



Board of Works Meeting – Minutes from August 10, 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), 10 guests (OL), and 1 member 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 27, 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: There were none.
- Reports of Committees, Board, and Commissions: There were none.
- Unfinished Business: There was none.
- New Business:
 - Approve LTCP – Division D Amendment to Owner-Engineer Agreement – Amendment #11: Mr. Andrew Robarge with Commonwealth Engineers made the presentation. The project has reached substantial completion and a certificate indicating such, has been given. There are still some expenditures expected for closing out the project as well as some that have not been realized to date. At this time, the request is being made for authorization of \$15,800 for construction engineering and the resident project representative. The total additional costs incurred by the Engineer on behalf of the City in the administration of the contract, directly resulting from the City's delayed completion dates are projected to be \$65,000. There should be enough funds to cover the amendment. Mr. Scheumann motioned to approve authorization of the amendment. Mayor Jenkins seconded. The amendment was approved unanimously by voice vote.
 - Approve Agreement for Consulting Engineer for Walnut Street Extension ROW: Mr. Mike Reese with the Troyer Group made the presentation. The proposed fee includes the Boundary and Topographic Survey (\$15,100) and Schematic Design (\$13,300) for a total of \$28,400. Mayor Jenkins motioned to

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approve the agreement with the Troyer Group. Mr. Stump seconded. Mr. Scheumann asked if Family Fair Drive will be included in this project. Mayor Jenkins replied affirmatively. The agreement was approved unanimously by voice vote.

- Approve Agreement for Consulting Engineer for Wellfield Park Restroom/Concession/Storage/Lockers Rooms: Mr. Brian Bohlender made the presentation. Mayor Jenkins noted that the costs of the development would be shared with the Wa-Nee School District and that the start date was being targeted as Spring of 2021. The estimated construction hard cost is \$1,600,000, with soft costs being 20% to 25% of hard costs in addition, with proposed A&E fees of \$85,000. Mr. Scheumann made the motion to approve the agreement with Barton, Coe, Vilamaa Architectural Engineers as consulting engineers for Wellfield Park as mentioned above. Mr. Stump seconded. The agreement was approved unanimously by voice vote. Later in the meeting, Mayor Jenkins noted that this would also be presented at the Park Board meeting and suggested that this decision should be made pending Park Board approval. Mr. Stump motioned accordingly. Mr. Scheumann seconded. The approval pending Park Board approval was approved unanimously by voice vote.
- Approve Change Order #1 for ESB Roof: Mayor Jenkins presented the request. There is an opportunity for a deduct change order of \$10,000. The building currently has a stone cap parapet. In the original request for proposal, the City had asked for that to be removed and replaced. In talking with the contractor, an adjustment to the installation method can be utilized which would save \$10,000. Mr. Stump motioned to approve the change order. Mr. Scheumann seconded. The change order was approved unanimously by voice vote.
- Excavating on Public Property – Mediacom at 252 E. Woodview Dr.: Mayor Jenkins presented the request. Mayor Jenkins motioned to approve the excavation. Mr. Stump seconded. Mayor made the request that these types of submissions be requested sooner as they have been received at the last minute in recent cases. The excavation was approved unanimously by voice vote.
- Accounts Payable Vouchers:
 - 2020 Water Operating APV's totaling \$211,981.80: 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 \$161,924.14: Mr. Stump motioned to approve the submitted APV's. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
 - 2020 CSO Construction in Progress APV's Totaling \$31,108.22: Mayor Jenkins motioned to approve pending USDA approval. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
- Reports by City Officers:

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- EMS Director: Nothing to report.
- Fire Chief: Nothing to report.
- Police Chief – Nothing to report
- Street Department: Nothing to report
- Park Superintendent – Nothing to report.
- Water/WWTP: Superintendent Gerber discussed several issues/upcoming events.

Water Side: There will be the flushing of Fire Hydrants taking place at various locations from August 24 – 27th in the evenings.

Waste Water Side: Request for R&R Visual to clean and televise the sewer, review film and line the sewer as soon as possible. There have been street collapses recently and this will help detect issues and prevent them in the future. Commonwealth is preparing the documents to quote/bid the lining project. Superintendent Gerber indicated the cost for R&R is not to exceed \$15,000. There were three bids received with R&R being the lowest. As part of this request, Superintendent Gerber sought approval from the BOW to allow Mayor Jenkins and him to have the authority to approve the contractors on this job and quote/bid as soon as possible in order to expedite the project. Mayor Jenkins asked Superintendent Gerber if he was seeking to have this considered an emergency. Superintendent Gerber said yes. A discussion ensued between Mayor Jenkins, City Attorney Hoffer, Mr. Robarge, and Superintendent Gerber as to the timing requirements for bids and how to proceed in an emergency versus non-emergency situation. In the end City Attorney Hoffer suggested that in the event the videoing takes place and the Mayor and Superintendent Gerber determine an emergency exists, and the Engineer concurs, that the BOW would authorize the Mayor and Superintendent Gerber to move forward due to the emergency circumstances to obtain the necessary relief. Mr. Scheumann motioned to approve R&R Visual to clean and televise the sewer on East Centennial St. between Clark Street and Hartman street with costs not to exceed \$15,000 and to move forward as the City Attorney proposed. Mr. Stump seconded. The request was approved unanimously by voice vote.

Finally, Superintendent Gerber requested a raise for Matt Hockert from \$20.36/hour to \$21.16/hour. He commented on the good job he's done. Matt has just completed his first year. This would be effective August 2nd. May Jenkins motioned to approve the raise. Mr. Stump seconded. The raise was approved unanimously by voice vote.

- Clerk-Treasurer – Nothing to report
- Mayor – Nothing to report.

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- City Attorney Hoffer commented on the Water Service Line replacement project. There were approximately 240 parcels the City was seeking temporary easements from so the City could replace their water service lines. At this point, about 190 have been received. City Attorney Hoffer sought authorization for Mayor Jenkins and CT Knight to sign and execute the temporary easements. Mr. Scheumann motioned to grant authorization accordingly. Mr. Stump Seconded. The authorization 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 4:11 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works