

**BOARD OF PUBLIC WORKS AND SAFETY
COUNCIL CHAMBERS
AUGUST 11, 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, Scott Derby, Tim Ostrowski, Patrick Howell, Nikole Albright- Chamber of Commerce, Cindy Marple, Brian Strange, Dawn McGahen, 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 July 28, 2026, meeting with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Petitions & Comments

Administrative Engineer Scott Derby announced that today is his 40th employment anniversary with the city.

Clerk Treasurer

Clerk Treasurer Katie Ritchie requested authorization to extend utility bill due dates to August 20, 2026, due to longer mailing times from the post office. Ritchie told the board that bills were dropped off at the local post office at normal time however it took longer for the bills to come back to from Fort Wayne or Indianapolis office to be delivered. Bills are usually due on the 15th of every month, but late fees will not be given until August 21, 2026. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Engineering

Tree Removal Request from 336 N. Oak Street

Administrative Engineer Scott Derby presented a tree removal request from the residents at 336 N. Oak Street. The tree has been inspected and was declared healthy and not a hazard. The resident agreed to pay \$1359.50 for the removal of the old tree and the planting of a new tree somewhere else in the city. Mayor Lance Waters made a motion to approve with a second from Board Member Tara Streb. The motion passed 2 ayes – 0 nays.

Request to Pay Cloud Permit- Add On

Administrative Engineer Scott Derby requested to pay Cloud Permit \$4,160.00 for building permit software from now through August 5, 2027. This will be paid from Board of Works Contractual. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Fire

Request to Purchase Truck

Fire Chief Jeremy McKinley requested authorization to purchase a 2026 Chevy Silverado from Kelley Chevrolet in the amount of \$33,353.00, this price comes with Fire trading in their 2008 Ford F350. 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 1st Response Fleet Service

Fire Chief Jeremy McKinley requested authorization to pay 1st Response Fleet Service \$4,046.40 for services to replace the air dryer on Tender 19. 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 Hire New Employee

Park Director Dawn McGahen requested authorization to hire Rachel Ort as the new Office Manager for the Park Department. Rachel's first day of full-time employment will be August 17, 2026, and she will be paid \$19.40 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.

Police

Request to Open Position

Chief of Police John Dixon requested authorization to open an anticipated full-time Dispatcher position. Dispatcher Dan Leighty will be resigning from his position on October 4, 2026. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Street

Request for Wage Adjustment- Erin Jiminez

Superintendent Brian Strange requested authorization to give Erin Jimenez a wage increase of \$2.00 an hour effective August 11, 2026. Erin has successfully completed her 90-day employment probationary period. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

Request for Wage Adjustment- Nathaniel Sibert

Superintendent Brian Strange requested authorization to give Nathaniel Sibert a wage increase of \$2.00 an hour effective August 11, 2026. Nathaniel has successfully completed his 90-day employment probationary period. Board Member Tara Streb made a motion to approve with a second from Mayor Lance Waters. The motion passed 2 ayes – 0 nays.

WWTP

Request to Pay Element

Superintendent Patrick Howell requested authorization to pay Element \$5,981.60 for industrial testing. 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

Board Member Tara Streb made a motion to adjourn the meeting. Chairman Don Gura adjourned the meeting at 8:42 A.M.

Kathren R. Ritchie- Clerk Treasurer

Minutes approved by me this 25th of August 2026.

Lance L. Waters-Mayor