

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 5, 2014
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 05, 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 Charles Smith, Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, City Planner Jeremy Skinner, WWTU Manager Brian Davison, Park Superintendent Larry Plummer, Street Superintendent Jeff Beeler, Police Chief Scott Whitaker, Fire Chief Mike Brubaker, Fire Inspector Joe Fretz, City Engineer James Emans, Airport Manager Nick King, H/R Director Jennifer Whitaker, Jerry Frush, InkFree News reporter Deb Patterson, and 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 November 21, 2014 Regular Session were presented for approval. An Addition was requested to be made in the minutes under "Other Matters", second bullet point, adding "several other City Employees attended too." Motion made by Board member Smith to approve the minutes as corrected, seconded by Board member Grose, and carried by unanimous vote.

NEW BUSINESS-

SMALL EQUIPMENT PURCHASE/STREET-

Street Superintendent Jeff Beeler requested permission to purchase six (6) chain saws, two (2) telescopic pole saws, and two (2) string trimmers. He received quotes from Bobcat of Warsaw for \$4,359.50 and from B&J Rental for \$4,554.00. Motion made by Mr. Smith to accept the bid from Bobcat of Warsaw for \$4,359.50, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

RESCUE 2 REPLACEMENT/FIRE TERRITORY-

Fire Territory Chief Mike Brubaker requested permission to prepare bid specs and begin the bidding process to replace Rescue 2. The vehicle was new in 1998 and should have been replaced in 2012 per the equipment replacement plan. Motion made by Mr. Smith to proceed with the process, seconded by Mr. Grose, carried by unanimous vote. (Letter attached to minutes).

WARSAW-WAYNE FIRE TERRITORY VOLUNTEER FIRE AGREEMENT-

The 2015 agreement with the Warsaw-Wayne Fire Territory Volunteer Fire Department was presented for approval. City agrees to pay \$36,702.00 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).

MANHOLE REPAIR & REHABILITATION/WWTU-

Wastewater Manager Brian Davison requested permission to accept a quote from Monoform, LLC to rehabilitate and repair various manholes. The quote from Monoform was \$24,975.00. He also received a quote from Conoco Spray Solutions for \$270 per vertical foot. The quote from Monoform listed five (5) projects but only four (4) specified a location. Mr. Davison advised the Board that the fifth location would be determined later. Motion made by Mr. Grose to accept the quote from Monoform for \$24,975.00, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

MACALLISTER POWER SYSTEMS SERVICE AGREEMENT/ WWTU-

Mr. Davison presented a three (3) year service agreement with MacAllister Power Systems at a cost of \$32,652.00. The agreement will help keep emergency equipment in peak operating condition at the treatment plant, and help to minimize expensive repairs. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

KEYSTONE SOFTWARE SYSTEMS AGREEMENT/WWTU-

Keystone Software Systems submitted a Disaster Recovery Agreement on computer software for the WWTU Payment Collection Office. The fee for disaster recovery is \$275.00 for 2015. Motion made by

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

STORMWATER BUDGET GUIDELINE FOR 201 5-

The 2015 Stormwater Utility Budget Guideline was submitted by WWTU Manager Brian Davison. This guideline for Stormwater appropriations will be the setup for 2015 spending. Mr. Grose made a motion to approve the guidelines, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

WWTU BUDGET GUIDELINE FOR 201 5-

The 2015 Wastewater Treatment Utility Budget Guideline was submitted by WWTU Manager Brian Davison. This guideline for sewer appropriations will be the setup for 2015 spending. Mr. Grose made a motion to approve the guidelines, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

CHRISTOPHER B. BURKE ENGINEERING /DRAINAGE STUDY/STORMWATER-

Mr. Davison presented a contract with Christopher B. Burke Engineering, LLC for a drainage study on the south side of the City. The area being studied is primarily south of the railroad tracks at Ranch Road and north of CR 200 South. The study will cost \$69,000.00 and will be paid from Stormwater revenues. Motion made by Mayor Thallemer approving the contract, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached to minutes).

DEVELOPMENT AGREEMENT/PARKVIEW HEALTH SYSTEM , INC./B&P-

City Planner Jeremy Skinner presented a development agreement between the City and Parkview Health System Inc. Parkview proposes to develop land in the platted subdivision known as Parkview Warsaw YMCA Health Campus located at 1355 Mariners Drive and desires to agree to certain developmental obligations for the purpose of satisfying the City's standards for the development. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

M&M CROWN CORPORATION/HR -

Human Resources Director Jennifer Whitaker submitted for approval a contract with Bill Crane of M&M Crown Corporation for employee training on Blood Borne Pathogens. The cost of the training for each session is not to exceed \$1,000.00. Motion made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

2015 TAKE- HOME VEHICLES-

Human Resource Director Jennifer Whitaker provided the "2015 Take-Home Vehicle List" of those employees with City vehicles to be used to drive back and forth from work as well as weather call-out as needed. The Mayor's vehicle is the only authorized vehicle that may be used for personal miles. All are charged per IRS guidelines. Motion made by Mr. Smith to approve the Take-Home Vehicle Requests, seconded by Mr. Grose, carried by unanimous vote. (Documents attached to minutes).

COTTAGE WATCHMAN/MONTHLY TESTING/HR-

Mrs. Whitaker presented a new option that E.F. Rhoades & Sons, Inc./Cottage Watchman Security Systems. They are offering a new option that will ensure landline phones are communicating with "central station". The service provides a weekly auto test with central station notification. The cost is an additional \$2.00 per month to the annual agreement. This item was not listed on the agenda and was a walk-in request. Motion made by Mr. Grose to approve the option, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

SEMI-TRACTOR PURCHASE/STREET-

Mr. Beeler requested permission to purchase a semi-tractor. He received quotes for several different semi-tractors from three different businesses in Fort Wayne. Mr. Beeler would like to purchase the semi from Ruble Truck Sales, Inc. for a 2005 Peterbilt for a negotiated price of \$48,740. This item was not listed on the Agenda and was a walk-in. Motion made by Mr. Grose to accept the quote from Ruble Truck Sales, for \$48,740.00, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

SPECIAL CLAIMS-

Clerk's Office submitted a list of Special Claims for approval totaling \$48,785.00. Motion made by Mr. Grose to approve the claims for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$1,055,813.52

End of the Month Docket - \$728,806.61

Police & Fire Pension Docket - \$39,583.23

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

OTHER MATTERS-

-FirstFriday is tonight and will feature Santa Clause and Victorian Carolers. Toys for Tots Collection will be held in the Plaza tomorrow.

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