

BOARD OF PUBLIC WORKS & SAFETY
FEBRUARY 19, 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 19, 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, Joe Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Elaine Call, City Attorney Michael Valentine, WWTP Utility Manager Brian Davison, Fire Chief Mike Rice, Firefighter Aaron Bolinger, City Planner Jeremy Skinner, Street Superintendent Lacy Francis, Park Activity Director Staci Young, 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: None.

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

MINUTES –

The minutes from the February 5, 2010 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 CONTRACT –

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

- (1) The Tommy Castro Band - \$3,500 - Artist.
- (2) Rosebud Agency - \$3,500 – Deposit.

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

PARK GRANT APPLICATION/COMMUNITY FOUNDATION OF ST. JOSEPH COUNTY (IN. ARTS COUNCIL) –

Park Activity Director Staci Young requested permission to apply for a grant through the Community Foundation of St. Joseph County, a division of the Indiana Arts Council, to support the Friday Evening Performing Arts Series. She will be requesting \$6,000 with a required 50% match. Discussion was held regarding providing the full application for Board review. Board Member Smith made the motion to apply for the grant, and require the review of all grant applications by the Clerk-Treasurer before submittal to the granting entity, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of letter attached to minutes).

POLICE/GRANT APPLICATION REQUEST –

Police Chief Scott Whitaker requested permission to submit an application for a Victims of Crime Act (VOCA) Grant through the Indiana Criminal Justice Institute. This is a continuation of a current program. He will be requesting \$51,000 with a required 20% cash match. Motion made by Mayor Wiggins to approve the application, seconded by Board Member Thallemer, motion carried by unanimous vote. (Letter attached to minutes).

FIRE DEPARTMENT/HOMELAND SECURITY GRANT –

Fire Chief Mike Rice requested this item of business be tabled. Motion made by Mayor Wiggins to table this item of business, seconded by Board Member Smith, carried by unanimous vote. (Copy attached to minutes).

PROMOTIONS/FIRE DEPARTMENT- LIEUTENANTS –

Fire Chief Mike Rice requested approval to promote Firefighters Brain Drobtsch and Andrew Callaway to the rank of Lieutenant. Motion made by Board Member Thallemer to approve the promotions, seconded by Board Member Smith, carried by unanimous vote. (Letter attached to minutes).

KIEFER CONSULTING/WASTEWATER –

A proposal from Kiefer Consulting to perform further work for the City Wastewater Treatment Department, for soil analysis for land application, more specifically set forth within the proposal, was presented for approval. Total cost of proposal is \$5,412.00 plus \$10.75 per soil analysis sampling. Motion made by Board Member Smith to accept the proposal, seconded by Board Member Thallemer, carried by unanimous vote. (Copy attached to minutes).

RIVER'S BEND ENGINEERING/STORMWATER-IDEM COMPLIANCE/COPPER LEVELS –

WWTP Utility Manager Brian Davison presented for approval an agreement with River's Bend Engineering, Inc. of Sturtevant, Wisconsin. He explained that their services are required to investigate a problem with finding the cause of high levels of copper at Plant #1, causing violations with IDEM. Their services within the agreement is on a time and materials basis, estimating amount of \$1,200. Motion made by Mayor Wiggins to approve the agreement, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

LAWSON-FISHER ASSOCIATES/IDEM RULE 13 STORMWATER QUALITY MANAGEMENT –

WWTP Utility Manager Brian Davison requested the acceptance of a proposal from Lawson-Fisher Associates for engineering services to assist the City in complying with Indiana Department of Environmental Management (IDEM) Rule 13 Stormwater Quality Management Program. Services more specifically set forth within the proposal at a lump sum fee of \$2,420. WWTP Utility Manager Brian Davison provided other quotes from Wessler Engineering and from Christopher Burke. Lawson-Fisher provided the lowest quote. Motion was made by Board Member Thallemer to accept the proposal from Lawson-Fisher Associates, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

WWTP CONTRACT #15/CSO/APPLICATION FOR PAYMENT #7/G & G HAULING –

WWTP Utility Manager Brian Davison requested approval of Application for Payment #7 from G & G Hauling & Exc. Inc. on Contract #15/CSO. The payment request is for \$133,455.78. Motion made by Smith 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 provided for approval a list setting forth promotions for Firefighters Brian Drobtsch and Andrew Callaway to the ranks of Lieutenant. She also provided a list setting forth Clerk's Office employees Carol Raisler and Nancy Hobbs one (1) year evaluation increases, Street employees Jeremy Green, Jessie Hite and Glen Wade six (6) month evaluation increases and Police Department Perry Hunter moved to Patrol Officer. Motion made by Mayor Wiggins approving all changes, seconded by Board Member Smith, and carried by unanimous vote. (Lists attached to minutes).

TRAVEL REQUESTS –

Lists setting forth three (3) travel requests, more specifically set forth on the lists, were presented for approval. Motion made by Board Member Thallemer 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 \$937,749.04. Motion was made by Board Member Smith to approve the claims for payment, seconded by Board Member Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval.

Regular Docket - \$993,614.96.

Motion made by Board Member Thallemer to approve the 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