

BOARD OF PUBLIC WORKS & SAFETY

January 22, 2009

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Thursday, January 22, 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 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 Activity Director Janelle Wilson, Fire Chief Mike Rice, Human Resource Director Jennifer Whitaker, and Warsaw Times Union reporter Jennifer Peryam.

**ABSENT:** Board Member Joseph Thallemer.

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

**MINUTES –**

The minutes from the January 09, 2009 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 unanimous vote.

**NEW BUSINESS –**

**PARK CONTRACTS-**

Park activities Director Janelle Wilson presented the following 2009 Event Contracts:

1. Times Union- Newspaper Advertising 2009 - \$7.65 per inch.
2. Our Father's House – Brunch with Bunny/Daddy Sweetheart Dance/Mommy Little Gentlemen Dance.
3. Meridian Entertainment Group – Country Event.
4. Kevin Roberts Entertainment – Classic Rock Concert.
5. Artists International Management
6. Euterpe Productions LLC dba Little River Band.
7. Kevin Denlinger- DJ for Daddy's Little Sweetheart Dance- \$200.00.
8. Kevin Denlinger- DJ for Mommy's Little Gentlemen Dance- \$200.00.

Motion made by Mayor Wiggins to approve the Park contracts, seconded by Smith motion carried by unanimous vote. (Documentation attached to minutes).

**PARK/GRANT FROM KOS. COUNTY CONVENTION, VISITORS COMMISSION –**

Park Activity Director Janelle Wilson requested the Board accept a grant from the Kosciusko County Convention, Recreation and Visitors Commission in the amount of \$2,857.00. She stated these monies will be used to support advertising for the Classic Rock Concert. Motion made by Smith to accept the grant, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of letter attached to minutes).

**POLICE/VOCA GRANT AGREEMENT/AWARD –**

Police Captain Perry Hunter reported that the City received a grant agreement and award for a VOCA Grant through the Indiana Criminal Justice Institute (ICJI). Captain Perry Hunter reported that the City received the agreement for the grant with not enough time to meet the deadline date for the Board of Works to approve and submit so he received prior verbal approval. The award is for \$19,401.00. Motion made by Smith to accept the award, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

**WWTP/LAB BUILDING-CONTRACT #16 – CHANGE ORDER #1 –**

WWTP Utility Manager Brian Davison reported that Gerig-Ottenweller Contracting submitted Change Order #1 to City of Warsaw for Lab Building Contract #16, which results in a deduct of \$55,021.72. The Change Order has been reviewed by Jones & Henry Engineers and they confirmed the figures recommending acceptance of the Change Order. Motion made by Mayor Wiggins to approve the change order, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

**WWTP/LAB BUILDING-CONTRACT #16 – PAY APPLICATION #1 –**

Gerig-Ottenweller Contracting submitted for approval Pay Application #1 on the Lab Building Contract #16 in the amount of \$60,570.00. Jones & Henry Engineers reviewed the pay application and recommended approval of payment. Motion made by Smith to approve the payment, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

**WWTP/ST. RD 15 SEWER EXTENSION/CONTRACT #13-A/PAY APPLICATION #2 –**

Selge Construction Co. submitted for approval Pay Application #2 on the State Rd 15 Contract #13 Phase A in the amount of \$293,944.95. Jones & Henry Engineers reviewed the pay application and recommended approval of payment. Motion made by Mayor Wiggins to approve the payment, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

**ESCROW AGREEMENT/GERIG-OTTENWELLER WWTP CONTRACT #16 –**

Clerk-Treasurer Elaine Call reported that contractor Gerig-Ottenweller may request that the retainage on his contract with the City be escrowed at a bank of his choice. She requested permission following City Attorney's review to go ahead and send the retainage on Contract #16 to the bank. Board members were in agreement to proceed with this obligation following the attorneys review.

**FIRE/GRANT APPLICATION REQUEST/K-21 –**

Fire Chief Mike Rice requested permission to submit application to K21 Foundation for a Grant in the amount of \$201,403.07. This grant would be for the construction of a fire training tower. Motion made by Mayor Wiggins to approve the application, seconded by Smith, motion carried by unanimous vote. (Letter attached to minutes).

**N.E.W. HEATING & COOLING MAINTENANCE AGREEMENT/FIRE–**

An agreement with N.E.W. Heating & Cooling for maintenance of units at the Warsaw Fire Department Stations was presented for approval. Service is for 2009 at a cost of \$900, more specifically set forth within the agreement. Motion made by Smith to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

**PARKER/ARGONNE ROAD PROJECT/FINAL PLANS –**

City Planner Jeremy Skinner requested approval of the final plans for the Parker/Argonne Road Project to be submitted to INDOT. U.S. Infrastructure prepared the plans. No plans were available for Board review; however the plans were reviewed by City Officials. The signature page was presented for execution. Motion made by Mayor Wiggins to approve the plans to be submitted to INDOT, seconded by Smith, carried by unanimous vote.

**AGREEMENT/INSTITUTE FOR PUBLIC SAFETY PERSONNEL, INC. /FIRE –**

Human Resource Director Jennifer Whitaker presented a contract with Institute for Public Safety Personnel, Inc. (IPSP) and the City of Warsaw for the benefit of the Warsaw Fire Department. IPSP agrees to provide professional services in the testing and screening of applicants for the Warsaw Fire Department, more specifically set forth within the agreement. Estimated cost for services is \$1,300. Motion made by Smith to approve the one (1) year agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

**NEW HIRES/REHIRES/CHANGES –**

Human Resource Director Jennifer Whitaker provided for approval three (3) employee payroll changes, more specifically set forth on the list. (Dawn Boggs – Glenda Moser – Carol Raisler). Motion made by Mayor Wiggins to approve the payroll changes, seconded by Smith, and carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS –**

A list setting forth seven (7) travel requests (Brian Davison - Gerry Moser – Mike Rice – Jennifer Whitaker – David Morales – Brian Martin – Lacy Francis) were submitted for approval. Motion made by Board member Smith to approve all travel requests, seconded by Mayor Wiggins, carried by unanimous vote. (Info attached to minutes).

**SPECIAL CLAIMS –**

Clerk's office submitted a listing of special claims for approval of payment totaling \$600,042.45. Motion was made by Smith to approve the special claims, seconded by Mayor Wiggins, motion carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS–**

The following claim docket was presented for approval.

Regular Docket - \$1,517,924.08.

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

**EMBARQ SERVICE AGREEMENT/ WWTP –**

Mayor Wiggins presented a service agreement with Embarq related to the Phone System for the Wastewater Department located at 794 W. Center Street. The monthly charge is \$366. Motion made by Mayor Wiggins to approve the agreement, seconded by 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:**

Elaine Call, Clerk-Treasurer