

TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA  
MINUTES OF THE UTILITY BOARD

May 19, 2020

Public Meeting Advertised for 6:30 PM  
Conducted at the Cedar Lake Town Hall  
Pledge of Allegiance & Moment of Silence



*In an effort to maintain transparency and accessibility while keeping accordance with the Governor’s Executive Orders relating to COVID-19, the Utility Board meeting limited in person attendance but the live broadcast was streamed and can be viewed at <https://cedarlakein.org/view-town-meetings/>. Questions and comments were accepted electronically and instructions can be found on the agenda or on the Town’s website.*

**Roll Call:**

Present*	Robert H. Carnahan	Ward 1	Present	Colleen Schieben	Ward 6
	Board Member			Board Member	
Present	John Foreman	Ward 2	Present*	Richard Sharpe	Ward 7
	Board Member			Board President	
Present	Julie Rivera	Ward 3	Present	Jennifer N. Sandberg	
	Board Member			Clerk-Treasurer, IAMC	
Present	Ralph Miller	Ward 4	Present	Jill Murr, CPM, IAMC, MMC	
	Board Vice President			Town Administrator	
Present	Randell Niemeyer	Ward 5	Present	David Austgen	
	Board Member			Town Attorney	

*\*Council members Carnahan and Sharpe participated remotely.*

**NEW BUSINESS**

**1. Approval of Minutes – April 21, 2020**

A motion to approve minutes was made by John Foreman with second by Ralph Miller. Roll call vote: Robert Carnahan – Yes, Julie Rivera – Yes, John Foreman – Yes, Colleen Schieben – Yes, Randy Niemeyer – Yes, Ralph Miller – Yes, Richard Sharp – Yes Vote: 7 - 0.

**2. Written Report**

**a. Fund Report**

Clerk-Treasurer Sandberg reported she emailed revenue and expenditure reports. Mrs. Sandberg discussed an upcoming software upgrade to the Neptune meter reading software at a cost of \$12,000. Problems with the current software are becoming more frequent. Mrs. Sandberg described the new features. Utility billing and revenue comparison reports for April 2019 and April 2020 were emailed to the board. The next few months will provide a better understanding of the effects of the COVID crisis. Mr. Niemeyer asked that Storm Water reports be available in the future.

**3. Consultant(s) & Staff Report(s)**

**a. Engineer - NIES**

**i. Utopia Subdivision Water Main Replacement Design Engineering Proposal**

Mr. Simstad reported the design consists of approximately 8,500 feet of new eight-inch water main and is also included the Capital Improvement Plan as part of the current IURC rate case. Mr. Carnahan added the engineering services proposal was not to exceed \$76,500.00. Mr. Foreman asked about the timeline. Mr. Simstad explained factors making it hard to; expects between seventy-five to ninety days.

A motion to accept the proposal was made by Julie Rivera with second by John Foreman. Roll call vote: Robert Carnahan – Yes, Julie Rivera – Yes, John Foreman – Yes, Colleen Schieben – Yes, Randy Niemeyer – Yes, Ralph Miller – Yes, Richard Sharp – Yes Vote: 7 - 0.

**ii. 2020 Water Utility Preliminary Engineering Report (PER) Proposal**

Mr. Simstad has been working with Mr. Austgen and Indy consults and following conversations with the IURC and IOUCC recommends moving forward with considering the Indiana Finance Authority or SRF revolving fund loan programs. A lot of work from the 2010 EUR 129<sup>th</sup> Avenue water extension project that was a SFR project can be reused and utilized. Data that staff is currently gathering can be incorporated into prior work to include the east side. Mr. Carnahan added the engineering

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services proposal was not to exceed \$32,250.00. Discussion followed on engineering requirements mandated by the IURC process.

A motion to accept the proposal was made by John Foreman with second by Ralph Miller. Roll call vote: Robert Carnahan – Yes, Julie Rivera – Yes, John Foreman – Yes, Colleen Schieben – Yes, Randy Niemeyer – Yes, Ralph Miller – Yes, Richard Sharp – Yes Vote: 7 - 0.

- iii. West Side Sanitary Interceptor (WSSSI)  
Permits have been secured from IDEM and CSS. Attorney Austgen has been working with appraisers to move forward with securing easements.
- iv. East Side Sanitary Sewer Inspection (ESSSI)  
Mr. Simstad reported no change from last meeting for items four and five. Public Works has resumed videoing. They are now back to their regular work schedule and will continue that work.
- v. SSES Update – Previously discussed.

**b. Director of Operations/Superintendent**

- i. Operation & Maintenance Report

Mr. Kubiak reported the camera operation requires four people. Public Works is back to full staff and will be able to finish videoing. Bids are out for the water main. Mr. Kubiak reported on the progress of subdivisions under construction. The Havenwood sidewalk project is ready to go; waiting on the rain to stop and things to dry out.

- c. **Town Administrator** – No report

- d. **Town Attorney** – Mr. Austgen is awaiting appraisals from one appraiser for the West Side Sewer Interceptor project. The water rate hearing will be September 22<sup>nd</sup>.

**4. Water Main Extension – 141<sup>st</sup> Avenue**

Mrs. Murr reported the extension includes Creston and the BSZ railroad tracks; working with developers from Beacon Pointe and Beacon Pointe east to extend the 141<sup>st</sup> avenue water main. Documents are being prepared to authorize the Utility Board president to execute necessary documents as they come in for the development.

A motion by John Foreman was made to authorize the Utility Board president to execute any document for the 141<sup>st</sup> Avenue extension with second by Julie Rivera. Roll call vote: Robert Carnahan – Yes, Julie Rivera – Yes, John Foreman – Yes, Colleen Schieben – Yes, Randy Niemeyer – Yes, Ralph Miller – Yes, Richard Sharp – Yes Vote: 7 - 0.

**5. JMOB Report** –Mrs. Murr reported working on scheduling the meeting.

**PUBLIC COMMENT** - None

**ADJOURNMENT** President Sharpe adjourned the meeting at approximately 7:00 PM.

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\_\_\_\_\_  
Richard Sharpe, President

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Ralph Miller, Vice President

\_\_\_\_\_  
Robert H. Carnahan

\_\_\_\_\_  
John Foreman

\_\_\_\_\_  
Julie Rivera

\_\_\_\_\_  
Randy Niemeyer

ATTEST:

\_\_\_\_\_  
Colleen Schieben

\_\_\_\_\_  
Jennifer N. Sandberg, IAMC  
Clerk-Treasurer

The Minutes of the Cedar Lake Utility Board are transcribed pursuant to IC 5-14-1.5-4(b), which states:

- (b) As the meeting progresses, the following *memoranda* shall be kept:
- (1) The date, time and place of the meeting.
  - (2) The members of the governing body recorded as either present or absent.
  - (3) The general substance of all matters proposed, discussed, or decided.
  - (4) A record of all votes taken, by individual members if there is a roll call.
  - (5) Any additional information required under IC 5-1.5-2-2.5.