



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

March 19, 2025 | 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 - Putnam County Courthouse - \$1,770.02
 - B. Sewer Leak Adjustment - 119 N. Autumn Glen Dr
 - C. Sewer Leak Adjustment - 400 Bloomington St. \$1,184.74
- IV. Emergency Repairs**
- V. Approval of Minutes**
 - A. Approval of Minutes - March 12, 2025
- VI. Approval of Claims**
 - A. Water
 - B. Wastewater
- VII. 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. 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: 24 W Washington St. ADA Ramp Encroachment
 - B. National Trails Property Acquisition
 - C. Amendment to Contract w/ Summit Builders, Inc.
- 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

March 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Court House Sewer Leak Adj.

Auditor @ Co. putnam. I.M. US

$$260 + 73 = 333$$

$$32 \times 2 = - 64$$

$$269$$

$$X \quad 6.50$$

Greencastle Municipal Sewer Leak Adjustment

Customer Name: Court House

\$ 1,770.02

Customer Address: Court House

Customer Account Number: 01-000060-00

Amount to be adjusted: \$ 1,770.02

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

Customer Signature: Kristina Zisk

Please describe leak, and give repair date:

WE HAD LEAKS ON BOTH OF OUR BOILERS WE HAVE
REPLACED BOTH BOILERS LEAK WAS FIXED AS OF 2-6-2025

*****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



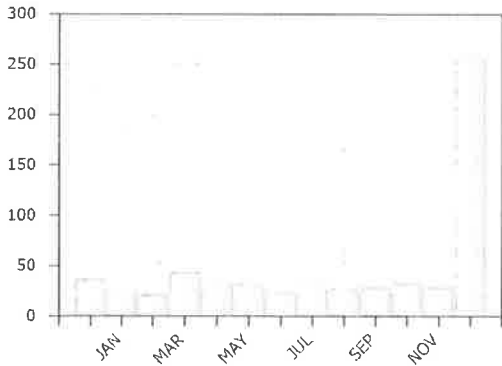
Courthouse
 1 Courthouse Square St Ste 20
 Greencastle, IN 46135-1503

Account Number	AMOUNT DUE
01-000060-00	\$2,675.28
Due Date	After Due Date Pay
2/10/2025	\$2,675.28
Account Name	
Court House	
Service Address	
Court House	
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
Court House			Court House			01-000060-00
Status	Billing Period From	Billing Period To	# Days	Bill Date	Penalty Date	Due Date
Active	12/2/2024	1/3/2025	32	1/22/2025	2/10/2025	2/10/2025



CURRENT
 READING
 4,974

PREVIOUS
 READING
 4,714

USAGE
 260

PREVIOUS BALANCE	\$362.32
PAYMENTS	\$362.32-
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
PAST DUE AMOUNT	\$0.00

WATER	\$926.60
FIRE HYDRANT	\$37.88
WASTEWATER	\$1,710.80
CURRENT BILL	\$2,675.28

AMOUNT DUE \$2,675.28

AMOUNT DUE AFTER 02/10/2025 \$2,675.28

usage
 260
 + 73

 333
 x \$6.58

 \$2191.14
 - \$421.12 DBL Avg 32 x 2 = 64

 \$1,770.02 adj

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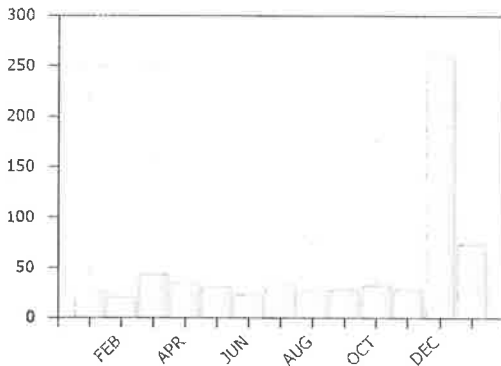
Courthouse
 1 Courthouse Square St Ste 20
 Greencastle, IN 46135-1503

Account Number	AMOUNT DUE
01-000060-00	\$3,568.18
Due Date	After Due Date Pay
3/10/2025	\$3,568.18
Account Name	
Court House	
Service Address	
Court House	
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
Court House			Court House			01-000060-00
Status	Billing Period From	Billing Period To	# Days	Bill Date	Penalty Date	Due Date
Active	1/3/2025	2/3/2025	31	2/24/2025	3/10/2025	3/10/2025



CURRENT
 READING
 5,047

PREVIOUS
 READING
 4,974

USAGE
 73
 0

PREVIOUS BALANCE	\$2,675.28
PAYMENTS	\$0.00
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
PAST DUE AMOUNT	\$2,675.28
WATER	\$315.70
FIRE HYDRANT	\$37.88
WASTEWATER	\$480.34
STORMWATER	\$58.98
CURRENT BILL	\$892.90
AMOUNT DUE	\$3,568.18
AMOUNT DUE AFTER 03/10/2025	\$3,568.18



Department Report

MEETING DATE

March 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. 119 N. Autumn Glen Dr Sewer Leak

Jerry Kester
119 N Autumn Glen Dr
12-109094-09

Bill Date	Consumption
8/22/2024	2
9/23/2024	3
10/21/2024	1
11/20/2024	1
12/20/2024	5
1/22/2025	3
2/24/2025	18
3/21/2025	2

Customer had high
usage from 1/2/2025
through 2/3/2025

We offered a sewer leak
adj, as water did go
through the meter,
customer is not aware of
any issues. Leak
indicator was not turning
when the utility staff
was out checking meter.
Water meter was
changed out on
3/6/2025 to a cell meter
per Mayor Dunbar. The
meter reads a 2, almost
ready to read a 3 as of
today, and neither the
leak indicator box or
faucet on meter showed
a leak.

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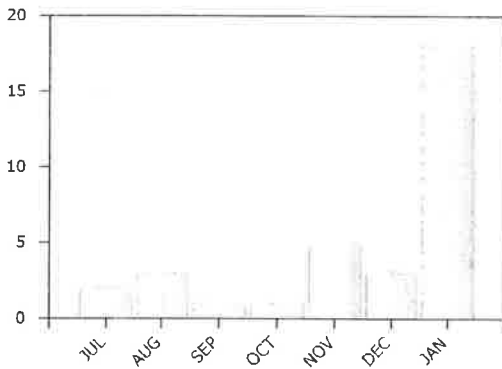
Mr. Jerry Kester
 119 N AUTUMN GLEN DR
 Greencastle, IN 46135

Account Number	AMOUNT DUE
12-109094-09	\$251.64
Due Date	After Due Date Pay
3/10/2025	\$276.54
Account Name	
Mr. Jerry Kester	
Service Address	
119 N Autumn Glen Dr	
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
Mr. Jerry Kester			119 N Autumn Glen Dr			12-109094-09
Status	Billing Period From	Billing Period To	# Days	Bill Date	Penalty Date	Due Date
Active	1/22/2025	2/11/2025	20	2/24/2025	3/10/2025	3/10/2025



CURRENT READING 576
 PREVIOUS READING 558
 USAGE 18

PREVIOUS BALANCE	\$61.54
PAYMENTS	\$61.54-
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
PAST DUE AMOUNT	\$0.00
WATER	\$98.10
TAXES	\$6.87
FIRE HYDRANT	\$4.73
WASTEWATER	\$118.44
TRASH	\$17.50
STORMWATER	\$6.00
CURRENT BILL	\$251.64
AMOUNT DUE	\$251.64
AMOUNT DUE AFTER 03/10/2025	\$276.54



Department Report

MEETING DATE

March 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. 0445_001

$$\begin{array}{r}
 104 + 80 = 184 \\
 11 \times 2 = 22 \\
 \hline
 162 \\
 \times 6.58 \\
 \hline
 \end{array}$$

Greencastle Municipal Sewer Leak Adjustment

Customer Name: Perry Pizzeria
 Customer Address: 400 Bloomington St.
 Customer Account Number: 10-000001-03
 Amount to be adjusted: \$ 1065.96 + \$ 118.76 late fee = \$ 1184.74

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

Customer Signature: John Perry
 Please describe leak, and give repair date:

The water filter was changed on 1-9 the bypass was
turned to empty lines and was forgot to turn off and
water ran we found it and turned it off

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

Leak Adjustment Authorized by: _____

Title: _____

Date: _____

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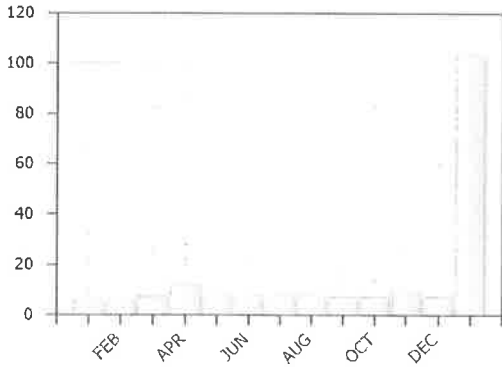
Perry Pizzeria LLC
 John & Celeste Perry
 1881 S Co Rd 450e
 Greencastle, IN 46135

Account Number	AMOUNT DUE
10-000001-03	\$1,181.00
Due Date	After Due Date Pay
3/10/2025	\$1,299.78
Account Name	
Perry Pizzeria LLC	
Service Address	
400 Bloomington St	
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
Perry Pizzeria LLC			400 Bloomington St			10-000001-03
Status	Billing Period From	Billing Period To	# Days	Bill Date	Penalty Date	Due Date
Active	1/3/2025	2/3/2025	31	2/24/2025	3/10/2025	3/10/2025



CURRENT
READING
2,061

PREVIOUS
READING
1,957

USAGE
104

PREVIOUS BALANCE	\$91.61
PAYMENTS	\$91.61-
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
PAST DUE AMOUNT	\$0.00

WATER	\$433.64
FIRE HYDRANT	\$4.73
WASTEWATER	\$684.32
STORMWATER	\$27.96
Tax	\$30.35

CURRENT BILL **\$1,181.00**

AMOUNT DUE **\$1,181.00**

AMOUNT DUE AFTER 03/10/2025 \$1,299.78



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

March 12, 2025 | 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 Selvia, and Mayor Dunbar were present.

III. Special Requests

IV. Approval of Minutes

A. Approval of Minutes - February 19, 2025

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

V. New Business

A. Memorandum of Understanding (MOU) between Greencastle School Corporation and Greencastle City Police Department

Trudy Selvia made a motion to approve the Memorandum of Understanding between Greencastle Community School Corporation and Greencastle City Police Department as presented, second by Thom Morris, 3-0, motion carried.

B. Kubota Mini Excavator, Sewer Dept.

Trudy Selvia made a motion to approve the purchase of the Kubota Mini Excavator as presented in an amount not to exceed \$79,160.16, second by Thom Morris, 3-0, motion carried.

C. Amendment #1 between City of Greencastle, IN and Indiana State University

Trudy Selvia made a motion to approve Amendment #1 between the City of Greencastle, IN and Indiana State University as presented, second by Thom Morris, 3-0, motion carried.

VI. Adjournment

Thom Morris made a motion to adjourn the meeting at 4:45pm, second by Mayor Dunbar, 3-0, motion carried.

Lynda R. Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk - Treasurer



Department Report

MEETING DATE

March 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

March 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

March 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

March 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

March 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

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ATTACHMENTS

None



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ATTACHMENTS

None



Department Report

MEETING DATE

March 19, 2025

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MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

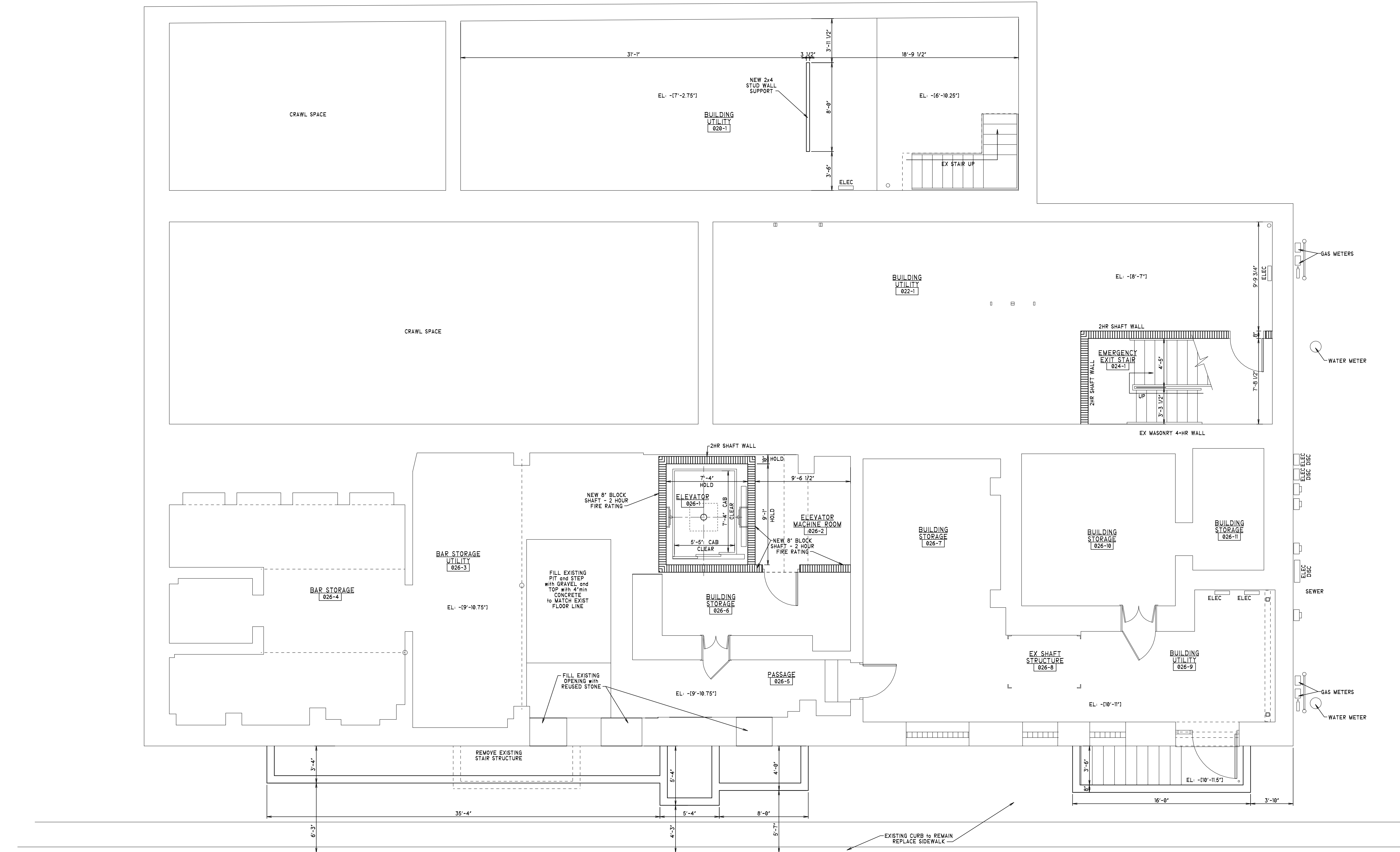
March 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. W Washington A200 REMODEL BASEMENT PLAN
2. W Washington A201 REMODEL MAIN FLOOR PLAN
3. W Washington A301 REMODEL WEST ELEVATION
4. W Washington EX200 EX BASEMENT PLAN
5. W Washington EX201 EX MAIN FLOOR PLAN
6. W Washington EX301 EX WEST ELEVATION



BASEMENT REMODEL PLAN
1/4"=1'-0"



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DATE
28 FEBRUARY 2025
BASEMENT
REMODEL PLAN

A200

DOWNTOWN USA LLC BUILDING REMODEL

20, 22, 24 and 26 WEST WASHINGTON - 1 SOUTH JACKSON STREETS
GREENCASTLE, INDIANA 46135

JUDITH KLEINE - ARCHITECT

ARCHITECTURAL & CONSTRUCTION SERVICES

ARCHITECTURAL SERVICES, DESIGN & DRAFTING
LAND PLANNING - CONSTRUCTION MANAGEMENT
PO Box 686 - 157 E. Main Street - Columbus, Indiana 47333
765.376.9882 judithkleinearchitect.com



REMODEL WEST ELEVATION
1/4"=1'-0"

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DATE
18 FEBRUARY 2025

REMODEL WEST
ELEVATION

A301

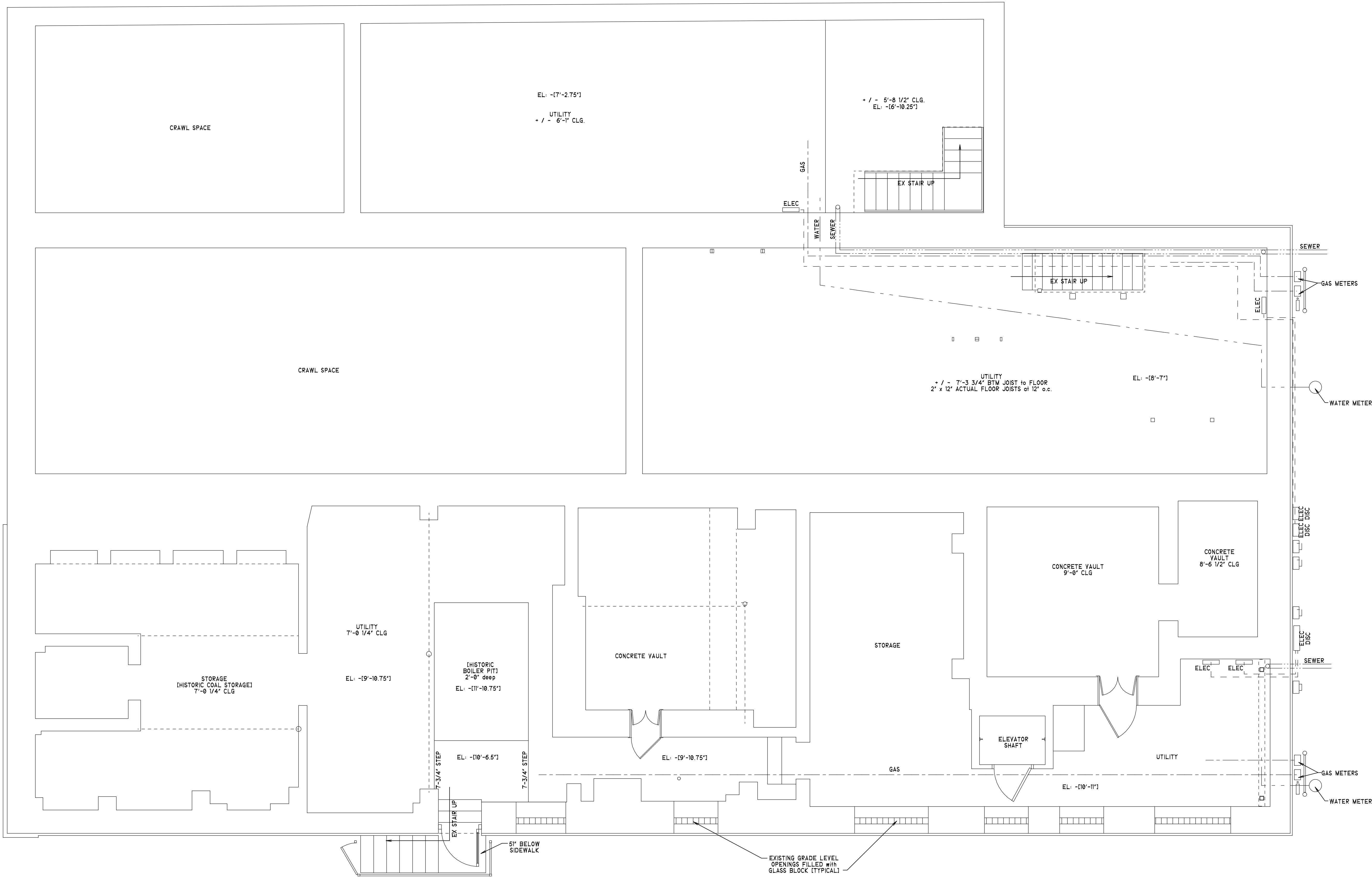
DOWNTOWN USA BUILDING REMODEL

20 - 24 WEST WASHINGTON STREET
GREENCASTLE, INDIANA 46135

JUDITH KLEINE - ARCHITECT

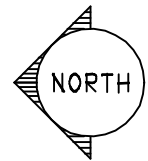
ARCHITECTURAL & CONSTRUCTION SERVICES

ARCHITECTURAL SERVICES, DESIGN & DRAFTING
LAND PLANNING - CONSTRUCTION MANAGEMENT
205 West Washington Street, Greencastle, Indiana 47933
PO Box 686 Greencastle, Indiana 47933
166.376.9832 judithkleinearchitect.com



EXISTING CURB

EXISTING BASEMENT PLAN
1/4"=1'-0"



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DATE
28 FEBRUARY 2025

EXISTING
BASEMENT PLAN

EX200

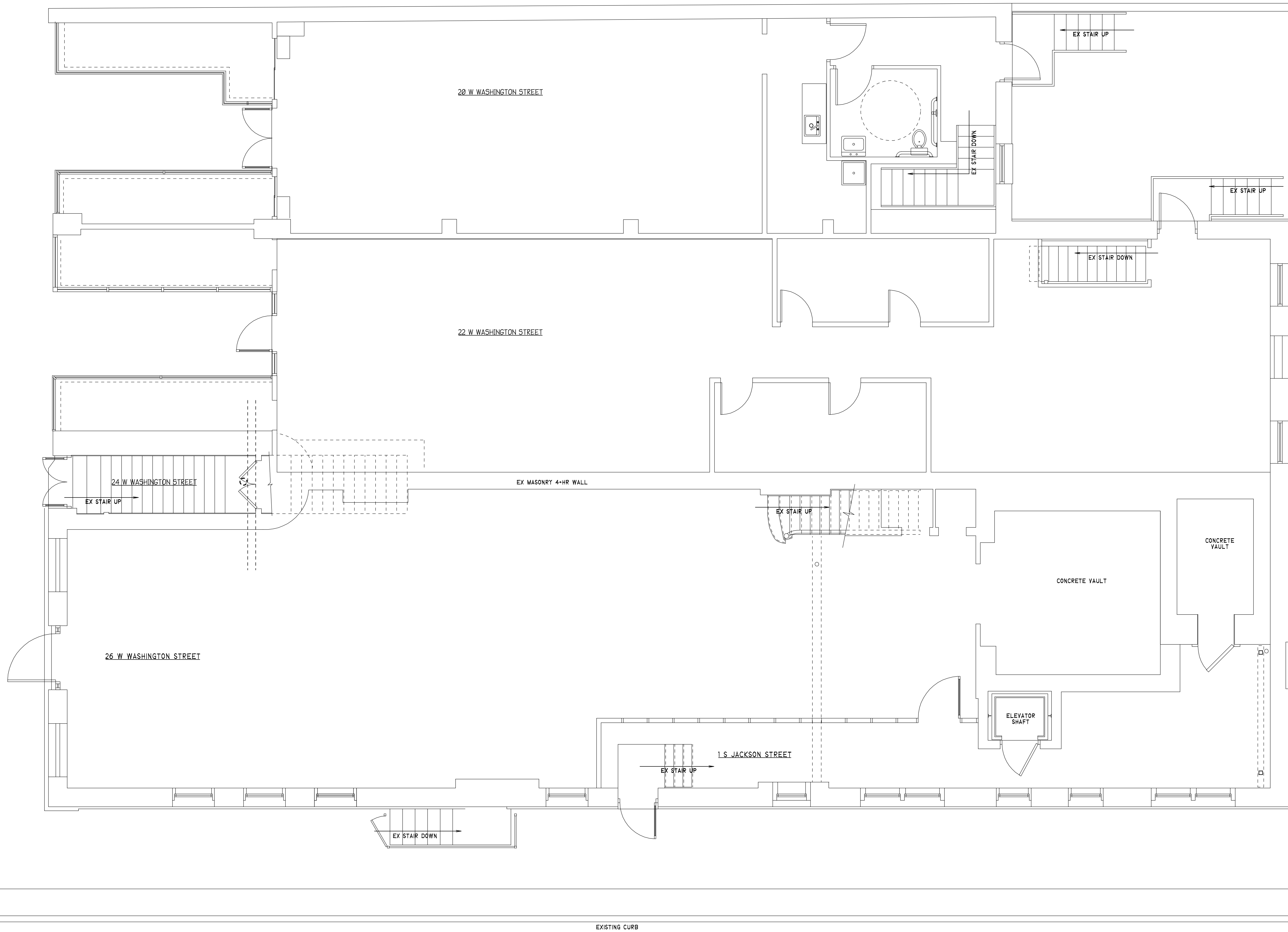
DOWNTOWN USA LLC BUILDING REMODEL

20, 22, 24 and 26 WEST WASHINGTON - 1 SOUTH JACKSON STREETS
GREENCASTLE, INDIANA 46135

JUDITH KLEINE - ARCHITECT

ARCHITECTURAL & CONSTRUCTION SERVICES

ARCHITECTURAL SERVICES, DESIGN & DRAFTING
LAND PLANNING - CONSTRUCTION MANAGEMENT
1551 E. WALKER STREET - COWFORDVILLE, INDIANA 47933
POBOX 686 - 765/376-9882
judithkleinearchitect.com



EXISTING MAIN FLOOR PLAN
1/4"=1'-0"



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DATE
28 FEBRUARY 2025
EXISTING MAIN
FLOOR PLAN

EX 201

DOWNTOWN USA LLC BUILDING REMODEL

20, 22, 24 and 26 WEST WASHINGTON - 1 SOUTH JACKSON STREETS
GREENCASTLE, INDIANA 46135

JUDITH KLEINE - ARCHITECT

ARCHITECTURAL & CONSTRUCTION SERVICES

ARCHITECTURAL SERVICES, DESIGN & DRAFTING
LAND PLANNING - CONSTRUCTION MANAGEMENT
1001 S. JACKSON STREET, GREENCASTLE, INDIANA 47933
PO BOX 686 GREENCASTLE, INDIANA 47933
765.376.9832 judithkleinearchitect.com



EXISTING WEST ELEVATION
1/4"=1'-0"

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DATE
18 FEBRUARY 2025

EXISTING WEST
ELEVATION

EX301

DOWNTOWN USA BUILDING REMODEL

20 - 24 WEST WASHINGTON STREET
GREENCASTLE, INDIANA 46135

JUDITH KLEINE - ARCHITECT

ARCHITECTURAL & CONSTRUCTION SERVICES

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115 S. WASHINGTON STREET, GREENCASTLE, INDIANA 47933
PO BOX 686 GREENCASTLE, INDIANA 47933
765.376.9832 judithkleinearchitect.com



Department Report

MEETING DATE

March 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

March 19, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Summit Builders Amendment

AMENDMENT TO CONTRACT

This Amendment is entered into by and between the City of Greencastle, Indiana, (Greencastle) and Summit Builders, Inc. (Contractor), and amends the contract which was entered into by the parties for work adding an ADA compliant restroom at City Hall, as follows:

1. Contractor provided a credit for the removal of thin Brick and for flooring at the kiosk area. Contractor is to furnish and install certain items which were not included in the original bid, as described in Attachment A, which is incorporated herein and made a part hereof. Total remuneration under the contract shall be amended from \$29,900.00 to \$30,975.00.
2. All other terms and conditions of the original contract shall remain in full force and effect.

Entered into this ____ day of _____, 2025.

CITY OF GREENCASTLE
Board of Public Works and Safety

Summit Builders, Inc.

Lynda Dunbar, Mayor

Chris Williamson

Trudy Selvia

Thom Morris

ATTACHMENT A

**S U M M I T
B U I L D E R S , I N C .
2015 S. County Rd. 500 E.
Greencastle, IN 46135 - 7959
765 - 246 - 6901**

March 19, 2025

INVOICE # 1005-25

Greencastle City Hall
Attn. Laurie Hardwick
1 N. Locust St.
Greencastle, IN 46135

Bathroom Addition and Kiosk Renovation

1.) Estimated cost of renovation.	\$	29,900.00
2.) Credit, allowance for removal of thin brick.	\$	(500.00)
3.) Credit, allowance for flooring at kiosk area.	\$	(1,000.00)
4.) Furnish & install additional accessories-changing table, mirror, towel dispenser	\$	750.00
5.) Install provided butcher block top, furnish & install a table leg	\$	150.00
6.) Labor & material to replace bath fan motor for existing bathrooms and new bathroom.	\$	<u>1,675.00</u>

Sub-Total \$ 30,975.00

Total Due \$ 30,975.00

PAYMENT DUE UPON RECEIPT OF INVOICE

Thank You