

BOARD OF PUBLIC WORKS & SAFETY
NOVEMBER 16, 2012
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, November 16, 2012 at 10:30 A.M. in the Council Chambers at City Hall. Board Member Charles Smith presided and the following persons were noted as present or absent:

PRESENT: Board members Charles Smith, Jeff Grose. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Superintendent of Public Works Lacy Francis, City Planner Jeremy Skinner, Parks Director Larry Plummer, Jr., WWTU Asst. Manager Larry Hyden, Police Chief Scott Whitaker, Police Officer David Morales, Fire Territory Chief Mike Brubaker, H/R Director Jennifer Whitaker, Jeff VanHouten and Nate Maier from Wildman Uniforms, Mark Dobson from the WCDC, John Boals from Stacey Page On-Line, and Times-Union reporter Jennifer Peryam.

ABSENT: Mayor Joseph M. Thallemer

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

MINUTES-

The minutes from the November 02, 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.

REPORTS/ORAL & WRITTEN COMMUNICATION-

None presented.

UNFINISHED BUSINESS-
SUPPLY BIDS AWARD-

Superintendent of Public Works Lacy Francis recommended the following bids for 2013 Supplies be awarded to:

- Item #1 Limestone – Irving Materials
- Item #2 Ready Mix Concrete – Kuert Concrete
- Item #3 Flowable Backfill Material – Kuert Concrete
- Item #4 Bituminous Material - Phend & Brown, Inc.
- Item #5 Concrete Curbing - Phend & Brown, Inc.
- Item #6 Concrete Flatwork – Phend & Brown, Inc.

Motion made by Mr. Grose to award the bids as recommended, seconded by Mr. Smith, carried by unanimous vote. (Comparison sheet attached).

NEW BUSINESS-

RIDE+WALK DONATION-

Fred Helfrich presented a donation from KCV Cycling Club for the Ride+Walk project. The Club is donating stencils to be used along the route as painted signage on the pavement. Motion made by Mr. Grose to accept the donation, seconded by Mr. Smith, carried by unanimous vote.

TOYS FOR TOTS/STREET CLOSURE-

Local “Toys for Tots” Coordinator David Morales requested that the following street be closed for the Toys for Tots collection event in the downtown area on December 1, 2012 from 7:00 a.m. until 11:30 a.m.; the 100 block of West Center Street. If the parking lot for the new City Hall is finished, the closing may not be necessary as the event will be held in the parking lot instead. Motion made by Mr. Grose to approve the closure, seconded by Mr. Smith, carried by unanimous vote. (Copy of map attached).

WILDMAN BUSINESS GROUP RENTAL SERVICE AGREEMENT/PARKS DEPARTMENT-

A two (2) year service agreement for the Park Department with Wildman Business Group was presented. The service is for delivery of mats, shop towels, gloves, uniform shirts, pants, and jackets per department specifications with fees more specifically set forth within the agreement. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

GRAND RIVER CONTRACT #18/CHANGE ORDER #1/WWTU-

WWTU Assistant Manager Larry Hyden submitted for approval Change Order #1 to Contract#18 with Grand River for the Center Street Pump Station. Various changes are being made per the Change Order for an added total of \$11,117.00 and more specifically set forth within the Change Order. Motion made by Mr. Grose approving the Change Order, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

PAYMENT REIMBURSEMENT/WWTU-

Mr. Hyden presented information to the Board about a clogged main wastewater line. The blockage resulted in a drainage issue at 1501 Fisher Avenue and home owner Don Brown has asked the City for a partial reimbursement, totaling \$598.00, he paid Mr. Rooter to fix. After discussion that the City would allow this one-time reimbursement since a private contractor was used, a motion was made by Mr. Smith to approve the reimbursement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

WCDC/FAÇADE IMPROVEMENT MATCHING GRANT-

Mark Dobson of WCDC requested approval of the contract for the Façade Improvement Matching Grant Program for 2013. Motion was made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

EMANS ENGINEERING/BUILDING & PLAN-

City Planner Jeremy Skinner presented an agreement with Emans Engineering to fulfill the duties as outlined in the City of Warsaw City Engineer, PE position description. The agreement includes the scope of work and fees for approximately 900 hours of work between January 1, 2013 and December 31, 2013 for a total of \$51,996 payable in monthly installments of \$4,333.00. Motion was made by Mr. Smith approving the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

COMCAST AGREEMENT/BUILDING & PLAN-

Mr. Skinner presented a service agreement with Comcast to provide phone, fax, and internet service at the new City Hall. The agreement will serve all five departments that will be re-locating to the new building as well as phone service for the elevator and security system. Motion made by Mr. Smith, to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

PAY APPLICATION #10 /HAROLD McCOMB & SON, INC.-

City Planner Jeremy Skinner presented a request for payment to Harold McComb & Son, Inc. in the amount of \$185,256.59 for Pay Application #10 for the City Hall renovations. Motion was made by Mr. Smith to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

MARC ASSOCIATES/WINDOW COVERINGS-

Mr. Skinner presented information to the Board to purchase window coverings for the new City Hall. Marc Associates of Fort Wayne will install 46 Graber 8 gauge S3000 Miniblinds for \$3,969.00. Motion made by Mr. Grose to approve the purchase, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

LAKE CITY BANK AGREEMENT-

Clerk-Treasurer Lynne Christiansen presented an agreement with Lake City Bank for rates and pricing structure effective January 1, 2013 through December 31, 2013, and more specifically set forth within the agreement. Motion made by Mr. Grose acknowledging the agreement with Lake City Bank, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

PENGUIN POINT CATERING CONTRACT-

A contract from Penguin Point Catering was presented for approval. The contract will provide a festive Christmas Dinner for City employees and their family members on December 18, 2012. Motion made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

NEW HIRES/REHIRES/CHANGES-

Human Resource Director Jennifer Whitaker presented for approval a list of six (6) new hires and payroll changes as follows: Dan Risner- WWTU; Sheila Wieringa- Park; Trent Stamper- HR; and three (3) new hires for the Street Department that will be determined. Motion made by Mr. Grose to approve the new hire and changes, seconded by Mr. Smith, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS-

A list setting forth six (6) travel requests: Police (4) and Fire (2) were presented for approval. Motion made by Mr. Smith to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. Another list setting forth three (3) additional travel requests was presented as well: Police: Jordan Roberts (x2); and Fire Territory: Aaron Bolinger. Motion made by Mr. Grose to approve the second list of travel requests, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

SPECIAL CLAIMS-

Clerk's office submitted a listing of special claims for approval of payment totaling \$ 371,185.86. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

CLAIM DOCKET-

The following claim docket was presented for approval:

Regular Docket - \$593,816.11

End of Month- \$1,316,203.44

Pension-\$44,248.24

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