

BOARD OF PUBLIC WORKS & SAFETY
JUNE 6, 2014
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, June 6, 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 Mayor Joseph M. Thallemer, Jeff Grose, and Charles Smith. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner, Fire Territory Chief Mike Brubaker, Police Chief Scott Whitaker, Park Superintendent Larry Plummer, Street Superintendent Jeff Beeler, Wastewater Utility Director Brian Davison, Payment Officer Manager Mary Lou Plummer, Aviation Manager Nick King, H/R Director Jennifer Whitaker, Chad Bailey from Vanadco Signs, Andrew Schmidt from Bobcat of Warsaw, 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 May 16, 2014 Regular Session were presented for approval. A request was made to add "*motion carried by a two to zero (2-0) vote*" at the end of the last sentence in the paragraph under "Unfinished Business". Board member Smith made a motion to accept the minutes as presented and revised, seconded by Board member Grose, motion carried by unanimous vote.

NEW BUSINESS-

UNCOLLECTABLE ACCOUNTS/WWTU-

Wastewater Treatment Payment Office Manager Mary Lou Plummer requested two outstanding accounts be written off. The first request is for \$140.18 at 821 Lydia Drive. The home was sold in March of 2014 and the seller owed the above amount. The second request is for property that was located at 117 W. Center Street for an amount of \$104.32. The building was demolished in 2012 and a tenant left owing the balance. The Board requested that a record be kept to help collect the unpaid "written off" charges if the account holder opens another account sometime in the future. Mr. Smith made a motion to approve the write-offs, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

WASTEWATER SOLUTIONS, INC./PROCESS AND CONTROL TRAINING/WWTU-

Utility Manager Brian Davison provided an agreement with Wastewater Solutions, Inc. for wastewater process control training and optimization services. The agreement will provide three (3) half-day professional development training sessions for the staff at the WWTU costing \$14,960.00. Motion made by Mr. Grose approving the training, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

M3V DATA MANAGEMENT SOFTWARE/WWTU-

Mr. Davison presented an updated Annual Software License Fee Agreement for the new M3V Data Management software approved earlier this year. The fee is \$3,990.00. Motion made by Mr. Smith to accept the software license fee, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

CHANGE ORDER #1/CONTRACT #21/DORE & ASSOCIATES/WWTU-

Mr. Davison presented Change Order #1 from Dore & Associates listing additional prep, work, and materials for the demolition of Plant #1. Change Order #1 will result in a total addition of \$16,604.20 from the original contract. Motion made by Mr. Grose to approve the change order, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

EMERGENCY REPAIR/WWTU-

A private company is doing an environmental clean-up of a local company and monitoring wells have been placed into the ground. WWTU had marked their line for digging information but the private company drilled into the line. The pipe needs to be fixed and Mr. Davison received two bids to repair the pipe. The first quote is from Construction Services of Indiana for \$6,180.00 and the second bid is from Everest Excavating for \$5,408.52. Motion made by Mr. Smith to approve the bid from Everest Excavating for \$5,408.52, seconded by Mr. Grose, carried by unanimous vote.

BIS DIGITAL/VIDEO RECORDING SYSTEM/POLICE-

Police Chief Scott Whitaker presented information to replace video recording equipment at the Police Department. BIS Digital presented a quote of \$29,414.50 and the Kosciusko County Prosecutor's Office is offering funding assistance of \$20,917.00, for an actual cost of \$8,497.50 from the Police Department. Motion made by Mr. Grose, to accept the quote and assistance for the new recording equipment, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

N.E.W. PLUMBING & HEATING/HVAC SYSTEM/POLICE-

Chief Whitaker requested approval to replace the heating/air conditioning unit at the Police Department due to the age of the current system. He presented a quote from N.E.W. Plumbing and Heating for \$8,845.00 and a quote from Quine Freeman for \$10,543.00. Motion made by Mr. Smith to approve the quote from N.E.W. for \$8,845.00, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

H.J. UMBAUGH ACCOUNTING AGREEMENT/WWFT-

Fire Chief Mike Brubaker presented an agreement from H. J. Umbaugh & Associates to provide accounting services for the Warsaw-Wayne Fire Territory. A fee schedule was included within the agreement and has not changed for 2014. Motion made by Mayor Thallemer to accept the agreement, seconded by Mr. Grose carried by unanimous vote. (Information attached).

KIDDIELAND PLAYGROUND EQUIPMENT REPLACEMENT/PARK-

Park Superintendent Larry Plummer requested permission to replace an a-frame structure that was installed in the late 1980's for the second phase of the Kiddieland up-grade. He received a quote from Game Time/Sinclair Recreation for new play equipment and interlocking tiles, for \$6,045.31. Employees of the Parks Department would install the new equipment. The Park Board has approved the proposal. Motion made by Mr. Grose to accept the request, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

VEHICLE PURCHASE/PARK-

Mr. Plummer requested permission to purchase a new truck. He received quotes for a 2015 Chevrolet 2500 HD 4WD from Lakeside Chevrolet for \$37,979.81 and Shepherd Chevrolet for \$36,815.00. Both the Chevy bids included a Western Pro Plow Ultra Mount and 4 corner strobes. He received another quote from Warsaw Buick GMC for a 2015 GMC 2500 HD 4WD plus the Western Plow and lights for \$43,478.25. All bids included a trade-in amount for a 1998 Ford F-250. Mr. Plummer requested to purchase the new vehicle from Shepherd's Chevrolet. Motion made by Mr. Grose to accept the quote from Shepherd's for \$36,815.00, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

PARK CONTRACTS-

Mr. Plummer requested approval of the following activity contracts:

1. National Concerts:
 - a. Brian Smith/Stagehand - Country Concert-\$120.00
 - b. Tim Smith/Stagehand - Blues and BBQ Concerts-\$120.00

Both replace a previously contracted stage hand. Motion made by Mr. Smith to approve the contracts, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

PAY APPLICATION #17/HUSKY TRAIL PROJECT/BUILDING & PLAN-

City Planner Jeremy Skinner presented an invoice from A&Z Engineering requesting a payment of \$2,047.50 for pay application #17 for work done on the Husky Trail project, including LPA Voucher #5 for right-of-way costs to INDOT seeking 80% reimbursement. Motion made by Mr. Smith to approve pay application #17 to A&Z Engineering, as well as (RW) Voucher #5 to INDOT, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

HOT WATER POWER WASHER/STREET-

Street Superintendent Jeff Beeler requested permission to purchase a hot water power washer. He received two quotes from Action Equipment Sales Co. Inc. for \$5,683.00 and \$6,564.00, Bobcat of Warsaw for \$4,452.00, and E.F. Rhodes & Sons, Inc. for \$5,155.00. He recommended purchasing the equipment from E.F. Rhodes & Sons, Inc. Motion made by Mr. Grose to accept the bid from E.F. Rhodes for \$5,155.00, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

BOBCAT PURCHASE/STREET-

Mr. Beeler requested approval to purchase a Bobcat S750 and S550 skid-steer loaders at a cost of \$18,371.00 including trade-ins from Bobcat of Warsaw as part of the Bobcat Rotation Plan. After discussion a motion was made by Mr. Smith to accept the request, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

TRAVEL REQUESTS-

None presented.

NEW HIRES/PAYROLL CHANGES-

The Human Resources Department presented a New Hire/Change in Payroll Report for approval: Police Department-two (2), Street Department-two (2). Motion made by Mr. Smith to approve the report, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

H. J. UMBAUGH ACCOUNTING AGREEMENT-

Another agreement from H. J. Umbaugh & Associates to provide accounting services for the City was presented for approval. A fee schedule was included within the agreement. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

SPYGLASS SNAPSHOT-

An agreement with Spyglass Snapshot was presented for approval. The agreement will analyze and recommend any cost recovery for service elimination and cost reduction savings for telecommunications services including local and long distance voice service, data, internet, and wireless. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$462,787.30

EOM Docket - \$4,438,781.56

Police & Fire Pension Docket - \$41,226.87

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

OTHER MATTERS-

LED SIGN/CITY HALL-

Bids were opened for a new updated LED Display sign at City Hall. Bids were received from Graycraft Signs for \$23,665.00 and Vanadco Signs for \$23,470.00. Motion made by Mr. Grose to take the bids under advisement, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

PERMISSION TO DESTROY PROPERTY/AVIATION-

Aviation Manager Nick King requested permission by the board to sell a Mercury Sable to Lewis Salvage for scrap. The vehicle is unsafe and he advised the Board that he does not want to place it in the City Auction. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information 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**