

BOARD OF PUBLIC WORKS & SAFETY

July 20, 2012

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, July 20, 2012 at 10:30 A.M. in the Council Chambers at City Hall. Mayor Joseph M. Thallemer presided and the following persons were noted as present or absent:

PRESENT: Board members Mayor Joe Thallemer, Jeff Grose and Charles Smith. Also present Clerk-Treasurer Lynne Christiansen, City Planner Jeremy Skinner, Assistant City Planner Tim Dombrosky, Shirley Fetrow from WWFT, Firefighter Ed Kipker, Robert and Janet Shull, Park Superintendent Larry Plummer, Deputy Police Chief Bryan Sherwin, Alisha Clayson, HR Director Jennifer Whitaker, Street Department Superintendent Lacy Francis, WWTU Manager Brian Davison, WWTU Payment Collections Office Manager Mary Lou Plummer, Councilmember Diane Quance, news reporter Stacey Page and Warsaw Times-Union reporter Jennifer Peryam.

ABSENT: City Attorney Michael Valentine

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

MINUTES-

The minutes from the July 6, 2012 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mr. Smith, motion carried by unanimous vote.

UNFINISHED BUSINESS-

ITINERANT MERCHANT FEES-

Alisha Clayson has attended several meetings recently requesting a reduction in the Itinerant Merchant Fees. During the last Council Meeting an amended Itinerant Merchant Ordinance had been introduced but not passed. In part, the proposed new ordinance had a table of fees, with a \$5 (five) per day/per person fee and also with an annual fee of \$300 for those residing within the County who are seeking a permit. After discussion, Mr. Smith made a motion to charge Mrs. Clayson \$300 for an annual permit, seconded by Mr. Grose, carried by unanimous vote.

STORAGE BUILDING QUOTES/STREET DEPT.-

Street Superintendent, Lacy Francis Jr., presented three (3) quotes for the construction of a 50x80 storage building at the Street department. Quotes presented were from Lee Batalis Construction & Excavating, Inc. for \$106,000, RS Miller Construction, Inc. for \$120,400, and Robinson Construction, Inc. for \$106,475. This matter had been tabled during the July 6, 2012 meeting and after discussion a motion was made by Mr. Grose to approve the quote from Lee Batalis Construction, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

NEW BUSINESS-

UNDERBILLINGS/WWTU-

A letter was presented addressing under-billings at several properties owned by Robert G. and Janet Shull of 2027 Chapman Lake Dr. The Shull's own property at 436 S. Columbia St. that has three apartments, and property at 726 E. Fort Wayne Street that has three apartments. Both properties have only been billed as one dwelling respectfully. Per state statute the City can collect up to six years of unpaid services without penalty or interest added to the amount. The total amount of the under-billing for both properties totaled \$9,163.20. Motion made by Mr. Grose to waive the past charges and to charge the regular residential rate per apartment, per month, going forward, seconded by Mr. Smith, carried unanimous vote. (Copy of letter attached).

YMCA SUB-LICENSE AGREEMENT/FIRE TERRITORY-

During Play-It-Safe/Family Safety Day, sponsored by the Fire Territory, the YMCA will have a fitness stage. The YMCA requires entering into a sub-license agreement so the Fire Territory can use the YMCA Logo on advertising. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

KOSCIUSKO COUNTY INTERLOCAL AGREEMENT-

This agreement is to resurface the entire stretch of Fox Farm Road that is being disrupted because of the Force Main construction. Kosciusko County is agreeing to reimburse the City for

the cost of resurfacing the west portion of Fox Farm Road a sum of \$43,613.70. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

BOGGS RECREATIONAL BUILDING AGREEMENT FOR SALE OF REAL ESTATE/PARK-

A Contract of Sale for the Boggs Recreational Building at 420 Little Eagle Drive to the United Steel Workers Local 7-00809 for \$90,000.00 and more specifically stated in the contract was presented for approval. Motion made by Mr. Smith, approving the contract, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

INDIANA ARTS COMMISSION GRANT AWARD/PARK-

Park Superintendent Larry Plummer announced to the Board that the park received notification from the Indiana Arts Commission that they were awarded \$2,281 from the 2012-2013 grant cycle. The funds will be used to support the Friday Evening Performing Arts Series as well as Culture Fest. This is a matching grant and appropriate funds have been budgeted to meet the requirement. Mr. Grose made a motion to accept the grant, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached).

PARK EVENT CONTRACTS-

The following Park contracts were presented for approval.

1. Juggling with John - \$200.00 – entertainment for Family Carnival
2. Randal Martin - \$180 - artist for Family Carnival
3. Darlene McCartney - \$180- artist for Family Carnival

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

K21 FOUNDATION GRANT/BUILDING & PLAN-

Assistant City Planner Tim Dombrosky presented a grant agreement for \$24,000 from K21 Health Foundation. The funds will be requested in two phases, one for pavement markings and one for signage for the Ride/Walk path along Smith Street and Winona Ave. Motion made by Mr. Smith to accept the funds, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

PAYMENT APPLICATION #1/R.W. ARMSTRONG/BUILDING & PLAN-

Mr. Dombrosky requested a payment of \$4,022.20 to R.W. Armstrong for the work being done for the Bicycle/Pedestrian Master Plan. Motion made by Mr. Grose to approve the payment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

POLICE GRANT APPLICATIONS/OPO/FACT/DUI TASK FORCE-

Deputy Police Chief Bryan Sherwin 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) FY2013 DUI Task Force Indiana- approximately \$7,000.00.

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

WWTU MARKET STREET SEWER PIPE LINING/PROFORM –

WWTU Manager Brian Davison presented for approval a proposal from ProForm Lining Co., Inc. for the lining of 922 linear feet of pipe on Market Street at a cost of \$39,606. Motion made by Mr. Smith to accept the proposal, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

WORK CHANGE DIRECTIVE/RESURFACE OF FOX FARM RD./WWTU-

Mr. Davison presented a Work Change Directive from Jones & Henry Engineers, LTD for Contract #19 with All Star Construction. The change is for milling and resurfacing the southbound lane of Fox Farm Road from Lake Street to the bridge before County Road 150 West, reference the Interlocal Agreement with Kosciusko County approved earlier in the

meeting, increasing the cost by \$43,613.70. Motion made by Mr. Smith to approve the Work Change Directive, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

RETAINAGE REQUEST/ALL STAR CONSTRUCTION/WWTU-

All Star Construction has met the retainage amount of fifty (50) percent held. The City does not require any further retainage to be held out from further pay applications. Motion made by Mr. Smith to accept the request, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

CELL PHONE ALLOWANCES DESIGNATIONS/HR-

Ms. Whitaker presented a list of employees and a bi-weekly allowance stipend for employee's personal cell phones. Designated employees will use their own cell phones and receive a bi-weekly stipend rather than having a cell phone furnished by the City. Motion to approve the list was made by Mr. Grose, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

NEW HIRES/REHIRES/CHANGES-

A list was provided for approval of one (1) new hire/changes in payroll and more specifically set forth on the list attached to minutes. Verbal approval was given for a new hire in the Clerk-Treasurer's Office with starting wage not to exceed \$15.71/hour. Motion made by Mr. Grose to approve the new hires/changes in payroll, seconded by Mr. Smith carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS-

A list setting forth four (4) travel requests: Police – Jordan Foreman, and Ross Minear (x2) and Parks - Staci Young, were submitted for approval. Motion made by Mr. Smith to approve all travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS-

Clerk's Office submitted a listing of special claims for approval of payment totaling \$152,718.84. Motion was made by Mr. Grose to approve the claims for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket - \$3,584,214.46

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

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**