

BOARD OF PUBLIC WORKS & SAFETY

July 17, 2009

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, July 17, 2009 at 10:30 A.M. in the Council Chambers at City Hall. Board member Charles Smith presided and the following persons were noted as present or absent:

PRESENT: Board members Joe Thallemer and Charles Smith. Also present Clerk-Treasurer Elaine Call, City Attorney Michael Valentine, Councilman Kyle Babcock, Park Activity Director Staci Young, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, Fire Chief Michael Rice, Fire Marshal Mike Wilson, Police Captain Scott Whitaker, Police Officer Kip Shuter, H R Director Jennifer Whitaker, Assistant WWTP Manager Larry Hyden, local resident Gary Parker, Stacey Page from Lake City Radio, and Warsaw Times Union reporter Jennifer Peryam.

ABSENT: Mayor Ernest B. Wiggins

The meeting was called to order by Board member Charles Smith followed by the Pledge of Allegiance.

MINUTES –

The minutes from the July 2, 2009 Regular Session were presented for approval. Board member Thallemer made a motion to accept the minutes as presented, seconded by Smith, motion carried by unanimous vote.

NEW BUSINESS

BORDER ENERGY-

Border Energy is an alternative gas provider and has submitted a proposal to the City to make a change from NIPSCO. NIPSCO would still do the billings. Motion was made by Smith to table this decision and allow more time to study the agreement, seconded by Thallemer, carried by unanimous vote.

SEWAGE COLLECTION/BAD DEBT –

Wastewater Collection Manager Mary Lou Plummer presented a list of an uncollectible debt. She requested permission to write off the debt owed by Mary Burchett in the amount of \$71.72. This account is uncollectible is due to filing of bankruptcy. Motion made by Thallemer to approve the request, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

HOUSING AUTHORITY/HOW/SUBRECIPIENT AGREEMENT –

Pam Kennedy provided a “Subrecipient Agreement” between the City of Warsaw, Warsaw Housing Authority (WHA) and Housing Opportunity of Warsaw (HOW). This agreement is a necessary requirement in conjunction with the established Revolving Loan Fund. Warsaw Housing Authority will hold the funds resulting from the Warsaw Owner Occupied Programs. WHA will engage the services of HOW to implement and administrate the programs. Motion made by Smith to approve the agreement, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

FIRE/GRANT AGREEMENT AWARDS

K-21 & INDIANA DEPT OF HOMELAND SECURITY (IDHS) --

Fire Chief Mike Rice requested the acceptance of three (3) grant award letters: 1.) The Kosciusko 21st Century Foundation (K21) in the amount of \$97,404.00 to assist in the construction of a new state-of-the-art fire and rescue training tower; 2.) Indiana Department of Homeland Security, referred to as the (IDHS), Regional Public Safety Grant in the amount of \$100,000. This is a reimbursement grant and it is to assist in the construction of the fire and rescue training tower; 3.) (IDHS) Foundation Grant for \$4,000.00 for a reimbursement grant to be used for scuba diving gear. Motion made by Thallemer to accept the three (3) awards, seconded by Smith, motion carried by unanimous vote. (Letters attached to minutes).

FIRE/FAMILY SAFETY DAY/ACTIVITY PERFORMER –

Fire Chief Mike Rice requested approval of a contract with Creative Comedy Balloon & Face Art LLC for services to be provided during the Family Safety Day event at Central Park. Creative Comedy will make balloon art and provide an entertainer to perform face art for the children in attendance. Motion made by Smith to approve the contract for \$325.00, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

PARK EVENT CONTRACTS–

Park Activity Director Staci Young presented the following 2009 event contracts for approval.

1. Fort Wayne Zoological Society - \$240.80 – Family Carnival.
2. Carl Ernsberger - \$190 – Family Carnival.
3. Joni Cripe - \$350 – Family Carnival.
4. Randy Martin - \$180 – Family Carnival.
5. Darlene McCartney - \$180 – Family Carnival.
6. Warsaw Community Schools - \$500 – Concert rain location.

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

LETTER OF CREDIT/PATHS OF DEERFIELD/BIGGS, INC. –

City Planner Jeremy Skinner presented a request to reduce “Letter of Credit” from Wells Fargo Bank on behalf of Biggs, Inc. for the completion and installation of utilities and improvements for Paths of Deerfield Phase II to \$60,000. Discussion followed. Motion made by Board member Thallemer to approve the reduction, seconded by Board member Smith, and carried by unanimous vote. (Copy attached to minutes).

WWTP/CULLIGAN WATER/PURCHASE AND SERVICE AGREEMENT –

The Wastewater Utility Department submitted a Purchase and Service Agreement from Culligan Water Conditioning of Warsaw for the purchase and servicing of tanks more specifically set forth within the agreements. Motion made by Thallemer to table the agreement so that further information could be provided, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

WWTP CONTRACT #16/LAB BUILDING/CHANGE ORDER #3 & PAY APPLICATION #7 –

Assistant WWTP Manager Larry Hyden requested approval of Change Order #3 and an Application for Payment #7 for \$212,300.00 from Gerig-Ottenweller Contracting on Contract #16/Lab Building. The change order reflects categories and quality but does not affect the contract total. Motion made by Smith to approve the change order and pay request as presented, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

HUMAN RESOURCE- WAGGONER, IRWIN, SCHEELE & ASSOC. WAGE AGREEMENT

Human Resource Director Jennifer Whitaker presented to the board for approval a fee schedule for professional consulting services from Waggoner, Irwin, Scheele & Associates. Motion made by Smith to approve the wage agreement, seconded by Thallemer, motion carried by unanimous vote. (Agreement attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of special claims for approval of payment totaling \$355,620.84. Motion was made by Smith to approve the claims for payment, seconded by Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$6,800,401.45.

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

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval one (1) part-time new hire – Daniel Lowrance – Cemetery, one (1) part-time vacation support – Sharayaha Raisler, three (3) Employee payroll changes and new Fire Territory Board members and recording secretary, more specifically set forth on the list attached to minutes. Motion made by Smith to approve as presented, seconded by Thallemer, carried by unanimous vote.

CITY ATTORNEY/IN LIEU PROPERTY TAXES/PARKING TICKETS -

City Attorney Mike Valentine stated that his office has successfully collected all outstanding in-lieu property taxes without having to file suit except for one case. He also stated that they have been fairly successful in the collection of outstanding parking tickets and are in the process of processing the uncollected parking fines through the courts.

POLICE/VOLUNTEER RESIGNATION OF RANK REDUCTION –

Police Captain Scott Whitaker presented for acceptance letters from Police Chief Perry Hunter recommending two (2) voluntary resignations from the rank of Lieutenant for Tony Faucett and Joe Stanley to Patrolmen. Motion made by Smith to approve the recommendation for rank reduction, seconded by Thallemer, carried by unanimous vote.

VISITORS COMMENTS

Former Council Member Bob Morrison voiced his opinions on the state of the Police Department disarray.

Stacey Page of Lake City Radio inquired as to why the police officers, who are under investigation by the Indiana State Police, were not put on administrative leave. City Attorney Mike Valentine stated that it is not a City investigation and the City will do nothing to interfere with the investigation at this time. Further discussion followed.

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