

BOARD OF PUBLIC WORKS & SAFETY

September 7, 2012

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, September 7, 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, City Planner Jeremy Skinner, Street Superintendent Lacy Francis Jr., Fire Chief Mike Brubaker, Park Maintenance Director Shaun Gardner, Park Recreation Director Staci Young, Police Deputy Chief Bryan Sherwin, Police Lieutenant Kip Shuter, Wastewater Payment Office Manager Mary Lou Plummer, WWTU Manager Brian Davison, Pam Kennedy from Housing Opportunities of Warsaw, Kristi Boren and Dana Koors from the Downtown Eatery, on-line news reporter Stacey Page and Robert Bitting, and Warsaw Times-Union reporter Jennifer Peryam.

ABSENT: None

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

MINUTES-

The minutes from the August 17, 2012 Regular Session were presented for approval. Mr. Smith made a motion to accept the minutes as presented, seconded by Mr. Grose, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATION-
FIRST FRIDAY POSTPONED-

Mayor Thallemer announced that due to inclement weather, the scheduled First Friday Event for tonight has been postponed until next Friday, September 14, 2012.

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS-

DOWNTOWN EATERY AND SPIRITS/ROAD CLOSURE/OCTOBERFEST-

Kristie Boren from the Downtown Eatery and Spirits made a request for a street closure on Friday October 5 at 8:00 a.m. until Saturday October 6 at 10 a.m., for a hospitality tent. She requested closure of the 200 block of W. Center St. Mr. Grose made a motion to approve the street closure, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

INDIANA ASSOCIATION OF CERTIFIED ACCIDENT INVESTIGATORS
TRAINING/ROAD CLOSURE/POLICE-

Police Lieutenant Kip Shuter requested closing half of the 2100 block of E. Fort Wayne Street on Wednesday, September 12, 2012. The Indiana Association of Certified Accident Investigators will be conducting a "Photo-only Photogrammetry Training" seminar at the Police Department that day and some of the training will take place outside. Motion made by Mr. Smith to approve the closure, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

PATRIOT DAY REMEMBRANCE PARADE/STREET CLOSURE-

Lieutenant Shuter requested a partial closing of Canal Street on September 11, 2012 to commemorate the disaster of September 11, 2001: Canal Street in front of the Center Lake Pavilion will be closed from 5:00 PM until 7:30 PM. Motion made by Mr. Grose to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

HOUSING OPPORTUNITIES OF WARSAW/DRAW REQUEST #3-

Pam Kennedy from the Home of Your Own Program reported that repairs were made to a home located at 516 E. Clark St. and she is requesting permission to draw \$3,273.44 from the Warsaw HOYO Revolving Loan Fund. Motion made by Mr. Smith to approve the draw, seconded by Mr. Grose, carried by unanimous vote. (Copies of information attached).

PARK CONTRACTS –

Park Recreation Director Staci Young requested approval of following activity contract:

1. Creative Comedy Balloon & Face Art, face painters and balloon artist for Culture Fest on 9/22/12– \$650

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

TREE PURCHASE & PLANTING/PARK-

Park Maintenance Director Shaun Gardner requested to purchase trees from Dogwood Hills Tree Farm. Trees in several parks needed to be replaced from storm damage earlier this year. Dogwood Hills will also plant the trees. Mr. Smith made a motion to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

WRITE-OFF DUE TO BANKRUPTCY/WWTU-

Waste Water Treatment Payment Office Manager Mary Lou Plummer requested an account for 315 Academy Court be written off. The amount owed is \$81.50 and the homeowner has filed for bankruptcy. Mr. Smith made a motion to approve the write-off, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

LATE FEE ADJUSTMENT/WWTU-

Mrs. Plummer presented information disputing a \$17.85 late fee that was assessed to one of Warsaw Foundry's three wastewater accounts. Mike Petro of Warsaw Foundry requested the late fee amount be waived from one of the accounts, claiming that Warsaw Foundry never received a statement in the mail for the month of July. After discussion, Mr. Grose made a motion to waive the late fee penalty of \$17.85 to Warsaw Foundry, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

HIGH MOBILITY MULTIPURPOSE VEHICLE/POLICE-

Deputy Police Chief Bryan Sherwin requested permission to accept a four door High Mobility Multipurpose Wheeled Vehicle (HUMVEE) from the Law Enforcement Support Office (LESO) and the Defense Revitalization and Marketing Office (DRMO) Military Programs. There is no charge to the City for the vehicle; however some cost may be associated with travel to Jefferson City, Missouri to retrieve the vehicle and to outfit the vehicle with communication equipment. Motion made by Mr. Grose to accept the vehicle, seconded by Mr. Smith, carried by unanimous vote. (Letter attached to minutes).

REQUEST TO PURCHASE TRUCK/STREET-

Street Department Superintendent Lacy Francis Jr. presented a quote to purchase a new 1-ton cab/chassis from Lakeside Chevrolet and dump body and plow from W.A. Jones. Total price of the purchase is \$39,998.75. Motion made by Mr. Smith to accept the quote/purchase, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

INDIANA DEPARTMENT OF TRANSPORTATION (INDOT) LOCAL PUBLIC AGENCY PROJECT COORDINATION CONTRACT/HUSKY TRAIL/BUILDING AND PLAN-

City Planner Jeremy Skinner presented a coordination contract with the Indiana Department of Transportation (INDOT) outlining the project description, scheduling and funding allocation for the Husky Trail project. Motion made by Mr. Grose approving the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

NORTHEAST INDIANA PASSENGER RAIL ASSOCIATION, (NIPRA)/MEMORADUM OF UNDERSTANDING/MAYOR-

Mayor Thallemer presented a Memorandum of Understanding (MOU) from the Northeast Indiana Passenger Rail Association, (NIPRA) outlining an agreement to help fund a feasibility study for passenger rail service to Warsaw that would connect from Chicago to Lima, Ohio, including Warsaw and Fort Wayne, Indiana. Several organizations have agreed to help with the City's part of the funding and the City agrees to pay \$2,500 towards the cost. Motion made by Mr. Smith approving the MOU, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS-

A list setting forth two (2) travel requests: Mayor Thallemer (x2) was submitted for approval. Motion made by Mr. Smith to approve the requests, seconded by Mr. Grose, carried by

unanimous vote. (Info. attached to minutes).

ADP PAYROLL SERVICES/ADDITION TO CONTRACT-

The State of Indiana (INPRS) recently changed the reporting requirements for the retirement fund. Previously reports were generated quarterly, now the reports must be submitted every payroll. ADP, the City's payroll provider, needed to make an adjustment to reflect the change in their contract adding two more reports to complete the INPRS change. The bi-weekly processing fee will be \$48. 50 and a one-time implementation fee will be \$215.00. Motion made by Mr. Grose approving the adjustment, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

SPECIAL CLAIMS-

Clerk's office submitted a listing of special claims for approval with payments totaling \$3,295.35. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mr. Grose, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$226,305.35

EOM Docket - \$5,077,134.89

Pension Docket - \$44,248.24

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

OTHER MATTERS-

WWTU Manager Brian Davison gave the Board an update on several projects that have been on-going. He advised that the Force Mains were complete and about two months ahead of schedule and the pump stations will start coming on-line around the second week of October. By mid-October treatment Plant #1 will be off-line with all flow going to Plant #2.

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