



## ***Board of Works Meeting – Minutes***

Date: February 24, 2020

Time: 3:30 pm

**Board of Works Members in Attendance:** Mayor Phil Jenkins and Wayne Scheumann

**Also Present: Clerk-Treasurer:** Jeff Knight, 7 guests and 1 member of the press.

- Call to Order: Mayor Jenkins called the meeting to order at 3:30 pm.
- Roll Call: Mayor Jenkins and Mr. Scheumann were in attendance and constituted a quorum.
- The minutes from the February 10<sup>th</sup> meeting were submitted by Clerk-Treasurer Knight. Mr. Scheumann motioned they be accepted. Mayor Jenkins seconded. There was no further discussion regarding the minutes. The minutes were approved unanimously by voice vote.
- Petitions and Comments by Citizens:
  - Sewer Bill Adjustments (Superintendent Gerber noted that all was in order with these requests):
    - 752 E. Lincoln St. – Mayor Jenkins motioned to table this request as the freezing of the outdoor spicket caused the problem. Mr. Scheumann seconded. The tabling of adjustment request was approved unanimously.
    - 1208 Golf View Dr. – Mayor Jenkins motioned to approve the adjustment. Mr. Scheumann seconded. The adjustment was approved unanimously.
- Reports of Committees, Board, and Commissions: There were none.
- Unfinished Business: None was presented.
- New Business:
  - Approve David’s Run for Autism for May 2, 2020: Mrs. Michelle Engbrecht presented the plan for the run including the route, timing, and the need for access to electrical power. Mr. Scheumann motioned to give approval for the run to take place. Mayor Jenkins seconded. Approval was granted unanimously by voice vote.
  - Approve Co-Location agreement for NorthWood Water Tower: An agreement between the City of Nappanee and Elkhart County to locate emergency dispatch equipment on the NorthWood Water Tower was presented. NorthWood has given their consent and Mr. Gerber agreed as well. Mayor Jenkins motioned to approve the agreement. Mr. Scheumann seconded. The agreement was approved unanimously by voice vote.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City should contact the Office of the City Clerk-Treasurer as soon as possible but no later than 48 hours before the scheduled event. Contact Info: 300 West Lincoln Street, Nappanee, Indiana 46550. Telephone (574) 773-2112. Email: [jknight@nappanee.org](mailto:jknight@nappanee.org).



- Approve Amendment to Owner-Engineer Agreement (Commonwealth Engineering): Mr. Andrew Robarge informed the Board that work in progress at the Water Treatment plan is considerably behind schedule. The delays have caused the agreement between Commonwealth and the City to be amended to include the additional time it will take for LD Docsa to complete the work. Substantial completion of the project was supposed to be reached by February 26<sup>th</sup>. Final completion is supposed to be 30 days after the 26<sup>th</sup>. Daily damages will be \$1,000 after the 26<sup>th</sup>. Once the additional 30 days have passed, damages will be \$2,000. It was recommended that the City withhold \$90,000 from being paid to LD Docsa at this time. Mr. Scheumann made the motion to approve the amendment and withhold the \$90,000. Mayor Jenkins seconded. The amendment and withholding were approved unanimously by voice vote.
- Approve bid documents for West Walnut Street Dumpster/Parking/Alley Improvements: A Specifications and Contract Document was created by the Troyer Group to be provided to potential bidders for the project. Mayor Jenkins motioned to approve the document. Mr. Scheumann seconded. The document was approved unanimously by voice vote.
- Approve Leprechaun Chase for Mach 14, 2020: The run will take place between 7:00 and noon on the 14<sup>th</sup>. There will also be the need for access to power. Streets Superintendent Warren noted that Police Chief Rulli will have three officers in attendance that day. Mr. Scheumann made the motion to approve the Leprechaun Chase. Mayor Jenkins seconded. The Chase was approved unanimously by voice vote.
- Approve HR Consulting Agreement with Starfish Leadership Coaching: A one-year agreement was submitted for Starfish Leadership Coaching to manage all HR functions on behalf of the City. The retainer is for \$4,500 per month and covers 15 hours per week. Mayor Jenkins made the motion to approve the HR Consulting Agreement. Mr. Scheumann seconded. The Agreement was passed unanimously by voice vote.
- Set Public Hearing for Waterworks Improvements Drinking Water Preliminary Engineering Report for March 9<sup>th</sup>: Mr. Scheumann motioned to have the public hearing set for March 9<sup>th</sup>. Mayor Jenkins seconded. The public hearing for waterworks improvements was approved unanimously by voice vote.
- Accounts Payable Vouchers:
  - 2020 Water Operating APV's totaling \$99,025.20: Mr. Scheumann motioned to approve the submitted APV's. Mayor Jenkins seconded. The APV's were approved unanimously by voice vote.
  - 2020 WWTP Operating APV's totaling \$27,004.45: Mr. Scheumann motioned to approve the submitted APV's. Mayor Jenkins seconded. The APV's were approved unanimously by voice vote.

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- Reports by City Officers:

- EMS Director – Nothing to report.
- Fire Chief – Nothing to report.
- Police Chief – Nothing to report
- Street Superintendent – Superintendent Warren requested permission to attend a one-day conference regarding mosquito control. Mayor Jenkins motioned to approve the request. Mr. Scheumann seconded. The request to attend the conference was approved by unanimous voice vote.
- Park Superintendent – Nothing to report, but informed the Board that the golf course is set to open on March 1<sup>st</sup>.
- Water/Waste Water – Superintendent Gerber commented that 368 meters have been changed. Superintendent Gerber also made two requests. 1 – That Brian and Scott be allowed to attend a conference. Mr. Scheumann made the motion to approve the request and Mayor Jenkins seconded.; 2 – Superintendent Gerber and Dave Jennings be allowed to attend the Truck Show in Indianapolis. Mayor Jenkins motioned to approve this request. Mr. Scheumann seconded. Both requests were approved unanimously by voice vote.
- Clerk Treasurer – Nothing to report
- Mayor – Nothing to report.

With no further business to discuss, Mr. Scheumann motioned that the meeting be adjourned. Mayor Jenkins seconded. Adjournment was agreed to by voice vote and the meeting was adjourned at 4:00 pm.