

BOARD OF PUBLIC WORKS & SAFETY  
DECEMBER 19, 2014  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 19, 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 Michael Valentine, WWTU Manager Brian Davison, Fire Territory Chief Mike Brubaker, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Airport Manager Nick King, HR Director Jennifer Whitaker, Police Chief Scott Whitaker, Deputy Police Chief Bryan Sherwin, Police Lieutenant Kip Shuter, Street Department Superintendent Jeff Beeler, Police Officer Phillip Hawks family, friends, and co-workers, Jerry Frush, Ink Free News reporter Deb Patterson, 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 December 5, 2014 Regular Session were presented for approval. Mr. Smith made a motion to accept the minutes as presented, seconded by Mr. Grose, motion carried by unanimous vote.

**VISITORS-**

**POLICE OFFICER SWORN-IN/WPD-**

Police Chief Scott Whitaker introduced Police Officer Phillip Hawks. Mayor Thallemer administered his Oath of Office as a Police Officer for the City. Officer Hawks will be elevated from a probationary patrol officer to patrol officer. (Copy of Oath and Police Department Review Board letter of recommendation attached to minutes).

**NEW BUSINESS-**

**FAST CAB/TAXI CAB PERMITS-**

Deputy Police Chief Bryan Sherwin presented an application for seven (7) taxicab permits for Fast Cab for approval. Deputy Chief Sherwin 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 Fast Cab as set forth within the applications, seconded by Mr. Grose, motion carried by unanimous vote. (Copies attached to minutes).

**AMERICAN TRANSPORTATION ONTIME, INC. /TAXI CAB PERMITS-**

Deputy Chief Sherwin presented an application for two (2) taxicab permits for American Transportation OnTime, Inc. for approval. He 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 American Transportation OnTime as set forth within the applications, seconded by Mr. Grose, motion carried by unanimous vote. (Copies attached to minutes).

**MUNICIPAL TRADE PROGRAM/BOBCAT OF WARSAW/WWTU-**

Waste Water Utility Manager Brian Davison presented a quote from Bobcat of Warsaw. The quote is for the "Annual Bobcat Exchange" and a current 2013 S130 model will be traded for a S450T4 Skid-Steer Loader for \$7,671.20. The cost is higher this year due to a model changeover but the trade-in amount will return to \$1,000.00 next year. Motion made by Mr. Grose for approval, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

**VEHICLE PURCHASE/WWTU**

Mr. Davison requested that the Board grant the Clerk-Treasurer permission to issue a check of \$24,586.00 to Warsaw Chrysler for a 2015 Ram 2500 Truck upon delivery. The Board approved the purchase of the truck on October 20<sup>th</sup>, 2014. The delivery is expected around December 24<sup>th</sup> and receiving approval to issue the payment will help with sending and receiving the title work to and from the State in a timely manner, avoiding any late fees. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**MEMORANDUM OF UNDERSTANDING (MOU)/KOSCIUSKO LAKES AND STREAMS (KLAS)/GRACE COLLEGE/S TORMWATER UTILITY :**

Stormwater Coordinator Theresa Sailor presented a MOU with KLAS and Grace College for educational classes in local schools. KLAS student interns from Grace College will perform field work and screening and KLAS will conduct educational programs in select classrooms including aquariums, supply of native plants and fish, library of water-related books, and in-class preparation. Stormwater Utility will pay KLAS \$6,300.00 for the professional services. Motion made by Mr. Smith to accept the MOU, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**ROLL-OFF TRAILER AND CONTAINERS PURCHASE/WWTU-**

Mr. Davison requested permission to purchase a roll-off trailer and two (2) containers for transporting waste from the Vactor, Vac-Com, and a Street Sweeper. He received quotes from Ruble Truck Sales for \$49,107.00 and a 25 yard dewatering container for \$12,995.00 and from Benlee for \$45,975.00. He is recommending the quote from Ruble Truck Sales because of a larger container size plus other features. The Street Department is contributing \$15,000.00 toward the purchase since their trailer is unsafe and they need to haul snow and sweepings as well. The price for a container for the Street Department debris could be as much as \$8,000.00, but no quote had been received by the time this item was walked-in and it was not listed on the agenda. Motion made by Mr. Grose approving the purchase, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**WILDMAN BUSINESS GROUP RENTAL SERVICE AGREEMENT/ PARK-**

Park Superintendent Larry Plummer presented a two (2)- year service agreement with Wildman Business Group. The service is for weekly or bi-weekly delivery of mats and uniforms for the Park Department with specifications and fees more specifically set forth within the agreement. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

**CHANGE ORDER #1/ SOIL WORK/STATION 3/FIRE-**

Fire Chief Mike Brubaker and Engineer James Emans presented change order #1 for the soil work at the proposed Station 3 location. The change order reduces the original contract price by \$16,045.75 due to a final quantities adjustment. Motion made by Mr. Smith approving the change order, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**PAY APPLICATION # 1/SOIL WORK PROJECT /WWFT-**

Chief Brubaker presented a payment request of \$268,439.33 to G&G Hauling & Excavating, for Pay Application #1 for soil work at the Station 3 location. The payment request does not include \$4,087.92 for retainage due to unknown grass work that may need to be finished in the spring. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**GARAGE HEATERS/ QUINE FREEMAN/ POLICE-**

Chief of Police Scott Whitaker made a request for the purchase/installation of two (2) ADP gas unit heaters in the three bay Police garage. The current heating system is in need of replacement. He presented a quote from Quine Freeman to install the units for \$4,745.00. Motion made by Mr. Grose to approve the purchase/installation for \$4,745.00, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

**TRAFFIC REGULATION/CANTERBURY APARTMENTS/POLICE-**

Police Lieutenant Kip Shuter presented a contract with Herman & Kittle, DBA Canterbury House Apartments to regulate traffic on their property such as handicapped parking, speeding, and disregarding stop signs. The owners have entered into contracts with police departments at other locations they own and would like to do the same in Warsaw. Motion made by Mr. Grose, approving the contract, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

**JACK HAMMER ATTACHMENT PURCHASE/STREET**

Street Superintendent Jeff Beeler requested permission to purchase a new jack hammer attachment that will fit a Bobcat. The current jack hammer is no longer working. He received a quote from Bobcat of Warsaw for \$9,484.83. Motion made by Mr. Grose to approve the purchase, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

**TURNER VALENTINE LAW OFFICE AGREEMENT/LEGAL SERVICES-**

An agreement for legal services with Turner Valentine, LLP was presented for approval. The annual contract amount is \$42,000.00 payable in monthly installments of \$3,500.00. Some work will be at the hourly rate set at \$155.00, more specifically set forth within the agreement. Motion was made by Mr. Smith to approve the contract effective January 1, 2015 thru December 31, 2015, seconded by Mr. Grose, carried by unanimous vote. (Copy attached to minutes).

**TRAVEL REQUESTS-**

A list setting forth three (3) travel requests: Police-3, was presented for approval. Motion made by Mr. Smith to approve the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**2015 WAGE INCREASES /CELL PHONE REIMBURSEMENT/HR -**

A list setting forth wage increases for all departments and boards was presented for approval that will be effective with the January 9, 2015 payroll. Another list was attached showing employees who receive cell phone reimbursements and the amount that will also take effect for the same payroll. A walk-in list was provided with several corrections too. Motion made by Mr. Grose, to approve the wage list and corrections, seconded by Mr. Smith, carried by unanimous vote. Motion was then made by Mr. Grose to approve the cell-phone list and corrections, seconded by Smith, carried by unanimous vote. (Copy attached).

**NEW HIRE CHANGE IN PAYROLL REPORT/HR-**

A letter on Police Department letterhead was provided elevating Phillip M. Hawks from a Probationary Officer to Patrol Officer. His new wage was listed on the previous item of business. Motion made by Mr. Grose to approve the "letter", seconded by Mr. Smith, carried by unanimous vote. HR Director Jennifer Whitaker also asked for approval for Gail Bryan to act as recording secretary for the Park Board in the absence of Sheila Wieringa. Motion made by Mayor Thallemer to approve the request, seconded by Mr. Smith, carried by unanimous vote. (Copy of letter attached).

**SPECIAL CLAIMS-**

Clerk's office submitted a listing of special claims totaling \$183,587.90 Motion made by Mr. Grose 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 - \$3,524,791.41

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

**OTHER MATTERS-**

**ADDITIONAL WAGE APPROVAL-**

Mrs. Whitaker and Park Superintendent Larry Plummer requested that the Board approve adding Gail Bryan's name to the previously approved 2015 Wage summary. No title, full/part-time status, or wage for 2015 was mentioned. Motion made by Mr. Grose to approve the addition, seconded by Mr. Smith, carried by unanimous vote.

**AIRPORT SHOP BUILDING INSULATION -**

Airport Manager Nick King gave a verbal quote from Niftone of \$14,500.00 to insulate the shop building at the airport. He has a written quote from Nicorp for \$8,610.42 that wasn't presented. He would like permission from the Board to use Nicorp. Motion made by Mr. Smith to approve the request, seconded by Mr. Grose, carried by unanimous vote.

**MEETING SCHEDULED-**

Mayor Thallemer advised that a Special Board of Works meeting will take place on December 29<sup>th</sup>, 2014 to award bids. The January 2<sup>nd</sup> 2015 meeting has been rescheduled to January 5, 2015.

**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

