

BOARD OF PUBLIC WORKS & SAFETY
OCTOBER 03, 2014
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, October 3, 2014 at 10:30 A.M. in the Council Chambers at City Hall. Mayor Joseph M. Thallemer presided and the following persons were noted as present or absent:

PRESENT: Board members Charles Smith, Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, Superintendent of Public Works Jeff Beeler, WWTU Manager Brian Davison, City Planner Jeremy Skinner, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Fire Territory Chief Mike Brubaker, Park Superintendent Larry Plummer, Airport Manager Nick King, Storm water Coordinator Theresa Sailor, Cemetery Sexton Hal Heagy, First Friday Coordinator Paula Bowman, Jerry Frush, John Faulkner, reporter from SP On-Line, and Times-Union reporter Jennifer Peryam

ABSENT: None

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

MINUTES-

The minutes from the September 19, 2014 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Board member Grose, motion carried by unanimous vote.

NEW BUSINESS-

STREET CLOSURE FOR "SPOOKTACULAR"-

First Friday Coordinator Paula Bowman requested the City approve the closure of the 100 blocks of East and West Center Street and the 100 blocks of North and South Buffalo Street during the "Halloween Spooktacular" event scheduled for Friday, October 24, 2014. Motion made by Mr. Smith to approve the street closures, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

STREET CLOSURE/PARK RIDGE NEIGHBORHOOD BASH-

Aaron Gaff, president of the Park Ridge Community Association requested that the southern portion of Laurelwood Drive in Park Ridge subdivision be closed on October 18th for a neighborhood event. A rain date of October 25th is being requested as well. Mr. Gaff asked that the road be closed from 4:00 p.m. to 9:00 p.m. Motion made by Mr. Grose to approve the street closure, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

AIR HANDLER/AC UNIT/CENTER LAKE PAVILION/PARK-

Park Superintendent Larry Plummer requested approval of a quote from Collier's Heating & Air Conditioning for \$5,547.00 to replace the AC unit and air handler at the Center Lake Pavilion. He received a quote from Core Mechanical Services for \$7,931.00 as well. Motion made by Mr. Smith to approve the quote from Collier's for \$5,547.00, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

NYE YOUTH CABIN/KITCHEN & BATH RENOVATION-

Mr. Plummer received quotes for renovations of the kitchen and bathrooms inside the Nye Youth Cabin. Quotes were received from Clearwater Carpentry Unlimited for \$21,200.00, D-T Construction for \$25,274.00, and D-C Construction for \$33,207.00. All quotes were based on a print remodel, with alternative bid for floor and window upgrades. Motion made by Mr. Grose to approve the bid from Clearwater Carpentry for \$21,200.00, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

CHANGE ORDER/CITY HALL DOOR REPLACEMENT/BUILDING & PLAN-

City Planner Jeremy Skinner requested approval of a change order for the replacement and upgrades of the Buffalo Street doors at City Hall. The change order increases the contract by

\$2,344.00. Motion made by Mr. Smith to approve the change order, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

SCBA CASCADE SYSTEM/FIRE TERRITORY-

Fire Chief Mike Brubaker requested permission to purchase a SCBA Cascade Breathing Air System from Pro-Air/Koorsen Fire & Security. The current fill station has broken and won't fill the firefighters' bottles correctly. The quote from Pro-Air was \$37,500.00. He also received quotes from Breathing Air Systems for \$38,800.00 and SCBAS, Inc. for \$41,120.00. Motion made by Mr. Smith to approve the Pro-Air Bid of \$37,500.00, seconded by Mr. Grose, carried by unanimous vote.

DENTAL & SHORT TERM DISABILITY REVISIONS/HUMAN RESOURCES-

HR Director Jennifer Whitaker requested approval of updates and changes in the City's self-funded Dental and Short Term Disability Policies. Both plan revisions address full-time hour's definition, age requirements, plan year, address change, and open enrollment. Other changes address dental cleanings, when STD payments start, and wage pay-out. Concerns were raised regarding changes in the STD proposal, and after discussion Mr. Smith made a motion to approve the revisions and updates, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

EAP PROGRAM/BOWEN CENTER/HR-

Ms. Whitaker presented an agreement with the Otis R. Bowen Center which outlines an Employee Assistance Program for all full-time City employees and family members. The program also includes elected officials. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

457/ONE AMERICA PLAN REINSTATEMENT REQUEST/HR-

Ms. Whitaker presented information on a 457-Plan provided through OneAmerica (AUL). Full-time employees can make voluntary contributions to the Plan for retirement. The reinstatement document allows the City to force separated participants out of the Plan who carry a balance of \$5,000.00 or less. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

NEW HIRES/CHANGE IN PAYROLL REPORT-

Human Resource Director Jennifer Whitaker provided for approval five (5) changes in payroll requests: Police- four (4), and Building and Plan- one (1). Motion made by Mr. Smith to approve the payroll report, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

TRAVEL REQUESTS-

A list setting forth four (4) travel requests: Airport-1; Street-1; and Police -2 was submitted for approval. Motion made by Mr. Smith to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

SPECIAL CLAIMS-

Clerk's Office submitted a list of special claims for approval of payment totaling \$1,278.00. Motion made by Mr. Smith to approve the claims for payment, seconded by Mr. Grose, motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$330,574.48

EOM Docket - \$2,724,955.80

Fire & Police Pension Docket - \$51,583.23

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

OTHER MATTERS-

PARTIAL STREET CLOSING-

Wastewater Treatment Superintendent advised the Board that starting on Sunday October 6th until approximately October 19th his department will be cleaning and inspecting sewage and storm lines along N. Detroit Street (SR 15) from Winona Ave. to the underpass at US 30. For employee safety the road will be partially closed while the work is performed. The work will

also take place between 9:00 p.m. and 5:00 a.m. to avoid traffic.

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