

BOARD OF PUBLIC WORKS & SAFETY  
DECEMBER 2, 2016  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 2, 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, City Planner Jeremy Skinner, WWTU Manager Brian Davison, Park Superintendent Larry Plummer, Police Chief Scott Whitaker, Police Captain Kip Shuter, City Engineer James Emans, Street Superintendent Jeff Beeler, H/R Director Jennifer Whitaker, Jerry Frush, InkFree News reporter Deb Patterson, and Times-Union reporter David Slone.

**ABSENT:** None noted.

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

**MINUTES-**

The minutes from the November 17, 2016 Regular Session were presented for approval. Motion made by Board member Grose to approve the minutes as presented, seconded by Board member Clemens, and carried by unanimous vote.

**UNFINISHED BUSINESS-**

**BID AWARD/OSBORN STORMWATER PUMP STATION IMPROVEMENTS/WWTU-**

Bids were received from the listed companies and opened during the November 17, 2016 meeting for the Osborn Stormwater Pump Station Improvements. A review of the bids is listed below.

1. Crosby Construction - \$293,110.00
2. Ottenweller Contracting - \$201,000.00
3. Selge Construction - \$197,240.00

After review by City Engineer James Emans and Wastewater Superintendent Brian Davison, it was recommended the bid be awarded to Selge Construction for \$197,240.00. Motion made by Mr. Grose to approve the recommendation and bid from Selge Construction Co., Inc., seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

**NEW BUSINESS-**

**AWARD BID FOR MICRO SURFACING AND CRACK SEALANT/STREET-**

Bids were previously opened for Micro Surfacing and Crack Sealant for various projects. Pavement Solutions, Inc. was the sole bidder. Bids were: \$3.80 per square yard for type II modified asphalt emulsion micro surfacing, multiple course; \$2.80 per square yard for type II modified asphalt emulsion micro surfacing, single course; and \$1.25 per pound for applied fiberized crack sealant. Street Superintendent Jeff Beeler recommended approval of the bids. Motion was made by Mr. Clemens to approve the bids from Pavement Solutions, Inc., seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**AA TAXI PERMITS-**

Police Captain Kip Shuter presented applications for two (2) taxicab permits for AA Taxi. Captain Shuter stated the taxis passed inspection and the Police Department was recommending approval of the permits. Motion was made by Mr. Clemens to approve the permits for AA Taxi as set forth within the applications, seconded by Mr. Grose, motion carried by unanimous vote. (Copies attached to minutes).

**FAST CAB PERMITS-**

Police Captain Kip Shuter presented applications for six (6) taxicab permits for Fast Cab for approval. Captain Shuter stated the taxis passed inspection and the Police Department was recommending approval of the permits. Motion was made by Mr. Grose to approve the permits for Fast Cab as set forth within the applications, seconded by Mr. Clemens, motion carried by unanimous vote. (Copies attached to minutes).

**CHANGE ORDER #3/MAIN STREET SEWER REPLACEMENT PROJECT/WWTU-**

Wastewater Treatment Utility Manager Brian Davison presented Change Order #3 for the Main Street Sewer Replacement Project contract with Atlas Excavating. The Change Order lists 2 items increasing the amount by \$7,371.10 to the original contract price of \$533,113.00 approved during the April 1, 2016

meeting. Motion made by Mr. Grose to approve the Change Order and the updated price of \$613,824.20, which includes the adjustments from earlier change orders, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

**PAY APPLICATION #4/MAIN STREET SEWER REPLACEMENT PROJECT/ATLAS EXCAVATING/WWTU-**

Mr. Davison presented Pay Application #4 to Atlas Excavating for the Main Street Sewer Replacement project. The amount requested on the Pay Application is \$13,962.55. Motion made by Mr. Clemens to approve the payment to Atlas Excavating, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**PAY APPLICATION #5/MAIN STREET SEWER REPLACEMENT PROJECT/ATLAS EXCAVATING/WWTU-**

Mr. Davison presented Pay Application #5 to Atlas Excavating for the Main Street Sewer Replacement project. The amount requested on the Pay Application is \$94,793.29. Motion made by Mr. Clemens to approve the payment to Atlas Excavating, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**WWTU BUDGET GUIDELINE FOR 2017-**

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

**STORMWATER BUDGET GUIDELINE FOR 2017-**

The 2017 Stormwater Utility Budget Guideline was submitted by Mr. Davison as well. This guideline for Stormwater appropriations will be the setup for 2017 spending. It was noted that the budget presented may not be supported by the revenue received. Mr. Clemens made a motion to table the guidelines, seconded by Mr. Grose, carried by unanimous vote.

**MEMORANDUM OF UNDERSTANDING (MOU)/KOSCIUSKO LAKES AND STREAMS AT GRACE COLLEGE/STORMWATER-**

A MOU was presented between the City and Center for Lakes & Streams at Grace College ("Center") to raise awareness and provide education opportunities in grades K-12 on stormwater management. The education opportunities are an MS4 requirement. Total cost of all the programs is listed at \$6,300.00, which is also the amount of the MOU. Motion was made by Mr. Grose to accept the MOU, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached).

**SPECIAL EVENTS COORDINATOR-**

An agreement between the City of Warsaw and Paula Bowman as Special Events Coordinator for downtown events in the amount of \$666.67 per month/\$8,000.00 annually for 2017 was presented for approval. Motion made by Mr. Clemens to approve the Agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

**GRADE SEPARATION STUDY/AMERICAN STRUCTUREPOINT, INC. /B&P-**

City Planner Jeremy Skinner presented an invoice from American Structurepoint for payment. The invoice is for various services for the grade separation concerning the Norfolk Southern Railroad crossing. The invoice amount is \$5,247.54. Motion made by Mr. Grose to approve the payment, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached to minutes).

**PAY APPLICATION #15/LPA VOUCHER #15/MARKET STREET IMPROVEMENTS PHASE 2/B&P-**

Mr. Skinner presented Pay Application #15 for Phase 2 of the Market Street Improvements Project. VS Engineering is requesting a payment of \$1,953.64. Also included was LPA Voucher #15 to INDOT for Preliminary Engineering (PE) for 80% reimbursement. Motion made by Mr. Grose to approve the pay application and LPA Voucher (PE) #15, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

**PAYMENT REQUEST #13/BUFFALO ST. REDEVELOP. PROJECT/REDEVELOP. AUTHORITY/B&P-**

City Planner Jeremy Skinner presented Payment Request #13 to Huntington National Bank in the amount of \$3,719.84 on behalf of American Structurepoint, Inc. for various services concerning the Buffalo Street Redevelopment Project. The payment will come from bond funds received and held at Huntington Bank for the Redevelopment Authority Lease Rental Revenue Bonds 2015. The total invoice from American Structurepoint was in the amount of \$5,801.84. The remaining \$2,082.00 will be paid from Wastewater funds because it was for the lift station design. Motion made by Mr. Clemens to approve the payment request to Huntington National Bank and remaining invoice amount to American Structurepoint, Inc., seconded by Mr. Grose, carried by unanimous vote. (Information attached).

**MIKE COX CONSULTING, INC./EMERGENCY MANAGEMENT SERVICES AGREEMENT-**

An agreement for Emergency Management Services with Mike Cox Consulting, Inc. (Mike Cox) was presented for approval. The annual contract amount is \$5,000.00 payable in monthly installments and further described in the agreement. Mr. Cox will implement a comprehensive Emergency Management Plan for the City and provide training as well. Motion was made by Mr. Clemens to approve the contract effective January 1, 2017 thru December 31, 2017, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

**NEW HIRES/CHANGE IN PAYROLL REPORT-**

A New Hire/Change in Payroll report was provided for approval: Building and Plan- 1; Street - 1, and more specifically set forth on the list attached to minutes. Motion made by Mr. Grose to approve the report, seconded by Mr. Clemens, carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

Regular Docket - \$1,628,240.71

End of the Month Docket - \$72,544.09

Police & Fire Pension Docket - \$40,710.10

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**