

BOARD OF PUBLIC WORKS & SAFETY  
MARCH 15, 2013  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, March 15, 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 Charles Smith, Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, WWTU Assistant Manager Larry Hyden, City Planner Jeremy Skinner, Warsaw Park Superintendent Larry Plummer Jr., Park Activity Director Staci Young, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Cemetery Sexton Hal Heagy, Warsaw-Wayne Fire Territory Chief Mike Brubaker, Warsaw Street Department Superintendent Lacy Francis, H/R Director Jennifer Whitaker, Libbie Tom from Warsaw Housing Authority, on-line news reporter Stacey Page, and Jennifer Peryam of the Times-Union.

**ABSENT:** None.

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

**MINUTES-**

The minutes from the March 1, 2013 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 COMMUNICATIONS-**

None presented.

**NEW BUSINESS-**

**HOUSING OPPORTUNITIES OF WARSAW/ RELEASE OF MORTGAGE-**

Libbie Tom of Housing Opportunities of Warsaw requested release of mortgage on the following owners of property:

1. Evelyn Borders and Mary Borders – Recorded document #98-12-0183  
Property Address is 413 W. Jefferson St.

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

**2013 HVAC SERVICE AGREEMENT/POLICE-**

Police Chief Scott Whitaker requested approval to enter into a HVAC service agreement with Quine Freeman Heating & Air Conditioning for an annual amount of \$592.00. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

**H.J. UMBAUGH & ASSOCIATES/ACCOUNTING SERVICES AGREEMENT/FIRE-**

An agreement with H.J. Umbaugh & Associates to provide accounting services for the Warsaw-Wayne Fire Territory was presented for approval. The fee schedule was included and after discussion a motion was made by Mr. Smith approving the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

**N.E.W. HEATING & COOLING MAINTENANCE AGREEMENT/FIRE-**

An agreement with N.E.W. Heating & Cooling for maintenance of HVAC units at both Fire Stations was presented for approval. Contracted service for 2013 comes in at a cost of \$900, more specifically set forth within the agreement. Motion made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Worksheet attached to minutes).

**BEYER PARK RESTROOMS/PERMISSION TO SOLICIT QUOTES/PARK-**

Park Superintendent Larry Plummer requested permission from the Board to solicit quotes for the construction of ADA compliant restrooms at Beyer Park. Motion made by Mr. Smith, to go forward with the quotes, seconded by Mr. Grose, carried by unanimous vote. (Letter attached).

#### **TREE REPLACEMENT QUOTES/PARK-**

Mr. Plummer received several quotes to remove/replace twenty-one (21) Ash trees at Central Park that have been damaged by Emerald Ash Borer. He received a quote from Dogwood Hills Tree Farm to replace the trees with sixteen (16) Sun Valley Rd Maples, four (4) Crimson King Maples, and one (1) Forest Pansy Redbud at a price of \$10,315.00 plus labor. He also received a quote from Price Nurseries for sixteen (16) October Glory Maples, four (4) Crimson King Maples, and one (1) redbud at a price of \$11,453.00 plus labor. Motion made by Mr. Smith to approve the quote from Dogwood Hills Tree Farm, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

#### **2013 RECREATION GUIDE/PARK-**

Park Recreation Director Staci Young requested permission to engage Apollo Printing and Graphics Center for the printing of the 2013 Recreation Guide. Between 12,000 and 12,500 guides will be printed at a cost not to exceed \$4,625.00 and more specifically stated in the contract. Motion made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

#### **AMERICAN RED CROSS WATERFRONT MODULE TRAINING/PARK-**

Park Recreation Director Staci Young, asked the Board to sign a contract with Donna Jepson to provide training for the aquatics staff. The staff is required to hold a Waterfront Lifeguarding certification since lakefront environments are very different from pools. Donna Jepson is an independent American Red Cross Instructor and her services will be at a total cost not to exceed \$125.00. Motion made by Mr. Smith to approve the contract, seconded by Mr. Gross, carried by unanimous vote. (Copy attached).

#### **PARK ACTIVITY CONTRACTS-**

Park Activity Director Staci Young presented the following 2013 Event Contracts:

1. Harold Keiser-Santa for Twinkle Parade 12-6-13, cost \$200.00.

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

#### **BIKE AND PEDESTRIAN MASTER PLAN FINAL INVOICE/B&P-**

Assistant City Planner Tim Dombrosky presented a final invoice to the Indiana State Department of Health for reimbursement of payout to RW Armstrong for the Bike and Pedestrian Master Plan. The final payment to RW Armstrong is on the special claims docket for the meeting today. Motion made by Mr. Smith, to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

#### **REDUCTION OF RETAINAGE/GRAND RIVER CONSTRUCTION/WWTU-**

Removed from Agenda

#### **PAY APPLICATION #10/CONTRACT #18/WWTU-**

Removed from Agenda

#### **FRONT SWING GATE/CEMETERY-**

Cemetery Sexton Hal Heagy requested permission to install a front swing gate for \$7,600.00 at the Cemetery. The gate would be installed by 4-T Door Systems and would eliminate the need for a gate keeper. Motion made by Mr. Grose to approve the installation, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

#### **BOBCAT PURCHASE/STREET-**

A request for approval to purchase a Bobcat S650 and an E55 Compact Excavator at a total cost of \$26,886.00 from Bobcat of Warsaw was presented. This is part of the Bobcat rotation program. After discussion a motion was made by Mr. Smith to accept the bid from Bobcat of Warsaw, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

#### **COTTAGE WATCHMAN/CITY HALL-**

An agreement with Cottage Watchman/E.F. Rhoades & Sons, Inc. was presented for approval. The agreement outlines service, inspection, and testing of the fire & security alarm equipment at City Hall. Motion made by Mr. Smith, to approve the agreement, seconded by Mr. Grose, carried

by unanimous vote. (Copy attached).

**SIGNAGE COORDINATION/SLA DESIGN/CITY HALL-**

An agreement was presented from SLA Design to complete a sign package and design for the interior signs at City Hall. The price of the service is not to exceed \$1,200.00. Motion made by Mr. Smith, approving the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**SCEARCE RUDISEL/FURTHER DESIGN WORK/CITY HALL-**

An agreement was presented from Scearce Rudisel Architects for further design work at City Hall. The work will include designing a new cashier's desk at the Wastewater Payment Collection Office, glass doors to enclose shelving in the lobby, reviewing room signs and samples, and creating three front exterior rendering options for signage. The proposed fee for the additional work is \$1,700.00. Motion made by Mr. Grose, to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**SCEARCE RUDISEL/CITY HALL PLAZA DESIGN-**

Another agreement from Scearce Rudisel was presented for further design work in the City Hall Plaza Parking Lot. The agreement includes structural design for saving an old façade and some preliminary design layout for restrooms and storage. Cost of the project is listed on the proposed fee schedule. Motion made by Mr. Smith, to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

**TRAVEL REQUESTS-**

A list setting forth ten (10) travel requests: 8-Police; 1-Fire; 1-Mayor, was presented for approval. Motion made by Mr. Smith to approve all travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

**SPECIAL CLAIMS-**

Clerk's office submitted a listing of claims for approval of payment. The claims total was \$ 6,268.16. 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 - \$1,444,194.88

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