

BOARD OF PUBLIC WORKS & SAFETY
APRIL 5, 2012
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Thursday, April 5, 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 and Mayor Thallemer. Also present Attorney Mike Valentine, WWTU Assistant Operation Supervisor Jeff Krotke, City Planner Jeremy Skinner, Warsaw Park Superintendent Larry Plummer Jr., Park Recreation Director Staci Young, Police Captain Bryan Sherwin, Warsaw-Wayne Fire Territory Chief Mike Brubaker, Warsaw Street Department Superintendent Lacy Francis, and Jennifer Peryam of the Times Union.

ABSENT: Board Member Jeff Grose and Clerk-Treasurer Lynne Christiansen

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

MINUTES –

The minutes from the March 16, 2012 Regular Session were presented for approval. Mr. Smith 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-

SALT BIDS OPENING FOR 2012-2013 SNOW SEASON-

The following Salt Bids were received and opened:

- (1) North American Salt Co. - \$70.63 per ton.
- (2) Morton - \$74.34 per ton.
- (3) Detroit Salt – declined bid offer.

After discussion, motion was made by Mr. Smith to take the bids under advisement, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

STORM WATER LINING/REPAIRS/MARKET ST./STREET-

Street Superintendent Lacy Francis Jr. presented price comparisons for storm sewer repair for Project #1, Market Street. He recommended using Pro-Form Pipe Lining. Pro-Form will be using spin casting at a cost of \$148,850.00. If the spin casting cannot be used, it will be lined for a cost of \$210,450.00. Motion made by Mayor Thallemer to approve the recommendation, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

STORM WATER LINING/REPAIRS/CLARK ST./STREET-

Street Superintendent Lacy Francis Jr. presented price comparisons for storm sewer repair for Project #5, Clark Street. He recommended using Pro-Form Pipe Lining for \$55,725.00. Motion made by Mr. Smith to approve the recommendation, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

PLAY-IT-SAFE FAMILY SAFETY DAY/ GRANTS/COMM. FOUND./FIRE-

Fire Chief Michael Brubaker asked permission to apply for a Kosciusko County Community Foundation, Inc. Grant. The funds would help support the annual Play-It-Safe Family Safety Day. Mayor Thallemer made a motion to proceed with the grant process, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

PLAY-IT-SAFE FAMILY SAFETY DAY/ GRANTS/ KREMC/FIRE-

Fire Chief Michael Brubaker asked permission to apply for a Kosciusko REMC Operation Round Up Grant. The funds would help support the annual Play-It-Safe Family Safety Day. Mayor Thallemer made a motion to proceed with the grant process, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

CLAIM VOUCHER AUTHORIZATION/FIRE-

Fire Chief Michael Brubaker presented a request for Administrative Assistant, Shirley Fetrow be

allowed to sign claim vouchers that do not exceed \$2,000. Motion made by Mr. Smith to approve the request, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

Two (2) more salt bids came in at 10:43 am. One (1) from Cargill De-icing Technology and one (1) from North American Salt (a revised bid). At 7:00 am on Thursday, April 5, 2012 the Clerk-Treasurer's Office had a ticket from FedEx taped to their door attempting a delivery. The office closes at 4:00 pm and the delivery attempt was Wednesday sometime after 4:00 pm. FedEx was called and told the attempted redelivery must be made by 10:30 am in order for the bids to be received.

2012 HVAC SERVICE AGREEMENT/POLICE-

Police Captain Bryan Sherwin requested approval to enter into a HVAC service agreement with Quine Freeman Heating & Air Conditioning for an annual amount of \$592.00. Motion made by Mr. Smith to approve the request, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

PARK ACTIVITY CONTRACTS-

Park Recreation Director Staci Young presented the following 2012 Event Contracts for approval:

Classic Rock

Paradigm Artists c/o Grand Funk Railroad-Music Entertainment-\$29,500.00

Stage Hand-

Caleb Shutt-Stagehand for Classic Rock and Country -\$240.00

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

GLOVER PAVILION HOIST/PARK-

Park Superintendent Larry Plummer Jr. requested for approval a quote from American Wire Rope and Sling to purchase four (4) hoists for the Glover Pavilion for the amount of \$8,956.00. Motion made by Mr. Smith to approve the request, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

GLOVER PAVILION GUTTERING/PARK-

Park Superintendent Larry Plummer Jr. requested for approval a quote from Mullet's Seamless Guttering & Construction for installing guttering and downspouts on the Glover Pavilion for the amount of \$1,511.66. Motion made by Mayor Thallemer to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

CENTER LAKE PAVILION GUTTERING/PARK-

Park Superintendent Larry Plummer Jr. requested for approval a quote from Rainy Days Guttering, LLC for installing guttering and downspouts on the Center Lake Pavilion for the amount of \$2,106.20. Motion made by Mr. Smith to approve the request, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

SEAL COATING AND STRIPING CENTRAL LOTS, MAINTENANCE LOT/PARK-

Park Superintendent Larry Plummer Jr. requested for approval a quote from Super Seal for sealing, crack filling, and striping the Central Park Lot for the amount of \$8,093.00 and for the Maintenance Lot for the amount of \$815.00. Motion made by Mayor Thallemer to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

SEAL COATING AND STRIPING LUCERNE/PARK-

Park Superintendent Larry Plummer Jr. requested for approval a quote from Ranger Materials for seal coating and striping the Lucerne Lots for the amount of \$3,799.00. Motion made by Mr. Smith to approve the request, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached to minutes).

REMOVAL OF PLAYGROUND EQUIPMENT/PARK-

Park Superintendent Larry Plummer Jr. requested approval to remove the playground structure at Pike Lake Beach. Motion made by Mayor Thallemer to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

KIEFER CONSULTING/WASTEWATER –

WWTU Assistant Operations Supervisor Jeff Krotke presented a proposal from Kiefer Consulting to perform work for the City Wastewater Treatment Utility for soil sampling and analysis for ½ a year, more specifically set forth within the proposal. Total cost of the proposal is \$2,706.00 plus \$10.75 per sample. Motion made by Mr. Smith to accept the proposal, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

PAY APPLICATION #11/CONTRACT #17/WWTU-

WWTU Assistant Operations Supervisor Jeff Krotke presented a letter from Jones & Henry Engineers recommending a payment of \$154,998.05 to Michiana Contracting, Inc. for pay application #11 for the Biosolid Facility Improvement Contract #17 which includes all but \$10,000.00 of the retainage. Motion made by Mr. Smith to approve the payment, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached).

EASEMENT/WWTU-

City Planner Jeremy Skinner presented an agreement to grant an easement by Randy Patrick and the City of Warsaw. Motion made by Mayor Thallemer to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

CHANGE ORDER /CITY HALL RENOVATION-

City Planner Jeremy Skinner presented Change Order for the contract with Environmental Management Specialist, Inc. for the New City Hall renovations. The Change Order is for the asbestos and lead paint removal on the new City Hall building. Total cost of this Change Order will add \$3,815.71 to the contract, more specifically listed in the Change Order. Motion was made by Mayor Thallemer approving the Change Order, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

CHANGE ORDER #4/CITY HALL RENOVATION-

City Planner Jeremy Skinner presented Change Order #4 on the Harold McComb & Son, Inc. contract for the New City Hall renovations. The Change Order is for a change from 4 ERV units to 2 ERV units, rough-in plumbing for the third floor, installation of a pantry cabinet, and new door frame in the new City Hall building. Total cost of this Change Order will add \$5,134.00 to the contract, more specifically listed in the Change Order. Motion was made by Mr. Smith approving the Change Order, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

PAY APPLICATION #3/HAROLD McCOMB & SON, INC.-

City Planner Jeremy Skinner presented a request for payment from Harold McComb & Son, Inc. in the amount of \$75,448.80 for Pay Application #3 for the City Hall renovations. Motion was made by Mayor Thallemer to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

KEYSTONE SOFTWARE SYSTEM /CLERK TREASURER

The Clerk-Treasurer's Office requested for approval the Keystone Software Program quote in the amount of \$16,550.00 for the software and the data conversion. Training time other than that specified in the quote will be billed at \$120.00 per hour. Motion was made by Mr. Smith approving the request, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

EMANS ENGINEERING/HR

City Planner Jeremy Skinner presented an agreement for engineering services to fulfill the duties as outlined in the City of Warsaw City Engineer, PE position description. The agreement includes the scope of work and fees of approximately 710 hours between April 1, 2012 and December 31, 2012 for a lump sum fee of \$39,000. Motion was made by Mr. Smith approving the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

2012 TAKE- HOME VEHICLE/MAYOR–

The Human Resource Department provided for approval a “2012 Take-Home Vehicle” for Mayor Joe Thallemer. Motion made by Mr. Smith to approve the Take-Home Vehicle Request, seconded by Mayor Thallemer, carried by unanimous vote. (Documents attached to minutes).

NEW HIRES/REHIRES/CHANGES-

The Human Resource Department presented for approval three (3) payroll changes/new hires:

John Ogden, Street Department Sanitation Driver, Amy Melton, Police Department Administrative Assistant, and Zannie Powell, Administrative Assistant Building & Plan Department. Motion made by Mr. Smith to approve all new hires/changes in payroll, and seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS-

A list setting forth sixteen (16) travel requests was presented: Joe Hawn-Police; Joe Thallemer and Michelle Bormet-Mayor; Cindy Dobbins-Council; Lynne Christiansen, Kelly Geiger, Connie Dawson, and Nancy Hobbs-Clerk; Damian Pass and Justin Wadkins-Street; Shade Keeney, Kerry Stogsdill, Rob Barker, Mike Brubaker, Joe Fretz, and Derek Shilling-Fire. Motion made by Mr. Smith to approve all travel requests, seconded by Mayor Thallemer, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of claims for approval of payment. The claims total was \$220,030.78. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mayor Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$274,406.94

Pension Docket – \$44,980.67

EOM Docket - \$2,626,644.82

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

Dillon Kinder was a guest in the audience. He is job shadowing for Scarce Rudisel Architects, Inc. Mayor Thallemer thanked him for attending.

ADJOURN –

There being no further business to come before the Board by a motion duly made and seconded, the meeting was adjourned.

ATTEST:

Connie Dawson, Payroll Clerk for Lynne Christiansen, Clerk-Treasurer