

BOARD OF PUBLIC WORKS & SAFETY  
FEBRUARY 04, 2011  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 04, 2011 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 Joseph Thallemer, Charles Smith and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, WWTU Manager Brian Davison, Fire Territory Chief Mike Rice, Fire Territory Assistant Chief Kerry Stogsdill, City Planner Jeremy Skinner, Park Superintendent Jon Garber, Park Director Larry Plummer Jr., Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Josh Wildman and Todd Deaton from Wildman Uniforms, Bob Flynn from Cintas, Mike Diffendal from Borden Waste-Away, Councilman Kyle Babcock, H/R Director Jennifer Whitaker, and reporter Jennifer Peryam with the Warsaw Times Union.

**ABSENT:** None noted

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

**MINUTES –**

The minutes from the January 21, 2011 Regular Session were presented for approval. Mr. Smith made a motion to accept the minutes as presented, seconded by Mr. Thallemer, motion carried by unanimous vote.

**UNFINISHED BUSINESS-**

**UNIFORM RENTAL/PARK –**

Human Resource Director Jennifer Whitaker presented information comparing contracts from Cintas and Wildman Uniforms. Cintas weekly minimum charges were lower than Wildman Uniforms but other predictable costs were higher, offsetting any savings. It was Ms. Whitaker's recommendation that the City grant the contract to Wildman Uniforms for approval of a 24 month contract for uniform rental, shop and roll towels, more specifically set forth within the agreements. Discussion followed and Mr. Smith made a motion to approve the contract with Wildman Uniforms, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached)

**NEW BUSINESS –**

**K-CODE GRANTS/POLICE-**

Police Lieutenant Kip Shuter advised the Board that the Kosciusko Coalition on Drug Education, K-Code, has awarded grant funds to the Police Department. The Department will use \$6,800 for D.A.R.E. materials and \$3,064 for Portable Breath Test (PBT) equipment with no matching funds from the city for either grant. Mr. Thallemer made a motion to accept the grant money, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached)

**REHABILITATION OF MANHOLES/WWTU-**

WWTU Manger Brian Davison presented two quotes for the rehabilitation and lining of sixteen (16) manholes. Conco Spray Solutions provided a quote of \$40,000 for their services, and Spectra Tech also provided a quote of \$40,000. After discussion, Mayor Wiggins made a motion to award the services to Conco Spray Solutions, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached)

**APPRAISAL OF UTILITY EASEMENTS/WWTU-**

Mr. Davison presented a quote from Griffin Real Estate Services for the appraisal of seven (7) utility easements along the west side of Warsaw on Fox Farm Road for the continuing project to close WWTU Plant #1. The quote was for \$4,900 not to exceed \$700 per parcel. Mr. Thallemer made a motion for Griffin Real Estate to provide their services, seconded by Mr. Smith, carried by unanimous vote. (Copy attached)

**KEYSTONE SOFTWARE/AUTO PAY OPTION/WWTU-**

Mr. Davison presented a contract from Keystone Software Systems giving WWTU Payment Collection Office the ability to accept Automatic Payments for monthly service charges from customers. Customers will have the choice of paying by “e-check” or having an automatic draft taken from their bank account every month. Motion made by Mr. Thallemer to accept the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached)

**JANITORIAL SERVICES/WWTU PAYMENT OFFICE & BLDG. PLAN-**

Mr. Davison explained to the Board that Greg Burgher had given his letter of resignation for janitorial services at the WWTU Payment Office and Building and Planning offices. Mr. Burgher recommended that David Fruit complete the rest of the contract that was signed in 2010 for services rendered in 2011. The unpaid balance of the contract is \$7,437.52. Mr. Smith made a motion to accept the new contract with Mr. Fruit, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached)

**NEW HIRES/REHIRES/CHANGES –**

Human Resource Director Jennifer Whitaker presented for approval lists of one (1) payroll change as follows: Joseph Fretz – Fire Territory–promotion to Captain. Motion was made by Mayor Wiggins to approve the payroll change, seconded by Mr. Thallemer, carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS –**

Lists setting forth eight (8) travel requests, more specifically set forth on the lists, were presented for approval. Motion made by Mr. Thallemer to approve all travel requests, seconded by Mayor Wiggins, carried by unanimous vote. (Travel form attached to minutes).

**SPECIAL CLAIMS** – none presented.

**CLAIM DOCKETS–**

The following claim dockets were presented for approval.

Regular Docket - \$361,520.09

EOM Docket - \$2,102,013.70

Pension Dockets - \$45,744.61

Motion made by Mayor Wiggins to approve the claim for payment, seconded by Board Member Smith, motion carried by unanimous vote.

**OTHER MATTERS-**

**BORDEN WASTE-AWAY UPDATE-**

Mike Diffendal, General Operations Manager of Borden Waste-Away, advised the Board that Wednesday, February 2, 2011 scheduled pick-up of recyclable materials from residents will instead take place on Saturday February 5, 2011. The rescheduling was due to the near blizzard weather conditions from the past week.

**LEASE OF SUITE C 117 W. CENTER ST./CITY ATTORNEY-**

City Attorney Mike Valentine advised the Board that pursuant to I.C. 36-1-11-10, bids would need to be taken for the annual lease of the property located at 117 W. Center Street, Suite C. Mr. Valentine advised that he had prepared the advertisement for the bid that will be opened at the March 4, 2011 Board of Works meeting. Mr. Thallemer made a motion to place the ad, 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**

