

BOARD OF PUBLIC WORKS & SAFETY

July 18, 2014

10:30 A.M.

REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, July 18, 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 Mayor Joe Thallemer and Jeff Grose. Also present, Attorney Adam Turner, Payroll Clerk Connie Dawson, City Planner Jeremy Skinner, Park Superintendent Larry Plummer, Police Chief Scott Whitaker, Deputy Police Chief Bryan Sherwin, Police Lieutenant Kip Shuter, HR Director Jennifer Whitaker, WWTU Manager Brian Davison, Stormwater Coordinator Theresa Sailor, Stacey Page from Stacey Page On-Line, and Warsaw Times-Union reporter Jennifer Peryam

**ABSENT:** Board member Charles Smith, Clerk-Treasurer Lynne Christiansen

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

**MINUTES-**

The minutes from the July 3, 2014 Regular Session were presented for approval. Mr. Grose made a motion to accept the minutes as presented, seconded by Mayor Thallemer, motion carried by unanimous vote.

**VISITORS-**

Dewayne Busz and Kenneth Anglin

**REPORTS/ORAL & WRITTEN COMMUNICATION-**

Police Chief Scott Whitaker presented a Letter of Resignation from Patrol Officer Michael D. Cox. He will be retiring on August 2, 2014, after 28 years of service. Mayor Thallemer stated he received a phone call from the Animal Welfare League concerning a replacement for Officer Cox. Chief Whitaker stated the approval for his replacement would be presented to the board later in the meeting. (Information attached to minutes).

**NEW BUSINESS-**

**HOUSING OPPORTUNITIES OF WARSAW/DRAW REQUEST #2-**

Housing Opportunities of Warsaw (HOW) presented a request to make Draw #2 for 2014 from the Home of Your Own Program. Repairs were made to an owner occupied home located at 102 E. Tyner Street. HOW is requesting permission to withdraw \$11,560.00 from the Warsaw HOYO Revolving Loan Fund. Motion made by Mr. Grose to approve the draw, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached).

**YELLOW CAB OF WARSAW/TAXI CAB PERMITS-**

Chief Whitaker presented applications for two (2) taxicab permits from Yellow Cab of Warsaw for approval. Deputy Police Chief Bryan Sherwin stated the taxies passed inspection and the Police Department was recommending approval of the permits. Motion was made by Mr. Grose to approve the permits for Yellow Cab of Warsaw as set forth within the applications, seconded by Mayor Thallemer, motion carried by unanimous vote. (Copies attached to minutes).

**FENCING FOR EVIDENCE CAGE/POLICE-**

Chief Whitaker received quotes for fencing in the evidence cage on the north side of the police garage. The installation is necessary for better security of evidence collected by the Police Department. Quotes were received from Custom Fencing, Inc. of Warsaw for \$3,650.00; Accent Fence Co. Inc, of Syracuse, IN for \$4,100.00; and from Eaton Fencing of Rochester, IN for \$3,875.80. Motion made by Mr. Grose to accept the quote from Custom Fencing, Inc. for \$3,650.00, seconded by Mayor Thallemer, carried by unanimous vote. (Information attached to minutes).

**ANIMAL CONTROL VEHICLE/POLICE-**

Chief Whitaker requested permission to solicit quotes to replace the current animal control vehicle. He told the Board that his 2014 budget supports the purchase of a new vehicle. He stated the current vehicle will not be traded in as it will be utilized within the Police Department. Motion made by Mr. Grose supporting the request, seconded by Mayor Thallemer, carried by unanimous vote. (Letter attached to minutes).

**INDIANA ARTS COMMISSION GRANT AWARD/PARK-**

Park Superintendent Larry Plummer Jr. announced to the Board that the Park received notification from the Indiana Arts Commission that the City was awarded \$3,414.00 for the 2014-2015 grant cycle. The funds will be used to support the Central Park Concert Series. This is a matching grant and appropriate funds have been budgeted to meet the requirement. Mr. Grose made a motion to accept the grant, seconded by Mayor Thallemer, carried by unanimous vote. (Documentation attached).

**UNDERBILLINGS/WWTU-**

A letter concerning property at 628 S. Lake St., owned by Dewayne Busz, was presented. Mr. Busz purchased the property in 2005, and it has never been billed for wastewater. The amount owed, going back 72 months, would be \$2,347.20. No penalties or interest have been added. Mr. Busz stated he applied for a demolition permit approximately 6 years ago. The building has since been partially torn down and there are no fixtures or plumbing. Motion made by Mr. Grose to **table** the action of waiving the past charges, pending the production of the permit from City Planner Jeremy Skinner, seconded by Mayor Thallemer, carried unanimous vote. (Copy of letter attached).

Kenneth Anglin has two apartments that were added to the home at 760 W. Eagle at an unknown time. When they were added there was some concern how to handle the septic system being used and the sewer line that was available. Mr. Anglin's late wife had handled the matter in the past and he is unsure of any conversations that took place between the City and the Anglins. Wastewater from the entire house goes into a septic tank that is emptied once a year, then pumped into the sewer line. The amount of the underbilling is \$4,694.40 (72 months @\$32.60 per unit). No penalties or interest have been added. Building and Plan has no records of plans for the addition to the home. Mayor Thallemer suggested reducing the amount to \$4,000.00 to be paid over 12 months. Motion made by Mr. Grose to accept the reduced amount and to charge the regular residential rate per apartment, per month, going forward, seconded by Mayor Thallemer, carried by unanimous vote. (Copy of letter attached).

**LINKO DATA SYSTEMS MAINTENANCE CONTRACT/WWTU-**

WWTU Manager Brian Davison presented a one-year agreement (08/01/2014 thru 07/31/2015) with Linko Data Systems, Inc. for software support and maintenance plan (pre-treatment) at a fee of \$1,490.00. Motion made by Mr. Grose to approve the agreement, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached).

**STORMWATER UTILITY BUDGET GUIDELINE FOR 2014-**

Stormwater Coordinator Theresa Sailor presented the Stormwater Utility Budget Guideline for the rest of 2014. This guideline for stormwater appropriations will be the setup for 2014 spending. Mr. Grose made a motion to approve the guidelines, seconded by Mayor Thallemer, carried by unanimous vote. (Copy attached to minutes).

**PAY APPLICATION #1/CITY HALL DOORS REPLACEMENT PROJECT-**

A payment of \$21,500.00 to D-T Construction for Pay Application #1 for the City Hall door replacement project was requested for approval. City Planner Jeremy Skinner stated the project has been delayed due to the fact the wrong hardware was sent, but would resume as soon as the new hardware was available. Motion made by Mayor Thallemer to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

**NEW HIRES/REHIRES/REPORT-**

A new hire/change in payroll report was provided for approval: Police- 1; Park- 2; Mayor- 1; Airport- 1; WWTU- 1 and more specifically set forth on the list attached to minutes. The list also includes cell phone allowances for selected employees. Motion made by Mr. Grose to approve the new hires/changes in payroll, seconded by Mayor Thallemer and carried by unanimous vote. (List attached to minutes).

Mayor Thallemer also announced the retirement of his assistant, Michelle Bormet, and recognized her for her years of service and all of the projects she has been a part of.

**TRAVEL REQUESTS-**

A list setting forth four (4) travel requests: Police- Jeff Ticknor; Street- Jeff Beeler and Roger Long; WWTU- Theresa Sailor, was submitted for approval. Motion made by Mayor Thallemer approving the travel requests, seconded by Mr. Grose, carried by unanimous vote. (Info. attached to minutes).

**SPECIAL CLAIMS-**

None submitted.

**CLAIM DOCKETS-**

The following claim docket was presented for approval.

Regular Docket - \$2,368,478.74

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

Police Chief Scott Whitaker announced Michael Cox's replacement would be Sam Weaver.

**ADJOURN-**

There being no further business to come before the Board by a motion duly made and seconded, the meeting was adjourned.

**ATTEST:**

**Connie Dawson for  
Lynne Christiansen, Clerk-Treasurer**