

BOARD OF PUBLIC WORKS & SAFETY

August 02, 2013

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 2, 2013 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, Park Superintendent Larry Plummer, Park Recreation Director Staci Young, Fire Territory Chief Mike Brubaker, Firefighter Jason Neher and family and friends as noted on attached attendance sheet, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Street Superintendent Lacy Francis, WWTU Superintendent Brian Davison, Warsaw Housing Authority Director Pam Kennedy, Jerry Frush, 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 17, 2013 Regular Session were presented for approval. Motion to approve the minutes was made by Mr. Smith, seconded by Mr. Grose, motion carried by unanimous vote.

**VISITORS-**

**FIREFIGHTER NEHER SWORN IN/WWFT-**

Fire Territory Chief Mike Brubaker introduced Firefighter Jason Neher. Mayor Thallemer administered his Oath of Office as a firefighter for the City. (Copy of oath attached to minutes).

**REPORTS/ORAL & WRITTEN COMMUNICATIONS-**

None presented.

**UNFINISHED BUSINESS-**

None presented.

**NEW BUSINESS-**

**HOUSING AUTHORITY/HOW/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 a Community Development Block Grant program. 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.

**COMMUNITY BLOCK GRANT/HUD SURVEY REQUEST/WHA/HOW-**

Pam Kennedy from Warsaw Housing requested to draw funds from money previously awarded to WHA and Housing Opportunities of Warsaw (HOW) for a Community Block Grant. The funds requested are for activities further described in the request in preparation to apply for the Community Block Grant in 2014. She is requesting \$7,700.00. Motion made by Mr. Smith, approving the request, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

**HOUSING OPPORTUNITIES OF WARSAW/DRAW REQUEST #2-**

Pam Kennedy from Housing Opportunities of Warsaw (HOW) presented a request to make draw # 2 for 2013 from the Home of Your Own Program. Repairs were made to a home located at 505 S. Washington St. and 1601 Maye St. She is requesting permission to withdraw \$3,471.63 from the Warsaw HOYO Revolving Loan Fund to help with the repairs. Motion made by Mr. Grose to

approve the draw, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

**TRAFFIC REGULATING/WCS/POLICE-**

Police Lieutenant Kip Shuter presented an agreement between the City and Warsaw Community School that the City is empowered to regulate traffic and parking on all properties of the School system located within the City limits. The agreement shall remain in effect for twenty (20) years. Motion made by Mr. Grose, to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**SCHOOLS RESOURCE OFFICER /WCS/POLICE-**

Police Chief Scott Whitaker presented another agreement between Warsaw Community Schools and the City to provide resource officers. The City will provide four (4) officers to rotate between various schools and the school system will reimburse the City and provide funds for two of those officers. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**INDIANA ARTS COMMISSION GRANT AWARD-**

Park Recreation Director Staci Young announced to the Board that the Park received notification from the Indiana Arts Commission that the City was awarded \$3,658.00 for the 2013-2014 grant cycle. The funds will be used to support the Central Park Concert Series. This is a matching grant and appropriate funds have been budgeted to meet the requirement. Mr. Smith made a motion to accept the grant, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached).

**SESAC LICENSING/PARK-**

Mrs. Young presented an agreement with SESAC for a music performance license. SESAC provides methods to obtain permission to lawfully perform copyrighted compositions represented by SESAC. The license would include compact discs, tapes, radio, and audio-visual uses. Motion made by Mr. Smith to accept the agreement, seconded by Mr. Grose, carried by unanimous vote. (Letter attached to minutes).

**VEHICLE PURCHASE/STREET-**

Street Superintendent Lacy Francis requested permission to purchase a new 1-Ton cab/chassis with a dump body and plow. He received quotes from Lakeside Chevrolet for \$26,538.15, and Rice Ford for \$26,276.00 for the 1-ton cab/chassis and a bid from W.A. Jones for the dump body and plow for \$14,343.00. Motion made by Mr. Grose to accept the quote from Rice Ford and W.A. Jones for a total of \$40,619.00, seconded by Mr. Smith and carried by unanimous vote. (Information attached).

**CANON COPIER/SANDS OFFICE EQUIPMENT/WWTU-**

Waste Water Treatment Utility Superintendent Brian Davison requested permission to purchase a Canon Image Runner 1730iF Copier from Sands Office Equipment for the WWTU payment office for \$3,276.82. Motion made by Mr. Smith approving the purchase, seconded by Mr. Grose, carried by unanimous vote. (Contract Worksheet attached).

**NEW HIRES/CHANGE IN PAYROLL-**

Human Resource Director Jennifer Whitaker provided for approval six (6) new hires/changes in payroll more specifically set forth on the list attached to minutes. 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 REQUEST-**

A list setting forth seven (7) travel requests, more specifically set forth on the list attached to minutes, 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).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

Regular Docket - \$1,259,228.30

Fire & Police Pension Docket - \$41,693.89

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**