

BOARD OF PUBLIC WORKS & SAFETY  
OCTOBER 15, 2010  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, October 15, 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, Joseph Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTU Manager Brian Davison, Fire Chief Mike Rice, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, and Times Union reporter Jennifer Peryam.

**ABSENT:** City Attorney Mike Valentine

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

**MINUTES –**

The minutes from the October 1, 2010 Regular Session and October 5, 2010 Executive Session were presented for approval. Mr. Thallemer requested the October 1, 2010 Regular Session minutes be amended as follows: Paragraph titled *Update on Clarifier Repair*... needs the following added - City Attorney Mike Valentine and Mr. Davison will seek an engineering consultant for a second opinion to investigate if accepted engineering practices were followed on the original remediation and placement of the clarifier. The second opinion should satisfy any potential liability issues the Board may want to pursue. Board member Thallemer made a motion to accept the minutes as amended and presented, seconded by Smith, motion carried by unanimous vote.

**UNFINISHED BUSINESS-**

**HAZARDOUS MATERIAL INSPECTION OF PLANT #1 DEMOLITION**

**CONTRACT/WWTU-**

WWTU Manager Brian Davison presented a contract with ACM Engineering & Environmental Services and IWM Consulting Group to perform a National Emission Standard for Hazardous Air Pollutants (NESHAP) to detect asbestos containing materials, lead base paint, and an inspection for other chemicals or hazardous materials for the demolition of WWTU Plant #1. ACM's contract is for \$7,960.00 and IWM's contract is for \$4,870.00. IWM's contract is the second quote that Mayor Wiggins asked for during the October 1, 2010 meeting. Motion made by Mr. Thallemer to accept IWM's contract, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

**NEW BUSINESS –**

**KRA 75 LARGE CAMERA TRACTOR, ETC. FOR SEWER LINE INSPECTION**

**PROPOSAL/WWTU-**

WWTU Manager Brian Davison presented the board with a \$26,444.25 quote/proposal from Jack Doheny Supplies, Inc. for the purchase of a KRA 75 Large Camera Tractor and cable and reel that will be used to inspect larger sewer lines. Motion made by Mayor Wiggins to accept the proposed price, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**REPLACEMENT OF TWO DUMP TRUCKS/STREET-**

Street Department Superintendent Lacy Francis Jr. requested permission to receive quotes to replace a 1993 Dodge One Ton Dump Truck with 90,714 miles, and a 1994 Chevy One Ton Dump Truck with 190,955 miles. Motion made by Mr. Smith for the quotes, seconded by Mayor Wiggins, carried by unanimous vote. (Letter attached to minutes).

**GRANT ACCEPTANCE /F.A.C.T./DANGEROUS DRIVING/DUI/BIG CITY-BIG COUNTY SEAT BELT ENFORCEMENT –**

Police Lieutenant Kip Shuter reported the following grants had been awarded to the Police Department through the National Highway Traffic Safety Administration in conjunction with the Winona Lake Police Department, Kosciusko County Traffic Safety Partnership, and the Kosciusko County Sheriff's Department:

- (1) Operation Pull Over - approximately \$12,000.
- (2) DUI Taskforce - approximately \$7,000.
- (3) Dangerous Driving - approximately - \$7,000.
- (4) Kos. County Fatal Alcohol Crash Team (FACT) -approximately- \$12,000.

Motion made by Mr. Smith to approve the grants, seconded by Mayor Wiggins, carried by unanimous vote. (Letters attached to minutes).

**2010 AMENDMENT/SEWAGE TREATMENT AGREEMENT/ TOWN OF WINONA LAKE –**

An amendment to the 2002 Sanitary Sewage Agreement between the City of Warsaw and the Town of Winona Lake for a rate of \$3.47 per thousand gallons of treated sewage effluent was presented for approval. Motion made by Mayor Wiggins to approve the amendment which is effective January 1, 2011 seconded by Mr. Thallemer, carried by unanimous vote.

**DUNN & ASSOCIATES/RUN OUT/ADMIN FEE SCHEDULE/HR-**

Director of Human Resources Jennifer Whitaker presented the board with two documents from Dunn & Associates, current administrator for the City's Employee Benefit Trust. The first document is an agreement for Dunn to process run out claims beginning 11/1/2010. The second document is an administrative fee for Dental, Weekly Indemnity and Broker fee per month, per covered employee, which Dunn will continue to manage after the City switches to the IACT Medical Trust. Motion made by Mr. Smith to accept the contracts, seconded by Mr. Thallemer, carried by unanimous vote. (Copies attached to minutes).

**AMERICAN FIDELITY ASSURANCE COMPANY/HEALTH FLEXIBLE SPENDING ACCOUNTS/HR-**

Jennifer Whitaker presented an agreement with American Fidelity Assurance Company to provide City Employees with an opportunity to participate in a Health Flexible Spending plan. Participating employees will agree to have a certain deduction made from their bi-weekly earnings that will be placed into their flexible spending account. Employees choosing to participate will be given a debit card to present to providers for payment of eligible expenses. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

**NEW HIRES/REHIRES/CHANGES –**

Human Resource Director Jennifer Whitaker provided for approval three (3) six (6) month increase in pay changes: James Gause Jr.-Cemetery, Kevin Raisler, and Justin Wadkins-Street, more specifically set forth on the lists attached to minutes. Motion made by Mr. Thallemer to approve the changes, seconded by Mayor Wiggins, carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS –**

A list setting forth nine (9) travel requests: Wayne Wilkie-Police, Lacy Francis-Street, Mike Rice-Fire, James Martin and Troy Skees-WWTU, Lynne Christiansen, Connie Dawson, and Nancy Hobbs-Clerk-Treasurer, and Jennifer Whitaker-Human Resources, were submitted for approval. Motion made by Mr. Thallemer to approve all travel requests, seconded by Mr. Smith, carried by unanimous vote. (Info. attached to minutes).

**SPECIAL CLAIMS –**

Clerk's office submitted a listing of special claims for approval of payment totaling \$4,063.16. Motion was made by Mayor Wiggins to approve the claims for payment, seconded by Mr. Thallemer, motion carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKET-**

The following claim docket was presented for approval.

Regular Docket - \$1,552,669.76

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

**PURCHASE OF REAL ESTATE/KELKER,LLC-**

Mayor Wiggins presented a contract to purchase real estate from KELKER, LLC for \$57,700.00. The land is located on West Market Street and will allow the City to have full possession of the tract of land described in the meets and bounds narrative on the contract. Further conditions of the purchase are also outlined within the contract. Motion made by Mr. Smith to accept the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**DISCUSSION-**

**WWTU-**

WWTU Manager Brian Davison reported to the Board that the repair work on the clarifier at WWTU Plant #2 has begun. He also advised the board that City Attorney Mike Valentine is working on a proposal to have an engineering firm come in and evaluate the situation that caused the unexpected circumstance of the clarifier. Mr. Davison then informed the board that the first contract for the closure of WWTU Plant #1 was out for bid.

**STREET-**

Street Department Superintendent Lacy Francis Jr. advised the board that the seasonal leaf collection period will begin next week.

**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**