



Board of Works Meeting – Minutes from July 12, 2021

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

Also Present: **City Attorney:** Brian Hoffer, **Clerk-Treasurer:** Jeff Knight, 12 guests (2 via video conference), and 1 member of the press.

- 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 June 28th, 2021: CT Knight submitted the minutes for the previous BOW meeting. 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:
 - Sewer Bill Adjustment – 457 N. Elm Street: Water and WWTP Superintendent Gerber said all was in order and recommended the adjustment. Mayor Jenkins motioned to approve the bill adjustment. Mr. Stump seconded. There were no questions or comments. The request was approved unanimously by voice vote.
- Reports of Committees, Boards, and Commissions: There were none.
- Unfinished Business:
 - Receive Bids for South Park Improvements: Clerk-Treasurer Knight presented two sets of bids that were submitted for the project. Both consisted of base bids and alternates. The bidders were R. Yoder Construction out of Nappanee and Brown & Brown General Contractors out of Wakarusa. The base bid from R. Yoder was \$295,868. The base bid from Brown & Brown was \$309,000. Mayor Jenkins motioned to take the bids under advisement and come back to the BOW on July 26 for a formal recommendation. Mr. Stump seconded. The bid documents from both companies will be submitted to the Troyer Group for their review and a recommendation at the next BOW meeting on 7/26/21. The motion carried unanimously by voice vote.
 - Receive Quotes for Centennial Street Sewer Repair: CT Knight informed the BOW members that no quotes were received. Mr. Andrew Robarge (Commonwealth Engineers) commented that they thought there might be an issue obtaining quotes. They reached out to some individuals regarding quotes, but they declined. Mr. Robarge asked City Attorney Hoffer if, in the absence of received any quotes, Commonwealth could pursue other companies for quotes for the work if they deem the quote suitable. City Attorney Hoffer

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.



believed they could proceed accordingly. He said he would check the statue. Mr. Robarge suggested there were two ways to accomplish the work, one is to try to find a company who will handle the job via an acceptable quote or via approval of the SWIF Grant and projects that fall within those specifications. The downside of the SWIF approach is that it would push a necessary project out another year. Mr. Robarge expressed the need to get the Centennial work done sooner than later.

- New Business

- Approve Agreement with Commonwealth for Potential State Water Infrastructure Fund (SWIF) Projects: Mr. Robarge presented the SWIF application. This application is to utilize (Co-Fund) these SWIF funds provided by the state for water infrastructure projects with the ARP Funds. The proposed projects include acquisition of a new Vactor truck, Cured-in-Place Pipe Lining within the interceptors on Hartman street from Berlincourt Ditch to Lincoln Street, Centennial Street from Nappanee Street to Hartman street, and Jackson Street from Berlincourt Ditch to Market Street to stabilize their condition. These are some of the larger lines in the City (20", 24", and 30" diameter lines). The estimated total cost of the project is \$2,300,000. Of the total, \$715,000 would be from the City's ARP funds, and \$435,000 would be paid by the City out of Wastewater cash, with the remaining \$1,150,000 paid via this SWIF match. The City has already approved the purchase of the Vactor truck out of cash on hand leaving the remaining, roughly, \$71,000 that will also be paid for out of the Wastewater cash on hand. Commonwealth is not seeking a commitment to spend funds with this request. They are requesting an affirmation from the City to submit the application and for the Mayor to sign. Notice of awards is expected to be received from the IFA on August 8th. Mr. Scheumann motioned to approve the submission of the application request and authorization for the Mayor to sign the application. Mr. Stump seconded. There were no further questions or comments. The submission of the application and authorization for the Mayor to sign were approved unanimously by voice vote.

The second portion of this request is the approval Task Order 2021-03 which will demonstrate the seriousness of the project by showing them that the City is currently under design, and the design process will be complete by the end of the year (which meets the SWIF requirement). The need for easements is not expected. This contract is all encompassing. The total engineer cost is \$299,500. Commonwealth is seeking the approval of the contract as submitted but withholding notice to proceed until August 8th or thereabouts until the City knows what, if anything, the City will receive from the SWIF grant. Mayor Jenkins motioned to approve the Task Order subject to SWIF grant award on or around August 8th. Mr. Scheumann seconded. Mayor Jenkins thanks Mr. Robarge for the



work Commonwealth has done on the application and the Task Order. There were no further questions or comments. The Task Order was approved unanimously by voice vote.

- **Approve Walters Ditch Interlocal Agreement with Elkhart County Drainage:** City Attorney Hoffer presented the Interlocal Agreement. The project begins at the confluence of the Walters Drain with the Berlincourt Ditch, then extends north through Nappanee's municipal golf course and the Northwood subdivision to the 42" diameter culvert outlet from Woodview Drive. The work includes 1,500 LF of maintenance brushing and 2,000 LF of digging of the Walters Drain. It also includes leveling of spoil in adjacent yard areas and seeding them back to prior condition and the replacement of a 48" cart path crossing in Nappanee's municipal golf course. The Drainage Board will take the lead on the project. The cost is estimated to be \$49,625 of which the City's portion will be 50%. Mayor Jenkins thanked City Attorney Hoffer for his work on this agreement. Mr. Scheumann asked how much work would need to be done on the golf course. Park Superintendent Davis said it should be limited to what was shown on the overhead photograph of the golf course. Mr. Scheumann motioned to approve the agreement and authorize Mayor Jenkins to sign the agreement once approved and signed by the Elkhart County Drainage Board. Mr. Stump seconded. The Interlocal Agreement was approved unanimously by voice vote.
- **Approve Apple Festival Street:** Executive Director of the Chamber of Commerce Jeff Kitson presented the requested street closures for the 2021 Apple Festival from Wednesday, September 15th until Monday, September 20th, 2021. Mr. Kitson noted the only change from years past pertains to Elm Street from Market south to Lincoln Street. The request is for this section to become two-way traffic during this time. This will allow a shuttle to be run from the elementary school to Lincoln Street without having to go down US 6. Street Superintendent Warren said he was fine with it. Elm has been made a two-way street in the past for other various functions/reasons. Mayor Jenkins motioned to approve the street closure request. Mr. Stump seconded. The street closure request was approved unanimously by voice vote.
- **Applications for Sewer Connection – Intech Trailers Building 1 and Building 2:** Water and WWTP Superintendent Gerber presented these applications. The cost per building for the connections will be \$33,834.87 (total of \$67,669.74). The connections are subject to the receipt of the check from Intech and the easements along the route of the sewer and water lines. Mr. Scheumann asked where the extensions would be made from. Superintendent Gerber and Mayor Jenkins described the path. Mr. Scheumann motioned to approve the sewer connection contingent upon receiving payment and right of way to extend the lines.



Mr. Stump seconded. There were no further questions or comments. The sewer connection was approved unanimously by voice vote.

- Approval of Accounts Payable Vouchers:

- 2021 Water APV's Totaling \$247,217.90: 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 \$92,738.26: Mr. Stump motioned to approve the WWTP APV's. Mr. Scheumann seconded. The WWTP APV's were approved unanimously by voice vote.

- Reports of City Officers:

- Fire/EMS: Superintendent Lehman thanked everyone for the success of the fish fry last Saturday.
- Street Superintendent: Superintendent Warren requested approval to attend an upcoming conference. Mr. Stump motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
- Senior Center Director: Mayor Jenkins informed the members the facility opened on Tuesday, July 6th. The vans are running as well.
- Water/WWTP: Superintendent Gerber updated the BOW members on the status of the Water project. He also gave an update on the evaluation of the WWTP after all of the rain the City received. The department is investigating where issues, if any, lie.
- Mayor: Mayor Jenkins referred the member's attention to the salary adjustment handout. He noted that he was seeking the member's approval for the salaries contained in the memo. Mr. Scheumann motioned to approve the salaries. Mr. Stump seconded. The salary adjustments were 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 4:07 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works