



## ***Board of Works Meeting – Minutes from May 10th, 2021***

**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), 7 guests (4 IP; 7 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 April 26th, 2021 meeting were submitted by Clerk-Treasurer Knight. Mr. Scheumann motioned they be accepted as written. Mr. Stump seconded. With no further questions or concerns, the minutes were approved unanimously by voice vote.
- Petitions and Comments by Citizens:
  - Hahn Auction Street Closure Request – Reed Street: Mr. Phil Hahn requested ½ block of Reed Street to be closed on June 17<sup>th</sup> beginning at 8:00 am and ending at 6:00 pm on June 18<sup>th</sup> for the auction to be held for the Phil Hochstetler Estate. Mr. Scheumann inquired if there was parking allowed on both sides of the street. Street Superintendent Warren responded that there was but due to how narrow the street is would suggest only allowing parking on one side. Mr. Hahn agreed and suggested the north side. Mr. Scheumann continued by requesting that if the road closure would not be necessary on Thursday the 17<sup>th</sup>, then the barricades should be kept down. Mayor Jenkins inquired if the neighbors were aware of the potential closure. Mr. Hahn said that he had not spoken with them but would be willing to do so. Superintendent Warren concurred. There were no further questions or comments. Mr. Stump motioned to approve the request. Mayor Jenkins seconded. The request was approved unanimously by voice vote.
  - Nappanee Public Library Parking Lot Closure: Ms. Maggie Carr (with the Nappanee Public Library) made the request to have the parking lot and part of the street (along the south side of Walnut from the entrance through Elm Street) and brick alley closed on Monday evening, July 19<sup>th</sup>, from 4:00 pm to 8:00 pm for the Library Centennial Celebration. Mayor Jenkins requested the neighbors be informed of the event and closures. Superintendent Warren said that he will post signs for closure noting from 2:00 pm through 8:00 pm. The extra time will allow a buffer. The sign posting will be put in place on the 16<sup>th</sup>. Mayor Jenkins suggested that 10:00 pm would give them more time to get everything cleared out at the end of the celebration. Mayor Jenkins motioned to approve the closure request from 2:00 pm to 10:00 pm on July 19<sup>th</sup>. Mr. Scheumann seconded. The closure 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: [jknight@nappanee.org](mailto:jknight@nappanee.org).



- Sewer Bill Adjustment for 101 W. Market: Water/WWTP Superintendent Geber indicated all was in order with the request. The leak took a long time to find, including help from Superintendent Gerber, and has been repaired. Mr. Stump motioned to approve the adjustment. Mr. Scheumann seconded. The adjustment was approved unanimously by voice vote.
- Reports of Committees, Boards, and Commissions: There were none.
- Unfinished Business: There was none.
- New Business:
  - Excavating in Public Right-of Way:
    - 604 N. Williams Street: Planning and Zoning Superintendent Lehman presented the request which will allow an existing driveway to be replaced. The owner wishes to eliminate the curb and take the bump out of the driveway. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. Superintendent Warren asked if there would still be a lip left in the driveway. Superintendent Lehman has not had that conversation with them. Superintendent Warren said he would be ok with a 1" lip to keep the water moving and out of their driveway. Mayor Jenkins amended his motion to include the 1" lip. Mr. Scheumann seconded. The amended motion was approved unanimously by voice vote. The request was then approved unanimously by voice vote.
    - NIPSCO 752 N. Nappanee St. – Gas Leak Repair: Superintendent Lehman noted this is a normal request to fix a gas leak. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
  - Stryker Agreement for Ambulance Power Cots: Acting EMS Director Heckathorn presented this three-year maintenance and warranty request. The company provides maintenance of the cots as well as any repairs necessary during the three-year agreement. Mayor Jenkins motioned to approve the agreement. Mr. Scheumann seconded. Mr. Scheumann asked if City Attorney Hoffer has reviewed the agreement. Attorney Hoffer said he has reviewed the agreement and it looks good. Mr. Scheumann asked if the motion should be amended to make sure the agreement includes language stating that it is contingent upon the Council approving appropriation for the payment on an annual basis. Attorney Hoffer agreed with Mr. Scheumann. Mayor Jenkins amended his motion to include non-public works language along with the requirement that funds be appropriated on an annual basis. Mr. Scheumann seconded. The amended motions were approved unanimously by voice vote. With no further questions or concerns, the agreement was approved, contingent upon the actions noted, unanimously by voice vote.



- Commonwealth Engineers, Inc. – Airport and Miriam Water Tank Improvements Division A – Partial Payment #1: Mr. Ryan LaReau presented the request. The application was for \$141,873 which has the retainage of \$7,467 withheld. Mr. Scheumann motioned to approve the partial pay application. Mr. Stump seconded. The pay application was approved unanimously by voice vote.
- Commonwealth Engineers, Inc. – Airport and Miriam Water Tank Improvements Division A – Partial Payment #2: Mr. Ryan LaReau presented the request. The application was for \$249,574.50 which has the retainage of \$13,135.50 withheld. Mayor Jenkins motioned to approve the partial pay application. Mr. Stump seconded. The pay application was approved unanimously by voice vote.
- Waste-Water Department – Request for Purchase of Vactor Truck: Superintendent Gerber requested to purchase this unit via Sourcewell. Attorney Hoffer suggested tabling this request to allow additional time to provide documentation noting Attorney Hoffer’s review and make sure the correct documentation is in order and then present for approval at the next meeting. Mr. Scheumann asked if the unit was new or used. Superintendent Gerber said it was an unowned demo unit. Mayor Jenkins motioned to table this request pending the appropriate documentation. Mr. Scheumann seconded. The motion to table the request was approved unanimously by voice vote. Mayor Jenkins noted that the Annual Financial Report created by Baker Tilley includes the cost of this Vactor Truck at \$50,000 per year for the next ten years. Mayor Jenkins and CT Knight are looking at the possibility of paying cash instead of financing.
- Approve Specification and Plans for 2021 Street Improvements: Superintendent Warren made the presentation to the Board. The City has been awarded a Community Crossing Matching Grant in the amount of \$318,000. These proceeds will help fund the three requests being presented. The first project is the Crack Sealing bid documents (15 sections throughout the City). The second project is for Microsurfacing (5 sections throughout the City). The third project is for Street Resurfacing throughout town including ADA compliant sidewalk ramps. As part of these requests is the approval to put the notice in the paper for the next two Fridays indicating that sealed bids are to be received by 3:30 on June 1<sup>st</sup> for opening at the BOW meeting that day. Mr. Scheumann motioned to approve the plans and specs and setting the time for receipt of the bids on June 1<sup>st</sup> by 3:30 pm. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Sign off on Application for Sanitary Sewer Construction Permit for Aero Ranch: Superintendent Gerber presented this request in order to certify sewer and water capacity. This is done for every expansion project the Waste-Water Department has. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Mayor Jenkins motioned to set the next meeting date for the BOW as June 1<sup>st</sup> at 3:30 pm. Mr. Stump seconded. The meeting was approved unanimously by voice vote.



- Accounts Payable Vouchers:
  - 2021 Water Operating APV's totaling \$191,789.53: Mr. Stump motioned to approve the submitted APV's. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
  - 2021 WWTP Operating APV's totaling \$55,785.44: Mr. Stump motioned to approve the submitted APV's. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
  
- Reports by City Officers:
  - Police Chief: Chief Rulli requested acceptance of the resignation of Reserve Officer Jed Beer. He will be going to work for Kosciusko County. The resignation is effective today (5/10/21). Mayor Jenkins reluctantly motioned to accept his resignation. Mr. Scheumann reluctantly seconded. The resignation was accepted unanimously by voice vote.
  
  - Water/WWTP: Superintendent Gerber began by requesting approval to hire two individuals for summer help. For the Water Utility, he would like to hire Taylor Knight, beginning on May 31<sup>st</sup>, with an hourly wage of \$11.50. Mayor Jenkins motioned to approve the hiring of Taylor as requested. Mr. Stump seconded. The hiring of Taylor was approved unanimously by voice vote.  
  
For the WWTP, Superintendent Gerber would like to hire Kyler Germann, beginning May 11<sup>th</sup>, with an hourly wage of \$11.50. Mr. Stump motioned to approve the hiring of Kyler as requested. Mr. Scheumann seconded. The hiring of Kyler was approved unanimously by voice vote.  
  
Superintendent Gerber continued by requesting approval to hire R&R Visuals to televise the sanitary sewer and water extensions at Aero Ranch Properties. Costs are not to exceed \$5,000. Mr. Scheumann made the motion to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.  
  
Finally, Superintendent Gerber informed the Board Indiana Earth may beginning pouring cement this week. Also, the water tower project is coming along.
  
  - Mayor: Mayor Jenkins told the Board a Nappanee Fire Department and EMS, Station, Staffing, Training, and Water Supply Review was ordered, has been delivered, and is now going through a final review. The mayor will pass along a copy of the report once the review is complete. Also, it is time for the township meetings for the fire contracts. The mayor has a meeting set up on May 18<sup>th</sup> to discuss the contract in general terms. Hopefully the contracts can be finalized at the first meeting in June.



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 4:17 pm.

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Phil Jenkins, Mayor

Attest: \_\_\_\_\_  
Jeff Knight, Clerk of Board of Works