

**NASHVILLE TOWN COUNCIL MEETING  
THURSDAY, FEBRUARY 18, 2021**

Council members present by remote access: President Jane Gore, Vice-President Alisha Gredy, Councilmember Nancy Crocker, Councilmember Anna Hofstetter and Councilmember Dave Rudd. Also in attendance by remote access: Clerk-Treasurer Brenda Young, Municipal Operations Consultant Dax Norton, Town Attorney Jim Roberts, Administration Manager Phyllis Carr, Water/Sewer Operator Robin Willey, Police Chief Ben Seastrom, Deputy Clerk-Treasurer Debbie Ferry and Records Clerk Sandie Jones.

**COUNCIL BUSINESS – 6:30 pm**

**1) OPENING THE MEETING**

**A. CALL TO ORDER** by President Gore at 6:31 pm.

**B. PLEDGE OF ALLEGIANCE**

President Gore asked all in attendance to recite the Pledge of Allegiance.

**C. ROLL CALL** by Clerk-Treasurer Young

**D. APPROVAL OF AGENDA**

President Gore advised they will be adding a couple of items to MOC Norton's section: USDA loan reporting and Water Loss Service Company agreement with M.E. Simpson. She noted that they are removing the Main Street Task Force Resolution from tonight's agenda as per Councilmember Crocker's request.

Councilmember Rudd thanked the Town employees for their hard work snow plowing and thinks the County came together as a whole for the snow event.

Councilmember Rudd made a motion to approve the agenda as amended. Vice-President Gredy seconded the motion. All were unanimously in favor.

President Gore gave a short presentation congratulating Councilmember Hofstetter for the work she did on the 2020 Census.

**2) RENEWAL OF EXECUTIVE POWERS**

Councilmember Crocker made a motion to renew the Executive Powers of the Town Council President. Councilmember Rudd seconded the motion. All were unanimously in favor.

**3) APPROVAL OF THE CONSENT AGENDA**

- A. CONSIDER APPROVAL OF THE DRAFT UNAPPROVED MEETING MINUTES – 1-21-2021 MEETING**
- B. CONSIDER APPROVAL OF CLAIMS (ACCOUNTS PAYABLE VOUCHERS)**
- C. CONSIDER RECOMMENDATION OF FH LLC DBA FERGUSON HOUSE (78 FRANKLIN STREET) TO STATE ALCOHOL & TOBACCO COMMISSION FOR RIVERFRONT DISTRICT LICENSE**
- D. CONSIDER RESOLUTION 2021-02 INCREASING RIVERFRONT LICENSES TO 15**
- E. CONSIDER APPROVAL OF ARBOR DAY PROCLAMATION**

**F. CONSIDER APPROVAL OF PROCUREMENT OF GRANT ADMINISTRATOR FOR CDBG COVID-19 RESPONSE PROGRAM – PHASE 3 GRANT**

**G. CONSIDER APPROVAL OF RECOMMENDATIONS OF 1<sup>ST</sup> ROUND SERVICE AGREEMENTS**

Vice-President Gredy made a motion to approve the consent agenda. Councilmember Rudd seconded the motion. All were unanimously in favor of approving the consent agenda.

**4) PUBLIC HEARING**

**A. CDBG COVID-19 RESPONSE PROGRAM – PHASE 3 GRANT APPLICATION**

President Gore opened the Public Hearing at 6:38pm and turned this over to Tara Hagan of ARa. Ms. Hagan explained that on March 11, 2021 the Town will apply for \$250,000 in CDBG grant funds. She asked if there were any comments and there were none.

President Gore made a motion to close the Public Hearing at 6:40pm. Councilmember Crocker seconded the motion. All were unanimously in favor.

**5) CLERK-TREASURER REPORT**

**A. FUND BALANCE REPORT**

Clerk-Treasurer Young presented a claim from Norman Arbor Care in the amount of \$1,655 for a tree removed by Ferrin's Ice Cream on S. Van Buren Street. Councilmember Rudd made a motion to approve the claim. Councilmember Crocker seconded the motion. All were unanimously in favor.

Clerk-Treasurer Young advised that she is to file with the Town Council an outstanding checks list from 12-31-2018. They have receipted three uncashed checks into the Town's funds totaling \$64.91.

**B. APPROVAL OF ANNUAL REPORT SUBMITTAL**

Clerk-Treasurer Young reported that she sent a draft of the annual report to the Town Council earlier today. She will have the report published in the February 24, 2021 Brown County Democrat. Clerk-Treasurer Young will have the Council sign a document stating that each of them have reviewed the annual report.

**6) MONTHLY DEPARTMENT REPORTS**

**A. POLICE DEPARTMENT**

President Gore advised that Police Chief Seastrom's monthly report was included in the Town Council packets.

**B. ADMINISTRATION (DEMOLITION PERMITS)**

Administration Manager Carr presented two demolition requests: 153 and 161 E. Gould Street. She advised that an inspection was done for asbestos and there was a piece of duct tape that had asbestos and was removed. Administration Manager Carr explained that the Town's demolition ordinance now requires the Town Council approval of any demolition requests.

Contractor Chad Austin explained they will be tearing down the building at 161 E. Gould and replacing it with a new building called the Carol Lynn House. This building will be a meeting room available to not-for-profit groups. The building at 153 E. Gould will also be torn down and will become a parking lot for the Carol Lynn House.

Councilmember Rudd made a motion to approve the demolition requests. Councilmember Crocker seconded the motion. All were unanimously in favor.

**C. UTILITY SERVICE BOARD**

Utility Service Board President Kelso advised the Board is currently taking in a lot of information and learning about the utility and utility operations. They are looking into creating some standard reporting for the utilities. He is very pleased with the Board members and their enthusiasm for the tasks at hand.

Utility Service Board President Kelso reported they have noted a relatively high water loss rate and the USB would like to request an on-call contract with M.E. Simpson not to exceed \$20,000. This contract would allow for leak surveys and analysis of water loss rates. MOC Norton commented that this is a good proposal and spending up to \$20,000 to save \$100,000 in the short-term. He noted that every system has water loss around 15%-20% and the Town water loss is at a very high end now. Discussion.

Councilmember Hofstetter made a motion to approve the on-call contract up to \$20,000 with M.E. Simpson. Councilmember Rudd seconded the motion. All were unanimously in favor. Town Attorney Roberts asked to review the proposal.

**D. CONSULTANT (USDA WATER AND SEWER REPORTS)**

MOC Norton reported that he has spent the majority of his time this month preparing for a Comprehensive Plan group to get together. He has also been working with the Utility Service Board in revamping the management report pinpointing priorities and other items.

MOC Norton advised that he put together a RFP for the crosswalks at Main and Jefferson for the ad hoc Bicycle-Pedestrian Advisory Board. Additionally, they are talking about bicycle-pedestrian master planning and potential trail projects.

MOC Norton reported that Clerk-Treasurer Young asked if Krohn & Associates could assist in completing the USDA Water and Sewer reports. MOC Norton sent the proposal to the Council for their review earlier today. The proposal is not to exceed \$2,500-\$4,500 to do bi-annual reporting based on hourly work. He suggested that the Town use Utility Budget Professional Services line item to pay for the contract. MOC Norton will send the proposal to Town Attorney Roberts for his review.

Councilmember Rudd made a motion to approve the contract up to \$4,500 with Krohn & Associates. Vice-President Gredy seconded the motion. All were unanimously in favor.

**E. TOWN ATTORNEY**

Town Attorney Roberts advised he is working on a few items at this time.

**7) UNFINISHED BUSINESS**

**A. CONSIDER ADOPTION OF ADA SELF-EVALUATION AND TRANSITION PLAN**

Administration Manager Carr reported that DLZ has provided the final copy of the plan for the Council's approval.

Councilmember Rudd made a motion to approve the adoption of the ADA Self-Evaluation and Transition Plan. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

**B. UPDATE ON BICYCLE-PEDESTRIAN COMMITTEE REPORT AND APPOINTMENT TO THE COMMITTEE**

Councilmember Hofstetter advised that Dennis Sloan resigned from the Committee. The Committee recommends Jeff Fetter be appointed to this Committee. Mr. Fetter introduced himself to the Council.

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Councilmember Hofstetter made a motion to appoint Mr. Fetter to the ad hoc Bicycle-Pedestrian Advisory Board. Councilmember Crocker seconded the motion. All were unanimously in favor.

Councilmember Hofstetter reported that the ad hoc Bicycle-Pedestrian Advisory Board has been working with the Nashville Arts and Entertainment Commission to create a safe and artistic crosswalk at Main and Jefferson Street.

### **C. DISCUSS HOME BASED BUSINESS ORDINANCE**

MOC Norton advised that he, Roger Kelso and Town Attorney Roberts are still working on this document. He asked that they move this discussion to the March Town Council meeting.

### **8) NEW BUSINESS**

#### **A. APPOINTMENTS TO THE HUMAN RIGHTS CITIZENS ADVISORY COMMITTEE**

Councilmember Crocker reported that there were eleven great applicants for the five member committee. Councilmember Crocker and Councilmember Hofstetter reported that they have tried to pick a diverse and experienced committee. They announced their five choices for the Committee: Beth Schroeder, Mellissa Rittenhouse, Domonic Potorti, Denny Kubal, Laura McCracken.

Councilmember Crocker made a motion to appoint those five people for the Human Rights Citizen Advisory Committee. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

President Gore advised that they could have a discussion on a human relations committee but in her opinion, they are not ready to adopt anything tonight. She added that the county should be more involved in creating this commission rather than the town. President Gore opened the meeting for public comment.

Councilmember Hofstetter suggested they amend Resolution 2021-01, Section 1, #5 by changing the length of the committee from three months to nine months. Town Attorney Roberts advised the resolution could be amended. Councilmember Hofstetter explained that three months would not be enough time for the volunteers to get task completed.

Councilmember Hofstetter made a motion to amend Resolution 2021-01 from a three-month committee to a nine month committee. Councilmember Crocker seconded the motion. All were unanimously in favor.

#### **B. CONSIDER ORDINANCE 2021-01 AN ORDINANCE AMENDING ORDINANCE 2020-15 FIXING SALARIES AND WAGES OF TOWN OFFICIALS AND EMPLOYEES OF THE TOWN OF NASHVILLE DURING THE YEAR 2021**

Water/Sewer Utility Operator Willey explained that they are considering hiring a new person with a lot of experience that would allow him to start work with minimal training. The current salary is too low to hire this person of this caliber. Water/Sewer Utility Operator Willey would also like to see Utility Tech Axsom receive the same salary as well. Discussion.

Councilmember Hofstetter made a motion to have the first reading of Ordinance 2021-01 by title only. Councilmember Crocker seconded the motion. All were unanimously in favor. President Gore read aloud Ordinance 2021-01 by title only.

Councilmember Hofstetter made a motion to suspend the rules and have the second reading of

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Ordinance 2021-01 by title only. Councilmember Rudd seconded the motion. All were unanimously in favor. Councilmember Hofstetter read aloud Ordinance 2021-01 by title only.

Councilmember Hofstetter made a motion to adopt Ordinance 2021-01 by title only. Councilmember Crocker seconded the motion. All were unanimously in favor.

### **C. SERVICE AGREEMENTS – 2<sup>ND</sup> ROUND BID OPENING**

Administration Manager Carr opened the following service bids:

Automotive Repair:

- Brown County Tire

Building Repair:

- Austin Construction

Storm Drain Excavation/Repair:

- Wagler Brothers Excavating
- Woodland Enterprises, LLC

Pest Control:

- Scott's Termite & Pest Control
- Burt's Termite & Pest Control
- Environmental Pest Control, Inc.

Sidewalk Repair/Construction:

- INcounter Concrete (check with Phyllis on this one)
- Precision Concrete
- Dynamic Concrete

Material Hauling/Trucking:

- Wagler Brother's Excavating
- Jerry Fleetwood Excavating
- Lafary Group Corp.

Electrical Repair:

- Barth Electric Co., Inc.

Councilmember Crocker made a motion to take the service bids under advisement. Councilmember Rudd seconded the motion. All were unanimously in favor.

### **9) ANY OTHER BUSINESS TO COME BEFORE THE TOWN COUNCIL**

Councilmember Crocker thanked everyone that sent in a letter of recommendation for the Ferguson House to receive a Riverfront District license. She noted that this helps the Council to make decisions for the community. The other councilmembers agreed.

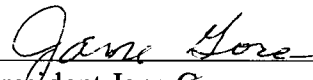
Councilmember Crocker advised they have a notice for rezoning of a building on S. Jefferson and she asked the other Councilmembers to consider not rezoning any properties at this time until they can get a comprehensive plan in place.


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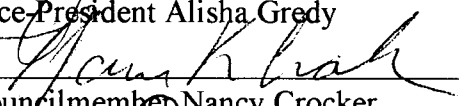
**10) ADJOURN**

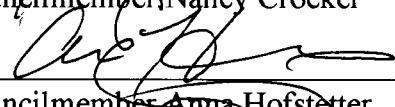
Councilmember Rudd moved to adjourn the meeting. Councilmember Hofstetter seconded the motion. All were unanimously in favor. President Gore adjourned the meeting at 7:30 pm.

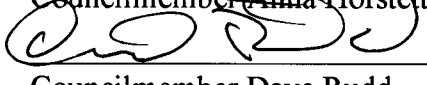
*The audio recording made at the Town Council meeting on 2-18-2021 is retained in the office of the Town Clerk-Treasurer.*

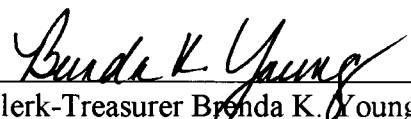
  
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President Jane Gore

  
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Vice-President Alisha Gredy

  
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Councilmember Nancy Crocker

  
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Councilmember Anna Hofstetter

  
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Councilmember Dave Rudd

  
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Clerk-Treasurer Brenda K. Young