

BOARD OF PUBLIC WORKS & SAFETY
MARCH 6, 2015
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, March 6, 2015 at 10:30 A.M. in the Council Chambers at City Hall. Board member Charles Smith presided and the following persons were noted as present or absent:

PRESENT: Board members Charles Smith and Jeff Grose. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, WWTU Manager Brian Davison, WWTU Pre-Treatment Coordinator Duane Griner, Fire Territory Chief Mike Brubaker, City Planner Jeremy Skinner, City Engineer James Emans, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Park Superintendent Larry Plummer, Park Recreation Director Liz McKinley, Street Superintendent Jeff Beeler, HR Director Jennifer Whitaker, reporter Deb Patterson from Ink Free News, and reporter Jennifer Peryam from the Times-Union.

ABSENT: Mayor Thallemer

The meeting was called to order by Mr. Smith followed by the Pledge of Allegiance.

MINUTES-

The minutes from the February 20, 2015 Regular Session were presented for approval. Board Member Grose made a motion to accept the minutes as presented, seconded by Board Member Smith, motion carried by unanimous vote.

NEW BUSINESS-

QUOTES TO PURCHASE NEW VEHICLES/POLICE-

Quotes for three (3) new vehicles for the Police Department were opened and read. Quotes were received from:

1. Lakeside Chevrolet for \$91,747.00
2. Kelly Chevrolet for \$88,465.00
3. McCormick Chevrolet for \$94,056.96

All of the above prices include a trade-in allowance. Motion made by Mr. Grose to take the quotes under advisement, seconded by Mr. Smith, carried by unanimous vote

GRANT AWARDS/KOSCIUSKO COMMUNITY FOUNDATION/REMC OPERATION ROUND-UP/POLICE-

Chief of Police Scott Whitaker requested permission to receive two grants through the Kosciusko Community Foundation and Operation Round-Up. The foundation awarded the police department \$7,128.00 for a two-tier dive boat trailer. Kosciusko REMC Operation Round-Up granted \$1,400.00 for a side scan sonar unit. Motion made by Mr. Grose to accept the grants, seconded by Mr. Smith, carried by unanimous vote. (Letter attached).

CANON COPIER/SANDS OFFICE EQUIPMENT/WWTU-

Street Superintendent Jeff Beeler requested permission to purchase a Canon Color MFP Copier from Sands Office Equipment. The cost of the machine is \$4,558.47. He is also requesting approval of a one-year service agreement for \$1,100.64. Motion made by Mr. Grose approving the purchase and maintenance agreement, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

ACE PEST CONTROL/STREET-

Mr. Beeler requested approval of a service agreement with Ace Pest Control in the amount of \$55.00 per month for monthly extermination control at the Street Department to treat the locker area and cabinets in the main area and the front and back buildings. Mr. Grose made a motion to approve the service agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

ERGO RESOURCE MANAGEMENT, INC./MOU/STREET-

Mr. Beeler presented a Memo of Understanding between the City and Ergo Resource Management, Inc. Ergo will evaluate the street department facility and prepare an EPA spill prevention and counter-measure control plan. They will also conduct employee training. The cost is \$3,800.00 plus project expenses not to exceed 15% (\$570.00). Motion made by Mr. Grose to approve the memo, seconded by Mr. Smith, carried by unanimous vote. (Letter attached to minutes).

PRE-TREATMENT ENFORCEMENT PROCEDURE GUIDE/WWTU-

WWTU Pre-Treatment Coordinator Duane Griner presented an enforcement response plan for the Industrial Pretreatment Program. It includes a range of enforcement responses and pre-treatment violations. It is for guidance and is not intended to limit the enforcement discretion of administering agencies. After discussion a motion was made by Mr. Grose to approve the guide, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

ISSUANCE OF CHECK/WWTU

WWTU Manager Brian Davison requested that the board authorize the Clerk-Treasurer to issue a check for a 2015 Ram 2500 truck upon delivery to avoid any penalties with licensing. The truck purchase of \$29,992.00 had been previously approved by the Board and the truck will be delivered before the next Board of Works meeting. Motion made by Mr. Grose to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Letter attached to minutes).

PARK CONTRACTS-

Park Recreation Director Staci Young, requested approval of following activity contracts:

1. Central Park Concert Series:
 - a. Alligator Blackbird/Fabian Guzman - \$900.00
 - b. Hoosier Highway - \$1,200.00
 - c. Mitch Mammina - \$900.00
 - d. Dave Zane/The Bigger Picture - \$850.00
 - e. Pikeville Entertainment/Cari Ray- \$700.00

2. National Concerts:
 - a. Agency for the Performing Arts, Inc./Kansas/Main Headliner for Classic Rock Concert-\$27,500.00
 - b. Brian Fravel d/b/a Pro-Audio Services/back line services for Country Concert-\$1,500.00

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

PAY APPLICATION #26/HUSKY TRAIL PROJECT/BUILDING & PLAN-

City Planner Skinner presented an invoice from A&Z Engineering requesting a payment of \$20,041.25 for Pay Application #26 for work done on the Husky Trail project including LPA Voucher #8 for right-of-way costs to the Indiana Department of Transportation requesting 80% reimbursement. Motion made by Mr. Smith to approve Pay Application #26 to A&Z Engineering, and (ROW) Voucher #8 to INDOT, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

TROYER GROUP/DESIGN SERVICES/MARINER DRIVE/B&P-

Mr. Skinner presented an agreement between the City and The Troyer Group. The agreement is for engineering services for the design and construction administration for Mariners Drive. Cost of the services is not to exceed \$51,545.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

VS ENGINEERING/MARKET STREET IMPROVEMENTS/B&P-

Mr. Skinner presented a contract from VS Engineering, Inc. not to exceed \$253,200.00. Eighty percent (80%) of the project will be paid from federal funds administered through the Indiana Department of Transportation (INDOT). INDOT needed the contract approved by March 3, 2015 and Mr. Skinner received verbal approval from the Board. INDOT requested several changes in the contract after the 3rd including the location of the project from Hickory Street to Bronson Street, 10-foot multi-use trail on the south side, and the letting date changed from August of 2017 to March 7, 2018. The contract is for the rehabilitation and widening of Market Street. It also includes two 10-foot driving lanes, on-street parking, sidewalks, roadway lighting, intersection improvements, and storm drain improvements. Motion made by Mr. Grose to approve the contract as originally presented and amended, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

NEW HIRES/CHANGE IN PAYROLL REPORT/HR-

A list setting forth a change in payroll request for two (2) employees, both at WWTU, were presented for approval. Motion made by Mr. Grose approving the list, seconded by Mr. Smith, and carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS-

A list setting forth eight (8) specific travel requests: Police-five (5) and WWTU-three (3) was presented for approval. Motion made by Mr. Smith to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$294,072.55

EOM Docket - \$787,947.07

Pension Dockets - \$40,090.99

Motion made by Mr. Grose to approve the claim dockets 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