

BOARD OF PUBLIC WORKS & SAFETY  
OCTOBER 02, 2015  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, October 2, 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, Superintendent of Public Works Jeff Beeler, WWTU Manager Brian Davison, City Planner Jeremy Skinner, Assistant City Planner Tim Dombrosky, H/R Director Jennifer Whitaker, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Fire Territory Chief Mike Wilson, Airport Manager Nick King, Cemetery Sexton Hal Heagy, City Engineer James Emans, Downtown Event Coordinator Paula Bowman, Patrick Loeb, Michelle Ledrew, Jerry Frush, InkFree 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 September 18, 2015 Regular Session were presented for approval. Mayor Thallemer requested that under "Unfinished Business", Recycling Bid Award, the first line be changed to: *The Citizens Curbside Waste Committee will meet sometime next week to discuss waste and recycling pick-up.* Board member Grose made a motion to accept the minutes as presented and amended, seconded by Board member Smith, motion carried by unanimous vote.

**UNFINISHED BUSINESS-**

**AWARD BID FOR 2016-2018 RECYCLE CONTRACT-**

Bids were opened during the September 4<sup>th</sup> meeting for curbside recycling. After reviewing the bids and meeting with the Citizens Curbside Waste Committee, it is Street Superintendent Jeff Beeler's recommendation that the bid be awarded to Borden Waste-Away Service, Inc. at an annual amount of \$108,672.00. Motion made by Mr. Smith to approve the bid with Borden, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**NEW BUSINESS-**

**STREET CLOSURE/NEIGHBORHOOD BLOCK PARTY-**

Patrick Loeb requested that the north half of the 200 block of N. Maple Avenue be closed from 5 p.m. to 9p.m. on Friday October 2, 2015 for a neighborhood block party. Motion made by Mr. Smith to approve the closure, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**STREET CLOSURE/GLAM STREET FASHION SHOW-**

Michelle Ledrew from Glam Boutique requested that the north half of the 200 block of South Buffalo Street be closed from 3:00 p.m. to 10:00 p.m. on Saturday, October 24, 2015. The street will be lined with chairs to create a "fashion runway" with small food tables and tents in celebration of Glam's one year anniversary. Motion made by Mr. Smith to approve the closure, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

**STREET CLOSURES/BACHELOR TV SHOW FILMING SUMMARY-**

Police Lieutenant Kip Shuter made a request on behalf of NZK Productions, Inc. of Los Angeles, CA that several streets in the downtown area be closed on various dates for filming of "The Bachelor", a reality television show airing on ABC in January of 2016. Maps describing the closures are attached to the minutes. Motion made by Mr. Smith to approve the closures, seconded by Mr. Grose, carried by unanimous vote. (Information attached to minutes).

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

Airport Manager Nick King presented a seventeen (17) month service agreement with Wildman Business Group. The service is for weekly or bi-weekly delivery of mats and uniforms to the Airport with specifications and fees more specifically set forth within the agreement. Motion made by Mr. Smith to

approve the agreement, seconded by Mr. Grose, carried by unanimous vote. (Contract worksheet attached to minutes).

**AMENDMENT #2/WESSLER ENGINEERING EXISTING AGREEMENT/WWTU-**

Wastewater Treatment Utility Manager Brian Davison requested approval of Amendment #2 to the Wessler Engineering Agreement dated December 20, 2013. The amendment adds Article I.C-WWTP Design Phase and also adds Geotechnical Services and Permitting Assistance to Article B. at a total price increase of \$533,000.00. Motion made by Mr. Grose to approve the amendment, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

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

Mr. Davison presented a quote from Bobcat of Warsaw. The quote is for the "Annual Bobcat Exchange" trade-in of a S450 (no bucket) for a S450T4 Skid-Steer Loader for \$1,000.00. Motion made by Mr. Grose approving the trade-in/exchange, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

**EAP PROGRAM/BOWEN CENTER/HR-**

Human Resource Director Jennifer Whitaker presented a continuing agreement with the Otis R. Bowen Center which outlines an Employee Assistance Program for all full-time City employees and family members at an annual cost of \$4,212.00. Motion made by Mr. Grose to accept the agreement, seconded by Mr. Smith, carried by unanimous vote. (Information attached to minutes).

**AMERICAN ELEVATOR, INC./ANNUAL MAINTENANCE AGREEMENT-**

Mrs. Whitaker walked-in an agreement with American Elevator, Inc. for monthly maintenance to the elevator located in City Hall. Cost of the agreement will be \$2,100.00. Motion made by Mr. Grose approving the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached to minutes).

**TRAVEL REQUESTS-**

A list setting forth two (2) travel requests: Police -1; WWTU-1, 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).

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

Human Resource Director Jennifer Whitaker provided for approval two (2) changes in payroll requests: Street-1; Park-1. Motion made by Mr. Smith to approve the payroll report, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

**H.J. UмбаUGH & ASSOCIATES/CASH ADVISORY SERVICES/INVESTMENTS –**

After a brief discussion Mr. Grose made a motion to table this matter, seconded by Mr. Smith, carried by unanimous vote.

**CLAIM DOCKETS-**

The following claim dockets were presented for approval:

Regular Docket - \$318,446.62

EOM Docket - \$798,812.25

Fire & Police Pension Docket - \$40,090.99

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

**OTHER MATTERS-**

-Mr. Davison advised the Board that the "smoke testing" for the I&I study will begin on Monday; various areas of the City will be tested.

-Mr. Grose announced that the Deer Reduction effort started October 1, 2015.

-Assistant City Planner Tim Dombrosky told the Board that the Disc Golf Course at Lucerne Park was completed and ready for use.

**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**