

BOARD OF PUBLIC WORKS & SAFETY
JUNE 5, 2015
1:00 P.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, June 5, 2015 at 1:00 P.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 Mayor Joseph M. Thallemer, Jeff Grose, and Charles Smith. Also present, Clerk-Treasurer Lynne Christiansen, City Planner Jeremy Skinner, Fire Territory Chief Mike Brubaker, Deputy Police Chief Bryan Sherwin, Park Superintendent Larry Plummer, Jr., Street Superintendent Jeff Beeler, Wastewater Utility Director Brian Davison, Aviation Manager Nick King, H/R Director Jennifer Whitaker, City Engineer James Emans, Jennifer Pyle from WCDC, Jerry Frush, InkFree News reporter Deb Patterson, and Times-Union reporter Jennifer Peryam.

ABSENT: City Attorney Michael Valentine

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

MINUTES-

The minutes from the May 15, 2015 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Board member Grose, motion carried by unanimous vote.

NEW BUSINESS-

RICHARDSON DUBOIS PARK PLAYGROUND EQUIPMENT QUOTES/PARK-

Park Superintendent Larry Plummer Jr. requested to replace outdated play equipment and safety (surface) material at Richardson Dubois Park. He presented a quote from ParKreation for \$29,977.06 that has been reviewed and approved by the Park Board. Motion made by Mr. Smith to purchase the equipment and material from ParKreation for \$29,977.06, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

PARK CONTRACTS-

Mr. Plummer presented the following contract:

1. ASCAP/Music Licensing for American Society of Composers, Authors, and Publishers, cost \$335.00 plus Consumer Price Index (CPI).

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

WCDC/BIBLICAL GARDENS/ ASSIGMENT OF AGREEMENT/LEASE ASSIGNMENT-

Several items were presented for approval to transfer the rights, obligations, assets, and liabilities of the Warsaw Biblical Gardens (WBG) from the Warsaw Community Development Corporation (WCDC) to WBG. The first item was a Memorandum of Understanding (MOU) between WCDC and WBG, setting forth the intention of the parties related to the project, which did not need to be approved by the BOW. The second item was an Assignment and Assumption Agreement. The document, in part, assigns a previous lease between the City of Warsaw and WCDC, dated March 7, 2008, and certain WCDC Lake City Bank Accounts to WBG. The third document is a Lease Assignment Agreement releasing WCDC from the previous lease and assigning WBG as the Lessee. Motion made by Mr. Smith to approve the Assignment and Assumption and the Lease Assignment Agreement, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

MITCHELL 1 VEHICLE MAINTENANCE SOFTWARE/STREET-

Street Superintendent Jeff Beeler requested permission to purchase new Mitchell 1 Vehicle Maintenance software that will allow access to on-line maintenance and service manuals that his department currently has no access to. Annual cost of the software is \$2,220.00 and will be evenly split between the Street Department and Wastewater. Motion made by Mr. Grose to approve the purchase for \$2,220.00, seconded by Mr. Smith, carried by unanimous vote. (Information 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 12-18, 2015. The rental price per booth is \$245.00 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 \$530.00. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract copy attached to minutes).

WESTHAVEN MOBILE HOME PARK SEWER EASEMENTS/B&P-

This item was removed from the agenda.

PAY APP #1/HUSKY TRAIL PROJECT/RIGHT OF WAY ACQUISITION; PAY APP #29/HUSKY TRAIL PROJECT/BUILDING & PLAN-

City Planner Jeremy Skinner presented an invoice from A&Z Engineering requesting a payment of \$3,780.00 to A&Z for right-of-way acquisition along the Husky Trail Project for Pay Application #1. Also included was the LPA invoice voucher #1 to INDOT requesting reimbursement from the State in the amount of \$3,024.00 for the 80/20 grant. Mr. Skinner presented another invoice from A&Z Engineering requesting a payment of \$4,075.40 for Pay Application #29 for work done on the Husky Trail Project including LPA Voucher #20 for preliminary engineering costs to the Indiana Department of Transportation requesting 80% reimbursement. Motion made by Mr. Smith to approve Pay Applications #1 and #29 to A&Z Engineering, and (ROW) Voucher #1 and (PE) Voucher #20 to INDOT, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

NEW HIRES/PAYROLL CHANGES-

The Human Resources Department presented a New Hire/Change in Payroll Report for approval: Cemetery-one (1), Park-one (1). Motion made by Mr. Grose to approve the report, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS-

A list setting forth one (1) travel request: Police-one (1), was presented for approval. Motion made by Mr. Grose to approve the travel request, seconded by Mr. Smith, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS-

Clerk's Office submitted a listing of special claims for approval of payment totaling \$240.75. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mr. Grose, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$431,465.68

EOM Docket - \$1,523,011.60

Police & Fire Pension Docket - \$40,090.99

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

OTHER MATTERS-

CHECK APPROVAL-

-Street Superintendent Jeff Beeler requested permission for the Clerk's office to issue a check to Country Auto to pay for four (4) new vehicles (chassis) when they come in sometime over the next several weeks. The Board had approved the purchase in April. Motion made by Mr. Smith to approve issuing the payment, seconded by Mr. Grose, carried by unanimous vote.

-Mr. Beeler advised the Board that stripping on area streets will start next week.

-Mr. Plummer advised the Board that reconditioning along the boardwalk will start soon. Portions of the boardwalk may be closed during the day but will reopen by evening.

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

