

ORDINANCE NO. 050923B

**ORDINANCE ESTABLISHING THE PUBLIC WORKS COMMISSION
AND SETTING FORTH THE POWERS AND DUTIES THEREOF**

WHEREAS, for many years, there has existed within the administration of McCordsville, Indiana, a committee commonly referred to as the Public Works Committee through whom various functions were processed resulting in recommendations to the Town Council of the Town of McCordsville, Indiana to take final action thereon; and

WHEREAS, upon the recommendations of staff, the Finance Committee and members of the Town Council, it has been determined that it would be in the best interest of the efficient management of the business of McCordsville, Indiana to formally create an entity referred to as the Public Works Commission within the Code of Ordinances of McCordsville, Indiana setting forth the criteria for membership, term of membership, and the authorized functions and actions which said Commission may finalize without further Town Council action or approval; and

WHEREAS, the Town Council of the Town of McCordsville, Indiana believes the formal creation of the Public Works Commission is in the best interest of the Town of McCordsville, Indiana.

THEREFORE BE IT ORDAINED by the Town Council of the Town of McCordsville, Indiana that:

SECTION I

There shall be added to Title III, Chapter 33 of the McCordsville Code of Ordinances provisions regarding the creation, criteria for membership, terms of membership, the authorized functions thereof and the actions upon which said Public Works Commission may take final action without Town Council approval all as set forth below:

§ 33.60 PUBLIC WORKS COMMISSION.

There is hereby created the McCordsville Public Works Commission, subject to the following terms and conditions:

- A. **MEMBERSHIP.** Members of the McCordsville Public Works Commission shall consist of the following:
 - 1. The Town Council shall appoint two positions annually. The first being a Town Council Member, the second being a resident member-at-large.
 - 2. The Town Engineer whose term shall be co-extensive with his/her period of employment in such capacity.

3. A Department of Public Works Representative holding the position of Director or Assistant Director whose term shall be co-extensive with his/her period of employment in such capacity.
4. The Town Manager whose term shall be co-extensive with his/her period of employment in such capacity.
5. From their membership, the Public Works Commission shall annually elect a President and Vice President at their first meeting in January.

B. AUTHORIZED ACTIONS WITHOUT TOWN COUNCIL APPROVAL.

1. The approval of invoices already under contract and/or approved by the Town Council.
2. The approval of utility disconnections and the ending of service.
3. The approval of uncollected invoices.
4. Actions taken as the Assistant Purchasing Agent for McCordsville following the provisions of Title III, Chapter 33, § 33.03 of the McCordsville Code of Ordinances and the Town's duly adopted purchasing policy.

C. ACTIONS REQUIRING TOWN COUNCIL APPROVAL.

1. Review and recommend contracts and bids to the Town Council.
2. Review and recommend infrastructure improvements to the Town Council.
3. Review public complaints on infrastructure and recommend actions thereon to the Town Council.
4. Review utility user rate reduction requests and make recommendations to the Town Utility Board.
5. Review and make recommendations regarding the capital project plan to the Town Council.
6. Make recommendations regarding equipment purchases to the Town Council.
7. Review vendor invoices not already approved by the Town Council and make recommendations to the Town Council regarding payment.

SECTION II

This Ordinance shall be in full force and effect from and after its passage and due publication according to law.

SECTION III

Introduced and filed on the ____ day of _____, 2023. A motion to consider on first reading on the day of introduction was offered and sustained by a vote of ____ in favor and ____ opposed pursuant to I.C. 36-5-2-9.8.

Duly ordained and passed this ____ day of _____, 2023 by the Town Council of the Town of McCordsville, Hancock County, Indiana, having been passed by a vote of ____ in favor and ____ opposed.

TOWN OF MCCORDSVILLE, INDIANA, BY ITS TOWN COUNCIL

Voting Affirmative:

Voting Opposed:

Gregory J. Brewer

Gregory J. Brewer

Larry J. Longman

Larry J. Longman

Branden D. Williams

Branden D. Williams

Bryan Burney

Bryan Burney

Scott Jones

Scott Jones

ATTEST:

Stephanie Crider, Clerk-Treasurer

This instrument was prepared by Gregg H. Morelock, BRAND & MORELOCK, 6 West South Street, Greenfield, IN 46140.

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law. Gregg H. Morelock.