

BOARD OF PUBLIC WORKS & SAFETY

May 4, 2012

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 4, 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 Jeff Grose and Charlie Smith, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, Attorney Adam Turner, Park Superintendent Larry Plummer, Park Recreation Director Staci Young, City Planner Jeremy Skinner, Assistant City Planner Tim Dombrosky, Superintendent of Public Works Lacy Francis, WWTU Manager Brian Davison, Police Chief Scott Whitaker, H/R Director Jennifer Whitaker, Elaine Wakefield and Anne Feiger from Kosciusko Community Hospital, Mark Dobson from Warsaw/Kosciusko County Chamber of Commerce, Kosciusko County Farmers Market Rep. Kegan Burns, News Reporter Stacey Page, and 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 April 20, 2012 Regular Session were presented for approval. Board member Grose made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

NEW BUSINESS –

VARIOUS STREET CLOSURES-

The following street closures were presented for consideration:

FARMERS MARKET: Saturdays from 8:00a.m.-Noon from May 5th-Oct. 27th, 2012

KCH HEALTH & WELLNESS CENTER 5K: Saturday June 9th, 2012 starting at 9:00 a.m.

FAT & SKINNY TIRE FESTIVAL: Friday May 18th, 2012 from 5:00-11:30 p.m.

Diagrams and routes were attached to the request and all groups were advised to contact Central Dispatch of the closures and reopenings. Motion made by Mr. Grose to approve the requests, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

AMERICAN RED CROSS WATERFRONT MODULE TRAINING/PARK-

Park Recreation Director, Staci Young, asked the Board to sign a contract with Donna Jepson to provide training for lifeguards. The lifeguards are required to hold a Waterfront Lifeguarding certification since lakefront environments are very different from pools. Donna Jepson is an independent American Red Cross Instructor and her services will be at a total cost not to exceed \$115.00. Motion made by Mr. Smith to approve the contract, seconded by Mr. Gross, carried by unanimous vote. (Copy attached).

PARK ACTIVITY CONTRACTS –

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

1. Josh Harrell and Chad Elvington – Stagehands for Classic Rock and Country Concert - \$240.00 each.
Motion made by Mr. Grose to approve the above contracts, seconded by Mr. Smith, motion carried by unanimous vote.
2. K&K Insurance-Event Cancellation Policy for Classic Rock and County Concert-\$3,075.00.
Motion made by Mr. Smith to approve the above contract, seconded by Mr. Grose, motion carried by unanimous vote.
3. ASCAP-Annual Music License Agreement Renewal- \$320.00.
Motion made by Mr. Grose to approve the above contract, seconded by Mr. Smith, motion carried by unanimous vote.
4. Head Start-Community Partnership Agreement 2012-2013.
Motion made by Mr. Grose to approve the above contract, seconded by Mr. Smith, motion carried by unanimous vote.
5. Warsaw Community Development Corp. (WCDC)–Contribution toward fireworks for Warsaw-Winona Lake Display June 30, 2012-\$3,500.00.

Motion made by Mr. Smith to approve the above contract, seconded by Mr. Grose, motion carried by unanimous vote.

(Documentation for all contracts attached to minutes).

K21 HEALTH FOUNDATION GRANT APPLICATION/BUILDING & PLAN-

Assistant City Planner, Tim Dombrosky, requested permission to apply for a \$24,000.00 grant from the K21 Health Foundation. The funds will be used to develop walking/cycling routes along several locations within the City. After discussion a motion was made by Mr. Smith to move forward with the application, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

STATE OF INDIANA DEPARTMENT OF HEALTH GRANT/BUILDING & PLAN-

City Planner, Jeremy Skinner presented information to the Board to accept a grant from the Indiana Department of Health. The \$50,000.00 reimbursable grant will go toward completing a Comprehensive Bicycle/Pedestrian Master Plan. Mr. Smith made a motion to accept the grant, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

R.W. ARMSTRONG & ASSOCIATES, INC./BUILDING & PLAN-

Mr. Skinner presented an agreement for consulting services with R.W. Armstrong & Associates. Armstrong will provide consulting services required to perform certain tasks concerning the Bicycle and Pedestrian Master Plan for the City. Total cost of the contract is not to exceed \$50,000.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

JOHN KIMPEL & ASSOCIATES/BUILDING & PLAN –

Mr. Skinner submitted a 2012 rate schedule for survey work to be performed by John Kimpel & Associates for the Building & Plan Department. Motion made by Mr. Smith to approve the new rate schedule, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

JONES & HENRY AGREEMENT FOR CONTINUING SERVICES/WWTU-

Wastewater Treatment Utility Manager, Brian Davison, presented Letter Agreement Amendment 1-12 with Jones & Henry Engineers, Ltd. The agreement is for continued services of a part-time Resident Project Representative during construction of Contracts 18, 19, and 20. The agreement is not to exceed \$35,000.00. Motion made by Mr. Smith, to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

ATTORNEY CONTRACT RATE INCREASE/PLEWS SHADLEY–

An Engagement Agreement and 2012 billing rate schedule with the law firm of Plews Shadley Racher & Braun LLP was presented for consideration. Motion made by Mr. Grose to approve the agreement with a mixed hourly/contingency fee, seconded by Mr. Smith, carried by unanimous vote. (Copies attached to minutes).

SYMBIONT PROPOSAL & RATE SCHEDULE/WWTU-

Mr. Davison presented a proposal and rate schedule from Symbiont Science, Engineering and Construction, Inc., to continue professional consulting services. Mr. Smith made a motion to approve the proposal and schedule, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

REQUEST TO PURCHASE NEW VEHICLES/POLICE-

Police Chief Scott Whitaker received and presented quotes for three (3) new vehicles for the Police Department. The purchases are supported in the Police Department, and Motor Vehicle Highway 2012 budgets. The lowest quote came from Kerlin Motor Company of Silver Lake, IN. for \$23,957.97 per vehicle. Motion made by Mr. Smith to accept the bid from Kerlin Motors for a total of \$71,873.91, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

1ST SOURCE BANK AGREEMENT/EXTENDED TERMS –

Clerk-Treasurer Christiansen requested approval of an agreement with 1st Source Bank to extend the terms of an agreement dated March 1999. This agreement will be effective May 1, 2012 through April 30, 2013. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, motion carried by unanimous vote. (Copy attached to minutes).

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. Smith, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS-

Lists setting forth six (6) travel requests: WWTU-Duane Griner, Jeff Krotke, Jane Leedy, Brian Davison, John Helton and Dale Walters were presented for approval. Motion was made by Mr. Smith to approve the above travel requests, seconded by Mr. Grose, carried by unanimous vote. (List attached).

WCDC/FAÇADE IMPROVEMENT MATCHING GRANT-

Mark Dobson of Warsaw/Kosciusko County Chamber of Commerce requested the Board approve a Façade Improvement Matching Grant Program agreement. The Chamber has recently taken over the administration of this program for the Warsaw Community Development Corporation (WCDC) and the City has budgeted funds for the program. Motion was made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a list of special claims for approval of payment totaling \$66,955.47. Motion made by Mr. Grose to approve the claims for payment, seconded by Mr. Smith, carried by unanimous vote. (List attached).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$165,409.88

EOM Docket - \$5,956,641.25

Pension Docket - \$44,980.67

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

OTHER ITEMS-

*Paula Bowman advised the Board of the all the activities taking place for the First Friday Events held later today

*Mayor Thallemer advised the next Board of Works session will be on Thursday May 17th, 2012 at 10:30 a.m.

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