



Board of Works Meeting – Minutes from May 13, 2024

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

Also Present: City Attorney Brian Hoffer, Clerk-Treasurer Jeff Knight, 13 guests (12 IP, 1 OL) and one member of the press (IP).

- Call to order: Mayor Jenkins called the meeting to order at 3:32 pm.
- Roll call: Members listed above were in attendance in person.
- Approval of the Minutes from April 22, 2024: Mr. Stump motioned to approve the minutes. Mr. Scheumann seconded. The minutes were approved unanimously by voice vote.
- Approval of Consent Agenda: A Consent Agenda containing items that are approvable by the various department heads was submitted. The items presented were 12 Excavating in ROW and 3 Sewer Bill Adjustments. Mr. Scheumann motioned to approve the Consent Agenda. Mr. Stump seconded. The Consent Agenda was approved unanimously by voice vote.
- Petitions and Comments by Citizens: Mr. Martin Oltman (1308 Penny Lane) requested to speak regarding the need to have sidewalks or lines on Heritage Parkway and Woodview to the playground at the park. Mayor Jenkins commented that he has spoken with Street Superintendent Warren about possible options in NorthWood Subdivision and he's spoken with Mr. Oltman, on a number of occasions, and explained that the subdivision was developed, intentionally, without sidewalks. That was the way the community wanted it. Mr. Oltman did not like the mayor's response. Mayor Jenkins noted that the types of investment wanted by Mr. Oltman come at a cost and take time to implement. Mr. Oltman continued to press the issue. Superintendent Warren explained how the drainage was designed out there. About the only thing that can be done can be painting a walking lane in but it will not have a barrier. Mayor Jenkins responded that he would get back with Mr. Oltman within a month regarding a timeline for potential solutions.
- There were no reports from committees, boards, or commissions, and no unfinished business.
- New Business
 - Approve bid documents and authorize publication for 2024-1 CCMG: Superintendent Warren presented the request. Mr. Freeman Patterson and Mr. Jared Huss (both with Lawson Fisher) were in attendance. Mr. Huss was online. Publication in the papers will be May 23 and May 30. Bids are due on June 10. Mr. Huss concurred that this schedule gave sufficient time for the process to take place. City Attorney Hoffer said that he has reviewed the documents and did not have any issues with them. Mayor Jenkins motioned to approve the bid documents and authorization for publication for the 2024-1 CCMG. Mr. Stump seconded. The bid documents and authorization for publication were approved unanimously by voice vote.
 - Approve Alley Closure for 106 S. Main St.: Superintendent Warren presented the request. There is construction going on at this location and part of it pertains to the façade. The request from Mr. Pete Yoder is to allow the alley to be closed so a dumpster and forklift can be located there. The dates requested for the closure are May 13 through May 31, 2024, beginning at 7:00 am on the 13th. Superintendent Warren also asked for approval that would allow him to work with Mr. Yoder should there be any rain delays or other issues that may impact the timing. Mr. Yoder included a Certificate of Insurance with the request. City Attorney Hoffer noted the need for the policy to state the City is "additionally insured" or to get an endorsement on the Certificate. Attorney Hoffer offered to show Mr. Yoder what was



needed. Mr. Yoder said he would try to have the alley cleared on the weekend and then have the dumpster brought back the following Monday morning. Mr. Scheumann motioned to approve the request, contingent upon getting the Certificate of Insurance corrected, to have the alley closed along with granting permission for Mr. Yoder and Superintendent Warren to work together if adjustments were necessary due to weather or other issues arise. Mr. Stump seconded. The request and permission were approved unanimously by voice vote.

- Approve Taste of Nappanee and Friday Fest Events for 2024: Ms. Cami Mechling (Visit Nappanee) presented two requests. The first was for the Taste of Nappanee event scheduled for May 18th from 10:00 am until 4 pm. The event will take place at The Barns and the request is for use of the Elder Haus van (driven by an Elder Haus volunteer) to shuttle people out to the event grounds. Mayor Jenkins motioned to approve the request. Mr. Scheumann seconded. The request to use the Elder Haus van was approved unanimously by voice vote.

The second request was for the Friday Fest events to be held on June 14, July 12, and August 9. The facilities to be used are the Train Depot lot, Lincoln Street from S. Elm to Clark Street, Clark Street, the Pavilion, Hepler's lot, the lot behind the Nappanee Art Center, and the old BMV lot. Ms. Mechling has contacted Ms. Donna Persing and requested the use of the Apple Festival trash cans. Superintendent Warren asked if the Friday Fest Committee has received a letter from the veterinary clinic approving use of their property. Ms. Mechling said that is on her list of items to get. Superintendent Warren noted that if Lincoln Street is closed then Elm needs to become a two-way street and that becomes a problem. Ms. Mechling will work with Superintendent Warren to alleviate the two-way problems on Elm. Mr. Scheumann asked Superintendent Warren to keep the BOWs informed after the first event to make sure things go ok. Mr. Scheumann motioned to approve the dates and use of the various items listed on the application subject to review after the first event on June 14 to re-evaluate how the evening went. Mayor Jenkins seconded. The request was approved unanimously by voice vote with the stipulation that there will be a review of the proceedings after the June 14 event.

- 657 E. Marion Street Sewer Backup: WWTP Superintendent Kern explained what transpired with a backed-up manhole which led to damage in Ms. Delkamp's basement totaling \$351.13. Payment of the damages by the City is subject to Ms. Delkamp signing a release of liability. Mayor Jenkins motioned to approve the request contingent upon Ms. Delkamp signing the release of liability. Mr. Stump seconded. The request was approved unanimously by voice vote contingent upon Ms. Delkamp signing the release of liability.

- Approval of Accounts Payable Vouchers:

- Mr. Stump motioned to approve the 2024 Water APV's Totaling \$223,192.14 and 2024 WWTP APV's for \$301,045.17. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.

- Reports of City Officers:

- Water: Superintendent Van Voorst: Water Superintendent Van Voorst presented his Water report and then requested a 75 cent raise for Mr. Scott Kern. It was noted how well Mr. Kern has taken on additional work and training functions since Superintendent Van Voorst has taken over. The pay increase is effective as of May 5, 2024. Mr. Scheumann motioned to approve the salary increase effective May 5, 2024. Mr. Stump seconded. The pay increase for Mr. Kern 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 3:58 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works