

BOARD OF PUBLIC WORKS & SAFETY
OCTOBER 6, 2017
8:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday October 6, 2017 at 8:30 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 George Clemens and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Fire Territory Chief Mike Wilson, City Planner Jeremy Skinner, Superintendent of Public Works Jeff Beeler, Street Department Employee Roger Sarber, WWTU Manager Brian Davison, Park Superintendent Larry Plummer, Cemetery Sexton Hal Heagy, H/R Director Jennifer Whitaker, Mayors Assistant Staci Young, InkFree News reporter Lauren Prater, and Times-Union reporter David Slone.

ABSENT: Board Member Jeff Grose.

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

MINUTES-

The minutes from the September 15, 2017 Regular Session were presented for approval. Board member Clemens made a motion to accept the minutes as presented, seconded by Mayor Thallemer motion carried by unanimous vote. The minutes from the September 21, 2017 Special Session were presented for approval. Board member Clemens made a motion to approve the minutes as presented, seconded by Mayor Thallemer, carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

1. New City Website
2. Advanced Life Support Non-Transport Service

UNFINISHED BUSINESS-

BUFFALO STREET REDEVELOPMENT PROJECT/BID AWARD-

Recently bids were solicited, received, and opened. After review, City Planner Jeremy Skinner recommended the bid be awarded to the lowest bidder, Selge Construction Company, Inc., for \$2,591,189.94. Motion made by Mr. Clemens to accept the bid and recommendation, seconded by Mayor Thallemer, carried by unanimous vote.

NEW BUSINESS-

SMARSH/SOCIAL MEDIA ARCHIVING-

An agreement with Smarsh to archive the City's social media. Cost of the service is \$500.00 for the set-up and \$2,988.00 for an annual service fee. Motion made by Mr. Clemens to accept the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

GOOGLE G-SUITE UPGRADE-

An agreement with Dito, LLC was presented for approval. The agreement will upgrade the City's Google G-Suite services to unlimited email and file storage in the cloud. Cost will be \$8.00 per month, per user. Motion made by Mr. Clemens approving the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

GAME E-MAIL ENCRYPTION-

Another agreement with Dito was presented for approval. The agreement will allow for encrypted e-mail for several departments. The annual cost varies by department due to how many e-mail accounts will have the capability to be encrypted. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

THE BOWLING ALLEY/CITY EMPLOYEE CHRISTMAS GATHERING-

An Agreement was presented between the City and The Bowling Alley for a City Employee gathering on Tuesday, December 12th from 5:00pm-8:00pm. The Agreement includes bowling as well as a buffet with the cost based on the number of children and adult attendees. Motion made by Mr. Clemens approving the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Contract worksheet attached to minutes).

PAYMENT REQUEST #23/BUFFALO STREET REDEVELOP. PROJECT/REDEVELOP. AUTHORITY/B&P-

City Planner Jeremy Skinner presented a payment request to Huntington National Bank in the amount of \$6,699.48 for American Structurepoint, Inc. in regards to various services concerning the Buffalo Street Redevelopment Project. This is the twenty-third (23rd) 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. Clemens to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

CR 300 N TRAIL PROJECT/PAY APPLICATION #3-

Mr. Skinner presented Pay Application #3 for the CR 300 N Trail Project for approval. G&G Hauling and Excavating is requesting a payment of \$289,154.19 and the pay application has been reviewed by the City Engineer. Motion made by Mr. Clemens to approve Pay Application #3 for the CR 300 N Trail Project, seconded by Mayor Thallemer, carried by unanimous vote.

PARKING FACILITY LEASE/PHILIP AND MAXINE HARRIS/STEPHEN & CARLA HARRIS -

Leases to the City for parking facilities with Philip and Maxine Harris and Stephen and Carla Harris were presented for approval. Philip and Maxine's lease is for 24 months, commencing September 2017 and terminating September 2019, for a total cost to the City of \$18,000.00. Stephen and Carla's lease is for 24 months, commencing December 1, 2017 and terminating on November 30, 2019, for a total cost of \$16,800.00. Motion made by Mr. Clemens approving the lease for Philip and Maxine Harris, as well as the lease for Stephen and Carla Harris, seconded by Mayor Thallemer, carried by unanimous vote.

CYCLE TRACK FEASIBILITY

Assistant City Planner Justin Taylor presented an agreement with Lochmueller Group who will perform a feasibility study and schematic design of the proposed Market Street Cycle track. Cost of the services will be \$57,200.00. Motion made by Mayor Thallemer to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

WIHEBRINK LANDSCAPE MANAGEMENT, INC./WWTP RAIN GARDEN RENOVATION-

WWTU Manager Brian Davison presented a proposal with Wihebrink Landscape Management, Inc. to renovate the rain garden at the utility plant. Cost of the proposal is \$5,809.61. Motion made by Mr. Clemens to approve the proposal, seconded by Mayor Thallemer, carried by unanimous vote.

CHANGE ORDER #1/EISENHOWER BASIN PHASE 1 PROJECT-

Mr. Davison requested change order #1 for the Eisenhower Basin Phase 1 project. The change order will add \$7,228.00 to the existing contract price of \$399,149.95 for a new total contract price of \$406,377.95. Motion made by Mr. Clemens to approve the change order, seconded by Mayor Thallemer, carried by unanimous vote.

HEAVY RESCUE EXTRICATION EQUIPMENT GRANT AWARD/FIRE-

Fire Territory Chief Mike Wilson requested permission to accept several grants recently awarded to the Fire Territory for heavy rescue extrication equipment. Kosciusko County Community Foundation has awarded the Territory \$19,628.00, and the K21 Health Foundation awarded \$68,237.00 for a total of \$87,865.00. Motion made by Mr. Clemens to approve the awards, seconded by Mayor Thallemer, carried by unanimous vote.

AMERICAN ELEVATOR, INC./ANNUAL MAINTENANCE AGREEMENT-

An annual maintenance agreement with American Elevator, Inc. for maintenance to the elevator located in City Hall was presented for approval. Cost of the agreement will be \$2,228.00. Motion made by Mr. Clemens approving the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

BE RELIEVED/CITY HALL CLEANING SERVICES-

A two (2) year agreement with Be Relieved cleaning services for City Hall was presented for approval. The agreement commences on November 1, 2017 and is effective thru October 31, 2019. Cost is based on rate schedule attached to the agreement. Motion made by Mr. Clemens to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-

A new hire/change in payroll report was provided for approval: Police-1; Park-1; WWTU-1; and B&P-1, and more specifically set forth on the list attached to minutes. Motion made by Mr. Clemens to approve the report, seconded by Mayor Thallemer, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth six (6) travel requests: Aviation -1; Fire-1; Park-2; and Police-2, was submitted for approval. Motion made by Mr. Clemens to approve the travel requests, seconded by Mayor Thallemer, carried by unanimous vote. Another request was presented during the meeting that added travel for a Street Department employee. Motion made by Mr. Clemens to approve the request, seconded by Mayor Thallemer, carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's office submitted a list of special claims for approval totaling \$10,392.50. Motion made by Mr. Clemens approving the claims for payment, seconded by Mayor Thallemer, carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$2,822,876.76

EOM Docket - \$874,394.28

Fire & Police Pension Docket - \$40,964.87

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

OTHER MATTERS-

WATER USAGE DATA AGREEMENT/WWTU-

Mr. Davison presented an agreement between the City and Indiana American Water Company, Inc. who will make available to the City, water usage data relative to each of Indiana American's customers in the City. Fees will be based on amount of data records acquired each month. This item was not listed on the agenda. Motion made by Mayor Thallemer to approve the agreement, seconded by Mr. Clemens, 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