

**BOARD OF WORKS  
TUESDAY, SEPTEMBER 27, 2022  
5:00 PM**

Mayor Ryan Daniel – Present  
Clerk Treasurer Rosie Coyle – Present  
Attorney Marcia McNagny – Present via phone  
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 Mayor Daniel to approve an overview of the September 13, 2022, meeting minutes as presented, Nicole Penrod seconded the motion, all voted aye.

**CHANGE ORDER #1 – WESTGATE ROAD CONSTRUCTION – WAYNE ASPHALT** Chip Hill reported this was for a 14-day time extension.

Motion was made by Walt Crowder to accept the extension of the Westgate project to October 1, Nicole Penrod seconded the motion, all voted aye.

**ENCROACHMENT AGREEMENT: 749 S THORNAPPLE CT** Clif Crockett was present to explain the encroachment request.

Nicole Penrod questioned what would be inside the fence that the City may need to get to. Mr. Crockett explained the main service line was bored in when the community was built as well as his service line comes from the j-box and cuts directly through the yard.

Walt Crowder questioned what type of fence would be installed. Mr. Crock advised it would be a wood fence; 48” in back and the sides would be 6 ft.

Mayor Daniel explained if the City would have to access the easement we would remove the structure as gently as possible but then would be up to the property owner to put it back up. Mr. Crockett understood.

Motion was made by Mayor Daniel to approve the encroachment agreement for 749 S. Thornapple Ct. as presented, Nicole Penrod seconded the motion.

Attorney McNagny questioned if the purpose of the encroachment was listed in the agreement. Mayor Daniel advised it was listed on the improvement location building permit application. Attorney McNagny shared that should really be put in the recorded document. Mayor Daniel explained to Mr. Crockett that we would add the purpose of a privacy fence to the Encroachment Agreement. Mr. Crockett was fine with that and noted they constructed wood terrace’s that may want to be added to the agreement. He advised those may get damaged in an emergency situation; outside of an emergency they could be disassembled. Mayor Daniel felt it made sense to go ahead and include everything as part of the application. Attorney McNagny was good with that.

Mayor Daniel questioned if the shed was or was not in the easement. Mr. Crockett shared Mr. Wagner gave him a measurement off the property line to pour the foundation but thought it would be fine. Mayor Daniel suggested they proceed with including the terrace and privacy fence and if other issues arise they can address them later.

Mayor Daniel amended his motion to include the terrace and privacy fence into the document, Nicole Penrod seconded the amended motion, all voted aye.

**STREET CUT PERMIT – 313 W. PORTSMOUTH COVE** Motion was made by Nicole Penrod to approve the permit to cut into curbs, streets or alleys for 313 W. Portsmouth Cove as presented, Walt Crowder seconded the motion, all voted aye.

**STREET CUT PERMIT – 544 S. VALLEY RIVER DRIVE** Motion was made by Nicole Penrod to approve the permit to cut into curbs, streets or alleys located at 544 S. Valley River Drive in Columbia City as presented, Walt Crowder seconded the motion, all voted aye.

**STREET CUT PERMIT – 657 S. VALLEY RIVER DRIVE** Motion was made by Nicole Penrod to approve the permit to cut into curbs, streets or alleys located at 657 S. Valley River Drive in Columbia City as presented, Mayor Daniel seconded the motion, all voted aye.

**NIPSCO – NATURAL GAS ISSUES** Mayor Daniel reported he attended the Mayor's & Commissioner's Caucus meeting, and the EDC Director of Steuben County was there to give an update on issues they were having with NIPSCO. He shared they do not have enough gas to serve any more than 4 new residences, for instance, in the town of Fremont. He shared that brought a lot of concern about what that means for the rest of our area. He felt we were probably on a really good pipeline since we are on US 30. He advised it does bring to light the issues that other communities are having when it comes to gas service as one of those critical needs for a community to grow. He shared he may be reaching out to NIPSCO to get an understanding of what our service looks like and what concerns they may or may not have for our community.

**ON CALL SERVICES AGREEMENT: UNITED CONSULTING** Mike Cook reported this was basically signing an 'on-call' agreement with them; there would be no fees until the work was completed. He advised Attorney McNagny reviewed the agreement and made a few changes.

Motion was made by Mayor Daniel to approve the Consulting Agreement with United Consulting as presented, Nicole Penrod seconded the motion, all voted aye.

**ENGINEERING TASK ORDER 2022-01: UNITED CONSULTING** Mike Cook explained the City has a combined sewer overflow operational plan that was done several years ago and needs updated. He advised there was a not to exceed amount of \$10,000.

Motion was made by Mayor Daniel to approve Engineering Task Order 2022-01 as presented, Walt Crowder seconded the motion, all voted aye.

**STREET CLOSING PERMIT – LITTLE PUMPKINS ON PARADE** Mayor Daniel confirmed they were asking to close off both Chauncey and Van Buren. Rosie Coyle advised that was her understanding. Mayor Daniel noted they historically use the sidewalks and did not necessarily close down the roads. He requested Rosie reach out to the Chamber for further clarification on the closing request.

This was tabled until the next meeting.

**BILLS** Motion was made by Nicole Penrod to pay all accounts payable in the amount of \$1,362,167.86 from the allowance of accounts payable vouchers dated September 27, 2022, Mayor Daniel seconded the motion, all voted aye.

**PAYROLL** Motion was made by Nicole Penrod to pay all paytypes except overtime in the amount of \$263,300.66 plus overtime in the amount of \$8,813.55 for the payfile ending September 9, 2022, Walt Crowder seconded the motion, all voted aye.

**DEPARTMENT REPORTS** **Mark Green** – landscaping at Patriotic Park for the memorial stone reveal; made infield bigger at one of the baseball fields at Devol; football and soccer games on the weekends; Mother/Son Halloween event, meeting with JPR to discuss the grant for Eagle Park. **Shawn Lickey** – transferred last overhead customer to underground in Westgate; North Substation project moved to spring due to supply chain issues; update on hiring process and intent to request additional employees; preconstruction meeting for Main Street lighting project coming up. **Kelly Cearbaugh** – update on Niblock street repairs and Pavement Solutions will be in soon to do pavement preservation, **Mike Cook** – something dumped into our system that killed all of our bacteria, they made some corrections and everything was back to normal as of today; met with Midwestern on the CSO19 project; started on upgrades to Columbia Shores liftstation; reviewed 90% design for the force main project, engineer’s estimate at about \$738,000.00; he and Mike Shoda will be attending the Indiana Finance Authority meeting to be able to secure funding. **Tom LaRue** – update on Pump 102 repairs, in-house training. **Chip Hill** – Westgate project wrapping up, working on estimates for test kitchen.

Mayor Daniel reported for the water department in that they were flushing hydrants and hired 2 new employees who will start on October 10, He also reported for the police department in that the new officers continue their FTO, Officer Pepler’s last day with us will be September 29, gearing up for First Friday, defensive tactics training.

**MAYOR’S REPORT** Mayor Daniel reported he attended a legislative meeting in Mishawaka and were gearing up for another legislative session, dedication of the rainbow bridge at the Humane Shelter, dedication of veteran’s memorial.

Having no further business to come before the Board, Mayor Daniel called the meeting adjourned.

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Mayor Ryan Daniel

Attest:

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Clerk Treasurer Rosie Coyle