

BOARD OF PUBLIC WORKS & SAFETY

May 3, 2013

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 3, 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 Jeff Grose and Charlie Smith, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, Park Superintendent Larry Plummer, Park Recreation Director Staci Young, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTU Manager Brian Davison, Police Chief Scott Whitaker, Fire Territory Chief Mike Brubaker, H/R Director Jennifer Whitaker, Tracy Marshall, news reporter Stacey Page, and Times-Union reporter Jennifer Peryam.

ABSENT: City Attorney Mike Valentine

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

MINUTES-

The minutes from the April 19, 2013 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.

NEW BUSINESS-

STREET CLOSURE-

The following street closure was presented for consideration:

YOUNG TIGER FOOTBALL/MARINE RIDERS OF MICHIANA/FAMILY JAM: Saturday June 29: from 9:30a.m.-3:30p.m. Market St. between Tamarack and Wood Streets will be closed for the event. Motion made by Mr. Grose to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

SEALED BIDS/ BUFFALO & CANAL STREET PROJECT-

Bids were opened for work on a storm water line located at Buffalo and Canal Streets. Bids were received by:

1. Proform Pipe Lining - \$112,850.00.
2. Performance Pipe Lining - \$161,650.00.
3. AP&M Permaform - \$134,200.00.

Motion made by Mr. Smith, to take the bids under advisement, seconded by Mr. Grose, carried by unanimous vote.

SALT BIDS OPENING FOR 2013-2014 SNOW SEASON-

The following Salt Bids were received and opened:

- (1) Morton Salt Company - \$222,480.00.
- (2) North American Salt Co. - \$217,950.00.
- (3) Detroit Salt – declined bid offer
- (4) Cargill - \$215,190.00.

All bids were based on 3,000 tons and a motion was made by Mr. Grose to take the bids under advisement, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

ARROW BOARD, AIR COMPRESSOR/STREET-

Street Superintendent Lacy Francis requested permission to purchase an arrow board for traffic control and work zone safety from Fastenal for \$4,494.00 and an air compressor from Southeastern Equipment Company for \$14,582.00. The two current air compressors were purchased in 1989 and the department can no longer obtain repair parts but they will be traded in on the new compressor. Motion made by Mr. Smith to approve the purchases, seconded by Mr. Grose, carried by unanimous vote.

BOBCAT PURCHASE/STREET-

Mr. Francis requested approval to purchase a Bobcat S650 at a cost of \$7,000.00 from Bobcat of Warsaw as part of the Bobcat Rotation Plan. After discussion a motion was made by Mr. Grose to accept the bid from Bobcat of Warsaw, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

REQUEST TO GET QUOTES TO PURCHASE TRUCK/STREET-

Mr. Francis requested permission to purchase a 2013 F350 4X4 from Rice Ford for \$24,762.00 and a Dump Body and Plow from W.A. Jones for \$14,343.00. The purchase will replace a 1997 Ford 1-ton with 73,671 miles that is rusting out and coming apart. He also received a quote from Lakeside Chevrolet for a 2013 Chevrolet Silverado 3500 HD 4WD for \$24,762.00 and two quotes from Warsaw Auto Plex for a 2013 GMC at \$24,762.00 and a 2013 Dodge 3500 Tradesman for \$22,200.00 He received no other quotes for the Dump Body and Plow. He would like to purchase the F350 because it had the highest gross vehicle weight rating (GVWR) of 14,000. Motion made by Mr. Grose to accept the quotes from Rice Ford and W.A. Jones, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached).

ROOF REPAIR/PARK-

Park Superintendent Larry Plummer Jr. requested permission to repair part of the roof at the Center Lake Pavilion. Royalty Roofing will be performing the work at a cost of \$10,482.00. The repair work is being considered an emergency repair. Motion made by Mr. Smith, approving the repair, pending the City Attorney rendering an opinion on a letter from Royalty attached to the contract/job estimate, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

BEYER PARK ADA COMPLIANT RESTROOMS/PARK

Mr. Plummer presented a contract with Butt & Timmons Construction Inc. to perform work at Beyer Park for new ADA compliant restrooms for \$37,269.30. The bid was awarded at the last meeting. Motion made by Mr. Gross to accept the contract, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

PARK ACTIVITY CONTRACTS –

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

1. Spin Doctors/Classic Rock Concert, cost \$27,500.00
2. Wyndham Garden/Updated Hotel Accommodations per contract above, cost \$1,617.00 maximum.
3. Stage-Pro, Inc./Backline for Classic Rock Concert, cost \$1,240.00
4. Josh Elam/Stagehand for Classic Rock Concert and Country Concert, cost \$240.00
5. Brandon Hurd/Stagehand for Blues & BBQ Concert, cost \$120.00
6. Anthony Krick/Stagehand for Classic Rock, Blues & BBQ, and Country Concerts, cost \$360.00
7. Aon Association Services/Event Cancellation Insurance for Classic Rock and County Concerts, cost \$1,263.20.
8. ASCAP/Music Licensing For American Society of Composers, Authors, and Publishers, cost \$327.00 plus Consumer Price Index (CPI).

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

PLAY-IT-SAFE FAMILY SAFETY DAY/ KCCF GRANT/FIRE-

Fire Chief Michael Brubaker asked permission to apply for a Kosciusko County Community Foundation, Inc. Grant. The funds would help support the annual Play-It-Safe Family Safety Day. Their request is for \$2,000.00 with no matching funds required. Mr. Smith, made a motion to proceed with the grant process, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

SCREEN CHANNEL MODIFICATION/WWTU-

Wastewater Utility Plant Manager Brian Davison asked for this item to be tabled. Motion made by Mr. Grose to table the matter, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

UTILITY VEHICLE/WWTU-

Mr. Davison requested permission to purchase a 2013 Bobcat 3650 Utility Vehicle from Bobcat of Warsaw for \$22,356.70 with the option to participate in the 2-year exchange program. He received another quote from Gilsinger Implement Co. for a John Deer XUV 625i for a price of \$21,223.99. He preferred the Bobcat because of the features that were included. Motion made by Mr. Grose to approve the purchase from Bobcat of Warsaw, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

PAYMENT PROCESSING SYSTEM/PAYGOV.US-

An agreement was presented from PayGOV.US, LLC (PGV) with the City to accept customer payments via credit/debit card. The City will not be responsible for any associated operational costs, state or federal taxes with further terms specified in the agreement. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

ADP CONTRACT-

A three year/thirty-seven month price agreement from Automatic Data Processing (ADP), the City's designated payroll processing company, was presented for approval. ADP is offering a graduated increase over the next three years, with 0% increase in the first year, a 1% increase for the second year, and a 2% increase for the third year, for a total of a 3% increase over the next three years. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

TRAVEL REQUESTS-

A list setting forth four (4) travel requests: Human Resources-1; Clerk-Treasurer-3, was presented for approval. Motion was made by Mr. Grose to approve the travel requests, seconded by Mr. Smith, carried by unanimous vote. (List attached).

SPECIAL CLAIMS-

Clerk's office submitted a list of special claims for approval of payment totaling \$799,549.89. Motion made by Mr. Smith to approve the claims for payment, seconded by Mr. Grose, carried by unanimous vote. (List attached).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$2,484,073.11

Pension Docket - \$41,389.90

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

OTHER ITEMS-

GROUND RULES, INC. COMPREHENSIVE PLAN-

Mr. Skinner presented agreement with Ground Rules, Inc. to prepare a new Comprehensive Plan for the City at a cost of \$50,750.00. The services will include various meetings with City officials, as well as the public, and drafts of a plan as the process progresses. After discussion Mr. Grose made a motion to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet 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

