



Board of Works Meeting – Minutes from January 22, 2024

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, nine 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 January 8, 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 (2 Driveway Permits, 1 Excavating in ROW, and 2 Sewer Connections) 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 or comments by citizens, no reports from committees, boards, or commissions, and no unfinished business.
- New Business
 - Approval of WTP software support renewal Nappanee WTP Citect Support Quote: Water Superintendent Van Voorst presented the request. This is for the annual renewal of the software that runs the Water plan. The cost is \$3,500. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The renewal request was approved unanimously by voice vote.
 - Resolution 2024-01 – Dedication of Infrastructure Improvement for Wellfield Subdivision: Planning Superintendent Nunemaker presented the resolution. A clause was added to the resolution based upon the recommendation from City Attorney Hoffer acknowledging receipt of the bond and various other documents that have been tendered. Superintendent Nunemaker noted that they were willing to accept everything but that the drainage issue is still outstanding as well as receiving documentation for “as-builts.” Mr. Scheumann motioned to approve the resolution subject to finalizing the drainage issue and receiving documentation for the “as-builts”. Mr. Stump seconded. Resolution 2024-01 (dedication of infrastructure improvement for Wellfield Subdivision) was approved unanimously by voice vote subject to receipt of the finalized drainage issue and documentation for the “as-builts”.
 - Kountry Wood Products Equipment Request: Street Superintendent Warren presented the request for the use of the City’s event fencing to be delivered July 11, 2024, and picked up July 12, 2024. This is for the Kountry Wood annual picnic. Mayor Jenkin motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
 - Weaver Home Improvement Sidewalk Closure at 156 W. Market (Old H&R Block building): Street Superintendent Warren presented the request to have the street closed on March 7, 2024, from 7:00 am until 4:00 pm in order to remove bricks from the façade of the store front. Included in this request is one parking space in front of the building. This request could be impacted by the weather and so adjustments to the date may need to be made. Mr. Stump motioned to approve the request. Mayor Jenkins seconded. The request was approved unanimously by voice vote.



- Recycling Grant from IDEM: Mayor Jenkins presented the recycling grant agreement. The grant is for \$100,000 and duration is for 18 months. This is a 75/25 match. The City would pay \$33,333.33 and the State would pay \$100,000. This grant was not anticipated, and the entire amount of the recycling program was included in the 2024 budget. The SAM online system was checked for debarment. The check came back showing no matches. There were also various certification specifications that were in the agreement as well as unspecified insurance amounts. The final document remains to be finalized. Mr. Stump motioned to approve the agreement once it is finalized. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
- Approval of Accounts Payable Vouchers:
 - Mr. Stump motioned to approve the 2024 Water APV's Totaling \$99,453.22 and 2024 WWTP APV's for \$112,411.10. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
- Reports of City Officers:
 - Police: Chief Rulli presented the request to promote Joh Curtis from Probationary Patrolman to 1st Class Patrolman effective dated back to January 1st. Mayor Jenkins motioned to approve the promotion. Mr. Scheumann seconded. The promotion was approved unanimously by voice vote.
 - Mayor: Mayor Jenkins gave an update on the new Fire Station process.
 - Street: Superintendent Warren thanked all of those in the various departments who helped the Street Department clear the roads in the bad weather. Mayor Jenkins echoed his remarks.
 - Mr. Scheumann thanked the emergency services personnel for the work they put in the night before as they dealt with a barn fire and then another call that came in right on the heels of the first call that kept them out a majority of the night.

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.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works