

BOARD OF PUBLIC WORKS & SAFETY
NOVEMBER 2, 2015
10:00 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Monday, November 2, 2015 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, City Planner Jeremy Skinner, Superintendent of Public Works Jeff Beeler, WWTU Manager Brian Davison, WWTU Payment Office Manager Mary Lou Plummer, Stormwater Coordinator Theresa Sailor, City Engineer James Emans, Fire Chief Mike Wilson, Police Lieutenant Kip Shuter, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Airport Manager Nick King, Pam Kennedy from Warsaw Housing Authority, Erasmo Garcia, InkFree News reporter Deb Patterson, and Times-Union reporter David Slone.

ABSENT: None.

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

MINUTES-

The minutes from the October 16, 2015 Regular Session were presented for approval. Board member Grose made a motion to accept the minutes as presented, seconded by Board member Clemens, motion carried by unanimous vote.

VISITORS-

BOARD MEMBER SWORN-IN-

George Clemens was introduced as the new member of the Board of Works. Mayor Thallemer administered the Oath of Office to Mr. Clemens. (Copy attached).

REPORTS/ORAL & WRITTEN COMMUNICATION-

-The next Board of Works meeting will be on November 19, 2015 at 10:30 a.m.

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS-

WARSAW HOUSING AUTHORITY/RELEASE OF MORTGAGE-

Pam Kennedy from Housing Opportunities of Warsaw requested a release of mortgage for the following property:

1. Teri J. Smith, 701 W. Winona Avenue, record #2013090332.

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

UNDERBILLINGS/WWTU-

A letter was presented addressing under-billings for property located at 312 S. Detroit Street and owned by Erasmo and Maria Garcia. The building has five (5) apartments and has only been billed for four (4). Any under-billings can only be retroactive six years with no interest or charges, making the total due \$2,388.50. After discussion, Mr. Grose made a motion to collect the under-billings starting from January 1 of this year, through October 31 of this year, for a total amount of \$335.50, seconded by Mr. Clemens, carried by unanimous vote. (Copy of letter attached).

2016 AGREEMENT/PRO AIR/FIRE & POLICE-

Police Chief Scott Whitaker 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 \$1,170.00 and cost to the Fire Territory is \$2,340.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheet attached).

KEMRAD AGREEMENT-

Chief Whitaker presented a contract for 2016 with KEMRAD for a lump sum of \$5,000.00 for assisting the City with traffic control and working with the Police for other needs. For his first time as a member of the Board, Mr. Clemens made a motion to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

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

Chief Whitaker presented an inter-local agreement with Kosciusko County. The 2016 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. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheet attached to minutes).

APPROVAL TO PURCHASE & INSTALL TWO OVERHEAD DOORS/AVIATION-

Airport Manager Nick King requested permission to purchase and install two overhead doors at the airport in a continuation of the shop remodel. After reviewing the bids he solicited, he recommends the bid from Overhead Door Company for \$5,291.00. Motion made by Mr. Grose to approve the bid from Overhead Door Company, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

NORTH CENTRAL CO-OP FUEL PURCHASE AGREEMENT/STREET-

Street Department Superintendent Jeff Beeler presented a final Fuel Agreement between the City and North Central Co-Op. An agreement had been approved during the last Board of Works meeting but the prices had not been guaranteed. The guaranteed prices are on-road diesel fuel \$2.302 per gallon, off-road diesel fuel \$2.145 per gallon, off-road diesel fuel (tankwagon) \$2.345 per gallon, and 91 clear octane gasoline (tankwagon) \$2.539 per gallon, and are all guaranteed thru October of 2016. A motion was made by Mr. Clemens approving the agreement, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

WARSAW COMMUNITY SCHOOLS/ICE MELTING MATERIALS/STREET-

An agreement was presented to the Board for approval of a Memorandum of Understanding Agreement - Ice Melting Materials 2015-16 Winter Season. This MOU between the City of Warsaw and Warsaw Community Schools is for the purpose of jointly purchasing ice melting material with the City having priority in case of a salt shortage. This item was walked-in and not listed on the agenda. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote. (Memorandum of Understanding attached to minutes).

SHORLINE RESTORATION/STORMWATER-

An agreement between the City and Heartland Restoration Services was presented for approval. Heartland Restoration will improve 200 feet of severely eroded shoreline in Lucerne Park on Pike Lake to reduce sediment and nutrients going into the lake. After discussion and a concern on a warranty, a motion was made by Mr. Grose to table the matter, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

REMEDIAL INVESTIGATION/AMENDED AGREEMENT/AVANTTI ENVIRONMENTAL GROUP/WWTU-

Mr. Davison requested permission to amend an agreement with Avanti Environmental Group originally entered into in November of 2013 for remedial investigation along Walnut Creek and adjacent wetlands. The cost will increase \$5,108.00 in preparing a response to IDEM's comments. Motion made by Mr. Grose to accept the increase, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheet attached).

WWTU AGREEMENT/GASDOVA AND ASSOCIATES-

Mr. Davison presented for approval an agreement with Gasvoda and Associates, Inc. The agreement is for updating the software and programming for the Scadata system at a cost of \$14,160.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

MANHOLE REPAIR & REHABILITATION/WWTU-

Mr. Davison requested permission to accept a quote from Monoform, LLC to rehabilitate and repair various manholes. The quote from Monoform was \$14,465.00. He also received a quote from Conoco Spray Solutions for \$18,760.00. Motion made by Mr. Grose to accept the quote from Monoform for \$14,465.00, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached to minutes).

PAY APP #5/HUSKY TRAIL PROJECT/RIGHT-OF-WAY ACQUISITION/BUILDING & PLAN-

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$11,335.00 for Right-of-Way Acquisition Services along the Husky Trail Project for Pay Application #5. Also included was LPA Voucher #5 to INDOT requesting reimbursement from the State for the 80/20 grant. Motion made by Mr. Clemens to approve Pay Application #5 to A&Z Engineering, and (ROW Acq.) Voucher #5, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

MARKET STREET IMPROVMENTS/PHASE #1/PAY APP. #4-

Payment Application #4 to Niblock Excavating for \$414,794.49 was presented for approval. The payment application is in regards to Phase #1 of the Market Street Improvements Project. City Engineer James Emans has reviewed the payment and has approved the request. Motion made by Mr. Grose to approve the payment, seconded by Mr. Clemens, 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 construction engineering work requested by the City to address grade issues. Cost of the amendment will be \$7,000.00. Motion made by Mr. Clemens to approve the amendment, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

SERVICE AGREEMENT/PEOPLELINK, LLC/HR-

Human Resource Director Jennifer Whitaker presented a service agreement with Peoplelink to staff several positions for the City. Mr. Grose made a motion to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote. (Documentation attached to minutes).

TRAVEL REQUESTS/HR-

A list setting forth nine (9) travel requests was presented for approval: Police -3; WWTU-6. Motion made by Mr. Grose approving the travel requests, seconded by Mr. Clemens, carried by unanimous vote. (List attached to minutes).

NEW HIRE/CHANGE IN PAYROLL REPORT-

Mrs. Whitaker presented new hire/change in payroll report for approval: three (3) Street (plus authorization of one take-home vehicle); one (1) Park; and one (1) Board of Works. Warren Gruenewald was introduced as the new Assistant Street Superintendent as well. Motion made by Mr. Grose to approve the list, seconded by Mr. Clemens, carried by unanimous vote (List attached to minutes).

CLAIM DOCKET-

The following claim docket was presented for approval.

Regular Docket - \$266,131.03

EOM Docket - \$1,889,083.87

Pension Docket - \$40,090.99

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