



## ***Board of Works Meeting – Minutes from December 13, 2021***

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

**Also Present: City Attorney:** Brian Hoffer, **Clerk Treasurer:** Jeff Knight, 13 guests (11 in person and 2 online), 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 November 22, 2021: Mayor Jenkins submitted the minutes for the previous BOW's 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: The following sewer bill adjustments were presented by Utility Superintendent Gerber, all had leaks, all have been fixed, and all are considered in order:
  - 1310 McCormick Dr.: Mr. Scheumann motioned to approve. Mr. Stump seconded. The request was approved unanimously by voice vote.
  - 805 W. Market St.: Mayor Jenkins motioned to approve. Mr. Stump seconded. The request was approved unanimously by voice vote.
  - Various apartment units at Northside Blvd Mr. Scheumann motioned to approve. Mayor Jenkins seconded. The request was approved unanimously by voice vote.
- Reports of Committees, Boards, and Commissions: There were none.
- Unfinished Business:
  - Receive Bids for Oakland Trail: Two bids were received, but only one was received by the designated time. The bid from R. Yoder Construction was not accepted as it was late and will be returned to the company in its unopened envelope. CT Knight opened the sealed bid from Michiana Contracting (7843 Lilac Rd, Plymouth, IN) with \$1,358,977.76 as a base bid. Alternate bid #1 for additional netting and poles is \$143,000. Alternate bid #2 is a deduct for lesser cost lighting of \$35,473.63. Mayor Jenkins motioned to take the bid from Michiana Contracting under advisement and have a recommendation provided at the January 10<sup>th</sup>, 2022 BOW meeting. Mr. Scheumann seconded. The motion passed by unanimous voice vote.



- New Business

- R. Yoder Construction Partial Pay App #4 – South Park: Mr. Mike Reese (Troyer Group) noted that all was in order and recommended payment of the application for \$30,060. Mayor Jenkins motioned to approve the pay app. Mr. Stump seconded. Partial Pay App #4 was approved unanimously by voice vote.
- Approve Plans and Specification and Authorize Bidding for Miriam Avenue: Mr. Reese presented the request and talked about the scope. Bids need to be received by the January 24<sup>th</sup> BOW meeting and the work needs to be under contract by March 3<sup>rd</sup> or 4<sup>th</sup> to meet requirements for Community Crossings funding. Mr. Scheumann motioned to approve the plans and specs as well as authorize bidding for the project with bids returned by January 24<sup>th</sup> at 3:30 pm. Mr. Stump seconded. The motion passed unanimously by voice vote,
- Excavating in Public Right-of-Way (529 E. John St): Street Superintendent Warren presented the request. The work was already completed due to the emergency status from a collapsed sewer collateral. Kent’s Excavating contacted Superintendent Warren who gave the authorization to move forward with the work. Mayor Jenkins motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
- Commonwealth Task Order #2021-06 – NorthWood Water and Sewer Extension: Mayor Jenkins introduced the task order and noted that this is for design work for water and sewer pertaining to development that will take place at the high school. The development will take place east of the high school and north of Woodview Dr. Mr. Andrew Robarge (Commonwealth Engineers) added that there will also be some permitting involved along with the design work. Utility Superintendent Gerber interjected that this would open up access north of CR 150 for future annexation. Mr. Scheumann motioned to approve the task order. Mr. Stump seconded. Task Order #2021-06 was approved unanimously by voice vote.
- Airport and Miriam Water Tank Improvements – Division A Partial Pay App #6: Mr. Robarge presented the pay app request in the amount of \$65,822.17. The contractor continues to make good progress on the tank. Commonwealth recommended payment. Mayor Jenkins motioned to approve the pay app. Mr. Stump seconded. Partial Pay App #6 was approved unanimously by voice vote.
- The following contracts including the Woodview Right of Way and Drainage and Quit Claim Deed were presented by Mayor Jenkins, City Attorney Brian Hoffer, and the various department heads as necessary:

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).



- Lawson-Fisher Consulting Contract 2022 CCMG: The contract has a maximum obligation of \$24,690. Mr. Stump motioned to approve the contract. Mr. Scheumann seconded. The contract was approved unanimously by voice vote.
- Approve Perpetual Highway Easement for Woodview Right of Way and Drainage: The City is also a property owner along Woodview and needs to grant itself an easement and deed the property to itself. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote. This will be passed along to the Park Board for its review and approval as well.
- Approve Quit Claim Deed for Woodview Right of Way: This accompanies the immediately preceding request. Mr. Scheumann motioned to approve the Quit Claim Deed for parcels 10 and 10A. Mr. Stump seconded. The Quit Claim Deed was approved unanimously by voice vote.
- Approve 2022 On-Call Storm Water Engineering Agreement – Emans Engineering: The contract is an hourly rate with a total not to exceed \$20,000. Mayor Jenkins motioned to approve the agreement. Mr. Scheumann seconded. The agreement was approved unanimously by voice vote.
- Approve 2022 Refuse Collection Rates – Borden: This is a 10-year contract of which the City is in the 9<sup>th</sup> year. City Attorney Hoffer noted a typo that needs to be fixed. The year on page #1 should be 2022 instead of 2021. The contract is for \$388,713.96. Mayor Jenkins motioned to approve the 2022 contract with the corrected date. Mr. Stump seconded. The contract was approved unanimously by voice vote. Mr. Scheumann and Mayor Jenkins noted their appreciation for all of the hard work the Borden employees do to take care of the City.
- Approve 2022 Redevelopment/Chamber Director Contract – Kitson Development: The City provided a 10% increase to the 2021 budget for this contract. The 2022 amount will be \$114,691.98. This contract will need the approval of the Redevelopment Commission and the Nappanee Area Chamber of Commerce as well. Mr. Scheumann motioned to approve the contract for 2022. Mr. Stump seconded. The contract was approved unanimously by voice vote.
- Approve 2022 City Attorney Agreement – Kindig & Sloat: The contract includes a \$5/hour increase with a total not to exceed of \$60,000. The \$60,000 is the same as last year. Mr. Scheumann motioned to approve the 2022 agreement with Kindig & Sloat. Mr. Stump seconded. The 2022 agreement was approved unanimously by voice vote.
- Approve 2022 FCDC Agreement: The agreement amount remains the same as last year at \$20,000. Mayor Jenkins motioned to approve the agreement. Mr. Stump



seconded. Mayor Jenkins stated that FCDC has been an integral partner as the City has worked through COVID over the last two years as well as all of the other things they do on behalf of the City. The agreement was approved unanimously by voice vote.

- Approve 2022 Boys and Girls Club of Nappanee Agreement: The agreement amount remains the same as last year at \$125,000. Mr. Scheumann motioned to approve the agreement. Mr. Stump seconded. The agreement was approved unanimously by voice vote.
- Approve 2022 Observed Holidays: Mayor Jenkins motioned to approve. Mr. Scheumann seconded. The 2022 observed holiday schedule was approved unanimously by voice vote.
- Approval of Accounts Payable Vouchers:
  - 2021 Water APV's Totaling \$176,183.80: 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 \$89,282.89: 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:
  - Police Chief: Chief Rulli submitted a request to purchase 3 squad cars in 2022, out of LOIT, from Fletcher Chrysler. These vehicles needed to be ordered by December 7<sup>th</sup> in order to have any chance of arriving in 2022. Thus the order has already been placed. The total cost is \$110,660 (\$37,050 for each of 2 Durango's with pursuit packages and 1 without for \$36,560). Mayor Jenkins motioned to approve the vehicle acquisitions. Mr. Stump seconded. The request was approved unanimously by voice vote.

Secondly, Chief Rulli requested approval to promote Chris Waddell from Probationary Patrolman to 1<sup>st</sup> Class Patrolman with an effective date of December 5<sup>th</sup>. Mr. Scheumann motioned to approve the promotion. Mr. Stump seconded. The promotion was approved unanimously by voice vote.

- Water and WWTP Superintendent: Superintendent Gerber requested authorization for Commonwealth to bid and then receive the bids for the sewer lining project (Centennial St. and W. Market St) at the meeting on January 24<sup>th</sup>. Mayor Jenkins motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.



Additionally, Superintendent Gerber requested approval to replace some equipment that broke with a cost of \$3,775. Mr. Stump motioned to approve getting the equipment fixed. Mr. Scheumann seconded. The request was approved unanimously by voice vote.

- **Street Superintendent:** Superintendent Warren informed the BOW members that he has been working with Sourcewell on specs for a new street sweeper. He will bring those specs to the meeting on the 20<sup>th</sup> for approval.
- **Mayor:** Mayor Jenkins motioned to change the BOW meeting scheduled for December 27<sup>th</sup> to December 20<sup>th</sup> at 3:30 pm. Mr. Stump seconded. The motion was approved unanimously by voice vote.

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 4:07 pm.

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Phil Jenkins, Mayor

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