

BOARD OF PUBLIC WORKS & SAFETY
June 17, 2011
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, June 17, 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, and Mayor Ernest B. Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, Jr., Fire Chief Mike Rice, Assistant Fire Chief Kerry Stogsdill, Police Chief Scott Whitaker, WWTU Manager Brian Davison, Libbie Tom from Housing Opportunities of Warsaw, Jeff Hersha from Jones & Henry, Ryan Zeck from Merrell Brothers, Charles Friese from TNT Fireworks, Tom Astbury from Astbury Water, Mike Diffendal from Borden Waste, and Warsaw Times Union reporter Jennifer Peryam.

ABSENT: Board member Joe Thallemer

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

MINUTES –

The minutes from the June 3, 2011 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Mayor Wiggins, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

Mayor Wiggins recognized Mike Diffendal from Borden Waste. Mr. Diffendal gave an update on the recycling program.

UNFINISHED BUSINESS-

MERRELL BROTHERS/RECEIVING STATION @ WWTU PLANT #2-

Contract from Merrell Brothers Biosolids Management Corp. establishing an agreement for the management/disposal of residuals originated and produced at the WWTU Plant #2 and additional residuals to be received at WWTU Plant #2. After discussion Mayor Wiggins made a motion to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

NEW BUSINESS-

HOUSING OPPORTUNITIES OF WARSAW/ RELEASE OF MORTGAGES-

Libbie Tom of Housing Opportunities of Warsaw requested release of mortgages on the following owner of property:

1. Maria P. Fuentes (two releases) – Recorded documents #200600003772 and #200600008505

Property Address is 1420 E. Jefferson St.

Motion made by Mayor Wiggins to approve the releases, seconded by Mr. Smith carried by unanimous vote. (Documentation attached to minutes).

PAY APPLICATION #3/CONTRACT #17/WWTU-

Waste Water Treatment Utility Manager Brian Davison presented a letter from Jones & Henry recommending a payment of \$219,911.87 to Michiana Contracting, Inc. for pay application #3 for the Biosolids Facility Improvements Contract #17. Motion made by Mr. Smith to approve the payment, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

CHANGE ORDER #2/CONTRACT #17/WWTU

Mr. Davison presented Change Order #2 from Jones & Henry Engineers, LTD, for project Contract #17 for the Biosolids Facility Improvements. The change order is deleting an allowance for Blower #3 and for additional over-excavation at both building foundations. Total cost of the change order is a credit of \$95,832.00. Mr. Smith made a motion to approve the change order, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

PARK EVENT CONTRACT-

The following 2011 event contract was presented for approval.

1. Ashley Gearing - \$3,000.00 – Opening Entertainment Country Music Concert. Motion made by Mr. Smith to approve the Park contract, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

CENTURY LINK 36-MONTH SERVICE AGREEMENT/POLICE-

Police Chief Scott Whitaker presented a 36-month service agreement with Century Link for service at the Police Department. The total amount of the contract is \$21,600 or \$600 per month. The new contract reflects an \$82 per month savings. Motion made by Mayor Wiggins to approve the new service agreement, seconded by Mr. Smith, carried by unanimous vote (Documentation attached to minutes).

STORM SEWER REPAIR/PROJECT #1, 2, 3, & 4/STREET-

Street Superintendent Lacy Francis Jr. presented price comparisons for storm sewer lining. He recommended using Pro-Form Pipe Lining for all the projects. Pro-Form will be using either spin casting of 1” PSI concrete or 18.2 mm PVC liner. Motion made by Mr. Smith to approve the recommendation, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

RELEASE OF LIEN/PLANNING-

City Planner Jeremy Skinner presented a release of lien for 1512 E. Center Street, Ramiro Cervantes owner. The lien was recorded as document #99-07-1152 and was for the expense of removal of an unsafe TV antenna tower. Motion made by Mr. Smith to release the lien, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

PARKER ST/ARGONNE RD. PROJECT/CONSTRUCTION INSPECTION/BUILDING & PLAN-

City Planner Jeremy Skinner submitted for approval an invoice for construction inspection of the Argonne Rd. / Parker St. project. The total amount of the invoice is \$139.14. Motion made by Mr. Smith approving the invoice, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

INDIANA FIBER NETWORK BOND/PLANNING-

Mr. Skinner advised the Board that the Indiana Fiber Network is requesting to run fiber optics at several locations within the City’s right-of-way. Mr. Skinner recommended to the Board that the City require a letter of credit in the amount of at least \$100,000.00 or more to cover any damages during the projects. Motion made by Mayor Wiggins to approve the recommendation of at least \$100,000.00, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

SCEARCE RUDISEL ARCHITECTS/ADDITIONAL SERVICES/MAYOR-

Mayor Wiggins presented a letter from Scearce-Rudisel Architects, Inc. proposing an additional fee of \$5,000.00 for additional drawings for the site of the proposed new city hall. The services will include design drawings, construction drawings, specifications and bid process to demolish a single story building (117 W. Center St.), create additional parking, review the site drainage, revise the parking lot lighting and layout, create a plaza design with landscaping and paving. Motion made by Mr. Smith to approve the additional fee, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of letter attached).

RETAIL LEASE LETTER/117 W. CENTER ST./MAYOR-

Mayor Wiggins shared a letter that will be sent to Ben Butz who currently leases a suite at 117 W. Center St. for his business, Benz Salon and Spa. The letter is releasing Mr. Butz from fulfilling the term of the lease, allowing him to terminate the lease and vacate the premises so he may acquire a new location for his business. The \$700 security deposit will be returned to Mr. Butz once the City has determined that all conditions have been met. Motion made by Mayor Wiggins to approve the letter, seconded by Mr. Smith, carried by unanimous vote. (Copy of letter attached).

PARKING LOT LEASE AGREEMENT/ANTHONY MILLER, JR. –

A new five- year lease agreement between the City of Warsaw and H. Anthony Miller. Mr. Miller desires to lease a parking lot that is city property as set forth within the agreement, which abuts his property and building on State Rd. 15 North (Instrumed). He would agree to pay the City \$8,500 for the Five Year Lease. Motion made by Mayor Wiggins to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

TERMS AND CONDITIONS STATEMENT/E-CHECK PAYMENTS/WWTU

Clerk-Treasurer Christiansen shared with the Board a Terms and Conditions Statement that customers will need to agree with to have an on-line account for receiving monthly statements and make payments for their waste-water services. The agreement requires no signatures and City Attorney Valentine has also reviewed the statement. The Board acknowledged the statement.

NEW HIRES/REHIRES/CHANGES –

A list was provided for approval eight (8) new hires/changes in payroll, more specifically set forth on the list attached to minutes. Motion made by Mayor Wiggins to approve the new hires/changes in payroll, seconded by Mr. Smith, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth one (1) travel request: Chief Mike Rice from the Fire Department was submitted for approval. Motion made by Mr. Smith to approve the travel request, seconded by Mayor Wiggins, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS –

None presented.

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$2,769,109.46.

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

OTHER MATTERS-

City Planner Jeremy Skinner presented a letter from Chuck Friese, Area Manager of TNT Fireworks, who was present, and requested a reduction in charges for vendor permits for the upcoming 4th of July holiday fireworks sales for the Touch of Life Church fundraiser. He is requesting to pay \$50 per day for two workers and \$75 per day for three workers during the final days of the sales. City Ordinance requires \$25 per day per person but the fundraiser will require several shifts of different people per day. Motion made by Mr. Smith to allow the request, seconded by Mayor Wiggins, carried by unanimous vote. (Letter attached to minutes).

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**