

BOARD OF PUBLIC WORKS & SAFETY
AUGUST 15, 2014
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 5 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 Thallemer, Jeff Grose and Charles Smith. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Street Superintendent Jeff Beeler, WWTU Manager Brian Davison, Stormwater Coordinator Theresa Sailor, City Engineer James Emans, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Jr., Fire Territory Chief Mike Brubaker, Police Chief Scott Whitaker, HR Director Jennifer Whitaker, Jerry Frush, Stacey Page from Stacey Page On-Line, and Warsaw Times-Union reporter Jennifer Peryam.

ABSENT: None.

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

MINUTES-

The minutes from the August 1, 2014 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.

NEW BUSINESS-

OPEN BIDS/CITY HALL ELEVATOR MODERNIZATION-

Bids for updating the elevator in City Hall were received and opened. Only one bid was received from American Elevator, Inc. for \$63,370.67. Since no other bids were received, and the repairs need to be done so the elevator will be operable, a motion was made by Mayor Thallemer to accept the bid from American Elevator, seconded by Mr. Smith and carried by unanimous vote. (Information attached).

POLICE GRANT/BUREAU OF JUSTICE ASSISTANCE/BULLETPROOF VEST-

Police Chief Whitaker informed the Board that the Bureau of Justice Assistance officially announced that the City of Warsaw's application for the FY 2014 Bulletproof Vest Partnership Grant Program had been approved in the amount of \$3,656.07. There is a required match that is supported in the Police Department budget. Motion made by Mr. Smith, to accept the grant, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

K-9 RETIREMENT-

Motion made by Mr. Grose to table this matter, seconded by Mr. Smith, carried by unanimous vote.

VARIOUS GRANTS/RESCUE ONE DIVE BOAT/POLICE-

Chief Whitaker requested to apply for various grants for the purchase of a Rescue One Dive Boat, two-tier trailer, and side scan sonar. He is seeking grants from K21 Foundation for \$28,039.00; Community Foundation for \$7,128.00; and KREMC for \$1,400.00. The Police Departments Law Continuing Ed budget supports \$5,000.00 towards the purchase. If approved, the equipment will be ordered in October. Motion made by Mr. Smith to proceed with the applications, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

GRANT AWARD/KOSCIUSKO COUNTY REMC/FIRE-

Fire Territory Chief Mike Brubaker requested the acceptance of a grant from the Kosciusko County REMC for a total amount of \$1,000.00. 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 TRUCK/STREET-

Street Superintendent Jeff Beeler requested permission to seek quotes to replace current equipment. He would like to seek quotes for a Pick-up Truck with a snow plow as well as an anti-icing insert. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

REQUEST TO PURCHASE STREET SWEEPER/STORMWATER UTILITY-

Storm Water Utility Director Theresa Sailor requested permission to purchase a new street sweeper. MS4 municipalities are required to conduct street sweeping activities as part of a Good Housekeeping Program. The Street Department currently has three (3) sweepers between twelve (12) and twenty five (25) years old, and the life expectancy a street sweeper is between six (6) and seven (7) years. Motion made by Mr. Smith to proceed with the bids, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

IDEM 319 GRANT/TIPPECANOE WATERSHED FOUNDATION/STORMWATER UTILITY-

Mrs. Sailor requested permission to enter into an agreement with the Tippecanoe Watershed Foundation by committing in-kind contribution of staff hours and monetary support of \$5,000.00 total. Tippecanoe Watershed Foundation supports protecting and restoring water quality in the upper Tippecanoe River-Walnut Watershed. The commitment is effective October 1, 2015 thru September 30, 2017. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

AMENDMENT#1/WESSLER ENGINEERING EXISTING AGREEMENT/WWTU-

Wastewater Treatment Utility Manager Brian Davison requested approval of Amendment #1 to the Wessler Engineering Agreement dated December 20, 2013. The amendment adds an expansion study phase to determine the reserve capacity available at the treatment plant. The amendment will add \$36,400.00 to the agreement. Motion made by Mr. Grose to approve the amendment, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

PAY APPLICATION #3/CONTRACT #21/DORE & ASSOCIATES/WWTU-

Mr. Davison presented a request for payment to Dore & Associates in the amount of \$140,478.48 for Pay Application #3 for the Center Street Plant Demolition/Contract #21. Motion was made by Mr. Grose to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet 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 2014-2015 will be \$2,175.00. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

KEYSTONE ANNUAL SOFTWARE AGREEMENT/CLERK-TREASURER-

An annual Software Maintenance Agreement with Keystone Software Systems for budgeting and key assets software for the Clerk-Treasurer's Office was presented for approval. The contract amount for 2014-2015 is \$3,090.00. Motion to approve the agreement was made by Mr. Grose, seconded by Mr. Smith carried by unanimous vote. (Copy of worksheet attached to minutes).

PENGUIN POINT CATERING CONTRACT-

A contract from Penguin Point Catering was presented for approval. The contract will provide a joyful Christmas Dinner for City employees and their family members on December 17, 2014. Motion made by Mr. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

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-

None presented.

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket - \$2,262,008.13

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

OTHER MATTERS-

SITE WORK/STATION #3/WWTU-

Fire Chief Brubaker requested that the Board approve a contract with G&G Hauling to complete soil work at the new fire station site. The bid for the contract had been awarded by the Board during the July 3, 2014 meeting. Motion made by Mr. Smith to accept the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

FOAM TRAILERS/WWFT-

Chief Brubaker advised the Board that foam needs to be replaced in a foam trailer that had been donated by R.R. Donnelly some time ago. He is looking for grants that will help pay for the new foam that is needed.

RETIREMENT RECEPTION-

Mayor Thallemer announced that a reception for his assistant, Michelle Bormet, will be held from 1-3 on August 29th in the City Hall Council Chambers. Michelle will be retiring from her position with the City on August 31st.

DEER REDUCTION EFFORT-

Board member Grose advised that the Archer training is taking place on Saturday the 16th at the Police Department. The training is held in conjunction of the City's deer reduction effort.

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