

LOWELL TOWN COUNCIL  
WORK SESSION  
FEBRUARY 8, 2016

A work session of the Lowell Town Council was called to order on Monday, February 8, 2016 at 6:00 P.M., by President Christopher Salatas. Members present were Michael Gruszka, LeAnn Angerman, Will Farrellbegg, and Christopher Salatas. Edgar Corns was not in attendance. Also present were Clerk-Treasurer Judith Walters, Public Works Director Greg Shook, Greg Guerrettaz and one member of the press. Town Attorney Nicole Bennett arrived later during the meeting. The purpose of the work session was the discussion of General Town Business and the Department 2016 Goals.

Public Works Director Greg Shook handed out five RFP's to the Council for the traffic sign project that the Town recently received a grant for. He explained that it was a 90/10 grant in the amount of \$90,000 and since the project is being funded with federal money, there are certain guidelines that need to be followed including each of the Council members scoring the different engineering firms. He briefly went through the directions on how to score the engineering firms per the directions listed in the packet. Once the firms have been scored, the packets will be turned in to Director Shook and he will scan and forward them to INDOT who will double check the RFP's and then let Director Shook know if everything looks okay, at which time they can select an engineering firm for the project. Councilwoman Angerman asked if they had to pick the firm with the best score. Director Shook stated if you do not, you have to have a really good reason for it since it is their money. Discussion followed. It was decided that the Council members would review each RFP and return the scores by the end of the week.

Water Tower Tank - President Salatas asked if everyone had reviewed the Responsible Bidder Ordinance and if there was anything the members liked or did not like. Councilman Farrellbegg stated CBI has been recommended by SEH and he does agree with them. The rest of the Council agreed.

2016 Department Goals - President Salatas stated he had four departments he had picked out to discuss which were the Street Department, Sewer and Water Distribution, Wastewater, and Water Treatment. Councilwoman Angerman asked if Parks and Rec were included. President Salatas stated he did not have that one with him, but they could include it. Discussion followed regarding having the yearly goals turned in closer to budget time so that the Council can look at each goal as they are setting the budget for the following year to decide what can be accomplished and what cannot as well as making sure that the Department Heads goals match what the Council would like to see.

Water Treatment Plant goals - President Salatas stated the aerator that is listed should be part of the ongoing water project in lieu of the meter that we had in the project scope. Director Shook stated that is part of the five-year plan and since the tower is coming in lower than we thought it was, we were hoping to move the aerator up on the list. Councilwoman Angerman asked if the clarifiers were also in the five-year plan. Director Shook stated one clarifier is. President Salatas stated since there was an increase in the water rates, the people deserve to see an increase in the water quality, and a large part of that is the aerator and clarifiers. Another goal listed is continuing to pursue additional water sources, which the well that we will be drilling will be a temporary fix for that, but there are other long term plans that have been laid out. Director Shook stated once we get these projects done that we are working on now for water, we will look in to additional water sources. The Council also discussed the need to build up and fence around Well No. 8, which will be done in-house; the hiring of an additional part-time employee, and installing a culvert, which will also be done in-house by the Water Distribution or Street Department employees. President Salatas also pointed out the goals that discussed the need for continuing safety training and ethics training, along with a job performance based raise program. Discussion followed.

Wastewater Treatment Plant goals - President Salatas mentioned the need to repair the plant generator as

well as the collector center rings with clarifiers, which covers number one, three and four on the list. Director Shook stated to replace the skimming mechanism and the part that is above water would cost around \$6,000. The part that is under water needs to be replaced as well, and to replace all of it you are talking around \$250,000 for one clarifier. That is something that should be brought up at the JMOB level so that Cedar Lake is aware of it as well. Director Shook mentioned that items one and two that deal with the trash rack should also be brought up at a JMOB meeting. President Salatas asked about the concrete channel and plant basin. Director Shook stated that is more of an engineering item as far as which way we can go and what should be done. There are also problems with the liner that may need to be addressed at that time. Director Shook explained the electrical issues that need to be repaired in order for the stand by generator to work properly. Currently there is only a 50/50 chance that the generator will work when the power goes out due to wiring that needs to be replaced. He stated he has an electrician looking in to the project right now, but does not currently have a price. Discussion followed. President Salatas moved on to replacing the roof on the main electric building. Director Shook stated that is just a repair/maintenance project that will cost around \$5,000 and can be done in-house.

Sewer/Water Distribution goals - President Salatas started with item number six, fix broken fire hydrants throughout town. He stated if people are seeing a hydrant rental fee on their bill, those should be fixed. Director Shook stated if you want to get them fixed fast, then it needs to be contracted out. There are some hydrants that are in areas where there is not enough valving to shut down in order to replace it, instead you would have to shut the main down, which would shut down a very large area. In order to avoid having to do this we could dig up the main and install an insert-a-valve, which is done live. This way we will only have to shut down a small area to repair the hydrant. Director Shook stated he did not have a price, but was working on getting one. Currently there are five hydrants that are out of service. President Salatas stated if we can identify all of them and we are comfortable with contracting out, then that would be the best way to go in order to get them done quickly. Discussion followed. President Salatas moved on to replacing the old water mains, which is part of the five-year plan and the water study; replacing bad steel or plastic residential street crossing water lines throughout town, which is being done around town as they are running in to water leaks on services; and installing gas generators at the three lift stations that are without, Carriage Crossing being a priority, which would cost around \$20,000 - \$25,000. Councilman Farrellbegg asked about televising the sanitary lines, which is further down on the list. Director Shook stated we do have a sewer camera, but it is finding the time and manpower to do it.

Street Department goals - President Salatas stated the garage improvements are sort of hinged on how quickly we can get the new garage built. He asked where the additional lights are needed that is listed. Director Shook stated he assumed it was lighting in the back cold storage area to the south. He stated he could not see putting more money in to this garage since we are building a new one. The biggest item is the small chipper that is used day to day. Councilwoman Angerman stated she thought that item was supposed to have been taken out of the 2015 budget. Clerk-Treasurer Walters stated they were going to buy a truck, but did not, so now we would have to do an additional appropriation to give them approval to spend that money again. Director Shook stated the last time he talked to the superintendent, the priority shifted from the chipper to the truck since we were going in to winter, but he would have to speak with him to find out what the priority is now.

Park goals - Councilwoman Angerman touched on some of the goals for Evergreen Park such as planting new bushes and trees, re-stocking the pond, and paving and striping the parking lot. She stated every year she hears from Senator Niemeyer that he has all of these free trees from an Arbor Day even that they have down state. She asked Director Shook if we could use those saplings or if they were wanting more mature trees. Director Shook stated he was not sure what they had in mind. She stated she could talk to Park Superintendent Tom Sullivan and ask if saplings would be okay to use, or if they would become deer food like at Freedom Park. She then asked Director Shook how often the pond is re-stocked. Director Shook stated he has been here fourteen years and last year was the first time they did

it. He stated he was not sure if it really needed to be re-stocked this year, but maybe next year. As far as paving the parking lot at Evergreen, it only needs to be sealed which is going to be done this year along with Moose Park and Liberty Park. He stated that the north and south lots needed to actually be re-paved, which will cost quite a bit. If we decide to do some paving this summer, it will be brought to the Council to see if you would like to use some money to pave those parking lots as well. Councilwoman Angerman listed the goals for Liberty Park which included removing concrete from the old shelter, seed, refurbish the restrooms, and paint due to vandalism. Director Shook stated they are looking to do the same thing to the restrooms that they did at Evergreen Park last year, which will come out of the budget. Councilwoman Angerman asked about replenishing the mulch at Reservation Park. Director Shook stated he assumes they want to replace it with rubber mulch because we did replenish it after we installed the playground equipment last year. Councilwoman Angerman listed a few annual upkeep items for Legion Park and Old Town Square that included planting flowers and weeding. The rest of the items are for Freedom Park which should go to the Freedom Park Committee. These items include a leak in the big barn, the promotion of brick sales and disc golf, and the two mile walking path which they have the materials for already. Councilman Farrellbegg asked about the soccer goals. Councilwoman Angerman stated those were part of 2015 and asked if those were purchased. Clerk-Treasurer Walters stated no they were not. Director Shook stated he just received prices a few weeks ago for two sets of soccer goals, which there will now have to be an additional appropriation for.

President Salatas stated on the subject of the Park, the Park Committee that is being set up needs a resolution. Councilwoman Angerman stated to Attorney Bennett that she had spoken with Attorney Westland regarding starting the advisory committee and was informed that a resolution was needed. Attorney Bennett stated she would need the parameters of the Committee and what authorities would be given to them along with their requirements of meetings.

President Salatas stated the last item is publicizing with The Times newspaper. Attorney Bennett asked if they wanted to publicize in that as a back up or in addition to the Lowell Tribune. Councilwoman Angerman stated our local publication is weekly, if we came upon a time in which that created an issue, could we use them as a backup or secondary publication. Attorney Bennett stated you are required to set where you are publishing at the beginning of the year for all publications required. She stated she did not believe it could be done as an option, but that she would look in to it.

The work session was closed at 6:55 P.M.

---

Christopher Salatas, President

Attest:

---

Judith Walters  
Clerk-Treasurer