

BOARD OF PUBLIC WORKS & SAFETY
NOVEMBER 10, 2014
4:00 P.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, November 10, 2014 at 4:00 P.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 Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Planner Jeremy Skinner, Superintendent of Public Works Jeff Beeler, WWTU Manager Brian Davison, Storm water Coordinator Theresa Sailor, Engineer James Emans, Fire Chief Mike Brubaker, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Jerry Frush, Ink Free News reporter Deb Patterson, and Times-Union reporter Jennifer Peryam.

ABSENT: None noted.

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

MINUTES-

The minutes from the October 20, 2014 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Board member Grose, motion carried by unanimous vote.

VISITORS- Mayor Thallemer welcomed all those in attendance.

REPORTS/ORAL & WRITTEN COMMUNICATION-

-The Mayor advised the Board that he has been in communication with Norfolk and Southern Rail Road about the inadequate job that was done at the crossing on Ranch Road. He will be meeting with them next week to discuss the issues involved. The City Engineer and Street Superintendent will be involved in the meeting as well.

-The next Board of Works meeting will be on the previously scheduled date of November 21, 2014 at 3:00 p.m., and not the usual time of 10:30 a.m.

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS-

ALLEY DRAINAGE IMPROVEMENT PROJECT 2014-0002/STORMWATER-

Bids were solicited from several companies to perform work in a north/south alley located between Center and Main Streets off the 100 Block of East Center Street. The drainage in the alley needs improved and business owners are concerned with standing water and ice. The only bid received was from Niblock Excavating Inc. for \$3,832.00. Motion made by Mr. Smith to take the bid under advisement, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

DEMOLITION OF 321 N. BUFFALO/337-339 N. BUFFALO STREET/B & P-

City Planner Jeremy Skinner presented quotes for demolition of structures at several properties the City owns:

321 N. Buffalo St. Demolition :	Superior Excavating	\$ 10,950
	Keirn Excavating	9,927
	Gawthrop Excavating	8,950
337/339 N. Buffalo St. Demolition:	Superior Excavating	\$ 8,950
	Keirn Excavating	12,757
	Gawthrop Excavating	7,000

After discussion a motion was made by Mr. Grose to accept the two quotes from Gawthrop Excavating for a total of \$15,950.00, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

PAY APPLICATION #23 /HUSKY TRAIL PROJECT/BUILDING & PLAN-

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$5,938.60 for Pay App. #23, for work done on the Husky Trail project. Also included was LPA Voucher #17 for Preliminary Engineering Costs to the Indiana Department of Transportation requesting 80% reimbursement for the pay request. Motion made by Mr. Smith to approve the Pay Application to A&Z Engineering and Voucher to INDOT, seconded by Mr. Grose carried by unanimous vote. (Information attached).

PAY APPLICATION #24 /HUSKY TRAIL PROJECT/BUILDING & PLAN-

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$12,047.50 for Pay App. #24, for work done on the Husky Trail project. Also included was LPA Voucher #7 for Right-of-Way Costs to the Indiana Department of Transportation requesting 80% reimbursement for the pay request. Motion made by Mr. Grose to approve the Pay Application to A&Z Engineering and Voucher to INDOT, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

PAY APPLICATION #2/CITY HALL DOORS REPLACEMENT PROJECT-

Mr. Skinner presented a payment request of \$15,344.00 for D-T Construction, Pay Application #2 for the City Hall Door Replacement Project. This is the final pay application that also includes a previously approved change order. Mr. Skinner advised the Board that there was a problem with some glass on the door that will be replaced after the Redevelopment Commission approves the matter, however, he still recommended the Board to approve the payment. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

MARKET STREET PHASE 1 PROJECT BID REQUEST/B & P-

Mr. Skinner requested permission to advertise and seek bids for the Market Street Phase 1 Improvement Project. The common wage hearing has been completed and due to common wage law constraints, the City has three months from October 20th to bid the project. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

MARKET STREET ROAD DESIGN AMENDMENT/B & P-

Mr. Skinner presented information to the Board for the Market Street Road Design. He is seeking approval of an amendment to the contract with A&Z Engineering that includes additional design cost and work that was requested by the City and completion of the required Rule 5 Permit. Cost of the amendment will be \$6,600.00. Motion made by Mr. Smith to approve the amendment, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

BID APPROVAL 302, 308/310 S. BUFFALO STREET PROPERTIES-

Mr. Skinner recently advertised the sale of properties the City owns at 302 and 308/310 S. Buffalo Street. He received a high bid from Jorge Flores for \$81,000.00. A motion was made by Mr. Grose to accept the bid of \$81,000.00, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

G & G HAULING/POLICE DEPARTMENT PARKING LOT/CHANGE ORDER/PAY APPLICATION #1-

Engineer James Emans presented Change Order #2 for Phase 1 of the parking lot project being done by G&G Hauling and Excavating at the Police Department. The change order modifies the contract price based upon actual quantities installed for a final amount of \$75,978.79. He is also requesting permission to make the first and final payment of \$75,978.79. Motion made by Mr. Smith to accept the change order and payment, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

INTER-LOCAL AGREEMENT/SUN-GUARD,OSSI/POLICE-

Chief Whitaker presented an inter-local agreement with Kosciusko County. The 2015 annual agreement for \$30,000.00 will be used for maintenance fees as well as access to Sun Gard/OSSI records management server. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

KEMRAD AGREEMENT-

The Police Department presented a contract for 2015 with KEMRAD for a lump sum fee of \$5,000.00 for assisting the City with traffic control and working with the Police for other needs. Motion made by Mr. Grose to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

2015 AGREEMENT/PRO AIR/FIRE & POLICE-

Fire Chief Mike Brubaker presented the annual service agreement between Pro Air Midwest, Inc. for both the Fire Territory and Police Department. This is for servicing equipment at both departments. Cost to the Police Department is \$1,140.00 and cost to the Fire Territory is \$2,280.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

KERLIN MOTOR COMPANY/LEASE AGREEMENT/POLICE-

Chief Whitaker presented a twelve (12)-month lease agreement with Kerlin Motor Company for a vehicle to be used at the Police Department. The one (1)-year lease is in the amount of \$2,580.00. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached to minutes).

KEYSTONE SOFTWARE SYSTEMS AGREEMENT-

Keystone Software Systems submitted a Disaster Recovery Agreement for computer software in the Clerk-Treasurer's Office. The fee for disaster recovery is \$275.00 for 2015. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached to minutes).

NEW HIRE/CHANGE IN PAYROLL REPORT-

Human Resource Director Jennifer Whitaker presented a walk-in request for approval- A list of two (2) payroll changes as follows: one (1) Police; one (1) Street. Motion made by Mr. Grose to approve the list, seconded by Mr. Smith, carried by unanimous vote (List attached to minutes).

TRAVEL REQUESTS/HR-

A list setting forth five (5) travel requests, all within the Wastewater Treatment Utility, was presented for approval. A question was raised on the travel dates listed on the request. Mr. Davison explained that not all employees listed were attending the conference on those particular days, but their attendance was listed correctly on the attached travel request forms. Motion made by Mr. Smith approving the travel requests with a correct cover page being presented going forward, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

SPECIAL CLAIMS-

Clerk's Office submitted a Special Claim for approval and payment totaling \$100.00. Motion made by Mr. Grose to approve the claim for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKET-

The following claim docket was presented for approval.

Regular Docket - \$567,615.03

EOM Docket - \$3,832,320.87

Pension Docket - \$39,583.23

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

OTHER MATTERS-

-Mr. Smith announced a Ground Breaking for the “Heron Corporate Housing” that will be held on November 14, 2014 at 2:00 p.m. The property is located on Sheldon Street directly west of Kohl’s Department Store.

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