

BOARD OF PUBLIC WORKS & SAFETY
APRIL 15, 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 15, 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 Charles Smith, Joe Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine WWTU Manager Brian Davison, WWTU Payment Officer Manager Mary Lou Plummer, City Planner Jeremy Skinner, Fire Territory Chief Mike Rice, Warsaw Police Lieutenant Kip Shuter and Warsaw Police Captain Bryan Sherwin, Park Activity Director Staci Young, Warsaw Street Department Administrative Assistant Terri Smith, Scott VanKirk and Stephen Sviatko from Golden Corral, Elaine Wakefield from KCH Health and Wellness Center, Mike Diffendal and Pat Kennedy from Borden Waste, and reporter Jennifer Peryam with the Times Union.

ABSENT: None noted

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

MINUTES –

The minutes from the April 1, 2011 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by board member Thallemer, motion carried by unanimous vote.

RECOGNITION OF VISITORS-

Mayor Wiggins recognized Mike Diffendal and Pat Kennedy from Borden Waste. They reported that some customers will have a change of day for their recycling pick-up. The customers will be given plenty of notice to comply with the new pick-up day. Mr. Smith made a motion to approve the changes, seconded by Mayor Wiggins, carried by unanimous vote. (Map and notices attached).

REPORTS/ORAL WRITTEN COMMUNICATION-

None presented.

UNFINISHED BUSINESS-

None presented.

NEW BUSINESS-

FAT AND SKINNY TIRE/BMX BIKE DEMONSTRATION-

Rob Gast requested closure of Center Street between Indiana and Buffalo Street on Friday, May 13th 2011 between 5:30 p.m. and 11:30, for a Freestyle BMX Event. Motion made by Mr. Thallemer to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Map attached).

KOSCIUSKO COMMUNITY HOSPITAL STREET CLOSURE FOR 5K RUN/WALK-

Police Lieutenant Kip Shuter and Elaine Wakefield from Kosciusko Community Hospital (KCH) requested that portions of Provident Drive, Harrison Street, Sheridan Street, Cook Street and Arthur Street be closed on June 11th, 2011 starting at 9:00 A.M. for a KCH Health & Wellness Center 5K Run/Walk. Motion made by Mr. Thallemer to approve the street closures, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes)

GOLDEN CORRAL/CREDIT REQUEST/WWTU-

WWTU Payment Officer Manager Mary Lou Plummer presented a letter requesting a credit of \$7,144.52 for Golden Corral. Stephen Sviatko from Golden Corral explained the restaurant's waste water payment is based on the amount of water usage that is determined by Indiana American Water Company. The restaurant had an outside water leak that they were unaware of.

The leaking water was under the building and did not enter the sewage system, therefore they have asked for a credit including late charges for the overpayment of their billings over the last several months. Mr. Smith made a motion to grant the credit, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of letter attached)

SALT BIDS OPENING FOR 2011-2012 SNOW SEASON-

The following Salt Bids were received and opened:

- (1) Cargill Salt Co. - \$67.58 per ton.
- (2) North American Salt Co. - \$73.48 per ton.
- (3) Morton - \$80.50 per ton.
- (4) Detroit Salt – declined bid offer.

The bids will be taken under advisement and awarded at a later date. After discussion, motion was made by Mr. Smith to take the matter under advisement, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

PERMISSION TO GET QUOTES/STORM WATER MAINTNENCE/STREET-

Street Department Administrative Assistant Terri Smith asked the board for permission to gather quotes for storm water maintenance and repairs. The money has been budgeted within the Cumulative Capital Development budget for 2011. Motion made by Mr. Smith for the quotes, seconded by Mr. Thallemer, carried by unanimous vote.

AT&T SERVICE & EQUIPMENT CONTRACT/POLICE –

Police Captain Bryan Sherwin requested permission to enter into a 24-month contract with AT&T for Cellular Data Cards for the patrol vehicles. He explained that they need 25 lines to equip vehicles. The contract price per month is \$749.75. Motion made by Mayor Wiggins to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

KOSCIUSKO COUNTY 21ST CENTURY GRANT/POLICE –

Police Lieutenant Kip Shuter presented a request to accept a total of \$8,924.00 in grants from the K21 Foundation with no local match, to be used for the purchase of four (4) new bicycles and equipment for the WPD patrol division. After discussion, a motion was made by Mr. Thallemer to accept the grant, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes)

LEASE/PITNEY BOWES/POLICE–

Police Captain Bryan Sherwin presented a four (4) year lease with Pitney Bowes Global Financial Services for a postage meter at the Police Department. The cost is \$456.00 annually to be paid in quarterly installments of \$114.00. Motion made by Mr. Smith to accept the lease, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes)

GRANTS/ KOSCIUSKO REMC/FIRE –

Fire Chief Mike Rice requested permission to apply for the Kosciusko REMC Operation Round-Up Grant. Chief Rice is requesting \$3,000 to support the annual Play It Safe Family Safety Day. After discussion, a motion was made by Mr. Thallemer to approve applying for the grant, seconded by Mr. Smith, carried by unanimous vote. (Copies attached to minutes).

REAL ESTATE PURCHASE/FIRE-

Fire Chief Mike Rice presented a contract to purchase real estate for the purpose of building a new fire station on the south side of the City to better serve the Warsaw-Wayne Township Fire Territory. The property is located along County Road 200 South and is being purchased from the Warsaw Community Church, Inc. for \$76,000.00. After discussion, Mayor Wiggins made a motion to accept the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

ENGAGEMENT LETTER/RATES/BAKER & DANIELS/PLAN-

Jeremy Skinner presented an engagement letter from Baker & Daniels to assist and serve as the bond counsel in connection with the proposed economic development financing to support the proposed expansion of Winona PVD Coatings LLC. The hourly basis and fees range from \$95 to \$565 depending on the services. As they proceed closer to the bond issuance they will provide an estimate of their services. Motion made by Mayor Wiggins to accept the letter, seconded by Mr. Smith, carried by unanimous vote.

CONTRACTS/ SUMMER CONCERTS/PARK-

Park Activities Director Staci Young presented the following 2011 Event Contracts:

1. Cody Bruner Stagehand – Country Concert, \$120.00
2. Jason Engle–Stagehand/Classic Rock Concert/Country \$240.00
3. Nathan Garner – Stagehand/Classic Rock Concert/Blues/Country & Celebracion Latina Event, \$460.00
4. Josh Harrel-Stagehand/County Concert & Celebracion Latina, \$220
5. Brandon Hurd-Stagehand/County Concert, \$120
6. Matt Ogan-Stagehand/Classic Rock/Blues/Country Concerts, \$360
7. Trent Tillman-Stagehand/Classic Rock/Country Concert, \$240
8. Ramada Plaza Hotel accommodations for/Classic Rock/Blues/& Country Concerts, maximum amount-\$3,220
9. Joni Cripe-Family Carnival/Fall Family Fun/Light up the Night, \$850
10. Rebecca Anglin-various Zumba Workshops, \$960

Motion made by Mr. Thallemer to approve the Park contracts, seconded by Mr. Smith, motion carried by unanimous vote. (Documentation attached to minutes).

CHANGE ORDER/CONTRACT #17/WWTU-

Wastewater Treatment Utility Manager Brian Davison presented Change Order #1 from Jones & Henry Engineers, LTD, for project Contract #17 for the Biosolids Facility Improvements. The change order is to reroute four (4) buried high voltage cables and install fifty-five (55) feet of additional duct bank for the main power feed. Total cost of the change order is \$56,907.00. Mr. Davison also informed the Board that there will be some credits later associated with this project/contract. After discussion Mr. Smith made a motion to approve the change order, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

HIGH-SPEED BLOWER/PLANT #2/WWTU-

Mr. Davison presented a request to purchase a blower to be installed by APG-Neuros Inc. who had previously been awarded the work on Contract #17 at the April 1, 2011 Board of Works session. The City will save a substantial amount of money by purchasing the blower rather than APG-Neuros Inc. purchasing the blower. Motion made by Mr. Thallemer to purchase the blower and sign the previously awarded contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of contract worksheet attached).

KIEFER CONSULTING/WASTEWATER –

Mr. Davison presented a proposal from Kiefer Consulting to perform work for the City Wastewater Treatment Utility for soil analysis for land application, more specifically set forth within the proposal. Total cost of proposal is \$5,412.00 plus \$10.75 per soil analysis sampling. Motion made by Mr. Smith to accept the proposal, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

KOSCIUSKO COUNTY COMMUNITY FAIR, INC./WWTU-

WWTU Manager Brian Davison presented for approval an agreement with Kosciusko County Community Fair, Inc. to rent a booth for outreach and public relations at the Fair Grounds during Fair Week at a cost of \$220. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Contract copy attached to minutes).

NEW HIRES/REHIRES/CHANGES-

None presented.

TRAVEL REQUESTS-

A list setting forth for five (5) travel requests: Police- Kip Shuter; Fire- Joe Fretz (x3) and Rob Baker. Motion was made by Mayor Wiggins to approve all travel requests, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

SPECIAL CLAIMS-

None presented.

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$1,333,856.11

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

CONVENIENCE FEE FOR WWTU PAYMENT-

Keystone/Boyce, the software system providers for the Wastewater Payment Office provided an updated convenience fee schedule for customers who wish to pay their monthly bill using an “e-check”. The wording presented on the new and amended Schedule B was still questionable and Mayor Wiggins made a motion to table the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy Attached).

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