



Board of Works Meeting – Meeting Memorandum

Date: January 13, 2020

Time: 3:30 pm

Board of Works Members in Attendance: Mayor Phil Jenkins, Rod Stump, Wayne Scheumann

Also Present: City Attorney: Brian L. Hoffer, **Clerk-Treasurer:** Jeff Knight, 7 guests and 2 members of the press.

- Call to Order: Mayor Jenkins called the meeting to order at 3:30 pm.
- Roll Call: Each Board of Works member was in attendance.
- The minutes from the December 23rd, 2019 meeting were submitted by Clerk-Treasurer Knight. The Board approved the minutes unanimously by voice vote.
- Petitions and Comments by Citizens:
 - Sewer Bill Adjustment requests were made for 1045 Franklin Street, 1309 McCormick Street, and 4006 Blackstone. The Board approved all three requests unanimously by voice vote
- Reports of Committees, Boards, and Commissions – None were submitted
- Unfinished Business: Two items from the previous meeting were discussed at this meeting. The new ambulance item that was tabled, is now no longer tabled. No further decision was made. The approval of the Water Asset Management Plan was removed from the tabled status and approved by the Board unanimously by voice vote.
- New Business: The Board discussed the new sewer connection for Aero Ranch, the proposed agreement with enFocus for a Nappanee housing study, the proposed agreement with Starfish leadership for an HR evaluation (cost of \$2,825), and the proposed amendment to the Baker-Tilly agreement for the Water Asset Management Plan (increase of \$7,000). All matters were approved by the Board unanimously by voice vote.
- Accounts Payable Vouchers in the amount of \$238,745.44 for 2020 Water Operating, \$50,461.58 for Wastewater Operating, and \$54,805.50 for CSO Operating were submitted by Clerk-Treasurer Knight for approval. The Board approved each of these unanimously by voice vote.
- Reports of City Officers:
 - Mr. Sumpter (EMS Director) submitted the resignation of one employee and notice of hiring of three new EMT's effective 1/13/20. The Board approved unanimously by voice vote.



- Mr. Lehman (Fire Chief) discussed the need to excavate a public right-of-way at 602 Tomahawk Trail to connect the sewer. The Board approved this unanimously by voice vote. Mr. Lehman also mentioned that three probationary firemen have met all of the State and Nappanee City training requirements and requested that they be moved to full members of the Nappanee Fire Department. The Board approved this unanimously by voice vote.
- Mr. Gerber (Water/Wastewater Superintendent) commended his staff for doing a good job dealing with the heavy rains. Mr. Scheumann publicly thanked Mr. Gerber and his staff as well. Mr. Gerber informed the Board that there were 720 meters remaining to be changed. Additionally, Mr. Gerber requested that he and Mr. Dave Jensen be allowed to attend a conference in late January. The Board approved this unanimously by voice vote.
- Mr. Warren (Street Superintendent) requested approval of specs for a new dump truck and to move forward with getting proposals. The Board approved this unanimously by voice vote. Mr. Warren also mentioned that they were starting to replace the roof.
- Adjournment: No further business was discussed, and the meeting was adjourned at 4:01 pm.