BOARD OF PUBLIC WORKS & SAFETY
May 16, 2025
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, May 16, 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 was Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, Human Resources Director Denny Harlan, Street Department Superintendent Dustin Dillon, Community and Economic Development Administrative Assistant Whitney Shilling, City Planner Justin Taylor, Police Chief Scott Whitaker, Fire Territory Chief Joel Shilling, Wastewater Utility Manager Brian Davison, City Engineer Aaron Ott, 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 2, 2025 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 and fifteen years of service.

REPORTS/ORAL WRITTEN COMMUNICATIONS-
-Wastewater Payment Office - Leak Adjustment Report for April, 2025

NEW BUSINESS-
FUEL BIDS OPENING-
Bids were also solicited and opened for future fuel prices for City vehicles for 2026 for 85,000 gallons. Only one bid was received from:

-Lassus Brothers: $2.750 per gallon for 87 octane unleaded fuel which includes all taxes.

After review, Police Chief Scott Whitaker recommended the bid submitted from Lassus. Ms. Quance made a motion to approve the bid from Lassus, seconded by Mr. Clemens, carried by unanimous vote.

PAY APPLICATION/LPA VOUCHER (PE) #45/ANCHORAGE ROAD PROJECT-
Community and Economic Development Administrative Assistant Whitney Shilling presented a Pay Application to American Structurepoint, Inc. in the amount of $2,220.00 for the Anchorage Road Project. Also included was LPA Voucher (PE) #45 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) #45, seconded by Ms. Quance, carried by unanimous vote.

PAY APPLICATION #4/UNION STATION LOFTS (GATKE PROJECT)-
Ms. Shilling presented Pay Application #4 for the Union Station Lofts currently being built on the former Gatke property. The developers, Rebar of Warsaw, are seeking $216,522.39 for work done to date. A payment request will be sent to Huntington Bank, who holds the construction funds from bond proceeds. Motion made by Mr. Clemens to approve the pay application, seconded by Ms. Quance, carried by unanimous vote.

CENTER LAKE PIER DEMOLITION/PAY APPLICATION #2-
City Engineer Aaron Ott requested approval of Pay Application #2 to Milestone Contractors, L.P. for work done through April in regard to the Center Lake Pier demolition. Milestone is requesting a payment of $161,458.90. Motion made by Ms. Quance to approve the payment, seconded by Mr. Clemens, carried by unanimous vote.

AMBULANCE SERVICE LEASE AGREEMENT-
Fire Territory Chief Joel Shilling presented a lease agreement between the City and Kosciusko Ambulance Service, LLC (Lutheran EMS) for placement of an ambulance at Station #15 (a/k/a #3). Kosciusko Ambulance Service, LLC began paying $1,300.00 monthly in October of 2024 and the three (3)-year lease expires September 30, 2027. Motion made by Mr. Clemens to approve the lease agreement, seconded by Ms. Quance, carried by unanimous vote.

VEHICLE PURCHASE-
Chief Shilling requested permission to purchase a 1998 International Navistar rescue vehicle from the Town of Mentone for $49,999.00. The vehicle has been inspected by the Fire Department and the Street Department mechanic and will be used as a dive truck. It is estimated that an additional $25,000.00 worth of upgrades and repairs will be added. Motion made by Ms. Quance to approve the purchase of the vehicle, as well as a not-to-exceed $25,000.00 in upgrades and repairs, seconded by Mr. Clemens, carried by unanimous vote.

TRAVEL REQUESTS-
A list setting forth four (4) travel requests was presented: Police-three (3); and Fire-one (1), 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-
The Human Resources Department presented a New Hire/Change in Payroll report listing four (4) positions affected: Street-two (2); Fire-one (1); and WWTU-one (1). Motion made by Ms. Quance to approve the report, seconded by Mr. Clemens, carried by unanimous vote.

ACTIVE TRANSPORTATION MEMORANDUM OF UNDERSTANDING (MOU)-
City Planner Justin Taylor presented an MOU between the City and Michiana Area Council Of Governments (MACOG) who will provide an Active Transportation Planner to serve as a liaison for technical and professional services for pedestrian and bicycle infrastructure. Cost of the service will be $5,000.00 annually for three years. Motion made by Mr. Clemens to approve the MOU, seconded by Ms. Quance, carried by unanimous vote.

LINCOLN SIDEWALK PROJECT/INDIANA DEPT. OF TRANSPORTATION (INDOT) AMENDMENT #4-
Mr. Taylor presented Amendment #4 from INDOT for the Lincoln School Sidewalk Project. The amendment extends the contract term to allow for project completion. Motion made by Ms. Quance to approve the amendment, seconded by Mr. Clemens, carried by unanimous vote.

REDUCTION OF ITINERANT MERCHANT FEE/CHIEF ICE CREAM OF GOSHEN-
Mr. Taylor request permission to reduce the Itinerant Merchant Fee for Chief Ice Cream of Goshen. They plan to operate at 1849 E. Springhill Road and would be required to pay $1,000.00 for the year per ordinance since they do not reside within the City Limits. They are asking to be assessed the County rate of $300.00 per the ordinance instead. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

PURCHASE OF VEHICLE-
Street Department Superintendent Dustin Dillon requested permission to purchase a 2026 Freightliner M2-106 Single axle chassis with a Stellar 20K hook hoist from Pyramid Equipment as offered through Sourcewell. Total cost of the purchase is $163,764.35. Motion made by Ms. Quance to approve the purchase, seconded by Mr. Clemens, carried by unanimous vote.

SANITARY STORM PIPE REHAB/PAYMENT APPLICATION #1/INSIGHT PIPE CONTRACTING, LLC-
Wastewater Superintendent Brian Davison presented Pay App #1 to Insight Pipe Contracting, LLC for sewer and storm water pipe rehabilitation. Insight is requesting $15,999.90 for work done to date. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

AECOM TECH. SERVICES, INC./TIMBER RIDGE & DEER RIDGE STORMWATER STUDY/AMENDMENT #1-
Amendment #2 for the Timber Ridge and Deer Ridge Subdivisions Stormwater improvements was presented for approval. The amendment adds preparation of design documents for Phase 2 and other services for a cost of $60,000.00. Motion made by Mr. Clemens to approve Amendment #2, seconded by Ms. Quance, carried by unanimous vote.

SPECIAL CLAIMS-
The Clerk's Office submitted a list of special claims for approval totaling $886,985.00. Motion made by Ms. Quance approving the payment, seconded by Mr. Clemens, carried by unanimous vote.

CLAIM DOCKETS-
The following claim docket was presented for approval:
Regular Docket - $4,408,889.76
Motion made by Ms. Quance to approve all claims for payment, seconded by Mr. Clemens, carried by unanimous vote.

OTHER MATTERS-
OUTDOOR SEATING APPLICATIONS-
The following outdoor seating application for the downtown area was presented for approval and not listed on the agenda:

-Maggie's Coffee, 124 S. Buffalo Street.

Motion made by Mr. Clemens to approve the application 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 11:22 a.m.

ATTEST:

Lynne Christiansen
Clerk-Treasurer