

BOARD OF PUBLIC WORKS & SAFETY
SEPTEMBER 19, 2025
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, September 19, 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 Diane Quance, George Clemens, and Mayor Grose. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, City Engineer Aaron Ott, Community Development Director Jeremy Skinner, Public Works Director Dustin Dillon, City Planner Justin Taylor, Parks Superintendent Larry Plummer, Street Superintendent Joe Veto, Deputy Police Chief Bryan Sherwin, Human Resources Director Denny Harlan, Wastewater Manager Brian Davison, police officers Ronald Nethaway and Brandon Zartman and Times-Union reporter Jackie Gorski.

ABSENT: None

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

MINUTES-

The minutes from the September 5, 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-

-Human Resources Director Denny Harlan recognized City employees Ronald Nethaway for 15 years of service; and Brandon Zartman for 25 years of service.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

-Wastewater August 2025 adjustment report.

UNFINISHED BUSINESS-

BID AWARD-

Bids were recently opened for asbestos abatement at the former Jomac property which is now owned by Fellowship Missions. These bids are for the City of Warsaw's OCRA Blight Clearance grant award. After review City Engineer Aaron Ott is recommending the bid be awarded to Environmental Management Specialists, Inc. for \$75,685.00. Motion made by Ms. Quance to approve the recommendation, seconded by Mr. Clemens, carried by unanimous vote.

NEW BUSINESS-

TRAVEL REQUESTS-

A list setting forth four (4) travel requests was presented for approval: WWTU-two (2); WWFT-one (1); and Aviation-one (1). Motion made by Mr. Clemens to approve the list, 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: Street-one (1); Building & Plan-two (2); and three (3) for Police, and more specifically set forth on the list attached to the minutes. Motion made by Ms. Quance to approve the report, seconded by Mr. Clemens, carried by unanimous vote.

SANITARY STORM PIPE REHABILITATION 2024/PAYMENT APPLICATION #4/INSIGHT PIPE CONTRACTING, LLC-

Wastewater Superintendent Brian Davison presented Pay Application #4 to Insight Pipe Contracting, LLC, for sewer and storm water pipe rehabilitation. Insight is requesting \$168,158.17 for work done to date. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

TIMBER RIDGE PHASE #1 STORMWATER IMPROVEMENTS/PAY APPLICATION #3-

Pay Application #3 in the amount of \$15,727.72 to G&G Hauling & Excavating, for the Timber Ridge Stormwater Improvements project, was presented for approval. Motion made by Ms. Quance to approve the payment, seconded by Mr. Clemens, carried by unanimous vote.

TIMBER RIDGE PHASE #1 STORMWATER IMPROVEMENTS/PAY APPLICATION #4-

Pay Application #4 in the amount of \$6,078.70 to G&G Hauling & Excavating, for the Timber Ridge Stormwater Improvements, was presented for approval. This is the final payment for this phase of the project. Motion made by Mr. Clemens to approve the payment, seconded by Ms. Quance, carried by unanimous vote.

CITY HALL ROOF PLAZA/PAY APPLICATION #1-

Pay Application #1 for the City Hall roof plaza was presented for approval. Garland/DBS Inc. is requesting \$91,580.88 for work done to date. Motion made by Ms. Quance to approve the payment, seconded by Mr. Clemens, carried by unanimous vote.

STREET DEPARTMENT FACILITY PAY DISBURSEMENT REQUEST #9/ROBINSON CONSTRUCTION PAY APPLICATION #3-

Disbursement Request #9 for construction of the new Street Department Facility was presented for approval. Robinson Construction Inc. is requesting \$406,882.28 for work completed through August 31, 2025 that will be paid from bond proceeds held at Argent Institutional Trust Company. This is the third pay application to Robinson Construction. Motion made by Mr. Clemens to approve Disbursement Request #9/Robinson Construction Pay Application #3, seconded by Ms. Quance, carried by unanimous vote.

VARIOUS AGREEMENTS/PARKS-

The following agreements from the Parks Department were presented for approval:

-**Flow Tech Plumbing and Heating, Inc.** for maintenance in 2026 of six (6) furnaces and six (6) air condition units at the Pavilion at a cost of \$1,176.00. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote

-**Core Mechanical Services, Inc.** for maintenance in 2026 of HVAC and water heater at the office/maintenance building at a cost of \$3,185.00. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote

-**CivicPlus** for Recreational Management software at an annual cost of \$2,940.00. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote

-**Cottage Watchman** at a cost of \$830.00 for fire alarm inspection at the Park Office. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote

-**Cottage Watchman** at a cost of \$370.00 for fire alarm inspection at the Pete Thorn Center. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote

-**Cottage Watchman** at a cost of \$1,900.00 for fire alarm inspection at the Pavilion. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote

VEHICLE PURCHASE-

Public Works Director Dustin Dillon requested permission to seek quotes for a 2025 or newer Ford F-250 crew cab pick-up truck for the Street Department. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

FUEL QUOTES/DIESEL-

Mr. Dillon requested permission to seek sealed quotes for on and off-road diesel fuel and clear fuel for 2026. Motion made by Ms. Quance to approve the request, seconded by Mr. Clemens, carried by unanimous vote.

DETROIT AND POPE STREET STUDY/ADDENDUM #1/VS ENGINEERING-

VS Engineering is proposing further design services for the Detroit and Pope Streets intersection study from an agreement approved earlier this year. The addendum offers several alternatives to help with traffic flow at a cost of \$29,600.00. Motion made by Mr. Clemens to approve Addendum #1, seconded by Ms. Quance, carried by unanimous vote.

DOWNTOWN PAVING PROJECT 2025 CONTRACT-

A bid for the 2025 Downtown Paving was awarded during the September 5, 2025 session. Brooks Construction Company, Inc. was awarded the bid at a cost of \$254,909.50 and have provided a contract for the work. Motion made by Ms. Quance to approve the contract, seconded by Mr. Clemens, carried by unanimous vote.

KOSCIUSKO COUNTY COMMUNITY FOUNDATION (KCCF) GRANT AWARD/MULTILINGUAL HELP CENTER-

KCCF has awarded the City \$10,000.00 to expand the Multilingual Help Center beyond the City limits. Language Matters will meet with the City to strategize the best use of the funds. Motion made by Mr. Clemens to accept the funding from KCCF, seconded by Ms. Quance, carried by unanimous vote.

CLAIM DOCKET-

The following claim docket was presented for approval:

Regular Docket - \$3,708,050.10

Motion made by Ms. Quance to approve all claims for payment, seconded by Mr. Clemens, 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 11:00 a.m.

ATTEST:

Lynne Christiansen, Clerk-Treasurer