

BOARD OF PUBLIC WORKS & SAFETY

January 9, 2009

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, January 9, 2009 at 10:30 A.M. in the Council Chambers at City Hall. Mayor Ernest B. Wiggins presided and the following persons were noted as present or absent:

PRESENT: Board members Joseph Thallemer, Charles Smith and Mayor Ernest B. Wiggins. Also present Clerk-Treasurer Elaine Call, City Attorney Michael Valentine, Street Superintendent Lacy Francis, WWTP Utility Manager Brian Davison, Police Chief Perry Hunter, City Planner Jeremy Skinner, Park Superintendent Jon Garber, Fire Chief Mike Rice, Human Resource Director Jennifer Whitaker, and Warsaw Times Union reporter Jennifer Peryam.

ABSENT: None.

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

MINUTES –

The minutes from the December 19, 2008 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Mayor Wiggins, motion carried by a vote of two (2) ayes to (1) abstention. Board member Thallemer abstained.

NEW BUSINESS -

AMENDMENT TO US INFRASTRUCTURE CONTRACT AND FEE SCHEDULE /ARGONNE /PARKER STREET PROJECT –

City Planner Jeremy Skinner submitted for approval “Amendment to Supplemental Agreement No.2” from US Infrastructure – Indiana (USI) on the engineering services contract, originally approved October 15, 2004, on the Argonne/Parker Street Project. This amends the fee schedule and allows USI to be paid for services performed by sub-consultants at the cost of the sub-consultants work plus ten percent. This does not increase the contract. Motion made by Mayor Wiggins to approve the amendment, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

INDIANA FIBER NETWORK – LETTER OF CREDIT/BOND –

City Planner Jeremy Skinner reported that Indiana Fiber Network was requesting to run fiber optics within the City of Warsaw right-of-way as shown on maps provided. This requires a bond. He reported that for like projects the City has required between \$50,000 and \$100,000 bond. He recommended the City require a \$100,000 letter of credit. Superintendent of Public Works Lacy Francis was asked if he agreed with the amount of the bond and he recommended a \$150,000 letter of credit. Motion made by Smith to require the \$150,000, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

COMFORT CONTROL, LLC/POLICE DEPARTMENT MAINTENANCE AGREEMENT –

An agreement with Comfort Control, LLC for maintenance of heating and cooling units at the Warsaw Police Department was presented for approval. Service is for 2009 at a cost of \$700, more specifically set forth within the agreement. Motion made by Mayor Wiggins to approve the contract, seconded by Thallemer, carried by unanimous vote. (Copy of contract worksheet attached).

AFG GRANT ACCEPTANCE/FIRE DEPARTMENT –

Fire Chief Mike Rice requested acceptance of the award of a grant referred to as “Assistance to Firefighters Grant” (AFG) through the Federal Department of Homeland Security in the amount of \$67,500. These funds would be for exhaust systems at both stations. The original cost for the equipment was \$99,014 with a 10% match of \$9,901. The grant came in lower than requested which makes the Fire Departments portion \$32,639, more specifically set forth within the letter of explanation. He stated he has enough monies budgeted within the Cumulative Fire Budget. Motion made by Board member Thallemer to accept the award, seconded by Board member Smith, carried by unanimous vote. (Documentation attached to minutes).

PRINCIPAL LIFE INSURANCE COMPANY/ACCEPTANCE OF RATES –

Human Resource Director Jennifer Whitaker requested acceptance of rates from Principal Life Insurance for Life Insurance, AD & D and Group Long Term Disability Insurance for full time employees, more specifically set forth within the documentation from Principal Life. Motion made by Mayor Wiggins to accept the rates, seconded by Board member Smith, carried by unanimous vote. (Copy a rates attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval two (2) lists of employee payroll changes and new hires, more specifically set forth on the lists. (Joe Thallemer –new Board of Works member/ Jerry Patterson – no longer Board of Works member) (Police Department Officer changes - Greg Oberlin, Mike Hargrove, Brian Hupp, Ryan Petty and Joe Hawn) (Mary Ellen Jordan hired as BZA member and Janelle Wilson – back-up recording secretary for the Park Board). Motion made by Board member Smith to approve the payroll changes and new hires, seconded by Mayor Wiggins, and carried by unanimous vote. (Lists attached to minutes).

TRAVEL REQUESTS –

Lists setting forth ten (10) travel requests (Oberlin/Beam/de le Fuente /Martin /Danko /Barker /Rice /Warren /Brubaker/Parrett) were submitted for approval. Motion made by Board member Thallemer to approve all travel requests, seconded by Board member Smith, carried by unanimous vote. (Info attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted listings of special claims for approval of payment totaling \$40,374.04. Motion was made by Smith to approve the special claims, seconded by Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$714,319.44.

EOM Docket – \$2,202,753.97.

Police & Fire Pension Docket – \$49,057.74.

Parker St Project Docket - \$10,410.00.

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

WARSAW VOLUNTEER FIRE DEPARTMENT CONTRACT –

Fire Chief Mike Rice presented an agreement for the year 2009 with the Warsaw Volunteer Fire Department for their services at the cost of \$25,000. Motion made by Smith to approve the agreement, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

VICTIM ASSISTANCE OFFICE RELOCATED –

Chief of Police Perry Hunter informed the Board that Becky Moreno and the Victims Assistance office is now located at the Police Department. We will no longer be renting the office from Frauhofer.

ADJOURN –

There being no further business to come before the Board by a motion duly made and seconded, the meeting was adjourned.

ATTEST:

Elaine Call, Clerk-Treasurer