

BOARD OF PUBLIC WORKS & SAFETY
NOVEMBER 12, 2025
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Wednesday, November 12, 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 and Mayor Grose. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, City Engineer Aaron Ott, Fire Territory Chief Joel Shilling, Police Chief Scott Whitaker, Director of Public Works Dustin Dillon, Street Superintendent Joe Vctor, City Planner Justin Taylor, Park Superintendent Larry Plummer, Cemetery Sexton Hal Heagy, H/R Director Denny Harlan, and Times-Union reporter David Slone.

ABSENT: Board Member George Clemens.

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

MINUTES-

The minutes from the October 24, 2025 Regular Session were presented for approval. Ms. Quance made a motion to accept the minutes as presented, seconded by Mayor Grose, motion carried by unanimous vote.

VISTORS-

Employees of the City, who are Military Veterans, were recognized.

REPORTS/ORAL & WRITTEN COMMUNICATION-

-Wastewater Payment Office October 2025 adjustment report

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS-

CITY HALL ROOF PLAZA/PAY APPLICATION #2-

Pay Application #2 for the City Hall roof plaza was presented for approval. Garland/DBS Inc. is requesting \$65,173.12 for final payment. Motion made by Ms. Quance to approve the payment, seconded by Mayor Grose, carried by unanimous vote.

STREET DEPARTMENT FACILITY PAY DISBURSEMENT REQUEST #10/ROBINSON CONSTRUCTION PAY APPLICATION #4-

Disbursement/Requisition Request #10 for construction of the new Street Department facility was presented for approval. Robinson Construction Inc. is requesting \$448,780.95 for work completed through September 30, 2025 that will be paid from bond proceeds held at Argent Institutional Trust Company. This is the fourth pay application to Robinson Construction. Motion made by Ms. Quance to approve Disbursement Request #10/Robinson Construction Pay Application #4, seconded by Mayor Grose, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-

A New Hire/Change in Payroll Report was provided for approval: Fire-two (2); Street-five (5); Police-one (1); and WWTU-one (1), and more specifically set forth on the list attached to the minutes. Motion made by Ms. Quance to approve the report, seconded by Mayor Grose, carried by unanimous vote.

GRANT APPLICATIONS/PARK-

Park Superintendent Larry Plummer requested permission to apply for grants from the following organizations to go toward funding of the skate park project at Richardson Dubois Park:

-K21 Health Foundation, \$250,000.00 requested.

Motion made by Ms. Quance to approve the request, seconded by Mayor Grose, carried by unanimous vote.

-Anthony Wayne Foundation, \$50,000 requested.

Motion made by Ms. Quance to approve the request, seconded by Mayor Grose, carried by unanimous vote.

THOMAS EARHART AGREEMENT/CODE HEARING OFFICER/B&P-

An agreement between the City of Warsaw and attorney Thomas Earhart was presented for approval. The agreement retains the services of Mr. Earhart as an Independent Hearing Officer and Administrative Law Judge for the City's Code Enforcement. The fee will be \$1,000.00 per meeting as further described in the agreement. Motion made by Ms. Quance to approve the agreement, seconded by Mayor Grose, carried by unanimous vote.

GRANT APPLICATION/B&P-

City Planner Justin Taylor requested permission to apply for \$20,000.00 grant from the Kosciusko County Convention, Recreation, and Visitor Commission. The funds will be used toward public art for the American 250 celebration in 2026. Motion made by Ms. Quance to approve the application, seconded by Mayor Grose carried by unanimous vote. Mr. Taylor also requested to apply for the same grant in 2026. Ms. Quance made a motion to approve applying for the grant in 2026, seconded by Mayor Grose, carried by unanimous vote.

CHAPLAIN SERVICES AGREEMENT-

Police Chief Scott Whitaker requested permission to enter into an agreement with Layne Sumner, who is an ordained minister. Mr. Sumner will offer guidance and counseling to members of the Police Department and Fire Territory, along with aid and support in times of emergency or loss in the community. The agreement runs from January 1, 2026 through December 31, 2026 with payments of \$1,000.00 monthly, paid quarterly. Motion made by Ms. Quance to approve the agreement, seconded by Mayor Grose, carried by unanimous vote.

INTER-LOCAL AGREEMENT/CENTRAL SQUARE/TERMINAL SERVICES DATA-

Mr. Whitaker presented an inter-local agreement with Kosciusko County. The 2026 annual agreement for \$34,729.75 will be used for maintenance fees, as well as access to Kosciusko County records management server. Motion made by Ms. Quance to approve the agreement, seconded by Mayor Grose, carried by unanimous vote.

PRO AIR/2026 AGREEMENTS/POLICE & FIRE-

Mr. Whitaker presented the annual service agreements with Pro Air Midwest, Inc. for both the Police Department and Fire Territory. The agreements are for servicing air tank equipment at both departments. Cost to the Police Department is \$1,540.00 and cost to the Fire Territory is \$3,240.00. Motion made by Ms. Quance to approve the agreements, seconded by Mayor Grose, carried by unanimous vote.

ROAD CLOSURE-

Director of Public Works Dustin Dillon requested closure of the sidewalk and one parking stall on the West side of the 200 Block of North Buffalo Street in front of the Z-Hotel. The closure will be from December 1, 2025 through January 2, 2026 for the Hotel to restore its façade and canopy. Motion made by Ms. Quance to approve the closure, seconded by Mayor Grose, carried by unanimous vote.

CITY/COUNTY ROAD MAINTENANCE MEMORANDUM OF UNDERSTANDING (MOU)/2025-2028-

Mr. Dillon presented a four-year MOU between the City and the County for certain road maintenance issues in outlying areas of the City. The MOU lists snow removal, ice treatment, and pothole patching on various streets and roads. Motion made by Ms. Quance to approve the MOU, seconded by Mayor Grose, carried by unanimous vote.

RECONSTRUCTION OF AIRPORT ROAD PROJECT/PAY APPLICATION #3-

Pay Application #3 for the reconstruction of Airport Road, and milling and paving of various other streets was presented for approval. Phend & Brown is seeking \$51,573.64 as final payment for completed work. Motion made by Ms. Quance to approve the payment, seconded by Mayor Grose, carried by unanimous vote.

PURCHASE OF 2026 FORD F-600 BUCKET TRUCK-

Street Superintendent Joe Vektor requested permission to purchase a 2026 Ford F-600 bucket truck for \$174,282.64 from National Auto Fleet Group. The price was received through Sourcewell Cooperative Purchasing Services. A letter from the City Attorney noting the substantial savings was included with the request. Motion made by Ms. Quance to approve the purchase, seconded by Mayor Grose, carried by unanimous vote.

PRAIRIE & LAKE STREET STORMWATER IMPROVEMENTS/PAY APPLICATION #2-

Pay Application #2 to G&G Hauling & Excavating for the Prairie & Lake Street Stormwater Improvements Project was presented for approval. G&G is seeking \$121,039.08 for work done to date. Motion made by Ms. Quance to approve the payment seconded by Mayor Grose, carried by unanimous vote.

SPECIAL CLAIMS-

Clerk's Office submitted special claims for approval totaling \$13,349.63. Motion made by Ms. Quance approving the claims for payment, seconded by Mayor Grose, carried by unanimous vote.

CLAIM DOCKET-

The following claim docket was presented for approval.

Regular Docket - \$6,062,303.32

EOM Docket - \$55,579.66

Motion made by Ms. Quance to approve all claims for payment, seconded by Mayor Grose, 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 11:06 a.m.

ATTEST:

Lynne Christiansen, Clerk-Treasurer