

VILLAGE OF SAN JOSE  
COMMITTEE MEETING  
OCTOBER 30, 2014

Meeting was called to order at 6:32pm on October 30, 2014 by Trustee Tibbs.

Karker, Tibbs, Coon, Blackstock, Nolan and Smith were all present.

President Worlow, Water Superintendent Albers, Engineer Burris and Clerk Coon were also present.

Meeting agenda was posted more than forty-eight hours in advance of the meeting on the village website, the outside and inside bulletin boards at Village Hall and is attached to and made part of the minutes.

Water & Sewer:

There was a slight change in the order in which the topics on the agenda were discussed.

1. Tibbs began the meeting by discussing the list of water bills that are currently unpaid for a variety of reasons that was provided by Clerk Coon. The following decisions were made pertaining to said list:

- A. The \$50.00 deposit on account 203 will be applied to the outstanding bill of \$36.07 with the remainder of the deposit to be forwarded to the property owner who has another property in the village.
- B. Possibly placing a lien on the property in question with account 430 was discussed since the previous tenant has potentially left the village without satisfying the outstanding debt owed.

There were eight other properties listed with outstanding bills owed to the village, therefore; there was discussions heard on the following:

- A. laws governing mobile homes and what constitutes such;
- B. possible avenues that can be utilized to aid in the collection of such unpaid bills (besides liens);
- C. the need for gathering social security and driver's license numbers in order to allow for further collection efforts from the resident owing the unpaid bill versus the future homeowner or landlord;
- D. Increasing the amount collected for a deposit on water service
- E. Changing the amount of time allotted between second month billing and actual shut off day which is currently approximately 10-12 days depending on weekends and holidays
- F. Change the date that the meters are read to allow citizens the opportunity who receive monthly checks to pay their bills before the assessment of late fees

The following recommendations were made by the Water & Sewer committee for consideration by the board at the November regular board meeting:

1. Begin collecting social security and driver's license numbers beginning immediately with any new water service or water service that has been interrupted due to lack of payment shut offs before reconnection of service would be allowed;
2. Increase the amount of the initial deposit to \$125.00 per new customer service;
3. Change the date for reading of the meters to the 5<sup>th</sup> of every month versus the 1<sup>st</sup> which is currently the practice, making necessary adjustments for weekends or holidays;
4. Allow five (5) days for any past due water amount to be paid. This date should be calculated based on delivery time for water bills showing the late amount due. Late payment due date should be hand written on the bill which shows a late payment owed, next to the late payment amount.

2. Engineer Burris presented maps that previously drawn up depicting the projects that were to be completed during the Phase II Water Main Project. There was discussion about the piping and repairs that were recently made during the Linden & 3<sup>rd</sup> Street water main project. Burris explained that Phase II project is projected to begin in summer of 2015 based on money being available from the USDA. Depth of the proposed water lines was discussed to alleviate the freezing problem that was experienced last winter was looked at. Burris asked if the hydrants could be pressure tested by the fire department as they were in years past. There was discussion about continuing the loop currently on Furlane Drive to include Salem Court so that six inch (6") pipe can be afforded to all mentioned areas. The current mains were briefly discussed.

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Streets & Alleys:

3. The following drainage issues were discussed:

- A. The washout of gravel and subsequent erosion caused by the run off from Route 136 onto N. 5<sup>th</sup> Street. Past inspection of the area has shown a need for concrete curb and guttering to be placed in the affected area to stop this problem. Burris reported that the plans that are currently in place from past inspections, with a small change in the blocks, will be used to proceed with the solution as planned. Burris has contacted Bruce Eads to get this project done in this season.
- B. The water run-off from Route 136 onto N. 4<sup>th</sup> Street is running around the corner and going into the garage of the resident at 400 W. Main Street.
- C. Burris presented plans for improvements needed to alleviate the water pooling problems occurring in the 200 block of E. Arch Street. Burris pointed out that the area has been surveyed for potential elevation issues. Burris relayed that it was found that two houses in this area are built below elevation which is the cause of some of the problem. Water run-off from the south was also identified as a major contributing factor to the pooling problem due to no ditch on the south side of the road in front of 209 E. Arch Street. There were concerns over a sidewalk currently running from the over the current culvert to the residence that would need to be removed and changed due to the problem it is creating. Burris explained that there is currently a culvert located on private property that potentially should come out but that would be up to the homeowner to remove. Burris informed that Motor Fuel Tax money could be used to pay for this project.
- D. Burris presented an issue at 105 S. 2<sup>nd</sup> Street where the drainage issues were evaluated. There were concerns discussed about the driveway at 201 W. Main Street possibly beginning to sink which could be causing some of the problems. The storm sewer drains were discussed that are potentially located at the south end of said property at 105 S. 2<sup>nd</sup>. There were several issues identified by Burris as possible solutions that would be time consuming and extensive. There was discussion about the need for considering any changes possibly needed at this location due to past driveway issues with the homeowner. The project evaluation map will be retained by the village for future consideration.

The following recommendations were devised by the Streets & Alleys committee members for consideration by the board at the November regular board meeting:

1. Route 136 & 4<sup>th</sup> Street: It was discussed to use curb and guttering around the corner in question to alleviate the problem with the planning and execution to take place in the spring of 2015.
2. 200 block of East Arch Street:
  - a. have the village maintenance personnel cut a swale style ditch back into the south side of Arch street in front of 209 E. Arch Street to allow run-off water to channel properly. This portion of the project should be completed during the fall of 2014;
  - b. if the swale ditch does not alleviate the problem then look at costs involved in removing the current culvert and installing one constant culver with a catch basin between driveways on the north side of Arch Street in front of 206 E. Arch with a depressed curb installed;
  - c. if the curb and gutter project is needed then the moving of the sidewalk in question would have to be determined and cost of the sidewalk project has not been decided. This project could possibly be added to the Mason County mitigation list for future consideration;
  - d. request that the homeowner remove the small section of culvert currently located on private property that is causing issues as well;
  - e. consider requiring any new building to have the elevation inspected prior to the commencement of construction to assure it is being built above grade.

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Recommendations continued:

3. 105 S. 2<sup>nd</sup> Street:

- a. have the maintenance personnel run the camera through the storm sewer, find the inlet and dig it up to place a new “tub” on it which would cost approximately \$400-\$500. The remainder of the project would need to be discussed further by the board for potential resolutions in the spring of 2015;
- b. monitor the current driveway at 201 W. Main to assess possible sinking concerns

There was discussion about enforcing the ordinances pertaining to burning in a ditch line and blowing fresh cut grass into the roadway.

Smith questioned Burris about the billing amounts for the E. Arch Street and S. 2<sup>nd</sup> Street evaluations.

Burris reported that Bruce Eads will be executing project A from above within the next one to two weeks.

There was further discussion about the driveway issues at 105 S. 2<sup>nd</sup> Street. Possible run-off issues from heavy rains were discussed that would cause gravel to be displaced.

Karker requested for Clerk Coon to have the maintenance personnel place two barricades over the ditch in front of the residence at 209 E. Arch due to safety concerns during Halloween trick or treating hours.

3. Karker pointed out that there are variations in snow fall events which cause any type of formal regulation to be unnecessary. Karker asked that the maintenance personnel plow from curb to curb with possibly asking the police to enact a parking ban when necessary. Blackstock explained her opinion of allowing the maintenance supervisor to monitor any snow fall event and begin plowing when needed. Smith suggested calling the maintenance supervisor if it is seen that snow is accumulating on the roadways and asking them to begin plowing if they haven't already began.

Smith opened a discussion pertaining to our maintenance personnel helping to plow private driveways under various situations in the past and it becoming an issue; therefore, clarification was needed. Coon explained different situations that occurred for better understanding of the problem. It was decided that if a citizen requests help with opening the end of their driveway or if an emergency situation arises, the village equipment may be used to help the citizen or situation to get to their vehicle(s). Proper caution and all safety considerations should continue to be used when plowing on private property. The plow trucks should be driven at a safe and slow speed. Worlow is to speak with the maintenance personnel about these expectations and what the ordinance actually states before the beginning of this snow plowing season. The current ordinance that is in place will be left in place as it stands.

With no further business to be discussed, the meeting was adjourned at 8:06 pm.