

BOARD OF PUBLIC WORKS & SAFETY
OCTOBER 07, 2011
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, October 7, 2011 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 Attorney Michael Valentine, Superintendent of Public Works Lacy Francis, WWTU Manager Brian Davison, Warsaw-Wayne Fire Territory Chief Mike Rice, Fire Inspector Joe Fretz, City Planner Jeremy Skinner, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, WDCD Director Cindy Dobbins, Jeff Hersha and John Magsam from Jones & Henry Engineers, Mike Franke from Franke Environmental Systems, Brent Comb from Phend & Brown, Dave Emerich from EJ Prescott, F.A. Vervaeet from HRD Construction Inc, Brian Tusing from Warsaw Community Church, Elaine Wakefield from KCH Wellness, Chet Allen from UGSI, Randy Jaurigue from MROC, and Times Union reporter Jennifer Peryam.

ABSENT: None.

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

MINUTES –

The minutes from the September 16, 2011 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Mr. Thallemer, motion carried by unanimous vote.

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS –

STREET CLOSURE FOR “SPOOKTACULAR”/WDCD–

WDCD Director Cindy Dobbins requested the City approve the closure of 2 (two) blocks of Center Street and 2 (two) blocks of Buffalo Street during the “Halloween Spooktacular” event scheduled for Friday October 28, 2011. Motion made by Mr. Thallemer to approve the street closures, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

OPEN BIDS FOR PHASE II SEWAGE PROJECT/WWTU-

Sealed bids for the Center Street Force Mains were opened. The work consists of furnishing and installing approximately 3,600 linear feet of 18-inch HDPE; 5,400 linear feet of 20-inch PVC; and 4,800 linear feet of HDPE force mains by means of open cut construction and directional drilling. The engineers’ original estimate for the project was \$2,500,000.00. Bids were received from:

1). HRD Construction, Inc. -	\$6,954,666.00
	4,190,000.00 (Alternate Bid)
2). Allstar Construction & Excavating -	3,282,705.00
	3,034,719.00 (Alternate Bid)
3). Dunigan Brothers, Inc. -	4,101,592.00
	3,499,042.00 (Alternate Bid)
4). Phend & Brown -	3,481,228.00
	3,083,835.00 (Alternate Bid)

Jones and Henry Engineering will review the bids and make a recommendation to the Board at a later date.

**PROPOSALS FOR MECHANICAL SCREEN, WASHER, COMPACTOR
PROCUREMENT PROJECT/WWTU-**

Sealed proposals for the Mechanical Screen Proposal were opened. The City plans to purchase a screen, washer, and compactor system for the Center Street Pump Station. The proposals will be evaluated and a selection will be made based on costs and other criteria. Proposals were received from:

- 1). Kusters Zima Corporation
- 2). Headworks
- 3). Duperon
- 4). John Meunier
- 5). Huber Technology
- 6). JWC Environmental

Jones and Henry Engineering will review the proposals and make a recommendation to the Board at a later date.

PAY APPLICATION #7/CONTRACT #17/WWTU-

Wastewater Treatment Utility Manager Brian Davison presented a letter from Jones & Henry Engineers recommending a payment of \$231,717.26 to Michiana Contracting, Inc. for Pay Application #7 for the Biosolids Facility Improvements Contract #17. Motion made by Mr. Smith to approve the payment, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

JONES & HENRY ENGINEERS LETTER AGREEMENT 2-11/WWTU

WWTU Manager Brian Davison presented a Letter Agreement, Amendment #2-11 to an Engineering Service Agreement dated March 5, 1999. The agreement/amendment lists additional services for the Biosolids and Maintenance Building, Center Street Pump Station, and the Force Mains Projects. The total cost for the additional services is \$232,000.00. After discussion Mayor Wiggins made a motion to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy of information attached).

SANDS OFFICE EQUIPMENT/COPIER MAINTENANCE/WWTU-

WWTU Manager Brian Davison presented a copier maintenance agreement through Sands Office Equipment for the WWTU copier/fax and printer located at WWTU Plant #2, at a cost of \$918.00. The \$918.00 price includes a \$143.32 credit for no overage charges from Sept. 1, 2010 through Aug. 31, 2011. Motion made by Mr. Smith to accept the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Contract Worksheet/Information attached).

WARSAW COMMUNITY CHURCH BILLING ADJUSTMENT/WWTU

Brian Tusing, representing Warsaw Community Church, asked for an adjustment to their wastewater account #72-03700.00 dated July 19, 2011 through August 18, 2011. During that time the Church was watering newly planted trees and most of the water used did not go into the sewer. The request is asking that the bill be reduced to the average monthly bill of \$189.40 creating a \$268.47 credit. Motion made by Mr. Smith approving the adjustment, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of letter attached).

REPLACEMENT OF TWO SUPPORT/UTILITY VEHICLES/FIRE-

Warsaw-Wayne Fire Territory Chief Mike Rice presented quotes for two vehicles he had requested permission to purchase during the July 1, 2011 meeting. He asked the Board to accept bids from Lakeside Chevrolet totaling \$40,506.60. The Territory's 2011 budget supports the purchases and he has received approval from the Fire Territory Board as well. Motion made by Mayor Wiggins to accept the bids from Lakeside Chevrolet, seconded by Mr. Thallemer, carried by unanimous vote. (Letter attached to minutes).

UTILITY EASEMENT/WWFT-

Chief Rice presented a utility easement agreement between Superior Developing LLC and the City of Warsaw for usage of a right-of-way in Eagle Crest sub-division. The easement is located in the southern ten (10) feet of lot 25 and the northern ten (10) feet of lot 25 in the first addition to Eagle Crest and will be used for a sewage line for the proposed South Fire Station located off of County Road 200 South. Motion made by Mr. Smith to accept the easement agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

DEED OF DEDICATION/PETRO FAMILY LLC-

City Planner Jeremy Skinner presented for acceptance a “Deed of Dedication” for Streets and Easements, grantor being Robert W. Petro, Petro Family LLC. The roadway improvements can be found as recorded in Plat Book 13, page 14 in the office of the Recorder of Kosciusko County. Discussion followed. Motion made by Mayor Wiggins to table the matter until proper documentation can be provided, seconded by Mr. Smith, carried by unanimous vote.

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval two (2) new hires: Michelle Boxell-Park; Brent Fifer-Fire, more specifically set forth on the list attached. Motion made by Mr. Thallemer to approve the new hires, seconded by Mr. Smith, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth one (1) travel request: Police – Steve Adang was submitted for approval. Motion made by Mr. Thallemer to approve the travel requests, seconded by Mayor Wiggins, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS –

Clerk’s office submitted a listing of special claims for approval of payment totaling \$38,545.00 Motion was made by Mayor Wiggins to approve the claims for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$837,781.52

EOM Docket - \$3,868,488.62

Fire & Police Pension Docket - \$44,980.67

Motion made by Mayor Wiggins to approve all claims for payment, seconded by Mr. Smith, motion carried by unanimous vote.

OTHER ITEMS/COMMENTS-

Mayor Wiggins reminded those in attendance that tonight was “First Friday, Artoberfest”. He also offered condolences on behalf of the City, to the Gast family on the recent loss of Robert Gast Jr. who passed away on October 5, 2011 from injuries sustained in a traffic accident.

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