BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 20, 2024
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 20, 2024 at 10:30 a.m. in the Council Chambers at City Hall. Mayor Jeff R. Grose presided and the following persons were noted as present or absent:

PRESENT: Board members George Clemens, Diane Quance and Mayor Grose. Also present were Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Street Superintendent Dustin Dillon, WWTU Manager Brian Davison, City Engineer Aaron Ott, Fire Territory Chief Joel Shilling, Park Superintendent Larry Plummer, Human Resources Director Denny Harlan, Police Chief Scott Whitaker, Firefighter Josh Engler, and Times-Union reporter David Slone.

ABSENT: None noted.

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

MINUTES-
The minutes from the December 6, 2024 Regular Session were presented for approval. Ms. Quance made a motion to accept the minutes as presented, seconded by Mr. Clemens, carried by unanimous vote.

RECOGNITION OF VISITORS-
-Human Resources Director Denny Harlan recognized City employees Jeremy Skinner and Josh Engler for 20 years of service; and Robert Marshall for 25 years of service.

REPORTS/ORAL & WRITTEN COMMUNICATION-
-November 2024 Utility Payment Office adjustments

UNFINISHED BUSINESS-
None noted.

NEW BUSINESS-
BID AWARD/CITY HALL HVAC IMPROVEMENTS-
A Request for Proposals was recently sent out to vendors for HVAC Improvements at City Hall. The only response was from Core Mechanical Services, Inc., for $1,652,529.00. City Engineer Aaron Ott asked the Board to consider awarding the contract to Core. Motion made by Mr. Clemens to approve the contract, seconded by Ms. Quance, carried by unanimous vote.

TRAVEL REQUESTS-
A list setting forth four (4) travel requests was submitted for approval: WWTU-four (4). Motion made by Ms. Quance approving the travel requests, seconded by Mr. Clemens, carried by unanimous vote.

2025 TAKE-HOME VEHICLES-
A "2025 Take-Home Vehicle List" was presented for approval. It shows a list of those employees with City vehicles to be used to drive back and forth from work, as well as weather callouts as needed. The Mayor's vehicle is the only authorized vehicle that may be used for personal miles. All are charged per IRS guidelines. Motion made by Mr. Clemens to approve the Take-Home Vehicle requests, seconded by Ms. Quance, carried by unanimous vote.

INTER-LOCAL AGREEMENT/CENTRAL SQUARE/ONE SOLUTION FREEDOM-FIRE
Fire Chief Joel Shilling presented an inter-local agreement with Kosciusko County. The 2025 annual agreement for $1,500.00 will be used for maintenance fees, as well as access to Central Square for real-time information for responding apparatuses. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

GRANT APPLICATION REQUEST/FIRE TERRITORY-
Chief Shilling requested permission to apply for a grant through the Indiana Fire & Public Safety Academy. The Territory could be awarded up to $50,000.00 that would be used for updating and maintaining training equipment at the Training Center. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

LEXIPOL/FIRE TERRITORY-
Chief Shilling requested permission to enter into an agreement with Lexipol, LLC, to help the Fire Territory with best practices, update and issue policies, and training. Cost of the agreement will be $31,645.80 for 2025 and $10,855.80 for 2026. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

ORANGE MARKETING GROUP-
An agreement between the City and Orange Marketing Group was presented for approval. Orange Marketing will provide social media management and promotions for the City at a cost of $1,365.00 per month for 2025. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

KOSCIUSKO COUNTY ECONOMIC DEVELOPMENT (KEDCO) 2025 AGREEMENT FOR SERVICES-
An agreement with KEDCO was presented for approval. KEDCO will assist the City in promoting commercial, industrial, and civic development for 2025 at a cost of $100,000.00, payable in monthly installments of $8333.33, which includes $10,000.00 dues to Northern Indiana Regional Partnership. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

AP SOUND, LLC/SWEETWATER INTEGRATION/PARKS-
Parks Superintendent Larry Plummer requested permission to enter into an agreement with AP Sound, LLC/Sweetwater Integration to maintain the audio, video, and lighting systems at the Pavilion. Cost of the annual maintenance program is $2,070.00. Motion made by Ms. Quance to approve the request, seconded by Mr. Clemens, carried by unanimous vote.

INTER-LOCAL AGREEMENT/CENTRAL SQUARE/SUPERION RECORDS MANAGEMENT SYSTEM/POLICE-
Police Chief Scott Whitaker presented an inter-local agreement with Kosciusko County. The 2025 annual agreement for $33,075.00 will be used for maintenance fees, as well as access to Central Square/Superion Records Management System. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

PAY APPLICATION #3/LINCOLN STREET-HODGES ADDITION PROJECT-
Street Superintendent Dustin Dillon presented Pay Application #3 for the Lincoln Street-Hodges Addition Project. Niblock Excavating is requesting a payment of $359,083.63 for work done to date. Motion made by Ms. Quance to approve the payment, seconded by Mr. Clemens, carried by unanimous vote.

STANTEC CONSULTING SERVICES, INC./BMP MAINTENANCE 2025-
Wastewater Utility Manager Brian Davison presented an agreement with Stantec Consulting Services Inc. who will provide environmental services for BMP maintenance in 2025. Services include herbicide application, hand pulling of invasive weeds, cutting and treating woody sprouts, and removal of trash. Stantec will provide these services at areas along the Pike Lake Shoreline, Beyer-Brady Trail, Center Lake Shoreline, and the Eisenhower Basin four times each in 2025, at a total cost of $12,600.00. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

CHRISTOPHER B. BURKE ENGINEERING/TECHNICAL ASSISTANCE/STORMWATER-
Mr. Davison presented an agreement with Christopher B. Burke Engineering for on-call support for the Stormwater Utility for MS-4 purposes in 2025. Cost of the services is not to exceed $40,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

BID AWARD/TIMBER RIDGE STORMWATER IMPROVEMENTS PHASE 1-
Bids were solicited and opened during the December 6, 2024 session. The lone bid was received from G&G Hauling & Excavating at a price of $108,970.00. After review, Mr. Davison is asking for the bid to be awarded to G&G. Also after review of the bid by L. Todd Frauhiger, P.E. of Aecom, it was discovered that the total bid added to $108,968.99. Motion made by Ms. Quance, to approve the bid award to G&G Hauling & Excavating for $108,968.99, seconded by Mr. Clemens, carried by unanimous vote.

MODIFICATION OF CONTRACT FOR DISPOSAL OF RESIDUALS/MERRELL BROS. INC.-
Mr. Davison presented a modification to a contract with Merrell Bros., Inc. that was originally approved in 2011. Merrell Bros., Inc. is asking for a fee of $17.50 per wet ton of dewatered cake for transportation and disposal. The fee charged will be adjusted annually on the first day of January each year to reflect changes in the Consumer Price Index for Urban Consumers. Motion made by Mr. Clemens to approve the updated contract, seconded by Ms. Quance, carried by unanimous vote.

BID AWARD/SANITARY AND STORM SEWER REHAB 2024-
Bids were solicited and opened on December 16, 2024 for Sanitary and Storm Sewer Rehab 2024. Bids were received from the following:

1. Insight Pipe Contracting LLC - $376,303.50
2. Inliner Solutions - $474,823.50
3. SAK Construction - $548,661.20
4. Insituform - $566,708.48

Each bid included the Base Bid for Sanitary and Storm pipes and mandatory alternate bids. After review, Wessler Engineering is recommending the bid be awarded to Insight Pipe Contracting LLC. Motion made by Ms. Quance to accept the bid from Insight Pipe, seconded by Mr. Clemens, carried by unanimous vote.

CLAIM DOCKETS-
The following claim docket was presented for approval:
Regular Docket - $4,568,120.26
Motion made by Mr. Clemens to approve all claims for payment, seconded by Ms. Quance, 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 at 11:29 a.m.

ATTEST:

Lynne Christiansen, Clerk-Treasurer