

BOARD OF PUBLIC WORKS AND SAFETY  
COUNCIL CHAMBERS  
OCTOBER 28, 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, Sheryl Prentice- KPC, Dawn McGahen, Jeremy McKinley, and Cindy Marple.

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 October 14, 2025, meeting with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Petitions & Comments

Mayor Lance Waters thanked all the city employees who helped make Trick or Treat on Main Street and Lantern Parade a success.

Mayor

Change BOW November Meeting Date

Mayor Lance Waters told the audience that the first Board of Works meeting in November is scheduled to take place on Veteran's Day and City Hall is closed. The RDC has a meeting on the morning of November 12, 2025, so the ideal time would take place on Monday November 10<sup>th</sup>. Mayor Lance Waters made a motion to have the first November Board of Works meeting on Monday November 10, 2025, at 8:30 A.M. with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Application for Use of Public Facilities- Mad Cat Food Trucks

Joshua Gonzales submitted an application for the use of public facilities to have his food truck parked in front of his business on 227 S. Main Street during his building renovation period. The truck would be parked in parking spaces in front of the building on Monday through Friday's from 9:00 A.M. to 5:00 P.M for the duration the of building renovation. Board Member Tara Streb made a motion to table the request as the business owner was not present for questions with a second from Mayor Lance Waters. Them motion passed 2 ayes – 0 nays.

Engineering

2025 Street Improvements (2024-2 CCMG) Contract A- Change Order #1 Final

Administrative Engineer Scott Derby presented change order #1 from Pulver with a decrease of \$2,387.37 making the total project cost \$236,041.13. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

## 2025 Street Improvements (2024-2 CCMG) Contract B- Change Order #1 Final

Administrative Engineer Scott Derby presented change order #1 from Pavement Solutions with a decrease of \$22,411.05 making the total project cost \$444,994.70. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

## Extension of 2025 Tree Retainer Contract- Add On

Administrative Engineer Scott Derby requested authorization to present a 3% increase to Landis for an extension of the Tree Contract through the end of 2026. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

## Police

### Wage Adjustment for Dispatcher Spall

Chief of Police John Dixon requested authorization to give Dispatcher Kirsten Spall a wage adjustment of \$.51 an hour effective October 28, 2025. This amount does include shift differential. Mayor Lance Waters made a motion to approve with a second from Chairman Don Gura. The motion passed 2 ayes – 0 nays.

## Street

### Wage Adjustment for Ali Conrad

Street Superintendent Brian Strange requested authorization to give Ali Conrad a wage adjustment of \$1.50 an hour effective October 28, 2025. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

## Wastewater

### Sewer Adjustment 802 Sawyer Road

The Kendallville Islamic Academy at 802 Sawyer Road requested a sewer adjustment of \$514.94 for water that did not go down a drain due to leaking bathroom pipes. WWTP Employee Trevor Hampshire verified that water did not go down a drain and recommended awarding the adjustment. 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 8:39 A.M.

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Kathren R. Ritchie- Clerk Treasurer

Minutes approved by me this 10<sup>th</sup> day of November 2025.

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Lance L. Waters-Mayor