

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 16, 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 16, 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 Michael Valentine, WWTU Manager Brian Davison, Fire Territory Chief Mike Wilson, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, HR Director Jennifer Whitaker, HR Administrative Assistant Karen Smith, Street Superintendent Jeff Beeler, City Engineer James Emans, Jerry Frush, 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 December 2, 2016 Regular Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented and amended, seconded by Mr. Grose, motion carried by unanimous vote.

UNFINISHED BUSINESS-

STORMWATER BUDGET GUIDELINE FOR 2017-

The 2017 Stormwater Utility Budget Guideline was submitted by WWTU Manager Brian Davison. This guideline for Stormwater 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).

NEW BUSINESS-

BID AWARD FOR 300 NORTH TRAIL PROJECT-

Bids for the 300 North Trail Project were received and opened on December 14, 2016. Bids were received from:

1. Phend and Brown - \$820,930.07 with concrete extension price of \$130,422.75 and asphalt extension price of \$85,624.00.
2. G&G Hauling and Excavating - \$816,034.00 with concrete extension price of \$133,857.30 and asphalt extension price of \$81,737.92.

City Planner Jeremy Skinner and City Engineer James Emans have reviewed the bids and recommend that the bid be awarded to G&G for \$816,034.00 plus the asphalt extension price of \$81,737.92 Motion made by Mr. Clemens to approve the recommendation, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

PAY APPLICATION/HUSKY TRAIL PROJECT/LPA VOUCHER #34/BUILDING & PLAN-

Mr. Skinner presented the following pay application and LPA voucher seeking 80% reimbursement from INDOT per invoices from A&Z Engineering:

1. Pay Application and LPA Voucher #34-Final (PE) in the amount of \$1,318.00.

Motion made by Mr. Clemens to approve the pay applications, LPA vouchers, and invoices from A&Z Engineering for work done on the Husky Trail Project, seconded by Mr. Grose, carried by unanimous vote. (Information attached).

DEED OF DEDICATION/LAPORTE EQUITIES, LLC-

Mr. Skinner presented a Deed of Dedication of Public Way for approval. LaPorte Equities, LLC is dedicating a portion of the NW Quarter of Section 32, Township 33 North, Range 6 East in Plain Township to the City. The area contains 1.21 acres more or less and is a forty foot wide right-of-way along the south side of CR 300 North next to Tippy Downs housing addition. Purpose of the deed is for placement of the CR 300 North Trail Project. Motion made by Mr. Grose to approve the deed, seconded by Mr. Clemens, carried by unanimous vote.

WILDMAN BUSINESS GROUP RENTAL SERVICE AGREEMENT/PARK-

Park Superintendent Larry Plummer presented a two (2) - year service agreement with Wildman Business Group. The service is for weekly or bi-weekly delivery of mats and uniforms for the Park 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).

TURNER VALENTINE LAW OFFICE AGREEMENT/LEGAL SERVICES-

An agreement for legal services with Turner Valentine, LLP was presented for approval. The annual contract amount is \$42,000.00 payable in monthly installments of \$3,500.00. Some work will be at the hourly rate set at \$155.00, more specifically set forth within the agreement. Motion was made by Mr. Grose to approve the contract effective January 1, 2017 thru December 31, 2017, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached to minutes).

KOSCIUSKO COUNTY FARMERS MARKET/2017 AGREEMENT-

An agreement with Kosciusko County Farmers Market, LLC, allowing the Farmers Market access to the concrete road area of the 100 Block of West Center Street (situated between Buffalo Street and Lake Street) and/or the adjacent City Hall Plaza. The Market will operate every Saturday 8:00 am until 1:00 pm from May 6, 2017 until October 28, 2017. Motion made by Mr. Clemens to accept the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

KEDCO/2017 CONTRACT-

The 2017 agreement with KEDCO was presented for approval. KEDCO promotes the economic development of Kosciusko County through the retention and expansion of existing business and industry, and the attraction of new business investments. The City has agreed to provide \$55,000.00 to KEDCO for 2017. Motion made by Mr. Clemens, approving the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

2017 CONTRACTS WITH NOT-FOR-PROFITS-

The following Agreements for services with other organizations were presented for approval.

1. -**AWL** (Animal Welfare League) - \$19,000.00
2. -**CCAC** (City County Athletic Complex) - \$31,000.00
3. -**THE CENTER FOR LAKES & STREAMS AT GRACE COLLEGE** - \$15,000.00
4. -**HOUSING OPPORTUNITIES OF WARSAW** - \$25,000.00
5. -**KABS** (Kosciusko Area Bus Service) - \$18,500.00
6. -**KABS** (Kosciusko Area Bus Service) Capital Improvement Match- \$10,000.00
7. -**KOSCIUSKO COMMUNITY SENIOR SERVICES** -\$15,000.00
8. -**KOSCIUSKO COUNTY HISTORICAL SOCIETY** - \$1,000.00
9. -**WHA** (Warsaw Housing Authority) - \$30,000.00
10. -**WCDC** (Warsaw Community Development Corporation) - \$17,500.00
11. -**WCDC** (Warsaw Community Development Corporation) – Façade Improvements \$25,000.00

Motion made by Mr. Grose to accept all Not-for-Profit contracts for 2017, seconded by Mr. Clemens, motion carried by unanimous vote. (Copies attached to minutes)

WARSAW-WAYNE FIRE TERRITORY VOLUNTEER FIRE AGREEMENT-

The 2017 Agreement with the Warsaw-Wayne Fire Territory Volunteer Fire Department was presented for approval. The agreement is for a fixed term of six (6) months. City agrees to pay \$15,000.00 by June 1, 2017 and another \$15,000.00 by December 1, 2017 if the agreement is renewed and more specifically set forth within the agreement. Motion was made by Mr. Grose to accept the agreement, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached).

MEMORANDUM OF UNDERSTANDING (MOU) WITH WAYNE TOWNSHIP-

A Memorandum of Understanding (MOU) was presented between the City and Wayne Township detailing the terms of financial contributions from the Township to the City from the issuance of general obligation bonds for the construction and completion of a new fire station. The MOU has already been approved by the Wayne Township Board of Trustees and needs to be approved by the City's Board of Public Works and Safety. A motion was made by Mr. Clemens to approve the MOU, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

AMERICAN FIDELITY ASSURANCE COMPANY/HEALTH/FLEXIBLE SPENDING/VOLUNTARY ACCOUNTS/HR-

Human Resource Director Jennifer Whitaker presented an agreement with American Fidelity Assurance Company to provide City Employees Section 125 Compliance for health/dental pre-taxed premiums. American Fidelity also offers other voluntary plans to employees as well as participation in flexible spending accounts for medical expenses not paid by the City's health and dental plans and for dependent day care expenses as well. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

STANLEY SECURITY SERVICES/VIDEO SURVEILLANCE & INTRUSION ALARMS/CITY HALL

HR Administrative Assistant Karen Smith presented a quote for approval from Stanley Security Services for video surveillance and intrusion alarms at City Hall. The quote presented was \$9,877.00. Motion made by Mr. Clemens to approve the quote, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

STANLEY SECURITY AGREEMENT-

Ms. Smith presented an agreement with Stanley Security for electronic security and software for the doors and elevator at City Hall. Cost of the agreement is \$13,277.00. Motion made by Mr. Grose to approve the quote, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

BROADVOICE PHONE SERVICE/CITY HALL-

An agreement with Broadvoice for phone service at City Hall was presented for approval. Cost of the service is \$1,134.47 for the first month and \$634.47 per month after. The total cost will be split between departments. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

2017 TAKE- HOME VEHICLES-

A "2017 Take-Home Vehicle List" was presented for approval. It shows a list of those employees with City vehicles to be used to drive back and forth from work, as well as weather call-outs as needed. The Mayor's vehicle is the only authorized vehicle that may be used for personal miles. All are charged per IRS guidelines. Motion made by Mr. Clemens to approve the Take-Home Vehicle Requests, seconded by Mr. Grose, carried by unanimous vote. (Documents attached to minutes).

NEW HIRE/CHANGE IN PAYROLL REPORT/2017 WAGE INCREASES/HR-

A report setting forth a change in payroll request for one (1) employee – Fire Dept. - and a list setting forth wage increases for 2017 for all departments and boards was presented for approval, and will be effective with the January 6th, 2017 payroll. Motion made by Mr. Clemens to approve the new hire/change in payroll report as well as the attached wage list for 2017, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS-

A list setting forth one (1) travel request: HR-1, was presented for approval. Motion made by Mr. Clemens to approve the travel request, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

SPECIAL CLAIMS-

Clerk's Office submitted a listing of special claims totaling \$662,161.53. Motion made by Mr. Grose to approve the claims for payment, seconded by Mr. Clemens, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket - \$3,939,315.10

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

OTHER MATTERS-

BID AWARD/SOLID WASTE DISPOSAL CONTRACT-

This item was a walk-in and not listed on the agenda. Bids were solicited, received, and opened on December 12, 2016 for solid waste disposal. Bids were received from:

1. Republic - \$28.15 per ton, based on 4,000 tons.
2. Advance - \$24.68 per ton based on 4,000 tons.

3. Waste Management - \$32.00 per ton based on 3,000 tons annually with an estimate of 4,000 tons annually.

Street Department Superintendent Jeff Beeler has reviewed the bids and recommends that the bid be awarded to Waste Management because they have a local transfer station and that less wear and tear would be placed on the city's refuse collector(s), as well as saving employee time with its close location. After discussion a motion was made by Mr. Grose to award the bid to Waste Management, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

CONTRACT/SELGE CONSTRUCTION/OSBORN STORMWATER PUMP STATION-

During the last Board of Works meeting Selge Construction was awarded the bid for the Osborn Stormwater Pump Station. Wastewater Superintendent Brian Davison presented a contract for the Board to approve with Selge. This item was walked-in and not listed on the agenda. Motion made by Mr. Grose to approve the contract with Selge, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

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