

BOARD OF PUBLIC WORKS AND SAFETY  
<https://attendee.gotowebinar.com/register/6941320666991140621>  
VIA VIDEO WEBINAR/COUNCIL CHAMBERS-CITY HALL  
MAY 12, 2020-8:30 A.M.

Roll call was answered by Mayor SuzAnne Handshoe and Chairman Jim Dazey and Board Member Don Gura.

Others present were: Scott Derby, Mark Schultz, Jeremy McKinley, Lance Waters, Scott Mosley, Katie Ritchie, Jim Pankop, Steve Garbacz, Amy Arnold, Matt Maday and Cindy Marple.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Minutes

The minutes of the April 28, 2020 Board of Public Works and Safety meeting were presented for approval. Board Member Don Gura made a motion to approve the minutes with a second by Mayor SuzAnne Handshoe. The motion passed 2 ayes-0 nays.

Petitions or Comments

No petitions or comments were heard.

Clerk Treasurer

Wage adjustment request/ McKinley

Clerk Treasurer Katie Ritchie requested the first wage adjustment for Utility Clerk Emily McKinley. Emily has completed her 90 day probationary period. This adjustment will take Emily from \$16.00/hr to \$16.92 hr and will be retro to May 4, 2020. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Engineering

Purchase of landscape trees for use of Streetscape Project

Engineering Administrator Scott Derby requested the purchase of 19 trees for the Downtown Streetscape Project in the amount of \$2,872.00. The funding for the trees will come from the BOW account. Board Member Don Gura made a motion to approve with a second by Mayor SuzAnne Handshoe. The motion passed 2 ayes-0 nays.

Drake Rd. Reconstruction Project- Section 2/ Consultant Selection Committee

Chairman Jim Dazey made a motion to appoint Board Member Don Gura to the Drake Rd Section 2 Committee with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays

Authorization to issue RFQ trash hauling

Engineering Administrator Scott Derby requested authorization to issue RFQ for trash hauling. Bids would be opened at the June 9<sup>th</sup> Board of Works meeting. Mayor SuzAnne Handshoe made a motion to approve with a second from Board Member Don Gura. The motion passed 2 ayes – 0 nays.

Engineering Administrator Scott Derby did request a special Board of Works meeting on June 16<sup>th</sup> to award the contract. Mayor SuzAnne Handshoe made a motion to approve with a second from Board Member Don Gura. The motion passed 2 ayes – 0 nays.

Tree removal request from 217 W. Williams Street

The home owner of 217 W. Williams Street requested the removal of the tree in the City terrace in front of his home due to the impacts of their sanitary sewer. The owner has agreed via email to pay \$625.95 for removal and \$125.00 for a new tree to be planted within the City. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Tree removal request from 546 N. Riley Street

Home owner Ken McDonald has requested the removal of the Silver Maple tree located in the City terrace. The species of this tree is on the do not plant list. The home owner has agreed via email to paying for half of the removal cost of \$625.95 and \$125.00 to plant a different species of tree within the City. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Fire

Fire Chief Jeremy McKinley requested a wage adjustment for Trent McGregor. Trent has completed his fourth and final six-month evaluation and meets the requirements for his wage adjustment of \$500.00. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Police

#### Letter of resignation

Chief of Police Lance Waters submitted the resignation letter of Officer Nathaniel Nickles. Chief Waters asked the board to waive any reimbursement of payment for training Officer Nickles. Chief Waters said that most of Officer Nickles was done in house and the cost of training has been minimal since he had not attended the academy yet. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes-0 nays.

#### Request payment authorization for vehicle equipment to Equiptec

Chief of Police Lance Waters requests authorization to pay Equiptec in the amount of \$6,117.00. This is for the emergency lighting equipment to outfit the two new 2020 Ford Explorer Police Interceptor vehicles. Board Member Don Gura made a motion to approve with a second by Mayor SuzAnne Handshoe. The motion passed 2 ayes-0 nays.

#### Request for authorization for conditional offer of employment

Chief of Police Lance Waters requested authorization to present a conditional offer of employment to Joshua Desormeaux. This offer will be contingent to Desormeaux signing the employment agreement, completing a psychological examination, and acceptance into the PERF Pension. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### WWTP

#### Request to purchase portable compact sampler from Gripp Inc.

Superintendent Mark Schultz requested authorization to purchase a portable compact sampler from Gripp Inc. in the amount of \$ 2,834.55. The monies will come from account 606.003.620. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes- 0 nays.

#### Request to pay Wessler Engineering

Superintendent Mark Schultz requested authorization to pay Wessler Engineering in the amount of \$12,583.55 for their services during the month of March. The monies for this will come from account 606.003.631. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Water

The April Revenue/ Expense Report was presented for review.

#### Motion to Adjourn

Board Member Don Gura made a motion to adjourn the meeting. Chairman Jim Dazey adjourned the meeting at 8:54 A.M.

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Kathren R. Ritchie-Clerk Treasurer

Minutes approved by me this 26<sup>th</sup> day of May, 2020.

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W. SuzAnne Handshoe-Mayor