BOARD OF PUBLIC WORKS & SAFETY
FEBRUARY 21, 2025
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 21, 2025 at 10:30 a.m. in the Council Chambers at City Hall. Mayor Jeff R. Grose presided and the following persons were noted as present or absent:

PRESENT: Board members George Clemens, Diane Quance, and Mayor Grose. Also, present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Street Superintendent Dustin Dillon, Wastewater Utility Manager Brian Davison, Community and Economic Development Director Jeremy Skinner, City Planner Justin Taylor, Assistant City Planner Jackson Longenbaugh, City Engineer Aaron Ott, HR Director Denny Harlan, Parks Recreation Director Stephanie Schaefer, Police Chief Scott Whitaker, Fire Territory Chief Joel Shilling, and Times-Union reporter David Slone. The meeting was also presented live over the City's website at https://www.warsaw.in.gov.

ABSENT: None noted.

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

MINUTES-
The minutes from the February 7, 2025 Regular Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented, seconded by Ms. Quance, motion carried by unanimous vote.

RECOGNITION OF VISITORS-
-Human Resources Director Denny Harlan recognized employees Jamie DelaFuente for 15 years of service; Jeff Krotke for 20 years of service; and Aaron Bolinger for 25 years of service.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-
-Wastewater Payment Office January 2025 Adjustment Report

NEW BUSINESS-
STREET CLOSURES-
The following street closures were presented for approval:
-Third Friday events, June-October, 2025 3:30 p.m. - 9:00 p.m., Center Street between Lake Street and Indiana Street; and Buffalo Street between Main Street and Market Street.
Motion made by Ms. Quance to approve the closures, seconded by Mr. Clemens, carried by unanimous vote.
-Shamrock Shimmy-Family Run/Walk, March 15, 2025, 3:00 p.m. until time unlisted, the 100 block of N. Buffalo St., plus route for the Shamrock Shimmy Fun Run. The street will be re-opened after the event is over and clean-up is finished. Motion made by Mr. Clemens to approve the closures, seconded by Ms. Quance, carried by unanimous vote.

LAND DONATION-
Relyt Inc. from Indianapolis has offered to donate a parcel of land to the City. The land is located in "Pt N ½, N1/2 of 17-32-6" with a parcel identification of 004 078 179, containing 10.75 acres as indicated on Beacon Kosciusko County, the only information presented. After discussion, Mr. Clemens made a motion to accept the donation, seconded by Ms. Quance, carried by unanimous vote.

BAKER TILLY US, LLP ENGAGEMENT LETTER/STREET DEPARTMENT BONDS-
An Engagement Letter from Baker Tilly was presented for approval. Baker Tilly will provide general municipal advisory services, securities issuance, continuing disclosure services, and a lease sufficiency report for the proposed Street Department upgrades bond issue. Motion made by Ms. Quance to approve the letter, seconded by Mr. Clemens, carried by unanimous vote.

LYNN-DOUGLAS, INC./WARSAW CHEMICAL/SRF REQUEST #25-
SRF Disbursement Request #25 for $16,359.00 to Lynn-Douglas, Inc. for the Warsaw Chemical Groundwater Cleanup was presented for approval. The application will be sent to the Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for payment from funds held at the Bank of New York (BNY) Mellon from the Sewage Works Revenue Bonds of 2022. Motion to approve the Disbursement Request and Pay Application made by Ms. Quance, seconded by Mr. Clemens, carried by unanimous vote.

TRAVEL REQUESTS-
A list setting forth fifteen (15) travel requests: Police-nine (9); Building & Plan-one (1); Fire-three (3); and Street Department two (2), was presented for approval. Motion made by Mr. Clemens to approve the travel requests, seconded by Ms. Quance, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-
A New Hire/Change in Payroll report was presented for approval: Police-two (2); Street-three (3); and Wastewater-one (1). Motion made by Ms. Quance to approve the report, seconded by Mr. Clemens, carried by unanimous vote.

GRANT APPLICATION REQUEST/CENTRAL PARK CONCERT SERIES/PARKS-
Park Recreation Director Stephanie Schaefer requested approval to apply for an Indiana Arts Commission Grant for $4,000.00. This would be for the 2025/2026 fiscal cycle in support of the Summer Concert Series. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance carried by unanimous vote.

PARKS CONTRACTS-
The following Parks contracts were presented for approval:

-Penguinnes-Family Carnival - August 1, 2025 - $1,450.00

Motion made by Ms. Quance to approve the contract, seconded by Mr. Clemens, carried by unanimous vote.

-Laughing Stock Productions-Family Carnival - August 1, 2025 - $1,350.00
- Tim Smith, stagehand for Rock and Country Concerts - $200.00 per concert
-Tad Heflick, stagehand for Rock and Country Concerts - $200.00 per concert
- Paul Lafferty, stagehand for Rock and Country Concerts - $200.00 per concert
-Mark Smith, stagehand for Rock and Country Concerts - $200.00 per concert
-Carrie Heflick, stagehand for Rock and Country Concerts - $200.00 per concert
-Brian Smith, stagehand for Rock and Country Concerts - $200.00 per concert

Motion made by Ms. Quance to approve the above contracts, seconded by Mr. Clemens, carried by unanimous vote.

RIGHT-OF-WAY /COUNTY ROAD EAST 200 NORTH-
Assistant City Planner Jackson Longenbaugh requested the Board accept a right-of-way along CR E 200 N from Parkview Health System, Inc., which will allow the City to maintain a right turn and deceleration lane at their new facility. The right-of-way contains 0.469 acres. Motion made by Ms. Quance to accept the property, seconded by Mr. Clemens, carried by unanimous vote.

POSTAGE MACHINE LEASE/IMPAC, INC./SMART SUBCRIPTION-
In 2024 the Police Department entered into a lease agreement with IMPAC, Inc./Quadient Leasing for a postage machine for $731.64 annually. Police Chief Scott Whitaker is asking to add Smart Software to the lease agreement that will provide other features for certified mail, signatures, and other benefits. An added cost of $9.95 monthly will increase the annual payment to $851.04. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

TIMBER RIDGE STORMWATER IMPROVMENTS/PHASE I CONTRACT-
During the December 20, 2024 session a bid for the Timber Ridge Stormwater Improvements Phase I was awarded to G&G Hauling & Excavating, Inc. at $108,968.99. Today the contract is being presented for approval. Motion made by Ms. Quance to approve the contract, seconded by Mr. Clemens, carried by unanimous vote.

PARK AVENUE STORM SEWER IMPROVEMENTS/PAY APPLICATION #4-
Pay Application #4 for the Park Avenue Storm Sewer Improvements was presented for approval. G&G Hauling & Excavating is seeking $12,604.21 for work done to date and the final payment. Motion made by Mr. Clemens to approve the pay application, seconded by Ms. Quance, carried by unanimous vote.

CLAIM DOCKETS-
The following claim dockets were presented for approval:
Regular Docket - $2,591,444.38
Motion made by Ms. Quance to approve the claims for payment, seconded by Mr. Clemens, 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