

BOARD OF PUBLIC WORKS & SAFETY

May 16, 2014

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 16, 2014 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 Charlie Smith, Jeff Grose, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, Park Superintendent Larry Plummer, Superintendent of Public Works Jeff Beeler, Warsaw-Wayne Fire Territory Chief Mike Brubaker, WWTU Manager Brian Davison, Stormwater Coordinator Theresa Sailor, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, HR Director Jennifer Whitaker, Robyn Palmer from Mutual Bank, Shelly Fraley and Doug Samuels from Lake City Bank, Jerry Frush, Times-Union reporter Jennifer Peryam, and a reporter from Stacey Page On-Line.

ABSENT: None

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

MINUTES-

The minutes from the May 2, 2014 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.

UNFINISHED BUSINESS-

BANK AGREEMENT-

Account agreements from Mutual Bank and Lake City Bank, for the Utility account, were presented. Mutual Bank is offering an account that would earn .20% interest and would not have fees. Lake City Bank is offering an account that would earn .38% interest but would have fees. Mayor Thallemer made a motion to accept the agreement with Lake City Bank, seconded by Mr. Grose, with Mr. Smith abstaining.

NEW BUSINESS-

STREET CLOSURE-

Mayor Thallemer requested that the 100 block of West Center Street be closed on Thursday, June 5th from 4 p.m. until 9 p.m. for a “kick-off” reception for the Seward Johnson Walk-n-Wander sculpture exhibit. Motion made by Mr. Smith to allow for the closure, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

MAINTENANCE AT BOGGS PARK BASKETBALL COURTS/PARK-

Park Superintendent Larry Plummer presented information from two different companies to seal and stripe the basketball courts located in Boggs Park. He received quotes from K&M Asphalt Sealing Maintenance, Inc. for \$9,475.00 and from Arnt Asphalt Sealing Inc. for \$14,445.00. Motion made by Mr. Smith to accept the quote from for K&M Asphalt for \$9,475.00, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

GRANTS/KOSCIUSKO REMC/FIRE-

Fire Territory Chief Mike Brubaker requested permission to apply for the Kosciusko REMC Operation Round-Up Grant. Chief Brubaker is requesting \$1,000 to support the annual Play It Safe Family Safety Day. No matching funds are requested. A motion was made by Mr. Grose to approve applying for the grant, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

EPA SECTION 319 GRANT/STORMWATER UTILITY-

Theresa Sailor, Stormwater Utility Coordinator, requested permission to apply for a Section 319 EPA Grant for the Walnut Creek Watershed. The grant request would be approximately \$200,000.00 to pay for a comprehensive watershed plan of Walnut Creek, which affects the City. It is a collaborative grant with the Tippecanoe Watershed Foundation being the lead agency with the Kosciusko County Soil and Water Conservation and Grace College Center for Water

supporting the effort. Motion made by Mr. Smith to proceed with the grant, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

GARAGE FLOOR TREATMENT/STREET-

Street Superintendent Jeff Beeler presented information to treat the concrete floors in the garage and shop area of the Street Department, which has deteriorated from salt, oil, and gasoline corrosion. He received quotes from Concrete Polishing Plus for \$8,500.00 and from Rite-Way Concrete Seal Systems, Inc. for \$11,600.00 using a certain product, and \$6,800.00 using another product. Mr. Grose made a motion to accept the quote from Concrete Polishing Plus for \$8,500.00, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

MANHOLE REPAIR/WWTU-

Waste Water Utility Manager, Brian Davison, requested permission to repair and rehabilitate a manhole at the intersection of Lake Street and Winona Avenue. He received quotes from Monoform, LLC for \$6,900.00 and from Conco Spray Solutions for \$8,360.00. Motion made by Mr. Smith to accept the quote from Monoform, LLC for \$6,900.00, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

DIGESTER CONTROL AND SENSORS/WWTU-

Mr. Davison requested permission to purchase a digester control interface controller and sensors from B.L. Anderson Company for \$29,812.00. There will be a one or two day installation and start up cost involved that are estimated not to exceed \$3,500.00. Motion made by Mr. Grose, to approve the purchase for \$29,812.00, and the start-up cost not to exceed \$3,500.00, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

BRUBAKER AND SIMMONS LIFT STATION REPAIR/WWTU-

Mr. Davison requested permission to repair the lift station located at Brubaker and Simmons Street. He presented a quote from Everest Excavating, LLC not to exceed \$8,500.00. Motion made by Mr. Grose to approve the repair, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

REPORTING ANALYSIS AND SURVEYING/WWTU-

Mr. Davison presented information to purchase "Pipelogix Lite Reporting Module Analysis and Surveying" software and video imaging from Jack Doheny Supplies, Inc. for \$20,150.00 and listed as "Option One" on the quote. The information presented was walked-in and updated from previous information given to the Board. Motion made by Mr. Smith to approve the purchase, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

KEYSTONE SOFTWARE/SIGNATURE MODULE/WWTU-

WWTU Manager Brian Davison presented a letter/quote from Keystone Software in regards to the Key-Billing program for Stormwater Fees. The price of the software and programming will be \$2,400.00 per walk-in information given. Motion made by Mr. Smith to accept the quote, seconded by Mr. Thallmer, carried by unanimous vote. (Copy of quote attached).

CHANGE ORDER/CONTRACT 21/PLANT #1 DEMOLITION-

Information was not received and Mr. Grose made a motion to table this matter, seconded by Mr. Smith, carried by unanimous vote.

FAEGRE BAKER & DANIELS/MITZI MARTIN/HR-

Human Resource Director Jennifer Whitaker presented an agreement to provide training for employees, between the City and Mitzi Martin from the law firm of Faegre Baker & Daniels. The "Employment Law Workshop" is to be held on June 19, 2014 at a cost of \$4,825.00. Motion made by Mr. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

NEW HIRES/REHIRES/CHANGES-

Ms. Whitaker presented for approval three (3) new hires/changes in payroll more specifically set forth on the list attached to minutes. Motion made by Mr. Smith to approve the new hires/changes in payroll, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

SPECIAL CLAIMS-

No special claims were presented.

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket - \$1,549,534.42

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

OTHER MATTERS-

CITY HALL ROOF REPAIR-

Mr. Grose inquired about the roof situation at City Hall and how it was discussed at the last meeting that repairs needed to be made. Ms. Whitaker walked-in information that Morris and Sons Roofing, Inc. will be doing the work and it will cost \$4,225.00.

WARSAW AREA CAREER CENTER/INTERN PROGRAM/WWFT-

This matter was brought to the Board as a walk-in. Chief Brubaker presented information that would place an "intern" from the Warsaw Area Career Center at the Fire Department. The intern would be assigned to one of four (4) places and would not be placed in a situation that would cause harm. This will be an unpaid position. Motion was made by Mr. Grose to approve the internship, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

TRAVEL REQUESTS-

A walk-in request was made listing two (2) travel requests: WWFT-Kreg Warren and Max Kinsey were presented for approval. Motion was made by Mr. Grose to approve the requests, seconded by Mr. Smith, carried by unanimous vote. (List 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**