

BOARD OF PUBLIC WORKS & SAFETY
APRIL 9, 2010
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, April 9, 2010 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 Charles Smith, Joe Thallemer and Mayor Wiggins.
Also present Clerk-Treasurer Lynne Christiansen, WWTP employee Jeff Krotke, City Planner Jeremy Skinner, Fire Territory Chief Mike Rice, Police Operations Lieutenant Bret Richardson, Warsaw Street Department Superintendent Lacy Francis, Stacey Page from News with Stacey Page, and reporter Jennifer Peryam with the Warsaw Times Union.

ABSENT: City Attorney Mike Valentine

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

MINUTES –

The minutes from the March 19, 2010 Regular Session were presented for approval. Board member Thallemer made a motion to accept the minutes as presented, seconded by board member Smith, motion carried by unanimous vote.

NEW BUSINESS-

SALT BIDS OPENING FOR 2010-2011 SNOW SEASON-

The following Salt Bids were received and opened:

- (1) Cargill Salt Co. - \$66.20 per ton.
- (2) North American Salt Co. - \$70.77 per ton.
- (3) Morton - \$77.25 per ton.
- (4) Detroit Salt – declined bid offer.

Board member Smith stated the bids will be taken under advisement and awarded at a later date. After discussion, motion was made by Smith take the matter under advisement, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

K-CODE GRANT FUNDS/POLICE –

Lt. Bret Richardson presented a request to accept a total of \$6,500 in grants from the Kosciusko Coalition on Drug Education (K-Code), with no local match, to be used for materials for the D.A.R.E. program, and Portable Breath Test (PBT) for the WPD patrol division. After discussion, a motion was made by Smith to accept the grant, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

CARDINAL TRACKING/POLICE –

Lt. Bret Richardson presented for approval a contract with Cardinal Tracking, Inc. for maintenance, repair and updating of all software for parking control (TickeTrak). This is a one-year agreement at a cost of \$2,572.20. After discussion, a motion was made by Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

GRANTS/ KOSCIUSKO REMC/FIRE –

Fire Chief Mike Rice requested permission to apply for the Kosciusko REMC Operation Round-Up Grant. Chief Rice is requesting \$3,000 to support the annual Play It Safe Family Day. After discussion, a motion was made by Smith to approve applying for the grant, seconded by Thallemer, carried by unanimous vote. (Copies attached to minutes).

REPLACEMENT OF SALT TRUCKS AND TRAILER/STEET –

Street Superintendent Lacy Francis presented a request to purchase two used cab/chassis to replace two salt trucks at approximately \$10,000.00 each. Also included was a request to purchase a drop neck trailer to safely load tracked equipment at an anticipated price of around \$25,000.00. After discussion a motion was made by Thallemer to go ahead with the request, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

MSKTD DESIGN FEE PROPOSAL/ BUILDING AND PLAN -

City Planner Jeremy Skinner presented a proposal from MSKTD & Associates, Inc. to provide professional design services for improvements on Silveus Crossing at the Ivy Tech Community College/Madison Elementary School site for \$25,420.00. After discussion a motion was made by Smith to approve the proposal, seconded by Thallemer, carried by unanimous vote. (Copies attached to minutes).

MARTIN’S SUPERMARKET DEVELOPMENT AGREEMENT/BUILDING AND PLAN-

City Planner Jeremy Skinner presented a Development Agreement with Martin’s Supermarket which includes a condition for road improvements per the development plan previously approved by the Warsaw Plan and Traffic Commissions. After discussion a motion was made by Thallemer to approve the plan, seconded by Smith, carried by unanimous vote. (Copies attached to minutes).

ARGONNE RD/PARKER ST. CONSTRUCTION/5th-9th VOUCHERS - INDOT –

City Planner Jeremy Skinner submitted for approval the 5th, 6th, 7th, 8th, & 9th LPA invoice vouchers to INDOT for the engineering costs on the Argonne Rd./Parker St. project for a total amount of \$68,821.98. After discussion a motion was made by Smith to approve the submission of the draws, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

PARKING FACILITY LEASE/HARRIS –

A parking facility lease between the City of Warsaw and Philip and Maxine Harris for property more specifically set forth within the agreement was presented for approval. The term of the agreement is for 36 months and commences on the 13th day of September 2010 terminating on the 12th day of September 2013. The City agrees to pay \$27,000 for the entire term of the lease. Motion made by Mayor Wiggins to approve the agreement, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

ADP CONTRACT –

Clerk-Treasurer Lynne Christiansen presented for approval a “Guaranteed Three Year Price Program” with ADP, Inc., the City’s designated payroll processing company. She provided documentation where ADP was offering a graduated increase over the next three years, with 0% increase in the first year and 2% increase for the second and third years for a total of a 4% increase over the next three years. Motion made by Smith to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

FARMERS STATE BANK CASH MANAGEMENT AND DISCLOSURE STATEMENT AGREEMENT –

Clerk-Treasurer Lynne Christiansen presented for approval agreements between the City and Farmers State Bank for management of two (2) City checking accounts, more specifically set forth within the agreements. After discussion, motion was made by Mayor Wiggins to approve the agreements, seconded by Thallemer, carried by unanimous vote.

NEW HIRES/REHIRES/CHANGES

Human Resource Director Jennifer Whitaker presented for approval lists of twenty five (25) payroll changes and new hires, more specifically set forth as listed: (Police/Jonathan Rice and Phillip Reed–Airport/James Whitaker–Park/x15-Street/x6-Cemetery/James Gause).After discussion motion made by Smith to approve all new hires and seconded by Mayor Wiggins, with Thallemer abstaining. (Documentation attached to minutes).

TRAVEL REQUESTS

A list setting forth for thirteen (13) travel requests: Police employees Kelly Geiger and Lynne Lafollette – WWTU employees Larry Hyden, Jack Hamman, and Gene Winter - Human Resource Director Jennifer Whitaker – Street employees Steven LeCount and Jesse Hite - Clerk Treasurer employees Milissa Griffith (twice), Connie Dawson, Carol Raisler, Nancy Hobbs, and Lynne Christiansen (twice). After discussion a motion was made by Mayor Wiggins to approve all travel requests, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

SPECIAL CLAIMS –

Clerk’s office submitted a listing of special claims for approval of payments totaling \$23,701.77. Motion was made by Smith to approve all special claims, seconded by Mayor Wiggins. Motion carried by unanimous vote. (Documentation attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$1,241,696.70

EOM Docket - \$5,949,570.29

Pension Dockets - \$50,721.49

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

RELEASE OF LIEN/BUILDING AND PLAN-

City Planner Jeremy Skinner presented a Release of Lien for property located at 1003 E. Smith St. owned by Robert Johnson. The lien was place on the property by the City on October 18th, 2002 for mowing services. After discussion, motion made by Mayor Wiggins to release the lien, seconded by Thallemer, carried by unanimous vote.

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

ATTEST:

Lynne Christiansen, Clerk-Treasurer