

BOARD OF PUBLIC WORKS & SAFETY
JANUARY 21, 2010
10:00 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, January 21, 2010 at 10:00 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 Joseph Thallemer, and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, WWTU Manager Brian Davison, Fire Chief Mike Rice, Fire Inspector Mike Wilson, Asst. Fire Chief Kerry Stogsdill, City Planner Jeremy Skinner, Park Superintendent Jon Garber, Parks Director Larry Plummer Jr., Park Activity Director Staci Young, Police Captain Bryan Sherwin, Police Lieutenant Kip Shuter, Street Superintendent Lacy Francis, H/R Director Jennifer Whitaker, Cemetery Sexton Hal Heagy, WCDC Director Cindy Dobbins, Chris Majewski and Bob Flynn from Cintas, Todd Deaton and Josh Wildman from Wildman Uniforms, Mike Diffendal from Borden Waste-Away, City Councilman Kyle Babcock, other fire-fighters as noted in memorandum, and Jennifer Peryam from the Times Union.

ABSENT: Board member Charles Smith, and City Attorney Michael Valentine.

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

MINUTES –

The minutes from the January 7, 2011 Regular Session and the January 18, 2011 Special session were presented for approval. Mr. Thallemer made a motion to accept the minutes as presented, seconded by Mayor Wiggins, motion carried by unanimous vote.

**REPORTS/ORAL & WRITTEN COMMUNICATION-
ENCROACHMENT AGREEMENT/PARKING LEASE/PNC BANK-**

Clerk-Treasurer Lynne Christiansen informed the board that Symmetry Medical has assigned their lease for parking spaces to PNC Bank. The real estate location is 220 W. Market Street. PNC requires parking for customers and employees which encroaches onto a public right-of-way. The lease is for 20 years. PNC will pay to the City an annual payment of \$700, more specifically set forth within the contract. (Copy attached)

NEW BUSINESS –

FIRE DEPARTMENT/CEREMONY OF PROMOTIONS-

Fire Territory Chief Mike Rice presented several members and volunteers of the Warsaw-Wayne Fire Territory that have been promoted; Kerry Stogsdill promoted to Assistant Chief, Robert Barker promoted to Captain, Nate Iden promoted to Lieutenant. Tyler Colt and Tiren Blair are classified as Firefighters within the Volunteer section of the Territory. All were in attendance and were administered an oath of duty. (Copy of memo attached).

FEBRUARY 2011 FIRST FRIDAY-

WCDC Director Cindy Dobbins requested the following streets be closed for the February 2011 First Friday event, named Fire and Ice Festival, Center Street between Lake and Indiana streets, and Buffalo Street between Main and Market streets. She also requested that the same street closures remain the same for all First Friday events held downtown unless otherwise requested if that was acceptable with the Board. Motion made by Mr. Thallemer to approve the closings for the February event as well as others, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of map attached)

FAST CAB/AA TAXI CAB PERMITS –

AA Taxi and Fast Cab presented for approval applications for five (5) taxicab permits for Fast Cab and one (1) permit for AA Taxi. Police Captain Bryan Sherwin stated the taxis passed inspection and the Police Department was recommending approval of the permits. Motion was made by Mayor Wiggins to approve the permits for Fast Cab and AA as set forth within the applications, seconded by Mr. Thallemer, motion carried by unanimous vote. (Copies attached to minutes).

PARK CONTRACTS –

Park Activity Director Staci Young requested approval of following activity contracts:

- (1) Creative Comedy Balloon & Face Art, two (2) contracts–totaling \$555
- (2) Michael Milligan, one (1) contract opener for Blues & BBQ -\$1,000
- (3) Michael Robillard, one (1) contract headliner for Blues & BBQ-\$7,500
- (4) Michel Kelsey, one (1) contract Friday Evening Series-\$800
- (5) James Catalano, one (1) contract Friday Evening Series-\$600
- (6) Keith Scott, one (1) contract Friday Evening Series-\$600
- (7) Fabian Guzman, one (1) contract Friday Evening Series-\$450
- (8) University of Notre Dame, one (1) contract Friday Evening Series-\$120
- (9) Henry Phillips, one (1) contract Friday Evening Series-\$600
- (10) Talking Stick Radio/Lake City Radio, 2011 advertising-\$8,071

Motion made by Mr. Thallemer to approve the contracts, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

CINTAS UNIFORM RENTAL/PARK –

Park Superintendent Jon Garber requested approval of a 24 month contract with Cintas for uniform rental, shop and roll towels more specifically set forth within the agreement. The matter had been tabled from the previous meeting pending review of invoices/contracts upon request from Josh Wildman of Wildman Uniforms. Mr. Wildman as well as Chris Majewski from Cintas were both in attendance and spoke to the board explaining their quotes. Discussion followed and Mayor Wiggins made a motion to table the matter upon further review, seconded by Mr. Thallemer, carried by unanimous vote.

WWTU/SEMI-TRACTOR PURCHASE-

Wastewater Treatment Utility Manager Brian Davison requested permission to purchase a 2007 International Semi Tractor from Wiers International Trucks. The request is being made to replace a 1980 International cab-over. The quote received from Wiers was for \$53,900 with a \$1,250 trade-in allowance for a total of \$52,650. Other quotes for a semi-tractor were also provided from Wiers and J. Ruble and Sons as stated in the attachment. Motion made by Mayor Wiggins to accept the quote from Wiers, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached)

WWTU/DEBRIS CONTROL SYSTEM-

Mr. Davison requested permission to install a debris control system for a clarifier at WWTU #2. Ford Hall Company provided four (4) options that will clean the weirs, baffle, and spillways and launder surfaces to control algae growth and debris. Mr. Davison recommended option #4 in the amount of \$17,077. Motion made by Mr. Thallemer to accept option #4, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached)

WWTU/PROCESS AND CONTROL TRAINING-

Mr. Davison provided an agreement with Wastewater Solutions, Inc. for wastewater process control training and optimization services. The agreement will provide 4-half day wastewater professional development training for the staff at the WWTU. Motion made by Mr. Thallemer for the training, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached)

WWTU/N. BUFFALO ST. SEWER REPLACEMENT-

Mr. Davison submitted a proposal from Jones & Henry Engineers, Ltd., Letter Agreement #3-10, for replacement of the sanitary sewers on North Buffalo Street. Jones & Henry will design the replacement sewer with completion of the work before the streetscape project begins. The work is not to exceed \$43,000. Mr. Davison received another quote from Christopher B. Burke Engineering, LTD for \$49,720. Motion made by Mayor Wiggins accepting the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

WWTU/AMENDMENT NO. 1-11/JONES & HENRY-

Lastly, Mr. Davison presented Amendment No. 1-11 to an Engineering Service Agreement dated March 5, 1999 from Jones & Henry Engineers, Ltd. They will provide services listed under paragraphs 1.3 Preliminary Design Phase, 1.4 Final Design Phase, 1.5 Bidding Phase, and 1.6 Construction Phase for the Anchorage Road Pump Station parallel force main with work not to exceed \$54,000. Mr. Thallemer motioned to accept the amendment, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached)

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker presented for approval lists of two (2) payroll changes as follows:

- (1) Jamie de la Fuente–Police Department–Patrol Officer from Probation status
- (2) Sheila Mahoney-Fire Territory-Part Time Administrative Assistant

Discussion was held on filling an administrative assistant position that has never been filled in the past. The position is in the salary ordinance, but the discussion was held as to whether this goes against the hiring freeze. Mayor Wiggins advised that he had contact with all of the Council Members except Councilmen Clemens and Patterson. All of those contacted are in concurrence with the new hire, except Mr. Babcock. Mr. Babcock was in attendance and gave his concern against new hires. Motion was made by Mayor Wiggins to approve the payroll changes/new hires, seconded by Mr. Thallemer, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth ten (10) travel requests: Chris Anderson (x2), Lewis Fuller (x2), Robert Long, David Morales and Joel Beam-Police, Mike Rice and Mike Wilson-Fire Territory, and Jennifer Whitaker-HR. Motion made by Mayor Wiggins to approve all travel requests, seconded by Mr. Thallemer, carried by unanimous vote. (Travel form attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of claims for approval of payment. The claims total \$56,484.00. 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 - \$1,811,690.14

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

OTHER MATTERS-

POLICE/K-21 GRANTS-

Lieutenant Kip Shuter requested to apply for two separate grants from the K21 Foundation. One grant is for Victim Services in the amount of \$3,845 to cover projected operation expenses for the 2nd Annual Victim Services 5K Walk/Run scheduled for April 9, 2011. The second request is for \$12,800 to purchase additional bikes and replace bikes for patrol officers to use. Motion made by Mr. Thallemer to proceed with the application, seconded by Mayor Wiggins, carried by unanimous vote. (Copies of letters attached).

BUILDING & PLAN/REDUCTION OF BOND/MENARDS-

City Planner Jeremy Skinner told the Board that Menards has requested a reduction to the original bond that included the Husky Trail/Parker Street work as well as the Mariner Drive project. All the work is completed and has been inspected and Menards has requested the outstanding bond obligation be reduced to \$1,184,175.40. The reduction does not include work that is left to do for the platted sub-division. Motion made by Mr. Thallemer to reduce the obligation, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of letter 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