

**BOARD OF PUBLIC WORKS AND SAFETY
COUNCIL CHAMBERS
JULY 14, 2026- 8:30 A.M.
<https://www.kendallvillein.gov/recordings>**

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, Tim Ostrowski, Patrick Howell, Nikole Albright- Chamber of Commerce, Tammy Garrett- Fair Board, Brian Strange, Cindy Marple, John Dixon, and Jeremy McKinley.

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 June 23, 2026, meeting with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Petitions & Comments

Chairman Don Gura thanked everyone who assisted in the late Mayor SuzAnne Handshoe's funeral, procession, or cemetery services.

Mayor

Application for the Use of Public Facilities- Rotary Parklet

Chamber Director, Nikole Albright, submitted an application for the use of public facilities for the rotary parklet to be placed in front of the Chamber of Commerce for the summer. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Fairgrounds Request

Tammy Garret from the Fair Board requested authorization for the Noble County Fair to light consumer fireworks off at dusk on Friday, July 17, 2026. Fire Chief Jeremy McKinley said he had no issues with it and the Fire Department would already be there participating in the fair anyway. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Application for the Use of Public Facilities- Apple Tree Center/ Add On

Tiffanie Potter submitted an application for the use of public facilities for a neighborhood appreciation event being held at the Apple Tree Center on August 11, 2026, from 4:30 P.M. to 7:30 P.M. This will require East Mitchell Street to be closed for food trucks and games. 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 invoice 128467 to Boyce Software in the amount of \$16,670.00. This is for the annual subscriptions for payroll, fund, and utility. This invoice will be split 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 AV Capture

Clerk Treasurer Katie Ritchie requested authorization to pay invoice 3268 to AV Capture in the amount of \$5,400.00 for the annual subscription from August 1, 2026, through July 31, 2027. This invoice will be paid from the BOW 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.

Utility Write offs

Utility Clerk Emily McKinley requested authorization to write off \$7,846.66 in utility bills from various accounts that have had bankruptcy, death, or changed ownership with no forwarding address. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Engineering

Extension of Trash Contract into 2027

Administrative Engineer Scott Derby requested authorization to extend the current trash contract into 2027 with a 3.8% rate increase. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Request for Extension of Vacation Days

Administrative Engineer Scott Derby requested authorization to extend his remaining 132 hours of vacation to December 31, 2026. Scott's anniversary employment date is August 11th. 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 Microsoft Exchange Online

IS Coordinator, Rick Kiersey, requested authorization to pay Insight for an annual subscription of Microsoft Exchange Online in the amount of \$7,658.00. 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 2 Inspection Invoice

Administrative Engineer Scott Derby requested authorization to pay invoice 26-3104 in the amount of \$60,117.94 (Federal-48,094.35 & Local- 12,023.59) to A&Z Engineering. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Fire

Request to Pay Firehouse Grants

Fire Chief Jeremy McKinley requested authorization to pay Firehouse Grants \$4,499.00 for preparation of the FY2025 regional AFG application for the portable radio replacement for the city and surrounding stations. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

WWTP

Storm Water Contract

Superintendent Patrick Howell requested authorization to enter into a contract with Burke Engineering to prepare and develop a local stormwater ordinance and technical standards for the city. 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.

Water

Request to Hire Austin Straessle

Superintendent Tim Ostrowski requested authorization to hire Austin Straessle as Plant Operator/Well Maintenance. Austin will begin his employment on July 15, 2026, making \$24.00 an hour. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Motion to Adjourn

Mayor Lance Waters made a motion to adjourn the meeting with a second from Board Member Tara Streb. Chairman Don Gura adjourned the meeting at 8:43 A.M.

Kathren R. Ritchie- Clerk Treasurer

Minutes approved by me this 28th of July 2026.

Lance L. Waters-Mayor