

BOARD OF PUBLIC WORKS & SAFETY

August 06, 2010

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 06, 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 Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, WWTU Manager Brian Davison, City Planner Jeremy Skinner, Park Director Jon Garber, Superintendent of Public Works Lacy Francis, Fire Territory Chief Mike Rice, Police Chief Scott Whitaker, Police Captain Bryan Sherwin, Police Lieutenant Kip Shuter, Police Lieutenant Steve Rockey, Police Officer Paul Heaton, Police Officer Jeffrey Ticknor and his wife Mackenzie, Dana Koors and Kristie Boren from Downtown Eatery and Spirits, Elaine Call, Jan Knispel, Fred, Marcella, and Michael Heady, and 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 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.

**REPORTS/ORAL & WRITTEN COMMUNICATIONS-**

**OATH OF OFFICE/POLICE-**

Police Chief Whitaker introduced Police Officers Paul Heaton and Jeffrey Ticknor, both of which have recently ended their first year probationary period. Mayor Wiggins administered their Oath of Office and congratulations were given.

**OLD BUSINESS-**

None presented.

**NEW BUSINESS –**

**STREET CLOSURE/PARKER AND ARGONNE PROJECT/POLICE-**

Police Lieutenant Kip Shuter asked the Board for permission to close one lane of East Center Street to complete the Parker Street/Argonne Road project. One travel portion of the street will be closed at a time for paving, allowing the other lane to remain open for traffic. Phend and Brown will be completing the work on Tuesday, August 10<sup>th</sup>, and Wednesday, August 11<sup>th</sup>, weather permitting. Motion made by Mr. Smith to allow the lane closures, seconded by Mr. Thallemer, carried by unanimous vote.

**4-WAY STOP SIGN/CR 150 W & 350 N/POLICE-**

Police Lieutenant Kip Shuter requested that a 4-way stop sign be placed at the intersection of County Road 150 W and County Road 350 N for coordinated traffic flow by the new Madison Elementary School. School will be in session before the next Common Council meeting and Lt. Shuter was asking the board to give temporary permission to place the sign until proper procedures are taken. Motion made by Mr. Thallemer to install the sign, seconded by Mr. Smith, carried by unanimous vote.

**DOWNTOWN EATERY AND SPIRITS/ROAD CLOSURE/OCTOBER FEST-**

Kristi Boren from the Downtown Eatery and Spirits made a request for a street closure from Friday October 1 at 8:00 a.m. until Sunday October 3 at 10 a.m., for a hospitality tent. She requested a partial closure of the 200 block of W. Center St. leaving the northbound lane open for emergency vehicles. After discussion, Mr. Smith made a motion to approve the street closure, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

**FRED HEADY/REQUEST FOR CONTINUING HEALTH INSURANCE-**

Fred Heady will be converting from disability to retirement, from the Warsaw Police Department, on August 30, 2010. He made a request before the board to continue his family health plan after his retirement. He also expressed interest in taking a new position within the city, thus maintaining his family healthcare coverage. Mayor Wiggins advised the board that since the discussion involved health issues an Executive Session would need to be held on Monday August 9, 2010 at 4:15 P.M.

**COMMUNITY PARTNERSHIP AGREEMENT/PARK-**

Park Superintendent Jon Garber presented the following contract for approval. Community Partnership Agreement – 2010/2011- with Kosciusko County Head Start/Early Head Start, a requirement for Head Start by the federal government, developing community partnerships to improve the quality of services that are offered to eligible families. The park department offers summer programs specifically for Head Start. Motion made by Mayor Wiggins to approve the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**NATIONAL ABLE NETWORK/HOST AGENCY/PARK-**

Park Superintendent Jon Garber presented the following contract for approval, National Able Network-Host Agency Agreement. The contract provides on the job training for senior citizens through the Senior Community Service Employment Program (SCSEP). Motion made by Mr. Smith to approve the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**GRANT AGREEMENT AWARD/KOSCIUSKO COUNTY COMMUNITY FOUNDATION/FIRE –**

Fire Chief Mike Rice requested the acceptance of two (2) grants from the Kosciusko County Community Foundation for a total amount of \$5,000. These funds are in support of the Play It Safe Family Safety Day. Motion made by Mr. Smith to accept the funding, seconded by Mr. Thallemer, motion carried by unanimous vote. (Award letters attached to minutes).

**ARGONNE RD/PARKER ST. CONSTRUCTION/12<sup>TH</sup> & 13<sup>TH</sup> DRAW - INDOT –**

City Planner Jeremy Skinner submitted for approval the 12<sup>th</sup> and 13<sup>th</sup> draw/vouchers to INDOT on the Engineering costs on the Argonne Rd/Parker St. Project. The 12<sup>th</sup> draw is in the amount of \$22,330.96 and the 13<sup>th</sup> draw is in the amount of \$25,010.67. Motion made by Mr. Thallemer to approve the submission of the draw, seconded by Mr. Smith, carried by unanimous vote. (Copy 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 2010-2011 is \$2,145.00. Motion made by Mr. Smith to accept the Komputrol Administrative Software Systems contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of worksheet attached to minutes).

**NEW HIRES/REHIRES/CHANGES –**

A list of one (1) change in payroll was presented: Jeffrey Ticknor – Police Department. Motion made by Mayor Wiggins to approve as presented, seconded by Mr. Smith, carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS –**

A list setting forth five (5) travel requests: Gregory Hargrove, Paul Heaton, Bret Richardson, Ryan Moore, and Phillip Reed - Police Department, were submitted for approval. Motion made by Mr. Smith to approve all travel requests, seconded by Mr. Thallemer, carried by unanimous vote. (Info. attached to minutes).

**SPECIAL CLAIMS –**

Clerk's office submitted a listing of special claims for approval of payment totaling \$117,393.68. Motion was made by Mayor Wiggins to approve the special 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 - \$258,835.07

EOM Docket - \$1,541,707.32

Fire & Police Pension Docket - \$51,117.35.

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

**INDIANA STREET SEWER LINE REPLACEMENT/WWTU-**

WWTU Manager Brian Davison advised the board that emergency replacement of a sewer line on S. Indiana Street between Smith St. and E. Prairie Street area was required. G&G Hauling Inc. gave a bid of \$24,152.50, and Everest Excavating, LLC placed a bid of \$36,741.20. Mr. Davison advised the board that WWTU as well as the Street Department will be doing some of the preparation and finishing work to the area to save money. Motion made by Mr. Thallemer to accept the G&G Hauling, Inc. bid, seconded by Mr. Smith, carried by unanimous vote. (Copies attached to minutes).

**CULVERS GROUNDBREAKING CEREMONY-**

Mr. Smith advised the board that today at 2:00 Culvers Restaurant is having a groundbreaking ceremony at the site of their new restaurant on Parker Street. The restaurant is scheduled to open sometime in October of 2010.

**MAD ANTHONY BREWING COMPANY/HOSPITALITY AREA/DOWNTOWN DAYS-**

Katie Earnest, General Manager of Mad Anthony Brewing Company in Warsaw requested the approval of a hospitality area in the parking stalls on E. Center St. in front of Mad Anthony's for today, August 6, 2010 and tomorrow, August 7, 2010 during Downtown Days. She apologized for not coming before the board sooner but was under the impression from previous years that it wasn't necessary as long as she had the proper paperwork submitted with the State Excise Police. The board asked for the hospitality area to operate on Saturday August 7, 2010 only. Motion made by Mayor Wiggins to permit Mad Anthony's request, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**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**