

BOARD OF PUBLIC WORKS & SAFETY
May 1, 2015
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 1, 2015 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 Jeff Grose, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Park Superintendent Larry Plummer, Park Recreation Director Liz McKinley, City Planner Jeremy Skinner, WWTU Assistant Manager Larry Hyden, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Fire Territory Chief Mike Brubaker, Street Superintendent Jeff Beeler, Stormwater Director Theresa Sailor, H/R Director Jennifer Whitaker, Tony Obringer from First Source Bank, Josie Ryan from Post 49 of the American Legion, Jerry Frush, InkFree News reporter Deb Patterson, and Times-Union reporter Jennifer Peryam.

ABSENT: Board member Charlie Smith

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

MINUTES-

The minutes from the April 17, 2015 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

NEW BUSINESS-

AMERICAN LEGION/STREET CLOSURE-

Josie Ryan of American Legion Post #49, requested closure of the 100 block of West Ft. Wayne St. on Saturday May 16, 2015 from 8:00 a.m. until 11:00 a.m. for their 1st Annual Poker Run to support Veterans Services in our community. Mr. Grose made a motion to allow the street closure, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

WALKING PROGRAM/PARK-

Parks Recreation Director Liz McKinley presented a contract with Charlie Frisinger to lead and supervise a fifteen (15) week walking program. The walks will take place every Wednesday from noon to 1:00 p.m., May thru September, and follow a designated route. Cost of the contract is \$300.00. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

MOMMY-SON ADVENTURE/POTAWATOMI ZOO/PARK-

Mrs. McKinley presented another contract with Potawatomi Zoo to provide farm-themed animals for the Mommy-Son Adventure to be held on May 1, 2015 at the Pete Thorn Center. Cost of the contract will be \$255.00. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

VEHICLE PURCHASE/PARK-

Parks Superintendent Larry Plummer requested permission to solicit quotes for the purchase of a new pickup truck. The new truck will replace a 2001 GMC. Motion made by Mr. Grose to approve the request, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

CONTRACT/4TH OF JULY CELEBRATION FIREWORKS/PARK-

Mr. Plummer presented an agreement between the City of Warsaw and Warsaw Community Development Corporation for the Park to contribute \$3,500.00 toward the purchase of fireworks for the annual Warsaw-Winona Lake fireworks show to be held on the evening of July 4, 2015. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, motion carried by unanimous vote. (Documentation attached to minutes).

VAN PURCHASE/WWTU-

Wastewater Utility Assistant Manager Larry Hyden requested permission to purchase a 2016 Ford Transit Connect Van. He received quotes from Rochester Ford Lincoln, Inc. for \$20,973.00 and from Rice Ford for \$21,798.00. Both quotes included a trade-in value from a 2004 GMC Safari AWD Van. He also had requested a bid from Kerlin Ford but they did not provide a quote. Motion made by Mr. Grose to

approve the bid from Rice Ford for \$21,798.00 since they are a local business, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

CENTER FOR LAKES AND STREAMS/STORM DRAIN ART PROJECT-

Stormwater Utility Coordinator Theresa Sailor presented information and a Memorandum of Understanding for public education storm drain art project. The Utility will partner with the Center for Lakes and Streams. Cynthia Bryan will teach students who will research the habitat of what body of water a storm drain leads to and paint a picture that relates to the habitat. Cost of the project will be \$2,200.00 (\$500.00 in 2015 and \$1,700.00 in 2016). Motion made by Mr. Grose to approve the public education project and memorandum of understanding, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

MARKET STREET IMPROVMENTS/PHASE #1/PAY APP. #1/B&P-

City Planner Jeremy Skinner requested Payment Application #1 to Niblock Excavating for \$101,336.50. The payment application is in regards to Phase #1 of the Market Street Improvements Project. City Engineer James Emans has reviewed the payment and has approved the request. Motion made by Mr. Grose to approve the payment, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

BRIDGE #18 AMENDED AGREEMENT/B&P-

The Board had approved an agreement with Kosciusko County to reconstruct Bridge #18 on CR 300 N on April 19, 2013. During the engineering and environmental permitting stage a number of additional issues were discovered that have led to an increase in the environmental permitting cost of the project. City Planner Jeremy Skinner requested that the Board approve an amendment to the original agreement to reflect an additional cost of \$64,400.00. Motion made by Mr. Grose to approve the request and amendment, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

TAILGATE SPREADERS/STREET-

Street Superintendent Jeff Beeler requested permission to purchase four (4) tailgate spreaders from Hoosier Equipment for \$4,549.00 each, for a total of \$18,196.00. He also received quotes from Palmer Equipment at \$6,160.00 each and from Hoosier Truck & Trailer for \$3,950.00 each, but Hoosier Truck & Trailer did not meet specifications. Motion made by Mr. Grose to approve the bid from Hoosier Equipment for a total of \$18,196.00, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

DUMP TRUCK BEDS & HOISTS/STREET-

Mr. Beeler requested permission to purchase four (4) dump beds and hoists. He received bids from Hoosier Equipment for \$10,269.00 each for a total of \$41,076.00, Palmer Equipment for \$13,901.00 each, and Hoosier Truck and Trailer for \$11,550.00 and \$9,292.00 each, but Hoosier Truck did not meet specifications. Motion made by Mr. Grose to approve the bid from Hoosier Equipment for \$41,076.00, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

ZERO TURN LAWN MOWERS/STREET-

Mr. Beeler requested permission to purchase two (2) Zero Turn Lawn Mowers from More Farm Store for \$8,704.00. He also received quotes from Weaver Ag for \$10,900.00 and \$11,900.00, Greenmark Equipment for \$13,800.00, and from Bobcat of Warsaw for \$13,366.00, \$16,328.00, and \$10,740.32. Motion made by Mr. Grose to approve the quote from More Farm Store for \$8,704.00, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

INDIANA DEPARTMENT OF TRANSPORTATION/GRANT AWARD/STREET-

Mr. Beeler advised the Board that the Indiana Department of Transportation (INDOT) has awarded a reimbursable grant to the city of \$27,292.19 for railroad grade crossings upgrades. Funds will be used for signage and pavement markings. Motion made by Mr. Grose to accept the award, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

EAST CENTER STREET CABLE REPLACEMENT/STREET-

Mr. Beeler presented a proposal from Michiana Contracting, Inc. to replace cables on East Center Street. For safety reasons and MUTCD Codes, current signs, cables, and hardware will be replaced at a cost of \$5,700.00. Motion made by Mr. Grose to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

BID REQUEST/STREET-

Mr. Beeler requested permission to seek sealed bid proposals for the following items:

- New automatic side load refuse truck.
- Two rear load conversions (to allow automatic dumping)
- Up to 5,000 96 gallon or 64 gallon trash cans
- Trash can advertisements.

Motion made by Mr. Grose to proceed with the bids, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

PAVEMENT SOLUTIONS/STREET-

Mr. Beeler presented a contract with Pavement Solutions, Inc. for a road maintenance demonstration. A hot fiber crack sealant will be applied on Center Street, Lake Street, Ranch Road, Frontage Road, and Parker Street. Pavement Solutions will show Street Department employees how the sealant is applied and maintained. The cost is \$7,500 per day and is estimated to take one day to complete. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

KOSCIUSKO COUNTY FARMERS MARKET/2015 LICENSE AGREEMENT-

An agreement with Kosciusko County Farmers Market, LLC, allowing the Farmers Market access to the concrete road area of the 100 Block of West Center Street (situated between Buffalo Street and Lake Street) and/or the adjacent City Hall Plaza. The Market will operate every Saturday 8:00 am until 1:00 pm from May 2, 2015 until October 31, 2015. Motion made by Mr. Grose to accept the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS-

A list setting forth six (6) travel requests: Clerk-Treasurer – two (2); Stormwater Utility – one (1); and Police – three (3), was presented for approval. Motion was made by Mr. Grose to approve the travel requests, seconded by Mayor Thallemer, carried by unanimous vote. (List attached).

BARKER ARCHIVES/DESTRUCTION OF RECORDS-

A contract with Barker Archives for disposal of boxes filled with public records from various departments at a cost of \$.15 per pound plus a \$30.00 trip charge to each building was presented for approval. The records to be destroyed have been approved by the Indiana Commission of Public Records. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

FIRST SOURCE BANK LEASE/3-WHEELED MECHANICAL VEHICLE/STORMWATER-

Earlier this year the Board approved the purchase of a 3-wheeled mechanical vehicle (street sweeper) from Brown Equipment for \$172,575.00. The vehicle has been delivered to the City and Stormwater Utility is requesting that a lease be issued to pay for the vehicle. Tony Obringer, Vice President and Lease Manager of First Source Bank has proposed a four (4) year lease with 1.680% interest. The first payment, due at signing, is \$44,087.02 and the other three annual payments will be \$44,086.02. The final cost of the purchase was \$171,989.00. Motion made by Mr. Grose to approve the lease from First Source, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

SPECIAL CLAIMS-

Clerk's office submitted a listing of special claims totaling \$44,087.02. Motion was made by Mr. Grose to approve the claims for payment, seconded by Mayor Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$253,795.68

Pension Docket - \$40,090.99

End of Month - \$1,311,811.32

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

OTHER ITEMS-

TRAVEL REQUEST-

-A verbal request was made for City Engineer James Emans to attend MS4 School on May 12th. Mr. Grose made a motion to approve the request, seconded by Mayor Thallemer and carried by unanimous vote.

STREET CLOSURE-

Police Lieutenant Kip Shuter requested permission to close the 100 Block of West Center Street each Saturday from May 2nd thru October 31st from 7 a.m. until 1:00 p.m. for the Farmer's Market. Motion made by Mr. Grose to approve the closure, seconded by Mayor Thallemer, carried by unanimous vote.

OTHER-

- Mayor Thallemer announced that a local bank may soon start taking Wastewater Utility payments.
- Purchase of the Ceres Farms, LLC property by the Airport was finalized earlier this week.
- Police Chief Scott Whitaker reminded the Board that Law Enforcement in Action Day will take place on May 12th, 2015 from 9 a.m. to 12 p.m.

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