

BOARD OF PUBLIC WORKS & SAFETY
May 19, 2011
1:00 P.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Thursday, May 19, 2011 at 1:00 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 Joe Thallemer and Mayor Ernest B. Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, Park Activity Director Staci Young, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, Warsaw-Wayne Fire Territory Chief Mike Rice and Assistant Chief Kerry Stogsdill, Police Chief Scott Whitaker, Police Lt. Kip Shuter, WWTU Manager Brian Davison, H R Director Jennifer Whitaker Bob Sanders and Jo Paczkowski from Bodkin Abstract, Bruce Knouff from American Legion Post #49, and Times Union reporter Jennifer Peryam.

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 May 6, 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.

VISTORS-

Mayor Wiggins recognized Bob Sanders from Bodkin Abstract. Mr. Sanders brought an issue before the board in regards to the “In Lieu of Annexation” payments the city receives from certain citizens, particularly those in the Shadow Lakes Subdivision. Mayor Wiggins thanked him for bringing this before the board.

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS –

SACRED HEART FIELD DAY/REQUEST TO CLOSE STREET-

Police Chief Scott Whitaker presented a request from Sacred Heart School to close Ft. Wayne Street between Harrison St. and Lindberg St. between 9 A.M. and 2 P.M. for their field day on June 3, 2011. The school will need to access their parking lot across the street from their facility as their recess field is being resodded. Motion made by Mr. Thallemer to approve the street closings, seconded by Mayor Wiggins, motion carried by unanimous vote. (Documentation attached to minutes).

AMERICAN LEGION/STREET CLOSURE-

Bruce Knouff, Service Officer for American Legion Post #49, requested closure of the 100 block of West Ft. Wayne St. on Saturday June 18, 2011 from 8:00 a.m. until 4:00 p.m. for American Legion Post #49 for Kids Fest and Garage Sale. Events will be held in the Legion parking lot with parking across the street. Mr. Thallemer made a motion to allow the street closure, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

W. MARKET ST. SEWER PIPE LINING/PROFORM –

Street Superintendent Lacy Francis presented a price comparison break down from four (4) companies for storm sewer repair along West Market Street. Mr. Francis recommended Pro-Form Pipe Lining perform the work with Spin Casting of one-inch PSI concrete for \$149,950.00. Motion made by Mayor Wiggins to accept the proposal, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of quotes attached).

DEPARTMENT OF JUSTICE/COPS HIRING GRANT/POLICE-

Police Chief Scott Whitaker asked permission to apply for the US Department of Justice Community Oriented Policing Services Grant. The 2011 COPS hiring grant will provide 100% funding for an entry-level police officer salary and benefits for thirty-six (36) months, or three (3) years. An officer hired through this grant must be retained for a minimum of one (1) year. After discussion Mayor Wiggins made a motion to proceed with the grant process, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

ACS GOVERNMENT SYSTEMS/FIREHOUSE SOFTWARE SUPPORT/WWFT-

An agreement with ACS Government Systems for software support for the Warsaw-Wayne Fire Territory was presented for approval at a cost of \$1,570.00. Motion made by Mr. Thallemer to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

PARK ACTIVITY CONTRACTS –

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

1. Anthony Crick – Stagehand for Country Concert - \$120.00.
2. Warsaw Community Schools (Lakeview)–Rain-out location for the Friday Evening Performing Arts Series and Blues & BBQ - \$400.00 per use.
3. Warsaw Community Schools (Tiger Den)-Rain-out location for Classic Rock and Country Concert-Price TBD (hourly + custodial per agreement).

Motion made by Mr. Thallemer to approve the above contracts, seconded by Mayor Wiggins, motion carried by unanimous vote.

4. ASCAP-Annual Music License Agreement Renewal- \$310.67

Motion made by Mr. Thallemer to approve the above contract, seconded by Mayor Wiggins, motion carried by unanimous vote.

5. Brit Syndicate (K&K Insurance)-Event Cancellation Policies for Classic Rock and County Concert-\$3,628. 50.

After discussion motion was made by Mr. Thallemer to approve the above contract, seconded by Mayor Wiggins, motion carried by unanimous vote.

(Documentation for all contracts attached to minutes).

CONTRACT/4TH OF JULY FIREWORKS/PARK-

Park Superintendent Jon Garber presented an agreement between the City of Warsaw and Warsaw Community Development Corporation for \$3,500.00 to be applied toward the purchase of fireworks for the annual Warsaw-Winona Lake fireworks show on July 2, 2011. Motion made by Mayor Wiggins to approve the agreement, seconded by Mr. Thallemer, motion carried by unanimous vote. (Documentation attached to minutes).

LEGAL SERVICES/BAKER & DANIELS/REDEVELOPMENT COMMISSION –

City Planner Jeremy Skinner presented a proposal from the law firm of Baker & Daniels LLP to assist the City of Warsaw, Redevelopment Commission in connection with bond counsel for Thompson Thrift. The proposal sets forth hourly basis fees to be charged. Motion made by Mayor Wiggins to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

SANDS COPIER MAINTENANCE AGREEMENT –

Copier service agreement with Sands Office Equipment Service, Inc. for the copier and printer located in the Mayor's office was presented for approval. This fee is \$879, more specifically set forth within the agreement. Motion made by Mayor Wiggins to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Contract Worksheet attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval four (4) new hires and three (3) changes in payroll more specifically set forth on the lists attached to minutes. Motion made by Mr. Thallemer to approve the new hires/changes in payroll, seconded by Mayor Wiggins, carried by unanimous vote. Ms. Whitaker also asked for verbal approval of two part-time concrete labors to be hired for the Street Department. Interviews are being conducted now and Mr. Francis wants them to start as soon as possible. Mayor Wiggins made a motion to approve

the two unknown laborers, seconded by Mr. Thallemer, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth three (3) travel requests: Jennifer Whitaker, Human Resources and Mike Cox and RJ Nethaway, Police Department, was submitted for approval. Motion made by Mr.

Thallemer to approve the travel request, seconded by Mayor Wiggins, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of Special Claims for approval of payment totaling \$3,628.50. Motion made by Mayor Wiggins to approve the claim for payment, seconded by Mr. Thallemer, carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim docket was presented for approval.

Regular Docket - \$919,388.21

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

OTHER ITEMS-

PARK DEPARTMENT SUMMER INTERN-

Mayor Wiggins asked Staci Young to introduce the summer intern for the Parks Department, Brooke Kaiser. Brooke told the Board a little about herself and Mayor Wiggins welcomed her onboard.

ROAD CLOSURE-

Lieutenant Shuter advised the Board that on Monday May 23rd, and Tuesday May 24th, Ft. Wayne Street will be closed at Detroit Street. No one will be allowed to cross Detroit Street or turn north from Ft. Wayne Street due to construction at that intersection.

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**