

BOARD OF PUBLIC WORKS & SAFETY

May 15, 2009

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 15, 2009 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 Joe Thallemer, Charles Smith and Mayor Ernest B. Wiggins. Also present Clerk-Treasurer Elaine Call, City Attorney Michael Valentine, Park Superintendent Jon Garber, Park Activity Director Janelle Wilson, City Planner Jeremy Skinner, Airport Manager David Beall, Superintendent of Public Works Lacy Francis, WWTP Utility Manager Brian Davison, Fire Chief Michael Rice, Firefighter Aaron Bolinger, Police Chief Perry Hunter, Police Officer Kip Shuter, Libbie J. Tom from Warsaw Housing Authority, H R Director Jennifer Whitaker, and Warsaw 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 May 1, 2009 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Thallemer, motion carried by unanimous vote.

**UNFINISHED BUSINESS –**

**INDIANA FIBER NETWORK/LETTER OF CREDIT –**

The City of Warsaw received the original \$150,000 Irrevocable Letter of Credit from Indiana Fiber Network on running fiber optics within the City's right-of-way, more specifically set forth attached to the Letter of Credit. They are requesting the City accept bonding for their second phase of the construction. Discussion followed. Motion made by Mayor Wiggins to accept the Letter of Credit, seconded by Thallemer, carried by unanimous vote. (Letter on attached to minutes).

**NEW BUSINESS –**

**WARSAW HOUSING AUTHORITY – RELEASE OF LIENS/ MORTGAGES–**

Libbie Tom from Warsaw Housing Authority requested release of liens on mortgages held by the City on the following owners of property:

1. Shirley J. Sparkman – Document #2004-00006805.
2. Shirley J. Sparkman – Document #2004-00002614.
3. Janet Roberts – Document #2004-00015551.
4. Beth Cochran and Linden Lantz – Document #99-03-1469.

She reported all owners have satisfied the 10 year affordability period for the forgivable portion of the rehab loans. Motion made by Smith to approve the release of liens, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**VAISALA INC./AIRPORT UPGRADE AWOS –**

Airport Manager David Beall reported that the current service support for the Airport's Automated Weather Observation System (AWOS) is expiring and an upgrade of the equipment is necessary. The cost of the upgrade is \$42,973.00 and installation charge is \$5,067.00. Total cost \$48,040.00. Motion made by Thallemer to approve the purchase, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

**WWTP CONTRACT #16/LAB BUILDING/ PAYAPPLICATION #5/GERIG-OTTENWELLER CONTRACTING –**

WWTP Utility Manager Brian Davison requested approval of Application for Payment #5 from Gerig-Ottenweller Contracting on Contract #16/Lab Building. The payment request is for \$114,525.

**WWTP CONTRACT #15/CSO/APPLICATION FOR PAYMENT #3/G & G HAULING –**  
WWTP Utility Manager Brian Davison requested approval of Application for Payment #3 from G & G Hauling & Exc. Inc. on Contract #15/CSO. The payment request is for \$181,687.65.

**WWTP CONTRACT #15/CSO /CHANGE ORDER #1/ G & G HAULING & EXCAVATING –**

WWTP Utility Manager Brian Davison requested approval of Change Order #1 from G & G Hauling on Contract #15/CSO. The change order reflects a deduction of \$3,150.00 and extension of time by 45 days. Motion made by Smith to approve the payments to Gerig-Ottenweller and G& G Hauling and Excavating and approval of the G & G Hauling & Excavating Change Order, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

**KOSCIUSKO COUNTY COMMUNITY FAIR, INC.WWTP –**

WWTP Utility Manager Brian Davison presented for approval an agreement with Kosciusko County Community Fair, Inc. for rental of a booth at the Fair Grounds during Fair Week at a cost of \$200. Motion made by Thallemer to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Contract copy attached to minutes).

**CISCO/SOFTWARE SUPPORT/POLICE DEPARTMENT –**

Chief of Police Perry Hunter requested approval of an agreement for computer application and software support services with Creative Information Systems Company, Inc., a Maryland corporation, herein referred to as CISCO. This is a one year agreement. The fee for these services is \$9,781.25. Motion made by Thallemer to approve the agreement with CISCO, seconded by Smith, carried by unanimous vote. (Copy of worksheet attached to minutes).

**STREET DEPT./PERMISSION TO OBTAIN QUOTES FOR TRUCKS –**

Superintendent of Public Works Lacy Francis requested permission to obtain quotes for three (3) one ton dump trucks with snow plows and a one (1) <sup>3</sup>/<sub>4</sub> ton pick-up truck. Motion made by Smith to approve the request, seconded by Thallemer, carried by unanimous vote. (Letter attached to minutes).

**PARK ACTIVITY CONTRACTS –**

Park Activity Director Janelle Wilson presented the following 2009 Event Contracts:

1. Tedd Waggoner – Friday Evening Concert - \$500.
2. Timothy Grimm – Friday Evening Concert - \$750.

Motion made by Mayor Wiggins to approve the Park contracts, seconded by Smith, motion carried by unanimous vote. (Documentation attached to minutes).

**WCDC /FIREWORKS AGREEMENT/PARK DEPARTMENT –**

Park Superintendent Jon Garber presented an agreement between the City and Warsaw Community Development Corporation (WCDC) in the amount of \$3,500 to be used toward the purchase of fireworks for the Warsaw Fireworks Display to be held at the Kosciusko County Fairgrounds. Motion made by Thallemer, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

**UNITED STATES DEPARTMENT OF HOMELAND SECURITY GRANT/FIRE DEPARTMENT –**

The Warsaw Fire Department requested permission to apply for a 2009 Fire Act Grant. This grant is sponsored through the United States Department of Homeland Security. They would like to apply for \$17,130.00 of which \$1,713.00 is the 10% match. The grant funds will be used for Materials for training, laptop computer and projector. Motion made by Smith to approve the application, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

**LANDPLAN SERVICE AGREEMENT FOR MARKET STREET –**

City Planner Jeremy Skinner presented an agreement approve by the Warsaw Redevelopment Commission with LandPlan Group for the design plan work for the next stage of the Downtown Streetscape Master Plan and Beautification Project. This project is referred to as the “Buffalo Street Corridor Improvements”. LandPlan’s fees are \$78,000. Thallemer made a motion to approve the LandPlan Service Agreement, seconded by Smith, carried by unanimous vote.

**ARRA/FEDERAL FUNDS/RIGHT-OF-WAY CERTIFICATIONS –**

City Planner Jeremy Skinner requested approval Right-of-Way Certifications letters in conjunction with city projects to be considered for federal participation in construction costs from the American Recovery and Reinvestment Act (ARRA). The projects are milling and resurfacing various sections of roads more specifically set forth within the letters to be sent to the Indiana Department of Transportation. Motion made by Smith to approve the documents, seconded by Thallemer, carried by unanimous vote. (Copies of letters attached to minutes).

**SANDS COPIER MAINTENANCE AGREEMENT –**

Copier service agreement with Sands Office Equipment Service, Inc. for the copier and printer located in the Mayor’s office was presented for approval. This is an annual fee of \$810, more specifically set forth within the agreement. Motion made by Smith to approve the agreement, seconded by Thallemer, carried by unanimous vote. (Contract Worksheet attached to minutes).

**NEW POSITION/JOB DESCRIPTION –**

Human Resource Director Jennifer Whitaker presented for approval a “Job Description” for a newly established position for the Building and Plan Department: Assistant City Planner. This position replaces the Community Development Coordinator. Motion made by Mayor Wiggins to approve the job description, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**NEW POSITION/JOB DESCRIPTION –**

Human Resource Director Jennifer Whitaker presented for approval a newly revised “Animal Control Officer position for Police. Motion made by Mayor Wiggins to approve the job description, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

**NEW HIRES/REHIRES/CHANGES –**

Human Resource Director Jennifer Whitaker provided for approval sixteen (16) new hires, more specifically set forth on the lists attached to minutes. Motion made by Smith to approve the new hires, seconded by Thallemer, carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS –**

A list setting forth three (3) travel requests: Derek Shilling Fire Department; Mike Cox Police Department and Mayor Wiggins were submitted for approval. Motion made by Smith to approve all travel requests, seconded by Thallemer, carried by unanimous vote. (Info attached to minutes).

**SPECIAL CLAIMS –**

Clerk’s office submitted a listing of special claims for approval of payment totaling \$310,610.05. Motion was made by Smith to approve the claims for payment, seconded by Mayor Wiggins, motion carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS–**

The following claim dockets were presented for approval.

Regular Docket - \$737,432.17.

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

**NON-OPERABLE VEHICLES ON PRIVATE PROPERTY –**

Mayor Wiggins voiced his concern on non-operable vehicles on private property. He reported that he will be working with the Building Commissioner to see that letters go out to owners of property within the City Limits that have vehicles parked that for one reason or another out not drivable. He hoped to solve this problem with enforcement of laws.

**ADJOURN –**

There being no further business to come before the Board by a motion duly made and seconded, the meeting was adjourned.

**ATTEST:**

**Elaine Call**  
**Clerk-Treasurer**

