

BOARD OF PUBLIC WORKS & SAFETY
September 6, 2019
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, September 6, 2019 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 Scott Reust, City Planner Jeremy Skinner, City Engineer James Emans, Street Superintendent Jeff Beeler, Police Chief Scott Whitaker, Park Recreation Director Sheila Wieringa, HR Admin. Assistant Whitney Olsen, WWTU Manager Brian Davison, Fire Territory Chief Mike Wilson, Aaron Gaff from Park Ridge Neighborhood Association, Bob Coffelt from Boy Scouts of America, Mike Cox from the 9/11 Remembrance Committee, other local citizens as noted on the attached attendance sheet, InkFree News reporter Maggie Kenworthy, and Times-Union reporter David Slone.

ABSENT: None

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

MINUTES-

The minutes from the August 16, 2019 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.

REPORTS-

None noted.

NEW BUSINESS-

CUBMOBILE RACES 2019/STREET CLOSURE-

The following street closures for the 2019 Cubmobile Races were requested: North Indiana St. from the first alley north of Center St. to the parking lot at Central Park; Main St. from High St. to the drive-way of WWFT Station #1; and Fort Wayne St. from Buffalo St. to the rear parking lot entrance of the Zimmer Building on Saturday, September 21st from 6:00 a.m. to 3:00 p.m. for the annual Cubmobile races. Mr. Clemens made a motion to allow the street closures, seconded by Mr. Grose, carried by unanimous vote.

STREET CLOSURE REQUEST/FAMILY SAFETY DAY/WWFT-

The following street closure request was made for Family Safety Day: A portion of Canal Street on September 7th from 7:00 a.m.-4:00 p.m. Motion made by Mr. Grose to approve the closing, seconded by Mr. Clemens, carried by unanimous vote.

STREET CLOSURE/PARK RIDGE NEIGHBORHOOD EVENT-

Aaron Gaff, President of the Park Ridge Community Association requested that the southern portion of Laurelwood Dr. and a portion of Highlander Dr. in Park Ridge subdivision be closed on September 28, 2019 for a neighborhood event. A rain date of October 5, 2019 is being requested as well. Mr. Gaff asked that the road be closed from 3:00 p.m. to 9:00 p.m. Motion made by Mr. Clemens to approve the street closure, seconded by Mr. Grose, carried by unanimous vote.

STREET CLOSURE REQUESTS/PATRIOT DAY-

A request for a portion of Canal Street to be closed on September 11th for a Patriot Day Ceremony from 5:00p-8:00p was made. Motion made by Mr. Grose to approve the closing, seconded by Mr. Clemens, carried by unanimous vote.

GRIFFIN REAL ESTATE SERVICES, INC./INSURANCE VALUATIONS -

Insurance valuations/appraisals for City-owned real estate/buildings have not been done since 2010. An updated insurance valuation will ensure the City's fixed assets will be current and is most useful during insurance audits. Griffin Real Estate Services, Inc. will perform the work and the contract will not exceed \$11,000.00. Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote.

COTTAGE WATCHMAN SECURITY SYSTEMS/WWFT-

Fire Chief Mike Wilson requested approval of a six (6)-month agreement with E.F. Rhoades & Sons/Cottage Watchman for fire alarm monitoring at Station #2. Cost is \$150.00 every six (6) months for three (3) years. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

CUMMINS SALES AND SERVICE/FIRE-

Chief Wilson submitted a contract with Cummins Sales and Service for semi-annual maintenance of the generator at Station #3 at an annual cost of \$710.32. Motion made by Mr. Clemens to approve the maintenance agreement, seconded by Mr. Grose, carried by unanimous vote.

DESIGN COLLABORATIVE, INC./DESIGN SCHEMATIC/WWFT-

Chief Wilson presented a contract with Design Collaborative, Inc. for options for construction repairs at Station #2. The scope of work is outlined in three (3) phases. Total amount of the work for phase one (1) will be \$21,172.00. Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote.

AMERICAN RAMP COMPANY/SKATE PARK RELOCATION/PARK-

A contract with American Ramp Co. was presented for approval. American Ramp will provide a conceptual design package for the City's skate park. Cost of the service will be \$7,500.00. Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote.

PAY APPLICATION #4/LPA VOUCHER (PE) #4/LINCOLN SCHOOL NEIGHBORHOOD SIDEWALK PROJECT/B&P-

City Planner Jeremy Skinner presented Pay Application #4 to Troyer Group in the amount of \$10,453.50 for the Lincoln School Neighborhood Sidewalk Project. Also included was LPA Voucher (PE) #4 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State for the 80/20 grant for Preliminary Engineering (PE). Motion made by Mr. Grose to approve Pay Application #4 and LPA Voucher (PE) #4, seconded by Mr. Clemens and carried by unanimous vote.

PAY APPLICATION #2/LUCERNE PARK AMPHITHEATER PROJECT-

Mr. Skinner presented Pay Application #2 for the Lucerne Park Amphitheater Project. He is requesting that \$39,306.64 be paid to Roche Construction, Inc. for work completed so far. Motion made by Mr. Clemens to approve the payment, seconded by Mr. Grose, carried by unanimous vote.

PERMISSION TO SEEK FUEL PRICING QUOTES-

Police Chief Scott Whitaker requested permission to seek sealed quotes for fuel for all City vehicles. The sealed quotes will be opened and read at the October 4, 2019 Board of Works meeting. Motion made by Mr. Grose to approve the request, seconded by Mr. Clemens, carried by unanimous vote.

LASSUS BROTHERS OIL, INC./FUEL PURCHASE-

Chief Whitaker presented an agreement with Lassus Brothers Oil for fuel purchase. The cost is \$2.0710 for 87 octane unleaded fuel, and diesel fuel (cetane rating of 45) will be purchased as needed at whatever the current price is at the date of purchase. Seventy-eight thousand (78,000) gallons of unleaded gasoline must be purchased. This agreement is for the time period of January 1, 2020 thru December 31, 2020. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

PHEND AND BROWN/W.CENTER ST. PAVING CONTRACT-

Bids were solicited and recently opened for paving on West Center St. After review, Phend and Brown was awarded the bid for \$205,404.00. Today the contract is being presented for approval. Motion made by Mr. Clemens to approve the contract, seconded by Mr. Grose, carried by unanimous vote.

IFA-SRF #28/PLANT EXPANSION PROJECT/KOKOSING INDUSTRIAL, INC. PAY APPLICATION #6/WWTU-

Pay Application #6 for \$1,577,357.00 to Kokosing Industrial, Inc. in regards to the Plant Expansion Project was presented for approval. Also included was Disbursement Request #28 that will be sent to Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for funds held at the Bank of New York (BNY) Mellon from the Revenue Bonds of 2018. Motion made by Mr. Grose to approve the payment to Kokosing Industrial, Inc., seconded by Mr. Clemens, carried by unanimous vote.

IFA-SRF #29/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #29 for \$55,472.00 to Wessler Engineering in regards to the Plant Expansion Project was presented for approval. The application will be sent to Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for funds held at the Bank of New York (BNY) Mellon from the Revenue Bonds of 2018. Motion made by Mr. Clemens to approve the payment to Wessler Engineering seconded by Mr. Grose, carried by unanimous vote.

PAY APPLICATION IFA-SRF #41/SEWER REHAB PROJECT /WESSLER ENGINEERING/WWTU-

Pay Request #41 to Wessler Engineering for \$5,816.00 in regards to the Sewer Rehabilitation Project was presented for approval. The request will be sent to Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for funds held at the Bank of New York (BNY)Mellon from the Revenue Bonds of 2017 for the Sewer Rehabilitation Project. Motion made by Mr. Grose to approve the payment to Wessler Engineering, seconded by Mr. Clemens carried by unanimous vote.

WESSLER ENGINEERING, INC./AMENDMENT #3 SEWER REHABILITATION PROJECT-

WWTU Manager Brian Davison presented Amendment #3 for additional engineering services with Wessler Engineering for the Sewer Rehabilitation Project. Cost of the additional services will be \$35,000.00. Motion made by Mr. Clemens to approve the amendment, seconded by Mr. Grose, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth three (3) travel requests was submitted for approval. Motion made by Mr. Clemens to approve the requests, seconded by Mr. Grose, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-

A New Hire/Change in Payroll report was provided for approval: Police-one (1); Fire-four (4); Street-one (1); and WWTU-one (1) and more specifically set forth on the list attached to minutes. Motion made by Mr. Grose to approve the report, seconded by Mr. Clemens, carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's office submitted a listing of special claims for approval totaling \$243,994.85. Motion made by Mr. Clemens approving the claims for payment, seconded by Mr. Grose, carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$2,579,103.92

EOM Docket - \$97,299.12

Pension Docket - \$39,188.66

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

OTHER-

PARKING SPACE CLOSURE REQUEST/WCDC-

The Warsaw Community Development Corporation (WCDC) had requested that several parking spaces be blocked off on N. Buffalo Street during Fridays in August. They are now asking for an extension of the request through October, weather permitting. They are asking for the spaces to be blocked beginning at 7:30 a.m. through 2:15 p.m. Street Superintendent Jeff Beeler mentioned that the sidewalk area may not be passable during the installation of traffic signals. Motion made by Mr. Grose to approve the closures pending the construction, 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

