

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 4, 2009
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 04, 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, City Attorney Michael Valentine, Superintendent of Public Works Lacy Francis, Park Superintendent Jon Garber, Cemetery Sexton Hal Heagy, City Planner Jeremy Skinner, Firefighter Rob Barker, WWTP Utility Manager Brian Davison, Police Captain Scott Whitaker and wife Alicia, H/R Director Jennifer Whitaker, Police Officer Chuck Hodges, Councilman Kyle Babcock, Stacey Page from News with Stacey Page, local resident Don Holterman, 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 20, 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.

NEW BUSINESS –

CARDINAL CENTER/SUS AMIGOS AGREEMENT –

An agreement between the City of Warsaw and Cardinal Center for the Sus Amigos Program which provides services to Hispanic People was presented for approval. Total amount that the City agrees to pay is \$8,000. Motion made by Smith to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

TRUGREEN/ASH TREES INSECT CONTROL –

Park Superintendent Jon Garber submitted for approval agreements with TruGreen Chem Lawn to perform tree and shrub care at Central, Kiddieland and McKinley Parks for 2010. Mr. Garber recommended the option of one year agreements. Total amount due TruGreen will be \$7,210. Motion made by Smith to approve all one year agreements, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

WAYNE TOWNSHIP/PARK CONTRACT –

Park Superintendent Jon Garber presented the 2010 Wayne Township Park Contract for approval. Wayne Township agrees to pay the City \$70,000, more specifically set forth within the agreement. Motion made by Thallemer to accept the contract, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

SANDS OFFICE EQUIPMENT/COPIER MAINTENANCE/ FIRE DEPARTMENT –

A Copier Maintenance Agreement through Sands Office Equipment/for the Fire Department copiers/fax and printers at Station one and Station Two at a cost of \$1,290.00 was presented for approval. Motion made by Smith, seconded by Thallemer, carried by unanimous vote. (Contract Worksheet attached).

DUMP TRUCK PURCHASE/STREET –

Street Superintendent Lacy Francis requested permission to purchase a 1989 International Dump Truck from Selking International, Fort Wayne, Indiana at a cost of \$16,850. He provided other quotes and Selking was the low quote on comparable vehicles. Motion made by Smith to purchase the truck from Selking, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

SHOP ADDITION & CHANGE ORDER #1/CEMETERY –

Cemetery Sexton Hal Heagy presented for approval the “Building Construction Agreement” with Jones Custom Renovation, LLC referred to as contractor, previously awarded bidder for the addition to the shop at Oakwood Cemetery. The agreement sets forth a payment schedule, more specifically set forth within the agreement. He also provided change order #1 to the agreement for the installation of a state required exit door in the amount of an increase of \$1,138.45. Motion made by Smith to approve the agreement and change order, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

NORTHFIELD ENTERPRISES/STORAGE UNIT FOR VACTOR/WWTP –

WWTP Utility Manager Brian Davison presented for approval a “Lease Agreement” with Northfield Enterprises for a month to month rental of a storage unit to house the Vactor during winter months. There is a \$450.00 deposit and thereafter the monthly rent is \$200.00 per month. Motion made by Thallemer to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

WWTP CONTRACT #16/APPLICATION FOR PAYMENT #11/FINAL GERIG-OTTENWELLER –

WWTP Utility Manager Brian Davison requested approval of Application for Payment #11, release of retainage on Contract #16 from Gerig-Ottenweller Contracting. The payment request is for \$47,582.07, which is held in escrow at Grabill Bank, Fort Wayne, IN. Motion made by Smith to approve the release of retainage, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

TRUCKS AND BOBCAT PURCHASE/WWTP –

WWTP Utility Manager Brian Davison requested permission to purchase trucks and a bobcat from the following vendors and provided the lowest quote:

- (1) 2010 Ford Truck from Rice Ford, Warsaw, IN. - \$17,971.
- (2) 2010 Ford Truck from Rice Ford, Warsaw, IN. - \$20,670.
- (3) 2009 Bobcat from Bobcat of Warsaw - \$14,450.

Motion made by Smith to approve the purchases, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of all quotes attached to minutes).

KOMPUTROL SOFTWARE SYSTEMS AGREEMENT –

Komputrol Software Systems submitted Disaster Recovery Agreements on computer software at the Sewage Collection Office and the Clerk’s Office along with an annual maintenance agreement for the Sewage Collection Office. The fee for disaster recovery is \$450 for each office and the annual maintenance is \$1,620.00. Motion made by Smith to approve the agreements, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

EPA EDUCATION GRANT/FORMING A PARTNERSHIP WITH ENTITIES –

WWTP Utility Manager Brian Davison requested permission to form a partnership with Kosciusko Lakes and Streams, Kosciusko County Recycling Depot, Kosciusko County Soil and Water, and water Conservation District in the effort to fulfill IDEM requirements. The primary purpose will be in public education and outreach program to develop and document awareness of the MS4s’ area and to avoid duplication of efforts. The plans are to apply jointly for an EPA grant that has a potential of \$50,000 to be used toward four (4) objectives more specifically set forth within the information provided. Motion made by Thallemer to approve the partnership, seconded by Smith, carried by unanimous vote. (Information attached to minutes).

2010 TAKE HOME VEHICLES–

Human Resource Director Jennifer Whitaker provided for approval a “2010 Take Home Vehicle List” of those employees with City vehicles. Discussion followed. Motion made by Smith to approve the Take Home Vehicle Requests, seconded by Thallemer, carried by a vote of two (2) Ayes to one (1) Abstention – Mayor Wiggins abstained. (Documents attached to minutes).

VALENTINE LAW OFFICE AGREEMENT/CITY ATTORNEY –

An agreement for legal services with Mike Valentine of Valentine Law Office was presented for approval. The annual contract amount is \$36,000 payable in monthly installments of \$3,000. Some work will be at the hourly rate set at \$155, more specifically set forth within the agreement. Motion was made by Mayor Wiggins to approve 2010 Valentine Legal Service Contract effective from January 1, 2010 to December 31, 2010, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

457 PLAN AMENDMENT –

An Amendment to the City 457 agreement was presented for approval. This agreement keeps the City in compliance with federal regulations. Motion made by Smith to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes)

BAKER & DANIELS/ EEO TRAINING –

Human Resource Director Jennifer Whitaker submitted a letter from Mitzi H. Martin from Baker & Daniels LLP for legal services setting forth a new fee schedule. This legal service is for employment related work. Motion made by Mayor Wiggins to accept the services as provided, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

TRAVEL REQUESTS –

A list setting forth three (3) travel requests: Timothy Whitright and Wayne Wilkie - Police and Travis O'Neill - WWTP. Motion made by Thallemer to approve all travel requests, seconded by Mayor Wiggins, carried by unanimous vote. (Info. attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker presented for approval a list of three (3) payroll changes as follows:

- (1) Police new hire/Christopher Anderson
- (2) Promotion Leigh Richardson/Police.
- (3) Promotion Brandon Zartman/Police.

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

Mayor Wiggins announced that Perry Hunter turned in his letter of resignation as Chief of Police and announced that he has appointed Scott Whitaker as Chief of Police both effective December 13, 2009. Paperwork setting forth the changes was presented for approval.

- (1) Scott Whitaker – Newly appointed Police Chief.
- (2) Perry Hunter position of Detective Sergeant.

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

HOURLY/SALARY EMPLOYEE 2010 RATE OF PAY –

All departments of the City of Warsaw hourly and salary rates of pay for full and part-time employees, effective first pay in January 2010 was presented for approval. Motion made by Mayor Wiggins to approve all rate increases as submitted, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes)

SPECIAL CLAIMS –

Clerk's office submitted a listing of special claims for approval of payment totaling \$9,294.34. Motion was made by Mayor Wiggins 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 - \$245,506.80.

EOM Docket - \$5,097,977.32.

Police & Fire Pension Docket - \$49,454.61.

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

SEWER MAIN EXTENSION OUTSIDE CITY LIMIT/SUPERIOR EXCAVATING –

City Planner Jeremy Skinner submitted for approval a quote from Superior Excavating for installation of a sewer Main Line and Lateral Lines to lots 10 – 12 and 13 in Shadow Lakes Sub-Division. This addition lies outside the City Limits. Total estimate is \$1,675.00. Discussion followed. Motion made by Smith to approve the installation of lines by Superior Excavating, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

INDOT/ PAVING PROJECT/ARRA STIMULUS FUNDING –

City Planner Jeremy Skinner presented for approval Change Order #2, Epoxy Striping Change as a part of the INDOT Project Coordination Contract. Change Order #2 is a \$280.00 increase. Phend & Brown is the contractor. The State of Indiana INDOT is paying all the construction contracts through the American Recovery and Reinvestment Act (AARA) of 2009 Funding (Stimulus monies). Motion made by Thallemer to approve the change order, seconded by Smith, 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