**Public Works Committee**

**August 1, 2017**

**Meeting Minutes**

**Members present:** Tom Strayer – Chair, Town Manager Tonya Galbraith, Public Works Commissioner Ron Crider, and Town Engineer Mark Witsman

Members absent: Brody Schoen.

**Others present:** Director of Planning and Building Ryan Crum, Utility Supervisor Staci Starcher, MS4 Coordinator Carl Marlett, Wastewater Treatment Plant Superintendent Steve Gipson

**Residents of McCordsville present:** John Price of Cardinal Woods

1. **Approval of July 5, 2017 meeting minutes**

Motion by Mr. Crider to approve the Public Works meeting minutes for July 5, 2017. Second by Ms. Galbraith. Motion passes 4/0.

1. **Public Works Garage update**

Mr. Strayer distributed the bid tabulation from the last meeting and said they had been reviewed by staff and a decision was made to rebid the project. He also shared two handouts, one showing the original plan and the other showing the new simplified plan. The new project plan takes away all the parking and the wrap-around and expansion drives, and is only proposing access from the existing drive to the east to the apron. This is taking down enough paving to not require additional retention. The new plan also takes down doors, has less plumbing, and reduces the earth work by about 75%. Mr. Strayer also has to revise his drawings and is still waiting for MEP and electrical numbers. He hopes to have finalized to present at Town Council next week.

Mr.Witsman spoke up about an alternate vendor with a price difference of $70,000. Mr. Strayer emphasized that when he was e-mailed about this he responded that they would be responsible for guaranteeing that it meets all the same specifications. Discussion continued regarding the amounts from each of the bidders. Mr. Witsman and Mr. Strayer will work together to get the specifications resolved. The next step would then be to get approval from the Town Council.

Ms. Galbraith made a motion to allow Mr. Crider to approve the $800 lump sum for civil site redesign. 2nd by Mr. Strayer. Motion passes 4/0.

1. **Sewer plant fence quotes**Mr. Gipson presented the estimates for the sewer plant fence stating that he had called five fence companies and only got responses from two of them. Those estimates were distributed and Mr. Gipson advised the committee that the paper copy was updated from what they have digitally. Discussion was held regarding the pros and cons of each of the fencing styles, shadowbox and dog ear. The shadow box is preferred due to the wind load that it will handle. Mr. Gipson recommended using Kaljet Construction because it is a local company.

Mr. Witsman made a motion to recommend to the Town Council the use of Kaljet Construction to construct a shadowbox fence at the Waste Department Treatment Plant for an estimated total of $9,252.00. 2nd by Mr. Crider. Motion passes 4/0.

1. **CR 600W upgrade discussion – Mark Witsman**

The Town Council has directed the Public Works Committee to discuss the upgrades to the alignment and come up with the aspects to these improvements that we **want** (not need), and which we can afford. Mr. Witsman stated those design upgrades we want as street light, curb and gutter, sidewalk, median, and those type aesthetic improvements that have an urban as opposed to rural feel. A memo was distributed and is attached to the minutes describing those things in more detail. Mr. Witsman and Mr. Crum are proposing that a consultant be hired to estimate those costs for us. Mr. Strayer suggested that we first talk to the County Street Department and get direction from them by asking them for a more clear understanding of their design and we can then go from there. Mr. Witsman and Mr. Crum will meet with Gary Poole in September. Question arose regarding whether it is to look like a highway or like a suburban street. Ms. Galbraith stated that she hopes for it to look like a street or parkway. This is what will be driving the economic development in McCordsville for years to come. By next meeting will have spoken with United and hopefully will have a proposal for a contract.

1. **Hampton Cove drainage project**

Work is being done on the tri-county trail and there is an issue on the north end of that project. Mr. Witsman has been working with Smith Projects to fix the tri-county trail portion. Water is running over the path and the solution is to just fix it correctly and we have a proposal for that. A swale of underdrain needs to be constructed along the right of way of 700S just south of the Hampton Cove entrance. Mr. Witsman solicited three quotes and received two. Smith Projects submitted the low quote. This will be funded through the storm water utility if approved by Town Council.

Mr. Witsman moved that the Public Works Committee recommend to the Town Council to select Smith Projects to complete the Hampton Cove drainage project for the quote of $8,750.00. 2nd by Ms. Galbraith. Motion passes 4/0.

Someone will notify the Hampton Cove HOA of the work that will be done there.

1. **Bay Creek drainage project**

Mr. Witsman explained that this is a small drainage project that is already completed with exception of the clean-outs which have not been installed. The quote was for $4,999. The contractor came down to keep the project under $5,000 for us. Mr. Witsman did not approve of the selected material the contractor was going to use for the clean-out so a deal was made that the town would provide the casting for that. $420 was the casting total and that put us $419 over our approved budget for the project. Had we waited for approval first the cost would have increased.

Mr. Witsman moved to recommend to the Town Council to authorize the Bay Creek drainage project by Harvey Construction for $4,999 plus $420 for the material costs from HDH Supply, for a total of $5,419. 2nd by Mr. Crider

1. **Water Conservation Ordinance – Steve Gipson**

Mr. Gipson explained that he attends the Service Advisory Board (SAB) meetings representing McCordsville. At the last meeting there was mention of the water conservation ordinances that other municipalities and counties have that we do not have. This has been discussed in the past. The SAB would like everyone to have an ordinance in place. The question of who will enforce this has always come up. Mr. Gipson stated that we do not have to enforce this, it could be voluntary. Ms. Galbraith has investigated how surrounding areas have handled this situation and shared much of that information with the committee. She also suggested just a broad voluntary ordinance that we could ask the members of the community to abide by when we do have a drought. After much discussion Mr. Strayer said he did not have enough information and that enforcement is a big concern. He suggested that the staff move forward and create an ordinance to bring back for review. Ms. Galbraith instructed Mr. Gipson to let the SAB know we discussed it and we will get back with them at a later date. Mr. Gipson volunteered to do research and draft an ordinance for the committee’s review.

1. **Project Updates – Engineer’s Report**

Mr. Witsman gave an update on the ongoing construction projects. These are detailed in the attached Engineer’s Report and attachments.

1. **Pay Applications and Invoice: Automated Doors (town hall front door installation)**

Mr. Strayer asked if both doors now meet code and Mr. Crider responded that they do, but that we may need to look into getting an electric lock.

1. **New Business**

Mr. Crum reported that regarding 600W and 67, the intersection project that we are continuing to work on, we have worked through the right of way and land acquisition things and will soon be getting checks cut for the land owners. We will meet our right-of-way clear date for INDOT which is the end of this month. We will see a slight increase in the budget for the contract. The contract was initiated in 2013-2014 and the prices have increased. There will be a supplement to our contract that is about $4,000 higher than the original.

1. **Old Business**

None.

1. **Public Comments**

Mr. John Price of Cardinal Woods came to find out when Smith Engineering may complete their work there. Mr. Witsman replied that they are now in the process of finishing up. Clarification was made about who is responsible for keeping the grounds up around the path. The Town maintains the path itself, but not the surrounding grounds.

1. **Next Meeting** – September 5, 2017.
2. **Adjourn** –

Motion by Mr. Crider to adjourn. 2nd by Ms. Galbraith. Motion passes: 4/0.