

BOARD OF PUBLIC WORKS & SAFETY

May 21, 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 21, 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 Joe Thallemer, Charles Smith and Mayor Ernest B. Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, Park Activity Director Staci Young, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTP Utility Manager Brian Davison, WWTP Collection Office Manager Mary Lou Plummer, Fire Captain Brooke Murphy, Police Chief Scott Whitaker, Police Lt. Kip Shuter, Libbie J. Tom from Warsaw Housing Authority, H R Director Jennifer Whitaker, Linda Scott representing Harold VanDyke, Keith Reinholt representing 1st Friday Events, 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 7, 2010 Regular Session were presented for approval. Board member Thallemer made a motion to accept the minutes as presented, seconded by Mr. Smith, motion carried by unanimous vote.

UNFINISHED BUSINESS –

WWTU/UNDERBILLED PROPERTIES/AULT–

WWTU Manger Brian Davison presented a request from Ryan Ault, homeowner at 2142 Heather Ct., to make payments over five (5) months for the under billed debt of \$911.00. After discussion, board member Thallemer motioned to except the payment as requested, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

EISENHOWER PARK HOMEOWNERS ASSOCIATION/REQUEST TO CLOSE STREET-

Police Lt. Kip Shuter presented a request from Eisenhower Park Homeowners Association (EPHA) to close several streets in their addition on several different dates for scheduled events.

1. June 19, 2010-Eisenhower Parkway between Academy Court and curve
2. August 28, 2010-Eisenhower Parkway between W. Baker St. and curve

After discussion motion made by Mr. Smith to approve the street closings, seconded by Mr. Thallemer, motion carried by unanimous vote. (Documentation attached to minutes).

NEW BUSINESS –

WWTU/UNDERBILLED PROPERTIES/VANDYKE-

WWTU Manger Davison presented an under billed service to 324 N. West St. owned by Harold Vandyke for \$3,209.80. Linda Scott was on hand to speak for Mr. Vandyke who was not in attendance. After discussion it was decided that the established procedure would be followed and that no action needed to be taken by the board.

WWTU/COMMERCIAL & HOME OCCUPANCY BILLING-

WWTU Manger Davison asked for guidance from the board on a consistent billing procedure for property owners who have a combination of residential/commercial occupancy. Currently those property owners are billed for either residential only, commercial only, or a combination of residential and commercial. After discussion Mr. Smith made a motion to table the matter, seconded by Mayor Wiggins, carried by unanimous vote.

TEMPORARY TWO-WAY STREET/SOUTH ST/TRAFFIC COMMISSION

Lt. Kip Shuter of the Warsaw Police Department requested that the board temporarily designate South St. (off of Parker St.) a two-way street during the construction process on Parker St. After discussion motion made by Mr. Thallemer to approve the change, seconded by Mr. Smith, motion carried by unanimous vote. (Documentation attached to minutes).

FIRST FRIDAY-TASTE OF DOWNTOWN EVENT/REQUEST TO CLOSE

MAIN STREET-

Keith Reintholt requested that the 100 Block of W. Main Street (between Buffalo St. and Lake St.) be closed on June 4th 2010 for a "First Friday" event to be held in downtown Warsaw. The closure is requested for vendors and activities during the six (6) hour event scheduled to begin at 4:00 pm and ending at 10:00 pm. After discussion motion made by Mr. Thallemer to approve the street closure, seconded by Mr. Smith, motion carried by unanimous vote. (Documentation attached to minutes).

WARSAW HOUSING AUTHORITY – RELEASE OF LIENS/ MORTGAGES–

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

1. Sheryl L. Hendrickson 1515 Maye St.– Document #2007-00005003.

She reported the owner has satisfied the affordability period for the forgivable portion of the rehab loan. Motion made by Mr. Smith to approve the release, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

ARGONNE RD/PARKER ST. CONSTRUCTION/10th & 11th VOUCHERS - INDOT –

City Planner Jeremy Skinner submitted for approval the 10th & 11th LPA invoice vouchers to INDOT for the engineering costs on the Argonne Rd./Parker St. project for a total amount of \$42,798.28. After discussion a motion was made by Mr. Smith to approve the LPA Invoice-Vouchers, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

FIRE TERRITORY/CHANGE OF MONTHLY BOARD MEETING-

Fire Territory Captain Brooke Murphy advised the board that the Fire Territory Board voted to change their monthly meeting date to the first Tuesday of every month. Making the change will allow the Fire Territory Board meetings to be held prior to the City's two Board of Works meetings held on the first and third Fridays of each month. Motion made by Mayor Wiggins to approve the change, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

REPLACEMENT OF CONCRETE AT FIRE STATION #2/FIRE TERRITORY-

Fire Territory Captain Brooke Murphy presented a quote from Phend & Brown, Inc. to replace a 60' X 52' portion of concrete at Station Two for a total of \$26,696.50. The City will remove the existing concrete and prep the area for placement of the new concrete. After discussion, motion made by Mr. Thallemer to approve the quote, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

PARK ACTIVITY CONTRACTS –

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

1. Dale Boenbaugh – Stagehand for Classic Rock and Country Concert - \$240.00.
2. Ramada Plaza Hotel – Accommodations for the Classic Rock Concert, Blues and BBQ Concert, and Country Concert - \$2,660.00.

Motion made by Mr. Smith to approve the contracts, seconded by Mr. Thallemer, motion carried by unanimous vote. (Documentation 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 fee is \$843, more specifically set forth within the agreement. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Contract Worksheet attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval three (3) new hires and one (1) change in payroll more specifically set forth on the lists attached to minutes. Motion made by Mr. Smith to approve the new hires/change in payroll, seconded by Mr. Thallemer, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth three (3) travel requests: Mike Rice, Fire Department; David Morales, Police Department, and Jennifer Whitaker, Human Resources were 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 –

Clerk's office submitted a listing of special claims for approval of payment totaling \$6,594.85. Motion made by Mayor Wiggins to approve the claims for payment, seconded by Mr. Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$806,165.51

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

“DOGS FOR DOLLARS” HOT DOG CART –

Mayor Wiggins advised he had received information from Sabrina Rife to operate a hot dog cart known as “Dogs for Dollars” in downtown Warsaw. She donates 10% of her profits to local charities. She advised Mayor Wiggins that she had been in contact with the Health Department and has been issued a permit to operate in Kosciusko County. Mayor Wiggins will check with the health department to see if she has been issued a permit and made a motion to table the request.

INDIANA HIGH SPEED RAIL ASSOCIATION FEE/MAYOR-

Mayor Wiggins advised the board that he had received limited information from the Indiana High Speed Rail Association for the city to join their organization for \$150.00 per year. When he receives more information he will bring it back before the board for a decision to join or not.

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**