



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

Date: May 11, 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), 9 guests (OL), and 2 members 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 April 27<sup>th</sup> and May 4<sup>th</sup> meetings were submitted by Clerk-Treasurer Knight. Mr. Stump motioned they be accepted. Mr. Scheumann seconded. There was no further discussion regarding the minutes. Both sets of minutes were approved unanimously by voice vote.
- Petitions and Comments by Citizens:
  - Sewer Bill Adjustment for 500 Pleasant Acres Drive – Superintendent Gerber noted that all was in order with the request. Mayor Jenkins motioned to approve the bill adjustment. Mr. Stump seconded. The bill adjustment was approved unanimously via voice vote.
- Reports of Committees, Board, and Commissions: There were none.
- Unfinished Business: There was none.
- New Business:
  - Approve ADP Carrier Connections – HR Consultant Adrielle Lewinski discussed how this process electronically connects to the medical, dental, and vision carriers via ADP. This can be used for Open Enrollment and will streamline the process. Mayor Jenkins motioned to approve this agreement with ADP for the establishment of the carrier connections. Mr. Scheumann seconded. The agreement was approved unanimously via voice vote.
  - Approve Specifications and Authorize Quotes for Brick Paver Replacement – Phase II (West US 6) – Superintendent Warren gave a synopsis of the work to be completed. The work will be completed from Clark Street out to, just shy of, Geist Street. Mr. Scheumann motioned to approve the specification and authorize the obtaining of quotes. Quotes will be left sealed until the next meeting on the 26<sup>th</sup>. Mr. Stump seconded. The specifications and authorization to obtain quotes was approved unanimously via 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).



- First Group Supplemental Agreement 17-0024 for Brick Paver Replacement – Superintendent Warren explained that this request is for an additional \$3,700. It's due to this project being split into two segments. Last year's process was done via bid and this year's portion will be done by quote. The added cost is for quote review. Mayor Jenkins motioned to approve Supplemental Agreement 17-0024. Mr. Stump seconded. The agreement was approved unanimously via voice vote.
- Stahley Drive Improvements – Change Order #3 – Mike Reese with Troyer Group explained the additional quantities needed were because the amounts varied from the existing original conditions for the project. When NIBLOC was doing the work, more wedging material was needed. There is also a water main on the north side that did not match up with the plans. The storm sewer line needed to be moved. Also asphalt quantities were necessary due to a difference in the elevations provided. The increased elevations required an additional 462 tons of wedging to bring the grade of the road up to the required height. The total increase in cost will be \$48,752.85 and the request also includes adding 7 days to the completion date. Mr. Scheumann asked if the increased cost is due entirely to the elevations. Mr. Reese said the original bid form was bid incorrectly. The additional amount was due to the change in the survey. They did not have a time to get an official survey done a year ago due to time constraints related to the Community Crossings Grant. Troyer used the preliminary design completed by another company used by the City. Mr. Scheumann motioned to approve Change Order #3. Mr. Stump seconded. Change Order #3 was approved unanimously via voice vote.
- Troyer Group Amendment to Stahley Drive Improvements – Mr. Reese stated that in conjunction with the Change Order #3, additional administrative fees in the amount of \$3,000 were being requested. Mayor Jenkins motioned to approve amendment to the agreement for the additional \$3,000. Mr. Stump seconded. The amendment was approved unanimously via voice vote.
- Commonwealth Task Order 2020-07 – Amendment for Derksen Farm Storm Sewer Replacement – Superintendent Lehman discussed the history of this project. This was for storm water drainage at Derksen Farm. The tile has been compromised. Commonwealth did the engineering work related to this. They submitted the plans to IDEM. IDEM and the Army Corps of Engineers are requiring some additional permitting. Commonwealth is requesting the additional \$1,750 necessary to complete the required permitting. Mr. Scheumann motioned to approve this task order. Mayor Jenkins seconded. The task order was approved unanimously via voice vote.
- Main Street Water Service Improvements – Pay App #6 – Mr. Robarge introduced this pay application request. The project had been shut down for the winter. HRP came out and finished up their punch list. Commonwealth agrees that they have finished their work satisfactorily and is requesting the release of the retainage in the amount of \$4,450.03. Mayor Jenkins inquired if the remaining balance of \$15,480.56 was for retainage as well. Mr. Robarge stated that there will be a final quantity adjustment made that will \$0 out this retainage amount via Change Order #2. Mayor Jenkins



motioned to approved Pay App #6. Mr. Stump seconded. The pay app was approved unanimously via voice vote.

- Excavating in Public Right of Way
    - 302 S. Main Street – Mayor Jenkins noted that this is a storm drain inlet into the City sewer system. Mr. Scheumann motioned to approve the excavating. Mr. Stump seconded. The excavating was approved unanimously via voice vote.
    - NIPSCO Gas Service retirements (multiple locations) – Mayor Jenkins displayed the list of retirements. Superintendent Lehman noted that NIPSCO was unable to inform the City of exactly when the excavating would take place but that the City would know by the request for locates. Mayor Jenkins motioned to approve the excavation. Mr. Stump seconded. The excavation was approved unanimously via voice vote.
  - Sewer Connections (Superintendent Gerber noted that all was in order for these connections)
    - 1107 Blackstone Blvd. – Mayor Jenkins motioned to approve the connection. Mr. Scheumann seconded. The connection was approved unanimously via voice vote.
    - 302 S. Main St. – Mr. Stump motioned to approve the connection fee. Mr. Scheumann seconded. The connection was approved unanimously via voice vote.
    - 1916 E. Market St. – Mr. Stump motioned to approve the connection fee. Mr. Scheumann seconded. The connection was approved unanimously via voice vote.
  - Phend and Brown Pavement Repair – Superintendent Gerber explained the work that Phend and Brown will do to repair the pavement on Madison Street due to a water main repair in two locations. The anticipated cost will be \$7,850. Mayor Jenkins motioned to approve the repair. Mr. Scheumann seconded. The pavement repair was approved unanimously via voice vote.
  - Resolution 728-20 – City of Nappanee Business Continuity Plan – Clerk Treasurer Knight presented a document laying out the process whereby the City of Nappanee would conduct meetings during times of emergency. Also included in the document was a line of succession should something happen to Clerk Treasurer Knight or Mayor Jenkins that would prevent them from managing their day-to-day responsibilities on behalf of the City. Mr. Stump motioned to accept the Business Continuity Plan. Mr. Scheumann seconded. The Plan was approved unanimously via voice vote and will be forwarded on to the Common Council for final approval.
- Accounts Payable Vouchers:



- 2020 Water Operating APV's totaling \$297,606.21. 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 \$84,464.68: Mr. Stump motioned to approve the submitted APV's. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
- 2020 CSO Construction APV's totaling \$197,766.30: Mayor Jenkins motioned to approve the submitted payment request pending USDA approval. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Reports by City Officers:
  - Fire Chief/Planning Department – Superintendent Lehman noted that they currently have one fire truck out of service as it is having some warranty work completed. Also, there will be a request to have a dumpster placed behind the old Martin's Hardware for renovation work. The request will be for an initial two-week period with an additional two weeks needing to be approved by the BOW. Mayor Jenkins requested that this be done by working with Superintendent Warren to minimize alley disruption. Mayor Jenkins motioned for the owners to work with Superintendent Warren to minimize alley disruption with the location of a dumpster. Mr. Scheumann seconded and reiterated the need to keep the alley open as much as possible during the renovation. The motion was approved unanimously via voice vote.
  - Street Department – Superintendent Warren commented that the West Walnut Street parking lot construction will begin Wednesday, May 13<sup>th</sup> and last through June 29<sup>th</sup>. It will be closed during this time. Also, Kemp Electric noted that a couple of strips of lights on the top of the pavilion weren't working correctly. They are planning on replacing those on Wednesday, but they will not need a complete street closure. This will need to be coned off in an appropriate manner. Additionally, the letters have been returned from the engineers regarding the bids that came in a week ago. The documentation has been provided to the BOW members.
  - Parks and Recreation – Superintendent Davis commented that they have an outline covering various park openings and events.
  - Water/WWTP – Superintendent Gerber made a hiring request for Corey Kern to be brought in to help the Water Utility starting on May 26<sup>th</sup> at \$11.00/hour. He also requested to hire Kyler Germann for the WWTP starting May 12<sup>th</sup> at \$11.50/hour. Both gentlemen worked for the City last year and did a great job. Mayor Jenkins motioned to approve the hirings. Mr. Stump seconded. The hirings were approved unanimously via voice vote.
  - Mayor – Mayor Jenkins informed the BOW that he was contacted by the County Surveyor's Office regarding Walters Ditch south of Woodview Drive. They would like to brush and clean the ditch. A

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meeting will be set up with the residents along there to keep everyone informed. It will probably be a shared cost with the County Surveyor's Office.

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 4:17 pm.

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Phil Jenkins, Mayor

Attest: \_\_\_\_\_  
Jeff Knight, Clerk of Board of Works