

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 7, 2012
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 07, 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 Charles Smith, Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, Attorney Adam Turner, City Planner Jeremy Skinner, WWTU Manager Brian Davison, Police Chief Scott Whitaker and Deputy Chief Bryan Sherwin, Police Officer Jordan Foreman and family members, Park Superintendent Larry Plummer, Fire Chief Mike Brubaker, H/R Director Jennifer Whitaker, On-Line News Reporter Stacey Page, and Times-Union reporter Jennifer Peryam.

ABSENT: None noted

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

MINUTES-

The minutes from the November 16, 2012 Regular Session were presented for approval. Mr. Smith made a motion to accept the minutes as presented, seconded by Mr. Grose, motion carried by unanimous vote.

REPORTS/COMMUNICATION-
POLICE OFFICER SWORN-IN-

Police Chief Scott Whitaker introduced Police Officer Jordan A. Foreman. Mayor Thallemer administered his Oath of Office as an officer for the City. (Copy attached).

NEW BUSINESS-

BANKRUPTCY NOTICE/I SHREE, INC. /SUPER 8 MOTEL, INC./WWTU-

A letter from WWTU Payment Collection Office Manager Mary Lou Plummer informed the Board that I-Shree, Inc. d/b/a Super 8 Motel, Inc has filed for Bankruptcy. Per law the City is required to dismiss any wastewater collection charges unpaid to their filing date of October 3, 2012. The total write-off amount is \$7,441.45. The information was duly noted. (Copy of letter attached).

TASER ASSURANCE PLAN-

Police Chief Scott Whitaker presented information from Taser International and their new program, Taser Assurance Plan (TAP). The plan offers a complete warranty that provides no-cost repairs and free replacements in five (5) year cycles. It also provides on-site spares and 2012 price protection through 2017. Replacement units will cost \$1,175.00 each and the annual maintenance cost will be \$199.00. Chief Whitaker is seeking permission to join the program. Motion made by Mr. Grose to accept the plan, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

FAST CAB/AA /TAXI CAB PERMITS-

Deputy Police Chief Bryan Sherwin presented applications for six (6) taxicab permits for Fast Cab and three (3) permits for AA Taxi for approval. Mr. Sherwin stated the taxis passed inspection and the Police Department was recommending approval of the permits. Motion was made by Mr. Smith to approve the permits for AA Taxi and Fast Cab as set forth within the applications, seconded by Mr. Grose, motion carried by unanimous vote. (Copies 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).

KEMRAD AGREEMENT-

Chief Whitaker presented a contract for 2013 with KEMRAD for \$5,000.00 for assisting the

Police Department with traffic control and radio communications for special events in the City. Motion made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

2013 AGREEMENT/ PRO AIR/FIRE & POLICE-

Chief Whitaker presented the annual service agreement between Pro Air Midwest, Inc. and both the Fire Territory and Police Department. This is for servicing equipment at both departments. Cost to the Police Department is \$1,040.00 and cost to the Fire Territory is \$2,080.00. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copies attached).

WARSAW-WAYNE FIRE TERRITORY VOLUNTEER FIRE AGREEMENT-

The 2013 agreement with the Warsaw-Wayne Fire Territory Volunteer Fire Department was presented for approval. City agrees to pay \$44,860.00 for services more specifically set forth within the agreement. Motion was made by Mr. Grose to accept the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

WWTU BUDGET GUIDELINE FOR 2013-

The 2013 Wastewater Treatment Utility Budget Guideline was submitted by WWTU Manager Brian Davison. This guideline for sewer appropriations will be the setup for 2013 spending. Discussion was held on split payments for Employee Benefits and correction to the guidelines was requested for "1/2 Council, BOW" (appropriation 606-000-704.800). Mr. Smith made a motion to approve the guidelines with the changes, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

MEMORANDUM OF UNDERSTANDING (MOU)/KOSCIUSKO LAKES AND STREAMS (KLAS)/GRACE COLLEGE/WWTU-

Mr. Davison presented a MOU with KLAS and Grace College for inspections of stormwater outfalls and educational classes in elementary schools. KLAS student interns from Grace College will perform field work and screening and KLAS will conduct educational programs in select classrooms including aquariums, supply of native plants and fish, library of water-related books, and in-class preparation. Motion made by Mr. Smith to accept the MOU, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

WASTEWATER LINE REPLACEMENT/EVEREST EXCAVATING/WWTU-

Mr. Davison presented information from G&G Hauling and Everest Excavating to replace a wastewater line along Holiday Drive. G&G's estimate was \$10,714.00 plus an alternate bid of \$2,982.00. Everest Excavating estimate was \$9,594.71 with no alternate bid. After discussion, Mr. Smith made a motion to accept the bid from Everest Excavating, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

WASTEWATER SOLUTIONS/WWTU-

Mr. Davison presented an agreement with Wastewater Solutions, Inc. (WSI) to evaluate portions of the utility. WSI will audit the process energy that may save energy as well as evaluate phosphorous in the effluent as part of the discharge permit. After discussion, Mr. Smith made a motion to accept the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

WILDMAN BUSINESS GROUP RENTAL SERVICE AGREEMENT/WWTU-

A two (2) year service agreement with Wildman Business Group was presented. The service is for weekly or bi-weekly delivery of mats and uniforms for Wastewater with specifications and fees more specifically set forth within the agreement. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

PLANNING AND ENGINEERING PROPOSAL/CHRISTOPHER B. BURKE ENGINEERING, LLC/WWTU-

Mr. Davison presented a proposal from Christopher B. Burke Engineering, LLC for on-call, on-going planning and engineering services. Two tasks are mentioned on the proposal for assessment evaluation and report and good housekeeping and pollution prevention training. Mr. Smith made a motion to accept the proposal, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

MUNICIPAL TRADE PROGRAM/BOBCAT OF WARSAW/WWTU-

Mr. Davison presented a contract from Bobcat of Warsaw. The contract is for the "Annual Bobcat Exchange". This contract will trade in the current 2011 S130 Bobcat skid steer loader

model for a 2012 S130 model for \$1,000. Motion made by Mr. Smith for approval, seconded by Mr. Grose, carried by unanimous vote. (Copy of agreement attached).

PAY APPLICATION #5/CONTRACT #19/WWTU-

Mr. Davison presented a letter from Jones & Henry recommending a payment of \$174,561.66 to All Star Construction Co. for Pay Application #5 for the Force Main/ 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).

PAY APPLICATION #7/CONTRACT #18/WWTU-

WWTU Manager Brian Davison presented a letter from Jones & Henry Engineers recommending a payment of \$195,895.80 to Grand River Construction Company for pay application #8 for the Warsaw Center Street Pump Station Contract #18. Motion made by Mr. Grose to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

BOYCE FORMS SYSTEMS PRICE INCREASE/WWTU-

A document from Boyce Forms and Systems was presented for approval. The document outlines a price increase for mail service and billing for 2013. The price per piece will increase from .18 to .19 cents and will include the Intelligent Mail Bar Code required by the United States Postal Service by January of 2013. Motion made by Mr. Smith to accept the contract, seconded by Mr. Grose, carried by unanimous vote.

KEYSTONE SOFTWARE SYSTEMS AGREEMENT-

Keystone Software Systems submitted a Disaster Recovery Agreement on computer software for the WWTU Payment Collection Office. The fee for disaster recovery is \$275.00 for 2013. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

SYMBIONT CHANGE ORDER #1/WWTU-

Symbiont has continued to provide environmental consulting services to the City to comply with the requirements of the Indiana Department of Environmental Management's (IDEM) response to the Walnut Creek remedial investigation (RI) reported from 2007 and the City's response to IDEM's technical review of another RI report dated March 18, 2011. A contract with Symbiont from May of this year has Change Order #1, increasing the amount by \$234,974.00 to reflect the IDEM-approved scope of work included in the change order. Motion made by Mr. Smith to approve the change, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

KEYSTONE SOFTWARE SYSTEMS AGREEMENT-

Keystone Software Systems submitted a Disaster Recovery Agreement on computer software for the Clerk Treasurer's Office. The fee for disaster recovery is \$275.00 for 2013. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

2013 PARKING LOT LEASE AGREEMENT/LARRY POLK TRUST-

The Larry Polk Parking Lot Lease Agreement was presented for approval. The term of the agreement is for one year, beginning January 1, 2013 at an annual rent of \$9,600 payable at \$800 per month. Discussion followed. Motion made by Mr. Smith to approve the lease agreement, seconded by Mr. Grose carried by unanimous vote. (Copy attached to minutes).

PAY APPLICATION #11 /HAROLD McCOMB & SON, INC.-

City Planner Jeremy Skinner presented a request for payment to Harold McComb & Son, Inc. in the amount of \$206,538.45 for Pay Application #11 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 presented for approval a list of seven (7) payroll changes as follows: two (2) for Building and Planning; one (1) for Park; three (3) for Police; one (1) for Fire. Motion made by Mr. Smith to approve the replacements, reviews and promotions, seconded by Mr. Grose, carried by unanimous vote (List attached to minutes).

2013 TAKE- HOME VEHICLES-

Human Resource Director Jennifer Whitaker provided for approval a “2013 Take-Home Vehicle List” of those employees with City vehicles. Motion made by Mr. Smith to approve the Take-Home Vehicle Requests, seconded by Mr. Grose, carried by unanimous vote. (Documents attached to minutes).

TRAVEL REQUESTS –

A list setting forth seven (7) travel requests: Mike Speigle (x2), Paul Heaton, and Scott Whitaker -Police; Mike Brubaker, Derek Shilling and Nate Iden-Fire, Motion made by Mr. Smith to approve all travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

ATTORNEY CONTRACT RATE INCREASE/PLEWS SHADLEY–

A 2013 billing rate schedule with the law firm of Plews Shadley Racher & Braun LLP for environmental matters and a letter from the law firm of Faegre Baker & Daniels for legal services for employment related matters, specifically rates for Mitzi H. Martin and Joe Pettygrove, was presented for approval. Motion made by Mr. Smith to approve the rates, seconded by Mr. Grose, carried by unanimous vote. (Copies attached).

2013 WAGE INCREASES-

A list setting forth wage increases for all departments and boards was presented for approval. An adjustment to a Park Board member was noted, and the wages will be effective with the January 11, 2013 payroll. Motion made by Mr. Grose, to approve the list, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

SPECIAL CLAIMS-

Clerk’s office submitted a listing of special claims for approval of payments totaling \$371,185.86. 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 - \$593,816.11

EOM Docket - \$1,316,203.44

Police & Fire Pension Docket - \$44,248.24

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

OTHER MATTERS-

*WWTU Manager Brian Davison advised the Board of several awards his department and employees have recently been granted. The Plant won a Plant Safety Award and a Lab Excellence Award and employee Jeff Krotke won the Tumblebug award and was on a team that won a Best Web Page award.

*First Friday will be held later today with the lighting of lights in the Park as well as other activities. A “Twinkle” Parade will be held on Saturday evening.

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