

BOARD OF PUBLIC WORKS & SAFETY  
May 1, 2026  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 1, 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 George Clemens, Diane Quance, and Mayor Grose. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Community and Economic Development Director Jeremy Skinner, Director of Public Works Dustin Dillon, City Planner Justin Taylor, Assistant City Planner Leah Parker, Deputy Police Chief Bryan Sherwin, Human Resources Director Denny Harlan, Wastewater Superintendent Brian Davison, 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 April 17, 2026 Regular Session were presented for approval. Mr. Clemens made a motion to approve the minutes as presented, seconded by Ms. Quance, carried by unanimous vote.

**REPORTS/ORAL & WRITTEN COMMUNICATION-**

None noted.

**UNFINISHED BUSINESS-**

None noted.

**NEW BUSINESS-**

**STREET CLOSURE-**

The following street closure request was presented for approval:

-Birthday Party, Ryan Johnson, north half of the 100 block of N Grant Street, May 9, 2026, 4:00 p.m.-10:00 p.m. Motion made by Ms. Quance to approve the closure, seconded by Mr. Clemens, carried by unanimous vote.

**STREET DEPARTMENT FACILITY PAY DISBURSEMENT REQUEST #16/ROBINSON CONSTRUCTION PAY APPLICATION #10-**

Disbursement/Requisition Request #16 for construction of the new Street Department facility was presented for approval. Robinson Construction Inc. is requesting \$225,813.32 for work completed through March 31, 2026 that will be paid from bond proceeds held at Argent Institutional Trust Company. This is the tenth pay application to Robinson Construction. Motion made by Mr. Clemens to approve Disbursement Request #16/Robinson Construction Pay Application #10, seconded by Ms. Quance, carried by unanimous vote.

**WINONA AVENUE STUDY/PAY APPLICATION #2-**

Community and Economic Development Director Jeremy Skinner requested payment #2 to American Structurepoint in the amount of \$13,295.00 for preliminary engineering work completed through March 2026 on the Winona Avenue Study. Motion made by Ms. Quance to approve the payment, seconded by Mr. Clemens, 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 a City-wide fee study at a price not to exceed \$25,000.00. An hourly rate by job classification chart was included in the appendix. Motion made by Mr. Clemens to approve the updated scope appendix, seconded by Ms. Quance, carried by unanimous vote.

**TRAVEL REQUESTS-**

A list setting forth four (4) travel requests for the Police Department was presented for approval. Motion made by Ms. Quance to approve the travel requests, seconded by Mr. Clemens, carried by unanimous vote.

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

A list of six (6) new hire/payroll changes was presented for approval: Parks-two (2); Street-two (2); and one (1) each for Police and WWTU. Motion made by Mr. Clemens to approve the report, seconded by Ms. Quance, carried by unanimous vote.

**ENCROACHMENT AGREEMENT-OUTDOOR SEATING/MIDWEST RETREND LLC-**

An encroachment agreement between the City and Midwest Retrend LLC was presented for approval. The agreement allows for outdoor seating in the alley between 102 S. Buffalo St. and 114 S. Buffalo St. for the years 2026 and 2027 and further described in the agreement. Motion made by Ms. Quance to approve the agreement and outdoor seating, seconded by Mr. Clemens, carried by unanimous vote.

**FIBER INFRASTRUCTURE MEMORANDUM OF UNDERSTANDING (MOU)-**

An MOU between the City and Kosciusko County was presented for approval. The County has initiated a fiber project with Kosciusko REMC that will create a direct fiber connection between the county building downtown and the Police Department as further described in the MOU. Motion made by Mr. Clemens to approve the MOU, seconded by Ms. Quance, carried by unanimous vote.

**JONES PETRIE RAFINSKI ENGINEERING (JPR) CONTRACT-**

A contract with the City and JRP was presented for approval. This contract is for designing, construction documents and specifications for Buffalo St. and Center St. streetscape design. Cost is not to exceed \$50,000.00. Motion made by Ms. Quance to approve the contract, seconded by Mr. Clemens, carried by unanimous vote.

**NORFOLK SOUTHERN RAILWAY CROSSING UPGRADE-**

An agreement between the City and Norfolk Southern Corporation was presented for approval. Crossings at Market Street and Winona Avenue will be replaced with full depth rubber panel-grade crossing surface, as well as rail replacement to support this new crossing material. Norfolk Southern will perform the work at the City's expense for a cost of \$318,548.00. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

**IFA-SRF PAY APPLICATION #134/PLANT EXPANSION PROJECT/WWTU-**

SRF Disbursement Request #134 regarding the Plant Expansion Project was presented for approval. Wessler Engineering is requesting \$775.00 for recent work completed for the drying beds. The application will be sent to Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for funds held at the Bank of New York (BNY) Mellon from the Revenue Bonds of 2018. Motion made by Ms. Quance to approve the Disbursement Request/Pay Application, seconded by Mr. Clemens, carried by unanimous vote.

**CLAIM DOCKETS-**

The following claim dockets were presented for approval:

Regular Docket - \$2,043,134.66

End of Month - \$1,120,870.08

Motion made by Mr. Clemens to approve all the claims for payment, seconded by Ms. Quance, 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 at 11:06 a.m.

**ATTEST:**

**Lynne Christiansen, Clerk-Treasurer**