

**BOARD OF PUBLIC WORKS AND SAFETY
COUNCIL CHAMBERS
FEBRUARY 10, 2026
<https://www.kendallvillein.gov/recordings>**

Roll call was answered at 8:30 A.M. by: Mayor Lance Waters, Board Member Tara Streb and Chairman Don Gura.

Others present were: Katie Ritchie, Scott Derby, Scott Mosley, Patrick Howell, Brian Strange, Dawn McGahen, Cindy Marple, Jeremy McKinley, Sam Phipps, and John Dixon.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Minutes

Board Member Tara Streb made a motion to approve the Board of Works minutes from January 24, 2026, meeting with a second from Board Member Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Petitions & Comments

No petitions or comments were given.

Mayor

Application for the Use of Public Facilities- Fright Night

Samantha Phipps submitted an application for the use of public facilities for a Fright Night event to take place on October 10, 2026. This event will take place on Main Street from Mitchell to Diamond Streets and will be from 2:00 P.M. to 8:00 P.M. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Application for the Use of Public Facilities- Fairy, Gnome, and Troll Festival

Jenna Anderson submitted an application for the use of public facilities for a Fairy, Gnome, and Troll event to take place on May 16, 2026. This event will take place on Main Street between Rush and Williams Streets and will be from 10:00 A.M. to 2:00 P.M. Board Member Tara Streb made a motion to approve with a second from Chairman Don Gura. Mayor Lance Waters abstained from voting. The motion passed 2 ayes – 0 nays.

Application for the Use of Public Facilities- Art on Main

Jenna Anderson submitted an application for the use of public facilities for an Art on Main event to take place from June through August 2026. This event will have random artwork placed along the sidewalks on downtown Main Street that will eventually be auctioned off. The artwork will be secured to try and reduce theft from accruing. Board Member Tara Streb made a motion to approve with a second from Chairman Don Gura. Mayor Lance Waters abstained from voting. The motion passed 2 ayes – 0 nays.

Application for the Use of Public Facilities- Kendallville Car Show

Jenna Anderson submitted an application for the use of public facilities for the Kendallville Car Show event to take place on September 12, 2026. This event will take place on Main Street between the railroad tracks and Diamond Street from 12:00 P.M. to 5:00 P.M. Board Member Tara Streb made a motion to approve with a second from Chairman Don Gura. Mayor Lance Waters abstained from voting. The motion passed 2 ayes – 0 nays.

Application for the Use of Public Facilities- Trick or Treat on Main Street

Jenna Anderson submitted an application for the use of public facilities for the Trick or Treat on Main Street event to take place on October 24, 2026. This event will take place on Main Street for all the downtown businesses to pass out candy to trick or treaters and will take place from 10:00A.M. to 11:00 A.M. Board Member Tara Streb made a motion to approve with a second from Chairman Don Gura. Mayor Lance Waters abstained from voting. The motion passed 2 ayes – 0 nays.

Application for the Use of Public Facilities- Christmas Tree Lighting

Jenna Anderson submitted an application for the use of public facilities for the Christmas Tree Lighting ceremony to take place on December 3, 2026. This event will take place on Rush Street from Main to Orchard Streets and will take place from 5:00 P.M. to 7:00 P.M. Board Member Tara Streb made a motion to approve with a second from Chairman Don Gura. Mayor Lance Waters abstained from voting. The motion passed 2 ayes – 0 nays.

Application for the Use of Public Facilities- Second Saturdays at The Park/ Add On

LaToya Kelham and Tara Streb submitted an application for the use of public facilities for Second Saturdays in the Park event that will take place on the west side of Bixler Lake Park. This event will take place on May 9th, August 8th, and September 12, 2026, from 4:00 P.M. to 8:00 P.M. Chairman Don Gura made a motion to approve with a second from Mayor Lance Waters. Board Member Tara Streb abstained from voting. The motion passed 2 ayes – 0 nays.

Agreement for Indiana Landmarks/ Professional Services

Mayor Lance Waters presented an agreement for professional services for the year 2026 between Indiana Landmarks and the City of Kendallville. Board Member Tara Streb made a motion to enter into the agreement with a second from Chairman Don Gura. Mayor Lance Waters abstained from voting. The motion passed 2 ayes – 0 nays.

Clerk Treasurer

Request to Pay Otis

Clerk Treasurer Katie Ritchie requested authorization to pay invoice 100402197410 to Otis Elevator in the amount of \$7,578.36. This is for maintenance service on the elevator located in City Hall from February 1, 2026, through January 31, 2027. This invoice will be paid from the BOW Contractual account. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Request to pay Baker Tilly

Clerk Treasurer Katie Ritchie requested authorization to pay invoice BT3478596 to Baker Tilly in the amount of \$4,525.76. This is for accounting services from December 15, 2025, through January 16, 2026. This will be paid from the BOW Contractual fund. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Street

Request to Purchase Utility Box

Superintendent Brian Strange requested authorization to purchase a utility box from Tri-State Customs in the amount of \$9,416.87. The box will be installed by the Street Department to cut spending costs. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

WWTP

User Permit Violation

Superintendent Patrick Howell requested authorization to fine Kraft \$19,000.00 for violations that occurred from December 10, 2025, through January 9, 2026. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Change of Pay- Sue McGee

Superintendent Patrick Howell requested authorization to move Sue McGee from Lab Technician to Pretreatment. This position will come with a wage adjustment to \$28.00 an hour and will be effective as of February 10, 2026. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Water

Request to Purchase 2019 Chevrolet Blazer

Superintendent Scott Mosley requested authorization to purchase a 2019 Blazer from Shepherds in Kendallville in the amount of \$17,466.00. This total comes with a \$2,000.00 trade in of a 2010 Ford Explorer. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Request to Purchase 2026 Ford Truck

Superintendent Scott Mosley requested authorization to purchase a 2026 Ford F150 in the amount of \$31,325.25 from Max Platt in Kendallville. This total comes with a \$12,000.00 trade in of a 2017 truck. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Motion to Adjourn

Board Member Tara Streb made a motion to adjourn the meeting. Chairman Don Gura adjourned the meeting at 8:50 A.M.

Kathren R. Ritchie- Clerk Treasurer

Minutes approved by me this 24th day of February 2026.

Lance L. Waters-Mayor