

BOARD OF PUBLIC WORKS & SAFETY

May 15, 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 15, 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 was Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Human Resources Director Denny Harlan, Public Works Director Dustin Dillon, Parks Superintendent Larry Plummer, Director of Community and Economic Development Jeremy Skinner, City Planner Justin Taylor, Deputy Police Chief Bryan Sherwin, Assistant Fire Territory Chief Will Kornrumpf, Wastewater Utility Manager Brian Davison, City employees Whitney Shilling, Brandon Cordell and Jeremy Williams, Eric Lane from Fellowship Missions, 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 May 1, 2026 Regular Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented, seconded by Ms. Quance, carried by unanimous vote.

**VISITORS-**

-Human Resources Director Denny Harlan recognized employees with five, ten, and twenty years of service.

**REPORTS/ORAL WRITTEN COMMUNICATIONS-**

-Wastewater Payment Office - Leak Adjustment Report for April, 2026.

**UNFINISHED BUSINESS-**

None noted.

**NEW BUSINESS-**

**STREET CLOSURES-**

The following street closure requests were presented for approval:

-Kosciusko County Farmers and Artisan Market, June 6, 2026, 7:00 a.m.- 1:30 p.m., 300 block of N. Buffalo St. extending to the 100 block of N. Canal St. (horseshoe area at Center Lake Park). Motion made by Ms. Quance to approve the closure, seconded by Mr. Clemens, carried by unanimous vote.

-Run for Hope-Fellowship Missions, August 29, 2026, 6:00 a.m.- 3:00 p.m., 100 block of S. Buffalo Street. Motion made by Mr. Clemens to approve the closure, seconded by Ms. Quance, carried by unanimous vote.

**LYNN-DOUGLAS, INC./WARSAW CHEMICAL/SRF REQUEST #28-**

SRF Disbursement Request #28 for \$13,724.00 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.

**PARKING LOT LEASE AGREEMENT/ANTHONY MILLER, JR., LLC-**

Community and Economic Development Director Jeremy Skinner presented a five (5)-year lease agreement between the City of Warsaw and H. Anthony Miller, Jr., LLC. Mr. Miller desires to lease a parking lot that is City property and abuts his property and building on North Detroit Street (Instrumedical Technologies, Inc.). The lease is in effect from June 1, 2026 through June 1, 2031 with one installment payment of \$6,500.00 due June 1, 2026. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

**MARKETING AGREEMENT/ORTHOWORX/ALL IN KOSCIUSKO-**

Mr. Skinner presented an invoice from Orthoworx for \$10,000.00 for marketing and promotional purposes connected with ALL IN Kosciusko. Motion made by Ms. Quance to approve the payment, seconded by Mr. Clemens, carried by unanimous vote.

**K21 HEALTH FOUNDATION GRANT APPLICATION-**

Assistant Fire Territory Chief Will Kornrump requested permission to apply for a \$43,664.20 grant from K21 Health Foundation. If awarded the funds will be used for new fitness equipment at all three stations. Motion made by Mr. Clemens to approve the application, seconded by Ms. Quance, carried by unanimous vote.

**WARSAW WORK AND LEARN GRANT/FIRE TERRITORY-**

Assistant Chief Kornrump requested permission to apply for the Warsaw Work and Learn Grant through the Warsaw Area Career Center. If awarded, the grant will pay 50% of high school co-op students to help offset the cost of employment. The Fire Territory typically employs two students annually. Motion made by Ms. Quance to approve the application, seconded by Mr. Clemens, carried by unanimous vote.

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

The Human Resources Department presented a New Hire/Change in Payroll report listing twenty (20) positions affected: Parks-two (2); Street-three (3); Fire-seven (7); WWTU-three (3); Cemetery-one (1); Police-three (3); and Engineering-one (1). Motion made by Mr. Clemens to approve the report, seconded by Ms. Quance, carried by unanimous vote.

**SCOPE APPENDIX TO ENGAGEMENT LETTER/FISCAL SUSTAINABILITY PLAN/BAKER-TILLY ADVISORY GROUP, LP-**

An Appendix to an Engagement Letter with Baker-Tilly from January 2025 was presented for approval. Baker-Tilly will provide an updated Fiscal Sustainability Plan at a cost not to exceed \$35,000.00. An hourly rate by job classification chart was included in the appendix. Motion made by Ms. Quance to approve the updated scope appendix, seconded by Mr. Clemens, carried by unanimous vote.

**EVENT CANCELLATION INSURANCE/PARKS-**

Parks Superintendent Larry Plummer requested permission to purchase event cancellation insurance for the Rock and Country concerts. Cost of the policy through Affinity Nonprofits will be \$1,719.08. Mr. Clemens made a motion to approve the request, seconded by Ms. Quance, carried by unanimous vote.

**OUTDOOR SEATING APPLICATIONS-**

The following outdoor seating applications for the downtown area were presented for approval:

-Rex's Rendezvous – 204 S. Buffalo Street

-Falling Rabbit – 105 E. Center Street

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

**DOWNTOWN OUTDOOR FURNISHING UPDATED POLICY-**

A revised Downtown Outdoor Furnishings policy was presented for approval. The policy is applicable in the C-4 area of the downtown area and includes the application process, application requirements, design restrictions, removal and upkeep of furnishings as well as violations. The updated version allows the Building and Planning Department to issue an annual permit rather than the approval going through the Board of Works. Motion made by Ms. Quance to approve the updated policy, seconded by Mr. Clemens, carried by unanimous vote.

**PAY APPLICATION #5/CITY HALL HVAC IMPROVEMENTS/CORE MECHANICAL SERVICES-**

Pay Application #5 to Core Mechanical in the amount of \$240,574.66 for work done through March 31, 2026 regarding the City Hall HVAC Improvements was presented for approval. Motion made by Mr. Clemens to approve the payment, seconded by Ms. Quance, carried by unanimous vote.

**PAY APPLICATION #6/CITY HALL HVAC IMPROVEMENTS/CORE MECHANICAL SERVICES-**

Pay Application #6 to Core Mechanical in the amount of \$146,416.58 for work done through April 30, 2026 regarding the City Hall HVAC Improvements was presented for approval. Motion made by Mr. Clemens to approve the payment, seconded by Ms. Quance, carried by unanimous vote.

**KOSCIUSKO WATER & WOODLAND INVASIVE PARTNERSHIP (KWWIP) MEMORANDUM OF UNDERSTANDING (MOU)-**

An MOU between the City Stormwater Utility and KWWIP was presented for approval. The MOU is in support of coordination and collaboration related to stormwater management, watershed protection, invasive species management, and water quality improvement efforts within Kosciusko County and associated watersheds and further stated in the MOU. Motion made by Ms. Quance to approve the MOU, seconded by Mr. Clemens, carried by unanimous vote.

**ANDERSON PROPERTY MANAGEMENT SOLUTIONS/RAIN GARDEN MAINTENANCE-**

An agreement between the City and Anderson Property Management Solutions was presented for approval. Anderson's will maintain water gardens in 2026 at the treatment plant, Lincoln Elementary and Redeemer Lutheran Church at a cost of \$3,071.00. Motion made by Ms. Quance to approve the proposal, seconded by Mr. Clemens, carried by unanimous vote.

**CLAIM DOCKETS-**

The following claim docket was presented for approval:

Regular Docket - \$3,075,025.42

Motion made by Mr. Clemens to approve all 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 11:15 a.m.

**ATTEST:**

**Lynne Christiansen  
Clerk-Treasurer**