



**City of Greencastle**  
**Board of Works**  
**Regular Session**  
Mikayla Johnson - Clerk Treasurer

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October 15, 2025 | 4:30 PM  
City Hall  
One North Locust Street, P.O. Box 607  
Greencastle, Indiana 46135

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**AGENDA**

- I. Call to Order; Roll Call**
- II. Special Requests**
- III. Emergency Repairs**
- IV. Approval of Minutes**
  - A. Approval of Minutes - September 17, 2025
- V. Approval of Claims**
  - A. Water
  - B. Wastewater
  - C. Stormwater
- VI. Department Reports**
  - A. Cemetery - Jason Keeney
  - B. Fire Department - Rob Frank
    - i. Fire Inspections - John Burgess
  - C. Planner - Blaine Rout
  - D. Police Department - Chris Jones
  - E. Department of Public Works - Andrew Rogers
  - F. Wastewater Department - Oscar King Jr.
  - G. City Attorney - Laurie Robertson Hardwick
  - H. Park & Recreation - Jason Keeney
  - I. Water Department - Rick Denney
- VII. Old Business**
- VIII. New Business**
  - A. Contract with Morphe Construction, Inc. Concerning the Campus Link Trail - Western Extension
  - B. Contract with Etica Group for Facilities Study
  - C. Putnam County Hospital Employee Clinic
  - D. Schedule Special Session Early November
- IX. Adjournment**

**House Enrolled Act No. 1509**

<u>Officer's Name</u>	<u>Appointing Authority</u>	<u>Term of Appointment</u>
Thom Morris	Mayor	01/01/2025 - 12/31/2025
Trudy Selvia	Mayor	01/01/2025 - 12/31/2025

Persons who require assistance or need information regarding access to the meeting and the availability of special facilities are requested to telephone Laurie Hardwick, ADA Coordinator, at (765) 655-2301 or (765) 653-3100, at least three days in advance of the meeting.



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**Board of Works**  
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## MINUTES

### I. Call to Order; Roll Call

Mayor Dunbar called the meeting to order at 4:30pm. Clerk-Treasurer, Mikayla Johnson, called the roll. Thom Morris, Trudy Selvia, and Mayor Dunbar were present.

### II. Special Requests

- A. Sewer Leak Adjustment- Ethan Sillery, 96 Martinsville St., \$856.01  
Trudy Selvia made a motion to approve the sewer leak adjustment as presented, seconded by Thom Morris, 3-0, motion carried.
- B. Sewer Leak Adjustment- Greencastle Acres MHC, 1218 S Bloomington St, \$1,988.47  
Thom Morris made a motion to approve the sewer leak adjustment as presented, seconded by Trudy Selvia, 3-0, motion carried.

### III. Emergency Repairs

### IV. Approval of Minutes

- A. Approval of Minutes - August 20, 2025  
Trudy Selvia made a motion to approve the minutes, as presented, seconded by Thom Morris, 3-0, motion carried.

### V. Approval of Claims

- A. Water  
Thom Morris made a motion to approve water claims as presented, seconded by Trudy Selvia, 3-0, motion carried.
- B. Wastewater  
Trudy Selvia made a motion to approve the wastewater claims as presented, seconded by Thom Morris, 3-0, motion carried.
- C. Stormwater  
Trudy Selvia made a motion to approve the stormwater claims as presented, seconded by Thom Morris, 3-0, motion carried.

### VI. Department Reports

- A. Cemetery - Jason Keeney
- B. Fire Department - Rob Frank
  - i. Fire Inspections - John Burgess
- C. Planner - Blaine Rout
- D. Police Department - Chris Jones
- E. Department of Public Works - Andrew Rogers
- F. Water Department - Rick Denney
- G. Wastewater Department - Oscar King Jr.
- H. City Attorney - Laurie Robertson Hardwick
- I. Park & Recreation - Jason Keeney

**VII. Old Business**

**VIII. New Business**

- A. Truck Purchase, Ford F150 - Fire Department  
Thom Morris made a motion to approve the purchase of the truck as presented, with the option for the Clerk-Treasurer to obtain financing, seconded by Trudy Selvia, 3-0, motion carried.

**IX. Adjournment**

Thom Morris made a motion to adjourn the meeting at 4:49pm, seconded by Trudy Selvia, 3-0, motion carried.

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Lynda R. Dunbar, Mayor

ATTEST:

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Mikayla J. Johnson, Clerk - Treasurer



# Department Report

## MEETING DATE

October 15, 2025

## PREPARED BY

## MONTHLY HIGHLIGHTS

## ATTACHMENTS

None



# Department Report

## MEETING DATE

October 15, 2025

## PREPARED BY

## MONTHLY HIGHLIGHTS

## ATTACHMENTS

None



# Department Report

## MEETING DATE

October 15, 2025

## PREPARED BY

## MONTHLY HIGHLIGHTS

### Greencastle Fire Department September 2025 Council Report

The fire department responded to 168 calls for service during the month of September, compared to 165 calls in September 2024. There was a 1.8% increase in calls from 2024 to 2025.

The fire department has responded to 1399 calls for service in 2025, compared to 1294 calls for service at this time in 2024. There was an 8% increase in calls from 2024 to 2025.

Firefighters completed 427.5 hours of training.

September Anniversaries: Brian Poole 19 years (9/16/2006), Matt Wolff 3 years (9/16/2022)

Four reserve firefighters volunteered for 29 hours.

- B and C shifts attended Airport Appreciation Days, speaking with attendees about fire prevention and giving tours of the fire engine.
- Chief Frank and Lieutenant Newgent attended Travis Howze's Post Traumatic Purpose Tour in Crawfordsville.
- B-shift spoke with the children at Head Start about fire safety and prevention.
- Partnered with the Putnam County Hospital to host Pink for Pancakes, which was a fundraiser for the mammogram clinic. We raised over \$1000 to support women who don't have insurance or cannot afford mammograms.
- Chief Frank attended the Indiana Fire and EMS Leadership Conference.
- Part-time Firefighter Stephen Caulkins was awarded the EMT of the Year at the Indiana Fire and EMS Leadership Conference.
- We hosted Zach Mathews from Experienced Solutions LLC. Zach spent two days working with Chief Frank and all the company officers to develop a strategic plan for the fire department for 2026.
- We hosted an Instructor II course and certified four new Instructor II's. Firefighter Grant Bryan, Engineer James Shaw, Lieutenant Brandon Watson, Chief Rob Frank.

## ATTACHMENTS

1. GFD Incident Dashboard - September

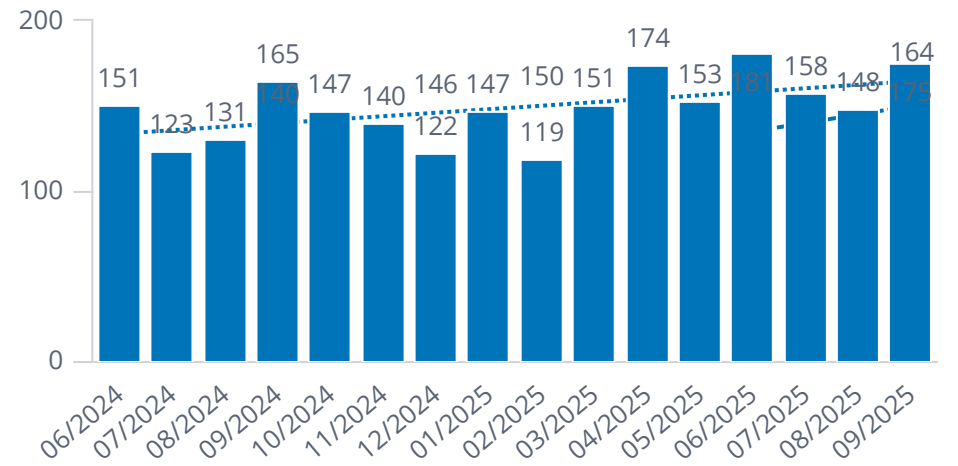
Incidents Last Month

175

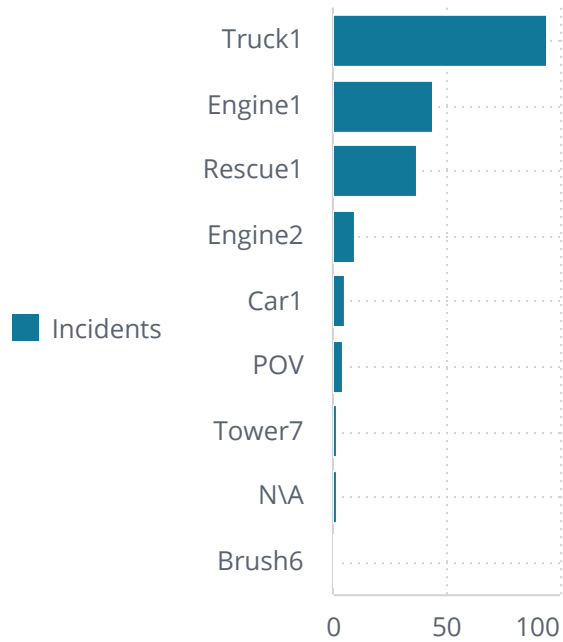
YTD Incidents

1,406

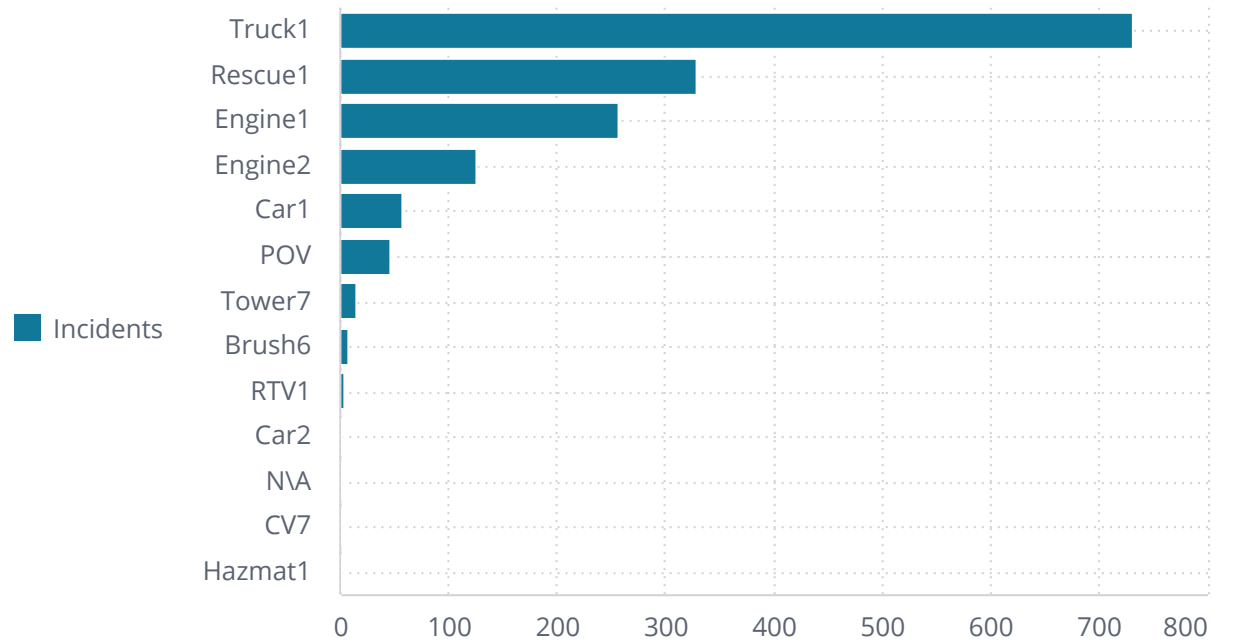
Monthly Incident Trending



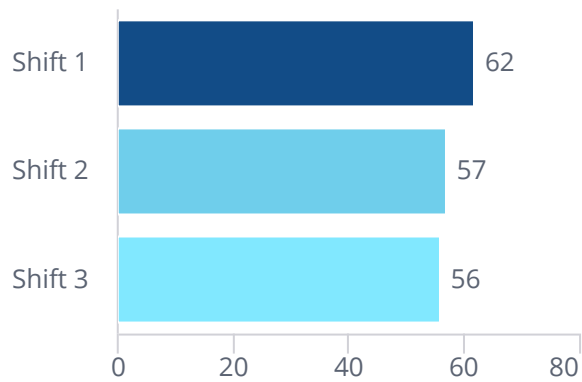
Incidents by Unit Last Month



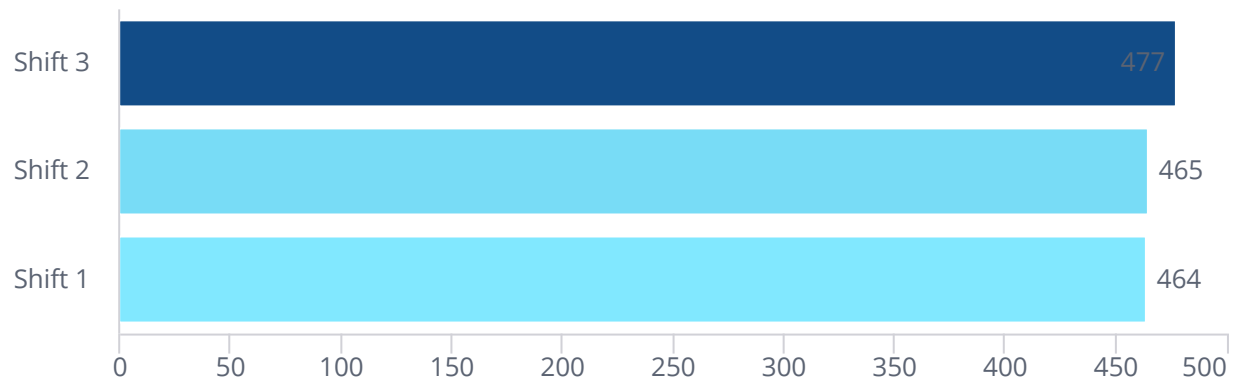
Incidents by Unit This Year



Incidents by Shift Last Month



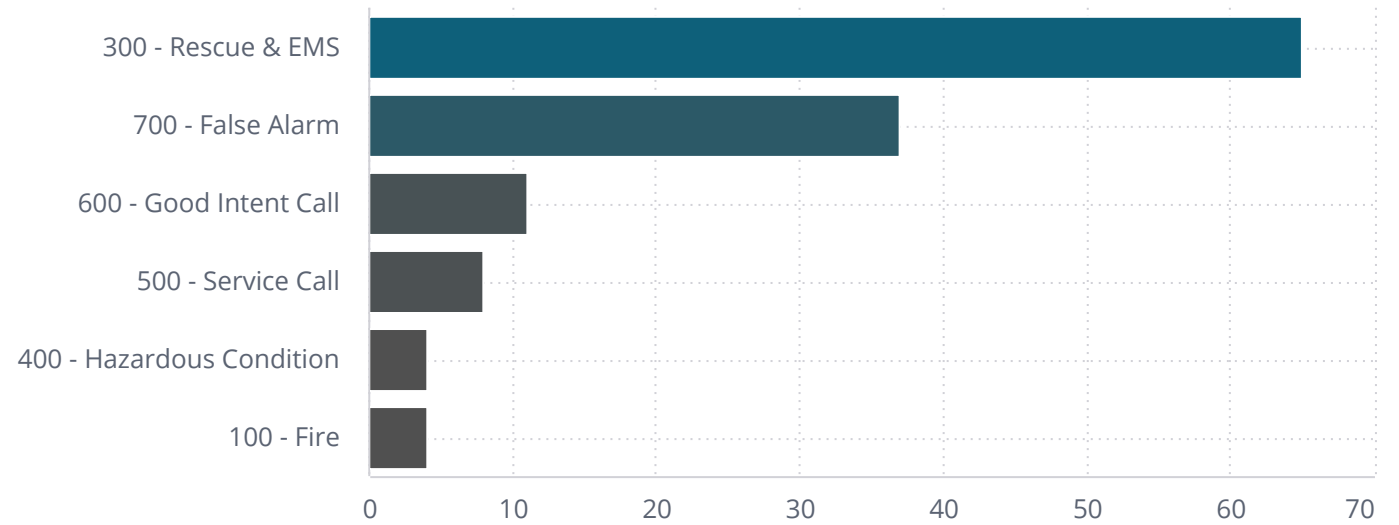
Incidents by Shift This Year



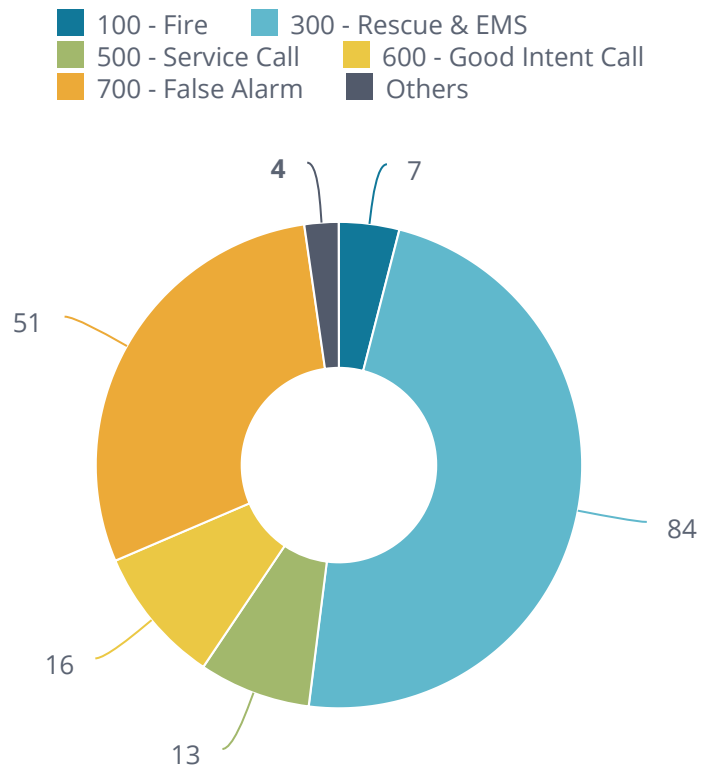
Station Coverage Last Month

129

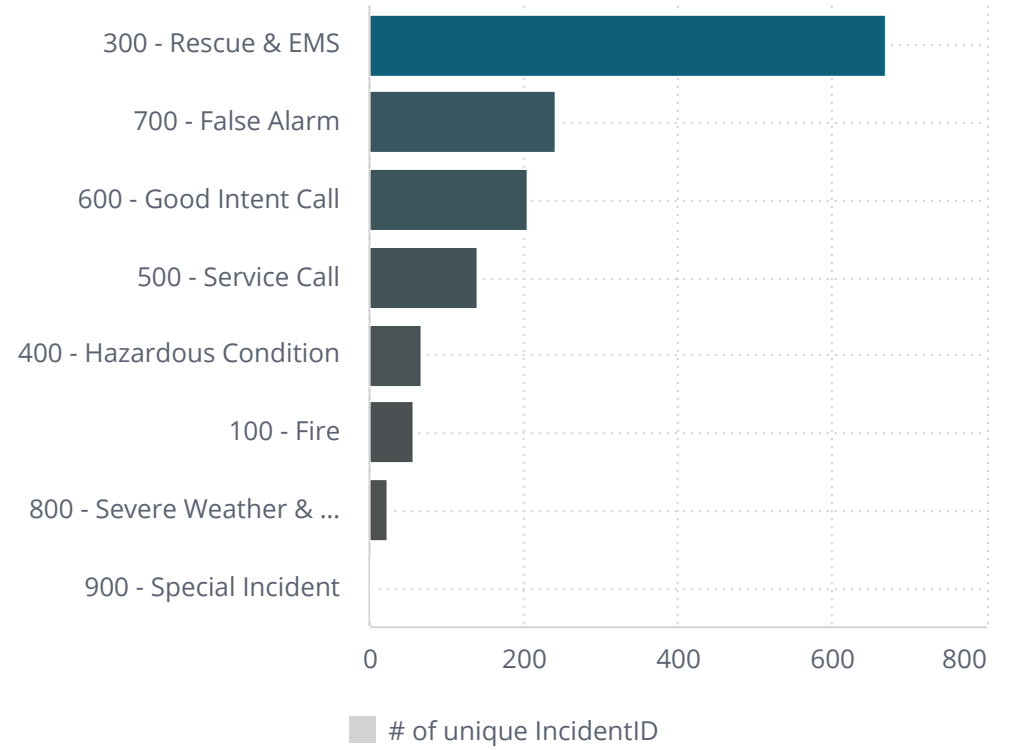
Station Coverage by Type Last Month



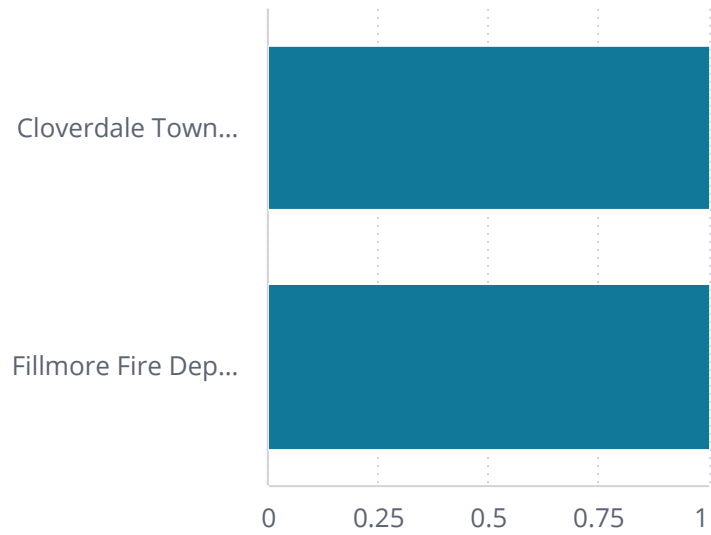
Incidents by Type Last Month



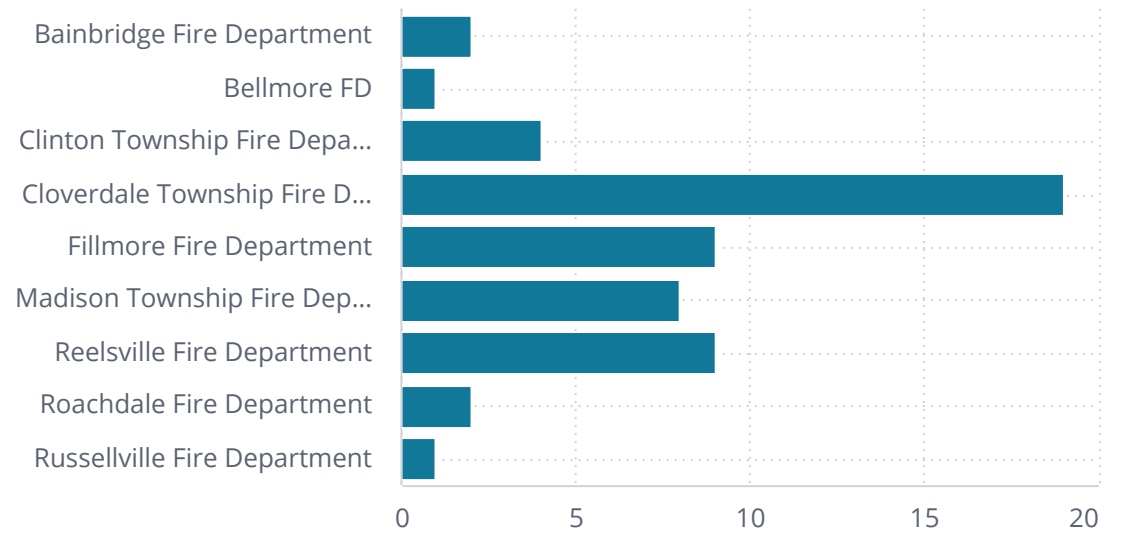
Incidents by Type This Year



Mutual Aid Given Last Month



Mutual Aid Given YTD



Incident Type Detail Last Month

Incident Type Group	Incident Type	Calls
100 - Fire	Building fire	3
	Outside rubbish fire, other	2
	Outside rubbish, trash or waste fire	2
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	30
	Medical assist, assist EMS crew	48
	Motor vehicle accident with injuries	4
	Motor vehicle accident with no injuries.	2
400 - Hazardous Condition	Gas leak (natural gas or LPG)	2
	Vehicle accident, general cleanup	2
500 - Service Call	Assist invalid	10
	Public service	1
	Tree Down	2
600 - Good Intent Call	Dispatched & canceled en route	11
	No incident found on arrival at dispatch address	3
	Smoke from barbecue, tar kettle	1
	Smoke scare, odor of smoke	1
700 - False Alarm	Alarm system activation, no fire - unintentional	42
	Carbon monoxide detector activation, no CO	1
	Local alarm system, malicious false alarm	1
	Smoke detector activation, no fire - unintentional	7



## Department Report

### MEETING DATE

October 15, 2025

### PREPARED BY

### MONTHLY HIGHLIGHTS

### ATTACHMENTS

1. September\_Fire\_Safety\_Inspections\_2025



### September Fire Safety Inspections 2025

Inspection Location	Occupant Name	Inspection Type	Inspection Number	Inspector	Status
1 E Franklin St	Dick's Barber Shop	B- Business General Fire	25-0157	John Burgess	Fail
17 E Franklin St	Aames Title & Closings	B- Business General Fire	25-0158	John Burgess	Pass
9 E Franklin St	Jerry's Foreign Auto Service	B- Business General Fire	25-0159	John Burgess	Fail
1 W Franklin St	Sharon Hammond Attorney at Law	B- Business General Fire	25-0160	John Burgess	Fail
17 N Indiana St	Bridges Wine Bar	B- Business General Fire	25-0161	John Burgess	Fail
15 N Indiana St	Jeff Boggess Attorney at Law	B- Business General Fire	25-0162	John Burgess	Fail
102 W Poplar St	Asbury Towers	I-2 Institution General Fire	25-0163	John Burgess	Fail
600 S Bloomington St	Collins Evans Real Estate	B- Business General Fire	R25-0119-02	John Burgess	Fail
19-25 S Indiana St	Britt's Blooming Boutique	B- Business General Fire	R25-0128-02	John Burgess	Pass
1019 Indianapolis Rd	Speedway	B- Business General Fire	R25-0055-05	John Burgess	Fail
810 Indianapolis Rd	Kork @ Keg Liquors	B- Business General Fire	R25-0078-05	John Burgess	Fail
703 N Jackson St	Kork & Keg Liquors	B- Business General Fire	R25-0080-04	John Burgess	Fail
911 Indianapolis Rd	Auto Zone	B- Business General Fire	R25-0057-05	John Burgess	Fail
25 S Vine St	Hammer & Swigart CPA'S	B- Business General Fire	R25-0131-02	John Burgess	Pass
509 S Locust St	Sigma Alpha Epsilon	R-2 Residential General Fire	25-0164	John Burgess	Open
Blackstock Stadium	DePauw Tennis & Track Center	A-3 Assembly General Fire	25-0165	John Burgess	Pass
2 E Washington St	Starbucks	B- Business General Fire	R25-0141-02	John Burgess	Fail



Inspection Location	Occupant Name	Inspection Type	Inspection Number	Inspector	Status
6 E Washington St	Eli's Books	B- Business General Fire	R25-0140-02	John Burgess	Fail
26 E Washington St	Buzz Bomb Graphics	B- Business General Fire	R25-0127-01	John Burgess	Fail
9 E Franklin St	Jerry's Foreign Auto Service	B- Business General Fire	R25-0159-01	John Burgess	Pass
11 W Franklin St	Don Julio Mexican Restaurant	B- Business General Fire	25-0166	John Burgess	Fail
15 W Franklin St	Patchwork & Purl	B- Business General Fire	25-0167	John Burgess	Fail
1 Taylor Place	Delta Tau Delta	R-2 Residential General Fire	R25-0152-01	John Burgess	Fail
916 S College Ave	Phi Gamma Delta	R-2 Residential General Fire	R25-0151-01	John Burgess	Fail
904 S College Ave	Kappa Alpha Theta	R-2 Residential General Fire	R25-0150-01	John Burgess	Fail
801 S Locust St	Delta Gamma	R-2 Residential General Fire	R25-0149-01	John Burgess	Fail
507 S Locust St	Kappa Kappa Gamma	R-2 Residential General Fire	R25-0148-01	John Burgess	Fail
446 Anderson St	Phi Delta Theta	R-2 Residential General Fire	R25-0147-01	John Burgess	Fail
311 S Locust St	Sigma Chi	R-2 Residential General Fire	R25-0146-01	John Burgess	Fail
23 W Franklin St	Trudy Selvia Attorney at Law	B- Business General Fire	25-0168	John Burgess	Fail

**30 Inspections**



# Department Report

## MEETING DATE

October 15, 2025

## PREPARED BY

## MONTHLY HIGHLIGHTS

## ATTACHMENTS

1. BOW Report - Planning 10.15.25
2. 9 BuildingDivision (Sep 25)

## **Greencastle Board of Works Report— October 15th, 2025**

### **City Planning Department**

**Prepared by: Blaine Rout (765-848-1504) - [brout@cityofgreencastle.com](mailto:brout@cityofgreencastle.com)**

#### **Board of Zoning Appeals Meeting:**

The BZA meeting on October 7<sup>th</sup> was held with two new petitions. Depauw University requested a Special Exception to allow for a movie theater in the Central Business district at 6 E Washington Street (site of the bookstore next to Starbucks). Due to conflicts of interest with several board members, a special meeting was called for October 14<sup>th</sup> at 6:00pm for B25-12 specifically (Depauw) where alternate board members will serve. In addition, a local resident requested a Special Exception to allow for a two-family residence in the Traditional Neighborhood district, located at 507 Main Street, site of a former church. The Special Exception was approved. Furthermore, the BZA was set to decide on the potential to revoke a variance for 805 Indianapolis Rd, due to misrepresentation of facts by the petitioner. After documentation of compliance efforts was supplied by IDEM, as well as a contract for services with an environmental remediation firm (SESCO), the Board decided to table the matter until the December 2<sup>nd</sup> meeting where a report and lab results from groundwater and soil samples will be available to review.

#### **Technical Review Committee:**

The Technical Review Committee meeting on September 11th was held to continue discussion of the ILP for the new Dunkin/Baskin Robbins site at 40 Putnam Plaza. The remainder of some logistical questions regarding landscaping, outdoor lighting, parking, and so forth were finalized, with the ILP being granted and construction forthcoming. The new Putnam County Annex Building project was also discussed, located at 209 W. Liberty St. The project encompasses a large area and abuts two different residential zone districts, so buffer yards, landscaping, and outdoor lighting need to be reviewed with care. The parking lot and other site features may change based on drainage plans. The project is expected to be reviewed again in the October 9<sup>th</sup> Tech Review meeting, with potential for approval of an ILP.

#### **Unsafe Building Committee:**

There are no buildings currently on the docket to be reviewed by the committee. That is the final step before the city would take action to proceed with demolition. Most recently, the property at 9 Beveridge Street has been prioritized for potentially obtaining an administrative search warrant to assess damage and determine habitability. Based on initial observations to include the roof decking and ridge of the roof, there is likely to be water damage. Ultimately it could go under demolition orders to address the blight and safety concerns, if the Building Official deems it unsafe. Multiple attempts have been made to contact the property owner, who has received at least one of the certified letters we've sent.

#### **Plan Commission Meeting:**

Greencastle Plan Commission's meeting on September 22<sup>nd</sup> was cancelled due to lack of business. The next meeting is scheduled for October 27<sup>th</sup>.

#### **MS4 Stormwater Committee Meeting and Activities:**

Lochmueller Group has completed their assessment of stormwater infrastructure and will be providing a GIS map file that can be overlaid on the city map. These map files are essential for planning purposes, especially where projects may overlap. If a road project starts, or if a sidewalk is replaced, having information on the overlapping utilities and infrastructure can ultimately save the city money by prioritizing and planning projects in conjunction (i.e. tearing up the road once, versus 3 times).

## Activities

- The Comprehensive Plan draft has been revised by American Structurepoint, and has now been provided to staff. The Steering Committee is expected to meet within the next 2 weeks or so to review.
- Sustainability Commission – The Commission is expected to nominate an Outstanding Business, Outstanding Citizen, and Outstanding Program for the Sustainability Commission Awards.
- Code Enforcement Activity continues. 29 Beverage Street has become a priority due to the long stretch of time since the current owner had acquired the property (2021) and has taken a fair amount of time getting permits and work done. The remodel permit has been renewed 3 times since originally issued, and has gaps of time in between with no active building permit due to expiration. The property owner was given an ultimatum, with one last permit renewal allowed, and for work to be completed within 6 months of issuance. The home has sat vacant for several years and is a risk due to the ground floor not having been secured. Vagrants, arsonists, or children may be able to enter the property and cause damage or harm to themselves or others. Code Enforcement activity has also been addressing regular complaints for inoperable vehicles, zoning violations, and a complaint regarding stormwater drainage adjacent to the Putnam County Museum.
- Worked on improvement location permits, sign permits, building permits, and provided technical assistance on various projects throughout the City.

# Building Division

From: 9/1/2025 to 9/30/2025 (Issued Date)

## Permits Issued

Year:	<b>2025</b>
Month:	<b>Sep</b>

Permit Number	Owner	Permit Type	Address	Permit Fee
<a href="#">25-3771</a>	Hilton Jason	Demolition - Residential	1144 D AVE	\$25.00
<a href="#">25-3776</a>	Puckett Andrew Cory & Megan	Residential Pool/Spas	1043 SHADOWLAWN ST	\$40.00
<a href="#">25-3778</a>	Black Jeremy T	Single Family & Duplex	408 W WASHINGTON ST	\$211.00
<a href="#">25-3782</a>	Northwood Property Group LLC	Remodel - Commercial	9 E WALNUT ST	\$190.00
<a href="#">25-3787</a>	Landmark Dwellings LLC	Remodel - Residential	401 E FRANKLIN ST	\$70.00
<a href="#">25-3791</a>	Hennette Group LLC	Remodel - Commercial	821 E FRANKLIN ST	\$330.00
<a href="#">25-3793</a>	Gierke Carl	Demolition - Residential	1049 INDIANAPOLIS RD	\$25.00
<a href="#">25-3794</a>	Masten Stephanie A	Electrical - Residential	804 CAMERON DR	\$30.00
<a href="#">25-3797</a>	Emmert Group Properties LLC	Electrical - Residential	810 E TENNESSEE ST	\$30.00
<a href="#">25-3803</a>	Hendershot Gregory L & Darcy D	Electrical - Commercial	1014 INDIANAPOLIS RD	\$30.00
<a href="#">25-3809</a>	Black Parker & Vickie S	Electrical - Residential	411 E WASHINGTON ST	\$30.00
<b>Month Total:</b>				<b>\$1,011.00</b>

Permits Issued by Permit Type	Year: <b>2025</b>	
	Month: <b>Sep</b>	<b>Year to Date</b>
Accessory - Commercial	0	2
Accessory - Residential	0	17
Addition - Commercial	0	1
Addition - Residential	0	1
Demolition - Commercial	0	5
Demolition - Residential	2	15
Electrical - Commercial	1	3
Electrical - Residential	3	20
Multi-Family Building	0	6
Remodel - Commercial	2	35
Remodel - Residential	1	13
Residential Pool and Spas	1	1
Single Family & Duplex	1	8
Temporary Structures & Tents - Commercial	0	1
<b>Total Issued:</b>	<b>11</b>	<b>128</b>
<b>Total Receipts:</b>	<b>\$1,011.00</b>	<b>\$16,416.80</b>
<b>Total housing:</b>	<b>\$200,000.00</b>	<b>\$1,893,728.00</b>
<b>Total Construction:</b>	<b>\$321,233.00</b>	<b>\$7,583,799.65</b>

# Building Division

From: 9/1/2025 to 9/30/2025 (Issued Date)

## Percentage of Project Completion (filtered by Work Type) ( Estimated Value of Project > \$100,000.00 )

Address - Permit Type	%	Permit Id	Permit Number
1001 CRESCENT DR - Addition - Residential	50%	5858816	21-2430
1018 INDIANAPOLIS RD - Remodel - Commercial	88%	5936066	21-2475
1109 S INDIANA ST - Mechanical - Commercial	0%	6035631	21-2490
1120 Albin Pond Rd - Single Family & Duplex	88%	5785406	21-2375
208 W WALNUT ST - Remodel - Residential	17%	6070536	21-2504
211 N LOCUST ST - Remodel - Commercial	67%	5419420	21-2217
300 S WARREN DR - Remodel - Commercial	0%	5826503	21-2400
501 S Illinois St - Single Family & Duplex	100%	4783347	20-2124
511 E SYCAMORE ST - Single Family & Duplex	100%	4676822	20-2082
800 E TENNESSEE ST - New Building - Commercial	43%	9125595	22-2641
801 Tacoma Dr - Single Family & Duplex	71%	4411683	20-1898
890 ALBIN POND RD - Single Family & Duplex	22%	8637690	22-2621
DePauw Univ., Julian Center 602 S COLLEGE AVE - Mechanical - Commercial	0%	4267256	20-1845



# Department Report

## MEETING DATE

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## PREPARED BY

## MONTHLY HIGHLIGHTS

## ATTACHMENTS

1. council report sept. 2025

Oct 3rd, 2025

## Greencastle Police Department Common Council Report SEPTEMBER 2025

<u>CALL ACTIVITY TOP 5</u>	<u>#</u>
ADMINISTRATIVE	70
SUSPICIOUS PERSON	60
LOCKOUTS	49
ACCIDENTS	29
DISTURBANCE	25

### DEPARTMENT EMPLOYMENT ANNIVERSARIES

Office Admin. Sabrina Grice 9-17-07 (18 years)  
Capt. Detective Mike Collins 9-27-04 (21 years)

**PATROL**-Officers conducted 85 traffic stops in the month of September. Officers responded to 579 calls for service, opened 52 criminal case reports and completed 15 Indiana Crash Reports. Officers completed a total of 17 field arrests for the month. Dayshift Officers have been filling the open crossing guard spot in the mornings and afternoons at the high school since school started on Aug. 5<sup>th</sup>. Officers have also been assisting with traffic issues around GHS and GMS due to construction on Washington St. GPD conducted our annual Car Seat Clinic as part of Child Passenger Safety Week on Sept. 23<sup>rd</sup> from 4-6PM.

**DETECTIVES**- Detectives were assigned 16 new cases as well as 3 DCS cases. Detectives were called out 8 times during the month. 4 cases were sent to the Prosecutor's Office for charges. 15 cases were closed. Detectives served 3 search warrants for the month.

**PARKING ENFORCEMENT**- 63 tickets were issued for the month (44-3 HR, 8-wrong direction, 4-no parking, 2-yellow curb, 5-reserved parking). 10 warnings were written. 35 tickets have been paid and 25 have not been paid, 3 tickets were voided.

**RESERVES**- The Reserve Division worked 16 hours for the month. We lost 1 Reserve Officer to Bainbridge PD. We also added 2 new Reserves who are now in training.

### TRAINING

**Officer Jared McDaniel & Damon Ludwig** attended Crisis Intervention Training (CIT) from Sept. 15<sup>th</sup>-19<sup>th</sup> in Danville, IN.

**Officer Justin Herd** attended FBI Basic SWAT School from Sept 29<sup>th</sup>-Oct 3<sup>rd</sup> in Valparaiso, IN.

**Chief Chris Jones** attended FBI-Executive Leadership Class from Sept. 29<sup>th</sup>-Oct 3<sup>rd</sup> in Whitestown, IN.



# Department Report

## MEETING DATE

October 15, 2025

## PREPARED BY

## MONTHLY HIGHLIGHTS

### Summary Report for September 2025



## Department of Public Works

### Sign Work:

1. Set out 34 barricades and 50 cones for First Friday and Pride function this month.

### Mechanical:

1. 14' Elgin Sweeper: Changed left gutter broom.
2. 19' F-650: Replaced power steering lines.
3. 13' GVM Vac: Changed oil and filter.
4. 06' Red Vac: Changed oil and filter.

### Sweeping:

1. Swept city streets 2 times and downtown 3 times this month driving 58 miles, used 29 gallons of diesel, 200 gallons of water and picked up 31.5 yards of debris

### Storm Work:

1. Repaired street drains at Arlington and Highwood, Brentfield Ln., Illinois and Sycamore, Elm, E. Walnut and Toddson this month.

### Patching:

One North Locust St.  
Greencastle, IN 46135

1. Patched holes in city streets using .5 tons of CMA.

Thermo:

1. Installed 573' of stop block and 2,409' of crosswalk this month.

Tree Work:

1. Removed bush for line of sight at Woodhaven and Primrose.

Misc:

1. Disposed of 6 deceased deer this month.
2. Cleaned up the Community Garden.
3. Installed name plates in front of trees at the YMCA.

## ATTACHMENTS

None



# Department Report

## MEETING DATE

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## MONTHLY HIGHLIGHTS

## ATTACHMENTS

1. Monthly Council & BOW

**2025**

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEARLY AVERAGE
AVERAGE DAILY FLOW IN (M.G.D.)	1,501	1,449	1,448	3,016	1,768	1,966	1,287	1,086	0,996				1,613
DAYS ABOVE DESIGN FLOW	0	0	0	8	1	6	0	0	0				15
DAYS OF OVERFLOW AT PLANT	0	0	0	0	0	0	0	0	0				0
RAIN INDUCED OVERFLOW COL. SYSTEM	0	0	0	1	0	1	0	0	0				2
MECH/ELECT ISSUE CAUSING OVERFLOW	0	0	0	0	0	0	0	0	0				0
SEWER CALLS BLOCKAGE IN CITY LINES	0	0	0	0	0	0	0	0	0				0
<b>EMERGENCY REPAIRS MADE</b>	0	0	0	0	0	0	0	0	0				0
OVERFLOW CAUSED BY BLOCKAGE IN CITY LINES	0	0	0	0	0	0	0	0	0				0
SEWER LINE CLEANED (FOOTAGE)	340	2,039	1,971	1,484	2,788	1,406	1,040	2,131	1,374				14,573
LOCATES	135	188	246	344	408	530	685	513	361				3,410
TAP PERMITS	0	0	0	0	0	0	0	0	0				0
SEWER LINES TELEVISED (FOOTAGE)	0	320	947	2,589	2,388	6,057	2,627	4,132	1,372				20,432

**2024**

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEARLY AVERAGE
AVERAGE DAILY FLOW IN (M.G.D.)	2,190	1,391	1,544	2,691	1,595	1,053	1,271	1,000	1,001	0,975	1,176	1,618	1,459
DAYS ABOVE DESIGN FLOW	8	0	0	8	2	0	0	0	0	0	0	3	21
DAYS OF OVERFLOW AT PLANT	0	0	0	0	0	0	0	0	0	0	0	0	0
RAIN INDUCED OVERFLOW COL. SYSTEM	0	0	0	0	0	0	0	0	0	0	0	0	0
MECH/ELECT ISSUE CAUSING OVERFLOW	0	0	0	0	0	1	1	0	1	0	0	0	3
SEWER CALLS BLOCKAGE IN CITY LINES	0	1	0	1	0	0	0	0	0	0	0	0	2
<b>EMERGENCY REPAIRS MADE</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
OVERFLOW CAUSED BY BLOCKAGE IN CITY LINES	0	0	0	0	0	0	1	0	0	0	1	0	2
SEWER LINE CLEANED (FOOTAGE)	0	1,530	1,580	1,260	4,626	2,107	2,487	4,054	550	895	3,657	340	23,086
LOCATES	112	120	247	207	207	198	222	249	188	250	191	165	2,356
TAP PERMITS	1	0	3	2	1	4	0	2	4	0	0	0	17
SEWER LINES TELEVISED (FOOTAGE)	0	1,295	2,931	2,125	3,074	2,756	4,728	2,644	2,117	3,884	4,396	1,746	31,696



# Department Report

## MEETING DATE

October 15, 2025

## PREPARED BY

## MONTHLY HIGHLIGHTS

## ATTACHMENTS

None



## Department Report

### MEETING DATE

October 9, 2025

### PREPARED BY

Jason Keeney

### MONTHLY HIGHLIGHTS

I am pleased to inform the Council of two exciting things that happened in September. First, that the fundraising for Emerald Palace 2.0 is nearing completion and we are close to having all the money in-hand. All of the slides have been sponsored, but there are still a handful of other play features left available for sponsorship. Fence pickets are still available to be purchased as well. We have scheduled our build date in April 2026 with Leathers and we are excited about “build week”. We will still be reaching out to businesses and sponsor for the items that “build week” entails including food and manpower but we are getting close!

The second item, A Kinetic Change donated a piece of playground equipment for the area between shelter 1 and the bandshell and we were able to get the equipment installed this past month. We are so grateful to the Carr Family and A Kinetic Change for the donation of the equipment and encourage you to stop by and see this wonderful new addition! (The director and programs director “made sure it was safe.”)

We held our Kids Fishing Derby at Jaycee Park and we had 43 kids participate this year. The fish didn’t seem as willing to “participate” this year, but they were able to catch seventeen Bluegill and Largemouth Bass. The Dog and Suds event was held the first weekend in September and we saw a large turnout and even though the water was cold, it was still well attended and there were great reports from participants. Fall softball games are in full swing and the programs director is busy preparing for October programs and Christmas Lights should begin appearing before the Council meeting.

### ATTACHMENTS

1. 1000003715
2. 1000003716

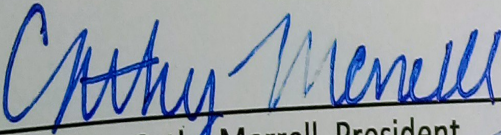
**Greencastle Parks & Recreation Department**  
**Direct Payable Voucher Docket**  
**Wednesday, October 1, 2025**  
**(For business of September 2025)**

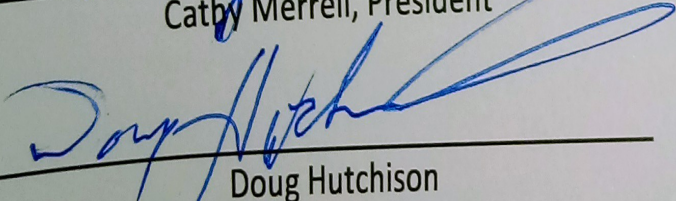
<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Hendricks Power	Sports Park Power Bill	\$ 192.83
Visa Card Services	September Visa Bill	\$ 618.14
<b>Total General Operation Expenses</b>		<b>\$ 810.97</b>

**Allowance of Account Payable Vouchers**

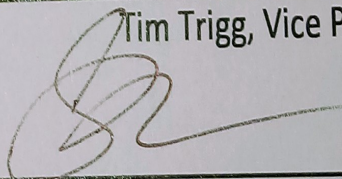
We have examined the Direct Payables of the foregoing Direct Payables Voucher Docket(s) consisting of 1 page(s) and, except for claims not allowed as shown on this docket, such claims are hereby allowed in the total amount of **\$810.97** dated October 1, 2025.

**SIGNATURES OF THE GOVERNING BOARD**

  
 \_\_\_\_\_  
 Cathy Merrell, President

  
 \_\_\_\_\_  
 Doug Hutchison

\_\_\_\_\_

  
 Tim Trigg, Vice President

\_\_\_\_\_

Scott Hamilton

**Greencastle Parks & Recreation Department**  
**Accounts Payable Voucher Docket**  
**Wednesday, October 1, 2025**  
**(For business of September 2025)**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Ashley Crady	Reimbursement	\$ 14.93
BBP Water Company	Pool/Splash Water Tests	\$ 200.00
Black Lumber Company	Fence Materials and Railroad Ties AKC feature	\$ 977.82
Carquest	Oil Change Truck #1	\$ 65.53
Element Materials	Pool Testing for July Beginning Week **	\$ 289.00
Headley Hardware	Repair Supplies	\$ 212.28
Heritage Landscape	Greendell Playground Mulch	\$ 2,230.00
Hoosier Wifi Guy	POE Projectors and Controller Hookups for Aquatics	\$ 1,000.00
IPRA	Conference Registration- AC	\$ 420.00
Johnny Quick	Portalets	\$ 350.00
Keystone	Gas & Diesel	\$584.62
S5 Security	Security Monitoring	\$ 29.95
T-shirt Express	Softball Registration, Fall Softball Pay, Softballs	\$ 1,227.00

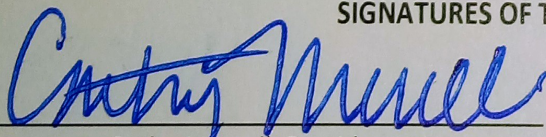
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Total General Operation Expenses \$ 7,601.13

**Allowance of Account Payable Vouchers**

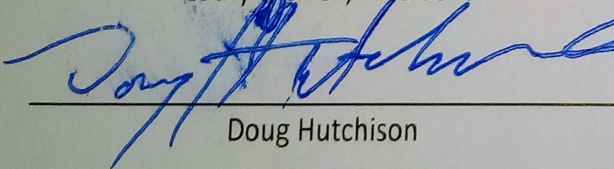
We have examined the Accounts Payable of the foregoing Accounts Payable Voucher Docket(s) consisting of 1 page(s) and, except for claims not allowed as shown on this docket, such claims are hereby allowed in the total amount of \$7,601.13 dated October 1, 2025.

**SIGNATURES OF THE GOVERNING BOARD**

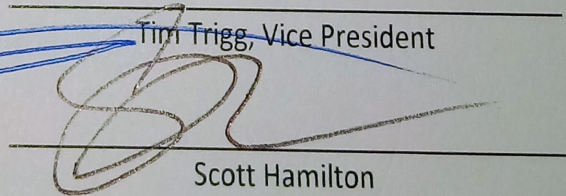


Cathy Merrell, President

Tim Trigg, Vice President



Doug Hutchison



Scott Hamilton

\*\* Final Time Element Materials was used for pool water testing,



# Department Report

## MEETING DATE

October 15, 2025

## PREPARED BY

## MONTHLY HIGHLIGHTS

## ATTACHMENTS

1. 2025\_09

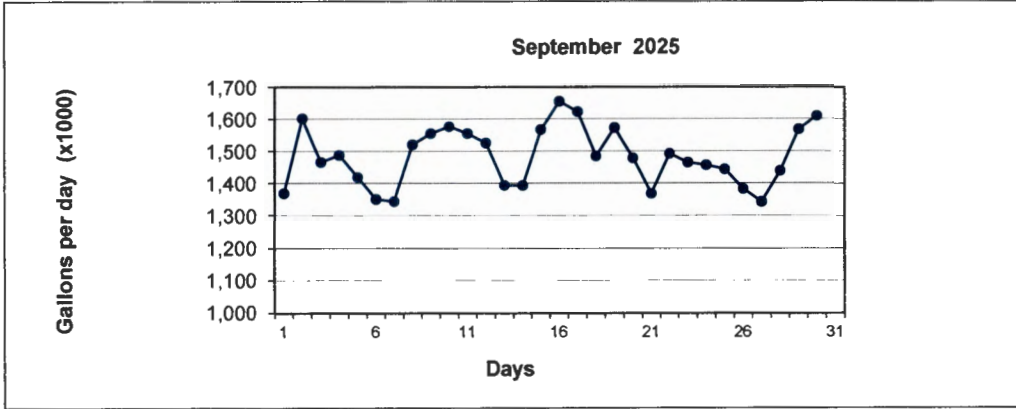
# Greencastle Utilities

## Monthly Report

September 2025

**Gallons**

1,483,205	Average daily pumpage	
1,654,889	Peak Day	16
1,342,391	Minimum Day	



<i>Utility Repairs &amp; Statistics</i>	<i>Number</i>	<i>Brief Description</i>
Water main leaks - ( 4" - 12" )	1	6" on Queenswood
Small main leaks		
Service line leaks	5	
Other	1	Retire service line
Fire hydrant flow tests	4	
Water main tie-ins		
Installed new fire hydrants	3	
Work Orders	135	
Meter Change-Outs	31	
IUPPS line locates	547	
Total active accounts	3725	
Disconnects for non-payment	51	

Month	Calendar Month Pumpage	Known Water Usage / Loss	Gallons Sold	Unaccountable Water	Peak Day Gallons	Peak Day
<b>2025</b>						
January	43,075,631	555,056	30,936,532	20.5%	1,576,089	28
February	42,688,191	500,814	29,569,188	21.3%	1,696,459	13
March	45,094,715	525,163	30,031,452	24.8%	1,564,515	6
April	44,175,740	1,664,639	32,223,092	21.1%	1,724,622	28
May	44,706,118	1,556,852	32,932,196	17.9%	1,751,339	7
June	42,742,975	855,620	33,036,916	15.6%	1,773,040	23
July	43,241,911	731,523	34,004,080	17.2%	1,557,860	2
August	45,213,831	567,966	35,689,324	17.4%	1,610,040	26
September						
October						
November						
December						
YTD	<b>Totals:</b>	<b>350,939,112</b>	<b>6,957,633</b>	<b>258,422,780</b>		



# Department Report

## MEETING DATE

October 15, 2025

## PREPARED BY

## MONTHLY HIGHLIGHTS

## ATTACHMENTS

1. 1351\_001

**AGREEMENT**  
**City of Greencastle, Indiana**

THIS AGREEMENT is made and entered into by and between the City of Greencastle, Indiana, acting by and through its Board of Public Works and Safety (“Owner”) and Morphey Construction, Inc. (“CONTRACTOR”), concerning the CAMPUS LINK TRAIL – WESTERN EXTENSION described more particularly in Appendix A which is attached hereto and incorporated herein by reference.

RECITALS:

- A. The Owner has heretofore caused to be prepared certain plans, specifications and other documents (collectively, the “Contract Documents”) as hereinafter listed pertaining to the Project, and the CONTRACTOR has filed a bid proposal (“Proposal”) to furnish labor, tools, material, equipment and/or services, and to perform the work (“Work”) called for in the Contract Documents pertaining to the Project, upon the terms and for the price(s) therein fully stated and set forth; and
- B. The said Contract Documents accurately and fully describe the terms and conditions upon which the CONTRACTOR is willing to furnish the labor, tools, material, equipment, services, and perform the Work called for by the Contract Documents and in the manner and time and for the price(s) set forth therein.

THE OWNER AND CONTRACTOR AGREE AS FOLLOWS:

1.0 Contract Documents

1.1 This Agreement consists of the following Contract Documents all of which are as fully a part of this Agreement as if set out verbatim herein or attached hereto and the same do in all particulars become the Agreement between the parties hereto in all matters and things set forth herein and described:

- a. This Agreement, including any attachments hereto;
- b. All Addenda issued prior to receipt of bid proposals, whether or not receipt thereof has been acknowledged by CONTRACTOR in its Proposal;
- c. The Specifications;
- d. The Additional Requirements;
- e. Notice to Bidders;
- f. Instructions to Bidders;
- g. Plans and Drawings;

- h. Performance, Payment and Maintenance Bonds;
  - i. CONTRACTOR'S Itemized Proposal and Declarations; and
  - j. All other documents defined as Contract Documents in any of the above listed documents.
- 1.2 In resolving conflicts, errors, discrepancies and disputes concerning the nature, character, scope and/or extent of Work to be performed or furnished by the CONTRACTOR hereunder, or other rights and obligations of the Owner and/or CONTRACTOR, the provision of a Contract Document expressing the greater quantity, quality or scope of the Work, or imposing a greater obligation upon the CONTRACTOR, or affording a greater right or remedy to Owner, shall govern, without regard to the party who drafted such provision; otherwise, the Documents shall be given precedence in the order as listed in paragraph 1.1 herein above.

## 2.0 Contract Price

- 2.1 The CONTRACTOR shall, in strict conformity with the Contract Documents, furnish all necessary labor, tools, materials, equipment, services, assume and fulfill all obligations and perform all Work required to construct, complete, and make ready for use by the Owner at the Unit Prices as quoted in the Proposal for a total contract price not to exceed \$ 2,648,800.00, subject to any additions or deletions based on actual approved quantities of the respective unit price items, which price the CONTRACTOR agrees to accept as full payment for all such Work actually performed and accepted as described in the "Contract Items and Unit Prices specification" and other Contract Documents (the "Contract Price"). The CONTRACTOR agrees that each unit price shall be deemed full and complete compensation for all direct and indirect costs for each respective item of Work, including, without limitation, all materials, labor, supervision, equipment, transportation, warranties, repairs, replacement, overhead and profit for the item, complete and in place.
- 2.2 The above stated Contract Price will be paid to the CONTRACTOR in the manner and at such times as set forth in the Contract Documents.

## 3.0 Contract Time

- 3.1 It is hereby understood and mutually agreed, by and between the CONTRACTOR and Owner, that the date of commencement and the time for completion of the Work as specified in the Contract Documents are essential conditions of this Agreement.

3.2 The CONTRACTOR agrees that the Work shall be commenced no later than the date indicated in the Notice to Proceed to be provided by Owner to CONTRACTOR and that the Work shall be performed regularly, diligently and without interruption at such a rate of progress as will insure "Substantial Completion" of the Project, including completion of performance testing and such remedial work as may be required by the Owner, by the dates specified in the Contract Documents.

3.3 The CONTRACTOR and Owner acknowledge and agree that the time allotted by this Agreement for the performance and completion of the Work is reasonable and takes into account any and all risks and adverse conditions which may befall the CONTRACTOR hereunder.

4.0 Effective Date

This Agreement shall be deemed effective as of the date and year on which the last of the parties hereto, or their representative, executes same.

5.0 Miscellaneous Provisions

5.1 Owner's Property

Any and all documentation (other than original tracings and original calculations) generated by CONTRACTOR pursuant to this Agreement shall be considered Owner's exclusive property and shall be disclosed only to Owner and to no other person without Owner's prior express written consent. CONTRACTOR shall keep confidential all working and deliberative material pursuant to IC 5-14-3-4, unless disclosure is required by law.

5.2 Termination

Except as expressly stated to the contrary herein, this Agreement may be suspended and/or terminated upon such terms as are set forth in Article 14 of the City of Greencastle, Standard General Conditions for Construction Contracts (the "General Conditions"), as incorporated herein by this reference.

5.3 Binding Effect

Owner and CONTRACTOR and their respective officers, officials, partners, successors, executors, administrators, assigns and legal representatives are bound by this Agreement to the other party hereto and to the officers, officials, partners, successors, executors, administrators, assigns and legal representatives of such other party in all respects as to all covenants, agreements and obligations contained and/or incorporated herein.

5.4 No Third Party Beneficiaries

Nothing contained herein shall be construed to give any rights or benefits hereunder to anyone other than Owner or CONTRACTOR.

5.5 Relationship

The relationship of the parties hereto shall be as provided for in this Agreement, and CONTRACTOR, as well as its agents, employees, contractors, subcontractors, outside sources and other persons shall in no fashion be deemed to be an employee of Owner. Furthermore, CONTRACTOR shall be solely responsible for payment to or for its agents, employees, contractors, subcontractors, outside sources and other persons all statutory, contractual and other compensation, benefits and obligations due thereto, and Owner shall not be responsible for same. Rather, the Contract Price to be paid hereunder by Owner to CONTRACTOR shall, subject to the terms and conditions hereof, be the full and maximum compensation and monies required of Owner to be paid to CONTRACTOR pursuant to this Agreement.

5.6 Insurance

CONTRACTOR shall maintain such bonds and insurance as are set forth in Article 5 of the General Conditions.

5.7 Indemnification

CONTRACTOR shall indemnify and hold harmless Owner, its officers, officials, employees, agents and legal representatives, from all losses, liabilities, claims, judgments and liens, including, but not limited to, all costs, expenses and attorney fees, arising out of any intentional or negligent act or omission of CONTRACTOR and/or any of its agents, employees, contractors, subcontractors, outside sources and/or other persons in the performance of this Agreement. The failure to do so shall constitute a material breach of this Agreement. This indemnification obligation shall survive the termination of this Agreement.

5.8 Setoff

In addition to any right of setoff provided by law, all amounts due CONTRACTOR shall be considered net of indebtedness of CONTRACTOR to Owner, and Owner may deduct any amounts due or to be come due from CONTRACTOR to Owner from any sums due or to become due from Owner to CONTRACTOR hereunder.

5.9 Government Compliance

CONTRACTOR agrees to comply with all present and future federal, state and local laws, executive orders, rules, regulations, codes and ordinances which may be applicable to CONTRACTOR's performance of its obligations under this Agreement, and all relevant provisions thereof are incorporated herein by this reference. CONTRACTOR agrees to indemnify and hold harmless Owner from any loss, damage or liability resulting from any violation of such laws, orders, rules, regulations, codes and/or ordinances. This indemnification obligation shall survive the termination of this Agreement.

5.10 Severability.

If any provision of this Agreement is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, that provision shall be stricken, and all other provisions of this Agreement which can operate independently of such stricken provision shall continue in full force and effect.

5.11 Notice.

Any notice, invoice, order or other correspondence required or permitted to be sent under or pursuant to this Agreement shall be in writing and either hand-delivered or sent by postage prepaid, U.S. Certified mail, return receipt requested, addressed to the parties at the following address:

Owner:

City of Greencastle  
Board of Public Works and Safety  
One North Locust Street  
Greencastle, IN 46135  
Attention: Andrew Rogers, Commissioner  
(with a copy to City Attorney,  
Department of Law, same address)

CONTRACTOR:

Morphey Construction, Inc.  
1499 North Sherman Drive  
Indianapolis, IN 46201  
Attention:

Notwithstanding the above, a Notice To Cease All Work issued under or pursuant to Paragraph 5.2 hereinabove may be orally given, as long as such notice is thereafter followed by written notice as provided in this Paragraph 5.11 within five (5) business days of the date of such oral notice.

5.12 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana, except for its conflict of laws provisions, as well as with all municipal ordinances and codes of the City of Greencastle. The parties further agree that, in the event a lawsuit is filed hereunder, they waive any rights to a jury trial they may have, agree to file any such lawsuit in an appropriate court in Putnam County, Indiana only, and agree that such court is the appropriate venue for and has jurisdiction over same.

5.13 Waiver

Any delay or partial inaction on the part of Owner in exercising or pursuing any right and/or remedy provided hereunder or by law shall not operate to waive any such rights or remedies.

5.14 Exhibits

All exhibits and/or appendices referenced herein, whether marked "Exhibit", "Appendix", or by some other title, shall be considered a part of this Agreement.

5.15 Prior Agreements

This Agreement contains all of the agreements of the parties hereto with respect to the subject matter hereof, and supersedes all prior negotiations, representations, and/or contracts, either oral or written, respective thereto.

5.16 Representation and Warranties

Each party hereto represents and warrants that it is authorized to enter into this Agreement and that such party, in executing this Agreement, has the authority to bind such party or the party which it represents, as the case may be.

5.17 Headings

All headings and sections of this Agreement are inserted for convenience only and do not form a part of this Agreement nor limit, expand or otherwise alter the meaning of any provisions hereof.

5.18 Advice of Counsel

The parties warrant that they have read this Agreement and understand it, are fully aware of their respective rights, have had the opportunity for the advice and assistance of an attorney throughout the negotiation of this Agreement, and enter into this Agreement freely, voluntarily and without any duress, undue influence, coercion or promise of benefit, except as expressly set forth herein.

5.19 Entire Agreement

This Agreement, together with any attachments hereto or referenced herein, constitutes the entire agreement between CONTRACTOR and City with respect to the subject matter hereof, and supersedes all prior oral or written representations and agreements regarding same. Notwithstanding any other term or condition set forth herein, but subject to paragraph 5.10 hereof, to the extent any term or condition contained in any exhibit attached to this Agreement conflicts with any term or condition contained in this Agreement, the term or condition contained in this Agreement shall govern and prevail, unless the parties hereto, or their successors in interest, expressly and in writing agree otherwise. This Agreement may only be modified by written amendment executed by both parties hereto, or their successors in interest.

IN WITNESS WHEREOF, the parties hereto set their hand on the dates below written:

Owner:  
CITY OF GREENCASTLE, INDIANA  
by and through its *Board of Public Works and Safety*

CONTRACTOR:

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
*Clerk-Treasurer*

Date: \_\_\_\_\_

APPENDIX A

PROJECT: *CAMPUS LINK TRAIL – WESTERN EXTENSION*

WORK: As described by these Contract Documents including: Construction of a shared use path connecting two existing trail segments along Veterans Memorial Highway, with trail head parking and access, and paving an existing aggregate section of the Putnam Nature Trail.

Non-pay items incidental to construction may include, but are not limited to:

- utility protection
- site security
- site cleanup

OWNER'S REPRESENTATIVE: *Andrew Rogers, Commissioner  
Department of Public Works & Safety  
City of Greencastle  
One North Locust Street  
Greencastle, IN 46135*

CITY OF GREENCASTLE  
NOTICE TO PROCEED

Dated: \_\_\_\_\_

TO: Morphey Construction, Inc.

ADDRESS: 1499 North Sherman Drive  
Indianapolis, IN 46201

PROJECT: *CAMPUS LINK TRAIL – WESTERN EXTENSION*

This notice is contingent on receipt of all applicable bonds, insurances, permits and funding approval by the City of Greencastle.

You are notified that the Contract Times under the above contract will commence to run on \_\_\_\_\_. By that date, you are to start performing your obligations under the Contract Documents. The project shall be completed by November 15, 2026.

Also, before you may start any Work at the site, you must schedule a preconstruction meeting with city, all utilities, and other interested parties if requested to do so by Andrew Rogers, Commissioner of the Department of Public Works.

CITY OF GREENCASTLE  
BOARD OF PUBLIC WORKS AND SAFETY

\_\_\_\_\_  
Lynda Dunbar, Mayor

\_\_\_\_\_  
By: \_\_\_\_\_  
(AUTHORIZED SIGNATURE)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)



# Department Report

## MEETING DATE

October 15, 2025

## PREPARED BY

## MONTHLY HIGHLIGHTS

## ATTACHMENTS

1. 1352\_001

# SCOPE OF SERVICES AND FEE PROPOSAL



**Date:**

October 6, 2025

**Project:**

**City of Greencastle Facilities Study**

DPW, Police & Fire Departments

Greencastle, Indiana

**Prepared for:**

**City of Greencastle**

1 North Locust Street

Greencastle, IN 46135

**Prepared by:**

**The Etica Group, Inc.**

8720 Castle Creek Parkway East Drive

Suite 400

Indianapolis, IN

## Department of Public Works (DPW) Study

### 1.0 Project Background

The City of Greencastle has requested a study for the Public Works facility. The study will build upon the findings of the October 2024 Roof and Structural Assessment of the existing storage facility at 225 Shadowlawn Avenue, which identified significant roof deterioration, ongoing water intrusion, and major structural deficiencies requiring substantial retrofitting to meet current codes. Other buildings on the site have significant deterioration. Given these findings, the city would like to develop a plan for a new facility at the existing site.

### 2.0 Scope of Services

#### 2.1 Site Development Study

- 2.1.1 Existing Conditions Documentation: Prepare a site plan showing approximate property boundaries, existing building locations, visible utilities, and observed drainage patterns. Review available site surveys and coordinate field verification where needed.
- 2.1.2 City Coordination: Conduct stakeholder meetings with DPW leadership and City representatives to identify programmatic requirements (utilities, vehicular circulation, staff parking, equipment storage, and operational flow).
- 2.1.3 Conceptual Site Layout: Prepare a conceptual site layout illustrating proposed facility placement, access drives, parking areas, circulation routes for DPW vehicles, and stormwater management concepts.
- 2.1.4 Preliminary Site Development Budget: Provide a conceptual-level cost estimate for site preparation, utility upgrades/extensions, and associated improvements.

#### 2.2 Facility Needs Study

- 2.2.1 Assessment of Existing Facilities: Documentation of current space allocations and usage of existing buildings. Identify programmatic deficiencies based on operational needs.
- 2.2.2 City Coordination on Future Needs: Meet with the City to define facility program requirements, including:
  - Vehicle and materials storage
  - Maintenance areas and workshops
  - Office, meeting, and administrative space
  - On-site fueling and wash facilities
  - Other support spaces as needed.
- 2.2.3 Conceptual Facility Plan: Develop a conceptual building layout in coordination with the site plan. Address opportunities for phased expansion, resiliency, and operational efficiency.
- 2.2.4 Conceptual Facility Budget: Prepare a conceptual-level cost estimate for the proposed building development. Compare with the cost models included in the October 2024 assessment.

### 3.0 Deliverables

- Space Needs Summary
- Conceptual Site Plan
- Conceptual Floor Plan
- Preliminary Project Budget Estimate

**4.0 Schedule**

The feasibility study is anticipated to be completed within 8-10 weeks from notice to proceed:

- Kickoff Meeting – Site tour and interviews
- Midpoint Review – Space needs validation and preliminary concept plan(s)
- Final Presentation – Conceptual plan, 3D views, and cost summary

**5.0 Assumptions / Exclusions:** The following services are excluded from this high-level feasibility study but may be required in subsequent project phases:

- 5.1** Boundary or topographic surveys
- 5.2** Geotechnical investigation or soil borings
- 5.3** Environmental assessments (Phase I/II ESA)
- 5.4** Detailed architectural, structural, mechanical, electrical, or plumbing design
- 5.5** Traffic studies or utility capacity analyses
- 5.6** Stormwater detention/retention engineering beyond conceptual layouts
- 5.7** Hazardous material testing or abatement design
- 5.8** Permitting, zoning approvals, or land acquisition services

**6.0 Compensation**

The total fee for professional services described in this proposal is a lump sum of **\$28,000.00** inclusive of reimbursable expenses. Invoices will be issued monthly based on progress, with net payment due in 30 days. *Fee will be reduced by 15% if completed in conjunction with Police and Fire Department study.*

If services and Scope of Work materially change from the scope noted herein, **The Etica Group, Inc.** reserves the right to submit a change notice for approval by the **Greencastle**. All changes in scope of work shall be approved in writing by the **Greencastle** prior to commencement of said work. Scope of Work is limited to the proposed project area and services as described in the Scope of Services.

**7.0 Authorization**

If the above proposal is acceptable, please sign below to authorize commencement of services:

*Client: City of Greencastle*

By: \_\_\_\_\_

Name: Lynda Dunbar

Title: Mayor

Date: \_\_\_\_\_

**Architect / Engineer: The Etica Group, Inc.**

By: 

Name: Toby J. Winiger, AIA

Title: Director of Architecture

Date: October 6, 2025

## Police and Fire Department Study

### 1.0 Introduction

As part of a comprehensive facility study, the study will include programming and conceptual layouts for a new Fire and Police Department. The existing fire station is located at 107 S. Indiana St. and the existing police station is located at 600 N. Jackson St. This study aims to evaluate the needs for new facilities.

- Identify current and future space needs.
- Identify and develop a plan that incorporates the site and building needs for each facility.
- Preliminary total project cost estimate.

### 2.0 Scope of Services

- Task 1: Existing Conditions Review & Space Needs Assessment
  - Conduct site visit and photographic documentation.
  - Review existing building and site conditions.
  - Conduct stakeholder interviews.
  - Document functional needs and growth goals.
- Task 2: Scenario Development, Conceptual Layout
  - Develop and evaluate potential scenarios
  - Create conceptual plans / diagrams
  - Evaluate each scenario for spatial efficiency, constructability, and long-term flexibility.
  - Finalize conceptual plan
- Task 3: Cost Modeling
  - Provide a comparative cost analysis of each scenario.
  - Outline construction budgets including escalation, contingencies and soft costs.
- Deliverables
  - Space Needs Summary
  - Conceptual site plan
  - Preliminary Project Budget Estimate

### 3.0 Schedule

The feasibility study will be completed within 8-10 weeks following Notice to Proceed. Proposed meetings include:

- Kickoff Meeting – Site tour and interviews
- Midpoint Review – Space needs validation and preliminary concept plan(s)
- Final Presentation – Conceptual plan, 3D views, and cost summary

### 4.0 Compensation

The total fee for professional services described in this proposal is a lump sum of **\$24,000.00**, inclusive of reimbursable expenses. Invoices will be issued monthly based on progress, with net payment due in 30 days. *Fee will be reduced by 15% if completed in conjunction with DPW study.*

If services and Scope of Work materially change from the scope noted herein, **The Etica Group, Inc.** reserves the right to submit a change notice for approval by the **Greencastle**. All changes in scope of work shall be approved in writing by the

**Greencastle** prior to commencement of said work. Scope of Work is limited to the proposed project area and services as described in the Scope of Services.

**5.0 Authorization**

If the above proposal is acceptable, please sign below to authorize commencement of services:

**Client: City of Greencastle**

**By:** \_\_\_\_\_

**Name:** Lynda Dunbar

**Title:** Mayor

**Date:** \_\_\_\_\_

**Architect / Engineer: The Etica Group, Inc.**

**By:**  \_\_\_\_\_

**Name:** Toby J. Winiger, AIA

**Title:** Director of Architecture

**Date:** October 6, 2025

**Fee Summary if Performed Together**

DPW Study	\$28,000
Fire Department Study	\$12,000
Police Department Study	\$12,000
Subtotal	\$52,000
Discount	(\$8,000)
<b>Total</b>	<b>\$44,000</b>



# Department Report

## MEETING DATE

October 15, 2025

## PREPARED BY

## MONTHLY HIGHLIGHTS

## ATTACHMENTS

None



# Department Report

## MEETING DATE

October 15, 2025

## PREPARED BY

## MONTHLY HIGHLIGHTS

## ATTACHMENTS

None