

BOARD OF PUBLIC WORKS & SAFETY

June 18, 2010

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, June 18, 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, and Mayor Ernest B. Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, Jr., Assistant WWTU Manager Larry Hyden, WWTU Payment Office Manager Mary Lou Plummer, Fire Chief Mike Rice, Police Chief Scott Whitaker, Police Officer Kip Shuter, Cemetery Sexton Hal Heagy, Keith Reinholt representing First Fridays, Nicole Huston from Cardinal Services, Bob Sanders from Bodkin Abstract, H R Director Jennifer Whitaker, and Warsaw Times Union reporter Jennifer Peryam.

ABSENT: Board member Joe Thallemer

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

MINUTES –

The minutes from the June 4, 2010 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Mayor Wiggins, motion carried by unanimous vote.

UNFINISHED BUSINESS-

WWTU/UNDER BILLING/CARDINAL SERVICES-

Mary Lou Plummer, WWTU Payment Office Manager, introduced Nicole Huston from Cardinal Services to discuss an under billing for property at 628 Ross Ave. Ms. Huston explained to the board that most of their funding comes from the federal government and because of that, Cardinal Services is not allowed to pay fines in excess of the current fiscal year. After discussion Mayor Wiggins made a motion to allow Cardinal Services to pay \$163 for the first five months of 2010, seconded by Mr. Smith, carried by unanimous vote.

WWTU/UNDER BILLING/1937 PHEASANT RIDGE-

Ms. Plummer advised the board that property at 1937 Pheasant Ridge had recently been sold and the previous owners had moved out of state. She further stated that the real estate transaction had occurred during the established ninety (90) day period before a lien could be placed on the property and statute states that under- billings cannot be passed onto new property owners. Ms. Plummer was just informing the board of this situation and no motion was necessary.

WWTU/RATES FOR HOME OCCUPIED BUSINESS-

Ms. Plummer advised the board that it is WWTU Manager Brian Davison's recommendation that home occupied business billing should be based on the meter reading at the commercial rate. After discussion Mayor Wiggins motioned to approve the recommendation, seconded by Mr. Smith, carried by unanimous vote.

NEW BUSINESS-

WWTU/CHANGE OF BILLING DATES-

Ms. Plummer asked the board if it would be acceptable to change from four (4) billing cycles a month to two (2) upon the implementation of the new Keystone software package that the WWTU Payment Office will be changing to later this year. After discussion approval was given and no motion was necessary.

FIRST FRIDAY/JULY 2/GREAT AMERICAN PICNIC-

Keith Reinholt spokesperson for First Friday Events asked for several street closures during the next event to be held on July 2 with the theme of Great American Picnic. He requested the following street closures:

Buffalo (between Main and Center)

Center (between Lake and Buffalo)

Main (between Buffalo and Lake if necessary)

After discussion Mr. Smith made a motion to approve the closures, seconded by Mayor Wiggins, carried by unanimous vote.

QUALITY ENVIRONMENTAL PROFESSIONALS, INC./CLOSURE OF CONTRACT/WWTU-

Assistant WWTU Manager Larry Hyden presented the board with a contract from Quality Environmental Professionals, Inc. (QEPI) who provided monitoring services of the leaking underground storage tank at the WWTP plant. The Indiana Department of Environmental Management (IDEM) has granted a No Further Action (NFA) status to this incident thus concluding the project. QEPI is requesting to re-allocate funds under the current budget from the original amount of \$152,414.00 to a new amount of \$146,254.35 and no additional funds will be required. After discussion Mayor Wiggins made a motion to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

KOSCIUSKO COUNTY CONVENTION, RECREATION & VISITOR COMMISSION GRANT/FIRE TERRITORY-

Fire Territory Chief Mike Rice asked to withdraw a grant application with the Kosciusko County Convention, Recreation & Visitor Commission, that had been previously requested on April 23, 2010, to help in support of the Play It Safe Family Safety Day. He stated that after review it would be in the best interest of the Fire Territory to withdraw the application. No motion was necessary for this request.

335 BOBCAT COMPACT EXCAVATOR/CEMETERY-

Oakwood Cemetery Sexton Hal Heagy presented a request to purchase a 335 Bobcat excavator. Bids from Bobcat of Warsaw, Inc. for \$33,546.04, Bobcat of Lafayette for \$34,564.76, and Bobcat of Fort Wayne, Inc. for \$42,055.00 were presented. After discussion a motion was made by Mr. Smith to accept the bid from Bobcat of Warsaw, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

LOW-BOY TRAILER/STEET-

Street Superintendent Lacy Francis, Jr. presented a request to purchase a Low-Boy trailer to replace the 1975 Low-Boy trailer that has become a safety hazard. Bids from Truck Paper came in at \$49,900.00 for a 1998 Talbert, and \$36,500.00 for a 2003 Talbert, also a bid from Selking International Trucks for \$28,130.00 for a 1990 Talbert. After discussion a motion was made by Mr. Smith to accept the bid from Selking International Trucks, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

COMPREHENSIVE FINANCIAL PLAN/H. J. UмбаUGH & ASSOCIATES-

Mayor Wiggins presented a contract from H. J. Umbaugh & Associates for an Accounting Services Agreement to assist the City with a Comprehensive Financial Plan over the next few years. After discussion Mayor Wiggins made a motion to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

APPRAISALS OF 102 S. BUFFALO ST. & 117 W. CENTER ST./PLANNING-

City Planner Jeremy Skinner presented two contracts for real estate appraisal on the property at 102 S. Buffalo St and 117 W. Center St. A contract from Griffin Real Estate Services, Inc. was quoted at a priced not to exceed \$5,500.00 and the other contract from Vern Mitchell and Associates, Inc. was priced at \$5,000.00. After discussion motion made by Mayor Wiggins to approve both contracts since two appraisals may be needed in the event that the City purchases the properties at the Buffalo St. and Center St. locations, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval zero (0) new hires and for two (2) changes in payroll for the Police Department – Paul Heaton and Christopher Anderson. Motion made by Mr. Smith to approve the changes, seconded by Mayor Wiggins, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth three (3) travel requests: Dare Officers Joe Hawn and Doug Light - Police Department, and Fire Territory Chief Mike Rice, were submitted for approval. Motion made by Mr. Smith to approve all travel requests, seconded by Mayor Wiggins, carried by unanimous vote. (Info attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of special claims for approval of payment totaling \$56. 17. Motion was made by Mayor Wiggins to approve the claims for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$1,363,764.73

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

FIRE TERRITORY/ FIFER & HIMES SUSPENSION-

Fire Territory Chief Mike Rice submitted request for approval of three (3) day suspensions for Firefighters Danny Fifer and Terry Himes. Motion made by Mr. Smith to approve this action, seconded by Mayor Wiggins, carried by unanimous vote. (Letter attached to minutes).

KIDS AT PLAY SIGNS/NORTH BAY DRIVE-

Mr. Smith has had several conversations from residents in the North Bay Dr/S. Colfax St. area requesting SLOW-CHILDREN AT PLAY signs to be placed in their neighborhood. According to Lt. Kip Shuter, of the Police Department and traffic commission, a federal law passed in 2001 prohibits the use of signs of this nature.

FAIRLANE DRIVE CEMENT WORK-

Mr. Smith advised the board that he has had several complaints of sub-standard cement work to drive-ways and drive aprons in the Fairlane Drive area from the recent renovations. Street Superintendent Lacy Francis, Jr. advised Mr. Smith that he would check the area but some residents had contracted with the company performing the cement work to do extra work in their drive-ways and it would be up to those residents to replace the extra cement work completed on their property.

KOSCIUSKO COUNTY COUNCIL MEETINGS-

County Councilman Robert Sanders invited the Board of Works members to their council meetings that are held on the second and fourth Tuesdays of each month.

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**