

BOARD OF WORKS
TUESDAY, AUGUST 25, 2026
5:00 P.M.

Mayor Ryan Daniel – Present
Clerk Treasurer Leslee Robinson – 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 5:00 p.m.

MINUTES Mayor Daniel made a motion to approve the August 11, 2026 meeting minutes as presented. Lisa Smith seconded the motion, motion passed unanimously.

PUBLIC COMMENT There were no public comments.

ENCROACHMENT AGREEMENT – 105 N. WALNUT ST. – RHOADES AUTOMOTIVE

Lamonte Rhoades was present to discuss the encroachment agreement and their proposed layout. He explained that with the new building they have plans to have one entrance door on the east side and where the yard is currently, they would like to have that paved from the existing building down to the alleyway. He noted that it would be similar to the service center and would like to have one row of parking on the north side of the new door. Mayor Daniel confirmed the parking area would be in the easement north of the door that will be installed. Mr. Rhoades advised that was correct.

Lamonte Rhoades shared that the sidewalk was raised right now but would tear that out and put in new sidewalk all the way to the new ADA ramp. He advised that he and Kelly Cearbaugh already talked about that.

Mayor Daniel questioned if it would be one continuous cut throughout all three of the parcels or would there be multiple street cuts on Walnut Street. Mr. Rhoades advised it would be one continuous cut so cars would be able to come in and out throughout the whole segment.

Mayor Daniel thought the alley to the north was a one-way alley going to the west so there would be no line-of-sight issues.

Mayor Daniel questioned if the new parking would be for customers. Mr. Rhoades advised it would pretty much be employee parking but was not going to designate that it had to be.

Kelly Cearbaugh reported that he met with Lamonte and they talked through the plan for the sidewalk. Mayor Daniel confirmed that it would effectively stay flat with the road and questioned if there would be any drainage issues. Kelly Cearbaugh advised that there would be a small 1” curb to channel the water.

Mayor Daniel made a motion to approve the Encroachment Agreement for 105 N. Walnut Street as presented. Dan Weigold seconded the motion, motion passed unanimously.

ENCROACHMENT AGREEMENT – 201 E. ELLSWORTH ST. – ELI SHULTZ Eli Shultz was present to discuss his encroachment request. He shared that he made a horrible assumption in that since he was given approval for his fence, he thought it would also be ok to put his shed in the encroachment. He advised when he went to get the building permit for the shed, he was told he needed another encroachment agreement. He stated that he again was not positive on the location of the shed, but he was thinking along the west side either inside or outside of the fence, but it would be in line with the fence.

Mayor Daniel personally felt if the shed was within the fence he would not have a problem but if it is outside of the fence, his biggest concern is being too close to the road. He stated that he did not necessarily have a problem with where it is currently outlined to be. Mr. Shultz advised that was more than likely where he would end up putting it, outside of the fence so that it does not take up the fenced in yard space.

Dan Weigold questioned where the doors would be on the shed. Mr. Shultz advised they would be on both the north and south sides; he was going to remove a section of the fence so that it can be accessed from the fenced in area.

Lisa Smith shared that she would prefer the shed be inside the fence but also did not have a huge problem with it as drawn since it was still 4 ft. away from the sidewalk. Mayor Daniel agreed that he was in the same boat; his preference was that it be inside the fence but the idea of it begin right up against the fence he was good with as well. He advised his biggest issue is that he did not want it up against the alley.

Mayor Daniel questioned if it would be the same material as the fence. Mr. Shultz advised he was just going to use vinyl to match the rest of the buildings.

Mr. Shultz brought up the agreement he had presented last year for the dumpster location on the property. He reminded the Board that he was going to fence it in eventually and advised that it would not be a 6 ft. fence but something shorter just to box it in. He shared that it was in the northwest corner right now and was just reminding the Board of that agreement.

Mayor Daniel made a motion to approve the Encroachment Agreement for 201 E. Ellsworth Street for either on the outside of the fence right next to it or on the inside of the fence that is within the city's easement as presented. Lisa Smith seconded the motion.

Mayor Daniel questioned if we had infrastructure in that area. Shawn Lickey advised there was no electric, Kelly Cearbaugh advised there was no sewer. Mike Shoda was not present, but it was thought our water was on Ellsworth Street. Mr. Shultz advised he has had 811 out multiple times and there was nothing in that location.

Upon the motion, motion passed unanimously.

SIDEWALK UPDATE – 204 N. MADISON STREET – DOMINIC POTTER Mayor Daniel shared that Mr. Potter came in to do a sidewalk cut permit, but the problem is that, as noted by our Code Enforcement Coordinator, no work is being done. He noted that Mr. Potter was not present and recommended that Mr. Potter have one of two choices; option A, he work with our street department in the 50/50 sidewalk program, which his share was calculated to about \$633.50 and would cover from where he cut to his property line to the north. Mayor Daniel noted that Mr. Potter took out the bricks and rototilled but then has left it to collect water and is a hazard. He confirmed that the area was roped off. Kelly Cearbaugh advised his department roped it off about the time the permit expired back in July.

Dan Weigold suggested there were a couple issues with the property; one being with the sidewalk and the other regarding the property just being a mess. Chief Parrett advised that Mr. Potter has been fined for the other nuisance violations. Mayor Daniel advised our Code Enforcement Coordinator is working to stay on Mr. Potter about those other violations.

Mayor Daniel shared that his recommendation would be that Mr. Potter join the 50/50 sidewalk program, or he have a private contractor do the work. He advised he would even be willing to apply the \$100 permit fee to Mr. Potter's half of the 50/50 just to get the work done. He stressed that he needs to get it done within a certain time frame or we will go in and do the work and charge him the full amount. He advised that he does not want to be harsh with this resident but felt like we have been trying to work with Mr. Potter for the last couple months, with multiple conversations and repeated warnings.

Dan Weigold agreed with the sidewalk portion but felt we needed to continue fining him or get him moving on the other cleanup.

Lisa Smith questioned if we have fined him on the accumulation of junk or just the sidewalk. Chief Parrett reported that he has only been fined on the high grass and other was dismissed by the Board of Works because of the motor vehicle terminology. He advised that he has not been fined since. Mayor Daniel noted that since that time the Council has passed an ordinance to clarify that language so if those issues are still on the property, then they need to be addressed. Chief Parrett reported that Scott Leatherman has addressed it with Mr. Potter, but it has been a period of time since he was given this grace period.

Mayor Daniel stated that if it were just the weeds and potential vehicle issues the Board has been willing to work with people, but the sidewalk is a whole different thing. He noted that was something Mr. Potter did on his own accord and did not talk to anyone before pulling the bricks and then just leaving it. He advised it was not safe, especially being right down the road from an elementary school. Chief Parrett advised he has fielded some complaints on the sidewalk being out and people having to walk out into the street. Kelly Cearbaugh advised that they talked to Mr. Potter about the 50/50 program but he really likes the bricks so there might be some pushback on that.

Mayor Daniel recommended sending Mr. Potter a registered letter stating what he shall do and then give him until Friday, September 4 to respond with which option he would like to move forward with. He added that if he does not respond by then, we move forward with replacing the

entirety of the sidewalk and file a lien on the property for the costs. He stated that if he does respond before September 4 that he is going to do it, there is a Board of Works meeting on September 8, and a timeframe could be established at that time.

Mayor Daniel made a motion to send a registered letter to Mr. Potter stating that he must respond to the Clerk Treasurer's office by Friday, September 4 on either going with the 50/50 sidewalk program or having a private contractor remove and replace with concrete to include the entirety of his property line on North Madison Street to the curb and that if going with a private contractor a quote and project date must be included with his response.

Attorney McNagny suggested the Board set the completion date in the motion.

Mayor Daniel amended his motion to include that completion of the sidewalk construction must occur by September 22, 2026.

Kelly Cearbaugh questioned if something needed to be in the motion in the event that Mr. Potter does not respond.

Mayor Daniel rescinded the entire motion on the floor.

Mayor Daniel made a motion to send a registered letter to Mr. Potter stating that he has until Friday, September 4 to respond to the Clerk Treasurer's office with one of two options; one is to participate in the 50/50 sidewalk program, or the other is to have a private contractor do the work and include a quote with a completion date by Tuesday, September 22 and in the event Mr. Potter does not respond then the street department shall put in a new concrete sidewalk along Madison Street from his northern property line to the current sidewalk and file a lien on the property.

Kelly Cearbaugh questioned whether we would charge the 50/50 price or the full price. Dan Weigold suggested that if Mr. Potter does not respond then we charge the full price. Attorney McNagny mentioned that was basically the motion. Lisa Smith agreed that if he does not respond she would be in favor of the full price. Mayor Daniel reiterated that if Mr. Potter does not respond we will charge the full price of \$1,267.00 and will be filed as a lien.

Leslee Robinson questioned if the \$100 permit fee would be credited. Mayor Daniel advised if he does not respond it would not be credited. He stated that if Mr. Potter responds to the 50/50 program by the next Board of Works meeting, then we could deduct the \$100.

Chief Parrett expressed concern for sending a registered letter and if Mr. Potter would refuse to pick it up. Attorney McNagny suggested it be sent registered letter or by personal delivery. Mayor Daniel amended his motion to include 'or personal delivery'.

Attorney McNagny stressed that the contractor specifications have to be to the city's specifications for the sidewalk. Mayor Daniel amended his motion to include 'contractor's specifications to meet city specifications'.

Lisa Smith seconded the motion, motion passed unanimously.

351 N. LINE STREET AGREEMENT Mayor Daniel shared that Attorney McNagny prepared the compliance agreement that is in front of the Board. He explained that he and Attorney McNagny took the timeline that was presented at the last meeting and incorporated it as an exhibit into this agreement. He advised the agreement also gives us full rights to periodically inspect the property and that every 30 days they are to provide us a progress report on what has been happening at the property. He explained that as long as that continues to happen and they are following the schedule we would continue to delay the demolition order on the property.

Chief Parrett reported that the building was not acquired until August 24 so there was a delay in the purchase date for some reason. He advised that Scott Leatherman talked to the owner to notify him that the property needed to be secured.

Mayor Daniel requested from Chief Parrett that the Board get an updated report for their next meeting.

Mayor Daniel made a motion to approve the 351 N. Line Street Property Rehabilitation and Compliance Agreement as presented. Dan Weigold seconded the motion, motion passed unanimously.

A & Z ENGINEERING AGREEMENT – COMMUNITY CROSSINGS GRANT Mayor Daniel reported that this was regarding the 2027 Community Crossings Matching Grant Roadway Improvement Program.

Kelly Cearbaugh reported that they have 17 streets on the list to submit for the 2027 program.

Mayor Daniel shared that one of the questions he had before this came to the Board was that \$84,000.00 seemed like a lot of money for repaving so they asked A & Z to come up with a breakdown as to how they came up with that number. He explained that a lot has to do with the sidewalk ramp engineering, as well as a couple of the big roads that are having to be engineered because of issues.

Mayor Daniel made a motion to approve the Engineering Agreement with A & Z Engineering for the 2027 Community Crossings Matching Grant Roadway Improvement Projects. Lisa Smith seconded the motion, motion passed unanimously.

CHARGES FOR SERVICES AND EQUIPMENT FEES Leslee Robinson reported that the only thing that changed was the open and closing fees for the cemetery. She shared that she and Kelly Cearbaugh talked about having an after-hours fee of an additional \$150 for burials after 3:30 p.m. She stated that someone had inquired about evening hours and felt it only fair if we are having to pay overtime for someone to come back in. Kelly Cearbaugh advised this does not happen much to where they go home and have to come back in for a burial.

Dan Weigold made a motion to approve the charges for services and equipment fee schedule for the cemetery for opening and closing after hours of an additional \$150. Lisa Smith seconded the motion, motion passed unanimously.

STREET CLOSING – KELLY’S WC SKELETON FESTIVAL Mayor Daniel noted that the event was from 2 - 6 p.m. but they are asking for the streets to be closed from 12:30 p.m. to 7 p.m.

Chief Parrett advised this was scheduled for October 17. He reported that he had been trying to get in contact with the organizer to see if they really need all of the streets closed that they are requesting. He recalled that last year they did not have that many vendors.

Mayor Daniel advised that there was still time if the Board wanted to hold off on the approval until Chief Parrett can talk with the organizer. He would prefer it if they could squeeze everything into the two streets.

Dan Weigold made a motion to table the Skeleton Festival street closing request for Saturday, October 17 until the next meeting. Lisa Smith seconded the motion, motion passed unanimously.

STREET CLOSING – HOMECOMING PARADE Mayor Daniel reported that the parade request was for September 11 from 3:30 – 5:00 p.m. He questioned Matt Heiden if the school had been in contact with him yet. Matt Heiden advised they have not. He questioned whether he needed to mark this on the calendar as a yearly thing with the amphitheater coming and trying to schedule events. Mayor Daniel noted that the school still owned the auxiliary parking lot there so they would have that option in the event that something would be scheduled. He felt that nonetheless approval should be contingent on the school contacting Matt to get approval to utilize the Eagle Park parking lot as a gathering spot.

Mayor Daniel made a motion to approve the CCHS Homecoming Parade as presented with the caveat that the school contact Matt Heiden by the end of this week (August 28) to discuss utilizing the Eagle Park parking lot. Dan Weigold seconded the motion, motion passed unanimously.

BILLS Lisa Smith made a motion to pay all accounts payable in the amount of \$117,388.10 from the allowance of accounts payable vouchers dated August 25, 2026 for checks. Dan Weigold seconded the motion, motion passed unanimously.

Lisa Smith made a motion to pay all accounts payable in the amount of \$1,329,354.85 from the allowance of accounts payable vouchers dated August 25, 2026 for EFT payments. Dan Weigold seconded the motion, motion passed unanimously.

Lisa Smith made a motion to pay all accounts payable in the amount of \$2,163.18 from the allowance of accounts payable vouchers dated August 25, 2026 for meter deposits and credits. Dan Weigold seconded the motion, motion passed unanimously.

PAYROLL Lisa Smith made a motion to pay all accounts payable except overtime in the amount of \$313,333.95 plus overtime in the amount of \$14,061.97 for a total of \$327,395.92 for the payfile ending August 8, 2026. Dan Weigold seconded the motion, motion passed unanimously.

DEPARTMENT REPORTS **Shawn Lickey** – replacing primary distribution line at Park Terrace, installing conduit at Eagle Park to eliminate overhead lines, repairs to the traffic signals at Line and North Streets, provided mutual aid to Kingsford Heights from the latest round of storms, expecting shipment of the new bucket truck in November or December. **Chip Hill** – working on a couple TIF projects, working to clean up Baker Park, still waiting on the trees for Ohki Alley, working to get permits for the new hood at The Kitchen, have interested parties in the jail, working through some minor changes on the amphitheater and getting funding ready, held a Westgate community meeting and doing final walkthrough of the trail but still have no update from the railroad. **Kelly Cearbaugh** – continue working on 50/50 sidewalk projects, lost transporter in sewer line while televising and will have to dig it out to recover. **Matt Heiden** – pool closed for the season, fixing vandalism at the dog park and Eagle Park, getting Baker Park ready for the Art Commission event, co-ed leagues are done and locks installed at dog park. **Gary Parrett** – officer updates, hosting ballistic shield training for all county agencies, AT & T installed equipment for T1 line in dispatch. **Terry Wherry** – electric installed to server room at Eagle Park, replaced batteries in UPS in the garage, repairs to split unit in server room. **Toby Fralick** – update on new truck, still waiting to hear back on Truck 107, donated old VHF radios to the high school, Truck 101 out of service.

MAYOR REPORT Mayor Daniel reported that he and Leslee have a meeting with Enterprise to talk through how we are doing as well as next year's plan of action. He advised that he has Mayor's roundtable on Friday and Monday is their all-jurisdiction plan commission extravaganza that is mandated by HEA 1001. He shared that movie on the square is coming up a week from Friday and Monday, September 7 city hall will be closed for the holiday.

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

Mayor Ryan Daniel

Attest:

Clerk Treasurer Leslee Robinson