

BOARD OF PUBLIC WORKS & SAFETY

June 5, 2009

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, June 05, 2009 at 10:30 A.M. in the Council Chambers at City Hall. Mayor Ernest B. Wiggins presided and the following persons were noted as present or absent:

**PRESENT:** Board members Charles Smith, Joe Thallemer, and Mayor Ernest B. Wiggins. Also present Clerk-Treasurer Elaine Call, City Attorney Michael Valentine, Park Superintendent Jon Garber, Park Activity Director Staci Young, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTP Utility Manager Brian Davison, Fire Chief Mike Rice, Firefighter Mike Wilson, Police Captain Scott Whitaker, Police Officer Kip Shuter, H R Director Jennifer Whitaker, and Warsaw Times Union reporter Jennifer Peryam.

**ABSENT:** None.

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

**MINUTES –**

The minutes from the May 15, 2009 Regular Session were presented for approval. Board member Thallemer made a motion to accept the minutes as presented, seconded by Smith, motion carried by unanimous vote.

**NEW BUSINESS –**

**STREET CLOSURE REQUEST/BENEFIT FOR PATTY HALL –**

A request to close both sides of Buffalo Street, more specifically set forth within the letter of request, to raise money through a benefit for a local woman, Patty Hall, who was diagnosed with cancer of the throat, was presented for consideration. This Benefit will be held at Rex's Rendezvous. Discussion followed. Motion made by Thallemer to approve the street closure excluding the closure of Market Street, seconded by Smith, carried by unanimous vote. (Letters attached to minutes).

**TRUCK PURCHASES/STREET DEPARTMENT –**

Superintendent of Public Works presented bid comparisons for the purchase of a ¾ ton pick-up truck with crane and three (3) new 1 ton cab/chassis with dump bodies and plows. Based on the pricing, he recommended the award go to Rice Ford and W.A. Jones. He further explained that Northern Equipment is \$209 less per dump body/plow than W.A. Jones; however W.A. Jones has a five year warranty and includes undercoating. Motion made by Smith to accept his recommendations, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

**REMC GRANT APPLICATION/FIRE DEPARTMENT –**

Fire Chief Mike Rice requested the City accept a grant through Kosciusko REMC in the amount of \$3,000, administered by Kosciusko County Community Foundation, Inc. This grant would be used to support the annual "Play It Safe Family Safety Day" event. He also provided the grant agreement. Motion made by Mayor Wiggins to accept the grant and approve the agreement, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

**NOTICE TO PROCEED – ARGONNE ROAD/PARKER STREET CORRIDOR-  
JEFFERSON STREET TO U.S. 30/CONSTRUCTION ENGINEERING –**

City Planner Jeremy Skinner presented for approval the "Notice to Proceed" for Engineering Technologies, Inc. on the construction engineering for the Argonne Road/Parker Street Corridor Project. The agreement with Engineering Technologies has been reviewed by the Indiana Department of Transportation and this date serves as the effective date for Engineering Technologies to proceed. Motion made by Thallemer to approve the "Notice to Proceed", seconded by Smith, carried by unanimous vote.

**WWTP CONTRACT #13 PHASE A CHANGE ORDER #2/SELGE CONSTRUCTION –**

WWTP Utility Manager Brian Davison requested approval of Change Order #2 from Selge Construction on Contract #13 Phase A. The change order reflects an increase of \$45,455.75. A revised change order was provided. Motion made by Smith to approve the change order, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

**WWTP CONTRACT #13 PHASE B - FINAL PYMT/ SELGE CONSTRUCTION/  
WWTP CONTRACT #13/PHASE A - APPLICATION FOR PYMT #4/SELGE  
CONSTRUCTION**

**WWTP CONTRACT #15 APPLICATION FOR PYMT #4/G & G HAULING –**

WWTP Utility Manager Brian Davison requested approval of Applications for Payment as follows:

Selge Construction - Contract #13 Phase B – Final Payment - \$29,060.02.

Selge Construction - Contract #13 Phase A – Payment #4 - \$99,207.68.

G & G Hauling & Exc. Inc. - Contract #15/CSO – Payment #4 - \$292,908.95.

Motion made by Thallemer to approve all applications for payment, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

**WWTP CONTRACTS/JONES & HENRY ENGINEERING –**

WWTP Utility Manager Brian Davison presented for approval the following engineering contract amendments with Jones & Henry Engineering:

(1) Amendment 1-09/extending the Resident Project Representative for design services on the laboratory building-due to time extension/\$30,000.

(2) Amendment 2-09/additional services for the design and construction of a lab/\$19,000.

(3) Amendment 3-09/additional services on the design of the CSO storage pipe/\$13,000.

Motion made by Mayor Wiggins to approve the contract amendments, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

**E.F RHOADES/COTTAGE WATCHMAN SECURITY/WWTP –**

A contract to provide panic buttons and monitoring for use by Wastewater Plant Operators when working alone at Plant 2 was presented for approval. Cost for the system is \$3,998.25. This is with Cottage Watchman Security a division of E.F. Rhoades. Motion made by Smith to approve the contract, seconded by Patterson, carried by unanimous vote.

**PARTS CONTRACT/WW COLLECTION OFFICE DRIVE THRU –**

WWTP Utility Manager Brian Davison requested approval of a “Non-ATM Parts Supply Agreement” with Diebold, Inc. for the purchase of a new speaker for the Collection Office drive- thru. This agreement is required to purchase the speaker. Part is estimated at around \$59.00. Motion made by Smith to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

**WWTP/ASSISTANT UTILITY MANAGER/AUTHORITY TO SIGN DOCUMENTS –**

WWTP Utility Manager Brian Davison reported that he will be on vacation and requested Assistant Utility Manager Larry Hyden be approved to sign claims and payroll sheets any time required. Motion made by Smith to approve the request, seconded by Thallemer, carried by unanimous vote. (Letter attached to minutes).

**NEW HIRES/REHIRES/CHANGES –**

Human Resource Director Jennifer Whitaker provided for approval eleven (11) new hires, more specifically set forth on the lists attached to minutes. Motion made by Thallemer to approve the new hires, seconded by Smith, carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS –**

A list setting forth four (4) travel requests: Mike Rice & Mike Wilson Fire Department; Doug Light and Joe Hawn Police Department were submitted for approval. Motion made by Thallemer to approve all travel requests, seconded by Smith, carried by unanimous vote. (Info attached to minutes).

**SPECIAL CLAIMS –**

Clerk’s office submitted a listing of special claims for approval of payment totaling \$702,469.65. Motion was made by Thallemer to approve the claims for payment, seconded by Mayor Wiggins, motion carried by unanimous vote. (List attached to minutes).

### **CLAIM DOCKETS–**

The following claim dockets were presented for approval.

Regular Docket - \$213,534.08.

EOM Docket - \$4,149,405.93.

Police & Fire Pension Docket - \$49,454.61.

Motion made by Mayor Wiggins to approve all claims for payment, seconded by Thallemer, motion carried by unanimous vote.

### **WCDC: FACADE IMPROVEMENT PROGRAM AGREEMENT –**

The WCDC presented an agreement for the City to budget \$25,000 for the purpose of the Façade Improvement Matching Grant Program. The funds will be held by the City and will be made available to WCDC upon written verification by WCDC that an individual applicant has complied with all requirements for the matching grant set forth within Exhibit “A”. WCDC will ensure the terms of the grant will be adhered to strictly and that the applicants will use the grant money for the intended purpose. Motion made by Thallemer to approve the agreement with WCDC, seconded by Smith, motion carried unanimously. (Copy of agreement attached to minutes).

### **2009 TAKE HOME VEHICLES CHANGE/TACKETT/STREET DEPT. –**

Human Resource Director Jennifer Whitaker provided for approval a “2009 Take Home Vehicle Change for David Tackett. He requested to change from being charged for personal miles driven to being charged on the commuting cost of \$3.00 per day (Change from Choice B to Choice A). Discussion followed. Motion made by Smith to approve the Take Home Vehicle Change, seconded by Thallemer, carried by unanimous vote. (Form attached to minutes).

### **WAYNE TOWNSHIP/FIRE CONTRACT –**

Fire Chief Mike Rice presented the 2009 Wayne Township Fire Contract for approval. Within the agreement Wayne Township agrees to pay the City of Warsaw \$140,000 for services provided. Motion made by Board Member Smith to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

### **IN LIEU OF ANNEXATION LIST OF UNPAID ACCOUNTS –**

Clerk-Treasurer Call submitted a list of Individuals that had not paid their In Lieu of Annexation Agreement obligations. She requested approval to turn this over to the City Attorney for collection. Motion made by Smith to approve the request, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

### **POLICE OFFICER ERIC COBURN RETIRES –**

Police Captain Scott Whitaker reported that Police Officer Eric Coburn retired on June 1, 2009. He served the City as an officer for 28 years. Officer Whitaker expressed best wishes on his future endeavors.

### **MENARDS AREA PARCELS CLEAN UP/RELATED TO VACATION –**

City Attorney Michael Valentine reported that he had been charged with the clean up of the area around and near Menards (Husky Trail and Parker Street area) with regards to vacation of property to adjacent owners. To implement the process, Kosciusko County has deeded four (4) tracts of land to the City. Attorney Valentine stated that the Indiana Statute allows City employees to appraise the land for purpose of selling the land to adjacent property owners specifically Menards and to Dale and M. Jean Hermann. Park Superintendent Jon Garber and Larry Plummer appraised the tracts of land as nearly worthless. (Appraisal attached to minutes). The Board now needs to make the determination that the parcels best use is the sale of the parcels to the adjacent property owners, and that the value of each tract does not exceed \$1,000. Further details set forth within the “Determination”, which if approved needs to be executed so that the City may move forward with the sale of the tracts. Motion made by Smith to accept the appraisals and approve and execute the “Determination” document, seconded by Thallemer, carried by unanimous vote. (Copies attached to minutes).

Also, Motion was made by Mayor Wiggins to accept the deeded tracts from Kosciusko County, seconded by Thallemer, carried by unanimous vote.

### **NEW PARK ACTIVITY DIRECTOR HIRED –**

Park Superintendent Jon Garber reported and introduced Staci Young as the new Activity Director for the Park Department.

**ADJOURN –**

There being no further business to come before the Board by a motion duly made and seconded, the meeting was adjourned.

**ATTEST:**

**Elaine Call  
Clerk-Treasurer**