

# **MINUTES CICERO TOWN COUNCIL MEETING**

**January 17, 2012, Town Hall 7:00 PM**

**Cicero Town Hall, 70 N. Byron Street**

**Call To Order:** President Brett Foster called the meeting to order and led the Pledge of Allegiance. Jan Unger gave prayer. President Foster called for the roll call and the members of the Town Council were present or absent as follows:

<b>Present:</b>	Jerry Cook	<b>Absent:</b> Eric Hayden
	Brett Foster	
	Kay Hartley	
	Dennis Schrumpf	

President Foster declared a quorum present.

**Others Present:** Jan Unger, Clerk Treasurer  
Charlie Cambre, Park Superintendent  
Pat Comer, Street & Utility Director  
Dave Hildebrand, Police Chief  
Steve Peachey, Fire Chief  
Aaron Culp, Town Attorney

## **Approval of Prior Minutes:**

**Town Council Meeting Minutes, January 3<sup>rd</sup>, 2012, 7:00 PM** – Ms. Hartley made a motion to approve the minutes of January 3<sup>rd</sup>, 2012. Mr. Schrumpf seconded, motion passed.

## **Approval of Agenda:**

Mr. Foster added to the agenda: Council To Approve Fire Department Asking For Quotes To Repair Façade On Fire Station; Council To Approve Purchase Of Four Emergency Generators; and Chief Hildebrand to discuss addressing on houses. Mr. Schrumpf made a motion to approve the agenda as amended. Mr. Hartley seconded, motion passed.

## **Approval of Claims:**

Ms. Hartley inquired about the final payment to CAT Excavating and Ms. Unger stated that it was in the claims. Ms. Unger also added that there was a Claim for repair of Major Hunter's police vehicle that was involved in an accident in the amount of \$2,021.98 which was the amount of the insurance check. Someone hit Major Hunter. Mr. Cook made a motion to approve the claims including the repair of the vehicle. Mr. Schrumpf seconded, motion passed.

## **Petitions by Citizens:**

**Barb Brockoff** with Friends of the Park, addressed the Council stating that they would like to do the Earth Day cleanup again this year. They have picked April 21<sup>st</sup> as the cleanup day. They will be providing lunch for the kids, they are expecting around 100, with the assistance of Chick-fil-A and McDonalds. Ms. Brockoff stated that last year went very well and everyone was very happy with the way the Town looked. Ms. Brockoff asked the Council if they would be willing to help support the project by providing T-shirts to the kids and the approximate cost would be \$200. Ms. Unger stated that the money could come out of the promotion of town line in her budget. Mr. Cook made a motion to approve the purchase of T-shirts. Ms. Hartley seconded, motion passed.

**President's Report:**

Nothing.

**Council Committee Reports:**

Nothing.

**Legal Counsel Report-John Culp:**

Nothing.

**Cicero/Jackson Township Plan Commission Report-Mr. Strong.**

Annual Report from Cicero/Jackson Township Plan Commission.

Written Report: see attached.

**Town Engineer Report-Mr. Keith Bryant –**

1. Jackson Street Pedestrian Walkway –

2. Stringtown Pike Path

Written report. See attached. Brett reviewed.

**Old Business:****Council To Approve Fire Department Asking For Quotes To Repair Façade On Fire Station.**

Ms. Hartley made a motion to approve Chief Peachey proceeding with getting quotes to repair the Façade on the Fire Station. Mr. Schrumpf seconded, motion passed.

**New Business:****Council To Consider Mr. John Culp's Contract of Employment For 2012.**

Ms. Hartley inquired if Mr. Culp paid a portion of his health insurance. Ms. Unger stated that he paid the same percent the employee paid, 12%. Ms. Hartley stated that she would like for that to be stated in the contract. Mr. Aaron Culp stated that they also needed to provide the e-verify documents. Mr. Culp stated that he would revise and bring to the next meeting. Ms. Hartley made a motion to approve the Contract with Mr. John Culp contingent on the language including the percentage of insurance Mr. Culp pays and the e-verify documents being completed. Mr. Schrumpf seconded, motion passed.

**Council To Approve Purchase Of Four Emergency Generators For Fire, Police, Wastewater Lab, and Street Department.**

Mr. Cook made a motion to approve proceeding with the purchase of four emergency generators at an estimated cost of \$600 each from the Federal Surplus. Mr. Schrumpf seconded, motion passed.

**Miscellaneous Business**

**Police Chief Hildebrand** informed the Council that they would be sending out notices to residents with inadequate addresses on their homes. Chief Hildebrand stated that Fire Chief Peachey had prepared a letterhead to include all of the department logo's including the Town's and that the letter would focus on the safety issue of not having proper addressing. The address is for their protection and public safety.

Ms. Hartley stated that she and Ms. Unger attended the live after 5 at Kid Again store. Ms. Hartley stated that the store had very nice merchandise in good condition and a good selection. Very nice.

**Comments from the Public**

**Jim Schneider** also attended the live after 5 and agreed that it was a very nice store. Mr. Schneider addressed the Council stating that he would like to encourage them to consider dredging the area around the public docks while they were working on the Causeway project. Mr. Schneider thought this would help to keep the debris out of that area. He realized that there would need to be permits from the water company to do this. Mr. Comer stated that he would talk with Mr. Bryant. There was a discussion which included the possibility of also needing a permit from IDEM and the Army Corp of Engineers.

***Signatures on Official Documents!***

Ms. Hartley made a motion to adjourn the Town Council Meeting. Mr. Cook seconded. Motion to adjourn passed.

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Brett S. Foster – President

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Jerry G. Cook- Vice-President

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Sylvia Kay Hartley

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Eric C. Hayden

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Dennis D. Schrumpf

**Attested:** \_\_\_\_\_  
Jan Unger, Clerk Treasurer

**Note: The Next Cicero Town Council Meeting will be on Tuesday, February 7, 2012 @ 7:00 PM at the Cicero Town Hall.**

Paul Munoz  
Director  
C/JT Plan Commission  
January 17th, 2011

Regarding: Year End Report for 2011

Below is the yearend report for the Cicero/Jackson Township Plan Commission.

Building Permits:	188	Totals: 2009 (110 permits)/ 2010 (136 permits)
New Homes:	26	Totals: 2009 (20 New Homes)/2010 (14 New Homes)
Inspections:	269	
Violations:	53	Totals: 2010 (33 Violations)
Variance Requests:	46	Total: 2010 (40 Variances/Dockets)
	16 (AROD Sign Approval)	
	7 (Minor Subdivision)	
	14 (Development Standards Variances)	
	5 (Land Use Variance)	
	2 (Special Exception)	
	2 (Subdivision Control Variance)	

**Total Permits**

Cicero Permits for 2011:	119 Permits 58%	2010: 59% of permits
JT Permits for 2011:	69 Permits 42%	41% of permits
Total Permits for 2011:	188 Permits	

2011 Revenue:	\$64,077.17	2010: \$42,962.64
Storm Water Contribution:	+ \$10,000.00	\$10,628.00
2011 Expenses:	- \$85,013.98	\$89,503.06
Total Deficit:	\$10,936.81	\$35,912.42

42% of deficit to Jackson Township:	\$4593.46	2010: \$14,724.09
58% of deficit to Town of Cicero:	\$6343.35	\$21,188.33

Please contact the office if you have any questions.

Sincerely,  
*Paul Munoz*  
Paul Munoz  
Director

Paul Munoz  
Director  
C/JT Plan Commission  
January 17th, 2011

Regarding: Quarterly report for the 4<sup>th</sup> quarter

Below is the quarterly report for the Cicero/Jackson Township Plan Commission.

Building Permits: 61

New Homes: 9

Inspections: 71

Variance Requests: 16  
3 (AROD Sign Approval)  
3 (Minor Subdivision)  
7 (Development Standards Variances)  
1 (Land Use Variance)  
1 (Special Exception)  
1 (Subdivision Control Variance)

Please contact the office if you have any questions. Thanks

Sincerely,  
*Paul Munoz*

Paul Munoz  
Director

**Town of Cicero  
January 17, 2012 Town Council Meeting**

**Engineer's Report**

1. **S. Stringtown Pike Ballpark Walkway:** We have continued field work and plan layout for the Stringtown Pike area and have field located utilities to enable design and coordination.
2. **Jackson Street Pedestrian Path Project** – Design has continued. We met last week with INDOT for relatively minor plan review comments. We continue pursuit of the utility agreements and paperwork as well as the land acquisition from Citizens Gas – progress continues. We are hopeful that these 2 items will occur allowing the February submittal and the spring 2012 bid. We have also discussed traffic restrictions, Town events (such as the 4<sup>th</sup>) and emergency vehicle access with Pat Comer and Dave Hildenbrand. A copy of this teleconference meeting notes is attached. It is noted that as this project is bid through INDOT, they may make changes but we will continue to discuss these items with them. If anyone has comments or concerns, please let us know.
3. **IDEM Compliance – Storm Sewer Dye and Flooding Tests:** The testing will continue with Town personnel as weather permits. It is unlikely that this will be completed until spring or summer of 2012 due to the weather limitations.

As always, feel free to contact me via phone or email should any questions arise between now and the next Council Meeting.



Keith Bryant, PE  
United Consulting

United Consulting

# Meeting Minutes

1625 N. Post Road, Indianapolis, IN 46219 (317) 895-2585 www.unity.com



January 9, 2012

Mr. Pat Comer  
Town of Cicero Street and Utility Director  
150 West Jackson St.  
Cicero, IN 46034

RE: Jackson St. Pedestrian Walkway  
Maintenance of Traffic Phone Conference Call

Dear Mr. Comer:

A conference call was held on January 4, 2012 for the referenced project. The following people were present during the call:

- Mr. Dave Hildenbrand Town of Cicero Police Chief
- Mr. Jim Hunter Town of Cicero Police Major
- Mr. Pat Comer Town of Cicero Street and Utility Director
- Mr. Keith Bryant United Consulting
- Mr. Darryl Wineinger United Consulting
- Mr. Jay Ridens United Consulting

The objective of the meeting was to discuss the schedule and safety of the public during construction. During the meeting, the following information was discussed:

1. Mr. Bryant asked if there had been a decision as to when the Fourth of July festivities would take place. Mr. Comer and Mr. Hildenbrand stated that there was not a definite date, but that they would either take place on Wednesday, July 4, or Saturday, June 30, and that there would be events scheduled for a few days around that time. A discussion followed regarding how to restrict the contractor during these times to minimize the impact of construction to the festivities. It was determined that the contractor would not be allowed to work from June 30 through July 4, 2012, and would not be allowed to permanently restrict traffic along Jackson St. to one lane until after Wednesday, July 4, 2012.
2. Mr. Comer inquired if not allowing the contractor to restrict traffic until July 5, 2012 would affect the schedule. Mr. Wineinger stated that there could need to be an intermediate completion date in the contract where the contractor would be required to remove the lane restrictions along Jackson St. and permanently open both lanes to traffic. This would allow the contractor to work through the winter, but would require the majority of the work along the causeway to be completed by November 1, 2012. Mr. Wineinger stated that United would provide INDOT with our recommendations on the schedule, but the final decision is up to the INDOT District Construction.
3. It was determined that the contractor would not be allowed to work on Memorial Day (May 28, 2012), August 11, 2012 (Town triathlon event), and Labor Day Weekend (September 1 through September 3, 2012). Mr. Wineinger stated that the INDOT Standard Specifications likely limited the contractor on the holidays, but that the August 11, 2012 date would need to be added to the Unique Special Provisions.
4. Mr. Hildenbrand asked if the Town would be given the ability to control the temporary traffic signals should the need to do so arise. Mr. Ridens stated that

Town emergency personnel would be given the ability to manually control the lights. In addition, if the timing sequence of the temporary signals is not adequate, the contractor would be required to adjust them to provide optimum cycle time. Mr. Wineinger stated that the contractor would be required to contact someone from the Town should the lights malfunction so that they were aware of the potential traffic problems. In addition, the Town emergency personnel would be given a contact for the contractor.

5. Mr. Comer asked about ways to restrict pedestrian access to the jobsite during construction. Mr. Wineinger stated that it would be a good idea to require the contractor to place a snow fence at the west end of the construction limits and the east end of the construction limits in order to limit pedestrian access to those areas of the jobsite. In addition, Mr. Hildenbrand recommended placing "No Pedestrians Beyond This Point" signs at the east end of the future path, just west of the boat dock entrance, as well as at each end of the temporary eastbound lane closure.
6. Mr. Wineinger stated that in order for the contractor to set the bridge concrete and steel units in place, Duke would need to de-energize and lower their lines, and the contractor would only be allowed a nominal amount of time (estimated to be approximately 30 days) to get the bridge units and conduit for the Duke system in place, such that Duke could pull their new conduit through the bridge structure. During this time, Duke has indicated that the only back-up to a power outage on either side of the causeway would be to put the lines back in place and re-energize them, and the costs would be incurred by the Town. Therefore, the contractor would be restricted to the amount of time from when the lines are lowered to when Duke is allowed to pull their new lines. This process would be scheduled such that the possibility of a power outage due to icing was minimized.
7. A discussion took place about the maintenance of traffic during the delivery of the concrete and steel bridge pieces. It was decided that the most desirable option would be to allow the contractor to close Jackson St. from a period of approximately 9:00 p.m. through 5:00 a.m. only during the time period that they would have the bridge pieces delivered and set in place (see Item #6). The contractor would be required to provide advance signage warning of the closure one week in advance of the anticipated closures. In addition, the contractor would be required to allow access to emergency vehicles at all times during the permanent closure.
8. Mr. Bryant stated that the Town ordinance restricts construction from 10:00 p.m. through 7:00 a.m. Mr. Wineinger stated that the contractor would be limited to these times, with the exception of the period of time during the delivery and placement of the concrete and steel bridge pieces. This exception would likely require Town Council approval and action.
9. Mr. Bryant stated that there should be a provision that states that one lane of boat traffic shall be maintained under the Jackson St. bridge at all times during construction. Mr. Wineinger stated that there would be, with the exception of the times when the steel trusses were being set for safety purposes.
10. Mr. Wineinger stated that the contractor would be required to schedule and attend a monthly meeting with emergency and public officials from the Town of Cicero during construction. These meetings would be in addition to the pre-construction meeting that takes place at the INDOT Greenfield District offices.



Jackson St. Pedestrian Walkway Conference Call  
January 9, 2012  
Page 3 of 3

The above minutes reflect our understanding of the discussions and decisions made during this conference call. If you have any questions, additions, or comments, please contact our office at your convenience.

Sincerely,  
**UNITED CONSULTING**

A handwritten signature in black ink, appearing to read "JR", with a horizontal line extending to the right.

Jay N. Ridens, P.E.  
Project Manager

c: All Participants  
File 09-203