

BOARD OF PUBLIC WORKS & SAFETY  
NOVEMBER 18, 2011  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, November 18, 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 Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Superintendent of Public Works Lacy Francis, City Planner Jeremy Skinner, Parks Director Larry Plummer, Jr., WWTU Asst. Manager Larry Hyden, Police Chief Scott Whitaker, Police Captain Bryan Sherwin, H/R Director Jennifer Whitaker, Reg Smith and Dan Brown from Phend & Brown, Mike Maggert from Niblock, WCDC Director Cindy Dobbins, Councilmember George Clemens, and Times Union reporter Jennifer Peryam.

**ABSENT:** Board member Joseph Thallemer

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

**MINUTES –**

The minutes from the November 04, 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 COMMUNICATION-**

None presented.

**UNFINISHED BUSINESS-**  
**SUPPLY BIDS AWARD –**

Superintendent of Public Works Lacy Francis recommended the following bids for **2012** supplies be awarded to:

- Item #1 Limestone – Irving Materials
- Item #2 Ready Mix Concrete – Aggregate Industries
- Item #3 Flowable Backfill Material – Kuerte Concrete
- Item #4 Bituminous Material - Phend & Brown, Inc
- Item #5 Concrete Curbing - Phend & Brown, Inc
- Item #6 Concrete Flatwork – Sterling Contracting, LLC

A bid by Aggregate Industries for Item #3 was improperly submitted. After discussion Kuerte Concrete was recommended as the supplier for Item #3-Flowable Backfill Material. Motion made by Mayor Wiggins to award the bids as recommended, seconded by Mr. Smith, carried by unanimous vote. (Comparison sheet attached).

**NEW BUSINESS-**  
**FIRST FRIDAY/STREET CLOSURE-**

WCDC Director Cindy Dobbins requested that the following streets be closed for the First Friday event in the downtown area on December 2, 2011 titled Hometown Holly Days; the 100 block of North Buffalo Street and the 100 block of West Main Street. Motion made by Mr. Smith to approve the closures, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of map attached).

**AMERICAN RED CROSS PROVIDER AGREEMENT/PARK-**

American Red Cross Authorized Provider Agreement for training employees, volunteers, and the public. The agreement updates materials, organizational structure, and points of contact. Staci Young, activities director for the Parks Department is a Certified Red Cross instructor. After discussion, motion was made by Mr. Smith to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

**PARK CONTRACT –**

Parks Activity Director Staci Young requested approval of the following activity contract for the Country Music Concert to take place on July 20, 2012:

1. William Morris Endeavor Entertainment, LLC/Neal McCoy Enterprises, Inc.-  
\$17,500

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

**MUNICIPAL TRADE PROGRAM/BOBCAT OF WARSAW/WWTU-**

WWTU Assistant Manager Larry Hyden presented a contract from Bobcat of Warsaw. The contract is for the “Annual Bobcat Exchange”. This contract will trade in the current 2011 model for a 2011 model that has no hours of usage. Motion made by Mr. Smith for approval, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of agreement attached).

**KEYSTONE SOFTWARE SYSTEMS AGREEMENT –**

Keystone Software Systems submitted a Disaster Recovery Agreement on computer software for the WWTU Payment Collection Office. The fee for disaster recovery is \$275.00 for 2012. Motion made by Mayor Wiggins to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

**KOMPUTROL SOFTWARE SYSTEMS AGREEMENT –**

Komputrol Software Systems submitted a Disaster Recovery Agreement on computer software for the Clerk’s Office. The fee for disaster recovery is \$450.00 for 2012. Motion made by Mr. Smith to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

**WARSAW-WAYNE FIRE TERRITORY VOLUNTEER FIRE AGREEMENT –**

The contract with the Warsaw-Wayne Fire Territory Volunteer Fire Department was presented for approval. City agrees to pay \$44,860.00 for services more specifically set forth within the contract. Motion was made by Mayor Wiggins to accept the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**MEDSTAT AGREEMENT FOR OCCUPATIONAL HEALTH SERVICES –**

Human Resource Director Jennifer Whitaker presented a one-year agreement specifying rates for the Medstat Urgent Care and Occupational Health Contract. Motion made by Mr. Smith to approve the Medstat Contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

**NEW HIRES/REHIRES/CHANGES –**

Human Resource Director Jennifer Whitaker presented for approval a list of two (2) payroll changes as follows: Jordan Foreman and Jamie Overbey-Police. Motion made by Mr. Smith to approve the new hire and changes, seconded by Mayor Wiggins, carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS –**

A list setting forth seven (7) travel request: Police- four (4), Clerk- two (2), Council – one (1). Motion made by Mayor Wiggins to approve the travel request, 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 \$61,285.00. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mayor Wiggins, carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKET-**

The following claim docket was presented for approval:

Regular Docket - \$1,211,533.69.

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

**OTHER MATTERS-**

**PROPERTY APPRAISAL/PURCHASE-**

Mayor Wiggins presented a letter he had received from Chandler M. Williams. Mr. Williams and George Clemens own a piece of ground at the intersection of West Center Street and West Market Street. They have decided to sell the property and feel the City may have an interest in purchasing the real estate. City Attorney Mike Valentine advised that this matter needs Council approval before proceeding with the purchase of the property. Mayor Wiggins advised the matter will be addressed during the Council meeting on November 21, 2011. (Copy of letter attached).

**ACQUISITION OF "DEMO" FIRE TRUCK/WWFT-**

Mayor Wiggins advised the Board that Fire Territory Chief Mike Rice had located a fire truck that has been used as a demonstration piece of equipment. Pierce Manufacturing is "holding" the 2011 Fire Pumper conditional of Council approval of transfer of funds. The new truck can be purchased at a substantial savings since it has been slightly used as a "demo". City Attorney Michael L. Valentine has furnished an opinion letter stating that a "unique opportunity for substantial savings" has occurred according to IC 5-22-10-5, thus eliminating the public bidding process. Pending approval of a Transfer Ordinance to fund the equipment from the Council on November 21, 2011, Chief Rice is asking permission to purchase the truck. Mr. Smith made a motion to approve the purchase contingent on Council approval, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of opinion letter attached).

**ASBESTOS/LEAD PAINT SURVEY/CITY HALL-**

City Planner Jeremy Skinner presented a proposal from Wightman Petrie for asbestos-containing material and lead based paint surveys for the future City Hall building located at 102 S. Buffalo Street. Based upon the results of the survey/inspections, cost estimates for any necessary abatement/removal can be prepared by appropriate State of Indiana Certified Abatement Contractors. Total cost of the survey will be \$5,400.00. Motion made by Mayor Wiggins approving the proposal, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**1405 RANCH ROAD SEWAGE BILLING-**

Mr. Skinner presented information on the status of a home located at 1405 Ranch Road. During the August 5, 2011 Board of Works session a request from the home owner had been made to forgive liens that had been placed on the property as well as to discontinue further billings because of the uninhabitable condition of the property and the owners' lack of resources to make repairs. Building Commissioner Todd Slabaugh has inspected the home and noted several violations including no running water, and after evaluating the conditions he has determined the residence to be unsafe pursuant to IC 36-7-9-4 and Warsaw City Code Sec. 14-123. The Board recognized the request and asked that further billings be suspended until the property is habitable.

**HOUSING OPPORTUNITIES OF WARSAW/PAY REQUEST-**

Pam Kennedy from Housing Opportunities of Warsaw (HOW) advised the board that they have just completed the first home to receive Home of Your Own (HOYO) funding in 2011. The home is located at 415 N. Union St. and through observation during a Mobile Meals delivery it was suggested the owner sign up for the Day of Caring assistance. Upgrades were made to the electrical, plumbing, bathroom, roof, furnace, water heater, and insulation. She advised they combined repairs with federal funding and are requesting permission to withdraw \$11,200.00 from the Warsaw HOYO Revolving Loan Fund. Motion made by Mayor Wiggins to approve the draw, seconded by Mr. Smith, carried by unanimous vote. (Copies of information 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**

