

BOARD OF PUBLIC WORKS & SAFETY  
AUGUST 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, August 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 Mayor Thallemer, Jeff Grose and Charles Smith. Also present, City Attorney Mike Valentine, WWTU Manager Brian Davison, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Jr., Fire Territory Chief Mike Brubaker, Police Chief Scott Whitaker, Cemetery Sexton Hal Heagy, HR Director Jennifer Whitaker, WWTU Office Supervisor Mary Lou Plummer, on-line news reporter Stacey Page, and Warsaw Times-Union reporter Jennifer Peryam.

**ABSENT:** Clerk-Treasurer Lynne Christiansen

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

Mayor Thallemer asked members for a moment of silence for Diane Grose, mother of Jeff Grose and former Cemetery Secretary who passed away on Tuesday, August 14, 2012.

**MINUTES-**

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

**REPORTS/ORAL & WRITTEN COMMUNICATIONS-**

None presented.

**UNFINISHED BUSINESS-**  
**UNDERBILLINGS/WWTU-**

WWTU Office Supervisor Mary Lou Plummer presented a letter addressing an under-billing for property located at 753 W. Market Street owned by Charles and Chanda Allen. An apartment has been built above the garage and has never been billed for wastewater services. After discussion, Mr. Grose made a motion to waive all past years billings, seconded by Mr. Smith, carried by unanimous vote. (Copy of letter attached).

**NEW BUSINESS-**

**STREET CLOSURE REQUEST/FIRE-**

Fire Territory Chief Mike Brubaker presented a request to close portions of Main and Indiana Streets on August 21<sup>st</sup> and 22<sup>nd</sup> for the installation of a new radio tower at Station 1. Motion made by Mr. Smith to approve the closure, seconded by Mr. Grose, carried by unanimous vote. (Copy of map attached).

**STREET CLOSURE REQUEST/PLAY IT SAFE/FAMILY SAFETY DAY-**

Fire Territory Chief Mike Brubaker requested part of Canal Street be closed on September 8, 2012 for the Play it Safe/Family Safety Day held in Central Park. Motion made by Mr. Grose to approve the closing, seconded by Mr. Smith, carried by unanimous vote. (Copy of map attached).

**CUBMOBILE RACES 2012/STREET CLOSURE REQUEST-**

Ken Locke, Community Ministries Coordinator for the Salvation Army, requested closures of N. Indiana St. from the first alley north of Center St. to the parking lot at Central Park; Main St. from High St. to the drive-way of WWFT Station #1; and Fort Wayne St. from Buffalo St. to the rear entrance of the Zimmer Building parking lot on September 22, 2012 for Cubmobile races. After discussion Mr. Smith made a motion to allow the street closures, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached).

**NEW CREMATION GARDEN/CEMETERY-**

Cemetery Sexton Hal Heagy requested permission to start work on the new Cremation Garden.

The work will be done by Sterling Contracting, LLC for a cost of \$16,873.90. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached).

**FALL FAMILY FUN/PARK-**

Park Superintendent Larry Plummer, Jr. presented a contract with Dan and Sharon Peterson to provide an interactive live bat exhibit for Fall Family Fun on October 12, 2012. Mr. Smith made a motion to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached).

**REPLACEMENT OF PLAYGROUND EQUIPMENT/PIKE LAKE BEACH/PARK-**

Park Superintendent Larry Plummer, Jr. provided quotes for the replacement of playground equipment at Pike Lake Beach. At the April 5<sup>th</sup> Board of Works meeting, Mr. Plummer requested permission to replace the playground equipment at Pike Lake Beach. Mr. Plummer recommended purchase of the playground equipment from Sinclair Recreation (GameTime) for \$12,045.77. Motion made by Mr. Smith to approve the purchase, seconded by Mr. Grose, carried by unanimous vote. (Copy of letter and quotes attached).

**TRADE-IN/REPLACE TORO MOWER/PARK-**

Park Superintendent Larry Plummer, Jr. requested permission to trade in a 2007 Toro Z-Master Z558 mower with 52" deck and bagger system. The trade allowance will be applied toward the purchase of a new Toro Z-Master 5000 series mower with a 52" deck and bagger system from Hoffman Outdoor Power Equipment for a cost of \$9,621.36, less trade-in allowance of \$3,521.36 for a total cost of \$6,100.00. Motion made by Mr. Smith to approve the purchase, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached).

**REQUEST TO GET QUOTES TO PURCHASE TRUCK/STREET-**

The Street Department requested permission to get quotes to replace a 1994 Ford 1-ton with 231,142 miles. Motion made by Mr. Grose to accept the request, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached).

**GRANT AGREEMENT AWARD/KOSCIUSKO COUNTY COMMUNITY FOUNDATION/FIRE-**

Fire Territory Chief Mike Brubaker requested the acceptance of a grant from the Kosciusko County Community Foundation for a total amount of \$2,000. These funds are in support of the Play It Safe/Family Safety Day. Motion made by Mr. Grose to accept the funding, seconded by Mr. Smith, motion carried by unanimous vote. (Award letter attached).

**RADIO CONTRACTS/FAMILY SAFETY DAY/FIRE-**

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

- WRSW 107.3-\$580
- WILLIE 103.5-\$580
- WIOE OLDIES 98.3-\$400

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

**FAMILY SAFETY DAY/FACE PAINTERS/FIRE-**

Fire Territory Chief Mike Brubaker presented a contract with Carmen Chapman, of Carmen Chapman Face Painting, for four (4) face painters for 4 hours at a cost of \$450.00. The services will be provided for the Play It Safe/Family Safety Day event at Central Park on September 8, 2012. Motion made by Mr. Grose to accept the contract, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached).

**REPLACE CABINETS/FIRE-**

Fire Territory Chief Mike Brubaker presented two quotes to replace the cabinets at Station #1. Mr. Brubaker recommended using Copper River Cabinet Company for \$6,167.07. Motion made by Mr. Grose to accept the quote, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached).

**REPLACE CEILING TILE/FIRE-**

Fire Territory Chief Mike Brubaker presented two quotes for new ceiling tile at Station #1. Mr. Brubaker recommended using Jack Laurie Group for \$5,385.00. Motion made by Mr. Smith to

accept the proposal, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached).

**CHANGE ORDER #1/CONTRACT #19/WWTU-**

Utility Manager Brian Davison presented change order #1 on Contract #19 for the Center Street Pump Station Force Main project. The order is due to extra paving needed and adding clean out air release valves to manholes for a total increase of \$55,849.00. The County will reimburse \$47,106.35 and the City's portion is \$8,742.65. After discussion a motion was made by Mr. Smith to approve the change order, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached).

**PAY APPLICATION #4/CONTRACT #19/WWTU-**

Mr. Davison presented a letter from Jones & Henry recommending a payment of \$520,324.98 to All Star Construction Co. for Pay Application #4 for the Force Main for the Center Street Pump Station, Contract #19. Motion made by Mr. Smith to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**FAEGRE BAKER DANIELS/BUILDING & PLANNING-**

City Planner Jeremy Skinner presented a contract with Faegre Baker Daniels for ongoing professional services. Motion made by Mr. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached).

**STORM DAMAGE REPAIR /HAROLD McCOMB & SON, INC.-**

City Planner Jeremy Skinner presented a request for payment to Harold McComb & Son, Inc. in the amount of \$6,110.00 for repair work on the new City Hall building due to storm damage. Motion was made by Mr. Grose to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**CHANGE ORDER #8/CITY HALL RENOVATION-**

City Planner Jeremy Skinner presented Change Order #8 on the Harold McComb & Son, Inc. contract for the New City Hall renovations. The Change Order has seventeen (17) items of various changes listed for a total increase of \$19,700 and more specifically listed in the change order. Motion was made by Mr. Smith approving the Change Order, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**CHANGE ORDER #9/CITY HALL RENOVATION-**

City Planner Jeremy Skinner presented Change Order #9 on the Harold McComb & Son, Inc. contract for the New City Hall renovations. The Change Order has two (2) items of various changes listed for a total increase of \$108,350 and more specifically listed in the change order. Motion was made by Mr. Smith approving the Change Order, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**PAY APPLICATION #7 /HAROLD McCOMB & SON, INC.-**

City Planner Jeremy Skinner presented a request for payment to Harold McComb & Son, Inc. in the amount of \$152,424 for Pay Application #7 for the City Hall renovations. Motion was made by Mr. Grose to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**NEW HIRES/REHIRES/CHANGES-**

Human Resource Director Jennifer Whitaker provided for approval eight (8) changes of payroll/new hire: Derrick Leake-Street Department; Brian Zehring-Fire Territory; and Sandra Courson, Douglas Light, Jamie Overbey-Police Department; Shaun Gardner and Staci Young-Park; Linda Sanner-H/R. Motion made by Mr. Smith to approve as presented, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**TRAVEL REQUESTS-**

None

**SPECIAL CLAIMS-**

Clerk's office submitted a listing of special claims for approval of payment totaling \$681,765.52. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mr. Grose, motion carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

Regular Docket - \$3,038,769.40.

Motion 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:**

**Connie Dawson**  
**For Lynne Christiansen Clerk-Treasurer**