

BOARD OF PUBLIC WORKS & SAFETY
AUGUST 16, 2013
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 16, 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 Mayor Thallemer, Jeff Grose and Charles Smith. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Street Superintendent Lacy Francis, WWTU Manager Brian Davison, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Jr., Recreation Director Staci Young, Fire Territory Chief Mike Brubaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, HR Director Jennifer Whitaker, Jerry Frush, Elaine Wakefield, Cody Shafer, Blake Schritter, Jeff Hersha, Stacey Page from Stacey Page On-Line, and Warsaw Times-Union reporter Jennifer Peryam.

ABSENT:

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

MINUTES-

The minutes from the August 2, 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.

REPORTS-

-Mayor Thallemer provided a release of information from the Indiana Department of Transportation who has selected three Rail Road Crossings in Warsaw for safety upgrades. The crossings include Market Street, Winona Avenue, and Pope Street that are all located along the north-south tracks. The work should be completed in late 2014 or early 2015.
-The Airport will be hosting an Air Show on Saturday August 17th. Events will start at 7:00 a.m. and the show will start at 1:00 p.m.

NEW BUSINESS-

OPEN BIDS/CONTRACT 21/WWTU-

Bids for Contract 21, demolition of Wastewater Treatment Plant #1 were received and opened. The following organizations submitted bids:

1. Yardberry Landscaping and Excavating - \$1,037,541.01
2. Mason Engineering & Construction - \$1,086,000.00
3. Beer & Slabaugh Inc. - \$774,422.50
4. Dore & Associates Contracting Inc. - \$728,350.00

Motion made by Mr. Grose to take the bids under advisement, seconded by Mr. Smith, carried by unanimous vote. All the above bids were received prior to the start time of the meeting at 10:30 a.m. At 10:40 a.m., after the above bids had been opened and read another bid came in from Sabre Demolition. The bid from Sabre was not opened since it was not received by 10:30 a.m. local time as stated in the bid advertisement. (Copy attached).

OPEN BIDS/STORM SEWER LINING/STREET-

Bids were submitted and opened for a storm sewer lining project from the intersection of Ft. Wayne Ave. and Main Street north along the north/south railroad right-of-way around 900 feet. Bids were received from:

1. ProForm Pipe Lining Co., Inc. - \$113,400.00
2. APM Permaform - \$145,900.00

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

STREET CLOSURE REQUESTS-

The following street closures were presented for consideration: Diagrams and routes were attached to the request and all groups were advised to contact Central Dispatch of the closures and reopening.

KCH Heart Walk-Saturday, September 14, portion of Provident Court.

KCH Family Walk/Run- Saturday, September 21, portion of Provident Court.

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

Party in the Plaza- Saturday September 7, 100 Block of W. Center Street, 4p-10p.

Motion made by Mr. Smith to approve the requests, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

PARK EVENT CONTRACTS-

The following Park contracts for the Party in the Plaza Teen Event were presented for approval.

1. Eugene Arrington - \$150.00 - DJ
2. Darlene McCartney - \$120.00 - Caricature artist
3. Randy Martin - \$150.00 - Caricature artist
4. Cheryl Shagena - \$595.00 - Hypnosis
5. William Nitschke/Wonder Wheels BMX - \$1,997.00 - BMX Stunt Show

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

K21 HEALTH FOUNDATION GRANT-

Park Recreation Director Staci Young advised the Board that the City received a \$46,000.00 grant from the K21 Health Foundation that the Board had given permission to apply for earlier this year. The funds will be used for markings and signage along W. Center Street, Hepler Drive, and Zimmer Lane as well as new sidewalks and bike lanes. Mr. Smith made a motion to accept the grant, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

TRADE-IN/REPLACE TORO MOWER/PARK-

Park Superintendent Larry Plummer, Jr. requested permission to trade in a 2008 Toro 550 Z-Master mower with 52" deck. The trade allowance will be applied toward the purchase of a new Toro Z-Master 5000 series mower with a 52" deck from Hoffman Outdoor Power Equipment for a cost of \$5,218.88 which includes a trade-in allowance as well as a municipal discount. He also received a quote from More Farm Store on the same piece of equipment and including the same discounts, for \$5,319.00. Motion made by Mr. Smith to approve the purchase from Hoffman, seconded by Mr. Grose, with Mayor Thallemer voting in opposition. (Documentation attached).

SALE OF DIVE WIRELESS COMMUNICATION SYSTEM/WWFT-

Fire Territory Chief Mike Brubaker requested permission to sell a dive communication system the Fire Territory no longer needs. Their system was updated two years ago and the older system will not adapt to the newer system. The Orange Township Fire Department has asked to purchase the older system. Chief Brubaker would like to sell the system to Orange Township for \$1.00. Motion made by Mr. Grose to allow the sale, seconded by Mr. Smith, carried by unanimous vote. (Copy of request attached).

RELOCATION OF TORNADO SIREN/WWFT-

Chief Brubaker provided quotes to move the tornado siren from the old City Hall to Station #1. He received quotes from J&K Communications for \$8,565 and Dennie Electric for \$4,275 for a total of \$12,840. The Council will need to approve a transfer of funds within the Fire Territory's budget during their next meeting before the project can be completed. Motion made by Mr. Smith to approve the quotes to move the siren pending Council approval of transfer of funds, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

GRANT AWARD/KOSCIUSKO COUNTY COMMUNITY FOUNDATION/FIRE-

Fire Territory Chief Mike Brubaker requested the acceptance of a grant from the Kosciusko County Community Foundation for a total amount of \$1,000. These funds are in support of the Play It Safe/Family Safety Day. Motion made by Mr. Grose to accept the funding, seconded by Mr. Smith, motion carried by unanimous vote. (Award letter attached).

REQUEST TO PURCHASE NEW VEHICLES/POLICE-

Police Chief Scott Whitaker received and presented a quote for two (2) new vehicles for the Police Department. The purchases are supported in the Police Department 2013 budget. The quote came from Kelley Chevrolet for Chevrolet Caprice PPV 9C1 Patrol Units, model year 2013, for a total of \$50,794.60. He had pursued a quote from Lakeside Chevrolet but they provided a letter that they could not quote on 2013 vehicles since they can no longer be ordered and pricing for 2014 vehicles is not yet available. The purchase is pending a transfer of funds

within the Police Department budget that will be presented to the Council at their next meeting. Motion made by Mr. Grose to accept the quote from Kelley Chevrolet pending the approval of the transfer of funds at the next Council meeting, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

REAL ESTATE APPRAISAL SERVICES/BUILDING & PLAN-

City Planner Jeremy Skinner requested approval to have Griffin Real Estate Services, Inc. and Verne V. Mitchell & Associates, Inc. to appraise 91+ acres immediately west of Ivy Tech's property. The average of the two appraisals will be used so the Redevelopment Commission could be able to acquire the property for future industrial growth and development. The total of the two services is not to exceed \$5,500.00. The Redevelopment Commission has already approved the engagement letters with the appraisal companies. Motion made by Mr. Grose to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

PAY APPLICATIONS #4 and #5/HUSKY TRAIL PROJECT/BUILDING & PLAN-

Mr. Skinner presented a letter from A&Z Engineering requesting a payment of \$16,600.40 for Pay App. #4 and \$9,625.00 for Pay App. #5, for work done on the Husky Trail. Two vouchers to the Indiana Department of Transportation requesting 80% reimbursement for both pay applications was also included. Motion made by Mr. Smith to approve the payments to A&Z Engineering, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

CHANGE ORDER PLAZA WALL & RESTROOM PROJECT/B&P-

Mr. Skinner presented a change order for the Plaza Wall & Restroom Project. The change order adds \$1,500.00 to the project for architectural services/construction oversight services. Motion made by Mr. Grose to approve the change order, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

PAY APPLICATION #2/PLAZA WALL-RESTROOM PROJECT-

A payment of \$52,962.93 to D-T Construction for Pay Application #2 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).

THIRD FLOOR CITY HALL RENOVATION CONTRACT/B&P-

Bids for the third floor renovation were opened during the July 5th meeting. After review, Mr. Skinner recommended the bid with alternate deductions be awarded to Harold McComb & Sons, Inc. for \$284,445.00. He is requesting the Board approve a contract with Harold McComb & Sons for the third floor renovation. Motion made by Mr. Grose, to approve the contract with Harold McComb & Sons, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

KEYSTONE SOFTWARE AGREEMENT/WWTU-

A software agreement with Keystone Software Systems for the annual maintenance on Key-Billing for the WWTU Payment Office was presented. The annual amount for 2013-2014 will be \$2,085.00. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

KEYSTONE ANNUAL SOFTWARE AGREEMENT/CLERK-TREASURER-

An annual Software Maintenance Agreement with Keystone Software Systems for budgeting software for the Clerk-Treasurer's Office was presented for approval. The contract amount for 2013-2014 is \$2,955.00. Motion to approve the agreement was made by Mr. Grose, seconded by Mr. Smith carried by unanimous vote. (Copy of worksheet attached to minutes).

NEW HIRES/REHIRES/CHANGES-

Human Resource Director Jennifer Whitaker provided for approval six (6) changes of payroll/new hires: Motion made by Mr. Smith to approve as presented, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

TRAVEL REQUEST-

A list setting forth four (4) travel requests was submitted for approval. Motion made by Mr. Grose to approve the travel requests, seconded by Mr. 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 \$796,618.04. 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 docket was presented for approval.

Regular Docket - \$2,234,659.77.

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

OTHER MATTERS-

Street Superintendent Lacy Francis advised the Board that Street Department employees were helping "re-install" Rail Tracks at the Krebs Trail Head Park. The tracks were left over rails from the Winona Interurban Railway and Brady Peters (chief engineer for the east-west railroad) asked the City to preserve part of the Interurban Rail at the Trail Head Park.

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