Whitaker, Police Detective Jordan Foreman, Engineer James Emans, Street Superintendent Jeff Beeler, H/R Director Jennifer Whitaker, Jerry Frush, reporter Deb Patterson from InkFree News, and reporter Jennifer Peryam with 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 February 6, 2015 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.

UNFINISHED BUSINESS-

PARK GRANT APPLICATION-

Park Activity Director Liz McKinley requested permission to submit an application for a grant with the Indiana Arts Commission for the fiscal cycle of 2015/2016. 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 2015. Motion made by Mr. Grose to move forward with the application, seconded by Mayor Thallemer, carried by unanimous vote. (Copy of letter attached to minutes).

NEW BUSINESS-

WARSAW HOUSING AUTHORITY/ RELEASE OF MORTGAGE-

The Warsaw Housing Authority requested a release of mortgage on the following property:

Randall and Lisa Riley, 1716 S. West Point Drive: record document #2011120636.

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

PARK CONTRACTS-

Park Recreation Director Liz McKinley, requested approval of following activity contracts:

National Concerts:

-Paul Thode (Elwood Splinters Blues Band) – opening band,
Blues & BBQ, \$850.00

-Duke Tumatote – headliner, Blues & BBQ Concert \$3,500.00

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

-Made in America: Mark Wills, Wade Hayes, and Bryan White,
artist headliners for Country Concert \$22,850.00

Motion made by Mr. Grose to approve the contract, 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).

2015 HVAC SERVICE AGREEMENT/POLICE-

Chief 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. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

HARLEY-DAVIDSON LEASE/POLICE-

Chief Whitaker submitted a lease agreement with Harley-Davidson Leasing, Inc. for a three (3) year lease of a Harley-Davidson Motorcycle for a fee of \$8,108.28 or \$2,702.76 annually. The agreement also includes a \$200.00 acquisition fee. Motion made by Mr. Grose to approve the lease, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

JOHN KIMPEL & ASSOCIATES/BUILDING & PLAN-

City Planner Jeremy Skinner submitted a 2015 rate schedule for survey work to be performed by John Kimpel & Associates for the Building & Plan Department. Motion made by Mr. Grose to approve the new rate schedule, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached to minutes).

PAY APPLICATION #25 /HUSKY TRAIL PROJECT/BUILDING & PLAN-

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$6,534.60 for Pay Application #25 for work done on the Husky Trail project including LPA Voucher #18 for preliminary engineering costs to the Indiana Department of Transportation requesting 80% reimbursement. Motion made by Mr. Grose to approve Pay Application #25 to A&Z Engineering, and (PE) Voucher #18 to INDOT, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

MARKET STREET IMPROVMENTS/CHANGE ORDER #3/A&Z ENGINEERING-

Mr. Skinner presented Change Order #3 for the Market Street Improvements project. The order adds "Receivables/Expenses for production of contract documents and IDEM Rule 5 Permit Fee all not to exceed \$850.00. Motion made by Mr. Grose to approve the change order, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

CWC LATTITUDES, LLC/LETTER OF INTEREST/STELLAR COMMUNITIES PROGRAM/B&P-

Mr. Skinner presented a contract with CWC Latitudes LLC to help with a Letter of Interest, Project Development, and Application for the Stellar Communities Program. The total cost of the contract will not exceed \$57,000.00. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Letter attached to minutes).

WESSLER ENGINEERING, INC.-WASTEWATER COLLECTION SYSTEM I/I REDUCTION PROGRAM/WWTU-

Wastewater Treatment Utility Manager Brian Davison asked for approval of an agreement with Wessler Engineering for a "Collections System I/I Reduction Program & 2015 rates. Wessler will evaluate the collection system to determine sources of inflow and infiltration (I/I), structural deficiencies, and hydraulic restrictions. The cost of the agreement is \$25,000.00. Motion made by Mr. Grose approving the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached).

NEW HIRE/CHANGE IN PAYROLL REPORT-

Human Resources Director Jennifer Whitaker presented for approval a list of four (4) new hires/payroll changes as follows: Street-3 and WWTU-1. Also included on the list was another list seeking permission to begin hiring for Summer/Seasonal/Part/Temporary positions for the Park, Street, WWTU, Cemetery and Police Departments. Motion made by Mr. Grose to approve the report, seconded by Mayor Thallemer, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS-

A list setting forth twelve (12) travel requests: Police-6; Mayor-1; and Street-5, more specifically set forth on the list, was presented for approval. Motion made by Mr. Grose to approve the travel requests, seconded by Mayor Thallemer, carried by unanimous vote. (List attached to minutes).

SPECIAL CLAIMS-

Clerk's office submitted a listing of special claims totaling \$18,463.00. Motion was made by Mr. Grose to approve the claims for payment, seconded by Mayor Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$1,696,549.83

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

OTHER MATTERS-

TRAVEL REQUESTS-

Upon approval of the special claims, another travel request was brought forth for Detective Jordan Foreman. Motion made by Mr. Grose to approve the travel request, seconded by Mayor Thallemer, carried by unanimous vote. (Request 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