

BOARD OF PUBLIC WORKS & SAFETY

September 17, 2010

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, September 17, 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 Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTU Manager Brian Davison, WWTU Payment Office Manager Mary Lou Plummer, Fire Chief Mike Rice, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Warsaw Times Union reporter Jennifer Peryam.

**ABSENT:** City Attorney Mike Valentine

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

**MINUTES –**

The minutes from the September 3, 2010 Regular Session and the September 3, 2010 Executive Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Mr. Thallemer, motion carried by unanimous vote.

**UNFINISHED BUSINESS-**

None presented.

**NEW BUSINESS –**

**FIRST FRIDAY/STREET CLOSURE-**

Police Lieutenant Kip Shuter requested closure of the 100 blocks of East and West Center Street, the 100 Block of North Buffalo Street and the northern half of the 100 block of South Buffalo Street on October 1, 2010 for the next First Friday event. After discussion Mr. Thallemer made a motion to allow the street closures, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

**AMERICAN LEGION/STREET CLOSURE-**

Police Lieutenant Kip Shuter requested closure of the 100 block of West Fort Wayne Street on October 2, 2010 from 9:00 a.m. until 7:00 p.m. for American Legion Post #49 for a Family Fall Festival that will be open to the public. After discussion, Mr. Smith made a motion to allow the street closure, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**2011 ENERGY EFFICIENCY GRANT/WWTU-**

WWTU Manager Brian Davison asked the board for permission to apply for a grant from the Indiana Office of Energy Development (OED) 2011 Energy Efficiency for Water Treatment (EEWT) program. The program offers financial assistance to government-owned Water Treatment Facilities for projects that reduce a facility's energy consumption. EEWT grants provide funding of up to \$100,000 for the installation of highly efficient pumps, motors, and blowers. After discussion, Mr. Smith made a motion for Mr. Davison to apply for the grant, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

**KOSCIUSKO COUNTY CONVENTION & VISITORS BUREAU/AD FOR VISITORS GUIDE-**

Mayor Wiggins provided the board with a contract for a 1/6 page "City of Warsaw" ad to be placed in the 2011 Kosciusko County Convention and Visitors Annual Visitors Guide. The price for the advertisement will be \$550.00. Discussion followed. Motion was made by Mayor Wiggins to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

#### **VEHICLE PURCHASE/FIRE TERRITORY-**

Warsaw-Wayne Township Fire Territory Chief Mike Rice requested permission from the Board to replace a pick-up truck and purchase an additional sedan type vehicle. He presented quotes from Kerlin Ford, Rice Ford, and Lakeside Chevrolet. Fire Chief Rice recommended purchasing a 2010 4X4 F250 pick-up truck from Kerlin Ford for \$18,953.00 (including trade-in) and a 2010 Chevrolet Impala from Lakeside Chevrolet for \$20,901.54 for a total of \$39,854.54. After discussion Mayor Wiggins made a motion allowing Chief Rice to purchase the pick-up truck only for \$18,953.00 including the trade-in, seconded by Mr. Smith, with Mr. Thallemer voting nay. (Documentation attached to minutes).

#### **JOB DESCRIPTIONS/2011 SALARY ORDINANCE-**

Human Resources Director Jennifer Whitaker gave the board updated job descriptions for the Warsaw-Wayne Township Fire Territory positions, and one (1) job description for each the Police Department and the Clerk-Treasurer's Office that are included in the 2011 Salary Ordinances. After discussion Mr. Smith made a motion approving the job descriptions, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

#### **NEW HIRES/REHIRES/CHANGES –**

Human Resource Director Jennifer Whitaker provided for approval three (3) changes in the payroll more specifically set forth on the lists attached to minutes. Motion made by Mayor Wiggins to approve the changes, seconded by Mr. Thallemer, carried by unanimous vote. (List attached to minutes).

#### **TRAVEL REQUESTS –**

A list setting forth one (1) travel request: Police Officer Michael Cox was submitted for approval. Motion made by Mr. Thallemer approving the travel request, seconded by Mayor Wiggins, carried by unanimous vote. (Info. attached to minutes).

#### **DALTON CORPORATION/REQUEST TO REDUCE PENALTIES/WWTU-**

WWTU Payment Office Manager Mary Lou Plummer received a request from Dalton Corporation to reduce penalties on their account by \$6,957.04. Dalton Corporation filed for bankruptcy earlier this year and the Court will not allow penalties on accounts to be paid. Mrs. Plummer asked the Board for permission to reverse the penalty charges. Motion made by Mr. Thallemer to waive the penalties, seconded by Mayor Wiggins, carried by unanimous vote. (Letter attached to minutes).

#### **KOSCIUSKO ECONOMIC DEVELOPMENT CORPORATION (KEDC)/CONTRACT-**

Mayor Wiggins presented a contract from the Kosciusko Economic Development Corporation (KEDC) for funding. The contract is being pro-rated from August 1, 2010 until December 31, 2010 for a total of \$20,833.33. An Additional Appropriation had been made earlier this year from the Rainy Day Fund to support the reorganization of the Kosciusko Development Incorporation (KDI) now doing business as KEDC. Motion made by Mr. Smith to grant the funding, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

#### **SPECIAL CLAIMS –**

Clerk's office submitted a list of special claims for approval of payment totaling \$20,833.33. Motion made by Mr. Smith to approve the claims for payment, seconded by Mr. Thallemer, motion carried by unanimous vote.

#### **CLAIM DOCKETS–**

The following claim docket was presented for approval.

Regular Docket - \$2,047,300.09

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

#### **ELECTRICAL SERVICES/PARKER-ARGONNE PROJECT/PLANNING-**

City Planner Jeremy Skinner asked for approval from the Board for the Council to assume payment of electrical services at 240 N. Parker Street and 2380 Dubois Drive. These locations are electrical boxes that were added to support electricity for the ornamental lighting along Parker Street. Mayor Wiggins made a motion to approve the accounts, seconded by Mr. Smith, carried by unanimous decision. (Memo attached to minutes).

**DISCUSSION/REPAIR AT WWTU PLANT #2-**

Mr. Thallemer asked WWTU Manager Brian Davison for an update on the repair of the Clarifier located at Plant #2. Mr. Davison said that the insurance company is currently in the process of accessing the damages and determining who is responsible for the repairs. The Board asked Mr. Davison to be persistent with the insurance company so that the repair is made as soon as possible.

**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**