

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 17, 2010
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 17, 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 Attorney Michael Valentine, WWTU Manager Brian Davison, WWTU Payment Office Manager Mary Lou Plummer, Fire Territory Chief Mike Rice, Assistant Fire Territory Chief Kerry Stogsdill, Volunteer Fire Fighter Jonna Stinehour, City Planner Jeremy Skinner, Airport Manager David Beall, Park Superintendent Jon Garber, Police Chief Scott Whitaker, Police Captain Bryan Sherwin, Police Officer Chris Anderson, Street Superintendent Lacy Francis, H/R Director Jennifer Whitaker, and 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 December 3, 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.

RECOGNITION OF VISITORS-

POLICE OFFICER ANDERSON SWORN IN/POLICE –

Police Chief Scott Whitaker introduced Police Officer Chris Anderson. Mayor Wiggins administered his oath of office as a police officer for the City. Mayor Wiggins congratulated Officer Anderson for his achievement.

VOLUNTEER FIRE FIGHTERS SWORN IN/WWFT-

Warsaw-Wayne Fire Territory Chief Mike Rice introduced Jonna Stinehour who is a new volunteer fire fighter. Mayor Wiggins administered her oath of office as a fire fighter for the Warsaw-Wayne Fire Territory.

REPORTS/ORAL & WRITTEN COMMUNICATION-none presented

UNFINISHED BUSINESS-none presented

NEW BUSINESS –

MULTI-TOWNSHIP TRAINING & CERTIFICATION AGREEMENT/FIRE-

Fire Chief Mike Rice presented the board with an agreement between Warsaw-Wayne Fire Territory and Multi Township Emergency Medical Services to provide training and certification for the fire territory. The agreement ensures that firefighters will meet medical training requirements and certifications. The amount of the agreement/contract is \$3,000. Motion made by Mr. Smith approving the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of attached).

REQUEST TO PURCHASE NEW VEHICLES/POLICE-

Police Chief Scott Whitaker received and presented quotes for five (5) new vehicles for the Police Department. The purchases are supported in the Police Department, Law Continuing Education, and Motor Vehicle Highway 2011 budgets. The lowest quote came from Kerlin Motor Company of Silver Lake, In. for \$20,971.24 per vehicle. The other quote came from Rice Ford Lincoln Mercury, Inc. for \$22,064.24 per vehicle. Motion made by Mr. Smith to accept the bid from Kerlin Motors for a total of \$104,856.20 including 2 trade-ins totaling \$2,500 for a grand total of \$102,356.20, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

UNIFORM CONTRACT COMPARISONS/STREET-

Street Superintendent Lacy Francis presented the board with a comparison sheet explaining different prices for uniforms and supplies between Wildman Uniforms and Cintas. Total price for 3 years with Wildman Uniforms is \$41,093 and the total price for 3 years with Cintas is \$36,500.36. Motion made by Mr. Thallemer accepting a contract from Cintas for three years, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

WARSAW COMMUNITY SCHOOLS-ICE MELTING MATERIALS

Street Superintendent Lacy Francis presented to the Board for approval from Warsaw Community Schools a Memorandum of Understanding Agreement for Ice Melting Materials. This agreement is a joint agreement between the City of Warsaw and Warsaw Community Schools for the sole purpose of jointly purchasing ice melting material. Motion made by Mr. Smith to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Memorandum of Understanding attached to minutes).

ROAD MAINTENANCE AGREEMENT/STREET DEPARTMENT –

Superintendent of Public Works Lacy Francis requested the Board approve a three year agreement between the City and Kosciusko County for snow plowing of routes more specifically set forth within the agreement. Motion made by Mr. Thallemer to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

2011 CONTRACTS WITH NOT-FOR-PROFITS –

The following agreements for services with other organizations were presented for approval.

- (1) Warsaw Housing Authority - \$25,000.
- (2) CCAC (City County Athletic Complex) - \$31,000.
- (3) Kosciusko Animal Welfare League - \$16,500.
- (4) KABS (Kosciusko Area Bus Service) - \$18,500.
- (5) WCDC – (Warsaw Community Development Corporation) - \$12,600.
- (6) KEDCo (Kosciusko Economic Development Corporation) - \$50,000.

Motion made by Mr. Smith to approve all contracts, seconded by Mr. Thallemer, carried by unanimous vote. (Contract worksheets attached to minutes).

2011 PARKING LOT LEASE AGREEMENT/LARRY POLK TRUST

The Larry Polk Lot Lease Agreement was presented for approval. The term of the agreement is for one year, beginning January 1, 2011 at a rent of \$9,600. Discussion followed. Motion made by Mr. Smith to approve the lease agreement, seconded by Mr. Thallemer, carried by a vote of two (2) Ayes to one (1) abstention – Mayor Wiggins abstained. (Copy attached).

WAYNE TOWNSHIP/PARK CONTRACT –

Park Superintendent Jon Garber advised he had not received the contract from Wayne Township and this item had been placed on the agenda pending receipt of the contract, so the matter will be tabled until the contract is presented.

BOBCAT PURCHASE/PARK-

Park Superintendent Jon Garber presented a quote from Bobcat of Warsaw for a 2011 S 185 Bobcat Skid-Steer Loader. A 2004 Bobcat will be used as a trade-in and with other discounts the total will be \$12,400. Next year the Park Department can trade in the 2011 Bobcat for a 2012 Bobcat for \$1,800. The Park Department can do this every year with the Bobcat trade-in program being offered avoiding costly maintenance at some point. Motion made by Mr. Smith to accept the new purchase, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

APPEAL OF LIEN/WWTU-

WWTU Payment Office Manager Mary Lou Plummer was in attendance to discuss an appeal of a lien for property formally owned by Mr. Bontrager on S. Wood Street. The item was not listed on the agenda but Mayor Wiggins had asked Ms. Plummer to be in attendance today to discuss the matter. Mr. Bontrager was not in attendance, the property has been sold and the liens have been paid in full. The matter may be discussed at a later date.

STANDARD OPERATING PROCEDURE MANUAL/POLICE-

Police Chief Scott Whitaker presented the board with an updated Standard Operating Procedure Manual (SOP). The old manual contained obsolete material and references. The new manual documents the administrative philosophy for the Police Department. It defines lines of responsibility and authority, sets forth the organizational structure and guides individual members of the department in the performance of

their duties. Motion made by Mr. Thallemer to accept the new manual, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker presented for approval lists of nine (9) payroll changes as follows: Park-1, Richard Pierson: Fire-4, Travis Rowland, Andrew Calloway, Aaron Bolinger, and Kerry Stogsdill: Bldg./Plan-1 Tim Dombrosky: Street-2, Timothy Bond and Darren Roher: Police-1, Christopher Anderson

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

HOURLY/SALARY EMPLOYEE 2011 RATE OF PAY –

All departments and boards and appointments of the City of Warsaw hourly and salary rates of pay for full and part-time employees and board members effective first pay in January 2011 was presented for approval. Motion made by Mr. Smith to approve all rate increases as submitted, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes)

TRAVEL REQUESTS –

A list setting forth four (4) travel requests: Brian Davison and Gary Moser – WWTU, Mike Rice-Fire, and Jennifer Whitaker-HR. Motion made by Mr. Thallemer 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 totaling \$374,452.74. 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 DOCKETS–

The following claim docket was presented for approval.

Regular Docket - \$6,550,437.73.

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

COMSTOCK PROPERTY-

Mayor Wiggins advised the board that the WCDC wants to refinance a loan they have for the Comstock Property located at 221 S. High St. They must notify the City for permission and have an updated subordination agreement signed before the refinance at a lower interest rate can be completed. Motion made by Mr. Thallemer granting permission, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

HOUSING OPPORTUNITIES OF WARSAW INC.-

Executive Director of Housing Opportunities of Warsaw (HOW), Pamela Kennedy, delivered a letter and information on funds that were used this year to assist families. In 2010 HOW refrained from using the HOYO (Home of Your Own) account to assist families in home repairs due to the fact that they had other avenues to serve them. They only used the HOYO account to rehab one home for a family and HOW is requesting permission to make a draw from their account in the amount of \$4,926.50 to finance the rehab. Motion made by Mr. Smith approving the draw, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached)

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

