

BOARD OF PUBLIC WORKS & SAFETY
FEBRUARY 05, 2010
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 05, 2010 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 Wiggins. Also present Clerk-Treasurer Elaine Call, City Attorney Michael Valentine, WWTP Utility Manager Brian Davison, Firefighter Mike Wilson, City Planner Jeremy Skinner, Street Superintendent Lacy Francis, Park Superintendent Jon Garber, Police Chief Scott Whitaker, Police Officer Kip Shuter, H/R Director Jennifer Whitaker, Cemetery Sexton Hal Heagy, Park Activity Director Staci Young, Stacey Page from News with Stacey Page, and reporter Jennifer Peryam with the Warsaw Times Union.

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 21, 2010 Regular Session were presented for approval. Mayor Wiggins made a motion to accept the minutes as presented, seconded by Smith, motion carried by unanimous vote.

NEW BUSINESS –

FINAL PAY/ADDITION TO CEMETERY BUILDING –

Cemetery Sexton Hal Heagy reported that the addition to the Cemetery Building by Jones Custom Renovation LLC is completed and he submitted final pay request from Jones Custom Renovations LLC in the amount of \$22,951.83. Motion made by Board Member Smith to approve the final pay, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

WWTP CONTRACT #15/CSO /CHANGE ORDER #2/ G & G HAULING & EXCAVATING –

WWTP Utility Manager Brian Davison requested approval of Change Order #2 from G & G Hauling on Contract #15/CSO. The change order reflects an increase of \$31,132.35, more specifically set forth within the change order. Motion was made by Board Member Smith to approve the G & G Hauling & Excavating Change Order #2, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

CLEVELAND STREET SEWER REPAIR –

WWTP Utility Manager Brian Davison requested acceptance of a low quote from G & G Hauling & Excavating for sewer repairs on Cleveland Street. Phend & Brown quoted \$41,581. and G & G quoted, with the city using city trucks for hauling material, \$33,968.06. Motion made by Board Member Smith to accept the quote from G & G Hauling, seconded by Mayor Wiggins, carried by unanimous vote. (Copies attached to minutes).

WAYNE TOWNSHIP/PARK CONTRACT/REVISED –

Park Superintendent Jon Garber presented a revision to the 2010 Wayne Township Park Contract for approval. Wayne Township is requesting to lower the amount paid to the City to \$69,282, more specifically set forth within the agreement. Wayne Township reported that due to loss of revenue they needed the City to accept the lower amount. Motion made by Mayor Wiggins to accept the revision to the 2010 contract, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

PARK CONTRACT –

Park Activity Director Staci Young requested approval of the following activity contract for the Country Music Concert:

(1) William Morris Endeavor Entertainment - \$10,000 Deposit and \$10,000 to the Artist.

Motion made by Board Member Smith to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

WEBSITE DESIGN/CIVIC PLUS –

Mayor Wiggins presented a contract with Civic Plus for design of a City Website at the cost of \$16,171.00. Motion made by Board Member Smith to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

WARSAW VOLUNTEER FIRE AGREEMENT –

The contract with the Warsaw Volunteer Fire Department was once again presented for approval. City Attorney reviewed the contract and found it to be in order. City agrees to pay \$35,000 for services more specifically set forth within the contract. Motion was made by Mayor Wiggins to table this request, seconded by Board Member Smith, carried by unanimous vote.

REVISED JOB DESCRIPTION/FIRE DEPARTMENT –

Human Resource Director Jennifer Whitaker presented for approval a revised “Job Description” for the Fire Department: Division Officer – Training. Motion made by Mayor Wiggins to approve the job description, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

HUMAN RESOURCE- BAKER & DANIELS CONTRACT –

Human Resource Director Jennifer Whitaker presented to the Board for approval Baker & Daniels contract for Employment Law Training for managers and supervisors of the City. She estimated cost of the service to be \$6,400. Clerk-Treasurer Call stated that the contract worksheet did not define appropriations that would cover the cost of the training. For this reason she can not check balances to see if the monies are there to cover the contract. Discussion followed. Motion made by Board Member Smith to approve the contract contingent on H/R Director Whitaker providing the appropriations to the clerk, seconded by Mayor Wiggins, motion carried by unanimous vote. (Agreement attached to minutes).

EMPLOYEE BENEFIT TRUST-SUMMARY PLAN DESCRIPTION –

H/R Director Jennifer Whitaker presented for acceptance the Summary Plan Description booklet setting forth the medical and dental benefits for city employees. Clerk-Treasurer Call stated that the date of February 1, 2010 should not be the date of the Plan, she questioned if the date of the Plan should not match the Plan Year of January 1, 2010. Mayor Wiggins agreed with the date of January 1, 2010. Motion made by Board Member Smith to approve the Summary Plan Booklet contingent on the documentation reflecting January 1, 2010, seconded by Mayor Wiggins, carried by unanimous vote. (Plan attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker presented for approval lists of two (2) payroll changes as follows:

Jaime de la Fuente – Police Department – Police – correcting pay with no shift differential.

Trava Buono – WWTP – Operator to shift differential pay/ 4-midnight shift.

Motion was made by Board Member Smith to approve all other payroll changes, seconded by Mayor Wiggins, carried by unanimous vote. (List attached to minutes).

POLICE OFFICE RESIGNS/ALVIN DIALS –

Police Officer Alvin Dials submitted his resignation letter to the City to become effective on April 29, 2010. Motion made by Board Member Smith to accept the resignation, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

TRAVEL REQUESTS –

Lists setting forth fourteen (14) travel requests, more specifically set forth on the lists, were presented for approval. Motion made by Mayor Wiggins to approve all travel requests, seconded by Board member Smith, carried by unanimous vote. (Travel form attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of claims for approval of payment. The claims total \$136,351.83. Motion was made by Board Member Smith to approve the claims for payment, seconded by Mayor Wiggins, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$166,053.04.

EOM Docket - \$2,534,461.66.

Pension Dockets - \$50,721.49.

Motion made by Mayor Wiggins to approve the claim for payment, seconded by Board Member Smith, motion carried by unanimous vote.

ENGINEERING CONTRACT/HANNUM, WAGLE & CLINE/CITY HALL –

City Planner Jeremy Skinner presented for approval an agreement with Hannum, Wagle & Cline Engineering for the design process in the planning stage for a new City Hall. They will be looking at the building housing the First National Bank on Buffalo Street, downtown Warsaw as a possible location. Motion made by Board Member Smith to approve the contract, not to exceed \$15,000, seconded by Mayor Wiggins, carried by unanimous vote. (Copy 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