



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

Date: March 23, 2020

Time: 3:30 pm

**Board of Works Members in Attendance:** Mayor Phil Jenkins, Wayne Scheumann, Rod Stump (on-line)

**Also Present: City Attorney:** Brian Hoffer (on-line), **Clerk-Treasurer:** Jeff Knight, 1 guest (in person), 12 guests (on-line), and 2 members of the press (on-line).

- Call to Order: Mayor Jenkins called the meeting to order at 3:30 pm.
- Roll Call: All members were in attendance. Mayor Jenkins and Mr. Scheumann attended the meeting in person and Mr. Stump attended and voted via Zoom videoconference. This is the first meeting held under the new guidelines allowing for the use of videoconferencing due to the COVID-19 pandemic.
- The minutes from the March 9 meeting were submitted by Clerk-Treasurer Knight. Mr. Stump motioned they be accepted. Mr. Scheumann seconded. There was no further discussion regarding the minutes. The minutes were approved unanimously by voice vote.
- Petitions and Comments by Citizens: There were none.
- Reports of Committees, Board, and Commissions: There were none.
- Unfinished Business: Bid opening for W. Walnut Street parking lot and dumpster project. There were two companies that submitted bids. Reith Riley – Base Bid = \$207,863.10, Alt. 1 Bid = \$21,611.90, Alt. 2 Bid = \$11,475; R. Yoder Construction – Base Bid = \$188,000, Alt. 1 Bid = \$27,755, Alt. 2 Bid = \$14,245. Mayor Jenkins motioned to take the bids under advisement and present them at the next Board of Works meeting on April 13<sup>th</sup>. Mr. Scheumann seconded. The motion was approved unanimously by voice vote.
- New Business:
  - Board of Works Water Shutoff Relief: This was a request for the suspension of water shutoffs for the months of April and May. Late fees will continue to accrue. Mr. Stump motioned to approve the suspension of water shutoffs for the months of April and May. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
  - Application for Partial Payment No. 6 (LTCP Improvements Project – Division “D”): Mayor Jenkins gave a brief recap of the request. LD Docsa is still running slightly behind schedule. The amount due per this request was \$99,518.20 but because of their running behind, the amount was reduced to \$28,670.70. Mr. Scheumann motioned to approve the partial payment. Mr. Stump seconded. The partial payment was approved unanimously by voice vote. Mr. Scheumann inquired of Mr. Robarge if



the COVID-19 virus would negatively impact LD Docsa further and if they would need to be here additional days. Mayor Jenkins answered on behalf of Mr. Robarge as he was unable to communicate via videoconference momentarily. The current emergency situation will cause a “pause” in the project. Mr. Robarge nodded his head that the Mayor’s explanation was correct.

- Miller Alley Vacate Request: Mr. Terry Lang, with Lang Feeny, discussed the request to vacate a portion of Metzler Dr. and east/west alley that runs into that immediately south of lot 23 in Ringenberger’s first addition. These streets and alleys have been unimproved. Mayor Jenkins read into the record the vacation process. Mr. Scheumann motioned to accept the petition on behalf of Nelson Miller. Mr. Stump seconded. The petition was approved unanimously by voice vote.
- Nappanee Wellhead Project – Task Order 2020-04: Mr. Robarge explained the Wellhead Protection Plan and that the task order would include the new wells at the soccer complex that are not currently included. Mayor Jenkins noted that the budget included in the task order was an hourly budget not to exceed \$22,867. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The task order was approved unanimously by voice vote.
- Permit Requests:
  - Excavation Permit – New Paris Telephone for Fiber: Mr. Stump motioned to approve the permit. Mr. Scheumann seconded. The permit was approved unanimously by voice vote.
  - NIPSCO – 205 E. Lincoln Street Driveway Opening: Mr. Scheumann motioned to approve the permit. Mr. Stump seconded. The permit was approved unanimously by voice vote.
  - Pete Yoder – Repave 151 E. Lincoln St. (Alley): Mayor Jenkins motioned to approve the permit. Mr. Stump seconded. The permit was approved unanimously by voice vote.
- Sewer Connections
  - 701 S. Williams: Mr. Stump motioned to approve the connection. Mr. Scheumann seconded. The permit was approved unanimously by voice vote.
  - 753 S. Williams: Mayor Jenkins motioned to approve the permit. Mr. Stump seconded. The permit was approved unanimously by voice vote.
  - 702 Miller Court: Mr. Scheumann motioned to approve the permit. Mr. Stump seconded. The permit was approved unanimously by voice vote.



- Accounts Payable Vouchers:
  - 2020 Water Operating APV's totaling \$154,439.60: Mr. Stump 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 \$42,159.34: Mr. Stump motioned to approve the submitted APV's. Mayor Jenkins seconded. The APV's were approved unanimously by voice vote.
  - 2020 CSO APV's Totaling \$340: Mr. Stump motioned to approve the submitted APV's pending USDA approval. Mayor Jenkins seconded. The APV's were approved unanimously by voice vote.
- Reports by City Officers:
  - Police Chief – Chief Rulli requested approval to hire Michael Johnson as a reserve officer. The request is effective 3/23/20. Mr. Scheumann motioned to approve the hiring. Mr. Stump seconded. The request was approved unanimously by voice vote.
  - Superintendent Lehman is representing the City of Nappanee on the Elkhart County Joint Task Force. Superintendent Lehman gave the Board an overview of the actions the Task Force is taking to help Elkhart County handle the COVID-19 pandemic.
  - Mayor Jenkins briefly discussed the types of business the Board would meet to discuss during the pandemic. The monthly reports from the various division heads will be dispensed with.

With no further business to discuss, Mr. Scheumann motioned that the meeting be adjourned. Mr. Stump seconded. Adjournment was agreed to by voice vote and the meeting was adjourned at 3:31 pm.