

BOARD OF PUBLIC WORKS & SAFETY
JANUARY 03, 2014
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, January 3, 2014 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 Mike Valentine, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Jr., H/R Director Jennifer Whitaker, Park Recreation Director Staci Young, WWTU Manager Brian Davison, Street Superintendent Lacy Francis, Police Chief Scott Whitaker, 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 December 20, 2013 Regular Session were presented for approval. Board Member Grose made a motion to accept the minutes as presented, seconded by Board Member Smith, carried by unanimous vote.

NEW BUSINESS-

HEARING OFFICER/L. CLIFFORD AGREEMENT-

An agreement between the City of Warsaw and Lawrence Clifford was presented for approval. This agreement retains the services of Mr. Clifford as an independent Hearing Officer for the City's Department of Code Enforcement. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote.
(Copy attached to minutes).

ANDERSON PROPERTY MANAGEMENT/PARK-

Park Superintendent Larry Plummer Jr. requested approval of a contract with Anderson Property Management in the amount of \$1,888.88 per month for nine months for a total annual amount of \$16,999.92 for the 2014 Maintenance Agreement for the Gardens at Central Park. Mr. Smith made a motion to approve the contract, seconded by Mr. Grose, carried by unanimous vote.
(Copy attached).

KOSCIUSKO COUNTY REMC OPERATION ROUND-UP GRANT/PARK-

Park Recreation Director Staci Young requested approval to apply for a Kosciusko REMC Operation Round-Up Grant in the amount of \$1,500.00. If the funds are awarded to the City, she will use the grant for the National Archery in the Schools Program offering archery skills for youth and teens. Motion made by Mr. Smith to proceed with the grant process, seconded by Mr. Grose, carried by unanimous vote.
(Letter attached to minutes).

CENTER, PIKE & WINONA LAKES CONSERVATION ASSOCIATION AGREEMENTS/PARK-

Park Superintendent Larry Plummer Jr. presented agreements from Center Lake, Pike Lake, and Winona Lake Conservation Associations. The agreements state that the Park Department will pay \$2,500.00 per year to each association to help with nature preservation, conservation and maintenance and more specifically stated in the agreement. Mayor Thallemer stated that he would like to have a financial report from each association presented yearly with the agreement renewals. Mr. Grose made a motion to approve the agreements, seconded by Mr. Smith, carried by unanimous vote. (Copies attached).

KOSCIUSKO COUNTY CONVENTION, RECREATION, & VISITORS COMMISSION GRANT/PARK-

Staci Young requested permission to apply for a grant through the Visitors Bureau. She is requesting \$4,860.00 for the development of a website for the Ride+Walk program for a collaborative and cohesive avenue to make information, maps, etc. available to the general public. Motion made by Mr. Smith to proceed with the application, seconded by Mr. Grose, carried by unanimous vote. (Letter attached).

CONCERT RAIN LOCATIONS/PARK-

Mrs. Young presented an agreement with Warsaw Community High School for a concert rain location. The cost of the Tiger Den will be \$750.00 plus custodial fees of \$35.00 per hour. The fee will be waived for the first concert held at the Tiger Den or Lakeview Middle School (Lakeview's agreement will be presented at a later date). Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith,

carried by unanimous vote. (Letter attached).

PARK CONTRACTS-

Park Activity Director Staci Young requested approval of the following activity contracts:

- 1) Our Fathers House-catering for Daddy's Little Sweetheart Dance and Girls Night Out
Total-\$1,293.75 maximum or \$5.75 per person.

Motion made by Mr. Grose to approve the contracts, seconded by Mr. Smith, carried by unanimous vote.

- 2) National Concert-B.O.C. Music f/s/o Blue Oyster Cult
Total-\$20,000.00

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

MEMORANDUM OF UNDERSTANDING (MOU)/KOSCIUSKO LAKES AND STREAMS (KLAS) AT GRACE COLLEGE/WWTU-

Wastewater Treatment Manager Brian Davison presented a MOU between the City and KLAS at Grace College to raise awareness and provide education opportunities in grades K-12 on storm water management. KLAS at Grace College will conduct programs in select classrooms including aquariums, supply of native plants and fish, library of water-related books, in-class preparation, a biannual field day program, and the Wonderful Water Student Art Contest. Total cost of all the programs is listed at \$4,800.00 and a motion was made by Mr. Smith to accept the MOU, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

NEW HIRES/CHANGES IN PAYROLL REPORT-

Human Resource Director Jennifer Whitaker presented a list of two (2) changes in payroll for the Police Department, and a "TBA" for the Street Department Assistant Superintendent. Motion made by Mr. Smith to approve the report, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS -

A list setting forth two (2) travel requests: Ronald Nethaway and Brad Keller-Police. Motion made by Mr. Grose to approve the travel requests, seconded by Mr. Smith, carried by unanimous vote. (Info. attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$691,472.06

EOM Docket - \$2,080,111.00

Pension Dockets - \$41,693.89

Motion made by Mr. Grose to approve the claims for payment, seconded by Mr. Smith. Motion carried by unanimous vote.

OTHER MATTERS-

FEDERAL RAIL STUDY FUNDING-

Mayor Thallemer advised the Board that he has received some information from Northern Indiana Passenger Rail Association (NIPRA) about the Federal Rail Study. All of the mayors along the "whistle stops" have been asked to help raise funds for the study. The Mayor is asking the Board for permission to solicit donations from area entities for the Tier One Federal Rail Association study with funds received to be deposited with the City of Fort Wayne which is taking the lead for the State. The area goal is \$70,000.00. Motion made by Mr. Grose to approve the request, seconded by Mr. Smith, carried by unanimous vote.

WARMING STATION-

Mayor Thallemer announced that the Pavilion will be opened on Monday January 6th and Tuesday January 7th from 7 A.M. until 4 P.M. for a warming station to help area citizens through the expected cold forecasted for those days.

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

