

BOARD OF PUBLIC WORKS & SAFETY  
SEPTEMBER 16, 2016  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, September 16, 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, Attorney Adam Turner, City Planner Jeremy Skinner, Superintendent of Public Works Jeff Beeler, WWTU Manager Brian Davison, Fire Territory Chief Mike Wilson, Police Lieutenant Kip Shuter, City Engineer James Emans, Aviation Manager Nick King, HR Director Jennifer Whitaker, Firefighter Miles Waters and his family, friends, and co-workers, Aimee Shwasaki from Martin-Riley, Aaron Gaff, Jerry Frush, InkFree News reporter Deb Patterson, and Times-Union reporter David Slone.

**ABSENT:** None

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

#### **MINUTES-**

The minutes from the September 2, 2016 Regular Session were presented for approval. Board member Clemens made a motion to accept the minutes as presented, seconded by Board member Grose, motion carried by unanimous vote.

#### **RECOGNITION OF VISITORS-**

##### **FIREFIGHTER SWORN-IN/WWFT-**

Fire Territory Chief Mike Wilson introduced Firefighter Miles Waters. Mayor Thallemer administered the Oath of Office as a firefighter for the City. (Copy of oath attached to minutes).

#### **REPORTS/ORAL & WRITTEN COMMUNICATIONS-**

1. Letter from the Indiana Department of Environmental Management (IDEM) closing out a case with the City, Case #2002-12223-W, for issues involved with Wastewater Treatment Plant #1, noting the matter has been resolved.

#### **NEW BUSINESS-**

##### **STREET CLOSURE/PARK RIDGE NEIGHBORHOOD BASH-**

Aaron Gaff, president of the Park Ridge Community Association requested that the southern portion of Laurelwood Drive in Park Ridge subdivision be closed on October 15<sup>th</sup> for a neighborhood event. A rain date of October 22<sup>nd</sup> is being requested as well. Mr. Gaff asked that the road be closed from 3:00 p.m. to 9:00 p.m. Motion made by Mr. Grose to approve the street closure, seconded by Mr. Clemens, carried by unanimous vote. (Documentation attached to minutes).

##### **BID AWARD/MAIN STREET PAVING/STREET DEPARTMENT-**

A Notice to Bidders for the 2016 Main Street Project was properly advertised for sealed bids to be opened on September 12<sup>th</sup>, 2016. Only one bid was received from:

1. Phend & Brown-\$232,397.00

After review, City Engineer James Emans and Street Superintendent Jeff Beeler recommend that Phend & Brown be awarded the bid for the project. After discussion a motion was made by Mr. Grose to approve the bid, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

##### **BOOK OF STANDARDS, POLICIES, AND BEST PRACTICES/WWFT-**

Fire Chief Mike Wilson presented information that establishes guidelines and policies relevant to the Standards of Firefighting through best practices, education, training, and several associations. The policy book does not supersede the City's policy manual. Motion made by Mr. Grose to approve the book, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

##### **TRAINING CENTER INFRASTRUCTURE MAINTENANCE GRANT/WWFT-**

Chief Wilson advised the Board that the Fire Territory was awarded the opportunity to receive a \$75,000.00 reimbursable grant for infrastructure maintenance for the department's training facility. The facility is a joint training center for the use of firefighters throughout Kosciusko County and IDHS District

2. Chief Wilson asked the Board to accept the grant. Motion made by Mr. Clemens, to accept the award, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**STATION #3/MARTIN-RILEY AGREEMENT/WWFT-**

Chief Wilson presented a standard form of agreement between the City and MartinRiley Architects-Engineers with exhibits A, B, and C attached. The agreement lists cost and conditions in the construction of WWFT Station #3 that will be located on County Road 200 South. The amount of services is not to exceed \$290,000.00. Motion made by Mr. Clemens to approve the agreement with Martin-Riley, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**AMERICAN STRUCTUREPOINT/BUFFALO STREET REDEVELOPMENT PROJECT/AMENDMENT/B&P-**

City Planner Jeremy Skinner presented an amendment to the contract with American Structurepoint approved last year in regards to the Buffalo Street Redevelopment Project. Additional options for the placement of sanitary sewer infrastructure needs to be explored which will require additional site survey work. Cost of the additional work will cost \$2,800 which will be paid from bond proceeds held at Huntington Bank. Motion made by Mr. Grose to approve the amendment, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheet attached to minutes).

**WESSLER ENGINEERING, INC. /AMENDMENT #1/MAIN STREET SANITARY SEWER IMPROVEMENTS/WWTU-**

Wastewater Treatment Utility Manager Brian Davison asked for approval of Amendment #1 to the Main Street Sanitary Sewer Improvements contract with Wessler Engineering. The amendment lists several additions and a deletion which adds \$37,000 to the original contract cost of \$94,000 approved during the July 15, 2015 meeting. Motion made by Mr. Clemens approving the amendment and updated cost to \$131,000, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**NIPSCO/ELECTRIC SERVICE TARIFFS/WWTU-**

Mr. Davison presented information from Northern Indiana Public Service Company (NIPSCO) that they had received an order on July 18, 2016 from the IURC approving new electric service tariffs effective the first October 2016 billing cycle. To comply with the new tariffs, NIPSCO is requiring new electric service contracts be executed. The new contracts cover twenty-nine (29) lift stations. Motion made by Mr. Grose to approve the new electric service contracts, seconded by Mr. Clemens, carried by unanimous vote.

**NEW HIRE/CHANGE IN PAYROLL REPORT/HR-**

A report setting forth a change in payroll request for one (1) employee – Police, was presented for approval. Motion made by Mr. Clemens approving the list, seconded by Mr. Grose, and carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS-**

A list setting forth one (1) travel request: Police -1, was presented for approval. Motion made by Mr. Grose to approve the travel request, seconded by Mr. Clemens, carried by unanimous vote. (List attached to minutes).

**RICOH USA, INC/ANNUAL MAINTENANCE AGREEMENT/CLERK**

A maintenance agreement for the Ricoh copy machine located in the Clerk-Treasurers Office was presented for approval. The annual agreement list the cost of \$.007 cents per black and white copies, and \$.052 for color copies. Motion made by Mr. Clemens, to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

**CLAIM DOCKETS-**

The following claim docket was presented for approval:

Regular Docket - \$2,266,877.13

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

**OTHER BUSINESS-**

**EMERGENCY REPAIRS/MAIN & HICKORY/WWTU-**

Mr. Davison requested permission from the Board for emergency repairs along the Main Street Sewer Rehabilitation Project. During the course of work it was discovered that areas located around Main Street and Hickory Street were in need of serious repair, mainly from the age of the pipes and joints along the line. Mr. Davison advised the Board that the cost of the repairs would be around \$95,000.00. Motion made by Mr. Clemens to approve the repairs, seconded by Mr. Grose, carried by unanimous vote. (Information 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**