



NAPPANEE BOARD OF WORKS MEETING MINUTES

Date, Time & Location:

Monday, February 9, 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: 15 (13 In Person ; 2 Online)
 - d. Press: 1 (In Person)
 - e. Absent: None
3. **Approval of the Minutes from January 26, 2026**
 - 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 Pavilion Rental application, 3 Sewer Bill Adjustment requests, and 1 Street Closure application. CT Knight raised a concern with the sewer bill adjustment for 504 N. Locke St. due to the circumstances. Mayor Jenkins motioned to approve the Consent Agenda but recommended tabling that request for consideration at the next meeting. Mr. Scheumann seconded. The Consent Agenda was approved with the exception of the sewer bill adjustment for 504 N. Locke St (tabled until the next meeting) unanimously by voice vote.
5. **Petitions and Comments by Citizens**
 - a. None.
6. **Reports of Committees, Boards, and Commissions**
 - a. None.
7. **Unfinished Business**
 - a. None..

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

8. New Business

- a. Easement Agreement with NP Tech for 154 S. Williams Street. Mayor Jenkins presented the request from Community Fiber to install a power station to light up the fiber in that section of Nappanee. This is a ten year agreement with an option for another ten years. Monthly payment for the first ten years will be \$1,500. Mr. Scheumann motioned to approve the agreement. Mr. Stump seconded. The easement agreement with NP Tech was approved unanimously by voice vote.
- b. Baker Tilly 2026 Master Service Agreement. Mayor Jenkins presented the agreement. CT Knight noted the cost for 2026 is \$10,000 per month. This amount includes the cost for Continuing Disclosure (required bond reporting). Mr. Stump motioned to approve the agreement. Mr. Scheumann seconded. The agreement was approved unanimously by voice vote.
- c. 2026 Humane Society Interlocal Agreement and 2026 Contract for Animal Shelter Management and Animal Control Services. Mayor Jenkins presented the agreement. Mr. Leroy (Animal Shelter) indicated there will not be any price increase for 2026. Mayor Jenkins motioned to approve the agreement for 2026. Mr. Scheumann seconded. The 2026 Humane Society Interlocal Agreement was approved unanimously by voice vote.
- d. WWTP - 2026 Cummins Generator Agreement. WWTP Superintendent Kern presented the agreement that covers the annual inspection for all nine generators. The cost is \$4,461.97, which is about \$300 more than last year. The department handles all of the oil changes and routine maintenance. Mr. Scheumann motioned to approve the agreement. Mr. Stump seconded. The 2026 Cummins Generator Agreement was approved unanimously by voice vote.
- e. Hardship Case. Fire Chief Lehman presented the recommendation in the hardship case. The recommendation reduces the outstanding balance by 50% and provides time to make payments on the remaining balance. Mayor Jenkins motioned to approve the hardship case recommendation. Mr. Scheumann seconded. The hardship case recommendation was approved unanimously by voice vote.
- f. Approval of Street Department Truck Specifications. Street Superintendent Warren presented the specifications for approval. The specifications include the chassis and upfit. Upon approval, there is the high probability of purchasing this through Sourcewell, largely due to turnaround time. The earliest timeframe for delivery is December of 2026 or January of 2027. Mr. Stump motioned to approve the truck specifications. Mr. Scheumann seconded. The Street Department truck specifications were approved unanimously by voice vote.

9. Approval of Accounts Payable Vouchers

- a. 2026 Water APVs totaling \$170,981.35 and WWTP APVs totaling \$42,226.27. 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. WWTP - 2025 Annual Report. No action required.

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.

- b. WWTP - Brandon Galbreath raise. WWTP Superintendent Kern told the BOWs that Mr. Galbreath passed his Class 1 Wastewater License. This request is to increase his pay by 25 cents per hour effective January 21, 2026.
- c. WWTP - Hiring Ryan Haynes. Superintendent Kern requested to hire Mr. Haynes with a start date contingent upon the background check and blood screening. Beginning wage will be \$23.50/hour. Mr. Scheumann motioned to approve the hiring contingent upon a background check and blood screening. Mayor Jenkins seconded. The hiring of Mr. Haynes was approved unanimously by voice vote.
- d. Fire - Resignation of Nick Newcomer. Mayor Jenkins motioned, reluctantly, to accept Mr. Newcomer's resignation. Mr. Stump seconded. Mr. Newcomer's resignation was accepted unanimously by voice vote.
- e. Fire - Travel request from Fire Chief Lehman to attend the Technology Summit-Indiana. Mr. Stump motioned to approve the travel request. Mr. Scheumann seconded. The travel request was approved unanimously by voice vote.
- f. Police - Sergeant Ethan Taylor has requested to shift from his current position of Sergeant to 1st Class Patrolman. Chief Rulli presented the request from Sergeant Taylor to step back to the position of 1st Class Patrolman for personal reasons. The change will take effect on February 22, 2026. Mr. Scheumann motioned to approve the change. Mayor Jenkins seconded. The positional change for Sergeant Taylor was approved unanimously by voice vote and will be effective on February 22, 2026.

11. Adjournment

- a. With no further business to discuss, Mr. Stump motioned to adjourn the meeting. Mr. Scheumann seconded. The meeting was adjourned at 3:52 pm by unanimous vote.