

BOARD OF PUBLIC WORKS & SAFETY
APRIL 2, 2015
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Thursday, April 2, 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 Charles Smith, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Assistant City Planner Tim Dombrosky, Warsaw Park Superintendent Larry Plummer Jr., Park Recreation Director Liz McKinley, Police Chief Scott Whitaker, Police Detective Brad Kellar, Warsaw-Wayne Fire Territory Chief Mike Brubaker, Warsaw Street Department Superintendent Jeff Beeler, WWTU Manager Brian Davison, Aviation Manager Nick King, City Engineer James Emans, Director of Human Resources Jennifer Whitaker, Pam Kennedy from Warsaw Housing Authority, reporter John Faulkner from InkFree News, and reporter Jennifer Peryam of the Times-Union.

ABSENT: Board member Jeff Grose

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

MINUTES-

The minutes from the March 20, 2015 Regular Session were presented for approval. Mr. Smith made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

VISITORS-

Police Chief Scott Whitaker recognized Detective Brad Keller who received the Bishop Award and the Iron Warrior Award during the NCEA Conference.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

None presented.

UNFINISHED BUSINESS-

None presented.

NEW BUSINESS-

HOUSING OPPORTUNITIES OF WARSAW/DRAW REQUEST #1-

Housing Opportunities of Warsaw (HOW) presented a request to make Draw #1 for 2015 from the Home of Your Own Program. Repairs were made to an owner occupied home located at 615 W. Winona Avenue. HOW is requesting permission to withdraw \$7,676.04 from the Warsaw HOYO Revolving Loan Fund. Motion made by Mr. Smith to approve the draw, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

TAXICAB PERMIT REVOCATION/POLICE-

Police Chief Scott Whitaker requested that the Board revoke a taxicab permit for Yellow Cab of Warsaw. Yellow Cabs insurance has been cancelled and renewed several times. Kerry Clear, owner, was advised that if the City received further cancellation notices his permit would be revoked. He was sent a letter on March 4, 2015 confirming that the insurance had not been renewed. He was also given 10 days to file a written request with the Clerk's Office to personally appear before the Board and to present evidence as to why the permit should not be revoked. Motion made by Mr. Smith to revoke Yellow Cab of Warsaw's permit, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

AMENDMENT TO MENARDS DEVELOPMENT AGREEMENT/B&P-

Assistant City Planner Tim Dombrosky requested approval of an amendment to the Menards Development Agreement entered into in June of 2007. Menards is requesting to amend the agreement in order to release the infrastructure bond that has been in place since 2007. Motion made by Mr. Smith to approve the amendment, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

HUSKY TRAIL PROJECT RIGHT-OF-WAY ACQUISITION CONTRACT/B&P-

Mr. Dombrosky presented a contract with A&Z engineering for the Husky Trail Right-of-Way Services. This contract is for appraising, reviews and acquisition of right-of-way along Husky Trail as it relates to the road reconstruction and will cost \$124,936.00. Motion made by Mr. Smith to approve the contract with A&Z for right-of-way services, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

EAST MARKET STREET NOTICE TO PROCEED/B&P-

Mr. Dombrosky presented a Notice to Proceed on the East Market Street Phase 2 project (Bronson Street to Hickory Street). The Notice is for preliminary engineering services/LPA Consulting Contract with VS Engineering. Motion made by Mr. Smith to approve the notice, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

ALLMAX SOFTWARE/ANTERO MAINTENANCE SOFTWARE/WWTU-

Wastewater Utility Manager Brian Davison requested to purchase Allmax and Antero maintenance software that would include on-site training. The software will monitor equipment and alert for any actions that need to be taken. The total cost of the software and training is \$8,953.50. Motion made by Mr. Smith to approve the purchase and training, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

H. J. UмбаUGH ACCOUNTING SERVICES AGREEMENT/CONTINUING DISCLOSURE SERVICES-

Three Letters of Agreement were presented from H.J. Umbaugh Accounting Services. Each agreement outlines services that Umbaugh will provide for continuing disclosure services for all the bonds presently held by the City. The first agreement is to service the Lease Rental Refunding Revenue Bond of 2005 and the General Obligation bond of 2014 at a cost of \$2,000.00. The second agreement is for all Redevelopment Bonds at a cost of \$2,600.00, and the third agreement is for all Sewage Works Revenue and Revenue Refunding bonds at a cost of \$3,100.00. Motion made by Mr. Smith to approve the agreements, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheets attached to minutes).

ON-CALL STORMWATER SUPPORT/CHRISTOPHER B. BURKE ENGINEERING/STORMWATER-

Mr. Davison requested permission to enter into an agreement with Christopher Burke Engineering for on-call support. Christopher Burke will serve as a resource for technical assistance with stormwater management, water quality monitoring and Rule 13 program compliance. The fee estimate will be in accordance with an attached 2015 Standard Charges for Professional Services. Motion made by Mr. Smith to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

MUNICIPAL GOOD HOUSEKEEPING/STORMWATER-

Mr. Davison requested approval of an employee procedure booklet. As a part of our Stormwater Permit, the City is required to have written policies and procedures for Municipal Good Housekeeping. It requires that in the City's day-to-day activities, employees are protecting water quality. Motion made by Mr. Smith to approve the booklet, seconded by Mayor Thallemer, carried by unanimous support. (Information attached to minutes).

PARK ACTIVITY CONTRACTS-

Park Recreation Director Liz McKinley presented the following 2015 Contracts for approval:

Charles Ray Jr. – Instructor for morning and afternoon Fly Fishing Classes - \$270.00

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

Chris Boyd – Instructor for Kids Triathlon Clinics - \$300.00

Daniel Huber – Instructor for Paddle Boarding Classes - \$450.00

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

2015 RECREATION GUIDE/PARK-

Liz McKinley requested permission to engage Harmony Marketing Group for the printing of the 2015 Recreation Guide. Thirteen thousand (13,000) guides will be printed at a cost of \$2,000.00 and more specifically stated in the contract. Motion made by Mr. Smith to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

EARNEST MONEY DEPOSIT/AVIATION-

Airport Manager Nick King requested permission to place an earnest money deposit of \$25,000.00 toward the purchase of property east of the airport. The land will be purchased from Ceres Farms, LLC. Motion made by Mr. Smith to approve the request, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

KEDCO/2015 CONTRACT-

The 2015 agreement with KEDCO was presented for approval. KEDCO promotes the economic development of Kosciusko County through the retention and expansion of existing business and industry, and the attraction of new business investments. The City has agreed to provide \$45,000.00 to KEDCO for 2015. Motion made by Mr. Smith, approving the contract, seconded by Mayor Thallemer carried by unanimous vote. (Contract worksheet attached).

NEW HIRES/CHANGES IN PAYROLL REPORT-

The Human Resources Department presented a new hire/change in payroll report listing four (4) changes and nine (9) new hires: Police Department-4; Street Department-2; WWTU-4; HR/All-1; Fire-2. Motion made by Mr. Smith to approve the report, seconded by Mayor Thallemer, and carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS-

Three lists setting forth five (5) travel requests were presented for approval: Joe Hawn and Doug Light-Police; Mark Hohenstein-Street; and Lynne Christiansen and Kelly Geiger-Clerk/Treasurer's Office. Motion made by Mr. Smith to approve all travel requests, seconded by Mayor Thallemer, and carried by unanimous vote. (Info. attached to minutes).

1st SOURCE BANK AGREEMENT/EXTENDED TERMS-

An agreement with 1st Source Bank to extend the terms of an agreement dated March 1999 was presented for approval. The agreement includes an interest bearing checking account, posting of funds, and the calculation and payment of interest and fees. This agreement will be effective on May 1, 2015 through April 30, 2016. Motion made by Mayor Thallemer to approve the agreement, seconded by Mr. Smith, motion carried by unanimous vote. (Copy attached to minutes).

SPECIAL CLAIMS-

Clerk's office submitted a listing of special claims totaling \$39,151.70. Motion was made by Mr. Smith 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 - \$2,692,611.22

Pension Docket - \$40,090.99

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

OTHER MATTERS-

REQUEST FOR SIGNATURES/WWTU-

WWTU Manager Brian Davison requested permission for WWTU Assistant Operations Supervisor Jeff Krotke to sign claims for WWTU during the absence of Mr. Davison and Assistant Manager Larry Hyden the week of April 6, 2015. Motion made by Mr. Smith 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