

BOARD OF PUBLIC WORKS & SAFETY  
JANUARY 07, 2013  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Monday, January 7, 2013 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 Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, Attorney Adam Turner, WWTU Manager Brian Davison, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Jr., Police Chief Scott Whitaker, H/R Director Jennifer Whitaker, Park Activity Director Staci Young, on-line news reporter Stacey Page, and Times-Union reporter Jennifer Peryam.

**ABSENT:** Board member Charles Smith

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

**MINUTES-**

The minutes from the December 21, 2012 Regular Session were presented for approval. Board Member Grose made a motion to accept the minutes as presented, seconded by Mayor Thallemer, carried by unanimous vote.

**REPORTS/ORAL & WRITTEN COMMUNICATION-**  
**WWTU PAYMENT WRITE-OFF-**

A letter from the WWTU Payment Office was presented. It stated that property at 307 Eisenhower Parkway was recently sold. An amount of \$179.30 in wastewater payment was left outstanding. Per Indiana code uncollected payments may not be passed on to a new buyer. The previous owner cannot be located therefore the City will need to take the amount as a loss. The Board acknowledged the letter. (Copy attached).

**NEW BUSINESS-**

**CENTER, PIKE & WINONA LAKES CONSERVATION ASSOCIATION**  
**AGREEMENTS/PARK-**

Park Superintendent Larry Plummer Jr. presented agreements from the Center Lake, Pike Lake, and Winona Lake Conservation Associations. The agreements state that the Park Department will pay \$2,500 per year to each Association to help with nature preservation, conservation and maintenance and more specifically stated in the agreement. The agreements will be reviewed annually. After discussion Mr. Grose made a motion to approve the agreements, seconded by Mayor Thallemer carried by unanimous vote. (Copies attached).

**ANDERSON PROPERTY MANAGEMENT/PARK-**

Park Superintendent Larry Plummer Jr. requested approval of a contract with Anderson Property Management in the amount of \$1,888.88 per month for nine months for a total annual amount of \$16,999.92 for the 2013 Maintenance Agreement for the gardens at Central Park. Mr. Grose made a motion to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

**PARK CONTRACTS-**

Park Activity Director Staci Young requested approval of the following activity contracts:

- 1) Charles Ray Jr.-Fly Fishing Instructor-(2 events), \$180.00 total.
- 2) Jarrod Humbarger- DJ Service-Daddy/ Daughter Dance, \$250.00 total.

Motion made by Mr. Grose to approve the contracts, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**INTER-LOCAL AGREEMENT/SUN-GUARD,OSSI/POLICE-**

Police Chief Scott Whitaker presented an inter-local agreement with Kosciusko County. The annual agreement is for \$30,000.00 for maintenance fees as well as access to Sun Gard/OSSI records management server. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**ACE PEST CONTROL/PARK-**

Street Superintendent Lacy Francis Jr. requested approval of a service agreement with

Ace Pest Control in the amount of \$31.00 per month for monthly extermination control at 704 W. Center Street to treat the locker area and cabinets in the office. Mr. Grose made a motion to approve the service agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

**HEARING OFFICER/L. CLIFFORD AGREEMENT-**

An agreement between the City of Warsaw and Lawrence Clifford was presented for approval. This agreement retains the services of Mr. Clifford as an independent Hearing Officer for the City's Department of Code Enforcement. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached to minutes).

**CENTURY LINK MAINTENANCE CONTRACT/WWTU-**

Waste Water Treatment Utility Manager Brian Davison presented a contract with Century Link Sales Solutions, Inc. for a three (3) year phone service maintenance agreement. The total term price will be \$1,615.68. Motion made by Mr. Grose approving the agreement, seconded by Mayor Thallemer carried by unanimous vote. (Copies attached)

**GRAND RIVER CONTRACT #18/CHANGE ORDER #2/WWTU-**

Mr. Davison submitted for approval Change Order #2 for Contract#18 with Grand River Construction for the Center Street Pump Station. The Change Order added an additional \$ 31,350.00 and more specifically set forth within the Change Order, and Jones & Henry Engineers reimbursed the same amount back to the City. Motion made by Mr. Grose approving the Change Order, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

**CELL PHONE ALLOWANCES DESIGNATIONS/HR-**

Human Resource Director Jennifer Whitaker presented a list of employees and a bi-weekly allowance stipend for employee's personal cell phones. The list designates three new hires in various departments. Motion to approve the list was made by Mr. Grose, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached.)

**NEW HIRES/REHIRES/CHANGES-**

Human Resource Director Jennifer Whitaker presented for approval a list of one (1) new hire within the Police Department. Motion made by Mr. Grose to approve the payroll changes, seconded by Mayor Thallemer, carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS -**

A list setting forth two (2) travel requests: Clay Layne, Police (x2). Motion made by Mr. Grose to approve the travel requests, seconded by Mayor Thallemer, carried by unanimous vote. (Info. attached to minutes).

**SPECIAL CLAIMS-**

Clerk's office submitted a list of special claims for approval of payment. The claim total is \$6,251.25. Motion was made by Mr. Grose to approve the claims, seconded by Mayor Thallemer, carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

Regular Docket - \$601,182.63

EOM Docket - \$1,201,489.69

Pension Dockets - \$44,248.24

Motion made by Mr. Grose to approve the claims for payment, seconded by Mayor Thallemer. 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**