

BOARD OF PUBLIC WORKS & SAFETY

May 1, 2009

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 1, 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 Joe Thallemer and Charles Smith. Also present Deputy Clerk-Treasurer Milissa Griffith, Park Superintendent Jon Garber, Park Activity Director Janelle Wilson, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTP Utility Manager Brian Davison, Fire Marshall Mike Wilson, Police Chief Perry Hunter, Police Officer Doug Light, H R 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 April 17, 2009 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Thallemer, motion carried by unanimous vote.

NEW BUSINESS –

2008 DODGE CHARGER DONATION FROM R&B CAR COMPANY –

R & B Car Company generously donated a 2008 Dodge Charger for the Warsaw Police Department DARE Program. Chief Hunter reported that R & B will cover \$10,000 of the cost of the vehicle leaving \$2,000 for the City to pay. He requested the City accept the deal. Motion made by Smith to accept the donation and payment of \$2,000 to R & B, seconded by Thallemer, carried by unanimous vote. (Copy of documentation attached to minutes).

POLICE CARS/KELLY CHEVROLET –

Police Chief Perry Hunter requested permission to purchase three (3) Chevy Impala Sedans from Kelly Chevrolet in Fort Wayne, Indiana. He provided his quotes and Kelly provided the lowest quote. Total cost of the purchase with trade in allowances is \$49,953.50. Police Chief Hunter reported that he would be trading in nine (9) vehicles. Motion made by Smith to approve request to purchase vehicles, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

BORDERS ENERGY/ PROPOSAL FOR NATURAL GAS SAVINGS –

Mayor Wiggins requested permission to explore an alternative gas provider for buildings. NIPSCO would still provide the monthly bills. Borders Energy is the company that would like to quote the City pricing on the gas. This may be the opportunity to control price volatility. Board members were in agreement to move forward with investigating the savings.

INDIANA FIBER NETWORK/LETTER OF CREDIT –

The City of Warsaw already holds a \$150,000 Irrevocable Letter of Credit from Indiana Fiber Network on running fiber optics within the City's right-of-way. They are requesting the City accept bonding for their second phase of the construction. Discussion followed. Motion made by Thallemer to table this item of business until more detail information is provided, seconded by Wiggins, carried by unanimous vote. (Documentation attached to minutes).

MACALLISTER POWER SYSTEMS SERVICE AGREEMENT –

Street Superintendent Lacy Francis presented for approval a three (3) year maintenance agreement with MacAllister Power Systems Maintenance for the back-up emergency generator. The three (3) year contract price is \$3,798.00. Motion made by Thallemer to approve the agreement, seconded by Smith, carried by unanimous vote. (Copy of worksheet attached).

SEMMATERIALS ASSIGNMENT OF CONTRACT –

Street Superintendent Lacy Francis the board that at the April 17, 2009 meeting, a contract was approved with SEM Materials for the purchase of the product AE-90 material for the patching

machine. He reported that now SEM Materials is requesting "Consent to Assignment of Contract". Discussion followed. Motion made by Mayor Wiggins to approve the assignment of the contract, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

CENTENNIAL WIRELESS/CELL PHONES/STREET DEPARTMENT –

Street Superintendent Lacy Francis requested approval of a cell phone agreement with Centennial Wireless at approximately \$127.93 a month for a 30 month period. Motion made by Thallemer to approve request, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

CARDINAL TRACKING/POLICE –

Police Chief Perry Hunter presented for approval a contract with Cardinal Tracking, Inc. for maintenance, repair and updating all hardware and software for parking control (Tickertrak). This is a one year agreement at a cost of \$2,519.00. Motion made by Smith to approve the agreement, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

KOSCIUSKO COUNTY CONVENTION, RECREATION AND VISITOR COMMISSION GRANT ACCEPTANCE/PARK –

Park Superintendent Jon Garber requested acceptance of the grant from the Kosciusko County Convention and Visitor Commission in the amount of \$15,000. The grant will be used for the renovation of Kiddieland Playground Equipment. Motion made by Thallemer to accept the grant, seconded by Smith, carried by unanimous vote. This is a reimbursable matching grant. (Letter attached to minutes).

PARK ACTIVITY CONTRACTS –

Park Superintendent Jon Garber presented the following 2009 Event Contracts:

1. Meridian Entertainment Group – Country Concert.
2. WAJI_FM dba Sarkes Tarzain, Inc. – Classic Rock Concert.
3. Our Fathers House – Teddy Bear Picnic.
4. Our Fathers House – Garden Tea Party.
5. John Finkin – Movie Mondays Series.
6. Ron Geels – Stagehand/Classic Rock Concert/Blues/Country & Celebracion Latina Event.
7. Donald Wietfeldt – Stagehand/Classic Rock Concert/Blues/Country & Celebracion Latina Event.
8. Nathan Garner – Stagehand/Classic Rock Concert/Blues/Country & Celebracion Latina Event.
9. Joseph Bielawski – Stagehand/Classic Rock Concert/Blues/Country & Celebracion Latina Event.
10. Dillon Carpenter – Stagehand/Classic Rock Concert/Blues/Country & Celebracion Latina Event.
11. Our Fathers House – Breakfast with Santa.

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

WWTP CONTRACT #16/LAB BUILDING/CHANGE ORDER #2/GERIG-OTTENWELLER CONTRACTING –

WWTP Utility Manager Brian Davison requested approval of Change Order #2 from Gerig-Ottenweller Contracting on Contract #16/Lab Building. The change order reflects a \$4,000 increase and extension of time by 45 days. Motion made by Smith to approve the Change Order, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

BARKER ARCHIVES/DESTRUCTION OF RECORDS –

A contract with Barker Archives for disposal of boxes filled with public records for various departments at an approximate cost of \$504 was presented for approval. Motion made by Thallemer to approve the contract, seconded by Smith, carried by unanimous vote. (Contract Worksheet attached to minutes).

1ST SOURCE BANK AGREEMENT/EXTENDED TERMS –

Deputy Clerk-Treasurer Griffith requested approval of an agreement with 1st Source Bank to extend the terms of an agreement dated, March 1999. This agreement will be effective on April 30, 2009 through April 30, 2010. Motion made by Thallemer to approve the agreement, seconded by Mayor Wiggins, motion carried by unanimous vote. (Copy attached to minutes).

NEW POSITION/JOB DESCRIPTION –

Human Resource Director Jennifer Whitaker presented for approval a “Job Description” for a newly established position for the Building and Plan Department: Assistant City Planner. This position replaces the Community Development Coordinator. Motion made by Mayor Wiggins to approve the job description, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

GENESIS MANAGEMENT SERVICES –

Human Resource Director Jennifer Whitaker submitted for approval a contract with Genesis Management Services for employee training on the following topics: Bloodborne Pathogens Retraining; Hazard Communication Training; Confined Spaces Training; Lockout and Tag Training; and Personal Protective Equipment Training. The cost of the training for each session is more specifically set forth within the agreement letter. Motion made by Thallemer to approve the contract, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval one (1) new hire: Jaclyn Conley, Park Department, more specifically set forth on the list attached to minutes. Motion made by Thallemer to approve the new hire, seconded by Mayor Wiggins, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth three (3) travel requests: Lacy Francis, Street Department; Brandon Schmitt and Joe Fretz, Police Department, were submitted for approval. Motion made by 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 \$22645.76. Motion was made by Smith to approve the claims for payment, seconded by Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$92,457.75.

EOM Docket - \$4,767,323.94.

Pension Docket - \$49,454.61.

Parker Street Project Docket - \$26,905.

Motion made by Mayor Wiggins to approve all claims for payment, seconded by Thallemer, motion 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:

Milissa Griffith
Deputy Clerk-Treasurer