

BOARD OF PUBLIC WORKS & SAFETY

May 7, 2010

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 7, 2010 at 10:30 A.M. in the Council Chambers at City Hall. Board of Works President and Councilman Charles Smith presided and the following persons were noted as present or absent

PRESENT: Board member Joe Thallemer, also present Clerk-Treasurer Lynne Christiansen, Park Superintendent Jon Garber, Park Activity Director Staci Young, City Planner Jeremy Skinner, Cemetery Sexton Hal Heagy, Superintendent of Public Works Lacy Francis, WWTP Utility Manager Brian Davison, WWTP Collection Office Manager Mary Lou Plummer, Police Chief Scott Whitaker, Police Lieutenants Steven Rockey and Kip Shuter, Police Detective Sergeant Bryan Sherwin, H/R Director Jennifer Whitaker, Andrew Schmidt, Gene Longmiere, Connie Um, Lori Whitehead, Pam Sherbahn, and Warsaw Times Union reporter Jennifer Peryam.

ABSENT: Mayor Ernest Wiggins (for ½ of the meeting).

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

MINUTES –

The minutes from the April 23, 2010 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.

UNFINISHED BUSINESS-

UNDER BILLED SERVICE/WWTU COLLECTION OFFICE-

Waste Water Utility Manager Brian Davidson presented documentation where service to several locations has been under-billed, the list is as follows:

1. 311-318 Sophie Lane, 16 unit apartment building that has been billed as a 12-unit building-\$9,194.00
2. 2482 Nature View Dr.(Weiss Homes).-\$880.20
3. 3252 Doe St.(Kinder)-\$684.60
4. 2142 Heather Ct.(Ault)-\$911.00
5. 587 Buck Trail (Munson)-\$260.80
6. 1410 E. Center St. (3 unit apartment building)-\$9,531.60

During the April 23rd meeting Waste Water Collection Office Manger Mary Lou Plummer had asked for guidance from the board on what procedure to take to collect payment on the above under-billed services. After discussion it was decided that Ms. Plummer would send a certified letter to the owners of the above properties explaining the under billing giving them ninety (90) days to pay the bill in full. During the ninety (90) day period, owners of property may come before the Board of Works explaining their situation, (if the under- billed amount cannot be paid in full), asking for further consideration from the Board. If the owed amount of money has not been paid in ninety (90) days, and an owner has not asked the board for leniency, a recorded lien will be filed against the property. Another certified letter will be sent to the property owner giving them fifteen (15) more days to pay the amount owed. If the billed amount has not been paid at the end of the fifteen (15) days a certified lien will be placed on the property attaching the lien to the property tax bill. This procedure will be followed for the above properties mentioned and any under-billings in the future.

NEW BUSINESS –

EISENHOWER PARK HOMEOWNERS ASSOCIATION/STREET CLOSURE-

Connie Um, representing the Eisenhower Park Homeowners Association, requested the closure of several streets in their addition for events this summer. Ms. Um had not talked with either the Police Department or the Street Department naming which streets are to be closed, etc. After discussion, board member Thallemer made a motion to table the matter, seconded by board member Smith, carried by unanimous vote. (Documentation attached)

TREE PURCHASE/CEMETERY-

Cemetery Sexton Hal Heagy presented a contract with Open Air Garden Center to purchase seventy-eight (78) flowering trees @ \$47.00 each, and ten (10) bluespruce trees @ \$35 for a total of \$4,016.00. Motion made by Thallemer to approve the contract, seconded by Mr. Smith, carried by unanimous vote (Documentation attached)

AGREEMENT WITH NORFOLK SOUTHERN RAILROAD-RESURFACING & FLAGGING SERVICES/BUILDING AND PLANNING DEPT.-

City Planner Jeremy Skinner presented an Agreement with Norfolk Southern Railroad for resurfacing and flagging services with INDOT at the Winona Avenue and Ranch Road crossings. After discussion, motion made by Thallemer to table the matter until the June 4th 2010 Board of Works meeting, seconded by Smith, carried by unanimous vote.

ARRA PAVING PROJECT/CHANGE ORDER #3/BUILDING AND PLANNING DEPT.-

City Planner Jeremy Skinner presented Change Order #3 for the Country Club area project (contract #SR-32479). The order is to change a paving strip width from 6" to 12" with no change in cost. After discussion, a motion was made by Smith to approve the Order, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes)

CONTRACTS/ SUMMER CONCERTS/PARK-

Park Activities Director Staci Young presented the following 2010 Event Contracts:

1. William Morris Endeavor Entertainment, LLC/Fast Ryde – Country Concert, \$3,000.00
2. Ron Geels–Stagehand/Classic Rock Concert/Blues/Country & Celebracion Latina Event, \$460.00
3. Tom Leahy – Stagehand/Classic Rock Concert/ Country Event, \$240.00
4. Nathan Garner – Stagehand/Classic Rock Concert/Blues/Country & Celebracion Latina Event, \$460.00
5. Joseph Bielawski – Stagehand/Classic Rock Concert/Blues/Country & Celebracion Latina Event, \$460.00
6. Warsaw Community Schools-Use of Lakeview Middle School Gym for rain re-location for Friday Evening Performing Arts Series, \$400.00 (per use, if needed).
7. Warsaw Community Schools-Use of Warsaw High School Tiger Den for rain relocation for Classic Rock and County Concerts, \$750.00 (per use, if needed)

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

(Mayor Wiggins joined the meeting at this point)

CONTRACT/4TH OF JULY FIREWORKS/PARK-

Park Superintendent Jon Garber presented an agreement between the City of Warsaw and Warsaw Community Development Corporation for \$3,500.00 to be applied toward the purchase of fireworks for the annual Warsaw-Winona Lake fireworks show on July 3, 2010. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Thallemer, motion carried by unanimous vote. (Documentation attached to minutes).

SKID LOADER QUOTES/STREET DEPARTMENT-

Street Department Superintendent Lacy Francis, Jr. presented three quotes for purchase of a skid loader. Quotes were from Southeastern Equipment for \$35,040.00, Bobcat of Warsaw for \$33,461.72, and Gilsinger Implement Co, Inc. for \$31,675.00. After discussion motion made by Mr. Smith to award the quote to Bobcat of Warsaw, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

1ST SOURCE BANK AGREEMENT/EXTENDED TERMS –

Clerk-Treasurer Christiansen requested approval of an agreement with 1st Source Bank to extend the terms of an agreement dated March 1999. This agreement will be effective on May 1, 2010 through April 30, 2011. Motion made by Thallemer to approve the agreement, seconded by Mayor Wiggins, motion carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/REHIRES/CHANGES/HUMAN RESOURCES –

Human Resource Director Jennifer Whitaker provided for approval the following new hire/change in payroll/seasonal employment status list: Park Department eight (8), Street Department four (4), Police Department two (2), and Cemetery one (1), more specifically set forth on the list attached to minutes. Motion made by Mr. Smith to approve the list, seconded by Mr. Thallemer, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth (7) seven travel requests: Richard Bunch, Darrel Miller, Jeff Krotke, Brian Davison, John Helton, Jane Leedy, and Trava Buono all from WWTU for the 2010 Waste Water Challenge in Shelbyville In. was submitted for approval. Motion made by Mayor Wiggins to approve all travel requests, seconded by Mr. Smith, carried by unanimous vote. (Info attached to minutes).

SPECIAL CLAIMS –

No special claims submitted.

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$179,735.71

EOM Docket - \$1,913,600.94

Pension Docket - \$50,721.49

Motion made by Mr. Smith to approve all claims for payment, seconded by Mayor Wiggins, motion 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:

Lynne Christiansen
Clerk-Treasurer