

BOARD OF PUBLIC WORKS AND SAFETY
COUNCIL CHAMBERS
JULY 8, 2025-8:30 A.M.

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

Others present were: Katie Ritchie, Rick Kiersey, Scott Mosley, Patrick Howell, Brian Strange, John Dixon, Dawn McGahen, Cheryl Prentice- KPC, Kristen Johnson, Jeremy McKinley, and Cindy Marple.

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 the June 24, 2025 meeting with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Petitions

Mayor Lance Waters thanked all the city workers for their help to make the 4th of July event at the park a success.

Mayor

Resolution #2-2025/ AIM Medical Trust

BOW Resolution 2-2025 was presented for review. This is a resolution to elect to participate in the AIM Medical Trust effective September 1, 2025. This will change insurance carriers to United Health Care instead of AGA Signature Care. Chairman Don Gura read BOW Resolution 2-2025 in its entirety. 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- Summer Concert Series

Kristen Johnson submitted an application for the use of public facilities for a Summer Concert Series at Founders Park on August 16, 2025 from 6:00 P.M. to 8:00 P.M. This will require West Rush Street from Main to the alley to be closed. 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 Boyce Software

Clerk Treasurer Katie Ritchie requested authorization to pay invoice 119147 to Boyce Software in the amount of \$15,875.00 for software programs for payroll, fund, and utility. This will be split into thirds between the Clerk's Office, Water, and WWTP. 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 Great Lakes Urban Forestry

Clerk Treasurer Katie Ritchie requested authorization to pay invoice 1442 to Great Lakes Urban Forestry in the amount of \$18,892.00. This is for progress in completing the tree survey/ inventory for the Tree Commission. This will be paid from the general fund but reimbursed through the already approved tree grant from DNR. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Engineering

Drake Road Phase 2 Inspection- Invoice #4

Administrative Engineer Scott Derby requested authorization to pay pay request #4 to A&Z Engineering in the amount of \$2,971.90 (Federal- \$2,377.52 & Local- \$594.38). Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Awarding of Misc. Concrete Work

Administrative Engineer Scott Derby requested bids for concrete work to be done at numerous locations throughout the city. Laughlin Construction was the lowest bid of \$28,148.80. Administrative Engineer Scott Derby recommended that the work be awarded to Laughlin Construction. This work will be paid from the Street 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.

Request to Purchase Microsoft Exchange Online Subscriptions

IS Coordinator Rick Kiersey requested authorization to pay Insight \$7,931.00 for software that will help transfer emails over to cloud storage. As of October, Microsoft will no longer support our current email server. This will be paid for out of the Board of Works 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.

Request to Purchase Cloud Permit Software

IS Coordinator Rick Kiersey requested authorization to pay Cloud Permit \$6,550.00 for software and the implantation of a new online program that would allow people to apply for building permits online. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Fire

Airpacks- Add on

Fire Chief Jeremy McKinley requested authorization to donate 10 harnesses and 21 air packs to Jackson Township Fire Department. These are air packs that aren't being used by our department and are still functional. The Kendallville Fire Department was recently awarded a grant from FEMA for all new air packs and the ones being donated are not from that group. Jackson Township Fire Department is new and is starting from the ground up. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Police

Request to Purchase a 2023 Dodge Charger

Chief of Police John Dixon requested authorization to purchase a 2023 Dodge Charger from John Johns Automotive Group in the amount of \$35,932.50. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Wastewater

Wessler Consulting Contract

Superintendent Patrick Howell requested authorization to enter an engineering contract with Wessler Engineering for assistance for the remainder of the year 2025. This contract is not to exceed \$10,000.00. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Wage Adjustment- Corbit Green

Superintendent Patrick Howell requested authorization to give WWTP Employee Corbit Green a wage adjustment increase of \$.90 an hour. Corbit has successfully completed his 270-day employment and is doing a great job. 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 Replacement Spectrophometer- Add On

Superintendent Patrick Howell requested authorization to purchase a new spectrophometer from USA Bluebook in the amount of \$7,238.48. This will replace the one at the plant that is acting up. 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 8:47 A.M.

Kathren R. Ritchie- Clerk Treasurer

Minutes approved by me this 22nd day of July 2025.

Lance L. Waters-Mayor