



City of Greencastle

Board of Works

Regular Session

Mikayla Johnson - Clerk Treasurer

December 17, 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**
 - A. Cassel Skinner 22 Martinsville St,- sewer leak adjustment—\$796.18
- III. Emergency Repairs**
- IV. Approval of Minutes**
 - A. Approval of Minutes - November 19, 2025 (Regular Session)
 - B. Approval of Minutes - November 19, 2025 (Executive Session)
- V. Approval of Claims**
 - A. Water
 - B. Wastewater
 - C. Stormwater
 - D. Trash
- VI. Department Reports**
 - A. Cemetery - Jason Keeney
 - B. Fire Department - Rob Frank
 - 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. Promotion of Darick Wiatt to Assistant Chief
 - B. Promotion of Brandon Watson to Captain
 - C. Promotion of Grant Bryan to Lieutenant
 - D. Promote Cassie Baldwin from Probationary Status to FT Status

- E. Sutphen Change Order - \$3,149.87
- F. Trojan Technologies Quote
- G. Insituform Contract
- H. Banning Engineering Contract
- I. 2026 Water Budget
- J. 2026 Wastewater Budget
- K. 2026 Water Utility Lease
- L. 2026 Wastewater Utility Lease

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.



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. 1571_001

$$\begin{array}{r}
 80 + 419 = 129 \\
 4 + 4 = \underline{-8} \\
 \hline
 121 \\
 \times 6.58 \\
 \hline
 \end{array}$$

Greencastle Municipal Sewer Leak Adjustment

Customer Name: Cassel Skinner 796.18
 Customer Address: 22 Martinsville
 Customer Account Number: 10-000212-00
 Amount to be adjusted: \$ 796.18

Once an adjustment has been given, you are not eligible for another adjustment for one (1) full year of Utility Service.

Customer Signature: Cassel Skinner

Please describe leak, and give repair date:

LEAK IN CRAWL SPACE MAIN PIPE

11-26-15

*****Clerk's Office to Complete*****

Leak Adjustment Authorized by: _____

Title: _____

Date: _____



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

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. Special Requests

III. Emergency Repairs

IV. Approval of Minutes

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

A. Approval of Minutes - October 15, 2025

B. Approval of Minutes - November 6, 2025

V. Approval of Claims

A. Water

Trudy Selvia made a motion to approve the water 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

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

D. Trash

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

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
Thom Morris made a motion to approve the contract, Task Order No. 3, with United Consulting as presented, seconded by Trudy Selvia, 3-0, motion carried.
- B. Purchase of Striping Machine
Thom Morris made a motion to approve the purchase of a striping machine in an amount not to exceed \$36,274.00, seconded by Trudy Selvia, 3-0, motion carried.
- C. Move Probationary Firefighter Montgomery from Probation to Full-Time Status
Trudy Selvia made a motion to approve Firefighter Montgomery to full-time status effective November 30, 2025, seconded by Thom Morris, 3-0, motion carried.
- D. Move Probationary Firefighter Fiscus from Probation to Full-Time Status
Trudy Selvia made a motion to approve Firefighter Fiscus to full-time status effective December 2, 2025, seconded by Thom Morris, 3-0, motion carried.

IX. Adjournment

Trudy Selvia made a motion to adjourn the meeting at 4:46pm, seconded by Thom Morris, 3-0, motion carried.

Lynda R. Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk - Treasurer

City of Greencastle

City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135
765.653.9211
mjohns@cityofgreencastle.com



Mikayla J. Johnson

Clerk-Treasurer

Greencastle Common Council Executive Session Minutes

November 19, 2025

5:00 P.M.

Hoover Hall, DePauw University

I. Call to Order; Roll Call

Mayor Lynda Dunbar called the meeting to order at 5:00 PM; upon roll by Clerk-Treasurer Mikayla Johnson the following were present: David Masten, Vincent Aguirre, Beau Battin, Chris Flegal, Megan Inman, Trudy Selvia, Mark Hammer, Ken Eitel, Tina Nicholson, Darrel Thomas, Phil Gick, Thom Morris, Kathryn Asbell, and Eric Birt. Stacie Langdon was absent.

II. I.C. 5-14-1.5-6.1(b)(2)(D)

No other matters were discussed. No actions taken.

III. Adjournment

Motion by Tina Nicholson to dismiss at 6:00 PM, second by Vincent Aguirre, 7-0, Motion carried.

Lynda R. Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk-Treasurer



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

November 2025 Council Report

The fire department responded to 162 calls for service during the month of November 2025, compared to 140 calls for service in November 2024. There was a 14% increase in responses from November 2024 to November 2025.

The fire department has responded to 1737 responses in 2025 compared to 1581 responses in 2024. There has been a 9.8% increase in call volume from 2024 to 2025.

November Anniversaries: Jonny Newgent 11/14/19 (6 years)

Aaron Montgomery 11/30/25 (1 year)

Firefighters completed 649.5 hours of training in November.

No reserve hours to report for November

- We had five firefighters complete the Fire Investigator class, becoming certified as Investigators. Congratulations: Captain Wiatt, Lieutenant Newgent, Lieutenant Watson, Firefighter Bryan, Firefighter Taylor
- Chief Frank was appointed to the Indiana Fire Chiefs Association Board of Directors, representing the Central Region.
- Our three interns from the Area 30 Fire and Rescue program completed Firefighter II. Congratulations: Kade Winslow, Ethan Shannon, and Orion Bowser.
- Aaron Montgomery finished his probationary period and was moved to full-time firefighter status on November 30th.
- Pending Board of Works approval, Darrick Wiatt will be appointed to the rank of Assistant Chief on December 27th.
- We held two promotion processes in November. Pending Board of Works approval, Brandon Watson will be promoted to the rank of Captain, and Grant Bryan will be promoted to the rank of Lieutenant. Both of these promotions will be official on December 27th.

ATTACHMENTS

1. GFD Incident Dashboard November 2025

Filter statement

Filters **Alarm Date Range** Last Month | **Location State** Indiana | **Months in Incident Date** 11/2024

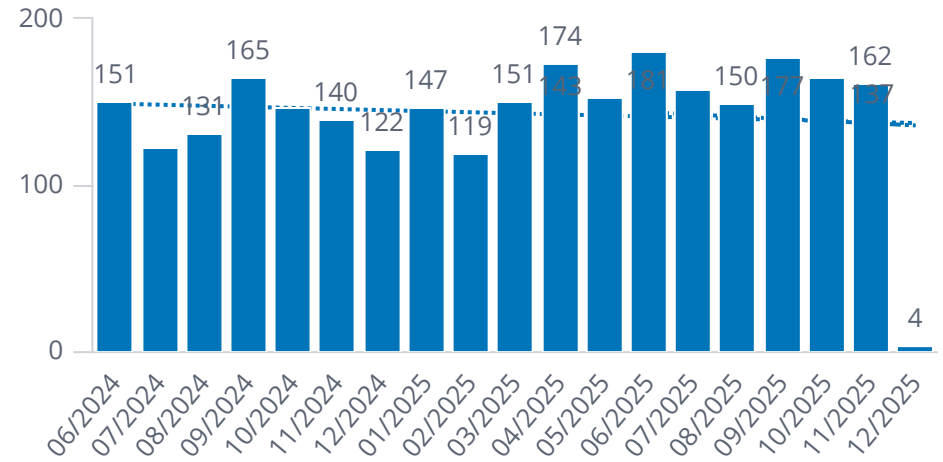
Incidents Last Month

162

YTD Incidents

1,741

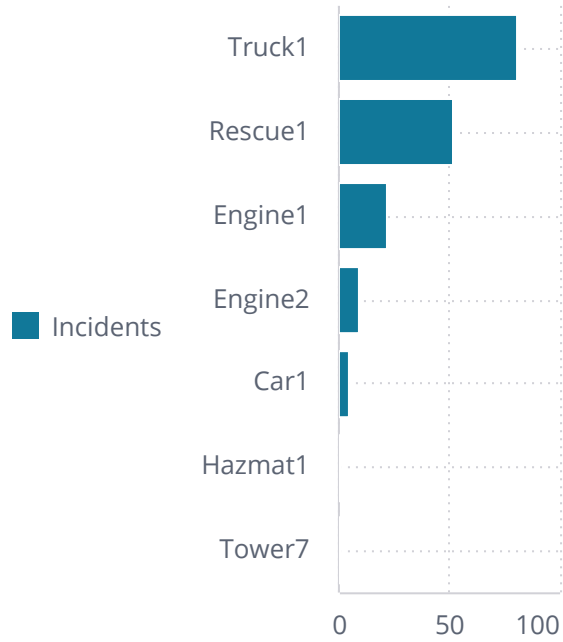
Monthly Incident Trending



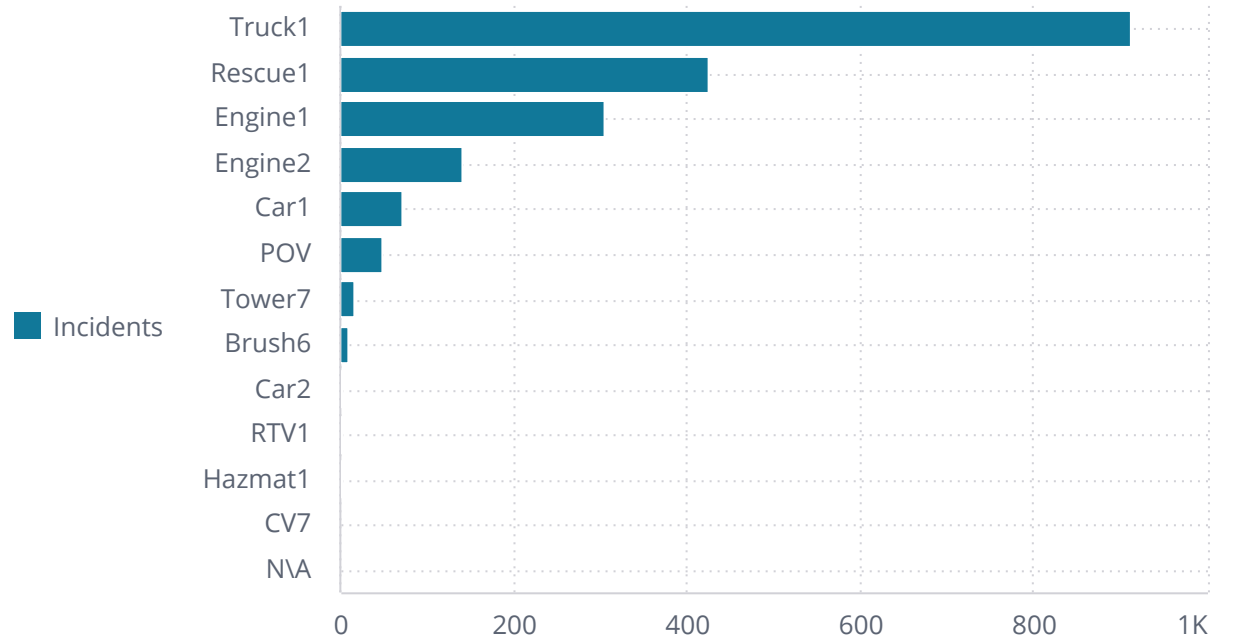
Filter statement

Filters **Alarm Date Range** Last Month | **Location State** Indiana | **Months in Incident Date** 11/2024

Incidents by Unit Last Month



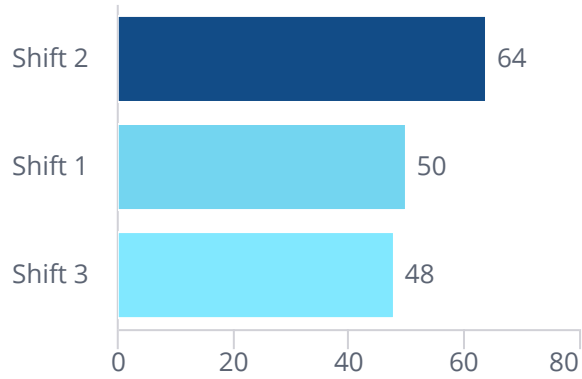
Incidents by Unit This Year



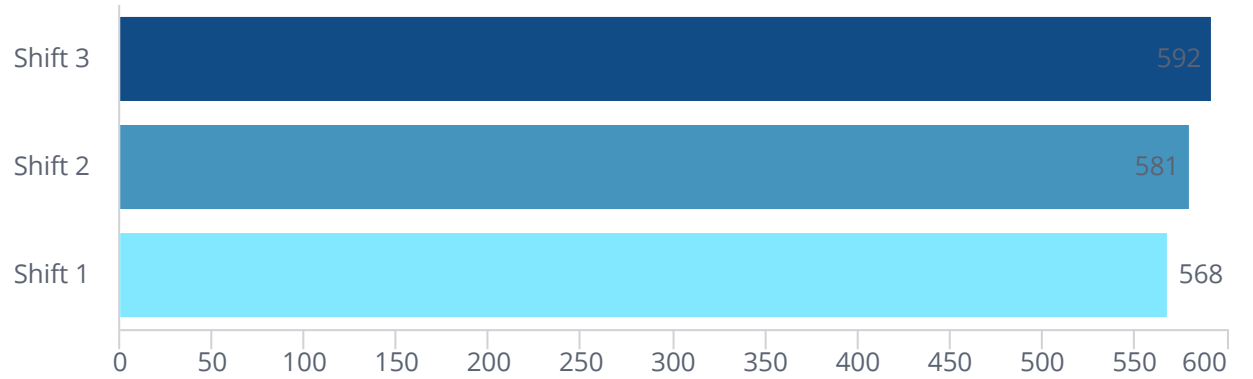
Filter statement

Filters **Alarm Date Range** Last Month | **Location State** Indiana | **Months in Incident Date** 11/2024

Incidents by Shift Last Month



Incidents by Shift This Year



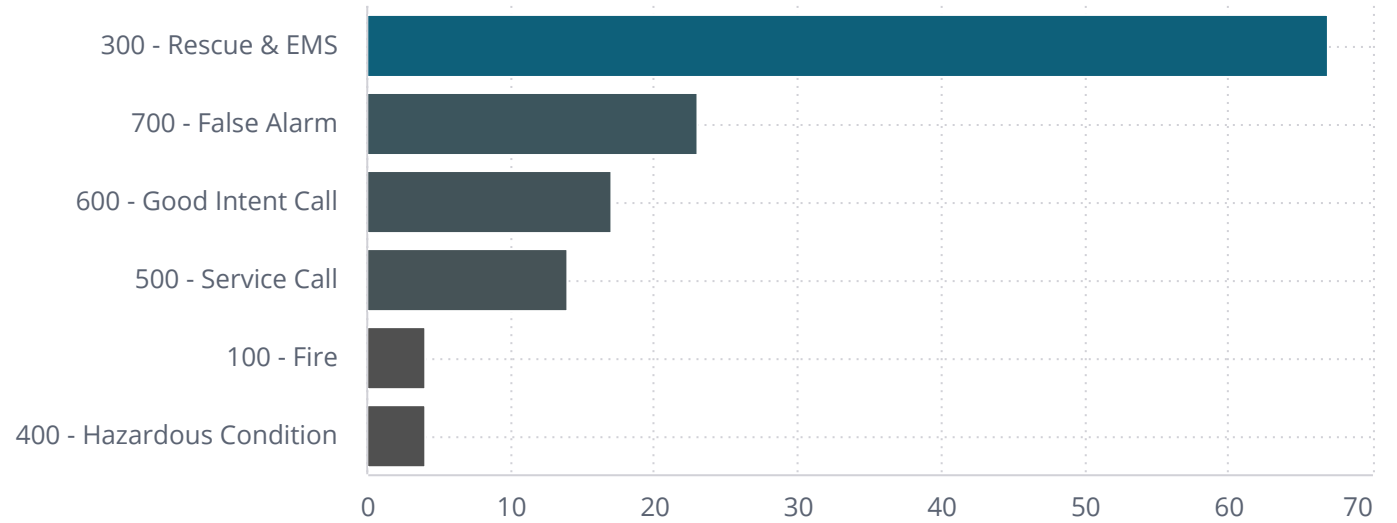
Filter statement

Filters **Alarm Date Range** Last Month | **Location State** Indiana | **Months in Incident Date** 11/2024

Station Coverage Last Month

129

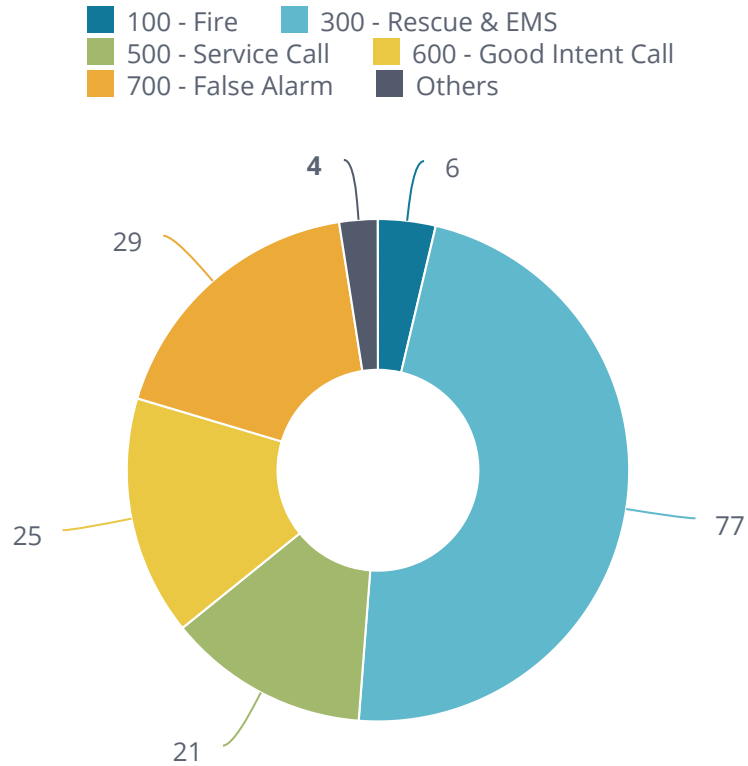
Station Coverage by Type Last Month



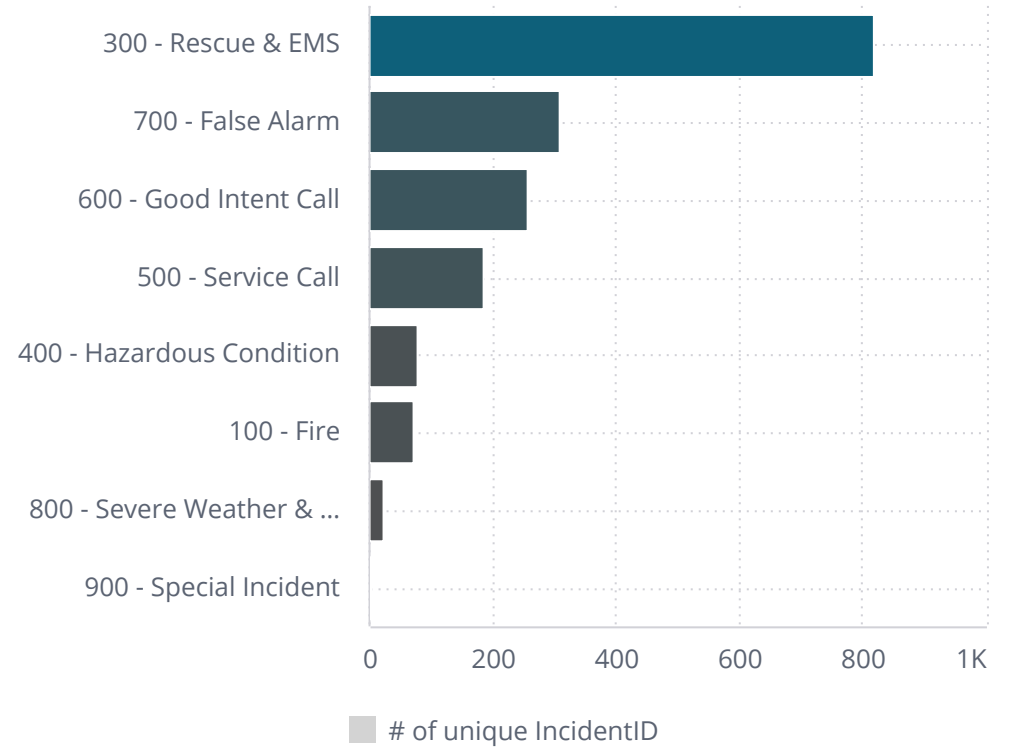
Filter statement

Filters **Alarm Date Range** Last Month | **Location State** Indiana | **Months in Incident Date** 11/2024

Incidents by Type Last Month



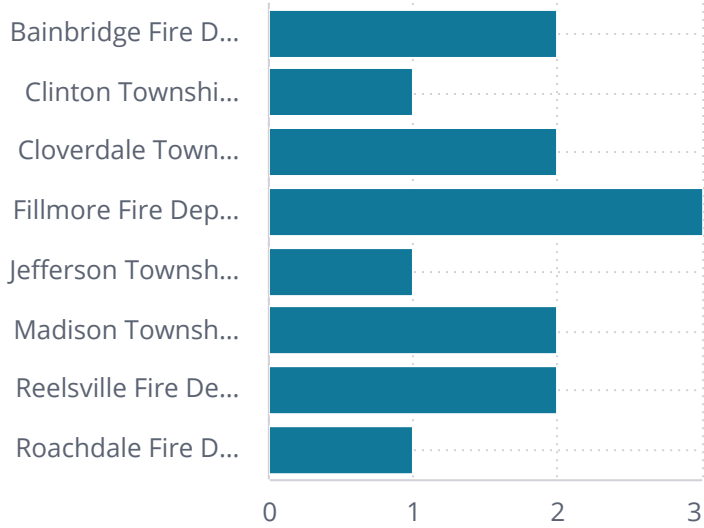
Incidents by Type This Year



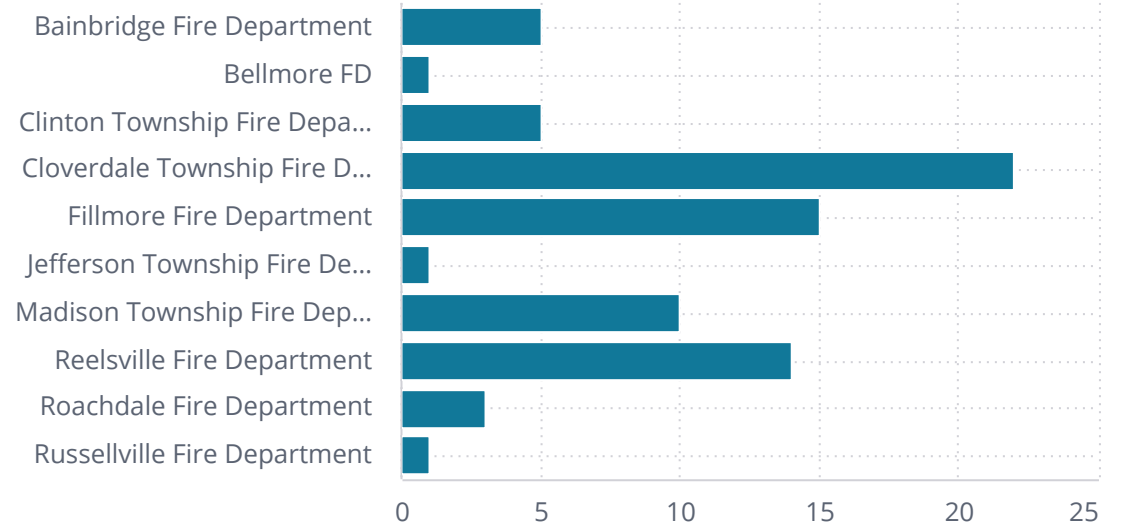
Filter statement

Filters **Alarm Date Range** Last Month | **Location State** Indiana | **Months in Incident Date** 11/2024

Mutual Aid Given Last Month



Mutual Aid Given YTD



Filter statement

Filters **Alarm Date Range** Last Month | **Location State** Indiana | **Months in Incident Date** 11/2024

Incident Type Detail Last Month

Incident Type Group	Incident Type	Calls
100 - Fire	Building fire	2
	Forest, woods or wildland fire	2
	Outside rubbish, trash or waste fire	1
	Passenger vehicle fire	1
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	27
	Extrication of victim(s) from vehicle	2
	Medical assist, assist EMS crew	42
	Motor vehicle accident with injuries	5
	Rescue or EMS standby	1
400 - Hazardous Condition	Arcing, shorted electrical equipment	2
	Power line down	1
	Vehicle accident, general cleanup	1
500 - Service Call	Assist invalid	19
	Assist police or other governmental agency	1
	Unauthorized burning	1
600 - Good Intent Call	Dispatched & canceled en route	15
	HazMat release investigation w/no HazMat	2
	No incident found on arrival at dispatch address	8
700 - False Alarm	Alarm system activation, no fire - unintentional	23
	Alarm system sounded due to malfunction	1
	Detector activation, no fire - unintentional	1
	Smoke detector activation due to malfunction	1
	Smoke detector activation, no fire - unintentional	3



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. BOW Report - Planning 12.17.25

Greencastle Board of Works Report— December 17th, 2025

City Planning Department

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

Board of Zoning Appeals Meeting:

The BZA meeting on December 2nd was cancelled due to lack of official business items. The next BZA meeting will be held on January 6th.

Technical Review Committee:

The Technical Review Committee meeting on December 11th discusses various unsafe building and code violation cases in addition to a proposed amendment to the Woodshire Place Apartments development, where there is a request to amend the site to remove a previously-designated emergency access road and simply subdivide it for a residential building lot. The main entrance to the property from South Street will remain. The Committee approved with the understanding the parcel split would need to go through committee and Plan Commission as a Minor Subdivision.

Unsafe Building Committee:

The committee meeting on December 5th resulted in recommendation for orders to vacate and demolish 9 Beveridge Street. The property owner will be given notice and opportunity to make corrective actions. If not, the city will begin the process of bidding to contract services to perform the demolition and clearing of the site. The exact compliance deadline has not yet been determined.

Plan Commission Meeting:

Greencastle Plan Commission's meeting on November 24th discussed a proposed zoning map amendment for two lots in the Seminary Square development area. The item received favorable recommendation for adoption of Ordinance 2025-14 to amend the zoning map, changing the two lots from University District to Central Business District. The December 22nd Plan Commission meeting has been cancelled for a lack of business, with the next meeting taking place on January 26th.

MS4 Stormwater Committee Meeting and Activities:

No current updates on Stormwater activities. Scott Zimmerman is compiling information to prepare for the annual report provided to IDEM.

Activities

- The Comprehensive Plan draft is in its last revisions prior to being presented to Plan Commission, which is tentatively set for the January meeting on the 26th.
- Sustainability Commission – The meeting on December 16th will discuss some potential revisions to the open burning ordinance within the City Code to update information that aligns with Fire Department policy as well as City Sustainability goals.
- Tree Board – Staff met virtually with a representative from DNR on December 12th to receive guidance on policy, grant opportunities, and overall assessment of tree inventory. Information received will be provided to the Tree Board at the February 2026 meeting.
- Code Enforcement Activity continues, but due to cold weather has required expectations to wane for the time being. Sidewalks are increasingly becoming an issue because of ice and snow. A flyer and/or social media post may be in the works to remind residents about what code states regarding sidewalks.
- Worked on improvement location permits, sign permits, building permits, and provided technical assistance on various projects throughout the City.



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. council report NOV 2025

Dec. 3rd, 2025

Greencastle Police Department Common Council Report November 2025

<u>CALL ACTIVITY TOP 5</u>	<u>#</u>
LOCKOUTS	51
ADMINISTRATIVE	49
ACCIDENTS	33
DISTURBANCE	29
TRAFFIC VIOLATION	21

DEPARTMENT EMPLOYMENT ANNIVERSARIES

None

PATROL-Officers conducted 79 traffic stops in the month of November. Officers responded to 438 calls for service, opened 42 criminal case reports. Officers completed a total of 21 field arrests for the month. K9 Officer Dewitt and partner Gunner were requested by Crown Corporation on the 20th to conduct narcotic sweeps of plant #3 shipping containers.

DETECTIVES- Detectives were assigned 9 new cases as well as 0 DCS cases. Detectives were called out 2 times during the month. 3 cases were sent to the Prosecutor's Office for charges. 6 cases were closed. Detectives served 4 search warrants for the month.

PARKING ENFORCEMENT- 40 tickets were issued for the month (15-3 HR, 2-wrong direction, 1-no parking, 7-yellow curb, 14-reserved parking, 1-Handicap violation). 6 warnings were written. 20 tickets have been paid and 18 have not been paid, 2 tickets were voided.

RESERVES- The Reserve Division worked **29** 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 Justin Herd attended a Tactical Carbine Firearms class on Nov. 3rd in Terre Haute, IN.

Sergeant Nick Eastham attended an FBI-LEEDA Leadership Course on Nov. 10-14th in Westfield, IN.

Detective Captain Mike Collins attended an Expert Medical Testimony Class on Nov. 19th in French Lick.

Emergency Vehicle Operations Training was conducted for all GPD Officers on Nov. 4-5th at ILEA.



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MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

December 17, 2025

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MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Nov 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	1.023		1.501
	TOTAL												15
DAYS ABOVE DESIGN FLOW	0	0	0	8	1	6	0	0	0	0	0	0	0
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	1	0	1	0	0	0	0	0	0	2
MECH/ELECT ISSUE CAUSING OVERFLOW	0	0	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	0	0
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	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	636		17,091
LOCATES	135	188	246	344	408	530	685	513	361	283	307		4,000
TAP PERMITS	0	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	929		23,728

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
	TOTAL												21
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

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December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

December 11, 2025

PREPARED BY

Jason Keeney

MONTHLY HIGHLIGHTS

November was spent in preparation for the Winter Lights Festival including assisting with putting up lights and decorations, moving totes between storage facilities. We also completed the winterization in the Aquatics Center. The Park's Department hosted "Pet Photos with Santa & Mrs. Claus" where \$1,400.00 was raised for Putnam County Animal Care

ATTACHMENTS

1. 20251208091856
2. 20251208091911

Greencastle Parks & Recreation Department
Accounts Payable Voucher Docket
Wednesday, December 3, 2025
(For business of November 2025)

Handwritten mark

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Ashley Crady	Mileage	\$ 119.07
Black Lumber Company	4x4 Lumber for Christmas Signs	\$ 46.36
Carquest	Winterization Antifreeze	\$ 110.16
Headley Hardware	Electrical Supplies for Christmas, Furnace Filters	\$ 152.58
Hoosier WiFi Guy	New Router and System Checks	\$ 690.00
James Thornton	Championship Plaques	\$ 24.00
Johnny Quick, Inc.	Portalet Rental	\$ 110.00
Lincoln Park Stone	4.25 Tons White Rock	\$ 44.63
S5 Security	Security Monitoring	\$ 99.75

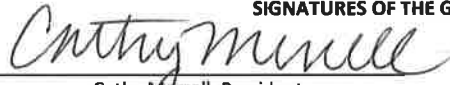

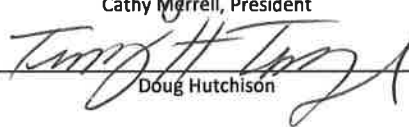
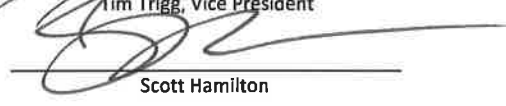
Total General Operation Expenses \$ 1,396.55

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 **\$1,396.55** dated December 3, 2025.

P

SIGNATURES OF THE GOVERNING BOARD

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

Greencastle Parks & Recreation Department

Direct Payables Docket

Wednesday, December 3, 2025

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
CivicPlus	Annual Subscription and Support	\$ 6,789.76
Hendricks Power	November Power BWSP	\$ 278.89
Visa Card Services	Supplies and Conference Hotel/Food	\$ 1,705.91

Total General Operation Expenses \$ 8,774.56

Allowance of Account Payable Vouchers

We have examined the Direct Payables of the foregoing Direct Payables 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 \$8,774.06 dated December 3, 2025.

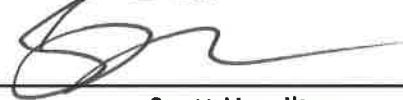
SIGNATURES OF THE GOVERNING BOARD



Cathy Merrell, President



Tim Trigg, Vice President



Doug Hutchison



Scott Hamilton



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Change Order



CHANGE ORDER

Customer: City of Greencastle
HS #: 7747
Number of Units: 1

Pre Construction Date: 12/19/2023
Change Order Date: 12/21/2023
Latest Revision Date: 11/13/2025
Sales Person: Andy Herb
Project Manager: Rick Campbell

ACTION	SUPPLIER	DESCRIPTION	UNIT PRICE	QTY	PRICE EXTENDED	LINE ITEM
* Pre Construction Revision 12/21/2023 *						
Delete	Sutphen	BUMPER, 24" POLISHED STAINLESS STEEL	\$452.85	1	(\$452.85)	1
Add	Sutphen	BUMPER, 24" FORMED STEEL CHANNEL, PAINTED	\$2,403.97	1	\$2,403.97	2
Delete	Sutphen	BUMPER SIDES, DIAMONDPLATE, W/POCKET (18-24" EXTENSION)	\$504.37	1	(\$504.37)	3
Add	Sutphen	BUMPER SIDES, PAINTED STEEL, FLAT (12"-24" EXTENSION)	\$405.62	1	\$405.62	4
Add	Sutphen	BUMPER ANGLES, PAINTED STEEL, W/ POCKET (12-24" EXTENSION)	\$1,335.95	1	\$1,335.95	5
Delete	Sutphen	AIR HORNS, DUAL, HADLEY H00978 RECTANGULAR, BEHIND PERFORATION	\$0.00	1	\$0.00	6
Add	Sutphen	SPECIAL ITEM, AIR HORNS, DUAL, HADLEY H09324AC ROUND, 24.5", BEHIND PERFORATION	\$0.00	1	\$0.00	7
Delete	Sutphen	OPENING TO DRIVER'S SIDE CREW SEAT COMPT	\$167.06	1	(\$167.06)	8
Add	Sutphen	NO OPENING TO CREW SEAT COMPT	\$0.00	1	\$0.00	9
Delete	Sutphen	OPENING TO OFFICER'S SIDE CREW SEAT COMPT	\$167.06	1	(\$167.06)	10
Add	Sutphen	NO OPENING TO CREW SEAT COMPT	\$0.00	1	\$0.00	11

Delete	Sutphen	DIAMONDPLATE REAR EXTERIOR WALL OF CAB (AERIAL OR TOP MOUNT)	\$0.00	1	\$0.00	12
Add	Sutphen	RAPTOR REAR EXTERIOR WALL OF CAB (AERIAL OR TOP MOUNT)	\$0.00	1	\$0.00	13
Delete	Sutphen	REFLECTIVE MATL, INTERIOR CAB DOORS, CHEVRONS, REFLEXITE	\$399.12	1	(\$399.12)	14
Add	Sutphen	REFLECTIVE MATL, INTERIOR CAB DOORS, CHEVRONS, SCOTCHLITE	\$370.55	1	\$370.55	15
Delete	Sutphen	12V POWER POINTS, (2)	\$171.90	1	(\$171.90)	16
Delete	Sutphen	12V DUAL PORT USB POWER POINTS, (2)	\$171.90	1	(\$171.90)	17
Add	Sutphen	12V DUAL POWER POINT, USB/USBC, POWERWERX	\$106.38	2	\$212.76	18
Delete	Sutphen	SPECIAL ITEM, PAC TRAC	\$983.74	1	(\$983.74)	19
Delete	Sutphen	PUMP, HALE QMAX-2000 GPM SINGLE STAGE	\$4,608.37	1	(\$4,608.37)	20
Add	Sutphen	PUMP, HALE QMAX-1750 GPM SINGLE STAGE	\$4,608.37	1	\$4,608.37	21
Delete	Sutphen	HALE MASTER INTAKE VALVE, ELEC (SIDE SUCTION)	\$3,879.98	1	(\$3,879.98)	22
Delete	Sutphen	RELIEF VALVE FOR MIV	\$0.00	1	\$0.00	23
Delete	Sutphen	ADAPTER, 6" NST FE X 5" STORZ, 30 DEGREE W/CAP & CHAIN, TFT	\$447.24	1	(\$447.24)	24
Delete	Sutphen	DISCHARGE TERMINATION, 30 DEGREE ELBOW , POSITION 1,2, 4	\$0.00	1	\$0.00	25
Add	Sutphen	DISCHARGE TERMINATION, STRAIGHT POSITION 1, 2, 4	\$0.00	1	\$0.00	26
Delete	Sutphen	ADAPTER, 3" NST FE X 5" STORZ W/CAP & CHAIN, TFT	\$253.31	1	(\$253.31)	27
Delete	Sutphen	DISCHARGE 2.5" FRONT/LEFT OF MAIN HOSEBED	\$1,752.57	1	(\$1,752.57)	28
Delete	Sutphen	VALVE, AKRON, HEAVY DUTY	\$54.27	1	(\$54.27)	29
Delete	Sutphen	ACTUATOR, VALVE, T-HANDLE, CLASS 1	\$0.00	1	\$0.00	30

Delete	Sutphen	GAUGE, DISCH, CLASS 1 2.5"	\$0.00	1	\$0.00	31
Delete	Sutphen	DISCHARGE TERMINATION, STRAIGHT	\$0.00	1	\$0.00	32
Delete	Sutphen	THREADS, NST	\$0.00	1	\$0.00	33
Delete	Sutphen	SPECIAL ITEM, ELKHART 8297 STINGER GROUND BASE	\$644.90	1	(\$644.90)	34
Delete	Sutphen	TROUGH IN RUNNING BOARD, OFFICER'S SIDE	\$794.28	1	(\$794.28)	35
Delete	Sutphen	AIR OUTLET, OFFICER'S SIDE PUMP PANEL	\$343.72	1	(\$343.72)	36
Add	Sutphen	ADJUSTABLE SHELF, L1 COMPARTMENT	\$319.10	1	\$319.10	37
Add	Sutphen	TURTLE TILE ON COMPT FLOOR, SHELF, TRAY OR DRAWER, L1 COMPARTMENT	\$170.20	1	\$170.20	38
Delete	Sutphen	600# SLIDE-MASTER TRAY , R1 COMPARTMENT	\$859.28	1	(\$859.28)	39
Delete	Sutphen	COVER FASTENERS, BUNGIE CORDS WITH RED TAB	\$0.00	1	\$0.00	40
Add	Sutphen	COVER FASTENERS, BLACK PLASTIC BUCKLES	\$119.31	1	\$119.31	41
Add	Sutphen	REMOVABLE SUPPORT BAR FOR REAR HOSEBED COVER	\$364.31	1	\$364.31	42
Add	Sutphen	REAR HOSEBED COVER, WEBBING	\$408.21	1	\$408.21	43
Delete	Sutphen	HANDRAILS, HANSEN BACKLIT	\$543.46	1	(\$543.46)	44
Add	Sutphen	HANDRAILS, KNURLED STS	\$0.00	1	\$0.00	45
Delete	Sutphen	TAILLIGHTS, WHELEN 600 SERIES, LED STOP/TAI/TURN/REVERSE, QUAD HOUSING (PAIR)	\$1,881.10	1	(\$1,881.10)	46
Add	Sutphen	TAILLIGHTS, WHELEN M6 SERIES, LED STOP/TAI/TURN/REVERSE, QUAD HOUSING (PAIR)	\$2,754.15	1	\$2,754.15	47
Add	Sutphen	UPGRADE FREEDOM IV 72" LIGHTBAR TO WECANX DUO	\$2,549.57	1	\$2,549.57	48
Delete	Sutphen	UPPER WARNING LIGHTS, ZONE C (REAR), WHELEN LED BEACONS, L31 (PAIR)	\$1,449.15	1	(\$1,449.15)	49

Add	Sutphen	UPPER WARNING LIGHTS, ZONE C (REAR), WHELEN LED BEACONS, MCFLED2* (PAIR)	\$2,161.62	1	\$2,161.62	50
Delete	Sutphen	LOWER WARNING LIGHTS, ZONE A (FRONT), WHELEN 600 SUPER LED, 60*02F*R (QTY 4)	\$1,319.16	1	(\$1,319.16)	51
Add	Sutphen	LOWER WARNING LIGHTS, ZONE A (FRONT), WHELEN M6 LED, M6* (QTY 4)	\$2,033.24	1	\$2,033.24	52
Delete	Sutphen	LOWER WARNING LIGHTS, ZONE B (OFFICER'S SIDE), WHELEN 600 SUPER LED, 60*02F*R (QTY 2), ION T-SERIES LED, TLI* (QTY 1)	\$1,066.33	1	(\$1,066.33)	53
Add	Sutphen	LOWER WARNING LIGHTS, ZONE B (OFFICER'S SIDE), WHELEN M6 LED, M6* (QTY 2), ION T-SERIES LED, TLI* (QTY 1)	\$1,520.09	1	\$1,520.09	54
Delete	Sutphen	LOWER WARNING LIGHTS, ZONE C (REAR), WHELEN 600 SUPER LED, 60*02F*R (QTY 2)	\$659.58	1	(\$659.58)	55
Add	Sutphen	LOWER WARNING LIGHTS, ZONE C (REAR), WHELEN M6 LED, M6* (QTY 2)	\$1,016.64	1	\$1,016.64	56
Delete	Sutphen	LOWER WARNING LIGHTS, ZONE D (DRIVER'S SIDE), WHELEN 600 SUPER LED, 60*02F*R (QTY 2), ION	\$1,066.33	1	(\$1,066.33)	57
Add	Sutphen	LOWER WARNING LIGHTS, ZONE D (DRIVER'S SIDE), WHELEN M6 LED, M6* (QTY 2), ION T-SERIES TLI* (QTY 1)	\$1,520.09	1	\$1,520.09	58
Delete	Sutphen	ADDITIONAL WARNING LIGHTS, WHELEN 600 SUPER LED, 60*02F*R (PAIR)	\$662.20	1	(\$662.20)	59
Add	Sutphen	ADDITIONAL WARNING LIGHTS, WHELEN M6 LED, M6* (PAIR)	\$1,016.64	1	\$1,016.64	60
Add	Sutphen	AMOUNT TO UPGRADE FROM M9 SCENE LIGHTS TO M9EZ SCENE LIGHTS	\$250.00	1	\$250.00	61
Add	Sutphen	ADDITIONAL SWITCH, 3-WAY FOR 12V LIGHTS (EA)	\$376.75	1	\$376.75	62
Delete	Sutphen	CHEVRON STRIPING, REAR BODY OUTBOARD, REFLEXITE	\$1,303.77	1	(\$1,303.77)	63
Add	Sutphen	CHEVRON STRIPING, REAR BODY OUTBOARD, SCOTCHLITE	\$2,646.83	1	\$2,646.83	64
Delete	Sutphen	CHEVRON STRIPING, LADDER ENCLOSURE DOOR, REFLEXITE	\$512.20	1	(\$512.20)	65
Add	Sutphen	CHEVRON STRIPING, LADDER ENCLOSURE DOOR, SCOTCHLITE	\$1,039.35	1	\$1,039.35	66

Add	Sutphen	CHEVRON STRIPING, FRONT BUMPER, SCOTCHLITE	\$1,175.83	1	\$1,175.83	67	
Delete	Sutphen	SPECIAL ITEM, STORE BACK BOARD ABOVE WATER TANK (VELCRO)	\$525.00	1	(\$525.00)	68	
Add	Sutphen	SPECIAL ITEM, FRONT TURN SIGNALS, CHANGE (2) SIDE FACING TO M6 SERIES AMBER	\$381.18	1	\$381.18	69	
Add	Dealer	DEALER SUPPLIED 6' NY HOOK ALL STEEL	\$195.00	2	\$390.00	70	
Add	Dealer	DEALER SUPPLIED 8' NY HOOK ALL STEEL	\$215.00	1	\$215.00	71	
Add	Sutphen	ADDITIONAL WARNING LIGHTS, WHELEN ION T-SERIES LED, TLI*(PAIR)	\$1,006.96	1	\$1,006.96	72	
Delete	Dealer	Ten (10) 50' Sections of Key Eco-10 1.75" hose.	\$1,300.00	1	(\$1,300.00)	73	
Delete	Sutphen	TWO TONE CAB	\$1,568.94	1	(\$1,568.94)	74	
Add	Sutphen	TWO TONE CAB & BODY	\$4,718.81	1	\$4,718.81	75	
*MODERATE CHANGES WILL CAUSE A DELAY IN THE DELIVERY OF YOUR APPARATUS					CHANGE ORDER TOTAL (PER UNIT):		\$6,977.96
					TOTAL CHANGE ORDER AMOUNT:		\$6,977.96

ACCEPTED - The above prices of this Change Order are satisfactory and are hereby accepted.

Customer Signature: _____ **Date of Acceptance:** _____
Change order must be signed to approve the changes.



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. 1550_001



QUOTATION
QM0004554

BRANDS INCLUDE: ARIA FILTRA™, AQUAFINE®, TROJANUV®, VIQUA®
 TROJAN TECHNOLOGIES CORP
 4310 44th St SE
 Kentwood, MI 49512
 USA
 T: 1-866-388-0488
 www.trojantechnologies.com

Sold to
CITY OF GREENCASTLE
PO BOX 288
GREENCAS IN 46135-0288
UNITED STATES

Ship to
Greencastle, IN WWTP
510 West Columbia St.
Greencastle IN 46135-0001
UNITED STATES

Customer Service Contact : tuvcustomerservice@trojantechnologies.com
 Payment Terms : 0% / 00 / 30 net
 Delivery Terms :
 Carrier/LSP :

Internal Sales Rep : CARLY VANDERMOLEN
 Customer No. : 100003183
 Reference :
 Quote Date : 12-02-2025
 Quote Expiry Date : 12-31-2025

Line	Project Item Description	Quantity	Price Discount %	EA	Unit Net Price Net Amount	Tax Rate Tax Amount	Amount
10	907624-04F071BK HOSE ASSY,UV3+1/4"RET F 071 BK	12.00	246.50/	EA	246.50 2,958.00	7.00% 207.06	3,165.06
20	907624-04M150BK HOSE ASSY,UV3+1/4"EXT M 150 BK	12.00	227.00/	EA	227.00 2,724.00	7.00% 190.68	2,914.68
30	907624-04F145BL HOSE ASSY,UV3+1/4"RET F 145 BL	10.00	272.00/	EA	272.00 2,720.00	7.00% 190.40	2,910.40
40	907624-04M066BL HOSE ASSY,UV3+1/4"EXT M 066 BL	10.00	197.50/	EA	197.50 1,975.00	7.00% 138.25	2,113.25
50	794447-0RD LAMP P, GA64T6HE ANGLE BASE	13.00	451.90/	EA	451.90 5,874.70	7.00% 411.23	6,285.93
60	917341-100 LAMP DRIVER KIT,SMD W/PLS EC	8.00	1,219.55/	EA	1,219.55 9,756.40	7.00% 682.95	10,439.35
70	015239 SLEEVE, SNSR UV3+ 25x28x1832	2.00	189.30/	EA	189.30 378.60	7.00% 26.50	405.10
71	316144P O-RING, SLEEVE SEAL UV3+ 10PK	1.00	3.45/	EA	3.45 3.45	7.00% 0.24	3.69



QUOTATION
QM0004554

BRANDS INCLUDE: ARIA FILTRA™, AQUAFINE®, TROJANUV®, VIQUA®
 TROJAN TECHNOLOGIES CORP
 4310 44th St SE
 Kentwood, MI 49512
 USA
 T: 1-866-388-0488
 www.trojantechnologies.com

Line	Project Item Description	Quantity	Price Discount %		Unit Net Price Net Amount	Tax Rate Tax Amount	Amount
80	907909-D120V-07 ACTICLEAN KIT,PERI-PUMP	1.00	1,021.65/	EA	1,021.65 1,021.65	7.00% 71.52	1,093.17
90	901507 CLEANER, ACTICLEAN GEL 4X4L	1.00	408.75/	CS	408.75 408.75	7.00% 28.61	437.36
100	005066 GREASE, FOOD GRADE CC LUBE	2.00	35.96/	EA	35.96 71.92	7.00% 5.03	76.95
110	SURCHARGE SURCHARGE	1.00	1,394.62/	EA	1,394.62 1,394.62	7.00% 97.62	1,492.24
120	FREIGHT FREIGHT & HANDLING	1.00	1,267.00/	EA	1,267.00 1,267.00	7.00% 88.69	1,355.69
		Goods	27,892.47	Discount	0.00	Tax Amount	Total USD
		Costs	2,661.62	Subtotal	30,554.09	2,138.78	32,692.87

We are applying a TEMPORARY SURCHARGE due to the increasing costs caused by the uncertainty in the global economy



QUOTATION
QM0004554

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TROJAN TECHNOLOGIES CORP
4310 44th St SE
Kentwood, MI 49512
USA
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Terms and Conditions

All purchases of Trojan products and/or services are expressly and without limitation subject to Trojan's Terms and Conditions of Sale ("Trojan" or "SELLER"), incorporated herein by reference and published on Trojan's website <https://www.trojantechnologies.com/sales-terms-conditions/>

Trojan TCS are Incorporated by reference into each of Trojan's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Trojan's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Trojan TCS, subject to Trojan's final credit approval: (i) Buyer's issuance of a purchase order document against Trojan's offer or quotation; (ii) Trojan's acknowledgement of Buyer's order; or (iii) commencement of any performance by Trojan in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of the Trojan's TCS shall be null and void and not considered part of the Contract.

www.trojantechnologies.com/sales-terms-conditions





Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. 1592_001

CONTRACT FOR SERVICES

The City of Greencastle ("City"), a body politic and corporate separate from the State, through its Board of Public Works and Safety, hereby agrees to purchase from Insituform Technologies USA, LLC, ("Contractor") and Contractor agrees to furnish to the City the following services:

Clean and line 1586 feet of the City's 8" sewer line running along East Washington Street. The project limits begin in front of the Greencastle Veterinary Clinic and terminate at the west side of Greencastle High School. Work shall be completed pursuant to the Contractor's Proposal dated December 18, 2024, which is incorporated herein and made a part hereof as Attachment A. If there is a conflict between this Contract and Attachment A, this Contract shall control.

The parties agree to the following terms and conditions:

- 1. CONTRACT TERM.** This contract shall be in effect upon execution and all work shall be complete no later than April 30, 2026.
- 2. PRICE.** The Contractor shall receive compensation from the City in the amount of \$78,228.87 as set out in Attachment A.
- 3. PAYMENT TERMS.** Payment for services shall be made within thirty (30) days after the City's receipt of an invoice from Contractor for services performed.
- 4. ACKNOWLEDGMENT, ACCEPTANCE.** By its signature on this contract, Contractor expressly warrants that it is an individual who or entity which is qualified and in good standing to do business in the State of Indiana and that it has filed and will during the term of this contract file all appropriate tax returns and papers required by state and federal law. Contractor acknowledges that this is a non-exclusive contract and that the City may contract with third parties for the same or similar services as those covered by this contract.
- 5. WARRANTY.** The parties acknowledge that the City is relying on Contractor's skill and judgment to furnish goods and services fit in all respects for the particular purpose of this contract. Contractor expressly warrants that all goods or services covered by this contract will conform to the specifications, drawings, sample or descriptions furnished to or by the City, and will be merchantable, of good material and workmanship and free from defect. All warranties which are currently offered or which may be subsequently offered by Contractor for its goods or services are made a part of this contract whether or not specifically listed herein or in the Proposal. Contractor will provide all goods or services under this contract when and as required by the City.
- 6. FORCE MAJEURE.** Any delay or failure of either party to perform its obligations hereunder shall be excused if such is caused by an event or occurrence beyond the reasonable control of the party and without its fault or negligence, such as, by way of example and not by way of limitation, acts of God, actions by any governmental authority, fires, floods, windstorms, explosions, riots, natural disasters, wars, sabotage, labor problems (including lockouts, strikes and slowdowns), inability to obtain power, material, labor, equipment or transportation or court injunction or contract. Written notice of such delay (including the anticipated duration of the delay) shall be immediately given by the affected party to the other party. Upon receipt of such notice, all obligations under this contract shall be immediately suspended. If the period of nonperformance exceeds ten (10) working days after notice has been received, the party whose ability to perform has not been affected may terminate this contract.
- 7. INSOLVENCY.** The City may immediately terminate this contract without liability to Contractor and without prejudice to any right or cause of action the City may have against Contractor in the event of the happening of any of the following events or any other comparable event: (a) insolvency of Contractor; (b) filing of a voluntary petition in bankruptcy by Contractor; (c) filing of any involuntary petition in bankruptcy against Contractor; (d) appointment of a receiver or trustee for Contractor; or (e) execution of an assignment for the benefit of creditors by Contractor, provided that such petition, appointment or assignment is not vacated or nullified within fifteen (15) days of such occurrence.

8. TERMINATION FOR DEFAULT. The City may terminate all or any part of this contract without liability if Contractor: (a) repudiates or breaches any of the terms of this contract, including Contractor's warranties; (b) fails to perform services or deliver goods as specified; or (c) fails to make progress or provide approvals or acceptances so as to endanger timely and proper completion of services or delivery of goods and does not correct any such failure or breach within ten (10) working days after receipt of written notice from the City specifying such failure or breach.

9. TERMINATION. The City shall have the right to terminate this agreement in whole or in part for its convenience upon written notice to Contractor at any time during the course of performance. Upon receipt of any termination notice, the Contractor shall immediately discontinue the work on the date and to the extent specified in the notice. The Contractor shall be paid the actual costs incurred during the performance hereunder to the time specified in said notice not previously reimbursed by the City to the extent such costs are actual, necessary, reasonable and verifiable costs and have been incurred by the Contractor prior to and in connection with discontinuing the work hereunder. In no event shall such costs include unabsorbed overhead or anticipatory profit.

10. LIMITATION OF LIABILITY. There shall be no liability on the part of the City except to the extent of available funds provided by statute and funds permitted to be paid from the City operational proceeds.

11. REMEDIES FOR DEFAULT. When the City determines that Contractor is in default and has failed to perform any contract provisions herein, the City may, notwithstanding any other provisions in this contract to the contrary, terminate the whole or any part of this contract after notice and this contract will be terminated effective on the date specified in the notice unless the default has been cured as specified in Paragraph 8. If this contract is terminated in part, Contractor shall continue performance of the part of the contract not terminated and will be compensated for performance pursuant to the rates set forth herein. In the event of a termination of all or part of this contract, the City may, in its sole discretion, obtain the goods and services which were to be provided by Contractor under the terminated part of the contract upon such terms and in such manner as it deems appropriate. Contractor shall be liable to the City for any excess costs to the City in obtaining such similar goods and services. The remedies provided in this paragraph do not apply to any default occasioned by any occurrence described in Paragraph 6 regarding force majeure. The rights and remedies reserved to the City in this contract shall be cumulative, and additional to all other or further remedies provided in law or equity. The Contractor shall be responsible for all costs incurred as a result of Contractor's breach, including reasonable attorney's fees.

If there is a dispute between the parties regarding Contractor's performance of services described herein, the City has the right to withhold payment from Contractor pending dispute resolution.

12. TECHNICAL INFORMATION DISCLOSURE. Contractor agrees not to assert any claim (other than a claim for patent infringement) with respect to any technical information which Contractor shall have disclosed or may hereafter disclose to the City in connection with the goods or services covered by this contract. Contractor also agrees to maintain the confidentiality of all confidential or sensitive data and information provided to Contractor by the City and agrees that Contractor will not use any such data or information for any purposes other than its performance under this contract.

13. NON-DISCLOSURE PROPRIETARY INFORMATION. Contractor shall not disclose to any third party any information concerning the City or the work provided under this agreement without the prior written consent of the City. Contractor shall consider all information provided by the City and all drawings, reports, studies, systems, designed calculations, plans, specifications and other documents resulting from Contractor's performance of the work to be proprietary. Contractor shall not publish or disclose proprietary information for any purpose other than performance of the work without the prior written consent of the City.

All drawings, specifications, analyses, computations, reports and other documentation produced by Contractor in the performance of the work shall be the sole property of the City and shall not be used by Contractor for any purpose other than the work nor given to any third party without the prior written consent of the City.

At the City's request, Contractor will return to the City all drawings and written materials furnished to Contractor by the City.

14. INDEMNIFICATION. If Contractor performs any work on City premises or utilizes the property of City, whether on or off City premises, Contractor shall indemnify and hold City harmless from and against any liability, claims, demands or expenses (including reasonable attorney fees) for damages to the property of or injuries (including death) to City, its employees or any other person arising from or in connection with Contractor's performance of work or use of City property, except for such liability, claim or demand arising out of the sole negligence of City. Contractor further agrees to indemnify, defend and hold harmless the City, its agents, directors and employees from all claims and suits of whatever type, including court costs, attorney fees and other expenses, caused by any act or omission of the Contractor, its agents, officers, employees and subcontractors arising out of this Contract.

15. RELATIONSHIP OF PARTIES. Each party hereto, in the performance of this Contract, will be acting in an individual capacity and not as an agent, an employee, a partner, a joint venturer or an associate of the other. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. Neither party has the authority to assume or to create any obligation on behalf of or in the name of the other nor will either assume any liability for injury (including death) to any person(s) or any damages to any property arising out of the acts or omissions of the agents, employees or subcontractors of the other party. Contractor shall be responsible for providing all necessary unemployment and workers compensation insurance for its employees.

16. ADVERTISING. Contractor shall not, without the prior written consent of the City, in any manner advertise or publish the fact that Contractor has contracted to furnish the City the services herein contracted or use any trademarks or tradenames of the City in Contractor's advertising or promotional materials. In the event of Contractor's breach of this provision, the City shall have the right to terminate the services covered by this contract and shall not be required to make further payments except for conforming services rendered prior to termination.

17. GOVERNMENT COMPLIANCE. Contractor agrees to comply with all federal, state and local laws, rules, regulations, ordinances and executive and judicial orders which may be applicable to Contractor's performance of its obligations under this contract. All provisions required by the foregoing to be included herein are hereby incorporated by reference. Contractor agrees to indemnify and hold harmless the City from any loss damage or liability resulting from a violation by Contractor of such laws, rules, regulations, ordinances or orders. The enactment of any state or federal statute or the promulgation of regulations thereunder regarding matters in or relating to the subject of this contract after execution of this contract shall be reviewed by the City and Contractor to determine and take such action as may be necessary.

18. PERSONNEL. Contractor shall at all times employ sufficient labor for performing work to full completion in the manner and time prescribed by this agreement. Any person employed by Contractor shall, at the written request of the City, be removed forthwith by Contractor from work relating to this agreement provided that such removal is based on a documented problem for which a cure was not affected within a reasonable amount of time. If the person is not removed or if replacement personnel are deemed unsuitable for proper completion of the work, the work may be suspended by written notice until the requirements have been met or the contract may be terminated consistent with the provisions contained herein.

19. NONDISCRIMINATION. Contractor agrees to comply with all federal and state civil rights laws and further agrees that Contractor and its subcontractors, if any, shall not discriminate against any employee or applicant for employment with respect to hiring, dismissal, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment because of race, color, religion, sex/gender (pregnancy, gender identity, and sexual orientation), disability, national origin or ancestry, age, genetic information, military service veteran status, or any other characteristic protected by federal and state laws. Breach of this covenant may be regarded as a material breach of this contract.

20. NO IMPLIED WAIVER. The failure of either party at any time to require performance by the other party of any provision of this contract shall in no way affect the right to require such performance at any

time thereafter nor shall the waiver of either party of a breach of any provision of this contract constitute a waiver of any succeeding breach of the same or any other provision.

21. NON-ASSIGNMENT. Contractor may not sell, assign or pledge its rights and obligations under this contract or take any other action which may tend to encumber the direct contractual relationship between the City and the Contractor without the express prior written consent of the City, which the City may grant or withhold at its sole discretion. Any such consent granted by the City may be subject to any or all conditions as the City may require.

22. PRICE TERMS. All of the prices, terms and warranties granted by Contractor herein are at least comparable to or better than those offered by Contractor to other customers purchasing similar services under the same material terms and conditions. Contractor agrees that it will pass on to the City any discounts, savings for prompt payments or rebates for quantity purchasing it receives.

23. NON-COLLUSION. Contractor hereby warrants that neither Contractor nor any member, employee, agent, representative, officer, director or partner of Contractor has directly or indirectly entered into or offered to enter into any combination, collusion or agreement to receive or pay, and has not received or paid, any money or other consideration for the execution of this contract other than what appears herein. Contractor also warrants that no person or organization has been employed or retained to solicit or secure this contract for payment of a commission, percentage, brokerage or contingent fee, except bona fide employees of Contractor or bona fide established commercial or selling agencies maintained by Contractor for the specific purpose of securing business. Breach of either of the above warranties will allow the City to terminate this contract and to recover the full amount of the commission, percentage, brokerage or contingent fee.

24. TAX EXEMPTION. Prices contained in this contract and invoices submitted by Contractor for payment are not to include any tax for which the City is exempt. The City will furnish an exemption certificate for tax from which the City is exempted if such is requested by Contractor.

25. AUTHORITY. Each party represents and warrants that it has the authority to enter into this contract and that the person executing this contract has the authority to enter into this contract on behalf of his/her respective party.

26. SEVERABILITY. If any term of this contract is invalid or unenforceable under any statute, regulation, ordinance, executive or judicial order or other rule of law, such term shall be deemed reformed or deleted, but only to the extent necessary to comply with such statute, regulation, ordinance, contract or rule, and the remaining provisions of this contract shall remain in full force and effect.

27. NOTICE. Any notice provided for in this contract will be sufficient if given by certified mail return receipt requested to the party to be notified at the address specified below.

28. GENERAL. In case of conflict between the terms contained herein and the terms contained in any attachment, the terms herein shall control.

29. GOVERNING LAW. This contract is to be construed in accordance with and governed by the laws of the State of Indiana. Any lawsuit arising out of this contract must be brought and maintained in Putnam County, Indiana.

30. PENALTIES/INTEREST/ATTORNEY'S FEES. The City will in good faith, perform its required obligations hereunder and the parties agree that the City shall not pay any penalties, liquidated damages, interest or attorney's fees, except as required by law.

31. E-verify. Contractor hereby certifies that it is enrolled in E-verify and that it verifies the work eligibility status of all newly hired employees through E-verify. Contractor will no longer be required to use E-verify if the E-verify program ceases to exist. Contractor must sign an affidavit affirming that the Contractor does not knowingly employ any unauthorized aliens. If the Contractor or any of its subcontractors knowingly employs an unauthorized alien and is in violation, the Contractor must remedy the violation within thirty (30)

days. This contract shall immediately terminate for Contractor's breach if not remedied within the thirty (30) day time period (unless there would be a detriment to the public interest or public property, then the contract can remain in effect until the political subdivision procures a new Contractor).

32. CERTIFICATION OF NO INVESTMENT IN IRAN. Pursuant to I.C. 5-22-16.5, the Contractor certifies that the Contractor is not engaged in investment activities in Iran. Providing false certification may result in the consequences listed in I.C. 5-22-16.5-14, including termination of this Contract, denial of future contracts, and the imposition of a civil penalty.

33. ENTIRE AGREEMENT. This contract constitutes the entire agreement by and between the parties with respect to the matters contained herein and supersedes all prior oral or written representations and agreements. This contract may only be modified by a contract amendment signed by both parties.

CONTRACTOR: Insituform Technologies USA, LLC

By: _____

Printed Name: _____

Title: _____

Date: _____

**CITY OF GREENCASTLE
BOARD OF PUBLIC WORKS AND SAFETY**

Lynda Dunbar, Mayor

Trudy Selvia, Member

Thom Morris, Member

Date: _____

**EMPLOYMENT
OF UNAUTHORIZED ALIENS**

I hereby affirm that I am a duly authorized officer of Insituform Technologies USA, LLC, and I certify that Insituform Technologies USA, LLC, is enrolled and participating in the E-verify program as of the date of this Affidavit. Insituform Technologies USA, LLC, does not employ any "unauthorized aliens" as that term is defined in 8 U.S.C. 1324a(h)(3).

I AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FOREGOING REPRESENTATIONS ARE TRUE.

Insituform Technologies USA, LLC

Date: _____

Signature

Printed Name



Insituform Technologies USA, LLC
 2130 Stout Field West Drive
 Indianapolis, IN 46241
 Tel: (317) 408-7136
 Fax: (317) 663-0923
 www.insituform.com

November 25, 2025

To: Zachary M. Minnick, Assistant Superintendent
Greencastle WWTP
530 West Columbia Street
Greencastle, IN 46135
zminnick@cityofgreencastle.com

Project Name: 8-Inch CIPP Proposal SO-00216008
Omnia Partners Contract Number 23-065-PW
City of Greencastle, IN

Insituform Technologies USA, LLC, herein proposes to furnish a Proposal for all labor, materials, equipment, and services necessary to reconstruct the referenced project.

Assumptions and Qualifications

A site review was performed for this project. If conditions are materially different from those communicated to Insituform Technologies USA, LLC., we reserve the right to void or renegotiate the pricing contained in this proposal.

We have based this proposal on a nominal wall thickness for the Insitutube as shown in the price. This is based on the best available information at the time of this proposal. Existing pipe deterioration in excess of the conditions assumed, ground water loads in excess of those assumed, or other loads or conditions may increase the recommended thickness for all or portions of the work. Final recommendations may be submitted to you following the completion of the preliminary TV phase of the project. Stated prices are subject to adjustment if design changes are agreed upon.

Specific service connections will be reconnected only when written directions are received from the Owner/Prime Contractor with an additional charge for each service connection. The Owner/Prime Contractor will indemnify and hold Insituform Technologies USA, LLC. harmless from all claims arising from backups and other effects of such actions or inaction's from services not opened at the owner's request. In the event that Insituform is unable to locate or reconnect a service lateral internally, the Owner/Prime Contractor will externally reconnect the service at no cost to Insituform. Water shall be provided at no cost to Insituform Technologies USA, LLC. for all construction phases of this project. Insituform Technologies USA, LLC. will follow all required deposit, backflow prevention, and metering procedures.

The Owner/Prime Contractor will provide access to both ends of the line and point repairs if needed. Installation can be completed after point repairs and access to both ends are completed.

Proposal Pricing

PAY ITEM	DESCRIPTION	QTY.	U/M	UNIT PRICE	AMOUNT
507	Clean/CCTV Crew Mobilization	1	LS	\$ 4,508.00	\$ 4,508.00
57	8-Inch Clean/CCTV	1586	LF	\$ 4.24	\$ 6,724.64
507	CIPP Crew Mobilization	1	LS	\$ 4,066.90	\$ 4,066.90
2	8-Inch Insituform® CIPP	1586	LF	\$ 38.00	\$ 60,268.00
37.1	Lateral Reinstatement	21	LS	\$ 126.73	\$ 2,661.33
TOTAL					\$ 78,228.87

Insituform® Proposal –

Proposal Inclusions

The prices stated in this proposal include:

1. Omnia Partners CPA Contract Solicitation per Omnia Partner USA DuPage County Contract 23-065-PW.
2. Mobilizations and demobilization for cleaning and Lining Crews
3. Pipe line cleaning. Loose debris and "normal" deposits only. Extraordinary conditions will need to be treated as a point repair.
4. Pre-Video inspections and documentation of existing pipe prior to reconstruction with the Insituform process for pipe rehabilitated by CIPP.
5. Final video inspection following completion of the installation to document your new pipe rehabilitated by CIPP.
6. Insitutube wetout using 400,000 Flexural Modulus resin, inversion, curing, and finishing.
7. Confined space safe entry practices.
8. One-year standard construction warranty.
9. Certificate of insurance with a standard coverage (Does not include Primary and Non-Contributory Coverage)

Proposal Exclusions

Not included in the prices stated in this estimate are costs associated with the items listed below. These items, if needed or found to be applicable, would be provided by Insituform Technologies USA, LLC. at your additional cost; or would be furnished by others, at your direction, at no cost to Insituform Technologies USA, LLC.:

- a) Clear access to sewer through new or existing manhole, manhole frame and chimney/corbel removed.
 - b) Access to a sanitary sewer on site to dispose of cure water.
 - c) If preliminary video inspection of the pipe interior indicates excessive damage, or other extra-ordinary condition, which will require excavation, or other extraordinary remedy, to prepare the pipe for installation of the Insitutube, then those services will be provided by the Prime contractor or Owner. This will include excessive roots, excessive debris and protruding taps.
 - d) Additional cleaning and televising mobilizations and/or setups due to point repairs, obstruction removals, or delays out of our control will be an additional charge.
 - e) Manual operation of any pumping and/or metering stations.
 - f) Water from fire hydrants within a convenient distance from each cleaning and inversion site location.
 - g) Legal dumpsite for debris resulting from pipe cleaning.
 - h) *If any hazardous or toxic materials are encountered during the project, the Owner/Prime Contractor will be responsible for the removal and disposal of the materials.*
 - i) Installation of cleanouts, or other ports, if required for special bypass pumping requirements for businesses.
 - j) Manhole installation, rehabilitation, and/or replacement, if needed to install CIPP.
 - k) Project permits and/or local licenses.
 - l) State and local sales and/or use taxes on the value of the project. If you are exempt please submit the appropriate documentation.
 - m) Additional premiums for special insurance coverage(s) demanded by you or other parties particular to this project.
 - n) Performance and Payment Bond not included. This is available upon request, but if required please add 3.5% to the total project cost.
-

Proposal Terms and Conditions

- a) Limits of Liability. In consideration of Insituform Technologies USA, LLC.'s agreement to maintain no less than \$5,000,000 of comprehensive general liability insurance in the form required by the Contract, Insituform Technologies USA, LLC.'s liability to the Owner for any matter covered by such insurance will be limited to the extent of such insurance and the Owner will indemnify and hold Insituform Technologies USA, LLC. harmless from any third party claims covered by such insurance to the extent such claims exceed the limits of such insurance. Neither party shall be liable to the other for consequential damages relating to the contract. In case of conflict between this provision and any other provision in the Contract as ultimately executed, this provision shall govern and prevail.
- b) LIMITED WARRANTY. IN LIEU OF ALL OTHER EXPRESSED, IMPLIED AND/OR STATUTORY. WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, CONTRACTOR AGREES TO CORRECT ANY DEFECTS IN THE MATERIALS OR SERVICES PROVIDED BY CONTRACTOR WHICH ARE BROUGHT TO THE ATTENTION OF CONTRACTOR WITHIN ONE YEAR FOLLOWING COMPLETION OF CONTRACTOR'S WORK, PROVIDED OWNER AFFORDS CONTRACTOR SUITABLE ACCESS AND WORKING CONDITIONS TO ACCOMPLISH SUCH CORRECTION.
- c) MUTUAL RELEASE OF CONSEQUENTIAL DAMAGES. Notwithstanding anything to the contrary set forth in the Contract, neither party shall be liable to the other or any third party for consequential damages relating to or arising out of the Contract
- d) PROPOSAL SUBJECT TO NEGOTIATION OF OTHER STANDARD TERMS OF AGREEMENT. This proposal is subject to agreement of the parties on other terms and conditions as are customary in contracts of this nature.
- e) If, during the performance of this contract, any cost price determining factor considered by Subcontractor in determining the subcontract price significantly increases, through no fault of Subcontractor, the price of this subcontract shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases. As used herein, a significant price increase shall mean any increase in price exceeding 5% experienced by Subcontractor from the date of the contract signing. Such price increases shall be documented through quotes, invoices, or receipts. Where the delivery of any material is delayed, through no fault of Subcontractor because of the shortage or unavailability of any raw materials, including resin, Subcontractor shall not be liable for any additional costs or damages associated with such delay(s).
- f) Quantities are estimated, Unit prices apply for actual invoice and payment.
- g) Payments are due at net within thirty days of invoice. Final payment is due within thirty days of completion of project.
- h) Monthly progress partial payments may be requested for the value of work in progress or completed, including materials secured and on site.
- i) Prices stated are in effect for thirty days from the date of this proposal. The acceptance period may be extended at the sole option of Insituform Technologies USA, LLC. If, during the performance of this contract, any cost price determining factor considered by Contractor in determining the contract price significantly increases, through no fault of Contractor, the price of this contract shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases. As used herein, a significant price increase shall mean any increase in price exceeding 5% experienced by Contractor from the date of the contract signing. Price increases resulting from increased costs of materials, labor, fuel, freight, and other cost inputs shall be verified, in writing, by Contractor's Vice President of Procurement. Due to the confidential nature of Contractor's pricing from Vendors, verification shall consist of a statement of percentage change in cost from the date of Contractor's estimate through the date of the change order request. Where the delivery of any material is delayed, through no fault of Contractor because of the shortage or unavailability of any raw materials, including resin, Contractor shall not be liable for any additional costs or damages associated with such delay(s). Nothing contained in this clause shall preclude Contractor from entitlement to more than one equitable adjustment if its costs continue to significantly (as defined above) rise during the duration of the project.
- j) Conflicts. In case of conflict between the provision of the aforesaid paragraphs and any other provision in the Contract as ultimately executed the provisions as set forth above shall govern and prevail.

Offered By:

Accepted By:

Insituform Technologies USA, LLC.



Jay B. Ferguson
Business Development Manager

Signature

Name/Title

Organization

Accepted by: Insituform Technologies USA, LLC.

Organization Address

Date: _____

Is this Project Tax Exempt? _____ If Yes, please provide Tax Exemption Form and, where applicable, Project Exemption Form.

Does this Project require Certified Payroll? _____ Are there wage rates? _____. If yes, please provide a copy of the wage rates.

Project Insurance Requirements attached _____ (please provide project insurance requirements or attach a sample cert of insurance)

Project Owner: Name _____ Address _____

Project Location: City _____ State _____ Zip _____

This accepted proposal constitutes a formal agreement. If you initiate a purchase order or other contract document it shall not be acknowledged without this accepted proposal as an attachment.



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Banning--Albin Pond Road Scope and Fees 12-4-25



An Agreement for the Provision of Limited Professional Engineering Services

Civil Engineer (“BE”): Banning Engineering, Inc.
853 Columbia Road, Suite 101
Plainfield, IN 46168

Client: City of Greencastle
One North Locust Street PO Box 607
Greencastle, IN 46135
Attn: Lynda Dunbar
Phone: (765) 653-3100
Email: _____
Accts Payable Contact: _____
Accts Payable Email: _____

Date: 12/04/25 Expected Time Frame _____ Project No 25222

Project Name: Greencastle Albin Pond Road BE Project Manager: Mark Butler

Project Location: _____ Total Acreage: _____

City/Town: Greencastle County: Putnam Section: _____ Township: _____ Range: _____

Scope of Services (“Services”):

See Attached Scope

Accepted by (Client):

Approved by (BE):

(signature) (date)

(signature) (date)

(printed name/title)

Mark Butler, V.P. GIS & Transportation Services
(printed name/title)

It has been requested by our errors and omissions insurance carrier that we receive a signed contract for all work we perform. This also includes any preliminary work for a Project. The attached terms and conditions along with the scope and cost above constitute an integrated Agreement. Therefore, we need you to provide the requested information by completing this form. Our receipt of the signed agreement will represent the Client’s notice to proceed, approval and assent to these terms. This proposal is valid for sixty (60) days from the date listed above.

Engineering Phase

- **Project Development**

- Scope the project and schedule development
- Gather background data available
- Identify the key issues
- Engage team partners

- **Survey Services**

- Route Survey and Topographic Survey
 - Banning Engineering will complete a topographic survey and route survey of the area depicted in Figure 4. Site Exhibit. The approximate length of the survey corridor is 4,300 feet in length, beginning near the intersection of Albin Pond Road and Houck Road and continuing east along Albin Pond Road. The survey will identify all existing improvements, grades, features, apparent utility lines, and outlines of wooded areas or trees that stand alone. Buried utilities will be shown based on locates made via Indiana 811 and above ground evidence. The survey will provide a 1-foot contour interval map with spot grades at key locations including top of bank and toe of slopes, grade breaks and flow lines, edges of pavement and generally on a 50' grid across the site. The horizontal datum will be based on NAD83(2012) Indiana State Plane Coordinates, and the vertical datum will be NAVD88.
 - Distribute survey notices to affected property owners
 - Set Control Points every +/-1500 feet
 - Set temporary benchmarks every +/-1500 feet
 - Full Topo within corridor along the Albin Pond Road "Site Exhibit"
 - Detail all Structures within corridor and one outside of limits.
 - Locate Utilities
 - Locate Section Corners for Route Survey
 - Locate lot corners/possession lines



Figure 1. Site Exhibit

- Digital Deliverables

- Banning will create a topographic survey of the area depicted on the "Site Exhibit". Banning will create an alignment along the existing centerline of Albin Pond Road, Property Lines plotted per latest deed and or plat, plot existing easements. The survey will provide a 1-foot contour interval map with spot grades at key locations including top of bank and toe of slopes, grade breaks and flow lines, edges of pavement and generally on a 50' grid across the site. The horizontal datum will be based on NAD83(2012) Indiana State Plane Coordinates, and the vertical datum will be NAVD88.
 - Create alignment
 - Plot possession lines

- Provide a digital drawing in AutoCAD format containing all survey data
 - Private Utility Locating Services
 - Banning will make every attempt to locate all detectable private utilities within the area depicted in red on the “Site Exhibit”. If a utility cannot be located detailed notes will be made and shared with all appropriate personnel. Our utility representative will contact site “ownership” or maintenance when on site to go over any existing maps, prints, drawings, etc. to highlight any existing utilities. All utilities marked will be done using industry standards. Utilizing private locates should never be done to substitute calling 811, as calling 811 is required by state law, especially when any type of excavation takes place. At the completion of our locates, we will provide a sub-surface utility report in the form of a PDF.
 - Route Survey
 - Banning will perform a route survey in accordance with Title 865, Article 1, Rule 12 of the Indiana Administrative Code (“Rule 12”) as required. The route survey will include setting and referencing centerline monuments, documenting right of way and monuments found during the previous topographic survey, updating all of the ownership along the route to reflect any changes since the topographic survey, and will be used as a basis for any additional right of way acquisitions.
- **Utility Coordination**
 - Coordinate with each utility within the project area per 105 IAC 13 to provide initial notice of the project, verify existing utilities, perform a conflict analysis, and develop utility work plans.
 - Utility partners are key to the success of this project. In the event a utility partner is not responsive or responsible, additional fee may be needed to mitigate the issue.
 - Utility partners are responsible for relocating per the work plan in a timely manner, but the true timeframe is out of our control and additional fee may be needed if work plans are not executed timely.
- **Project Management and Design Team Coordination**
 - Communicate and budget throughout the project
 - Attend and run design progress meetings
 - Hold kickoff meeting and site visits as required
 - Manage subconsultants
 - Administer project
- **Geotechnical Services – Terracon Consultants, Inc.**

Banning will sub-contract the geotechnical responsibilities to Terracon, including slope stability and pavement design.

 - Provide borings and soil information to the design team
 - Provide a pavement design to meet the service life criteria
 - Provide consulting services for slope extension
 - Provide consulting services for potential wall, soil nail or other solution near the pond at 1115 Albin Pond Road
 - Detailed proposal attached in Appendix A
- **Environmental Services – Meristem, LLC**

Banning will sub-contract the environmental permitting responsibilities to Meristem, including wetland delineation and environmental agency coordination.

 - Water Resources Delineation and delineation report
 - IDEM and USACE Regulated Waters Permitting
 - Detailed proposal attached in Appendix A
- **Conceptual Roadway Design**
 - Conceptual design will include preliminary concepts for the following:
 - Road geometry
 - Road grading and embankments
 - Project drainage and storm sewer
 - Exhibits
 - Construction Estimate
- **50% Roadway Plan Development**
 - Design of project elements including:
 - Roadway geometry, roadway profile and grading, plantings, pavement markings, signage, storm sewer, culverts, and erosion control.
 - Prepare 50% plans including:
 - Cover sheet, typical section, existing topographic survey and removals, plan layout, storm drainage, grading concept, maintenance of traffic concept, plantings plan and signage/pavement marking plan.

- Prepare a landscape plan for traffic calming, balancing function and maintenance.
 - Prepare an opinion of cost
 - Submit for City Review of 50% Design
 - Facilitate a meeting with City representatives where the project team will review 50% plans and construction estimate.
- **100% Roadway Plan Development**
 - Incorporate comments from City Review
 - Prepare 100% plans include all sheets from the 50% and in addition the following:
 - Grading plan, curb ramp plans, cross sections, pavement sections, details, and quantity tables.
 - Prepare an opinion of cost
 - Prepare specifications
 - City Review of 100% Design
 - Facilitate a meeting with City representatives where the project team will review 100% plans and construction estimate.
 - Incorporate City comments into final set of plans.
- **Erosion Control Permitting**
 - Prepare and submit the Construction Stormwater General Permit (CSGP) to IDEM prior to construction.

Right of Way Acquisition Phase

The right-of-way acquisition process follows the statutory procedure so the City is prepared if a parcel goes to condemnation. Although some property owners may elect to transfer ownership by donation, this scope is based on purchasing property fee simple. We anticipate 4 parcels will be affected by the right-of-way widening, however the true acreage needed will be determined through the design process.

- **Right of Way Engineering Parcel Packets**
 - Banning will arrange for a third party to provide 20-year title searches and 50-year encumbrance searches for each of the affected parcels shown in the Site Exhibit. The searches will be reviewed, and findings will be incorporated into our survey work along the route. Legal descriptions and parcel exhibits reflecting title and encumbrance reports and incorporating findings into our survey work along the route will be provided.
- **Right-of-Way Management**
 - Banning will manage the right-of-way acquisition process by tracking the steps, coordinating with the surveyor, engineers, appraiser, buyer, and the City for timely acquisition.
 - Banning will provide a right-of-way acquisition status report monthly
 - Banning will provide recording services
- **Appraisal Services - Alliance Appraisal Group, LLC**
 - Appraise parcels to the Uniform Standards of Professional Appraisal Practice (USPAP), a set of ethical and performance guidelines for appraisers in the United States.
 - An appraisal report and statement of just compensation (SJC) will be prepared as a deliverable
 - Should the appraised land value exceed \$25,000, a review appraisal may be required.
- **Right of Way Buyer Services - Repp Real Estate Services, LLC**
 - Buyer services
 - Buyer to prepare, review, and present/deliver all offer documents to the property owner.
 - Buyer to communicate as needed with both the property owner and Client to conclude the acquisition.
 - Buyer to provide a Buyer's Report detailing owner communication.
 - Buyer will provide a Supplemental Title & Encumbrance Report dated within 30 days of the parcel submittal to the City.
 - Buyer will assemble the final parcel packet to be submitted to the City for payment.
 - If an agreement is not reached with the owner, Buyer will prepare a Condemnation Report for the City Attorney.

Construction Services

The anticipated construction timeline is unknown. This proposal does not include typical construction services like bidding, administration, construction inspection and preparing record drawings. However, these services are readily available and can be added by amendment.

Fee Summary

Services under this scope will be administered on a fixed fee basis, with the exception of the right-of-way acquisition services.

Scope Item	Fixed Fee
Engineering	\$ 268,340
Geotechnical Services	\$ 88,999
Environmental Services	\$ 15,100
Right-of-Way Acquisition	\$ 26,420
Construction Services	Not Included in this Scope
Total	\$ 398,859

As a courtesy, a Right-of-Way Acquisition fee table is shown below. These services are assessed on a per parcel basis, assuming 4 parcels. Banning will manage the process and retain appraisers and buyers under our purview.

Right of Way Acquisition Scope Item	Per Parcel Fee	Extension
Right of Way Engineering Parcel Packets	\$ 1,850	\$ 7,400
Right-of-Way Management	\$ 1,500	\$ 6,000
Appraisal Services (Alliance Appraisal Group, LLC)	\$ 855	\$ 3,420
Right of Way Buyer Services (Repp Real Estate Services, LLC)	\$ 2,400	\$ 9,600
*This fee is included in the overall fee table above	*Total	\$ 26,420

Should there be services requested that are not included in the scope above, the additional scope will be performed based on the hourly rate sheet attached to this proposal.

Schedule

Thank you for the opportunity to develop a scope and fee for this project. As a local firm, we enjoy working in the communities local to central Indiana, making where we work and live a better place. Should there be services requested that are not included in the scope above, the additional scope will be performed based on the hourly rate sheet attached to this proposal. Our team can begin work as soon as notice to proceed is issued. We anticipate the survey and design process to be about 6-8 months, and the permitting process to be an additional 6 months after submitting applications. Utility relocations, if any, would likely take about 4 months but can be accomplished concurrently with the permitting process.

Attachments

- A – Terracon Geotechnical Services Proposal
- B – Meristem Environmental Services Proposal



30 Years of Making Your Project Our Priority

Schedule of Fees

As of September 1, 2025

Engineer – 1	\$265 / hour
Engineer – 2	\$225 / hour
Engineer – 3	\$190 / hour
Engineer – 4	\$170 / hour
Engineer – 5	\$140 / hour
Engineer Technician	\$90/ hour
Project Manager	\$210 / hour
Planner – 1	\$140 / hour
CADD – 1	\$150 / hour
CADD – 2	\$130 / hour
CADD – 3	\$100 / hour
GIS Manager	\$175 / hour
GIS Tech 1	\$135 / hour
GIS Tech 2	\$90 / hour
Survey – 1	\$265 / hour
Survey – 2	\$200 / hour
Survey – 3	\$165 / hour
Survey – 4	\$130 / hour
Utility Coordinator	\$125 / hour
Crew Chief	\$140 / hour
Jr. Crew Chief	\$110 / hour
Survey Field Tech	\$90 / hour
Scan Crew – 2 Man	\$240 / hour
Scan Crew – 1 Man	\$200 / hour
Observation – 1	\$165 / hour
Observation – 2	\$145 / hour
Observation – 3	\$125 / hour
Observation – 4	\$105 / hour
Admin Staff – 1	\$125 / hour
Admin Staff – 2	\$100 / hour

TERMS AND CONDITIONS

1. **Acceptance.** This Agreement constitutes an offer by BE and may only be accepted on the exact terms herein. Documents containing additional or different terms shall not be binding on BE.

2. **Responsibilities of the Parties.** BE and Client shall cooperate with one another to fulfill their respective obligations under the Agreement and shall endeavor to maintain good working relationships among all Project team members.

Client. Client shall provide prompt written notice to BE of any error or defect in the Services or Deliverables for the Project, including any errors, omissions or inconsistencies.

a. **Designated Representative.** Client's designated representative shall be authorized to act on Client's behalf with respect to the Services and shall render decisions in a timely manner in response to documents submitted by BE to avoid delay in the orderly progress of the Services.

b. **Client's Duties.** Client shall assist BE with the performance of the Services and shall: (a) provide previous reports, construction drawings, and all available information related to the Project site; (b) when lawful, guarantee and provide access to, and make provision for entrance into, public and private lands as required to perform the Services; (3) examine and timely report its comments on reports, sketches, drawings and other documents presented for examination regarding the Project; and (4) furnish all legal, auditing, insurance and accounting services required of Client and necessary for the Services.

c. **Payment.** Client shall pay the Fee which includes all Amendments and Reimbursable Expenses, and fees for additional services incurred by BE, its employees, agents or representatives in the performance of the Services.

Engineer. BE shall be entitled to rely on the accuracy and completeness of any information furnished by the Client for the Services.

a. **Designated Representative.** BE's designated representative shall be authorized to act on BE's behalf with respect to the Project and Services.

b. **BE's Duties.** BE shall perform all Services that are required under the Agreement; and, Client will be responsible for the completion of all other services involved in the development, construction and completion of the Project.

3. **Means and Methods.** BE shall supervise and direct the Services and have control over all means, methods, techniques, sequences and procedures related to the Services. The Services shall not include governmental permits or fees of any kind; testing, removal and disposal of contaminated or hazardous materials, or of any materials containing hazardous material as defined by the EPA; relocating Client's property; restoration related to Client's prior Project activities, including repair of damage to roadways, driveways, or sidewalks resulting from equipment or vehicles.

4. **Warranty and Disclaimer.** All warranties (written, express implied or oral), including any implied warranty of merchantability, workmanship and fitness for a particular purpose, are excluded from this Agreement.

5. **Standard of Care.** The standard of care for all Services performed by BE and its sub-consultants shall be the care and skill ordinarily used by members of the design profession practicing under similar conditions at the same time and locality of the Project. BE shall perform its Services as expeditiously as is consistent with such professional skill and care and the orderly and timely progress of the Project.

6. **Insurance.** Client has personal, property and casualty insurance. BE shall maintain workers' compensation; general liability; automobile liability, professional liability insurance for the duration of this Agreement in the limits represented in its Certificate of Insurance which is available upon written request.

7. **Delays / Interruption.** Client recognizes that events out of BE's reasonable control may prevent the timely provision of the Services. If the Services are delayed or interrupted by any act or neglect of Client or a separate service provider employed by Client or by changes in the Services, labor disputes, fire, unusual delay in deliveries, adverse weather conditions, unavoidable casualties, or other causes beyond BE's reasonable control, the Completion Date shall be extended for a period of time equal to the delay. It is expressly agreed that Client shall not be entitled to any damage for delay in the Services.

8. **Claims for Consequential Damages.** Client and BE waive claims against each other for consequential damages arising out of or relating to this Agreement. This waiver includes damages incurred for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity along with liable for any loss of business, revenues, profits, or any other special, incidental, consequential or punitive damages of any nature, or for any kind or any related claims made by a third-party.

9. **Changes.** Client may request changes within the general scope of the Services, in which event the Fee and Completion Date shall be adjusted by written Amendment. Unless otherwise agreed, the cost of change or additional Services shall be determined on the basis of the costs of the change, plus a reasonable allowance for overhead and profit. If conditions are encountered at the Project which differ from the conditions anticipated by BE or from those ordinarily found to exist and generally anticipated in the Services, the Fee and Completion Date shall be equitably adjusted by written Amendment. Circumstances beyond BE's control include, but are not limited to, the following: (1) a change in the instructions or approvals given by the Client that necessitate revisions in the BE's Deliverables;

(2) enactment or revision of codes, laws or regulations or official interpretations which necessitate changes to previously prepared Deliverables; (3) decisions of the Client not rendered in a timely manner; (4) a significant change in the Project including, but not limited to, location, size, complexity, the Client's schedule or budget, or procurement method; (5) failure of performance on the part of the Client.

No changes to the Services will be effective without the prior written consent of BE, which consent may be withheld in the sole discretion of BE. Any additional services or other changes to the Services will be documented in an Amendment, which will become part of this Agreement. Should the parties be unable to mutually agree to the necessary modification, BE may proceed with performance of the Agreement and Client shall continue to make all other payments due and owing BE under this Agreement.

10. **Boundary Determinations.** Boundary determinations occasionally disclose unseen or unknown conflicts between the record documents and the location of physical improvements. Upon discovery of any latent or patent ambiguity, uncertainty, or dispute disclosed by the records or by placement of the boundaries, Services will be suspended and Client will be notified. BE will present alternatives for possible resolution and any additional services required. If Client decides to forego resolution, all Services completed to date will be invoiced and the Project file will be archived. If Client chooses resolution, BE will act as Client's consultant. Upon resolution, the Agreement will be completed in accordance with its terms subject to interim rate increases.

11. **Indemnification.** To the fullest extent permitted by law, Client or BE shall indemnify and hold harmless the other party and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from provision of the Services, provided that such claim, damage, loss or expense is attributable to sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of a party, anyone directly or indirectly employed by it or anyone whose acts it may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by the party indemnified hereunder.

12. **Limits on Liability.** In recognition of the relative risks, rewards and benefits of the Services provided for the Project to both the Client and BE, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, BE's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement, whether based in contract, tort, strict liability or otherwise, from any cause or causes, shall not exceed the total amount of \$50,000.00 or the amount of the Fee (whichever is greater) unless due to BE's willful misconduct or gross negligence. This limit

is not affected by any insurance limits described in (6) above.

13. **No Responsibility for the Work of Others.** BE shall not have control over or charge of or be responsible for the acts, omissions or failure of the Client's contractors, subcontractors, or their agents or employees, or any other persons or entities to perform their work, labor or services in accordance with the Project's requirements.

14. **Safety, Protection of Persons and Property.** BE shall take necessary precautions to comply with applicable federal, state and municipal safety laws. BE shall not be responsible for the safety of any person or property within or on the Project site. The Client's contractors, subcontractors, or their agents or employees, shall be solely responsible for the safety of their employees and others affected by its/their work at the Project. The Client shall cause its contractors, subcontractors, agents or employees to take necessary precautions for the safety of its own employees and the Client's property.

15. **Hazardous Waste.** The Client shall promptly notify BE of the existence of any hazardous substance on or adjacent to the Project site. The phrase "hazardous waste" shall be defined by the Superfund Act (Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended) and shall include similar definitions of a substance subject to a similar control by state or local law. The Client, or its other agents or subcontractors, shall have responsibility for compliance with all federal, state and local laws, regulations, guidance or other requirements relating to the handling, treatment, storage or disposal of hazardous wastes, substances or constituents. Client agrees that BE, as well as its owners, officers, directors or employees are not an owner, handler, generator, operator, treater, storer, transporter, disposer or Potentially Responsible Party, under the Resource Conservation and Recovery Act of 1976, as amended, the Comprehensive Environmental Response, Compensation and Liability Act as amended, or any other similar federal, state or local law or regulation, including the Indiana Environmental Legal Action statute. Client agrees to defend, indemnify and hold harmless BE, its owners, officers, directors and employees from and against all claims and liabilities resulting from any form of allegation that BE, its owners, officers, directors or employees are an owner, handler, generator, operator, treater, storer, transporter, disposer, or potentially responsible party under any federal, state, or local law or regulation.

16. **Payment.** Invoices will be submitted monthly for Services and reimbursable expenses. Payment is due within thirty (30) days. Invoices shall be based upon Services provided through the date of Invoice. Undisputed Invoices unpaid thirty (30) days from the Invoice date shall entitle BE to immediately suspend the Services or terminate this Agreement upon seven (7) days written notice to Client, in the sole discretion of BE, without any further liability to BE under this Agreement. By exercising

its rights of suspension or termination, BE does not waive any rights it may have under any applicable law. Before resuming the Services, BE shall recover from the Client all undisputed amounts due BE for all Services performed pursuant to this Agreement and Reimbursable Expenses incurred. In the event of Service stoppage, the Completion Date, shall be extended and the Fee increased by the amount of BE's reasonable costs of shutdown, delay and start up pursuant to an Amendment and the Client may not withhold its approval of same. If BE incurs any cost or expense, including attorneys' fees and/or costs of collection, to recover undisputed sums due and owing, Client shall be responsible for payment of all such sums. The Client shall make no deductions from the BE's compensation on account of sums withheld from payments to others providing services, materials or labor at the Project

17. **Reimbursable Expenses.** Reimbursable Expenses are in addition to the compensation for the Services and include, but are not limited to, expenses for the following: (1) filing fees, ~~title searches~~, submittal fees, certified letters, reproduction of drawings and specifications or other documents, as well as the handling costs associated therewith; (2) any fees paid for securing approval of authorities having jurisdiction over the Project; (3) Client authorized travel and electronic communications and (4) the expense of professional liability insurance dedicated exclusively to this Project or the expenses of additional insurance coverage or limits requested by the Client in excess of that normally carried by BE and its consultants. BE shall not be obligated to advance payment associated with the foregoing expenses and upon written notice to Client, the Client may be required to make direct payment of these expenses. As a point of clarification, reimbursable expenses do not include appraisal and right-of-way fees already included in the scope of services.

18. **Default.** In the event of default, the non-defaulting entity shall give to the defaulting entity forty-eight (48) hours to cure such default. In addition to any other legal remedies available to BE, under this Agreement, law or equity, BE shall have the absolute right to immediately discontinue the Services when Client is in default of any of its obligations or fails to make timely payment.

19. **Disputes.** The parties agree to provide one another with written notice of a dispute within a reasonable time, not to exceed thirty (30) days, after obtaining knowledge of the same and shall include: (1) a statement specifying that a dispute has occurred that falls within the scope of this paragraph, (2) a statement of the party's position and a summary of evidence and arguments that support such position, and (3) the name and title of the disputing party's authorized representative. Within twenty (20) days after receipt of the disputing party's notice, the responding party shall submit a written response to the disputing party. The response shall contain: (1) a statement of the responding party's position and a summary of evidence and arguments that support such position; and (2) the name and title of the responding party's authorized representative. In the

absence of an agreement to the contrary, the parties' authorized representatives shall meet in Hendricks County, Indiana, at a mutually acceptable time and place within ten (10) days after the disputing party receives a response and thereafter as often as they reasonably deem necessary to exchange relevant information and to attempt to resolve the dispute. If the dispute has not been resolved within forty (40) days after the disputing party receives the response, or if the responding party refuses or fails to comply with the provisions of this paragraph, then the disputing party may commence mediation or legal action.

20. **Mediation.** If negotiations prove fruitless, the parties shall endeavor to settle the dispute by mediation (which shall be conducted, administered and governed by the Indiana Rules for Alternative Dispute Resolution or by other process agreed to by the parties) before recourse to other dispute resolution methods are used. Mediation shall be concluded within sixty (60) days after the conclusion of the initial thirty (30) day dispute negotiation period. Either party may terminate the mediation at any time after the first session. The cost of any mediation proceeding shall be shared equally by the Parties. If mediation efforts are not successful, the parties may exercise all of their rights under law.

21. **Litigation/Venue.** Exclusive venue for all claims or disputes arising out of this Agreement or Services provided hereunder shall be in Hendricks County, Indiana and any litigation between the parties that arises under this Agreement shall be prosecuted in Putnam County, Indiana.

22. **Termination for Cause.** This Agreement may also be terminated by a party upon not less than seven (7) days' written notice should the other party fail to substantially perform in accordance with the terms of this Agreement through no fault of the party initiating termination. If the Client fails to make payments to the BE in accordance with this Agreement, such failure shall be considered substantial nonperformance of services under this Agreement and BE may terminate this Agreement for cause. In the alternative, BE may suspend the Agreement.

23. **Termination Due to Delay or Suspension.** If the Services are stopped, suspended or delayed for a period of thirty (30) days under an order of any court or other public authority having jurisdiction, or as a result of any *force majeure*, act or neglect of the Client's contractors, subcontractors, agents or employees, changes ordered in the Services, labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the control of the BE or its agents or employees, then the BE shall be entitled to a reasonable extension in the Completion Date pursuant to an Amendment and the Client may not withhold its approval of same. In the alternative, BE may upon not less than seven (7) days' written notice to the Client, terminate this Agreement and recover from the Client all amounts due BE for all Services performed pursuant to this Agreement and Reimbursable Expenses

incurred, including overhead and profit, together with any other liabilities, obligations, damages or commitments, attorneys' fees and/or costs of collection of the amounts due under this Agreement.

24. **Termination for Convenience.** BE or Client may terminate this Agreement for its sole convenience. In the case of termination for convenience or without cause, BE shall be entitled to receive payment from Client for all amounts due for all Services performed pursuant to this Agreement and Reimbursable Expenses incurred.

25. **Assignment.** Client may assign the Agreement to a separate entity, but only with the prior written consent of BE. This Agreement will be binding upon the parties, their successors, executors, administrators, and assigns.

26. **Notice.** Notice shall be in writing and delivered via e-mail, fax, overnight delivery, hand delivery, or certified mail. Notice shall be considered provided as of the date of delivery. Where notice cannot be immediately provided in writing, telephonic notice may be made followed by written notice.

27. **No Third-Party Beneficiaries.** It is agreed that the Services are for Client's sole use and benefit at the Project; as such, BE and Client agree that this Agreement is not intended to benefit any third-party.

28. **Ownership of BE's Deliverables.** All Deliverables, including, but not limited to, original drawings, field notes, reports, written data, and electronic data are and shall remain the exclusive property of BE until BE is paid in full under this Agreement and may not be used by the Client for any other endeavor without the written consent of BE. Upon completion of the Services and final payment of the Fee, the Client shall have a non-exclusive license to reproduce the Deliverables. Client shall also be permitted to make changes, corrections or additions to the Deliverables for the purposes of completing, using and maintaining the Project or for future additions or alterations to the Project; provided however, that the Client's use of the Deliverables shall be at the Client's sole risk and without liability to BE. In the event BE is not fully compensated under this Agreement, Client shall remit the Deliverables and related documents to BE upon BE's demand. In the absence of BE's demand for remittance or upon completion of the BE's Services under this Agreement, the Client shall have a non-exclusive license to reproduce BE's drawings and related documents.

29. **Applicable Law**

The terms and conditions of this Agreement will be governed by the laws of the State of Indiana.

30. **Severability.** In case any one or more of the provisions contained in this Agreement or any application thereof shall be judicially determined to be invalid, illegal or unenforceable in any respect, the validity, legality, and

enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

31. **Miscellaneous.** This Agreement represents the entire and integrated agreement between BE and Client, supersedes all prior negotiations, representations and agreements, written or oral, and shall not be modified, supplemented or interpreted by evidence of course of dealing, course of performance or usage of trade. If any provision of the Agreement is found by a court to be illegal, invalid, void or otherwise unenforceable, the remaining terms and conditions shall remain in full force.

32. **Public Projects within Indiana.**

a. **Employee Eligibility Verification.** (i) BE affirms under the penalties of perjury that it does not knowingly employ an unauthorized alien.

(ii) BE shall enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. BE is not required to participate should the E-Verify program cease to exist. Additionally, BE is not required to participate if BE is self-employed and does not employ any employees.

(iii) BE shall not knowingly employ or contract with an unauthorized alien. BE shall not retain an employee or contract with a person that BE subsequently learns is an unauthorized alien.

(iv) BE shall require its subconsultants, who perform work under this Agreement, to certify to BE that the subconsultant does not knowingly employ or contract with an unauthorized alien and that the subconsultant has enrolled and is participating in the E-Verify program. BE agrees to maintain this certification throughout the duration of the term of a contract with a subconsultant.

(v) The Client may terminate the Agreement for default if BE fails to cure a breach of this provision no later than thirty (30) days after being notified by Client.

b. **Non Investment in Iran.** As required by IC 5-22-16.5, BE does hereby certify that it has never and currently does not contract with the government of Iran for such business or services as defined in IC 5-22-16.5-1 et seq. and is not engaged in investment activities in Iran. BE will take the necessary steps to maintain compliance throughout the term of this Agreement.

c. **Non-Discrimination.** BE agrees that it, and its subcontractors, will not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to the employee's hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of the employee's race, religion, color, sex, disability, national origin, or ancestry. Breach of this covenant may be regarded as a material breach of the Agreement.

BME 2726475v4 Client 8876-0001

EXHIBIT C

E-Verify Affidavit

Pursuant to Ind. Code §22-5-1.7-11, the Engineer entering into the Contract with the Client is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify Program. The Engineer is not required to verify the work eligibility status of all its newly hired employees through the E-Verify Program if the E-Verify Program no longer exists.

The undersigned, on behalf of the Engineer, being first duly sworn, deposes and states that the Engineer does not knowingly employ and unauthorized alien. The undersigned further affirms that, prior to entering into its Agreement with Client, the undersigned Engineer will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify Program.

(Engineer): Banning Engineering

By (Written Signature) *Jeff Henson*

(Printed Name): Jeff Henson

(Title): Vice President of Operations

Important – Notary Signature and Seal Required in the Space Below

STATE OF Indiana

COUNTY OF Hendricks

SS: _____

Subscribed and sworn to before me this _____ day of _____, 20____

My commission expires: 7/27/2030 (Signed): *Deidra Leonard*

Residing in Hendricks County, State Indiana



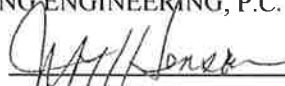
EXHIBIT D

Indiana Non-Iran Investment Certification

I, **Jeff Henson**, the duly authorized representative of Banning Engineering, P.C. certify under the penalty of perjury that Banning Engineering, P.C. does not engage in investment activities in Iran as defined in IC 5-22-16.5.

BANNING ENGINEERING, P.C.

By:



Printed:

Jeff Henson

Title:

Vice President of Operations



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. 2026WATERBUDGET

2026 OPERATING WATER BUDGET

Water

Office, Board, Commission, Department, Institution or Fund

City of Greencastle

City or Town

For Calendar Year 2026

		Items	Total Estimate	Approved
410	PERSONAL SERVICES			
	Salaries and Wages 411.01			5-710-601.0000
	411.0110 Dept. Super Salary	\$ 90,785		
	411.0110 Asst. Superintendent	\$ -		
5	411.0130 Salaries -Fulltime	\$ 737,462		
	411.0150 Salaries - Admin	\$ 135,555		
	411.0150 Elected Officials & BOW	\$ 71,777		
	411.0160 Salaries - Overtime	\$ 20,000		
	Employee Benefits		\$ 1,055,579	
	413.0100 FICA/Medicare	\$ 80,283		
	413.0300 Retirement (PERF)	\$ 117,423		
	413.0400 Unemployment	\$ 716		
	413.0500 Insurances	\$ 427,628		
	Other Personal Services 415.00			
	Uniforms	\$ 7,500		5-710-604.0700
	Total Personal Services		\$ 1,689,129	

420	SUPPLIES			
	Office Supplies			
	Office Supplies	\$ 7,000		5-780-620.0012
	Postage	\$ 2,000		5-780-620.0013
	Janitorial Supplies	\$ 2,000		5-730-675.0005
	Misc. Building Materials	\$ 1,500		5-730-675.0008
	Operating Supplies			
	Gasoline & Oil	\$ 20,000		5-730-616.0000
	Water Treatment Chemicals	\$ 50,000		5-730-618.0000
	Repair & Maintenance Supplies			
	Vehicle Maint. & Repair	\$ 10,000		5-750-620.0013
	Small Equip. & Tools	\$ 5,000		5-730-622.0000
	Meter Repair Parts	\$ 25,000		5-750-620.0005
	Distribution Supply	\$ 600,000		5-760-620.0000
	Hyrdant Repair	\$ 2,500		5-750-636.0001
	Plt & Off O&M Supplies	\$ 10,000		
	Other Supplies			
	Lab Supplies	\$ 10,000		5-740-618.0005
	Safety Supplies & Equip	\$ 7,500		5-740-618.0006
	Computer Supplies/upgrades	\$ 12,500		5-780-620.0011
	Total Supplies		\$ 765,000	\$ 765,000.00

430	OTHER SERVICES AND CHARGES			
	Professional Services			
	Audit	\$ 7,500		5-780-675.0013
	Consulting	\$ 30,000		5-780-636.0000
	Engineering Contractual	\$ 40,000		5-780-631.0000
	Hiring Fees	\$ 1,500		5-780-620.0017
	Badger Fees	\$ 12,500		5-780-636.0013
	Meter Communication Fee	\$ 8,000		New
	Credit Card & Bank Fees	\$ 7,500		5-780-636.0012
	Incode Maintenance Cont	\$ 30,000		5-780-636.0011
	Communication & Transportation			
	Mileage	\$ 200		5-780-620.0015

PAGE 2

	Printing and Advertising			
	Legal Publications	\$ 500		5-780-675.0000
	Printing Bills-Boyce	\$ 20,000		5-780-620.0016
	Insurance			
	Workers Comp	\$ 10,000		5-780-658.0000
	Flood Insurance	\$ 15,000		5-780-659.0000
	Vehicle Ins. & Liability	\$ 40,000		5-780-657.0000
	Utility Service			
	Telephone Int. & Security	\$ 15,000		5-750-675.0012

	Electric-Duke Energy	\$ 135,000		5-750-675.0013
	Natural Gas-Vectren	\$ 4,000		5-750-675-0014
	Annual IDEM Permit	\$ 5,000		5-710-636.0010
	Sales Tax	\$ 110,000		5-000-508.0110
Repairs & Maintenance				
	Distribution System Repair	\$ 20,000		5-750-636.0000
	Sample Testing	\$ 25,000		5-730-635.0000
	Welling Testing	\$ 2,500		5-740-618.0006
	Equipment Repair Plant	\$ 20,000		5-740-620.0000
	Rebuild High Service	\$ 75,000		5-720-620.0000
	Wellfield Repairs	\$ 65,000		
Rentals 437.0000				
	Office Rent	\$ 7,200		5-780-641.0000
	Land Lease	\$ 1,000		5-710-675.0010
Debt Service 438.0000				
	Bond & SRF Loan Transfer	\$ 176,642		5-000-427.0300 & 5-000-427.0301
	SRF Reserve Debt Transfer	\$ -		
	Lease-Vehicles	\$ 14,053		
Other Services & Charges 439.0000				
	Education & Training	\$ 5,000		5-710-675.0001
	Membership & Dues	\$ 1,500		5-710-675.0000
Total Other Services and Charges		\$ 904,595	\$ 904,595	
Total Budget Estimate		\$ 3,358,724	\$ 3,358,724	

SEE ATTACHMENT 1 for CAPITAL PROJECT BUDGET FUND 603

(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expenses of the for the calendar year 2026 for the puposes therein specified.

Date _____

Signatures of BOW

**ATTACHMENT 1
WATER CAPITAL PROJECT
Fund 6103**

Balance of Fund 6103	\$ 38,920.35	
Transfer from Fund 6101		
	<u>\$ 2,000,000.00</u>	
Total Available Funds		\$ 2,038,920.35

Water Plant Projects

Building

	\$ -	
Subtotal Building		\$ -

Wellfield Projects

Rebuild Well 7	\$ 200,000.00	
Subtotal Wellfield		\$ 200,000.00

Distribution System Projects

Infrastructure Replacement

Seminary Square/Downtown Waterline Replacement	\$ 1,000,000.00	
Subtotal Infrastructure		\$ 1,000,000.00

Fire Hydrant Projects

Fire Hydrant	\$ 50,000.00	
Subtotal Projects	<u></u>	<u>\$ 50,000.00</u>

Vehicles

1 Ton Utility Truck	\$ 80,000.00	
Subtotal Vehicles	<u></u>	<u>\$ 80,000.00</u>

Total Capital Projects		\$ 1,250,000.00
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Remaining Account Balance		<u><u>\$ 788,920.35</u></u>
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Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. 2026 WASTEWATERBUDGET

Budget 2011

Wastewater

Office, Board, Commission, Department, Institution or Fund

City of Greencastle

City or Town

(If County Budget Enter County Name)

For Calendar Year 2011

		Items	Total Estimate	Approved
410	PERSONAL SERVICES			
	Salaries and Wages 411.01			
	411.0110 Dept. Super Salary	\$ 27,500		
	411.0120 Asst. Superintendent	\$ 42,598		
	411.0120 Salaries - Foreman	\$ 40,622		
	411.0130 Salaries -Fulltime	\$ 132,025		
	411.0150 Salaries - Part-time	\$ 31,736		
	411.0120 Control System Super	\$ 16,692		
	411.0150 Certification Pay	\$ 2,500		
	411.0120 Salaries - Office Utility	\$ 31,581		
	411.0120 Dep. Clerk Treas	\$ 5,750		
	411.0120 City Attorney	\$ 24,641		
	411.0120 BOW	\$ 2,140		
	411.0120 Elected Officials	\$ 31,541		
	411.0120 Council	\$ 2,670		
	411.0160 Salaries - Overtime	\$ 18,000		
	Employee Benefits			
	413.0100 FICA/Medicare	\$ 31,365		
	413.0300 Retirement (PERF)	\$ 30,750		
	413.0400 Unemployment	\$ 3,000		
	413.0500 Health Insurance	\$ 55,000		
	Other Personal Services 415.00			
	Uniforms	\$ 4,500		
	Total Personal Services		\$ 534,611	

1/2 Utility Superintendent's salary

1/2 paid by each utility

1/3 paid by WW utility

420 SUPPLIES

Office Supplies 421.0000

Office Supplies	\$	5,000	
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Janitorial Supplies	\$	1,500	
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Operating Supplies 422.0000

Gasoline & Diesel	\$	15,000	
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Safety Supplies & Equip	\$	3,500	
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Repair & Maintenance Supplies 423.0000

Field Repair & Maint	\$	85,000	
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Plant Repair & Maint	\$	85,000	
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Veh. maintenance	\$	5,000	
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Other Supplies 429.0000

Lab Supplies	\$	8,000	
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Plant Chemicals	\$	19,000	
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Computer Supplies/upgrades	\$	8,000	
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Total Supplies	\$	235,000	
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430	OTHER SERVICES AND CHARGES			
	Professional Services 431.0000			
	Drug Testing	\$	600	
	Sludge Testing	\$	2,000	
	Mercury & Wet Testing	\$	4,000	
	Outside Lab services	\$	2,000	
	Contractual Services	\$	5,500	
	Incode Maintenance Cont	\$	3,600	
	Engineering Contractual	\$	35,000	
	Communication & Transportation 432.0000			
	Postage (Plant)	\$	500	
	Utility Postage	\$	7,000	
	Printing and Advertising 433.0000			
	Legal Publications	\$	500	
	Printing Bills-Boyce	\$	3,800	
	Insurance 434.0000			
	Workers Comp/Vehicle Ins	\$	50,000	
	Utility Service 435.0000			
	Telephone	\$	10,000	
	Duke Energy	\$	170,000	
	Vectren	\$	25,000	
	Water	\$	7,000	
	Repairs & Maintenance 436.0000			
	Rentals 437.0000			
	Office Rent	\$	3,600	
	Conrail	\$	500	
	Equipment rental	\$	2,000	
	Debt Service 438.0000			
	Bond & SRF	\$	935,326	
	Vactor & Camera trucks	\$	35,157	
	Lease purchase 1 pickup truck	\$	10,000	
	Improvements other than buildings			
	Misc. other improvement	\$	15,000	
	Other Services & Charges 439.0000			
	Audit	\$	3,000	
	Operator Training	\$	4,000	
	Annual IDEM Permit	\$	10,000	
	Paying Agent Fee	\$	1,200	
	Sludge Removal	\$	70,000	
	Total Other Services and Charges	\$	1,416,283	

440 CAPITAL OUTLAYS 440.0000			
Land 441.0000			
Buildings 443.0000			
Improvements Other Than Building 444.0000			
Filter Screens Upgrade	\$ 120,000		
Machinery & Equipment 445.0000			
445.0300 Office Equipment			
Other Capital Outlays 449.0000			
I & I Reduction	\$ 100,000		
Total Capital Outlays		\$ 220,000	
Total Budget Estimate		\$ 2,405,894	

(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expenses of the

(Name of Office, Board, Commission, Department, Institution or Fund)

for the calendar year 2009 for the puposes therein specified.

Date _____

Page 4

Signatures and Titles of Officer(s)
or Department Heads

2026 WASTEWATER BUDGET

Wastewater

Office, Board, Commission, Department, Institution or Fund

City of Greencastle

City or Town

(If County Budget Enter County Name)

For Calendar Year 2026

		Items	Total Estimate	Approved
410	PERSONAL SERVICES			
	Salaries and Wages			
	411.0110 Dept. Super Salary	\$ 94,416		
	411.0120 Asst. Superintendent	\$ 64,645		
	411.0130 Salaries -Fulltime	\$ 309,397		
	411.0120 Salaries-Admin	\$ 135,555		
	411.0120 Elected Officials & BOW	\$ 71,777		
	411.0160 Salaries - Overtime	\$ 20,000	\$ 695,790	
	Employee Benefits			
	413.0100 FICA/Medicare	\$ 52,287		
	413.0300 Retirement (PERF)	\$ 85,761		
	413.0400 Unemployment	\$ 564		
	413.0500 Health Insurance	\$ 124,634		
	Other Personal Services		\$ 263,246	
	Total Personal Services		\$ 959,036	

420	SUPPLIES			
	Office Supplies			
	Office Supplies	\$ 11,000		5-880-720.0012
	Postage	\$ 2,500		5-880-720.0013
	Janitorial Supplies	\$ 1,500		5-880-720.0014
	Misc Building Material	\$ 2,000		5-850-720.0000
	Operating Supplies			
	Gasoline & Diesel	\$ 18,000		5-850-720.0011
	Safety Supplies & Equip	\$ 6,500		5-850-720.0014
	Uniforms	\$ 7,500		
	Plant Chemicals	\$ 85,000		5-850-720.0013
	Repair & Maintenance Supplies			
	Vehicle Repair & Maint	\$ 15,000		5-860-720.0001
	Small Equipment & Tools	\$ 3,000		5-850-720.0015
	Plant Repair & Maint	\$ 185,000		5-860-720.0002
	Other Supplies			
	Lab Supplies	\$ 30,000		5-850-720.0010
	Computer Supplies/upgrades	\$ 12,000		5-880-720.0011
	Total Supplies		\$ 379,000	

430	OTHER SERVICES AND CHARGES			
	Professional Services			
	Drug Testing	\$ 600		5-880-775.0012
	Hiring Fees	\$ 750		5-880-736.0014
	Outside Lab services	\$ 6,500		5-850-736.0012
	Contractual Services	\$ 7,000		5-880-736.0000
	Incode Maintenance Cont	\$ 20,000		5-880-736.0010
	Engineering Contractual	\$ 30,000		5-880-731.0000
	Communication & Transportation			
	Mileage	\$ 250		5-880-720.0017
	Printing and Advertising			
	Legal Publications	\$ 1,000		5-880-775.0011
	Printing Bills-Boyce	\$ 25,000		5-880-775.0018
	Insurance			
	Liability Insurance	\$ 50,000		5-880-757.0000
	Workman Comp	\$ 10,000		5-880-758.0000
	Utility Service			
	Telephone	\$ 14,000		5-850-775.0012
	Duke Energy	\$ 200,000		5-805-775.0013
	Vectren	\$ 25,000		5-850-775.0014
	Water	\$ 6,500		5-850-775.0015
	Storm Water	\$ 3,500		New
	Annual IDEM Payment	\$ 11,500		5-850-767.0000
	Repairs & Maintenance			
	Collect Syst. Repair & Maint	\$ 200,000		5-820-720.0002
	I & I Repairs	\$ 150,000		5-850-444.0020
	Septage Expense	\$ 2,500		5-000-526.0000
	Rentals			
	Office Rent	\$ 7,200		5-880-741.0000
	Conrail	\$ 500		5-880-742.0010
	Equipment rental	\$ 10,000		5-880-742.0000
	Debt Service			
	Vactor Truck Loan	\$ 82,585		5-850-750.0011
	Vehicle Loan	\$ 28,106		5-850-
	Investments other than buildings			
	Other Services & Charges			
	Audit	\$ 8,000		
	Education & Training	\$ 5,000		5-850-775.0011
	Bank & Credit Card Fees	\$ 500		5-880-736.0013
	Sludge Removal	\$ 90,000		5-850-736.0011
	Total Other Services and Charges		\$ 995,991	

Total Budget Estimate		\$	2,334,027

See Attachment 1 for Wastewater Capital Budget

**(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expenses of the
for the calendar year 2025 for the puposes therein specified.**

Date _____

Attested By _____
Mikayla Johnson, Clerk Treasurer

Signatures of Board of Works

**ATTACHMENT 1
WASTEWATER CAPITAL PROJECT
Fund 6203**

Balance of Fund 6203	\$ 4,069,512.67	
Transfer from Fund 6201	\$ 4,000,000.00	
Total Available Funds		\$ 8,069,512.67

Wastewater Plant Projcets

Building

Extended Maintenance Barn w/2 Bays	\$ 500,000.00	
Demo Old Plant	\$ 1,250,000.00	
Sub Total Building		\$ 1,750,000.00

Equipment

Septic Pump Truck	\$ 200,000.00	
Sub Total Equipment		\$ 200,000.00

Distribution System Projects

New Meter Replacement	\$ 750,000.00	
Seminary Square Sewer Replacement	\$ 750,000.00	
Washington Street Sewer lining and Repair	\$ 80,000.00	
Additional Improvement	\$ 100,000.00	
Total Distribution System		\$ 1,680,000.00

Capital Vehicles

Kubota	\$ 30,000.00	
Truck	\$ 50,000.00	
Total Vehicles		\$ 80,000.00
Total Capital Projects		\$ 3,710,000.00

Remaining Balance		\$ 4,359,512.67
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Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Utilities- Water 2026

RENTAL AGREEMENT

THIS AGREEMENT IS ENTERED INTO THIS 17th day of December, 2025, by and between the City of Greencastle, hereinafter known and designated as the CITY, and the Greencastle Water Department, hereinafter known and designated as TENANT.

1. Term. The City herein does this day agree to rent to the Tenant, and the Tenant herein agrees to rent from the City the following described real estate, owned by the City, situated in the City of Greencastle, County of Putnam, State of Indiana, to-wit:

The large utility office area, located on the main level of City Hall, 1 N. Locust, Greencastle, Indiana containing the customer counter, adjacent office area, drive through window and locked adjoining room (Utility Area). Tenant shall have full use of the common areas open to the public at City Hall, including the kitchen, restrooms and parking. Said area shall be shared with the City of Greencastle Waste Water Department

together with all appurtenances, for a term of two (2) years, beginning January 1, 2026, and ending December 31, 2027. This Agreement shall automatically renew for additional 2 year terms unless either party gives the other 30 days written notice of its intent not to renew, or as otherwise agreed to by the parties.

2 Rent. Tenant agrees to pay, without demand, to City as rent for the demised premises the sum of Six Hundred Dollars (\$600.00) per month in advance on the first day of each calendar month beginning January 1, 2026. In addition, the TENANT shall pay one half of the cost of the following office supplies for all occupants of the building: toilet paper; paper towels; and Kleenex.

3. Security Deposit. There is no security deposit required under this Agreement.

4. Quiet Enjoyment. City covenants that upon paying the rent and performing the covenants herein contained, Tenant shall peacefully and quietly have, hold, and enjoy the demised premises for the agreed term.

5. Use of Premises. The demised premises shall be used and occupied by Tenant exclusively as an office for the purpose of processing utility payments and other related utility activities

6. Condition of Premises. Tenant stipulates that it has examined the demised premises, including the grounds and all building and improvements, and that they are, at the time of signing this Agreement, in good order, repair, and a safe, clean and tenantable condition.

6. Assignment and Subletting. Without the prior written consent of City, Tenant shall not assign this Agreement, or sublet or grant any concession or license to use the premises or any part thereof. A consent by City to one assignment, subletting, concession, or license shall not be deemed to be a consent to any subsequent assignment, subletting, concession, or license. An assignment, subletting, concession, or license without the prior written consent of City, or an assignment or subletting by operation of law, shall be void and shall, at City's option, terminate this Agreement.

8. Alterations and Improvements. Tenant shall make no alterations to the building of the demised premises, or make other improvements on the demised premises without the prior written consent of City. All alterations, changes, and improvements, built, constructed, or placed on the demised premises by Tenant, with the exception of fixtures removable without damage to the premises and movable personal property,

shall, unless otherwise provided by written agreement between City and Tenant, be the property of City and remain on the demised premises at the expiration or sooner termination of this Agreement.

9. Damage to Premises. If the demised premises, or any part thereof, shall be partially damaged by fire or other casualty not due to Tenant's negligence or willful act or that of its employees, agents, or visitors, the premises shall be promptly repaired by City and there shall be an abatement of rent corresponding with the time during which, and the extent to which, the rented premises may have been untenable; but, if the rented premises should be damaged other than by Tenant's negligence or willful act, to the extent that City shall decide not to rebuild or repair, the term of this Agreement shall end and the rent shall be prorated up to the time of the damage.

10. Dangerous Materials. Tenant shall not keep or have on the rented premises any article or thing of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire on the rented premises or that might be considered hazardous or extra hazardous by any responsible insurance company.

11. Utilities. The City shall be responsible for arranging for and paying for the following utility services required on the premises: water, sewage, electricity, and phone.

12. Maintenance and Repairs. The City will keep and maintain the rented premises and appurtenances in good and sanitary condition and repair during the term of this Agreement and any renewal thereof.

13. Right of Inspection. City and its agents shall have the right at all reasonable times during the term of this Agreement and to any renewal thereof to enter the demised premises for the purpose of inspecting the premises and all building and improvements thereon.

14. Holdover by Tenant. Should Tenant remain in possession of the demised premises with the consent of City after the natural expiration of this Agreement, a new month-to-month tenancy shall be created between City and Tenant which shall be subject to all the terms and conditions hereof but shall be terminated on 30 days' written notice served by either City or Tenant on the other party.

15. Surrender of Premises. At the expiration of the rent term, Tenant shall quit and surrender the premises hereby demised in as good state and condition as they were at the commencement of this Agreement, reasonable use and wear thereof and damages by the elements excepted.

16. Default. If any default is made in the payment of rent, or any part thereof, or if any default is made in the performance of or compliance with any other term or condition thereof, the rent, at the option of City, shall terminate and be forfeited, and City may re-enter the premises and remove all persons therefrom. Tenant shall be given written notice of any default or breach, and termination and forfeiture of this Agreement and any rent paid shall not result if, within 7 days of receipt of such notice, Tenant has corrected the default or breach.

18. Binding Effect. The covenants and conditions herein contained shall apply to and bind the heirs, legal representatives, and assigns of the parties hereto, and all covenants are to be construed as conditions of this Agreement.

19. Indemnification. If Tenant performs any work on City premises or utilizes the property of City, whether on or off City premises, Tenant shall indemnify and hold City harmless from and against any liability, claims, demands or expenses (including reasonable attorney fees) for damages to the property of or injuries (including death) to City, its employees or any other person arising from or in connection with

Tenant's performance of work or use of City property, except for such liability, claim or demand arising out of the sole negligence of City. Tenant further agrees to indemnify, defend and hold harmless the City, its agents, directors and employees from all claims and suits of whatever type, including court costs, attorney fees and other expenses, caused by any act or omission of the Tenant, its agents, officers, and employees arising out of this Contract.

20. Other Terms: The City shall give keys, access and security codes to all employees of the utility whose primary work activities are at City Hall. Tenant shall not have access to any offices or other areas other than common areas located within City Hall.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

CITY OF GREENCASTLE
Board of Public Works and Safety

CITY OF GREENCASTLE
Water Department

Lynda Dunbar, Mayor

Rick Denny, Superintendent

Thom Morris

Trudy Selvia



Department Report

MEETING DATE

December 17, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Utilities-Waste Water 2026

RENTAL AGREEMENT

THIS AGREEMENT IS ENTERED INTO THIS 17th day of December, 2025, by and between the City of Greencastle, hereinafter known and designated as the CITY, and the Greencastle Waste Water Department, hereinafter known and designated as TENANT.

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together with all appurtenances, for a term of two (2) years, beginning January 1, 2026, and ending December 31, 2027. This Agreement shall automatically renew for additional 2 year terms unless either party gives the other 30 days written notice of its intent not to renew, or as otherwise agreed to by the parties.

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CITY OF GREENCASTLE
Board of Public Works and Safety

CITY OF GREENCASTLE
Waste Water Department

Lynda Dunbar, Mayor

Oscar King, Superintendent

Thom Morris

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