

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 1, 2017
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 1, 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, WWTU Manager Brian Davison, City Engineer James Emans, Street Superintendent Jeff Beeler, H/R Director Jennifer Whitaker, 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 November 17, 2017 Regular Session were presented for approval. Motion made by Board member Clemens to approve the minutes as presented, seconded by Mayor Thallemer, and carried by unanimous vote.

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS-

CERTIFIED TECHNOLOGY PARK SIGNS/BID OPENING-

Bids were advertised for signage for the Certified Tech Park. One bid was received as follows:

1. Graycraft Signs - \$356,390.00

Motion made by Mr. Grose acknowledging the bids as presented and read by the Board of Works, seconded by Mr. Clemens, carried by unanimous vote. The Redevelopment Commission will approve the bid at their next regularly scheduled meeting.

PHASE #1 SEWER REHABILITATION PROJECT/BID OPENING-

Bids were advertised for an increased scope of work for Phase #1 of the Sewer Rehabilitation Project.

Bids were solicited for more linear feet of small diameter pipe $\leq 15"$. Bids were received from:

1. Insituform Technologies - \$525,354.50
4. IPR Great Lakes, LLC - \$584,274.91
5. Layne Inliner, LLC - \$582,004.00
7. Miller Pipeline - \$592,360.10
8. SAK Construction - \$637,504.76

After review of the bids by Megan Carr of Wessler Engineering, Wastewater Treatment Utility Manager Brian Davison, and City Engineer James Emans, it was determined that Insituform Technologies was the lowest responsive bidder. Motion made by Mr. Grose to award the bid to Insituform Technologies, seconded by Mr. Clemens, carried by unanimous vote.

KEDCO/2018 AGREEMENT-

The 2018 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 \$60,000.00 to KEDCo for 2018, \$5,000.00 of which will be used for the Northeast Indiana Regional Partnership Alliance membership. Motion made by Mr. Clemens, approving the contract, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

KOSCIUSKO COUNTY FARMERS MARKET/2018 AGREEMENT-

An agreement with Kosciusko County Farmers Market, LLC, allowing the Farmers Market access to the 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 9:00 a.m. until 1:00 p.m. from May 5, 2018 until October 27, 2018. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Clemens, carried by unanimous vote.

SPECIAL EVENTS COORDINATOR-

An agreement between the City of Warsaw and Paula Bowman as Special Events Coordinator for downtown events in the amount of \$666.67 per month/\$8,000.00 annually for 2018 was presented for approval. Motion made by Mr. Clemens to approve the Agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

RABB WATER SYSTEM RENTAL AGREEMENT/MAYOR-

The Mayor's office submitted a Rental Agreement from Rabb/Kinetico Water Systems for a cold water cooler system at a cost more specifically set forth within the agreement. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, with Mr. Clemens abstaining from the vote.

METRONET AGREEMENT-

An amended agreement with MetroNet was presented for approval. The agreement makes a change to the phone service agreement by adding another phone. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote.

2018 CONTRACTS WITH NOT-FOR-PROFITS-

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

- (1) AWL - Kosciusko Animal Welfare League - \$20,000.00
- (2) Beaman Home - \$5,000.00
- (3) CCAC - City County Athletic Complex - \$25,000.00
- (4) HOW-Housing Opportunities of Warsaw - \$7,000.00
- (5) KABS - Kosciusko Area Bus Service - \$19,055.00 (operating)/\$10,000.00 (capital grant-bus)
- (6) Kosciusko Community Senior Services -\$17,500.00
- (7) Lilly Center for Lakes & Streams, Grace College - \$15,000.00
- (8) WCDC - Warsaw Community Development Corporation - \$18,000.00
- (9) WCDC- Façade -\$25,000.00
- (10)WHA - Warsaw Housing Authority - \$35,000.00

Motion made by Mr. Grose to accept all Not-for-Profit contracts for 2018, seconded by Mr. Clemens, motion carried by unanimous vote. (Copies attached to minutes).

PAY APPLICATION #2/MOSAIC BUILDING SOLUTIONS/FIRE-

Pay Application #2 to Mosaic Building Solutions was presented for approval. The Pay Application is for the construction of Fire Station #3 in the amount of \$176,589.00. Motion made by Mr. Clemens to approve Pay Application #2, seconded by Mr. Grose, carried by unanimous vote.

THOMAS EARHART AGREEMENT/CODE HEARING OFFICER/B&P-

An agreement between the City of Warsaw and Attorney Thomas Earhart was presented for approval. This agreement retains the services of Mr. Earhart as an independent Hearing Officer for the City's Department of Code Enforcement. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

PAY APPLICATION #9 /LPA VOUCHER (CE) #9/HUSKY TRAIL PROJECT/B&P-

City Planner Skinner presented Pay Application #9 to A&Z Engineering, LLC in the amount of \$35,421.11 for work on Husky Trail. Also included was LPA Voucher (CE) #9 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) #9, seconded by Mr. Grose and carried by unanimous vote.

CHANGE ORDER #1/CR 300 N TRAIL PROJECT/B&P-

Mr. Skinner presented Change Order #1 for the CR 300 N Trail Project. The change order adds \$250,880.45 to the original contract price with G&G Hauling for a new total of \$1,148,652.37. Motion made by Mr. Grose to approve Change Order#1 for the CR 300 N Trail Project, seconded by Mr. Clemens, carried by unanimous vote.

CR 300 N TRAIL PROJECT/PAY APPLICATION #5 & #6-

Mr. Skinner presented Pay Applications #5 & #6 for the CR 300 N Trail Project for approval. G&G Hauling and Excavating is requesting a payment of \$227,731.46 for Pay App #5 and \$114,865.27 for Pay App #6. Both Pay Applications have been reviewed by the City Engineer. Motion made by Mr. Clemens to approve Pay Applications #5 and #6 for the CR 300 N Trail Project, seconded by Mr. Grose, carried by unanimous vote.

KROGER GARDIS & REGAS, LLP/EMPLOYMENT MATTERS/HR-

Human Resources Director Jennifer Whitaker presented an agreement with Kroger Gardis & Regas, LLP to provide legal services related to employment matters. Attorney Joseph Pettygrove will provide services as stated in the agreement. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

2018 TAKE- HOME VEHICLES-

A "2018 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, with Mayor Thallemer abstaining.

NEW HIRES/CHANGES IN PAYROLL REPORT-

A New Hire/Changes in Payroll report was provided for approval: Police- 1; Street - 4; Park -1, and more specifically set forth on the list attached to minutes. Motion made by Mr. Grose to approve the report, seconded by Mayor Thallemer, with Mr. Clemens abstaining. Also a 2018 Wage Summary was attached showing wages to be paid hourly, bi-weekly, and per meeting for employees, elected officials and board/commission members. Motion made by Mr. Grose to approve the summary, seconded by Mr. Clemens, carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$1,319,112.82

End of the Month Docket - \$864,804.38

Police & Fire 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.

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