



Board of Works Meeting – Minutes

Date: June 8, 2020

Time: 3:30 pm

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

Also Present: City Attorney: Brian Hoffer (OL), **Clerk-Treasurer:** Jeff Knight (IP), Superintendent Brent Warren (IP), 10 guests (OL), and no members of the press.

- 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 attended and voted in person. Mr. Stump attended and voted via Zoom videoconference.
- The minutes from the May 26th 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:
 - Sewer Bill Adjustments (Superintendent Gerber had reviewed and indicated all was in order with the requests):
 - 506 South Madison: Mayor Jenkins motioned to approve. Mr. Scheumann seconded. The adjustment was approved unanimously via voice vote.
 - 252 West Market: Mr. Scheumann motioned to approve. Mr. Stump seconded. The adjustment was approved unanimously via voice vote.
- Reports of Committees, Board, and Commissions: There were none.
- Unfinished Business:
 - Receive Bids for Street Dump Truck: Proof of publication was evidenced. There was one bid from McCormick Motors that included a base bid of \$186,041 and an option for an extended warranty of \$1,780. The total came to \$187,821. Mayor Jenkins motioned to take this bid under advisement and for Superintendent Warren to review and make a recommendation at the next BOW meeting on June 8th. Mr. Scheumann seconded. The motion was approved unanimously via voice vote.
 - Receive Quotes for US 6 Brick Pavers: Superintendent Warren noted that three quotes were solicited, but only one was received from R. Yoder Construction. The quote came in at \$56,280. Superintendent Warren would like for First Group to review the quote and then submit the

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.



recommendation at the next BOW meeting on June 8th. Mr. Scheumann so motioned. Mr. Stump seconded. The motion was approved unanimously via voice vote.

- New Business:

- Approve Proposal from Robinson Engineering regarding Nappanee Railroad Crossings: Mayor Jenkins gave a brief overview of the great deal of work Mr. Ed Strohbehn has completed in order to create silent train crossings for the City of Nappanee. The Mayor also mentioned the ability to potentially obtain grant funding for the project. Mayor Jenkins motioned to approve the proposal from Robinson Engineering. Mr. Stump seconded. Mr. Scheumann asked if the tasks, as they were presented, were together or separate. Mr. Jeff Pintar with Robinson Engineering was introduced and responded that they would be separate. They are both time-and-material tasks with dollar amounts not to exceed those set forth. Mr. Pintar also gave a brief overview of the work that Robinson Engineering does. With no further questions or comments, the proposal was approved unanimously via voice vote.
- Excavating in Public Right of Way:
 - Community Fiber – Northwood Water Tower: Mayor Jenkins gave an overview of the project. Mr. Scheumann motioned to approve the excavation. Mayor Jenkins seconded. The excavation was approved unanimously via voice vote.
 - Community Fiber – West Walnut Street: Mayor Jenkins gave an overview of the project. Mayor Jenkins motioned to approve the excavation. Mr. Scheumann seconded. The excavation was approved unanimously via voice vote.
- Approve specifications and receiving quotes for Derksen Farms Drainage: Mr. Scheumann motioned to approve the specifications and the solicitation of quotes. Mayor Jenkins seconded. The specifications and the solicitation of quotes were approved unanimously via voice vote.
- Accept Quotes on NorthWood Water Tower Repair: Mr. Andrew Robarge, with Commonwealth Engineering, presented the details of the repair work necessary to be completed on the NorthWood Water Tower due to a leak at a weld seam. Clouse Inspections Services provided the lowest bid of \$13,968. Mayor Jenkins motioned to move forward with the repairs utilizing Clouse's services as presented with June 30th set as the substantial completion date. Mr. Stump seconded. Mr. Robarge noted that the water tower will be out of service for a maximum of 10 days. The motion was approved unanimously via voice vote.
- Approve Commonwealth Update to PER for Airport Water Tower: Mr. Robarge discussed the US 6 Water Main Improvements and the possible funding streams including grant dollars from the EDA. The EDA provides 80% to 100% grant funding towards their projects. Commonwealth proposed to update the PER for a fee not to exceed \$5,000 in order to convert the PER to EDA funding and satisfy

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EDA requirements. The work is expected to be completed within 60 days. Mr. Scheumann motioned to approve the update. Mayor Jenkins seconded. The update was approved unanimously via voice vote.

- Approve Change Order #3 for Infrastructure Improvements Project – Division “D”: Mr. Robarge presented the change order for a quantity adjustment. This will be a \$15,480.56 deduction from the contract. Mr. Scheumann motioned to approve Change Order #3. Mr. Stump seconded. The change order was approved unanimously via voice vote.
- Approve Walnut Street Parking Lot Change Order #1: Superintendent Warren discussed the \$1,280 change order. Mayor Jenkins motioned to approve the change order. Mr. Stump seconded. The change order was approved unanimously via voice vote.
- Sewer Connection Application for 1170 E Woodview: Superintendent Gerber noted that this was an emergency repair. Mr. Stump motioned to approve the sewer connection. Mr. Scheumann seconded. The connection was approved unanimously via voice vote.
- Accounts Payable Vouchers:
 - 2020 Water Operating APV’s totaling \$91,255.06. 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 \$77,762.82: 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 \$2,033.22: Mayor Jenkins motioned to approve the submitted payment request pending USDA approval. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
- Reports by City Officers:
 - EMS Director: Director Sumpter requested to hire James White as a part time paramedic beginning tomorrow. Mr. Stump motioned to approve the hiring. Mr. Scheumann seconded. The hiring was approved unanimously via vote.
 - Fire Chief/Planning Department: Chief Lehman noted that the Fire Department is having their hoses tested at the high school. There have been several sections that failed, for various reasons, and so the Fire Department is looking to see if anyone has a need for any of them.
 - Street Department: Superintendent Warren commented that the Walnut Street Dumpster Enclosure had the footers poured, Stahley Drive should have the top-coat tomorrow, and some trees are being removed for the NIPSCO sub-station update. Mayor Jenkins motioned to have Superintendent



Warren work with Arbor Metrics as it pertains to the tree removal and potential street closures. Mr. Stump seconded. The motion was approved unanimously via voice vote.

- Water/WWTP: Superintendent Gerber requested approval to hire Taylor Knight at \$11.00/hour, effective tomorrow. Taylor will be tasked with digitizing all the maps the City currently has in storage. Mr. Stump motioned to approve the hiring. Mayor Jenkins seconded. Taylor's hiring was approved unanimously via voice vote.

Superintendent Gerber also gave an update on the work LD Docsa is doing at the Water Treatment Plant. They are now back on-site.

- Mayor: Mayor Jenkins commented that he continues to monitor the Governor's Executive Orders pertaining to the COVID-19 Pandemic. Beginning with the June 1st Council meeting, the Council chambers will be open to the public with social distancing being maintained. Department heads will attend the meetings via ZOOM videoconference.

Also mentioned were the additional COVID-19 funds being made available to cities and towns in the state. The amount of funding for the City of Nappanee is \$221,000. Mayor Jenkins requested approval to fill out the requisite paperwork in order to have access to the funding. Mr. Scheumann motioned to approve Mayor Jenkins filling out and signing the documentation for the City to obtain access to the COVID-19 funding. Mr. Stump seconded. Approval was granted unanimously via voice vote.

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 4:19 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works