

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 15, 2017
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 15, 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 Michael Valentine, WWTU Manager Brian Davison, Fire Territory Chief Mike Wilson, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, HR Director Jennifer Whitaker, Assistant Street Superintendent Warren Gruenewald, City Engineer James Emans, Police Chief Scott Whitaker, Deputy Police Chief Bryan Sherwin, Police Captain Joel Beam, Pam Kennedy from Warsaw Housing Authority, Dan Brennan from Jack Doheny, Jerry Frush, InkFree News reporter Maggie Kenworthy, and Times- Union reporter Dan Spaulding.

ABSENT: None

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

MINUTES-

The minutes from the December 1, 2017 Regular Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented and amended, seconded by Mr. Grose, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

-Mayor Thallemer read a press release from the Indiana Finance Authority Clean Water State Revolving Fund Program, and the City's \$9,463,000.00 bond that was issued/closed on December 15, 2017.

NEW BUSINESS-

TURNER VALENTINE LAW OFFICE AGREEMENT/LEGAL SERVICES-

An agreement for legal services with Turner Valentine, LLP was presented for approval. The annual contract amount is \$42,000.00 payable in monthly installments of \$3,500.00. Some work will be at the hourly rate set at \$155.00, more specifically set forth within the agreement. Motion was made by Mr. Clemens to approve the contract effective January 1, 2018 thru December 31, 2018, seconded by Mr. Grose, carried by unanimous vote.

NETWORK INFRASTRUCTURE UPGRADE/BIT COMPUTERS-

An agreement between the City and BIT Computers was presented for approval. BIT will design, and implement a network infrastructure to connect several departments for GIS file sharing. Cost of the services will be \$198,748.00. Motion made by Mr. Grose to accept the agreement with BIT Computers, seconded by Mr. Clemens, carried by unanimous vote.

HOUSING OPPORTUNITIES OF WARSAW/DRAW REQUEST-

Housing Opportunities of Warsaw (HOW) presented a request for approval for a Home of Your Own draw. Work was recently completed on a home located on Maye Street and she is requesting \$4,036.06 for the expenses. Motion made by Mr. Clemens to approve the draw, seconded by Mr. Grose, carried by unanimous vote.

CERES SOLUTIONS CO-OP FUEL PURCHASE AGREEMENT/STREET-

Assistant Street Department Superintendent Warren Gruenewald presented a fuel agreement between the City and Ceres Co-Op. The guaranteed prices are on-road diesel fuel \$2.769 per gallon, off-road EP 24 Station diesel fuel \$2.302 per gallon, off-road Tank Wagon \$2.452, and 91 clear octane gasoline \$3.045 per gallon and are all guaranteed from December 1, 2017 to November 30, 2018. An updated price list dated December 15, 2017 was included as well. A motion was made by Mr. Grose approving the agreement, seconded by Mr. Clemens, carried by unanimous vote.

KOSCIUSKO COUNTY REMC OPERATION ROUND-UP GRANT/PARKS-

Park Superintendent Larry Plummer announced that Kosciusko County REMC Operation Round-Up Committee has awarded the Parks Department \$1,500.00 for the 2018 grant cycle. The funds will be

used for the Family Carnival. Motion made by Mr. Grose to accept the award, seconded by Mr. Clemens, carried by unanimous vote.

RIDE ON THE ROCKS/TAXI CAB PERMIT-

Deputy Police Chief Bryan Sherwin presented an application for one (1) taxicab permit for Ride on the Rocks for approval. The taxi passed inspection and Deputy Chief Sherwin has recommended approval of the permit. Motion was made by Mr. Clemens to approve the permit, seconded by Mr. Grose, carried by unanimous vote.

AA TAXI/FAST CAB/TAXI PERMITS-

Deputy Chief Sherwin presented applications for two (2) taxicab permits for AA Taxi. The taxis have passed inspection and the Police Department recommends approval of the permits. Deputy Chief Sherwin also presented applications for five (5) taxicab permits for Fast Cab for approval. The taxis have passed inspection and the Police Department recommends approval of the permits. Motion was made by Mr. Clemens to approve the permits for AA Taxi and Fast Cab as set forth within the applications, seconded by Mr. Grose, motion carried by unanimous vote.

SUPERION PARKING MODULE/POLICE-

Police Chief Scott Whitaker presented a contract with Superion for a records management system for parking. The initial fee is \$4,800 and the yearly maintenance fee is \$528.00 for a total of \$5,328.00. The Police Department currently uses Superion for their record management in accordance with an interlocal agreement with the County. The yearly maintenance fee will be added to the agreement beginning in 2019. Motion made by Mr. Grose to accept the contract, seconded by Mr. Clemens, carried by unanimous vote.

EMERGENCY REPORTING/FIRE-

Fire Territory Chief Mike Wilson requested approval of service agreements with Emergency Reporting. The reporting system will be used for emergency medical and advanced life support functions. Cost of the services will be \$1,070.00 for the first year and \$840.00 per year thereafter. Chief Wilson also requested approval of a "CAD Link" service agreement at a yearly cost of \$799.00. Motion made by Mr. Clemens to approve the agreements, seconded by Mr. Grose, carried by unanimous vote.

WARSAW-WAYNE FIRE TERRITORY VOLUNTEER FIRE AGREEMENT-

The 2018 Agreement with the Warsaw-Wayne Fire Territory Volunteer Fire Department was presented for approval. The agreement is for a fixed term of six (6) months. City agrees to pay \$5,000.00 for a six-month term beginning January, 2018, with an option to renew by July 1, 2018, and more specifically set forth within the agreement. Motion was made by Mr. Clemens to accept the agreement, seconded by Mr. Grose, carried by unanimous vote.

VS ENGINEERING/MARKET STREET IMPROVEMENTS/B&P-

City Planner Jeremy Skinner presented a contract from VS Engineering, Inc. for construction engineering. The contract is for Phase 2 of the Market Street Rehabilitation Project that will run from Bronson Street to Hickory Street. Cost of the services will be \$225,000.000. Motion made by Mr. Grose to approve the contract, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

RIGHT OF WAY ACQUISITION/MARKET STREET IMPROVEMENTS/B&P-

Mr. Skinner presented several land purchases for temporary right-of-way purposes along Market Street as listed.

1. 832 E. Center Street (property borders Market Street too) - \$500
2. 1110 E. Market Street - \$500
3. 725 E. Market Street - \$500
4. 517 E. Market Street - \$500
5. 1115 E. Market Street - \$500
6. 1120 E. Market Street - \$500
7. 500 E. Market Street - \$4,800

Motion made by Mr. Clemens to approve the purchases, seconded by Mr. Grose, carried by unanimous vote.

NORFOLK SOUTHERN/INDOT FLAGGING AGREEMENT-

Mr. Skinner presented an agreement between the City, Indiana Department of Transportation (INDOT) and Norfolk Southern Railway Company for flagging purposes at the Hickory Street Crossing during Phase 2 of the Market Street Improvement Project. Cost to the City will be \$2,791.40. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

STORMWATER BUDGET GUIDELINE FOR 2018-

The 2018 Stormwater Utility Budget Guideline was submitted by WWTU Manager Brian Davison. This guideline for Stormwater appropriations will be the setup for 2018 spending. Mr. Grose made a motion to approve the guidelines, seconded by Mr. Clemens, carried by unanimous vote.

WWTU BUDGET GUIDELINE FOR 2018-

The 2017 Wastewater Treatment Utility Budget Guideline was submitted by Mr. Davison. This guideline for sewer appropriations will be the setup for 2018 spending. Mr. Grose made a motion to approve the guidelines, seconded by Mr. Clemens, carried by unanimous vote.

VACTOR COMBINATION SEWER CLEANER/WWTU-

Mr. Davison requested permission to purchase a new Vactor Combination Sewer Cleaner. Jack Doheny Companies supplied a quote of \$311,089.00 using NJPA discounted pricing. The quote includes a trade-in of a Vactor as well. Motion made by Mr. Clemens to approve the purchase, seconded by Mr. Grose, carried by unanimous vote.

AMERICAN FIDELITY ASSURANCE COMPANY/HEALTH/FLEXIBLE SPENDING/VOLUNTARY ACCOUNTS/HR-

Human Resource Director Jennifer Whitaker presented an agreement with American Fidelity Assurance Company to provide City Employees Section 125 Compliance for health/dental pre-taxed premiums. American Fidelity also offers other voluntary plans to employees as well as participation in flexible spending accounts for medical expenses not paid by the City's health and dental plans and for dependent day care expenses as well. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

COBRA RATES DENTAL BENEFITS/ADMIN FEE SCHEDULE/HR-

Ms. Whitaker presented a document from Dunn and Associates Benefits Administrators, Inc. for monthly administration fees for the City's Employee Benefit Trust and monthly COBRA rates for Dental Insurance for employees who have separated from the City. The document is in effect from January 1, 2018 to December 31, 2018. Motion made by Mr. Grose to accept the rates, seconded by Mr. Clemens, carried by unanimous vote.

CORE MECHANICAL SERVICES, INC./MAINTENANCE AGREEMENT-

An agreement with CORE Mechanical Services, Inc. was presented for approval. The three-year maintenance agreement is for the HVAC units servicing City Hall. Cost is \$4,675 per year and more specifically stated in the agreement. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth several different travel requests for the mayor presented for approval. Motion made by Mr. Clemens to approve the travel request, seconded by Mr. Grose, carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's Office submitted a listing of special claims totaling \$52,827.43. Motion made by Mr. Grose to approve the claims for payment, seconded by Mr. Clemens, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket - \$3,883,104.22

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

OTHER MATTERS-

GRANT ACCEPTANCE/OPERATION PULLOVER/POLICE-

Captain Joel Beam reported an Operation Pullover (OPO) grant had been awarded to the Police Department through the National Highway Traffic Safety Administration in conjunction with the Kosciusko County Traffic Safety Partnership. Amount of the award for the fiscal grant period of October 1, 2017 through September 30, 2018 will be approximately \$10,000.00. Motion made by Mr. Grose to approve acceptance the grant, seconded by Mr. Clemens, carried by unanimous vote.

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