



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

November 20, 2024 | 4:30 PM
City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135

AGENDA

- I. Pledge of Allegiance**
- II. Call to Order; Roll Call**
- III. Special Requests**
 - A. Sewer Leak Adjustment - 107 S. College Ave. Apt. 1 - \$759.12
 - B. Sewer Leak Adjustment - Fillmore Sewer - \$21,029.80
- IV. Emergency Repairs**
 - A. 413 Meadow Dr
208 Olive St.
- V. Approval of Minutes**
 - A. Approval of Minutes - October 16, 2024
- VI. Approval of Claims**
 - A. Water
 - B. Wastewater
- VII. Department Reports**
 - A. Cemetery - Jason Keeney
 - B. Fire Department - Rob Frank
 - C. Planner - Scott Zimmerman
 - D. Police Department - Chris Jones
 - E. Department of Public Works - Andrew Rogers
 - F. Water & Wastewater Department - Oscar King Jr.
 - G. City Attorney - Laurie Robertson Hardwick
 - H. Park & Recreation - Jason Keeney
- VIII. Old Business**
- IX. New Business**
 - A. Discussion: Washington St. Water and Sewer Line
 - B. Discussion: Water Budget
 - C. Toddson/J.Mar Change Order
 - D. Discussion: T Mobile Contract

E. Hiring of a Full-Time Firefighter

F. Splitting of the Water and Wastewater Utilities

X. Adjournment

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

November 20, 2024

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Sewer Leak Adjustment - 107 S. College Ave. Apt. 1

Greencastle Municipal Sewer Leak Adjustment

Customer Name: Kimberly Wake
Customer Address: 107 S College Ave apt 1
Customer Account Number: 08-000234-01
Amount to be adjusted: \$ 759.12

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

Customer Signature: _____

Please describe leak, and give repair date:

toilet leak

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

Leak Adjustment Authorized by: _____

Title: _____

Date: _____

GREENCASTLE MUNICIPAL UTILITIES
 1 N Locust Street
 PO Box 288
 Greencastle, IN 46135
 (765) 653-2638
 www.cityofgreencastle.com



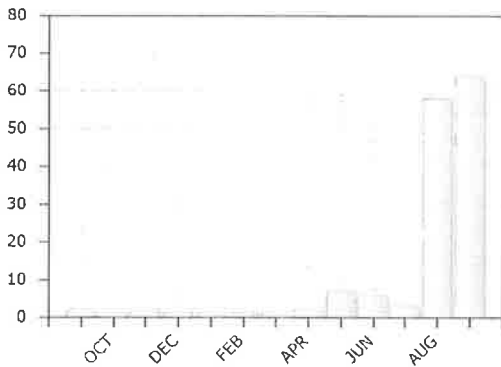
Kimberly Wake
 604 AVENIDA SEVILLA APT B
 LAGUNA WOODS, CA 92637

Account Number	AMOUNT DUE
08-000234-01	\$743.59
Due Date	After Due Date Pay
11/10/2024	PAID BY DRAFT
Account Name	
Kimberly Wake	
Service Address	
107 S College Ave APT 1	
Amount Enclosed	

There will be a charge on all returned checks.
 Please return this portion with your payment.
 When paying in person, please bring both portions of this bill.

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name			Service Address			Account Number
Kimberly Wake			107 S College Ave APT 1			08-000234-01
Status	Billing Period From	Billing Period To	# Days	Bill Date	Penalty Date	Due Date
Active	9/3/2024	10/1/2024	28	10/21/2024	11/10/2024	11/10/2024



CURRENT READING 746
 PREVIOUS READING 682
 USAGE 64

PREVIOUS BALANCE	\$679.07
PAYMENTS	\$679.07-
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
PAST DUE AMOUNT	<u>\$0.00</u>
WATER	\$280.60
FIRE HYDRANT	\$4.73
WASTEWATER	\$421.12
TRASH	\$17.50
Tax	\$19.64
CURRENT BILL	<u>\$743.59</u>
AMOUNT DUE	\$743.59
	PAID BY DRAFT

64
 +58

 122
 x6.58

 802.76
 - 43.64 - DBL Avg

 759.12 adj.

GREENCASTLE MUNICIPAL UTILITIES

1 N Locust Street
PO Box 288
Greencastle, IN 46135
(765) 653-2638
www.cityofgreencastle.com



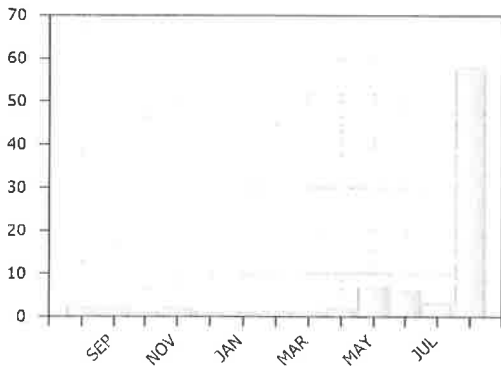
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Account Name	
Kimberly Wake	
Service Address	
107 S College Ave APT 1	
Amount Enclosed	

There will be a charge on all returned checks.
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CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name			Service Address			Account Number
Kimberly Wake			107 S College Ave APT 1			08-000234-01
Status	Billing Period From	Billing Period To	# Days	Bill Date	Penalty Date	Due Date
Active	8/1/2024	9/3/2024	33	9/23/2024	10/10/2024	10/10/2024



CURRENT READING 682
PREVIOUS READING 624
USAGE 58

PREVIOUS BALANCE	\$61.54
PAYMENTS	\$61.54-
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
PAST DUE AMOUNT	\$0.00
WATER	\$257.20
FIRE HYDRANT	\$4.73
WASTEWATER	\$381.64
TRASH	\$17.50
Tax	\$18.00
CURRENT BILL	\$679.07
AMOUNT DUE	\$679.07
PAID BY DRAFT	



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Sewer Leak Adjustment - Fillmore Sewer

Greencastle Municipal Sewer Leak Adjustment

Customer Name: Fillmore Sewer

Customer Address: 2 N Main St., Fillmore, 46128

Customer Account Number: 18-000760-00

Amount to be adjusted: \$21,029.80

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

Customer Signature: _____

Please describe leak, and give repair date:

Found that one or two check valves were not closing completely. After pump shut off, the flow began to reverse and go up to 250 gpm back into the wet well. Check valves will need to have maintenance work done. See attached paperwork. Fillmore Sewer usage has gone back to normal after all work was complete, for the past 4 months.

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

Leak Adjustment Authorized by: _____

Title: _____

Date: _____

FILLMORE SEWER 2024 MONTHLY BILLED AMOUNT

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>
<u>USAGE</u>	1579.44	1982	1561.9	2769.11	1450.69	4716.53	3861.37	1640.03	1350.72	1309.71	1465.29
<u>BILLED</u>	\$ 10,392.72	\$ 13,041.56	\$ 10,277.33	\$ 18,220.74	\$ 9,545.50	\$ 31,034.78	\$ 25,407.77	\$ 10,791.37	\$ 8,887.74	\$ 8,617.93	\$ 9,641.61

AVG OF JAN-MAY

\$ 61,477.85
\$ 12,295.57 AVERAGE

*BILLED \$9,995.02 PER BOW FOR 7/23/2024 BILLING

**SEWER BALANCE AS OF 11/12/2024 IS \$21,029.80, ALL CURRENT CHARGES HAVE BEEN PAID, SEWER LEAK ADJ NEEDED AS WE HAVE HAD 4 MONTHS OF GOOD NORMAL READ/USAGE



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Scanned-image11-19-2024-100835

Greencastle Utilities

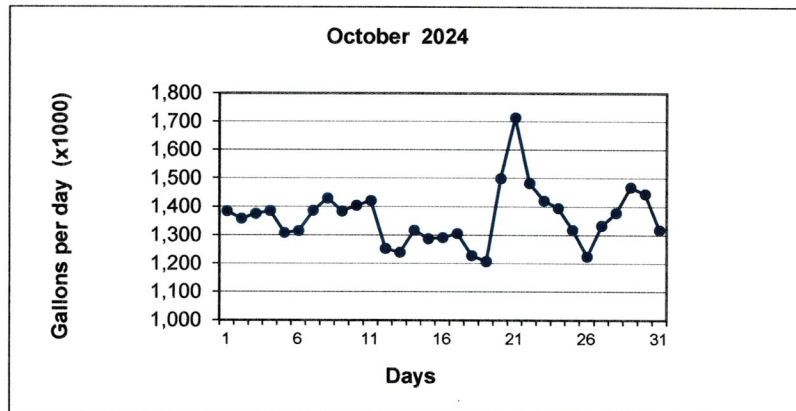
Monthly Report

October 2024

Current		One year ago	Two years ago
132	Service work orders	127	137
5	Field work orders	7	11
3	Leaks	7	6
253	IUPPS line locates	251	205
42	Total active accounts	3725	3725
3725	Disconnect notices actually acted upon	69	44
1,363,433	Average daily pumpage	1,370,598	1,345,029
1,712,470	Peak Day	1,630,101	1,718,835
1,207,072	Minimum Day	1,188,264	1,106,571

Year 2024

388,089,434	Gallons of water pumped
305,469,988	Gallons of water sold
8,029,712	Known loss/usage
19.0%	Unaccountable water



Emergency Repairs:				
Address	Date	Time	Repaired By	Brief Discription
413 Meadow Dr	10/08/24	8:00 AM	Bakers	Fire hydrant leaking. Installed a new hydrant.
208 Olive St	10/23/24	9:00 AM	City crew	10" main break

	Month	Calendar Month Pumpage	Read Cycle Adjustment		Known Water Usage / Loss	Metered but not yet billed (Average)	Gallons Sold	Adjusted Gallons Pumped	Unaccountable Water	Peak Day Gallons	Peak Day
			Pumpage subtracted to match reading dates	Pumpage added to match reading dates							
2022	January	39,076,621	3,408,254		817,189	1,428,399	28,483,840		12.6%	1,497,193	10
	February	37,784,673			441,958	1,429,651	29,018,660		18.2%	1,421,769	1
	March	41,499,923			217,901	1,410,729	31,184,868		20.9%	1,600,877	14
	April	40,216,949		1,353,970	485,137	1,706,713	31,196,836		20.3%	1,471,152	12
	May	44,807,005	1,353,970		1,307,148	1,723,094	32,964,360		16.6%	2,008,764	13
	June	43,633,016			401,317	1,715,389	34,963,016		15.0%	1,620,939	13
	July	45,122,107			793,733	1,752,472	35,574,880		15.5%	1,659,133	6
	August	47,113,510			2,340,069	1,760,308	35,998,996		14.9%	2,184,110	22
	September	42,706,324		2,665,590	657,242	1,723,856	35,084,192		18.5%	1,594,415	1
	October	41,695,914	2,665,589		1,641,504	1,731,631	29,472,696		14.8%	1,718,835	15
	November	38,912,077			611,264	1,717,494	28,682,600		20.3%	1,577,440	1
	December	41,252,630	0	2,590,360	3,505,260	1,737,914	30,982,908		19.7%	1,726,744	26
	YTD Totals:	503,820,748	7,427,812	6,609,920	13,219,722	1,760,308	383,607,852		20.7%	2,184,110	
2023	January	41,239,898	2,590,360	0	4,036,264	1,706,541	26,770,172	32,906,732	18.6%	1,457,456	4
	February	38,336,946	0	0	2,213,767	1,684,266	27,835,324	34,438,913	19.2%	1,515,326	12
	March	39,287,364	0	2,385,980	660,645	1,708,194	31,965,032	39,304,505	18.7%	1,417,140	7
	April	40,785,136	2,385,980	0	370,428	1,708,524	30,017,988	36,320,205	17.4%	1,594,319	23
	May	43,505,894	0	0	651,513	1,725,563	35,085,688	41,128,819	14.7%	1,771,401	22
	June	44,088,742	0	2,573,670	877,926	1,717,253	36,387,208	44,067,233	17.4%	1,649,970	4
	July	44,838,641	2,573,670	0	1,374,222	1,713,804	32,229,076	39,176,944	17.7%	1,565,287	14
	August	48,423,398	0	0	1,382,355	1,740,583	37,310,240	45,300,459	17.6%	2,106,179	24
	September	46,526,226	0	1,414,560	2,820,141	1,739,768	36,795,616	43,380,877	15.2%	3,032,774	10
	October	42,488,540	1,414,540	0	1,595,838	1,708,726	32,915,740	40,598,516	18.9%	1,630,101	10
	November	38,912,077			611,264	1,717,494	28,682,600		20.3%	1,577,440	1
	December	44,143,236	0	1,274,880	2,549,266	1,732,727	31,393,560	41,136,122	23.7%	1,738,608	27
	YTD Totals:	512,576,098	8,964,550	7,649,090	19,143,630	1,740,583	387,388,244	490,376,426	21.0%	3,032,774	
2024	January	47,050,046	1,274,880	0	1,691,397	1,748,240	31,900,704	42,335,529	24.6%	2,318,465	18
	February	39,659,758	0	0	534,936	1,709,999	32,124,356	37,414,822	14.1%	1,490,442	1
	March	39,578,547	0	0	385,486	1,710,295	31,461,628	37,482,766	16.1%	1,368,818	7
	April	41,215,979	0	0	1,016,171	1,722,801	31,968,772	38,477,006	16.9%	1,893,506	29
	May	44,258,108	0	2,517,350	1,266,366	1,742,539	36,790,380	43,766,552	15.9%	1,875,953	3
	June	41,305,677	2,517,350	0	583,700	1,664,449	31,930,624	36,540,177	12.6%	1,518,123	22
	July	45,253,568	0	0	1,601,502	1,700,286	36,342,328	41,951,781	13.4%	2,068,467	11
	August	45,847,508	0	2,766,100	555,168	1,660,546	38,903,480	46,397,894	16.2%	1,636,274	28
	September	43,920,244	2,766,100	0	394,987	1,704,224	34,047,716	39,054,933	12.8%	1,611,680	4
	October										
	November										
	December										
	YTD Totals:	388,089,434	6,558,330	5,283,450	8,029,712	1,748,240	305,469,988	377,036,602	19.0%	2,318,465	

Edwin Phillips

From: JESSICA SAUCERMAN <bakersseptic@gmail.com> on behalf of JESSICA SAUCERMAN
Sent: Monday, October 7, 2024 11:33 AM
To: edphillips@cityofgreencastle.com; Oscar King
Subject: Leaking Hydrant

\$500 hourly plus unsupplied materials
Meadow and Hillcrest
Leaking hydrant

Jessica
Baker's Septic Service
Greencastle, IN
(765) 653-2961





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

October 16, 2024 | 4:30 PM
City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135

MINUTES

I. Pledge of Allegiance

II. Call to Order; Roll Call

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

III. Special Requests

Aspire was in attendance to request annexation of their property.

Trudy Selvia made a motion to table the request, Thom Morris second, 3-0, motion carried.

IV. Emergency Repairs

Trudy Selvia made a motion to approve the emergency repairs as presented, second by Thom Morris, 3-0, motion carried.

A. 325 N Arlington St

Thom Morris had concerns of the patch of the pipe instead of replacing the pipe and the longevity.

B. 1135 N Jackson St

C. 312 Melrose Ave

V. Approval of Minutes

A. Approval of Minutes - September 18, 2024

Thom Morris made a motion to approve, second by Lynda Dunbar, 2-0, motion carried.

Trudy Selvia abstained as she was not present at the September meeting.

VI. Approval of Claims

A. Water

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

B. Wastewater

Motion by Thom Morris to approve the wastewater claims as presented, second by Trudy Selvia, 3-0, motion carried.

VII. Department Reports

- A. Cemetery - Jason Keeney
- B. Fire Department - Rob Frank
- C. Planner - Scott Zimmerman
- D. Police Department - Chris Jones
- E. Department of Public Works - Andrew Rogers
- F. Water & Wastewater Department - Oscar King Jr.
- G. City Attorney - Laurie Robertson Hardwick
- H. Park & Recreation - Jason Keeney

VIII. Old Business

IX. New Business

- A. Engineering Contract for Toddson Subdivision and J-Mar Drive Sanitary Sewer Project
Trudy Selvia made a motion to approve the contract as presented, second by Mayor Dunbar, 2-0, motion carried. Thom Morris abstained.
- B. Contract with Watchman Roofing, LLC for City Hall Roof
Laurie Hardwick requested an amendment, Watchman requested to be paid 50% prior to project being started and the remaining 50% to be paid upon completion. Thom Morris made a motion to approve the contract, second by Trudy Selvia, 3-0, motion carried.
- C. Contract with Energy Conservation Solutions, Inc for City Hall gutters, fascia and siding
Trudy Selvia made a motion to approve the contract as presented, second by Thom Morris, 3-0, motion carried.
- D. Contract with Edwards Equipment for Kubota
Trudy Selvia made a motion to approve the contract as presented, second by Thom Morris, 3-0, motion carried.
- E. Contract with Summit Builders, Inc.
Thom Morris made a motion to approve the contract as presented, second by Trudy Selvia, 3-0, motion carried.
- F. Greencastle Fire Fighter Interviews
Began at 5:01pm. Aaron Montgomery was interviewed first. Ended at 5:14pm.
Cassie Baldwin's interview began at 5:15pm. Ended at 5:22pm.

Tyler Fiscus' interview began at 5:23pm. Ended at 5:29pm.

Rob Frank made a recommendation to hire Tyler Fiscus and Aaron Montgomery and offer a part-time position to Cassie Baldwin.

Trudy Selvia made a motion to accept the recommendation and extend an offer to hire Aaron Montgomery and Tyler Fiscus and an offer to hire Cassie Baldwin part-time.

Second by Thom Morris, 3-0, motion carried.

X. Adjournment

Trudy Selvia made a motion to adjourn at 5:36pm, second by Thom Morris, 3-0, motion carried.

Lynda R. Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk - Treasurer



Department Report

MEETING DATE

November 14, 2024

PREPARED BY

Jason Keeney

MONTHLY HIGHLIGHTS

October included nine interments (5/4), one deed transfer and six grave lot sales. Staff mowed and trimmed where it was necessary, yearly oil changes were done on the 2024 Chevrolet Dump Truck and the 2015 Chevrolet Dump Truck, oil was changed in the mowers are necessary and cemetery employees helped with maintenance that was needed at park properties, assisted with city-wide tree branch clean-up, worked on the YMCA seeding project and mowed along VMH. Superintendent & Assistant Superintendent Assisted individuals with preplanning and at-need arrangements. Window was replaced on John Deere 310SE Backhoe (storm clean-up casualty).

Jason wishes to express his gratitude and thankfulness to cemetery employees for being so great, being flexible with the randomness and daily changes that have occurred since July! They have made it so much easier to do everything I have needed to do, knowing they are accomplishing their work load each week. Thanks, Ron, Harry, Steve, Zak, Lemuel!!!

ATTACHMENTS

1. ExpendPage
2. Supt. Report October 2024

Forest Hill Cemetery
Accounts Payable Voucher

October 2024

<u>VENDOR:</u>	<u>AMOUNT:</u>
CarQuest (00572)	\$394.62
Arab Termite & Pest (03186)	\$170.00
Humphreys' (00865)	\$49.99
Keystone Cooperative (01341)	\$1,093.98
Visa Card Services (02400)	\$110.43
Headley Hardware (00825)	\$78.09

Allowance of Accounts Payable Vouchers

We have examined the Accounts Payable listed on the foregoing Accounts Payable Voucher Sheet consisting of one (1) page and except for claims not allowed as shown on the voucher, such claims for the month of October 2024 in the amount of **\$1,897.11** are hereby allowed, dated this day November 7, 2024 by the Forest Hill Cemetery Board.

Signatures of Governing Board of Forest Hill Cemetery

20, Respectfully Submitted.

Superintendent

Forest Hill Cemetery

***To The Honorable Board of Trustees
Forest Hill Cemetery***

The Following Exhibit for the Month Ending

_____20____, Respectfully Submitted.

_____Superintendent

Forest Hill Cemetery

***To The Honorable Board of Trustees
Forest Hill Cemetery***

The Following Exhibit for the Month Ending

_____20____, Respectfully Submitted.

_____ Superintendent

**To The Honorable Board of Trustees
Forest Hill Cemetery**

Forest Hill Cemetery

The Following Exhibit for the Month Ending

_____20____, Respectfully Submitted.

Superintendent



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

Robert Frank, Fire Chief

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. October Council Report

GREENCASTLE FIRE DEPARTMENT OCTOBER COUNCIL REPORT 2024

The fire department responded to 147 calls for service in the month of October 2024 compared to 151 calls for service in October of 2023. There was a 2.7 % decrease in calls from 2023 to 2024.

The fire department has responded to 1441 calls for service in 2024 compared to 1369 calls for service at this point in 2023. There has been a 5.1 % increase in call volume in 2024 compared to 2023.

OCTOBER 2024 RESPONSES

Building Fire:	5
Grass/Brush Fire:	6
Outside Fire:	1
Equipment Fire:	1
Scorch Burns No Ignition:	1
EMS:	63
Motor Vehicle Accident:	10
Spill:	1
Electrical Issue:	1
Gas Leak:	2
Power Line Down:	1
Animal Rescue:	2
Lift Assist:	8
Assist Police:	1
Public Service:	3
Canceled Enroute:	12
Haz-Mat Investigation:	2
No Incident:	1
Smoke Scare:	2
Fire Alarm:	22
Sprinkler Activation:	1
Carbon Monoxide Alarm:	1
Total:	147
Reserve Hours worked in October:	38
Training Hours for October:	551.5
October Work Anniversaries:	None

GREENCASTLE FIRE DEPARTMENT OCTOBER COUNCIL REPORT 2024

- We hosted our first annual Public Safety Open House. We partnered with Greencastle Police Department, Putnam County Sheriff's Department, Putnam County EMS, Putnam County CERT, Putnam County Hospital, and Putnam County Dispatch for the event. The idea was to bring all of the agencies that work together on emergency responses to one event. Each agency was able to show case their equipment and talk to our citizens about the roles they play in emergencies.
- Several firefighters attended the Indiana Emergency Response Conference where we got to see Captain Darrick Wiatt awarded with the Fire Officer of the Year award.
- During Fire Prevention Week we spent several days teaching fire prevention to the children at Tzouanakis Intermediate School, Deer Meadow Primary School, Ridpath Elementary School and Area 30 Head Start.
- Received approval from the Board of Works to hire Aaron Montgomery and Tyler Fiscus for full-time firefighter positions. Arron and Tyler have gone to Public Safety Medical for their PERF physicals and we are currently waiting on the results. We offered a part-time position to Cassie Baldwin who started working on November 1st.
- We completed our fundraiser for breast cancer. Between shirt sales and donations, we raised \$3000 which was donated to Putnam County Hospital for breast cancer patients and research. We would like to thank Heather Taylor State Farm, Tyler Cox Realty and North Salem State Bank for partnering with us on this project.
- Partnered with the Parks Department for Boo Bash.
- Assisted Plainfield Fire with displaying the American Flag for the Indy Honor Flight. The Honor Flight transports WW II, Korea and Vietnam wartime veterans to see the memorials built in their honor in Washington, D.C.
- Participated in the annual down town trick or treat event on Halloween.



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

MONTHLY HIGHLIGHTS

Greencastle Common Council Report— November 14, 2024

City Planning Department

Prepared by: Scott Zimmerman 765-653-7719 / szimmerman@cityofgreencastle.com

Board of Zoning Appeals Meeting:

The BZA met November 6 to review a request to allow a reduction of required side yard setback in the Greater Eastside District (the Avenues) to create a covered porch. Ultimately, the request was denied. The next filing deadline is November 12 for a hearing date of Tuesday, December 3.

Technical Review Committee:

The Technical Review Committee met October 10 to set priorities for moving derelict properties onto the Unsafe Building Committee review list. The committee is acting as a review group to evaluate information about properties. They will review the utility disconnect list with the police department to determine if utilities are off at vacant properties that are generating police reports and Exterior maintenance violation letters. These structures may also be considered Unsafe Buildings upon inspection by the building commissioner. The committee also reviewed the status of properties considered unfit or unsafe, such as the former White's Cleaners.

The committee will meet November 14 to review a Minor Plat Subdivision for 25 E. Washington so Old National Bank can sell off the vacant land next to the new branch office.

Unsafe Building Committee:

The committee, consisting of David Masten, Jessica Hartman and John Phillips, affirmed the findings that the building at 309 N. Jackson (the old White Cleaners) was unsafe and gave the owner 60 days to have demolition initiated.

A letter to the owner of 713 Main Street (the former Third Degree bar) convinced the owner to initiate demolition rather than have it go through the Unsafe Building Committee hearing process.

Plan Commission Meeting:

Greencastle Plan Commission did not meet in October; however, a Minor Plat has been filed that will be reviewed by the commission on Monday, November 25.

The comprehensive plan consultants gathered more community input at the October 11 Greencastle High School football game. The steering committee will meet November 13 to review initial findings and existing conditions as well as participate in a Land Use Planning exercise.

MS4 Stormwater Committee Meeting and Activities:

Completed two reviews of Woodshire Place Apartments after Hurricane Helene rain event to confirm erosion control measures were in place.

Rescheduled volunteer work day to Friday, November 15 for PC/RIP to support IVY Tech's removal of invasive aquatic plants from their detention basin and surrounding wooded property.

Activities

- Street Tree Board – The board heard reports from the Planning, Parks, Cemetery and Street Departments at their meeting on Wednesday, November 6 at 3 p.m. Tree concerns can still be reported to the Street Department. The Street Department cleaned up branches that came down during Hurricane Helene for citizens who put them in the tree row. The Street Department will remove two street trees on Northwood Boulevard, two trees on N. Indiana Street north of Liberty and will look at three ash trees on Greenwood Street for possible removal. The board will consider appropriate replacement trees at their next meeting on Wednesday, February 5th at 3 p.m..
- Sustainability Commission – The commission determined the winners of the 2024 Sustainability Awards, to be presented be for the November 14 city council meeting. (See attached) Also met with an East Washington Street property owner about the new pollinator garden standards to avoid future mowing violation letters.
- After working to get all my exterior maintenance liens recorded by the deadline to have them on the Fall Taxes, I was told by the county treasurer that new tax statements will not go out until Spring which significantly delays the impact to deal with their properties or pay liens they were told would be recorded.
- Site visit to 36 Beveridge to review exterior maintenance progress .
- Exterior Maintenance standards to 312 N. Arlington.
- Yard sale/exterior maintenance violation letter to 1058 Ave. C.
- Violation letter for trailer in front yard at 1102 Ave. E.
- Violation letter for boat in front yard at 1009 Indianapolis Road.
- Violation letter for inoperable vehicle in yard of 806 Stadium Drive.
- Violation letter for RV at 201 N. Locust. Owner plans to apply for a variance to leave in front driveway.
- Violation letter for RV at 816 E. Washington resulted in it being moved to back yard.
- Violation letter for parking vehicles in front yard of 74 South Street resulting in vehicle being moved, for now.
- Fine of \$2,500 to 805 E. Indianapolis Road recorded on November 1.
- Fine of \$1000 to 1052 Ave. D for inoperable vehicle parked in front yard. Recorded on October 22.
- Fine of \$1,500 to 808 Crown for exterior maintenance and vehicle parking. Recorded on October 17.
- Waived \$500 for removal of boat at 616 E. Franklin.
- Sent Change of Use details from zoning and building codes to owner of old jail to make sure proposed uses meet Central Business District permitted uses and applicable building codes.
- Sent fine for maintenance to owner of 1 W. Liberty.
- Provided zoning information for parcels related to Next Level Trails project.
- Reviewed various building and sign permits.

ATTACHMENTS

1. Giving Garden
2. John Garner
3. Vanessa Fox

2024



Best Environmental Practices of the Year

presented to

**Giving Garden at Ullem Farm,
DePauw University
Susan Hickman, Howard Schrader
and Terri Maher**

The DePauw University Ullem Campus Farm Giving Garden was started for people who, for whatever reason, are not able to garden at home. It is a grass roots project that depends primarily on volunteers for labor. The garden started growing produce this summer to donate to local food pantries. This growing season, they have donated peppers, tomatoes, zucchini, butternut squash, spaghetti squash to three different local food pantries.

Cover crops were planted this fall to help suppress weeds and add some nutrients and organic matter to the soil. The success of the garden this year was largely due to the efforts of Susan Hickman, Howard Schrader, and Teresa (Terri) Maher.



COMMISSION ON SUSTAINABILITY

2024

Outstanding Citizen of the Year

presented to

John Garner



John retired from Greencastle High School as a Chemistry and Physics instructor in 2015. He chaired the commission from 2013 to 2023.

Some of his accomplishments include the following: promoting the creation of pollinator gardens on large, industrial sites like Ascena and Chiyoda, and converting acres of lawn at Forest Hill Cemetery into a pollinator-friendly prairie. He continues to coordinate Putnam County Nature Play Day tours through nature sites, and promoting Monarch Butterfly Habitats. He hopes the commission will continue to raise the community's environmental consciousness.



COMMISSION ON SUSTAINABILITY

2024

Outstanding Business of the Year

presented to

ECO LANDSCAPE, LLC / VANESSA FOX

Vanessa began the business in 2019 which is dedicated to improving the ecology and beauty of homeowners' gardens through incorporation of native wildflowers and removal of invasive plants. She has over 30 years of professional experience in landscaping, gardening, and plant science with a Ph.D. in Ecology from Ohio State University. Vanessa has revitalized the City Hall landscaping to incorporate native pollinator plantings, and trained city staff in maintenance techniques. She is also the chair of the Greencastle Street Tree Board.



COMMISSION ON SUSTAINABILITY



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

MONTHLY HIGHLIGHTS

November 4th, 2024

Greencastle Police Department Common Council Report OCTOBER 2024

CALL ACTIVITY TOP 5	#
LOCKOUTS	72
ADMINISTRATIVE	51
SUSPICIOUS PERSON	49
DISTURBANCE	40
TRAFFIC ACCIDENTS	35

DEPARTMENT

EMPLOYMENT ANNIVERSARIES

K9 OFFICER ANGELA TAYLOR

10-23-19 (5 YEARS)

PATROL-Officers conducted 157 traffic stops in the month of October. Officers responded to 544 calls for service, opened 61 criminal case reports and completed 19 Indiana Crash Reports. Officers completed a total of 29 field arrests for the month. All Officers participated in annual fitness testing for the Department on Oct. 1-2nd. Drug Take Back Day was held on Saturday Oct. 26th at GHS. We collected over 150 pounds of medications day of the event. We collected over 120 pounds from our drop off box on Station since last event. Officers assisted with the Wal-Mart Hearts Truck Convoy on Saturday Oct. 5th with included over 20 Wal-Mart semi-trucks. Officers participated in several trunk or treat events in the City on Oct. 31st.

DETECTIVES- Detectives were assigned 13 new cases as well as 2 DCS cases. Detectives were called out 5 times during the month. 8 cases were sent to the Prosecutor's Office for charges. 18 cases were closed.

PARKING ENFORCEMENT- 81 tickets were issued for the month (40-3 HR, 7-wrong direction, 3-no parking, 19-Reserve parking, 6-parked in yellow, 1-Prohibited, 4-handicap parking, 1-blocking alley). 20 warnings were written, 7 tickets were voided. 50 tickets have been paid and 24 have not been paid.

RESERVES- The Reserve Division worked 52.5 hours for the month.

TRAINING

Sgt. Nick Eastham & Detective Darrel Bunten attended Emotional Survival for Law Enforcement in

Fishers on Oct. 2nd.

Capt. Mike Collins attended Leadership training at Indiana University on Oct. 15-16th.

K-9 Officer Angela Taylor & K9 Ziva participated in K9 training in Vigo County on Oct. 29th.

ATTACHMENTS

None



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

Andrew Rogers, Street Super

MONTHLY HIGHLIGHTS

Summary Report for October 2024



Department of Public Works

Signs:

1. Replaced 4- poles, 1- stop sign and 1- breakaway this month.
2. Set out 24 barricades and 30 cones for First Friday, Farmers Market and Halloween Dancers this month.

Mechanical:

1. Hyster Fork Truck: Repaired 1- Main cylinder.
2. 12' Chevy 3500: Replaced battery.
3. 13' GVM Vac: Replaced battery.
4. 24' F-650: Replaced back tires.
5. Elgin Sweeper: Replaced both side brooms.
6. 15' Chevy 1500: Replaced alternator.
7. Had CBs installed in 24' F-650, 24' Kubota RTV and 11' Ford F-250.

Sweeping:

1. Swept downtown 3 times and streets 9 times this month driving 209 miles using 1800 gallons of water, used 103 gallons of diesel and picked up 21 yards of debris and 392 yards of leaves.

Storm Work:

1. Cleaned drains 3 times this month collecting 2.5 tons of debris.

Patching:

1. Patched city streets 3 times this month using 5.03 tons of HMA and .75 tons of CMA.

Tree Work:

1. Picked up 3 times from the wind storm hauling off 34 truckloads of limbs.
2. Cut down a damaged tree and a fallen tree on street hauling off 1- truckload of limbs and 1- truckload of chips.

Mowing:

1. Mowed and weedeated VMH and city right of ways 1 time this month.

Leaf Pick-up:

1. Picked up leaves 4 times this month driving 386 miles, used 99 gallons of gas, 19 gallons of diesel and picked up 45 yards of leaves.

Misc.:

1. Did dirt work at the YMCA 7 times this month.
2. Painted 2 days at the GPD.
3. Hauled 38 truckloads of composted leaves to the cemetery.
4. Repaired water leak on Olive St.

ATTACHMENTS

None



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

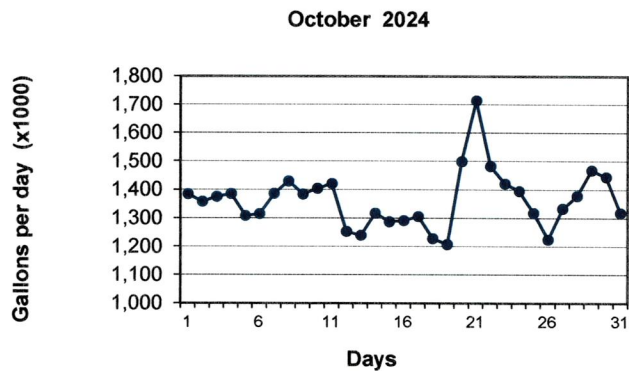
1. Water Report
2. Monthly Report to Council & BOW 2024

Monthly Report

Current

1,363,433	Average daily pumpage	1,370,598	1,345,029
1,712,470	Peak Day	1,630,101	1,718,835
1,207,072	Minimum Day	1,188,264	1,106,571

388,089,434	Gallons of water pumped
305,469,988	Gallons of water sold
8,029,712	Known loss/usage
19.0%	Unaccountable water

[illegible]

	Month	Calendar Month Pumpage	Read Cycle Adjustment		Known Water Usage / Loss	Metered but not yet billed (Average)	Gallons Sold	Adjusted Gallons Pumped	Unaccountable Water	Peak Day Gallons	Peak Day
			Pumpage subtracted to match reading dates	Pumpage added to match reading dates							
2022	January	39,076,621	3,408,254		817,189	1,428,399	28,483,840		12.6%	1,497,193	10
	February	37,784,673			441,958	1,429,651	29,018,660		18.2%	1,421,769	1
	March	41,499,923			217,901	1,410,729	31,184,868		20.9%	1,600,877	14
	April	40,216,949		1,353,970	485,137	1,706,713	31,196,836		20.3%	1,471,152	12
	May	44,807,005	1,353,970		1,307,148	1,723,094	32,964,360		16.6%	2,008,764	13
	June	43,633,016			401,317	1,715,389	34,963,016		15.0%	1,620,939	13
	July	45,122,107			793,733	1,752,472	35,574,880		15.5%	1,659,133	6
	August	47,113,510			2,340,069	1,760,308	35,998,996		14.9%	2,184,110	22
	September	42,706,324		2,665,590	657,242	1,723,856	35,084,192		18.5%	1,594,415	1
	October	41,695,914	2,665,589		1,641,504	1,731,631	29,472,696		14.8%	1,718,835	15
	November	38,912,077			611,264	1,717,494	28,682,600		20.3%	1,577,440	1
	December	41,252,630	0	2,590,360	3,505,260	1,737,914	30,982,908		19.7%	1,726,744	26
	YTD Totals:	503,820,748	7,427,812	6,609,920	13,219,722	1,760,308	383,607,852		20.7%	2,184,110	
2023	January	41,239,898	2,590,360	0	4,036,264	1,706,541	26,770,172	32,906,732	18.6%	1,457,456	4
	February	38,336,946	0	0	2,213,767	1,684,266	27,835,324	34,438,913	19.2%	1,515,326	12
	March	39,287,364	0	2,385,980	660,645	1,708,194	31,965,032	39,304,505	18.7%	1,417,140	7
	April	40,785,136	2,385,980	0	370,428	1,708,524	30,017,988	36,320,205	17.4%	1,594,319	23
	May	43,505,894	0	0	651,513	1,725,563	35,085,688	41,128,819	14.7%	1,771,401	22
	June	44,088,742	0	2,573,670	877,926	1,717,253	36,387,208	44,067,233	17.4%	1,649,970	4
	July	44,838,641	2,573,670	0	1,374,222	1,713,804	32,229,076	39,176,944	17.7%	1,565,287	14
	August	48,423,398	0	0	1,382,355	1,740,583	37,310,240	45,300,459	17.6%	2,106,179	24
	September	46,526,226	0	1,414,560	2,820,141	1,739,768	36,795,616	43,380,877	15.2%	3,032,774	10
	October	42,488,540	1,414,540	0	1,595,838	1,708,726	32,915,740	40,598,516	18.9%	1,630,101	10
	November	38,912,077			611,264	1,717,494	28,682,600		20.3%	1,577,440	1
	December	44,143,236	0	1,274,880	2,549,266	1,732,727	31,393,560	41,136,122	23.7%	1,738,608	27
	YTD Totals:	512,576,098	8,964,550	7,649,090	19,143,630	1,740,583	387,388,244	490,376,426	21.0%	3,032,774	
2024	January	47,050,046	1,274,880	0	1,691,397	1,748,240	31,900,704	42,335,529	24.6%	2,318,465	18
	February	39,659,758	0	0	534,936	1,709,999	32,124,356	37,414,822	14.1%	1,490,442	1
	March	39,578,547	0	0	385,486	1,710,295	31,461,628	37,482,766	16.1%	1,368,818	7
	April	41,215,979	0	0	1,016,171	1,722,801	31,968,772	38,477,006	16.9%	1,893,506	29
	May	44,258,108	0	2,517,350	1,266,366	1,742,539	36,790,380	43,766,552	15.9%	1,875,953	3
	June	41,305,677	2,517,350	0	583,700	1,664,449	31,930,624	36,540,177	12.6%	1,518,123	22
	July	45,253,568	0	0	1,601,502	1,700,286	36,342,328	41,951,781	13.4%	2,068,467	11
	August	45,847,508	0	2,766,100	555,168	1,660,546	38,903,480	46,397,894	16.2%	1,636,274	28
	September	43,920,244	2,766,100	0	394,987	1,704,224	34,047,716	39,054,933	12.8%	1,611,680	4
	October										
	November										
	December										
	YTD Totals:	388,089,434	6,558,330	5,283,450	8,029,712	1,748,240	305,469,988	377,036,602	19.0%	2,318,465	

Edwin Phillips

From: JESSICA SAUCERMAN <bakersseptic@gmail.com> on behalf of JESSICA SAUCERMAN
Sent: Monday, October 7, 2024 11:33 AM
To: edphillips@cityofgreencastle.com; Oscar King
Subject: Leaking Hydrant

\$500 hourly plus unsupplied materials
Meadow and Hillcrest
Leaking hydrant

Jessica
Baker's Septic Service
Greencastle, IN
(765) 653-2961



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			1.471

YEARLY
TOTAL

DAYS ABOVE DESIGN FLOW	8	0	0	8	2	0	0	0	0	0			18
DAYS OF OVERFLOW AT PLANT	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
MECH/ELECT ISSUE CAUSING OVERFLOW	0	0	0	0	0	1	1	0	1	0			3
SEWER CALLS BLOCKAGE IN CITY LINES	0	1	0	1	0	0	0	0	0	0			2
EMERGENCY REPAIRS MADE	0	0	0	0	0	0	0	0	0	0			0
OVERFLOW CAUSED BY BLOCKAGE IN CITY LINES	0	0	0	0	0	0	1	0	0	0			1
SEWER LINE CLEANED (FOOTAGE)	0	1,530	1,580	1,260	4,626	2,107	2,487	4,054	550	895			19,089
LOCATES	112	120	247	207	207	198	222	249	188	250			2,000
TAP PERMITS	1	0	3	2	1	4	0	2	4	0			17
SEWER LINES TELEVISED (FOOTAGE)	0	1,295	2,931	2,125	3,074	2,756	4,728	2,644	2,117	3,884			25,554

2023

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEARLY AVERAGE
AVERAGE DAILY FLOW IN (M.G.D.)	1.899	1.896	2.789	1.684	1.234	0.959	1.351	1.319	1.112	1.097	1.103	1.193	1.470

YEARLY
TOTAL

DAYS ABOVE DESIGN FLOW	4	3	10	1	0	0	1	0	0	0	0	0	19
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	2	0	0	0	0	0	0	0	0	0	2
MECH/ELECT ISSUE CAUSING OVERFLOW @ LS	0	0	0	0	0	0	0	0	0	0	0	0	0
SEWER CALLS BLOCKAGE IN CITY LINES	0	0	0	1	0	1	3	0	0	1	0	1	7
EMERGENCY REPAIRS MADE	0	0	0	0	1	0	0	1	0	0	0	0	2
OVERFLOW CAUSED BY BLOCKAGE IN CITY LINES	0	0	0	0	0	0	0	0	0	0	0	0	0
SEWER LINE CLEANED (FOOTAGE)	0	545	2,025	840	1,408	1,815	2,415	3,040	2,135	1,200	360	1,010	16,793
LOCATES	118	112	209	227	350	343	297	387	287	219	177	158	2,884
TAP PERMITS	5	3	3	2	2	3	2	1	1	0	0	1	23
SEWER LINES TELEVISED (FOOTAGE)	1,263	2,275	4,535	3,210	4,195	2,045	2,335	8,395	4,025	3,423	6,905	2,880	45,486



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

Jason Keeney, Cemetery Super

MONTHLY HIGHLIGHTS

The Park has started preparing for the upcoming Winter Lights Holiday Program, Volunteers are putting out lights and decorating as the weather allows. We hosted the second annual Boo-Bash Trunk or Treating program where we estimate over 1000 people attended. There were wagon rides provided in partnership with the Putnam County Antique Tractor Club, candy flowed freely and participants enjoyed DJ Figgy Hardwick and his tunes.

We have worked to clean up trees that fell during the remnants of Hurricane Helene and worked to fill and reseed a low area in the Southwest corner of Robe-Ann Park to make the hill more usable should accumulated snow fall make sledding possible later this year. Grass was mowed and general maintenance was performed throughout all park properties.

ATTACHMENTS

1. Park Claim Docket

Greencastle Parks & Recreation Department
(204) Accounts Payable Voucher Docket
Wednesday, October 2, 2024
(For business of September 2024)

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Baker's Septic	Porta-let rental Jaycee & Big Walnut	\$ 172.00
BBP Water Corporation	Splash Pad Water Tests	\$ 50.00
Headley Hardware	Miscellaneous Repair Parts	\$ 747.84
James Hardwick	DJ Services for Boo-Bash	\$ 400.00
Jones Lake Management	Jaycee Park Treatment	\$ 2,100.00
Keystone Cooperative	Gasoline	\$ 2,501.81
Lisa Porter	Softball Scorekeeper	\$ 550.00
Michelle Miller	Pickleball Program	\$ 270.00
Trent Ross	Softball Umpire (Summer)	\$ 25.00
Tim Wardlow	Softball Umpire	\$ 550.00
Visa Card Services	Supplies, Vacuum Cleaner, Scorebook	\$ 215.95

Spear Corporation	Phase 1 Pool Renovations	\$161,701.71
-------------------	--------------------------	--------------

Total General Operation Expenses \$ 7,582.60

Allowance of Account Payable Vouchers

We have examined the Accounts Payable of the foregoing Accounts Payable Voucher Docket(s) consisting of 1 page(s) and, except for claims not allowed as shown on this docket, such claims are hereby allowed in the total amount of \$7,582.60 dated October 2, 2024.

SIGNATURES OF THE GOVERNING BOARD

Cathy Merrell, President

Tim Trigg, Vice President

Doug Hutchison

Scott Hamilton



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. 2025WATERBUDGET

2025 OPERATING WATER BUDGET

Water

Office, Board, Commission, Department, Institution or Fund

City of Greencastle

City or Town

For Calendar Year 2025

		Items	Total Estimate	Approved
410	PERSONAL SERVICES			
	Salaries and Wages 411.01			5-710-601.0000
	411.0110 Dept. Super Salary	\$ 90,784		
	411.0110 Asst. Superintendent	\$ 82,634		
5'	411.0130 Salaries -Fulltime	\$ 706,830		
	411.0150 Salaries - Admin	\$ 142,975		
	411.0150 Elected Officials & BOW	\$ 70,888		
	411.0160 Salaries - Overtime	\$ 20,000		
	Employee Benefits		\$ 1,114,111	\$ 1,114,111
	413.0100 FICA/Medicare	\$ 143,558		
	413.0300 Retirement (PERF)	\$ 175,952		
	413.0400 Unemployment	\$ 2,358		
	413.0500 Insurances	\$ 394,843		
	Other Personal Services 415.00			
	Uniforms	\$ 7,500		5-710-604.0700
	Total Personal Services		\$ 1,838,321	\$ 1,838,321.45
420	SUPPLIES			
	Office Supplies			
	Office Supplies	\$ 9,000		5-780-620.0012
	Postage	\$ 2,500		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	\$ 15,000		5-730-616.0000
	Water Treatment Chemicals	\$ 50,000		5-730-618.0000
	Repair & Maintenance Supplies			
	Vehicle Maint. & Repair	\$ 6,500		5-750-620.0013
	Small Equip. & Tools	\$ 3,000		5-730-622.0000
	Meter Repair Parts	\$ 7,500		5-750-620.0005
	Distribution Supply	\$ 225,000		5-760-620.0000
	Hyrdant Repair	\$ 2,500		5-750-636.0001
	Plt & Off O&M Supplies	\$ 9,500		
	Other Supplies			
	Lab Supplies	\$ 10,000		5-740-618.0005
	Safety Supplies & Equip	\$ 3,000		5-740-618.0006
	Computer Supplies/upgrades	\$ 12,500		5-780-620.0011
	Total Supplies		\$ 359,500	\$ 359,500.00
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	\$	158,500		5-750-636.0000
	Sample Testing	\$	25,000		5-730-635.0000
	Welling Testing	\$	3,000		5-740-618.0006
	Equipment Repair Plant	\$	30,000		5-740-620.0000
	Rebuild High Service	\$	90,000		5-720-620.0000
	Wellfield Repairs	\$	65,000		
Rentals 437.0000					
	Office Rent	\$	3,600		5-780-641.0000
	Land Lease	\$	1,000		5-710-675.0010
Debt Service 438.0000					
	Bond & SRF Loan Transfer	\$	177,000		5-000-427.0300 & 5-000-427.0301
	SRF Reserve Debt Transfer	\$	-		
	Lease-Vehicles	\$	35,000		
Other Services & Charges 439.0000					
	Education & Training	\$	5,000		5-710-675.0001
	Membership & Dues	\$	1,500		5-710-675.0000

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 2025 for the puposes therein specified.

Date _____

Signatures of BOW

**ATTACHMENT 1
WATER CAPITAL PROJECT
Fund 6103**

Balance of Fund 6103	\$ 188,511.91	
Transfer from Fund 6101	\$ 2,000,000.00	
Total Available Funds		\$ 2,188,511.91

Water Plant Projects

SCADA System Replacement	\$ 75,000.00	
Insulate Garage at Water Plant	\$ 100,000.00	
Total		\$ 175,000.00

Wellfield Projects

Rebuild Well 7	\$ 100,000.00	
Total		\$ 100,000.00

Distribution System Projects

Paint Standpipe	\$ 250,000.00	
Seminary Square Waterline Replacement	\$ 500,000.00	
Waterline Replacement-Washington St	\$ 350,000.00	
Misc Valve Replacements	\$ 75,000.00	
Paradise Lane- Retire 2" Main	\$ 30,000.00	
Jackson & Sunset	\$ 50,000.00	
Total		\$ 1,255,000.00

Fire Hydrant Projects

Fire Hydrant - In City Limits	\$ 150,000.00	
Fire Hydrant - Outside City Limits	\$ 311,000.00	
Total		\$ 461,000.00
Total Capital Projects		\$ 1,991,000.00
		\$ 197,511.91



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Greencastle - Toddson CO #1

Change Order No.1

Date of Issuance: 11/18/2024
Owner: City of Greencastle, IN
Contractor: SLB Pipe Solutions
Engineer: Curry & Associates, Inc.
Project: Toddson Drive Sanitary Sewer Project

Effective Date: 11/20/24
Owner's Contract No.:
Contractor's Project No.:
Engineer's Project No.:
Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: Add mill and overlay the full width of Albin Pond Road (ADD \$20,948.00), and Add sewer lateral stub outs for existing houses along Albin Pond Road (Add \$39,000)

Attachments: See attached for breakdown of each change order item

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ 1,636,398.00	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0: \$ 0.00	[Increase] [Decrease] from previously approved Change Orders No. ____ to No. ____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 1,636,398.00	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ 59,948.00	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ 1,696,346.00	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u>Lori A. Young</u>	By: _____	By: _____	By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)		Contractor (Authorized Signature)		
Title: Project Engineer	Title: _____		Title: _____		
Date: 11/18/2024	Date: _____		Date: _____		

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

PROPOSED CHANGE ORDER NO. 1 - MILL AND OVERLAY ENTIRE WIDTH OF ALBIN POND ROAD IN PROJECT AREA					
8A	ASPHALT PAVEMENT REPAIR, TRENCH REPAIR - ALBIN POND ROAD	(1,708)	L.F.	\$ 44.00	\$ (75,152.00)
8A Add	CONCRETE BASE TRENCH REPAIR - ALBIN POND ROAD	1	L.S.	\$ 46,000.00	\$ 46,000.00
9	ROADWAY MILLING, 1.5" (TODDSON AND ALBIN POND)	2,300	S.Y.	\$ 3.00	\$ 6,900.00
11A	1.5" HMA SURFACE OVERLAY, TODDSON DRIVE (165 POUNDS/S.Y.)	300	Tons	\$ 144.00	\$ 43,200.00
TOTAL CHANGE ORDER #1 AMOUNT FOR MILL AND OVERLAY OF ALBIN POND, FULL WIDTH IN PROJECT					\$ 20,948.00

City of Greencastle - Toddson Drive

Change Order Estimate for Additional Lateral Services along Albin Pond Road

Gravity Lateral Connections

Address	Stub Cost	In City Limit	Extra Cost to Go to House
1130 Albin Pond Road	\$ 5,500.00	YES	yes, TBD
1201 Albin Pond Road	\$ 5,500.00	NO	NO - not in city
1129 Albin Pond Road	\$ 5,500.00	NO	NO - not in city

Pressure Sewer/FM Connections

1124 Albin Pond Road	\$ 4,500.00	YES	yes, TBD
1116 Albin Pond Road	\$ 4,500.00	YES	NO, do not want service
1120 Albin Pond Road	\$ 4,500.00	YES	NO, do not want service
1115 Albin Pond Road	\$ 4,500.00	NO	NO - not in city
1215 Albin Pond Road	\$ 4,500.00	NO	NO - not in city

Total **Total** **\$ 39,000.00**

**This cost does not include extending sewer lateral to house for 1124 and 1130 Albin Pond Road
Laterals on property shall be included in future change order.



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ATTACHMENTS

1. T. Mobile Lease

REINSTATEMENT AND FIRST AMENDMENT TO STANDARD LEASE AGREEMENT

This Reinstatement and First Amendment to Standard Lease Agreement (the "**First Amendment**") is effective as of the last signature below (the "**Effective Date**"), by and between Greencastle Water Works Department ("**Lessor**"), and T-Mobile Central LLC, a Delaware limited liability company previously referred to as Omnipoint Communications Midwest Operations, LLC, a Delaware limited liability company ("**Lessee**") (each a "**Party**", or collectively, the "**Parties**").

Lessor and Lessee (or their predecessors-in-interest) entered into that certain Standard Lease Agreement dated May 3, 1999, (the "**Lease**") regarding the leased premises ("**Premises**") located at 25 West and 250 South, located in the Township of ~~Cloverdale~~, County of Putnam, State of Indiana (the "**Property**").
GREENCASTLE,

The Lease expired on or about July 25, 2024, since which time Lessee has continued to make all required payments and has remained on the Property, under the terms of the Lease with Lessor's permission.

For good and valuable consideration, Lessor and Lessee agree as follows:

1. The Lease is hereby reinstated in its entirety, as amended herein, and is ratified and affirmed in all respects as if the Lease never expired.
2. At the expiration of the Lease, the term of the Lease will automatically be extended for six (6) additional and successive five (5) year terms, (each an "**Extension Term**"), provided that Lessee may elect not to renew by providing Lessor at least thirty (30) days' notice prior to the expiration of then current Extension Term.
3. Upon the expiration of the final Term, Lessee shall have the right to continue to occupy the Premises and the Term shall automatically extend for up to nine (9) successive one (1) year periods (each, an "**Extended Period**"). Lessor may elect not to renew by providing notice to Lessee at least six (6) months prior to the expiration of the then current Extended Period. Lessee may terminate any Extended Period at any time by delivery of notice to Lessor
4. At the commencement of the first Extended Term provided for in this First Amendment, Lessee shall pay Lessor One Thousand Three Hundred-Fifty and XX/100 Dollars (\$1,350.00) per month as Rent, partial calendar month to be prorated in advance, by the fifth (5th) day of each calendar month. As of the date of this First Amendment, the escalation set forth in the Lease shall terminate and the Rent will escalate by three percent (3%) of the Rent in effect for the previous year starting on July 26, 2025 and on each anniversary thereafter. Where duplicate Rent would occur, a credit shall be taken by Lessee for any prepayment of duplicate Rent by Lessee.

5. Lessee may transmit and receive on any frequencies permitted by law.
6. Notwithstanding anything to the contrary in the Lease and as of the Effective Date of the First Amendment, Lessor shall be responsible for maintaining all portions of the Property in good order and condition, including without limitation, plumbing, elevators, the roof and support structure, landscaping and common areas, as applicable.
7. If Lessor desires to redevelop, modify, remodel, alter the Property or make any improvements thereon ("**Redevelopment**") and both Parties agree that the Redevelopment necessitates relocation of Antenna Facilities, then: (i) Lessor may require Lessee to relocate Antenna Facilities once during the Term of the Lease; (ii) Lessor shall give Lessee not less than twenty-four (24) months' written notice prior to relocation; (iii) both Parties shall agree upon a suitable area for the relocation; (iv) all costs and expenses associated with or arising out of the relocation, including approval and permitting costs, shall be paid by Lessor; (v) the relocation shall be performed exclusively by Lessee or its agents; (vi) the relocation shall not limit or interfere with Lessee's Permitted Uses of the Premises; (vii) the relocation shall not result in any interruption, impairment or alteration of the communications services or quality thereof provided from the Antenna Facilities; and (viii) if the Parties cannot agree upon a suitable area for relocation, then Lessee may terminate the Lease in its reasonable judgment upon written notice to Lessor, without penalty or further obligation.
8. Should temporary relocation of the Antenna Facilities be required for Lessor repairs to a Building or the Premises, then: (i) Lessor may require Lessee to temporarily relocate Lessee's Antenna Facilities once per each Extended Term of the Lease ("**Temporary Relocation**"); (ii) Lessor shall provide Lessee at least six (6) months' prior written notice of any repairs, maintenance or other work (the "**Work**"), which would require the Temporary Relocation; (iii) the Work will not limit or interfere with Lessee's Permitted Uses; and (iv) Lessor will reimburse Lessee for all expenses incurred by Lessee required to accommodate the Work. Lessee may elect to install a temporary communications facility (e.g. a "cell on wheels," or "COW") in another mutually agreeable location on the Property that provides Lessee coverage and service levels similar to those of the Antenna Facilities at the original location, while the Work is being performed. Lessee shall have the right to reinstall the Antenna Facilities immediately upon the completion of the Work.
9. Lessee shall have the right to connect to and otherwise utilize any and all pre-existing utility related equipment, or alternatively, to construct, install, operate, maintain, repair, add, upgrade, remove or replace utility related equipment (collectively, the "**Utility Facilities**") located on or serving the Property, which are either owned by or available to Lessor.
10. Lessee shall be responsible for all utility charges for electricity, or any other utility service used by Lessee on the Premises (the "**Utility Charges**"). Lessee may install separate meters or submeters for the utility usage of Lessee.

11. All notices, requests, demands and other communications shall be in writing and shall be deemed to have been delivered upon receipt or refusal to accept delivery, and are effective only when deposited into the U.S. certified mail, return receipt requested, or when sent via a nationally recognized courier to the addresses set forth below. Lessor or Lessee may from time to time designate any other address for this purpose by providing written notice to the other Party.

If to Lessor:

T-Mobile USA, Inc.
12920 SE 38th Street
Bellevue, WA 98006
Attn: Lease Compliance/ MW07123B

If to Lessee:

Greencastle Water Utility
P.O. Box 288
1 N. Locust
Greencastle, Indiana 46135

- 12.
13. Lessee and Lessor will reasonably cooperate with each other's requests to approve permit applications and other documents related to the Property without additional payment or consideration.
14. Lessor will execute a Memorandum of Agreement at Lessee's request. If the Property is encumbered by a deed, mortgage or other security interest, Lessor will also execute a subordination, non-disturbance and attornment agreement.
15. Any charges payable under the Lease other than Rent shall be billed by Lessor to Lessee within twelve (12) months from the date in which the charges were incurred or due; otherwise, the same shall be deemed time-barred and be forever waived and released by Lessor.
16. Except as expressly set forth in this First Amendment, the Lease otherwise is unmodified. To the extent any provision contained in this First Amendment conflicts with the terms of the Lease, the terms and provisions of this First Amendment shall control. Each reference in the Lease to itself shall be deemed also to refer to this First Amendment.

17. This First Amendment may be executed in duplicate counterparts, each of which will be deemed an original. Signed electronic, scanned, or facsimile copies of this First Amendment will legally bind the Parties to the same extent as originals.
18. Each of the Parties represents and warrants that it has the right, power, legal capacity and authority to enter into and perform its respective obligations under this First Amendment. Lessor represents and warrants to Lessee that the consent or approval of a third party has either been obtained or is not required with respect to the execution of First Amendment. If Lessor is represented by any property manager, broker or any other leasing agent ("Agent"), then (a) Lessor is solely responsible for all commission, fees or other payment to Agent and (b) Lessor shall not impose any fees on Lessee to compensate or reimburse Lessor for the use of Agent, including any such commissions, fees or other payments arising from negotiating or entering into this First Amendment or any future amendment.
19. This First Amendment will be binding on and inure to the benefit of the Parties herein, their heirs, executors, administrators, successors-in-interest and assigns.

IN WITNESS, the Parties execute this First Amendment as of the Effective Date.

Lessor:

Greencastle Water Works Department, City of
Greencastle

By: _____

Print Name: _____

Title: _____

Date: _____

Lessee:

T-Mobile Central LLC, a Delaware limited liability
company

By: _____

Print Name: _____

Title: _____

Date: _____



Department Report

MEETING DATE

November 20, 2024

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

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November 20, 2024

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MONTHLY HIGHLIGHTS

ATTACHMENTS

None