

Town of Dana, Indiana Regular Board Meeting Minutes

Date: February 10, 2026

Location: Dana Town Hall

Call To Order

The meeting was called to order by Board President Bob Richardson.

Pledge of Allegiance

Led by Board President Bob Richardson.

Roll Call

Board Members:

- Bob Richardson – Present
- Martha Kritzer – Present
- John Davern – Present
- Kyle Marshall – Present
- Fred Craft – Absent

Staff:

- Clerk/Treasurer: Michelle Doan – Present
- Town Marshal: Christopher MacLaren – Present
- Town Attorney: Scott Craig – Present
- Street Superintendent: Brent Bush – Present
- Street Superintendent Assistant: Bob Brannin – Present

Approval of Minutes from the previous meeting

Motion made to approve by Kyle Marshall, Second by John Davern, All in Favor.

Old Business

- New Town Shop proposed contract with FBI has been approved. Eligible amount \$129,080.00
- Town Employees to use timeclock at workstations.
- Office Security cameras waiting on quotes from Town Marshall.
- Coordination of Upcoming Demolition of Town Shop estimated time to start about 6 weeks.

New Business

- Town Attorney presented Board with new ordinance 2-2026-1 amending ordinance No. 12-2 concerning the construction of additions and improvements to Waterworks of the town of Dana. Motion to approve made by John Davern, Second by Kyle Marshall, All in Favor.
- Town Attorney presented Board with new ordinance 2-2026-2 an ordinance of the Town of Dana, Indiana authorizing the use of Surplus Bond Proceeds for a Waterworks Project. Motion made by John Davern to approve, Second by Kyle Marshall, All in Favor.
- Kristy Jerrell presented the Board with Local Resolution Approving the Plan 2-Utility master Planning Study. It was adopted and signed on February 10th, 2026, by Bob Richardson Board President and Michelle Doan Clerk/Treasurer.
- Eric Smith presented the Board with Dana Water and Wastwater Utility Study, Water System Improvements Recommended Plan, Preliminary Estimate of Probable Construction Costs.
- John Davern to gather more information on repairs for old sewer pump.
- Programming on Torque System at water Plant Update approval needed for Torik to complete for \$1,500.00. Motion made by Kyle Marshall to approve, Second by Martha Kritzer, All in Favor.
- New Battery for Generator that runs the Lift Stations to be ordered. Kyle Marshall made motion to approve, Martha Kritzer Second, All in Favor.
- Approval for new Edge Cutter for Snowplow motion made by Kyle Marshall, Second Martha Kritzer, All in Favor.
- Misty Falls to train Clerk/Treasurer on Water/Sewer Billing at Twenty Dollars an hour twice a month on the first and 17th along with Remote Work to help

Clerk as needed. Motion made by Martha Kritzer to approve, Second by Kyle Marshall, All in Favor.

- Bruce McElheny from UMAC informed Board of the updating and repairs needed for sewer plant. Bruce will work on getting quotes to the Board. John Davern, Mike Novac and Michelle Doan to work with USDA to help pay for the repairs and equipment needed for updating.

Adjustments – Motion made by Kyle Marshall to approve, Second by John Davern, all in Favor.

Financial Reports- Given to Board by Clerk/Treasurer Michelle Doan.

Sewer- No new update.

Water- No new updates.

Parks- No new updates.

Public Safety- No new updates.

Public Comment- Brian on the behalf of the Fire Department presented his concern that the town owed the Fire Department \$10,000 per the Fire contract for the years 2025 and 2026. It was decided at last meeting and again this meeting to table this issue until Spring when the accounts have been reconciled and a budget created to know better if there are funds in the accounts to pay this amount owed or if other arrangements need to be made.

Meeting Adjourned at 8:12 PM motion Made by Kyle Marshall, Second by Martha Kritzer, All in Favor.

Approval Of Minutes

Date: 2-10-26

2026

2-10

X Bob Richardson

Bob Richardson
Board President

X John Davern

John Davern
Board Member

X Kyle Marshall

Kyle Marshall
Board Member

X Martha Kritzer

Martha Kritzer
Board Member

X

Fred Craft
Board Member

X

Michelle Doan
Clerk-Treasurer