

BOARD OF PUBLIC WORKS & SAFETY

August 05, 2011

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 05, 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 Joe Thallemer, Charles Smith and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, WWTU Manager Brian Davison, City Planner Jeremy Skinner, Park Director Jon Garber, Park Activities Director Staci Young, Fire Territory Assistant Chief Kerry Stogsdill, Fire Inspector Joe Fretz, Fire Territory Administrative Assistant Shirley Fetrow, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Cemetery Sexton Hal Heagy, Street Superintendent Lacy Francis, Tom Filbrun from Jones & Henry Engineers, Mike Chapman from Michiana Contracting, WCDC Director Cindy Dobbins, and Times Union reporter Jennifer Peryam.

ABSENT: City Attorney Michael Valentine

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

MINUTES –

The minutes from the July 15, 2011 Regular Session were presented for approval. Board member Thallemer made a motion to accept the minutes as presented, seconded by Board member Smith, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

None presented.

UNFINISHED BUSINESS-

None presented.

NEW BUSINESS –

STREET CLOSURE/FIRST FRIDAY

WCDC Director Cindy Dobbins requested the following streets be closed for the September 2011 First Friday event: Center Street between Lake and Indiana Streets, and Buffalo Street between Main and Jefferson Streets with the Market Street intersection remaining open. Motion made by Mr. Thallemer to approve the closings for the September event seconded by Mayor Wiggins, carried by unanimous vote. (Copy of map attached).

STREET CLOSURE/PLAY IT SAFE FAMILY SAFETY DAY-

Fire Territory Administrative Assistant Shirley Fetrow requested part of Canal Street be closed on September 10, 2011 for the Play it Safe Family Safety Day held in Central Park. The American Red Cross Blood Mobile, the Chamber of Commerce “Hands on Display”, and additional fire equipment will be participating in this year’s event. Motion made by Mr. Smith to approve the closing, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of map attached).

CONTRACTS/ SUMMER CONCERTS/PARK-

Park Activities Director Staci Young presented the following 2011 Event Contract:

1. Joni Cripe c/o Animal Grams-Pony Rides-Celebration Latina-\$450.00

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

INDIANA PARKS AND RECREATION ASSOC./NORTHERN DISTRICT CHAIR-

Staci Young has been nominated to serve as the Northern District Chair Elect for the Indiana Parks and Recreation Association (IPRA). The position will require some travel and meeting requirements. Ms. Young asked the Board for permission to accept the responsibilities and requirements associated with the position. Motion made by Mr. Smith to go forward with the

leadership role, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of letter and job responsibilities attached).

REQUEST TO FORGIVE LIENS/WWTU-

WWTU Manager Brian Davison came before the board with a request to forgive liens that have been placed on property at 1405 Ranch Road, owned by Donna Antonides Shaffer. The home has not been occupied for several years due to repairs that are needed. The Utility currently has two outstanding liens on the property for a total of \$580.64. Eight (8) liens have been filed on the property since 2007 and an additional lien of \$140.18 is set to be filed soon. The City Council set policy in 2007 concerning vacant dwellings. After discussion, Mr. Thallemer made a motion *not* to forgive the liens, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of information attached).

LINKO DATA SYSTEMS MAINTENANCE CONTRACT/WWTU-

WWTU Manager Brian Davison presented for approval a one year agreement (08/01/2011 thru 07/31/2012) with Linko Data Systems, Inc. for software support and maintenance plan (pretreatment) at a fee of \$1,100.00. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

CHANGE ORDER #3/CONTRACT #17/WWTU-

Mr. Davison presented change order #3 on Contract #17 for the Biosolids Facility Improvements. The order extends the time of substantial and final completion by eight (8) weeks. Mr. Davison advised the Board that he has asked for a supervisor to be on the job site daily (weather permitting), and if one is not in attendance, one day will be subtracted from the extension. Tom Filbrun from Jones & Henry Engineers and Mike Chapman from Michiana Contracting were in attendance to answer any questions the Board had. After discussion a motion was made by Mr. Smith to approve the change order, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

MARK ROTHSTEIN'S WORLD OF ROPE JUMPING AGREEMENT/WWFT

Fire Territory Administrative Assistant Shirley Fetrow presented an agreement with Mark Rothstein's World of Rope Jumping. Mr. Rothstein is a national renowned rope jumper and will provide a work shop during the Play It Safe Family Safety Day. The cost is \$1,550.00 and funds have been made available through a K21 Health Foundation grant. Motion made by Mr. Smith, approving the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

GRANT AGREEMENT AWARD/KOSCIUSKO COUNTY COMMUNITY FOUNDATION/FIRE –

Shirley Fetrow requested the acceptance of a grant from the Kosciusko County Community Foundation for a total amount of \$2,000. These funds are in support of the Play It Safe Family Safety Day. Motion made by Mr. Smith to accept the funding, seconded by Mr. Thallemer, motion carried by unanimous vote. (Award letter attached to minutes).

LAZER X-SERIES 60" DECK/CEMETERY-

Cemetery Sexton Hal Heagy requested to purchase a Lazer X-Series 29hp EFI 60" deck from Bobcat of Warsaw. The price is \$7,540.00 reflecting a trade-in of a Toro Z Master Z557 and is the lowest of three (3) quotes obtained. Funds are available from the appropriate budgeted area. Mr. Smith made a motion to purchase the equipment, seconded by Mayor Wiggins, carried by unanimous vote. (Information attached)

FORD F350 1 TON DUMP TRUCK/CEMETERY-

Mr. Heagy also requested to purchase a 2011 Ford F350 1 ton dump truck from Kerlin Motors. The purchase price is \$31,675.00 and is the lowest of three (3) quotes obtained. Mr. Thallemer made a motion to purchase the Dump Truck from Kerlin, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of quotes attached).

A&Z PROFESSIONAL ENGINEERING SERVICES/LAKE CITY GREENWAY-

City Planner Jeremy Skinner presented a contract with A&Z Professional Engineering Services analyzing feasible options for placing bicycle and pedestrian paths along Winona Avenue and Smith Street. The path will connect the City of Warsaw with the Town of Winona Lake along the Lake City Greenway Trail. Cost of the contract is \$2,280.00 from the City with the Town of

Winona Lake funding the same amount. Mayor Wiggins made a motion approving the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

AUTHORIZATION TO ELEVATE PAY/POLICE DEPARTMENT-

Police Chief Scott Whitaker came before the board requesting a pay increase for Probationary Patrol Officer Ronald J. Nethaway, Jr. The Police Department failed to acknowledge Officer Nethaway's 6-month anniversary and pay increase. Chief Whitaker requests to reimburse Officer Nethaway for the last nine pay periods amounting to \$865.98 and to increase his bi-weekly pay to \$1,534.44 effective on the 8-12-11 payroll. Motion made by Mr. Smith to approve the increase and retro pay, seconded by Mayor Wiggins, carried by unanimous vote. (Letter attached).

HOUSING AUTHORITY/HOW/SUBRECIPIENT AGREEMENT –

A "Subrecipient Agreement" between the City of Warsaw, Warsaw Housing Authority (WHA) and Housing Opportunities of Warsaw (HOW) was provided in the package. This agreement is a necessary requirement in conjunction with the established Revolving Loan Fund. Warsaw Housing Authority will hold the funds resulting from the Warsaw Owner Occupied Programs. WHA will engage the services of HOW to implement and administrate the programs. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

KOMPUTROL YEARLY CONTRACT –

The yearly contract with Komputrol Administrative Software Systems for the computer system in the Clerk's Office was submitted for approval. Komputrol provides the budgetary, administrative, fixed assets, and investment software and support for the clerk-treasurer's office. The contract amount for 2010-2011 is \$2,145.00. Mr. Thallemer requested to check with the company if the remaining contract would be reimbursable if new software was purchased before the end of the contract. Motion to table made by Mayor Wiggins seconded by Mr. Thallemer, carried by unanimous vote. (Copy of worksheet attached to minutes).

KEYSTONE SOFTWARE AGREEMENT/WWTU-

A software agreement with Keystone Software Systems for the annual maintenance on Key-Billing for the WWTU Payment Office was presented. The annual amount is \$1920.00. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS –

A list setting forth three (3) travel requests: David Morales and R.J. Nethaway-Police Department, Lacy Francis-Street Department, were submitted for approval. Motion made by Mr. Thallemer to approve the travel requests, seconded by Mr. Smith, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of special claims for approval of payment totaling \$36,808.94. Motion was made by Mr. Smith to approve the special claims for payment, seconded by Mayor Wiggins, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$392,131.27

EOM Docket - \$2,547,152.62

Fire & Police Pension Docket - \$44,980.67

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

OTHER BUSINESS

VERIFICATION OF WORK ELIGIBILITY STATUS-

Effective July 1, 2011, as required by Indiana SEA 590, the City must have a signed document on file verifying that "contractors" have used the E-Verify program for work authorization and eligibility status of their employees. The Board acknowledged the form that is to be completed as required. (Copy attached).

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**