

BOARD OF PUBLIC WORKS & SAFETY
MARCH 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, March 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 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, City Planner Jeremy Skinner, Police Chief Scott Whitaker, Street Department Superintendent Lacy Francis, H/R Director Jennifer Whitaker, Mike Diffendal from Borden Waste, Todd Deaton and Phil Buzbee from Wildman Uniforms, Members of the Warsaw-Wayne Fire Territory as noted on the attendance sheet, 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 18, 2011 Regular Session were presented for approval. Board Member Thallemer made a motion to accept the minutes as presented, seconded by Mr. Smith, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

1. Letter from Whitley County Prosecutor commending Lieutenant Steve Adang and his assistance in a death investigation.
2. Fire Territory:
 - Letter recognizing Kenny Shepherd's retirement
 - Oath of Office administered to Joe Fretz for promotion to Captain.
 - 30 Years of Service noted for Firefighters Ed Kipker, and Danny Fifer. (Letters attached)

NEW BUSINESS –

SANDS OFFICE EQUIPMENT/COPIER MAINTENANCE AGREEMENT/ FIRE TERRITORY-

Fire Territory Chief Mike Rice presented for approval a copier maintenance agreement with Sands Office Equipment, for \$816.00 annually, for copy machine at Station #2. Motion made by Mayor Wiggins, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

FIRE TERRITORY CONTRACT/CUMMINS CROSSPOINT, LLC –

The Fire Territory submitted for approval a contract with Cummins Crosspoint, LLC for maintenance of generators at each station. Motion made by Mr. Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

POLICE/GRANT APPLICATION REQUEST –

Police Chief Scott Whitaker requested permission to submit an application for a Victims of Crime Act (VOCA) Grant through the Indiana Criminal Justice Institute. This is a continuation of a current program. The Department is requesting a total program cost of \$62,818 with federal funds amounting to approximately \$50,254 with a required 20% cash match of \$12,564 which is within the Police Departments 2011 budget. Motion made by Mr. Smith to approve the application, seconded by Mr. Thallemer, motion carried by unanimous vote. (Copy attached).

LEGAL SERVICES/BAKER & DANIELS – REDEVELOPMENT COMMISSION –

Mayor Wiggins presented a proposal from the law firm of Baker & Daniels LLP to assist the City of Warsaw, Redevelopment Commission in connection with the purchase of real estate. The proposal sets forth hourly basis fees to be charged. Motion made by Mr. Smith to accept the proposal, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes)

WAYNE TOWNSHIP/PARK CONTRACT –

Park Superintendent Jon Garber presented the 2011 Wayne Township Park Contract for approval. Wayne Township agrees to pay the City \$69,200, more specifically set forth within the agreement. Motion made by Mr. Thallemer to accept the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

REQUEST FOR QUOTES/BIDS/STREET DEPT.-

Street Department Superintendent Lacy Francis asked permission from the Board to solicit quotes or bids for a new Garbage Truck which is within his 2011 budgeted expenses. Motion made by Mr. Smith to proceed with the quotes, seconded by Mr. Thallemer, carried by unanimous vote.

WCDC/FACADE IMPROVEMENT MATCHING GRANT-

Cindy Dobbins of WCDC requested \$25,000.00 for the purpose of the Façade Improvement Matching Grant Program. Motion was made by Mayor Wiggins to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

BARKER ARCHIVES/DESTRUCTION OF RECORDS –

A contract with Barker Archives for disposal of boxes filled with public records for various departments at an approximate cost of \$.15 per pound was presented for approval. The records to be destroyed will have been approved by the County Commission of Public Records. Motion made by Mr. Thallemer to approve the contract, seconded by Smith, carried by unanimous vote. (Copy attached).

REVISED JOB DESCRIPTION/HR-

Human Resource Officer Jennifer Whitaker presented a revised job description for the Assistant City Planner. The new job description will combine the Storm Water Coordinator duties. The current Coordinator is leaving the position later this month. Compensation for the new job description of Assistant City Planner will come from the General Fund as well as Wastewater, with no pay increase recommended. Motion made by Mr. Smith accepting the new job description, second by Mayor Wiggins, carried by unanimous vote. (Copy attached).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval a list setting forth five (5) summer (seasonal) hires. Four (4) in the Park Department, one (1) part-time in the Street Department, and one (1) new full time Fire Fighter Brent Fifer for the Fire Territory. Motion made by Mr. Smith approving all changes, seconded by Mayor Wiggins, and carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

Lists setting forth five (5) travel request. DARE Officers Joe Hawn and Doug Light for the 24th annual DARE Conference, Officer Greg Oberlin for a Data Forensic Certification, Dale Walters and Kevin Denlinger from WWTU for a Sewer Construction Inspection Course more specifically set forth on the list, were presented for approval. Motion made by Mayor Wiggins 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 \$115,982.34. Motion was made by Mr. Smith to approve the claims for payment, seconded by Mr. Thallemer, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$188,510.90

EOM Docket - \$8,061,554.17

Pension Dockets - \$45,744.61

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

WILDMAN RUG RENTAL SERVICE AGREEMENT/CITY HALL –

Clerk-Treasurer Christiansen presented a three (3) year service agreement for City Hall rug rental with Wildman Uniform & Linen Company at fees more specifically set forth within the agreement. Motion made by Mayor Wiggins to approve the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

KEYSTONE/BOYCE SYSTEMS CONVIENCE FEE-

Clerk-Treasurer Christiansen presented an amended convenience fee schedule from Keystone/Boyce Systems, providing an additional .40 cent fee for customers to pay their monthly Waste Water fee via an “e-check”. Discussion was held as to Keystone/Boyce reserving the right to set the amount of the convenience fee needed as well as to adjust the fee up or down as necessary. Mayor Wiggins made a motion to table the matter, seconded by Mr. Thallemer, 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