



Board of Works Meeting – Minutes from September 28th, 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), 12 guests (10 OL, 2 IP), and 1 member of the press (OL).

- Call to Order: Mayor Jenkins called the meeting to order at 3:30 pm.
- Roll Call: All members were in attendance as stated above.
- The minutes from the September 14th, 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 Adjustments: Superintendent Gerber indicated that all was in order with the requests.
 - 551 W. Centennial St.: Mayor Jenkins motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
 - 897 Millers Ct.: Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
 - 1536 E. Market St.: Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
 - 101 W. Market St.: Mr. Stump motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
- Unfinished Business:
 - Visit Nappanee – October 9th Event: Ms. Mechling approached the Board of Works with the same event set-up as requested at the August 24th meeting for the festival to take place on September 18th. The only alterations were that they will not need the parking spaces along SR 19 nor will then need to utilize the alley between Key Boutique and Bella’s Books. Superintendent Warren and Police Chief Rulli both stated that there were no issues from the festival on the 18th. Mayor Jenkins motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote. Superintendent Warren added that red event fencing around the beer garden will need to be used this time.



- Response to Request for Proposals to Lease Non-Roadway Portion of South Elm Street Right-of-Way: Mayor Jenkins noted that one proposal has been received from Key Bank. Mayor Jenkins motioned to accept the proposal, take it under advisement, and make a recommendation at the BOW meeting on October 12th. Mr. Scheumann seconded. The motion was approved unanimously by voice vote.
- Water Infrastructure Project Status Update: Mr. Andrew Robarge (Commonwealth Engineers) gave a brief update on the status of the project. Currently, the project is going through the financial review process. He anticipates awarding the contracts for Division A (Airport Water Tower Project) and Division C (Water Main Replacement Project) in October.
- New Business:
 - Commonwealth Engineers, Inc. – LTCP Project Closeout: Mr. Robarge presented Task Order 2020-10 which is the request to provide additional construction engineering for items relating to the project closeout and liquidated damages resolution. The contractor is not on schedule and the project did not finish in the allotted time scheduled. The total amount of the request was left blank intentionally as the amount is hard to determine since the liquidated damages resolution may take additional time. Any court costs incurred via mediation would be added to this amount but would need to be paid by LD Docsa. Mayor Jenkins motioned to approve the task order. Mr. Scheumann seconded. The task order was approved unanimously by voice vote.
 - Commonwealth Engineers, Inc. – Bid Recommendation for Nappanee Division B – Miriam Tank: Mr. Robarge reviewed the bids that were received towards the Division B – Miriam Tank project. The bids received were higher than where Commonwealth thought they should be and thus it was determined that all bids be rejected with the potential for having this portion of the project be rebid in the future. Mr. Stump motioned to approve the rejection of the bids. Mr. Scheumann seconded. Mayor Jenkins asked City Attorney Hoffer he wished to add anything to the discussion. Mr. Hoffer believed that Commonwealth did a good job covering all the aspects of this bid process. The bid rejection was approved unanimously by voice vote.
 - Construction of Private Driveway (652 N. Hartman): The owner of the property requested to make a curb cut to widen the driveway for a three-car garage. The Board of Zoning Appeals approved this request. Mr. Scheumann motioned to approve the driveway construction. Mayor Jenkins seconded. The request was approved unanimously by voice vote.
 - Construction of Private Driveway (501 Fox Circle): The owner is reconstructing their driveway and is asking to remove the rolled curb. There is also a catch basin between their driveway and their neighbors. Superintendent Warren asked them to leave a 1” lip in order to maintain drainage. Mr. Stump motioned to approve the driveway construction. Mr. Scheumann seconded. The construction 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: jknights@nappanee.org.



- Approve Purchase of Fixtures for US 6 West Lighting: Superintendent Warren told the BOW the City has received three quotes for the lighting along W. Market Street. The quote is for 18 lights from Clarke Street out to Geist Street. Superintendent Warren recommended going with the ESL/Spectrum quote containing the Beacon Pole with the Leotek light fixture for a total cost of \$42,012. Mayor Jenkins motioned to approve the purchase. Mr. Scheumann seconded. The purchase was approved unanimously by voice vote.
- Authorize Soliciting Quotes for Installation of Lights for US 6 West Lighting: Superintendent Warren requested authorization to solicit sealed quotes for the installation of the lighting along US 6 West, with the deadline of their submission to the Clerk-Treasurer's office of October 26th at 3:30 pm. Mr. Scheumann motioned to grant authorization. Mr. Stump seconded. Authorization was approved unanimously by voice vote.
- Kountry Cabinets – Facility & Equipment Request: Mr. Denny Miller with Kountry Cabinets submitted a Facility & Equipment Request Form to the BOW in order to have a food truck in their parking lot on October 15th (beginning at 11:00 am) through 17th (closing at 8:00 pm). There will be music in the parking lot on Friday evening. Included in this request is the alley closure from Locke Street to the midway point where the alley goes back to the north toward Walnut Street. The submission also contained a request for moving the Apple Festival trailer and closure barricades. Mayor Jenkins noted that since this was a “for profit” company, that Kountry Cabinets would need to move the trailer themselves. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Approve Dates/Times for 2020 Trick-or-Treating – Mayor Jenkins proposed having house to house trick-or-treating scheduled from 5:00 pm to 7:00 pm on October 31st. The City will not have a Harvest party this year. If there is a COVID spike, plans could change. Mr. Stump motioned to approve the proposed date and times. Mr. Scheumann seconded. The proposal was approved unanimously by voice vote.
- Accounts Payable Vouchers:
 - 2020 Water Operating APV's totaling \$122,761.49: 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 \$76,906.18: 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 \$1,040: Mayor Jenkins motioned to approve the submitted APV pending USDA approval. Mr. Stump seconded. The APV was approved unanimously by voice vote.



- Reports by City Officers:

- EMS Director: Nothing to report.
- Fire Chief: Nothing to report.
- Police Chief – Nothing to report
- Street Department: Superintendent Warren made several requests of the BOW as follows:
 - A request for permission to declare the list of items obsolete and have them sold at auction was submitted to the BOW. Mr. Scheumann motioned to approve the obsolescence of the items and their being sent to auction. Mr. Stump seconded. The request was approved unanimously by voice vote.
 - Heckaman Insurance would like to complete some paint work. Superintendent Warren asked for permission to work with the owner and block off parking spaces along Clark St. (including the alley) on Wednesday morning and adjust if interrupted by inclement weather. Mayor Jenkins motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
 - Requested that the Depot parking lot be used for a food drop scheduled for October 19th at the Open Door. No space closures are anticipated at this time. However, Superintendent Warren would like permission to close spaces if necessary. Mayor Jenkins motioned to approve the parking lot to be used for the food drop and Superintendent Warren be allowed to close parking spaces if necessary. Mr. Stump seconded. The request was approved unanimously by voice vote.
 - Superintendent Warren also informed the Board that leaf pickup will begin next week. He asked the residents to keep the leaf piles free from brush and away from mailboxes and poles. Any leaves that have cars parked in front of them will remain there until the car is moved. He also asked residents that live along the highway bag their leaves. This information may also be found on the Nappanee website.
- Park Superintendent – Nothing to report.
- Water/WWTP: Superintendent Gerber informed the BOW that there was a problem with a Water Department aerator that was fixed internally. This saved approximately \$40,000.
- Clerk-Treasurer: Nothing to report.
- Mayor: Mayor Jenkins notified the BOW members that political signs have been vandalized or stolen throughout the community. If the perpetrator is found, they will be prosecuted. He continued by

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informing the Board that the City has received a railroad Quiet Crossing Grant in the amount of \$1.4 million. Mayor Jenkins noted his appreciation for the great work Ed Strobehn did in order to obtain this grant.

Adjournment: 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