

BOARD OF PUBLIC WORKS & SAFETY
May 22, 2017
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Monday, May 22, 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 and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner, Assistant City Planner Justin Taylor, City Engineer James Emans, Warsaw-Wayne Fire Territory Chief Mike Wilson, WWTU Manager Brian Davison, Street Department Superintendent Jeff Beeler, HR Director Jennifer Whitaker, Jerry Frush, Cindy Dobbins, InkFree News reporter Maggie Kenworthy, and Times-Union reporter David Slone.

ABSENT: Board member George Clemens

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

MINUTES-

The minutes from the May 5, 2017 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

NEW BUSINESS-

BID OPENING/EISENHOWER BASIN PHASE 1-

Advertised bids were opened for the Eisenhower Basin Phase 1 project. Bids were received from:

1. G&G Excavating - \$399,149.95
2. Atlas Excavating - \$474,511.00

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

2017 SUMMER IMPAIRED DRIVING ENFORCEMENT GRANT AWARD-

Police Captain Kip Shuter informed the Board that the Kosciusko County Traffic Safety Partnership applied for and was awarded \$10,000.00 for extra traffic enforcement for the 2017 Summer Impaired Driving Enforcement Project. Warsaw Police Department's portion will be approximately \$4,000.00 with no local match. The grant runs from May 25, 2017 through September 30, 2017. Motion made by Mr. Grose to accept the funding, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

BOYCE SYSTEMS/KEYPAYROLL-

A software license and maintenance agreement with Boyce Systems/Keystone was presented for approval. The license and agreement are for KeyPayroll as the City's payroll program. The agreement runs from July 1, 2017 until September 30, 2017 at a cost of \$705.00. A new agreement will be presented later this year that will include Key Fund, Key Assets, and Key Payroll. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

CENTER LAKE STORMWATER OUTFALL AND CONTROL STRUCTURE IMPROVEMENTS-

Bids were solicited and opened on May 17th for the Center Lake stormwater outfall and control structure improvement projects. Bids were received from G&G Excavating for \$95,623.50 and Selge Construction Co. Inc., for \$145,264.00. After review by City Engineer James Emans, he has recommended the bid be awarded to G&G Excavating. Motion made by Mr. Grose to approve the recommendation, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

DRAINAGE EASEMENTS/PATTERSON PLACE SUBDIVISION-

Several residents in the Patterson Place subdivision have offered easements to the City for stormwater purposes. The five foot easements are on each side of the property line between Lots 36 and 37 (849 and 847 Lydia Street). Motion made by Mr. Grose to accept the offer of easements, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

PAY APPLICATION /LPA VOUCHER (CE) #2/HUSKY TRAIL PROJECT/B&P-

City Planner Jeremy Skinner presented a Pay Application to A&Z Engineering, LLC in the amount of \$25,927.82. Also included was LPA Voucher (CE)#2 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State from the 80/20 grant for Construction Engineering (CE). Motion made by Mr. Grose to approve the Pay Application and LPA Voucher (CE) #2, seconded by Mayor Thallemer and carried by unanimous vote. (Information attached).

IHCDA GRANT ACCEPTANCE/B&P-

Assistant City Planner Justin Taylor requested permission to accept funds from the Indiana Housing and Community Development Authority's Creating Places grant in the amount of \$50,00.00 as well as funds raised in pursuit of matching the grant of \$56,504.00. The total amount of \$106,504.00 will be used for the Warsaw Alley Project. Motion made by Mr. Grose to accept the funds, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

AIRPORT INDUSTRIAL PARK ANNEXATION FISCAL PLAN-

Mr. Skinner presented an hourly contract with H.J. Umbaugh to complete a fiscal plan to move forward with the annexation of the Airport Industrial Park. The annexation process will be completed over the next six to eight months. A rate chart was included in the contract. Motion made by Mr. Grose to approve the contract, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached to minutes).

GRAPPLE TRUCK PURCHASE-

Street Superintendent Jeff Beeler requested permission to purchase a grapple truck from Trans Chicago Truck Group. Cost of the purchase will be \$146,632.00 as offered through the National Joint Purchasing Alliance (NJPA). Motion made by Mr. Grose to approve the purchase, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

NEW HIRES/CHANGES IN PAYROLL REPORT-

A list of three (3) payroll changes was presented for approval: WWTU- one (1); Street – two (2). Motion made by Mr. Grose to approve the new hires/change in payroll report seconded by Mayor Thallemer, carried by unanimous vote. (List attached to minutes).

In other matters, Human Resource Director Jennifer Whitaker also sought permission to move forward with title restructuring and pay changes for the Police Department pending final review of job descriptions. A complete list will be presented at the next Board of Works meeting. Motion made by Mr. Grose to approve the updates for the police department, seconded by Mayor Thallemer, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth two (2) travel requests for the Street Department was presented for approval. Motion made by Mr. Grose to approve the travel request, seconded by Mayor Thallemer, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS-

Clerk's Office submitted a listing of special claims totaling \$31,115.57. Motion made by Mr. Grose to approve the claims for payment, seconded by Mayor Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval:

Pre-Written Docket - \$1,894,008.54

Regular Docket - \$275,706,92

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

OTHER MATTERS-

WARSAW ALLEY PROJECT PAVING-

Mr. Taylor presented a proposal to resurface the alley located south of City Hall. Phend and Brown proposed a price of \$12,320.00 for the project. City Councilmember Cindy Dobbins was in attendance and asked if the resurfacing would include the entire length of the alley between Buffalo and Lake Streets, but was told it would only include the east half of the length of the alley. Motion made by Mr. Grose to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote. This item was walked-in and not listed on the agenda. (Information attached to minutes).

GLOBE ASPHALT PAVING/DURA THERM-

Mr. Taylor presented a proposal from Globe Asphalt Paving Co., Inc. to install Dura Therm inlaid thermoplastic over the freshly resurfaced alley south of City Hall. The decorative surfacing will cost \$10,631.40. Motion made by Mr. Grose to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote. This item was walked in and not listed on the agenda. (Information attached to minutes).

-Fire Chief Mike Wilson advised the Board that the Department had recently received their new fire engine.

-Mayor Thallemer advised those in attendance that several railroad crossings along the north-south route were closed today as work began to replace ties. Safety signal upgrades will take place later this year.

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**