



Board of Works Meeting – Minutes from August 24, 2020

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

Also Present: City Attorney: Brian Hoffer (OL), **Clerk-Treasurer:** Jeff Knight (IP), 15 guests (OL), and 2 members of the press (OL).

- Call to Order: Mayor Jenkins called the meeting to order at 3:00 pm.
- Roll Call: All members were in attendance in person.
- The minutes from the August 10, 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:
 - Cami Mechling with Visit Nappanee requested to shut down streets and alleys in order to have the first of two festivals. The closures requested were on Lincoln from SR 19 to Summit, Lincoln from SR19 west to the veterinary clinic, closure of parking lot beside the barber shop for live entertainment, parking spaces on SR 19 from US 6 to Lincoln for the motorcycle show. Additional closure would be Elm Street to Lincoln. Also requested was a police officer for traffic control at Lincoln and SR 19, closure of the alley between Key Boutique and Bella’s Books for part of their art walk and vendors. She would also like the use of a stage and possibly use of the overhead signage if the new poles were in place by that time. Mayor Jenkins noted that the stage was the Apple Festival’s and so she would need to contact Donna Persing. Superintendent Warren was not able to attend the meeting, but he is who she would need to speak with regarding use of the sign poles. Road closure hours will be from 2:00 pm until 10:00 pm. Mayor Jenkins asked if Ms. Mechling has spoken with the owner of the barber shop. Last year they had concerns. Ms. Mechling said she has not but will do so. Mayor Jenkins motioned to approve the street closings contingent upon Street Superintendent Warren, Police Chief Steve Rulli, and the Elkhart County Health Department’s approval. Mr. Stump seconded. Mr. Scheumann asked how the closures would impact the parking lot behind Hunters. Ms. Mechling commented that last year Elm was made a two way (from the alley north) in order to allow people to access the parking lot. Mr. Scheumann requested that Ms. Mechling provide paperwork outlining all the closures. The date for this festival is September 18th. There will be another request for October 9th with identical closures and requests. Mr. Scheumann said he would like to see the October 9th festival come back as another request once the City sees how well this first festival functions. Ms. Mechling said she will also contact all the businesses impacted. Mr. Scheumann asked if there was an

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.



event scheduled for Dal-Mar during this time. Ms. Mechling said she contacted them but has not heard back. The request was approved unanimously by voice vote.

- Reports of Committees, Board, and Commissions: There were none.
- Unfinished Business:
 - Receive Bids for Water Infrastructure Project: The sealed bids were opened and read out publicly by Mr. Andrew Robarge with Commonwealth Engineers.
 - Division A – New Airport Tank Bid:
 - Phoenix Fabricators and Erectors (Avon, IN): Base bid of \$2,888,753
 - Maguire Iron, Inc. (Sioux Falls, SD): Base bid of \$2,897,000
 - Caldwell Tanks, Inc. (Louisville, KY): Base bid of \$2,572,000
 - (All alternate bids were filled out as required)
 - Division B – Miriam Tank Bid:
 - Maguire Iron, Inc. (Sioux Falls, SD): Base bid of \$1,009,590
 - Phoenix Fabricators and Erectors (Avon, IN): Base bid of \$1,325,800
 - (All alternate bids were filled out as required)
 - Division C – Water Main Replacement Bid:
 - Indiana Earth, Inc. (Osceola, IN): Base bid of \$3,072,215.81
 - HRP Construction, Inc. (South Bend, IN): Base bid of \$4,358,427
 - C&E Excavating, Inc. (Elkhart, IN): Base bid of \$4,471,445
 - (All alternate bids were filled out as required)
 - After the bids were opened, Mayor Jenkins motioned to take all the bids under advisement and make the award recommendations at the BOW meeting on September 28th. Mr. Stump seconded. The motion was approved unanimously by voice vote.
 - Approve West Market Street Brick Replacement Change Order #1: This is a \$0 change order. The request is for a time-line extension, due to supply side delays in material delivery, from August 28th to September 30th. Mr. Scheumann motioned to approve the time-line extension request. Mayor Jenkins seconded. The extension was approved unanimously by voice vote.
 - Approve Noise Ordinance Exemption for Power from the Past: Mr. Jeff Kitson presented the request in order to allow the Truck/Tractor Pull to take place on Friday and Saturday September 11th and 12th. The exemption will go until 11:59 pm on both days. Mayor Jenkins motioned to approve the exemption. Mr. Stump seconded. The noise exemption was approved unanimously by voice vote.



- Approve Online Permitting Software: Superintendent Lehman presented the request for the new MyGov software. This will allow citizens to apply for permits online, allow for GIS tracking and updating, has a code enforcement function, and additional such services. The initial annual fees are \$22,660 (\$18,600 in annual subscription fees and \$4,060 in One-Time fees). The vendor will be approached about the possibility of a 2 or 3-year agreement which can be paid from the federal CARES Act funds appropriated for the City of Nappanee. Mr. Scheumann motioned to approve the software acquisition. Mr. Stump seconded. Mr. Scheumann inquired if any local municipalities were using this software. Mr. Svetanoff responded that the City of Plymouth is using MyGov and that he would try to contact them in order to get a live demonstration of how the system is used. The purchase of the software was approved unanimously by voice vote.
- Approve Building Security Improvement for City Hall and Police Department: Mayor Jenkins presented the proposals from Vermillion Systems for access control and other security measures for City Hall and the Police Department. Proposal number 1 was for access control for City Hall which costs \$24,557 (secure main entrances and at the bottom of the stairs). Proposal number 2 was for video cameras to be installed in City Hall. The cost for this proposal is \$8,973. The former camera system became obsolete and quit working. Proposal number 3 was for airphone intercom installation which will allow access to City Hall to be managed internally by pressing an access button. This is for the main doors and the one at the bottom of the stairs. The cost of this proposal is \$2,645. The final proposal is for the Police Station to shift building access to a fob system utilizing an ID. This will tie into existing equipment. The cost of this proposal is \$20,379. Mr. Scheumann motioned to approve the proposals. Mayor Jenkins seconded. Mr. Stump asked if meetings would still be held in person when it was acceptable to do so. Mayor Jenkins answered, yes. Mayor Jenkins also noted that Vermillion has done work with WaNee Community Schools. The proposals were approved unanimously by voice vote. This will also be submitted for CARES Act funding.
- Emergency Sewer Repair Application – 704 E. John Street: Superintendent Gerber explained the need for the repair. 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 \$199,143.04: 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 \$96,873.88: 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 \$20,798.84: Mr. Scheumann motioned to approve pending USDA approval. Mr. Stump seconded. The APV's were approved unanimously by voice vote pending USDA approval.

- Reports by City Officers:
 - EMS Director: Nothing to report.
 - Fire Chief: Nothing to report.
 - Police Chief – Nothing to report
 - Street Department: Superintendent Warren was unable to be at the meeting but submitted two requests. The first was to pay for half of the sidewalk replacement at 201 E. Wabash Ave. The sidewalk runs on the west side of the property along S. Elm St. Last year, when the home was built, the property owner installed a new sidewalk along Wabash Ave. The property owner has received 3 proposals for this work and Superintendent Warren recommended that the City pay for half of the lowest proposal which was \$1,920. Half of that is \$960. Mr. Stump motioned to approve the request. Mayor Jenkins seconded. The request was approved unanimously by voice vote.

The second request was to hire John Hutsell Jr. to fill the Street Maintenance Supervisor position. This title was formerly called a Foreman. The request includes a starting salary of \$24.60/hour beginning August 31st and three weeks of vacation. Mr. Scheumann motioned to approve the hiring. Mr. Stump seconded. The request was approved unanimously by voice vote.
 - Park Superintendent – Nothing to report.
 - Water/WWTP: Superintendent Gerber informed the BOW members of damage received by the Water Utility and WWTP during the recent storm and gave a status update as to where the process was in getting the damage repaired.
 - Clerk-Treasurer: CT Knight reminded the BOW members that the City was granted \$221,000 in CARES Act funds. The focus with some of the contracts that have been discussed has been to try and get 2 to 3-year contracts put in place that these dollars would cover.
 - Mayor: Mayor Jenkins requested to hire a high school intern (Thalia Mora). There are funds in the budget to cover the expense. She will be paid \$8.50/hour with a start date of August 20, 2020. Mr. Stump motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.



The second request pertains to obtain appraisals for the possible disposal of City-owned property on the west side of town just south of US 6. Mr. Stump motioned to approve the request. Mr. Scheumann 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 4:03 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works