

BOARD OF PUBLIC WORKS & SAFETY

April 1, 2011

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, April 1, 2011 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 and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine WWTU Manager Brian Davison, City Planner Jeremy Skinner, Park Activity Director Staci Young, Police Chief Scott Whitaker, Warsaw Street Department Superintendent Lacy Francis, Fire Chief Mike Rice and Assistant Chief Kerry Stogsdill, Cindy Dobbins with WCDC, Ron Harris, Mike Diffendal from Borden Waste, and reporter Jennifer Peryam with the Times Union.

**ABSENT:** Board Member Charles Smith

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

**MINUTES –**

The minutes from the March 18, 2011 Regular Session were presented for approval. Board Member Thallemer made a motion to accept the minutes as presented, seconded by Mayor Wiggins, motion carried by unanimous vote.

**REPORTS/ORAL & WRITTEN COMMUNICATIONS-**

None Presented

**NEW BUSINESS-**

**CARDINAL TRACKING/POLICE –**

Police Chief Scott Whitaker presented for approval a contract with Cardinal Tracking, Inc. for maintenance, repair and updating all hardware and software for parking control (TickeTrak). This is a one year agreement at a cost of \$2,572.20. Motion made by Mr. Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

**HARLEY-DAVIDSON LEASE/POLICE –**

The Police Department submitted a lease agreement with Harley-Davidson Leasing, Inc. for a two year lease of a Harley-Davidson Motorcycle for a fee of \$5,187.60. Motion made by Mayor Wiggins to approve the lease, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached)

**PAY APPLICATION #1/CONTRACT #17/WWTU-**

Waste Water Treatment Utility Manager Brian Davison presented a letter from Jones & Henry recommending the payment of \$10,813.32 to Michiana Contracting, Inc. for pay application #1 for the Biosolids Facility Improvements Contract #17. Motion made by Mayor Wiggins to approve the payment, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

**BID AWARD/DIGESTER BLOWER/WWTU-**

An award letter from Jones & Henry Engineers, LTD. was presented for the Digester Blower Procurement project at WWTU Plant #2. The proposals were based on procedures established in IC 5-22-9 and five (5) companies submitted bids in accordance with the procedures established in the Request for Proposal. The sealed bids were opened at the February 18, 2011 Board meeting. Jones & Henry recommended APG Neuros, Inc. be awarded the bid to complete the project. Jones & Henry will request signatures at a future Board of Works meeting after the agreement has been signed by APG Neuros, Inc. Motion made by Mayor Wiggins to accept the recommendation, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of letter attached).

**REQUEST FOR SIGNATURES/WWTU-**

WWTU Manager Brian Davison presented a letter advising that Jeff Krotke may sign claims for WWTU while Mr. Davison is on vacation the week of April 3, 2011. Motion made by Mayor Wiggins to honor the request, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of letter attached).

**PARK ACTIVITY CONTRACTS-**

Park Activity Director Staci Young presented the following 2011 Event Contracts for approval:

- (1) Ronnie Geels, stage hand for various events-\$460 total
- (2) Ballett Folklorico Sol Azteca-Dance Group-Celebration Latina-\$750 total

After discussion, motion was made by Mr. Thallemer to approve the contracts, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

**2011 ORTHOPHOTOGRAPHY PROJECT/BUILDING & PLANNING-**

City Planner Jeremy Skinner and Mayor Wiggins gave information on the 2011 Orthophotography Project. This project takes overhead images of the entire State and will be completed in our area this year. This information is for the Boards knowledge only and no signatures are required and it was the consensus of the Board to participate in the project. (Copy attached).

**UMBAUGH & ASSOCIATES/SUPPORT SERVICES-**

Contract with Umbaugh & Associates for accounting and reporting support services as needed was presented for approval. Assistance from Umbaugh will be via phone, on-site, or electronically for questions from elected officials, office staff, managers, board members and others. Motion made by Mr. Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

**ONLINE DATA/MAIL SERVICE-**

Clerk Treasurer Christiansen presented information from On Line Data who will pick up first class metered mail, and take it to their office for bar-coding. The City will save from \$.026 to \$.116 per first class letter for this service. There is no cost for the service nor is there any contract to sign, just a memorandum of understanding. After discussion Mr. Thallemer made a motion to use the service, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

**TECHNICAL DIFFERENCE INC/HR-**

Human Resource Director Jennifer Whitaker presented the Annual Maintenance and Support agreement for People-Track HRIS for tech support and program maintenance at a cost of \$996.25. After discussion, motion was made by Mr. Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

**NEW HIRES/REHIRES/CHANGES-**

Human Resource Director Jennifer Whitaker presented for approval lists of six (6) payroll changes and new hires, more specifically set forth on the list. Motion made by Mayor Wiggins to approve all new hires and seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**TRAVEL REQUESTS-**

A list setting forth six (6) travel requests Clerks-Treasurers Department five (5), Police Department one (1). Motion made by Mayor Wiggins 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 payments totaling \$27,774.98. Motion was made by Mr. Thallemer to approve all special claims, seconded by Mayor Wiggins. Motion carried by unanimous vote. (Documentation attached to minutes).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

Regular Docket - \$345,398.71

EOM Docket - \$2,185,513.31

Pension Dockets - \$45,744.61

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

**FIRST FRIDAY STREET CLOSURE REQUEST-**

Ron Harris came before the board and made a request to close Indiana Street between Fort Wayne and Main Street on May 6, 2011 for a First Friday event sponsored by the WCDC. The theme for May will be focusing on racing and promoting the Indianapolis 500. Mr. Harris wishes to have Soap Box Derby race on Indiana Street because of the hill and Soap Box conveyances need a hill to run since they don't use a motor and require gravity. Street Superintendent Lacy Francis was concerned that the one block area requested would not meet the needs for Mr. Harris and suggested that Fort Wayne Street should be closed also to avoid any unnecessary collisions with motorized vehicles. Mr. Thallemer gave a possible solution of sponsoring an event that would require conveyances to be pushed around a designated route along the downtown area that has already been set aside for closure during First Friday events. Mr. Harris thanked the Board for their suggestions and said he would re-evaluate the request.

**EARTH EXPLORATION/WWFT-**

Warsaw- Wayne Fire Territory Chief Mike Rice presented a contract with Earth Exploration for geotechnical evaluation on the County Road 200 South location of the proposed new Fire Station. Mr. Rice had been instructed to have the soil tested at the site for soil and ground water conditions before the property is purchased and built on. Motion made by Mayor Wiggins to accept the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

**LEASE /117 W. CENTER ST. SUITE C/WCDC-**

City Attorney Mike Valentine presented a one (1) year lease with the Warsaw Community Development Corporation (WCDC) for the office space they now occupy at 117 West Center Street, Suite C. The City purchased the property in December of 2010 and the WCDC were tenants in the building at the time of purchase. WCDC will pay \$450 per month on the first day of each month. The annual cost will be \$5,400.00, with more terms of the lease specified in the contract. Motion made by Mayor Wiggins to accept the lease, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

**WARSAW BREAKFAST OPTIMIST/CAR SHOW BANNER REQUEST-**

Tyler Miller of the Warsaw Breakfast Optimist had contacted the Mayor's office requesting to place a banner across the street at the Center Street and Indiana Street intersection promoting their scheduled car show to be held on May 21, 2011 in the downtown area. After discussion, Mayor Wiggins made a motion to allow the banner to be placed for one time for this event only, seconded by Mr. Thallemer, carried by unanimous vote.

**ITEMS CARRIED FORWARD-**

Mike Diffendal from Borden Waste gave the Board an update on the recycling program. He advised that Borden and the Street Department were reviewing boundary changes along the route. He also addressed questions on the 96-gallon containers.

**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

