

BOARD OF PUBLIC WORKS & SAFETY
APRIL 19, 2013
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, April 19, 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 Manager Brian Davison, Street Superintendent Lacy Francis, City Planner Jeremy Skinner, Assistant City Planner Tim Dombrosky, Warsaw Police Lieutenant Kip Shuter, Warsaw Police Chief Scott Whitaker, Park Superintendent Larry Plummer, Park Recreation Director Staci Young, Human Resource Director Jennifer Whitaker, Jerry Frush, Libbie Tom from Warsaw Housing Authority, Kegan Burns from Kosciusko County Farmers Market, on-line news reporter Stacey Page, and reporter Jennifer Peryam with the Times-Union.

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

MINUTES-

The minutes from the April 5, 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 COMMUNICATION-
SEALED QUOTES/BIDS, BUFFALO & CANAL STREET PROJECT-

A notice to bidders had been sent to several contractors to perform work on a storm water line located at Buffalo and Canal Street. No bids were received by the deadline stated in the "Notice to Bidders". This item was not on the agenda and a new notice will be sent out. (Copy of notice attached).

OLD BUSINESS-

BEYER PARK RESTROOM PROJECT AWARD-

Bids for the Beyer Park ADA Restroom Project were opened during the April 5th meeting. Bids were received by BT&C Construction, Clint Davis Construction, and Butt & Timmons Construction. After review Park Superintendent Larry Plummer recommended that Butt & Timmons Construction be awarded the bid at a price of \$37,269.30. Motion made by Mr. Smith, to accept the recommendation, seconded by Mr. Grose, carried by unanimous vote.

NEW BUSINESS-

HOUSING OPPORTUNITIES OF WARSAW/ RELEASE OF MORTGAGE-

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

1. Scott and Jodi Feather – Recorded document #2003-04-0251, recorded April 2, 2003, Property Address is 635 N. Johnson St, Warsaw, In. 46580

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

KOSCIUSKO COUNTY FARMERS MARKET/2013 LICENSE AGREEMENT-

Kegan Burns from the Kosciusko County Farmers Market, LLC presented an agreement allowing the Farmers Market access to the concrete road area of the 100 Block of West Center Street (situated between Buffalo Street and Lake Street) and/or the adjacent City Hall Plaza. The Market will operate every Saturday 8:00 am until 1:00 pm from May 4, 2013 until October 26, 2013 and Wednesday afternoons from 5:00 pm until 7:00 pm. The Wednesday market will be held in the Plaza only from June 5, 2013 thru October 30, 2013. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

CONTRACTS/ SUMMER CONCERTS/PARK-

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

1. Brandon Hurd-Stagehand-Classic Rock & Country Concerts- \$240.00 total.
2. Ronnie Geels-Stagehand-Classic Rock, Blues & BBQ, & Country Concerts-\$360.00 total.

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

CARDINAL TRACKING/POLICE-

Police Chief Scott Whitaker presented for approval a contract with Cardinal Tracking, Inc. for a service agreement for software license and customer support for parking control (TickeTrak). This is a one year agreement at a cost of \$1,942.20. Motion made by Mr. Grose to accept the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

BULLETPROOF VEST PROGRAM GRANT APPLICATION/POLICE-

Police Lieutenant Kip Shuter requested permission to apply for a grant through the Bureau of Justice Assistance – Bulletproof Vest Program. The grant reimburses 50% of the total cost. Motion made by Mr. Smith to approve the application, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

EMERGENCY SEWER LINE REPAIR/WWTU-

Wastewater Treatment Manager Brian Davison requested the Board to declare an emergency repair on a sewer line at State Road 15 N. and Enterprise Drive. Mr. Smith made a motion to declare the emergency repair, seconded by Mr. Grose. Bids were received by G&G Hauling and Excavating, Inc. for \$63,928.10 and Phend & Brown, Inc for \$75,000. Motion was then made by Mr. Grose to award the bid to G&G Hauling, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

DIGESTER D.O. ANALYZER AND SENSORS/WWTU-

Mr. Davison requested permission to purchase a Digester D.O. Analyzer with three sensors, which monitors the amount of oxygen and pH in the digester. Memeco Sales and Service Corporation is providing the product for a cost of \$9,033.00. Motion made by Mr. Grose, to approve the purchase, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

KEYSTONE SOFTWARE SYSTEMS/KEY BILLING CONVERSION/WWTU-

Mr. Davison requested permission to add a onetime conversion file to import new Indiana American Water Meter Reading and Import and change file import to the Wastewater Payment office software. Indiana American is updating their software and Wastewater needs to upgrade software as well to convert the information received from Indiana American for billing to commercial customers. Cost of the conversion will be \$1,000.00. Motion made by Mr. Smith, to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

PAY APPLICATION #1/HUSKY TRAIL PROJECT/BUILDING & PLAN-

City Planner Jeremy Skinner presented a letter from A&Z Engineering requesting a payment of \$28,950.50 to A&Z for work done on the Husky Trail Project for Pay Application #1. Motion made by Mr. Smith to approve the payment to A&Z Engineering. Also included was the LPA invoice voucher to INDOT requesting reimbursement from the State in the amount of \$23,160.40 for the 80/20 grant. Motion made by Mr. Smith to approve the payment, seconded by Mr. Grose carried by unanimous vote. (Copy attached).

BRIDGE #18 AGREEMENT/BUILDING & PLAN-

Mr. Skinner requested that the Board approve an Interlocal Agreement with Kosciusko County for work on Bridge #18 located on 300N between SR #15 and CR #150W. The City will contribute funds for a percentage of the engineering and construction cost to add a pedestrian path along the south side of the bridge during reconstruction and widening that the County is planning to do. The City's total amount for the project is not to exceed \$28,663.00. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

NEW HIRES/PAYROLL CHANGES-

The Human Resources Department presented for approval numerous payroll changes/new hires for various departments: Police Department-four (4); WWTU-two (2); HR-one (1), Park-twenty-seven (27); Street- twelve (12); and Cemetery-one (1). Motion made by Mr. Smith to approve all new hires/changes in payroll, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS-

A list setting forth one (1) travel request: Fire-Aaron Bolinger, was presented. Motion was made by Mr. Smith to approve the above travel request, seconded by Mr. Grose, 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 \$9,731.85 Motion was made by Mr. Grose to approve the claims for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

REGULAR CLAIMS-

The following claim docket was presented for approval.

Regular Docket - \$1,508,668.29

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

STREET CLOSURE-

The following street closure was presented for consideration:

FAT & SKINNY TIRE FESTIVAL: Friday May 17th, 2013 from 5:00-11:30 p.m. -100 Block of East Center Street. A diagram was attached to the request. Motion made by Mr. Grose to approve the closure, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

RECREATIONAL TRAILS PROGRAM GRANT-

Tim Dombrosky requested permission to apply for a Recreational Trails Program (RTP) Grant through the Indiana Department of Natural Resources Outdoor Recreation Division. The funds could be used to expedite several projects associated with the bicycle and pedestrian master plan. Mr. Grose made a motion to approve the application, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

PEST CONTROL/CITY HALL-

Mr. Skinner presented several quotes to treat City Hall for insects. Quotes were received from Shortt's Pest Control at \$4,323.00 and Orkin for \$5,938.44. Motion was made by Mr. Grose to approve the quote from Shortt's, seconded by Mr. Smith, and carried by unanimous vote. (Information 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