



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

Date: April 13, 2020

Time: 3:30 pm

**Board of Works Members in Attendance:** Mayor Phil Jenkins (IP), Wayne Scheumann (OL), Rod Stump (OL)

**Also Present: City Attorney:** Brian Hoffer (OL), **Clerk-Treasurer:** Jeff Knight (IP), 14 guests (OL), and 1 member of the press (OL).

- Call to Order: Mayor Jenkins called the meeting to order at 3:30 pm.
- Roll Call: All members were in attendance. Mayor Jenkins presided over the meeting in person. Mr. Scheumann and Mr. Stump attended and voted via Zoom videoconference.
- The minutes from the March 23rd 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 four requests for sewer bill adjustments. They were:
  - 512 Heritage Parkway – This request was tabled at the last meeting for further investigation. This problem pertained to a faulty sump pump process. Mayor Jenkins motioned to remove this request from its tabled status. Mr. Scheumann seconded. Removal from tabled status was approved unanimously by voice vote. Superintendent Gerber recommended that this request be denied as it was a homeowner's issue with the function of their sump pump and not a City created issue. Mayor Jenkins motioned to deny the request. Mr. Stump seconded. The request was denied unanimously by a roll call vote. (This was the only roll call vote as the Board is made up of three members. The use of a roll call vote was deemed not necessary as each member was visible on the call and each voice could be heard.)
  - 507 N. Main Street – Superintendent Gerber indicated that all was in order and that he concurred with the request. Mr. Stump motioned to approve the adjustment. Mr. Scheumann seconded. The adjustment was approved unanimously by voice vote.
  - 201 Stonewall Court - Superintendent Gerber indicated that all was in order and that he concurred with the request. Mr. Stump motioned to approve the adjustment. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The adjustment was approved unanimously by voice vote.



- 1146 N. main Street - Superintendent Gerber indicated that all was in order and that he concurred with the request. Mr. Scheumann motioned to approve the adjustment. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The adjustment was approved unanimously by voice vote.
- Reports of Committees, Board, and Commissions: There were none.
- Unfinished Business: Superintendent Warren submitted a memo awarding the Walnut Street Dumpster Project to R. Yoder Construction accepting the base bid of \$188,000 and the alternate #2 bid of \$14,245 (paving of Leadership parking lot) but declining alternate #1 bid. The total amount of the accepted bids was \$202,245. Mr. Scheumann motioned to approve the awarding of the base bid and alternate #2 to R. Yoder Construction. Mr. Stump seconded. The motion was approved unanimously by voice vote.
- New Business:
  - Approval of the Direct Care Clinic Agreement with Business Health Advantage – Mayor Jenkins presented an overview of the agreement to the Board. This is a three-year agreement which is like the one from three years ago. The cost is \$27 per person which is a slight increase from \$23 per person. This has been a good program for the City and its employees. Mayor Jenkins motioned to approve the new agreement. Mr. Stump seconded. City Attorney Hoffer indicated that he reviewed the agreement and did not have any issues with it. The agreement was approved unanimously by voice vote.
  - Approval of an Agreement for COBRA Administration – Ms. Lewinski (HR Consultant to the City of Nappanee) gave a brief summary of her search to find a third-party provider for COBRA related processes. Three companies were reviewed (Infinisource, Basic, and Allegiance). The company recommended was Infinisource. This is an annual agreement and represented the best cost and service option for the City. Mr. Scheumann motioned to approve the agreement. Mr. Stump seconded. The agreement was approved unanimously by voice vote.
  - Approval of an Agreement with BakerTilly for Annual Budget Assistance – Jeff Rowe (Partner with BakerTilly) gave an overview of the agreement. This agreement will provide assistance to the City for the annual budget process for the year 20/21, and training for future budget processes. The cost is based upon time and expense with the estimated range being \$11,000 to \$13,000. Mayor Jenkins commented that the assistance BakerTilly has provided has been invaluable. Mayor Jenkins motioned to approve the agreement as presented. Mr. Stump seconded. The agreement was approved unanimously by voice vote.
  - Request for Alley Vacation at East Lincoln Street – Superintendent Lehman introduced the request as NIPSCO wishes to expand their facility for their substation. Once this is approved by the Board, it will



be presented to the Common Council. Tonya Stanley, with NIPSCO, told the Board that while the adjacent property owner usually gets 50% of the alley in a vacation, NIPSCO will purchase the entire alley from the adjacent property owners. Mr. Scheumann motioned to accept the request from NIPSCO for the alley vacation request and pass this along to the Common Council for the final approval process. Mayor Jenkins seconded. The vacation request was accepted unanimously by voice vote.

- Superintendent Warren informed the Board that the City was awarded \$469,000 from Community Crossings last week to be used toward three projects. It is a 75/25 grant. Total cost of these projects is anticipated to be \$625,000. Superintendent Warren gave a brief overview of each of the projects and noted the need for the bids/proposals to be due May 4th at 3:30 pm. A special BOW meeting will need to be held on May 4<sup>th</sup> for bid and proposal opening and acceptance. The projects are as follows:
  - Approval of specification for 2020 Microsurfacing and authorize bidding – Mr. Scheumann motioned to approve the bid process. Mr. Stump seconded. The bid process was approved unanimously by voice vote.
  - Approval of specifications for 2020 Crack Sealing and authorize proposals – Mayor Jenkins motioned to approve the authorization of proposals. Mr. Stump seconded. The authorization was approved unanimously by voice vote.
  - Approval of specifications for 2020 Asphalt Paving and authorize bidding – Mr. Stump motioned to approve the bid process. Mr. Scheumann seconded. The bid process was approved unanimously by voice vote.
- Approval of Cathodic Protection Inspection Agreement for Water Towers – Superintendent Gerber described how the cathodic rods protect the water towers. The cost of base protection will be \$4,790 plus \$125 per tank to replace the light bulbs. Mayor Jenkins motioned to approve the agreement and let Superintendent Gerber sign on behalf of the City. Mr. Scheumann seconded. The agreement was approved unanimously by voice vote.
- Sewer Connections:
  - 2181 E. Market Street – Superintendent Gerber commented that this is located at Farimont Homes. They have a sewer that runs between a few buildings that they were having issues with. Mr. Stump motioned to approve the connection. Mr. Scheumann seconded. The connection was approved unanimously by voice vote.
  - 300 S. Nappanee Street – Superintendent Gerber briefly described the request from Yoder Stutzman Plumbing due to a sewer line collapse. Mr. Scheumann motioned to approve the



sewer connection. Mr. Stump seconded. The connection was approved unanimously by voice vote.

- Accounts Payable Vouchers (Mayor Jenkins requested to be authorized to sign the APV's on behalf of the Board due the circumstances related to the COVID-19 pandemic. The Board members will sign the documents once access has been restored. All approved the request by voice vote):
  - 2020 Water Operating APV's totaling \$291,792.26. Mr. Stump motioned to approve the submitted APV's. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
  - 2020 WWTP Operating APV's totaling \$146,891.46: Mr. Stump motioned to approve the submitted APV's. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
  - 2020 CSO APV's Totaling \$28,670: Mayor Jenkins motioned to approve the submitted APV's pending USDA approval. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
- Reports by City Officers:
  - Fire Chief – Chief Lehman requested the fire truck be allowed to lead a parade for Wade Snider (Battalion Chief with Elkhart City Fire who survived a traumatic health crisis with Legionnaires disease), back to his home from the area of the Missionary Church. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
  - Street Department – Superintendent Warren notified the Board that Niblock Excavating will begin work on Stahley Drive and Oakland Avenue on Thursday and Friday. Stahley Drive will be closed on Thursday and Friday and Oakland will be closed part of that time. Miriam Street may be impacted as well. Mayor Jenkins motioned to approve the Stahley Drive and Oakland Avenue closures along with Miriam Street as needed. Mr. Scheumann seconded. The closures were approved unanimously by voice vote. Mr. Scheumann asked if this closure would impact Arby's. Superintendent Warren responded that Arby's will still be accessible. Mr. Scheumann and Mr. Stump commended the work the Superintendent Warren did to obtain the Community Crossings grant.
  - Park Superintendent – Superintendent Davis said that all facilities remain closed. Bremen is operating in much the same manner. The golf course is open as weather permits and predicated on social distancing.
  - Water/WWTP – Superintendent Gerber is in discussions with INDOT for extraordinary cost assistance regarding the US 6 Water Project. INDOT is encouraging the application be filled out and signed by Mayor Jenkins. Mr. Stump motioned to proceed with the application process. Mr. Scheumann seconded. The process was approved unanimously by voice vote.



- Mayor – Mayor Jenkins gave an update on the operations of the COVID-19 Task Force. He noted that everyone is working extremely well with one another as well as with county and state partners. Mr. Lehman interjected that the Elkhart County Task Force is working to get a test site established in Nappanee to help get the Amish tested. Mr. Scheumann thanked Mayor Jenkins for his efforts during this trying time.

With no further business to discuss, Mr. Stump motioned that the meeting be adjourned. Mr. Scheumann seconded. Adjournment was agreed to by voice vote and the meeting was adjourned at 4:27 pm.