

BOARD OF PUBLIC WORKS & SAFETY
JANUARY 06, 2017
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, January 6, 2017 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, Assistant City Planner Justin Taylor, Park Superintendent Larry Plummer, Jr., Park Recreation Director Sheila Wieringa, Street Superintendent Jeff Beeler, Assistant Street Superintendent Warren Gruenewald, Police Chief Scott Whitaker, Deputy Police Chief Bryan Sherwin, Police Captain Kip Shuter, Wastewater Superintendent Brian Davison, Fire Territory Chief Mike Wilson, City Engineer James Emans, InkFree News reporter Maggie Kenworthy, 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 December 16, 2016 Regular Session were presented for approval. Board Member Clemens made a motion to accept the minutes as presented, seconded by Board Member Grose carried by unanimous vote.

REPORTS-

The next Board of Works meeting has been rescheduled from January 20, 2017 to January 23, 2017 at 10:30.

NEW BUSINESS-

ANDERSON PROPERTY MANAGEMENT/PARK-

Park Superintendent Larry Plummer requested approval of a contract with Anderson Property Management in the amount of \$1,888.88 per month for nine months for a total annual amount of \$16,999.92 for the 2017 Maintenance Agreement. Anderson will plant and maintain eighteen (18) satellite beds and twenty-one (21) urns at Central Park. Mr. Grose made a motion to approve the contract, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached).

CENTER, PIKE & WINONA LAKES CONSERVATION ASSOCIATION AGREEMENTS/PARKS-

Mr. Plummer presented agreements from Center Lake, Pike Lake, and Winona Lake Conservation Associations. The agreements state that the Parks Department will pay \$2,500.00 per year to each association to help with nature preservation, conservation and maintenance and more specifically stated in the agreements. Mr. Clemens made a motion to approve the agreements, seconded by Mr. Grose, carried by unanimous vote. (Copies attached).

KOSCIUSKO COUNTY REMC OPERATION ROUND-UP GRANT/PARKS-

Park Recreation Director Sheila Wieringa announced that Kosciusko County REMC Operation Round-Up Committee has awarded the Parks Department \$1,500.00 for the 2017 grant cycle. The funds will be used for the Family Carnival. Motion made by Mr. Grose to accept the award, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

PARK CONTRACTS-

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

- a. Kara Schafer-Canvas painting instructor for Coffee & Canvas –Various Dates - \$300.00 total

Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote.

- b. Kari Lynch - June 2, 2017 - \$1,200.00.
- c. Matchsellers - June 9, 2017 - \$800.00.
- d. Parrots of the Caribbean - May 26, 2017 - \$2,500.00.

Motion made by Mr. Grose to approve the contracts, seconded by Mr. Clemens, carried by unanimous vote.

- e. Derek Tenney, DJ – Daddy’s Little Sweetheart Dance – February 10, 2017 - \$150.00.
- f. Our Father’s House – Catering for Daddy’s Little Sweetheart Dance - \$5.75 per person, 150 maximum - \$862.50 maximum.

Motion made by Mr. Clemens to approve the contracts, seconded by Mr. Grose, carried by unanimous vote.

- g. Ice Creations- Pumpkin Carving Demo-Fall Family Fun- October 13, 2017 - \$425.00.
- h. Incrediblebats, Inc. – Fall Family Fun - \$375.00

Motion made by Mr. Clemens to approve the contracts, seconded by Mr. Grose, carried by unanimous vote.

- i. Charles Ray Jr. – Fly Fishing Workshop Instructor- May 20, 2017 and August 26, 2017 - \$270.00 total.

Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote.

- j. Monster Message – Movie Screen for Family Movie Nights- \$3,000.00 total.

Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote.

- k. Karen Smith – Yoga Workshop - \$150.00.

Motion made by Mr. Grose to approve the contract, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheets for all of the above attached to minutes).

TAXI CAB APPLICATION & PERMIT/RIDE ON THE ROCKS-

Police Deputy Chief Bryan Sherwin presented an application for one (1) taxicab permit for Ride on the Rocks for approval. The taxi passed inspection and Deputy Chief Sherwin has recommended approval of the permit. Motion was made by Mr. Grose to approve the application and permit, seconded by Mr. Clemens, carried by unanimous vote. (Copy attached to minutes).

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

Police Chief Scott Whitaker requested approval for an agreement with Stanley Security Services for an access control system replacement and video surveillance system replacement at the Police Department. Total cost of the replacements is \$42,925.00, with a monthly maintenance fee of \$42.00. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

CHANGE ORDER #4/MAIN STREET SEWER REPLACEMENT PROJECT/WWTU-

Wastewater Treatment Utility Manager Brian Davison presented Change Order #4 for the Main Street Sewer Replacement Project contract with Atlas Excavating. The Change Order lists many items that both increase and decrease various changes from the original contract for a total increase amount of \$46,260.20 to the original contract price of \$533,113.00 approved during the April 1, 2016 meeting. Motion made by Mr. Grose to approve Change Order #4 and the updated contract price of \$660,084.30, which includes adjustments from earlier Change Orders, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

PAY APPLICATION #6/MAIN STREET SEWER REPLACEMENT PROJECT/ATLAS EXCAVATING/WWTU-

Motion made by Mr. Grose to table this at the request of Mr. Davison, seconded by Mr. Clemens, carried by unanimous vote.

ENGINEERING DESIGN SUPPLEMENTAL #1/OSBORN STORMWATER PUMP STATION/WWTU-

Mr. Davison presented a letter from Lawson-Fisher Associates P.C. proposing additional engineering design items and to finalize the design for the Center Lake Stormwater Pump Station. The cost of the additional services is \$12,550.00, added to the original \$36,257.00 proposal for a new total of \$48,807.00. Motion made by Mr. Clemens to approve Supplemental #1, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

BROADVOICE PHONE SERVICE/WWTU-

An agreement with Broadvoice for phone service at the Wastewater Treatment Plant was presented for approval. Cost of the service is \$661.31 for the first month and \$461.31 per month thereafter. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

WASTE MANAGEMENT REFUSE COLLECTION CONTRACT-

Street Superintendent Jeff Beeler presented an agreement with Waste Management to accept the City's refuse as it is collected. The bid of \$32 a ton with a 2% increase for 2018, 2019, and 2020 was awarded to Waste Management during the last Board of Works meeting, and he is asking the Board to accept the contract as well. Motion made by Mr. Grose to approve the contract with Waste Management, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheet attached to minutes).

PAYMENT REQUEST #14/BUFFALO STREET REDEVELOPMENT PROJECT/REDEVELOPMENT AUTHORITY-

City Planner Jeremy Skinner presented a Payment Request to Huntington Bank in the amount of \$494.76 for American Structurepoint, Inc. for Engineering Services concerning the Buffalo Street Redevelopment Project. This is the fourteenth (14th) Payment Request presented to the Board from bond funds received and held at Huntington Bank for the Redevelopment Authority Lease Rental Revenue Bonds 2015. Total amount of the invoice from Structurepoint, Inc. was \$4,311.76 and the remaining amount of \$3,817.00 will be paid from Wastewater funds. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

AMENDMENT TO EMPLOYEE DENTAL PLAN/HR-

Human Resources Director Jennifer Whitaker presented an Amendment to the City's current dental plan. The amendment revises the definition of dependents on the plan by allowing coverage for "A child for who the employee or employees spouse has legal guardianship." Motion made by Mr. Grose to approve the amendment, seconded by Mr. Clemens, carried by unanimous vote. (Information attached to minutes).

TRAVEL REQUESTS-

A list setting forth five (5) travel requests: various meetings depending on scheduling-Mayor-one (1); WWTU- two (2) and Stormwater-two (2) was presented for approval. Motion made by Mr. Clemens to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

BARKER ARCHIVES/DESTRUCTION OF RECORDS-

Motion made by Mr. Clemens to table this matter per a request by Mayor Thallemer, seconded by Mr. Grose, carried by unanimous vote.

KEYSTONE SOFTWARE SYSTEMS AGREEMENT/CLERK-TREASURER-

A Disaster Recovery Agreement with Keystone Software Systems for computer software in the Clerk-Treasurer's Office was submitted for approval. The fee for disaster recovery is \$275.00 for 2017. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

SPECIAL CLAIMS-

Clerk's Office submitted a listing of special claims totaling \$54,750.00. 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 dockets were presented for approval.

Regular Docket - \$2,209,738.26

EOM Docket - \$876,672.31

Pension Dockets - \$40,710.10

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

OTHER MATTERS-

STANLEY SECURITY/CITY HALL-

Human Resource Director Jennifer Whitaker presented further information on the Stanley Security System that was approved during the December 16, 2016 Board meeting. Cost of the automatic closure of the double doors between the parking lot entry hallway and the main lobby will be \$1,063.00 with no monthly maintenance fee; cost of the intrusion (and fire monitor) security will be \$3,210.00 with a \$30.00 monthly fee; and cost of the video surveillance will be \$9,877.00 with a \$20.00 monthly fee. She asked the Board to accept the presented agreements. Motion made by Mr. Grose to approve the request, seconded by Mr. Clemens, carried by unanimous vote. (Contract worksheets 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