

BOARD OF PUBLIC WORKS & SAFETY  
FEBRUARY 6, 2015  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 6, 2015 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, WWTU Manager Brian Davison, WWTU Payment Office Manager Mary Lou Plummer, City Planner Jeremy Skinner, Park Superintendent Larry Plummer Jr., Fire Chief Michael Brubaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, City Engineer James Emans, Stormwater Coordinator Theresa Sailor, Cemetery Sexton Hal Heagy, H/R Director Jennifer Whitaker, Jerry Frush, John Faulkner, reporter from InkFree News, and Jennifer Peryam, reporter from the Times-Union.

**ABSENT:** None noted.

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

**MINUTES-**

The minutes from the January 16, 2015 Regular Session were presented for approval. Motion was made by Mr. Smith to approve the minutes, seconded by Mr. Grose, carried by unanimous vote.

**UNFINISHED BUSINESS-**

**BID AWARD/THREE-WHEELED MECHANICAL VEHICLE/STORMWATER-**

Bids were received and opened for a three-wheeled mechanical vehicle (Street Sweeper), during the January 16, 2015 session. After review from the City Engineer, Stormwater Utility Coordinator Theresa Sailor and Street Department Superintendent are recommending that the bid be awarded to Brown Equipment for \$185,585.00. The bid also includes trade-ins of two other sweepers for an \$18,000.00 credit and an add-on of a "comfort-glide" rear suspension for a final price of \$172,575.00. Motion made by Mr. Grose to approve the quote from Brown Equipment, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

**NEW BUSINESS-**

**ROAD CLOSURE REQUEST/HERO RUN 5K-**

Police Lieutenant Kip Shuter requested that the 100 Block of North Buffalo Street be closed on April 25, 2015 from 7:30 am until 9:30 am, for the Hero Run 5k. Motion made by Mr. Smith to approve the closure, seconded by Mr. Grose, carried by unanimous vote. (Map and flyer attached to minutes).

**LAKE STREET PROPERTY BID/B&P-**

During the December 15, 2014 Council session, City Planner Jeremy Skinner received permission to take bids and dispose of property owned by the city and located in the 300 block of South Lake Street (Lot 283 Hood & Britton Addition, a/k/a City of Warsaw). Bids were accepted until 4:00 February 3, 2015, and the only bid came from First Source Bank for \$75,000.00. Mr. Skinner is now seeking approval of the bid. Motion made by Mr. Grose to accept the bid from First Source Bank for \$75,000.00, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

**LED LAMPS/PARK-**

Park Superintendent Larry Plummer Jr. requested the acceptance of quotes for ninety-nine (99) LED lamps and one hundred (100) socket adaptors for Central Park, Municipal Park, Bixler Park, and Pike Lake. Currently, high pressure sodium lamps are used in the parks and they are being phased out. The LED lamps are more efficient, resulting in lower utility costs. He received quotes from Babsco Supply, Inc. for \$13,678.90, Kendall Electric for \$13,281.31, and Wabash Electric for \$13,271.32. Motion made by Mr. Smith to accept the quote from Wabash Electric for \$13,271.32, seconded by Mr. Grose,

carried by unanimous vote. (Information attached).

**PARK CONTRACTS-**

Mr. Plummer requested approval of the following activity contracts:

1. High Life Band- Central Park Concert Series - \$600.00
2. Bel Airs Bank – Central Park Concert Series - \$750.00
3. Rebecca Anglin –Various Zumba Sessions- \$720.00 total

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

**PARK GRANT APPLICATION-**

Motion made by Mr. Grose to table this matter, seconded by Mr. Smith, carried by unanimous vote.

**LATE FEE REIMBURSEMENT/BIRCH REALTY GROUP/WWTU PAYMENT OFFICE**

Wastewater Payment Office manager Mary Lou Plummer presented a request from Birch Realty Group, Inc. for a credit to their account from a late fee they paid in December of 2014. Birch is the account manager for Green Acres Mobile Home Park. The payment was due on December 10<sup>th</sup> but paid on December 15<sup>th</sup>. They are asking for a reimbursement of \$746.54. Motion made by Mr. Smith to deny the request, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**H.J. UмбаUGH & ASSOCIATES/ACCOUNTING SERVICES AGREEMENT/WWTU-**

An agreement with H.J. Umbaugh & Associates to provide financial management services for the Waste- water and Stormwater Utilities was presented for approval. Umbaugh will provide bi-annual reports for both Utilities. The cost for 2015 will be \$12,300.00 for Wastewater and \$11,800.00 from Stormwater. For reports issued thereafter, the annual fee will be adjusted by an amount not to exceed 3%. Motion made by Mr. Grose approving the agreement, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

**WASTEWATER SOLUTIONS, INC./PROCESS AND CONTROL TRAINING/WWTU-**

Utility Manager Brian Davison provided an agreement with Wastewater Solutions, Inc. for wastewater process control training and optimization services. The agreement will provide four (4) half-day professional development training sessions for the staff at the WWTU costing \$14,960.00. Motion made by Mr. Smith approving the training, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**AGREEMENT/TECHNOLOGY PARK PHASE II LIFT STATION/WESSLER ENGINEERING/WWTU-**

Mr. Davison requested approval of an agreement with Wessler Engineering for the Technology Park Phase II Lift Station. The project will consist of a lift station service area feasibility study and design of the lift station, all at a cost of \$42,000.00. Mr. Skinner advised the Board that the funds to pay for the project will come from Redevelopment Northern TIF. Motion made by Mr. Smith to approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached).

**REQUEST TO PURCHASE NEW VEHICLES/POLICE-**

Police Chief Scott Whitaker requested to seek quotes to purchase three (3) new police vehicles. He would like to purchase two (2) Chevrolet Tahoes and one (1) Chevrolet Caprice PPV Patrol Unit. Motion made by Mr. Grose to accept the request, seconded by Mr. Smith, carried by unanimous vote. (Information attached).

**COMMUNITY HIGHLIGHT VIDEOS/CGI COMMUNICATIONS/MAYOR-**

Mayor Thallemer presented an agreement with CGI Communications to create videos that will be embedded onto the City's website home page as a video tour. The videos encourage viewers to learn more about our City and will be at no cost to the City. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

**CANON COPIER/SANDS OFFICE EQUIPMENT/WWTU-**

Mayor Thallemer requested permission to purchase a Canon Image Runner Advance C2225 Copier/Printer/Scanner/Fax machine from Sands Office Equipment which will be shared between the Mayor's office and Human Resources. The cost of the machine is \$6,230.50. He is also requesting approval of an annual maintenance agreement for the machine at \$500.00. Motion made by Mr. Grose approving the purchase and maintenance agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract Worksheet attached).

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

A list of two (2) new hire/changes in payroll report was presented: Police- 1; HR/WWTU-1. Motion made by Mr. Smith to approve the report, seconded by Mr. Grose, carried by unanimous vote. (List attached).

**TRAVEL REQUESTS –**

A list setting forth a total of sixteen (16) travel requests was presented. Motion made by Mr. Smith approving the travel requests, seconded by Mr. Grose, and carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS-**

The following claim dockets were presented for approval.

EOM Docket – \$837,164.12

Regular Docket - \$771,528.65

Pension Docket – \$40,090.99

Motion made by Mr. Grose to approve the claims for payment, seconded by Mr. Smith , 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**