

BOARD OF PUBLIC WORKS & SAFETY

May 6, 2011

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 6, 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: Mayor Ernest Wiggins, Board members Joe Thallemer and Charlie Smith, also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Park Superintendent Jon Garber, Park Activity Director Staci Young, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTU Manager Brian Davison, Police Chief Scott Whitaker and Police Lieutenant Kip Shuter, Fire Territory Chief Mike Rice, H/R Director Jennifer Whitaker, Eric and Tammy Lane from Fellowship Missions, Ryan Zech from Merrill Brothers Inc., Dan and Tom Astbury from Astbury Water Technology, Mike Diffendal from Borden Waste, 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 April 15, 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.

RECONITION OF VISITORS-

FELLOWSHIP MISSIONS-

Mayor Wiggins recognized Eric and Tammy Lane from Fellowship Missions. Mr. Lane made a request to extend the contract with the City until the end of 2011 allowing Fellowship Mission use of the property and building at 327 N. Buffalo St. as a homeless shelter for women and children. Mr. Smith made a motion approving their request, seconded by Mr. Thallemer, carried by unanimous vote.

BORDEN WASTE-

Mayor Wiggins recognized Mike Diffendal from Borden Waste. Mr. Diffendal advised the board that the transition for the route changes was going well.

UNFINISHED BUSINESS-

None noted

NEW BUSINESS –

BREAKFAST OPTIMIST CLUB STREET CLOSURE FOR CAR SHOW-

Warsaw Breakfast Optimist member John Elliott requested the City approve the closure of Center St. from Lake St. to first alley east of Lake City Bank, Main St. from Lake St. to alley west of Fire Station One, Buffalo St. from Market St. to alley north of the “Z” Hotel, and Indiana St. from Market St. to Main St. during the City of Lakes Cruise-In sponsored by the Warsaw Breakfast Optimist Club. The event is scheduled for Saturday, May 21, 2011 and he requested the streets be closed from 7 a.m. until 8 p.m. Lieutenant Kip Shuter advised the Board that he had also received a request to close the 200 block of N. Indiana Street on the same day for Cub Mobile races, which may cause a potential conflict with the Car Show. Motion made by Mayor Wiggins approving the street closures for the Optimist Car Show, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached).

SALT BID AWARD/STREET –

Superintendent of Public Works Lacy Francis presented a recap of bids received for the 2010/2011 purchase of bulk rock road salt:

- (1) Cargill - \$67.58 per ton.
- (2) Detroit Salt – Declined To Bid
- (3) Morton - \$80.50 per ton.

(4) North American - \$73.48 per ton.

Mr. Francis recommended approval of Cargill at \$67.58 per ton. Motion made by Mr. Smith to approve the Cargill bid, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of bid recap attached to minutes).

SYMBIONT 2011 RATE SCHEDULE/WWTU-

WWTU Manager Brian Davison presented the 2011 Rate Schedule from Symbiont for consulting services for on-going technical service for support of notice of violation for Treatment Plant #1. Mayor Wiggins made a motion to approve the schedule, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

KEYSTONE/BOYCE SYSTEMS CONVENIENCE FEE-

An amended convenience fee schedule from Keystone/Boyce Systems was presented with an additional .40 cent fee for customers to pay their monthly Wastewater fee via an "e-check". The fee will be passed on to the customer at time of payment. Mr. Thallemer made a motion to accept the amendment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

MERRILL BROTHERS/RECEIVING STATION @ WWTU PLANT #2-

Mr. Davison presented a contract from Merrill Brothers Biosolids Management Corp. establishing an agreement for the management/disposal of residuals originated and produced at the WWTU Plant #2. The contract also incorporates the installation of a new receiving station that would allow for additional residuals to be received at the plant at no cost to the city. Board members had several questions about the contract and were concerned with potential liability that may occur from receiving residuals from outside sources. Terry Merrill from Merrill Brothers addressed the Board on some of their concerns and also of the cost saving benefits the City would receive. Representatives from Astbury Water Technology spoke against the contract citing a possible loss of revenue for their organization. After discussion Mayor Wiggins made a motion to table the request, seconded by Mr. Smith, carried by unanimous vote.

PAY APPLICATION #2/CONTRACT #17/WWTU-

Waste Water Treatment Utility Manager Brian Davison presented a letter from Jones & Henry recommending the payment of \$31,764.15 to Michiana Contracting, Inc. for pay application #2 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).

CISCO/SOFTWARE SUPPORT/POLICE DEPARTMENT –

Chief of Police Scott Whitaker requested approval of an agreement for software support services and user license (mobile and in-house) with Creative Information Systems Company, Inc., a Maryland corporation, herein referred to as CISCO. This is a one year agreement. The fee for these services is \$10,050.37. Motion made by Mr. Thallemer to approve the agreement with CISCO, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of worksheet attached to minutes).

1ST SOURCE BANK AGREEMENT/EXTENDED TERMS –

Clerk-Treasurer Christiansen requested approval of an agreement with 1st Source Bank to extend the terms of an agreement dated March 1999. This agreement will be effective on May 1, 2011 through April 30, 2012. Motion made by Mayor Wiggins to approve the agreement, seconded by Mr. Thallemer, motion carried by unanimous vote. (Copy attached to minutes).

AFFILIATION AGREEMENT FOR INTERNSHIP/HR-

Human Resource Director Jennifer Whitaker and Parks Activity Director Staci Young presented an affiliation agreement between the City of Warsaw Parks and Recreation Department and Indiana University. The agreement will provide an enrolled student with an internship at the Park Department from May 16, 2011 until August 19, 2011. Motion made by Mr. Thallemer to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached)

NEW HIRES/REHIRES/CHANGES/HUMAN RESOURCES –

Human Resource Director Jennifer Whitaker provided for approval the following new hire/change in payroll/seasonal employment status list: Park Department- six (6), and Cemetery-one (1), more specifically set forth on the list attached to minutes. Motion made by Mr. Smith

to approve the list, seconded by Mr. Thallemer, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth six (6) travel requests: POLICE; Jamie de la Fuente, Allen Danko, and Clay Layne; CLERK: Kelly Geiger and Lynne Christiansen; WWTU Brian Davison. Motion made by Mr. Smith to approve all travel requests, seconded by Mr. Thallemer, carried by unanimous vote. (Info attached to minutes).

SPECIAL CLAIMS –

No special claims submitted.

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$331,882.19

EOM Docket - \$4,351,778.89

Pension Docket - \$45,944.61

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

OTHER ITEMS-

FORCE MAIN BREAK/WWTU-

Mr. Davison advised the board that an active force main failed on Monday May 2nd off of N. Detroit Street by Smith Tire. There was a split in a “bell” joining two lines together. After three days, repairs were made and everything seems to be working fine. IDEM was also informed of the occurrence.

CUB MOBILE RACE-

Earlier in the meeting during discussion of the City of Lakes Cruise-In, Lieutenant Kip Shuter had mentioned that he just received a request to close N. Indiana Street between Main and Fort Wayne St. on May 21, 2011 for the Cub Mobile Race from 9:00 a.m. until 2:00 p.m. The board had asked Lt. Shuter to call the representative and ask if they could change the date because of concerns for traffic problems. The sponsor advised that the race was already advertised for May 21st as they always hold it on Armed Forces Day. The Board decided they needed more information before any decision could be made regarding closing the street.

EVENT CANCELLATION INSURANCE-

Park Activities Director Staci Young advised the board that she was getting quotes from several different companies for Event Cancellation Insurance. The policy will help defray costs for the Classic Rock and Country Concerts in case of bad weather or other unforeseen circumstances that may cause the concerts to be cancelled.

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