

BOARD OF PUBLIC WORKS & SAFETY
NOVEMBER 20, 2009
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, November 20, 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, Joseph Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Elaine Call, Superintendent of Public Works Lacy Francis, City Planner Jeremy Skinner, Fire Chief Mike Rice, WWTP Utility Manager Brian Davison, Police Captain Scott Whitaker, H/R Director Jennifer Whitaker, Councilman Kyle Babcock and Warsaw Times Union reporter Jennifer Peryam from the Times Union.

ABSENT: None.

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

MINUTES –

The minutes from the November 06, 2009 Regular Session were presented for approval. Board member Thallemer made a motion to accept the minutes as presented, seconded by Smith, motion carried by unanimous vote.

UNFINISHED BUSINESS –

SUPPLY BIDS AWARD –

Superintendent of Public Works Lacy Francis recommended the following bids for 2010 Supplies be awarded.

Item #1 Limestone - Rock Industries, Inc.

Item #2 Ready Mix Concrete – Aggregate Industries.

Item #3 Flowable Backfill Material – Aggregate Industries.

Item #4 Bituminous Material - Phend & Brown, Inc.

Item #5 Concrete Curbing - Phend & Brown, Inc.

Item #6 Concrete Flatwork - Phend & Brown, Inc.

Motion made by Board member Smith to award the bids as recommended, seconded by Mayor Wiggins, carried by unanimous vote.

NEW BUSINESS –

2010 CONTRACTS WITH NOT-FOR-PROFITS –

Mayor Wiggins stated the item #3 on the agenda - Sus Amigo Contract - was not in the packet and will be presented at a later date. The following agreements for services with other organizations were presented for approval.

(1) KDI Kosciusko Development, Inc. - \$5,000.

(2) Warsaw Housing Authority - \$25,000.

(3) KABS Kosciusko Area Bus Service - \$18,500.

(4) WCDC - Warsaw Community Development Corporation - \$12,600.

(5) Kosciusko Animal Welfare League - \$16,500.

(6) CCAC City County Athletic Complex - \$31,000. (Listed as item #2 under unfinished business.

Motion made by Smith to approve all contracts, seconded by Thallemer, carried by unanimous vote. (Contract worksheets attached to minutes).

2010 PARKING LOT LEASE AGREEMENT/LARRY POLK TRUST

The Larry Polk Lot Lease Agreement was presented for approval. The term of the agreement is for one year, beginning January 1, 2010 at a rent of \$9,600. Discussion followed. Motion made by Thallemer to approve the lease agreement, seconded by Smith, carried by a vote of two (2) Ayes to one (1) abstention – Mayor Wiggins abstained.

JANITORIAL CONTRACT/SEWAGE OFFICE –

A contract between City of Warsaw and Greg Burgher for janitorial services at the Sewage Collection Office was presented for approval. The annual sum not to exceed \$8,500. Motion made by Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

JANITORIAL CONTRACT/CITY HALL/BOB'S CLEANING –

A contract between the City of Warsaw and Bob's Cleaning Service for janitorial services at the City Hall was presented for approval. The yearly contract amount is \$14,300. Motion made by Smith to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

PRO AIR - DIVE EQUIPMENT SERVICE AGREEMENT/POLICE –

Police Captain Scott Whitaker requested approval of a service agreement with Pro Air for service on dive equipment– annual sum of \$1,070. Discussion was held regarding seeing if Pro Air would combine the Police and Fire Contracts to help lower the cost. Motion was made by Mayor Wiggins to table this item of business, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

FIRE OPERATIONAL STUDY/NEW STATION LOCATION –

R.W. Bassett & Associates prepared an operational study and recommendations for new Fire Station Locations for the new Fire Territory. The study was presented for board review.

MARTIN RILEY ENGINEERS/PROPOSED NEW FIRE STATION –

Fire Chief Mike Rice presented a proposal from Martin Riley Architects and Engineers for a feasibility study for renovations of the auto dealership building off of State Rd 15 North to be used as a new fire station for the Fire Territory. Cost of the study is \$6,000. Motion made by Smith to accept the proposal, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

WWTP CONTRACT #16/APPLICATION FOR PAYMENT #10 GERIG-OTTENWELLER –

WWTP Utility Manager Brian Davison requested approval of Application for Payment #10 on Contract #16 from Gerig-Ottenweller Contracting The payment request is for \$6,750.04. Motion made by Mayor Wiggins to approve the payment, seconded by Thallemer, carried by unanimous vote. (Copy of letter attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker presented for approval a list of six (6) payroll changes as follows:

- (1) 6 months increases for Jerry Burns – Street employee and Staci Young – Park employee.
- (2) Police Officer Gregory Oberlin - new rank of Sergeant.
- (3) 12 month increases for Dale Walter and Jackie Hamman at the WWTP.
- (4) Leigh Anne Denlinger hired as a clerical part-time for all departments.

Motion made by Smith to approve the new hire and changes, seconded by Thallemer, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth two (2) travel requests: City Planner Jeremy Skinner and Tim Dombrosky. Motion made by Mayor Wiggins to approve all travel requests, seconded by Smith, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of special claims for approval of payment totaling \$6,766. Motion was made by Mayor Wiggins to approve the claims for payment, seconded by Smith, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKET–

The following claim docket was presented for approval.

Regular Docket - \$5,643,829.53.

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

Elaine Call, Clerk-Treasurer