BOARD OF PUBLIC WORKS & SAFETY
OCTOBER 24, 2025
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, October 24, 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, Community and Economic Development Director (CED) Jeremy Skinner, Public Works Director Dustin Dillon, City Engineer Aaron Ott, Fire Territory Chief Joel Shilling, Parks Recreation Director Stephanie Schaefer, Police Chief Scott Whitaker, Street Superintendent Joe Vetor, Wastewater Utility Manager Brian Davison, Human Resources Director Denny Harlan, and Times-Union reporter David Slone.

ABSENT: City Attorney Scott Reust

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

MINUTES-
The minutes from the October 3, 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.

RECOGNITION OF VISITORS-
-Human Resources Director Denny Harlan recognized City employees Joe Renz and Shane Newsome for 5 years of service; and Andrew Callaway and Andrew LeCount for 20 years of service.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-
-Wastewater Payment Office Adjustments September 2025

NEW BUSINESS-
BID OPENINGS/DIESEL FUEL-
Bids were solicited and opened for future diesel fuel and clear fuel prices for City vehicles for 2026. One (1) bid was received from:

> -Keystone Cooperative: $2.679 for On-Road Diesel; $2.832 for Off-Road Diesel; and $3.462 for Ethanol-Free Gasoline

After review, Street Superintendent Dustin Dillon recommended the bid submitted from Keystone Cooperative. Ms. Quance made a motion to approve the bid from Keystone, seconded by Mr. Clemens, carried by unanimous vote.

E. WINONA AVENUE CORRIDOR IMPROVEMENTS-
CED Director Jeremy Skinner presented an agreement with American Structurepoint, Inc. for preliminary engineering along the E. Winona Avenue corridor. Structurepoint will provide a Scoping Report, Environmental Services, Utility and Railroad Coordination, and other services listed in the agreement for improvements on E. Winona Avenue between McKinley Street and Detroit Street (SR 15) at a cost of $193,000.00. Motion made by Mr. Clemens to approve the contract, seconded by Ms. Quance, carried by unanimous vote.

JOMAC ASBESTOS ABATEMENT AGREEMENT-
Earlier this year Environmental Management Specialist, Inc. was awarded the bid for Asbestos Abatement at the former Jomac property at a cost of $75,685.00. Today City Engineer Aaron Ott is presenting the agreement between the City and Environmental Management for approval. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

JOMAC DEMOLITION AGREEMENT-
G&G Hauling and Excavating, Inc. was awarded the bid earlier this year for the demolition of the former Jomac Property at a cost of $322,896.00. Mr. Ott is presenting the agreement today for approval. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

KOSCIUSKO COUNTY COMMUNITY FOUNDATION (KCCF) GRANT-
Fire Territory Chief Joel Shilling requested acceptance of a $20,000.00 grant from KCCF that was applied for earlier this year. The funds will go towards the purchase of a treadmill for each fire station. Motion made by Ms. Quance to approve the request, seconded by Mr. Clemens, carried by unanimous vote.

INTER-LOCAL AGREEMENT/CENTRAL SQUARE/ONE SOLUTION FREEDOM-
Fire Chief Shilling presented an inter-local agreement with Kosciusko County. The 2026 annual agreement for $1,575.00 will be used for maintenance fees, as well as access to Central Square for real-time information for responding apparatuses. Motion made by Ms. Quance to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-
A New Hire/Change in Payroll report was provided for approval: WWTU-one (1); and 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.

TAKE-HOME VEHICLE REQUEST-
Nicholas Rausch, Wastewater Utility Maintenance Supervisor, requested a take-home department vehicle to be used to drive back and forth from work for emergency and after-hour calls as needed. He will be charged per IRS guidelines and the Assistant Wastewater Utility Manager has approved the request. Motion made by Ms. Quance to approve the take-home vehicle request, seconded by Mr. Clemens, carried by unanimous vote.

TRAVEL REQUESTS-
A list setting forth two (2) travel requests: Warsaw-Wayne Fire Territory-one (1); and WWTU-one (1) was submitted for approval. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

GRANT APPLICATION REQUEST/SUMMER CONCERT SERIES/PARKS-
Parks Recreation Director Stephanie Schaefer requested approval to apply for a grant through the Kosciusko County Community Foundation. The City could be awarded up to $7,000.00 that would support the Summer Concert Series. Motion made by Ms. Quance to approve the request, seconded by Mr. Clemens, carried by unanimous vote.

TAXICAB PERMITS/A&M FASTCAB-
Police Chief Scott Whitaker presented an application for two (2) taxicab permits for A&M Fastcab. The taxis have passed inspection and the Police Department recommends approval of the permits. He also asked the Board to waive permit fees for 2025 and fees paid for the two permits will expire at the end of 2026. Motion was made by Mr. Clemens to approve the permit and waive the 2025 fees, seconded by Ms. Quance, motion carried by unanimous vote.

COMMUNITY CROSSINGS GRANT APPLICATION 2026-
Director of Public Works Dustin Dillon requested permission to apply for the 2026 Community Crossings Grant through the Indiana Department of Transportation (INDOT). If awarded, funds would go toward various paving projects and a 50/50 match is required. Motion made by Ms. Quance to approve the application, seconded by Mr. Clemens, carried by unanimous vote.

2025 COMMUNITY CROSSINGS ROADWAY IMPROVEMENTS/CHANGE ORDER #1-
Change Order #1 with Phend & Brown for roadway improvements was presented for approval. The Change Order adds $122,866.37 to the contract due to quantity of materials increase. Updated amount of the contract is now $1,031,472.77. Motion made by Ms. Quance to approve the change order and increase, seconded by Mr. Clemens, carried by unanimous vote.

RECONSTRUCTION OF AIRPORT ROAD PROJECT/PAY APPLICATION #2-
Pay Application #2 for the reconstruction of Airport Road, and milling and paving of various other streets was presented for approval. Phend & Brown is seeking $158,055.43 for work done to date. Motion made by Ms. Quance to approve the payment, seconded by Mr. Clemens, carried by unanimous vote.

MICRO SURFACING AND CRACK SEALING BID EXTENSION-
During the November 15, 2024 Board of Works meeting, Pavement Solutions Inc. was awarded the bid for 2025 micro surfacing and crack sealing. They are offering a bid extension for 2026 per IC 5-22-17-4. Motion made by Ms. Quance to approve the extension, seconded by Mr. Clemens, carried by unanimous vote.

PRAIRIE & LAKE STREET STORMWATER IMPROVEMENTS/PAY APPLICATION #1-
Pay Application #1 to G&G Hauling & Excavating for the Prairie & Lake Street Stormwater Improvements Project was presented for approval. G&G is seeking $172,302.48 for work done to date. Motion made by Mr. Clemens to approve the payment, seconded by Ms. Quance, carried by unanimous vote.

PRAIRIE & LAKE STREET STORMWATER IMPROVEMENTS/CHANGE ORDER #2-
Wastewater Superintendent Brian Davison presented Change Order #2 for the Prairie and Lake Street Stormwater Improvements Project. The Change Order adds $15,594.52 to the price of the contract due to proper restoration of the road, curbs, and sidewalks. The updated contract price is now $407,457.87. Motion made by Mr. Clemens to approve the Change Order, seconded by Ms. Quance, carried by unanimous vote.

CLAIM DOCKET-
The following claim docket was presented for approval:
Regular Docket - $3,693,180.62
Motion made by Mr. Clemens to approve all claims 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 11:11.

ATTEST:

Lynne Christiansen, Clerk-Treasurer