

BOARD OF PUBLIC WORKS & SAFETY
JANUARY 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, January 20, 2012 at 10:00 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 Jeff Grose, and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, WWTU Manager Brian Davison, City Planner Jeremy Skinner, Park Superintendent Larry Plummer Jr., Street Superintendent Lacy Francis, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, H/R Director Jennifer Whitaker, Cemetery Sexton Hal Heagy, WCDC Director Cindy Dobbins, Libbie Tom from WHA, John Elliot from Warsaw Breakfast Optimist Club, Jeff Hersha from Jones & Henry Engineers, and Jennifer Peryam from the Times Union.

ABSENT: Board member Charles Smith

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

MINUTES –

The minutes from the January 6, 2012 Regular Session were presented for approval. A correction to the minutes was requested to reflect that “The meeting was called to order by Mayor *Thallemer* followed by the Pledge of Allegiance”. Motion made by Mr. Grose to approve the minutes as corrected, seconded by Mayor Thallemer, carried by unanimous vote.

NEW BUSINESS –

WARSAW HOUSING AUTHORITY – RELEASE OF LIENS/ MORTGAGES–

Libbie Tom from Housing Opportunities of Warsaw, Inc. requested release of liens on mortgages held by the City on the following owners of properties (each property had two liens):

1. Christy Coonce, 1811 Helper Drive – Document #2002-01-0293& #2001-12-1318.
2. Kathryn Carey, 710 Wilson Street – Document #2001-08-1052& #2001-11-1963.

She reported both owners have satisfied the 10-year affordability period for the forgivable portion of the rehab loans. Motion made by Mayor Thallemer to approve the release of mortgages, seconded by Mr. Grose carried by unanimous vote. (Documentation attached to minutes).

BREAKFAST OPTIMIST CLUB STREET CLOSURE FOR CAR SHOW-

Warsaw Breakfast Optimist member John Elliott requested the City approve the closure of Center St. from Lake St. to first alley east of Lake City Bank, Main St. from Lake St. to alley west of Fire Station One, Buffalo St. from Market St. to alley north of the “Z” Hotel, and Indiana St. from Market St. to Main St. during the City of Lakes Cruise-In sponsored by the Warsaw Breakfast Optimist Club. The event is scheduled for Sunday, May 20, 2012 and he requested the streets be closed from 8 a.m. until 9 p.m. Motion made by Mr. Grose approving the street closures for the Optimist Car Show, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached).

FIRST FRIDAY 2012 STREET CLOSURES-

WCDC Director Cindy Dobbins asked for the following streets to be closed for all First Friday events in 2012 unless otherwise requested; Center Street between Lake and Indiana streets, and Buffalo Street between Main and Market streets. Motion made by Mr. Grose to approve the closings for First Friday events, seconded by Mayor Thallemer, carried by unanimous vote. (Copy of map attached)

PARK CONTRACTS –

Park Superintendent Larry Plummer Jr., requested approval of following activity contracts:

1. Our Fathers House, catering for three (3) events; Daddy's Little Sweetheart Dance, Brunch with the Bunny, and Girls' Night Out--totaling \$2,250.00 maximum.

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

APPRAISAL SERVICE/CEMETERY-

Oakwood Cemetery Sexton, Hal Heagy, presented an agreement for appraisal services with Paul Reith for the City to purchase land adjacent to the Cemetery. Mr. Grose made a motion to approve the service, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

NIPSCO AGREEMENT/ ELECTRIC RATES/STREET-

Effective December 27, 2011, NIPSCO (Northern Indiana Public Service Company) began billing customers new "600" series electric rates. The rates affect storm water lift stations that the Public Works Department maintains. In compliance with the new charges, a new electric service contract needs to be executed. Superintendent, Lacy Francis Jr., requested the Board approve the new contracts reflecting the new rates. Motion made by Mr. Grose agreeing to the rate changes, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

EAST MARKET STREET STORM SEWER REPAIR/STREET-

Mr. Francis presented the board with three (3) quotes for an emergency repair to storm sewer pipes on East Market Street from Harrison St. east to Cleveland St. (Project #2).

1. Centri-Pipe \$73,380.00
2. Pipe Vision \$24,914.00
3. ProForm Pipe Lining \$23,013.00

Motion made by Mayor Thallemer to approve the emergency repair using ProForm, seconded by Mr. Grose, carried by unanimous vote.

ENGAGEMENT LETTER/RATES/(FAEGRE)BAKER & DANIELS/WWTU-

WWTU Manager Brian Davison presented an Engagement Letter from Baker & Daniels to assist and serve as the bond counsel in connection with the Sewage Works Bond of 2011. The hourly basis and fees are stated in the Letter and proceeds from the bond will pay for their services. Motion made by Mayor Thallemer to approve the Letter, seconded by Mr. Grose, carried by unanimous vote.

CONTRACT #18 SIGNATURES/WWTU-

WWTU Contract #18 was awarded at the January 6, 2012 Board of Works meeting and upon recommendation from Jones & Henry Engineers, Grand River Construction will complete the work. WWTU Manager Brian Davison asked that the Board sign the contract today. No action, other than signatures, was needed from the Board.

ENVIRONMENTAL SERVICES/NEW CITY HALL/PLAN-

City Planner Jeremy Skinner presented information and quotes for removal of lead based paint and asbestos from the New City Hall Building that is under renovation. Diamond Environmental Services, Inc. gave a quote of \$28,565.00 and Environmental Management Specialist, Inc. provided a quote of \$22,131.00. Mr. Skinner recommended Environmental Management Specialist, Inc. for the project. Mayor Thallemer made a motion to approve the contract with Environmental Management, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

STRATEGIC PLAN/AMERICAN STRUCTURE POINT/PLAN-

Mr. Skinner presented a contract with American Structure Point to assist the Council to strategize ideas with the Council for clarity, direction, and goals. American Structure will work with the Council and community over the next several months to complete the final plan. Mayor Thallemer made a motion to accept the contract, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

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. The bi-weekly processing fee will be \$23.28 and a one-time implementation fee will be \$181.20. Motion made by Mr. Grose approving the adjustment, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker presented for approval a list of three (3) payroll changes as follows:

(1) Randy Schmucker, Orlin Miller, and Richard Brown–Street Department

Motion was made by Mr. Grose to approve the payroll changes/new hires, seconded by Mayor Thallemer, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth two (2) travel requests was presented: Steve Adang-Police; Aaron Bolinger-Fire Territory. Motion made by Mr. Grose to approve the travel requests, seconded by Mayor Thallemer, carried by unanimous vote. (List attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of claims for approval of payment. The claims total \$ 164,550.01. Motion was made by Mr. Grose to approve the claims for payment, seconded by Mayor Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim docket was presented for approval.

Regular Docket - \$5,388,971.56

Motion made by Mayor Thallemer to approve the 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