

BOARD OF PUBLIC WORKS & SAFETY
MARCH 4, 2016
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, March 4, 2016 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, Firefighter Mike Brubaker, City Planner Jeremy Skinner, City Engineer James Emans, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Park Superintendent Larry Plummer, Park Recreation Director Sheila Wieringa, Assistant Street Superintendent Warren Gruenewald, Cemetery Sexton Hal Heagy, HR Director Jennifer Whitaker, Karl Swihart from the CCAC, Jerry Frush, Paula Bowman, others as noted on the attached attendance sheet, reporter Deb Patterson 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 February 19, 2016 Regular Session were presented for approval. Board Member Grose made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

NEW BUSINESS-

MAIN STREET SEWER REPLACEMENT/OPEN BIDS/WWTU-

Advertisement for bids for the Main Street Sewer Replacement Project has taken place and the bids were to be opened today. Only one bid was received from:

-Atlas Excavating - \$533,133.00

Motion made by Mr. Grose to take the bid under advisement, seconded by Mr. Clemens, carried by unanimous vote.

CUSTOM RESCUE FIRE APPARATUS/OPEN BIDS/WWFT-

Advertisement for bids for a new custom rescue fire apparatus has taken place and the bids were to be opened today. Bids were received from:

-Hoosier Fire Equipment - \$578,402.00

-SVI Trucks - \$592,170.00

-Crossroads Ambulance - \$645,848.00

Motion made by Mr. Clemens to take the bids under advisement, seconded by Mr. Grose, carried by unanimous vote.

STREET CLOSURES/FAT SKINNY TIRE FESTIVAL-

The following street closures for the Fat Skinny Tire Festival were presented for consideration:

Friday May 20th from 3:00pm-11:30pm:

Center Street-between Indiana St. and Lake St.

Buffalo Street-between Main St. and Market St.

Friday May 20th from 5:00pm-10:00 pm

West Market Street- from Indiana to W. Center

West Center Street- from Market St. to the Zimmer/Biomet Round-About

South Buffalo Street- from Market St. to Jefferson St.

Motion made by Mr. Grose to approve the closures, seconded by Mr. Clemens, carried by unanimous vote. (Information attached).

STREET CLOSURE/BPA WORLD SERIES OPENING CEREMONIES-

Karl Swihart from the CCAC and representing the Baseball Players Association (BPA) requested that the 100 block of North Buffalo Street and the north ½ block of South Buffalo Street, the 100 block of West Center Street and the west ½ of the 100 block of East Center Street be closed on Tuesday July 16 from 3PM to 8PM for the BPA World Series Opening Ceremonies. Motion made by Mr. Clemens to approve the closings, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

PARK CONTRACTS-

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

1. National Concerts:

- a. Mischell Productions, Inc.- 2 (two) national Classic Rock Bands to perform 6/17/17- \$27,500

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

- b. Mischell Productions, Inc.- 2 (two) national Country Bands to perform 7/22/16, \$29,500

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

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

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

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

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

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

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

2. Aon Association/Showstoppers Event Cancellation Applications and Policies for Classic Rock and County Concert-\$1,254.75.

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

2016 RECREATION GUIDE/PARK-

Mrs. Wieringa requested permission to engage Apollo Printing & Graphics for the printing of the 2016 Recreation Guide. Thirteen thousand (13,000) guides will be printed at a cost of \$4,798.00 and more specifically stated in the contract. Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

KOSCIUSKO COUNTY CONVENTION, RECREATION, AND VISITORS COMMISSION (KCCRVC) GRANT/PARKS-

Mrs. Wieringa informed the Board that the Kosciusko County Community Foundation has granted funding to assist the Parks Department in purchasing 10 Versa paddleboards and paddles. The grant award is in the amount of \$5,758.80, which will be paid directly to Tredway Pools Plus of Warsaw from the KCCRVC. Motion made by Mr. Grose to accept the award, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached to minutes).

SITESCAPES, INC./MASTER PLAN/PARKS-

Park Superintendent Larry Plummer presented a proposal from SiteScapes, Inc., to update the Five (5) Year Master Plan. The cost of the service is \$12,200.00. Motion made by Mr. Clemens approving the proposal, seconded by Mr. Grose, carried by unanimous vote.

AMUSEMENT ENTERTAINMENT PERMITS/PARK-

Park Superintendent Larry Plummer presented information to apply for an Amusement Entertainment Permit through the Department of Homeland Security Division of Fire and Safety-Permit Division. The City is required to have permits to rent and use certain park facilities. The cost of the permits will total \$738.00. A motion was made by Mr. Grose to approve the applications, seconded by Mr. Clemens, carried by unanimous vote. (Copies attached).

BROADVOICE PHONE SERVICE/PARK-

Mr. Plummer submitted an agreement with Broadvoice for phone service at the Campground, Pete Thorn Center, and Park Office facilities. Cost of the service is \$203.80 for the first two months, \$213.75 per month after the first two months, annual cost of \$2,565.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheet attached to minutes).

WILDMAN BUSINESS GROUP RENTAL SERVICE AGREEMENT/POLICE-

A two (2) year service agreement with Wildman Business Group was presented. The service is for weekly or bi-weekly delivery of mats, uniforms, and shop towels at the Police Department with specifications and fees more specifically set forth within the agreement. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

PAYMENT REQUEST/BUFFALO STREET REDEVELOPMENT PROJECT/REDEVELOPMENT AUTHORITY-

City Planner Jeremy Skinner presented a payment request to Huntington National Bank in the amount of \$12,387.50 to American Structurepoint, Inc. for various services concerning the Buffalo Street Redevelopment Project. This is the fourth payment request presented to the Board from bond funds received and held at Huntington Bank for the Redevelopment Authority Lease Rental Revenue Bonds 2015. Motion made by Mr. Grose to approve the request, seconded by Mr. Clemens, carried by unanimous vote. (Information attached).

CENTER LAKE BOAT RAMP RELOCATION/DNR AGREEMENT/B&P-

Mr. Skinner presented an agreement between the City and the Department of Natural Resources to relocate the boat ramp at Center Lake. The ramp will be relocated from Buffalo Street to north of the park off of SR 15. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

ENCROACHMENT AGREEMENT/FIRST SOURCE BANK/B&P-

Mr. Skinner requested an Encroachment Agreement with First Source Bank to allow a portion of their drive-thru lane to encroach in the City right-of-way. This is for their new building that will be located at the corner of Winona Ave. and Lake Street. Motion made by Mr. Grose allowing the encroachment, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

MARKET STREET IMPROVMENTS/PHASE 2/PAY APPLICATION #6/B&P-

Pay Application #6 was presented for Phase 2 of the Market Street Improvements. VS Engineering is requesting a payment of \$13,369.77. Also included was LPA Voucher #6 to INDOT for Preliminary Engineering for 80% reimbursement. Motion made by Mr. Clemens to approve Pay Application #6 and LPA Voucher (PE) #6, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

MARKET STREET IMPROVMENTS/PHASE 1/PAY APPLICATION #5/B&P-

Payment Application #5 to Niblock Excavating for \$343,759.17 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. Clemens to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

PAY APP #10/HUSKY TRAIL PROJECT/RIGHT-OF-WAY ACQUISITION/B&P-

Mr. Skinner presented an invoice from A&Z Engineering requesting a payment of \$16,380.00 for Right-of-Way Acquisition (RW Acq.) services along the Husky Trail Project for Pay Application #10. Also included was LPA Voucher #10 to INDOT requesting reimbursement from the State for the 80/20 grant. Motion made by Mr. Grose to approve Pay Application #10, and LPA Voucher (RW Acq.) #10, seconded by Mr. Clemens, carried by unanimous vote. (Information attached).

LPA VOUCHER #11/HUSKY TRAIL PROJECT/RIGHT-OF-WAY ACQUISITION/B&P-

LPA Voucher #11 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State from the 80/20 grant for property recently purchased for right-of-way purposes along Husky Trail and totaling \$93,719.00 was presented for approval. Motion made by Mr. Clemens to approve LPA Voucher #11, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

CWC LATTITUDES, LLC/ STELLAR COMMUNITIES PROGRAM/B&P-

Mr. Skinner presented a contract with CWC Latitudes, LLC to help with several matters regarding the application for the Stellar Communities Program. The total cost of the contract will not exceed \$6,500.00. Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

AMENDMENT #5/I/I REDUCTION PROGRAM/WESSLER ENGINEERING, INC./WWTU-

Mr. Davison presented Amendment #5 to the existing I&I Reduction Program agreement with Wessler Engineering, Inc. The amendment adds an adjustment to Phase II of \$1,250.96 and Phase IV Capital

Improvement Plan for \$54,700.00. It was also noted that page three (3) of the amendment, on the line "Total Contracted Project Fee (all Phases): should total \$289,729.00 and not \$208,419.96. Motion made by Mr. Clemens to approve the Amendment and the corrected line, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

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

Human Resource Director Jennifer Whitaker requested approval of UNUM Insurance Company for Life, Accidental Death & Dismemberment (AD&D), and Long Term Disability (LTD) insurance coverage for employees. The memo attached with the request stated that "For this renewal, I recommend that the City renew the Life Insurance and AD&D, but not renew the Long Term Disability Insurance (LTD) based on the non-usage of this benefit." She asked the board to disregard dropping the LTD insurance, and that at this time the City will continue offering LTD insurance. The policy will be in effect on March 1, 2016 for three years. Motion made by Mr. Grose to approve the renewal, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached to minutes).

WILDMAN BUSINESS GROUP RENTAL SERVICE AGREEMENT/HR-

A two (2) - year service agreement with Wildman Business Group was presented. The service is for weekly or bi-weekly delivery of mats, uniforms, and supplies for City Hall with specifications and fees more specifically set forth within the agreement. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

TRAVEL REQUESTS-

A list setting forth two (2) travel requests: WWTU-two (2) was presented for approval. Motion made by Mr. Clemens to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

NEW HIRES/CHANGE IN PAYROLL REPORT/HR-

A report setting forth a change in payroll request for one (1) employee – Police, and various summer/seasonal, and temporary positions was presented for approval. HR Director Jennifer Whitaker named a person in the position for the Police Department that had not been listed on the original report. She also advised the board the new records clerk would start on March 21, 2016 and not March 14, 2016 as listed on the report. Motion made by Mr. Grose approving the list, seconded by Mr. Clemens, and carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$769,998.23

EOM Docket - \$627,568.19

Pension Dockets - \$40,509.91

Motion made by Mr. Clemens to approve the claim dockets for payment, seconded by Mr. Grose, 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