

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 5, 2025
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 5, 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, Director of Public Works Dustin Dillon, Wastewater Treatment Plant Manager Brian Davison, Human Resources Director Denny Harlan, City Planner Justin Taylor, City Engineer Aaron Ott, Community and Economic Development Director Jeremy Skinner, Fire Territory Chief Joel Shilling, 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 November 21, 2025 Regular Session were presented for approval. Motion made by Mr. Clemens to approve the minutes as presented, seconded by Ms. Quance, and carried by unanimous vote.

REPORTS/ORAL & WRITTEN COMMUNICATIONS-

-Wastewater Payment Office November 2025 adjustment report

UNFINISHED BUSINESS-

None noted.

NEW BUSINESS-

BID AWARD/CLARK STREET RECONSTRUCTION 2025-

Bids were solicited and opened on November 24, 2025 for the Clark Street Reconstruction 2025 project.

Bids were received from the following:

- C&E Excavating-\$478,000.00
- DC Construction-\$342,354.00
- Milestone Contractors-\$429,690.00
- Phend & Brown, Inc-\$341,324.50
- Pulver Asphalt Paving, Inc-\$261,463.75

After review it is recommended that Pulver Asphalt Paving, Inc. be awarded the bid for \$261,463.75.

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

PAY APPLICATION/LPA VOUCHER (PE) #48/ANCHORAGE ROAD PROJECT-

Community and Economic Development Director Jeremy Skinner presented a Pay Application to American Structurepoint, Inc. in the amount of \$2,500.00 for the Anchorage Road Project. Also included was LPA Voucher (PE) #48 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) #48, seconded by Ms. Quance, carried by unanimous vote.

CONTINGENCY ALLOWANCE #1-#5/PUBLIC WORKS FACILITY-

Five (5) contingency allowances for the new Public Works Facility were presented for approval. The changes are due to adding hot dip galvanized finish in the wash bay, replacing exterior siding finish with silicone modified polyester, adding two fire hydrants, and adding a gate valve to the brine building for a total cost of \$44,805.00. Motion made by Ms. Quance to approve the changes, seconded by Mr. Clemens, carried by unanimous vote.

STREET DEPARTMENT FACILITY PAY DISBURSEMENT REQUEST #11/ROBINSON CONSTRUCTION PAY APPLICATION #5-

Disbursement/Requisition Request #11 for construction of the new Street Department facility was presented for approval. Robinson Construction Inc. is requesting \$562,260.91 for work completed

through October 31, 2025 that will be paid from bond proceeds held at Argent Institutional Trust Company. This is the fifth pay application to Robinson Construction. Motion made by Mr. Clemens to approve Disbursement Request #11/Robinson Construction Pay Application #5, seconded by Ms. Quance, carried by unanimous vote.

PAY APPLICATION #2/CITY HALL HVAC IMPROVEMENTS/CORE MECHANICAL SERVICES-

City Engineer Aaron Ott requested approval of Pay Application #2 to Core Mechanical for work done to date in regard to the City Hall HVAC Improvements, in the amount of \$35,959.88. Motion made by Ms. Quance to approve the payment, seconded by Mr. Clemens, carried by unanimous vote.

LEXIPOL/FIRE TERRITORY-

Chief Shilling requested permission to enter into an agreement with Lexipol, LLC, to help the Fire Territory with best practices, policies, and training. Cost of the agreement will be \$11,561.43 for 2026. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT/SALARY WAGE SUMMARY REPORT-

A New Hire/Change in Payroll report was presented for approval: Clerk-Treasurer-one (1); Police-one (1); WWTU-one (1) and Street-one (1). The report also includes the 2026 Wage Summary showing hourly wages and salaries to be paid bi-weekly and per meeting for employees, elected officials and board/commission members and more specifically set forth on the list. Motion made by Ms. Quance to approve the New Hire/Changes in Payroll report and summary, seconded by Mr. Clemens, carried by unanimous vote.

BIT COMPUTERS, INC. /IT SERVICES-

An agreement with BIT Computers, Inc. to provide IT services for the City was presented for approval. Cost of the annual service will be \$223,500.00 in monthly installments of \$18,625.00. The agreement term is from January 1, 2026 through December 31, 2026. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

GRANT APPLICATION REQUEST/WARSAW PUBLIC ARTS COMMISSION (WPAC)-

City Planner Justin Taylor requested approval to apply for an Indiana Arts Commission Grant for \$5,000.00. If awarded, the funds would go toward public art displays for the America 250 Celebration to be held in June of 2026. Motion made by Ms. Quance to approve the request, seconded by Mr. Clemens, carried by unanimous vote.

CLARK STREET REHABILITATION PROJECT 2025/CONTRACT-

Director of Public Works Dustin Dillon presented a contract between the City and Pulver Asphalt Paving, Inc. for the Clark Street Rehabilitation project. Amount of the contract is \$261,463.75. Motion made by Mr. Clemens to approve the contract, seconded by Ms. Quance, carried by unanimous vote.

DOWNTOWN PAVING PROJECT PAY APPLICATION #1-

Pay Application #1 for the Downtown paving project was presented for approval. Brooks Construction Company, Inc. is requesting \$219,849.00 for work down and the completion of the project. Motion made by Mr. Clemens to approve the pay application, seconded by Ms. Quance, carried by unanimous vote.

EMANS ENGINEERING/WWTU-

An agreement with Emans Engineering for on-call engineering services for 2026 was presented for approval. The on-call services for 2026 are not to exceed \$16,500.00, with an hourly rate of \$165.00. Motion was made by Ms. Quance approving the agreement, seconded by Mr. Clemens, carried by unanimous vote.

2026 CONTRACTS-

The following 2026 contracts and agreements were presented for approval:

-Rockhill Pinnick, LLP-City Attorney-\$112,640.00

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

-Animal Welfare League-\$110,000.00

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

-Kosciusko County Shelter for Abuse, Inc. (Beaman Home)-\$16,500.00

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

-Kosciusko Area Bus Service (KABS)-\$30,750.00

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

-Kosciusko County Senior Services-\$27,500.00

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

-Lilly Center for Lakes and Streams-\$27,500.00

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

-Main Street Warsaw-\$55,000.00

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

-Main Street Warsaw Façade-\$55,000.00. During discussion it was noted that two different amounts of grant awards were shown, one being \$5,000.00 in the first paragraph of Exhibit A and the other being \$10,000.00 in the fourth paragraph of Exhibit A. The intent of the Council was to award up to \$10,000.00 per request. Motion made by Mr. Clemens to amend the first paragraph of Exhibit A to "...grant funds up to maximum of \$10,000 for facades...", seconded by Ms. Quance, carried by unanimous vote. Ms. Quance then made a motion to approve as amended, seconded by Mr. Clemens, carried by unanimous vote.

-Safe Harbor Child Advocacy-\$7,800.00

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

-Warsaw Housing Authority-\$35,000.00

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

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular-\$1,890,398.15

End of the Month Docket - \$62,504.87

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 11:15 a.m.

ATTEST:

Lynne Christiansen, Clerk-Treasurer