



Board of Works Meeting – Minutes from January 10, 2021

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

Also Present: City Attorney: Brian Hoffer, **Clerk Treasurer:** Jeff Knight, 9 guests (8 IP, 1 OL), and 2 members of the press (1 IP, 1 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 December 20, 2021: Mayor Jenkins submitted the minutes for the previous BOW's meeting. Mr. Scheumann motioned to approve the minutes as presented. Mr. Stump seconded. The minutes were approved unanimously by voice vote.
- Petitions and Comments by Citizens:
 - Sewer Bill Adjustments: Utility Superintendent Gerber said that all was in order with the requests, and he recommended they be approved.
 - 307 N. Madison St.: Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The adjustment was approved unanimously by voice vote.
 - 301 S. Nappanee St.: Mr. Stump motioned to approve the request. Mr. Scheumann seconded. The adjustment was approved unanimously by voice vote.
 - 609 Short Street: Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The adjustment was approved unanimously by voice vote.
 - 1145 Irene Court: Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The adjustment was approved unanimously by voice vote.
- Reports of Committees, Boards, and Commissions: There were none.
- Unfinished Business:
 - Recommendation Regarding Oakland Trail: Mayor Jenkins introduced Mr. Mike Reese with the Troyer Group who discussed the recommendation. Based upon the bid received being well above the estimated cost, Mr. Reese recommended rejecting the bid and re-evaluating the scope of the project. Mr. Scheumann motioned to accept Mr. Reese's recommendation. Mr. Stump seconded. The recommendation was accepted unanimously by voice vote.
 - R. Yoder Updated Downtown Parking Request: Street Superintendent Warren gave a brief update and then Mr. Brian Hollowell (R. Yoder Construction) gave the reasons for the

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additional days they needed for the parking spaces to be utilized in front of Hunter's Hideaway. The new work schedule for interior and exterior work includes the dates of January 10th and 11th, January 17th and 18th, and two days in February that are yet to be determined. During the interior work, the material deliveries will be made in the front of the building, but the workers will then park in the back. Mr. Hollowell will coordinate the R. Yoder parking space situation with Superintendent Warren. Mr. Scheumann motioned to approve the parking request. Mr. Stump seconded. The request was approved unanimously by voice vote.

- New Business

- Partial Pay App #2 for Wellfield Park and Restroom Project: CT Knight commented that the project is coming along well. The roof is on the concession/locker room/storage building. Now it is just a matter of dealing with the weather. The total of the pay app is \$307,667.22, of which the city's portion is \$187,136.24 (50% of the Wellfield Project cost and all of the Park Restroom cost as broken out on the invoice). Mayor Jenkins motioned to approve partial pay app #2. Mr. Stump seconded. Partial Pay App #2 was approved unanimously by voice vote.
- Partial Pay App #5 for South Park: Mayor Jenkins presented the pay app. Mr. Scheumann motioned to approve Partial Pay App #5 for \$8,280. Mr. Stump seconded. Partial Pay App #5 was approved unanimously by voice vote.
- Change Order #4 – South Park: Mayor Jenkins presented the request. This is due to a drain tile that was plugged and will allow some of the sub-tiles to be tied into the sewer system for the restroom facility. The cost is \$7,870. Park Superintendent Davis noted that this should help get rid of the standing water in the zip-line area. Mayor Jenkins motioned to approve the change order. Mr. Scheumann seconded. Change Order #4 was approved unanimously by voice vote.
- Troyer Group Amendment #2 – Miriam Avenue: Mayor Jenkins presented the request. This is for bidding and construction administration. The Troyer Group revised the lighting design to match the Market Street lighting and add lighting along Stahley Drive as well. The total increase is \$1,396.25. Mr. Stump motioned to approve amendment #2. Mr. Scheumann seconded. Amendment #2 for Miriam Avenue was approved unanimously by voice vote.
- Partial Pay App #7 – Water Improvements Division A – Water Tank: Mr. Andrew Robarge (Commonwealth Engineers) made the presentation. The total for the pay app is



\$80,414.17. The contractor continues to make good progress. Mr. Scheumann motioned to approve the pay app. Mayor Jenkins seconded. Partial Pay App #7 was approved unanimously by voice vote.

- Partial Pay App #12 – Water Improvements Division C – Water Main Replacement: Mr. Robarge made the presentation. The total of the pay app is \$355,328.32. As of their meeting last week, there were a couple of items that needed to be wrapped up but other than that they will stop work for the winter and return in the spring. Mr. Scheumann motioned to approve the pay app. Mr. Stump seconded. Partial Pay App #12 was approved unanimously by voice vote.
- Excavating in Public Right of Way
 - 251 S. Jackson Street (Install Fiber Optic Cable): Planning Superintendent Nunemaker made the presentation. There are 4” and 10” water mains in this area with a minimum depth of 48”. The contractor will pothole these water mains for accurate depth. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
 - CR 52 between SR 19 and CR 101 (Install Fiber Optic Cable): Mayor Jenkins presented the request. They are going through the permitting process. Superintendent Gerber indicated the need to work together. Mayor Jenkins noted that this is approving our portion in our right of way (Section #1 on the map) and this area is planned for improvements in the future. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
 - CR 54 between CR 7 and CR 9 (Install Fiber Optic Cable): Mayor Jenkins noted again that this is approving our portion in our right of way (Section 4 of the map). Street Superintendent commented that when he reviewed the documents, he did not see any hand holds or see anything that would be in the cities right of way. He also confirmed the tie in would be east of the church. Mayor Jenkins asked City Attorney Hoffer if the city had right of way. Attorney Hoffer said he believed the city had right of way extending to the center of the road. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved by unanimous voice vote.
- Contract Documents for Water Main Material Procurement: Mr. Robarge presented the request. This request is not looking for a contractor at this point, it is looking for a material supplier for water main materials for a future project. This is being done due to increased timelines. A listing of quantities was provided. These materials will be stored at the



Wastewater Treatment Plant. The cost of the project will be in excess of \$150,000. City Attorney Hoffer commented on a few typographical changes that need to be made. Mr. Scheumann motioned to approve the request to find a material supplier and the edits to the notice being completed, with bids being received at City Hall by 3:30 pm on February 14th, 2022. Mayor Jenkins seconded. The request was approved unanimously by voice vote.

- Approval of Accounts Payable Vouchers:

- 2021 Water APV's Totaling \$198,903.32: 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 \$82,443.78: 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 Chief: Chief Lehman requested approval to hire Mr. Quin Hunter and Matthew Jessie as probationary members of the Nappanee Fire Department. This will be effective January 3, 2022, and they will both be placed on the reserve pay status (\$100 clothing allowance and \$100 gas allowance as required by the State). Mayor Jenkins motioned to approve their hiring. Mr. Stump seconded. Mayor Jenkins noted that now the fire department is fully staffed. The request was approved unanimously by voice vote.
- Utility Superintendent Gerber introduced Mrs. Crystal Reinhard to the BOW's. She is the new administrative assistant for the department.

Mayor Jenkins concluded by thanking the BOW members and City staff for their service in 2021.

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 4:04 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works