



Board of Works Meeting – Minutes from March 22nd, 2021

Board of Works Members in Attendance: Mayor Phil Jenkins (IP) and Rod Stump (IP). Wayne Scheumann was unable to attend the meeting.

Also Present: **City Attorney:** Brian Hoffer (OL), **Clerk-Treasurer:** Jeff Knight (IP), 8 guests (OL), and 1 member 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 March 8th, 2021 meeting were submitted by Clerk-Treasurer Knight. Mr. Stump motioned they be accepted as written. Mayor Jenkins seconded. With no further questions or concerns, the minutes were approved unanimously by voice vote.
- Petitions and Comments by Citizens:
 - Sewer Bill Adjustment for 1651 E. Market St., Apt. 18D: This request was due to a toilet leak that needed to be replaced. The leak was repaired on 11/17/21. Superintendent Gerber said all was in order. Mayor Jenkins motioned to approve the request since enough time has passed to determine an average usage. Mr. Stump seconded. The adjustment was approved unanimously (2-0) by voice vote.
 - Sewer Bill Adjustments for 906 W. Centennial Street: This request was due to pipes freezing and breaking on February 16th. The repairs took place on March 3rd. Superintendent Gerber said all was in order. Mr. Stump motioned to approve the adjustment. Mayor Jenkins seconded. The adjustment was approved unanimously (2-0) by voice vote.
 - Sewer Bill Adjustment for 4122 Blackstone Drive: This request was due to a leak found inside the water softener. The leak was repaired on 2/23/21. Superintendent Gerber said all was in order. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The adjustment was approved unanimously (2-0) by voice vote.
 - Arby's Restaurant Group: This was a request for a late fee waiver due to a late payment being made. Superintendent Gerber commented that he was not in favor of granting this request. Mayor Jenkins made the motion to deny the request. Mr. Stump seconded. The waiver of the late fee was denied unanimously (2-0) by voice vote.
- Reports of Committees, Boards, and Commissions: There were none.



- Unfinished Business: There was none.
- New Business:
 - Approve Abate Blessing of the Bikes – April 25, 2021: This request was made by Abate of Indiana to have a drive-thru blessing of the bikes at the downtown pavilion. They requested that the 100 block of south and north Clark Street (including alleys), 100 and 200 block of West Lincoln Street, and the Depot parking lot be closed on April 25th from 8:00 am to 1:00 pm. Street Superintendent Warren said he was ok with this request. This is similar to the requests made in the past. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously (2-0) by voice vote.
 - Approve Specs for New Street Department Leaf Vacuum: Street Superintendent Warren submitted the specs for a new leaf vacuum for the department. This new leaf vacuum will take the place of the 1997 machine currently in use. Superintendent Warren asked for sealed quotes be delivered to the Clerk-Treasurer’s office by 3:30 pm on April 12th (immediately prior to the BOW meeting). Mr. Stump motioned to approve the specs. Mayor Jenkins seconded. The specs were approved unanimously (2-0) by voice vote. Mayor Jenkins also motioned to have the sealed quotes received and opened at the April 12th meeting. Mr. Stump seconded. The motion for the sealed quotes to be received and opened at the April 12th meeting was approved unanimously (2-0) by voice vote.
 - Approve Commonwealth Task Order No 2021-02 – City Park Restroom Improvements: This task order pertains to Commonwealth Engineers providing the engineering services for the City of Nappanee park restroom improvements. Estimated costs for their services is \$29,800. Mr. Stump motioned to approve Task Order No 2021-02. Mayor Jenkins seconded. The task order was approved unanimously (2-0) by voice vote.
 - Sewer Connection – 1135 Blackstone Blvd. (Lot #107): This request is for a new home being constructed in the Blackstone subdivision. Mayor Jenkins motioned to approve the connection. Mr. Stump seconded. The sewer connection was approved unanimously (2-0) by voice vote.
- Accounts Payable Vouchers:
 - 2021 Water Operating APV’s totaling \$131,384.09: Mr. Stump motioned to approve the submitted APV’s. Mayor Jenkins seconded. The APV’s were approved unanimously by voice vote.
 - 2021 WWTP Operating APV’s totaling \$91,564.22: Mr. Stump motioned to approve the submitted APV’s. Mayor Jenkins seconded. The APV’s were approved unanimously by voice vote.
- Reports by City Officers:

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.



- Street Superintendent: Superintendent Warren informed the BOW that brush pickup will begin on Monday, March 29th and continue each Monday through September.
- Park Superintendent: Superintendent Davis told the member the golf course opens at 10:00 am. There have been some restroom plumbing issues, but he is hoping to have them resolved and restrooms opened by April 1st.
- Water/WWTP: Superintendent Gerber updated the Board on the progress of the water project.
- Mayor: Mayor Jenkins and City Attorney Hoffer are working with the Tree Board for the 2021 requests for proposals. This relates to the tree trimming and maintenance handled for the City each year. Once the proposals are received, the Tree Board will make a recommendation to the BOW for the contract.

Adjournment: With no further business to discuss, Mr. Stump motioned that the meeting be adjourned. Mayor Jenkins seconded. Adjournment was agreed to by voice vote and the meeting was adjourned at 3:50 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works