

**NASHVILLE TOWN COUNCIL MEETING
THURSDAY, NOVEMBER 21, 2019**

ATTENDANCE: Council members present – Vice-President Alisha Gredy, Councilmember Nancy Crocker, Councilmember Anna Hofstetter, and Councilmember Dave Rudd. Council member not present – President Jane Gore. Also in attendance – Utility Manager Sean Cassiday, Administration Manager Phyllis Carr, Town Attorney Jim Roberts, Municipal Operations Consultant Dax Norton, Clerk-Treasurer Brenda Young and Deputy Clerk-Treasurer Debbie Ferry.

COUNCIL BUSINESS – 6:30pm

1) CALL TO ORDER by Vice-President Gredy at 6:30pm.

2) PLEDGE OF ALLEGIANCE

Vice-President Gredy asked all in attendance to rise and recite the Pledge of Allegiance.

3) ROLL CALL by Clerk-Treasurer Young

4) APPROVAL OF AGENDA

Vice-President Gredy asked if there were any additions or changes to the agenda. Police Chief Seastrom would like to add under his section a discussion about a police vehicle. Councilmember Hofstetter would like to discuss a Bicycle and Pedestrian Pathway resolution under New Business. Councilmember Crocker made a motion to approve the agenda as amended. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

5) APPROVAL OF THE MINUTES – 10-17-19 2020 BUDGET PUBLIC HEARING, 10-17-19, 10-21-19, 10-23-19, 10-30-19 MEETINGS AND 10-21-19 & 11-12-19 EXECUTIVE SESSIONS

Councilmember Crocker made a motion to approve the minutes of the 10-17-19 2020 Budget Public Hearing, 10-17-19, 10-21-19, 10-23-19, 10-30-19 Meetings and 10-21-19 & 11-12-19 Executive Sessions as presented. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

6) ACCOUNTS PAYABLE VOUCHERS

Councilmember Hofstetter advised that she reviewed the accounts payable vouchers today. Councilmember Crocker made a motion to approve the November 2019 accounts payable voucher register. Councilmember Rudd seconded the motion. All were unanimously in favor.

7) COMMUNICATIONS

A. AUDIENCE

Julie Gabriel introduced herself to the Council and explained that she purchased a home on Coffey Hill in 2010. In the past when the water would go off to the residents of the area they would be notified ahead of time. She is concerned that in the last three months they have been without water on three occasions but not been notified. Ms. Gabriel understands sometimes there are water emergencies, but she is asking that communication about these outages be increased as much as possible.

Ms. Gabriel noted she also works at the Season's Lodge and the lack of water has a big impact on their business.

Vice-President Gredy asked what happened with the water yesterday. Utility Manager Cassiday explained there was a leak that was larger than they thought and affected more customers. This caused

the water pressure to drop to those customers that are in the higher elevations of the water system. Robin Willey, Water Operator, noted there was a valve in the bus parking lot that had been turned off about a year ago that added to the number of customers affected by the water outage. There were instructions to turn it on last year, but it was not done. The valve has now been turned back on. Discussion.

Municipal Consultant Norton asked if the County uses the Nixle notification system. Police Chief Seastrom advised that the County will be using Everbridge for communications, but it is not totally up and running yet. Police Chief Seastrom and Utility Manager Cassiday explained how the Everbridge notification system will work for those that sign up and download the app. Discussion.

BOARDS AND COMMISSIONS REPORTS

1) BROWN COUNTY VOLUNTEER FIRE DEPARTMENT REPORT

A. 2020 FIRE DEPARTMENT CONTRACT

BCVFD Chief Nick Kelp reported that the department has been really busy. He presented the 2020 Fire Protection contract and strongly urged that the Council increase the amount they pay the fire department. BCVFD Chief Kelp explained that those who serve on the department are volunteers and when they have to miss work to respond to an emergency, they lose the money from their paycheck.

Vice-President Gredy commented that they really appreciate the work they do. Councilmember Hofstetter asked what would help the fire department. BCVFD Chief Kelp would like to have a staff of four people to work 24/7 around the clock as well as administrative staff. This would be supplemented by volunteers. Discussion.

BCVFD Chief Kelp noted the Town paid the department \$17,000 last year and this did not cover the cost of their insurance which runs \$20,000 a year. He advised this is why they hold fundraisers and other events to cover their costs. Discussion.

Councilmember Hofstetter encouraged BCVFD Chief Kelp to attend the Town Council's strategic planning meeting on December 5, 2019 at 6:30pm at Town Hall.

Councilmember Rudd made a motion to pay the BCVFD \$20,000 instead of \$17,000 for the 2020 Fire Protection contract. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

2) ARTS AND ENTERTAINMENT COMMISSION REPORT

NAEC President Wedel advised that the Commission held a planning meeting and reviewed their 2019 budget. They would like the Council's permission for the NAEC to use the remaining \$460 in their EDIT Professional Services fund for the purchase of additional bumper stickers for outreach, vendor leaves and legal review fees.

Councilmember Crocker made this motion. Councilmember Rudd seconded the motion. All were unanimously in favor.

Councilmember Rudd addressed the leaves on the crosswalks and that they are difficult to see. NAEC President Wedel advised that they used the Town's striping vendor to put down the leaves in the crosswalks and are testing to see how the leaf colors wear. They will look at what changes need to be made before putting them on other crosswalks. The NAEC has received a lot of positive public comments about the leaf crosswalks. NAEC President Wedel explained their plans to make the leaves bigger and brighter to make them easier to see. Discussion.

3) DEVELOPMENT REVIEW COMMISSION REPORT

Administration Manager Carr reported that the Commission met on Tuesday. They approved one sign application and one Certificate of Appropriateness. She advised that the Commission would like the Town Council to update the lighting ordinance to include LED lights and update the sign ordinance for businesses along State Road 135 North. Administration Manager Carr explained that the Commission would like to increase the allowed sign square footage in this area. She presented the Town Council the ordinances to be amended for their review. Discussion.

Councilmember Rudd commented about no RV parking signs and doesn't see a place for them to park in Town. Police Chief Seastrom advised they have discussed creating a designated parking location for RVs. Andrew Tilton advised that he wants to install some RV hook-ups in the back of his lot on 245 S. Van Buren Street if the Council would allow it. Discussion of RV parking in Nashville.

4) TOWN PARK COMMISSION REPORT

Councilmember Hofstetter advised the Town Park Commission met today and they have an idea of what they want to do with the green space at the park. She passed around a rough drawing of the park's green space for the Council to review.

Councilmember Hofstetter reported that the town has been collecting bottle caps for benches to be installed at Lincoln Pinch park. They have collected almost enough caps to build the eight benches. They are asking that people donate \$350 to sponsor a bench and with a plaque.

• **PEDESTRIAN TRAFFIC ONLY ON PITTMAN HOUSE LANE**

Town Attorney Roberts advised that the Town will need to change their traffic ordinance to designate Pittman House Lane for no vehicular traffic. They should not abandon the road, as it may cause problems in the future.

Andrew Tilton suggested they make the road restricted use rather than no vehicles. Vice-President Gredy advised that is what they plan to do. Town Attorney Roberts reported that he will have this ordinance ready for next month's meeting.

5) TREE BOARD REPORT

Administration Manager Carr advised that the Tree Board met this morning. Six Bradford pear trees will be removed November 5, 2019 and the new trees will be picked up on November 11, 2019. Councilmember Crocker asked if they will be installing trees between her property and the newly paved church parking lot as Tree Board President Gould had suggested. Administration Manager Carr will look into this.

6) ANY OTHER UNFINISHED BUSINESS OR COMMENTS THAT MAY COME BEFORE THE COUNCIL

Nothing presented.

NEW BUSINESS

1) BICYCLE AND PEDESTRIAN PATHWAY RESOLUTION

Municipal Operations Consultant Norton advised that yesterday he met with Councilmember Hofstetter and ARA representatives. They discussed applying for a planning grant through OCRA and DNR to develop a bicycle pedestrian master plan. He noted these are matching grants of 10% to 20%. The plan will provide them with a map with project description guidelines, cost estimates and then they can

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prioritize the trail projects. Municipal Operations Consultant Norton explained they can tie the plan into other regional plans. Discussion.

Councilmember Hofstetter advised they will probably be creating an ad hoc committee to talk about the bicycle and pedestrian plan. She encouraged people that want to join this committee to contact her.

2) ANY OTHER NEW BUSINESS TO COME BEFORE THE COUNCIL

Nothing presented.

OLD BUSINESS

1) CONSIDER APPROVAL OF IDEM AGREEMENT

Municipal Operations Consultant Norton reported that IDEM sent the final agreement to the Town regarding issues at the wastewater treatment plant. The Town now has thirty days to sign the agreement and send back to IDEM.

Councilmember Crocker made a motion to approve the IDEM agreement and authorize Vice-President Gredy to sign the order. Councilmember Rudd seconded the motion. All were unanimously in favor.

2) ANY OTHER OLD BUSINESS TO COME BEFORE THE COUNCIL

Nothing was presented.

RECESS A recess was called from 7:35pm – 7:42pm

REPORTS

1) MUNICIPAL OPERATIONS CONSULTANT – DAX NORTON

Municipal Operations Consultant Norton advised that the Town's next strategic planning meeting is scheduled for December 5, 2019 where they will dive deep into the focus areas. He will try to get the agenda items to the Council early next week. Municipal Operations Consultant Norton would like to look at redoing a Comprehensive Plan for the Town as the last one that was done was in the 1990's. He suggested they also have a comprehensive look at the Town's zoning ordinance. Councilmember Crocker noted this meeting is open to the public and encouraged people to attend.

Municipal Operations Consultant Norton announced that he is working on constructing an ordinance to potentially create a Utility Service Board. He believes this would be a good added layer of citizen involvement into the utilities. They could add streets into the mix and the two committees can work together like a Public Works Board. Municipal Operations Consultant Norton advised once he has written the ordinance, he will have Town Attorney Roberts review and give his blessing on it.

Municipal Operations Consultant Norton advised they are still working on the Utility Master Plan but are making good progress. He has also been looking into grant opportunities for next year. Municipal Operations Consultant Norton noted he spoke with Police Chief Seastrom about USDA opportunities for police cars, fire equipment, and apparatuses. There is also Community Facilities Loan Program they could potentially utilize.

2) CLERK-TREASURER – BRENDA YOUNG

A. BUDGET APPROVAL

Clerk-Treasurer Young presented to the Town Council the 2020 budget order she received from the DLGF. She advised they are where they said they would be at .34 tax rate which is just a hair under this year's rate. Clerk-Treasurer Young read aloud some statistics on the tax rates from the last five years.

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She noted the tax levy has decreased over the last five years, but the assessed value of the Town has increased. Municipal Operations Consultant Norton commented if the assessed value can continue to increase, they could possibly fund the fire department.

B. AIM BOOT CAMP

Clerk-Treasurer Young reported that AIM is putting on training for newly elected officials. She noted that the training is a good idea for all elected officials as the laws and requirements are always changing. Clerk-Treasurer Young asked the Council to consider attending the AIM Boot Camp January 21- 23, 2020 in Indianapolis. They will need to put in their reservations by December 30, 2019 in order to get the reduced rate. She added there are also regional conferences the Council can attend as well.

C. WATER AUDIT

Clerk-Treasurer Young spoke about the new water auditing requirements and advised that someone needs to take an exam and be certified to do a water audit for the Town. She spoke with Municipal Operations Consultant Norton about using MS Consultants to do this as they have a section of people that do this work. If they don't hire an outside firm, the Town must send someone to school to be certified. Discussion.

D. CHRISTMAS TREE LIGHTING

Clerk-Treasurer Young announced the Christmas tree lighting event will be held on Friday, November 29, 2019 at the Brown County History Center.

Clerk-Treasurer Young explained that the music for the tree lighting event will begin at 5:30 pm. Chuck Wills and Nathan Dillon of the Acre brothers will play music for the event. The Main Street Committee would like to pay the musicians \$200 out of their Main Street funds. Councilmember Crocker made a motion to pay \$200 for the Christmas music out of the Main Street funds. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

3) UTILITY MANAGER – SEAN CASSIDAY

A. COUNCIL INQUIRIES

Utility Manager Cassiday reported he has passed out his monthly report to the Town Council. He advised they have been talking for the last year about the infiltration system in town. He has received bids that he likes and will move forward with this project.

Utility Manager Cassiday advised that he would like to put the PRV project back on the table. They did one round of this project a year ago or more and he would like to put this out for bids again. The Town has already paid for the engineering but will need bids for the installation of the valves. Utility Manager Cassiday advised that the new pressure reducing valves will help in preventing leaks and reduce the wear and tear on the Town's water lines.

4) ADMINISTRATION MANAGER – PHYLLIS CARR

A. PARADE OF LIGHTS UPDATE

Administration Manager Carr announced that the Parade of Lights is no longer requesting to close down West Main Street for their event. They will only have the three parking spaces blocked off as previously requested.

B. COUNCIL INQUIRIES

Administration Manager Carr reported that they looked into having irrigation installed at the final two corners of the Village Green; the church corner and the Candy Emporium corner. Todd Baker submitted

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a proposal to do the work for \$9,247.07. Currently the flowers and plants on these two corners do not get watered. Councilmember Rudd and Councilmember Crocker want to wait on this.

Administration Manager Carr advised that she and Water/Wastewater Operator Robin Willey will be attending a RAW conference in December. They are attending to get credits toward their water certifications.

Administration Manager Carr presented Todd Baker's landscaping bid for 2020. It is \$260 less than last year, but he is asking to keep that money in the budget to allow him to plant more flowers along West Main Street. Councilmember Rudd made a motion to accept the landscaping bid as presented. Councilmember Crocker seconded the motion. All were unanimously in favor. The Council agreed to have Administration Manager Carr sign the contract on behalf of the Town.

Administration Manager Carr reported that a Tree Board member/volunteer turned in a reimbursement of mileage request. She advised the amount requested is \$84.22 and explained that the person went to pick up town trees to be planted. Councilmember Rudd made a motion to approve the \$84.22. Administration Manager Carr suggested if they do approve this request, they make it a one-time deal and set up a policy for future reimbursement requests. Discussion. The motion died for lack of a second.

Administration Manager Carr advised that she and Utility Manager Cassiday took pictures of the leaf sculpture at the corner of West Main and Van Buren. They don't believe the bushes are causing any problems with the sculpture and believe it is basic wear and tear. Councilmember Crocker agreed but asked that the bushes under the sculpture stay trimmed back, so they don't touch the sculpture. She noted that the Arts and Entertainment Commission is working on a maintenance schedule for all the public art in town.

Administration Manager Carr reported that the new map stands and maps have been installed at the Mound Street and Old School Way restrooms. They also have the maps installed outside of the Nashville House, Lincoln Pinch park, and Antique Alley.

Administration Manager Carr reported that Records Clerk Jones had sent a link to the Council regarding those that have applied for Town Commissions. Two members of the Police Merit Commission's terms are up in December and they have applied to serve again. These appointments are to be made by the Town Council.

Councilmember Crocker made a motion to reappoint Jim Hays and Dave Derbyshire to the Nashville Metropolitan Police Merit Commission. Councilmember Rudd seconded the motion. All were unanimously in favor.

Administration Manager Carr asked the Council when they wanted to have the Town's Christmas party luncheon. The Town Council decided to have the party on Friday, December 13, 2019 at noon at Town Hall.

5) TOWN ATTORNEY – JIM ROBERTS

A. TRAFFIC VIOLATIONS ORDINANCE

Town Attorney Roberts advised that the ordinance has been drafted. He promised to set up a meeting with the State Board of Accounts to discuss the ordinance. Clerk-Treasurer Young asked that if the State Board of Accounts approves of the ordinance they do so in writing. She will provide Town Attorney Roberts with the email contacts for the State Board of Accounts. Police Chief Seastrom asked

if they could know something by December 5, 2019. Discussion.

B. SCOOTER ORDINANCE UPDATE

Town Attorney Roberts reported that he has started working on a scooter ordinance but asked for more input from the Council on this. Town Attorney Roberts explained they need to make it clear that any business that operates shared usage of vehicles will need to obtain a Town business license and an additional fee for each vehicle. Police Chief Seastrom would like to add the minimum age of 16 and a valid license. The vehicles will be confined to operating on the public roadways but not allowed on state highways. Town Attorney Roberts would like a provision for impoundment as well. Discussion. Several councilmembers commented that Town Attorney Roberts should stop working on this ordinance until they see a need for it in the future.

6) POLICE CHIEF – BEN SEASTROM

A. COUNCIL INQUIRIES

Police Chief Seastrom reported that one of his officer's vehicles was rammed multiple times by a possibly impaired driver. There is potential that the vehicle is totaled and if it is, they will need a replacement vehicle as soon as possible. Police Chief Seastrom has received a quote from the John Jones dealership where they have purchased their other police vehicles. They have a display model on the floor with all the lights, he would have to purchase radios and striping to make the car functional for the department. He advised the estimate was for \$39,700 and with the payout for the totaled car it he would need about \$7,000. Police Chief Seastrom asked if the car is totaled, would the Council give him permission to purchase the new vehicle and use EDIT funds to cover the cost difference of the vehicle and the installation of radios and striping. Discussion.

Councilmember Rudd made a motion to approve the use of the EDIT funds up to \$10,000 for the new vehicle and allow Clerk-Treasurer Young to sign the contract. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

Police Chief Seastrom reported that he attended a security meeting today regarding the courthouse. The County is asking that the Town not advertise that the restrooms in the courthouse are open to the public. The Town Council agreed not to advertise this any longer on any maps distributed.

Police Chief Seastrom reminded everyone that Duke has a planned power outage on Sunday, November 24th beginning at 11pm until 6am the next morning. The whole town will be without power, but he will have people directing traffic and monitoring businesses and homes. Duke will be replacing power lines during the planned outage.

Police Chief Seastrom presented a letter that he wrote to the Brown County Democrat Editor thanking the Brown County Children's Christmas Auction, Victim's Advocates, the Nashville Police Department and the Columbus Walmart store for helping to provide Thanksgiving meals for 40 families this year.

Councilmember Crocker reminded everyone that this year's Children's Auction will be held on Friday, December 6, 2019 at 6pm.

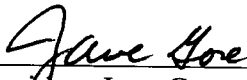
Police Chief Seastrom advised that he spoke with the Brown County Commissioners today about bringing Community Corrections into the Nashville Police Department building. The plan is to have the County provide equipment in lieu of rent for five years. A Memorandum of Understanding will be presented to the Council within the next few weeks.

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7) ADJOURNMENT

Councilmember Rudd made a motion to adjourn the meeting. Councilmember Crocker seconded the motion. Vice-President Gredy adjourned the meeting at 8:29pm.

The audio recording made at the Town Council meeting on 11-21-19 is retained in the office of the Town Clerk-Treasurer.



President Jane Gore



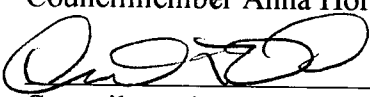
Vice-President Alisha Gredy



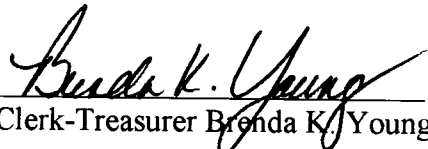
Councilmember Nancy Crocker



Councilmember Anna Hofstetter



Councilmember Dave Rudd



Clerk-Treasurer Brenda K. Young