

BOARD OF PUBLIC WORKS AND SAFETY
COUNCIL CHAMBERS
SEPTEMBER 23, 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, Scott Derby, Scott Mosley, Patrick Howell, Brian Strange, John Dixon, Jeremy McKinley, and Kurt Wanninger- Wessler Engineering.

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 September 9, 2025, meeting with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Petitions & Comments

No petitions or comments were given.

Engineering

Drake Road Phase 2 Inspection- Invoice #6

Administrative Engineer Scott Derby requested authorization to pay A&Z Engineering in the amount of \$7,537.54 (\$6,030.03- Federal & \$1,507.51- Local). Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Drake Road Phase 1 Railroad Engineering- Invoice #3

Administrative Engineer Scott Derby requested authorization to pay Kendallville Terminal Railway in the amount of \$18,024.50 (\$14,419.60- Federal & \$3,604.90- Local). Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Added Discussion About Upcoming Tree Work-

Administrative Engineer Scott Derby gave the Board a list of trees that need limbs removed, pruned, or totally removed. This list was concluded from the recent tree survey that was completed through the IDNR Tree Grant. The estimated cost for this project will be \$134,387.00 and the work will be completed by Landis Tree & Stump as they won the tree contract for 2025.

Fire

Employee Pay Increase

Fire Chief Jeremy McKinley requested authorization to give Firefighter Matthew Frick a wage increase of \$500.00 a year. Matthew has successfully completed his first evaluation. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Police

Motorola Spillman Maintenance Fee

Chief of Police John Dixon requested authorization to pay Motorola Solutions in the amount of \$21,827.45 for an annual maintenance fee for the Spillman RMS System. This was an unexpected expense and \$11,829.45 will be paid from LOIT and \$10,000.00 will be paid from the Unrestricted Opioid Fund. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Conditional Offer to Sydney Kutzke- Patrol Officer

Chief of Police John Dixon requested authorization to offer Sydney Kutzke a conditional offer as Patrol Officer pending a successful psychological examination. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Conditional Offer to Braeden Hensler- Patrol Officer

Chief of Police John Dixon requested authorization to offer Breaden Hensler a conditional offer as Patrol Officer pending a successful psychological examination. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Wastewater

Wage Adjustment- Marc Musselman

Superintendent Patrick Howell requested authorization to give employee Marc Musselman a wage increase of \$.90 an hour effective September 30, 2025. Marc has successfully completed one year in the Sewer Collections Department. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

The August Financial Report was presented for review.

Water

Wessler Engineering Agreement

Superintendent Scott Mosley requested authorization to enter into an agreement with Wessler Engineering for services associated with the SRF Grant/Loan Project. This amount for these services will be \$431,500.00 and will be paid through the grant/loan. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

The August Revenue/Expense Report was presented for review.

Motion to Adjourn

Board Member Tara Streb made a motion to adjourn the meeting. Chairman Don Gura adjourned the meeting at 8:43 A.M.

Kathren R. Ritchie- Clerk Treasurer

Minutes approved by me this 14th day of October 2025.

Lance L. Waters-Mayor