



Board of Works Meeting – Minutes from June 8, 2020

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), 9 guests (OL), and 1 member of the press (OL).

- Call to Order: Mayor Jenkins called the meeting to order at 3:31 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):
 - 460 E. Marion Street: Mayor Jenkins motioned to approve. Mr. Stump seconded. The adjustment was approved unanimously via voice vote.
 - 506 Chippewa Drive: Mr. Scheumann motioned to approve. Mr. Stump seconded. The adjustment was approved unanimously via voice vote.
 - 710 N. Williams Street: Mr. Stump motioned to approve. Mayor Jenkins seconded. The adjustment was approved unanimously via voice vote.
 - 451 N. Williams Street: 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:
 - Award Street Department Dump Truck: Superintendent Warren reminded the BOW members that a singular bid was received from McCormick Motors for the 2020 Plow Truck in the amount of \$187,821. This price included the extended warranty of \$1,780. After the bid was reviewed it was deemed to have met or exceeded all specifications. Mr. Stump motioned to approve the awarding of the bid to



McCormick Motors with the inclusion of the extended warranty. Mr. Scheumann seconded. The awarding of the bid was approved unanimously via voice vote.

- Receive Quotes for Derkesen Farms Stormwater Drainage Repair: One quote was received from Beer and Slabaugh for \$28,600. Mayor Jenkins motioned to approve the receipt of the quote and to take it under advisement for award at the June 22nd BOW meeting. Mr. Scheumann seconded. The receipt of the quote as motioned was approved unanimously via voice vote.

- New Business:

- Request to Close Buffalo Court on July 4, 2020: Mr. Chris Truex made the formal request to close Buffalo Court in order to have a cul-de-sac party on July 4th from 9:00 am until 9:00 pm. Mr. Scheumann motioned to approve the request pending all other homeowners in the cul-de-sac approval. Mayor Jenkins seconded. Superintendent Warren indicated that the Street Department could provide barricades for the day. With no further questions or comments, the request was approved unanimously via voice vote.
- Approve Plans and Specifications and Authorize Bidding for 253 W. Market Street: Mayor Jenkins provided the background on the acquisition of the property by the City and what the new renovations for the Art Council will look like. This request is for plans and specs to be approved and the authorization of bids to be received by June 22, 2020 at 3:30. Mr. Scheumann motioned to approve the plans and specs as well as the authorization of bids to be received by June 22, 2020 at 3:30. Mr. Stump seconded. The plans and specs were approved as well as the authorization of receiving bids by voice vote.
- Approve Agreement with Kindig & Sloat for Waterworks Project: City Legal Counsel Hoffer explained the background and what this agreement entailed. Mr. Robarge confirmed that these costs were contained in the PER. Mayor Jenkins motioned to approve the agreement. Mr. Stump seconded. The agreement was approved unanimously by voice vote.
- Award West Market Street (US 6) Paver Replacement Project: Superintendent Warren informed the BOW that three quotes were solicited but only R. Yoder submitted a quote. The quote was \$56,280 which was considerably less than the engineer estimated. First Group reviewed the quote and recommended the awarding of the project to R. Yoder Construction. Mr. Scheumann motioned to approve the awarding of the project to R. Yoder Construction. Mayor Jenkins seconded. The awarding of the project was approved unanimously by voice vote.
- Approve Plans and Specifications and Authorize Quotes for Downtown Banner Pole: Mayor Jenkins reminded the BOW members that the banners hung across the road for the Elkhart County Fair and Apple Festival were historically suspended from the utility lines across US 6 and SR 19. The City asked



the Troyer Group to come up with some permanent pole solutions. Mr. Mike Reese with the Troyer Group explained the permanent pole solution and locations they came up with. Quotes will be solicited from three contractors and are to be received by 3:30 pm on June 22, 2020 for the next BOW meeting. Superintendent Warren indicated that he would be fine with opening and awarding the quotes sooner, as Mr. Reese suggested, pending favorable review by the Troyer Group and the City internally. Mr. Stump motioned to approve the plans and specs and authorize quotes to be received as mentioned. Mayor Jenkins seconded. Approval and authorization were granted unanimously by voice vote.

- Stahley Drive Improvements – Change Order #4: Mr. Reese with the Troyer Group discussed the Change Order and the overruns that led up to this request. Due to some of their own estimating errors, Troyer Group agreed to pay \$25,737.45 of the request by means of a credit to the City on future work. Mr. Scheumann asked if the City approved the Change Order if it would reduce this change order to \$7,383.50? Mr. Reese said that the Change Order would remain the same. All the specifics of the amount Troyer Group agreed to pay will be worked out pending clarification from the State Board of Accounts on how best to handle this. Mr. Scheumann also voiced his disappointment on how the cost overruns were handled but noted his willingness to move forward due to Troyer’s willingness to absorb most of this cost. He also voiced his appreciation to the Mayor and Superintendent Warren for their concern for the City’s best interest by watching out for issues like this as it pertains to cost overruns and who should be held responsible. Mr. Scheumann motioned to approve this Change Order. Mr. Stump seconded. The Change Order was approved unanimously by voice vote.
- Request to close Alley north of City Hall for Fireman’s Fish Fry on July 11th: Chief Lehman discussed the request to close the alley north of City Hall for the Fireman’s Fish Fry scheduled to be held on July 11th. The alley will be closed from 6:00 am until 9:00 pm. Mayor Jenkins motioned to approve the request to close the alley. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Excavating on Public Property Permit Request – South of Lincoln between Madison and Main: The request came in late and was not included in the documentation packet. Superintendent Lehman said the request was received from Century Link for them to install fiber. Both Superintendents Lehman and Warren were ok with the request. Superintendent Gerber wished to review the location as there are water mains that run through that general area. (The document was added to the BOW online information package upon completion of the meeting). Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Receive Quotes and Award Mayor’s Office Furniture: Mayor Jenkins received quotes for the new officer furniture for his office contingent upon an additional appropriation from the Common Council.

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.



The Mayor worked with Lauren Johns to obtain the quotes. The lowest quotes from three different companies came in at \$17,469.30. Mr. Scheumann motioned to approve the furniture purchase. Mr. Stump seconded. The purchase was approved unanimously by voice vote.

- Accounts Payable Vouchers:

- 2020 Water Operating APV's totaling \$196,721.45: 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 \$47,141.39: Mr. Stump motioned to approve the submitted APV's. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.

- Reports by City Officers:

- Police Chief: Chief Rulli submitted a memo requesting the acceptance of the resignation of Res. Cpl. Chad Stover who was hired full time at the Kosciusko County Sherriff's office. A resignation letter from Officer Stover was attached to the memo. Mayor Jenkins noted his appreciation of Officer Stover and wished him well. Mayor Jenkins motioned to approve the resignation of Officer Stover. Mr. Stump seconded. The resignation was approved unanimously by voice vote.

Secondly, Chief Rulli requested that Corbin Johnson be promoted from Probationary Patrolman to First Class Patrolman. The effective date of the request is June 8, 2020. Mr. Stump motioned to approve the request. Mr. Scheumann seconded. The promotion was approved unanimously by voice vote.

- Street Department: Superintendent Warren discussed upcoming parking log painting that will be taking place. A list of various times and locations was provided to the BOW. The lots will be posted 48 hours ahead of the painting. Mr. Scheumann motioned to approve the lot closings as well as the flexibility to change the dates as necessary. Mayor Jenkins seconded. The motion was approved unanimously by voice vote.

Superintendent Warren also noted that Phend and Brown is currently in town working on the ADA ramps. The paving should be done in the middle to late July.

- Water/WWTP:

- Water Side

- Superintendent Gerber discussed the request for the purchase of a repair rack for the number two aerator. The old rack was wooden and deteriorating. The cost will be \$11,750 and the Water department staff will do the installation. The savings will be approximately \$30,000 by doing the work themselves. Mr. Stump motioned to approve the purchase. Mayor Jenkins seconded. The purchase request was approved unanimously by voice vote.



Secondly, Superintendent Gerber requested to get quotes to fix the roof and three entry doors at the shop. He would like to obtain the quotes and have them ready for the BOW meeting on June 22, 2020. Mayor Jenkins motioned to approve the obtaining of quotes. Mr. Stump seconded. The request was approved unanimously by voice vote.

Thirdly, Superintendent Gerber informed the BOW that, during a pump test, high service pump number two burned out. A request will be made at the next BOW meeting regarding the work to replace this pump.

Fourthly, he mentioned that the computer controls for the alarm system quit functioning. This was primarily related to the update of the software from Windows 7. The software needs to be updated to Windows 10, but the systems are not compatible at this point.

Fifthly, the letters for the temporary easement pertaining to the water project have been sent out.

Wastewater Side

LD Docsa has completed all the pipe installation at the clarifiers. They are close to being finished.

Finally, Superintendent Gerber requested approval for he and Shawn to attend annual wastewater conference in Fort Wayne August 26th through 28th. Mr. Stump motioned to approve the request. Mayor Jenkins seconded. The request was approved unanimously by 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 4:25 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works