

**BOARD OF WORKS  
TUESDAY, NOVEMBER 9, 2021  
5:00 PM**

Mayor Ryan Daniel – Present  
Clerk Treasurer Rosie Coyle – Present  
Attorney Marcia McNagny – Present  
Walter Crowder – Present  
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 Nicole Penrod to approve an overview of the October 26, 2021, meeting minutes as corrected, Walter Crowder seconded the motion, Nicole Penrod and Walter Crowder voted aye, Mayor Daniel abstained.

**STREET CUT PERMIT – 373 N. SWEETBRIAR CT. (INSTALL GAS SERVICE)** Motion was made by Mayor Daniel to approve the permit to cut into curbs, streets, or alleys for 373 N. Sweetbriar Ct. for NIPSCO as presented, Nicole Penrod seconded the motion, all voted aye.

**APPLICATION PERMIT FOR BURIED TELEPHONE FACILITIES** Mayor Daniel explained this was from Lumen for the extension of fiber to Kroger.

Walt Crowder noted the application says ‘Buried Telephone Facilities’. Rosie Coyle noted it was their permit. Mayor Daniel suggested marking through buried telephone and write fiber optic.

Shawn Lickey advised he had not received a pole attachment agreement for this request. He requested we contact them to have that completed. Rosie Coyle advised she could do that when she sends the application back.

Motion was made by Mayor Daniel to approve the request for Lumen for their extension of fiber to Kroger with the caveat that they need to fill out pole attachment agreement prior to installation, Nicole Penrod seconded the motion, all voted aye.

**RIGHT OF WAY ENCROACHMENT – 108 W. JACKSON STREET** Jim Hildebrand, sales manager of Wearly Monuments, was present to discuss the encroachment request. He shared their previous sign was demolished by a tree branch and advised they would like to put a new sign in the same location.

Motion was made by Walt Crowder to approve the right of way encroachment for 108 W. Jackson Street, Nicole Penrod seconded the motion, all voted aye.

**HOGUE’S THIRD ADDITION – PLAT APPROVAL** Chip Hill explained they were subdividing their lot and was passed by Plan Commission.

Motion was made by Mayor Daniel to approve the plat for Hogue's third addition as presented, Nicole Penrod seconded the motion, all voted aye.

**TRAFFIC LIGHT - LINE & VAN BUREN** Shawn Lickey explained they have been having issues with this light for the last couple of years and have been using used parts to get by. He advised these signals were at least 40-50 years old and no longer meet Federal Traffic Code. He reviewed a quote with the Board that would bring us back up to code. He advised they would replace all cabinet controllers, rewire all of the signals, replace pedestrian and signal heads for a cost of \$28,455.77. He reported there would not be underground sensors and would be on a timing mechanism. He shared he was not an expert on traffic signals, but they have been handed off to his department for years. He advised they have done the best they could, but he was tired of putting money into something that was deteriorating and past its life. He reported he talked with the Mayor about trying to obtain funding to help with the cost as he did not feel the rate payers needed to necessarily fund the entire project. He thought it would be a minimum of 12 weeks before the project would start.

Walt Crowder questioned if there was an automatic trigger to 4-way flash if needed. Shawn Lickey explained it was scheduled to flash between 11 pm – 5/6 am but could be adjusted if the Board wanted. Walt Crowder questioned how much additional cost it would be to put in motion sensors. Shawn advised for the North and Line project, magnetic sensors were installed and cost \$60,000. He shared he could get an idea on cost if the Board wanted. He mentioned Main Street was our busiest intersection on Van Buren, but it was not sensed.

Motion was made by Nicole Penrod to approve S & S to move forward with the \$28,455.77 for the replacement project at Line and Van Buren, Walt Crowder seconded the motion, all voted aye.

**SOIL AND WATER AGREEMENT RENEWAL** Mike Shoda explained Jon Gotz does all of our inspections. He advised we were pretty close to hitting the amount and with the new MS4 rates and permits coming out Jon suggested we increase the agreement by \$5,000. Mayor Daniel confirmed it was \$20,000 last year and it would increase to \$25,000. Mike Shoda advised that was correct and was a not to exceed amount.

Motion was made by Mayor Daniel to approve the agreement for services with the Whitley County Soil and Water Conservation District as presented with a not to exceed amount of \$25,000, Walt Crowder seconded the motion, all voted aye.

**AGREEMENT WITH WCCS AND PARKVIEW** Beth Igney, HR Director, was present to discuss the process and agreement for an employee clinic. She reviewed the timeline of the clinic and projected opening date. She reported the location of the clinic would be at the Marshall Building. She advised she has been meeting with the employees to get information out and gather feedback. She shared there were 2 agreements that would need to be approved and signed; one with WCCS and the other with Parkview. She reviewed the services that would be offered at the clinic as well as prescriptions that would be on hand. She noted everything would be recorded on MyChart through Parkview. She advised they would not be able to treat work injuries as Parkview Occupational Health was on a different system. She explained the

agreement was for 3 years and the cost would be \$67 per employee enrolled in our insurance. Mayor Daniel shared they have not figured out what the cost will be to the employee. He advised they do believe there needs to be a cost share but how it works was financially dependent on what they were seeing in the health insurance fund. He felt what was neat about this opportunity, in some of the cost models they have done regarding what the cost share might be, was if the employee would go to the clinic 2 times throughout the year, maybe instead of their doctor, it will have paid for itself. He felt this was a great added benefit to our employees especially in a time of doctor shortages or having to wait weeks to get in.

Nicole Penrod questioned if the \$67 per month per employee included the whole family. Mayor Daniel advised as long as they were on our insurance plan. He explained the way it was set up they have to be part of our insurance program. He noted it was not based on per life but per employee. Beth Igney shared the City was looking at about \$82,812.00 per year. Nicole Penrod confirmed that would come out of the insurance fund. Beth noted that was correct except for the cost share amount. She advised they were looking at \$5, \$10 or \$15 per pay for the employee's share. Mayor Daniel mentioned with the raise that will be given, they figured it would still be about a 3% raise, even with the increase in insurance costs,

Mayor Daniel shared one of the things he found interesting from when they toured the Northwest Allen County Schools clinic was the slow start but then once someone came for the first time they were hooked. Mayor Daniel shared once the clinic does open, we were planning to have a wellness session there so employees could tour and hear from the Nurse Practitioner.

Beth Igney reviewed the Parkview agreement with the Board.

Nicole Penrod questioned, regarding the renewal, we go through the 3 years and renew for a year or could we go through one year and add another year on. Beth Igney advised it would be 3 years renewable 1 year after that. She explained someone will be sitting down quarterly with the school and Parkview to review usage so there were measurement protocols in place.

Motion was made by Mayor Daniel to approve the health and wellness agreement between Whitley County Consolidated Schools and the City of Columbia City as presented, Nicole Penrod seconded the motion, all voted aye.

Motion was made by Walt Crowder to approve the participating employer agreement between Parkview and the City of Columbia City and give Mayor Daniel signatory power for the City of Columbia City Board of Works, Nicole Penrod seconded the motion, all voted aye.

**STREET DEPARTMENT EMPLOYEE HIRE** Beth Igney reported this would be a replacement due to retirement. The Board agreed to move forward with the hiring process.

**BILLS AND PAYROLL** Motion was made by Nicole Penrod to pay all accounts payable vouchers dated 11/09/21 in the amount of \$1,545,170.15, Mayor Daniel seconded the motion, all voted aye.

Motion was made by Nicole Penrod to pay all paytypes except overtime in the amount of \$232,887.74 plus over time in the amount of \$7,198.69 for the payfile ending 10/22/21, Walt Crowder seconded the motion, all voted aye.

**DEPARTMENT REPORTS** **Mike Shoda** – everyone hooked up to the new line on Jefferson Street and still need to cut out old line, new rule coming down that we have to check 10% of residential meters every year so have purchased equipment to do that. **Mike Cook** – 700 E. project punch list completed, received pump for EQ basin, working on Christmas lights, ordered new VFD for blower, starting to test for total nitrogen. **Shawn Lickey** – update on the North Substation project, need correction on Schedule B of next series of rate increases, update on Westgate project, started on Christmas lights, supply issues getting 3 phase transformers and will need to do things a little different when it comes to cost of installation.

**YOUTH COUNCIL** Samuel Bechtold was present to report on their October meeting.

**STREET CUT PERMIT – 657 W. BUSINESS 30 – (RETIRE GAS SERVICE)** Motion was made by Mayor Daniel to approve the permit to cut into curbs, streets, or alleys for 657 W. Business 30 for retirement of gas service by NIPSCO, Nicole Penrod seconded the motion, all voted aye.

**STREET CLOSING REQUEST – LIGHTED CHRISTMAS PARADE** Jennifer Romano was present to discuss the street closing request for the lighted Christmas parade. She reported the parade was scheduled for Friday, November 26 at 6 pm and will follow the same parade route as in the past.

Motion was made by Walt Crowder to approve the request for the Christmas parade as presented, Nicole Penrod seconded the motion, all voted aye.

**COMMUNITY CROSSINGS GRANT – WESTGATE 1<sup>ST</sup> PHASE** Mayor Daniel reported the City was awarded \$954,000 for the 1<sup>st</sup> phase of the Westgate project. He advised he and Chip Hill met with A & Z Engineering who was putting the project together. He shared construction probably would start late winter, early spring and would try to meet in mid-January with the residents out there.

Having no further business to discuss the meeting was adjourned.

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Mayor Ryan Daniel

Attest:

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Clerk Treasurer Rosie Coyle