

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 2, 2011
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 02, 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 Joseph Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner, WWTU Manager Brian Davison, Police Chief Scott Whitaker, Fire Territory Assistant Chief Kerry Stogsdill, Fire Territory Captain Brooke Murphy, Parks Activity Director Staci Young, Mary Ellen Rudisel-Jordan from Scarce-Rudisel Architects, Inc., Jeff Hersha from Jones & Henry Engineers, Libbie Tom from Housing Opportunities of Warsaw, H/R Director Jennifer Whitaker, numerous individuals interested in bid openings for City Hall Project as noted on attached attendance sheet, and Times-Union reporter Jennifer Peryam.

ABSENT: Board member Charles Smith

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

MINUTES –

The minutes from the November 18, 2011 Regular Session, November 21, 2011 Executive Session, and November 23, 2011 Special Session were presented for approval. Board member Thallemer made a motion to accept the minutes as presented, seconded by Mayor Wiggins, motion carried by unanimous vote.

NEW BUSINESS –

WARSAW HOUSING AUTHORITY – RELEASE OF LIEN/ MORTGAGE–

Libbie Tom from Housing Opportunities of Warsaw, Inc. requested release of liens on mortgages held by the City on the following owner of property.

1. Betty D. Kratzsch – Document #2009-11-0124 and #2009-11-1173 (Two releases)

She reported the owner had satisfied the affordability period and the loan associated with the terms described on the Mortgages when receiving owner occupied assistance with the City of Warsaw funding. Motion made by Mayor Wiggins to approve the release of mortgages, seconded by Mr. Thallemer carried by unanimous vote. (Documentation attached to minutes).

OPENING OF BIDS-CITY HALL PROJECT-

Mary Ellen Rudisel-Jordan, architect for the City Hall Project, opened bids for the renovation of the building at 120 S. Buffalo Street. Base Bids were received from the following Contractors:

- | | |
|--|----------------|
| 1. James S. Jackson Co., LLC | \$1,347,000.00 |
| 2. Feters Construction Inc. | \$1,638,700.00 |
| 3. Harold McComb & Son, Inc. | \$1,252,400.00 |
| 4. Gibson-Lewis, LLC | \$1,800,000.00 |
| 5. Verkler Inc. | \$1,675,000.00 |
| 6. Hamilton Hunter Builders, Inc. | \$1,745,000.00 |
| 7. C-3 Construction Services, LLC | \$1,610,000.00 |
| 8. Brown and Brown General Contractors, Inc. | \$1,464,600.00 |
| 9. Robinson Construction, Inc. | \$1,764,680.00 |

Twelve (12) alternate bids for various items were listed in each bid packet received along with unit prices for skim coating and drywall repair. All bids will be taken under advisement and awarded at a later date.

*****MAYOR WIGGINS CALLED FOR A FIVE MINUTE RECESS*****

CONTRACT 19 BID AWARD RECOMMENDATION-

Information was presented on the bids received for the Center Street Pump Station Force Main,

Contract 19. Bids were opened during the October 7th, 2011 Board of Public Works & Safety meeting. After review, the City decided to reject all the bids, revise the Bid Documents and re-advertise the bid opening. Two contractors submitted bids during the November 4th meeting. Jones & Henry is recommending that the City award Contract #19 to All Star Construction & Excavation, Inc. in the amount of \$3,006,880.00. After discussion, Mayor Wiggins made a motion to accept recommendation, seconded by Mr. Thallemer, carried by unanimous vote. (Information attached to minutes).

CHANGE ORDER #6/CONTRACT #17/WWTU-

WWTU Manager Brian Davison presented change order #6 on Contract #17 for the Biosolids Facility Improvements. The order is a credit for unused allowances and less additional work completed. The credit amount is \$6,467.03. Motion was made by Mr. Thallemer to approve the change order, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

PAY APPLICATION #9/CONTRACT #17/WWTU-

Mr. Davison presented a letter from Jones & Henry recommending a payment of \$217,093.36 to Michiana Contracting, Inc. for pay application #9 for the Biosolids Facility Improvement, Contract #17. Motion made by Mr. Thallemer to approve the payment, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

MACALLISTER POWER SYSTEMS MAINTENANCE AGREEMENT/WWTP –

A three (3) year service maintenance agreement for WWTU emergency generator systems from MacAllister Power Systems was submitted for approval. WWTU Manager Brian Davison reported this is a preventative maintenance agreement on generators as set forth within the agreement. The third year contractual price is higher since all new batteries will be installed in the system. Motion made by Mayor Wiggins to approve the three (3) year agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

WWTU BUDGET GUIDELINE FOR 2012 –

The 2012 Wastewater Treatment Utility Budget Guideline was submitted by Brian Davison for the Boards information. This guideline for sewer appropriations will be the setup for 2012 spending. The Board duly noted the Budget Guidelines. (Copy attached to minutes).

ROOF REPAIR/STATION #1/WWFT-

Fire Territory Assistant Chief Kerry Stogsdill requested to accept a proposal to cover cost and labor to repair the roof at Station #1. The cost of the project is \$9,170.00. Mr. Thallemer made a motion to accept the proposal, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

KOSCIUSKO COUNTY COMMUNITY FOUNDATION GRANT/PARK-

Park Activities Director Staci Young informed the Board that the Kosciusko County Community Foundation has granted a request to assist the Parks Department in purchasing canoes and paddles. The grant award is in the amount of \$3,000.00. Motion made by Mr. Thallemer to accept the funding, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

2012 CONTRACTS WITH NOT-FOR-PROFITS/OTHER –

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

- (1) AWL (Animal Welfare League) - \$16,500
- (2) CCAC (City County Athletic Complex) - \$31,000.
- (3) KABS (Kosciusko Area Bus Service) - \$18,500.
- (4) WCDC (Warsaw Community Development Corporation) - \$12,600.
- (5) WHA (Warsaw Housing Authority) - \$25,000.
- (6) Bob's Cleaning Service (Janitorial Services at City Hall) - \$14,300.00
- (7) David Fruit (Janitorial Services at Engineering Building) - \$8,500.00

Motion made by Mayor Wiggins to approve all contracts, seconded by Mr. Thallemer, carried by unanimous vote. (Contract worksheets attached to minutes).

2012 PARKING LOT LEASE AGREEMENT/LARRY POLK TRUST-

This matter will be tabled until a later date.

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker presented for approval a list of three (3) payroll changes as follows: Fire-Joseph Fretz and Shade Keeney; Clerk-Kelly Geiger. Motion made by Mr. Thallemer to approve the changes, seconded by Mayor Wiggins, carried by unanimous vote (List attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of special claims for approval of payments totaling \$ 469,000.00. Motion was made by Mayor Wiggins to approve the claims for payment, seconded by Mr. Thallemer motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$364,371.55

EOM Docket - \$3,447,821.64

Police & Fire Pension Docket - \$44,980.67

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

OTHER MATTERS-

PENGUIN POINT CONTRACT-

A contract from Penguin Point Catering was presented for approval. The contract provides refreshments for an Open House for Mayor Wiggins' retirement from Public Service with the City. Motion made by Mr. Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

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