

BOARD OF PUBLIC WORKS & SAFETY  
SEPTEMBER 19, 2014  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, September 19, 2014 at 10:30 A.M. in the Council Chambers at City Hall. Board member Charles Smith presided and the following persons were noted as present or absent:

**PRESENT:** Board members Jeff Grose and Charles Smith. Also present Clerk-Treasurer Lynne Christiansen, Attorney Adam Turner, City Planner Jeremy Skinner, Superintendent of Public Works Jeff Beeler, WWTU Manager Brian Davison, Fire Territory Chief Mike Brubaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Stormwater Utility Director Theresa Sailor, Park Superintendent Larry Plummer, James Emans, HR Director Jennifer Whitaker, Marsha Schaddelee from Housing Opportunities of Warsaw, Jerry Frush, Gregory Cobb of Freedom Oil, and Times-Union reporter Jennifer Peryam.

**ABSENT:** Mayor Thallemer and City Attorney Mike Valentine.

The meeting was called to order by Board member Smith, followed by the Pledge of Allegiance.

**MINUTES-**

The minutes from the September 5, 2014 Regular Session were presented for approval. Board member Grose made a motion to accept the minutes as presented, seconded by Board member Smith, motion carried by unanimous vote.

**NEW BUSINESS-**

**CUBMOBILE RACES 2014/STREET CLOSURE-**

Police Lieutenant Kip Shuter requested closures of **N. Indiana St.** from the first alley north of Center St. to the parking lot at Central Park; **Main St.** from High St. to the drive-way of WWFT Station #1; and **Fort Wayne St.** from Buffalo to the rear parking lot entrance of the Zimmer Building on Saturday September 20<sup>th</sup> from 6:30 am to 2:00 pm for the annual Cubmobile races. Mr. Grose made a motion to allow the street closures, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

**RESOLUTION APPROVING ORDINANCE/GENERAL OBLIGATION BOND 2014-**

A Resolution was presented for approval. The Resolution approves and recommends the Ordinance that authorizes the issuance of General Obligation Bonds (of 2014) by the Council. The Resolution also approves and recommends the Appropriation Ordinance. Motion made by Mr. Grose to approve the Resolution, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

**ESTIMATE AND REQUEST/GENERAL OBLIGATION BOND 2014-**

A request by the Board to the Council was presented. The request determines that a need exists for the acquisition of certain Street Department equipment and certain public safety vehicles. It also states that the Board has considered alternative funding and has decided that the sale of General Obligation Bonds is the most acceptable means for financing the equipment. Motion made by Mr. Grose to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

**DEED OF DEDICATION/HARRISON LAKE DEVELOPMENT, INC.-**

City Planner Jeremy Skinner presented a Street Dedication Deed for approval. Harrison Lake Development, Inc. is dedicating a Nature View Drive, Shell Bark Lane, and Pine Cone Lane and a portion of Husky Trail to the City. The property is a tract of land located in the Northwest Quarter of Section 3, Township 32 North, Range 6 East in Kosciusko County. Motion made by Mr. Smith to approve the deed, seconded by Mr. Grose, carried by unanimous vote.

**ENCROACHMENT AGREEMENT/FREEDOM OIL-**

Mr. Skinner presented a proposed Encroachment Agreement for property located at 425 Argonne Rd. The owner, Gregory Cobb, is requesting the City allow him to construct within the City's right-of-way. He will be adding a canopy over gas pumps along with a new sign at the Freedom

Express Gas Station. Motion made by Mr. Grose approving the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**PAY APPLICATION #21/HUSKY TRAIL PROJECT/BUILDING & PLAN-**

City Planner Jeremy Skinner presented an invoice from A&Z Engineering requesting a payment of \$6,464.60 for Pay Application #21 for work done on the Husky Trail project. Mr. Skinner also presented LPA Voucher #15 for Preliminary Engineering costs to the Indiana Department of Transportation (INDOT), requesting 80% reimbursement. Motion made by Mr. Smith to approve pay application #21, and LPA Voucher #15, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**JONES & HENRY/AMENDMENT #2-14/WWTU-**

Wastewater Utility Manager Brian Davison presented corrected paperwork for Amendment #2-14, Jones & Henry Engineers, Ltd. Engineering Service Agreement. The paperwork corrects a contract description as well as an amount and appropriation. The cost of the amendment will not exceed \$15,000.00. Motion made by Mr. Smith to accept the corrections, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

**BOYCE SYSTEMS/UTILITY BILLING/WWTU-**

Mr. Davison requested the Board approve an additional item to the Wastewater billing set-up through Boyce Systems, specifically adding the number of apartments per building to each bill. The cost associated with the addition will be \$380.00. Motion was made by Mr. Grose to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

**KEYSTONE/KEY BILLING-**

Mr. Davison requested this item be withdrawn from the agenda.

**PAY APPLICATION #4/CONTRACT #21/DORE & ASSOCIATES/WWTU-**

Mr. Davison presented a request for payment to Dore & Associates in the amount of \$194,155.94 for Pay Application #4 for the Center Street Plant Demolition/Contract #21. Motion was made by Mr. Grose to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

**SUNGARD/MTEMS/WWFT-**

Territory Fire Chief Mike Brubaker requested permission to purchase eleven (11) Sungard MCT Freedom software licenses for the Fire Territory and eighteen (18) licenses for the Police Department from Multi Township Emergency Medical Services (MTEMS). Each license is \$242.00 with a yearly maintenance fee of \$45.00 per license. The product includes digital dispatch, notifications, event details, unit status, etc. Motion made by Mr. Smith to accept the purchase with the amendment that Human Resources will comply with training on the use of the software with the Fire Department and that the City Attorney has reviewed the training, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**INDIANA CLEAN DIESEL COALITION GRANT/STREET-**

Street Superintendent Jeff Beeler requested permission to apply for a grant through the Indiana Clean Diesel Coalition. The proceeds of the grant would go toward the purchase of a new garbage truck. Cost associated with the grant writing is \$85.00 per hour and will not exceed forty (40) hours. Motion made by Mr. Grose to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

**TRUCK PURCHASE/STREET-**

Mr. Beeler presented a quote comparison for a new ¾-ton Extended Cab 4X4 pick-up truck. He received various bids from local dealers and would like to purchase a 2015 Ram from Warsaw Auto Plex for \$36,385.00 which includes a trade value from a 1993 Chevrolet pick-up. Motion made by Mr. Grose to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

**PAVEMENT SOLUTIONS, INC./STREET-**

Mr. Beeler requested approval of a contract from Pavement Solutions, Inc. to try a new product of "slurry seal" along Dogwood and Shortridge Streets for \$8,505.00 and along Dogwood and Lavista Streets for \$38,570.00. Motion made by Mr. Smith to approve the contracts, seconded by

Mr. Grose, carried by unanimous vote. (Contract worksheets attached).

**PLOW PURCHASE/STREET-**

This item was a walk-in and not listed on the agenda. Mr. Beeler obtained two (2) quotes for four (4) snow plows. He received quotes from W.A. Jones for \$21,640.00 and from Riggs Outdoor Power Equipment for \$20,707.48. He recommended accepting the quote from Riggs for \$20,707.48. Motion made by Mr. Smith to accept the quote from Riggs, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**PAY APPLICATION #2/ABANDONMENT OF HURON SEWER-**

Stormwater Coordinator Theresa Sailor presented Pay Application #2 for the Huron Sewer Abandonment project. The request is for \$5,441.82 by the contractor Beer & Slabaugh, Inc. and is the last payment application. Motion made by Mr. Grose to approve Pay Application #2, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

**YMCA RENEWAL AGREEMENT-**

An agreement from the YMCA setting forth an annual renewal agreement for corporate membership was presented for approval. The City will pay Kosciusko County YMCA an annual fee so City employees may receive a ten percent (10 %) discount on membership. The cost to the City will be \$350.00. Motion made by Mr. Smith to accept the agreement, seconded by Mr. Grose carried by unanimous vote. (Copy attached to minutes).

**NEW HIRES/REHIRES/CHANGES-**

Human Resource Director Jennifer Whitaker presented for approval a list of three (3) payroll changes as follows: Two (2) for Police; One (1) for Street. Motion made by Mr. Grose to approve the list, seconded by Mr. Smith, carried by unanimous vote (List attached to minutes).

**TRAVEL REQUESTS-**

A list setting forth two (2) travel requests: Police- Joel Beam and Greg Oberlin, was submitted for approval. Motion made by Mr. Smith approving the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

**SPECIAL CLAIMS-**

Clerk's office submitted a list of special claims for approval of payment totaling \$37,345.00. Motion made by Mr. Grose to approve the claims for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS-**

The following claim docket was presented for approval:

Regular Docket - \$1,860,597.26

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

**OTHER BUSINESS-**

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

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

1. Oscar M. and Cynthia A. Fullmer, 832 E. Main Street: Recorded document #2009-07-0105

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

**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**

