



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

November 19, 2025 | 4:30 PM
City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135

AGENDA

- I. Call to Order; Roll Call**
- II. Special Requests**
- III. Emergency Repairs**
- IV. Approval of Minutes**
 - A. Approval of Minutes - October 15, 2025
 - B. Approval of Minutes - November 6, 2025
- V. Approval of Claims**
 - A. Water
 - B. Wastewater
 - C. Stormwater
 - D. Trash
- VI. Department Reports**
 - A. Cemetery - Jason Keeney
 - i. Fire Inspections - John Burgess
 - 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. Water Department - Rick Denney
 - H. City Attorney - Laurie Robertson Hardwick
 - I. Park & Recreation - Jason Keeney
- VII. Old Business**
- VIII. New Business**
 - A. United Consulting - Task Order No. 3
 - B. Purchase of Striping Machine

- C. Move Probationary Firefighter Montgomery from Probation to Full-Time Status
- D. Move Probationary Firefighter Fiscus from Probation to Full-Time Status

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.



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

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

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

III. Emergency Repairs

IV. Approval of Minutes

A. Approval of Minutes - September 17, 2025

Thom Morris made a motion to approve the minutes as presented, seconded by Trudy Selvia, 3-0, motion carried.

V. Approval of Claims

A. Water

Trudy Selvia made a motion to approve the claims as presented, seconded by Thom Morris, 3-0, motion carried.

B. Wastewater

Thom Morris made a motion to approve the wastewater claims as presented, seconded by Trudy Selvia, 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. 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
Thom Morris made a motion to approve the contract with Morphe Construction, Inc. as presented, seconded by Trudy Selvia, 3-0, motion carried.
- B. Contract with Etica Group for Facilities Study
Item was presented for discussion, no action was taken.
- C. Putnam County Hospital Employee Clinic
Item was presented for discussion, no action was taken.
- D. Schedule Special Session Early November
A special session was scheduled for Monday, November 3, 2025 at 4:30pm at Greencastle City Hall.

IX. Adjournment

Thom Morris made a motion to adjourn at 4:52pm, seconded by Trudy Selvia, 3-0, motion carried.

Lynda R. Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk - Treasurer



City of Greencastle
Board of Works
Special Session
Mikayla Johnson - Clerk Treasurer

November 6, 2025 | 4:30 PM
City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135

MINUTES

I. Call to Order; Roll Call

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

II. Old Business

III. New Business

A. My Wellness Putnam County Agreement

Thom Morris made a motion to approve and for the Mayor to sign, the My Wellness Putnam County agreement. Trudy Selvia seconded, 3-0, motion carried.

B. Contract for Services with The Etica Group, Inc.

Thom Morris made a motion to approve the contract for services with The Etica Group, Inc. Trudy Selvia seconded, 3-0, motion carried.

IV. Adjournment

Thom Morris made a motion to adjourn the meeting at 4:36pm, seconded by Trudy Selvia, 3-0, motion carried.

Lynda R. Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk - Treasurer



Department Report

MEETING DATE

November 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

November 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

November 19, 2025

PREPARED BY

Jason Keeney

MONTHLY HIGHLIGHTS

During the month of October we had eight interments (7F:1C), two foundation staking fees were collected and five lot sales.

ATTACHMENTS

1. 20251107081204
2. 20251107081229

Forest Hill Cemetery
Accounts Payable Voucher Docket
Thursday, November 6, 2025
(For business of October 2025)

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
CarQuest	Spark Plug & Grease	\$ 13.22
Headley Hardware	Urinal Repair Parts, Striping Paint, Acid, Brushes	\$ 196.31
Humphreys' Outdoor	Oil, Belt, Guard, Hardware	\$ 139.11
Keystone Cooperative	Fuel	\$ 855.27
Sparks Tires	Backhoe Tire Replacement	\$ 2,100.50

Total General Operation Expenses \$ 3,304.41

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 \$3,304.41 dated November 6, 2025.

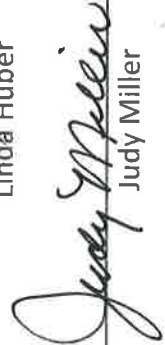
SIGNATURES OF THE CEMETERY BOARD MEMBERS



Jeff Flint



Linda Huber



Judy Miller

Nola Zimmerman

**Forest Hill Cemetery
Direct Payable Voucher Docket
Wednesday, November 6, 2025
(For business of October 2025)**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Visa Card Services	October Visa Bill	\$ 32.31
Total General Operation Expenses		\$ 32.31

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 **\$32.31** dated November 6, 2025.

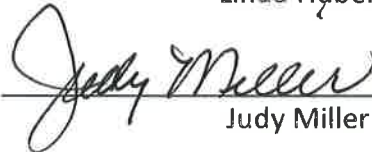
SIGNATURES OF THE GOVERNING BOARD



Jeff Flint



Linda Hyber



Judy Miller

Nola Zimmerman



Department Report

MEETING DATE

November 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

Greencastle Fire Department October 2025 Council Report

The Greencastle Fire Department responded to **165 calls for service during October 2025**, compared to **147 calls during October 2024**, representing a **12% increase** in monthly call volume. Year-to-date, the department has responded to **1,575 calls for service**, compared to **1,441 calls during the same period in 2024**. This reflects a **9% increase** in overall call volume from 2024 to 2025.

October Anniversaries: None

Firefighters completed 501 hours of training during October.

Four reserve firefighters worked a total of 26.5 hours in October.

- C-Shift attended the ribbon-cutting ceremony for the Isaiah 117 House
- Rob Frank, Brandon Watson, Grant Bryan, and James Shaw completed the Fire Instructor II course. This class will allow them to write their own class curriculum, as well as proctor skills and exams for firefighting courses.
- We visited all the elementary schools for Fire Prevention Week.
- Hosted our annual Public Safety Open House
- A-Shift attended Boo Bash at Robe Ann Park
- Local 5125 presented a check to Lindsey Birt for the amount of \$1000 to support her in her journey with breast cancer. The money was raised through our annual breast cancer T-shirt sales and a raffle we held for a Blackstone Grill.
- Hosted our annual Retirees' breakfast, where we had 7 GFD retirees attend.
- Supported the Indy Honor Flight by assisting Plainfield Fire with displaying the American flag with Tower-7.
- Held trick or treating at the firehouse on Halloween

ATTACHMENTS

1. Greencastle Fire Department October 2025 Council Report

Greencastle Fire Department October 2025 Council Report

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Year-to-date, the department has responded to 1,575 calls for service, compared to 1,441 calls during the same period in 2024. This reflects a 9% increase in overall call volume from 2024 to 2025.

October Anniversaries: None

Firefighters completed 501 hours of training during the month of October.

Four reserve firefighters worked a total of 26.5 hours in October.

- C-Shift attended the ribbon cutting ceremony for the Isaiah 117 House
- Rob Frank, Brandon Watson, Grant Bryan, and James Shaw successfully completed Fire Instructor II course. This class will allow them to write their own class curriculum, as well as proctor skills and exams for firefighting courses.
- We visited all of the elementary schools for Fire Prevention Week
- Hosted our annual Public Safety Open House
- A-Shift attended Boo Bash at Robe Ann Park
- Local 5125 presented a check to Lindsey Birt for the amount of \$1000 to support her in her journey with breast cancer. The money was raised through our annual breast cancer t-shirt sales and a raffle we held for a Blackstone Grill.
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Department Report

MEETING DATE

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PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. [October_Fire_Inspections_2025](#)



October Fire Inspections 2025

Inspection Location	Occupant Name	Inspection Type	Inspection Number	Inspector	Status
Blackstock Stadium	Depauw University	A-2 Assembly General Fire	25-0169	John Burgess	Pass
Blackstock Stadium	Depauw University	A-2 Assembly General Fire	25-0169	John Burgess	Pass
600 S Locust St	Depauw University	A-1 Assembly General Fire	25-0170	John Burgess	Open
1 W Franklin St	Sharon Hammond Attorney at Law	B- Business General Fire	R25-0160-01	John Burgess	Pass
2 N Jackson St	Steve Custis - REMAX Cornerstone Real Estate	B- Business General Fire	25-0171	John Burgess	Fail
24 N Jackson St	Shuee's Furniture & Appliance	B- Business General Fire	25-0172	John Burgess	Pass
50 N Jackson St	Abstract & Title	B- Business General Fire	25-0173	John Burgess	Fail
2 S Jackson St	Putnam County Community Foundation Inc	B- Business General Fire	25-0174	John Burgess	Pass
16 S Jackson St	The Bodega	B- Business General Fire	25-0175	John Burgess	Pass
16 S Jackson St	Jakes Barber Shop	B- Business General Fire	25-0176	John Burgess	Pass
17 N Indiana St	Bridges Wine Bar	B- Business General Fire	R25-0161-01	John Burgess	Pass
6 E Washington St	Eli's Books	B- Business General Fire	R25-0140-03	John Burgess	Closed
911 Indianapolis Rd	Auto Zone	B- Business General Fire	R25-0057-06	John Burgess	Pass
810 Indianapolis Rd	Kork @ Keg Liquors	B- Business General Fire	R25-0078-06	John Burgess	Fail
703 N Jackson St	Kork & Keg Liquors	B- Business General Fire	R25-0080-05	John Burgess	Fail
1019 Indianapolis Rd	Speedway	B- Business General Fire	R25-0055-06	John Burgess	Fail



Inspection Location	Occupant Name	Inspection Type	Inspection Number	Inspector	Status
2 E Washington St	Starbucks	B- Business General Fire	R25-0141-03	John Burgess	Fail
600 S Bloomington St	Collins Evans Real Estate	B- Business General Fire	R25-0119-03	John Burgess	Pass
2 N Jackson St	Steve Custis - REMAX Cornerstone Real Estate	B- Business General Fire	R25-0171-01	John Burgess	Pass
311 S Locust St	Sigma Chi	R-2 Residential General Fire	R25-0146-02	John Burgess	Fail
446 Anderson St	Phi Delta Theta	R-2 Residential General Fire	R25-0147-02	John Burgess	Fail
507 S Locust St	Kappa Kappa Gamma	R-2 Residential General Fire	R25-0148-02	John Burgess	Fail
801 S Locust St	Delta Gamma	R-2 Residential General Fire	R25-0149-02	John Burgess	Fail
904 S College Ave	Kappa Alpha Theta	R-2 Residential General Fire	R25-0150-02	John Burgess	Fail
916 S College Ave	Phi Gamma Delta	R-2 Residential General Fire	R25-0151-02	John Burgess	Fail
1 Taylor Place	Delta Tau Delta	R-2 Residential General Fire	R25-0152-02	John Burgess	Fail
15 N Indiana St	Jeff Boggess Attorney at Law	B- Business General Fire	R25-0162-01	John Burgess	Fail
1 E Franklin St	Dick's Barber Shop	B- Business General Fire	R25-0157-01	John Burgess	Pass
11 W Franklin St	Don Julio Mexican Restaurant	B- Business General Fire	R25-0166-01	John Burgess	Pass
15 W Franklin St	Patchwork & Purl	B- Business General Fire	R25-0167-01	John Burgess	Pass

30 Inspections



Department Report

MEETING DATE

November 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. BOW Report - Planning 11.19.25
2. 10 Building Division (OCT 2025)

Greencastle Board of Works Report— November 19th, 2025

City Planning Department

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

Board of Zoning Appeals Meeting:

The BZA meeting on November 4th was cancelled due to lack of official business items. The next BZA meeting will be held on December 2nd. Several items will be discussed, including a Special Exception to allow for a Contractor's Storage Yard in the GB1 district, a Variance of Development Standards for a residential driveway width, as well as a Variance of Development Standards to allow for a residential addition that does not meet setback requirements for the side and front yards.

Technical Review Committee:

The Technical Review Committee meeting on November 13th discussed various unsafe building and code violation cases in addition to a rezoning petition for the area around the Seminary Square development area. A small segment of the area is zoned University (UN) Zone District, with the majority area zoned Central Business (CB) Zone District. The rezoning will be to have consistency across the development area as Central Business (CB). The rezoning was forwarded favorably to Plan Commission for consideration on November 24th.

Unsafe Building Committee:

The committee will be meeting December 5th to discuss two properties, 9 Beveridge Street and 63 Martinsville Street. Both are residential structures and have significant issues. In the public interest, these properties will be discussed as part of consideration for demolition orders.

Plan Commission Meeting:

Greencastle Plan Commission's meeting on November 24th will discuss a zoning map amendment for two lots zoned University District, with the proposed new zoning district as Central Business (CB) District. This will allow the Seminary Square development project to have consistency across its development area for the sake of construction standards and development standards within the zoning ordinance. The Technical Review Committee gave it a favorable recommendation.

MS4 Stormwater Committee Meeting and Activities:

The GIS map files for Stormwater inlets/outlets, pipes, and identified "problem" areas have been integrated into the staff desktop client so they may be reviewed and now updated as part of regular repairs and upgrades. It is not 100% as more work needs done on inventory of existing infrastructure. Ideally once workorders or major projects are completed, the GIS will be updated to reflect the changes. Now that we have a proper set of map layers, work can begin on improving overall accuracy and efficiency for project planning.

Activities

- The Comprehensive Plan Steering Committee held a meeting on October 23rd to discuss the draft version. Comments have been recorded, and will continue to be incorporated until November 14th. The finalized draft version will ultimately be presented to Plan Commission and Council forthcoming.
- Sustainability Commission – The Commission will be presenting awards at the Council meeting on November 13th. Other projects include the application of the City of Greencastle to become an Indiana Department of Environmental Management "Clean Community" (with signs and flags as bragging rights if accepted). Further information on the program can be seen at: <https://www.in.gov/idem/partnerships/clean-community/>
- Tree Board – The Board met on November 5th to discuss various matters including an adopted tree planting guide to be used by City Departments as official reference material as a best practice. This will

ensure trees are planted and cared for appropriately so that our tree inventory may reach maturity and reduce waste/cost from replacement. Other matters discussed include a potential street tree project on Tennessee Street and future guidance on our tree inventory, planning, and grant programs from a DNR representative.

- Code Enforcement Activity continues. A priority in recent weeks has been to wrap up nuisance cases where there will be increased difficulty to resolve as cold weather sets in. There has been a conscious effort to do more on-site visits and field inspections to help keep momentum before snowfall.
- Worked on improvement location permits, sign permits, building permits, and provided technical assistance on various projects throughout the City.

Building Division

From: 10/1/2025 to 10/31/2025 (Issued Date)

Permits Issued

Year:	2025
Month:	Oct

Permit Number	Owner	Permit Type	Address	Permit Fee
24-3212	Crown Equipment	Remodel - Commercial	750 S Filmore RD	\$400.00
25-3781	Lewis Mark E	Addition - Residential	1135 D AVE	\$100.00
25-3800	Huskey William R & Rebecca M	Accessory - Residential	514 MOORE CT	\$40.00
25-3801	DePauw University	Remodel - Commercial	10 W HANNA ST	\$432.50
25-3806	DePauw University	Temporary Structures/Tents	100 W Hanna St	\$40.00
25-3807	Area 30 Career Center	Electrical - Commercial	1 North Calbert Way	\$60.00
25-3808	CSL Autumn Glen LLC	Accessory - Commercial	98 N 10TH ST	\$40.00
25-3811	Swag Properties LLC	Remodel - Commercial	25 S VINE ST	\$190.00
25-3812	Lynch Matthew & Leslie	Remodel - Residential	47 JACKSON BLVD	\$100.00
25-3814	Hickory Creek Realty II LLC	Remodel - Commercial	1109 S INDIANA ST	\$190.00
25-3816	Pettit Teletha M & William	Demolition - Residential	1106 D AVE	\$25.00
25-3817	DePauw University	Demolition - Commercial	600 S LOCUST ST	\$25.00
25-3826	Oppportunity Housing of Putnam Co	Demolition - Residential	62 E CENTER ST	\$25.00
25-3827	Holttons Holding LLC	Accessory - Residential	1102 E AVE	\$40.00
25-3828	Tzouanakis Michael A II	Electrical - Residential	1000 S JACKSON ST	\$30.00
Month Total:				\$1,737.50

Permits Issued by Permit Type	Year: 2025	
	Month: Oct	Year to Date
Accessory - Commercial	1	3
Accessory - Residential	2	19
Addition - Commercial	0	1
Addition - Residential	1	2
Demolition - Commercial	1	6
Demolition - Residential	2	17
Electrical - Commercial	1	4
Electrical - Residential	1	21
Multi-Family Building	0	6
Remodel - Commercial	4	39
Remodel - Residential	1	14
Residential Pool and Spas	0	1
Single Family & Duplex	0	8
Temporary Structures & Tents - Commercial	1	2
Total Issued:	15	143
Total Receipts:	\$1,737.50	\$18,154.30
Total housing:	\$0.00	\$1,893,728.00
Total Construction:	\$2,532,800.00	\$10,116,599.65

Building Division

From: 10/1/2025 to 10/31/2025 (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

November 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. city council report Oct 2025

Nov. 4th, 2025

Greencastle Police Department Common Council Report OCTOBER 2025

<u>CALL ACTIVITY TOP 5</u>	<u>#</u>
ADMINISTRATIVE	80
LOCKOUTS	64
TRAFFIC VIOLATION	40
ACCIDENTS	38
SUSPICIOUS PERSON	37

DEPARTMENT EMPLOYMENT ANNIVERSARIES

K9 Officer Angela Taylor 10-23-19 (6 years)

PATROL-Officers conducted 83 traffic stops in the month of October. Officers responded to 573 calls for service, opened 47 criminal case reports and completed 15 Indiana Crash Reports. Officers completed a total of 31 field arrests for the month. Drug Take Back Day was held on the 25th at GHS. There were 34 drop offs equaling 132 pounds of medications collected. GPD also collected 154 pounds at our drop off box on Station in the last 6 months that was added to the total making it 286 pounds taken to the DEA. GPD Officers also participated in several Trunk or Treat Events on Halloween primarily at Putnam Plaza and Main Street Downtown.

DETECTIVES- Detectives were assigned 11 new cases as well as 4 DCS cases. Detectives were called out 9 times during the month. 5 cases were sent to the Prosecutor's Office for charges. 9 cases were closed. Detectives served 18 search warrants for the month.

PARKING ENFORCEMENT- 46 tickets were issued for the month (21-3 HR, 10-wrong direction, 2-no parking, 1-yellow curb, 10-reserved parking, 1-taking two spaces, 1-blocking alley). 7 warnings were written. 27 tickets have been paid and 12 have not been paid, 7 tickets were voided.

RESERVES- The Reserve Division worked **42** hours for the month. We lost 1 Reserve Officer to Bainbridge PD. We also added 2 new Reserves who are now in training.

TRAINING

K9 Officer Billy DeWitt attended Field Training Officer School on Oct. 1-3rd in Franklin, IN.

Capt. Charles Inman & Sgt. Nick Eastham guest instructed at the Indiana Law Enforcement Academy on Oct. 27th-31st for Emergency Vehicle Operations Instructor Course.

GPD Officers conducted Annual Firearms training on Oct. 16th-17th at the Putnam County Range.



Department Report

MEETING DATE

November 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

Summary Report for October 2025



Department of Public Works

Sign Work:

1. Set out 54 barricades and 100 cones for First Friday and Halloween this month.
2. Replaced 4- poles, 2- breakaways, 1- stop sign and 1- all way sign this month.
3. Took down Sunshine banners and put up Back Home Again banners on light poles this month.

Mechanical:

1. 14' Elgin sweeper: Replaced main broom and 1- gutter broom.
2. 12' Chevy Dump: Had the frame repaired.
3. 06' Giant Red Vac: Replaced 2 tires and bought 2 for spares and changed to a 7 way plug.
4. 13' GVM Vac: Bought 2 new tires for spares and changed out the trailer plug.
5. 11' F-650: Replaced a hydraulic hose and replaced both batteries.
6. 12' F-250: Replaced the battery.
7. 24' F-550: Installed new d- rings in the bed and purchased new straps, 7 way plug, a light and 2- 2x8x10 treated boards for the runners and hydraulic hoses for spreader.

Sweeping:

1. Swept downtown 4 times and city streets 12 times this month driving 249 miles, used 150 gallons of diesel, 2600 gallons of water. Picked up 7 yards of debris and 437.5 yards of leaves.

Storm Work:

1. Repaired 5 storm drains this month.
2. Cleaned out all trough drains around town this month.
3. Cleaned city drains 5 times this month collecting 5.75 tons of debris.

Patching:

1. Dugout and repaved cut-outs on city streets using 5.08 tons of HMA.

Thermo:

1. Installed 297' of crosswalk and 15' of stop block this month.

Leaf Pick – UP:

1. Ran 1- Vac 3 times this month driving 490 miles. Used 51.5 gallons of gas, 33 gallons of diesel and picked up 85 yards of leaves.

Tree Work:

1. Trimmed trees up on city streets hauling off 8 truckloads.
2. Trimmed back for line of sight hauling off 4 truckloads.
3. Cut down 2 dead trees along Peoples Pathway at Fawnview hauling off 4 truckloads.
4. Cut trees off of Albin Pond dam hauling off 2 truckloads.

Mowing:

1. Mowed VMH 1 time and the field behind the YMCA this month.

Misc:

1. Hauled off 2 deceased animals this month.
2. Picked up 2 truckloads of old furniture for trash day.

ATTACHMENTS

None



Department Report

MEETING DATE

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MONTHLY HIGHLIGHTS

ATTACHMENTS

1. October Report to 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	0.967			1.548
													YEARLY TOTAL

DAYS ABOVE DESIGN FLOW	0	0	0	8	1	6	0	0	0	0			15
DAYS OF OVERFLOW AT PLANT	0	0	0	0	0	0	0	0	0	0			0
RAIN INDUCED OVERFLOW COL. SYSTEM	0	0	0	1	0	1	0	0	0	0			2
MECH/ELECT ISSUE CAUSING OVERFLOW	0	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			0
EMERGENCY REPAIRS MADE	0	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			0
SEWER LINE CLEANED (FOOTAGE)	340	2,039	1,971	1,484	2,788	1,406	1,040	2,131	1,374	1,882			16,455
LOCATES	135	188	246	344	408	530	685	513	361	283			3,693
TAP PERMITS	0	0	0	0	0	0	0	0	0	0			0
SEWER LINES TELEVIEWED (FOOTAGE)	0	320	947	2,589	2,388	6,057	2,627	4,132	1,372	2,367			22,799

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
													YEARLY TOTAL

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
EMERGENCY REPAIRS MADE	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 TELEVIEWED (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

November 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. 2025_10

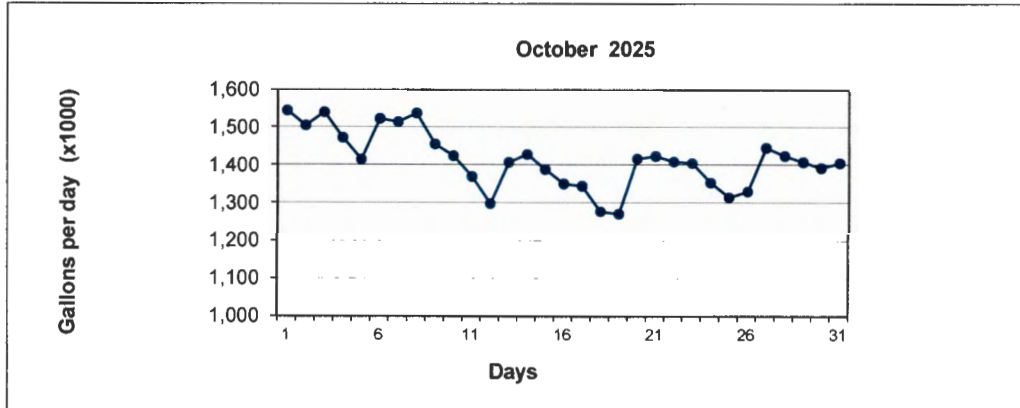
Greencastle Utilities

Monthly Report

October 2025

Gallons

1,411,325	Average daily pumpage	
1,543,393	Peak Day	1
1,269,282	Minimum Day	



Utility Repairs & Statistics	Number	Brief Description
Water main leaks - (4" - 12")		
Small main leaks		
Service line leaks	1	
Other		
Fire hydrant flow tests		
Water main tie-ins		
Installed new fire hydrants		
Work Orders	176	
Meter Change-Outs	38	
IUPPS line locates	283	
Total active accounts	3725	
Disconnects for non-payment	46	

Month	Calendar Month Pumpage	Known Water Usage / Loss	Gallons Sold	Unaccountable Water	Peak Day Gallons	Peak Day
2025						
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	44,496,147	580,771	33,603,900	18.2%	1,654,889	16
October						
November						
December						
YTD	Totals:	395,435,259	7,538,405	292,026,680		



Department Report

MEETING DATE

November 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

November 19, 2025

PREPARED BY

Jason Keeney

MONTHLY HIGHLIGHTS

The Parks & Recreation Department hosted our annual Boo-Bash Trunk-Or-Treat with many groups setting up decorated booths to pass out candy. The turnout was more than expected with the event being hosted during Fall break. I would like to thank James “Figgy” Hardwick for his DJ services at Boo-Bash he always improves any event with his persona and crowd engagement. The Putnam County Antique Tractor Association also provided wagon rides for attendees. Thank you to these great organizations to partner with the Parks & Recreation Department!

ATTACHMENTS

1. 20251107073509
2. 20251107073530

**Greencastle Parks & Recreation Department
Direct Payable Voucher Docket
Wednesday, November 5, 2025
(For business of October 2025)**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Hendricks Power	Sports Park Power Bill	\$ 190.95
Visa Card Services	October Visa Bill	\$ 151.13
Total General Operation Expenses		\$ 342.08

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 **\$342.08** dated November 5, 2025.

SIGNATURES OF THE GOVERNING BOARD

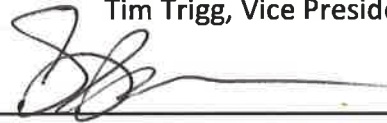


Cathy Merrell, President

Tim Trigg, Vice President



Doug Hutchison



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>
Black Lumber Company	Rebar/Cut fee	\$ 13.99
Butler's LP & Fertilizer	Field Marker/Field Dry	\$ 122.00
Carquest	Oil Change Truck #1	\$ 128.71
Headley Hardware	Repair Supplies	\$ 1,111.83
James Hardwick	DJ Services for Boo Bash	\$ 500.00
Johnny Quick	Portalets	\$ 240.00
S5 Security	Security Monitoring	\$ 29.95

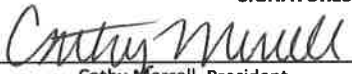
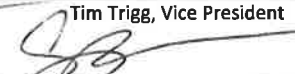
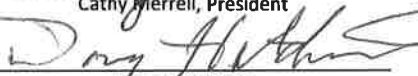

Total General Operation Expenses \$ 2,146.48

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 **\$2,146.48** dated November 5, 2025.

P

SIGNATURES OF THE GOVERNING BOARD

 Cathy Merrell, President	 Tim Trigg, Vice President
 Doug Hutchison	 Scott Hamilton



Department Report

MEETING DATE

November 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. United Task Order 3

TASK ORDER NO. 3

A. Services by UNITED:

The assignment includes engineering services related to **ON-CALL ENGINEERING** and design of a new water main (3,000 LF) to replace the existing water main on Seminary Street, College Avenue, Poplar Street, and Indiana Street and rehabilitation of the existing sanitary sewer (2,000 LF) on Seminary Street, College Avenue, Poplar Street, and Indiana Street. The new water main will be located within existing Right-of-Way. The scope of work shall include the following items:

1. DESIGN PHASE SERVICES

- a. Attend and conduct meetings with the CLIENT to review design progress (2 meetings anticipated). Agenda and minutes of the meeting will be prepared and distributed to all attendees.
- b. Field topographical survey along the project alignment for design and plan preparation (up to 2,500 feet in length and full right-of-way width included).
- c. Reasonable coordination with existing utilities in the project area.
- d. Review of CLIENT provided CCTV inspection videos of existing sanitary sewers scheduled for cured-in-place pipe (CIPP) rehabilitation to identify lateral locations and point repairs to be completed in advance of pipe lining.
- e. Design services and plan generation necessary for permitting, bidding, and construction.
- f. Design field review and site visit.
- g. Technical specifications preparation.
- h. Project cost estimate preparation at each design submittal stage (50% and Final Design).
- i. Maintenance of traffic plan coordination with overall project and standard details for water main construction.

TASK ORDER NO. 3

- j. Permit application for the Indiana Department of Environmental Management (IDEM) Notice of Intent to Construct a Water Main Extension.
 - k. Reasonable research and review of existing apparent rights-of-way and easements and surrounding property ownership.
 - l. Periodic progress status reports to the CLIENT.
2. BID PHASE SERVICES
- a. Provide the CLIENT with final bidding documents (up to 2 sets of documents anticipated).
 - b. Coordinate plan room set up, project advertisement, and bidding document distribution.
 - c. Assist with bidder solicitation.
 - d. Respond to contractor, supplier, and vendor questions and issue clarification and formal Addenda as necessary.
 - e. Attend and conduct a Pre-Bid Meeting. Agenda and minutes of the meeting will be prepared and distributed to all attendees and plan holders.
 - f. Provide review of the bids as submitted and prepare a certified bid tabulation.
 - g. Provide verification of the apparent low-bidder's understanding of the project scope, schedule, and previous experience.
 - h. Formal recommendation of a bid award for the CLIENT consideration.
 - i. Assemble the contract documents utilizing the bidding documents and post-bid documents from the successful bidding contractor."

B. Services by CLIENT:

The CLIENT shall furnish UNITED with the following:

- 1. Criteria for design and details as necessary.
- 2. Specifications and standard drawings applicable to the project.



TASK ORDER NO. 3

3. Direction and option selection for improvements as reviewed and recommended by UNITED.
4. CCTV Inspection videos of existing sanitary sewers.
5. Communication with area residents, utilities, and other officials as needed.
6. Assist with permit applications including application fees, bonds, and legal document review.
7. Guarantee access to enter upon public and private lands as required for UNITED to perform work under this Agreement.

C. Schedule:

All work by UNITED under this Task Order shall be completed and delivered to the CLIENT for review and approval within the following time periods.

1. 50% Design: 120 Calendar Days from Signed Agreement
2. Final Design: 60 Calendar Days from Approval of 50% Design

D. Compensation:

1. Amount of Payment
 - a. UNITED shall receive as payment for the work performed under this Agreement the total fee not to exceed \$149,600.00 unless a modification of the Agreement is approved in writing by the CLIENT. Payment to UNITED for services provided shall be in accordance with the schedule included herein.
 - b. For those services performed by UNITED, UNITED shall be paid on the basis of actual hours of work performed by essential personnel working exclusively on this Agreement at the billing rate as set forth in the "Billing Rates by Classification" document as set forth in Task Order No. 1.

i.	DESIGN PHASE SERVICES	\$129,800.00
ii.	BID PHASE SERVICES	\$19,800.00



TASK ORDER NO. 3

AGREED TO:

UNITED

UNITED CONSULTING

CLIENT

City of Greencastle

BY: Michael A. Rowe

Michael A. Rowe, PE
President

BY: _____

Lynda R. Dunbar, Mayor

BY: Paul D. Glotzbach

Paul D. Glotzbach, PE
Vice President

BY: _____

Trudy Selvia, Member

Date: 11/8/2025

BY: _____

Thom Morris, Member

Date: _____



Department Report

MEETING DATE

November 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Striping Machine



1010 EAST SUMNER AVENUE
 INDIANAPOLIS, IN 46227
 Phone: 317-780-1310

Remit To:

SEALMASTER
 1010 EAST SUMNER AVENUE
 INDIANAPOLIS, IN 46227

EQUIPMENT SALE QUOTE

Customer: 162

CITY OF GREENCASTLE (IN)
 502 NORTH COLLEGE STREET
 GREENCASTLE, IN 46135

Job Site:

Paint Striper
 502 NORTH COLLEGE STREET
 GREENCASTLE, IN 46135

Job Tel#: 765-653-3391

Invoice #... **519537-0000**

System date. 11/10/25

Invoice date 11/10/25 4:52 PM

Job Loc..... 502 NORTH COLLEGE STREET, GRE

Job No..... 1 - Paint Striper

P.O. #..... **QUOTE**

Ordered By.. **GRIMES, DAVID**

Terms..... Net 30 Days

Sales Rep: PENDING ASSIGNMENT

Written by.. CHAD DENISON

Qty	Item number	Unit	Price	Amount
1.00	LINELAZER V 200HS REFLECTIVE, 2 17H465	EA	27828.000	27828.00
1.00	LINEDRIVER HD, RIDE-ON SYSTEM (2 262005	EA	8446.000	8446.00
Sub-total:				36274.00
Total:				36274.00

*****PRICING IS CONFIDENTIAL*****

WWW.SEALMASTER.NET

WWW.JBEQUIP.NET

- The total charges are an estimate based on the estimated rental period and other information provided by Customer.
- Customer assumes all risks associated with the equipment during the rental period, including injury and damage to persons, property and the equipment.
- Customer is responsible for and shall only permit properly trained and authorized individuals to use the equipment.
- If the equipment does not operate properly, is not suitable for customers intended use, does not have operating and safety instructions or customer has any questions regarding use of the equipment, customer shall not use the equipment and shall contact SealMaster immediately.
- Equipment misuse or using damaged or malfunctioning equipment may result in serious bodily injury or death and customer agrees that customer or its agents assume all risk associated thereunder, and indemnifies SealMaster/Bernath LLC/Bernath Transportation/JDB Manufacturing and all entities for all claims or damages as a result of misuse or use of damaged or malfunctioning equipment.
- Customer must contact SealMaster to request pickup of equipment, customer is responsible for equipment until actually retrieved by SealMaster.
- A signature indicates customer agrees with all contractual obligations on the back side of this contract.

CUSTOMER SIGNATURE _____ DATE _____ NAME PRINTED _____ DATE _____ DELIVERED BY _____ DATE _____



Department Report

MEETING DATE

November 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

November 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None