

BOARD OF PUBLIC WORKS & SAFETY
JANUARY 06, 2012
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, January 6, 2012 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 Mike Valentine, WWTU Manager Brian Davison, Street Department Superintendent Lacy Francis, Fire Territory Chief Mike Brubaker, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Jr., Police Chief Scott Whitaker, Cemetery Sexton Hal Heagy, H/R Director Jennifer Whitaker, Park Activity Director Staci Young, Pam Kennedy of Housing Opportunities of Warsaw, Jeff Hersha from Jones & Henry, Tom Bowman from Xylem/Flygt, and Times Union reporter Jennifer Peryam.

ABSENT: None.

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

MINUTES –

The minutes from the December 16, 2011 Regular Session were presented for approval. Board Member Smith made a motion to accept the minutes as presented, seconded by Mayor Thallemer. Carried by a vote of two (2) ayes to one (1) abstention – Board Member Grose abstained.

REPORTS/ORAL & WRITTEN COMMUNICATION-

1. Umbaugh & Associates-Financial Information; 2011 Sewage Works Revenue Bonds
2. 2011 Purchase Order Master File Listing

NEW BUSINESS –

HOUSING OPPORTUNITIES OF WARSAW/DRAW REQUEST-

Pamela Kennedy from Housing Opportunities of Warsaw (HOW) presented a request to make draw #3 for 2011 from the Home of Your Own Program. The request is to pay a portion of staff salaries, benefits and administration bills. She is requesting permission to withdraw \$976.22 from the Warsaw HOYO Revolving Loan Fund. Motion made by Mr. Smith to approve the draw, seconded by Mayor Thallemer, carried by unanimous vote. (Copies of information attached).

OPEN BIDS FOR RAW WASTEWATER PUMPS/WWTU-

Proposals for the Raw Wastewater Pumps for the on-going WWTU project of closing Plant #1 were opened. The City plans to purchase five (5) submersible Raw Wastewater Pumps for the Center Street Pump Station. Proposals were received from:

- 1). Keen Pump Company
- 2). Gas Voda and Associates
- 3). Xylem
- 4). Straeffler Pump and Supply Incorporated
- 5). Flow-Technics

Jones and Henry Engineering will review the bids and make a recommendation to the Board at a later date.

BID AWARD/CONTRACT #18/WWTU-

WWTU Manager Brian Davison presented information from bids opened during the November 4, 2011 meeting for the Center Street Pump Station, Contract #18. Jones & Henry is recommending the bid be awarded to Grand River Construction, Inc at a cost of \$2,454,000.00. Grand River Construction is based in Hudsonville Mi., and Jones & Henry has worked with the company on multiple past projects and have found their work to be acceptable. Motion made by Mr. Smith to accept the recommendation, seconded by Mr. Grose, carried by unanimous vote. (Copy of letter attached).

PAY APPLICATION #10/CONTRACT #17/WWTU-

WWTU Manager Brian Davison presented a letter from Jones & Henry recommending a

payment of \$18,773.98 to Michiana Contracting, Inc. for pay application #10 for the Biosolid Facility Improvement Contract #17. Motion made by Mr. Smith to approve the payment, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

CONTRACT #19/WWTU-

Two contractors submitted bids during the November 4th meeting for the WWTU Contract #19. Jones & Henry recommended that the City award Contract #19 to All Star Construction & Excavation, Inc. in the amount of \$3,006,880.00. The agreement needed to be signed by the Board as the notice to proceed is dated January 16, 2012. After discussion, Mayor Thallemer made a motion to sign the contract, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

INSTALLATION OF NEW FORCE MAIN/G&G HAULING/WWTU-

Mr. Davison advised the Board that a new force main needed to be installed at Greenhill and Leiter Drive. The current pump station has inadequate flow that causes overflow. Bids for the project were received by G&G Hauling for \$8,625.00 and Construction Services of Indiana for \$9,340.00. Motion made by Mr. Smith to approve the contract with G&G Hauling, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

PROCESS AND CONTROL TRAINING/WWTU-

Mr. Davison provided an agreement with Wastewater Solutions, Inc. for wastewater process control training and optimization services. The agreement will provide four (4) half-day professional development training sessions for the staff at the WWTU. Motion made by Mayor Thallemer approving the training, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

COTTAGE WATCHMAN SECURITY/WWTU –

A contract to provide additional security and alarm monitoring for the new addition to the maintenance building at Plant 2 was presented for approval. Cost for the system is \$3,998.25. This is with Cottage Watchman Security, a division of E.F. Rhoades. Motion made by Grose to approve the contract, seconded by Smith, carried by unanimous vote.

ARBITRAGE REBATE SERVICES/H.J. UмбаUGH & ASSOCIATES-

City Planner Jeremy Skinner presented an agreement with H.J. Umbaugh & Associates to provide an Arbitrage Rebate Service to monitor the \$1,255,000.00 Redevelopment District Special Taxing District Bonds, Series 2011, and the \$4,700,000.00 Sewage Works Revenue Bonds of 2011. In part the agreement will monitor the interest rates gained on the proceeds of the bond so as not to exceed the interest rate of the bonds when they were sold. Motion to accept the agreement was made by Mr. Smith, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

PARK CONTRACTS –

Park Activity Director Staci Young requested approval of following activity contracts:

- 1) Charles Ray Jr.-Fly Fishing Instructor-(2 events), \$180.00 total.
- 2) Jarrod Humbarger- DJ Service-Daddy/ Daughter Dance, \$200.00 total.
- 3) Creative Comedy Balloon & Face Art (2 events), \$625.00 total.
- 4) Joni Cripe-Pony Rides, Petting Farm, and Reindeer (4 events), \$1,300.00 total.

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

WARSAW WAYNE FIRE TERRITORY CONTRACT/CUMMINS CROSSPOINT, LLC

-Fire Territory Chief Mike Brubaker submitted for approval a contract with Cummins Crosspoint, LLC for maintenance of generators at each station at the yearly cost of \$835.64. Motion made by Mayor Thallemer to approve the maintenance agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

LEGAL SERVICES AGREEMENT/FIRE TERRITORY–

Fire Territory Chief Mike Brubaker requested for approval a “Fee Agreement/Employment Letter” with Green, Cates & Grossnickle Attorneys at Law, Syracuse, Indiana for legal services

for the Warsaw-Wayne Fire Protection Territory. The fees more specifically set forth within the agreement. Fire Chief Brubaker reported that the Fire Territory Board recommends approval of the agreement. Motion made by Mr. Smith to accept the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

SAFETY BOOK/HR-

Human Resource Director Jennifer Whitaker presented a new Safety Book that she asked the Board to approve. In addition to the general guidelines for all city employees to follow, individual departments have additional specific policy that must be followed. Motion made by Mr. Smith to approve the book, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker presented for approval lists of five (5) payroll changes all within the Fire Territory. Motion made by Mr. Smith to approve the payroll changes, seconded by Mr. Grose carried by unanimous vote. (List attached to minutes)

AGREEMENT/INSTITUTE FOR PUBLIC SAFETY PERSONNEL, INC. /FIRE –

A contract with the Institute for Public Safety Personnel, Inc. (IPSP) and the City of Warsaw for the benefit of the Fire Territory for testing services for the current hiring pool was presented for approval. IPSP agrees to provide professional services in the testing and screening of applicants for the Warsaw-Wayne Fire Territory, more specifically set forth within the agreement. Estimated cost for services is \$1,500. Motion made by Mr. Grose to approve the one (1) year agreement, seconded by Mr. Smith carried by unanimous vote. (Copy attached to minutes).

OSTROM APPRAISAL SERVICE/CEMETERY-

Cemetery Sexton Hal Heagy presented a contract with Ostrom Appraisal Service to appraise a piece of vacant ground owned by Rosemary Parsons, located adjacent to Oakwood Cemetery. The cost of the appraisal will be \$375.00. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

SPECIAL CLAIMS –

Clerk's office submitted a special claim for approval of payment. The claim total is \$375.00. Motion was made by Mr. Grose to approve the claim for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket - \$220,696.16.

EOM Docket #1 - \$5,847,075.05.

EOM Docket #2 - \$46,798.30

Pension Dockets - \$44,980.67

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

VISTORS QUESTIONS & COMMENTS-

Jeff Hersha from Jones & Henry Engineers, offered to make a presentation to the Council of the current Wastewater project. The presentation would give necessary information to all new members of the Council. The presentation will take place as soon as possible.

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