



## ***Board of Works Meeting – Minutes from June 26, 2023***

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

**Also Present:** **City Attorney** Brian Hoffer, **Clerk-Treasurer Dept Office Manager** Nikki Ramer, 15 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 June 12, 2023: 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. Mayor Jenkins motioned to approve the Consent Agenda. Mr. Stump seconded. The Consent Agenda was approved unanimously by voice vote.
- There were no petitions and comments by citizens and there were no reports from committees, boards, or commissions.
- Unfinished Business: Award 2023 CCMG Road Improvement Projects: Street Superintendent Warren presented the memo from Lawson Fisher. Superintendent Warren said that the bids came in within reason and that the paving portion came in at a considerably lower cost than anticipated. Lawson Fisher recommends accepting the bid and awarding the contract to Phend and Brown with a bid of \$1,134,958 which includes alternate #1. Mr. Scheumann asked if the documents included blackout dates for the Apple Festival in September. Superintendent Warren said yes. He also reminded the Board that this is a 75/25 cost sharing on the base bid portion of this project. Mr. Scheumann motioned to accept the Lawson Fisher recommendation and approve awarding the contract to Phend and Brown and include alternate #1. Mr. Stump seconded. The awarding was approved unanimously by voice vote.
- New Business
  - Approve Alley Closure Request – Key Boutique: Superintendent Warren presented the request. This is for closure of the alley between Key Boutique and Bella’s Books for a sidewalk sale during the Embrace the Pace days of July 14<sup>th</sup> and 15<sup>th</sup>. Mayor Jenkins asked if the neighboring stores had been notified. Superintendent Warren thought they had but said he would verify. Mayor Jenkins motioned to approve the alley closure request. Mr. Scheumann 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).



- Chamber of Commerce Embrace the Pace Days 2023: Mayor Jenkins presented the request. The days will be July 13<sup>th</sup> through July 15<sup>th</sup>. As part of this request is the waiver of the fee. Mr. Scheumann motioned to approve the requested dates and waiver of the fee. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Oakland Trail Change Order #12 and Pay App #9: Mayor Jenkins presented the documents for consideration. The change order was for additional mulch costing \$645. The pay application totaled \$111,951.45 for work completed on Oakland Trail. Mayor Jenkins motioned to approve the change order and pay application. Mr. Stump seconded. The change order and pay app were approved unanimously by voice vote.
- Approval of Accounts Payable Vouchers:
  - Mr. Stump motioned to approve the 2023 Water APV's Totaling \$123,987.60 and 2023 WWTP APV's Totaling \$158,442.74. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
- Reports of City Officers:
  - Mayor Jenkins: Kitson Development Contract – Mayor Jenkins presented the request to terminate the contract effective July 31<sup>st</sup> after the 30-day notice is mailed. The decision has been made to separate the redevelopment director from the Chamber of Commerce. A letter has been drafted and will be issued via certified mail tomorrow. Mr. Scheumann motioned to notify Kitson Development regarding the termination of the contract effective July 31<sup>st</sup>. Mr. Stump seconded. The termination of the contract with Kitson Development was approved unanimously by voice vote.
  - Water/Wastewater: Utility Superintendent Geber presented each of the following items.
    - ARS Asphalt Agreement: A contract was presented for \$12,730 for ARS to repair areas where water leak and sewer line repairs required digging. Mayor Jenkins motioned to approve the contract. Mr. Scheumann seconded. The contract was approved unanimously by voice vote.
    - Centennial St. Sewer Repair Agreement: This is an agreement with Mr. Tener regarding fixing a plugged sewer. The agreement has three different parties splitting the total cost of \$4,637.88 (City - \$1,545.96, Visu-Sewer \$1,545.96, Mr. Tener \$1,545.96). Mr. Scheumann motioned to approve the agreement. Mayor Jenkins seconded. The agreement was approved unanimously by voice vote.
    - Skid loader Lease Agreement: This is to trade in the current skid loader for a new one on a two-year lease. The new one will cost more because the one currently



owned by the city is no longer made. The lease cost is \$21,464.27. While the current skid loader was held for three years, this lease will get the department back on a two-year cycle. The expected future cost will be in the \$6,000 to \$7,000 range. Mr. Stump motioned to approve the lease agreement. Mr. Scheumann seconded. The lease agreement was approved unanimously by voice vote.

- Fire: Fireman’s Fish Fry – Alley Closure: Chief Lehman made the request to have the alley by the fire station closed. Mayor Jenkin suggested the closing be from Thursday, July 13<sup>th</sup> at 6:00 am to Tuesday, July 18<sup>th</sup>, at 6:00 pm (if needed). Mayor Jenkins motioned to approve the requested closure. Mr. Scheumann seconded. The alley closure was approved unanimously by voice vote.
- Police: Chief Rulli presented the following items pertaining to the Police Department.
  - Jed Beer promotion to 1<sup>st</sup> Class Patrolman – This will have an effective date of June 27<sup>th</sup>, 2023. Mr. Stump motioned to approve the promotion. Mr. Scheumann seconded. The promotion was approved unanimously by voice vote.
  - Hiring 3 New Reserve Officers – All three are effective June 26<sup>th</sup>, 2023. Mr. Justin McLaughlin - Mr. Scheumann motioned to approve. Mr. Stump seconded. Approved unanimously by voice vote. Mr. Dallas Rice - Mayor Jenkins motioned to approve. Mr. Stump seconded. Approved unanimously by voice vote. Mr. Tim Vistine - Mr. Scheumann motioned to approve. Mayor Jenkins seconded. Approved unanimously by voice vote.
- Street: Superintendent Warren notified the Board that the dumpster (approved a couple of months ago) will be in front of Don Carlos for the renovation project. Superintendent Warren has spoken with the neighboring businesses except for Ruhe 152 which was closed. He will speak with them tomorrow.

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 3:51 pm.

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Phil Jenkins, Mayor

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