

BOARD OF PUBLIC WORKS & SAFETY  
OCTOBER 05, 2012  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, October 5, 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, Superintendent of Public Works Lacy Francis, WWTU Manager Brian Davison, City Planner Jeremy Skinner, Assistant City Planner Tim Dombrosky, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Park Recreation Director Staci Young, Dave Taylor, on-line news reporter Stacey Page, and 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 September 21, 2012 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Board member Grose, motion carried by unanimous vote.

**UNFINISHED BUSINESS-**

None noted.

**NEW BUSINESS-**

**POLICE/VOCA GRANT AGREEMENT/AWARD-**

Police Chief Scott Whitaker reported that the City received a grant agreement and award for the VOCA Grant (Victims of Crime Act) through the Indiana Criminal Justice Institute (ICJI). The twelve (12) month grant, running from October 1, 2012 through September 30, 2013 will be in the amount of \$35,804.00 with a required 20% (twenty percent) match of \$8,915.00 totaling \$44,755.00. The funding will be used toward salary and benefits for the Victim Assistance Coordinator. Motion made by Mr. Smith to approve the grant and agreement, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

**KREBS TRAILHEAD PARK GRANT ACCEPTANCE-**

Park Recreation Director Staci Young requested permission to receive a grant of \$20,000.00 from the Kosciusko County Convention, Recreation, and Visitor Commission (KCCRVC). The funds will be used towards the planning and development of the Krebs Trailhead Park on McKinley Street. Motion made by Mr. Grose to accept the grant, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**R.W. ARMSTRONG PAYMENT APPLICATION-**

Assistant City Planner Tim Dombrosky presented information for payments totaling \$25,591.45 to R.W. Armstrong for work done to date for the Bicycle and Pedestrian Master Plan. The payment information will be submitted to the Indiana State Department of Health for reimbursement. Motion made by Mr. Smith to accept the payment applications, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**WWTU UNDERPAYMENT-**

WWTU Manager Brian Davison presented information of an underpayment for services at 504 E. Fort Wayne Street. WWTU Payment Office Records show that the location was being billed for two (2) apartments when in fact there are four (4) apartments. Following the recommendation of the State Board of Accounts, the City can collect for the past six (6) years in under billings, making a total of \$4,590.80 for 504 E. Fort Wayne Street. After discussion, Mr. Smith made a motion to waive the above-mentioned amount, seconded by Mr. Grose, carried by unanimous vote. (Copy of letters attached).

**CHANGE ORDER/GARBAGE PACKER BUILDING/STREET-**

Street Superintendent Lacy Francis requested approval of a Change Order for a building currently under construction at the Street Department. The Change Order is for the addition of

helical piles due to geotechnical evaluations and the addition of necessary pilings for the new garbage packer building for an additional cost of \$22,297.00. Motion made by Mr. Smith to approve the Change Order, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**KOSCIUSKO COUNTY CONVENTION & VISITORS BUREAU/AD FOR VISITORS GUIDE-**

Mayor Thallemer provided the Board with a contract for a 1/6 page vertical “City of Warsaw” advertisement to be placed in the 2013 Kosciusko County Convention and Visitors Bureau Annual Visitors Guide. The price for the advertisement will be \$550.00. Motion made by Mr. Smith approving the contract, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

**RELEASE OF MORTGAGE/221 S.HIGH ST.-**

Mayor Thallemer presented information to the Board to release a mortgage for the Warsaw Community Development Corporation (WCDC) from the City for property known as the “Comstock House” located at 221 S. High Street, Warsaw, Indiana, recorded as instrument number 98-06-2033 in the office of the Recorder of Kosciusko County. Motion made by Mr. Smith to accept the release, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

**SERVICE AGREEMENT/PEOPLELINK, LLC/HR-**

Human Resource Director Jennifer Whitaker presented a service agreement with PeopleLink to staff several positions for the City. Mr. Grose made a motion to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

**NEW HIRES/REHIRES/CHANGES-**

Human Resource Director Jennifer Whitaker provided for approval four (4) new hires: Justin Curtis, Jason Dobbins, and Jordan Roberts-Police, and Steven Prater-Street. Motion made by Mr. Grose to approve the new hires, seconded by Mr. Smith, carried by unanimous vote. (List attached to minutes). Ms. Whitaker also asked for approval of another new hire for the police department that was not listed. Motion made by Mr. Grose to approve the hiring of the unlisted person, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**TRAVEL REQUESTS -**

A list setting forth four (4) travel request: Police – R. J. Nethaway, Ryan Moore, and Ryan Petty, and Park-Staci Young, was submitted for approval. Motion made by Mr. Grose to approve the travel requests, seconded by Mr. Smith, carried by unanimous vote. (Info. attached to minutes).

**DEVELOPMENT SERVICES AGREEMENT/BROWNING INVESTMENTS, INC.-**

City Planner Jeremy Skinner presented an agreement with Browning Investments, Inc. to work with American Structure Point, Inc. on the development of a master plan to attract new manufacturing, life sciences, and other industrial users to the proposed Certified Technology Park. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith.

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

Regular Docket - \$156,846.91

EOM Docket - \$1,295,149.27

Fire & Police Pension Docket - \$44,248.24

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

**OTHER MATTERS-**

**WASTEWATER PROJECT/PLANT 1-**

Mr. Davison advised the Board that new wastewater lines would need to be run to the Street Department and the Wastewater Payment Office/Building and Planning Department buildings (794 W. Center Street). Once the new pump station goes on line, the buildings served by the former Plant 1 will not be hooked up to wastewater. He requested permission from the Board to solicit quotes for the project. Motion made by Mr. Smith to proceed with the quotes, seconded by Mr. Grose, 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**