

**BOARD OF WORKS
TUESDAY, JULY 9, 2024
5:00 PM**

Mayor Ryan Daniel – Present
Clerk Treasurer Rosie Coyle – Present
Attorney Marcia McNagny – Present
Daniel Weigold – Present
Lisa Smith – Absent

The Columbia City Board of Works met in regular session with all members except Lisa Smith present. Mayor Daniel called the meeting to order at 5:02 p.m.

MINUTES Mayor Daniel noted a grammatical error under his report. Mayor Daniel made a motion to approve the June 25, 2024, meeting minutes with the noted change. Dan Weigold seconded the motion, all voted aye.

ENCROACHMENT AGREEMENT – 275 W. LONGFELLOW BLVD. Thad Kreider with True Vinyl was present on behalf of the homeowner to explain they would like to put a fence up at 275 W. Longfellow Blvd. Mayor Daniel confirmed the location of the fence based off the map provided. Mr. Kreider advised it was a short run and would be 4 foot tall.

Mayor Daniel questioned if there were any issues with utilities back there. It was confirmed that there were no utilities there.

Mayor Daniel explained to Mr. Kreider that if for some reason the City needs to get in there, we would let the homeowner know ahead of time but if it is an emergency, we will move the fence as nicely as we can but then it will be at their expense to replace it. Mr. Kreider understood.

Mayor Daniel made a motion to approve the encroachment agreement at 275 W. Longfellow Blvd. as presented. Dan Weigold seconded the motion, all voted aye.

PAY REQUEST #1 – S & S DIRECTIONAL BORING, LTD – JEFFERSON & MAIN STREET FORCE MAIN REPLACEMENT Mike Cook explained this was for administrative work on the project and recommended the Board accept the pay request for \$101,819.70.

Mayor Daniel made a motion to approve the Contractors Application for Payment with Project Number 3427 in the amount of \$101,819.70. Dan Weigold seconded the motion, all voted aye.

PAY REQUEST # 17 – DONOHUE – JEFFERSON & MAIN STREET FORCE MAIN REPLACEMENT Mike Cook reported this was also going to be for administrative work as well as looking at our plans and details up to this point. He recommended the Board accept Pay Request #17 in the amount of \$3568.00.

Mayor Daniel made a motion to approve the request for Donohue with the Invoice Number 14090-17 in the amount of \$3568.00. Dan Weigold seconded the motion, all voted aye.

PAY REQUEST #3 – PULVER ASPHALT PAVING – WESTGATE Chip Hill advised they were behind schedule due to the weather and because of NIPSCO's relocation. He thought they were anticipating starting curbs on Buddale and Lawrence next week. He requested approval in the amount of \$952.06.

Mayor Daniel confirmed this had been reviewed by the engineers and inspectors. Chip Hill advised it had.

Mayor Daniel made a motion to approve the pay request for Pulver Asphalt Paving with the DES# 2301378 in the amount of \$952.06. Dan Weigold seconded the motion, all voted aye.

ENGINEERING AGREEMENT – A & Z ENGINEERING 2025 CCMG ROADWAY IMPROVEMENTS

Mayor Daniel explained this was for the Community Crossings matching grant Roadway Improvement Project. He confirmed comments and corrections were sent to A & Z. Rosie Coyle advised they were, and the agreement was corrected.

Mayor Daniel made a motion to approve the agreement with A & Z Engineering for the 2025 Community Crossings matching grant Roadway Improvement Project as presented. Dan Weigold seconded the motion, all voted aye.

PAY REQUEST #3 – SCHENKEL CONSTRUCTION \$57,365.25 Chip Hill advised this was for items for the pickleball court at Eagle Park.

Mayor Daniel made a motion to approve the pay request with Schenkel Construction in the amount of \$57,356.25 for the Eagle Park project. Dan Weigold seconded the motion, all voted aye.

MOBILE FOOD TRUCK PERMIT FEES Rosie Coyle advised there were some changes she would like to make to the food truck permit regarding the fee schedule that would allow for an annual or 6-month permit in addition to daily. She also noted the categories currently reference Whitley County storefront and wanted to change it to reference Columbia City storefront.

Mayor Daniel advised the three categories were Columbia City with storefront with no fee, Columbia City or non-Columbia City included in an event with no fee and then the third category was non-Columbia City storefront not included in an event with a \$50 fee. He recalled that the ordinance allows the Board of Works to set the fee schedule. Rosie Coyle advised that was correct.

Mayor Daniel questioned when a food truck permit is approved for a vendor who is not included in an event, who approves the location and dates. He shared for anyone else if they are going to be on a public street, or blocking a public parking space it comes to the Board of Works. Attorney McNagny referenced the permit prerequisites of the ordinance, which includes a scaled site plan showing the location of the proposed mobile food truck and the properties, driveways, parking, access aisles, fire lanes, sidewalks, and accessible routes. Mayor Daniel shared that if a food truck was going to be on private property there was no reason the Board of Works needed to see it but if they are going to be on public infrastructure, blocking parking spaces, he felt like that needed to come before the Board of Works. Attorney McNagny questioned if the idea was that the vendor would need Board of Works approval to park on any public area. Mayor Daniel felt they should since that is what everyone else does. Attorney McNagny suggested she could cut down the ordinance a lot to just say any use of public property must go before the Board of Works. She questioned if that should also apply to non-food vendors. Mayor Daniel felt it should if it is on public property.

Attorney McNagny suggested tabling the Ordinance at Council. She felt she could slim the ordinance down quite a bit. She shared that there was a lot in the ordinance saying what you cannot do, and it would be so much simpler if they just had to come to the Board of Works.

Rosie Coyle advised she wanted to get the fees approved by the Board before taking it to Council. Mayor Daniel reiterated, in terms of the fee structure, that he was very much in favor of having an annual or a six-month fee and was very much in favor of having three fee schedules; one for City storefront owners, one for non-City events and one for non-City non-event vendors. He noted the fees have not been updated since 2020.

STREET CLOSING: 4-H FAIR Mayor Daniel noted this was for the 4-H parade next Tuesday from 6:00 to 6:30 p.m. Chief Parrett advised it was the same route as the last several years. Mayor Daniel confirmed it was to enter onto Park Street, go down to Squawbuck, continue down Squawbuck, then back down Lincolnway and back into the 4-H park. Chief Parrett advised that was correct.

Mayor Daniel made a motion to approve the street closing permit for the Whitley County 4-H Fair parade as presented. Dan Weigold seconded the motion, all voted unanimously.

BILLS Mayor Daniel made a motion to approve the allowance of accounts payable vouchers dated July 9, 2024, in the amount of \$1,049,452.03 for checks. Dan Weigold seconded the motion, all voted unanimously.

Mayor Daniel made a motion to pay the allowance of accounts payable vouchers dated July 9, 2024, in the amount of \$769,353.94. Dan Weigold seconded the motion, all voted unanimously.

PAYROLL Mayor Daniel made a motion to approve the allowance of accounts payable vouchers dated July 3, 2024, in the amount of \$12,375.00 for the third quarter clothing allowance. Dan Weigold seconded the motion, all voted unanimously.

Mayor Daniel made a motion to pay the allowance of accounts payable vouchers dated 7/03/2024 for all pay types except overtime of \$288,285.36 plus overtime only in the amount of \$14,818.94 for a total amount of \$303,104.30 for payroll. Dan Weigold seconded the motion, all voted unanimously.

DEPARTMENT REPORTS **Chip Hill** – update on Eagle Park pickle ball courts, Westgate is moving forward, moving ahead with the trail to the high school and hope to go out for bid soon. **Shawn Lickey** - continue with the Jefferson Street and Rolling Hills Avenue project, fixed SCADA issues regarding a wrong IP address, two offers of employment accepted which will put him at full staff; one transferring from the Water Department and one moving back from Texas. **Tom LaRue** - Driver operator class concluded, City fireworks this year brought up some concerns as the Connie Dye property begins to develop and making sure they have proper fall-out measurements, meeting with Attorney McNagny to discuss some fire code issues, update on new firefighter, 2 guys scheduled to be out due to surgery, looking to change out AED batteries. **Matt Heiden** - new picnic tables are a big hit, good turnout for the fireworks, repairs to sinkhole, getting ready for JFL, have soccer tryouts at the end of July, Film and Float scheduled for July 27 at the pool, JFL registration closing soon. **Mike Shoda** - second filter should be done tomorrow and chlorinated, requested permission to hire a new employee – Board approved. **Gary Parrett** – update on new hires, currently have 16 applications for the police department and will take applications up until testing time on August 3rd, currently have 14 applications for Communications and have extended the deadline for that to July 22nd, First Friday and Farmers Market were successful with very little issues, installed No Parking signs on Spencer Street - Deputy Chief and he spoke to all the residents, looking at buying Explorers instead of Durango's due to the State Police having issues with their Durango's, firearms qualifications this week, Officer Anspach and Officer Leatherman completed Indiana School Resource Officers Convention and are ready for the next school year. **Mike Cook** - material ordered for the breakroom remodel, update on Phase 3 of the SCADA projects for the lift stations, finalizing the 600 E. project.

ATTORNEY MCNAGNY Attorney McNagny advised the Food Truck Ordinance could be considered at Council. She stated she had the needed verbiage already in the ordinance.

MAYOR REPORT Mayor Daniel reported they were in budget time and holding budget meetings. He shared that Chip Hill and his Community Engagement Specialist, Bill, were working on the Shared Kitchen and Attorney McNagny is working on the

legal parts of that. He reported they would be doing an inspection with a firm and other individuals at the current jail building. He advised he will be gone for about a day and 1/2 for some AIM City and Town stuff down South. He shared that the Employee Appreciation luncheon was scheduled for Monday. He advised they continue to have conversations regarding the Dye property and where that is going. He reported they have a meeting about US 30 over in Warsaw that they have invited legislators to. He shared that Lunch with the Mayor will be on the 19th of July.

EMANCIPATION COURT CURB CUT Dan Weigold reported there was a property owner on Emancipation Court who has started chipping away at a curb. He advised he went out to look at it and it was about 10 feet long. He shared that the property owners were concerned about it and were questioning how it was going to get fixed and who was going to pay for it. He stated when there is a curb cut, it normally comes before the Board of Works. Mayor Daniel advised that was correct, if they are digging an infrastructure, that is City infrastructure, in the right of way they have to come in front of the Board of Works prior to construction. Mayor Daniel stated the property owner that did the work on that property obviously should not have before coming in front of the Board of Works. He felt the person who did the work would be liable to repair it and replace it to how it was.

Dan Weigold noted the curb was in City right-of-way. Mayor Daniel advised it would have to be fixed to City standards, which would be through Kelly's office. He added that anything in the right of way, anything that is done to public infrastructure, there was a permitting process with a fee involved. He advised all of that should have happened but now that it is retroactive, the person who dug it up needs to come to Rosie's office and do the proper filing of the permit. He suggested if that does not happen, then assumed there was legal recourse in some way, shape or form the City could take. Attorney McNagny advised it would be damaging City infrastructure.

Dan Weigold advised he would stop back out there after the meeting. Mayor Daniel advised Rosie's office could send out a letter if needed.

POLICE VEHICLE QUOTES Gary Parrett provided several quotes to the Board for consideration. Mayor Daniel confirmed this would be for 1 or 2 Interceptors. Chief Parrett advised it would be for 2. He reviewed the quotes with the Board and recommended going with City Ford.

Mayor Daniel made a motion to approve two 2025 Ford Interceptor SUV's from City Ford each in the amount of \$43,722.00. Dan Weigold seconded the motion, all voted unanimously.

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

Mayor Ryan Daniel

Attest:

Clerk Treasurer Rosie Coyle