

BOARD OF PUBLIC WORKS & SAFETY

July 5, 2013

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, July 5, 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 Charles Smith, Jeff Grose, and Mayor Joseph M. Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Parks Maintenance Director Shaun Gardner, City Planner Jeremy Skinner, WWTU Assistant Manager Larry Hyden, Storm Water Coordinator Theresa Sailor, Street Superintendent Lacy Francis, Police Captain Bryan Sherwin, Police Lieutenant Kip Shuter, Mary Ellen Rudisel-Jordan, Daniel Clough, William Hurst and Ron Bassier from Comcast, David Gustafson from St. Regis Club, Larry Easterday from Harold McComb & Son Construction, John Kozan from Milestone Construction, on-line news reporter Stacey Page, and Warsaw Times-Union reporter Jennifer Peryam.

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

MINUTES-

The minutes from the June 19, 2013 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mr. Smith, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATION-

Mayor Thallemer advised those in attendance that the next Board of Works meeting will be held on Wednesday July 17th at 10:30 a.m.

NEW BUSINESS-

CITY HALL THIRD FLOOR RENOVATION BID OPENINGS-

Bids were opened for the renovation of the third floor of City Hall. Bids were received from the following:

1. Milestone Construction, base bid of \$352,400.00, deduct alternate bid of \$43,715.00.
2. Ideal Construction, base bid of \$334,800.00, deduct alternate bid of \$40,514.00.
3. D-T Construction, base bid of \$368,443.00, deduct alternate bid of \$54,319.00.
4. Harold McComb Construction, base bid of \$338,000.00, deduct alternate bid of \$53,555.00.

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

STREET CLOSURE/CASA FUNDRAISER-

A request was made to close the alley between City Hall and St. Regis Club on July 20th. CASA will be holding a fundraiser that day. Motion made by Mr. Smith, to allow for the closure, seconded by Mr. Grose, carried by unanimous vote. (Copy of map attached).

WAIVER OF PEDDLERS PERMIT FEES/COMCAST-

Representatives of Comcast requested a waiver of Peddler Permit Fees. Three (3) representatives from Comcast will be conducting a door-to-door promotion and per the current rate structure each individual would need a permit costing \$1,000.00 each. Each representative lives outside of Kosciusko County. City Planner Jeremy Skinner recommended that the fee be dropped to \$100.00 per person, per the rate schedule established in the ordinance for city residents. Motion made by Mr. Grose, approving the request from Comcast and the recommendation from Mr. Skinner, seconded by Mr. Smith, carried by unanimous vote. (Letter attached).

POLICE/GRANT APPLICATION REQUEST-

Police Lieutenant Kip Shuter requested permission to submit an application for a Victims of Crime Act (VOCA) Grant through the Indiana Criminal Justice Institute. This is a continuation of a current program. The Department is requesting a total program cost of \$75,000.00, which

federal funds would amount to approximately \$60,000.00 with 20% cash match of \$15,000.00 which is supported within the Police Department budget. Motion made by Mr. Grose to approve the application, seconded by Mr. Smith, motion carried by unanimous vote. (Copy attached).

LINKO DATA SYSTEMS MAINTENANCE CONTRACT/WWTU-

WWTU Assistant Manager Larry Hyden presented a one-year agreement (08/01/2013 thru 07/31/2014) with Linko Data Systems, Inc. for software support and maintenance plan (pre-treatment) at a fee of \$1,450.00. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

PARK ACTIVITY CONTRACTS-

The following Park Event Contract was presented for consideration:

1. Randall Martin, caricatures for the Family Carnival August 2nd, cost-\$180.00.

Motion made by Mr. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote.

(Documentation attached to minutes).

TORO HYDRAULIC DUMP BED PURCHASE/PARK-

Park Maintenance director Shaun Gardner requested permission to purchase and have installed a hydraulic dump bed on the Toro Workman MD approved for purchase earlier this year. The quote from Hoffman Outdoor Power Equipment will add an additional \$726.00 to the price of the Toro, making the entire purchase cost still below the other bid received from Century Equipment of \$9,157.94. The new cost of the purchase from Hoffman Outdoor Power Equipment will now be \$7,649.08. Motion made by Mr. Smith to approve the purchase from Hoffman, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

ADVANCED DISPOSAL SERVICES/HOOSIER LANDFILL/STREET-

This item was withdrawn from the agenda.

PAY APPLICATION #1/PLAZA WALL-RESTROOM PROJECT-

A payment of \$7,295.66 to D-T Construction for Pay Application #1 for the Plaza Wall/Restroom project at City Hall was requested for approval. Motion made by Mr. Smith to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

CHANGE ORDER/PLAZA WALL-RESTROOM PROJECT-

A change order was requested for the Plaza Wall Project. The change adds \$500.00 to the contract with Scarce-Rudisel for architectural services. Motion made by Mr. Grose, to approve the change order, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

INDOT SWEEPING AGREEMENT-

The Sweeping Agreement with the Indiana Department of Transportation, wherein the State agrees to pay the City for maintenance of their roads within the City, specifically sweeping and keeping them clean, was presented for approval. They will pay at a rate of \$360.00 per curb mile per year for a total of \$1,440.00 annually. This contract is for forty-eight (48) months expiring June 30, 2017. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

H. J. UMBAUGH & ASSOCIATES FINANCIAL FORECAST/BOND-

A form was presented from H. J. Umbaugh & Associates summarizing the financial forecast for the Wastewater Utility. The document is needed for the Sewage Works Refunding Bonds of 2013 that is presently being sought. Motion made by Mr. Smith, to approve the form, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

BARKER ARCHIVES/DESTRUCTION OF RECORDS-

A contract with Barker Archives for disposal of boxes filled with public records for various departments at an approximate cost of \$.15 per pound plus a \$30.00 trip charge was presented for approval. The records to be destroyed have been approved by the Indiana Commission of Public Records. Motion made by Mr. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

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).

AMERICAN FIDELITY ASSURANCE COMPANY/HEALTH FLEXIBLE SPENDING ACCOUNTS/HR-

Director of Human Resources Jennifer Whitaker presented an agreement from American Fidelity Assurance Company shifting the risk from the City to American Fidelity for "FLEX" dollars used by former employees, but not taken out of payroll deduction due to unexpected termination. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/REHIRES/CHANGES-

A list of five (5) new hires/change of payroll was presented for approval and more specifically set forth on the list attached to minutes. Motion made by Mr. Smith to approve as amended, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS-

A list setting forth five (5) travel requests, more specifically stated on the list, was presented for approval. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS-

Clerk's Office submitted a listing of special claims for approval of payment totaling \$ 1,019,940.28 Motion was made by Mr. Smith to approve the claims for payment, seconded by Mr. Grose, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$543,135.19

Pension Docket - \$41,389.90

EOM Docket - \$6,193,261.51

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**