

BOARD OF PUBLIC WORKS & SAFETY

August 07, 2009

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 07, 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 Wiggins. Also present Clerk-Treasurer Elaine Call, City Attorney Michael Valentine, WWTP Utility Manager Brian Davison, City Planner Jeremy Skinner, Park Director Jon Garber, Superintendent of Public Works Lacy Francis, Firefighter Rob Barker, Police Chief Perry Hunter, Police Captain Scott Whitaker, Police Officer Kip Shuter, H R Director Jennifer Whitaker, Councilman Kyle Babcock, Libbie Tom from the Warsaw Housing Authority, Tom Payne of Border Energy 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 July 17, 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.

OLDBUSINESS

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. This item of business was previously tabled to allow for more review. Motion was made by Thallemer to approve the move to Border for the City provider, seconded by Mayor Wiggins, carried by a vote of two (2) ayes to one (1) nay, Smith voting nay. (Info 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. This item of business was previously tabled. Motion made by Mayor Wiggins to approve the purchase and service agreement, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

NEW BUSINESS –

WARSAW HOUSING AUTHORITY – RELEASE OF LIEN –

Libbie Tom from Warsaw Housing Authority requested release of lien on a mortgage held by the City on the following owner of property:

1. James L. Baker – 36 Fairlane Drive.

She reported that the owner has satisfied the 10 year affordability period for the forgivable portion of the rehab loans, but does have delinquent payments. Motion made by Smith to approve the release of lien, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

FIRE/GRANT AGREEMENT AWARD/KOSCIUSKO COUNTY COMMUNITY FOUNDATION –

Firefighter Rob Barker requested the acceptance of a grant from the Kosciusko County Community Foundation in the amount of \$2,000. These funds are in support of the Play It Safe Family Safety Day. Motion made by Smith to accept the three (3) awards, seconded by Thallemer, motion carried by unanimous vote. (Award letter attached to minutes).

EMBARQ SERVICE AGREEMENT/ FIRE –

The Warsaw Fire Department presented an agreement with Embarq (Telephone Company) for the purchase of a Bogen digital on hold announcer system. This will allow for recording of Fire Department events, safety news and announcements. Motion made by Mayor Wiggins to approve the agreement, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

PARK CONTRACTS – AGENDA ITEMS #4 THUR #11 –

Park Superintendent Jon Garber presented the following contracts for approval and request to purchase equipment.

- #4 Host Agency Agreement with National Able Network for on-the-job training to prepare Senior Community Service Employment Program Participants for unsubsidized employment from July 2009 through June 30, 2010.
- #5 Volunteer Kosciusko Agreement through United Way of Kosciusko County to connect potential volunteers with not for profit organizations – i.e. churches, schools and government units.
- #6 Community Partnership Agreement – 2009/2010 - with Kosciusko County Head Start/Early Head Start– establishes a relationship with the Park Department.
- #7 Purchase of a Lawn Tractor, mower deck and snow plow from Gilsinger Implement Co., at a total cost of \$7,699.
- #8 Purchase a 2009 Case Tractor Loader from MacDonald Machinery at a total cost of \$53,987.
- #9 Annual maintenance agreement with Sands Office Equipment for a Canon Copier/Printer at an annual cost of \$340.
- 10# Park Activity Contract with Michael Eliseo for Stagehand Work for 2 concerts at \$100 per event.
- #11 Park Activity Event Contracts.
 - 1. The Story Peddlers – Fall Family Fun - \$338.
 - 2. Joni Cripe dba Animal Grams - Celebracion Latina - \$375.
 - 3. Salsachicago.com - Celebracion Latina - \$1,450.
 - 4. Meave Productions (Los Bandits) - Celebracion Latina - \$1,000.
 - 5. Mariana Diaz - Celebracion Latina - \$475.
 - 6. Joni Cripe dba Animal Grams – Fall Family Fun - \$250.

Motion made by Thallemer to approve all contracts and purchases, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

TEMPORARY ROAD CLOSURE/ WCDC – DOWNTOWN DAYS –

Police Officer Kip Shuter reported that the WCDC is requesting closure of Market Street between Buffalo and Lake Street for the August 8, 2009 Downtown Days Event. Discussion followed. Motion made by Thallemer to approve the street closure, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

TEMPORARY LEFT TURN PLACEMENTS/CENTER STREET –

Police Officer Kip Shuter reported that the project manager and engineers for the Argonne Road and Parker Street re-alignment project requested the City approve restricting the left turn lane onto Parker Street from Eastbound Center Street. Motion made by Smith to approve the restriction of the left turn lane as presented, seconded by Mayor Wiggins, carried by unanimous vote. (Letter attached to minutes).

GRANT APPLICATIONS /ICJI/OPERATION PULL OVER/AGGRESSIVE DRIVING/DUI TASKFORCE/FACT/ - GRANT AWARD FROM KOSCIUSKO 21st CENTURY FOUNDATION–

Police Officer Kip Shuter presented for acceptance an award of \$9,887 through the Kosciusko 21st Century Foundation (K21). Purpose of the grant will be used for the DARE Program.

Police Officer Kip Shuter also requested permission to apply for the following grants.

- (1) DUI Taskforce - approximately \$8,000.
- (2) Aggressive Driving Enforcement - approximately - \$16,000.
- (3) Operation Pull Over - approximately \$12,000.
- (4) ICJI -Kosciusko County/ Fatal Alcohol Crash Team - \$12,000.

Motion made by Board member Smith approving the applications and accept the award from K21, seconded by Board member Thallemer, carried by unanimous vote. (Letters attached to minutes).

ARGONNE RD/PARKER ST. CONSTRUCTION/1ST DRAW - INDOT –

City Planner Jeremy Skinner submitted for approval the 1st Draw to INDOT on the (Preliminary) – (RW) – (Const) Engineering costs on the Argonne Rd/Parker St. Project. The draw is in the amount of \$6,474.04. Motion made by Smith to approve the submission of the draw, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

PARKER ST/ARGONNE RD PROJECT/CHANGE ORDER #1 –

City Planner Jeremy Skinner submitted for approval the 1st Change Order to the construction contract with Phend & Brown that was submitted by INDOT in the amount of \$13,890. The city portion of the 20% match will be \$2,778. Motion made by Mayor Wiggins to approve the change, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

KOMPUTROL YEARLY CONTRACT –

The yearly contract with Komputrol Administrative Software Systems for the computer system in the Clerk's Office was submitted for approval. Komputrol provides the budgetary, administrative, fixed assets, and investment software and support for the clerk-treasurer's office. The contract amount for 2009-2010 is \$2,050. Motion made by Mayor Wiggins to accept the Komputrol Administrative Software Systems contract, seconded by Smith, carried by unanimous vote. (Copy of worksheet attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval one (1) new hire: Travis O'Neill – Storm Water Coordinator. Motion made by Smith to approve as presented, seconded by Thallemer, carried by unanimous vote.

TRAVEL REQUESTS –

A list setting forth five (5) travel requests: Bret Richardson - Police Department; Aaron Bolinger, Mike Wilson, Rob Barker and Fire Chief Mike Rice – Fire Department, were submitted for approval. Motion made by Thallemer to approve all travel requests, seconded by Smith, carried by unanimous vote. (Info. attached to minutes).

WWTP CONTRACT #15/CSO/APPLICATION FOR PAYMENT #6/G & G HAULING –

WWTP Utility Manager Brian Davison requested approval of Application for Payment #6 from G & G Hauling & Exc. Inc. on Contract #15/CSO. The payment request is for \$144,578.32. Motion made by Smith to approve the payment, seconded by Thallemer, carried by unanimous vote. (Copy of letter attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of special claims for approval of payment totaling \$166,423.97. 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 - \$722,050.45.

EOM Docket - \$3,475,769.44.

Fire & Police Pension Docket - \$49,454.61.

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

POLICE GRANT/AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009/JAG PROGRAM –

Police Chief Perry Hunter requested acceptance of a grant from the US Department of Justice through the American Recovery and Reinvestment Act of 2009 in the amount of \$11,338.00. This grant is the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. He explained that these funds will be used to purchase Tasers. Motion made by Mayor Wiggins to accept the grant, seconded by Thallemer, 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.

ATTEST:

