

BOARD OF PUBLIC WORKS & SAFETY
AUGUST 21, 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 21, 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 Mayor Thallemer, Jeff Grose and Charles Smith. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Street Superintendent Jeff Beeler, WWTU Manager Brian Davison, City Engineer James Emans, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Jr., Fire Territory Chief Mike Brubaker, Police Chief Scott Whitaker, IT Communications Coordinator Bret Richardson, HR Director Jennifer Whitaker, Pam Kennedy from Warsaw Housing Authority/Housing Opportunities of Warsaw, 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 August 7, 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.

NEW BUSINESS-

WARSAW HOUSING AUTHORITY/RELEASE OF MORTGAGE-

Pam Kennedy from Housing Opportunities of Warsaw requested a release of mortgage for the following property:

1. James E. Hyde, 516 E. Clark Street, record document #2012080403

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

REQUEST TO REDUCE ITINERANT MERCHANT FEES/MERCADO MARKETING, INC./B&P-

Arthur Schmeltz of Mercado Marketing, Inc. submitted a letter to the Board requesting a reduction in itinerant merchant fees for a sales campaign they are conducting for Comcast. Mr. Schmeltz and his team will be going door to door to offer better rates to existing customers or service for new customers. Motion made by Mr. Grose to charge the local resident's daily fee of \$5.00 per worker, valid until the end of 2015, or \$100.00 annually per person which will be valid for one calendar year, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

STREET CLOSURE REQUEST/FAMILY SAFETY DAY/WWFT-

Fire Territory Chief Mike Brubaker requested part of Canal Street be closed on Saturday, September 12, 2015 from 10:00 a.m. until 4:00 p.m. for Family Safety Day held in Central Park. Motion made by Mr. Smith to approve the closing, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

NEW RESCUE TRUCK/FIRE TERRITORY-

Chief Brubaker requested permission to begin the bidding process to purchase a new rescue truck. Motion made by Mr. Smith to proceed with the process, seconded by Mr. Grose, carried by unanimous vote. (Letter attached to minutes).

PURCHASE REPLACEMENT TORNADO SIREN/WWFT-

Chief Brubaker requested permission to replace the tornado siren at Station #2. He received quotes from J&K Communications for \$26,599.33 and Great Lakes Communications Sales, Inc. for \$27,920.00. Mr. Smith made a motion to approve the quote from J&K Communications for \$26,599.33, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

ROOF REPLACEMENT/STATION #2/WWFT-

Chief Brubaker requested permission to replace the roof at Station #2. He received quotes from Morris & Sons Roofing, Inc. for \$39,870.00 and from Robinson Construction with quotes ranging from \$26,854.00 to \$31,512.00 depending upon when a payment is made or how much is paid when material is ordered. Motion made by Mr. Grose to accept the quote from Robinson requiring 60% payment due

before material order and 40% paid upon completion for a total of \$27,402.00, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

POLICE GRANT/BUREAU OF JUSTICE ASSISTANCE/BULLETPROOF VEST-

Police Chief Whitaker informed the Board that the Bureau of Justice Assistance officially announced that the City of Warsaw's application for the FY 2015 Bulletproof Vest Partnership Grant Program has been approved in the amount of \$4,128.27. There is a required match that is supported in the Police Department budget. Motion made by Mr. Smith to accept the grant, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

POLICE GRANT APPLICATIONS/OPERATION PULL OVER/DUI TASK FORCE-

Chief Whitaker informed the Board that the Winona Lake Police Department has applied for funding for fiscal year 2016 (October 1, 2015 thru September 30, 2016) for the following grants provided from the National Highway Transportation Safety Administration (NHTSA), Indiana Criminal Justice Institute (ICJI), and the Kosciusko County Traffic Safety Partnership.

(1) Operation Pull Over (OPO) - approximately \$12,000.00.

(2) DUI Task Force Indiana- approximately \$7,000.00.

Motion made by Mr. Smith approving the applications, seconded by Mr. Grose, carried by unanimous vote. (Letters attached to minutes).

COMCAST BUSINESS CLASS PRI/INTERNET SERVICE/POLICE-

Chief Whitaker requested permission to enter into a thirty-six (36) month agreement with Comcast Business Class PRI/Internet Service. The cost of the service for the PRI will be \$289.00 per month and for the internet, \$182.90 per month. IT Communications Coordinator Bret Richardson explained what PRI is. Motion made by Mr. Grose approving the agreement, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

PAY APP #31/HUSKY TRAIL PROJECT/BUILDING & PLAN-

City Planner Jeremy Skinner presented Pay Application #31 and invoice from A&Z Engineering requesting a payment of \$5,833.60 for work done on the Husky Trail Project. Also included was LPA Voucher #22 for Preliminary Engineering costs to the Indiana Department of Transportation requesting 80% reimbursement. Motion made by Mr. Smith to approve Pay Application #31 to A&Z Engineering, and (PE) Voucher #22 to INDOT, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

PAY APP #3/HUSKY TRAIL PROJECT/RIGHT-OF-WAY ACQUISITION/BUILDING & PLAN-

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$37,565.00 for Right-of-Way Acquisition services along the Husky Trail Project for Pay Application #3. Also included was LPA Voucher #3 to INDOT requesting reimbursement from the State for the 80/20 grant. Motion made by Mr. Grose to approve Pay Application #3 to A&Z Engineering, and (ROW Acq) Voucher #3, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

TROYER GROUP/ENGINEERING SERVICES CONTRACT/BUILDING & PLAN-

Mr. Skinner presented a contract from Troyer Group, Inc. for engineering services as needed. Cost will be determined per the fee schedule attached to the contract. Motion made by Mr. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

MARKET STREET IMPROVEMENTS/PHASE #1/PAY APP. #3/B&P-

City Engineer James Emans requested Payment Application #3 to Niblock Excavating for \$261,893.26. The payment application is in regards to Phase #1 of the Market Street Improvements Project which includes 5% retainage withheld by the City per the agreement. Mr. Emans has reviewed the payment application and has approved the request. Motion made by Mr. Grose to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

CHANGE ORDER #1/MARKET STREET IMPROVEMENTS/B&P-

Mr. Emans presented Change Order #1 for the Market Street Improvements, Phase #1, in the amount of \$50,358.75. The change order adds rebuilding the Johnson Street intersection and the removal and replacement of a storm sewer located along the west side of Johns Street plus other minor changes detailed in the order. Motion made by Mr. Smith to approve the change order, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

NEW HIRES/REHIRES/CHANGES REPORT-

Human Resources Director Jennifer Whitaker provided for approval thirteen (13) changes of payroll/new hires. She also advised the Board that INPRS (Indiana Public Retirement System) may approve future Fire

Chief Mike Wilson verbally before the City receives any paperwork from them regarding Mr. Wilson's eligibility to work. Mrs. Whitaker also requested to classify current Fire Chief Mike Brubaker as Assistant Chief during Mr. Wilson's training. Motion made by Mr. Smith to approve all requests as presented, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

TRAVEL REQUEST-

A list setting forth one (1) travel request was submitted for approval. Motion made by Mr. Grose to approve the travel request, seconded by Mr. Smith, carried by unanimous vote. (Info. attached to minutes).

FAEGRE BAKER & DANIELS/MITZI MARTIN/HR-

Mrs. Whitaker presented an agreement to provide training for employees between the City and Mitzi Martin from the law firm of Faegre Baker & Daniels. Cost of the training is \$4,200.00. Motion made by Mr. Smith to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

SPECIAL CLAIMS-

Clerk's office submitted a list of special claims for approval totaling \$3,673.77. 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 docket was presented for approval.

Regular Docket - \$1,789,357.12

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

OTHER MATTERS-

A&Z ENGINEERING/HUSKY TRAIL & MARINERS DRIVE IMPROVMENTS/B&P-

City Planner Jeremy Skinner presented Supplemental Agreement #1, not listed on the agenda, for improvements at Husky Trail and Mariner Drive. A&Z Engineering, LLC will consult and complete preliminary and right-of-way engineering for the design of a roundabout at the intersection. Cost of the agreement will be \$66,750.00. There will be no 80/20 match from the State for this portion of the project. Motion made by Mr. Smith to approve Supplemental Agreement #1 with A&Z Engineering, LLC, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

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