



Board of Works Meeting – Minutes from December 14, 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), 11 guests (OL), and 2 members of the press (OL).

- Call to Order: Mayor Jenkins called the meeting to order at 3:30 pm.
- Roll Call: Members were in attendance as stated above.
- The minutes from the November 23rd, 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 109 N. Main Street.: An adjustment request in the amount of \$88.62 was presented. Utility Superintendent Gerber said all was in order. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. There were no further questions or comments. The adjustment was approved unanimously by voice vote.
- Reports of Committees, Boards, and Commissions: There were none.
- Unfinished Business: There was none.
- New Business:
 - Water Loss Report – Commonwealth Engineers, Inc.: Mr. Andrew Robarge discussed the finding in their Water Loss Audit/Validation. This is a project that goes hand in hand with the current water project that just began. This audit is a new requirement for all Indiana systems, and needed to be completed by the end of the year. It is supposed to track trends across utilities and is a requirement for IFA SRF borrowing eligibility. This is the first year for this audit in the state and so this will create a baseline for future audits. The initial finding is that the City has a water loss rate of 25.39% with a Data Validity Grade of 48/100. This means that there is a 48% chance that the 25.39% loss rate is correct. Typical water loss is in the 17% to 22% range. It could be higher or lower. Water loss in 2019 cost the utility \$64,000. Mr. Robarge walked the BOW members through the process of the audit. Audits will be completed on an annual basis with validations completed bi-annually. Utility Superintendent Gerber noted that the current water project has already shown where some of the



water loss was occurring. Mayor Jenkins motioned to accept the report and approve submission to the IFA. Mr. Scheumann seconded. The report was accepted by unanimous voice vote.

- 2021 Attorney Contract – Kindig & Sloat: Mayor Jenkins presented the 2021 annual contract with Kindig & Sloat for their services on behalf of the City as City Attorney. The hourly increase is \$5/hour (from \$145 to \$150). All other terms and conditions remained pretty much the same with a sum not to exceed \$60,000 for the year. Mr. Stump motioned to approve the contract. Mr. Scheumann seconded. There were no further questions or comments. The contract was approved unanimously by voice vote.
- 2021 Chamber Redevelopment Contract – Kitson: Mayor Jenkins noted that this was an increase to the 2020 contract. The new amount is \$104,264.94. Mr. Kitson is responsible for all his employees and benefits out of this amount. This will also need to be approved by the Chamber Board as well. Mr. Scheumann motioned to approve the 2021 contract. Mr. Stump seconded. There were no further questions or comments. The contract was approved unanimously by voice vote.
- 2021 Refuse Collection Contract – Borden: Street Superintendent Warren presented the 2021 Refuse Collection Contract. The original contract was signed in 2013. The City has outgrown the contract and so an adjustment is made annually. There are 71 more residential units served and there are 4 more 8 Cubic Yard Frontload Containers serviced three times per week. The contracted rate per home increased to \$12.11 per home and the container servicing will now be \$12,600 for the year. Superintendent Warren commented on how good of a working relationship the City has had with Borden. Mayor Jenkins motioned to approve the 2021 contract with these changes made. Mr. Stump seconded. Mr. Scheumann told Mr. Bachman how much he appreciated the service that Borden provided the City. There were no further questions or comments. The 2021 Refuse Collection Contract was approved unanimously by voice vote. CT Knight will draw-up a letter with the changes on it and send it over to Mr. Johnny Bachman for his signature.
- 2021 Animal Control Contract – Animal Welfare Leagues of Kosciusko County: Mayor Jenkins motioned the tabling of this contract as he has been in contact with them, but they have not solidified a contract amount. Mr. Scheumann seconded. There were no further questions or comments. The contract was tabled.
- 2021 Boys and Girls Club Contract: Mayor Jenkins recognized Mr. Kevin Deary (CEO, Boys and Girls Club of Elkhart County) who was in attendance via videoconference. Mayor Jenkins noted that the relationship with the Boys and Girls Club began in 1998 with the City providing them with \$100,000 on an annual basis. This year the amount has increased to \$125,000. Mr. Deary expressed his deep appreciation. Mr. Scheumann motioned to approve the contract. Mr. Stump seconded and stated



that the Boys and Girls Club was a great thing for the City of Nappanee. The contract was approved unanimously by voice vote.

- 2021 FCDC Contract: Mayor Jenkins presented the contract to the Board of Works. Mayor Jenkins expressed his gratitude for all the assistance FCDC provided the community during this difficult COVID year. The contract is increasing from \$10,000 to \$20,000. Mr. Mikel voiced his appreciation for the assistance from the City and commented that FCDC was able to provide 46,000 meals between March and August. Mr. Stump motioned to approve the 2021 contract. Mr. Scheumann seconded. There were no further questions or comments. The contract was approved unanimously by voice vote.
- 2021 Stormwater Consultant Proposal – Emans Engineering: Planning and Zoning Superintendent Lehman presented the contract proposal. Mr. James Emans reviews all the plans regarding stormwater and drainage issues for the City for new development or additions. He will also review the plans for City projects as well. This contract is an annual renewal and not to exceed \$20,000. There were no questions or comments. Mayor Jenkins motioned to approve the contract. Mr. Scheumann seconded. The contract was approved unanimously by voice vote.
- 2021 Corpro Cathodic Protection Agreement - Water Utility: Superintendent Gerber presented the proposed 2021 agreement. This protects the water towers from getting holes in them due to stray current. There is a slight increase of \$105 over the contract from last year along with a cost of \$125 for them to change the lights on top of the water towers. Mr. Scheumann motioned to approve the agreement. Mayor Jenkins seconded. There were no further questions or comments. The agreement was approved unanimously by voice vote.
- Excavating in Public Right-of-Way – Walnut St., from Clark to Locke (Community Fiber): Planning and Zoning Superintendent Lehman told the members that this request is for Fiber-optic installation on the north side of W. Walnut St., between Clark and Lock Streets. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. There were no questions or comments. The request was approved unanimously by voice vote.
- Excavating in Public Right-of-Way – 255 W. Indiana (Kent’s Excavating) and Sewer Connection: Superintendent Lehman informed the Board that this had been an emergency and that the work was already completed. Mr. Stump motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.

Planning and Zoning Superintendent Lehman told the BOW members the following NIPSCO requests are all related to services that will be abandoned. Mayor Jenkins motioned to approve the requests. Mr. Scheumann seconded. The requests were approved unanimously by voice vote.

- Excavating in Public Right-of-Way – 1156 E. Market St. (NIPSCO):

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.



- Excavating in Public Right-of-Way – 110 N. Main St. (NIPSCO):
- Excavating in Public Right-of-Way – 305 S. Main St. (NIPSCO):
- Excavating in Public Right-of-Way – 1309 Northwood Dr. (NIPSCO):
- Excavating in Public Right-of-Way – 300 Haney (NIPSCO):
- Excavating in Public Right-of Way – 351 S. Locke St. (NIPSCO):

- Pay Application #3 – 253 W. Market Street: Mayor Jenkins said this was for work completed on the Nappanee Art Center. The interior is pretty much complete. The work on the outside should be completed shortly. Mr. Scheumann motioned to approve payment of pay application #3. Mr. Stump seconded. Payment was approved unanimously by voice vote.

- Accounts Payable Vouchers:
 - 2020 Water Operating APV's totaling \$326,080.48: 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 \$103,174.93: Mr. Stump motioned to approve the submitted APV's. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
 - City Attorney Hoffer thought it would be wise to have the Board of Works grant its approval for payment of the Ice Miller (Bond Counsel) invoice of approximately \$40,000 related to the closing of the US 6 Water project. It was also noted that it would probably be wise to have the BOW approval of the Loan Closing. Mr. Scheumann motioned to approve the loan closing. Mr. Stump seconded. There were no further questions of comments. The loan closing was approved unanimously by voice vote.

- Reports by City Officers:
 - EMS Director: Chief Sumpter reported that he and Mr. Hackathorn will travel to New Jersey this week for an inspection of the new ambulance.
 - Fire Chief: Mr. Scheumann asked Chief Lehman when the ladder fire truck would be fixed. Chief Lehman responded that the Ladder Truck needs one more part before it can be completed. It may be after the first of the year.
 - Police Chief: Nothing to report.
 - Street Department: Superintendent Warren submitted three proposals for a golf cart. There was a need for something newer and more specific to the Street Department needs. He asked for BOW's approval to purchase the cart from GT Carts in Monticello. Mayor Jenkins motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.



- Park Superintendent: Superintendent Davis informed the BOW that the Park Board approved the RFP/Q requesting the qualifications from companies that would like to participate in the new Build, Operate, Transfer model for project funding and completion. Mr. Stump motioned to approve the RFP/RFQ through the Park Board. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
- Water/WWTP: Superintendent Gerber gave a status update on the US 6 Water Project.
- Clerk-Treasurer: CT Knight noted that the City received the final \$306,000 portion of the funds that were misspent over the previous couple of years out of the Water Department. He thanked the Mayor, Mr. Robarge, and Superintendent Gerber for their help in recouping the funds.
- Mayor: Mayor Jenkins requested to move the next BOW meeting to December 21st (instead of December 28th). Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The change of meeting date was approved unanimously by voice vote.

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 4:30 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works