



## ***Board of Works Meeting – Minutes from November 13, 2023***

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

**Also Present:** City Attorney Brian Hoffer (OL), Clerk-Treasurer Jeff Knight, 15 guests (14 IP, 1 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 October 23, 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 (6 Driveway Permit applications, 2 Excavating in ROW Permit applications, and 1 Sewer Connection) was submitted. Mr. Stump motioned to approve the Consent Agenda. Mr. Scheumann seconded. The Consent Agenda was approved unanimously by voice vote.
- There were no petitions or comments by citizens and no reports from committees, boards, or commissions.
- Unfinished Business
  - Borden Contract Update – Curbside Recycling: Mayor Jenkins introduced Mr. Eric Ivory (Borden Waste Away) who then gave an overview of the upcoming city-wide recycling program. Mr. Ivory said the new recycling program will begin January 1<sup>st</sup>. The city is divided into two segments (A and B) that will have their recycling picked up on alternating Monday's. There is a diagram delineating the two sections. New recycling bins will begin being issued during the week of December 18<sup>th</sup>. Inside the bins will be a welcome packet with contact information. More information will be posted on the City's website. Mr. Stump asked if the new bins would be the same as the trash bins. Mr. Ivory said yes, 96-gallon containers. No further action from the BOW's was required.
- New Business
  - Approve 2024 Township Fire Contracts: Mayor Jenkins welcomed the township trustees that were in attendance. There was a meeting in July with the trustees and the decision was made at that time to raise the township's costs to \$18,000. Scott and Jefferson Townships also contribute towards the fire truck and station on the south side of the railroad tracks at the Street Department garage. That cost is an additional \$1,500. City Attorney Hoffer noted that on all of the township's agreements, except Union, only the fire services are listed and not EMS related services. Those townships do get EMS services. The language will be updated to indicate such. In the Union agreement there is language referring to an EMS Department. That has been consolidated into the Fire Department. Now it is just Emergency Services that is part of the Fire Department.

Mr. Kenneth Miller (Trustee for Union) asked if he would have a clean copy of the agreement for his board to sign by the second Tuesday in December. Mayor Jenkins said yes. The approval at today's meeting will be subject to the language changes and then the cleaned-up version will be sent to the trustees. Ms. Peg Hunsberger (Trustee for Locke) confirmed that the cost would be increased \$2,000 every year. Mayor Jenkins said yes until the total cost reaches \$24,000. Ms. Hunsberger asked what will happen if the City asks for something in the \$30,000 range for service and they don't have it. Mayor Jenkins responded that the City is willing to work with them if it gets to that.



Mayor Jenkins motioned to approve the 2024 Township Fire Contracts subject to the language changes discussed. Mr. Scheumann seconded. The 2024 Township Fire Contracts were approved unanimously by voice vote.

After the vote, Mr. Dick Stutzman (Trustee for Scott Township) asked if the fire station south of town will remain operational once the new fire station is built. Mayor Jenkins and Fire Chief Lehman both said yes.

- Approve Generator Service Agreement with Cummins: Utility Superintendent Gerber presented the request. There are eight generators they will maintain and service for the City at a cost of \$2,996.50. Three more generators will be added next year. Mr. Scheumann motioned to approve the service agreement with Cummins. Mr. Stump seconded. The agreement was approved unanimously by voice vote.
- Approve Industrial Wastewater Connection – Hoosier Coatings. Mayor Jenkins told the BOWs members the City has a sewer use ordinance. Part of that ordinance pertains to industrial sewer. There are certain thresholds the company will exceed, thus the need for this industrial permit. Superintendent Gerber stated that the company is already established in Nappanee but is moving locations. This application will provide a new address for the company. IDEM will handle the environmental portion. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The industrial wastewater connection was approved unanimously by voice vote.
- Approve Proposal for Downtown Master Plan by JPR: Planning Superintendent Nunemaker presented the request. Redevelopment is taking a long-term look at the potential development of the downtown area. An RFQ was sent out for design firms to look at a comprehensive downtown master plan and also, as step two, a civic plaza design. The process began with seven design firms. That list was reduced to the top three. Interviews were conducted and that list was reduced to the top choice of JPR (Jones Petrie Rafinski). The proposal presented was specifically for the downtown master plan. The total cost presented was \$321,595. Redevelopment met, reviewed, and approved the contract. But, since the BOWs is the governing body that has final approval of projects, this proposal was presented for their approval. Mayor Jenkins pointed out the minutes were attached reflecting the approval from the RDC. City Attorney Hoffer suggested that the approval of the proposal be contingent upon insertion of the non-public works language necessary in such agreements. Mr. Scheumann motioned to approve the proposal for the downtown master plan by JPR contingent upon the non-public works language being inserted. Mr. Stump seconded. The proposal for the downtown master plan by JPR was approved unanimously by voice vote.
- Approve Proposal for On-Call Professional Surveying Services: Mayor Jenkins presented the proposal. This is in conjunction with Christopher Burke's Storm Water Master Plan they are putting together for the City. Planning Superintendent Nunemaker said they the City is working with Christopher Burke on about 8 different projects for stormwater improvement. The City is looking for a company to do surveying work in these particular areas as they come up. An RFP was created and sent to six firms and three responded (Abonmarche, Bertsch-Frank, and Danch Harner). Mr. David Eichelberger (Christopher Burke) talked about the need to have someone available for the surveying services with as many different projects as are in process and with each of those projects having differing surveying needs. Thus having two or three firms from which to choose when the time arises is beneficial. Mayor Jenkins motioned to approve these three firms for On-Call surveying services. Mr. Scheumann seconded. The proposal for on-call professional surveying services was approved unanimously by voice vote.



- Approve Proposal for Nappanee Trail Feasibility Study by A&Z Engineering was approved: Mayor Jenkins introduced Mr. Mark Jesse and Mr. Landon Grogg (both with A&Z). They are working on a feasibility study pertaining to a trail connecting the City parks together, but in addition to that they are looking at creating sidewalks where there currently are not any. Mr. Jesse described the process and what it entailed. Mr. Scheumann motioned to approve the Proposal for Nappanee Trail Feasibility Study subject to City Attorney Hoffer's review of the included language. Mr. Stump seconded. The proposal was approved unanimously by voice vote.
- Approval of Accounts Payable Vouchers:
  - Mr. Stump motioned to approve the 2023 Water APV's Totaling \$311,929.34 and 2023 WWTP APV's Totaling \$343,155. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
- Reports of City Officers:
  - Police Department: Police Chief Rulli requested approval to accept the resignation of Detective Lieutenant Aaron Leming who would like to go back to patrol. The effective date will be January 1, 2024. Mayor Jenkins motioned to approve acceptance of Detective Leming's resignation and return to being a Patrolman. Mr. Stump seconded. The request was approved unanimously by voice vote.

Secondly, Chief Rulli requested approval to promote Sargent Chris Waddell to Detective. The effective date will be January 1, 2024. Mr. Scheumann motioned to approve the promotion of Sargent Wadell to Detective. Mr. Stump seconded. The request was approved unanimously by voice vote.

Thirdly, Chief Rulli requested the approval to accept the resignation of Reserve Patrolman Tim Vistine effective immediately. Mayor Jenkins motioned to approve the resignation of Reserve Patrolman Vistine. Mr. Scheumann seconded. The request was approved unanimously by voice vote.

- Utility: Superintendent Gerber requested approval to have the Mayor sign the annual maintenance agreement with Corrpro who handles the cathodic protection and lightbulb replacement for the water tanks. The cost will be \$3,890. Mr. Scheumann approved the service agreement with Corrpro. Mr. Stump 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 3:59 pm.

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Phil Jenkins, Mayor

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