



Board of Works Meeting – Minutes from April 8, 2024

Board of Works Members in Attendance: Mayor Phil Jenkins and Wayne Scheumann

Also Present: City Attorney Brian Hoffer, Clerk-Treasurer Jeff Knight, 5 guests (4 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 in person. Mr. Stump was unable to be in attendance.
- Approval of the Minutes from March 25, 2024: Mr. Scheumann motioned to approve the minutes. Mayor Jenkins 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 3 Excavating in ROW and 1 Parking/Sidewalk Closure). Street Superintendent Warren commented that two of the requests (W. Randolph and Nappanee and S. Summit Street – both NIPSCO) were denied. The applications state the work is being done in asphalt, but it is being done in grass. The work states it is being done overhead, yet excavation will be required for pole replacements, and final restoration is marked as N/A, but restoration will need to be done around the new pole. Mayor Jenkins motioned to approve the Consent Agenda as presented with the two denials. Mr. Scheumann seconded. The Consent Agenda with the two denials 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
 - Baker Tilly 2024 Agreement for Utilities: Mayor Jenkins presented the annual agreement for consulting services provided to the City by Baker Tilly. CT Knight noted that this agreement includes a 3% increase from last year raising the monthly cost to \$7,900. This cost is covered in the 2024 budget. This Scope of work ties to the Engagement Letter approved and signed in April of 2022. The Engagement Letter was included in the documentation for this meeting for reference purposes. Mr. Scheumann motioned to accept the Baker Tilly 2024 Agreement dated March 22, 2024. Mayor Jenkins seconded. The agreement was accepted unanimously by voice vote.
 - Baker Tilly Water Asset Management Plan Agreement: Mayor Jenkins presented the agreement. Baker Tilly assists with updating this plan as needed but with regularity. The fee charged is \$25,000. Mayor Jenkins motioned to approve the Asset Management Plan Agreement. Mr. Scheumann seconded. The agreement was approved unanimously by voice vote.
 - Woodview Dr. Change Order #8: Superintendent Warren presented the request. This is for a surveying monument on the east end of the project. This was requested to be replaced by the Elkhart County Surveyor's Office. The cost of this is \$1,870. Mayor Jenkins motioned to approve the change order. Mr. Scheumann seconded. Woodview Dr. Change Order #8 was approved unanimously by voice vote.



- Approval of Accounts Payable Vouchers:
 - Mr. Scheumann motioned to approve the 2024 Water APV's Totaling \$175,340.15 and 2024 WWTP APV's for \$60,674.78. Mayor Jenkins seconded. The APV's were approved unanimously by voice vote.
- Reports of City Officers:
 - Street: Superintendent Warren gave an update on the guard rails for Woodview Dr. The plan is for the thermoplastic lines to be installed this week. The handrail, on the west section, is supposed to be installed the week of the 22nd.

Adjournment: With no further business to discuss, Mayor Jenkins motioned that the meeting be adjourned. Mr. Scheumann seconded. Adjournment was agreed to by voice vote and the meeting was adjourned at 3:39 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works