



NAPPANEE BOARD OF WORKS MEETING MINUTES

Date, Time & Location:

Monday, January 26, 2026 — 3:30 P.M.
Council Chambers, City Hall, 300 W. Lincoln St.

Board Members:*

Mayor Phil Jenkins • Wayne Scheumann • Rod Stump Jr.

Meeting Minutes:

1. Call to Order

- a. Mayor Jenkins called the meeting to order at 3:30 pm.

2. Roll Call

- a. Present: Board Members listed above
- b. Clerk-Treasurer: Jeff Knight; City Attorney: Brian Hoffer
- c. Guests: 13 (9 In Person, 4 Online)
- d. Press: 1 (In Person)
- e. Absent: None

3. Approval of the Minutes from December 22, 2025

- a. Mr. Scheumann motioned to approve the minutes as presented. Mr. Stump seconded. The minutes were approved unanimously by voice vote.

4. Approval of Consent Agenda

- a. The consent agenda consists of requests that each department head has the ability to approve. Those items presented to the BOW's were 1 Driveway Permit application, 2 Excavating in ROW applications, 1 Parking Closure request, 5 Sewer Bill Adjustment requests, and 1 Sewer Connection application. Street Superintendent Warren clarified the request for the parking closure at Jackson and Walnut. The house on the northeast corner is being re-roofed. Superintendent Warren told the contractor they could work between 8:30 and 2:30 in order to accommodate school traffic. The original request from the contractor was for the hours of 7:00 to 3:30. The contractor will work according to the hours specified by Superintendent Warren. Mayor Jenkins motioned to approve the Consent Agenda with the adjusted hours presented. Mr. Scheumann seconded. The Consent Agenda was approved unanimously by voice vote.

5. Petitions and Comments by Citizens

- a. None.

6. Reports of Committees, Boards, and Commissions

- a. None.

*Please visit nappanee.in.gov for board member appointment and term details

7. Unfinished Business

- a. Select Contractor for Elder Haus Renovation. Mayor Jenkins presented the letter from Kil Architecture recommending proceeding with Ziolkowski Construction who had a total bid of \$297,700 (inclusive of Alt. #1 plumbing rough-in for washer and dryer totalling \$23,750). Mr. Scheumann motioned to accept the bid from Ziolkowski. Mr. Stump seconded. The bid of \$297,700 from Ziolkowski was accepted unanimously by voice vote.

8. New Business

- a. Approval of Commission Assistant Program Agreement
 - i. Historic Preservation Commission. City Property Manager/Assistant Planner Slaven noted his appreciation for the assistance provided by Mrs. Parcell during 2025. Mayor Jenkins motioned to approve the agreement. Mr. Scheumann seconded. The agreement was approved unanimously by voice vote.
- b. Approve Social Media Policy. Mayor Jenkins introduced the policy written by Ms. Brooklyn Moore (City of Nappanee Director of Community Outreach). Mr. Scheumann motioned to approve the policy. Mr. Stump seconded. The policy was approved unanimously by voice vote.
- c. Receive Bids for Debris Removal. Superintendent Warren presented three sealed bids. Kent's Excavating = \$29,855, Superior Excavating = \$41,565, Beer and Slabaugh = \$20,330. Mr. Scheumann motioned to accept the bids and take them under advisement with an award to take place at the next BOWs meeting. Mr. Stump seconded. The bids were accepted and taken under advisement unanimously by voice vote.

9. Approval of Accounts Payable Vouchers

- a. 2026 Water APVs totaling \$255,485.85 and WWTP APVs totaling \$61,923.17. Mr. Stump motioned to approve both sets of APVs. Mr. Scheumann seconded. The APVs were approved unanimously by voice vote.

10. Reports of City Officers

- a. Fire Department - Chief Lehman requested approval from the BOWs for the appointment of Mr. Steve Williams (Nappanee First Class Firefighter) the Training Officer. Mayor Jenkins motioned to approve the appointment. Mr. Scheumann seconded. The appointment of Mr. Williams as the new Training Officer was approved unanimously by voice vote.

11. Adjournment

- a. With no further business to discuss, Mr. Stump motioned to adjourn the meeting. Mr. Scheumann seconded. The meeting was adjourned at 3:45 pm by unanimous vote.