



Board of Works Meeting – Minutes from July 11, 2022

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

Also Present: City Attorney: Brian Hoffer, **Clerk-Treasurer:** Jeff Knight, 10 guests (IP) and 1 members of the press (IP).

- 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 27, 2022: Mr. Stump motioned to approve the minutes. Mr. Scheumann seconded. The minutes were approved unanimously by voice vote.
- Petitions and Comments by Citizens: Street Superintendent Warren presented a request from Mr. Bob Adams (Nappanee Theater) regarding blocking off parking in front of the theater from 3:00 pm to 6:00 pm on Saturdays in order to sell popcorn. He anticipates doing this through the end of November. Mr. Scheumann noted his concern that other business may wish to do the same. Mayor Jenkins suggested that if there are complaints from the adjacent business, then another review would need to take place. He suggested approving this request with another review in the spring (April or May). Mayor Jenkins motioned to approve this request through November 2022. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
- Reports of Committees, Boards, and Commissions: There were none.
- Unfinished Business: There was none.
- New Business
 - Centennial Sewer Rehab Project Change Order #2: Mr. Ryan LaReau (Commonwealth Engineers) presented the request. The original line was thought to be a 10" line. It was found to be a 12" line. The net increase is \$4,048. Mr. Stump motioned to approve the change order. Mr. Scheumann seconded. Change Order #2 was approved unanimously by voice vote.
 - Engineering Amendment 2022-04 for Airport Tank Improvements: Mr. LaReau presented the request. This amendment takes into account the various increases and decreases in engineering costs. This is a net \$0 change amendment. Mayor Jenkins commented that this was to clean up SRF reporting on Commonwealth's end. Mayor Jenkins motioned to approve the request. Mr. Scheumann seconded. Amendment 2022-04 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.



- Engineering Amendment 2022-05 for W. Market Street Water Main Extension: Mr. LaReau presented the request. This amendment is to provide construction engineering and resident project representation services for the West Market Street Water Main Extension project. The total cost is not to exceed \$31,850. Mr. Scheumann questioned why these items were not included in the initial request. Mr. Andrew Robarge (Commonwealth Engineers) replied that it was because they wanted to wait until the bids came in and they could see the contractors schedule and then match up the services with it. They wanted to provide the lowest cost possible instead of coming in higher and then having to adjust it. Mr. Scheumann motioned to approve the amendment. Mr. Stump seconded. Amendment 2022-05 was approved unanimously by voice vote.
- Partial Pay App #8 for Park Projects – GM Development: CT Knight presented the pay application for \$70,916.67 which is for work completed on the Wellfield Park project (\$25,554.15) and the Park Restrooms (\$45,362.52). Mayor Jenkins motioned to approve the pay application. Mr. Scheumann seconded. Pay application #8 was approved unanimously by voice vote.
- Approve Sewer Connections: Utility Superintendent Gerber presented both requests and recommended approval.
 - 904 E. Lincoln St. – Kent’s Excavating: Mr. Stump motioned to approve the connection. Mr. Scheumann seconded. The connection was approved unanimously by voice vote.
 - 753 Locke Ct – Kent’s Excavating: Mayor Jenkins motioned to approve the connection. Mr. Stump seconded. The connection was approved unanimously by voice vote.
- Lumen Excavation in Right of Way for Woodview Dr.: Superintendent Warren presented the request. This will relocate copper cable in conflict with the Woodview Dr. road project. The starting date is scheduled for 7/31/22 with a completion date of 8/31/22. Mr. Scheumann motioned to approve the request. Mayor Jenkins seconded. The request was approved unanimously by voice vote.
- Contract Approval and Notice to Proceed for 2022 CCMG: This request received prior approval and there needs no action taken.



- Approval of Account Payable Vouchers: Mr. Scheumann motioned to approve the 2022 Water APV's totaling \$234,744.07 and the Wastewater APV's totaling \$70,400.02. Mr. Stump seconded the motion. The APV's were approved unanimously by voice vote.
- Report of City Officers:
 - Fire Chief Lehman requested the closure of the east/west alley between S. Nappanee St. and S. Locke St. from 7/13/22 through 7/18/22 for the annual fire department fish fry. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
 - Police Chief Rulli:
 - Accept resignation of Reserve Corporal Jeremy Beach: Chief Rulli presented the resignation request. Reserve Corporal Beach's last day will be August 1, 2022. He has 12 years of service with the City. Chief Rulli wished to publicly thank him for his service. Mayor Jenkins commented that Officer Beach has been a tremendous asset to the City, and he appreciates his service. Mayor Jenkins regrettably motioned to approve Officer Beach's resignation effective August 1, 2022. Mr. Scheumann reluctantly seconded the motion and echoed the Mayor's appreciation. Reserve Corporal Beach's resignation was approved unanimously by voice vote.
 - Promote Probationary Patrolman Justin Lentz to 1st Class Patrolman: Chief Rulli presented the promotion request. The promotion is effective immediately (July 11, 2022). Chief Rulli noted that Officer Lentz has transitioned nicely. Mr. Scheumann motioned to approve the promotion request. Mr. Stump seconded. The promotion request was approved unanimously by voice vote.
 - Street Department Superintendent Warren:
 - Additional Crosswalk Signage: This is for Wabash Avenue in front of Kountry Wood Products. These would be in line with the actual crosswalk. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
 - Extension of Friday Fest road closure times from 2:00 pm to 10:00 pm to 12:00 pm to 10:00 pm: Mr. Scheumann motioned to approve the request. Mayor Jenkins seconded. The request was approved unanimously by voice vote.
 - Pavilion Request: This request came from the Park Department regarding the Touch a Truck event to be held on August 4, 2022, beginning at 6:00 pm



and ending at 8:00 pm. Included in this is the closure of the pavilion and alley from Clark to Lincoln Street from 5:00 pm to 9:00 pm. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.

- Superintendent Warren concluded by giving an update on the Miriam St. project.

- Utility Superintendent Gerber:
 - Request for Mr. Shaun Kern and Superintendent Gerber to attend the IWEA Conference August 16, 2022, through August 19, 2022: Mr. Scheumann motioned to approve the request. Mayor Jenkins seconded. The request was approved unanimously by voice vote.
 - Request for Mr. Dave Jensen to attend the 811 Conference November 8, 2022, through November 10, 2022: Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.

- Oath of Office for Kim Howenstine: Mayor Jenkins introduced Mrs. Howenstine and told the Board that she has been doing a good job. CT Knight administered the oath of office for Mrs. Howenstine and welcomed her to the City. Mayor Jenkins congratulated her and said it is nice to have her on board.

- Elder Haus:
 - Promotion of Tammy Rock: Mayor Jenkins recommended promoting Ms. Tammy Rock to Assistant Director of the Elder Haus effective July 4, 2022, with an hourly wage of \$21.50. Mr. Scheumann motioned to approve the recommendation. Mr. Stump seconded. The recommendation was approved unanimously by voice vote.
 - Hiring of Kelly Jones: Mayor Jenkins recommended hiring Ms. Kelly Jones as Administrative Assistant for the Elder Haus effective July 13, 2022, with an hourly wage of \$16. Mayor Jenkins motioned to approve the recommendation. Mr. Stump seconded. The recommendation was approved unanimously by voice vote.



Adjournment: With no further business to discuss, Mr. Scheumann motioned that the meeting be adjourned. Mayor Jenkins seconded. Adjournment was agreed to by voice vote and the meeting was adjourned at 4:08 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works