

BOARD OF PUBLIC WORKS & SAFETY
August 07, 2015
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 7, 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 Charles Smith, Jeff Grose, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Park Recreation Director Liz McKinley, Fire Territory Administrative Assistant Shirley Fetrow, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Street Superintendent Jeff Beeler, WWTU Superintendent Brian Davison, City Engineer James Emans, Cemetery Sexton Hal Heagy, Police Officer Samuel Weaver and his family and friends, Ink Free 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 July 17, 2015 Regular Session were presented for approval. Motion to approve the minutes was made by Mr. Grose, seconded by Mayor Thallemer, motion carried by unanimous vote.

RECOGNITION OF VISITORS-
POLICE OFFICER SWORN-IN-

Police Chief Scott Whitaker introduced Officer Samuel Weaver. Mayor Thallemer administered the Oath of Office as a Police Officer for the City. (Copy of oath attached to minutes).

REPORTS/ORAL & WRITTEN COMMUNICATIONS-
None presented.

UNFINISHED BUSINESS-
PARKING FACILITY LEASES/HARRIS-

Two (2) parking facility leases between the City of Warsaw and Philip and Maxine Harris and Stephen and Carla Harris for property more specifically set forth within the agreements were presented for approval. The term for Stephen and Carla's lease is 24 months, commencing on December 1, 2015 and terminating on November 30, 2017. The City agrees to pay \$16,800.00 for the entire term to Stephen and Carla Harris. Motion made by Mr. Smith approving the lease for Stephen and Carla Harris, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

The term for Philip and Maxine's lease is also 24 months, commencing on the 13th day of September 2015 and terminating on the 12th day of September 2017. The City agrees to pay \$18,000.00 for the entire term of the lease to Philip and Maxine Harris. Motion made by Mr. Grose approving the lease for Philip and Maxine Harris, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

BID AWARD FOR NEW REFUSE COMPACTOR/STREET-

Bids for a new 31-Yard Automated Side Load Refuse Compactor with cab and chassis were opened during the July 17th meeting. Bids were received from:

Link Equipment-\$264,484.00

Pyramid-\$249,125.00

Best Equipment-\$252,789.00

All bids included a trade-in allowance. Motion made by Mr. Smith to award the bid to Pyramid, seconded by Mr. Grose carried by unanimous vote. (Information attached to minutes).

NEW BUSINESS-

BID OPENING/CENTRAL PARK STORM SEWER CLEANING-

Bids were solicited and received for storm sewer cleaning in Central Park. The only bid was received from:

Selge Construction Co., Inc.-\$20,000.00

After review by City Engineer James Emans, a motion was made by Mr. Grose to accept the bid and award the contract to Selge, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

CUBMOBILE RACES 2015/STREET CLOSURE-

Police Lieutenant Kip Shuter requested closures of **North Indiana Street** from the first alley north of Center St. to the parking lot at Central Park; **Main Street** from High St. to the drive-way of WWFT Station #1; and **Fort Wayne Street** from Buffalo St. to the rear parking lot entrance of the Zimmer Building on Saturday, September 26th from 6:00 am to 1:00 pm for the annual Cubmobile races. Mr. Smith made a motion to allow the street closures, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

H.J. UмбаUGH ACCOUNTING AGREEMENT/SEWAGE WORKS REFUNDING BONDS OF 2015-

An agreement from H. J. Umbaugh & Associates, to provide accounting services for the City related to the issuance of the proposed Sewage Works Refunding Bonds of 2015, was presented for approval. A fee schedule was included within the agreement. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith carried by unanimous vote. (Information attached to minutes).

CIVICPLUS/MOBILE APP/MAYOR-

A sales agreement was presented for development, hosting, and support for CivicMobile App from CivicPlus, the City's current website developer and host. Cost of the agreement is \$6,350. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

PAPERLESS MEETINGS/BOARD PAQ/MAYOR-

Information was presented to begin transitioning to paperless City meetings. Packets would be provided through an internet/cloud-based program called BoardPaq and can be used on iPads, PC, etc. No contract is required and the cost is \$1,247.00 for one year for 10 licenses. Motion made by Mr. Grose to approve the program, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

YMCA RENEWAL AGREEMENT-

An agreement from the YMCA setting forth an annual renewal agreement for corporate membership was presented for approval. The City will pay Kosciusko County YMCA an annual fee so City employees may receive a discount on membership. The cost to the City will be \$350.00. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith carried by unanimous vote. (Copy attached to minutes).

GRANT AWARD/KOSCIUSKO COUNTY REMC/FIRE-

Fire Territory Administrative Assistant Shirley Fetrow requested the acceptance of a grant from the Kosciusko County REMC for a total amount of \$1,000.00. The funds are in support of the Play It Safe/Family Safety Day. Motion made by Mr. Smith to accept the grant, seconded by Mr. Grose, carried by unanimous vote. (Award letter attached).

PARK CONTRACTS-

Park Recreation Director Liz McKinley, requested approval of following activity contract:

1. General Programs:
 - a. Silly Safari Shows Inc.-Family Carnival Event – \$400.00

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

TORO MOWER PURCHASE/PARK-

Park Director Larry Plummer requested permission to purchase a new Toro Z-5000 series with 52" deck, 25HP Kohler blower and DFS bagger from Hoffman Outdoor Power Equipment Inc. for \$4,950.00. He also received a quote from More Farm Stores for \$6,807.00. Both quotes included a trade-in value for a Toro Z-Master Z500. Motion made by Mr. Grose to approve the purchase from Hoffman for \$4,950.00, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

SCHOOL RESOURCE OFFICERS/WCS/POLICE-

Police Chief Scott Whitaker presented a contractual price adjustment between Warsaw Community Schools and the City to provide Resource Officers. The City will provide four (4) officers to rotate between various schools and the school system will reimburse the City and provide funds for two of those officers in an amount stated in the document. Motion made by Mr. Smith to accept the adjustment, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

WEAVER CONSULTANTS/REMOVAL OF UNDERGROUND TANKS/POLICE-

Chief Whitaker presented an agreement with Weaver Consultant Group for removal of two underground storage tanks at the Police Department. After the tanks are removed they will conduct soil sampling and testing. Total cost will be \$27,937.00 with the Police Department paying \$16,430.00 and Stormwater Utilities paying \$13,507.00. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

VEHICLE PURCHASE/POLICE-

Chief Whitaker received quotes for the purchase of two new vehicles to replace two vehicles that were damaged beyond repair in separate accidents. He received a quote from Lakeside Chevrolet of Warsaw for \$55,718.00. Motion made by Mr. Smith to accept the quote from Lakeside Chevrolet for \$55,718.00, seconded by Mr. Grose and carried by unanimous vote. (Information attached).

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

Mr. Skinner presented an Amendment from A&Z Engineering for the construction inspection and administration services for the Market Street Improvement project between Bronson St. and Argonne Rd. The amendment adds \$11,000.00, to address grade issues, to the agreement approved on March 20, 2015. Motion made by Mr. Grose to approve the Amendment, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

MOU/KELLY PARK POND WATER TESTING/STORMWATER-

Stormwater Coordinator Theresa Sailor presented a Memorandum of Understanding with the Center for Lakes and Streams to perform water testing from the Kelly Park Pond. Cost of the testing will be \$1,075.00. Motion made by Mr. Grose to approve the MOU, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes)

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 2015-2016 will be \$2,275.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

LINKO DATA SYSTEMS MAINTENANCE CONTRACT/WWTU-

WWTU Manager Brian Davison presented a one-year agreement (08/01/2015 thru 07/31/2016) with Linko Data Systems, Inc. for software support and maintenance plan (pre-treatment) at a fee of \$1,535.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

NEW HIRES/CHANGE IN PAYROLL/REPORT-

A new hire/change in payroll report was provided for approval: Police- 2; Street -1 and more specifically set forth on the list attached to minutes. Motion made by Mr. Grose to approve the new hires/changes in payroll, seconded by Mr. Smith and carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS-

A list setting forth ten (10) travel requests: Police- 10, was submitted for approval. Motion made by Mr. Smith approving the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

KEYSTONE ANNUAL SOFTWARE AGREEMENT/CLERK-TREASURER-

An annual Software Maintenance Agreement with Keystone Software Systems for budgeting and assets software for the Clerk-Treasurer's Office was presented for approval. The contract amount for 2015-2016 is \$3,195.00. Motion to approve the agreement was made by Mr. Smith, seconded by Mr. Grose carried by unanimous vote. (Copy of worksheet attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a list of special claims for approval totaling \$6,774.70. Motion made by Mr. Smith approving the claims for payment, seconded by Mr. Grose, carried by unanimous vote. (List attached).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$436,127.23

End of the Month Docket - \$963,314.62

Fire & Police Pension Docket - \$40,090.99

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

OTHER-

STRUCTUREPOINT/BUFFALO STREET REDEVELOPMENT PROJECT/B&P-

Mr. Skinner walked in a contract between the City and American Structurepoint, Inc. who will provide certain engineering services for the Buffalo Street Redevelopment Project. Cost of the contract is \$180,800.00. Motion made by Mr. Smith approving the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

RECYCLING BIDS-

Street Superintendent Jeff Beeler requested permission to solicit bids for City-wide recycling. The current contract expires at the end of this year and for budgeting purposes he would like to start the bidding process. Motion made by Mr. Grose to solicit bids, seconded by Mr. Smith, carried by unanimous vote.

MEDIATION BY CITY ATTORNEY-

City Attorney Mike Valentine requested permission to enter into mediation with Dore Associates on a claim that has been filed. 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