**Public Works Committee**

**March 4, 2014**

**Meeting Minutes**

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

**Others present:** Plan Director Ryan Crum and Melissa Davidson, minutes

1. **Approval of February 4, 2014 minutes**

**Motion by Mr. Hofmeister to accept the minutes as presented. 2nd by Ms. Galbraith. Motion passes: 5/0.**

1. **Public Works Department Report**

* **Snow plow policy update**- Mr. Crider has made some changes to the snow plow policy to add a priority list and main objectives. The Committee looked over the policy and made some minor changes. Mr. Crider says main streets will be plowed first followed by Town Hall, the McCordsville Fire Department and the Hancock Wellness Center entrance. Cul-de-sacs and alleys will be the last to be cleared of snow. Mr. Crider would also like to express the importance of removing parked cars out of the cul-de-sacs when there is a chance of snow. The curve makes it difficult and also puts snow truck plow employees at risk. In order for neighborhoods and cul-de-sacs to be efficiently plowed parked vehicles need to be relocated into driveways. At two inches of snow the Town would like to encourage residents to move all cars into driveways and off roadways. Cul-de-sacs should always remain clear in the event of snow. Regulations regarding cars parked in driveways that protrude into the sidewalk areas will not be enforced at these times. Mr. Crider understands that there will be times when there may be exceptions that arise. At any time the Town should receive 6 inches of snow or more a snow emergency will be declared by the Town and cars will need to be removed from streets. A flyer will be sent in utility bills as it gets closer to next winter along with email blasts and Facebook updates.
* **Draft snow emergency ordinance**- This ordinance defines a snow emergency for the Town and discusses ticketable offenses for vehicles that aren’t moved during a snow emergency.

**Motion by Mr. Hofmeister to recommend the snow and ice control policy and the ordinance with changes discussed to move to the Town Council for final approval. 2nd by Ms. Galbraith. Motion passes: 4/1.**

* **MVH/LRS Capital Projects Budget Report**-as discussed at last month’s meeting a spreadsheet was designed to help track expenses for road and trail projects. The spreadsheet shows projects for 2014 and what amount of money is available in the funds plus what funds were encumbered from last year to use for specific projects. Mrs. Gardner will also come to the Public Works Committee meetings once a quarter to help answer any questions. The Board has questions on the budgeted amount and what could be spent versus what small things might need to be paid from those line items to help gauge what they can spend.
* Mr. Witsman will most likely need to add some patching jobs to the 2014 projects plan due to the harsh winter effects on roadways in Town.

1. **Utility Department Report- None**
2. **Project Updates**

* **Deer Crossing Section 6**- The contractor did replace and repair the casting issues but there is still one casting that will need to be replaced that was incorrect. Otherwise the project is complete.
* **TAP Projects Update**- the Tri-County environmental study was approved in mid-February and the project will move onto acquisitions. Discussions will follow with Cardinal Woods and Treasure Pointe HOA’s. Easements will be acquired from center line the full width of adjacent properties in Cardinal Woods. There are some issues in Treasure Pointe due to the different blocks and tracks on one parcel of land that is divided interest among approximately four homeowners who share one main drive. There will also need to be temporary access easements granted to do the work. Geist Harbors HOA will then pick up the rest of the trail project.
* **Schulz Bridge**- environmental was submitted last week based on comments by INDOT. Once approval received by IDEM the work can start. There are no right-of-way acquisitions that will be needed.
* **Recreational Trails update**- the environmental was approved. Mr. Crum is now working on finishing exhibits that will be needed to easement acquisition. Will need property easements from Bay Creek and the future section of Emerald Springs 4B.

1. **Pay applications and Invoices- None**
2. **Old business- None**
3. **New business- None**
4. **Next meeting- April 1, 2014**
5. **Adjourn**

**Motion by Ms. Galbraith to adjourn. 2nd by Mr. Crider. Motion passes: 5/0.**