

BOARD OF PUBLIC WORKS & SAFETY
FEBRUARY 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, February 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, Street Superintendent Dustin Dillon, Assistant Street Superintendent Joe Vetor, Fire Territory Chief Joel Shilling, firefighter Drew Shilling, Parks Recreation Director Stephanie Schaefer, Community Development Director Jeremy Skinner, City Engineer Aaron Ott, City Planner Justin Taylor, Assistant City Planner Jackson Longenbaugh, Wastewater Treatment Utility Manager Brian Davison, Human Resources Director Denny Harlan, Kosciusko County Superior Court I Judge Karin McGrath, 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 January 17, 2025 Regular Session were presented for approval. Motion made by Mr. Clemens to approve the minutes, seconded by Ms. Quance, carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

None noted.

NEW BUSINESS-

BID OPENING/COUNTY ROAD 300 NORTH ROAD IMPROVEMENTS-

Bids were solicited to be opened today for the CR 300 N Road Improvements Project. Bids were received from:

- Star Excavating -\$1,585,645
- Beer & Slabaugh, Inc. -\$810,582.50
- Phend & Brown-\$724,224.60
- Niblock-\$853,438.25

Motion made by Mr. Clemens to take the bids under advisement, seconded by Ms. Quance, carried by unanimous vote.

RE-ENTRY COURT MEMORANDUM OF UNDERSTANDING (MOU)-

A MOU between the City and Kosciusko County was presented for approval. The MOU states the City will donate \$30,000.00 from the Restricted Opioid funds to the County to use toward their Re-Entry Court. Motion made by Ms. Quance to approve the MOU, seconded by Mr. Clemens, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth four (4) travel requests was submitted for approval: Engineering-one (1); Police-two (2); and Fire-one (1). 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 presented for approval: Street-one (1). Motion made by Mr. Clemens to approve the report, seconded by Ms. Quance, carried by unanimous vote.

BE RELIEVED LLC/CITY HALL CLEANING SERVICE-

A one (1)-year agreement with Be Relieved LLC for cleaning services at City Hall was presented for approval. The agreement commences on February 7, 2025 and is effective thru February 6, 2026 unless a 30-day notice is given to discontinue services. Cost is estimated at \$22,920.00 based on rate schedule attached to the agreement. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens carried by unanimous vote.

K21 HEALTH FOUNDATION GRANT ACCEPTANCE-

Firefighter Drew Shilling requested permission to accept a \$57,428.00 grant from the K21 Health Foundation for the purchase of a Deep Trekker Pivot Underwater Remotely Operated Vehicle. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

LEGAL REPRESENTATION/FIRE TERRITORY-

Warsaw Wayne Fire Territory Chief Joel Shilling requested permission to enter into an agreement with Birch Kaufman, LLC, for legal representation for the Warsaw-Wayne Fire Territory. Cost of the services will be \$250.00 per hour with a \$3,000.00 retainer fee. The contract would be in effect until December 31, 2025. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

GRANT AWARD/CENTRAL PARK CONCERT SERIES/PARKS-

Parks Recreation Director Stephanie Schaefer announced that the Kosciusko County Community Foundation has awarded the Parks Department \$7,000.00 from the Richard, Evelyn & Jane Glover Community Endowment. The funds from the 2025 grant cycle will be used in support of the Summer Concert Series. Motion made by Mr. Clemens to accept the award, seconded by Ms. Quance, carried by unanimous vote.

PARKS CONTRACT-

The following Parks contract was presented for approval:

- Derek Tenney - DJ for Mommy/Son Dance - May 2, 2025 - \$250.00

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

DOGWOOD HILLS DOWNTOWN TREE REMOVAL & REPLACEMENT-

A proposal from Dogwood Hills Tree Farm was presented for approval. Dogwood will remove fifteen (15) trees and replace eight (8) trees in the downtown landscaped areas. Estimated cost of the service will be \$14,155.00. Motion made by Ms. Quance to approve the proposal, seconded by Mr. Clemens, carried by unanimous vote.

2025 ASPHALT & CONCRETE SUPPLIES-

Assistant Street Superintendent Joe Vetor requested permission to seek bids for asphalt and concrete supplies for various projects for the 2025 construction season. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

PAY APPLICATION #3/2024 SANITARY & STORM REHABILITATION-

Wessler Engineering is requesting \$7,048.18 for engineering work done to date on the 2024 Sanitary Sewer & Storm Rehabilitation project. Motion made by Mr. Clemens to approve Pay Application #3, seconded by Ms. Quance, carried by unanimous vote.

SANITARY SEWER/STORMWATER REHABILITATION 2024/AGREEMENT

During the December 20, 2024 session, Insight Pipe Contracting LLC was awarded the bid for the 2024 Sewer/Stormwater Rehabilitation at a cost of \$376,303.50. The agreement and notice to proceed are being presented today for approval. After discussion, Ms. Quance made a motion to approve the agreement and notice to proceed, seconded by Mr. Clemens, carried by unanimous vote.

GREEN INFRASTRUCTURE WORKSHOP/WSP USA ENVIRONMENT & INFRASTRUCTURE, INC (WSP)-

Wastewater Treatment Utility Manager Brian Davison requested permission to enter into an agreement with WSP who will assist Stormwater Utility with a Green Infrastructure Workshop and other MS4 Stormwater support services. Cost of the work will not exceed \$20,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

PROPOSAL/LILLY CENTER FOR LAKES & STREAMS/STORMWATER-

A proposal was presented between the City and the Lilly Center for Lakes & Streams for funding for community education and a portion of K-12 programming for school year 2025-26. Total cost of all the items listed in the proposal is \$18,480.00. Motion was made by Mr. Clemens to accept the MOU, seconded by Ms. Quance, carried by unanimous vote.

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$2,376,046.91

EOM Docket - \$214,800.74

Motion made by Mr. Clemens to approve the claims for payment, seconded by Ms. Quance, motion carried by unanimous vote.

OTHER MATTERS-

REVISED PAY APPLICATION #13/LINCOLN ELEMENTARY SIDEWALK PROJECT-

This item was walked-in and not listed on the agenda. In November of 2024, the Board had approved a payment of \$40,103.48 to Troyer Group for the Lincoln Elementary Sidewalk Project for Construction

Engineering (CE) with 80% reimbursement from the Indiana Department of Transportation (INDOT) or \$32,082.78. After the LPA Invoice Voucher was submitted to INDOT, the City was informed that not enough funds were left on the PO and only 78.46% of the amount would be reimbursed for a total of \$31,466.36. City Planner Justin Taylor is asking the Board to approve resubmitting the claim to INDOT for the revised total of \$31,466.36. Motion made by Ms. Quance to approve the request, seconded by Mr. Clemens, 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.

ATTEST:

Lynne Christiansen, Clerk-Treasurer