

BOARD OF PUBLIC WORKS & SAFETY
MARCH 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, March 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, Joe Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Elaine Call, incoming Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, WWTP Utility Manager Brian Davison, Fire Chief Mike Rice, City Planner Jeremy Skinner, Park Activity Director Staci Young, Police Chief Scott Whitaker, H/R Director Jennifer Whitaker, Firefighter Mike Wilson, Cemetery Sexton Hal Heagy, Stacey Page from News with Stacey Page, Don and Sally Nichols, 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 19, 2010 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 –

FIRE TERRITORY GRANT APPLICATION/HOMELAND SECURITY –

Fire Chief Mike Rice requested permission to submit an application for a reimbursable grant from Indiana Homeland Security Foundation in the amount of \$4,000. If this grant is awarded, the monies will be used to purchase a torch set with safety equipment, a concrete saw, and shoring jacks. Motion made by Thallemer to approve the application, seconded by Mayor Wiggins, motion carried by unanimous vote. (Letter attached to minutes).

NEW BUSINESS –

UNDERWRITERS LABORATORIES, INC. CONTRACT/FIRE –

An agreement was presented with Underwriters Laboratories, Inc for maintenance and service testing of ground ladders and aerial for the Fire Department. This is required to be in compliance with the National Fire Protection Association Standard 1932. The fee for this service is \$2,300. Motion made by Smith to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copies attached to minutes).

WILDMAN RUG RENTAL SERVICE AGREEMENT/CITY HALL –

Clerk-Treasurer Elaine Call presented a one (1) year service agreement for City Hall rug rental with Wildman Uniform & Linen Company at fees more specifically set forth within the agreement. Motion made by Smith to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

GRIFFIN REAL ESTATE SERVICES, INC. CONTRACT –

Clerk-Treasurer Elaine Call advised the Board that insurance valuation for City owned real estate/ buildings has not been done since 2007. This insurance valuation will ensure the City's fixed assets will be current and is most useful during insurance audits. Griffin's contract will not exceed \$7,250.00. Motion made by Thallemer to approve the 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 contracts for the Friday Evening Performing Arts Series and Brunch with the Bunny.

- (1) Michael Kelsey-\$800.00
- (2) Creative Comedy Balloon & Face Art LLC-\$150.00
- (3) University of Notre Dame-Theater Department-\$120.00

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

SANDS OFFICE EQUIPMENT/COPIER MAINTENANCE AGREEMENT/ BUILDING & PLAN –

City Planner Jeremy Skinner presented for approval a copier maintenance agreement with Sands Office Equipment for \$600.00 annually. Motion made by Smith, seconded by Mayor Wiggins, carried by unanimous vote. (Contract Worksheet attached).

LANDPLAN GROUP, LLC /BUFFALO ST. CORRIDOR IMPROVE/ADDENDUM #1

City Planner Jeremy Skinner requested approval of Addendum #1 to the agreement between the City of Warsaw and The LandPlan Group LLC for the Buffalo St. Corridor Improvements. The addendum reflects an increase of \$1,250.00, more specifically set forth within the addendum.

Motion made by Mayor Wiggins to approve the addendum, seconded by Board member Thallemer, carried by unanimous vote.(Copy attached to minutes).

WASTEWATER SOLUTIONS/TRAINING –

WWTP Utility Manager Brian Davison presented for approval an agreement with Wastewater Solutions (WSI) for training of employees in wastewater process control. Cost for this training is \$12,580.00. Motion made by Thallemer to approve the training agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

WWP CONTRACT #15/CSO/APPLICATION FOR FINAL PAYMENT/G & G HAULING –

WWTP Utility Manager Brian Davison requested approval of Application for Final payment from G & G Hauling & Exc. Inc. on Contract #15/CSO. The payment request is for \$43,223.77. Motion made by Smith to approve the final payment, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval a list setting forth Wastewater employees John Helton, Travis O’Neill and Kevin Denlinger, six (6) month evaluation increases and one (1) new hire for the position of Clerk-Treasurer, Lynne Christiansen. Motion made by Smith approving all changes, seconded by Thallemer, and carried by unanimous vote. (List attached to minutes).

AGREEMENT/INSTITUTE FOR PUBLIC SAFETY PERSONNEL, INC. /FIRE –

Human Resource Director Jennifer Whitaker presented a contract with Institute for Public Safety Personnel, Inc. (IPSP) and the City of Warsaw for the benefit of the Warsaw/Wayne Fire Territory. IPSP agrees to provide professional services in the testing and screening of applicants for the Warsaw/Wayne Fire Territory, more specifically set forth within the agreement. Estimated cost for services is \$1,750.00. Motion made by Smith to approve the one (1) year agreement, seconded by Thallemer, carried by unanimous vote. (Copy attached to minutes).

SPECIAL CLAIMS –

Clerk’s office submitted a listing of claims for approval of payment. The claims total \$48,533.68. 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 DOCKETS–

The following claim dockets were presented for approval.

- Regular Docket - \$120,351.39
- EOM Docket - \$7,384,660.11
- Pension Dockets - \$50,721.49

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

OATH OF OFFICE TO COUNCIL –

Mayor Wiggins administered the oath of office to newly elected Clerk-Treasurer Lynne Christiansen.

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