

BOARD OF PUBLIC WORKS AND SAFETY  
COUNCIL CHAMBERS  
JUNE 13, 2023-8:30 A.M.

Roll call was answered by: Mayor SuzAnne Handshoe, Chairman Jim Dazey, and Board Member Don Gura.

Others present were: Katie Ritchie, Lance Waters, Cindy Marple, Kristen Johnson, Pat Howell, Scott Derby, Scott Mosley, Jeremy McKinley, Dave Lange, and Brian & Corinna Rhodes.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Minutes

Board Member Don Gura made a motion to approve the Board of Works minutes from the May 23, 2023 meeting with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Petitions

No petitions or comments were given.

Mayor

Application for Use of Public Facilities- Downtown Dollar Days

Kristen Johnson submitted an application for the use of public facilities for the Downtown Dollar Days that will take place on June 9, July 14, and August 11, 2023 from 11:00 A.M. to 1:00 P.M. in downtown along sidewalks and at the Pocket Park. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Application for Use of Public Facilities- Downtown Skate Party

Kristen Johnson submitted an application for the use of public facilities for the Downtown Skate Parties that will take place on June 10, 2023 from 5:00 P.M. to 9:00 P.M. on Main Street between William and Rush Streets. Kristen Johnson said the one that was supposed to take place on June 24, 2023 is cancelled and will be rescheduled at a later time. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Application for Use of Public Facilities- Summer Concert Series

Kristen Johnson submitted an application for the use of public facilities for the Summer Concert Series that will take place on June 17, July 22, & August 19, 2023 from 6:00 P.M. to 9:00 P.M. at the Pocket Park. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

## Application for Use of Public Facilities- 160<sup>th</sup> Celebration & Alonzo Anderson Tribute

Kristen Johnson submitted an application for the use of public facilities for the 160<sup>th</sup> Celebration & Alonzo Anderson Tribute that will take place on June 24, 2023 from 2:00 P.M. to 4:00 P.M. at the Pocket Park. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

## Indiana Landmarks Agreement for Professional Services

Mayor SuzAnne Handshoe presented an agreement for professional services between the City of Kendallville and Indiana Landmarks. Board Member Don Gura made a motion to approve the agreement with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

## Clerk-Treasurer

### Request Wage Adjustment- Baker

Clerk Treasurer Katie Ritchie requested authorization to give a wage adjustment of \$20.70/hour to Amanda Baker as she has successfully completed a year of service in the Clerk's Office. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

## Engineering

### Request for Driveway- 122 Iddings Street

Brian and Corrina Rhodes, Residents of 122 Iddings Street requested authorization to pour an additional driveway at their property for more parking. The Rhodes said they were not allowed to park in a near-by parking lot and needed additional parking that was closer to their residence. Mayor SuzAnne Handshoe made a motion to table their request in hopes of contacting the parking lot owner and come up with a solution that fits both property owner's needs and wants with a second from Board Member Don Gura. The motion passed 2 ayes – 0 nays

### Drake Road Phase 1 Inspection- Invoice #4

Administrative Engineer Scott Derby requested authorization to pay request #4 to A&Z Engineering in the amount of \$18,399.40 (Federal- \$14,719.52 & Local \$3,679.88). Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Drake Road Phase 2 Design- Invoice #25

Administrative Engineer Scott Derby requested authorization to pay request #25 in the amount of \$13,083.35 (Federal \$10,466.68 & Local \$2,616.67). Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Street Light Circuit Update- Northwest Area: Reject Bid

Administrative Engineer Scott Derby recommended rejecting all bids for the street light circuit in the northwest area due to funding limitations. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

The Drake Road Phase 2 Monthly Status Report was presented for review.

## Conversion of Vacation Time

David Lange requested that his time off from February 22 through March 10, 2023 be converted to vacation time instead of sick time. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

## Fire

### Request to Pay Macqueen Emergency

Fire Chief Jeremy McKinley requested authorization to pay Macqueen Emergency \$7,453.14 for services in rebuilding and replacing a steering gearbox for Engine 12. The money for this purchase will come from the General Fire Contractual Account. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Request to Pay Stateline Farm Rescue

Fire Chief Jeremy McKinley requested authorization to pay Stateline Farm Rescue \$4,595.00 for the purchase of a grain rescue tube. The money for this purchase was donated by multiple companies and will be paid from the unappropriated account. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

## Police

### Request Approval to Appoint Officer Pegan to Detective

Chief of Police Lance Waters requested authorization to appoint Officer Pegan to Detective Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Request Wage Adjustment for Officer Pegan

Chief of Police Lance Waters requested authorization to give Kevin Pegan a wage adjustment to \$32.25/hour effective June 19, 2023 as he takes on his new role of Detective. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Request Approval to Appoint Officer Dellahan to Sergeant

Chief of Police Lance Waters requested authorization to appoint Officer Dellahan to third shift Sergeant. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Request Wage Adjustment for Officer Dellahan

Chief of Police Lance Waters requested authorization to give Dakota Dellahan a wage adjustment to \$32.25/hour effective June 12, 2023 as he takes on his new role of Sergeant. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

## WWTP

### Wage Adjustment- Furlow

Interim Superintendent Patrick Howell requested authorization to give a wage adjustment of \$22.00/ hour to Krystal Furlow effective June 16, 2023. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Inclement Weather Gear

Interim Patrick Howell requested authorization to purchase inclement weather gear such as muck boots, a set of carharts, and rain gear for the Lab Technician with a not to exceed amount of \$600.00. This will come from account 6201003620.000. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Wet Environmental Compliance Plan Project Invoice

Interim Superintendent Patrick Howell requested authorization to pay invoice 10023-903 to Wet Environmental in the amount of \$46,800.00. This invoice will be paid from account 6201003631.000. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Wet Invoice

Interim Superintendent Patrick Howell requested authorization to pay invoice 10023-904 to Wet Environmental in the amount of \$23,400.00. This invoice will be paid from account 6201003631.000. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

The May 2023 Financial Report was presented for review.

The May 2023 Activity Report was presented for review.

## Water

### Request to Pay Baker Tilly for Rate Study

Superintendent Scott Mosley requested authorization to pay invoice BTMA20029 to Baker Tilly in the amount of \$4,152.50. This invoice will be paid from account 6101008632.000. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Request to Purchase Meters and Electronic Transmitters

Superintendent Scott Mosley requested authorization to purchase 2-3 inch Badger Compound Meters and 96 Orion Transmitters. The total amount for this purchase is \$28,076.30 and will be split equally between water and wastewater departments. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

### Approval of Emergency Valves

Superintendent Scott Mosley requested authorization to purchase 2 valves from Culy Construction in the amount of \$24,000.00. The money for the valves will come from the ARP Grant under the approved strategic valve replacement project that was approved by Council. Board Member Don Gura made a motion to approve with a second from Mayor SuzAnne Handshoe. The motion passed 2 ayes – 0 nays.

Motion to Adjourn

Board Member Don Gura made a motion to adjourn the meeting. Chairman Jim Dazey adjourned the meeting at 9:04 A.M.

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Kathren R. Ritchie- Clerk Treasurer

Minutes approved by me this 27<sup>th</sup> day of June, 2023.

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W. SuzAnne Handshoe-Mayor