



## ***Board of Works Meeting – Minutes from March 28, 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, 9 guests (6 IP, 3 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 March 14, 2022: Mr. Scheumann motioned to approve the minutes. 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 approval.
    - 806 N. Nappanee St.: Mayor Jenkins motioned to approve the request. Mr. Scheumann seconded. The adjustment was approved unanimously by voice vote.
    - 505 W. Williams St.: Mr. Stump motioned to approve the request. Mr. Scheumann seconded. The adjustment was approved unanimously by voice vote.
    - 255 W. Randolph St.: Mr. Scheumann motioned to approve the request. Mayor Jenkins seconded. The adjustment was approved unanimously by voice vote.
- Reports of Committees, Boards, and Commissions: There were none.
- Unfinished Business: There was none.
- New Business
  - Receive Quotes for Oakland Trail Lighting: Mayor Jenkins stated that three companies were approached to receive quotes. Two companies were unable to do so. Thus, Mayor Jenkins opened the singular quote received from the Dave Baker Agency. There were two options. The first option was for the ANP pole with a total cost of \$137,310.25 (unit price of \$2,802.25). The second option was for the AVPL pole with a total cost of \$99,656.20 (unit price of \$2,033.80). Mayor Jenkins motioned to take the quote under advisement and make an award at the next BOWs meeting on April 11<sup>th</sup>. Mr. Scheumann seconded. The motion was approved unanimously by voice vote.



- Approve Requests for Availability of Service:
  - Carl Borkholder – Gen-Y Hitch: Utility Superintendent Gerber presented the request. Gen-Y Hitch will be building a new plant on 3400 W. Market Street. Their sewer will connect at Osage behind what used to be Persing Tire. The company has paid their fees. Superintendent Gerber recommended approval. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
  - Gabe Atz – Northwood Sports Complex: Utility Superintendent Gerber presented the request. This is contractor working on the new baseball and softball complex for the school district. Superintendent Gerber recommended approval. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Approve Sewer Connection Applications (Superintendent Gerber presented, and recommended approval for, each of the following requests):
  - 455 E. Market St.: This was an emergency repair of a collapsed 4” lateral. Mr. Stump motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
  - 805 E. Market St.: This was a similar situation with a collapsed sewer line. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
  - 1150 Blackstone Blvd.: This is for a new single-family residence. Mr. Scheumann motioned to approve the request. Mayor Jenkins seconded. The request was approved unanimously by voice vote.
  - 3400 W. Market St. (Gen-Y Hitch): See earlier request for availability for service. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
  - Woodview Dr. (Northwood Sports Complex): See earlier request for availability for service. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Excavating in Public Right-of-Way (Planning Superintendent Nunemaker presented each of the following requests):
  - 110 N. Main St.: NIPSCO request for gas service retirement. Mr. Stump motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
  - 207 E. Market St.: Community Fiber request for a fiber drop to Jayla’s Flower Basket. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.

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).



- 305 S. Main St.: This is another gas main retirement. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. Mayor Jenkins asked if this was the property for which the City had questions about easements. Superintendent Nunemaker said yes. The request was approved unanimously by voice vote.
- 1156 E. Market St.: This is another gas main retirement. This is an empty lot. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
- 501 S. Main St.: This is another Community Fiber request for a fiber drop. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
  
- Commonwealth Engineers – Request Approval to Advertise for Bids: Utility Superintendent Gerber presented the request. This is for the West Market Street water extension. The initial request was for the procurement of materials for the project. This request is for bids to be received to install the materials. Commonwealth has prepared the plans and specs. Mayor Jenkins motioned to approve the plans and specs and advertising for bids to be delivered to the Clerk-Treasurer’s office by 3:30 on April 25th. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
  
- Partial Pay App #13 – Indiana Earth – Water Project Division C: Mayor Jenkins presented the request in the absence of representation from Commonwealth Engineers. There was a procedural question pertaining to whether to approve the request and withhold payment or to not approve the partial pay app. Therefore, Mayor Jenkins requested that the pay app be tabled until the next BOWs meeting on April 11<sup>th</sup>. Mr. Scheumann motioned to table the pay application until the next BOWs meeting on April 11<sup>th</sup>. Mr. Stump seconded. The pay application was tabled by unanimous voice vote.
  
- Central School Roofing Change Order #1 (TekPro Roofing): Planning Superintendent Nunemaker presented the change order which includes a \$5,650 credit for ½” HD Cover Board, \$3,955 addition for new ½” plywood sheeting for perimeter walls (480 sq. ft.), and an additional \$4,746 to remove and install new 2” is insulation at perimeter walls (1,328 sq. ft.). The new contract total will be \$88,641. Mr. Scheumann motioned to approve the change order. Mr. Stump seconded. The change order was approved unanimously by voice vote.
  
- Ace Builders – Dumpster Request & Alley Closures – 110 S. Main St.: Planning Superintendent Nunemaker presented the requests. All of the work requiring the dumpsters and alley closures will be done at the 110 S. Main Street address during demolition and renovation. Mayor Jenkins motioned to approve the requests subject to



any changes that need to be made to the schedule need to be communicated to Planning Superintendent Nunemaker or Street Superintendent Warren. Mayor Jenkins also noted that Mr. Pete Yoder has been asked to notify the other shop owners about what is transpiring and the timing. Mr. Stump seconded. The requests were approved unanimously by voice vote.

- South Park Change Order #5 (Addition for Basketball Goal Upgrade): Parks and Rec Superintendent Davis presented the request. The original basketball goal was more of a residential quality. The new goal will be geared towards industrial and able to handle more stress. This includes Gared PK6040 basketball posts, acrylic boards, and rims. The total cost is \$3,480. Mr. Scheumann motioned to approve change order #5. Mr. Stump seconded. The change order was approved unanimously by voice vote.
- South Park Change Order #6 (Deduction to Fill in Two Rain Gardens): Parks and Rec Superintendent Davis presented the request. With the new drainage project, the rain gardens are not necessary. These will be filled in. This will be a deduct of \$1,535. Mayor Jenkins motioned to approve change order #6. Mr. Scheumann seconded. The change order was approved unanimously by voice vote.
- Modway Homes Roadway Closure Vernon/Hudson St.: Street Department Superintendent Warren presented the request. This will allow the company to bring in a crane and set the house on the corner. The closure is scheduled for March 31, 202 between the hours of 8am and 2pm. Mayor Jenkins asked the gentlemen representing Modway Homes if everything was still on schedule for the date and times submitted. They responded yes unless high winds or heavy precipitation arise. Mayor Jenkins motioned to, weather permitting, approve the request. Mr. Scheumann seconded. The requested street closures were approved unanimously by voice vote.

- Approval of Accounts Payable Vouchers:

- 2022 Water APV's Totaling \$76,817.46: Mr. Stump motioned to approve the Water APV's. Mr. Scheumann seconded. The Water APV's were approved unanimously by voice vote.
- 2022 WWTP APV's Totaling \$44,6738.91: 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:

- Street Superintendent Warren made three requests:



- Hire Nicolas Newcomer effective 3/28/22 at a rate of \$20/hour. Mr. Stump motioned to approve the hiring of Mr. Newcomer. Mr. Scheumann seconded. The hiring of Mr. Newcomer was approved unanimously by voice vote.
- Permission to close Rotary Parking lot on Friday April 1<sup>st</sup> from 6am to 12 pm for cleaning and maintenance. The following weekend is the blessing of the bikes. Mayor Jenkins motioned to approve the closure. Mr. Scheumann seconded. The lot closure was approved unanimously by voice vote.
- Permission to close the remaining city parking lots over the next two weeks (no more than two lots will be closed at a time). Signage will be posted 24 hours in advance. Mayor Jenkins motioned to approve the closures. Mr. Scheumann seconded. The lot closures were approved unanimously by voice vote.
- Fire Chief Lehman made four requests:
  - Hiring of Larry “Toby” Yoder back into the fire department as an emergency medical technician. He will only be running on medical calls. The hiring would be effective today. Mr. Scheumann motioned to approve the hiring of Mr. Yoder effective March 28, 2022. Mr. Stump seconded. The hiring was approved unanimously by voice vote.
  - Nappanee Fire Department is hosting an EMT class, part of which is providing ride time on the ambulances. A list of students was submitted. Chief Lehman requested approval for the students listed to ride along. City Attorney Hoffer discussed the liability release for those doing participating in the ride along. Mayor Jenkins motioned to approve the ride alongs subject to receiving the releases from each of the students. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
  - Increase pay for Joel Wilkins from \$18.83 to \$19.15/hour effective 3/13/22. He has been with the City since August of 2021. Mr. Wilkins has recently been approved by Elkhart General Hospital to function independently as a paramedic. Mayor Jenkins motioned to approve the requested increase. Mr. Stump seconded. The request was approved unanimously by voice vote.
  - Attend International Fire Department Instructors Conference in Indianapolis on April 25<sup>th</sup> and 26<sup>th</sup>, 2022. Mr. Scheumann motioned to approve the requested conference attendance. Mr. Stump 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 4:05 pm.

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Phil Jenkins, Mayor

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