



## ***Board of Works Meeting – Minutes from February 26, 2024***

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

**Also Present:** City Attorney Brian Hoffer, Finance Operations Manager Nikki Ramer, 19 guests (16 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 in person.
- Approval of the Minutes from February 12, 2024: 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 was submitted. The items presented were 20 Excavating in ROW and 1 Sewer Bill Adjustment. Mr. Stump motioned to approve the Consent Agenda. Mayor Jenkins seconded. The Consent Agenda was approved unanimously by voice vote.
- Petitions and Comments by Citizens: A request was received from the homeowner of 1479 Golf View Drive requesting to have the late payment penalties waived. City Office Manager Ramer explained the circumstances and recommended denying the request to have the late payment penalties waived. Mayor Jenkins motioned to deny the request. Mr. Scheumann seconded. The request was denied unanimously by voice vote.
- There were no reports from committees, boards, or commissions.
- Unfinished business:
  - 2024 Pickup Purchase for Water and Wastewater Recommendation Letter: Water Superintendent VanVoorst presented the proposals that were received and made a recommendation to go with McCormick Motors (2 trucks @ \$50,000/each. 1 for Water and 1 for WWTP). The proposal from Oliver Ford was cheaper but did not meet all the required specifications. Mr. Scheumann motioned to approve the recommendation of purchasing the vehicles from McCormick Motors due to the proposal from Oliver not meeting the required specifications. Mr. Stump seconded. The recommendation to purchase two trucks from McCormick Motors was approved unanimously by voice vote.
- New Business
  - Accept New RFP's for Fire Station: Mr. Landon Martin (Veridus Group), owner's representative for the fire station project, thanked the three groups submitting proposals as well as the TRC (technical review committee) and Mayor Jenkins for their efforts in this process. While all three of the qualitative proposals will be opened today, there will also be three sealed cost proposals opened in two weeks at the next BOW meeting once the qualitative proposals are scored by the TRC. The qualitative proposals were opened by Office Manager Ramer. Proposals were received from Performance Services, Weigand Construction, and Majority Builders. Mayor Jenkins said that the proposals will be available for review at City Hall. Chief Lehman commented how pleased he was with the way this process has gone thus far. He continued by saying that he expects that anyone of the three companies will provide a good quality product and that he enjoyed working with each company. Planning Superintendent Nunemaker thanked all three teams for working with the City. He said all three teams have done a good job. Mayor Jenkins motioned to accept the proposals and refer them to the TRC for review. Sealed price proposals will be opened on March 11<sup>th</sup>. Final determination will be made on March 25<sup>th</sup>. Mr. Scheumann seconded.



The motion to accept and refer the proposal to the TRC was approved unanimously by voice vote.

- Approve Commonwealth to Perform IFA Lead Service Line Inventory – Project Planning: Mr. Ryan LaReau (Commonwealth) made the presentation. This inventory will be utilized as the basis to prepare a Lead Service Line Preliminary Engineering Report for submittal to the IFA-SRF. The plan will be prepared in accordance with the requirements of IFA-SRF and generally will include Project Planning, Need for Project, Alternatives, Selection of Alternative, Conclusion and Recommendations. The scope of the project should be completed within 6 months and cost \$10,000. This agreement will be between Commonwealth Engineering and SRF. The City will not incur any cost. Mr. Scheumann motioned to accept the scope of work for the lead service line inventory. Mayor Jenkins seconded. The request was approved unanimously by voice vote.
- Woodview Dr. Change Order #7: Street Superintendent Warren presented the request. This is a \$0 change order. The request is for a 13-day extension due to inclement weather delays. This was submitted by Phend and Brown. The project is substantially complete. Mr. Stump motioned to approve the plan. Mr. Scheumann seconded. Woodview Dr. Change Order #7 was approved unanimously by voice vote.
- Leprechaun Chase: Road and Parking Lot Closures: Ms. Sara Nephew made the request indicating that there is no difference from past years. The race is in its fifth year, and it begins and ends in the Library parking lot. The date of the race is May 16<sup>th</sup> and it will last from 8:00 am until noon. Mayor Jenkins asked if Ms. Nephew had been in communication with Superintendent Warren. She said yes. Superintendent Warren said that Ms. Nephew has always been good to work with. Superintendent Warren told the Board that he had spoken with Ms. Nephew regarding not having the street closed, but manned intersections on Elm due to the impact it would have on traffic and City access. Mayor Jenkins motioned to approve the road and parking closures for the Leprechaun Chase. Mr. Stump seconded. The Leprechaun Chase road and parking closures were approved unanimously by voice vote.
- Approval of Accounts Payable Vouchers:
  - Mr. Stump motioned to approve the 2024 Water APV's Totaling \$140,017.95 and 2024 WWTP APV's for \$157,426.01. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
- Reports of City Officers:
  - Elder Haus: Elder Haus Director Kim Howenstine requested approval to close Elder Haus on Friday, April 26<sup>th</sup> due to staffing shortages as she and Ms. Tammy Rock attend a Senior Citizen Coalition of Indiana conference in Tipton and receptionist Ms. Kelly Jones is off that day. Mayor Jenkins motioned to approve the request to close Elder Haus on April 26<sup>th</sup>. Mr. Stump seconded. The request was approved unanimously by voice vote.
  - Street Department: Superintendent Warren requested approval to allow himself and his staff to attend three conferences (Mr. Estopp on March 12<sup>th</sup> – Mosquito Control in Hammond; Various staff members on March 5<sup>th</sup> thru 7<sup>th</sup> - NTEA Work Truck Show in Indianapolis; Mr. Hutsell and Superintendent Warren March 11<sup>th</sup> thru 14<sup>th</sup> – Road School at Purdue University). Mr. Scheumann motioned to approve the conference attendance requests. Mr. Stump seconded. The conference attendance requests were 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 4:01 pm.

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Phil Jenkins, Mayor

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