

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

**August 18, 2020**

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



*In accordance with the Governor's Executive order relating to COVID-19, in person attendance of tonight's Utility Board meeting will be limited. We have arranged a live stream of the meeting so those interested can view it from home. The meeting is slated to start at 6:30 pm. You can view the meeting via our website at <https://cedarlakein.org/view-town-meetings/>, and then click on "View Broadcast" under the Live Broadcast. You must join the meeting through the link to participate during public comment. You can raise your hand electronically to participate during Public Comment.*

*Due to the unique nature of this meeting, the Town of Cedar Lake will accept public comment submitted electronically. If you have a question or comment about an item on the agenda, please email that question or comment to [jill.murr@cedarlakein.org](mailto:jill.murr@cedarlakein.org). Mrs. Murr will ensure that all submissions are shared with the Utility Board of the Town and that the submission will also be entered into the minutes of the meeting. Please keep your comments civil and constructive to the policy issues on the agenda.*

**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 participated remotely.*

**NEW BUSINESS**

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

A motion to approve minutes was made by Julie Rivera with second by Colleen Schieben. 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 on the emailed revenue and expenditure reports as well as utility fund balances. She went over the monthly billing and revenue report. Penalties are still being excluded. The Town has lost approximately \$63,000 by not billing penalties. She presented the board with a draft Utility Billing Payment Plan Agreement. It continues with water utility collection and penalty guidelines as outlined in Governor Holcomb's Executive Orders as well as a recent order from the IURC that halts collection of reconnection fees, deposits and encourages flexible payment arrangements. Depending on a customer's outstanding balance they may be eligible to enroll in

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a six or twelve month repayment plan. A 10% down payment would be required as well as a signed agreement. Mr. Niemeyer asked if this was something that needed to be in the form of an ordinance. Mr. Austgen suggested a resolution that identifies it came out of the circumstances and was developed by the Clerk based on guidance.

A motion to amend the agenda and allow the adoption of the Utility Billing Payment Plan as presented by the Clerk-Treasurer with Mr. Austgen to draft a resolution to be ratified at a special meeting was made by Randy Niemeyer with second by John Foreman. Roll call vote: Robert Carnahan – No, Julie Rivera – Yes, John Foreman – Yes, Colleen Schieben – Yes, Randy Niemeyer – Yes, Ralph Miller – Yes, Richard Sharp – Yes Vote: 6 – 1.

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

a. Engineer - NIES

- i. West Side Sanitary Interceptor Update – Mr. Simstad stated property acquisition is moving forward. They are looking to have a meeting with Jill and some of the residents.
- ii. East Side Sanitary Sewer Inspection Update – Public Works is moving forward with video to be downloaded to the FTP site.
- iii. SSES Update – Video work continues.
- iv. Utopia Subdivision Water Main Replacement Design Engineering Update – The water utility is working on locates. They've been able to get a lot of information from the county.

b. Director of Operations/Superintendent

i. Operation & Maintenance Report

Mr. Kubiak reported the videoing of the east side interceptor was finished up today and sent to Mr. Simstad. A few repairs are needed. The force main at Lift Station #13 is in need of replacement. There was a break last Friday. The pipe has a hole in it. Bids are being solicited from contractors for the repairs. He asked the Board for an update on the sprinkler schedule. They need to implement something. He thinks even addresses should be Monday, Wednesday, and Friday. Odd addresses should be Tuesday, Thursday, and Saturday. This way folks could set their sprinklers accordingly. Mr. Niemeyer asked about a policy draft for the update to Town Code. Mr. Kubiak stated whatever they need to do to get this going. Mr. Austgen stated it would be an update to the Town Code. He's done it before. Mr. Kubiak asked if they could make the recommendation.

Mr. Foreman made a motion to amend the agenda and allow the consideration of the creation of a sprinkler scheduling ordinance with second by Randy Niemeyer. 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.

- c. Town Administrator - Mrs. Murr reported the 2019 Consumer Confidence Report went out. They are working some action plan items as well as updating the contact list with IDEM.

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- d. Town Attorney - Mr. Austgen reported the rate case is proceeding. The OUCC pre-filing of their evidence will occur next week. That follows with the timetable and they are still on track for an October hearing.

- 4. JMOB Report** - Mrs. Murr reported she is playing phone tag with the Lowell Town Manager. Dates are still trying to be scheduled for the joint meetings.

**PUBLIC COMMENT** - None

**ADJOURNMENT** President Sharpe adjourned the meeting at approximately 6:55 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.