BOARD OF PUBLIC WORKS & SAFETY
AUGUST 21, 2026
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, August 21, 2026 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 and Diane Quance. Also present, Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Director of Public Works Dustin Dillon, Community and Economic Development Director Jeremy Skinner, Police Chief Scott Whitaker, Fire Territory Chief Joel Shilling, HR Director Denny Harlan, Stormwater Coordinator Brandon Cordell, Street Department Superintendent Joe Vetor, City Planner Justin Taylor, City employees Brandon Newcomer, Brian Zehring, and Derrick Leake, and Times-Union reporter David Slone. The meeting was also presented live over the City's website at https://www.warsaw.in.gov.

ABSENT: Mayor Jeff Grose.

The meeting was called to order by Ms. Quance followed by the Pledge of Allegiance.

MINUTES-
The minutes from the August 7, 2026 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 several City employees with service anniversary recognition awards.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-
-None noted.

UNFINISHED BUSINESS-
-None noted.

NEW BUSINESS-
OPENING OF SEALED QUOTES-
Sealed quotes were solicited for pavement improvements in the City parking lot located at S. Buffalo and Jefferson Streets. Quotes were received from:

-R&R Asphalt-$107,730.00
-Brooks Construction Company, Inc.-$111,925.00
-Phend & Brown, Inc.-$83,300.00

Director of Public Works, Dustin Dillon, asked to take the bids under advisement for review and to return later in the meeting with an award recommendation. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote. After review, Mr. Dillon recommended the quote be awarded to Phend & Brown. Mr. Clemens made a motion to approve the bid from Phend & Brown, seconded by Ms. Quance, carried by unanimous vote.

STREET CLOSURE-
The following street closure was presented for approval:

-9/11 Remembrance Ceremony, Friday, September 11, 2026, 6:00 p.m. - 9:30 p.m., Canal Street between N. Buffalo and Detroit Streets. Motion made by Mr. Clemens to approve the closure, seconded by Ms. Quance, carried by unanimous vote.

STREET DEPARTMENT FACILITY PAY DISBURSEMENT REQUEST #20/ROBINSON CONSTRUCTION PAY APPLICATION #14-
Disbursement/Requisition Request #20 for construction of the new Street Department facility was presented for approval. Robinson Construction Inc. is requesting $382,660.03 for work completed through July, 2026 that will be paid from bond proceeds held at Argent Institutional Trust Company. This is the fourteenth (14th) pay application to Robinson Construction. Motion made by Mr. Clemens to approve Disbursement Request #20/Robinson Construction Pay Application #14, seconded by Ms. Quance, carried by unanimous vote.

TRAVEL REQUESTS-
A list setting forth fourteen (14) travel requests was submitted for approval: HR-one (1); Building and Plan-two (2); and WWTU-eleven (11). Motion made by Mr. Clemens approving 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 provided for approval: Building and Plan-one (1); WWTU/Stormwater-eighteen (18); Fire-one (1); Police-two (2); and more specifically set forth on the list attached to the minutes. Motion made by Mr. Clemens to approve the report, seconded by Ms. Quance, carried by unanimous vote.

DEED OF DEDICATION-
City Planner Justin Taylor presented a Deed of Dedication for approval. The property being transferred is for a cul-de-sac known as Maplewood Trail located within the Maple Hill Manor subdivision. Paul and Susan Scheuer want to dedicate the roadway to the City for future maintenance needs. Motion made by Mr. Clemens to accept the deed, seconded by Ms. Quance, carried by unanimous vote.

GRANT ACCEPTANCE-
Police Captain Joel Beam requested approval of the “Make Indiana Healthy Again” grant that was applied for earlier this year. The grant will provide $685,947.00 in its first year of funding for the City’s C.A.R.E.S. program. Motion made by Mr. Clemens to accept the grant, seconded by Ms. Quance, carried by unanimous vote.

TREE REMOVAL/ANDERSON PROPERTY MANAGEMENT SOLUTIONS-
Wastewater Utility Manager Brian Davison requested permission to enter into an agreement with Anderson Property Management Solutions to remove Autum Olive Trees around a detention basin at 1037 Mariner’s Drive. Cost of the services will be $4,500.00. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

SPECIAL CLAIM-
A special claim for Kelley Chevrolet was submitted, totaling $47,653.00. Motion made by Mr. Clemens approving the claim for payment, seconded by Ms. Quance, carried by unanimous vote.

CLAIM DOCKETS-
The following claim docket was presented for approval.
Regular Docket - $3,010,490.80
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 10:55 a.m.

ATTEST:

Lynne Christiansen, Clerk-Treasurer