

BOARD OF PUBLIC WORKS & SAFETY  
MARCH 21, 2014  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, March 21, 2014 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, Fire Territory Chief Mike Brubaker, City Planner Jeremy Skinner, Warsaw Park Superintendent Larry Plummer Jr., Park Activity Director Staci Young, Police Chief Scott Whitaker, Warsaw Street Department Superintendent Jeff Beeler, H/R Director Jennifer Whitaker, Stacey Page from Stacey Page On-Line, 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 7, 2014 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/ORAL & WRITTEN COMMUNICATIONS-**

None presented.

**UNFINISHED BUSINESS-**

None presented.

**NEW BUSINESS-**

**MEMORANDUM OF UNDERSTANDING/HIGH-SPEED RAIL CORRIDOR/MAYOR-**

Mayor Thallemer presented a Memorandum of Understanding governing the transfer of funds from the City of Warsaw to the City of Fort Wayne funding a share of the Tier One Environmental Impact Statement for the NIPRA High-Speed Rail Study. Warsaw will be sending \$23,000.00 to the City of Ft. Wayne and any unexpended funds will be returned on a pro-rated basis per the memorandum. Motion made by Mr. Smith to accept the memorandum, seconded by Mr. Grose, carried by unanimous vote. (Letter attached).

**WILDMAN CONTRACT FOR UNIFORM AND RUG RENTAL/WWFT-**

Fire Territory Chief Mike Brubaker presented an agreement with Wildman Uniform for rental of mats and shop towels for both stations. The Board had several questions regarding the contract, in particular the industrial maintenance charge and a motion was made by Mr. Grose to table the agreement, seconded by Mr. Smith carried by unanimous vote. Toward the end of the meeting, Chief Brubaker advised the Board that he had additional information and Mr. Grose made a motion to bring the matter back to business and Mr. Smith seconded the motion. After discussion with Chief Brubaker and hearing his new information, Mr. Grose made a final motion to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

**2014 RECREATION GUIDE/PARK-**

Park Recreation Director Staci Young requested permission to engage Apollo Printing and Graphics Center for the printing of the 2014 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. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**PARK CONTRACTS-**

Park Recreation Director Staci Young requested approval of following activity contracts:

1. Central Park Concert Series:
  - a. The Infatuations, May 23/Motown Rock - \$1,700.00
  - b. Doug Laughlin, May 30/Island Vibe - \$600.00
  - c. Cory Miller/Alligator Blackbird, July 25/Folk Pop - \$900.00
  - d. James Hondros, August 8/Beatles Tribute - \$1,800.00
  - e. Kris Hitchcock Music, August 15/Country - \$1,200.00
2. National Concerts:
  - a. Ronnie Geels/Stagehand Classic Rock, Blues, and Country Concerts-\$360.00
  - b. Paul Lafferty/Stagehand Classic Rock, Blues and Country Concerts-\$360.00
  - c. Dustin Hendrickson/Stagehand for Classic Rock and Country Concerts-\$240.00
  - d. Bryan Slusher/Stagehand for Classic Rock and Country Concerts-\$240.00
  - e. Tim Smith/Stagehand for Classic Rock and Country Concerts-\$240.00
  - f. Brian Neher/Stagehand for Country Concert-\$120.00
  - g. Wesley Feaster d.b.a. WtFeaster Band/Opening Entertainment for Blues & BBQ Concert-\$650.00

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

**M3V DATA MANAGEMENT SOFTWARE/WWTU-**

Wastewater Utility Manager Brian Davison requested permission to accept a proposal from M3V Data Management for software to “catalogue” Material Safety Data Sheets (MSDS) for all City departments. This will allow unlimited access to the City’s private MSDS library with the entire scope of the project detailed in the proposal. The cost of the service will be \$2,490.00. Motion made by Mr. Grose to accept the proposal, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

**PAY APPLICATION #2/CONTRACT #21/DORE & ASSOCIATES/WWTU-**

Mr. Davison presented a request for payment to Dore & Associates in the amount of \$9,697.50 for Pay Application #2 for the Center Street Plant Demolition/Contract #21. Motion was made by Mr. Smith to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

**ASPHALT HOT BOX/STREET-**

This item was withdrawn from the Agenda.

**A&Z ENGINEERING/REDESIGN & BIDDING OF MARKET STREET PROJECT/B&P**

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City Planner Jeremy Skinner requested the services of A&Z Engineering for redesign and bidding of the East Market Street Project. This is the first phase of the Market Street Project and includes road widening, sidewalks, side paths, street lights and other design features on Market Street between Bronson Street and Argonne Road. The cost of services for the project will be \$38,905.00. Motion made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

**BUFFALO STREET DOORS/CITY HALL/B&P-**

Mr. Skinner requested to seek bids to replace both sets of outside entrance doors on the Buffalo Street side of City Hall. He will seek bids from at least three contractors. Motion to approve the request was made by Mr. Smith, seconded by Mr. Grose, carried by unanimous vote.

**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. The agreement includes an interest bearing checking account, posting of funds, and the calculation and payment of interest and fees. This

agreement will be effective on May 1, 2014 through April 30, 2015. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, motion carried by unanimous vote. (Copy attached to minutes).

**TECHNICAL DIFFERENCE, INC. (PEOPLE-TRAK)/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 \$1,088.61 Motion was made by Mr. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

**NEW HIRES/CHANGE IN PAYROLL REPORT/HR-**

A list of six (6) new hires/changes in payroll report was presented for approval: Police Department -2; Street Department-2; Building and Plan-1, and "All"-1. Motion made by Mr. Smith to approve the report, seconded by Mr. Grose, and carried by unanimous vote. (Copy attached).

**TAKE- HOME VEHICLE REQUEST-**

Mrs. Whitaker requested approval for (new) Street Superintendent Jeff Beeler to be allowed a take-home vehicle for work purposes only. Motion made by Mr. Grose to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Documents attached to minutes).

**CELL PHONE ALLOWANCE DESIGNATIONS/HR-**

HR Director Jennifer Whitaker presented a list of four (4) employees and a bi-weekly allowance stipend for each employee's personal cell phones. Designated employees will use their personal cell phones and receive a bi-weekly stipend rather than having a cell phone furnished by the City. Motion to approve the list was made by Mr. Grose, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**TRAVEL REQUESTS-**

A list setting forth one (1) travel request: Police-1 was presented for approval. Motion made by Mr. Grose to approve the travel request, seconded by Mr. Smith, carried by unanimous vote. (Info. attached to minutes).

**CLAIM DOCKETS-**

The following claim docket was presented for approval:

Regular Docket - \$1,552,412.71

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**