

**BOARD OF WORKS**  
**TUESDAY, JULY 24, 2012**  
**5:15 P.M.**

Mayor Ryan Daniel – Present  
Clerk Treasurer Rosie Coyle – Present  
Attorney Marcia McNagny – Present  
Walter Crowder – Present  
Daniel Weigold – Present

The Columbia City Board of Works met in regular session with all members present, Mayor Daniel presiding.

**MINUTES** Motion was made by Weigold to approve an overview of the July 10, 2012 meeting minutes as amended, Mayor Daniel second the motion, all voted aye.

**PERMIT TO INSTALL NEW DRIVEWAY – 110 MULBERRY STREET** Kelly Cearbaugh explained the resident at 110 Mulberry was building a new garage but would not be cutting into the street or curb, there would just be a concrete drive coming up to the corner.

Mayor Daniel questioned if there were any concerns with it being on the curve. Kelly did not feel there was, as far as he was concerned. Dan Weigold advised he drove by there and there was no line of sight issue.

Motion was made by Crowder to approve the curb cut permit for 110 Mulberry Street, Weigold second the motion, all voted aye.

**PAY REQUEST DONOHUE & ASSOCIATES – INVOICE #5 MISCELLANEOUS IMPROVEMENTS \$3,389.46** Jeff Walker explained this was for the miscellaneous improvements project at the wastewater facility; the period Donohue was billing for covers 2 progress meetings, review of shop drawings, interacting and engaging the general contractor on some previously unknown location of pipes. He advised everything was in order and believed that it had already been submitted to SRF for review and approval under loan 2. He recommended the Board act favorably in the sum of \$3,389.46.

Motion was made by Weigold to pay Donohue & Associates for Invoice 12148-05 in the amount of \$3,389.46, Crowder second the motion, all voted aye

**BILLS** Motion was made by Weigold to pay the bills as presented in the sum of \$878,885.68, Crowder second the motion, all voted aye.

**FIRE DEPARTMENT** Tom LaRue reported the County and City burn bans were lifted but will continue to keep an eye on the weather and conditions.

**POLICE DEPARTMENT** Tim Longenbaugh reported they had a command meeting to discuss upcoming changes to the department policy manual and department activity. He reported on their training and was reviewing options for the in-car cameras.

Walt Crowder questioned if the cameras were an effort between City and County. Chief Longenbaugh explained most of the cameras were purchased through the Prosecutors' Office and they have gone with the same system for many years. He stated they decided to look at some other options to see what was out there. He felt the new system has some nice features they could utilize. Walt questioned if the Prosecutor's Office was aware we were looking at a different system. Chief Longenbaugh advised they were.

**PARK DEPARTMENT** Mark Green reported they held a 5K race for the fireworks and made about \$1,000; the pool was still operating well; they held a baseball tournament of about 45 teams from all over the state last weekend; they were still doing JFL registration; they have a youth golf tournament on Thursday at Eagle Glen and is sponsored by Valero/Rusty Parrish.

Dan Weigold questioned when outside tourney's come in if there was any consideration to have a fee or deposit that if they leave the park trashed or something broken that we would have some money to help repair things. He stated he was at the quad concession stand and the air conditioner was running, the fan was on and it looked as though the door had been broken into, he could not get it locked. Mark explained the air conditioner has been running all summer but they did not use that area for the tournament. He stated the tourney groups do pay the field rental fee of \$75 for the day for one field and we also get to keep all the proceeds from concessions. He advised they never had to charge someone for leaving the park in bad shape. Walt Crowder questioned if a staff person was on duty on Saturday's. Mark explained someone was not there at all hours of the day but they had 3 staff members in there for 2 hour shifts throughout the day and he also is in and out at different times during the day. Dan suggested looking things over before a group would come in. Mayor Daniel suggested they could put a small clause in the rental agreement that would allow the City to bill for any damages left to the park.

**STREET DEPARTMENT** Kelly Cearbaugh reported they were at the City Ford property to do final inspection of the sewer and just need to televise it then it will be complete. He advised Community Corrections helped clean up limbs and debris at the cemetery; they had the sweeper out and installed the sign at the new parking area.

**MAYOR REPORT** Mayor Daniel reported on his and Chief Longenbaugh's participation in the Highland Games at the 4-H fair; the City has a team that will be participating in the YMCA Corporate Challenge; he facilitated a meeting between Steve Linvill and the parent/teacher group from stepping stones to tour his old daycare building; he reported CC Deli was robbed awhile back and they continue to work with Steve Hostetler on the case.

Mayor Daniel advised he and Jeff Walker met with INDOT on the 205 project. Jeff Walker reported there were 4 representatives from INDOT, the Mayor, himself and our design engineer consultant at the meeting. He stated they learned some valuable information that would not have been known until it came time to bid the project out. He shared that the report was received back from the State Historical Preservation Office stating that there were no significant findings of

historic artifacts out there but it will still need to go through the DNR and the National Parks Association for approval. He reported that StructurePoint was making every effort to expedite the process and were probably looking at November for the public hearing and then can start the process of reacquisition of public right of way for the properties impacted by this. He stated, statutorily, the absolute minimum for that process was 6 months because of certain requirements but INDOT always counts on 12 months in case there were any hiccups in the process. He stated they were looking at late summer 2013 for that to be put to bed and then will go back to INDOT with a complete package for review. We could potentially be looking at a bid letting in spring 2014.

**MEDIACOM AGREEMENT** Mayor Daniel questioned Attorney McNagny if we had gotten any further on the Mediacom agreement. Attorney McNagny advised she sent an email out with the two requests we had to amend but has not heard anything. She stated we received money from them but no changes to the agreement nor is the agreement signed. Mayor Daniel confirmed they paid us without having the agreement signed. Rosie Coyle advised they paid us what we agreed to for land rent for the water department.

Walt Crowder questioned if we accepted payment if we would be obligated to the contract. Attorney McNagny started it was not that we do not want to be obligated to the contract but there were 2 issues she had; we did not want the agreement assigned and we did not want to use the property as collateral. She did not feel those issues were something that would ever happen but just did not like them in the contract.

All non-utility department heads were dismissed.

**ELECTRIC DEPARTMENT** Mayor Daniel asked Larry Whetstone to talk a little about the South Whitley project.

Larry Whetstone explained this has been an ongoing subject for at least the last 2 years. He shared that they have been conversing about labor fees, equipment costs and material costs. He put together a presentation of \$50 per hour for each man with time and one half on Saturday's and Sunday's. He advised he came up with that fee by calculating in profit and overhead costs. He shared that other charges would be \$100 per hour for trucks and heavy equipment; \$1.50 per foot for trenching with a minimum of \$100; on outage response if the outage was great enough to include Columbia City we would come first but if it was a mediocre storm he could keep two crews here and send one to South Whitley. He added that there would be a minimum charge of 3 hours per man on any outage they might have. He stated they were happy with all of that. He explained as far as materials we would use anything South Whitley had. He advised our department would not be responsible for any tree trimming or meter reading and stressed to them that we were not there in any way to take over their electrical department. He explained that South Whitley has been advertising for a couple years to fill a position but have had no response.

Dan Weigold questioned if they would supply any type of data to put on a mapping system to know what they have. Larry explained they have a map now but told them we would like to GPS it to have on our records. Dan questioned if they had their own supplies such as poles. Larry

explained they do have some poles but with the Board's blessing he would like to spend a couple days there to inventory what they do have.

Walt Crowder questioned if they would need a transformer and do not have one, but we do, would we sell that to them to make it part of their assets so that we do not carry the liability or warranty. Larry explained in the past we have taken our transformer down there and within a certain amount of time they replace it so it becomes solely their responsibility. Jeff Walker advised the same thing has been done with REMC as well. Walt understood but felt it was important to keep assets separate.

Walt Crowder presented a scenario that if we would be there working on an outage and something malfunctions that damages people's property, appliances or whatever, are we insured if something malfunctions in the home. Larry advised that was not brought up but suggested writing these things down and meet again.

Walt Crowder questioned where the money would go. Rosie Coyle advised she would have to have Buzz set up a special account.

Walt Crowder asked Larry to send the Board a copy of the presentation given to South Whitley and they could then make notes. He advised he was cautious to have us go down to do more homework and fact finding then have them turn around and say 'thanks but no thanks'. Mayor Daniel was surprised that they do not have an inventory of supplies. He felt Walt brought up a good point that by going and spending a considerable amount of time there to get a better understanding of their system but not have entered into an agreement with them. Larry advised he told them that anytime we would be there it would be a paid visit. He explained that their bookkeeping has been very loose in the past, and they admitted to that, but they were going to go through things to see what they could come up with that would be of our assistance. Walt felt until a fee and scope of work has been agreed upon and contract signed we needed to run this just as our own business to provide that service to them. He advised he was very supportive of this but there were a lot of unknowns yet. Larry agreed there were a lot of unknowns but mentioned we may go down there and get to looking around and decide we do not want this. He advised we needed to do this in a quick fashion as Dave is leaving the first of October and they will be without coverage. Attorney McNagny explained the thoughts were that she and Greg (Hockemeyer) could work on an agreement, to save some costs, and then provide an opportunity for South Whitley and Columbia City to have it reviewed by outside counsel.

Mayor Daniel felt if we were going to go down and spend considerable man hours on the inventorying of the system and supplies that we should either do it after the contract was signed or with a fee. Rosie Coyle questioned if they were going to do an actual inventory. Dan Weigold understood it as we would go down to look over the system so they know how it works not to count transformers and poles. Mayor Daniel suggested calling it a 'walk through' of the system with the guys who know the system. Larry advised what he meant was to inventory the system, to know locations of switches, etc. Walt Crowder questioned why we would do that before we would go into the agreement. Mayor Daniel felt that Larry wanted to feel comfortable that the system is enough like ours or that they know the system enough to be able to make an educated decision as to how many hours we would need to be there. Larry advised that was

correct. Mayor Daniel felt there maybe should or should not be fees; if we were only going to be there for a half hour walk through then it was not worth charging but if it was going to take a day then he felt there should be charges. Larry advised it would take at least a day.

Mayor Daniel questioned what would be enough to scare them away from doing this agreement; would there be something that could come up during the walk through. Larry advised there was one thing already, the trees. He stated they have not trimmed or cut trees for 10 years; they have contacted a tree service that was going to start on the ones most critical. Mayor Daniel wondered if that could be a provision of the contract that the Town of South Whitley must hire a tree trimmer or pruner to protect the lines. He stated South Whitley will be saving a lot of money with this project, outside of paying someone wages.

Mayor Daniel suggested the Board get a copy of the proposal then they could talk about it at the last meeting of August.

In other business, Larry reported they replaced some poles in the country and Westgate, had a couple services pending at Crooked Lake and have been trimming trees.

**WATER DEPARTMENT** Mike Dear reported they pressure tested the new main on the 300 block of South Line Street, they fixed 3 small leaks last week and today they had a sanitary inspection by IDEM. He advised the pumpage was down to about 200,000 per day and keeps dropping with all of the rain. He reported they would start tying in the intersection of Spencer Street and had about 300 ft. of pipe to go until the job was done.

Mike Dear reported when they were digging on Line Street they hit a gas line that was unmarked. He advised we received a letter from the IURC stating they were going to investigate the hit and we could be fined up to \$10,000.00. He explained there were 3 different people, 2 from the locating company and 1 from NIPSCO, who tried to locate the line and none of them could locate it. Mayor Daniel mentioned the important thing was that it was not our fault.

Mike Dear reported he was working with a company on the dump site at the Boschet property. He explained the Soil & Water District turned us into the Army Corps of Engineers but they do not have jurisdiction so turned it over to IDEM. He stated IDEM did not say a lot but suggested we do a paper trail. He advised in talking with some other individuals, there was a 75 ft. right of way on each side of the tile for maintenance purposes and we have a right to maintain any kind of tile through any kind of wetland. He stated he has a company coming in to do the paperwork to satisfy IDEM and then will probably go ahead and see about repairing the tile so Mrs. Boschet can mow her back yard.

**STORM WATER DEPARTMENT** Jeff Walker reported the Mayor and himself met with Nadine Lamle and Gene Haskins regarding the agreement that was due to expire next month; he would be working with Gene on it next week. He advised he started the storm water annual report and all of the training was completed on the good housekeeping measures.

Dan Weigold questioned how necessary Gene Haskins position with us was and if we had to have it. Jeff Walker explained we had obligations to IDEM for the Rule 13 program that could

be dealt with by having internal staff do it or contract externally. He stated when they broke out what they felt the budget would be the previous administration felt it was in the best interest to contract it out. He advised they could certainly look at bringing it back in house but it would require additional resources some place. Dan advised he would not mind at least checking it out to see if it would be a cost savings. Mayor Daniel questioned if that would require a new staff person. Walt Crowder advised it would depend on how deep we wanted to go with skill levels and to meet the requirements needed to meet certifications. Jeff shared that he did not have enough hours to do the administration in house along with other responsibilities. He stated that office has not picked up the responsibilities necessary and they need to be transferred over to them. He advised we were not meeting the minimum obligations of the program and the requirements only continue to build. Walt felt it would be worthwhile to take a step back, with all of the changes that have happened over 7 years. He stated 7 years ago they could not justify a full time person but with all of the mandates it would probably be worth a revisit. Mayor Daniel asked Jeff to do some cost analysis on where we go in the future as to if we were to do it in house versus contracting out.

Having no further business to come before the Board the meeting was adjourned.

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Mayor Ryan Daniel

Attest:

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Clerk Treasurer Rosie Coyle