

BOARD OF PUBLIC WORKS AND SAFETY

Special Meeting Minutes of January 5, 2026 Meeting

1. OPENING, PLEDGE, PRAYER and ROLL CALL

Sarah Collis

– appointed January 6, 2020; appointment expiration December 31, 2027

Roger Cuneo

– appointed January 2, 2024; appointment expiration December 31, 2027

Tim Smith

– appointed January 6, 2020; appointment expiration December 31, 2027

Jeremy VanErman – via Teams

– appointed January 6, 2020; appointment expiration December 31, 2027

Mayor: Todd Naselroad

City Attorney: Chou-il Lee

Clerk-Treasurer: Darcy VanErman

PREVIOUS MINUTES

Sarah Collis motioned to approve the Special Meeting Minutes from December 9, 2025. Tim Smith second the motion. All in favor; motion carries.

Roger Cuneo motioned to approve the Meeting Minutes from December 1, 2025. Sarah Collis second the motion. All in favor; motion carries.

COMMUNICATION

ORDINANCES and RESOLUTIONS

OLD BUSINESS

NEW BUSINESS

Roger Cuneo nominated Sarah Collis to serve as Board Vice President for 2026. Tim Smith second the motion. Chou-il advised that since Jeremy VanErman, being remote, could not vote due to no sound our video presence, a Roll Call Vote should be held. Roll Call Vote – Roger Cuneo, Yay; Mayor Naselroad, Yay; Sarah Collis, Yay; and Tim Smith, Yay. All in favor; motion carries.

Mayor Naselroad opened up the meeting for the Board to discuss a Professional Services Agreement for engineering services for the Waste Water Department with Donohue & Associates, Inc. Waste Water Superintendent Dave Schmidt shared why he would like to work with this firm for the department's needs. Chou-il Lee advised to his concerns with reviewing the presented agreement. After some discussion, Mayor Naselroad motioned to reject the submitted agreement due to the 10% mark up on the subcontracted services portion of the agreement. Tim Smith second

the motion. Roll Call Vote - Roger Cuneo, Yay; Mayor Naselroad, Yay; Sarah Collis, Yay; and Tim Smith, Yay. All in favor; motion carries.

Mayor Naselroad opened up the meeting for the Board to begin discussions and gain understanding to how the single billed storm water customer's September bill omitted being charged. Amie Hood, Utility Office Deputy, spoke to her work on gaining the understanding that it was a software capture issue and not human error as originally believed. After some discussion, Sarah Collis motioned to proceed with billing the customers impacted. Roger Cuneo seconded the motion. All in favor; motion carries. *Chou-il advised the Board prior to the vote that since Jeremy could not interact virtually that regular voting practice could continue.

Fire Chief Matson was given the floor to discuss with the Board his recommendation to extend an offer to hire Jared Mason upon passing his state physical. Sarah Collis motioned to approve the Chief's recommendation. Tim Smith seconded the motion. All in favor; motion carries.

Water Superintendent, Mark Caldwell, was given the floor to discuss with the Board his recommendation to promote Colin Matson from Grade 3 Labor to Grade 4 effective the Payroll cycle beginning today. He also advised that Colin will be testing for his Water Distribution license in 2027 due to the requirement of needing to be on the job for a minimum of 24 months before taking the exam. Tim Smith motioned to approve the promotion. Sarah Collis seconded the motion. All in favor; motion carries.

Mark Caldwell then advised the Board that the required Wellhead Protection Plan was almost completed for this 5 year term. It is due to the state January 21st.

OTHER BUSINESS

ADJOURNMENT

Upon hearing nothing further, Mayor Naselroad opened for meeting adjournment. Roger Cuneo motioned to adjourn the meeting. Sarah Collis seconded the motion. All in favor; motion carries.

Todd Naselroad, Mayor

Attest:

Darcy VanErman, Clerk Treasurer

***These Minutes are a summary of actions taken at the Alexandria Board of Public Works and Safety Meeting. The full video archive of the meeting is available for viewing at www.youtube.com/@CityofAlexandriaIndiana for as long as this media is supported.*