

BOARD OF PUBLIC WORKS & SAFETY
MARCH 20, 2026
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, March 20, 2026 at 10:30 a.m. in the temporary Council Chambers at the Police Department Training Center. Mayor Jeff R. Grose presided, and the following persons were noted as present or absent:

PRESENT: Board members Diane Quance, and Mayor Grose. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, WWTU Manager Brian Davison, Parks Superintendent Larry Plummer, Parks Recreation Director Stephanie Schaefer, Fire Territory Chief Joel Shilling, Director of Public Works Dustin Dillon, Street Superintendent Joe Vektor, Assistant City Planner Leah Parker, Police Chief Scott Whitaker, Human Resources Administrative Assistant Montana Gardner, Brent Fifer, Richard Bunch, and reporter David Slone from the Times-Union. The meeting was also presented live over the City's website at <https://www.warsaw.in.gov>.

ABSENT: Board member George Clemens.

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

MINUTES-

The minutes from the March 6, 2026 Regular Session were presented for approval. Ms. Quance made a motion to accept the minutes as presented, seconded by Mayor Grose, motion carried by unanimous vote.

RECOGNITION OF VISITORS-

-City employee Brent Fifer was recognized for 15 years of service and Richard Bunch for 35 years of service.

NEW BUSINESS-

STREET CLOSURES-

The following street closures were requested:

-Family Safety Day, September 19, 2026, 7:00 a.m. - 1:00 p.m., Canal Street from Indiana Street to east parking lots, and Indiana Street north of Canal Street to Buffalo Street. Motion made by Ms. Quance to approve the closure, seconded by Mayor Grose, carried by unanimous vote.

BID OPENINGS-

Bids were solicited to be opened today for the following projects:

-HUSKY/PATTERSON/PARKER STREET HMA (HOT MIXED ASPHALT) Bids were received from:

- Milestone Contractors, L.P.-\$1,100,294.30
- Pulver Asphalt Paving, Inc.-\$863,704.75
- Phend & Brown, Inc.-\$911,575.00

Motion made by Ms. Quance to take the bids under advisement, seconded by Mayor Grose, carried by unanimous vote.

-ASPHALT 2026

Bids were received from Brooks Construction Co. Inc.; Phend & Brown, Inc.; and Milestone Contractors for various types of base, intermediate, and surface material per ton. Street Superintendent Joe Vektor asked the Board to approve all the bids. Mr. Vektor will contact the lowest bidder for each product per project and if they are not available will use the next lowest bidder and so on. Motion made by Ms. Quance to approve the recommendation and bids, seconded by Mayor Grose, carried by unanimous vote.

-CONCRETE 2026

One bid was received from Kuert Concrete, Inc. for performance mix and additives per yard. After review motion made by Ms. Quance to approve the bid, seconded by Mayor Grose, carried by unanimous vote.

-IN PLACE PAVEMENT MARKINGS 2026

A bid was received from CE Hughes Milling, Inc. for paint and thermoplastic pavement markings per foot and for arrows, onlys, railroads, and bicycle symbols. Motion made by Ms. Quance to approve the bid, seconded by Mayor Grose, carried by unanimous vote.

SCOPE APPENDIX TO ENGAGEMENT LETTER/BAKER-TILLY ADVISORY GROUP, LP-

An Appendix to an Engagement Letter with Baker-Tilly from January 2025 was presented for approval. Baker-Tilly will perform additional services related to the Senate Enrolled Act (SEA) 1 and how the legislation may affect city revenues and spending. An hourly rate by job classification chart was included in the appendix. Motion made by Ms. Quance to approve the updated scope, seconded by Mayor Grose, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth three (3) travel requests was presented for approval: Mayor-one (1); and Wastewater Treatment Utility-two (2). Motion made by Ms. Quance to approve the travel requests as presented, seconded by Mayor Grose, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-

A New Hire/Change in Payroll Report was presented for approval: one (1) each for Police, Engineering and Wastewater Treatment, and two (2) for Building and Plan. Motion made by Ms. Quance to approve the report, seconded by Mr. Clemens, carried by unanimous vote.

ANDERSON PROPERTY MANAGEMENT/PARKS-

Parks Superintendent Larry Plummer requested approval of a contract with Anderson Property Management in the amount of \$2,222.00 per month for nine (9) months, for a total amount of \$19,998.00 for the 2026 Maintenance Agreement. Anderson will plant and maintain twenty-four (24) satellite beds and twenty-seven (27) urns. Ms. Quance made a motion to approve the contract, seconded by Mayor Grose, carried by unanimous vote.

PARKS CONTRACTS-

The following Parks contracts were presented for approval:

- Kennedy's Kitchen, 5-22-26, Summer Concert Series, -\$1,500.00.
- Beez and the Rocker, 5-29-26, Summer Concert Series, -\$500.00.
- Matt Fawcett, 6-12-26, Summer Concert Series, -\$1,750.00.
- Brian Fravel Pro Audio Service, 6-18-26 - Production for Rock Concert - \$11,125.00.
- Brian Fravel Pro Audio Service, 7-17-26 - Production for Country Concert - \$4,500.00.
- Derek Tenny, DJ, Mommy and Son Dance, 5-1-26, \$250.00.
- Penguinnes, Family Carnival, 7-31-26, \$1,200.00.

Motion made by Ms. Quance to approve all the above contracts, seconded by Mayor Grose, carried by unanimous vote.

REQUEST TO REDUCE FEE/COLD DELIGHTS-

Assistant City Planner Leah Parker presented information and a letter from Kelly Davis with Cold Delights of Plymouth, Indiana, located in Marshall County, who has asked the Board to reduce the \$1,000.00 Itinerant Merchant Fee for non-County residents to the \$300.00 fee for Kosciusko County residents. After discussion Ms. Quance made a motion to charge the Kosciusko County resident rate of \$300.00 for 2026, seconded by Mayor Grose, carried by unanimous vote.

CARGO VAN PURCHASE/POLICE-

Chief of Police Scott Whitaker requested permission to seek quotes for a 2026 Ford Transit 350 Cargo Van. The quotes will be opened during the April 2, 2026 meeting. Motion made by Ms. Quance to approve the request, seconded by Mayor Grose, carried by unanimous vote.

PAY APPLICATION #4/CITY HALL HVAC IMPROVEMENTS/CORE MECHANICAL SERVICES-

Pay Application #4 to Core Mechanical in the amount of \$218,061.38 for work done through February 2026 regarding the City Hall HVAC Improvements was presented for approval. Motion made by Ms. Quance to approve the payment, seconded by Mayor Grose, carried by unanimous vote.

SALT BID-

Director of Public Works Dustin Dillon requested permission to participate in the State Salt Bid for 2026-2027 for 2,000 tons of untreated road salt. Motion made by Ms. Quance to approve the request, seconded by Mayor Grose, carried by unanimous vote.

SECOND NATURE CONSULTING ON-CALL SERVICE-

Wastewater Treatment Utility Manager Brian Davison requested permission to enter into an agreement with Second Nature Consulting who will assist with environmental compliance, stormwater management, green infrastructure, and other related topics as well as support with Municipal Separate Storm Sewer System (MS4) compliance, documentation, and reporting. Cost of the services are not to

exceed \$30,000.00. Motion made by Ms. Quance to approve the agreement, seconded by Mayor Grose, carried by unanimous vote.

CLAIM DOCKET-

The following claim docket was presented for approval:

Regular Docket - \$2,971,713.19

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

OTHER MATTERS-

-Next meeting will be held on Thursday April 2, 2026 at 10:30 in the training center.

ADJOURN-

There being no further business to come before the Board by a motion duly made and seconded, the meeting was adjourned at 11:13 a.m.

ATTEST:

Lynne Christiansen, Clerk-Treasurer