

BOARD OF PUBLIC WORKS & SAFETY
FEBRUARY 18, 2011
10:00 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 18, 2011 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 Charles Smith, Joe Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, WWTU Manager Brian Davison, Fire Territory Chief Mike Rice, Fire Territory Asst. Chief Kerry Stogsdill, Fire Territory Inspector Mike Wilson, City Planner Jeremy Skinner, Street Superintendent Lacy Francis, Park Activity Director Staci Young, Police Chief Scott Whitaker, H/R Director Jennifer Whitaker, Cemetery Sexton Hal Heagy, Mike Diffendal from Borden Waste-Away, Jeff Hersha from Jones & Henry Engineers, Billy Ladwig from Wildman Uniforms, Jerry Gouker from Flow-Technics, Inc.-ABS, and reporter Jennifer Peryam with the Times Union.

ABSENT: None

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

MINUTES –

The minutes from the February 4, 2011 Regular Session were presented for approval. Mr. Thallemer made a motion to accept the minutes as presented, seconded by Mr. Smith, motion carried by unanimous vote.

NEW BUSINESS –

LEASE AT 117 W. CENTER ST/BIDS-

Bids for the annual lease at 117 W. Center St. Suite C had been advertised prior to today's meeting. It was discovered that the rules do not apply for 501-C3 non-profits. The current tenant of Suite C is the Warsaw Community Development Corp. (WCDC), which is a non-profit agency, thus no bids are necessary for the WCDC to lease the space. City Attorney Valentine advised that he would prepare a lease for the WCDC to sign.

KEYSTONE SOFTWARE CONTRACT FOR ON-LINE PAYMENT

PROCESSING/WWTU-

WWTU Manager Brian Davison presented a contract with Keystone Consulting Services who have partnered with National Payment Corporation (NatPay) to process Automated Clearing House (ACH) transactions from our customers. The contract calls for payments to be deposited automatically into a City account, and the bill payment feature will give customers the advantage of paying their monthly wastewater charges from an automatic bank draft or an "E-check". Motion made by Mr. Smith to accept the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Contract worksheet attached)

PARK CONTRACT –

Park Activity Director Staci Young requested approval of the following activity contract for the Country Music Concert:

- (1) William Morris Endeavor Entertainment, LLC/Neal McCoy Enterprises, Inc.- \$17,500

Motion made by Mr. Smith to approve the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Contract worksheet attached).

DIVE RESCUE INTERNATIONAL/DIVE RESCUE 1/WWFT-

Fire Territory Chief Mike Rice asked for approval to host a training course entitled "Dive Rescue 1" to be held April 6-8, 2011. The agreement is with Dive Rescue International and Warsaw Police Department DIVE team members will participate as well. Motion made by Mr. Thallemer granting approval, seconded by Mayor Wiggins, carried by unanimous vote. (Contract worksheet attached).

SANDS OFFICE EQUIPMENT/COPIER MAINTENANCE AGREEMENT

BUILDING & PLAN –

City Planner Jeremy Skinner presented for approval a copier maintenance agreement with Sands Office Equipment for \$600.00 annually. Motion made by Mr. Smith, seconded by Mr. Thallemer, carried by unanimous vote. (Contract worksheet attached).

STREET LIGHT/BUFFALO /BLDG & PLAN-

Mr. Skinner presented a letter from Zimmer, Inc., stating that Zimmer has recently installed street lighting in or near the right-of-way for Buffalo Street by the Z Hotel. The letter is confirming that Zimmer is responsible for the repair/maintenance of the lights that have been tied into the City's electrical service. The board acknowledged receiving the letter, no motion was necessary. (Copy of letter attached).

ENGINEERING FOR DRAINAGE & CONSTRUCTION PLANS/BLDG & PLAN-

Mr. Skinner presented a proposal from Emans Engineering to perform technical reviews of new development drainage plans for the City. Emans will review submitted development drainage plans for compliance with City ordinances. The cost of the services will be \$500.00 per request. After discussion motion made by Mayor Wiggins accepting the proposal, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

PARKER ST/ARGONNE RD. PROJECT/CHANGE ORDER #9/BUILDING & PLAN-

City Planner Jeremy Skinner submitted for approval Change Order #9 to the construction contract with INDOT that is being created to record a bonus being given to project staff for exceeding a specified quality of work on asphalt more specifically set forth within the change order. The City's 20% requirement of payment is \$4,017.49. Motion made by Mr. Thallemer approving the change order, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

J&D RENTAL LLC/PARKING LOT AGREEMENT-

Mayor Wiggins presented an annual lease with J&D Rental LLC for the leased parking area behind City Hall. The lease is in the amount of \$375 per month for a total of \$4,500 annually and represents a monthly increase of \$100.00 from the previous contract with J&D Rental LLC. Motion made by Mr. Thallemer to accept the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Contract Worksheet attached).

WILDMAN CONTRACT FOR UNIFORM AND RUG RENTAL/CEMETERY –

An agreement for Oakwood Cemetery for rental of uniforms and rugs from Wildman Uniform Services was presented for approval. Motion made by Mr. Smith to approve the 24-month Service Agreement with Wildman Uniforms, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of contract attached to minutes).

FORT DEARBORN LIFE/EMPLOYEE INSURANCE –

Human Resource Director Jennifer Whitaker requested approval of renewing the Insurance Company for Life, AD & D and Long Term Disability coverage for employees with Fort Dearborn Life effective March 1, 2011. She reported that the existing policy rates will remain the same for the next two year renewal period. Motion made by Mayor Wiggins to approve the renewal, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval a list setting forth 10 (ten) seasonal and 5 (five) part-time workers for the Park Department, 2 (two) part-time laborers for the Street Department, 1 (one) part-time groundskeeper for the Cemetery, and 1 (one) part-time mower for the Airport. All the positions mentioned above are summer help positions. Motion made by Mr. Smith approving all hires, seconded by Mayor Wiggins, and carried by unanimous vote. (Lists attached to minutes).

TRAVEL REQUESTS –

Lists setting forth one (1) travel request, Lacy Francis for the 97th Annual Purdue Road School in West Lafayette and more specifically set forth on the list, were presented for approval. Motion made by Mr. Smith to approve the travel request, seconded by Mr. Thallemer, carried by unanimous vote. (List attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of claims for approval of payment. The claims total was \$4,520.00. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mayor Wiggins, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$884,686.34

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

BORDEN WASTE-AWAY/UPDATE-

Mike Diffendal from Borden Waste-Away advised the Board that the old recycling carts were still being replaced with the new containers. Mr. Thallemer asked Street Superintendent Francis what was to become of the old containers, and he advised that damaged containers would be re-cycled. Mayor Wiggins added that Winona Lake may have some interest in the remaining containers.

MAYOR WIGGINS EXCUSED HIMSELF FROM THE MEETING AND REQUESTED THAT CITY ATTORNEY VALENTINE OPEN THE SEALED BIDS.

HIGH SPEED BLOWER PROCUREMENT PROJECT/WWTU PLANT #2-

Proposals for the High Speed Blower Project were opened at 10:33 local time. The following proposals were received from:

- 1) ABS (Connecticut and Canada)
- 2) APG-NEUROS INC. (Quebec, Canada)
- 3) HSI (Texas)
- 4) SIEMENS (Missouri)
- 5) TURBO-MAX (Georgia)

Jeff Hersha from Jones & Henry Engineers, Ltd. advised that they will take the bids under advisement.

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