



## ***Board of Works Meeting – Minutes from May 22, 2023***

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

**Also Present:** **City Attorney** Brian Hoffer, **Clerk-Treasurer** Jeff Knight, 8 guests (IP) and one member of the press (IP).

- Call to order: Mayor Jenkins called the meeting to order at 3:30 pm.
- Roll call: Members listed above were in attendance.
- Approval of the Minutes from May 8, 2023: Mr. Scheumann motioned to approve the minutes. Mr. Stump 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. There was one Sewer Connection Application. Mayor Jenkins motioned to approve the Consent Agenda. Mr. Stump seconded. The Consent Agenda was approved unanimously by voice vote.
- There were no petitions or comments by citizens; no reports from committees, boards, or commissions; and no unfinished business.
- New Business
  - 2023 Community Crossing Paving Project Advertisement for Bids: Street Superintendent Warren presented the request, noting that the City received Community Crossing funding for 2023. He has been working with Lawson Fisher (Engineering Firm) to determine the roads that need to be resurfaced. Mr. Jared Huss (Lawson Fisher) commented that the advertising for bids will run in the papers on May 26<sup>th</sup> and June 2<sup>nd</sup>. Bids are due in the Clerk-Treasurer's office on June 12, by 3:30 pm. Mr. Scheumann motioned to approve advertising for bids. Mr. Stump seconded. Mayor Jenkins said City has four months from the date of signing the contract to get the work under contract. Four months will be mid-August. There were no further questions or comments. Advertising for bids was approved unanimously by voice vote.
  - 2023 Tree Board Tree Maintenance and Removal Agreement Approval: Mayor Jenkins presented the request. The previous agreement was for two years and signed in 2021. City Attorney Hoffer pointed out a date change that needed to be made. The date references December 31, 2022, and should have been December 31, 2024. This agreement was approved by the Tree Board, and they have asked the BOWs to approve it as well. Mayor



Jenkins motioned to approve the agreement as submitted. Mr. Scheumann seconded. The agreement was approved unanimously by voice vote.

- **Approve Street Closure Request for N. Williams Street for Neighborhood Art Club:** Mayor Jenkins introduced the request. Ms. Heather Mishler has offered this art club for a number of years. Superintendent Warren said he has discussed this request with her. The times will be 1:00 pm until 5:00 pm from June 20<sup>th</sup> through 22<sup>nd</sup>, and July 11<sup>th</sup> through 13<sup>th</sup>. Mayor Jenkins thinks it is great when citizens work with the City and put on programs such as this. Mr. Stump motioned to approve the street closure request. Mr. Scheumann seconded. The street closure request was approved unanimously by voice vote.
- **Approve Peerless Quote for Well #2 Work:** Utility Superintendent Gerber presented the request. Well #2 is the City's oldest of the four wells. Due to the lack of space from a previous lining, and in order to maintain the 1,000 GPM, it is recommended to replace the existing lineshaft turbine arrangement with a submersible turbine. The cost for the project will be \$35,000 which includes modifications that will be required for the electrical service. Mayor Jenkins asked how often the two newer wells (#2A and #3) are exercised and used. Superintendent Gerber said they are worked into the rotation. Mr. Scheumann motioned to approve the Peerless quote for repairs on Well #2. Mayor Jenkins seconded. The quote was approved unanimously by voice vote.
- **Approve Parking Lot and Street Closure: Depot Lot and S. Clark St – American Legion:** Superintendent Warren presented the request for the dates of June 17<sup>th</sup> (Veterans Ride) and September 9<sup>th</sup> (Ride to Remember). The start time is 8:00 am and will go through 11:00 am on June 17<sup>th</sup> and 11:30 am on September 9<sup>th</sup>. Mayor Jenkins motioned to approve the request for the parking lot and street closures as submitted. Mr. Stump seconded. The request was approved unanimously by voice vote.
- **Street Department Equipment Rental Request:** Mayor Jenkins introduced the request and Superintendent Warren discussed the types of items that have been requested for use in the past. These items consist of cones, barrels, various types of barricades, and event fencing. This does not include motorized equipment. The items rented are normally used on private property and the small cost charged for the rental will be used to replace the equipment if anything is damaged. Mayor Jenkins said the one thing they are most concerned about is the event fencing due to its custom nature and the length of time to replace if damaged. He also believes this will be a good resource for the public. Superintendent Warren noted that on the rental form, the renter is made aware that they are responsible for total replacement if equipment is damaged at replacement cost. Mr.



Scheumann motioned to approve the equipment rental request forms along with the liability waiver. Mr. Stump seconded. The request was approved unanimously by voice vote.

- Approval of Accounts Payable Vouchers:
  - Mr. Stump motioned to approve the 2023 Water APV's Totaling \$135,081.52 and 2023 WWTP APV's Totaling \$126,602.36. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
  - Reports of City Officers:
    - Utility Superintendent Gerber requested permission to hire a new full-time employee for the water department. The plan is to interview for the position in June and make a recommendation to the BOWs in July. Mayor Jenkins 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 3:46 pm.

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Phil Jenkins, Mayor

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