

**BOARD OF WORKS  
TUESDAY, JULY 23, 2024  
5:00 PM**

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

The Columbia City Board of Works met in regular session with all members present. Mayor Daniel called the meeting to order at 5:04 p.m.

**MINUTES** Mayor Daniel made a motion to approve the July 9, 2024, meeting minutes as presented. Mayor Daniel and Dan Weigold voted to approve; Lisa Smith abstained.

**CURB CUT REQUEST: EMANCIPATION COURT – MEADER** William Meader of 910 W. Ryan Road was present to discuss his curb cut request. Mayor Daniel confirmed the request was to remove the rolled curb and make it a flat curb there for ingress, egress. Mr. Meader advised that was correct.

Dan Weigold expressed concern for how rainwater could cause some erosion with not having a rolled curb there. Kelly Cearbaugh shared that he informed Mr. Meader, if this request was approved, to have his contractor contact him and he would instruct them on how to put the curb in. He advised it should not be flat, there should be a 1” - 1½” lip; that was what the curb was all about, to channel the water. Mr. Meader advised there was a similar curb cut next to their lot and want to replicate that. Mayor Daniel advised there was lip there.

Dan Weigold advised that he had been in communication with the HOA President and shared one of the concerns was regarding the easement there as it was quite large. He reported in his research, he found wording in the deeded easement that it was only for 837 Emancipation Court so nobody else could ask for a curb cut in that area. He reported he would get in contact with the HOA President and advised them of that.

Dan Weigold shared another concern was who would maintain the 20 ft. strip going back on that easement; his interpretation was that Mr. Meader would be responsible for maintaining even though it goes across the common area. Mr. Meader advised he would be more than happy to maintain it.

Mayor Daniel made a motion to approve the curb cut request as presented at 837 N. Emancipation Court. Dan Weigold seconded the motion, Mayor Daniel and Dan Weigold voted to approve; Lisa Smith abstained.

**MOBILE FOOD TRUCK PERMIT FEES** Mayor Daniel noted this was something the Board started discussing at the last meeting. He advised Council approved the ordinance, so the Board was good to go for setting permit fees.

Rosie Coyle provided the current fee schedule and the proposed schedule she and Sally came up with. She advised the fee schedule was totally the Board’s decision. She noted the non-food fee schedule was a little different and did not know whether the Board wanted the fee schedules to match.

Mayor Daniel wondered if there would be value in lining up both the mobile food and non-food permit fees. He noted the food vendors have to pay the food and beverage tax, granted it is a pass-through fee to the customer, but still, it is an additional fee that they are paying to the city that non-food vendors are not paying. Lisa Smith confirmed this would just be for the ones not included in an event. Mayor Daniel advised all vendors have to get a permit, but the question was whether or not they have to pay the

fee that comes with the permit. He explained if they are in an event like First Friday, there is no fee but if they are not in an event and they are not a Columbia City storefront, then there is a fee. He shared this was really just a way in which we can make sure they are approved by the health department and that they have all their checks in line but also, it levels the playing ground a little bit with the storefronts who are paying for utilities and paying property taxes and things like that.

Dan Weigold shared he did not have a problem having the fee schedule different. He advised it usually is the non-food trucks not selling things as often as the food trucks. He noted the lines of people at First Friday are usually at the food trucks and not the clothing ones.

Mayor Daniel noted the non-food vendors would be the same way as food vendors where if they have a Columbia City storefront the cost would be \$0, if they are in an event it would be \$0, but if they are non-Columbia City and not in an event there would be a fee.

Lisa Smith advised she was fine with the proposed schedule and agreed with Dan to have a lower fee for the non-food.

Mayor Daniel noted one other difference was the mobile food truck has a daily, weekly and six month fee, whereas the non-food has daily, weekly, monthly, six month and annual. He questioned if it was something where they would want to cut it down so that they replicate the daily, weekly and six months. Dan Weigold and Lisa Smith both agreed to replicate.

Mayor Daniel recapped the fee schedule for food trucks as \$50 per day, \$150 per week and \$300 for a six month permit and then the non-food vendors would be \$25 per day, \$75 per week and \$300 for six months.

Dan Weigold made a motion to accept the fee schedule as stated by Mayor Daniel. Lisa Smith seconded the motion, all voted unanimously.

**CHANGE ORDER #1 – SCHENKEL CONSTRUCTION (\$85,950.00)** Mayor Daniel explained because the Park Board had originally approved the contract and approved the change order last evening, there was no reason for the Board to approve it again.

**PAY REQUEST – WESSLER ENGINEERING – 100 S. SEWER** Chip Hill reported this was for the 100 S. Sewer project. He shared in going through the contract, there was question as to who would pay for these services but came down to the City paying the invoice. He advised he was going to approach the County Redevelopment Commission about giving us a credit towards the end payment. He requested the Board of Works approve invoice #44200 for \$906.25 and invoice #44411 for \$2,356.25.

Mayor Daniel reminded the Board this was the project on 100 S. where the County was paying 100% of the cost and then as new users of our sewer utility come online the City would begin paying them back for 50% of the total cost. He explained, in speaking to Chip's point about the idea of asking the County for a credit, this is kind of a gray area as we have said we would pay for the engineering of the project and the County would pay for the totality of the construction piece but the surveying was not really engineering or construction so that needs to get figured out.

Mayor Daniel made a motion to approve, per Chip Hill's recommendation, invoice #44200 for \$906.25 and invoice #44411 in the amount of \$2,356.25. Lisa Smith seconded the motion, all voted unanimously.

**BILLS** Lisa Smith made a motion to pay all accounts payable in the amount of \$169,126.21 from the allowance of accounts payable vouchers dated 7/23/24 for checks. Dan Weigold seconded the motion, all voted unanimously.

Lisa Smith made a motion to pay all accounts payable in the amount of \$1,241,109.66 from the allowance of accounts payable vouchers dated 7/23/24 for EFT. Dan Weigold seconded the motion, all voted unanimously.

**PAYROLL** Lisa Smith made a motion to pay all accounts payable except overtime in the amount of \$311,389.53 plus overtime in the amount of \$15,568.82 for a total of \$326,958.35 for the pay file ending 7/12/24. Dan Weigold seconded the motion, all voted unanimously.

**LEAVE OF ABSENCE WITHOUT PAY** Mayor Daniel shared there was a request for leave of absence without pay for one of our newer employees regarding a family medical issue. He explained the request was to take 48 hours of unpaid leave. Mayor Daniel confirmed with Chip Hill that he was ok with the request. Chip Hill advised he was and shared this was discussed at the time of hiring.

Mayor Daniel made a motion to approve the request for 48 hours of unpaid leave. Dan Weigold seconded the motion, all voted unanimously.

**CONFLICT OF INTEREST** Mayor Daniel explained this was for one of our firefighters who has a side business doing repairs on firefighter gear and making sure all the equipment is in good condition.

Mayor Daniel made a motion to approve the conflict of interest disclosure statement for Troy Knefelkamp as presented. Lisa Smith seconded the motion, all voted unanimously.

**DEPARTMENT REPORTS** **Chip Hill** – updates on Eagle Park, Westgate, Shared Kitchen and Blue River Trail. **Shawn Lickey** – continue work on Jefferson Street, Rolling Hills and Park Terrace project, update on 2 new employees, had conversations with the new owner of the former Warner Electric Building regarding upgrades, removed lines by Speedway gas station, sent 2 guys for mutual aid assistance to the City of Anderson. **Matt Heiden** - swim team coming to the end of their season, getting ready for City Slam fundraiser this weekend, Film and Float coming up on Saturday, ramping up for JFL. **Gary Parrett** - update on new officers, have 18 applications for the open police officer position with testing date on August 3<sup>rd</sup>, received 24 application for the 2 dispatch positions, 4-H went well, received Milo range equipment and trying to get install and training scheduled, received 5 new rifles and distributed to the officers, received Explorers back from having striped and decals taken off and donated one to the Parks Department and one to the Water Department. **Mike Shoda** - have had 4 main breaks in the last two weeks with 2 happening on the same day, called in ME Simpson from Valparaiso to help find the leaks and found two baseball size holes in a 16 inch main going to SDI, having problems with the filters and found it to be a natural problem in speaking with other guys in his same position, started filling the north tower from being cleaned and painted on the inside. **Kelly Cearbaugh** – limb pickup from storm, started going through the alleys and streets to trim limbs back, have 4 concrete jobs lined up, Pavement Solutions is in town doing some pavement work and crack sealing, taking delivery of new one and two-ton trucks, requested permission to start hiring process to replace employee who resigned – Board approved. **Mike Cook** – line blew apart on EQ basin, repairs to release valve that is leaking at SDI, took delivery of new tractor and within an hour was broken and called More's to come out and fix it, CSO audit scheduled for August 14<sup>th</sup>, notified that with a letter to IDEM and a \$50 check they would remove the cyanide limit and we could go back to quarterly testing with no limit.

**MAYOR REPORT** Mayor Daniel reported he would be hosting the Northern Indiana Mayor's Roundtable at Eagle Glen this Friday. He advised he would be doing

a ride along with our some of our police officers and reported they were finishing up budget meetings this week.

Having no further business to discuss, Mayor Daniel called the meeting adjourned.

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Mayor Ryan Daniel

Attest:

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Clerk Treasurer Rosie Coyle