

BOARD OF PUBLIC WORKS & SAFETY

July 19, 2010

6:00 P.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Monday, July 19, 2010 at 6:00 P.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 Mayor Ernie Wiggins, Joe Thallemer and Charles Smith. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, Councilman Kyle Babcock, Park Superintendent John Garber, City Planner Jeremy Skinner, Fire Chief Michael Rice, Fire Marshal Mike Wilson, Police Officer Kip Shuter, Police Officer Mike Cox, HR Director Jennifer Whitaker, WWTU Manager Brian Davison, WHA Director Pam Kennedy, WCDC Director Cindy Dobbins, Robin Watters representing Rex's Rendezvous, Dana Koors representing The Downtown Eatery and Spirits, Keith Reinholt representing First Fridays, 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 July 2, 2010 Regular Session were presented for approval. Mr. Thallemer made a motion to accept the minutes as presented, seconded by Mr. Smith, motion carried by unanimous vote.

NEW BUSINESS-

WCDC/DOWNTOWN DAYS/FIRST FRIDAY/STREET CLOSURE/BEER TENTS/FAMILY BIKE RIDE-

Cindy Dobbins from the WCDC requested that the 100 blocks of North and South Buffalo Street be closed along with the other road closures already approved on July 2nd, 2010, for Downtown Days August 6th and 7th. Robin Watters of Rex's Rendezvous requested closure of the 200 block of South Buffalo from Market Street to the first alley south of Market Street on Saturday August 7th for a hog roast/benefit motorcycle ride/beer tent during the Downtown Days activities. Dana Koors representing The Downtown Eatery and Spirits requested closure of the 200 block of West Center Street on Friday August 6th, and Saturday August 7th for a food/beer tent during the Downtown Days activities as well. The board asked for better coordination between the WCDC and downtown businesses on event planning that showcases the downtown area. The board requested that road closures for the beer tents by 7:00 a.m., with the activities starting no earlier than 12:00 and end by 10:30 p.m., with clean-up completed by 10:00 a.m. Sunday August 8th. After discussion Mr. Thallemer made a motion to approve the street closures, seconded by Mr. Smith carried by unanimous vote.

FIRST FRIDAYS/FAMILY BIKE RIDE-

Keith Reinholt, representative for the First Friday events, requested that the 100 block of South Lake Street be closed on Friday, August 6th from 4:30 p.m. until 7:00 p.m., as a staging area for bicycle riders to gather for a ride along the greenway and a ride to the family carnival at Central Park. After discussion Mr. Thallemer made a motion to approve the street closures, seconded by Mr. Smith carried by unanimous vote.

HOUSING AUTHORITY/HOW/SUBRECIPIENT AGREEMENT –

Pam Kennedy provided a "Subrecipient Agreement" between the City of Warsaw, Warsaw Housing Authority (WHA) and Housing Opportunities of Warsaw (HOW). This agreement is a necessary requirement in conjunction with the established Revolving Loan Fund. Warsaw Housing Authority will hold the funds resulting from the Warsaw Owner Occupied Programs. WHA will engage the services of HOW to implement and

administrate the programs. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

PARK GRANT/COMMUNITY FOUNDATION OF ST. JOSEPH COUNTY –

Park Director John Garber presented a grant award letter from Community Foundation of St. Joseph County/Indiana Arts Commission Grant #FY2010-2-APS-11 for \$621.00 representing the final installment for fiscal year 2010. Motion made by Mr. Smith to accept the last installment, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of letter attached to minutes).

PARK EVENT CONTRACT–

Park Director John Garber presented the following 2010 event contract for approval.

1. Dale Bolenbaugh - \$120.00 – Stagehand /Blues & BBQ.

Motion made by Mr. Smith to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

WWTU/INDIANA RURAL WATER ASSOCIATION TRAINING CONTRACT-

Brian Davison, WWTU Manager, presented a contract from the Indiana Rural Water Association (IRWA) for training to be held the last week of August 2010. The cost of the training is \$85.00 for the first five employees, then \$100 for each employee thereafter. After discussion, motion made by Mayor Wiggins to accept the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

WWTU/LINKO DATA SYSTEMS MAINTENANCE CONTRACT-

WWTU Manager Brian Davison presented for approval a one year agreement (08/01/2010 thru 07/31/2011) with Linko Data Systems, Inc. for the software support and maintenance plan for pretreatment at a fee of \$1,100.00. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached)

WWTU/H.J. UмбаUGH & ASSOCIATES/ACCOUNTING SERVICES AGREEMENT-

WWTU Manager Brian Davison presented an accounting agreement with H.J. Umbaugh & Associates in regards to the wholesale sewage rates between the City of Warsaw and the Town of Winona Lake. Umbaugh will provide the services for \$2,486.50. Motion made by Mayor Wiggins to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

POLICE/VOCA GRANT AGREEMENT/AWARD-

Police Chief Scott Whitaker reported that the City received the grant agreement and award for the VOCA Grant through the Indiana Criminal Justice Institute (ICJI). Chief Whitaker reported that the award for the first quarter, running from July 1, 2010 until September 30, 2010, is \$8,951.00 with a \$2,238.00 match for a total of \$11,189.00. The remaining nine (9) month grant, running from October 1, 2010 through June 30, 2010 will be in the amount of \$26,853.00 with a \$6,713.00 match for a total of \$33,566.00. Motion made by Mr. Smith to approve the agreement and award, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

POLICE/GRANT APPLICATIONS /OPERATION PULL OVER/DANGEROUS DRIVING/DUI TASKFORCE/FACT-

Police Officer Kip Shuter requested permission to apply for the following grants provided from the National Highway Transportation Safety Administration (NHTSA), Indiana Criminal Justice Institute (ICJI), and the Kosciusko County Traffic Safety Partnership.

- (1) Dangerous Driving Enforcement - approximately - \$7,200.00.
- (2) Operation Pull Over - approximately \$12,000.00.
- (3) Fatal Alcohol Crash Team (FACT) – approximately \$10,000.00.
- (4) FY2011 DUI Task Force Indiana- approximately \$6,000.00.

Motion made by Mr. Smith approving the applications, seconded by Mr. Thallemer, carried by unanimous vote. (Letters attached to minutes).

FIRE/RECEIPT OF K21 HEALTH FOUNDATION GRANT-

Fire Chief Mike Rice requested approval of a grant from the K21 Health Foundation for services to be provided during the Family Safety Day event at Central Park for the Health Works Hummer, electrical safety Live Line Demonstration and first aid kits. Motion made by Mr. Thallemer to approve the grant for \$3000.00, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

FIRE/LIVE LINE DEMO, INC. CONTRACT-

Fire Chief Mike Rice presented a contract with Live Line Demo, Inc. for an electrical safety demonstration to be provided during the Play It Safe Family Safety Day at Central Park on September 11th, 2010. Three demonstrations will be presented on that day for a total of \$1,000.00. After discussion a motion was made by Mr. Smith to approve the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

FIRE/CHANGE ORDER/PHEND&BROWN-

Fire Chief Mike Rice asked for permission to add an additional \$1,000.00 to the Phend & Brown contract, previously approved on May 21, 2010, for the replacement of concrete at Station Two. More reinforcement wire was recommended than originally set out in the previous agreement. After discussion, motion made by Mr. Thallemer to approve the change order, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/REHIRES/CHANGES -

Human Resource Director Jennifer Whitaker provided for approval one (1) part-time new hire – Zannie Powell – Bldg/Planning, two (2) full-time – Street Department (unknown), one (1) seasonal hire - Montana Plummer - Park, more specifically set forth on the list attached to minutes. Motion made by Mr. Smith to approve as presented, seconded by Mayor Wiggins, carried by unanimous vote.

TRAVEL REQUESTS -

A list setting forth four (4) travel requests - Fire Territory Marshall Mike Wilson (Continuing Education and Fire Investigation Conference), Mayor Wiggins - IACT Leadership Conference, and Human Resource Director Jennifer Whitaker - IMPACT Annual Conference, were submitted for approval. Motion made by Mr. Thallemer 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 \$12,532.21. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mayor Wiggins, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$1,191,981.55

Motion made by Mr. Thallemer to approve all claims for payment, seconded by Mr. Smith, 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**