



## ***Board of Works Meeting – Minutes from December 26, 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 Office Manager Nikki Ramer, five 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 December 11, 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 (1 Excavating in ROW request 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, no reports from committees, boards, or commissions, and no unfinished business.
- New Business
  - Purchase of Case 621G Loader: Street Superintendent Warren presented the request. This loader will replace the 1992 loader currently owned by the Street Department. The loader is being purchased through the State QPA program with a purchase price of \$199,420. The documents have been reviewed by City Attorney Hoffer. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. Mayor Jenkins noted that this purchase is included in the budgeted items for 2024. Superintendent Warren noted that once the new loader has been received, the old 1992 loader will be declared obsolete and offered for sale by sealed bid. The purchase request for a Case 621G Loader was approved unanimously by voice vote.
  - Approval of the John Street Water Service Replacement: Mr. Ryan LaReau (Commonwealth) presented the request. This is a continuation of the SRF Water project. In 2022 an amended PER allowed for John Street to be included in the project. The City and Commonwealth had to wait for the initial Division C portion of the project to reach completion in order to figure out how much of the bond funds remained. Now that Division C is complete, Commonwealth is requesting to move forward with the John Street portion of the project. Fees for Commonwealth Engineering's work total \$60,500 (included are Final Design, Easement Assistance, Bidding, Construction Engineering, and utilization of a Resident Project Representative). The estimated total cost of the project is \$300,000 including these Commonwealth fees. Incoming Water Superintendent Brian Van Voorst commented that he is looking forward to getting this project taken care of. There is a 4" line that is in pretty bad shape that will be fixed. Mayor Jenkins motioned to approve the scope, schedule, and price of the John Street Water Service Replacement project as presented by Commonwealth. Mr. Stump seconded. The John Street Water Service Replacement was approved unanimously by voice vote.
  - Approval of Feasibility Study for Wastewater Treatment Plant Needs: Mr. LaReau presented this request as well. In November of 2023 Mr. Andrew Robarge (Commonwealth) met with Utility Superintendent Gerber and incoming WWTP Superintendent Shaun Kern regarding the needs of the WWTP. During that meeting four issues were identified (Digester Lids, the



existing Grit System, how to achieve maintenance on the existing Clarifiers, and the potential of solar power generation at the treatment plant). In order to analyze the existing condition of these items and determine alternatives/solutions, the cost is estimated to be \$60,000. It is estimated that this study will be completed by the end of April 2024. Superintendent Gerber noted that these items were reviewed during the last bond issuance but were put off in order to focus on other, more pressing, matters at that time. Mr. Scheumann motioned to approve the new feasibility study. Mr. Stump seconded. The feasibility study was appointed unanimously by voice vote.

- Approval of Accounts Payable Vouchers:
  - Mr. Stump motioned to approve the 2023 Water APV's Totaling \$171,916.70 and 2023 WWTP APV's 2024 for \$135,407.51. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
  
- Reports of City Officers:
  - Utility: Approval of Hiring New Water Trainee: Incoming Water Superintendent requested approval to hire Cole Reinhard as a Water trainee at the rate of \$20.50/hour with a start date of January 8, 2024. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
  
  - Mayor Jenkins gave an update on the Borden contract. It is close to being finalized and should be presented at the next BOW meeting. The recycling center will be closing January 8, 2024.

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 3:47 pm.

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Phil Jenkins, Mayor

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