

BOARD OF PUBLIC WORKS & SAFETY
FEBRUARY 16, 2018
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 16, 2018 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, Fire Territory Chief Mike Wilson, City Planner Jeremy Skinner, Parks Recreation Director Sheila Wieringa, WWTU Manager Brian Davison, City Engineer James Emans, Street Superintendent Jeff Beeler, Mayor's Assistant Staci Young, reporter Liz Shepherd from InkFree News, and reporter Dan Spaulding from the Times-Union.

ABSENT: None

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

MINUTES-

The minutes from the February 2, 2018 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mr. Clemens, motion carried by unanimous vote.

NEW BUSINESS-

BOXCAST, INC./VIDEO STREAMING-

An agreement from BoxCast, Inc. was presented for approval. BoxCast will provide video streaming services, encoding, and set-up of equipment in the Council Chambers. Cost of the agreement will be \$2,668.76. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

BIT COMPUTERS/AV UPGRADES-

Information from BIT Computers was presented to add additional AV equipment to the current layout in the Council Chambers in order to integrate the streaming service with BoxCast. Cost of the service and labor will be \$10,398.30. Motion made by Mr. Grose to approve the purchase, seconded by Mr. Clemens, carried by unanimous vote.

METRONET/AGREEMENT ADJUSTMENT-

An updated agreement with MetroNet was presented for approval. Previously the Board had approved an agreement with MetroNet for fiber circuit upgrades as well as a new city-wide phone system. Since then, several departments have requested some changes to their lines and equipment. Cost of the adjusted agreement will be an additional \$118.85 total. Motion made by Mr. Clemens to approve the adjusted agreement, seconded by Mr. Grose, carried by unanimous vote.

CHICAGO DOG HOUSE/CATERING-

The Mayor's Office requested permission to enter into an agreement with Chicago Dog House, who will provide, cook, and serve hot dogs for a City Employee Picnic on June 28, 2018. Cost of the service will be \$1,020.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

BID AWARD/COLFAX AND CLARK STREET RECONSTRUCTION-

Bids were recently solicited and opened during the previous Board of Works meeting for the reconstruction of the roadway, sidewalks, and curbs in and around the intersection of Clark and Colfax Streets. After review of the bids, USI Consultants is recommending the award go to Niblock Excavating for \$720,809.00. Motion made by Mr. Grose to approve the recommendation and bid to Niblock Excavating, seconded by Mr. Clemens, carried by unanimous vote.

EISENHOWER BASIN PHASE II PROPOSAL/CHRISTOPHER BURKE ENGINEERING, LLC/STORMWATER UTILITY-

Wastewater Utility Manager Brian Davison presented a proposal with Christopher B. Burke Engineering, LLC to provide professional engineering services for Eisenhower Basin Phase II project. Cost of the service will be \$40,000.00. Motion made by Mr. Clemens to approve the proposal, seconded by Mr. Grose, carried by unanimous vote.

RIGHT STUFF TIMEKEEPING SOFTWARE-

An agreement with Right Stuff Software Corporation was presented for approval. The software will provide an electronic time keeping and scheduling system that will be submitted for payroll purposes. Cost of the software is \$30,000.00 with a monthly fee of \$1,700.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

WASTEWATER SOLUTIONS, INC./ANNUAL WASTEWATER TRAINING 2018/WWTU-

Mr. Davison provided an agreement with Wastewater Solutions, Inc. for wastewater training. The agreement will provide four (4) half-day professional development training sessions for the staff of the WWTU, at a cost of \$14,940.00. Motion made by Mr. Clemens approving the training, seconded by Mr. Grose, carried by unanimous vote.

LEGAL SERVICES AGREEMENT/FIRE TERRITORY-

Fire Territory Chief Michael Wilson requested for approval a "Fee Agreement/Employment Letter" for 2018 with Beers Mellers Backs & Salin, LLP for legal services for the Warsaw-Wayne Fire Territory. The fees are more specifically set forth within the agreement. Chief Wilson reported that the Fire Territory Board recommends approval of the agreement. Motion made by Mr. Clemens to accept the agreement, seconded by Mr. Grose, carried by unanimous vote.

H.J. UмбаUGH ACCOUNTING AGREEMENT/WWFT-

Fire Chief Mike Wilson presented an agreement from H. J. Umbaugh & Associates to provide accounting support services for the Warsaw-Wayne Fire Territory. A fee schedule was included within the agreement. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Clemens carried by unanimous vote. (Information attached).

PAY APPLICATION #4/MOSAIC BUILDING SOLUTIONS/FIRE-

Pay Application #4 to Mosaic Building Solutions was presented for approval. The Pay Application is for the construction of Fire Station #3 in the amount of \$57,132.00. Motion made by Mr. Clemens to approve Pay Application #4 to Mosaic Building Solutions, seconded by Mr. Grose, carried by unanimous vote.

PAY APPLICATION #5/MOSAIC BUILDING SOLUTIONS/FIRE-

Pay Application #5 to Mosaic Building Solutions was presented for approval. The Pay Application is for the construction of Fire Station #3 in the amount of \$100,512.00. Motion made by Mr. Clemens to approve Pay Application #5 to Mosaic Building Solutions, seconded by Mr. Grose, carried by unanimous vote.

PARK CONTRACTS-

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

1. Carrie Heflick, stagehand for Rock and Country concerts - \$240.00
2. Tad Heflick, stagehand for Rock and Country concerts - \$240.00
3. Paul Lafferty, stagehand for Rock, Country, and Blues & BBQ concerts - \$360.00
4. Brett Leach, stagehand for Rock and Country concerts - \$240.00
5. Brian Neher, stagehand for Rock, Country and Blues & BBQ concerts - \$360.00
6. Tim Smith, stagehand for Rock, Country, and Blues & BBQ concerts - \$360.00

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

7. Brian Fravel d/b/a Pro-Audio Services/production services for Blues & BBQ Concert-\$720.00

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

8. Mischell Productions – One national Country Artist – July 20, 2018 - \$30,000.00

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

9. Brian Fravel d/b/a Pro Audio Service/production services for Country Concert - \$3,900.00

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

10. Mischell Productions – One national Rock Artist – June 15, 2018 - \$33,000.00

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

11. Brian Fravel d/b/a Pro-Audio Services/production services for Classic Rock Concert-\$3,900.00

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

12. Harold Keister – 2018 Light Up the Night – December 7, 2018 - \$300.00

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

TRAVEL REQUESTS-

A list setting forth nineteen (19) travel requests: Police-3; WWTU-6; Fire-8; Street-1; HR-1, and more specifically set forth on the list, was presented for approval. Motion made by Mr. Grose to approve the travel requests, seconded by Mr. Clemens, carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's office submitted a list of special claims for approval of payment. The claims total \$18,803.59. Motion was made by Mr. Clemens to approve the claims for payment, seconded by Mr. Grose. Motion carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$2,091,337.27

Motion made by Mr. Clemens to approve the 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