

BOARD OF PUBLIC WORKS & SAFETY
NOVEMBER 15, 2013
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, November 15, 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 Thallemer. Also present Clerk -Treasurer Lynne Christiansen, City Attorney Mike Valentine, Public Works Administrative Assistant Terri Keim, City Planner Jeremy Skinner, Parks Director Larry Plummer, Jr., WWTU Payment Office Manager Mary Lou Plummer, WWTU Manager Brian Davison, Police Chief Scott Whitaker, Fire Territory Chief Mike Brubaker, H/R Director Jennifer Whitaker, Jerry Frush, Gerald Klugh representing Eastgate Apartments, Stacey Page from Stacey Page On-Line, and Times-Union reporter Jennifer Peryam.

ABSENT: None noted.

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

MINUTES-

The minutes from the November 01, 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-

-A letter was received from Marc Huffer, Instructor at the Warsaw Area Career Center thanking the City for support from the Warsaw-Wayne Fire Territory on the Fire Rescue courses being offered to area high school students attending classes there. (Letter attached).

-Letter from Kosciusko Leadership Academy.

UNFINISHED BUSINESS-

EASTGATE APARTMENTS REQUEST/-WWTU

At the October 18th meeting it was determined that Eastgate Apartments had been under billed for an unknown time. Per state code a six year period was used to calculate arrears of \$23,238.00 and the board voted that amount should be paid in full within twelve (12) months with no penalties added. Gerald Kouch representing Eastgate Apartments appeared today to clarify matters but was not prepared to go forward. No action was taken by the Board at this time. (Letter attached to minutes).

SUPPLY BIDS AWARD-

Superintendent of Public Works Lacy Francis recommended the following bids for **2014**

Supplies are awarded to:

Item #1 Limestone – Irving Materials

Item #2 Ready Mix Concrete – Kuert Concrete

Item #3 Flowable Backfill Material – Kuert Concrete

Item #4 Bituminous Material - Phend & Brown, Inc.

Item #5 Concrete Curbing - Phend & Brown, Inc.

Item #6 Concrete Flatwork – Phend & Brown, Inc.

Motion made by Mr. Smith to award the bids as recommended, seconded by Mr. Grose, carried by unanimous vote. (Comparison sheet attached).

NEW BUSINESS-

WARSAW-WAYNE FIRE TERRITORY VOLUNTEER FIRE AGREEMENT-

The 2014 agreement with the Warsaw-Wayne Fire Territory Volunteer Fire Department was presented for approval. City agrees to pay \$44,860.00 for services more specifically set forth within the agreement. Motion was made by Mr. Smith to accept the contract, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

PARK DEPARTMENT CONTRACT-

A contract with TruGreen Commercial for spraying of trees and shrubs at Central Park, Kiddieland and McKinley Park for a total of \$5,345.00 was presented for approval. Motion made by Mr. Grose to approve the contract seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached to minutes).

PHASE 1/PARKING LOT IMPROVEMENT/POLICE-

Bids were opened for Phase 1 of the Parking Lot improvement at the Police Department on November 1st. Police Chief Scott Whitaker is recommending that G&G Hauling be awarded the bid for \$52,595.52.

Motion made by Mr. Smith to approve the recommendation, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

INTER-LOCAL AGREEMENT/SUN-GUARD,OSSI/POLICE-

Chief Whitaker presented an inter-local agreement with Kosciusko County. The 2014 annual agreement for \$30,000.00 will be used for maintenance fees as well as access to Sun Gard/OSSI records management server. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached to minutes).

KEMRAD AGREEMENT-

Chief Whitaker presented a contract for 2014 with KEMRAD for \$5,000.00 for assisting the Police Department with traffic control and radio communications for special events in the City. Motion made by Mr. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

2014 AGREEMENT/ PRO AIR/FIRE & POLICE-

Chief Whitaker presented the annual service agreement between Pro Air Midwest, Inc. for both the Fire Territory and Police Department. This is for servicing equipment at both departments. Cost to the Police Department is \$1,110.00 and cost to the Fire Territory is \$2,220.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

WWTU BUDGET GUIDELINE FOR 2014-

The 2014 Wastewater Treatment Utility Budget Guideline was submitted by WWTU Manager Brian Davison. This guideline for sewer appropriations will be the setup for 2014 spending. Mr. Smith made a motion to approve the guidelines, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

WARSAW COMMUNITY SCHOOLS-ICE MELTING MATERIALS-

An agreement was presented to the Board for approval of a Memorandum of Understanding Agreement - Ice Melting Materials. This agreement between the City of Warsaw and Warsaw Community Schools is for the sole purpose of jointly purchasing ice melting material. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Memorandum of Understanding attached to minutes).

2014 CONTRACTS WITH NOT-FOR-PROFITS-

The following agreements for services with other organizations were presented for approval.

- (1) AWL (Animal Welfare League) - \$17,500
- (2) CCAC (City County Athletic Complex) - \$31,000.
- (3) KABS (Kosciusko Area Bus Service) - \$28,500.
- (4) WCDC (Warsaw Community Development Corporation) - \$12,600.

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

KEYSTONE SOFTWARE SYSTEMS AGREEMENT-

Keystone Software Systems submitted a Disaster Recovery Agreement for computer software in the Clerk Treasurer's Office. The fee for disaster recovery is \$275.00 for 2014. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached to minutes).

EMANS ENGINEERING/-

An agreement with Emans Engineering to fulfill duties as outlined in the City of Warsaw City Engineer, PE position description was presented for approval. The agreement includes the scope of work and fees for approximately 900 hours of work between January 1, 2014 and December 31, 2014 for a total of \$54,600 payable in monthly installments of \$4,550.00. Motion was made by Mr. Smith approving the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

WAGGONER, IRWIN, SCHEELE & ASSOC./COMPENSATION STUDY/HR-

Human Resource Director Jennifer Whitaker presented a letter of engagement from Waggoner, Irwin, Scheele & Associates to conduct a compensation study of all positions within the City. Motion made by Mr. Grose to approve the letter, seconded by Mr. Smith, motion carried by unanimous vote. (Contract worksheet attached to minutes).

TRAVEL REQUESTS-

A list setting forth eight (8) travel requests: WWTU (6) and Mayor (2) were presented for approval. Motion made by Mr. Smith to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

NEW HIRES/REHIRES/CHANGES-

Human Resource Director Jennifer Whitaker provided for approval eight (8) new hires/changes in payroll within various departments. Motion made by Mr. Grose to approve the new hires/payroll changes, seconded by Mr. Smith, carried by unanimous vote. (List attached to minutes).

PAY APPLICATION #9 /HUSKY TRAIL PROJECT/BUILDING & PLAN-

City Planner Jeremy Skinner presented an invoice from A&Z Engineering requesting a payment of \$7,632.40 for Pay App. #9 for work done on the Husky Trail project. LPA Voucher # 7 for Preliminary Engineering Costs to the Indiana Department of Transportation, requesting 80% reimbursement for the pay request, was also included. Motion made by Mr. Smith to approve the Pay Application to A&Z Engineering and Voucher to INDOT, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

CHANGE ORDER #1/PLAZA WALL & RESTROOM-

Mr. Skinner presented Change Order #1 from Scarce Rudisel Architects listing twelve (12) changed items for the Plaza Wall & Restroom project at City Hall. In total Change Order #1 will result in a total deduction of \$6,337.00 from the original contract with D-T Construction. Motion made by Mr. Smith to approve the change order, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

PAY APPLICATION #5/PLAZA WALL & RESTROOM PROJECT-

A payment of \$10,908.90 to D-T Construction for Pay Application #5 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).

PENGUIN POINT CATERING CONTRACT-

A contract from Penguin Point Catering was presented for approval. The contract will provide a festive Christmas Dinner for City employees and their family members on December 11, 2013. Motion made by Mr. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

SPECIAL CLAIMS-

Clerk's office submitted a listing of special claims for approval of payment totaling \$1,544.98. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

CLAIM DOCKET-

The following claim docket was presented for approval:

Regular Docket - \$1,472,856.53

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