

BOARD OF PUBLIC WORKS & SAFETY
MARCH 18, 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 18, 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, City Planner Jeremy Skinner, Warsaw Park Superintendent Jon Garber, Park Activity Director Staci Young, Police Chief Scott Whitaker, Police Captain Bryan Sherwin, Warsaw-Wayne Fire Territory Chief Mike Rice, and Assistant Chief Kerry Stogsdill, Warsaw Street Department Superintendent Lacy Francis, H/R Director Jennifer Whitaker, and Jennifer Peryam of 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 March 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.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

None presented.

UNFINISHED BUSINESS-

CONVENIENCE FEE FOR WWTU PAYMENT-

Keystone/Boyce, the software system providers for the Wastewater Payment Office provided an updated convenience fee schedule for customers who wish to pay their monthly bill using an “e-check”. During the course of the prior meeting the board had asked for Keystone to provide a more stable time frame for any possible adjustments of the convenience fee. Keystone provided a new Exhibit B, Schedule of Fees, adjusting the fees up or down with a 60-day notice. The board would like the fee locked in at .40 cents for one year. Motion made by Mayor Wiggins to secure the .40 cent fee for one (1) year pending compliance from Keystone/Boyce, seconded by Mr. Thallemer, carried by unanimous vote.

NEW BUSINESS-

PARK ACTIVITY CONTRACTS-

Park Activity Director Staci Young presented the following 2011 Event Contracts for approval:

Friday Evening Performing Arts Series Entertainer Contracts

- (1) North East Indiana Banjo Society – 5/27/11/- \$650.00
- (2) Timothy Anderson- *Bel Airs*-7/01/11/- \$750.00
- (3) Dale Pequignot-*Junk Yard Band*-8/12/11/- \$800.00
- (4) Ronald Miller-*Due Process*-8/26/11/- \$700.00

Classic Rock Concert Contracts

- (1) Pamela Terhune-Kyxx, *Opening Band*-6/17/11/ \$1,000.00
- (2) Stage Pro-*Backline Rental & Technician*-6/17/11/ \$2,000.00

Concert Audio and Light Production

- (1) Brian Fravel-*Pro Audio Services*- 6/17/11/ Classic Rock Concert/\$3,900.00
- (2) Brian Fravel-*Pro Audio Services*- 7/18/11/ Blues & BBQ/\$750.00
- (3) Brian Fravel-*Pro Audio Services*- 7/22/11/ Country Concert/\$3,900.00
- (4) Brian Fravel-*Pro Audio Services*- 9/17/11/ Celebracion Latina/\$750.00

Recreation Guide

- (1) Apollo Printing and Graphics Center-2011 Recreation Guide-\$4,598.00

TOTAL: \$19,798.00. After discussion, motion was made by Mayor Wiggins to approve the contracts, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes)

PARK GRANT APPLICATIONS –

Park Activity Director Staci Young requested permission to submit an application for a grant from the Indiana Arts Commission for the fiscal cycle of 2011/2012. She is requesting \$5,000.00 from the Commission to support the Friday Evening Performing Arts Series as well as Celebration Latina. This grant requires a 100% match that is built within the Park Department budget for 2011. Motion made by Mr. Smith to move forward with the application, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of letter attached to minutes).

SIGNATURE TREE COMPANY, INC./PARK-

Contract to spray maple trees at Center Lake, Pike Lake, and Central Park for Cotton Cushion Maple Scale control for \$3,905.00 (maximum) was presented by Jon Garber, Parks Superintendent. After discussion, motion was made by Mr. Thallemer to approve the contract, seconded by Mr. Smith. Mayor Wiggins abstained from the vote. (Documentation attached to minutes).

UNDERWRITERS LABORATORIES, INC./FIRE TERRITORY-

Chief Rice presented a one (1) year contract with Underwriters Laboratories, Inc. for testing of aerial devices and use, maintenance and service testing of ground ladders. The testing is necessary in order to comply with NFPA 1914 and NFPA 1932. The fee for this service is \$2,300.00. Motion made by Mr. Smith to accept the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

WILDMAN BUSINESS GROUP RENTAL SERVICE AGREEMENT/VARIOUS DEPARTMENTS –

A three (3) year service agreement for various City Departments with Wildman Business Group was presented. The contracts maintain a twenty-four (24) month price freeze for the duration of the thirty-six (36) month contract. The service is for weekly or bi-weekly delivery of mats, shop towels, uniform shirts, pants, and jackets per each individual department specifications with fees more specifically set forth within the agreements. Motion made by Mr. Thallemer to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

PARKER/ARGONNE PROJECT/LPA INVOICE- REIMBURSEMENT VOUCHER #18 & #19/BUILDING & PLAN-

City Planner Jeremy Skinner submitted for approval Invoices #18 and #19 for construction inspection and reimbursement vouchers with INDOT. Motion made by Mr. Thallemer approving the invoices, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

PERMISSION TO GATHER QUOTES/STREET-

Street Department Superintendent Lacy Francis asked for permission to gather quotes for two (2) new Bobcats and one (1) mini-excavator. The purchases are supported within the Street Department's 2011 approved budget. Motion made by Mr. Smith to proceed with the quotes, seconded by Mr. Thallemer, carried by unanimous vote.

NEW HIRES/REHIRES/CHANGES

Human Resource Director Jennifer Whitaker presented for approval lists of fourteen (14) payroll changes and new hires, more specifically set forth on the list:

Park-eight (8) seasonal and part-time summer help.

Building & Planning-one (1) 6-month pay increase for Zannie Powell.

Cemetery-one (1) 6-month pay increase for Tyler Thomas.

Street-four (4) part-time summer laborers.

Motion made by Mr. Smith to approve all new hires and seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

TRAVEL REQUESTS

A list setting forth twelve (12) travel requests: Mayor's Secretary Michelle Bormet; Fire Territory employees, Mike Rice, Derek Shilling, Aaron Bolinger, Mike Brubaker, Andrew Callaway, Nate Iden, and Rob Barker; WWTU employees Duane Griner, Richard Bunch and Kathy Ragan; Building & Planning employee Tim Dombrosky. Motion made by Mr. Thallemer to approve all travel requests, seconded by Mayor Wiggins, carried by unanimous vote. (Info. attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$1,403,997.74

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

ITEMS CARRIED FORWARD/VISITORS COMMENTS-

Mike Diffendal, General Operations Manager from Borden Waste-Away, gave a progress report on the curbside recycling program. The board requested Mr. Diffendal to provide examples of recycling containers for use in public areas of the city.

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