

BOARD OF PUBLIC WORKS & SAFETY

July 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, July 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 Mayor Ernie Wiggins, Joe Thallemer and Charles Smith. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, City Planner Jeremy Skinner and Assistant City Planner Tim Dombroski, Assistant Fire Chief Kerry Stogsdill, Police Lieutenant Kip Shuter, HR Director Jennifer Whitaker, Cemetery Sexton Hal Heagy, Street Department Superintendent Lacy Francis, Park Activity Director Staci Young, WWTU Manager Brian Davison, Mike Diffendal from Borden Waste, and Warsaw 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 July 1, 2011 Regular Session were presented for approval. Mr. Smith made a motion to accept the minutes as presented, seconded by Mayor Wiggins, motion carried by unanimous vote.

NEW BUSINESS-

STREET CLOSURE/BLOCK PARTY-

Steve Petty requested that the alleys between Main St. and Ft. Wayne St., and Reed St. and Cook St. be closed for a neighborhood block party on Saturday August 6, 2011 between the hours of 3:00 P.M. to 11:00 P.M. After discussion Mr. Thallemer made a motion to approve the alley closures, seconded by Mayor Wiggins carried by unanimous vote. (Documentation attached).

INDIANA ARTS COMMISSION GRANT AWARD/PARK-

Park Activity Director Staci Young announced to the Board that she had received notification from the Indiana Arts Commission that the Park Department was awarded \$1,734.00 from the 2011-2012 grant cycle. The funds will be used to support the Friday Evening Performing Arts Series as well as Celebration Latina. This is a matching grant and appropriate funds have been budgeted to meet the requirement. Mr. Smith made a motion to accept the grant, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached).

PARK EVENT CONTRACT-

Staci Young presented the following 2011 event contracts for approval.

1. Lupe Sanchez Y Su Conjunto - \$800.00 – Musical Entertainment, Celebration Latina
2. Orquesta Tradicion - \$1,200.00- Musical Entertainment, Celebration Latina

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

POLICE/GRANT APPLICATIONS /OPERATION PULL OVER/DANGEROUS DRIVING/DUI TASKFORCE/FACT-

Police Lieutenant Kip Shuter requested permission to apply for the following grants provided from the National Highway Transportation Safety Administration (NHTSA), Indiana Criminal Justice Institute (ICJI), and the Kosciusko County Traffic Safety Partnership.

- (1) Operation Pull Over - approximately \$12,000.00.
- (2) Fatal Alcohol Crash Team (FACT) – approximately \$12,000.00.
- (3) FY2012 DUI Task Force Indiana- approximately \$7,000.00.

Motion made by Mr. Smith approving the applications, seconded by Mr. Thallemer, carried by unanimous vote. (Letters attached to minutes).

VERIZON WIRELESS/RE-AUTHORIZATION-

Lieutenant Shuter presented a GSA-Federal Supply Schedule Purchase Order from Verizon Wireless. The order is required by Verizon Wireless for re-authorization to purchase equipment on our account. The document will allow the City to purchase replacement equipment as needed. Mayor Wiggins made a motion to approve the purchase order, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

H.J. UMBAUGH & ASSOCIATES/ACCOUNTING SERVICES AGREEMENT-

An accounting agreement with H.J. Umbaugh & Associates in regards to providing services for the Warsaw-Wayne Fire Territory related to the proposed fire station project. Umbaugh will perform services at a rate provided within the contract. After discussion a motion was made by Mr. Thallemer to table the matter, seconded by Mayor Wiggins, carried by unanimous vote.

FOX FARM ROAD FORCE MAIN QUOTES/WWTU-

WWTU Manager Brian Davison presented three quotes to the Board for a new force main at Fox Farm Road and West Lake Street. The project is part of the Plant #1 closure and is being done at this time to coincide with Kosciusko County's construction of a round-about at that location. After discussion Mr. Smith made a motion to accept the quote from Phend & Brown for \$93,530.00, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

YMCA RENEWAL AGREEMENT –

The YMCA provided a letter setting forth annual dues of \$340.00 for employees of the City to receive a discount towards membership dues. Motion made by Mr. Thallemer to approve the renewal agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

MUNICIPAL CODE CORP./CODE ON INTERNET FEES-

Municipal Code Corporation is a company that provides codification of ordinances and has provided on-line services to the City for several years. The new contract features several enhancements including a mobile friendly version without the need to download an application and more specifically covered within the contract. The yearly contract has increased from \$350 to \$500 to cover the cost of the improvements. Motion made by Mr. Smith to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Contract worksheet attached to minutes).

NEW HIRES/REHIRES/CHANGES –

None presented.

TRAVEL REQUESTS –

A list setting forth four (4) travel requests: Police – Allen Danko, Tim Whitright, Christopher Anderson and Lewis Fuller were submitted for approval. Motion made by Mayor Wiggins to approve all travel requests, seconded by Mr. Thallemer, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of special claims for approval of payment totaling \$70,350.00. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mr. Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim docket was presented for approval.

Regular Docket - \$1,215,908.32

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

ITEMS CARRIED FORWARD/VISITORS COMMENTS-

-Mike Diffendal from Borden Waste gave an update on Recycling.

-Street Superintendent Lacy Francis gave an update on the repaving of Center Street.

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**