

BOARD OF PUBLIC WORKS & SAFETY

June 15, 2012

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, June 15, 2012 at 10:30 A.M. in the Council Chambers at City Hall. Board Member Charles D. Smith presided and the following persons were noted as present or absent:

PRESENT: Board members Charles Smith, and Jeff Grose. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner, Assistant City Planner Tim Dombrosky, Fire Chief Mike Brubaker, Police Chief Scott Whitaker, WWTU Manager Brian Davison, Park Superintendent Larry Plummer, Human Resource Director Jennifer Whitaker, Libbie Tom from Housing Opportunities of Warsaw, Alisha Clayson, on-line news reporter Stacey Page, and Warsaw Times-Union reporter Dan Riordan.

ABSENT: Mayor Joe Thallemer

The meeting was called to order by Mr. Smith followed by the Pledge of Allegiance.

MINUTES –

The minutes from the June 1, 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-

HOUSING OPPORTUNITIES OF WARSAW/ RELEASE OF MORTGAGES–

Libbie Tom of Housing Opportunities of Warsaw requested release of mortgages on the following owner of property:

1. Gloria Paseka and Andrew Paskeka (two releases) – Recorded documents #2009-12-0596 and #2009-12-0991

Property Address is 814 E. Arthur Street.

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

BIDS FOR SALE OF BOGGS RECREATIONAL BUILDING/PARK-

Bids for the Park Departments Boggs Recreational Building were reviewed. Proper advertising had taken place and The United Steelworkers Local 7-00809 submitted the only bid, for \$90,000.00, subject to a Building Inspection and City water/sewage hook-up. After discussion Mr. Grose made a motion to table the item, seconded by Mr. Smith and carried by unanimous vote. (Copy attached).

PARK EVENT CONTRACTS–

The following 2012 event contracts were presented for approval.

1. **Fort Wayne Zoological Society** - \$240.80 - Animal Show for Family Carnival on August 3, 2012.

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

2. **Tyler Farr** - \$3,000.00-Opening Act for Country Music Concert on July 20, 2012.

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

3. **Wyndham Garden Warsaw** - \$288.00-Hotel rooms for Country Concert Opening Artist.

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

POLICE CHAPLAIN CONTRACT/POLICE-

Police Chief Scott Whitaker presented a contract with Lary Layne Sumner, an Ordained Minister, who will provide Police Department employees with spiritual guidance and counseling. He will also render aid and support in times of emergency or loss in the community. Mr. Smith made a motion to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

CENTURYLINK ADDITIONAL PHONES/WWTU-

Wastewater Treatment Utility Manager, Brian Davison, presented a contract with CenturyLink

Sales Solutions, Inc. for additional phones and a speaker/pager for new buildings at Plant #2. Total amount of the contract is \$1,672.12. Motion made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote (Contract worksheet attached).

WORK CHANGE DIRECTIVE-PENDING CHANGE ORDER/CONTRACT #19/WWTU-

Mr. Davison presented information from Jones & Henry Engineers to add two (2) 2-inch taps, for future service connections. This is not a Change Order, but only a Directive to proceed with work that may be included in a subsequent Change Order. The potential cost may be \$1,500.00. After discussion Mr. Smith made a motion to approve the Directive, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached).

SPECTRA TECH LINER SYSTEM/WWTU-

Mr. Davison presented information to line sanitary manholes. He had quotes from Spectra Tech and Conco Spray Solutions. He recommends Spectra Tech to perform the work of lining 272 vertical feet of 480-inch diameter manholes in two locations at a cost of \$59,840.00. After discussion, Mr. Grose, made a motion to accept the contract with Spectra Tech, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

PAY APPLICATIONS #2 AND #3/CONTRACT #18/WWTU-

Wastewater Treatment Utility Manager Brian Davison presented a letter from Jones & Henry Engineers recommending a payment of \$120,492.00 for Pay Application #2, and a payment of \$143,514.00 for Pay Application #3 to Grand River Construction Co. for the Warsaw Center Street Pump Station, Contract #18. Motion made by Mr. Smith to approve the payments, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

RELEASE OF LETTER OF CREDIT/PATHS OF DEERFIELD/BIGGS, INC. –

City Planner Jeremy Skinner presented a request to release Letters of Credit from Wells Fargo Bank on behalf of Biggs, Inc./Paths of Deerfield, and Tower Bank on behalf of Warsaw Development, LLC/Park Ridge. Motion made by Mr. Grose to approve the release for Biggs, Inc./Paths of Deerfield and to table the release for Warsaw Development/Parkridge, seconded by Mr. Smith, and carried by unanimous vote. (Copy attached to minutes).

ADDITIONAL SERVICES FOR NEW CITY HALL/SCEARCE-RUDISEL-

Information was presented for additional services for design and other matters for the new City Hall. The work includes designing restrooms and electrical for future downtown events, designing alarm, security, and phone systems, and rough-in for plumbing on the third floor. The cost of the change will be \$6,990.00. Motion made by Mr. Smith to accept the additional services, seconded by Mr. Grose, 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. Smith, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

NEW HIRES/REHIRES/CHANGES –

A list was provided for approval eight (8) new hires/changes in payroll, more specifically set forth on the list attached to minutes. Motion made by Mr. Smith to approve the new hires/changes in payroll, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

KOSCIUSKO COUNTY CONVENTION, RECREATION, AND VISITORS COMMISSION GRANT/BUILDING & PLAN-

Assistant City Planner, Tim Dombrosky, requested permission to apply for a \$20,000 grant from the Kosciusko County Convention, Recreation, and Visitors Commission (KCCRVC). The possible award of funds will be used by the Ride+Walk Warsaw+Winona Lake Advisory Committee for the planned Krebs Trailhead Park located along S. McKinley St. and E. Market St. Motion made by Mr. Smith to proceed with the grant application, seconded by Mr. Grose, carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's Office submitted a listing of Special Claims for approval of payments totaling \$751,330.66. Motion made by Mr. Grose to approve the claims for payment, seconded by Mr.

Smith, carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$5,656,631.45

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

OTHER MATTERS-

SNOBALLS/SHAVED ICE CONCESSION-

Alisha Clayson approached the Board and requested that the \$25 per day/per person charged for Itinerate Merchants be waived so that her family could operate a mobile Snowball/Shaved Ice Concession at the corner of Indiana and Fort Wayne Streets. The Board advised they would take the matter under advisement. (Documentation attached).

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**