

BOARD OF PUBLIC WORKS & SAFETY
MARCH 17, 2017
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, March 17, 2017 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, WWTU Manager Brian Davison, Fire Territory Chief Mike Wilson, City Planner Jeremy Skinner, Assistant City Planner Justin Taylor, City Engineer James Emans, Warsaw Park Superintendent Larry Plummer, Jr., Parks Activity Director Sheila Wieringa, Deputy Police Chief Bryan Sherwin, Cemetery Sexton Hal Heagy, H/R Director Jennifer Whitaker, reporter Maggie Kenworthy from InkFree News, and reporter David Slone from 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 3, 2017 Regular Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

None presented.

NEW BUSINESS-

CUMMINS CROSSPOINT, LLC/FIRE-

Fire Territory Chief Mike Wilson submitted a contract with Cummins Crosspoint, LLC for semi-annual maintenance of generators at each station at an annual cost of \$1,076.15 and at the Police Department for an annual cost of \$572.21. Motion made by Mr. Grose to approve the maintenance agreement, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached).

PARK CONTRACTS-

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

1. National Concerts (Production):
 - a. Brian Fravel d/b/a Pro-Audio Services/production services for Classic Rock Concert-\$3,900.00

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

- b. Brian Fravel d/b/a Pro-Audio Services/production services for Blues & BBQ Concert-\$750.00

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

- c. Brian Fravel d/b/a Pro-Audio Services/production services for Country Concert-\$3,900.00

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

2. National Concerts (Performers):
 - a. Mischell Productions, Inc.-two (2) Rock acts to perform June 16, 2017-\$13,000.00.

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

- b. Mischell Productions, Inc. -two (2) National Country Acts to perform July 21, 2017-\$40,000.00

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

- c. Crossover Touring-Artist for Blues & BBQ July 7, 2017-\$5,000.00

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

WILDMAN CONTRACT FOR UNIFORM AND RUG RENTAL-

A master agreement with Wildman Uniform for rental uniforms, mats, shop towels, and other direct sale products for all city departments except the street department, and more specifically noted on the agreement, was presented for approval. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

INTERLOCAL AGREEMENT/EQUIPMENT/KOSCIUSKO COUNTY-

An Interlocal Agreement between the City and Kosciusko County was presented for approval. The County has a street sweeper and a paver that they will let the City use when available and needed and the City has a Sewer Vac that the County can use when it is available and needed. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

FOX FARM ROAD DAM REMOVAL PROJECT-

Quotes were solicited for the Fox Farm Road Dam Removal Project. Quotes were received from Flatland Resources, LLC for \$61,478.80 and Cardno, Inc. for \$95,500.00. City Engineer James Emans recommends the contract be awarded to Flatland Resources, LLC in the amount of \$61,478.80. Motion made by Mr. Grose to approve the request, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

D&D ELECTRIC/ELECTRICAL SERVICES/WWTU-

A proposal between the Wastewater Treatment Utility and D&D Electric was presented for approval. D&D will provide preventative maintenance for the treatment plant at a cost of \$6,400.00 annually and for the lift stations at \$8,000.00 annually. They will also charge \$150.00 for service calls. Motion made by Mr. Clemens to approve the proposal, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

WESSLER ENGINEERING, INC./ON-CALL SERVICES AND 2017 RATES/WWTU-

An agreement between Wessler Engineering, Inc. and Wastewater Treatment Utility was presented for approval. The agreement addresses on-call services as well as hourly rates and reimbursement schedules. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheet attached to minutes).

MARKET STREET IMPROVMENTS PHASE 2/PAY APPLICATION #18/B&P-

A Pay Application was presented for Phase 2 of the Market Street Improvements. VS Engineering is requesting a payment of \$6,704.93. Also included was LPA Voucher #18 to INDOT for Preliminary Engineering for 80% reimbursement. Motion made by Mr. Clemens to approve Pay Application #18 and LPA Voucher (PE) #18, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

AMERICAN STRUCTUREPOINT, INC. /AMENDMENT TO BUFFALO STREET ENGINEERING CONTRACT-

City Planner Jeremy Skinner presented an amendment to a contract with American Structurepoint and the Buffalo Street Project. The amendment will add three (3) different solid boring locations to help develop various projects. Motion made by Mr. Clemens to approve the amendment, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

PITNEY BOWES POSTAGE MACHINE/B&P -

Mr. Skinner presented a four (4) - year lease agreement with Pitney Bowes for a postage meter in the Building & Plan Department. The cost is \$26.00 a month paid quarterly at \$78.00. Motion made by Mr. Grose to accept the lease, seconded by Mr. Clemens, carried by unanimous vote. (Documentation attached to minutes)

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

Human Resources Director Jennifer Whitaker 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).

UNUM LIFE, AD&D, <D/EMPLOYEE INSURANCE-

Mrs. Whitaker requested approval of UNUM Insurance Company for Life, Accidental Death & Dismemberment (AD&D), and Long Term Disability (LTD) insurance coverage for employees. The policy will be in effect starting March 1, 2017 through March 1, 2019. Motion made by Mr. Clemens to approve the renewal, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

NEW HIRE/CHANGE IN PAYROLL REPORT-

A list of four (4) new hire/changes in payroll was presented: WWTU-2; Police-1; Clerk-Treasurer-1. Also included on the list were summer/seasonal/part-time/temporary workers for various departments. Motion made by Mr. Grose to approve the report, seconded by Mr. Clemens, carried by unanimous vote. (List attached).

TRAVEL REQUESTS-

A list setting forth seventeen (17) travel requests: WWTU-six (6); Police-five (5); Fire-six (6) was presented for approval. Motion made by Mr. Grose to approve the travel requests, seconded by Mr. Clemens, carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval:

Regular Docket - \$1,558,563.39

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

OTHER MATTERS-

PURCHASE OF PROPERTY/B&P-

Mr. Skinner requested permission for the Clerk-Treasurer to issue a check to close on property that the City is buying from Steven B. and Margaret L. Wilson along W. 300 N. for right-of-way purposes. Cost of the transaction will be \$5,145.00. Mr. Clemens made a motion to approve the issuance of a check, 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