

BOARD OF PUBLIC WORKS & SAFETY
NOVEMBER 05, 2010
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, November 05, 2010 at 10:30 A.M. in the Council Chambers at City Hall. Mayor Ernest B. Wiggins presided and the following persons were noted as present or absent:

PRESENT: Board members Charles Smith, Joseph Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, Cemetery Sexton Hal Heagy, WWTU Manager Brian Davison, WWTU Payment Office Manager Mary Lou Plummer, Fire Chief Mike Rice, Park Superintendent Jon Garber, Parks Activity Director Staci Young, Jeff Hersha and Brian Houghton from Jones & Henry Engineers, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Reg Smith from Phend & Brown, Paul Finley from G & G Hauling & Excavating Inc., Kevin Lemler from IMI, Mike Maggart from Niblock, Randy Jauryie from MROC, Joe Hardwick from the Laborers Union, Tom Brainance from Waste Management, Andy Carr from Underground Pipe & Valve, Steve Moll from James S. Jackson Co., Rex Long from Michiana Contracting, Brett Mack from W.A. Sheets & Sons, Johnny Bachman and Jim Zirille from Waste-Away Group, Renee Kreisler from Fettes Construction, Mike Mattingly from R.E. Crosby, Councilman Kyle Babcock, and Times Union reporter Jennifer Peryam.

ABSENT: City Attorney Michael Valentine

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

MINUTES –

The minutes from the October 15, 2010 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Mayor Wiggins, motion carried by unanimous vote.

UNFINISHED BUSINESS- None Noted

NEW BUSINESS –

PHASE ONE CLOSING OF WWTU PLANT #1

The following bids for the Biosolids Facility Improvement (closing of WWTU Plant #1) were opened and read aloud by Brian Houghton of Jones & Henry Engineers:

1. James S. Jackson Construction-\$2,462,748.00
2. Michiana Contracting-\$2,215,512.50
3. Fettes Construction-\$2,216,160.00
4. Robert E. Crosby Inc.-\$2,374,263.00
5. Grand River Construction-\$2,268,900.00
6. W.A. Sheets and Sons-\$2,466,435.00 (bid read) \$2,466,475.00 (correct legible amount after review)
7. Theineman Construction-\$2,781,260.00 (bid read but after review a math error was discovered) \$2,781,160.00 (correct amount)

Mayor Wiggins advised all bids would be taken under advisement and awarded at the November 19, 2010 Board of Works meeting.

RECYCLABLE MATERIAL BID OPENING –

The following bids for Collection and Disposal of Recyclable Materials were opened and read aloud.

1. Waste Management, Warsaw, Indiana – Bid Bond.
2. Borden Waste-Away Service Inc, Elkhart, In – Cashier's Check.

Mayor Wiggins stated all bids will be reviewed and awarded at the November 19, 2010 Board of Works meeting.

SUPPLY BIDS OPENING –

The following bids for 2010 Supplies were opened and read aloud:

Item #1 Limestone:

1. G & G Hauling & Excavating, Inc. – Bid Bond.
2. Rock Industries, Inc. – Bid Bond.
3. Irving Materials, Inc. (IMI) – Bid Bond

Item #2 Ready Mix Concrete:

1. Kuert Concrete, Inc. – Check.
2. Aggregate Industries – Bid Bond.

Item #3 Flowable Backfill Material:

1. Kuert Concrete, Inc. – Check.

Item #4 Bituminous Material:

1. Phend & Brown, Inc. – Bid Bond.
2. Niblock Excavating, Inc. – Bid Bond.
3. Brooks Construction Company – Bid Bond

Item #5 Concrete Curbing:

1. Phend & Brown – Bid Bond

Item #6 Concrete Flatwork:

1. Phend & Brown – Bid Bond

Mayor Wiggins stated all bids will be taken under advisement and awarded at the November 19, 2010 Board of Works meeting.

FIRST FRIDAY/STREET CLOSURE-

Lt. Kip Shuter requested that the following street be closed for the First Friday Event in the downtown area on December 3, 2010, the 100 block of North Buffalo Street and the 100 block of South Buffalo Street (Buffalo Street between Market and Main Street). Motion made by Mr. Smith to approve the closures, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of map attached).

SELL OF IBM PRINTER/WWTU-

WWTU Manger Brian Davison presented a letter to the board asking permission to sell an IBM printer that was used to print the postcard bills that are no longer being used. The printer will be sold back to ServIT, Inc. for \$450.00. Motion made by Mayor Wiggins to sell the printer back, seconded by Mr. Smith, carried by unanimous vote. (Copy of letter attached)

KEYSTONE SOFTWARE CONTRACT FOR ONLINE PAYMENT

PROCESSING/WWTU-

Mr. Davison presented a contract with Keystone Consulting Services who have partnered with National Payment Corporation (NatPay) to process Automated Clearing House (ACH) transactions from our customers. The contract calls for payments to be deposited automatically into a bank of the Clerk-Treasurers choice. The on-line bill payment feature will give customers the advantage of paying their monthly charges at their convenience, electronically. Some details remain in the contract that need further review and Mayor Wiggins made a motion to table the matter for now, seconded by Mr. Thallemer, and carried by unanimous vote.

HILGEMAN GROUP, INC.

ELECTRIC ARC FLASH SAFETY PROGRAM/WWTU-

Mr. Davison presented a contract with The Hilgeman Group, Inc. for consulting services relative to assisting WWTU in the implementation of an electric arc flash safety program that will satisfy the requirements found in the NFPA 70E Standard for Electrical Safety in the Workplace that is enforced by OSHA. The required electrical hazard assessment and training elements are outlined in the contract. After discussion, Mr. Smith made a motion accepting the contract, seconded by Mr. Thallemer, carried by unanimous vote.

SOIL SOLUTIONS/CREATION OF CLASS A BIOSOLIDS/WWTU-

Mr. Davison presented a contract with Soil Solutions Co. to run a demonstration project at WWTU Plant #2. The demonstration will be designed to determine the correct material ratios for the composting of the City's biosolids into a Class A product. Composting biosolids may save the City \$50,000 annually as land application of the biosolids will not be needed with a Class A product. The cost of the contract is \$3,150.00 and is detailed within the contract. After

discussion, Mr. Thallemer made a motion to accept the project, seconded by Mr. Smith, carried by unanimous vote. (Copies attached)

BAMI-I BURIED ASSET MANAGEMENT INSTITUTE/ONLINE TRAINING COURSE/WWTU-

Mr. Davison presented information for an on-line training course with BAMI-I for Certification of Training in Asset Management that is an exclusive asset management online training course for water and wastewater professionals. The course is sponsored by US EPA and is administered by Indiana-Purdue University Indianapolis. The cost of the course is \$345. After discussion Mayor Wiggins made a motion to accept the project, seconded by Mr. Smith, carried by unanimous vote. (Copy of course description attached).

WWTP BUDGET GUIDELINE FOR 2011 –

The 2011 Wastewater Treatment Utility Budget Guideline was submitted by Brian Davison. This guideline for sewer appropriations will be the setup for 2011 spending. Motion made by Mr. Smith to accept the guideline, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

REQUEST TO PURCHASE TRUCK/CEMETERY-

Cemetery Sexton Hal Heagy presented a proposal from Kerlin Motors to purchase a 2010 Ford Ranger for \$14,786.00 as requested in the Cemetery's 2010 budget. He also obtained quotes from Lakeside Chevrolet for a 2010 Chevrolet Colorado for \$18,860.00 and from Petro's Buick GMC for a 2010 GMC Canyon SLE for \$20,336.63. Motion made by Mr. Thallemer approving the purchase from Kerlin Motors, seconded by Mayor Wiggins, carried by unanimous vote. (Copies attached)

REQUEST TO PURCHASE DUMP TRUCKS/STREET-

Street Superintendent Lacy Francis Jr. presented bids for the purchase of two dump trucks. The approved 2010 Street Departments estimated budget does not specifically list the purchase of these two dump trucks under the Capital Outlays #44 Machinery and Equipment and there is also no mention of the trucks on the budget explanatory sheet. The dump trucks are also not listed in the 2011 estimated budget or explanatory sheet. The board asked Mr. Francis to review his budget Capital Outlays #44, and the explanatory sheet for 2011, and specifically list equipment he may need to purchase or replace. The board asked Mr. Francis to re-quote the bids for the purchase of the two dump trucks in December of 2010, with purchase in 2011. Motion made by Mayor Wiggins to table the matter, seconded by Mr. Thallemer, carried by unanimous vote. (Copies attached)

ANIMAL GRAMS/REINDEER/CHRISTMAS COUNTDOWN/PARK-

Parks Activity Director Staci Young presented a contract from Joni Cripe (c/o Animal Grams) for \$250.00 to provide live reindeer for the Christmas Countdown event to be held at Central Park on Friday December 10, 2010. There will also be a chance for people to interact with the reindeer. Motion made by Mr. Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote.

CENTURY LINK/PHONE UPGRADE/BOGGS OFFICE/PARK-

Staci Young presented a contract with Century Link Sales Solutions, Inc. for a phone system upgrade, including equipment and labor, for the Boggs Industrial Park Office. The maximum price of the contract will be \$2,528.96. Motion made by Mr. Thallemer for the upgrade, seconded by Mayor Wiggins, carried by unanimous vote. (Copies attached)

SITESCAPES, INC./MASTER PLAN/PARK-

Park Superintendent Jon Garber presented a contract from SiteScapes, Inc., to update the five (5) year master plan. In part the master plan may allow the City of Warsaw to remain eligible for state and federal funding programs. The cost of the contract is \$16,400.00 with the only other bid coming from Lehman & Lehman for \$20,500. The Park and Recreation Board approved the SiteScapes proposal at their October 26, 2010 meeting. Motion made by Mr. Smith approving the contract, seconded by Mr. Thallemer, carried by unanimous vote.

PARKER ST/ARGONNE RD PROJECT/CHANGE ORDER #8/BUILDING & PLAN-

City Planner Jeremy Skinner submitted for approval Change Order #8 to the construction contract with INDOT from a delay in the completion date of the project and more specifically set forth within the change order. Motion made by Mayor Wiggins approving the change order, seconded by Mr. Thallemer, carried by unanimous vote.

ARGONNE RD/PARKER ST. CONSTRUCTION/PAY REQUEST/CLAIM #16/INDOT –

City Planner Jeremy Skinner submitted for approval a pay request for Claim #16 to INDOT on the (Preliminary) – (RW) – (Const) Engineering costs with Engineering Technologies on the Argonne Rd/Parker St. Project. The request total is \$26,804.11. Motion made by Mr. Thallemer to approve the submission of the draw, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

ARGONNE RD/PARKER ST. CONSTRUCTION/COST OVERRUN-

City Planner Jeremy Skinner presented the final invoice for cost overrun on the Parker/Argonne project that was recently completed. The City of Warsaw's responsibility is \$20,000. Motion made by Mr. Smith to approve the invoice, seconded by Mayor Wiggins, carried by unanimous vote.

DENTAL & SHORT TERM DISABILITY BENEFITS/HR-

Director of Human Resources Jennifer Whitaker presented a document for Dental and Short-Term Disability with Dunn and Associates as the plan supervisor. Dunn and Associates will continue to be the administrator for these programs for the City. Motion made by Mr. Thallemer to accept the documents, seconded by Mr. Smith, carried by unanimous vote. (Copy attached)

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval a list of six (6) new hire/change's in payroll information. Street Department–Craig Malott, Police Officers Ryan Moore and Lewis Fuller non-probationary status, WWTU Greg Weber -six-month evaluation, and for all departments part-time support clerks during the holiday period, Sharayaha Raisler and Kalli Volkert. Motion made by Mr. Thallemer to approve the new hires and changes, seconded by Mr. Smith, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUEST/HR-

Ms. Whitaker presented the following travel request; seven (7) employee's from WWTU to attend the 74th Annual IWEA Conference in Indianapolis, and four (4) officers from WPD to attend various classes in Plainfield. Motion made by Mr. Smith approving the request, seconded by Mayor Wiggins, carried by unanimous vote. (List attached to minutes).

SPECIAL CLAIMS –

Clerk's office had no special claims to present.

CLAIM DOCKET–

The following claim docket was presented for approval.

Regular Docket - \$300,843.88

EOM Docket - \$3,213,251.11

Pension Docket - \$46,352.16

Motion made by Mr. Thallemer to approve all claims for payment, seconded by Mayor Wiggin 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