



## ***Board of Works Meeting – Minutes from October 9, 2023***

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

**Also Present:** City Attorney Brian Hoffer, Clerk-Treasurer Jeff Knight, 18 guests (15 IP, 3 OL) 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 September 25, 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 (7 Excavating in ROW Permit applications and 2 Sewer Connections) was submitted. Mr. Scheumann 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 of committees, boards, or commissions, and no unfinished business.
- New Business
  - Receive Requests for Qualifications – Fire Station: Mayor Jenkins introduced Landon Martin (Veridus Group) who is acting as the City’s representative in the Fire Station building process. He also stated that there is proof of publication in the Goshen News and Warsaw Times Union regarding the requests for qualifications. Mr. Martin read the names of the companies who submitted statements of qualifications. The respondent teams are: JPR and Ancon; Abonmarche and DJ Construction; Arkos and R. Yoder Construction; K2M and Weigand; Axis and PSI; Triad and Brown & Brown; Shive Hattery and Majority Builders. Mr. Martin was pleased with the number of respondents. Mayor Jenkins motioned to refer the statements of qualifications to the technical review committee for review with a recommendation to be made at the next BOW meeting. Mr. Scheumann seconded. The request was approved unanimously by voice vote. Mayor Jenkins thanked all of the respondents.
  - Woodview Drive Change Order #6 – CMP Culvert at Legacy Lane: Mayor Jenkins introduced Mr. Evan Laviolette (First Group) who made the presentation. Mr. Laviolette told the BOW’s this is for a metal culvert pipe that was underneath the west elementary drive. The pipe needed to be lowered in order to maintain proper coverage over the top. The cost of the fix is \$5,394.60. Mr. Scheumann motioned to approve the change order. Mr. Stump seconded. Change Order #6 was approved unanimously by voice vote.
  - Approval of Run, Run, Rudolph: Mayor Jenkins introduced Ms. Heather Bontrager (representative from NorthWood High School) who made the request. Ms. Bontrager gave a brief history of the Run (this is the 13<sup>th</sup> year). This event is put on by the National Honor Society at NorthWood High School. The funds raised go towards the Christmas Jubilee. The event will take place on November 11<sup>th</sup> beginning at 9:30 am and ending at 11:00 am. Since this event will utilize the park paths, it will need Park Board approval as well. On behalf of the Street Department, Mr. John Hutsell requested that no paint markings be used. Mr. Scheumann motioned to approve the 2023 Run, Run, Rudolph event. Mr. Stump seconded. The 2023 Run, Run, Rudolph event was approved unanimously by voice vote.



- Veenstra Climbing Solutions – Street/Ally/Sidewalk Closure Request: Mayor Jenkins introduced Mr. Jason Veenstra of Veenstra Climbing Solutions. His company began doing some work in the City without proper approval. Mr. Veenstra informed the BOWs about the work he was hired to do. He is used to using his crane in the country and not the city and didn't realize he would need approval for where his crane was located. He apologized and said he would make sure this did not happen again for future work. The work was halted until he could present the request at this meeting. Mayor Jenkins thanked him for coming in and noted that the City's first responsibility is for the public rights-of-way and safety. Mayor Jenkins motioned to approve the request and thanked Mr. Hutsell and Officer Burkart for the way they handled this. Mr. Veenstra commented that both men were very professional and that he was in the wrong. Mr. Scheumann seconded the request. The request was approved unanimously by voice vote.
- Approval of Accounts Payable Vouchers:
  - Mr. Stump motioned to approve the 2023 Water APV's Totaling \$203,239.58 and 2023 WWTP APV's Totaling \$53,540.26. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
- Reports of City Officers:
  - Mayor Jenkins presented a letter to the BOWs requesting approval to promote Mr. Shaun Kern to the position of Wastewater Superintendent and Mr. Brian Van Voorst to the position of Water Superintendent. Both gentlemen's promotions will be effective on January 1, 2024. Mr. Kern is a Class 3 Wastewater Operator and has been with the City for 15 years. Mr. Van Voorst is a DSM and WT3 Licensed Operator and has been with the City for 8 years. These two gentlemen will fill the vacancy created by current Utility Superintendent Gerber's retirement effective 12/31/23. Mr. Scheumann motioned to approve the request to promote both gentlemen effective January 1, 2024. Mr. Stump seconded. The requests were approved unanimously by voice vote.

Utility Superintendent Gerber told the BOWs that a questionnaire was issued to all of the residents regarding possible lead and copper pipes coming into their houses. There are many questionnaires outstanding. If someone needs a copy of one, they can call City Hall and it will be provided.

Street Superintendent Warren reminded the BOWs of the traffic flow change on Woodview Drive. Access will now be shifted to the west from State Road 19.

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 3:49 pm.

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Phil Jenkins, Mayor

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