

BOARD OF PUBLIC WORKS & SAFETY  
NOVEMBER 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, November 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 and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Superintendent of Public Works Lacy Francis, City Planner Jeremy Skinner, Park Superintendent John Garber, WWTU Manager Brian Davison, Police Chief Scott Whitaker, Police Captain Bryan Sherwin, Police Lieutenant Steve Rockey, Police Officers Ryan Moore and Lewis Fuller, Tara Braindard from Waste Management, H/R Director Jennifer Whitaker, and Times Union reporter Jennifer Peryam.

**ABSENT:** Board member Joseph Thallemer

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

**MINUTES –**

The minutes from the November 05, 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.

**POLICE OFFICERS MOORE & FULLER SWORN IN/POLICE –**

Police Chief Scott Whitaker introduced Police Officers Ryan Moore and Lewis Fuller. Mayor Wiggins administered their oath of office as police officers for the City. Mayor Wiggins congratulated both officers for their achievement.

**REPORTS/UNFINISHED BUSINESS –** none presented

**NEW BUSINESS/-**

**SUPPLY BIDS AWARD –**

Superintendent of Public Works Lacy Francis recommended the following bids for 2011 Supplies be awarded.

Item #1 Limestone - Rock Industries, Inc.

Item #2 Ready Mix Concrete – Kuerte Concrete

Item #3 Flowable Backfill Material – Kuerte Concrete

Item #4 Bituminous Material - Phend & Brown, Inc.

Item #5 Concrete Curbing - Phend & Brown, Inc.

Item #6 Concrete Flatwork - Phend & Brown, Inc.

Motion made by Board member Smith to award the bids as recommended, seconded by Mayor Wiggins, carried by unanimous vote. (Comparison sheet attached).

**RECYCLABLE MATERIAL BID AWARD –**

The following bid for Collection and Disposal of Recyclable Materials was presented.

Superintendent of Public Works Lacy Francis recommended the (5) five year contract to Borden Waste-Away Service, Inc. alternate bid #2 which is scheduled as follows and more specifically stated in the contract: \$93,840.00 (2011), \$96,480.00 (2012), \$99,600.00 (2013), \$102,480.00 (2013), and \$105,600.00 (2014). Mayor Wiggins made the motion to accept the recommendation and award the bid to Borden, seconded by Mr. Smith, carried by unanimous vote. (Letter attached).

**CINTAS CONTRACT FOR UNIFORM AND RUG RENTAL – STREET**

An agreement for City of Warsaw Street Department for rental of uniforms and rugs from Cintas Corporation was presented for approval. Mayor Wiggins and Mr. Smith had several questions concerning the contract. Motion made by Mr. Smith to table the matter until further review, seconded by Mayor Wiggins, carried by unanimous vote.

### **2011 CONTRACTS WITH NOT-FOR-PROFITS –**

Mayor Wiggins made a motion to table the contracts for non-profits until further review by the Common Council, seconded by Mr. Smith, carried by unanimous vote.

### **MISCELLANEOUS CONTRACTS/VARIOUS DEPARTMENTS-**

The following contracts were presented for approval:

**Greg Burgher-** Janitorial Services-WWTU Payment Office/Building & Planning- 2011-\$8,500.

**Bob's Cleaning Service-**Janitorial Services-City Hall-2011-\$14,300.

**Stephen & Carla Harris-**Parking Facility Lease for three (3) years-2011, 2012 & 2013-\$630 per month/\$22,680 total.

**KEMRAD-**Traffic Control-2011-\$5,000.

**Pro Air Midwest-** 2011-Police \$1,010-Fire-\$2,020- Total \$3,030.

**Inter-Local Agreement with Kosciusko County-Terminal Service Data-**2011-\$2,500.

**Green, Cates & Grossnickle-**2011-Legal Services-Fire Territory-\$500 retainer plus \$135/hour on as needed basis.

**H.J. Umbaugh & Associates-**2011-Accounting Support Services-Fire Territory-per fee schedule as stated in contract.

Mr. Smith made a motion to accept the contracts, seconded by Mayor Wiggins, carried by unanimous vote. (Copies of contracts attached).

### **JONES & HENRY ENGINEERS/CONTRACTS 17, 18, &19/WWTU-**

WWTU Manager Brian Davison presented Letter Agreement #2-10 for services of a Resident Project Representative during construction of contracts 17, 18, &19 on a part time basis as stated in the contract for a total contract price of \$68,300. Another contract had been presented by Christopher B. Burke Engineering, LTD. for \$212,000. Motion made by Mr. Smith to accept the contract by Jones & Henry Engineers, seconded by Mayor Wiggins, carried by unanimous vote. (Letter attached).

### **BID AWARD/BIOSOLIDS FACILITY IMPROVEMENTS/WWTU-**

Mr. Davison presented a letter from Jones & Henry in response to the opened bids from the November 5 2010 meeting. Michiana Construction was the lowest bidder and upon recommendation from Jones & Henry they will receive the Notice of Award. The amount of their bid was \$2,215,512.50. This bid is for Contract #17 Biosolids Facility Improvements. Motion made by Mr. Smith to accept Jones & Henry's recommendation, seconded by Mayor Wiggins, carried by unanimous vote. (Letter attached).

### **FINAL INSPECTION/ARGONNE & PARKER/BUILDING & PLANNING-**

City Planner Jeremy Skinner presented a contract from the Indiana Department of Transportation for final inspection and recommendation for acceptance on the Argonne Road and Parker Street project #0088790. Motion made by Mayor Wiggins to accept the report of final inspection, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached).

### **TRUGREEN LAWN CARE/PARK-**

Park Superintendent John Garber presented a \$5,345 contract from TruGreen Lawn care for tree and shrub care services for 2011 at Central Park, Kiddieland, and McKinley Park. Motion made by Mr. Smith to accept the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of contract attached).

### **TRAINING/CLERK-TREASURER'S OFFICE-**

Clerk Treasurer Lynne Christiansen presented a one year contract with Milissa Griffith to provide training services for the Clerk-Treasurer's office. Ms. Griffith was the former Deputy Clerk and left her position with the city on November 12, 2010. She will be providing training for the new Deputy Clerk since there was not enough time for training before Ms. Griffith's departure. Motion made by Mayor Wiggins accepting the contract, seconded by Mr. Smtih, carried by unanimous vote. (Letter attached).

### **AMERICAN UNITED LIFE 457 PLAN/HUMAN RESOURCES-**

HR Director Jennifer Whitaker presented an amendment to the 457 Plan with American United Life. The amendment reflects certain provisions of the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART). The amendment is for USERRA death benefits and Military Pay as

set forth in the contract. Motion made by Mayor Wiggins to accept the contract, seconded by Mr. Smith, carried by unanimous vote. (Copies attached).

**NEW HIRES/REHIRES/CHANGES –**

Human Resource Director Jennifer Whitaker presented for approval a list of two (2) payroll changes as follows: Kelly Geiger-Deputy Clerk-Clerk Treasurers Office, Leigh Ann Denlinger-six month increase-Cemetery. Motion made by Mr. Smith to approve the new hire and changes, seconded by Mayor Wiggins, carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS –**

A list setting forth one (1) travel request: Chief of Police Scott Whitaker-2011 IACP Mid-Winter Conference. Motion made by Mr. Smith to approve the travel request, seconded by Mayor Wiggins, carried by unanimous vote. (Info. attached to minutes).

**SPECIAL CLAIMS –**

Clerk's office had no special claims.

**CLAIM DOCKET–**

The following claim docket was presented for approval.

Regular Docket - \$824,422.78.

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

**OTHER BUSINESS/COMMENTS --**

WWTU Manager Brian Davison advised the board on several awards that were recently won by his department during their annual conference. The Lab won the Lab Excellence Award and they have won that award since 2003. Both plants won the Safety Award, which they have been awarded since 2004, with a 100% rating for 2010. Mr. Davison was awarded the Tumble-Bug award for dedicated service to the field and to the Indiana Water Environment Association.

Police Chief Whitaker thanked City Attorney Michael Valentine for his services in the past week for a case in Allen County, IN.

**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**