



## ***Board of Works Meeting – Minutes from June 14, 2021***

**Board of Works Members in Attendance:** Mayor Phil Jenkins, Wayne Scheumann, Rod Stump.

**Also Present:** **City Attorney:** Brian Hoffer, **Clerk-Treasurer:** Jeff Knight, 9 guests (6 IP; 3 OL), 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.
- Approval of the Minutes from May 24, 2021 and June 1, 2021: CT Knight submitted the minutes for the two previous BOW meetings. Mr. Stump motioned to approve the minutes as presented. Mr. Scheumann seconded. The minutes were approved unanimously by voice vote.
- Petitions and Comments by Citizens:
  - Mrs. Mindy Graverson 557 N. Madison: Street Superintendent introduced the request. Mrs. Graverson requested to have a 15-yard dumpster placed on Madison Street, just to the west of the driveway, for 10 days beginning June 15<sup>th</sup> and ending on June 25<sup>th</sup>. Superintendent Warren noted that there is no parking on the west side of Madison. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. Mr. Scheumann asked Superintendent Warren if the area should be coned off. Superintendent Warren said that it should and that his department would take care of it. There were no further questions or comments. The request was approved unanimously by voice vote.

Except for the following Arby's request, Utility Superintendent Gerber said all was in order and he recommended approval of the requests.

- Sewer Bill Adjustment - 205 S. Nappanee Street: Mr. Scheumann motioned to approve the adjustment. Mr. Stump seconded. The adjustment was approved unanimously by voice vote.
- Sewer Bill Adjustment - 257 N. Rosenberger: Mr. Stump motioned to approve the adjustment. Mr. Scheumann seconded. The adjustment was approved unanimously by voice vote.



- Sewer Bill Adjustment - 304 Pleasant Acres Drive: Mayor Jenkins motioned to approve the adjustment. Mr. Scheumann seconded. The adjustment was approved unanimously by voice vote.
  - Sewer Bill Adjustment - 1403 McCormick Drive: Mr. Scheumann motioned to approve the adjustment. Mr. Stump seconded. The adjustment was approved unanimously by voice vote.
  - Sewer Bill Adjustment - Arby's Restaurant Group: Superintendent Gerber presented this request for the waiver of Arby's late fees. Superintendent Gerber's recommendation was to deny the request and allow the Clerk-Treasurer's staff to deny all future requests of such a nature from Arby's. Mr. Scheumann motioned to deny the adjustment as well as contacting the customer and expressing the City's disappointment with their lack of on time payment. Mr. Stump seconded. The request was denied by unanimous voice vote.
- Reports of Committees, Boards, and Commissions: There were none.
  - Unfinished Business
    - Accept Offer for 2008 Ambulance: Acting EMS Director Heckathorn proposed the City accept Crossroads Ambulance Service's bid of \$12,500 for the 2008 ambulance. Mayor Jenkins motioned to accept the bid. Mr. Stump seconded. The bid was accepted unanimously by voice vote.
    - Award 2021 Street Improvements: Superintendent Warren proposed that the City accept the bids from the following contractors, for the services required, immediately below.
      - Repaving: Phend and Brown (Milford, Indiana) bid of \$315,428.50. Superintendent Warren said this is a 2021 Community Crossing Matching Grant project on a 75/25 basis. Superintendent Warren noted that this is about \$30,000 less than the engineer estimated. Mr. Scheumann motioned to approve the bid from Phend and Brown. Mr. Stump seconded. The bid was approved unanimously by voice vote.
      - Crack Sealing: American Pavements bid of \$22,232.08. Superintendent Warren submitted a recommendation letter from First Group for the bid to be awarded to American Pavements out of Plain City, Ohio. The combined bid is below the estimate of \$41,000.58. This is also a Community Crossing project. Mayor Jenkins motioned to approve the bid from American



Pavements. Mr. Scheumann seconded. The bid was approved unanimously by voice vote.

- Microsurfacing: Pavement Solutions bid of 38,354.51. Superintendent Warren submitted a recommendation letter from First Group for the bid to be awarded to Pavement Solutions out of Middletown, Indiana. This bid is roughly \$5,000 less than the engineers estimate. This is also a Community Crossing project. Mr. Stump motioned to approve the bid from Pavement Solutions. Mr. Scheumann seconded. The bid was approved unanimously by voice vote.
- Award quotes for Water Tower Electrical
  - Miriam St. Electric Service: Superintendent Gerber recommended accepting the \$2,500 quote from Anglin Electric. Mr. Stump motioned to approve the quote from Anglin Electric for the electric service work. Mr. Scheumann seconded. The quote was approved unanimously by voice vote.
  - Photocell Installation for FAA Warning Lights: Superintendent Gerber also recommended accepting the \$300 quote from Anglin for the FAA Warning Light. Mayor Jenkins motioned to approve the quote from Anglin Electric. Mr. Stump seconded. The quote was approved unanimously by voice vote.
- New Business
  - Approve New Avenues Employee Assistance Program (EAP) contract renewal: Mayor Jenkins introduced the contract renewal from New Avenues. This will run from June 1, 2021 through December 31, 2021. There is a statement in article 14 which notes if the contract is not terminated and had not been renewed prior to contract end, it will automatically renew for a year. Human Resources Director Adrielle Robertson pointed out that the City is working towards getting this contract renewed on a calendar year renewal basis. This is just a short-term renewal to get to January 1<sup>st</sup>. Mayor Jenkins noted that there is no additional cost associated with this. Mayor Jenkins motioned to approve the renewal except for crossing out the paragraph dealing with the auto renewal for a year. Mr. Scheumann seconded. The short-term renewal was approved unanimously by voice vote.
  - Approve Bidding of South Park Project - Bids Due @ 3:30 PM, July 12, 2021: Mayor Jenkins presented the information to the Board. The Mayor noted that this is a 50/50 matching program with the Department of Natural Resources up to \$500,000 (\$250,00 from City and \$250,000 from DNR). The Park Board has been involved with the design and



implementation of the project. There have been some issues with an old cemetery being found, but the project is ready to move forward. Bids will be due July 12<sup>th</sup> by 3:30 pm. The Notice to Bidders will be submitted to the newspapers. Mr. Stump motioned to approve the bidding process. Mayor Jenkins seconded. There were no further questions or comments. The bid process was approved unanimously by voice vote.

- Approve July 4th Parade Route and Street Closures: Mayor Jenkins presented the overview of the 4<sup>th</sup> of July Parade and requisite street closures (Lincoln Street to Summit, Summit into Stauffer Park). The parade will take place at 4:00 pm with fireworks at dusk. Mr. Scheumann motioned to approve the parade route and street closures. Mr. Stump seconded. The route and closures were approved unanimously by voice vote.
- Waive Garage Sale Permit Fees - Embrace the Pace Days: Mayor Jenkins said the annual City-wide garage sale will take place on July 8<sup>th</sup> through 10<sup>th</sup>. Each year the City waives the permit fees for this event. Mayor Jenkins motioned to waive the garage sale permit fees for the event. Mr. Stump seconded. The waiving of the fees was approved unanimously by voice vote.
- Fire Department Fish Fry on July 10<sup>th</sup>: Superintendent Lehman told the BOW members that the annual fish fry will be held on July 10<sup>th</sup> and requested the alley on the north side of the fire station be closed for the day. Mr. Stump motioned to approve the closure. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
- Approve Change Order #2 for LTCP Division D - Deduct \$18,311.96: Mayor Jenkins presented the Change Order. Mr. Andrew Robarge (Commonwealth Engineers) commented that this is a deduct and additive for the number of days. This is contingent upon approval from the USDA and signatures received from the contractor (LD Docsa). Mayor Jenkins motioned to approve Change Order #2 subject to USDA approval and contractor signing the document. Mr. Scheumann seconded. Change Order #2 was approved unanimously by voice vote.
- Approve Pay Application #10 for LTCP Division D - \$143,250: Mr. Robarge presented this Pay App. Payment is contingent upon USDA approval and signature from the contractor (LD Docsa). This is inclusive of Pay App #9 as well. Mr. Scheumann motioned to approve Pay App #10 subject to USDA approval and contractor signature. Mr. Stump seconded. Pay App #10 was approved unanimously by voice vote.



After the aforementioned discussion, it was determined that Pay App #10 should be for the balance of the amount due. Instead of \$143,250, the amount should have been \$89,688.04 since Pay App #9 was for \$53,561.96. The two combined equal \$143,250. Mayor Jenkins motioned to grant authority to Commonwealth to adjust Pay App #10 accordingly and approve it subject to approval from the USDA and signature from the contractor (LD Docsa). Mr. Scheumann seconded. The adjustment authorization was approved unanimously by voice vote.

- Approve Pay Application #3 for Water Infrastructure Division A - \$358,411.25: Mayor Jenkins commented that this work pertains to work being done on the water tower at the airport by Caldwell Tanks. Mr. Ryan Lareau (Commonwealth Engineers) talked about the progress on the work being done. Mayor Jenkins motioned to approve the Pay App pending SRF approval. Mr. Stump seconded. Mayor Jenkins said the foundations are in and the tank is in production. Pay App #3 was approved unanimously by voice vote.
- Approve Pay Applications for Water Infrastructure Division C
  - Pay Application #4 - \$191,330.19: Mr. LaReau presented the Pay App request noting that an application had not been received in February due to the weather. He recommended payment of this Pay App. Mr. Scheumann motioned to approve payment of Pay App #4 subject to SRF approval. Mayor Jenkins seconded. Pay App #4 was approved unanimously by voice vote.
  - Pay Application #5 - \$183,567.45: Mr. LaReau presented the Pay App request. This covers Indiana Earth's work through the end of April. There is a reduction due to Indiana Earth's record drawings being deemed insufficient. Thus \$2,000 needs to be subtracted from the \$185,567.45 amount requested by the contractor, which makes the payment amount \$183,567.45. Mr. LaReau recommended payment. Mayor Jenkins motioned to approve Pay App #5 subject to SRF approval. Mr. Stump seconded. Pay App #5 was approved unanimously by voice vote.

Mr. Scheumann inquired of Commonwealth Engineers as to when sidewalks would be completed on North Main Street. Mr. LaReau said the schedule showed the last two weeks in June. The delay is due to the long stretch of water main. Once the water main is in, then the contractor goes back and installs the water services. Mr. Scheumann inquired if July 1<sup>st</sup> would be a good date. Mr. Robarge thought that would be a good date.



- Excavating in Public Right of Way
    - 54 Miami – Water: Superintendent Lehman commented that this had been an emergency during an intervening time when there would not have been a regularly scheduled BOW meeting. The work has already been completed to fix the leak. Mr. Scheumann motioned to approve the excavation request. Mr. Stump seconded. The excavation request was approved unanimously by voice vote.
  
  - Sewer Connection - Showalter RV: Mayor Jenkins motioned to approve the sewer connection for Showalter RV. Mr. Stump seconded. The connection was approved unanimously by voice vote.
  
  - Sewer Connection - 597 Shawnee St.: Mr. Scheumann motioned to approve the sewer connection. Mr. Stump seconded. The connection was approved unanimously by voice vote.
  
  - Approve Solicitation of Quotes - East Centennial Street Sewer Repair: Superintendent Gerber noted that there were 4 or 5 sewer leaks in this area (due to sewer collapse), and they have been viewed with special camera equipment. Mr. Robarge said they would like to have sealed quotes back for the BOW meeting on July 12<sup>th</sup>. These will not need to be advertised in the papers. Mayor Jenkins motioned to approve solicitation of sealed quotes and for them to be received in the Clerk Treasurer's office by 3:30 pm on July 12<sup>th</sup>. Mr. Scheumann seconded. The solicitation of quotes was approved unanimously by voice vote.
- Approval of Accounts Payable Vouchers:
    - 2021 Water APV's Totaling \$164,463.27: Mr. Stump motioned to approve the Water APV's. Mr. Scheumann seconded. The Water APV's were approved unanimously by voice vote.
  
    - 2021 WWTP APV's Totaling \$73,821.58: Mr. Stump motioned to approve the WWTP APV's. Mr. Scheumann seconded. The WWTP APV's were approved unanimously by voice vote.
  
    - 2021 CSO Construction in Progress APV's Totaling \$53,561.96: Mr. Scheumann motioned to approve the CSO Construction in Progress APV's subject to approval from the USDA. Mr. Stump seconded. The CSO Construction in Progress APV's were approved unanimously by voice vote.



• Reports of City Officers:

- Fire: Superintendent Lehman indicated that he will be speaking with Mr. Dick Wilson regarding the fireworks on July 4<sup>th</sup>. Mayor Jenkins commented on the road closures and golf course closure during that time.
- Police: Chief Rulli requested the rehire of Mr. Jed Beer as a Reserve Patrolman with immediate effect. He did not like working for Kosciusko County Sheriff's Office and expressed his desire to ultimately be in Nappanee. Mr. Scheumann motioned to approve the hiring of Mr. Beer. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Utilities: Superintendent Gerber requested approval to hire Ethan Ramer to work at the WWTP. His hiring will be effective tomorrow at a pay rate of \$11/hour. Mayor Jenkins motioned to approve Ethan's hiring. Mr. Scheumann seconded. The hiring of Ethan Ramer was approved unanimously by voice vote.

Additionally, Superintendent Gerber requested to give Mr. Marvin Stalter a .24 cent per hour raise due to his obtaining a certification. The pay increase will be backdated to 5/12/21. Mr. Stump motioned to approve the pay increase for Mr. Stalter. Mr. Scheumann seconded. Mr. Stalter's pay increase 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 4:24 pm.

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Phil Jenkins, Mayor

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