



Board of Works Meeting – Minutes from January 24, 2022

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

Also Present: City Attorney: Brian Hoffer, **Clerk Treasurer:** Jeff Knight, 16 guests (14 IP, 2 OL), 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 January 10, 2022: 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:
 - Sewer Bill Adjustments: Utility Superintendent Gerber said that all was in order with the requests, and he recommended they be approved.
 - 304 S. Williams St.: Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The adjustment was approved unanimously by voice vote.
 - 1045 S. Jackson St.: Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The adjustment was approved unanimously by voice vote.
 - 156 W. Lincoln St.: Mayor Jenkins motioned to approve the request. Mr. Scheumann seconded. The adjustment was approved unanimously by voice vote.
- Reports of Committees, Boards, and Commissions: There were none.
- Unfinished Business: Sealed bids for the following projects were received in the Clerk-Treasurer's office by 3:30 pm.
 - Receive Bids for Miriam Avenue Improvements:
 - HRP Construction Inc (5777 Cleveland Road, South Bend, IN 46626): Base Bid of \$1,592,645.94; Alternate 1 Bid of \$228,335.
 - R. Yoder Construction (27453 CR 150, Nappanee, IN 46550): Base Bid of \$1,634,900.52; Alternate 1 Bid of \$271,103.
 - Indiana Earth (10343 McKinley Hwy, Osceola, IN 46561): Base Bid of \$1,565,405.14; Alternate 1 Bid of \$254,148.



Mayor Jenkins motioned to take these bids under advisement with the awarding of the contract on February 14th, 2022. Mr. Stump seconded. The bids were taken under advisement with the awarding of the contract set for February 14th, 2022, by unanimous voice vote.

- Receive Bids for Centennial Sewer Rehabilitation:
 - Insight Pipe Contracting, LLC (232 E. Lancaster Rd, Harmony, PA 16037): Bid of \$234,420.
 - InsituForm Technologies (17988 Edison Ave., Chesterfield, MO 63005): Bid of \$289,096.
 - Visu-Sewer, Inc (W230 N4855 Betker Rd., Pewaukee, WI 46072): Bid of \$197,120.

Mr. Scheumann motioned to take these bids under advisement with the awarding of the contract on February 14th, 2022. Mr. Stump seconded. The bids were taken under advisement with the awarding of the contract set for February 14th, 2022, by unanimous voice vote.

- New Business

- Downtown Pavilion Use – Abate Indiana – Blessing of the Bikes – April 10, 2022: Mayor Jenkins introduced the request. The event will take place on April 10th beginning at 8:00 am and ending at 1:00 pm. The downtown pavilion will be closed with no parking during this time. Mr. Stump motioned to approve the request. Mr. Scheumann seconded. Mr. Duane Moneyheffer noted that this will be a hybrid version of the program from a year ago. Mayor Jenkins commented that this is a great event for a good cause. The request was approved unanimously by voice vote.
- Approve Plans and Specs and Authorize Soliciting Quotes for West Industrial Park Storm Water Drainage: Mayor Jenkins introduced the request and Mr. Jeffrey Schaffer (Abonmarche). Mayor Jenkins gave an overview of what is entailed in the request. Mr. Schaffer commented that this is a compromise solution reached with the mayor and city staff. Abonmarche would like to obtain quotes for the project with the costs expected to be less than \$150,000. Mr. Scheumann motioned to approve the request with quotes to be received by February 14th. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Approve Excavating in Public Right-of-Way
 - 952 E. Lincoln St. – New Sewer Lateral: Utility Superintendent Gerber said this work will be completed in the “street proper”. He also noted that all was in order. Mayor



Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.

- 701 N. Clark St. and 702 N. Main St.: Mayor Jenkins indicated that this request came from NIPSCO. Mayor Jenkins reiterated that the Board of Works has jurisdiction over City right-of-way, but this is going under a state highway thus needing INDOT approval. Superintendent Warren said he has had conversations with INDOT regarding this. There is a small portion under city jurisdiction in the alleyway. Mayor Jenkins stated that this is for gas line improvements. Mr. Scheumann motioned to approve the request as it pertains to the city right-of-way. Mr. Stump seconded. The request regarding the city portion was approved unanimously by voice vote.
- Approve Amended Proposal for Oakland Avenue Trail – Troyer Group: Mayor Jenkins introduced the amended proposal. The original bids were rejected because they were 30% higher than the estimated costs. Stephan, with the Troyer Group, was in attendance as Mr. Mike Reese was unable to attend. The project will need to be rebid and the associated increased costs for Troyer Group will be \$3,900 for amending the design and construction documentation and \$3,300 for bidding and construction administration. The total cost will be \$7,200. Mr. Scheumann motioned to approve the amended proposal. Mayor Jenkins seconded. The amended proposal was approved unanimously by voice vote.
- Approve Proposal for US 6 Improvements at Aero Ranch – Abonmarche: Mayor Jenkins presented this request. This is a project out by the airport with buildings going in on the north and south side. This is part of the TIF area, so the city is paying for the improvements to US 6. As part of that, the city needs to hire a consultant to design the turn lanes if required. Mayor Jenkins and City Attorney Hoffer have reviewed the documents and there are some items to be discussed and finalized, but in general, the contract appears acceptable. Mayor Jenkins requested approval with the authorization of he and City Attorney Hoffer to finalize with Brad. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Approve Proposal for Website – Granicus: Mayor Jenkins talked about how much work Ms. Brooklyn Moore (Director of Community Outreach for the city) has put into this new website project and transition. The city currently has a website, but the platform it is on, and the ADA accessibility is causing the city problems. Thus the city will hire a new company to rebuild the website. City Attorney Hoffer has reviewed the documentation and there are a few things that need to be changed (a onetime fee listed, but it is actually a staggered payment structure). The rebuild will take 6-9 months. City Attorney Hoffer will



work to get the changes implemented. Mayor Jenkins requested approval with the authorization of he and City Attorney Hoffer to finalize the language contained on the proposal. Mr. Scheumann motioned to approve the request. Mayor Jenkins seconded. Mr. Scheumann noticed some dates throughout the documentation referring to 2021. Mayor Jenkins commented that those dates will be updated. The contract discussion actually began during 2021. The request was approved unanimously by voice vote.

- Sewer Connect: 1169 Blackstone Blvd: Mayor Jenkins noted that this is a single-family residence. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The requested sewer connection was approved unanimously by voice vote.

A brief discussion ensued regarding being able to handle these types of requests at an administrative level. City Attorney Hoffer indicated that he thought it would take an ordinance change in order to institute the new methodology. Mayor Jenkins asked if that was an approach that would be satisfactory with the BOW members. They all indicated that they would be fine with handling these requests in such a manner.

- Commonwealth Design Proposal for West Market Street Water Main Extension: Mayor Jenkins introduced the proposal. Mr. Andrew Robarge presented the proposal in more detail (timing, fees, etc.). This request coincides with the request for procurement of materials immediately following. Mr. Scheumann inquired about how soon this project would be ready to go. Mr. Robarge replied that the target is April, at the latest, with hopes for March. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Amended Material Procurement for West Market Street and NorthWood High School Water and Sewer Infrastructure: Mr. Robarge discussed this amendment. There is a significant quantity increase that was not in the original presentation to the BOW. The West Market portion of the project was already included in the calculations. The NorthWood water and wastewater portions were added to this procurement request due in large part to timing considerations. The West Market materials will be stored at the wastewater facility until needed. The materials for the NorthWood will be stored at the high school until needed. As further clarification, Mayor Jenkins discussed the annexation process the school is going through with the Common Council. Mayor Jenkins motioned to approve the amended procurement request. Mr. Scheumann seconded. The amended procurement request was approved unanimously by voice vote.
- Partial Pay App #3 for Wellfield Park and Park Restrooms Project: Clerk-Treasurer Knight described what was detailed on the pay application received by the city and how it was



being paid (from TIF and city funds as well as by the Wa-Nee school district. Park Superintendent gave an update on the construction of Wellfield Park and the restroom construction. Mr. Scheumann motioned to approve partial pay application #3. Mr. Stump seconded. Partial pay application #3 was approved unanimously by voice vote.

- Approval of Accounts Payable Vouchers:

- 2021 Water APV's Totaling \$113,824.42: 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 \$108,419.05: 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 acceptance and approval of the resignation of Sarah Marsh effective February 3rd, 2022. Mayor Jenkins motioned to accept and approve her resignation. Mr. Scheumann seconded. The request was approved unanimously by voice vote.

Chief Lehman also requested acceptance and approval of the resignation of Sarah Ivin effective December 27th, 2021. Mr. Scheumann motioned to accept and approve her resignation. Mr. Stump seconded. The request was approved unanimously by voice vote.

- Police Chief Rulli requested approval to open the hiring process for two positions within the department. One position will be new, and one will be a replacement for an officer scheduled to retire in June of 2022. Mayor Jenkins motioned to approve the opening of the hiring process for two new police department positions. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Utility Superintendent Gerber requested approved for he and Mr. Scott Kern to attend the annual AWWA meeting in Indianapolis April 10th through 13th, 2022. Mr. Stump motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.

Superintendent Gerber requested approved to replace the obsolete flow meter at Indiana Ave. and South Main. The cost is \$13,775. Mr. Stump motioned to approve the request. Mayor Jenkins seconded. The request was approved unanimously by voice vote.



Superintendent Gerber requested approval to hire Mr. Adam Schrock as a replacement for Mr. Marvin Stalter. His pay rate will be \$21/hour with a start date of January 31st, 2022. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.

Superintendent Gerber continued by requesting the approval to hire Mr. Derek Singleton. His pay rate will be \$21.50/hour with a start date of February 7th, 2022, pending the passing of a background check. Mr. Singleton's pay rate is higher than Mr. Schrock's due to his having a CDL license. Mr. Scheumann motioned to approve the request. Mayor Jenkins seconded. The request was approved unanimously by voice vote.

Finally, Superintendent Geber requested approval to obtain quotes for a new uniform provider. He will put the specs together and seek sealed quotes. Mr. Stump motioned to approve the request. Mr. Scheumann seconded. The request 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 4:18 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works