

BOARD OF PUBLIC WORKS & SAFETY
MARCH 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, March 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 Lynne Christiansen, WWTP Utility Manager Brian Davison, City Planner Jeremy Skinner, Jon Garber, Warsaw Park Superintendent, Park Activity Director Staci Young, Police Chief Scott Whitaker, Police Operations Lieutenant Bret Richardson, Warsaw Street Department Superintendent Lacy Francis, H/R Director Jennifer Whitaker, Firefighter Mike Wilson, Cindy Dobbins with WCDC, Chris Harrison and Carl Slone from Indiana American Water, Stacey Page from News with Stacey Page, and reporter Dan Riordan with the Warsaw Times Union.

ABSENT: City Attorney Michael Valentine

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

MINUTES –

The minutes from the March 5, 2010 Regular Session were presented for approval. Mayor Wiggins made a motion to accept the minutes as presented, seconded by Board Member Thallemer, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-
INDIANA AMERICAN WATER-

Chris Harrison from Indiana American Water presented a report on water main replacement along Market Street from Scott to Bronson Street. The work is to begin in April of this year. (Documentation attached to minutes).

NEW BUSINESS-
CELLULAR PHONES/VERIZON/ALL CITY DEPARTMENTS-

Lt. Bret Richardson from the Warsaw Police Department presented a proposal from Verizon Wireless to provide cellular service for all City departments. The proposal included 65 lines of service with 19,500 cellular minutes for a total of \$2,883.10. After discussion the motion was made by Thallemer to approve the service, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

PARK ACTIVITY CONTRACTS–

Park Activity Director Staci Young presented the following 2010 Event Contracts for approval:

Friday Evening Performing Arts Series Entertainer Contracts

- (1) Jason Klingaman – 6/4/10/ Blue River Big Band /\$800.00
- (2) Kathy Kray-6/25/10/ Flintlock /\$700.00
- (3) Timothy Anderson-7/16/10/ Bel Airs /\$750.00.
- (4) Rod West – 8/20/10 / Ivory West / \$150.00
- (5) Henry Phillips –5/28/10/ Johnny Cash Show/\$550.00
- (6) Mike Milligan-7/2/10/ MM & Steam Shovel/ \$1200.00
- (7) Ronald Miller-8/24/10/ Due Process/\$700.00

National Concert Opening Performer Contracts

- (1) John Finkin-6/18/10/ Moxie (Classic Rock)/\$750.00
- (2) Paul Thode-7/9/10/Elwood Splinters (Blues)/\$800

National Concert Sound & Audio Production Contracts

- (1) Brian Favel- 6/18/10/ Classic Rock Concert/\$3,900.00
- (2) Brian Favel- 7/9/10/ Blues & BBQ/\$750.00
- (3) Brian Favel- 7/23/10/ Country Concert/\$3,900.00
- (4) Brian Favel- 9/18/10/ Celebracion Latina/\$750.

Advertising Contracts

(1) Talking Stick Radio (dba) Lake City Radio/8,082.00

TOTAL: \$23,782. After discussion, motion was made by Mayor Wiggins to approve the contracts, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes)

AMERICAN RED CROSS PROVIDER AGREEMENT/PARK

American Red Cross Authorized Provider Agreement for training to employees, volunteers, and the public. Staci Young activities director for the Park Department is a Red Cross instructor. After discussion, motion was made by Smith to approve the contract, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes)

SIGNATURE TREE COMPANY, INC./PARK-

Contract to spray Maple Trees at Center Lake, Pike Lake, and Central Park for Cotton Cushion Maple Scale control \$3,905.00 (maximum) was presented by Jon Garber, Parks Superintendent. After discussion, motion was made by Thallemer to approve the contract, seconded by Smith. Mayor Wiggins abstained from the vote. (Documentation attached to minutes).

JONES & HENRY ENGINEERS, LTD/LETTER AGREEMENT.-

WWTP Utility Manager Brian Davison Presented Letter Agreement 1-10: Engineering Services to Abandon Wastewater Plant No. 1 at a cost of \$565,000.00. After discussion, motion was made by Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

WWTP/LAKESIDE CHEVROLET/PURCHASE PICK-UP TRUCK-

Request form Wastewater to purchase a 2010 Chevrolet Silverado 3500HD Dump truck was submitted. The vehicle comes at a cost \$22,757.31 while the dump bed and hitch plate will cost \$7,243.00 for a total of \$30,000.31. After discussion, motion was made by Smith to approve the contract, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

WWTP/KOSCIUSKO COUNTY COMMUNITY FAIR-

WWTP Utility Manager Brian Davison requested approval of the annual booth rental for Wastewater Utility to perform public outreach during the 94th Kosciusko County Community Fair commencing the week of July 11th, 2010. After discussion, motion was made by Mayor Wiggins to approve the contract, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

WCDC/FACADE IMPROVEMENT MATCHING GRANT-

Cindy Dobbins of WCDC requested \$25,000.00 for the purpose of the Façade Improvement Matching Grant Program. After discussion, motion was made by Smith to approve the contract, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

BUILDING AND PLANNING/INDOT/PROPERTY PURCHASE-

A Warranty Deed was presented by City Planner Jeremy Skinner from the Indiana Department of Transportation to purchase property from a part of the SE ¼ of Section 18, Township 32 N, Range 6 E, along SR 15/Rozella Rd in Kosciusko County, Indiana from the City for \$9,000.00. After discussion, motion made by Mayor Wiggins to approve the contract, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

DUNN & ASSOCIATES/SELF INSURANCE PROGRAM-

Human Resources Director Jennifer Whitaker presented an Amendment to the Business Associate Agreement from Dunn & Associates, Benefit Administrators for the City's Self Insurance Program. The Amendment is in reference to the Health Information Technology for Economic and Clinical Health Act (HITECH) from the Stimulus Bill signed by President Obama on February 17, 2009. After discussion, motion was made by Mayor Wiggins to approve the Amendment, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

TECHNICAL DIFFERENCE INC/HR-

Human Resource Director Jennifer Whitaker presented the Annual Maintenance and Support agreement for People-Track HRIS for tech support and program maintenance at a cost of \$948.81. After discussion, motion was made by Smith to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

GENESIS MANAGEMENT SERVICES/TRAINING/HR-

Human Resource Director Jennifer Whitaker submitted for approval a contract with Genesis Management Services for employee training on the following topics: Blood borne Pathogen Training; Hazard Communication Training; Confined Spaces Training; Lockout and Tag Training; and Personal Protective Equipment Training. The cost of the training for each session is more specifically set forth within the agreement letter. Motion made by Thallemer to approve the contract, seconded by Smith, carried by unanimous vote. (Documentation attached to minutes).

NEW HIRES/REHIRES/CHANGES

Human Resource Director Jennifer Whitaker presented for approval lists of twelve (12) payroll changes and new hires, more specifically set forth on the list.

(Police/Gregory Oberlin, Scott Quillen & G. Michael Hargrove – Fire/Kerry Stogsdill – Park/x 5 – Street/Gerald Bays, Jonathan Darnell, Tanner Scott).

Jennifer also attached a list of department requests for summer/seasonal activities.

Motion made by Smith to approve all new hires and seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

TRAVEL REQUESTS

A list setting forth nine (9) travel requests (Police Officers Chuck Hodges and Clay Lane – Mayor’s Secretary Michelle Bormet – Street employees Lacy Frances and Troy Skees – Fire employee Mike Rice – WWTP employees Duane Griner, Richard Bunch and Kevin Denlinger. Motion made by Smith to approve all travel requests, seconded by Mayor Wiggins, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS –

Clerk’s office submitted a listing of special claims for approval of payments totaling \$46,883.23. Motion was made by Mayor Wiggins to approve all special claims, seconded by Smith. Motion carried by unanimous vote. (Documentation attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$792,163.57

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

KEN HERCEG & ASSOCIATES, INC./STUDY PROPOSAL.-

Mayor Wiggins presented a Proposal letter from Ken Herceg & Associates, Inc. to conduct hydraulic analysis of the existing 24”/30” pipe connecting Pike and Center Lake, evaluate its impact on the water levels, and report its findings for a recommendation to the City to control flooding. The amount for the study is not to exceed \$3,850.00. After discussion, motion was made by Thallemer to approve the contract, seconded by Smith, carried by unanimous vote.

ADP/IPAY STATEMENTS-

Clerk-Treasurer Christiansen presented an additional service being offered by the City’s payroll processing company ADP for IPay Statements that will provide online pay stubs, and W-2’s from any internet access for both current and terminated employees. A signature was needed for the intent to change the current contract the City has with ADP. After discussion, motion made by Mayor Wiggins for Christiansen to sign the intent letter, 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:

Lynne Christiansen, Clerk-Treasurer

