**Public Works Committee Meeting Minutes**

**Tuesday April 5, 2022**

**Call to Order**-Tom Strayer

**Present**: Tim Gropp, Tom Strayer, Ron Crider, Mark Witsman

**Also Present**: Ryan Crum, Stephanie Crider, Nick Brown, Niki Jones, Gary Lain (McCordsville resident of 5514 W. 600 N.)

**Absent**: Patrick Bragg

Additional documents attached to the Public Works April 5th, 2022 Agenda.

**Approval of Minutes- March 1, 2022**

Mr. Witsman presented a correction to be made on the March 1st meeting minutes. An incorrect Calumet invoice was attached by Ms. Galbraith on the last meeting agenda. The members of the board now have the correct invoice in front of them. (The invoice was brought up on the screen to be presented, but paper copies and digital copies were not at the meeting.)

Also, under the Calumet invoice, the paragraph discussing the numbers is incorrect and needs deleted but leave the motions.

Motion was made by Mr. Witsman to revise minutes to delete the discussion section regarding the Calumet invoice to approve the March 1, 2022.

Second was made by Mr. Crider and passed 3/0.

**Assistant Public Works Commissioner position – Ryan Crum and Ron Crider**

Mr. Crum advised that Ms. Galbraith asked for this topic to be removed from the agenda because she thought that it had been pushed out to be decided on next year, however the meeting minutes and audio confirmed that it was to be discussed at this month’s meeting. Ms. Jones listened to the audio recording and confirmed that this was an accurate description of what transpired.

Mr. Crider asked to defer the subject so that it could be discussed with the new Town Manager.

Mr. Crider made a motion to approve the minutes as revised.

Mr. Witsman seconded and passed 3/0.

**Pay Applications and Invoices – Mark Witsman**

**Breedlove Dobbs Sewer** (See Invoice attached to agenda.)

Mr. Witsman explained that Breedlove Dobbs is the HVAC contractor on N. Railroad Street and extended a sanitary sewer line that serviced additional lots east of his. This went to Council for discussion and voted on July 13, 2021 that the Town agreed to pay 75% sanitary sewer costs for the extension and Breedlove Dobbs would pay the remaining 25% and we would front it and would be reimbursed. This project is now complete so this is the invoice from Breedlove Dobbs for the reimbursement.

Mr. Witsman made a motion to pay Rich Brothers Properties, LLC $27,427. 50

Mr.Crider seconded and passed 3/0.

**Old Business:**

**Woodhaven Stop Sign Request Update – Ron Crider**

(See Woodhaven Stop Sign Request Site Map attached.)

Mr. Crider presented a map where the proposed stop signs were to be installed to make two four-way stops in the Woodhaven neighborhood.

Mr. Strayer mentioned that the message signs to alert neighbors of the new stops be in place for five days.

Mr. Crider made a motion to recommend to Town Council to approve the four way stops in Woodhaven.

Mr. Witsman seconded and recommended 3/0.

**Access Management Plan Update: Mark Witsman**

(See Access Management Plan Draft attached.)

Access Management Plan is attached to the agenda.

Mr. Witsman informed that when Access Management presented exhibits, it was missing a narrative to go along with it. That is now prepared and attached and needs to go to Town Council for review. If the board would like to look at it and make a recommendation next month or recommend now.

Mr. Crum advised to revisit this topic at next month’s meeting so that everyone has time to review it.

**Street Light at W Broadway & CR 750N: Ryan Crum and Ron Crider**

(See Street Light Quote document attached.)

Mr. Crum advised that a quote was obtained from King Luminaire for a street light for $7,843 that did not include installation costs.

An extra light was found behind Town Hall’s salt storage that may be able to be used instead of purchasing a new one, pending that it works correctly.

Installation costs would still be incurred by an electrician. Mr. Crider suggested that would need to be discussed with IPL. It is a concrete pole and does not need a concrete base.

Mr. Strayer asked to seek an installation quote and revisit at next month’s meeting.

**New Business –**

**Trash Contract RFP:**

(See Trash Contract Request for Proposals document attached.)

Mr. Gropp mentioned that after reviewing the RFP, a few minor language changes were to be made to be more specific on the bids.

Mr. Witsman made a motion for Mr. Gropp to move forward with the process to solicit proposals from various local trash haulers and have available for the June meeting.

Mr. Crider seconded and passed 3/0.

**Capital Projects Plan:**

Mr. Witsman presented a spreadsheet with 7-year plan and reviewed some of the upcoming projects and budgets.

Mr. Crum advised that this will be presented to Town Council and will ask to be formally approved.

Mr. Witsman mentioned that he would obtain a count and direction regarding the ADA compliance and will have ready for the next meeting.

The storm water infrastructure for McCord Square will be discussed as well regarding it becoming a utility and having developer/tenants pay for it. The Read-I funds may cover this.

Mr. Crider mentioned that Public Works truck #10 will need to be replaced. Mr. Witsman added that the side-ditch cutter has not been effective for what the Town needs and needs to be looked at as a trade to find another piece of equipment that would serve the Town needs more efficiently. Mr. Brown added that they were looking into quotes this week.

Mr. Witsman advised to bring back to Town Council once more figures are ready to be presented.

Mr. Witsman moved to recommend to Town Council the Capital Projects Plan pending the revisions discussed.

Mr. Crider seconded and passed 3/0.

**Aurora Way Phase II Project Update:**

(See Aurora Way Bid Tab Workbook document attached.)

Mr. Witsman presented the budget update. It showed the estimate compared to the budget and showed unexplained extra fees which may be design fees. Mr. Witsman said he would ask about the unexplained fees with the vendor before asking for the recommendation to Town Council.

The vendor asked for a recommendation to Town Council to approve to pay them up to the $899,950 spending amount.

Mr. Strayer added that there was not enough information to take to Town Council at this time.

Mr. Gary Lain, a resident at 5514 W. 600 N., asked to speak regarding the construction across the street from his home (The Neyer development currently under construction). He explained that the construction noise of the semi-trucks and tractors, along with the messes being made in the street are troublesome. He asked when Aurora Way would be open for them to move their construction traffic off of 600 and through Aurora Way from Mt. Comfort Road.

Mr. Witsman explained that it should be anytime and that the Town was waiting on payment from Calumet to have the road turned over into the care of the Town. When that is done, he will direct them to move their construction traffic.

Mr. Lain said he had spoken previously to Neyer and that construction was to be completed last winter and his peace and tranquility wasn’t what it used to be.

Mr. Strayer explained that there were weather issues that delayed construction, but it should be any day.

Mr. Lain thanked the board.

**Change Order Policy Update:**

(See existing change order and proposed change order attached documents.)

Mr. Witsman put together a draft to update for discussion regarding policies and procedures.

Mr. Strayer said the current procedures are inaccurate and needs to be changed. Thresholds and amounts need to be discussed for department heads. There needs to be a cumulative amount. He added that he would like to have Staci Starcher, Clerk Treasurer be part of the discussion and have a meeting with Mr. Gropp to discuss internal controls.

Mr. Strayer asked to have more information be brought back to the next Public Works meeting.

**Engineer’s Report – Mark Witsman**

(See attached Engineer’s Report document.)

Mr. Witsman explained that much of what was previously discussed is on the attached report. He wanted to add the survey-ability discussion for Colonnade that was pointed out at the previous meeting and how to handle oversizing for the sanitary sewer and how the fees are not sufficient. Will have an update with Mr. Gregg Morelock soon.

**Public Comments**

None.

**Next Meeting-** May 2, 2022 in the Police Training Room at 4:30pm

The next meeting, originally scheduled for May 3rd needed to be rescheduled due to that day being the Primary Election Day, Town Hall will be closed and will be used as a polling station.

Mr. Witsman made a motion to reschedule the next Public Works Committee meeting to Monday, May 2nd at 4:30 in the Police Training Room.

Mr. Crider seconded and passed 3/0

**Adjourn**

Mr. Witsman made a motion to adjourn.

Second was made by Mr. Crider and passed 3/0.