

BOARD OF PUBLIC WORKS & SAFETY  
APRIL 20, 2012  
9:00 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, April 20, 2012 at 9:00 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, City Planner Jeremy Skinner, Firefighter Aaron Bolinger, Warsaw Police Lieutenant Kip Shuter, Warsaw Police Chief Scott Whitaker, Warsaw Street Department Superintendent Lacy Francis, Jr., Cemetery Sexton Hal Heagy, Park Superintendent Larry Plummer, Jr., Human Resource Director Jennifer Whitaker, Kegan Burns, Ty Marshall, 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 April 5, 2012 Regular Session were presented for approval. Mayor Thallemer asked that the minutes reflect a change under the heading “*Change Order #4/City Hall Renovation, (second sentence) The Change Order is for a change from four (4) VRV units to two (2) VRV units...in the new City Hall building.* Mr. Grose made a motion to accept the minutes as presented with the revision, seconded by Mayor Thallemer, motion carried by unanimous vote.

**REPORTS/ORAL & WRITTEN COMMUNICATION-**  
**POLICE OFFICER RETIREMENTS-**

Police Chief Scott Whitaker recognized Police Officers Perry Hunter and Scott Quillen; both were hired with the City on May 1, 1982. Officer Hunter will be retiring from the department effective May 2, 2012 after 30 years of service, and Officer Quillen will be retiring effective June 1, 2012 after 30 years of service also.

**NEW BUSINESS-**

**REGION 1 ABATE/CHARITY BENEFIT/EAGLES STREET CLOSURE REQUEST-**

Ty Marshal from Region 1 ABATE requested closure of Kesler St. between Leiter Dr. and Little League Dr. on May 19, 2012 from 8:00 am to 6:00 pm. The street is located behind the Fraternal Order of Eagles 1339, 1400 W. Center Street. On May 19, ABATE, along with the Eagles, will be sponsoring activities along with a Waterball Challenger to raise contributions towards the Hoosier Burn Camp. Motion made by Mr. Grose to allow for the street closure, seconded by Mayor Thallemer, carried by unanimous vote. (Copy of information attached).

**SALT BID AWARD/STREET –**

Superintendent of Public Works Lacy Francis presented a recap of bids received for the 2012/2013 purchase of bulk rock road salt:

- (1) Cargill – Bid arrived after 10:30 deadline
- (2) Detroit Salt – Declined To Bid
- (3) Morton - \$74.34 per ton.
- (4) North American - \$70.63 per ton.

Mr. Francis recommended approval of North American at \$70.63 per ton. Motion made by Mr. Grose to approve the North American bid, seconded by Mayor Thallemer, carried by unanimous vote. (Copy of bid recap attached to minutes).

**KOSCIUSKO COUNTY FARMERS MARKET/2012 LICENSE AGREEMENT FOR DOWNTOWN LOCATION-**

Kegan Burns from the Kosciusko County Farmers Market, LLC presented an agreement allowing the Farmers Market access to the concrete road area of the 100 Block of West Center Street (situated between Buffalo Street and Lake Street) and/or the adjacent City Hall Parking Lot. The Market will operate every Saturday 8:00 am until 12:00 pm from May 5, 2012 until October 27, 2012 and the street closure will allow time for set-up and tear-down. Motion made by Mr. Grose to accept the agreement, seconded by Mayor Thallemer, carried by unanimous

vote. (Copy attached).

**LANDSCAPE SERVICES CONTRACT/POLICE –**

Police Chief Scott Whitaker requested permission to enter into an agreement with Wihebrink Landscape Management. The agreement consists of removing existing shrubs and debris as well as adding new plants and hardwood mulch. The total cost of the project is \$6,873.92 which is supported in the 2012 police budget. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Copy 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 \$1,852.20. Motion made by Mayor Thallemer to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

**VACUUM LEAF LOADER/CEMETERY-**

Cemetery Sexton Hal Heagy asked permission from the board to purchase a LCT600 Vacuum leaf loader from ODB. The leaf loader is not mentioned as a purchase in the Cemetery's 2012 budget; however Mr. Heagy will not be purchasing a new Pickup truck that was listed in the budget. The cost of the leaf loader is \$19,150.00. Motion made by Mayor Thallemer approving the purchase, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**CONTRACTS/ SUMMER CONCERTS/PARK-**

Park Activities Director Staci Young presented the following 2012 Event Contracts:

1. Brandon Hurd-Stagehand-Classic Rock and Country Concert-\$240.00 total.
2. Spencer Fisk-*Funk Park Rangers*-Classic Rock Opener-\$400.00.
3. Stage-Pro, Inc.-Backline rental for Blues & BBQ-\$1,295.00.
4. Ramada Plaza Hotel accommodations for Classic Rock Concert, maximum amount-\$2,304.00.
5. Ramada Plaza Hotel accommodations for Blues & BBQ Concert, maximum amount-\$1,008.00.
6. Ramada Plaza Hotel accommodations for Country Music Concert, maximum amount-\$2,160.00.

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

**EPA INDUSTRIAL PRETREATMENT POLICIES/WWTU-**

Wastewater Treatment Utility Manager Brian Davison presented an EPA recommended industrial pretreatment program policies, procedures and enforcement response plan. The WWTU institutes enforcement actions for industrial violations under Division 5-Pretreatment, of the Warsaw City Code Sec. 78-246. Motion made by Mayor Thallemer to accept the plan, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**PAY APPLICATION #1/CONTRACT #18/WWTU-**

Wastewater Treatment Utility Manager Brian Davison presented a letter from Jones & Henry Engineers recommending a payment of \$126,221.40 to Grand River Construction Co. for Pay Application #1 for the Warsaw Center Street Pump Station, Contract #18. Motion made by Mr. Grose to approve the payment, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

**PAY APPLICATION #1/CONTRACT #19/WWTU-**

Wastewater Treatment Utility Manager, Brian Davison, presented a letter from Jones & Henry recommending a payment of \$1,272,887.38 to All Star Construction Co. for Pay Application #1 for the Force Main for the Center Street Pump Station, Contract #19. Motion made by Mr. Grose to approve the payment, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

**CHANGE ORDER #5/CITY HALL RENOVATION-**

City Planner Jeremy Skinner presented Change Order #5 on the Harold McComb & Son, Inc. contract for the New City Hall renovations. The Change Order is associated with reconstructing the open deck off the second floor adding a cost to the project and to reuse an existing door and hardware that will reduce the cost of the project and more specifically listed in the change order.

There will be a total increase in the contract of \$9,000.00. Mayor Thallemer advised that eight percent (8 %) of the total contract was being used as a guideline for the cost of change orders to the rehabilitation of the century old building. Including this change order, two and a half percent (2.5 %) of the 8% total has been used. Motion was made by Mr. Grose approving the Change Order, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

#### **UMBAUGH & ASSOCIATES/SUPPORT SERVICES-**

Contract with Umbaugh & Associates for accounting and reporting support services as needed was presented for approval. Assistance from Umbaugh will be via phone, on-site, or electronically and not to exceed \$5,000.00. Motion made by Mayor Thallemer to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

#### **KEYSTONE SOFTWARE ANNUAL MAINTENANCE AGREEMENT/CLERK-**

An agreement with Keystone Software Systems for annual maintenance on Key-Funds and Key-Assets for the Clerk-Treasurers office was presented. There will be no charge at this time because the Clerk's office is switching software programs from Komputrol to Keystone and the remaining funds from the former agreement for Komputrol will expire in October of 2012. Motion made by Mayor Thallemer to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

#### **KEYSTONE SOFTWARE LICENSE AGREEMENT/CLERK**

Clerk Treasurer Lynne Christiansen presented a contract for \$16,550.00 with Keystone Software Systems to replace the current accounting Komputrol Software in the Clerk-Treasurers office to Key-Funds and Key-Assets. A fifty percent (50%) deposit is due before installation. Motion made by Mr. Grose, approving the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

#### **CELL PHONE ALLOWANCES DESIGNATIONS/HR-**

HR Director Jennifer Whitaker presented a list of employees and a bi-weekly allowance stipend for employee's personal cell phones. Designated employees will use their own cell phones and receive a bi-weekly stipend rather than having a cell phone furnished by the City. Motion to approve the list was made by Mr. Grose, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

#### **TECHNICAL DIFFERENCE INC/HR-**

Human Resource Director Jennifer Whitaker presented the Annual Maintenance and Support agreement with Technical Difference, Inc. (People-Trak) for support and program maintenance for the software used by the Human Resource Department at a cost of \$1,026.13. Motion was made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

#### **NEW HIRES/REHIRES/CHANGES-**

The Human Resource Department presented for approval one (1) payroll change/new hires/changes: Greg Oberlin, Police Department (Patrol) Sergeant. Motion made by Mr. Grose to approve all new hires/changes in payroll, and seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

#### **TRAVEL REQUESTS-**

A list setting forth for three (3) travel requests: Police-Mike Cox; Clerk-Treasurer-Lynne Christiansen and Kelly Geiger. Motion was made by Mayor Thallemer to approve the above travel requests, seconded by Mr. Grose, carried by unanimous vote. Another list was presented to the Board setting forth three (3) travel requests: Fire-Mike Brubaker, Aaron Bolinger, and Andrew Callaway. Motion made by Mr. Grose to approve the travel requests, seconded by Mayor Thallemer, carried by unanimous vote. (Copies attached to minutes).

#### **SPECIAL CLAIMS-**

Clerk's office submitted a listing of claims for approval of payment. The claims total was \$ 1,482,847.58. Motion was made by Mayor Thallemer to approve the claims for payment, seconded by Mr. Grose, motion carried by unanimous vote. (List attached to minutes).

#### **REGULAR CLAIMS**

The following claim docket was presented for approval.

Regular Docket - \$3,362,530.27

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

**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**