

**BOARD OF PUBLIC WORKS & SAFETY**

August 21, 2009

10:30 A.M.

**REGULAR SESSION**

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 21, 2009 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 Joe Thallemer, Charles Smith and Mayor Wiggins. Also present Clerk-Treasurer Elaine Call, City Attorney Michael Valentine, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTP Utility Manager Brian Davison, Fire Marshall Mike Wilson, Fire Administrative Assistant Shirley Fetrow, Chief Perry Hunter, Police Officer Kip Shuter, H/ R Director Jennifer Whitaker, and Warsaw Times Union reporter Jennifer Peryam.

**ABSENT:** None.

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

**MINUTES –**

The minutes from the August 7, 2009 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Thallemer, motion carried by unanimous vote.

**NEW BUSINESS –**

**ICJI VICTIMS OF CRIME ACT (VOCA) /POLICE –**

Police Chief Perry Hunter requested approval of a grant agreement and acceptance of award from the Indiana Criminal Justice Institute for the City Victim Assistance Program (VOCA). Total amount of the grant is \$37,688. The grant for these funds runs from July 1, 2009 through June 30, 2010. Motion made by Thallemer to accept the award and approve the agreement, seconded by Smith, carried by unanimous vote. (Police letter attached to minutes).

**TEMPORARY ROAD CLOSURE/ ELKS –**

Police Officer Kip Shuter reported that the Warsaw Elks Lodge is requesting temporary closure of the North/South alley next to their lodge off of Center Street on August 22, 2009. This request is for the Teal Stamper (heart transplant patient) hog roast benefit. Discussion followed. Motion made by Mayor Wiggins to approve the alley closure, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

**QUARTERMASTER PROGRAM ESTABLISHMENT/POLICE –**

Police Chief Perry Hunter requested approval of a new policy of providing uniform needs instead of a uniform allowance paid to police officers. This request is to implement a modified Quartermaster style uniform allowance to become effective January 1, 2010. This does not include Detectives. Discussion followed. Motion made by Thallemer to approve the new policy and the list of permitted articles, seconded by Smith, carried by unanimous vote. (Copy attached to minutes).

**FIRE SAFETY DAY/EVENT CONTRACT –**

Fire Administrative Assistant Shirley Fetrow presented for approval an agreement with Family Time Entertainment, who would provide entertainment at the "Play It Safe Family Safety Day". Family Time Entertainment's fee is \$950.00. Motion made by Smith to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

**WWTP CONTRACT #16/APPLICATION FOR PAYMENT #8/GERIG-OTTENWELLER –**

WWTP Utility Manager Brian Davison requested approval of Application for Payment #8 on Contract #15 from Gerig-Ottenweller Contracting The payment request is for \$49,817.89. Motion made by Smith to approve the payment, seconded by Thallemer, carried by unanimous vote. (Copy of letter attached to minutes).

**COPIER PURCHASE/MAINTENANCE AGREEMENT/WWTP –**

WWTP Utility Manager Brian Davison requested permission to purchase a Color Printer/Copier from Sands Office Equipment along with a 5-year maintenance agreement, more specifically set forth within the documents presented. He provided a comparison on the purchase by getting quotes from Ikon and Allen Business Machines. Sands had the lowest quote. Motion made by Smith to approve the purchase and maintenance agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

**NEW HIRES/REHIRES/CHANGES –**

Human Resource Director Jennifer Whitaker provided for approval five (5) new hires: Jesse Hite, Jeremy Greene and Glenn Wade for Street and Kevin Denlinger and John Helton for the Wastewater Department. Motion made by Mayor Wiggins to approve as presented, seconded by Thallemer, carried by unanimous vote. (Detail list attached to minutes).

**TRAVEL REQUESTS –**

A list setting forth seven (7) travel requests: Fire Chief Mike Rice and Rob Barker, Fire Department; Mayor Wiggins, two (2) travel requests; Joe Thallemer and Kyle Babcock, Council; Jennifer Whitaker, H/R Department, were submitted for approval. 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 payment totaling \$190,594.67. Motion was made by Smith to approve the claims for payment, seconded by Thallemer, motion carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS–**

The following claim dockets were presented for approval.

Regular Docket - \$4,527,323.24.

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

**LCG/MARKET STREET STUDY/A&Z ENGINEERING/BLDG & PLAN –**

City Planner Jeremy Skinner requested approval of an engineering agreement with A & Z Engineering for the preliminary design of the Market Street Improvement Project. Also included in the Lake City Greenway segment will be recommendations on facilitating a bicycle route. The fee for the design is \$25,750.00. Motion made by Thallemer to approve the agreement, seconded by Smith, carried by unanimous vote. (Copy attached to minutes). K-21 Health Foundation Grant #2006-3-06 will cover the cost of the design phase.

**CITY ATTORNEY UPDATE –**

City Attorney Michael Valentine reported that he filed a complaint for permanent injunction against Thomas Hutchison owner of property at 421 W. Ft. Wayne Street, to hopefully get compliance with clean-up of his property.

**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**