

**BOARD OF WORKS
TUESDAY, NOVEMBER 24, 2020
5:00 PM**

Mayor Ryan Daniel – Present
Clerk Treasurer Rosie Coyle – Present
Attorney Marcia McNagny – Present
Walter Crowder – Present (late)
Nicole Penrod – Present

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

MINUTES Motion was made by Mayor Daniel to approve an overview of the November 10, 2020 meeting minutes with spelling correction, Nicole Penrod seconded the motion, all voted aye.

AGREEMENT FOR TRANSFER OF REAL PROPERTIES: COMMUNITY FOUNDATION Mayor Daniel presented a question from Walt Crowder that in the event the zoning does not go through could the Board still pass this agreement. He referred to Section 11 which is basically a reverter clause. Attorney McNagny advised if the Community Foundation could not use the property for the use intended it would come back to the City.

Nicole Penrod confirmed the transfer would be immediate but we would not get their building until they move. Mayor Daniel advised that was correct and were already working with them on the transition. Attorney McNagny pointed out the first transfer would be from the City to the Community Foundation so they can start building and once that is complete then the transfer would go the other way.

Walt Crowder now present

Motion was made by Nicole Penrod to accept the Agreement for Transfer of Real Property between the City of Columbia City, Indiana and Community Foundation of Whitley County as presented, Walt Crowder seconded the motion, all voted aye.

APPLICATION FOR LOCATE OF UTILITY IMPROVEMENTS IN UTILITY RIGHT-OF-WAY: 1724 INVERNESS COURT Motion was made by Mayor Daniel to approve the application for locate of utility improvements in utility right-of-way for BSM Groups for QC Communications as presented, Nicole Penrod seconded the motion, all voted aye.

AGREEMENT – SPECTRUM ENGINEERING: HIGH VOLTAGE CONVERSION Shawn Lickey explained he had been working with AEP and I & M on their 34 to 69 KV conversion project for several years. He stated AEP was finally going to begin the project in the very near future and what was in front of the Board was the service agreement with Spectrum Engineering.

Shawn Lickey explained they would be shutting down each of their substations and converting each one from 34,000 volts to 69,000 volts. He shared that would be done over a span of about a year and a half. He stressed this was a good project for both the City and AEP. He noted this project was accounted for in our most recent rate study which should be coming in front of the Board in the next month or two.

Shawn Lickey advised the total cost of the project was \$178,890.92 with a few contingency fees included in case additional projects were needed; however, did not foresee that.

Walt Crowder questioned if the redundancy would stay as is or be enhanced. Shawn Lickey shared as part of the task order there were some relays they would be putting into the west substation and would be installing an automatic transfer switch at the north substation. He shared they would then have automatic transfer switches at both the north and south substations which are the two entry points into our transmission system. He explained they would talk to each other over fiber so if a feed is lost it will automatically switch to the backup feed. He shared no one should be out of power for more than 1-2 minutes while the transfer takes place. He advised it would enhance our system quite a bit.

Motion was made by Mayor Daniel to approve task order #142CCMU09152020A with Spectrum Engineering for basic services of \$178,890.92 with additional contingencies as presented, Nicole Penrod seconded the motion, all voted aye.

Shawn Lickey explained there would be additional expenses for materials to rebuild 2 sections of line. He noted completion was forecasted for January 2023.

AGREEMENT – SPECTRUM ENGINEERING: NORTH SUBSTATION UPGRADE

Shawn Lickey explained this was for the north substation line entrance upgrade which would basically be 2 breakers and relay that would be tied to the fiber that will talk to the other 2 substations. He noted the agreement was just for engineering and would have another bid coming in for the material. He advised the total was \$55,390.00.

Walt Crowder questioned if this was a progressive payment plan. Shawn Lickey explained at the completion of each task they will invoice the City for that portion.

Motion was made by Walt Crowder to approve task order #142CCMU08262020C as presented in the total amount of \$55,390.00, Nicole Penrod seconded the motion, all voted aye.

STREET CLOSING REQUEST – DRIVE BY SANTA

Mayor Daniel shared the request was for Saturday, December 19 from 2 – 4 pm. He noted it looked like it was a pull through type scenario. Rosie Coyle advised they contacted all of the surrounding businesses and got approval. She said they had a last minute request to add the 2 spaces on Van Buren beside the bakery. Mayor Daniel did not think that would be a major issue and requested to put those additional 2 spaces on the south side of Van Buren beside the bakery to the street closing request. Rosie Coyle advised they would have someone helping with traffic flow.

Motion was made by Mayor Daniel to approve the Drive by Santa request from The Elks 1417 as presented Nicole Penrod seconded the motion, all voted aye.

BILLS Mayor Daniel explained the State has given some flexibility in approving bills during this time. He shared we were having some staffing issues so there were no bills available for approval. He requested the Board give the ability for the Mayor to approve the bills ahead of time and at the next meeting it could be ratified.

Motion was made by Nicole Penrod to give Mayor Ryan Daniel the ability to approve bills as they come in and Board of Works will ratify at the next meeting, Walt Crowder seconded the motion, all voted aye.

PAYROLL DOCKETS Motion was made by Nicole Penrod to approve Allowance Docket dated 11/12/2020 with all paytypes except overtime in the amount of \$222,913.30 plus overtime pay of \$10,332.74, Mayor Daniel seconded the motion, all voted aye.

Motion was made by Nicole Penrod to approve Allowance Docket dated 11/24/2020 for all paytypes except overtime in the amount of \$231,908.55 plus overtime in the amount of \$7,058.47, Mayor Daniel seconded the motion, all voted aye.

SPECTRUM ENGINEERING AGREEMENT Rosie Coyle requested the Board designate Shawn Lickey as the representative for the task force for both of the Spectrum Engineering agreements. She explained that way Shawn would be contacted rather than her.

Motion was made by Mayor Daniel to appoint Shawn Lickey to be the contact for both projects, Walt Crowder seconded the motion, all voted aye.

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

Mayor Ryan Daniel

Attest:

Clerk Treasurer Rosie Coyle