

BOARD OF PUBLIC WORKS & SAFETY

August 03, 2012

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 3, 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 Charles Smith, Jeff Grose, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, Pam Kennedy from Warsaw Housing Authority, WWTU Assistant Operations Manager Jeff Krotke, WWTU Payment Office Manager Mary Lou Plummer, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Fire Territory Chief Mike Brubaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Street Superintendent Lacy Francis, Charles Allen, Stacey Page from Stacey Page On-Line, and Times Union reporter Jennifer Peryam.

ABSENT: None noted

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

MINUTES-

The minutes from the July 20, 2012 Regular Session were presented for approval. A request was made to edit the last line under "Other Business", Itinerant Merchant Fees; to read..."After discussion Mr. Smith made a motion to charge Mrs. Clayson either the \$5 per day/per person fee or a \$300 annual fee, seconded by Mr. Grose, carried by unanimous vote." Motion to approve as corrected made by Mr. Smith, seconded by Mr. Grose, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

None presented.

UNFINISHED BUSINESS-

None presented.

NEW BUSINESS –

HOUSING AUTHORITY/H.O.W./SUBRECIPIENT AGREEMENT-

A "Subrecipient Agreement" between the City of Warsaw, Warsaw Housing Authority (WHA) and Housing Opportunities of Warsaw (HOW) was presented for approval. 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 I-V Community Development Block Grant. 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. Grose, carried by unanimous vote. (Copy attached to minutes).

UNDERBILLINGS/WWTU-

A letter was presented addressing an under-billing for property located at 753 W. Market Street owned by Charles and Chanda Allen. An apartment has been built above the garage and has never been billed for waste-water services. After discussion, Mr. Grose made a motion to table the matter, seconded by Mr. Smith, carried by unanimous vote. (Copy of letter attached).

ASPHALT SEALING MAINTENANCE/PARK-

Park Superintendent Larry Plummer presented a quote and contract from K&M Asphalt Sealing and Maintenance, Inc. for \$8,850. K&M will reseal and strip the three (3) tennis courts at Bixler Park. Motion made by Mr. Smith approving the contract, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

POLICE/GRANT APPLICATION REQUEST-

Police Lieutenant Kip Shuter requested permission to submit an application for a Victims of Crime Act (VOCA) Grant through the Indiana Criminal Justice Institute. This is a continuation of a current program. The Department is requesting a total program cost of \$75,000, which federal funds would amount to approximately \$60,000 with 20% cash match of \$15,000 which is supported within the Police Department budget. Motion made by Mr. Grose to approve the application, seconded by Mr. Smith, motion carried by unanimous vote. (Copy attached).

PAY APPLICATION #12/CONTRACT #17/WWTU-

WWTU Assistant Operations Supervisor Jeff Krotke presented a letter from Jones & Henry Engineers recommending a final payment of \$10,000 to Michiana Contracting, Inc. for Pay Application #12 for the Biosolid Facility Improvement, Contract #17. Motion made by Mr. Smith to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached).

PAY APPLICATION #5/CONTRACT #18/WWTU-

Mr. Krotke presented information requesting a payment of \$182,054.70 for Pay Application #5 to Grand River Construction Co. for the Warsaw Center Street Pump Station, Contract #18. Motion made by Mr. Smith to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

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 amount is \$2,000. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

UMBAUGH AGREEMENTS/BOND COMPLIANCE-

Umbaugh & Associates provided an agreement for services in assisting the City with meeting requirements in regards to compliance with financial information and notices of material events pertaining to the security of the Special Taxing District Bonds, Series 2011 (City Hall Renovations). Fee for this service will be \$12,000. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

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 2012-2013 is \$2,320. The motion to approve the agreement was made by Mr. Grose, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

NEW HIRES/CHANGE IN PAYROLL-

Human Resource Director Jennifer Whitaker provided for approval four (4) new hires/changes in payroll more specifically set forth on the list attached to minutes. Motion made by Mr. Smith to approve the new hires/changes in payroll, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUEST-

A list setting forth one (1) travel request: Mike Speigle-Police Department was submitted for approval. Motion made by Mr. Smith to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

GEOTECHNICAL EVALUATION/STREET-

Street Superintendent Lacy Francis presented a contract with Earth Exploration, Inc. to evaluate subsurface conditions and assess the impacts of the conditions for the new proposed refuse vehicle storage building located at the Street Department. Total cost of the project is \$4,512.50. Motion made by Mr. Grose to accept the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

SPECIAL CLAIMS-

Clerk's office submitted a listing of special claims for approval of payment totaling \$188,373.64. Motion was made by Mr. Grose to approve the special claims for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$353,292.38

EOM Docket - \$542,176.85

Fire & Police Pension Docket - \$45,835.00

Motion made by Mr. Smith to approve all claims for payment, seconded by Mr. Grose, 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**