

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 16, 2011
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 16, 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, Joseph Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, WWTU Manager Brian Davison, Fire Territory Chief Mike Rice, Fire Fighter Mike Brubaker, City Planner Jeremy Skinner, Airport Manager David Beall, Park Superintendent Jon Garber, Park Director Larry Plummer Jr., Police Chief Scott Whitaker, H/R Director Jennifer Whitaker, Mary Ellen Rudisel-Jordan, Libbie Tom from Warsaw Housing Authority/Housing Opportunities of Warsaw, Inc., 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 December 2, 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.

RECOGNITION OF VISITORS-

Mayor Wiggins presented Fire Territory Chief Mike Rice and Park Superintendent Jon Garber with plaques recognizing their years of service with the City. Both will be retiring from their positions in January of 2012.

REPORTS/ORAL & WRITTEN COMMUNICATION-

None presented

UNFINISHED BUSINESS-

2012 PARKING LOT LEASE AGREEMENT/LARRY POLK TRUST-

The Larry Polk Parking Lot Lease Agreement was presented for approval. The term of the agreement is for one year, beginning January 1, 2012 at an annual rent of \$9,600 payable at \$800 per month. Discussion followed. Motion made by Mr. Smith to approve the lease agreement, seconded by Mr. Thallemer, carried by a vote of two (2) ayes to one (1) abstention – Mayor Wiggins abstained. (Copy attached).

BID AWARD/CITY HALL RENOVATION PROJECT-

Mary Ellen Rudisel-Jordan, architect for the City Hall Renovation Project, presented information from the bids for the City Hall Renovation Project that were opened during the December 2, 2011 Board of Works meeting. Nine complete bids were submitted and after review she recommended the project being awarded to Harold McComb & Son, Inc. from Fort Wayne, Indiana at a total price of \$1,832,350.00. Motion made by Mayor Wiggins approving the recommendation, seconded by Mr. Smith, carried by unanimous vote.

NEW BUSINESS –

HOUSING OPPORTUNITIES OF WARSAW/PAY REQUEST-

Libbie Tom from Housing Opportunities of Warsaw (HOW) presented a request to make draw # two (2) for 2011 from the Home of Your Own Program. Repairs were made to a home located at 1716 S. West Point Drive. She is requesting permission to withdraw \$12,901.02 from the Warsaw HOYO Revolving Loan Fund. Motion made by Mayor Wiggins to approve the draw, seconded by Mr. Thallemer, carried by unanimous vote. (Copies of information attached).

INTERNSHIP/POLICE-

Police Chief Scott Whitaker requested permission to grant Erika Ksiezopolski, a Manchester College student, the opportunity to participate in a D.A.R.E./SRO internship through the Warsaw Police Department. The internship will consist of approximately 240 hours and will take place between January 31, 2012 and May 17, 2012. Motion made by Mr. Thallemer to approve the internship, seconded by Mayor Wiggins, carried by unanimous vote. (Letter attached to minutes).

GRACE COLLEGE CREDITS/POLICE-

Chief Whitaker made another request to join other agencies in allowing Grace College students the opportunity to earn applied learning credits through the department. Grace has created new graduation guidelines starting in January of 2012 requiring students to complete twelve (12) credits of applied learning in order to graduate. One (1) credit equals forty (40) hours of service and the Police Departments participation will be limited to no more than one (1) credit per student. Motion made by Mr. Thallemer approving the request, seconded by Mayor Wiggins, carried by unanimous vote. (Letter attached to minutes).

FAST CAB/AA /TAXI CAB PERMITS –

Chief Whitaker presented applications for five (5) taxicab permits for Fast Cab and two (2) permits for AA Taxi for approval. Police Chief Scott Whitaker stated the taxis passed inspection and the Police Department was recommending approval of the permits. Motion was made by Mr. Smith to approve the permits for AA Taxi and Fast Cab as set forth within the applications, seconded by Mayor Wiggins, motion carried by unanimous vote. (Copies attached to minutes).

KEMRAD AGREEMENT –

Chief Whitaker presented a contract for 2012 with KEMRAD for \$5,000 for assisting the Police Department with traffic control and radio communications for special events in the City. Motion made by Mr. Thallemer to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

INTER-LOCAL AGREEMENT/KOSCIUSKO COUNTY/CELLULAR DATA ACCESS/POLICE –

Chief Whitaker requested approval of an agreement with Kosciusko County to provide remote CISCO data access and functionality for law enforcement vehicles at \$100 per vehicle. The fee charged by the County is to offset their maintenance cost of the system. The Warsaw Police Department will have twenty-five (25) cars equipped for access. Motion made by Mr. Smith to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

2012 AGREEMENT/ PRO AIR/FIRE & POLICE –

Chief Whitaker presented the annual service agreement between Pro Air Midwest, Inc. and both the Fire Territory and Police Department. This is for servicing equipment at both departments. Cost to the Police Department is \$1,040.00 and cost to the Fire Territory is \$2080.00. Motion made by Mr. Thallemer to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copies attached).

MULTI-TOWNSHIP TRAINING & CERTIFICATION AGREEMENT/FIRE-

Fire Territory Chief Mike Rice presented the Board with an agreement between Warsaw-Wayne Fire Territory and Multi-Township Emergency Medical Services to provide training and certification. The agreement ensures that firefighters will meet medical training requirements and certifications. The amount of the agreement/contract is \$3,000. Motion made by Mr. Smith approving the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached).

ENGAGEMENT LETTERS/WINONA PVD & WARSAW COMMONS/PLAN-

City Planner Jeremy Skinner presented two (2) Engagement Letters from H.J. Umbaugh & Associates for the Economic Development Projects and Related Bond Issuances for the Winona PVD Project and Warsaw Commons Project (Thomson-Thrift) and more specifically set out in the letters. The amount of services is not to exceed \$90,000.00 for Winona PVD and \$65,000.00 for Warsaw Commons. Motion made by Mayor Wiggins to accept the letters, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of letter attached).

PERFORMANCE BOND/IVY TECH /FIBER OPTIC–

A Performance Bond in the amount of \$50,000.00 was provided by New Horizon Drilling Solutions, Inc. City Planner Jeremy Skinner stated the Bond is needed in order to cover any damages that might occur during installation of fiber optic line for the new Ivy Tech Community College location. Motion was made by Mr. Smith to accept the Bonds, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

BYPASS BLOWER PIPING CHANGE/WWTU-

Wastewater Treatment Utility Manager Brian Davison presented a contract with W.G. Brundy Construction, LLC to change a six (6) inch bypass blower pipe to a ten (10) inch pipe. The

contract includes all fittings, accessories, valves and gauges for a price of \$12,457.00. Motion made by Mr. Smith, approving the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

HEARING OFFICER/L. CLIFFORD AGREEMENT –

An agreement between the City of Warsaw and Lawrence Clifford was presented for approval. This agreement retains the services of Mr. Clifford as an independent Hearing Officer for the City's Department of Code Enforcement. Motion made by Mr. Smith to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

KEDCO/2012 CONTRACT–

The 2012 agreement with KEDCO was presented for approval. KEDCO promotes the economic development of Kosciusko County through the retention and expansion of existing business and industry, and the attraction of new business investments that complements the improvement of the quality of life. The City has agreed to provide \$50,000.00 to KEDCO for 2012. Motion made by Mayor Wiggins, approving the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

KOSCIUSKO COUNTY PARKING CONTRACT –

Kosciusko County submitted a (4) year agreement with the City of Warsaw to facilitate the County's request for the City to monitor the two parking lots and issue parking violation citations. The lots are the former Munson car lot on the corner of Lake St. and Ft. Wayne St. and the County's lot south of the old jail on Indiana Street. The City would derive the income from the citations. Motion made by Mayor Wiggins to approve the contract with the County, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of contract attached).

ACCEPTANCE OF RIGHT-OF-WAY/PETRO FAMILY LLC-

City Planner Jeremy Skinner presented for approval an "Acceptance of Right-of-Way, Deed of Dedication," grantor being Petro Family, LLC. The tract of land is a portion of Petro Drive and Sheldon Street located in the Northwest Quarter of Section 32, Township 33 North, Range 6 East, in Plain Township with the full legal description contained in the document. Discussion followed. Motion made by Mr. Thallemer to approve the acceptance, seconded by Mayor Wiggins, carried by unanimous vote.

SCEARCE- RUDISEL ARCHITECTS/ADDITIONAL SERVICES/MAYOR-

Mayor Wiggins presented a letter from Searce-Rudisel Architects, Inc. proposing an additional fee of \$1,500.00 for additional renderings for the site of the new city hall. The renderings are used for choosing exterior materials and the final design. Motion made by Mr. Smith to approve the additional fee, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of letter attached).

2012 TAKE- HOME VEHICLES–

Human Resource Director Jennifer Whitaker provided for approval a "2012 Take-Home Vehicle List" of those employees with City vehicles. Discussion followed. Motion made by Mr. Thallemer to approve the Take-Home Vehicle Requests, seconded by Mayor Wiggins, carried by unanimous vote. (Documents attached to minutes).

NEW POSITION/JOB DESCRIPTION –

Human Resource Director Jennifer Whitaker presented for approval newly revised job descriptions for the following positions. Assistant to the Mayor (Mayor), Battalion Chief (Fire Territory), Superintendent, Recreation Director, Maintenance Director, and Administrative Assistant (Park), and Engineer, PE (Building and Plan). Motion made by Mr. Thallemer to approve the updated job descriptions, seconded by Mayor Wiggins, carried by unanimous vote. (Documentation attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker presented for approval lists of sixteen (16) payroll changes as follows: Street-1, Fire-1, Park-4, Cemetery-1, Mayor-2, Council-4, Board of Works-1, Plan Commission-1, Fire Territory Board-1, Motion made by Mr. Smith to approve the employee changes, seconded by Mayor Wiggins, carried by a vote of two (2) Ayes and one (1) Abstention by Mr. Thallemer. (List attached to minutes).

TRAVEL REQUESTS –

A list setting forth four (4) travel requests: Brian Davison and Gerry Moser – WWTU, Joe Fretz-Fire, and Jennifer Whitaker-H/R. Verbal approval was also given for the Newly Elected Official Training in Indianapolis in January of 2012 for those who wish to attend. A list of those officials attending was not available. Motion made by Mayor Wiggins to approve all travel requests, seconded by Mr. Thallemer, carried by unanimous vote. (Info. attached to minutes).

DUNN & ASSOCIATES/ADMIN. FEE SCHEDULE/HR-

Director of Human Resources Jennifer Whitaker presented the board with a document from Dunn & Associates, current administrator for the City's Employee Benefit Trust. The document shows an administrative fee for Dental, Weekly Indemnity and Broker fee per month, per covered employee. Motion made by Mayor Wiggins to accept the schedule, seconded by Mr. Smith, carried by unanimous vote. (Copies attached to minutes).

AMERICAN FIDELITY/FLEX PLAN/LIFE INSURANCE-

Mrs. Whitaker presented a Voluntary Life Insurance Employer Agreement with Texas Life Insurance Company. American Fidelity offers a flex spending plan to the City for full time employees. American Fidelity has contracted with Texas Life Insurance Company to provide voluntary life insurance coverage for those employees that are interested, by paying their premiums through payroll deduction. Motion made by Mr. Smith to accept the agreement, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

SEWAGE WORKS REVENUE BOND OF 2011 RATING/STANDARD & POOR'S-

An agreement letter from Standard & Poor's in reference to the \$4,700,000.00 City of Warsaw Sewage Works Revenue Bonds of 2011 was presented. The agreement is a request for a rating from Standard & Poor's for issuance of the above mentioned obligation. Mr. Smith made a motion to affirm the agreement, seconded by Mayor Wiggins, motion carried by unanimous vote. (Copy attached).

VALENTINE LAW OFFICE AGREEMENT/CITY ATTORNEY –

An agreement for legal services with Attorney Michael Valentine of Valentine Law Office was presented for approval. The annual contract amount is \$18,000 payable in monthly installments of \$1,500. Some work will be at the hourly rate set at \$165, more specifically set forth within the agreement. Motion was made by Mayor Wiggins to approve 2012 Valentine Legal Service Contract effective from January 1, 2012 to December 31, 2012, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached to minutes).

SPECIAL CLAIMS –

Clerk's office submitted a listing of special claims totaling \$223,143.11. Motion was made by Mayor Wiggins to approve the claims for payment, seconded by Mr. Smith, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim docket was presented for approval.

Regular Docket - \$3,436,364.21

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

COMMENTS-

WWTU AWARDS-

WWTU Manager Brian Davison provided information to the Board that during the Annual Wastewater conference both plants received Plant Safety Awards and the Laboratory received the Lab of Excellence Award. He also recently received news that the WWTU Assistant Manager, Larry Hyden, received Operator of the Year from the Northern Indiana Operators Association.

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