

## **Board of Public Works & Safety Meeting - Wednesday, June 22, 2011 – 1:30 p.m. – Audio Available**

**Call to order by:** Mayor Fisel

### **Roll Call**

Present: Board Members Tom Janes, and Patty Fisel, City Attorney Steve Hagen and Clerk Treasurer Barb Hawn

Absent: Board Member Bonnie Edgell

### **Minutes from previous meeting of June 8, 2011 and June 15, 2011**

*· Motion to approve by: Tom Janes      Seconded by: Patty Fisel      Vote: All Ayes*

### **Citizens Comments - None**

### **Unfinished Business**

1. City Engineer Contract – Triad with Rick Pharis as Representative  
Contract from Triad as discussed in meeting of June 8, 2011 was available for review by BOW.  
*· Motion to accept the Triad Contract by: Patty Fisel*  
*Seconded by: Tom Janes      Vote: All Ayes*
2. Pettit Park Pavilion Bid  
City Engineer Rick Pharis does not recommend that we accept the bid of \$243,700 from Kemp Construction, but rather rebid the project and advertise in the Kendallville News Sun in addition to the Advance-Leader.  
*· Motion to reject all bids on the Pettit Park Pavilion project by: Patty Fisel*  
*Seconded by: Tom Janes      Vote: All Ayes*  
*· Motion to give City Engineer Rick Pharis the authority to rebid the project by: Tom Janes*  
*Seconded by: Patty Fisel      Vote: All Ayes*

### **New Business**

1. Barracuda Message Archiver for Email Retention  
A quote for a message archiver from Barracuda in the amount of \$4750 was presented. This system will allow automatic retention of incoming email for email accounts on the City's server. The system will guarantee compliance of record retention by capturing and storing email as it comes into the server rather than requiring individual users to retain all email on their unit. In addition to City employees, the server also hosts other email accounts. A user fee could be determined to help fund for the annual update fees.  
*· Motion to approve the purchase of the archiver for email retention by: Patty Fisel*  
*Seconded by: Patty Fisel      Vote: All Ayes*
2. Third Party Credit Card Company for Utility Payments – PayGOV, LLC  
With the increased requests for credit card use by residents, information regarding PayGOV, a third party credit card company, was presented by Clerk-Treasurer Barb Hawn. The system is provided completely at no charge to the City. The company makes their money on charges user fees based on the type of service used and the amount of the charge, allowing customers to pay by credit or debit card at the counter, online, or by phone directly to PayGOV. Several nearby government agencies use and are pleased with the service.  
*· Motion to allow the City to use the third party credit card service from PayGOV, LLC for bill payment and authorization to sign the agreement by: Patty Fisel*  
*Seconded by: Tom Janes      Vote: All Ayes*

### **Department Heads and Members of Administration**

*Mayor Fisel:* Ken Schuman will be bidding on property on behalf of the City at the county commissioner's certificate sale on June 30<sup>th</sup>.

### **Adjournment**

As there was no further business before the Board, motion to adjourn by Tom Janes.