



Board of Works Meeting – Minutes from July 27, 2020

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

Also Present: City Attorney: Brian Hoffer (OL), **Clerk-Treasurer:** Jeff Knight (IP), 10 guests (1 IP and 9 OL), and 2 members of the press (OL).

- Call to Order: Mayor Jenkins called the meeting to order at 3:33 pm.
- Roll Call: All members were in attendance. Mayor Jenkins presided over the meeting, and voted, via Zoom videoconference. Mr. Scheumann attended and voted in person. Mr. Stump attended, and voted, via Zoom videoconference.
- The minutes from the July 13, 2020 meeting were submitted by Clerk-Treasurer Knight. Mr. Stump motioned they be accepted as written. 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 Adjustment for 1104 E. Market Street – Superintendent Gerber said all was in order. Mayor Jenkins motioned to approve the \$174.09 adjustment request. Mr. Stump seconded. The adjustment was approved unanimously by voice vote.
- Reports of Committees, Board, and Commissions: There were none.
- Unfinished Business:
 - Award Contract for Emergency Services Building Roof: Mayor Jenkins commented that two quotes had been received. Love Contractors, Inc. came in as the lowest responsive, responsible, bid at \$96,800. Mr. Scheumann motioned to approve the awarding of the contract to Love Contractors, Inc. Mr. Stump seconded. This is the same contractor that completed work on the Fire Department a year ago. The awarding of the contract to Love Contractors, Inc. was approved unanimously by voice vote.
 - Award Contract for Water Shop Roof Repair: Superintendent Gerber reminded the BOW members that two quotes had been received for this project. Upgrade Commercial Roofing was the lowest responsive, responsible, bidder with a quote of \$26,385 and a 25-year labor and material non-prorated warranty. Mayor Jenkins motioned to award the contract to Upgrade Commercial Roofing for \$26,385. Mr. Stump seconded. Mr. Scheumann inquired if Superintendent Gerber had considered upgrading the project to include insulation. Superintendent Gerber's response was no, because there



was already insulation on the inside of the roof already. The awarding of the contract to Upgrade Commercial Roofing was approved unanimously by voice vote.

- New Business:

- Approve Excavating in ROW in 200 Block of East Lincoln Street for NIPSCO: Superintendent Warren gave an overview of the request. The option of Ryan Construction for boring under the street was not going to be viable. The work needed to be completed using the open cut method. The work took place from July 21, 2020 through July 27, 2020 on Lincoln between Elm and Madison. Mayor Jenkins motioned to approve the work completed during that time. Mr. Scheumann seconded. Superintendent Warren inquired how the restoration was going to be completed. NIPSCO will repave including sidewalks and curbs. Mayor Jenkins requested that NIPSCO make their requests, in the future, prior to the work beginning. This was an odd situation that precluded that happening. The NIPSCO representative noted his appreciation for how easy the City has been to work with. The request was approved unanimously by voice vote.
- Approve RFP for Lease of ROW Along 100 Block of S. Elm Street: City Attorney Hoffer explained what this request entailed. In short, part of the Key Bank parking lot extends into the City right of way. The proposed solution for the issue was establishing a lease. Attorney Hoffer prepared a Written Determination of the City of Nappanee Board of Public Works and Safety to Lease Certain Real Estate Pursuant to I.C. 36-1-11-12 which listed lease options. The Key Bank attorney (Lauren Maxim) requested that language be included which allowed the lease to be transferred upon sale. There is a sale pending the resolution of this. Mayor Jenkins motioned to approve the Written Determination Letter. Mr. Scheumann seconded. Mr. Scheumann asked if there were any utilities to be concerned about. Superintendent Gerber replied not on that side of the street. The Written Determination Letter was approved unanimously by voice vote. Mayor Jenkins will sign the letter. Mr. Scheumann motioned to authorize Mayor Jenkins and City Attorney Hoffer create the formal RFP have it advertised and returned to the BOW prior to the meeting on August 24th. Mr. Stump seconded. The authorization for the creation and advertising of the formal RFP to be received back prior the meeting on August 24th was approved unanimously by voice vote.
- Approve Pay App #3 for Walnut Street Dumpster Enclosure: This request is for the remaining amount of work including retainage. This will complete the project. Mr. Stump motioned to approve the request. Mayor Jenkins seconded. Mr. Scheumann questioned not withholding any retainage. Mr. Reese's (Troyer Group) response was that certain items have limited one-year warranties. If there were a failure in a portion of the project that did not have a warranty, then it would have to be determined what failed and who was responsible for it at that point. Once substantial completion is reached, a final punch list is created. The retainage is used to make certain those final issues are



resolved. Once they are resolved, retainage is released. Pay App #3 was approved unanimously by voice vote.

- Approve Agreement for Consulting Engineer for W. Market Street Lights: Mr. Reese summarized the agreement. The cost will be \$8,720. Mr. Scheumann motioned to approve the agreement. Mr. Stump seconded. The agreement was approved unanimously by voice vote.
- Approve Pay App #2 for WWTP Anaerobic Digester Boiler Emergency Repair: Mr. Robarge (Commonwealth Engineering) presented the pay app. This is for the completion of the remaining work for the anaerobic digester boiler. Commonwealth reviewed the request and found it to be correct. Mayor Jenkins motioned to approve Pay App #2. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Approve Pay App #3 for WWTP Anaerobic Digester Boiler Emergency Repair: Mr. Robarge noted that this was the final payment request from Griffin Plumbing and Heating for work completed on the anaerobic digester boiler. This will be the release of retainage. Commonwealth reviewed the work and was satisfied. Mr. Stump motioned to approve Pay App #3. Mr. Scheumann seconded. Pay App #3 was approved unanimously by voice vote.
- Approve Pay App #8 for LTCP Improvement Project – Division D: Mr. Robarge told the BOW that this request was for regular work completed on the project. The project has achieved substantial completion. The contractor is working through a final punch list. The contractor has requested a meeting with Commonwealth to discuss the amount of funds deducted from their requests. Commonwealth expects final completion in the next couple months. Mayor Jenkins motioned to approve the pay app. Mr. Scheumann seconded. Pay App #8 was approved unanimously by voice vote.
- Approve Plans and Specifications for Airport Water Tank (Div A), Miriam Water Tank Improvements (Div B) and Waterworks Improvement Projects (Div C) and Authorize Bidding: Mr. Robarge discussed the various phases of the improvement projects. The SRF has indicated that the projects are in the Fundable range. The amount requested via the PER has been allocated. There is also flexibility built into the budget. Bids will need to be back by 3:00 pm on August 24th. There will be a pre-bid meeting on August 12th, at 10:00 am EST, at the Westpark Pavilion. Mr. Scheumann motioned accordingly. Mayor Jenkins seconded. The plans and specs along with the bidding were approved and authorized unanimously by voice vote.
- Approve Amendment to Consulting Engineering Agreement for Airport and Miriam Water Tower Improvements: Mr. Robarge summarized the amendment included hourly cost and completion date. Mayor Jenkins motioned to approve the amendment with cost not to exceed \$15,000. Mr. Stump seconded. The amendment was approved unanimously by 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.



- Approve Amendment to Consulting Engineering Agreement for Waterworks Improvements: Mr. Robarge summarized the amendment included hourly cost and completion date. Mr. Scheumann motioned to approve the amendment with cost not to exceed \$15,000. Mr. Stump seconded. The amendment was approved unanimously by voice vote.
- Authorize Water Utility to Waive Late Fees for July Water Bills due to Post Office Delay: Mayor Jenkins gave a brief synopsis. There was a timing issue with the Fort Wayne Distribution Center. The waivers will take place only on a requested basis. Mr. Stump motioned to approve the authorization for the waiver of late fees on a request basis only. Mr. Scheumann seconded. The authorization was approved unanimously by voice vote.
- Approve Appraisal Problem Analysis (APA) for Woodview Drive and Authorize Brent Warren To Sign for the City: Mr. Denny Cobb made the presentation. He discussed the type of appraisal necessary notification to the property owners and the costs that will be associated. Mr. Stump motioned to approve the analysis and authorize Superintendent Warren to sign on behalf of the City. Mayor Jenkins seconded. The analysis and authorization were approved unanimously by voice vote.
- New Paris Telephone – Application for Excavating on Public Property: Mayor Jenkins told the BOW that this request came in today and is for the ability to excavate on the north side of East Lincoln Street from Elm Street to Coppes Commons. It will be for directional boring for fiber-optic installation. The work will begin on August 5th at 8:00 am. Superintendent Gerber commented that there is a water main on the north side of East Lincoln and that the Water Department will work closely with them. Mayor Jenkins motioned to approve the application. Mr. Scheumann seconded. The application was approved unanimously by voice vote.
- Accounts Payable Vouchers:
 - 2020 Water Operating APV's totaling \$76,137.30: Mr. Scheumann motioned to approve the submitted APV's. Mr. Stump seconded. The APV's were approved unanimously by voice vote.
 - 2020 WWTP Operating APV's totaling \$79,725.10: Mr. Scheumann motioned to approve the submitted APV's. Mr. Stump seconded. The APV's were approved unanimously by voice vote.
- Reports by City Officers:
 - EMS Director: Director Sumpter noted that after the air conditioner repair, the system is running well.
 - Fire Chief: Nothing to report.
 - Police Chief – Nothing to report
 - Street Department: Nothing to report



- Park Superintendent – Nothing to report.
- Water/WWTP: Superintendent Gerber informed the BOW that Marvin Stalter had achieved a new certification and would like to increase his pay .12/hour, backdated to July 1st. Mayor Jenkins motioned to approve the pay increase. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
- Clerk-Treasurer – Nothing to report
- Mayor – Nothing to report

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 4:42 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works