

BOARD OF PUBLIC WORKS & SAFETY
MARCH 20, 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 20, 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, WWTU Manager Brian Davison, Fire Territory Chief Mike Brubaker, City Planner Jeremy Skinner, City Engineer James Emans, Warsaw Park Superintendent Larry Plummer Jr., Park Activity Director Liz McKinley, Police Chief Scott Whitaker, Airport Manager Nick King, Warsaw Street Department Superintendent Jeff Beeler, Cemetery Sexton Hal Heagy, H/R Director Jennifer Whitaker, Building Maintenance Trent Stamper, Mayor's Assistant Staci Young, Philip Stone from "Hooked on Sales", Deb Patterson, reporter from Ink Free News, and Jennifer Peryam reporter from the Times-Union.

ABSENT: None

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

MINUTES-

The minutes from the March 6, 2015 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.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

None presented

UNFINISHED BUSINESS-

BID AWARD/POLICE VEHICLES-

Bids were opened for three new police vehicles during the March 6th meeting. After review Police Chief Scott Whitaker is recommending that Lakeside Chevrolet receive the bid award for a 2015 Caprice PPV for \$28,310.00 and a 2015 Tahoe SSV for \$34,806.00 plus a trade-in credit from a 2008 Impala for \$2,000.00 and 2007 CVPI for \$1,500.00 for a total of \$59,616.00 for Lakeside Chevrolet. He is also recommending the purchase of a 2015 Tahoe PPV from Kelley Chevrolet for \$32,215.00 plus a trade-in credit for a 2004 Envoy for \$2,500.00 for a total of \$29,715.00 for Kelley Chevrolet. After discussion a motion was made by Mr. Smith to accept Chief Whitaker's recommendations for a grand total of \$89,331.00, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

NEW BUSINESS-

AIRPORT SHOP BUILDING ROOF REPLACEMENT/AVIATION-

Airport Manager Nick King presented several quotes to replace a roof on the airport shop building. He received quotes from:

Jeff Unterbrink - \$4,000.00

Ideal Construction - \$7,826.00

O & R Buildings LLC - \$9,000.00

Mr. King recommends that Ideal Construction be awarded the bid for \$7,826.00. Ideal Construction was already doing work on the building and discovered the need for the new roof, so this item is being considered a Change Order from Ideal's original agreement. Motion made by Mr. Smith to approve the change order, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

GOOGLE APPS FOR GOVERNMENT/MAYOR-

Currently the City operates under Network Solutions for e-mail accounts. The accounts are becoming problematic in several areas. The Mayor's Assistant, Staci Young, is recommending that the City switch to Google Apps for Government and that the Board accept Google's Terms of Service. The cost will be \$50.00 annually per each account. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

BIT COMPUTERS/E-MAIL CONVERSION-

Mrs. Young is requesting the Board approve an agreement with BIT Computers to handle the email conversion, mentioned previously, for each department at a cost of \$85 per hour. Motion made by Mr.

Grose to approve the agreement with BIT Computers, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

2015 HVAC SERVICE AGREEMENT/WWFT-

Fire Territory Chief Mike Brubaker requested approval to enter into an annual HVAC service agreement with Elliott's Heating, Air Conditioning, and Geo Thermal. The cost will be \$385.00 to service the HVAC systems at each station biannually. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

WESSLER ENGINEERING, INC.-WASTEWATER COLLECTION SYSTEM I/I REDUCTION PROGRAM/AMENDMENT/WWTU-

Wastewater Treatment Utility Manager Brian Davison asked for approval of an amended agreement with Wessler Engineering for the "Collections System I/I Reduction Program". The amendment adds Phase II-Flow Monitoring at a cost of \$181,669.00. Motion made by Mr. Smith approving the amendment, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

REQUEST TO REDUCE ITINERANT MERCHANT FEES/HOOKED ON SALES, INC./B&P

Philip Stone from Hooked on Sales, Inc. requested a reduction in itinerant merchant fees for a sale campaign they are conducting for Comcast. Mr. Stone and other sales reps. from Hooked on Sales, and Grace College students will be going door to door for several weeks selling for Comcast. Motion made by Mr. Smith to charge the local resident's daily fee of \$5.00 per worker, or \$100.00 annually, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

PAY APPLICATION #27/HUSKY TRAIL PROJECT/BUILDING & PLAN-

City Planner Skinner presented an invoice from A&Z Engineering requesting a payment of \$4,276.40 for Pay Application #27 for work done on the Husky Trail project including LPA Voucher #19 for preliminary engineering costs to the Indiana Department of Transportation requesting 80% reimbursement. Motion made by Mr. Grose to approve Pay Application #27 to A&Z Engineering, and (PE) Voucher #19 to INDOT, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

CONSTRUCTION ADMINISTRATION SERVICES/A&Z ENGINEERING/MARKET ST./B&P-

Mr. Skinner presented a proposal from A&Z Engineering to assist the City with construction inspection and administration services for the Market Street Improvement project between Bronson and Argonne Road. The cost is not to exceed \$9,000.00. Motion made by Mr. Smith to approve the proposal, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

SIGNATURE TREE COMPANY/PARK-

Park Superintendent Larry Plummer requested approval of a contract with Signature Tree Company in the amount of \$3,905.00 for prevention of Cottony-Cushion Maple scale disease. Maple trees at Center Lake, Pike Lake, and in Central Park will be treated. Mr. Grose made a motion to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

KOSCIUSKO COUNTY COMMUNITY FOUNDATION/GRANT AWARD/PARK-

Park Superintendent Larry Plummer Jr. announced to the Board that the Park received notification from the Kosciusko County Community Foundation that the City was awarded \$5,353.34 for the 2015 Summer Central Park Concert Series. Mr. Smith made a motion to accept the grant, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached).

PARK CONTRACTS-

Park Recreation Director Liz McKinley requested approval of following activity contracts:

1. Central Park Concert Series:
 - a. Michael Jacobs, June 5 - \$550.00
2. National Concerts:
 - a. Paul Lafferty/Stagehand Classic Rock, and Country Concerts-\$240.00
 - b. Brian Neher/Stagehand for Classic Rock, Blues & BBQ, and Country Concert-\$360.00
 - c. Bryan Slusher/Stagehand for Classic Rock, and Country Concerts-\$240.00
 - d. Tim Smith/Stagehand for Classic Rock, Blues & BBQ, and Country Concerts-\$360.00
 - e. Brian Smith/Stagehand for Classic Rock Concert-\$120.00
 - f. Dustin Hendrickson/Stagehand for Country Concert-\$120.00

- g. Trent Tillman/Stage hand for Classic Rock, Blues & BBQ, and Country Concert-\$360,00
- h. Brian Fravel, dba Pro Audio Service/Sound Production for Classic Rock, Blues & BBQ, and Country Concert-\$8,550.00
- i. After Midnight/Opening Act Classic Rock Concert-\$2,000.00
- j. Emily Woodill/Opening Act for Country Concert-\$1,000.00

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

- 3. Inclement Weather Locations Rental:
 - a. Lake View Middle School Auditorium-\$400 per event
 - b. Tiger Den for Country Concert-\$750 plus custodial.

Fee waived for first concert either at Lakeview or WCHS. Motion made by Mr. Smith to approve the contracts, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

- 4. Aon Association/Showstoppers Event Cancellation Applications and Policies for Classic Rock and County Concert-\$1,237.33.

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

- 5. Wyndham Garden Hotels-Overnight Accommodations for headline concert performers and sound production contractor-\$2,324.00

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

TECHNICAL DIFFERENCE, INC. (PEOPLE-TRAK)/HR-

Human Resources Director Jennifer Whitaker presented the Annual Maintenance and Support agreement with Technical Difference, Inc. (People-Trak) for support and program maintenance for the software used by the Human Resources Department at a cost of \$1,143.04. Motion was made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached to minutes).

THERMAL EQUIPMENT SALES/ MAINTENANCE AGREEMENT/HR-

Building Maintenance tech Trent Stamper requested acceptance of a yearly maintenance agreement with Thermal Equipment Sales, Inc. to maintain the Daiken VRV and Venmar ERV (HVAC) units at City Hall. The inspections will occur twice a year for a total cost of \$4,500.00. Motion made by Mr. Smith to accept the agreement, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

TRAVEL REQUESTS-

A list setting forth four (4) travel requests: Police-1; WWTU-3, was presented for approval. Motion made by Mr. Grose to approve the travel requests, seconded by Mr. Smith, carried by unanimous vote. (Info. attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval:

Regular Docket - \$1,649,964.48

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

OTHER-

REQUEST TO SEEK BIDS/STREET-

Street Superintendent Jeff Beeler requested permission to seek bids for four truck cabs and chassis.

Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, 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

