

BOARD OF PUBLIC WORKS & SAFETY
SEPTEMBER 16, 2011
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, September 16, 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, City Attorney Mike Valentine, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTU Manager Brian Davison, Cemetery Sexton Hal Heagy, Fire Chief Mike Rice, Fire Inspector Joe Fretz, H/R Director Jennifer Whitaker, Police Captain Bryan Sherwin, Police Lieutenant Kip Shuter, Patrol Officer Ronald Nethaway, Jason Hart, Holly Huff, Times Union reporter Jennifer Peryam.

ABSENT: None noted.

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

MINUTES –

The minutes from the September 2, 2011 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Mr. Thallemer, motion carried by unanimous vote.

RECOGNITION OF VISITORS-

POLICE OFFICER NETHAWAY SWORN IN/POLICE –

Police Captain Bryan Sherwin introduced Police Officer Ronald J. Nethaway. Mayor Wiggins administered his oath of office as a police officer for the City. Mayor Wiggins and the Board congratulated Officer Nethaway for his achievement. (Copy of Oath attached to minutes).

NEW BUSINESS –

CUBMOBILE RACES 2011/STREET CLOSURE-

Kip Shuter requested closures of **N. Indiana St.** from the first alley N. of Center St. to the parking lot at Central Park; **Main St.** from High St. to the drive-way of WWFT Station #1; and **Fort Wayne St.** from Buffalo to the rear entrance of the Zimmer Building parking lot on October 1, 2011 for Cubmobile races. After discussion Mr. Smith made a motion to allow the street closures, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

PARK RIDGE COMMUNITY ASSOCIATION/STREET CLOSURE-

Jason Hart, Vice President of the Park Ridge Community Association, came before the board requesting part of Laurelwood Dr. to be closed on October 8, 2011 for a neighborhood “tail-gate” event. The event will take place between 4:00 p.m. and 9:00 p.m. Mr. Thallemer made a motion approving the closure, seconded by Mr. Smith, and carried by unanimous vote. (Documentation attached to minutes).

BOBCAT PURCHASE/CEMETERY-

Cemetery Sexton Hal Heagy presented a quote from Bobcat of Warsaw to purchase a 2012 S 3400 4X4 Bobcat with a snow blade for \$16,053.19. The Bobcat will replace a 1998 S10 pickup truck. Motion made by Mr. Smith to accept the quote/new purchase, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

2011 K-CODE GRANT FUNDS/POLICE-

Police Lieutenant Kip Shuter requested permission to apply for funds through the Kosciusko Coalition on Drug Education (K-Code) who provides funds to local law enforcement agencies to combat drugs and alcohol in our community. The Police Department is requesting \$8,000.00 for the DARE Program and \$2,756.00 for Portable Breath Test instruments. The grant money is administered through the Kosciusko County Auditor’s Office and there is no local match required for this grant. Motion made by Mr. Smith to go forward with the application, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

INDIANA FIBER NETWORK LETTER OF CREDIT/PLANNING-

City Planner Jeremy Skinner presented the Board with two (2) Letters of Credit from Indiana Fiber Network, through Star Financial Bank, of \$100,000.00 each for any potential damages resulting from running fiber optics at several locations within the City's right-of-way. During the June 17, 2011 Board of Works session, the Board voted requiring a Letter of Credit in the amount of at least \$100,000.00. The Letters of Credit will expire September 9, 2012. Motion made by Mr. Thallemer to approve the Letters of Credit, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

IKON COPIER MAINTENANCE & LEASE AGREEMENTS/CLERK –

Clerk-Treasurer Christiansen presented a five (5) year/sixty (60) month contract with IKON for maintenance and lease of a RICOH AFICIO MPC 3001 copier in the Clerk's Office. Cost of maintenance is \$67.05 quarterly and the lease is \$104.00 monthly. Motion made by Mr. Smith to approve the contracts, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of contract attached to minutes).

JOB DESCRIPTION/HR-

Human Resources Director Jennifer Whitaker gave the Board an updated job description for the Police Department's Mechanic position. After discussion Mr. Thallemer made a motion approving the job description, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval three (3) changes in the payroll: Cemetery-one-(1), WWTU-one-(1), and Police-one-(1), more specifically set forth on the list attached. Motion made by Mr. Thallemer to approve the changes, seconded by Mayor Wiggins, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth three (3) travel request: Police- Lee Ann Roby and David Morales, and Aviation-David Beall, was submitted for approval. Motion made by Mayor Wiggins approving the travel request, seconded by Mr. Smith, with Mr. Thallemer voting Nay. (Info. attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a list of special claims for approval of payment totaling \$65.99. Motion made by Mayor Wiggins to approve the claim for payment, seconded by Mr. Thallemer, motion carried by unanimous vote.

CLAIM DOCKETS-

The following claim docket was presented for approval:

Regular Docket - \$2,320,163.49.

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

OTHER MATTERS-

ADDENDUM TO LEASE/117 W. CENTER ST.-

Mayor Wiggins presented an addendum to the lease at 117 W. Center St. more specifically with Ben Butz. The addendum pro-rates the monthly rent to \$23.34 per day. The addendum also states the August 2011 rent was paid using the damage deposit of \$700.00. The addendum is in effect until December 31, 2011. City Attorney Mike Valentine explained the addendum and after discussion Mr. Thallemer made a motion to accept the addendum, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

CONFIDENTIALITY AGREEMENT/INDIANA AMERICAN WATER-

Mayor Wiggins presented a confidentiality agreement between Indiana-American Water and Warsaw-Wayne Fire Territory. The Fire Territory has requested information from Indiana-American Water and the agreement is a mutual promise to keep the disclosed information private to protect the integrity of the public water system. After discussion Mayor Wiggins made a motion to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Documentation 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