

BOARD OF PUBLIC WORKS & SAFETY

APRIL 1, 2016

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, April 1, 2016 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, George Clemens, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, City Planner Jeremy Skinner, Warsaw Park Superintendent Larry Plummer Jr., Park Recreation Director Sheila Wieringa, Police Chief Scott Whitaker, Police Captain Kip Shuter, Warsaw-Wayne Fire Territory Firefighter Mike Brubaker, Warsaw Street Department Superintendent Jeff Beeler, WWTU Manager Brian Davison, City Engineer James Emans, HR Administrative Assistant Karen Smith, Jerry Frush, Joe Streeter, others as noted on the attached attendance sheet, reporter Deb Patterson from InkFree News, and reporter David Slone of the Times-Union.

ABSENT: None noted.

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

MINUTES-

The minutes from the March 17, 2016 Regular Session were presented for approval. Mr. Clemens 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-

CUSTOM RESCUE FIRE APPARATUS/OPEN BIDS/WWFT-

Bids for a new custom rescue fire apparatus were opened at the March 4, 2016 session. Bids were received from:

- Hoosier Fire Equipment (Marion Body Works, INC) - \$578,402.00
- SVI Trucks - \$592,170.00
- Crossroads Ambulance - \$645,848.00

Firefighter Mike Brubaker noted that he is also requesting a change order for the rear seat from twenty-two (22) inches wide to nineteen (19) inches wide as well as adding "Dura Wear" upholstery in the rear seat which will add an additional \$2,400 to the lowest bidder Hoosier Fire Equipment/Marion Body Works, Inc. for an updated amount of \$580,802.00, which would still be the lowest bid. The chassis that was listed on the bid specks was not designed for a twenty-two (22) inch rear seat. Mr. Brubaker recommends the bid be awarded to Hoosier Fire Equipment/Marion Body Works, Inc., at an updated total cost of \$580,802.00. The purchase has already been approved by the Fire Territory Board. Motion made by Mr. Grose to approve the recommended bid and change order, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

MAIN STREET SEWER REPLACEMENT/OPEN BIDS/WWTU-

Bids for the Main Street Sewer Replacement Project were opened during the March 4, 2016 session.

Only one bid was received from:

- Atlas Excavating - \$533,113.00

Wastewater Utility Manager Brian Davison, as well as City Engineer James Emans, is recommending the bid be awarded to Atlas Excavating.

Motion made by Mr. Clemens to approve the recommendation, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

NEW BUSINESS-

PARK CONTRACTS-

Park Recreation Director Sheila Wieringa requested approval of the following activity contract:

1. National Concerts:
 - a. Brian Fravel d/b/a Pro-Audio Services/backline service for Classic Rock Concert-\$1,625.00.

Mr. Clemens made a motion to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

KOSCIUSKO COUNTY COMMUNITY FOUNDATION/GRANT AWARD/PARK-

Mrs. Wieringa announced to the Board that the Park received notification from the Kosciusko County Community Foundation that the City was awarded \$5,000.00 for the 2016 Summer Central Park Concert Series.). Mr. Grose made a motion to accept the grant, seconded by Mr. Clemens, carried by unanimous vote. (Documentation attached to minutes).

MARKET STREET IMPROVMENTS PHASE 2/PAY APPLICATION #7/B&P-

Pay Application #7 was presented for Phase 2 of the Market Street Improvements. VS Engineering is requesting a payment of \$11,332.11. Also included was LPA Voucher #7 to INDOT for Preliminary Engineering, for 80% reimbursement. Motion made by Mr. Grose to approve Pay Application #7 and LPA Voucher (PE) #7, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

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

City Planner Jeremy Skinner presented an invoice from A&Z Engineering requesting a payment of \$11,994.30 for Pay Application #27 for work done on the Husky Trail Project. Also included was LPA Voucher #27 for Preliminary Engineering (PE) costs to the Indiana Department of Transportation (INDOT), requesting 80% reimbursement. Motion made by Mr. Clemens to approve Pay Application #27 and LPA Voucher (PE) #27 and, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

GRANT AWARD/K21 HEALTH FOUNDATION/POLICE-

Police Captain Kip Shuter requested the acceptance of a grant from the K21 Health Foundation for a total amount of \$4,000.00. These funds are in support of the DARE program. Motion made by Mr. Grose to accept the funding, seconded by Mr. Clemens. Motion carried by unanimous vote. (Award letter attached).

2016 VOLVO L70H WHEEL LOADER/WWTU-

Wastewater Utility Superintendent Brian Davison requested permission to purchase a 2016 Volvo L70H Wheel Loader from Rudd Equipment Company. The price of the equipment is \$150,875.00. Mr. Davison received the quote through the National Joint Powers Alliance. Motion made by Mr. Grose to approve the purchase, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

2016 VOLVO L90H WHEEL LOADER/STREET-

Street Department Superintendent Jeff Beeler requested permission to purchase a 2016 Volvo L90H Wheel Loader from Rudd Equipment Company. The price of the equipment is \$182,362.00 which includes a trade-in of a 1988 Volvo L50 loader. Mr. Beeler received the quote through the National Joint Powers Alliance. Motion made by Mr. Clemens to approve the purchase, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

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

Human Resources Administrative Assistant Karen Smith 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 \$1,200.19. Motion was made by Mr. Grose to approve the contract, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheet attached to minutes).

THERMAL EQUIPMENT SALES/MAINTENANCE AGREEMENT/HR-

Mrs. Smith 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. Clemens to accept the agreement, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

WAGGONER-IRWIN-SCHEELE/JOB DESCRIPTIONS/FLSA REVIEW/HR-

Mrs. Smith requested permission to enter into an agreement with Waggoner-Irwin-Scheele to assist in updating the City employees' job descriptions. Cost of the service is estimated at \$15,000.00, split between most departments. Any charges over that amount will be paid from the HR budget. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

NEW HIRES/CHANGES IN PAYROLL REPORT-

The Human Resources Department presented a new hire/change in payroll report listing two (2) new hires: Street Department-1; Stormwater-1. Motion made by Mr. Clemens to approve the report, seconded by Mr. Grose, and carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS-

A list setting forth twenty-two (22) travel requests was presented for approval: Police-12; Street-1; WWTU-5; Clerk-Treasurer-4. Motion made by Mr. Grose to approve all travel requests, seconded by Mr. Clemens, carried by unanimous vote. (Info. attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$314,279.19.

End of the Month Docket - \$802,911.34.

Pension Docket - \$40,509.01.

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

OTHER MATTERS-

-Mr. Beeler advised the Board that Borden Waste-Away will shred items for citizens from 5pm-8pm tonight during the First Friday Event. The shredder will be located at Main and Buffalo Streets.

-Mr. Davison advised the Board that he will be seeking quotes to relocate and upgrade pipes on S. Lake Street in conjunction with First Source Bank's new construction.

-Police Chief Scott Whitaker advised the Board that an open house will be held on April 15th from 2:30-4:30 for Officer Joe Hawn, who recently accepted the position of Town Marshal for Winona Lake.

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