

BOARD OF PUBLIC WORKS AND SAFETY  
COUNCIL CHAMBERS  
MARCH 12, 2024-8:30 A.M.

Roll call was answered by: Mayor Lance Waters, Chairman Don Gura, and Board Member Tara Streb.

Others present were: Katie Ritchie, John Dixon, Patrick Howell, Kristen Johnson, Dawn McGahen, Brian Strange, Scott Derby, Cindy Marple, Scott Mosley, and Sheryl Prentice.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Minutes

Mayor, Lance Waters, made a motion to approve the Board of Works minutes from the February 27, 2024 meeting with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Petitions

Chairman, Don Gura, commended the Cities First Responders for all the accidents that happened on Monday 11, 2024. There was a pedestrian accident on US 6, a house fire, and an accident at a local financial institution. Chairman thanked both departments for their promptness on arrival and everyone's safety.

Mayor

Reschedule Next BOW Meeting

Mayor Lance Waters announced that the next Board of Works meeting will be Friday March 22, 2024 at 8:00 A.M. due to scheduling conflicts for some members.

Application for Use of Public Facilities- BBQ Cook-off

Dawn McGahen submitted an application for the use of public facilities at the campground area of Bixler Lake Park on July 10, 2024 all day. This event is for a barbeque cook off contest. 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 Use of Public Facilities- Concert in the Park/ Princess

Dawn McGahen submitted an application for the use of public facilities at the west terraces of Bixler Lake for a princess concert and meet and greet in the parl. The event will take place on June 5, 2024 at 6:00 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 Use of Public Facilities- Armed Forces Endurance Run

Dawn McGahen submitted an application for the use of public facilities at Bixler Lake Campground and Nature Trail Path for an Armed Forces Endurance Run. This event will take place on May 18, 2024 from 5:30 A.M. to 8:30 P.M. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

## Clerk-Treasurer

### Request to Pay Phoenix Office Machines

Clerk Treasurer Katie Ritchie requested authorization to pay invoice 3321 in the amount of \$43,365.00 to Phoenix Office Machines. This was an emergency purchase as the current folding machine broke before utility bills were sent out and was not able to be repaired. Treasurer Ritchie received verbal permission from each Board Member at the time of the emergency to purchase. This purchase was split between BOW Contractual, Water, and Wastewater. 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 Schenkel

Clerk Treasurer Katie Ritchie requested authorization to pay Pay App #2 in the amount of \$36,926.80 to Schenkel Construction for work done on the Preserving Main Street Project. The money for this invoice will be ordered from the OCRA grant. 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 E. Lee Construction- Add on

Clerk Treasurer Katie Ritchie requested authorization to pay Pay App # 3 to E. Lee Construction in the amount of \$125,875.00 for work done on the Preserving Main Street Project. The money for this invoice will be ordered from the OCRA grant. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

## Engineering

### Awarding of Crack Fill Work Utilizing Inter-Local Cooperation

Administrative Engineer Scott Derby requested authorization to award crack fill work to the county awarded contractor, Pavement Solutions. The estimated cost to complete this work at the pre-established unit prices is \$103,827.45 and will be paid from the Street 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.

## Park

### Request to Purchase Shirts for Seasonal Employees

Park Director Dawn McGahen requested authorization to buy t-shirts for seasonal staff. This purchase will not exceed \$600.00. Board Member Tara Streb made a motion to approve with second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

## Police

### Request to Pay For Garage Door/ Windows

Chief of Police John Dixon requested authorization to pay Bradley Overhead Door/ Auburn Door in the amount of \$4,550.80 for repairs done to the Police Garage and the back of City Hall. This will be paid from the General Fund. 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 Renew GETAC Contract

Chief of Police John Dixon requested authorization to renew the GETAC video storage contract to insight in the amount of \$9,495.36. This will be paid from the LOIT fund. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

## WWTP

The February Financial Report was presented for review.

## Position and Wage Adjustment

Superintendent Patrick Howell requested authorization to move Melvin Freeman to Collection and Maintenance Supervisor as he has a good grasp on job duties and is doing a great job. This change will come with a wage increase of \$1.17/hr bringing his wage to \$26.49/hr effective March 11, 2024. 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 8:46 A.M.

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Kathren R. Ritchie- Clerk Treasurer

Minutes approved by me this 22nd day of March, 2024.

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Lance L. Waters-Mayor