

BOARD OF PUBLIC WORKS & SAFETY  
APRIL 5, 2013  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Thursday, April 5, 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, City Planner Jeremy Skinner, Assistant City Planner Tim Dombrosky, Warsaw Park Superintendent Larry Plummer Jr., Park Recreation Director Staci Young, Warsaw-Wayne Fire Territory Chief Mike Brubaker, Warsaw Street Department Superintendent Lacy Francis, WWTU employee Jerry Moser, Jerry Frush, Jerry Stouder, Alyssa Richardson from Stacey Page On-Line, and Jennifer Peryam of the Times-Union.

**ABSENT:** None noted.

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

**MINUTES-**

The minutes from the March 15, 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-**

**OPEN BIDS/BEYER PARK RESTROOMS/PARK-**

Bids for the Beyer Park Restroom Project were opened. The Park intends to make the present facility ADA compliant. Bids were received from:

- 1). BT & C Construction - \$39,251.30
- 2). Clint Davis Construction - \$38,251.30
- 3). Butt & Timmons Construction, Inc. - \$35,251.30

Motion made by Mr. Smith to take the bids under advisement, seconded by Mr. Gross, carried by unanimous vote.

**AMUSEMENT ENTERTAINMENT PERMITS/PARK-**

Park Superintendent Larry Plummer presented information to apply for an amusement entertainment permit through the Department of Homeland Security Division/Fire Safety-Permit Division. The City is required to have the permits to rent and use facilities. The cost of the permits will total \$738.00 altogether. Motion made by Mr. Smith to approve the applications, seconded by Mr. Grose, carried by unanimous vote. (Copies attached).

**SINCLAIR RECREATION/PLAYGROUND SAFETY TILES/PARK-**

Mr. Plummer presented a quote from Sinclair Recreation to replace safety tiles at Kiddieland. The existing tiles are deteriorating and don't provide proper fall protection and are tripping hazards as well. The price quoted to replace the tiles is \$10,776.00 Motion made by Mr. Grose to accept the quote from Sinclair Recreation, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**PARK ACTIVITY CONTRACTS –**

Park Recreation Director Staci Young presented the following 2013 Event Contracts for approval: Mayor Thallemer announced that Blue Oyster Cult, the headline performer for the Classic Rock Concert, had cancelled their performance scheduled for Warsaw. Staci Young is in the process of searching for another headliner to take their place.

***Central Park Concert Series***

Alexander Mendez: August 16-“My Lost Tribe” (Rock) - \$217.00

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

***National Concerts***

Wyndham Garden: Accommodations for Classic Rock, Blues & BBQ, Country Concert - \$2,233.00 total.

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

#### **STREET CLOSURE/BLOCK PARTY-**

Assistant City Planner Tim Dombrosky, requested that the 200 Block of North Scott Street be closed on Saturday April 20, 2013 from 10 am until 5 pm for the Nextdoor McKinley Park Group picnic/block party. Motion made by Mr. Smith to allow the closure, seconded by Mr. Grose carried by unanimous vote. (Map attached).

#### **COMMUNITY VISIONING & REDEVELOPMENT STRATEGY/BLDG. & PLAN-**

City Planner Jeremy Skinner presented an agreement between the City and Ball State University for a Community Visioning and Charrette planning project. Planning students from the University will study the Gatke Property, McKinley Street Trailhead, Market Street corridor and the reuse of the Little Crow Property. Development strategies will be created by community involvement and the students to create goals and objectives for the areas mentioned. Cost of the agreement is \$16,350.00 Motion made by Mr. Smith to accept the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

#### **HOOSIER BURN CAMP/ABATE SPONSORSHIP/WWFT-**

Fire Territory Chief Mike Brubaker advised the Board that ABATE (American Bikers Aimed Towards Education) of Kosciusko County has adopted the Hoosier Burn Camp as their State charity. ABATE is holding a fund raiser on Saturday, May 11th, 2013 at the Kosciusko County Fairgrounds, and is asking the City to proclaim May 11<sup>th</sup> as "Hoosier Burn Camp for Kids Day". Motion made by Mr. Grose approving the request, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

#### **EQUIPMENT DONATION/WWFT-**

Chief Brubaker asked the Board for permission to donate a variety of outdated equipment to Warsaw High School for their Firefighter program. Other County fire departments have given equipment as well, and the class allows students to receive a Firefighter 1 Certification. Motion made by Mr. Grose approving the donation, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

#### **CONSOLIDATED FLEET SERVICES/WWFT-**

Chief Brubaker presented a contract with Consolidated Fleet Services for an annual inspection on the Ladder Truck. The cost of the service is \$795.00 plus \$2.50 for each heat sensor that is needed and \$25.00 for each (ladder) rung saver needed. It is unknown how many heat sensors or rung; savers will be needed until the inspection is done. Motion made by Mr. Smith to accept the contract, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

#### **2013 STORM SEWER REPAIR/STREET-**

Street Superintendent Lacy Francis Jr. requested permission to solicit quotes for storm water line repair at Buffalo and Canal Streets. Approximately six hundred and ten feet (610') of a thirty-six inch (36") line may need to be re-lined or repaired. Motion made by Mr. Grose to approve the solicitation, seconded by Mr. Smith, carried by unanimous vote. (Letter attached).

#### **CHANGE ORDER #13/CITY HALL RENOVATION-**

City Planner Jeremy Skinner presented Change Order #13 for the New City Hall renovations. The Change Order includes various items for a total cost of \$8,408.00. Motion was made by Mr. Smith approving the changes, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

#### **PAY APPLICATION #14/PARTIAL RETAINAGE/HAROLD McCOMB & SON, INC.-**

City Planner Jeremy Skinner presented a request for payment to Harold McComb & Son, Inc. in the amount of \$102,778.40 for Pay Application #14 for the City Hall renovations. The payment is part of the retainage. Motion was made by Mr. Grose to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

#### **PAY APPLICATION #15/ HAROLD McCOMB & SON, INC.-**

City Planner Jeremy Skinner presented a request for payment to Harold McComb & Son, Inc. in the amount of \$20,461.10 for Pay Application #15 for the City Hall renovations. The payment is for work completed through February 28<sup>th</sup>, 2013. Motion was made by Mr. Smith to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**INSTITUTION FOR PUBLIC SAFETY/WWFT-**

An agreement with the Institute for Public Safety Personnel, Inc., was presented for approval. The agreement provides new hire testing for the Fire Territory. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**TECHNICAL DIFFERENCE, INC./HR-**

Human Resources Director Jennifer Whitaker presented the Annual Maintenance and Support agreement with Technical Difference, Inc. (People-Trak) for support and program maintenance for the software used by the Human Resources Department at a cost of \$1,056.91. Motion was made by Mr. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

**NEW HIRES/REHIRES/CHANGES-**

The Human Resources Department presented for approval nine (9) payroll changes/new hires/seasonal employees: Police Department -2; Park Department -5; Street Department-1; and Cemetery -1. Motion made by Mr. Grose to approve all new hires/changes in payroll, seconded by Mr. Smith, and carried by unanimous vote. (Copy attached).

**TRAVEL REQUESTS-**

A list setting forth six (6) travel requests was presented: Ross Minear and Doug Light-Police; Lacy Francis Jr.-Street; Duane Griner and Richard Bunch-WWTU. Motion made by Mr. Smith to approve all travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

**1<sup>ST</sup> SOURCE BANK AGREEMENT/EXTENDED TERMS-**

Clerk-Treasurer Christiansen requested approval of an agreement with 1<sup>st</sup> Source Bank to extend the terms of an agreement dated March 1999. This agreement will be effective May 1, 2013 through April 30, 2014. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, motion carried by unanimous vote. (Copy attached to minutes).

**SPECIAL CLAIMS-**

Clerk's office submitted a listing of claims for approval of payment. The claims total was \$ 575.62. 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 - \$1,287,846.54

Pension Docket - \$41,389.90

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

**OTHER MATTERS-**

**WAIVER OF TAP-ON FEE/BUILDING & PLAN-**

Jerry Stouder made a request to have a tap on fee waived on his property located on 900 S. Buffalo Street. Mr. Stouder purchased the property ten (10) years ago and has always paid sewage fees associated with the property. Recently he discovered the property was actually hooked up to a septic system that is beginning to fail. He wants to hook on to the city sewage system and asked the tap-on fee be waived since he has paid for years and hasn't actually used the system. The tap-on fee could be as much as \$3,500.00 based on the water meter size and he will still need to pay the inspection fee of \$250.00. Motion made by Mr. Grose to waive the fee, seconded by Mr. Smith, carried by unanimous vote. (Letter attached).

**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