

BOARD OF PUBLIC WORKS & SAFETY
NOVEMBER 3, 2017
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, November 3, 2017 at 10:30 A.M. in the Council Chambers at City Hall. Board Member Jeff Grose presided and the following persons were noted as present or absent:

PRESENT: Board members Jeff Grose and George Clemens. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, City Planner Jeremy Skinner, Parks Superintendent Larry Plummer, Parks Recreation Director Sheila Wieringa, WWTU Manager Brian Davison, City Engineer James Emans, Deputy Police Chief Bryan Sherwin, Fire Chief Mike Wilson, H/R Director Jennifer Whitaker, those as noted on the attached attendance sheet, InkFree News reporter Whitney Worthington, and Times-Union reporter David Slone.

ABSENT: Mayor Thallemer

The meeting was called to order by board member Grose, followed by the Pledge of Allegiance.

MINUTES-

The minutes from the October 25, 2017 Regular Session were presented for approval. Board member Clemens made a motion to accept the minutes as presented, seconded by board member Grose, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATION-

None noted.

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS-

PHASE #1 SEWER REHABILITATION PROJECT/BID OPENINGS-

Three different bid requests were solicited to be opened today for Phase #1 of the Sewer Rehabilitation Project. Bids were received from/for:

Sewer Replacement Project:

- G&G Hauling - \$1,305,169.63
- HRP Construction, Inc. - \$1,319,000.00
- Selge Construction Co. - \$1,006,257.01

Small Diameter \leq 15" Project

- Benchmark Construction - \$3,973,206.00
- Insituform Technologies - \$3,491,935.20
- IPR Great Lakes, LLC - \$3,934,665.93
- Layne Inliner, LLC - \$3,313,874.50
- Michels Corporation - \$3,367,772.55
- Miller Pipeline - \$3,763,151.45
- SAK Corporation, LLC - \$3,386,609.75

Large Diameter \geq 18" Project

- Benchmark Construction - \$3,850,145.00
- Insituform Technologies - \$2,754,408.60
- Kenny Construction Company - \$2,573,121.50
- Layne Inliner, LLC - \$2,391,345.50
- Michels Corporation - \$2,091,618.45

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

ENGAGEMENT LETTER/PLEWS SHADLEY RACHER & BRAUN-

An engagement letter with Plews Shadley Racher & Braun (PSRB) was presented for approval. The letter sets forth terms for PSRB to represent the City of Warsaw and the potential purchase/sale of Warsaw Chemical located on Argonne Road. A fee schedule was attached to the letter. Motion made by Mr. Clemens to approve the Engagement Letter, seconded by Mr. Grose carried by unanimous vote.

METRONET AGREEMENT-

An agreement with MetroNet was presented for approval. The agreement provides phones as well as fiber/internet for city offices and buildings. Motion made by Mr. Clemens to approve the agreement, 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 2018. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

KEYSTONE SOFTWARE SYSTEMS AGREEMENT/WWTU-

Keystone Software Systems submitted a Disaster Recovery Agreement on computer software for the WWTU Payment Collections Office. The fee for disaster recovery is \$275.00 for 2018. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

UNDERBILLINGS/WWTU-

Rebecca Jenkins, Waste Water Utility Payment Office Supervisor, presented several locations that have not been billed for Stormwater Utility charges since being implemented in 2014. The locations/back charges are listed as follows:

- 500 block Alward St. - \$115.05
- 700 block Brown Dr. (A) - \$115.05
- 700 block Brown Dr. (B) - \$236.00
- 700 block of West Center St. - \$236.00

After discussion a motion was made by Mr. Clemens to forgive the above charges and start charging stormwater charges on the next billing cycle for the above locations, seconded by Mr. Grose, carried by unanimous vote.

2018 AGREEMENT/PRO AIR/POLICE & FIRE-

Deputy Police Chief Bryan Sherwin presented the annual service agreement between Pro Air Midwest, Inc. for both the Police Department and Fire Territory. This is for servicing air tank equipment at both departments. Cost to the Police Department is \$1,170.00 and cost to the Fire Territory is \$2,340.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

INTER-LOCAL AGREEMENT/SUN-GUARD/OSSI/POLICE-

Deputy Chief Sherwin presented an inter-local agreement with Kosciusko County. The 2018 annual agreement for \$30,000.00 will be used for maintenance fees as well as access to Sun Gard/OSSI records management server. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

CIVICREC (CIVICPLUS) SOFTWARE/PARK-

Park Superintendent Larry Plummer presented an agreement for approval. The agreement is with CivicPlus (CivicRec) who will provide software for the Park Department to allow citizens to make on-line reservations and manage activities. Initial cost and implementation of the software is \$4,900.00. Motion made by Mr. Clemens to approve the request, seconded by Mr. Grose, carried by unanimous vote.

PAYMENT REQUEST #24/BUFFALO STREET REDEVELOP. PROJECT/REDEVELOP. AUTHORITY/B&P-

City Planner Jeremy Skinner presented a payment request to Huntington National Bank in the amount of \$2,207.80 for American Structurepoint, Inc. in regards to various services concerning the Buffalo Street Redevelopment Project. This is the twenty-fourth (24th) 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 Mr. Grose, carried by unanimous vote.

PAY APPLICATION /LPA VOUCHER (CE) #8/HUSKY TRAIL PROJECT/B&P-

Mr. Skinner presented a pay application to A&Z Engineering, LLC in the amount of \$33,231.18 for work on Husky Trail. Also included was LPA Voucher (CE) #8 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. Clemens to approve the Pay Application and LPA Voucher (CE) #8, seconded by Mr. Grose and carried by unanimous vote.

MARKET STREET IMPROVEMENTS/PHASE 2 PAY APPLICATION /LPA VOUCHER #21 (PE)/B&P-

Mr. Skinner presented another pay application for Phase 2 of the Market Street Improvements. VS Engineering is requesting a payment of \$3,948.01. Also included was LPA Voucher #21 (PE) to INDOT for 80% reimbursement. Motion made by Mr. Clemens to approve the Pay Application and LPA Voucher (PE) #21, seconded by Mr. Grose, carried by unanimous vote.

SRKM ARCHITECTURE/BEYER FARM TRAIL/STORMWATER UTILITY-

A proposal with SRKM Architecture, LLC for landscape improvements along a portion of the Beyer Farm Trail was presented for approval. The project will lead to the creation of a new educational space along the trail. Cost of the services is \$7,150.00. Motion made by Mr. Clemens to approve the proposal, seconded by Mr. Grose, carried by unanimous vote.

CENTER LAKE STORMWATER OUTFALL & CONTROL STRUCTURE IMPROVEMENTS/CHANGE ORDER #1-

Change Order #1 for the Center Lake Stormwater Outfall project was presented for approval. G&G Hauling & Excavating, Inc. is requesting a time extension to complete the project. Due to a final permit approval from the Department of Natural Resources (DNR), G&G is asking for substantial/final completion from November 1 and November 30, 2017 to September 1 and September 30, 2018. Motion made by Mr. Clemens to approve the change order/substantial/final completion, seconded by Mr. Grose, carried by unanimous vote.

BARNES & THORNBURG/SEWAGE WORKS REVENUE BONDS-

A service agreement with Barnes & Thornburg (BT) was presented for approval. The agreement sets forth terms and conditions for BT to serve as bond council for the upcoming sewage works revenue bonds. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

APG NEUROS (APGN, INC.)/PREVENTATIVE MAINTENANCE PROGRAM/WWTU-

Wastewater Utility Manager Brian Davison presented an agreement with APGN, Inc. who will perform extended preventative routine maintenance for the turbo blower at the WWTU Plant. Cost of the program will be \$4,950.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

RESIGNATION OF FIREFIGHTER-

Human Resources Director Jennifer Whitaker recently received a letter of resignation from firefighter Brooks Murphy and she asked the Board to accept the resignation. This item was not listed on the agenda. Motion made by Mr. Clemens to accept the resignation, seconded by Mr. Grose, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-

A New Hire/Change in Payroll report was presented for approval: Street-one (1); WWTU-one (1); HR-one (1); Police-one (1); and Fire-one (1). Motion made by Mr. Clemens to approve the list, seconded by Mr. Grose, carried by unanimous vote.

TRAVEL REQUEST/HR-

A list setting forth two (2) travel request was presented for approval: Park-two (2). Motion made by Mr. Clemens approving the travel request, seconded by Mr. Grose, carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's office submitted a list of one special claim for approval totaling \$250.00. Motion made by Mr. Clemens approving the claim for payment, seconded by Mr. Grose, carried by unanimous vote. (List attached).

CLAIM DOCKET-

The following claim docket was presented for approval.

Regular Docket - \$2,064,233.75

EOM Docket - \$29,369.13

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-

DLZ ENGINEERING/ANCHORAGE RD. RECONSTRUCTION-

Mr. Skinner presented a proposal with DLZ Engineering to prepare a budgetary opinion for reconstruction of Anchorage Road between SR 15 and Biomet Drive. Cost of the proposal is \$1,000.00. This item was walked-in and not listed on the agenda. Motion made by Mr. Clemens to approve the proposal, seconded by Mr. Grose, carried by unanimous vote.

-Robin Watters from Rex's Rendezvous requested an updated time frame for the street closure that was requested during the last Board meeting. He would like the north half of the 200 block of South Buffalo Street be closed from 12:00 noon to 12:00 midnight starting Saturday November 3, 2017. Mr. Clemens made a motion to approve the update, seconded by Mr. Grose, 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