

BOARD OF PUBLIC WORKS & SAFETY
FEBRUARY 17, 2012
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 17, 2012 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, WWTU Assistant Manager Larry Hyden, Fire Territory Chief Mike Brubaker, City Planner Jeremy Skinner, Park Recreation Director Staci Young, Police Chief Scott Whitaker, H/R Director Jennifer Whitaker, Cemetery Sexton Hal Heagy, Libbie Tom from Warsaw Housing Authority, Architect Mary Ellen Rudisel-Jordan, and reporter Jennifer Peryam with the Times Union.

ABSENT: None

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

MINUTES –

The minutes from the February 3, 2012 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mr. Smith, motion carried by unanimous vote.

NEW BUSINESS –

SUBORDINATION AGREEMENT/HOUSING AUTHORITY –

Libbie Tom of Warsaw Housing Authority appeared before the Board to inform the Board that homeowners Oscar M. and Cynthia A. Fullmer of 832 E. Main St., Warsaw, IN. are requesting a subordination of mortgage. She provided that the estimated appraisal value of the property is \$120,000.00 and the Fullmers are refinancing their home for an amount not to exceed \$50,000.00. Warsaw Housing Authority recommends the Board approve this Subordination Agreement. Motion made by Mr. Smith to approve the Subordination Agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

PAYMENT OFFICE BILLINGS/WWTU-

A letter from Mary Lou Plummer, WWTU Payment Office Manager, was presented requesting that the WWTU Payment Office stop billing City owned/occupied buildings. Mrs. Plummer explained in her letter that she has discovered other Cities around the State do not bill themselves for a service they themselves provide. Motion made by Mayor Thallemer to cease the monthly and seasonal billings to City owned/occupied property, seconded by Mr. Smith, carried by unanimous vote. (Copy of letter attached).

GUARANTEE & MAINTENANCE ACCEPTANCE/WWTU-

WWTU Assistant Manager Larry Hayden provided a document to the Board from Michiana Contracting, Inc. The document references work done by Michiana Contracting that was completed on November 4, 2011 and how they will keep their entire portion of work in proper repair for a period of one (1) year from the date of acceptance of January 6, 2012 and more specifically listed in the document. Motion made by Mr. Grose to accept the guarantee, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached to minutes).

**SANDS OFFICE EQUIPMENT/COPIER MAINTENANCE AGREEMENT
VARIOUS DEPARTMENT-**

Various annual maintenance agreements from Sands Office Equipment were presented for approval.

- | | |
|-----------------------------|------------|
| 1. Mayor and Human Resource | \$546.70* |
| 2. Building and Planning | \$600.00 |
| 3. Park | \$396.00 |
| 4. WWTU | \$196.66** |

*Mayor/HR included a credit of \$393.30

**WWTU included a credit of \$616.34

Motion made by Mr. Smith approving the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheets attached).

IKON OFFICE SOLUTIONS, INC./POLICE-

Police Chief Scott Whitaker presented a purchase and service agreement with IKON Office Solutions. The Police Department is intending to purchase a RICOH MP3352SP copier/printer/scanner/fax machine from IKON for \$3,686.00 plus enter into a three (3) year service agreement of \$264.00 annually. After discussion a motion was made by Mr. Smith to table the agreement, seconded by Mr. Grose, carried by unanimous vote.

SPONSORED TRAINING CLASS/WARSAW-WAYNE FIRE TERRITORY-

Fire Chief Mike Brubaker asked the Board for permission for the Fire Territory Volunteers to sponsor a training class in August of 2012. Retired Chief Rick Lasky from the Lewisville, Texas Fire Department would present several classroom sessions. Estimated total to sponsor the training is \$7,550 and participants would be charged a fee to participate and also to recover some of the cost of the training. Motion made by Mr. Grose to move forward with the request, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

HOOSIER BURN CAMP/ABATE SPONSORSHIP/WWFT-

Chief Brubaker advised the Board that ABATE (American Bikers Aimed Towards Education) of Kosciusko County has adopted the Hoosier Burn Camp as their State charity. ABATE is holding a fund raiser on Saturday, May 19th, 2012 at the Eagles Club in Boggs Park, and is asking the City to proclaim May 19th as "Hoosier Burn Camp for Kids Day" and also has asked for participation from the Fire Territory as well as Mayor Thallemer, Chief Brubaker, and Police Chief Whitaker. Motion made by Mr. Smith, approving the requests, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

N.E.W. HEATING & COOLING MAINTENANCE AGREEMENT/FIRE-

An agreement with N.E.W. Heating & Cooling for maintenance of HVAC units at both Fire Stations was presented for approval. Contracted service for 2012 comes in at a cost of \$900, more specifically set forth within the agreement. Motion made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Worksheet attached to minutes).

WASTE MANAGEMENT/WASTE REMOVAL/WWFT-

Chief Brubaker presented a Commercial Service Agreement with Waste Management to remove used and wasted material from the training facility at CR 150 West. The service would be provided as needed and more specifically stated in the contract. Motion made by Mayor Thallemer, to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Worksheet attached).

AUTHORIZATION TO SIGN CLAIMS/PARK-

Park Recreation Director Staci Young presented a letter from Park Superintendent Larry Plummer seeking permission authorizing Staci Young and Maintenance Director Shaun Gardner to sign claims in Mr. Plummer's absence. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Letter attached)

AMERICAN RED CROSS PROVIDER AGREEMENT/PARK-

During the November 18, 2011 meeting a provider agreement with the American Red Cross for training employees, volunteers, and the public was approved. The Red Cross notified Staci Young that the agreement has been updated and the City would need to switch to the new agreement. She made a request to the Board to sign the new agreement.

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

PARK GRANT APPLICATION –

Park Activity Director Staci Young requested permission to submit an application for a grant from the Indiana Arts Commission for the fiscal cycle of 2012/2013. She is requesting \$5,000.00 from the Commission to support the Friday Evening Performing Arts Series as well as Culture Fest (formally Celebration Latina). This grant requires a 100% match that is built within the Park Department budget for 2012. Motion made by Mr. Grose to move forward with the application, seconded by Mr. Smith, carried by unanimous vote. (Copy of letter attached to minutes).

PARK CONTRACT –

Park Activity Director Staci Young requested approval of the following activity contract for production services for the Classic Rock Concert, Blues & BBQ, Country Music Concert, and Culture Fest:

- (1) Brian Fravel, d/b/a Pro Audio Services- \$9,300

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

CHANGE ORDER #1/CITY HALL RENOVATION-

Architect Mary Ellen Rudisel-Jordan presented change order #1 on the Harold McComb & Son, Inc. contract for the new City Hall renovations. The order is removing all combustibles in future plenum including all material removed to date and paint only discovered combustibles on first floor and the top of the P2 walls. Total amount added to the contract is \$10, 680.00. Motion was made by Mr. Smith approving the change order, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

PAY APPLICATION #1/HAROLD McCOMB & SON, INC.-

Information from Harold McComb & Son, Inc. requesting a payment of \$113,160.60 for pay application #1 for the City Hall renovations was presented. City Planner Jeremy Skinner gave an update of the destruction/construction for the Board and a motion was made by Mr. Smith to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

FAEGRE BAKER & DANIELS CONTRACT/ HUMAN RESOURCE –

Human Resource Director Jennifer Whitaker presented to the Board for approval a contract from Faegre Baker & Daniels for Employment Law Training for managers and supervisors of the City. She estimated cost of the service not to exceed \$6,500. Motion made by Mr. Grose to approve the contract seconded by Mayor Thallemer, motion carried by unanimous vote. (Agreement attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval a list setting forth 1 (one) new hire, refuse collector, for the Street Department. Motion made by Mayor Thallemer approving the new hire, seconded by Mr. Grose, and carried by unanimous vote. (Lists attached to minutes).

TRAVEL REQUESTS –

Lists setting forth one (1) travel request, Lacy Francis for the 98th Annual Purdue Road School in West Lafayette and more specifically set forth on the list, was presented for approval. Motion made by Mr. Smith to approve the travel request, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of claims for approval of payment. The claims total was \$115,910.60. Motion was made by Mr. Grose to approve the claims for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.
Regular Docket - \$1,021,685.02

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

OTHER MATTERS-

VALENTINE LAW OFFICE AMENDED AGREEMENT-

An agreement for legal services with Attorney Michael Valentine of Valentine Law Office was approved during the December 16, 2011 meeting. It was later discovered that most departments did not have enough funds budgeted for 2012 to cover the cost of legal services in the new agreement, therefore Mr. Valentine agreed to amend the previous agreement. The new contract will pay \$3,500 in monthly installments for the next eleven (11) months. Some work will be at the hourly rate of \$155, more specifically set forth within the agreement. Motion was made by Mayor Thallemer to approve the amended document effective February 1, 2012 to December 31, 2012, seconded by Mr. Smith, carried by unanimous vote. (Copy 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