BOARD OF PUBLIC WORKS & SAFETY
MARCH 7, 2025
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, March 7, 2025 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, 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, Community Development Director Jeremy Skinner, City Engineer Aaron Ott, City Planner Justin Taylor, Street Superintendent Dustin Dillon, Police Chief Scott Whitaker, Police Captain Joel Beam, Fire Territory Chief Joel Shilling, Human Resources Director Denny Harlan, 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: None noted.

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

MINUTES-
The minutes from the February 21, 2025 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-

REPORTS/ORAL & WRITTEN COMMUNICATIONS-
-Wastewater Payment Office February Adjustment Report

NEW BUSINESS-
The following bids were solicited to be opened today:
-**ASPHALT 2025**
Bids were received from Brooks Construction Co., Inc. and Phend & Brown, Inc., for various types of base, intermediate, and surface material. Street Superintendent Dustin Dillon asked the Board to approve all the bids. Mr. Dillon 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. Clemens to approve the recommendation and bids, seconded by Ms. Quance, carried by unanimous vote.
-CONCRETE 2025
Bids were received from JW Ready Mix, Kuert Concrete, Inc. and Ozinga Ready Mix Concrete 4000 PSI Limestone Mix. JW's bid was $168.00 per yard with Kuert and Ozinga's bids both being $160.00 per yard. Mr. Dillon asked the Board to approve all the bids and he will contact the lowest bidder 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 Mr. Clemens, carried by unanimous vote.

PAY APPLICATION/LPA VOUCHER (PE) #43/ANCHORAGE ROAD PROJECT-
Community and Economic Development Director Jeremy Skinner presented a Pay Application to American Structurepoint, Inc. in the amount of $720.00 for the Anchorage Road Project. Also included was LPA Voucher (PE) #43 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State for the 80/20 grant for Preliminary Engineering (PE). Motion made by Mr. Clemens to approve the Pay Application and LPA Voucher (PE) #43, seconded by Ms. Quance, carried by unanimous vote.

LYNN-DOUGLAS, INC./WARSAW CHEMICAL/SRF REQUEST #26-
SRF Disbursement Request #26 for $7,839.00 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.

CENTER LAKE PIER DEMOLITION/PAY APPLICATION #1-
City Engineer Aaron Ott requested approval of pay application #1 to Milestone Contractors, L.P. for work done through February in regard to the Center Lake Pier demolition. Milestone is requesting a payment of $199,908.50. Motion made by Mr. Clemens to approve the payment, seconded by Ms. Quance, carried by unanimous vote.

HVAC MAINTENANCE AGREEMENT/FIRE TERRITORY-
An agreement between the Warsaw-Wayne Fire Territory and Flow Tech Plumbing and Heating, Inc. was presented for approval. Flow Tech will provide annual preventive maintenance on HVAC systems at all three fire stations. Cost of the annual agreement is $2,014.50. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

TRAVEL REQUESTS-
A list setting forth three (3) travel requests: one (1) each from Wastewater Treatment Utility, Stormwater Utility and the Mayor's office was presented for approval. Motion made by Mr. Clemens to approve 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 presented for approval: Street-one (1); and Aviation-one (1). Motion made by Ms. Quance to approve the report, seconded by Mr. Clemens, carried by unanimous vote.

FOURTH OF JULY CELEBRATION FIREWORKS/MAYOR-
Mayor Grose presented a request from Winona Lake Independence Day Celebration, Inc. to participate in the 4th of July Celebration. The City will contribute $3,500.00 toward the purchase of fireworks for the annual Warsaw-Winona Lake Fireworks Show to be held the evening of June 28, 2025. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, motion 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 $1,811.33. Ms. Quance made a motion to approve the request, seconded by Mr. Clemens, carried by unanimous vote.

PARK CONTRACTS-
The following park contracts were presented for approval.

-Hipposonics - Summer Concert Series - May 23, 2025 - $900.00
-Blue Holler Band - Summer Concert Series - May 30, 2025 - $900.00
-Chris Golden - Summer Concert Series - June 6, 2025 - $2,295.00
-DeeBee's - Summer Concert Series - June 13, 2025 - $500.00
-OK Boomer Band - Summer Concert Series - June 27, 2025 - $650.00
-Seymour - Summer Concert Series - July 11, 2025 - $1,700.00
-The Resurrection Blues Band - Summer Concert Series - July 25, 2025 - $500.00
-The Lake Area Community Band - Summer Concert Series - August 8, 2025 - $600.00
-Tege Holt-Summer Concert Series - August 15, 2025 - $1,700.00

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

OFFICE OF COMMUNITY AND RURAL AFFAIRS (OCRA)/GRANT ACCEPTANCE-
City Planner Justin Taylor requested the Board accept grant number A192-25-BC-23-104 for $500,000.00 grant from OCRA. The funds will go towards the demolition of buildings at 1600 and 1624 E. Winona Avenue and owned by Fellowship Missions. Motion made by Ms. Quance to accept the grant, seconded by Mr. Clemens, carried by unanimous vote.

INDIANA BROWNFIELD PROGRAM/PETROLEUM ORPHAN SITE INITIATIVE (POSI) FUNDING-
Mr. Taylor advised the Board that the Indiana Finance Authority (IFA) has awarded the City $250,000.00 from the POSI Brownfield #424030. The funds will be used for storage tank removal at the demolition site at 1624 E. Winona Avenue. Cost of the removal is estimated at $94,800.00. Motion made by Mr. Clemens to accept the funding, seconded by Ms. Quance, carried by unanimous vote.

SUB-RECIPIENT AGREEMENT/FELLOWSHIP MISSIONS-
A Sub-Recipient agreement between the City and Fellowship Missions was presented for approval. The agreement allows Fellowship Missions to receive the $500,000.00 funds from the OCRA grant that was accepted by the Board earlier. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

LIEN AND RESTRICTIVE COVENANT AGREEMENT/FELLOWSHIP MISSIONS-
A lien and restrictive covenant agreement between the City and Fellowship Missions was presented for approval. The covenant outlines the conditions of the OCRA grant accepted earlier. Motion made by Mr. Clemens to approve the covenant, seconded by Ms. Quance, carried by unanimous vote.

2025 S.A.V.E. GRANT/POLICE-
Last year the Board gave approval for the Police Department to apply for the 2025 S.A.V.E (Stop Arm Violation Enforcement) grant. The grant has been awarded and the Kosciusko County Traffic Safety Partnership will distribute approximately $5,000.00 to the City for the grant period through September 30, 2025. Motion made by Ms. Quance to accept the funds, seconded by Mr. Clemens, carried by unanimous vote.

2025 C.H.I.R.P. GRANT-
Police Captain Joel Beam requested permission to accept the Comprehensive Highway Injury Reduction Program (C.H.I.R.P.) funding of at least $8,000.00 for fiscal grant period through September 30, 2025. Motion made by Mr. Clemens to accept the funding, seconded by Ms. Quance, carried by unanimous vote.

REQUEST TO PURCHASE TWO EXMARK LAWN MOWERS-
Street Department Superintendent Dustin Dillon requested permission to purchase two (2) Exmark Lazer Z X-Series 60" lawn mowers from Bobcat of Warsaw. Total cost is $19,038.00 which includes two trade-ins. Motion made by Ms. Quance to approve the purchase, seconded by Mr. Clemens, carried by unanimous vote.

SALT BID-
Mr. Dillon requested permission to participate in the State Salt Bid for 2025-2026 for 2,000 tons of untreated road salt. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

REQUEST TO PURCHASE BOBCAT TRACK LOADER-
Mr. Dillon requested permission to purchase a Bobcat T770 T4 compact track loader from Bobcat of Warsaw. Cost of the loader will be $49,083.19, which includes a trade-in. Motion made by Ms. Quance to approve the purchase, seconded by Mr. Clemens, carried by unanimous vote.

PIKE LAKE AND KIWANIS PARK SHORELINE RESTORATION PROJECT/CHANGE ORDER #1-
Change Order #1 for the Pike Lake and Kiwanis Park shoreline restoration project was presented for approval. The Change Order deducts $13,199.46 from the original contract price of $121,020.10 with G&G Hauling and Excavating due to actual quantities used. The updated contract price is now $107,820.64. Motion made by Mr. Clemens to approve the Change Order, seconded by Ms. Quance, carried by unanimous vote.

PIKE LAKE AND KIWANIS PARK SHORELINE RESTORATION PROJECT/PAY APPLICATION #1-
Wastewater Utility Manager Brian Davison presented Pay Application #1 for the Pike Lake & Kiwanis Park Shoreline Restoration Project. G&G Hauling & Excavating is asking for a payment of $107,820.64 for work completed. This is also the final pay application. Motion made by Ms. Quance to approve the payment, seconded by Mr. Clemens, carried by unanimous vote.

CLAIM DOCKETS-
The following claim dockets were presented for approval:
Regular Docket - $2,279,890.66
EOM Docket - $118,368.14
Motion made by Mr. Clemens to approve the claim dockets for payment, seconded by Ms. Quance, motion 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 11:33 A.M.

ATTEST:

Lynne Christiansen, Clerk-Treasurer