



## ***Board of Works Meeting – Minutes from December 11, 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, eight 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 November 27, 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 contains items that are approvable by the various department heads (1 Driveway Permit, 2 Excavating in ROW Permit applications, 2 Sewer Bill Adjustments, and 1 Sewer Connection) 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 from committees, boards, or commissions, and no unfinished business.
- New Business
  - Mayor Jenkins presented the following 2024 Annual Service Agreement Contracts for Approval:
    - City Attorney Agreement – Kindig and Sloat: The hourly rate was bumped slightly to \$165/hour with the total annual cost not to exceed \$60,000. The total cost is unchanged from 2023. Mr. Stump motioned to approve the agreement for 2024. Mr. Scheumann seconded. The agreement was approved unanimously for 2024 by voice vote.
    - FCDC Agreement: The annual agreement for 2024 is for \$20,000 (used towards operating expenses) which is unchanged from 2023. Mayor Jenkins motioned to approve the agreement for 2024. Mr. Scheumann seconded. The agreement for 2024 was approved unanimously by voice vote.
    - Boys and Girls Club of Nappanee: The annual agreement for 2024 is for \$125,000 (used towards operating expenses). The total cost is unchanged from 2023. Mr. Scheumann motioned to approve the agreement for 2024. Mr. Stump seconded. The agreement for 2024 was approved unanimously by voice vote.
    - Chamber of Commerce: This agreement is changed slightly due to the City Hiring Mr. Mark Collins as the Director of Economic Development and rolling that responsibility into the City. The City will now pay the Chamber half of what it used to pay, which totals \$63,224. Mayor Jenkins motioned to approve the agreement. Mr. Scheumann seconded. The agreement for 2024 was approved unanimously by voice vote.
    - Visit Nappanee: This agreement formalizes its relationship with Visit Nappanee. The City will extend \$25,000 to Visit Nappanee, upon proof of matching donations by local businesses, in 2024. Mr. Stump motioned to approve the 2024 agreement subject to proof of matching donations of \$25,000. Mr. Scheumann seconded. The agreement for 2024 was approved unanimously by voice vote.



- Approve 2024 BOW Meeting Schedule: Mayor Jenkins presented the meeting schedule for 2024. Mayor Jenkins motioned to approve the meeting schedule for 2024. Mr. Stump seconded. The meeting schedule for 2024 was approved unanimously by voice vote.
- Approve 2024 Observed Holidays: Mayor Jenkins presented the list of 2024 Observed Holidays. Mr. Scheumann motioned to approve the 2024 observed holidays as presented. Mr. Stump seconded. The list of 2024 observed holidays was approved unanimously by voice vote.
- Approval of Schumucker's LP Quote for 2 Tanks at Wastewater Lift Stations: Utility Superintendent Gerber presented the request. NIPSCO wants to charge thousands of dollars to connect to their gas service. Instead, Superintendent Gerber recommended to obtain two 500-gallon gas tanks with monitors. The tanks will be leased for \$20 each/month for six months. The initial costs will include set and setup fees of \$250/each. The total cost for the first six months will be \$740. Each tank will hold approximately 400 gallons. Mayor Jenkins thought these costs were acceptable in light of not having the required easements which would cost the City thousands in additional costs. Mr. Stump asked if Schumucker will check the LP levels each month and refill if necessary. Superintendent Gerber said yes. Mayor Jenkins motioned to approve the request to add the LP tanks at these two locations. Mr. Scheumann 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 \$173,737.69 and 2023 WWTP APV's 2024 for \$58,356.78. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
- Reports of City Officers:
  - Fire Department: Fire Chief Lehman submitted a request to accept the resignation of Mr. Andrew Yoder effective 12/31/23. Mr. Yoder has served the City for 10 years. Mayor Jenkins noted his appreciation for Mr. Yoder's service to the City and then motioned to approve his resignation effective 12/31/23. Mr. Scheumann seconded. Mr. Yoder's resignation, effective 12/31/23, was approved unanimously by voice vote.

Chief Lehman also submitted a draft reimbursement agreement for paramedic training. In this agreement, the City agrees to incur the expenses in connection with the employee's obtaining Paramedic Certification up to \$25,000. In conjunction with this, the employee then agrees to work for the City for five years. Each year served reduces the required repayment to the City by \$5,000 from the employee if the employee were to leave early. At the end of the five-year period, if the individual is still employed by the City, nothing would need to be repaid. Mr. Scheumann motioned to approve the reimbursement agreement. Mr. Stump seconded. The reimbursement agreement was approved unanimously by voice vote.

- Utility: Incoming Wastewater Superintendent Shaun Kern requested approval to hire Mr. Jory Montano as a Wastewater trainee with a start date of 1/2/24 and a starting pay of \$21.50/hour. The hiring is subject to passing a drug test and a background check. Mr. Scheumann motioned to approve the hiring of Mr. Jory Montano as submitted. Mr. Stump seconded. The request to hire Mr. Montano was approved unanimously by voice vote.
- Parks and Rec: Park Superintendent Chris Davis requested to close Wellfield Park Drive to public traffic beginning on December 12, 2023. This is about the same time as last year. Mr. Stump motioned to approve the request to close Wellfield Park Drive to public traffic as requested. Mr. Scheumann seconded. The request was approved unanimously by voice vote.



- Mayor Jenkins closed the meeting by reading a proclamation regarding Utility Superintendent Gerber’s impending retirement. The proclamation makes December 31, 2023, Gale Gerber day to celebrate Superintendent Gerbers accomplishments and service on behalf of the City.

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 3:53 pm.

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Phil Jenkins, Mayor

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