



Board of Works Meeting – Minutes from August 25, 2025

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

Also Present: City Attorney Brian Hoffer, Clerk-Treasurer Jeff Knight, 9 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 all in attendance in person.
- Approval of the Minutes of August 11, 2025: 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 was submitted. The items presented were 1 Equipment Rental request, 1 Excavating in ROW Permit application, 1 Parking and Sidewalk Closure request, 2 Sewer Bill Adjustment requests, and 1 Sewer Connection request. Mayor Jenkins motioned to approve the Consent Agenda applications. 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
 - Weigand Construction Partial Pay App #14: Mayor Jenkins presented the pay application along with the recommendation letter from Veridus. The amount of the pay application was \$633,793.23. Mayor Jenkins noted that the project is nearing completion. Mayor Jenkins motioned to approve the partial pay application. Mr. Scheumann seconded. Partial pay application #14 in the amount of \$633,793.23 was approved unanimously by voice vote.
 - Approval of 2026 Pro IT Business Partner Agreement: CT Knight commented that the new agreement is identical to the existing agreement. The only variable would be if the City requested something outside of what is contained in the agreement. Mr. Scheumann motioned to approve the 2026 Pro It Business Partner Agreement. Mr. Stump seconded. The agreement was approved unanimously by voice vote.
 - Approval of the City of Nappanee Updated Capital Asset Policy: CT Knight presented the updated policy for approval. CT Knight directed the Board to the changes shown in red on pages 6 and 7. The new depreciation schedule now matches what the SBOA has designated in Gateway. There were a couple of wording changes as well. The SBOA requires an asset review every two years. This is now included in the policy. Mayor Jenkins motioned to

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City should contact the Office of the City Clerk-Treasurer as soon as possible but no later than 48 hours before the scheduled event. Contact Info: 300 West Lincoln Street, Nappanee, Indiana 46550. Telephone (574) 773-2112. Email: jknight@nappanee.in.gov.



approve the policy updates. Mr. Scheumann seconded. The updated Capital Asset Policy was approved unanimously by voice vote.

- Approval of Kil Architecture Elder Haus Proposal Amendment #1: Mayor Jenkins introduced the amendment noting this has to do with the continuing work on the Elder Haus (old Central School). Planning Superintendent Nunemaker reminded the Board that the original contract was back in February. At that time, the City did not know the spec designs part of the project. The schematic design has now been completed. This is an update on what would be included in bid and construction documents. Mayor Jenkins directed the Board to Section IV of the document that showed the Architectural Design performed on an hourly basis at an estimated cost of \$28,400 and MEP Engineering performed for a fee of \$19,600. Total cost was estimated at \$48,000. Mr. Stump motioned to approve amendment #1. Mr. Scheumann seconded. The Kil Architecture Elder Haus Proposal Amendment #1 was approved unanimously by voice vote.
- Trick-or-Treat times for Nappanee – Thursday, October 30, 2025, from 5:00 to 7:00 PM: Mayor Jenkins presented the proposed date and times. Mayor Jenkins motioned to approve the Trick-or-Treat times for Nappanee as Thursday, October 30, 2025, from 5:00 to 7:00 PM. Mr. Scheumann seconded. The proposed date and time were approved unanimously by voice vote.
- Approval of Accounts Payable Vouchers:
 - Mr. Stump motioned to approve the 2025 Water APV's Totaling \$79,759.32 and the 2025 WWTP APV's for \$112,749.21. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
- Reports of City Officers:
 - Water Department – July 2025 Water Report: Superintendent VanVoorst presented the report for informational purposes. No action was necessary.
 - Street Department: Superintendent Warren requested approval for the Street Department to attend the Indiana Expo at the Tippecanoe County Fair Grounds on September 3 and 4. Also requested was approval for Superintendent Warren to attend the ISCA annual conference at Swan Lake on September 23 and 24. by voice vote. Mr. Scheumann motioned to approve both requests. Mr. Stump seconded. The 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 3:41 pm.

Mayor Jenkins

Attest: _____
Jeff Knight, Clerk of Board of Works