

BOARD OF PUBLIC WORKS & SAFETY

June 3, 2011

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, June 03, 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 Mayor Ernest B. Wiggins, Charles Smith, and Joe Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Planner Jeremy Skinner, Superintendent of Public Works Lacy Francis, WWTU Manager Brian Davison, Fire Chief Mike Rice, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Park Activity Director Staci Young and intern Brooke Kaiser, Mike Diffendal from Borden Waste, Andrew Schmidt from Bobcat of Warsaw, H R Director Jennifer Whitaker, and Times Union reporter Jennifer Peryam.

ABSENT: City Attorney Michael Valentine

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

MINUTES –

The minutes from the May 19, 2011 Regular Session were presented for approval. Board member Thallemer made a motion to accept the minutes as presented, seconded by Mayor Wiggins, motion carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATION-

1) Updated Service Agreement for Account Structure & Pricing from Lake City Bank (Copy attached)

NEW BUSINESS –

BULLETPROOF VEST PROGRAM GRANT APPLICATION/POLICE –

The Police Department requested permission to apply for a grant through the Bureau of Justice Assistance – Bulletproof Vest Program. The grant pays 50% of the total costs. Motion made by Mr. Thallemer to approve the application, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

COMMUNITY PARTNERSHIP AGREEMENT/PARK-

Park Activity Director Staci Young presented the following contract for approval; The Community Partnership Agreement - 2011/2012- with Kosciusko County Head Start/Early Head Start, is a requirement for Head Start by the federal government, to develop community partnerships improving the quality of services that are offered to eligible families. The park department offers summer programs specifically for Head Start. Motion made by Mayor Wiggins to approve the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

PARK EVENT CONTRACTS-

Park Department Intern Brooke Kaier presented the following 2011 event contracts for approval.

1. Randy Martin - \$180 – Family Carnival.
2. Darlene McCartney - \$180 – Family Carnival.

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

REPLACEMENT OF DUMP TRUCK/CEMETERY-

Cemetery Sexton Hal Heagy requested permission to solicit bids to replace a 1981 GMC Dump Truck that is no longer in service. Motion made by Mayor Wiggins to gather the quotes, seconded by Mr. Smith, carried by unanimous vote. (Letter attached to minutes).

BOBCAT PURCHASE/STREET-

Street Superintendent Lacy Francis Jr. presented a request for approval to purchase three (3) Bobcats implementing a Bobcat rotation schedule for the Street Department. Andrew Schmidt from Bobcat of Warsaw explained the rotation program and how it may work for the Street

Department. The bids are for one (1) E35ZTS Bobcat compact excavator and two (2) S650 Bobcat Skid-Steer Loaders. Bids from Bobcat of Warsaw, Inc. for \$52,500.00, Bobcat of Lafayette for \$55,804.26, and Bobcat of Fort Wayne, Inc. for \$60,922.93 were presented. After discussion a motion was made by Mayor Wiggins to accept the bid from Bobcat of Warsaw, seconded by Mr. Thallemer, carried by unanimous vote. (Documentation attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker provided for approval four (4) new hires/changes in payroll, more specifically set forth on the list attached to minutes. Motion made by Mayor Wiggins to approve the new hires/changes in payroll, seconded by Mr. Thallemer, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth five (5) travel requests: Mayor Wiggins; David Morales from the Police Department; and Mike Rice, Kerry Stogsdill and Joe Fretz from the Fire Department were submitted for approval. Motion made by Mr. Smith to approve all travel requests, seconded by Mr. Thallemer, carried by unanimous vote. (Info. attached to minutes).

CHANGE IN JOB DESCRIPTIONS/HR-

Mrs. Whitaker asked that three job descriptions be updated. The positions being updated are Lifeguard, Head Lifeguard, and Activities Director. The lifeguard positions will have the American Red Cross recognized certification needed for CPR and First Aid, along with a detailed requirement of a “Water Safety Instructor” to teach swim lessons. The activities director will be changed from an exempt to non-exempt status. Mr. Smith made a motion to approve the changes, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$237,030.70

EOM Docket - \$4,873,500.66

Police & Fire Pension Docket - \$44,674.61

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

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**