

BOARD OF PUBLIC WORKS & SAFETY  
OCTOBER 21, 2011  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, October 21, 2011 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, Joseph Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTU Assistant Manager Larry Hyden, Fire Territory Chief Mike Rice, H/R Director Jennifer Whitaker, Police Captain Bryan Sherwin, Police Lieutenant Kip Shuter, Park Superintendent Jon Garber, and Times Union reporter Jennifer Peryam.

**ABSENT:** City Attorney Mike Valentine

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

**MINUTES –**

The minutes from the October 7, 2011 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Mr. Thallemer, motion carried by unanimous vote.

**UNFINISHED BUSINESS-**

None noted.

**NEW BUSINESS –**

**KOSCIUSKO COMMUNITY HOSPITAL STREET CLOSURE FOR 5K RUN/WALK-**

Police Lieutenant Kip Shuter requested that portions of Provident Drive, Harrison Street, Sheridan Street, Cook Street and Arthur Street be closed on November 5<sup>th</sup>, 2011 for the KCH Health & Wellness Center Mayflower 5K Run/Walk. Motion made by Mr. Thallemer to approve the street closures, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

**SUPPLY BIDS OPENING –**

This item was placed on the agenda in error. Bids will be opened during the November 4, 2011 Board of Works meeting.

**WWTU PAYMENT OFFICE REFUND REQUEST-**

Due to an error in the Wastewater Treatment Utility Payment Office's data base, and complicated by the electronic download of meter readings from Indiana-American Water Company, an error in billing for the 2517 building on the Ramada Inn Complex has occurred. An over-billing in the amount of \$23,545.29 was calculated and Ramada Inn is requesting a refund in that amount. After discussion Mr. Thallemer made a motion to approve the refund, seconded by Mr. Smith, carried by unanimous vote. (Copy of letter attached to minutes).

**PARKER ST/ARGONNE RD PROJECT/CHANGE ORDERS #10 & 11/BUILDING & PLAN-**

City Planner Jeremy Skinner submitted for approval Change Order's #10 & 11 to the construction contract with INDOT for the Parker/Argonne Construction Project Contract R-30258 from an engineering error and more specifically set forth within the change orders. Motion made by Mr. Smith approving the change orders, seconded by Mr. Thallemer, carried by unanimous vote. (Information attached to minutes).

**CLEAR LAW ENFORCEMENT DATABASE/POLICE-**

Police Captain Bryan Sherwin requested authorization to purchase CLEAR Law Enforcement Database. CLEAR is specifically designed for investigators and provides nationwide data from criminal, court, cell phone, Department of Motor Vehicle records, utilities, property data and social networking information. CLEAR will provide the service to the Police Department at no charge for the remainder of 2011 and in 2012 the service will be \$187 monthly/\$2,244 annually.

Motion made by Mayor Wiggins to approve the program, seconded by Mr. Smith carried by unanimous vote. (Copy of information attached to minutes).

**GRANT ACCEPTANCE /F.A.C.T./DUI/BIG CITY-BIG COUNTY SEAT BELT ENFORCEMENT –**

Police Lieutenant Kip Shuter reported the following grants had been awarded to the Police Department through the National Highway Traffic Safety Administration in conjunction with the Winona Lake Police Department, Kosciusko County Traffic Safety Partnership, and the Kosciusko County Sheriff's Department:

- (1) Operation Pull Over - approximately \$12,000.
- (2) DUI Taskforce - approximately \$7,000.
- (3) Kos. County Fatal Alcohol Crash Team (FACT) -approximately- \$12,000.

Motion made by Mr. Smith to approve acceptance of the grants, seconded by Mr. Thallemer, carried by unanimous vote. (Letters attached to minutes).

**POLICE GRANT/BJA/BULLETPROOF VEST –**

Police Officer Kip Shuter informed the Board that the Bureau of Justice Assistance officially announced that the City of Warsaw's application for the FY 2011 Bulletproof Vest Partnership Grant Program had been approved in the amount of \$3,134.36. The City's required match is 50% and the deadline to submit payment requests from the FY 2011 award funds is August 31, 2013. He requested the Board accept the award. Motion made by Mayor Wiggins to accept the grant award, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

**DECLINE BIDS FOR CONTRACT #19/WWTU-**

WWTU Assistant Manager Larry Hyden presented information to the Board from Jones & Henry Engineers in reference to bids that were opened during the October 7, 2011 session for Contract #19-Center Street Pump Station Force Main. The City received bids from four (4) Contractors. Both the base and alternate bids came in significantly higher than the engineer's estimate for the project from all four contractors. Jones & Henry Engineers has recommended using different type of pipe to revise the bid that may attract more contractors to bid on the project at a lower cost closer to the engineers estimate. Therefore it is also recommended that all previous bids opened on October 7, 2011 be rejected. Bids will be advertised again and opened at a later date. Motion made by Mr. Smith to reject the bids, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of letter attached to minutes).

**CHANGE ORDER #5/CONTRACT #17/WWTU-**

Mr. Hyden presented change order #5 on Contract #17 for the Biosolids Facility Improvements. The order is a reduction for allowances of a UV System and a Storage Rack System that will be purchased by WWTU rather than Michiana Contracting, Inc. The City will purchase the items directly from the manufacture under a separate agreement for a total decrease of \$82,850.00 on the contract. Motion was made by Mr. Thallemer to approve the change order, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

**PAY APPLICATION #8/CONTRACT #17/WWTU-**

Mr. Hyden presented a letter from Jones & Henry recommending a payment of \$336,552.30 to Michiana Contracting, Inc. for pay application #8 for the Biosolid Facility Improvement Contract #17. Motion made by Mr. Smith to approve the payment, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

**TRUGREEN LAWN CARE/PARK-**

Park Superintendent Jon Garber presented a \$5,345 contract from TruGreen Lawn care for tree, shrub and lawn care services for 2012 at Central Park, Kiddieland, and McKinley Park. Motion made by Mayor Wiggins to accept the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy of contract attached).

**KOSCIUSKO COUNTY CONVENTION & VISITORS BUREAU/AD FOR VISITORS GUIDE-**

Mayor Wiggins provided the board with a contract for a 1/6 page vertical "City of Warsaw" ad to be placed in the 2012 Kosciusko County Convention and Visitors Bureau Annual Visitors Guide. The price for the advertisement will be \$550.00. Discussion followed. Motion made

by;Mr. Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

**SERVICE AGREEMENT/PEOPLELINK, LLC/HR-**

Human Resource Director Jennifer Whitaker presented a service agreement with Peoplelink to staff a general laborer position for the City. Mr. Smith made a motion to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**NEW HIRES/REHIRES/CHANGES –**

Human Resource Director Jennifer Whitaker provided for approval one (1) change in payroll and more specifically set forth on the list attached to minutes. Motion made by Mayor Wiggins to approve the change, seconded by Mr. Thallemer, carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS –**

A list setting forth three (3) travel requests: David Morales and Mike Cox-Police; and Staci Young-Park, were submitted for approval. Motion made by Mr. Smith to approve all travel requests, seconded by Mayor Wiggins, carried by unanimous vote. (Info. attached to minutes).

**MEDICAL INSURANCE/DENTAL INSURANCE /COBRA RETIREE RATES –**

The 2012 COBRA/RETIREE Rates were presented for board approval. The monthly Medical COBRA Rates plus administration fee were calculated at \$572.08 Single and Family at \$1,375.35. The monthly Dental COBRA Rates are \$10.71 Single and \$17.85 Family. The rates were also submitted for medical and dental rates less 2% administration costs for retirees. Motion made by Mr. Thallemer to approve all that was presented, seconded by Mayor Wiggins, carried by unanimous vote. (Copies attached to minutes).

**SPECIAL CLAIMS –**

Clerk's office submitted a listing of special claims for approval of payment totaling \$66,865.29. Motion was made by Mr. Thallemer to approve the claims for payment, seconded by Mr. Smith, carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKET–**

The following claim docket was presented for approval.

Regular Docket - \$1,273,715.69

Motion made by Mayor Wiggins to approve all claims for payment, seconded by Mr. Thallemer, 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**