

BOARD OF PUBLIC WORKS & SAFETY

July 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, July 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 Charles Smith and Mayor Ernest B. Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Parks Director Larry Plummer Jr., Park Activity Director Staci Young and Intern Brook Kiser, City Planner Jeremy Skinner, WWTU Manager Brian Davison, Street Superintendent Lacy Francis, Fire Chief Michael Rice, Assistant Fire Chief Kerry Stogsdill, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, HR Director Jennifer Whitaker, WCDC Director Cindy Dobbins, Sheal Dirck from the Kosciusko County Fair, Ron Harris from Rex's Rendezvous, 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 17, 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.

NEW BUSINESS-

SHRINE PARADE/CRITERIUM/STREET CLOSURE/WCDC-

WCDC Director Cindy Dobbins approached the board with a schedule for Downtown Days Activities to be held on Friday August 5th and Saturday August 6th. Ms. Dobbins requested that Columbia St., Market St., High St. and Center St. be closed on Friday evening for the Shriner's Parade route, and the 100 blocks of E. and W. Center St., 100 block of S. Indiana St., and the 100 block of S. Lake St. be closed from noon on Saturday until 9:00 p.m. for the bicycle Criterium BMX Show, and Big Wheel Race.. After discussion, Mayor Wiggins made a motion to accept the temporary street closures, seconded Mr. Smith, carried by unanimous vote. (Copy attached).

CHARITY EVENT/REX'S RENDEZVOUS-

Ron Harris from Rex's Rendezvous is hosting a two day charity event for Breast Cancer on August 5th and August 6th. Mr. Harris made a request to close down the 200 block of South Buffalo Street from noon on Friday the 5th until 10:00 a.m. on Sunday the 7th for vendors, activities, and clean-up. Motion made by Mr. Smith for the closure, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached)

KOSCIUSKO COUNTY COMMUNITY FAIR INC. /STREET CLOSURE-

Sheal Dirck, Past President of the Kosciusko County Community Fair, Inc., made a request to close Smith Street between Bronson Street and Scott Street during the week of July 11, 2011 thru July 16, 2011 from 6:00 P.M. until Midnight on days where overflow parking is necessary at Lakeview Middle School. Whether overflow parking is in operation or not, permission is being asked to close Smith Street between Bronson Street and Maple Avenue nightly between the same hours as well. Motion made by Mayor Wiggins to allow the closure, seconded by Mr. Smith, carried by unanimous vote. (Copy of letter attached).

REPLACEMENT OF TWO SUPPORT/UTILITY VEHICLES/FIRE-

Warsaw-Wayne Fire Territory Chief Mike Rice requested permission to solicit quotes to replace two support/utility vehicles. The Territory's 2011 budget supports the purchases and he has received approval from the Fire Territory Board. Motion made by Mr. Smith to gather the quotes, seconded by Mayor Wiggins, carried by unanimous vote. (Letter attached to minutes).

REPLACEMENT OF PLAYGROUND EQUIPMENT/MCKINLEY PARK/PARK-

Park Director Larry Plummer requested permission to replace the playground equipment at McKinley Park. The current equipment is twenty-one (21) years old and is on the Department's priority list as needing immediate attention. The cost for the two (2) new play stations is \$24,267.79 and is supported in the 2011 budget. Motion made by Mr. Smith to replace the equipment, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of letter attached).

TORNADO/STORM SHELTER AGREEMENT/WARSAW LITTLE LEAGUE/PARK-

Park Activities Director Staci Young presented an agreement with Warsaw Little League to use their facility and concession building as a tornado/storm shelter for the Boggs Park Office and Skate Park facilities. The "Statement of Understanding" has been reviewed by City Attorney Mike Valentine and he has approved its content. Motion made by Mayor Wiggins to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

PARK EVENT CONTRACTS-

Park Intern Brook Kaiser presented the following 2011 event contracts for approval.

1. James W. Reams - \$275 – Family Carnival (Magic Show)
2. Ken Ernsberger - \$175 – Family Carnival (Balloon Artist)
3. Joshua Hanlon - \$200 – Family Carnival (Juggler)

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

PAY APPLICATION #4/CONTRACT #17/WWTU-

Waste Water Treatment Utility Manager Brian Davison presented a letter from Jones & Henry recommending a payment of \$315,202.87 to Michiana Contracting, Inc. for pay application #4 for the Biosolids Facility Improvements Contract #17. Motion made by Mayor Wiggins to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

BAKER & DANIELS/UPDATED FEE SCHEDULE/HUMAN RESOURCE DEPARTMENT -

Human Resource Director Jennifer Whitaker presented an updated fee schedule between the City and the law firm of Baker & Daniels for legal services for employment-related matters. Motion made by Mayor Wiggins to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy of Letter of engagement attached to minutes).

AMERICAN UNITED LIFE 457 PLAN/HUMAN RESOURCES-

HR Director Jennifer Whitaker presented an amendment to the 457 Plan with American United Life. The amendment deletes Section 2.01 of the original agreement eligibility conditions substituting and amending the age and entry date requirements. Motion made by Mayor Wiggins to accept the contract, seconded by Mr. Smith, carried by unanimous vote. (Copies attached).

NEW HIRES/REHIRES/CHANGES -

One (1) change of payroll was presented for approval– Kelly Geiger, Clerk-Treasurer's, more specifically set forth on the list attached to minutes. Motion made by Mr. Smith to approve as presented, seconded by Mayor Wiggins, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS -

A list setting forth three (3) travel request: Jennifer Whitaker-Human Resources; Clay Layne-Police; and Mayor Wiggins were 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 -

Clerk's office submitted a listing of special claims for approval of payment totaling \$7,900.00. Motion was made by Mayor Wiggins to approve the claims for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

WINONA PVD BOND RATING/STANDARD & POOR'S-

An agreement letter from Standard & Poor's in reference to the \$2,920,000.00 City of Warsaw Taxable Tax Increment Special Taxing District Bonds, Series 2011, Winona PVD, was presented. The agreement is a request for a rating from Standard & Poor's for issuance of the above mentioned obligation. Mayor Wiggins made a motion to affirm the agreement, seconded by Mr. Smith, motion carried by unanimous vote. (Copy attached).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$2,625,453.30

Pension Docket - \$44,674.61

EOM Docket - \$2,073,098.84

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

OTHER MATTERS-

Street Superintendent Lacy Francis advised the Board that the strike affecting Asphalt production and delivery was over and that resurfacing of East Center Street will start the week of July 18th.

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**