BOARD OF PUBLIC WORKS & SAFETY
July 2, 2026
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Thursday July 2, 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, WWTU Manager Brian Davison, Director of Public Works Dustin Dillon, Parks Recreation Stephanie Schaefer, Human Resources Generalist Montana Gardner, City Planner Justin Taylor, 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 June 19, 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.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-
None noted.

UNFINISHED BUSINESS-
None noted.

NEW BUSINESS-
STREET DEPARTMENT FACILITY PAY DISBURSEMENT REQUEST #18/ROBINSON CONSTRUCTION PAY APPLICATION #12-
Disbursement/Requisition Request #18 for construction of the new Street Department facility was presented for approval. Robinson Construction, Inc. is requesting $594,925.99 for work completed through May 31, 2026, that will be paid from bond proceeds held at Argent Institutional Trust Company. This is the twelfth (12^{th}) pay application to Robinson Construction. Motion made by Ms. Quance to approve Disbursement Request #18/Robinson Construction Pay Application #12, 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 four (4) positions affected: Street-three (3); and Aviation-one (1). Motion made by Mr. Clemens to approve the report, seconded by Ms. Quance, carried by unanimous vote.

GRANT AWARD/CENTRAL PARK CONCERT SERIES/PARKS-
Parks Recreation Director Stephanie Schaefer requested approval to accept a grant award from the Indiana Arts Commission FY27 Spring Arts Project Support Grant for $4,000.00. This would be in support of the Summer Concert Series. Motion made by Ms. Quance to accept the award, seconded by Mr. Clemens, carried by unanimous vote.

WAIVER/REDUCTION OF SEWER TAP FEE-
City Planner Justin Taylor requested a waiver or reduction of a sewer tap fee. Churchyard LLC owns property located at 3171 E. Center Street that has 27 commercial units in a strip mall setting. It was recently discovered that 10 of the units were connected to an independent septic system that the County Health Department has marked for condemnation and the 10 units will need to connect to the city sewer system for compliance. Churchyard LLC is requesting either a waiver or reduction of the $15,000 tap fee since they have been charged for all 27 units for wastewater utility services since 2024 per water usage. After discussion Ms. Quance made a motion to waive the sewer tap fee of $15,000.00, waive inspection fees of $250.00, and any other permit, capacity, review, or administrative fees, and impose no other fees during the project that the City has control over as listed and requested in items 1 through 4 on the last page of a letter submitted to the Board by Chad Kirchoff of Churchyard LLC, seconded by Mr. Clemens, carried by unanimous vote.

PAY APPLICATION #8/CITY HALL HVAC IMPROVEMENTS/CORE MECHANICAL SERVICES-

Pay Application #8 to Core Mechanical in the amount of $227,381.69 for work done to date 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.

IFA-SRF #136/PLANT EXPANSION PROJECT/WESSLER ENGINEERING-

SRF Disbursement regarding the Plant Expansion Project was presented for approval. The request is for $5,489.00 to Wessler Engineering regarding the design and bidding for drying beds at the Wastewater Treatment Plant. 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 and Pay Application #136, seconded by Mr. Clemens, carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval:
Regular Docket - $1,959,639.55
End of the Month-$1,101,627.74
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 11:07 a.m.

ATTEST:

Lynne Christiansen, Clerk-Treasurer