

BOARD OF PUBLIC WORKS & SAFETY
MARCH 16, 2012
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, March 16, 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, Attorney Adam Turner, WWTU Manager Brian Davison, City Planner Jeremy Skinner, Assistant City Planner Tim Dombrosky, Warsaw Park Superintendent Larry Plummer Jr., Park Activity Director Staci Young, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Cemetery Sexton Hal Heagy, Warsaw-Wayne Fire Territory Chief Mike Brubaker, Warsaw Street Department Superintendent Lacy Francis, H/R Director Jennifer Whitaker, and Jennifer Peryam of the Times Union.

ABSENT: None.

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

MINUTES –

The minutes from the March 2, 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 COMMUNICATIONS-

None presented.

NEW BUSINESS-

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

Park Superintendent, Larry Plummer Jr., presented agreements from the Center Lake, Pike Lake, and Winona Lake Conservation Associations. The agreements state that the Park Department will pay \$2,500 per year to each Association to help with nature preservation, conservation and maintenance and more specifically stated in the agreement. The agreements will be reviewed annually. After discussion Mr. Grose made a motion to approve the agreements, seconded by Mr. Smith, carried by unanimous vote. (Copies attached).

PARK ACTIVITY CONTRACTS–

Park Activity Director Staci Young presented the following 2012 Event Contracts for approval:

Culture Fest

Evolution Southside-Music Entertainment-\$1,200.00

Blues & BBQ-

Ray Fuller-Music Entertainment-\$1,000.00

Family Carnival-

Ken's Balloons and Magic-Balloon Artist-\$175.00

Stage Hand-

Nathan Garner-Stagehand for Classic Rock, Blues, Country, and Culture Fest-\$460.00

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

H.J. UмбаUGH & ASSOCIATES/ACCOUNTING SERVICES AGREEMENT/FIRE-

An agreement with H.J. Umbaugh & Associates to provide accounting services for the Warsaw-Wayne Fire Territory was presented for approval. The fee schedule is consistent with the schedule from 2011. After discussion a motion was made by Mr. Smith approving the agreement, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

SELF- LEVELING CAMERA INSPECTION SYSTEM/WWTU-

Wastewater Treatment Utility Manager Brian Davison presented a request to purchase a self-

leveling camera television pipe inspection system. The system will include a digital command center, monitor, recording system, battery, digital footage counter, camera, push rod, rod coiler, and accessories. The total price quoted for the system from Jack Doheny Supplies, Inc. is \$9,249.00. Another quote was received by Mid-City Supplies for \$9,771.00. A motion was made by Mr. Smith approving the Jack Doheny Supplies, Inc. quote, and with the condition that Mr. Davison supply comparisons to Mayor Thallemer of contracting the service rather than purchasing the equipment. Mr. Grose seconded the motion and it was carried by unanimous vote. (Copy attached).

ROOF WARRANTIES/WWTU-

Mr. Davison presented two (2) warranties from Lee Batalis Construction. The warranties cover failure due to defective material or workmanship for one (1) year; water intrusion for two (2) years; and erection and/or installation deficiencies in the Manufacturer Roof System with a twenty (20) year Weatherightness Limited Warranty. Motion made by Mr. Grose to approve the warranties, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

KOSCIUSKO COUNTY COMMUNITY FAIR, INC./WWTU-

Mr. Davison presented an agreement with Kosciusko County Community Fair, Inc. to rent a booth for outreach and public relations at the fairgrounds during fair week, July 8-14, 2012, at a cost of \$220. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract copy attached to minutes).

REQUEST TO WAIVE SEWER TAP FEE/PLAN-

City Planner Jeremy Skinner presented a request from Warsaw Housing Authority (WHA) to waive the sewer tap fee of \$1,750.00 at 505 Alward St. The present septic system is inoperable and WHA is working with the homeowners to hook up to the City's sewage system. After discussion a motion was made by Mr. Grose approving the waiver, seconded by Mr. Smith, carried by unanimous vote. (Copy of letter attached).

NEW HIRES/REHIRES/CHANGES-

Human Resource Director Jennifer Whitaker presented for approval two (2) payroll changes/new hires: Sheila Wieringa, Park Board Secretary; and Brent Fifer, Firefighter, off of one (1) year probation. Also included was a list of forty-eight (48) part-time and seasonal workers. Motion made by Mr. Grose to approve all new hires/changes in payroll, and seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

TRAVEL REQUESTS-

A list setting forth five (5) travel requests: Ryan Petty and Mike Cox-Police; Duane Griner, Richard Bunch and Kathy Ragan-WWTU. Motion made by Mr. Grose to approve all travel requests, seconded by Mr. Smith, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS -

Clerk's office submitted a listing of claims for approval of payment. The claims total was \$63,239.87. 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 - \$904,893.91

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

STATE OF INDIANA DEPARTMENT OF HEALTH GRANT/PLAN DEPT.-

Mr. Skinner presented information to the Board and asked for approval to sign a grant agreement from the Indiana Department of Health. The \$50,000.00 reimbursable grant will go toward completing a Comprehensive Bicycle/Pedestrian Master Plan. After discussion Mr. Smith made a motion to proceed with the grant, seconded by Mr. Grose, carried by unanimous vote.

DEPARTMENT OF JUSTICE/COPS HIRING GRANT/POLICE-

Police Chief Scott Whitaker asked permission to apply for the U.S. Department of Justice Community Oriented Policing Services Grant. The 2012 COPS Hiring Program provides for entry-level police officer salaries and benefits for thirty-six (36) months, or three (3) years. Officers hired through this grant must be retained for a minimum of one (1) year. The grant also

requires the new hire positions to be military veterans. After discussion Mr. Grose made a motion to proceed with the grant process, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

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