

**BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 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, December 19, 2025 at 10:30 a.m. in the Council Chambers at City Hall. Board member Diane Quance presided and the following persons were noted as present or absent:

PRESENT: Board members George Clemens and Diane Quance. Also present were Clerk-Treasurer Lynne Christiansen, Director of Public Works Dustin Dillon, Street Superintendent Joe Vctor, WWTU Manager Brian Davison, City Engineer Aaron Ott, City Planner Justin Taylor, Community and Economic Development Director Jeremy Skinner, Fire Territory Chief Joel Shilling, Human Resources Administrative Assistant Montana Gardner, Mayor Administrative Assistant Whitney Ferguson, City employees Ray Behling and Angie Howard, and Times-Union reporter David Slone. The meeting was also presented live over the City's website at <https://www.warsaw.in.gov>.

ABSENT: Mayor Jeff Grose and City Attorney Scott Reust.

The meeting was called to order by Board member Quance followed by the Pledge of Allegiance.

MINUTES-

The minutes from the December 5, 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 Ray Behling for 10 years of service; and Angie Howard for 15 years of service.

REPORTS/ORAL & WRITTEN COMMUNICATION-

-None noted.

UNFINISHED BUSINESS-

-None noted.

NEW BUSINESS-

STREET DEPARTMENT FACILITY PAY DISBURSEMENT REQUEST #12/ROBINSON CONSTRUCTION PAY APPLICATION #6-

Disbursement/Requisition Request #12 for construction of the new Street Department facility was presented for approval. Robinson Construction Inc. is requesting \$1,077,698.01 for work completed through November 25, 2025 that will be paid from bond proceeds held at Argent Institutional Trust Company. This is the sixth pay application to Robinson Construction. Motion made by Mr. Clemens to approve Disbursement Request #12/Robinson Construction Pay Application #6, seconded by Ms. Quance, carried by unanimous vote.

JOMAC ASBESTOS ABATEMENT AGREEMENT AMENDMENT-

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 an amendment to the agreement related to the Davis-Bacon wage rates. The amendment adds \$24,620.00 for a new agreement amount of \$100,305.00. Motion made by Mr. Clemens to approve the amended agreement, seconded by Ms. Quance, carried by unanimous vote.

TRAVEL REQUESTS-

A list setting forth two (2) travel requests was submitted for approval: Police-one (1); and Fire-one (1). Motion made by Mr. Clemens approving the travel requests, seconded by Ms. Quance, carried by unanimous vote.

NEW HIRE/CHANGE IN PAYROLL REPORT-

A New Hire/Change in Payroll report was presented for approval: Street-one (1); and Police-three (3). Motion made by Mr. Clemens to approve the New Hire/Changes in Payroll report, seconded by Ms. Quance, carried by unanimous vote.

ORANGE MARKETING GROUP-

An agreement between the City and Orange Marketing Group was presented for approval. Orange Marketing will provide social media management and promotions for the city at a cost of \$1,365.00 per month for 2026. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

GRANT AWARD-

City Planner Justin Taylor advised the Board that the City's Public Arts Commission was awarded a \$4,500.00 grant from the Kosciusko County Convention Recreation and Visitor Commission (KCCRVC) and he asked the Board to accept the award. Motion made by Mr. Clemens to approve the award, seconded by Ms. Quance, carried by unanimous vote.

SIGNATURE APPROVAL-

Director of Public Works Dustin Dillon requested that Street Superintendent Joe Vetor be allowed to sign claim vouchers for the Street Department. Motion made by Mr. Clemens to approve the request, seconded by Ms. Quance, carried by unanimous vote.

ACE PEST CONTROL-

Street Superintendent Joe Vetor requested permission to enter into an agreement with Ace Pest Control. Ace will treat the office, mechanics garage, and main shop areas monthly, as well as Spring and Fall exterior maintenance, for a total cost of \$1,144.00. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC. (ESRI) AGREEMENTS-

Mr. Dillon presented two agreements with ESRI as follows:

-ArcGIS Migration, move to cloud base services - \$20,000.00

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

-ArcGIS Software and Services, software upgrade, 3-year agreement - \$30,200.00 annually, \$90,600 total.

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

CHRISTOPHER B. BURKE ENGINEERING/TECHNICAL ASSISTANCE/STORMWATER-

Wastewater Treatment Utility Manager Brian Davison presented an agreement with Christopher B. Burke Engineering for on-call support for the Stormwater Utility for MS-4 purposes in 2026. Cost of the services is not to exceed \$40,000.00. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

STANTEC CONSULTING SERVICES, INC./BMP MAINTENANCE 2026-

Mr. Davison presented an agreement with Stantec Consulting Services, Inc., who will provide environmental services for BMP maintenance in 2026. Services include herbicide application, hand pulling of invasive weeds, cutting and treating woody sprouts, and removal of trash. Stantec will provide these services at areas along the Pike Lake Shoreline, Beyer-Brady Trail, Center Lake Shoreline, and the Eisenhower Basin four times each in 2026, at a total cost of \$16,300.00. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

KELLY PARK 2026 POND CARE-

An agreement with Aquatic Weed Control was presented for approval. This agreement is for pond care at Kelly Park from April 2026 through September 2026 as well as annual aeration maintenance and phosphorus reduction treatment all at a cost of \$2,265.00. Motion made by Mr. Clemens to approve the agreement, seconded by Ms. Quance, carried by unanimous vote.

CAMERA TRUCK UPGRADES-

Mr. Davison requested approval of an agreement with Brown Equipment Company for upgrades to the Camera Truck. The upgrades include a new pan and tilt camera, a camera tractor, adaptors, and several different types of wheels. Total cost of the upgrades is \$124,914.00. Motion made by Mr. Clemens to approve the request, seconded by Mr. Clemens, carried by unanimous vote.

WWTU BUDGET GUIDELINE FOR 2026-

The 2025 Wastewater Treatment Utility Budget Guideline was submitted by Wastewater Utility Manager Brian Davison. This guideline for Wastewater appropriations will be the setup for 2026 spending. Mr. Clemens made a motion to approve the guideline, seconded by Ms. Quance, carried by unanimous vote.

STORMWATER BUDGET GUIDELINE FOR 2026-

The 2026 Stormwater Utility Budget Guideline was submitted by Mr. Davison as well. This guideline for Stormwater appropriations will be the setup for 2026 spending. Mr. Clemens made a motion to approve the guidelines, seconded by Ms. Quance, carried by unanimous vote.

CLAIM DOCKET-

The following claim docket was presented for approval:

Regular Docket - \$4,937,794.45

Motion made by Mr. Clemens to approve all claims for payment, 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 11:03 a.m.

ATTEST:

Lynne Christiansen, Clerk-Treasurer