

**NASHVILLE TOWN COUNCIL MEETING  
THURSDAY, AUGUST 15, 2019**

**ATTENDANCE:** Council members present – President Jane Gore, Vice-President Alisha Gredy, Councilmember Nancy Crocker, and Councilmember Dave Rudd. Council member not present – Councilmember Anna Hofstetter. 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 President Gore at 6:30pm.

**2) PLEDGE OF ALLEGIANCE**

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

**3) ROLL CALL** by Clerk-Treasurer Young.

**4) APPROVAL OF AGENDA**

President Gore advised that she would like to add Jim Hays under Audience Communications. Councilmember Crocker moved to approve the agenda as amended. Vice-President Gredy seconded the motion. All were unanimously in favor.

**5) REVIEW OF MEETING PROCEDURES**

President Gore advised they do want participation from the audience but wants these comments limited to three minutes each. Town Attorney Roberts asked that audience speakers identify themselves for the record. President Gore also asked that each speaker come to the podium as well.

**6) APPROVAL OF THE MINUTES – 7-18-19 MEETING, 7-25-19 & 7-31-19 EXECUTIVE SESSIONS, 7-25-19 WORKSHOP AND 8-08-19 BUDGET WORK SESSION**

Councilmember Crocker made a motion to approve the minutes of the 7-18-19 meeting, 7-25-19 & 7-31-19 Executive Sessions, 7-25-19 Workshop and 8-08-19 Budget Work Session as presented. Vice-President Gredy seconded the motion. All were unanimously in favor.

**7) ACCOUNTS PAYABLE VOUCHERS**

President Gore announced that she reviewed all the vouchers yesterday. She would like other Councilmembers to rotate who reviews the vouchers. Vice-President Gredy volunteered to review the vouchers next month and Councilmember Crocker will review the October vouchers.

Vice-President Gredy made a motion to approve the August 2019 accounts payable voucher register. Councilmember Rudd seconded the motion. All were unanimously in favor.

**8) COMMUNICATIONS**

**A. AUDIENCE**

**• BROWN COUNTY HUMANE SOCIETY – BUILDING FUND DRIVE**

Sue Ann Werling, Brown County Humane Society Board President, advised the Humane Society is kicking off their Capital campaign for a new building. She believes the Humane Society provides a valuable service to the community and have a 95% survival rate for the last ten years. They have been nationally recognized as a leader by Best Friends and the Humane Society of the United States. Additionally, she reported their SPOT Program has fixed over 6,290 public pets.

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BCHS Board President Werling explained they have been working on this fund drive for the last four years. Their current facility is over 30 years old and the environment for the health of their animals could greatly be improved with a new building. There are major repairs that need to be done to the current facility in order to keep operating along with a lack of space. BCHS Board President Werling noted that they looked at renovating the current building, but it seemed a better idea to build a new facility. They will keep the old building for storage and perhaps running the SPOT program here. She explained the plans for the new building and how it will benefit the shelter animals, staff and the community. They have hired an architect that specializes in shelters and will only build what they need.

BCHS Board President Werling advised they would like to partner with the Town and requested a multiple year commitment from the Town. She respectfully requested \$15,000 from the Town which could be spread over three years. BCHS Board President Werling noted she and her husband's foundation is doing a matching challenge of one million dollars for individual donations. Discussion.

President Gore advised the Town is currently working on their budget at this time and not able to make any commitments at this time. Councilmember Crocker asked how the fundraising has been going so far. BCHS Board President Werling reported they have raised a little over 2.7 million dollars and their goal is 3.2 million dollars. She showed the Town Council the architect's rendering of the building.

President Gore thanked BCHS Board President Werling for the presentation and advised they will get with her as soon as they can. She asked BCHS Board President Werling to call Clerk-Treasurer Young in a couple months. BCHS Board President Werling offered to give tours of their current building if anyone wants to see it and thanked the Town Council for their time.

### • **BROWN COUNTY PLAYHOUSE – OCRA PLANNING GRANT**

Bob Kirlin, Brown County Playhouse Board Member, reported that one of the biggest problems at the Playhouse is the air conditioner and furnace and it is becoming really scary. They have met with OCRA and there are grant funds available through OCRA up to a half million dollars for a public building. However, before they apply for this grant, they think they should apply for a planning grant first to have a mechanical engineer to tell them what needs to be done. BCPH Board Member Kirlin explained they would have to apply for the planning grant through the Town and asked the Council's permission to use ARA for grant writing on a planning OCRA grant. Discussion.

Sara Steinrock, of Ara, explained that the Town can have more than one planning grant at a time. They can also have more than one CBDG grant open at a time as long as the first project is under construction. As for applying for planning grants, this can be done every month.

Vice-President Gredy made a motion to allow the Brown County Playhouse to apply for a planning grant. Councilmember Crocker seconded the motion. All were unanimously in favor.

### • **BETA REQUEST FOR FUNDING**

Clara Stanley, BETA Board President, reported they are expanding their program, supporting Kids on Wheels, and started the Afterschool Arts program. She thanked the Council for last year's donation of \$1,000 to the Kids on Wheels program. BETA Board President Stanley advised that BETA is staffed by volunteers but to increase the days the BETA program is open as well as increase the number of students served, they will have to hire a staff. She asked the Town Council for their financial support of \$1,000 to the BETA program.

President Gore advised that the Council is currently working on their budget for next year and will have to get back to BETA Board President Stanley in a couple months.

- **JIM HAYS – NASHVILLE METROPOLITAN POLICE MERIT COMMISSION MEMBER**

Jim Hays, Nashville Metropolitan Police Merit Commission Member, has heard that there is at least one Town Council member that is trying to eliminate the Nashville Police Department. He is not sure what the concerns are, but he believes there is a need to keep the department. President Gore advised that the Town Council doesn't have any plans, but they are looking at budgets and trying to make cuts anywhere they can find them. Discussion.

## **BOARDS AND COMMISSIONS REPORTS**

### **1) BROWN COUNTY VOLUNTEER FIRE DEPARTMENT REPORT**

A representative was not present for the meeting and Administration Manager Carr reported that the department's July 2019 run report was in the Town Council packets.

### **2) DEVELOPMENT REVIEW COMMISSION**

Administration Manager Carr advised the next DRC meeting will be held on August 20, 2019.

#### **A. HISTORIC PRESERVATION ORDINANCE**

President Gore explained that she kept the Historic Preservation ordinance on the agenda but does not believe the DRC is ready to address it yet. Administration Manager Carr advised the DRC is finally toward the end of the reviewing the guidelines before they move onto the ordinance.

Town Attorney Roberts commented that he has some new thoughts on the Historic Preservation Ordinance, and he will continue to work on this.

### **3) TOWN PARK COMMISSION**

Vice-President Gredy advised that the Town Park Commission was canceled for today due to the Executive Session being held.

### **4) ANY OTHER UNFINISHED BUSINESS OR COMMENTS THAT MAY COME BEFORE THE COUNCIL**

Councilmember Crocker commented that the banners the Arts and Entertainment Commission hung downtown look great.

## **NEW BUSINESS**

### **1) ANY NEW BUSINESS TO COME BEFORE THE COUNCIL**

Susan Armstrong, EMA Director, advised that she has several reports to submit to Homeland Security and last year she worked with the Town Manager on these reports. She asked the Council who from the Town she should work with now. EMA Director Armstrong explained they will have to look at gaps in resources, mainly regarding public safety, and she needs a Town connection. President Gore asked if Municipal Operations Consultant Norton could meet with EMA Director Armstrong. He agreed and Utility Manager Cassiday advised that he too could work with EMA Director Armstrong as they have an established working relationship already.

EMA Director Armstrong reported there is a County Emergency Management Plan that is updated every year and she would like for the Town to have input in this plan as well. She is already working

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with Police Chief Seastrom, Utility Manager Cassiday and BC Volunteer Fire Department Chief Kelp but would like the Town Council's involvement as well. Discussion.

### **OLD BUSINESS**

#### **1) ORDINANCE 2019-06 AN AMENDMENT TO THE DEFINITION OF "SIGN" IN THE TOWN OF NASHVILLE'S ZONING ORDINANCE**

Town Attorney Roberts reported that he met with Plan Commission Director Chris Ritzman and re-drafted the ordinance slightly to meet with some of her concerns. A public hearing will be held on September 24, 2019 at 6 p.m. with the Area Plan Commission.

#### **2) YARD ORDINANCE TO INCLUDE HEIGHT OF GRASS**

Town Attorney Roberts reported that he presented this ordinance to the Town Council last month and asked for their feedback or edits. Police Chief Seastrom advised that he has read through the ordinance and there are sections that has his department doing building inspections and they are not equipped to do this. Town Attorney Roberts advised he can delete that section.

Councilmember Crocker reported that she has had a lot of people approach her that are unhappy about this ordinance and they should take this into account if they need this ordinance or not. Town Attorney Roberts explained this all came about to have a way to tell people when to cut their grass. President Gore noted they have something in place now, but Town Attorney Roberts explained it is a rank vegetation ordinance that is listed under nuisances. He asked the Town Council to look at this versus the proposed ordinance and give him feedback to move forward. Discussion. President Gore asked that this ordinance be on next month's agenda for follow-up.

#### **3) CUSTODIAN POSITION – CONTRACTOR OR EMPLOYEE**

Administration Manager Carr reported that she sent a draft contract to Town Attorney Roberts for his review. Town Attorney Roberts advised that he wants to add a paragraph regarding confidentiality and privacy. He has had other things come up and he will get this to her next week. Town Attorney Roberts asked if they intend to contract rather than employee. President Gore and Administration Manager Carr advised that this will be a contractor position.

#### **4) VEHICLE DRIVING POLICY**

Councilmember Crocker reported that she and Councilmember Rudd have talked about the policy and have made a couple of changes to a proposed policy from 2017. She didn't see a reason for an employee taking a vehicle home. Utility Manager Cassiday asked about the on-call person not being able to use a town vehicle. He believes this would be a hardship for his on-call employees.

Police Chief Seastrom asked if not allowing take home cars would include the police. The Council advised this will not affect the Police Department.

Vice-President Gredy asked if the other councilmembers had seen her sample policy. Councilmember Crocker commented that there is no current driving policy, they had discussed this back in 2017 but it was not completed.

Clerk-Treasurer Young advised there is a memo in their personnel policy from many years ago that is still in place. Utility Manager Cassiday commented that they need an updated Personnel Policy and our Records Clerk has put something together that they can work with.

Councilmember Crocker and Councilmember Rudd will continue to work on the vehicle driving policy.

**5) ANY OTHER OLD BUSINESS TO COME BEFORE THE COUNCIL**

Nothing presented.

**RECESS** A recess was called from 7:38pm – 7:45pm

**REPORTS**

**1) MUNICIPAL OPERATIONS CONSULTANT – DAX NORTON**

**A. COUNCIL INQUIRIES**

Municipal Operations Consultant Norton advised that he is still finalizing his executive summary from the strategic planning session they held last month. The report will largely focus on the next steps and he would like to meet with the Town Council to go over the action items.

Municipal Operations Consultant Norton has been at Town Hall on Thursdays and has had good conversations with Utility Manager Cassiday about strategic planning and infrastructure. He has also talked with BC Community Foundation CEO Madison Miller about the trail. The Next Level Trail grant is coming up, but they probably won't be ready for the October application due date and there is also a 20% match. Municipal Operations Consultant Norton advised the trail committee is trying to get back together and he suggested the Town Council have a seat on that committee. He noted the Salt Creek Trail is a four-phase process and one of those phases could potentially solve the safety of crossing State Road 46 and out to the Brown County Music Center.

Municipal Operations Consultant Norton reported at last month's meeting someone requested a sidewalk be installed along State Road 46 from the CVS to McDonalds. His rough estimate on the cost to do this would be 1.4 million dollars and a 20% match would be a large sum.

Municipal Operations Consultant Norton would like to have a second strategic planning meeting with the Town Council in September and will have his report available to them for that meeting.

**2) CLERK-TREASURER – BRENDA YOUNG**

**A. COUNCIL INQUIRIES**

Clerk-Treasurer Young reminded the Council that they will have a budget meeting on Thursday, August 22, 2019 at 6:30pm.

**3) UTILITY MANAGER – SEAN CASSIDAY**

**A. COUNCIL INQUIRIES**

Utility Manager Cassiday advised he gave the Town Council his monthly utility report in their Council packets. Councilmember Crocker asked how often the on-call person is called out each week. Utility Manager Cassiday and Administration Manager Carr reported it varies, sometimes there are no calls and some weeks there are many calls. Councilmember Crocker commented the monthly utility report was a great report and thanked Utility Manager Cassiday for providing the information.

**4) ADMINISTRATION MANAGER – PHYLLIS CARR**

**A. BUSHES UNDER THE LEAF SCULPTURE – REQUEST FOR REMOVAL**

Administration Manager Carr reported that she hasn't met with Councilmember Crocker or sculptor Jim Conner. Councilmember Crocker advised that she spoke with Jim Conner about the bushes. He commented that the bushes cover up the painting that was done on the base plate and allows for moisture and dirt to collect at the base which will compromise the longevity of the paint on the base plate. Mr. Conner would like a sign saying keep off the sculpture and replace the bushes with creek gravel. Discussion. An audience member noted that the bushes have been trimmed and it looks better.

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Councilmember Crocker will ask Mr. Conner if the trimmed bushes will suffice.

### **B. COLOR WALK**

Administration Manager Carr advised the Color Walk is no longer requesting any street closures for their walk on September 21, 2019 and she has emailed the route to the Town Council for their review. She noted that three police officers and volunteers will help to monitor the walk and crossing streets throughout town.

### **C. SIDEWALK ON VAN BUREN IN FRONT OF SUBWAY**

Administration Manager Carr reported that the Council had before them a bid from Todd Baker concerning the INDOT landscaping of the area in front of the Hoosier Buddy/Subway building. The owner of the building is willing to pay half of the \$4,577.06 but she will not pay for the maintenance of the area. Administration Manager Carr advised that the cost of maintenance will be \$240 for eight months. If the Town Council is not happy with the bid, Mr. Baker asked that they give him a budget to work with but the clean-up cost of \$1,700 would remain the same. Discussion.

Utility Manager Cassiday advised that Mr. Baker would like to order the materials for this project along with the materials for the Washington Street parking lot area. He noted that Wagler's will be removing the bushes from the Washington Street lot when Mr. Baker is ready to install new landscaping in this area.

Councilmember Crocker asked where they can get these funds from. Clerk-Treasurer Young explained the options of where they could take the funds from. She noted the law was amended to allow Food and Beverage Funds for streetscape. Discussion.

Councilmember Rudd made a motion to approve the landscape/streetscape bid as presented by Todd Baker using the Food and Beverage streetscape funds. Vice-President Gredy seconded the motion. Discussion. All were unanimously in favor.

### **D. LEAK REPAIRS**

Administration Manager Carr reported the utility repaired seven leaks from July 18 to August 9, 2019.

## **5) TOWN ATTORNEY – JIM ROBERTS**

### **A. TRAFFIC VIOLATIONS ORDINANCE**

Town Attorney Roberts advised that last month he gave the Town Council a new draft of the traffic violations ordinance. He would like input from Police Chief Seastrom and Clerk-Treasurer Young. Police Chief Seastrom advised he is ok with the draft. Clerk-Treasurer Young asked that the ordinance be presented to the State Board of Accounts before they go any further. Town Attorney Roberts explained that he drafted the ordinance in a way that mirrors the State Statute that provides for administration through the Clerk's office taking a lot of pressure off the Clerk-Treasurer's office. He asked Clerk-Treasurer Young to contact the State Board of Accounts about the ordinance and if they want to have a meeting he will do so.

### **B. CELL TOWERS**

Town Attorney Roberts reported that the County has passed a wireless communications facility ordinance. He suggested this might be a good idea for the Town to pick this up and asked for instruction from the Town Council. Discussion. President Gore advised that the Council gives their permission for Town Attorney Roberts to work on this. He explained that he will tune the County's ordinance to fit the Town.

**6) POLICE CHIEF – BEN SEASTROM**

**A. COUNCIL INQUIRIES**

Police Chief Seastrom asked if his monthly report was ok. The Council commented that the report was terrific. Police Chief Seastrom advised they will see more medical runs and assists as they get closer to the tourist season because of the park.

Police Chief Seastrom advised he was contacted by the Police Academy and they are holding a charter class 50<sup>th</sup> reunion on September 5, 2019. They asked him to attend as the Nashville Police Department had two members in this class: William Van Osdol and Jim Robinson. He asked if there was any information available on these men so that he can invite their families to this reunion.

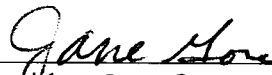
**7) ANY OTHER BUSINESS THAT MAY COME BEFORE THE COUNCIL**

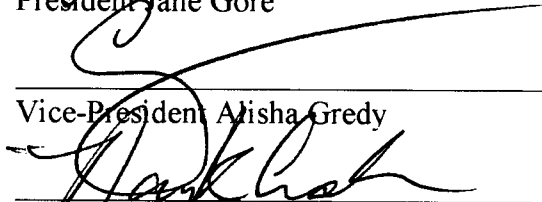
Municipal Operations Consultant Norton reported that he and Records Clerk Jones would like to move forward with an interactive agenda for next month's Town Council meeting. The Council is in favor of doing this type of agenda.

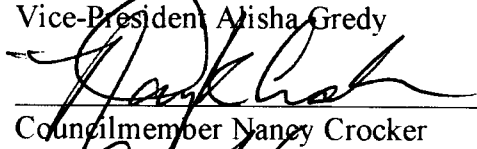
**8) ADJOURNMENT**

Councilmember Rudd made a motion to adjourn the meeting. Councilmember Crocker seconded the motion. President Gore adjourned the meeting at 8:18pm.

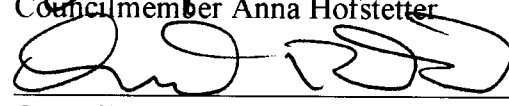
*The audio recording made at the Town Council meeting on 8-15-19 is retained in the office of the Town Clerk-Treasurer.*

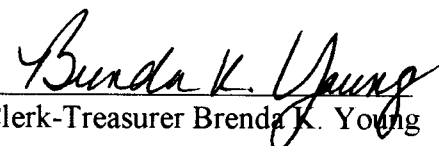
  
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President Jane Gore

  
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Vice-President Alisha Gredy

  
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Councilmember Nancy Crocker

  
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