

BOARD OF PUBLIC WORKS & SAFETY

September 2, 2011

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, September 2, 2011 at 10:30 A.M. in the Council Chambers at City Hall. Mayor Ernest B. Wiggins presided and the following persons were noted as present or absent:

PRESENT: Board members Joe Thallemer, Charles Smith and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner, WWTU Manager Brian Davison, Street Superintendent Lacy Francis Jr., Fire Chief Mike Rice, Park Director Larry Plummer Jr., Park Activity Director Staci Young, Cemetery Sexton Hal Heagy, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Police Officer Mike Cox, Jeff Hersha from Jones & Henry Engineers, WCDC Director Cindy Dobbins, and Warsaw Times Union reporter Jennifer Peryam.

ABSENT: None

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

MINUTES –

The minutes from the August 19, 2011 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Mr. Thallemer, motion carried by unanimous vote.

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS –

DOWNTOWN EATERY AND SPIRITS/ROAD CLOSURE/OCTOBERFEST-

Tom Clemens from the Downtown Eatery and Spirits made a request for a street closure from Friday October 7 at 8:00 a.m. until Saturday October 8 at 10 a.m., for a hospitality tent. He requested a partial closure of the 200 block of W. Center St. leaving the northbound lane open for emergency vehicles. After discussion, Mr. Smith made a motion to approve the street closure, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

PATRIOT DAY REMEMBRANCE PARADE/STREET CLOSURE-

Officer Mike Cox from the Warsaw Police Department requested the following streets be closed on September 11, 2011 for the 2011 Patriot Day Remembrance Parade commemorating the disaster of September 11, 2001: Center Street from Hand Ave. to Indiana Street and Indiana Street to Canal Street. The parade will start at 3:00 P.M. followed by a ceremony at the 9/11 Memorial in Central Park. Motion made by Mr. Thallemer for the closures, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

KOSCIUSKO COUNTY COMMUNITY FOUNDATION GRANT/PARK-

Park Activities Director Staci Young asked permission to apply for a grant through the Kosciusko County Community Foundation. She is requesting \$6,300.00 to purchase six canoes and paddles. According to the 2011 Master Plan Update Survey for the Parks, canoe rentals were the most desired item that citizens would like to see in the parks system. After discussion, Mr. Thallemer made a motion to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

COUNTRY CONCERT EVENT CANCELLATION CLAIM/PARK-

Ms. Young presented a letter and audit summary from Hyperion Claim Specialists regarding the cancellation of the County Music Concert on July 22, 2011. The claim totaled \$26,480.00 and will be paid upon receipt of the signed Proof of Loss document. Mr. Thallemer made a motion approving the document, seconded by Mayor Wiggins., carried by unanimous vote. (Copy attached to minutes).

PARK DEPARTMENT PURCHASE OF RIDING LAWN MOWER –

Assistant Superintendent of Parks Larry Plummer requested permission to purchase a Toro Zero Turn lawn mower with deck and twin baggers from Hoffman Outdoor Power Equipment for \$5,100. Included in the purchase is a 28% discount and trade-in allowance from a 2002 Toro mower. Motion made by Mr. Smith to approve the purchase, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

REQUEST TO PURCHASE TRUCK/STREET-

Street Department Superintendent Lacy Francis Jr. presented a quote to purchase a newer vehicle to be used as a salt truck. The current 1988 International used as a salt truck has 394,017 miles on the odometer. Mr. Francis is requesting to purchase a 1999 GMC, with 189,670 miles on the odometer, from Selking International, Fort Wayne, Indiana for \$12,350.00. Motion made by Mr. Smith to accept the quote/purchase, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

RADIO CONTRACTS/FAMILY SAFETY DAY/FIRE-

Fire Chief Mike Rice presented the following contracts for radio advertising for Family Safety Day.

- WRSW 107.3-\$500
- WILLIE 103.5-\$500
- WIOE OLDIES 98.4-\$300

Mr. Smith made a motion to approve the radio spots/remote broadcast, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

CONTRACT #17 UPDATE/WWTU-

WWTU Manager Brian Davison gave an update on the state of progress with Contract #17, a WWTU project currently underway. Change Order #3 allowed for a time extension for the project for a new substantial completion date of September 5, 2011 and final completion date of October 5, 2011, subject to a competent superintendent being onsite at all times during the work. Several weeks were unsupervised for a new substantial completion date of August 19, 2011 and final completion date of September 20, 2011. After discussion Mr. Smith made a motion to accept the update, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

CHANGE ORDER #4/CONTRACT #17/WWTU-

Mr. Davison presented change order #4 on Contract #17 for the Biosolids Facility Improvements. The order revises site drainage and yard lighting, adds two (2) force main connections and additional reinforcing steel for the digester foundation as well as an electrical upsize for Blower #3 for a total increase of \$77,135.00. After discussion a motion was made by Mr. Thallemer to approve the change order, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

PAY APPLICATION #6/CONTRACT #17/WWTU-

Wastewater Treatment Utility Manager Brian Davison presented a letter from Jones & Henry Engineers recommending a payment of \$421,708.44 to Michiana Contracting, Inc. for Pay Application #6 for the Biosolids Facility Improvements Contract #17. Motion made by Mayor Wiggins to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

LAKESIDE ROTOMAT BAR SCREEN PURCHASE/WWTU-

Mr. Davison asked for permission from the Board to purchase a Lakeside Rotomat Bar Screen from the City of Carmel, IN. Pending a proper Resolution from the City of Carmel's Board of Public Works, the cost of the bar screen will be \$25,500. Mayor Wiggins made a motion to purchase the equipment, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval four (4) changes of payroll/new hires: Paul Heaton–Police Detective; Carol Raisler-Park Board Recording Secretary; Damian Pass and Justin Wadkins-Street. Motion made by Mr. Smith to approve as presented, seconded by Mr. Thallemer, carried by unanimous vote.

TRAVEL REQUESTS –

A list setting forth four (4) travel requests: Police-Kip Shuter and Mike Cox (x2), Street- Lacy Francis, were submitted for approval. Motion made by Mr. Thallemer to approve all travel requests, seconded by Mayor Wiggins, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS –

None presented.

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$804,612.24

EOM Docket - \$7,384,972.29, EOM #2-\$2,090.00

Pension Docket - \$44,980.67

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

UMBAUGH & ASSOCIATES/PROPOSED PROJECT & FINANCING/WWTU-

Mayor Wiggins presented a contract from Umbaugh & Associates to furnish and perform services with respect to the sewage works rate study and the issuance of the sewage works revenue bond issue for the next phase of the Biosolids Facility Improvement of closing Plant #1. Motion made by Mayor Wiggins to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached).

OTHER MATTERS-

Jeff Hersha from Jones & Henry Engineering advised the Board that his company could include other projects the City may have in the near future for common wage hearings that may need to take place before the end of the year.

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