

NASHVILLE TOWN COUNCIL MEETING THURSDAY, DECEMBER 21, 2017

ATTENDANCE: Council members present – President Charles B. King, Vice-President Jane Gore, Councilmember Alisha Jacoba and Councilmember Dave Rudd. Council members not present – Councilmember Arthur Omberg. Also in attendance – Town Manager Scott Rudd, Utility Manager Sean Cassiday, Clerk-Treasurer Brenda Young and Deputy Clerk-Treasurer Debbie Ferry.

COUNCIL BUSINESS – 6:30pm

1) CALL TO ORDER by Councilmember King at 6:30pm.

2) PLEDGE OF ALLEGIANCE

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

3) ROLL CALL by Clerk-Treasurer Young.

4) APPROVAL OF THE AGENDA

The agenda stands approved as presented.

5) NOTES TO NOTE

President King wished everyone a Merry Christmas.

President King advised that the County has a dog tax and the Town has a dog license. He explained that half the money the Town collects for the dog licenses goes to the Humane Society, the other half of the money goes toward the paperwork and tag. He asked that all town residents buy a dog license for their dogs the beginning of each January and noted the licenses are good for one year. President King noted they will begin enforcing the dog license ordinance this year. Town Attorney Roberts referred to the Town's Code regarding the enforcement of dog licenses.

**6) APPROVAL OF THE MINUTES – 11-16-17 EXECUTIVE SESSION AND MEETING,
11-30-17 EXECUTIVE SESSION AND MEETING, 12-08-17 AND 12-12-17 MEETINGS**

Councilmember Jacoba moved to approve the minutes of the 11-16-17 Executive Session and meeting, 11-30-17 Executive Session and meeting, 12-08-17 and 12-12-17 meetings as presented.

Councilmember Rudd seconded the motion. All were unanimously in favor.

7) CLAIMS

Vice-President Gore advised that she reviewed the claims this month. Councilmember Jacoba made a motion to approve the claims for the period from 11-10-17 to 11-30-17 and for the period of 12-01-17 to 12-14-17. Councilmember Rudd seconded the motion. All were unanimously in favor.

Councilmember Jacoba made a motion to approve the claims for Bose and McKinney LLP in the amount of \$18,722.04, the Brown County Convention and Visitors Bureau in the amount of \$45.00 and the Superfleet MasterCard in the amount of \$3,122.20. Councilmember Rudd seconded the motion. All were unanimously in favor.

8) COMMUNICATIONS

A. Written

Administration Manager Carr advised that BETA has submitted a progress report and this is in the Town Council packets for their review.

B. Audience

None.

BOARDS AND COMMISSIONS REPORTS

1) BROWN COUNTY VOLUNTEER FIRE DEPARTMENT REPORT

Brown County Fire Department Chief Nick Kelp advised the 2018 Fire Contract is before the Town Council for their approval. He advised that he didn't make any changes to the contract from last year. BCFD Chief Kelp advised the department has had over 500 runs this year and five months were without medical runs.

BCFD Chief Kelp reported their engine that caught fire is now back in service. President King thanked the Fire Department for what they do.

Town Attorney Roberts advised that he has reviewed the contract and it is consistent with prior contracts. Vice-President Gore made a motion to approve the 2018 Fire Contract. Councilmember Jacoba seconded the motion. All were unanimously in favor.

2) PARKING AND PUBLIC FACILITIES REPORT

Parking and Public Facilities Commission President Lamond Martin reported that the Commission had a good and productive 2017. They are continuing to work on the Commission's by-laws in making updates where needed.

PPFC President Martin advised the Commission has a vacancy going into 2018. The Commission has voted to recommend Penny Scroggins to be appointed to fill the vacancy. Councilmember Rudd made a motion to appointment Penny Scroggins to the Parking and Public Facilities Commission. Councilmember Jacoba seconded the motion. All were unanimously in favor.

• 2018 RESTROOM ATTENDANT CONTRACT

PPFC President Martin reported the restroom attendant contract is up and the Commission is recommending a 3% increase for 2018. Councilmember Rudd made a motion to approve the contract with the increase. Vice-President Gore seconded the motion. All were unanimously in favor.

Utility Manager Cassiday asked if the Council wants them to close down the Mound Street restrooms until March 1st like they did last year. The Council agreed.

3) ARTS AND ENTERTAINMENT REPORT

Arts and Entertainment Commission President Nancy Crocker thanked the Council for working with the Arts and Entertainment Commission this year. NAEC President Crocker reported that moving the *Dancers* sculpture will cost them less than a \$1,000. That figure was mistyped in the newspaper and has since been corrected. They have not moved the sculpture due to the weather and hope to do so in the spring.

NAEC President Crocker clarified the reason they moved the *All Together Now* sculpture is because it is a show of collaboration between the Town, the NAEC and the school. She noted that Education is a

part of the NAEC's mission statement and they used this sculpture as a way to start connecting with the school.

NAEC President Crocker reported that the Commission will be holding a retreat on January 5, 2018 to look at the ordinance that created the NAEC and their mission statement to focus more on aligning their projects this way.

NAEC President Crocker announced that the Hometown Collaboration Initiative has posted a survey for community members to complete. There is a link to the survey on Facebook and it should take less than ten minutes to complete. In March, there will be a forum to share the results of the survey.

4) DEVELOPMENT REVIEW COMMISSION

Administration Manager Carr reported that this month's meeting was cancelled due to lack of business.

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

Nothing further presented.

RECESS A recess was called from 7:30-7:37pm.

BUSINESS

1) WATER CAPITAL IMPROVEMENT PROJECT BID RECOMMENDATION AND AWARD

Brian Bullock of BLN announced on November 16, 2017 the Town accepted four bids on the Water Capital Improvement Project. The base bid was in the amount of just under 1,250,000.00 and they also accepted an alternate bid which came in at \$879,540.00. Mr. Bullock explained the difference in the base bid and the alternate bid is that the Town would purchase the meters directly from their supplier in the alternate bid. He explained by choosing the alternate bid and the Town purchasing the meters it would be about \$40,000.00 less than the base bid.

After discussing the bids with Utility Manager Cassiday and Town Manager Rudd, Mr. Bullock recommended to award the project to the low bid on the alternate which is Reed and Sons Construction out of Bloomington, Indiana. Mr. Bullock asked for the Council to concur with the recommendation and explained they cannot award the contracts until all the funding and regulations are met. He is hoping that they can have all the paperwork complete, loan closed and pre-construction meeting on January 17, 2018 at 1pm. Mr. Bullock noted they have a deadline for the grant of the end of January 2018 to award the contract which means all the financing must be secured. He noted that Reed and Sons could begin work at the beginning of February 2018 with the substantial completion deadline of end of July 2018, and final completion end of August 2018.

Town Attorney Roberts asked if the award is the same as the notice to proceed. Mr. Bullock explained the notice to proceed is another step and all these documents will be signed and dated at the pre-construction meeting.

2) WATER CAPITAL IMPROVEMENT BOND ORDINANCE 2017-16

Town Attorney Roberts stated that Ice Miller was employed as Bond Counsel and has prepared a Bond Ordinance for the consideration of the Town Council in financing the construction of the town's waterworks. It would now be in order for the Town Council to consider the ordinance.

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Councilmember Rudd made a motion to have the first reading of Ordinance 2017-16 by title only. Councilmember Jacoba seconded the motion. All were unanimously in favor. Vice-President Gore read aloud 2017-16 by title only.

Councilmember Rudd made a motion to suspend the rules and have the second reading of Ordinance 2017-16 by title only. Councilmember Jacoba seconded the motion. All were unanimously in favor. Vice-President Gore read aloud 2017-16 by title only.

Town Attorney Roberts advised there was a second reading of the Ordinance and no amendments were offered. He asked that the rules be suspended and by unanimous consent by the members present be given for consideration a third reading of the ordinance.

Councilmember Rudd made a motion to suspend the rules and have the third reading of Ordinance 2017-16 by title only. Councilmember Jacoba seconded the motion. All were unanimously in favor. Vice-President Gore read aloud 2017-16 by title only.

Councilmember Rudd made a motion to adopt Ordinance 2017-16 by title only. Councilmember Jacoba seconded the motion. All were unanimously in favor. President King announced he has received an unanimous vote to affirm the Town Council's decision to adopt Ordinance 2017-16.

Town Attorney Roberts asked for a motion to adopt the Ordinance as read. Councilmember Rudd made a motion to adopt Ordinance 2017-16 as read. Councilmember Jacoba seconded the motion. All were unanimously in favor.

President King announced there were at least two thirds of members elect of the Town Council were present at the meeting and the motion for adoption had been carried by two thirds vote and has been duly passed and adopted. Town Attorney Roberts then asked the Council to sign an abstract of the minutes that were prepared by Bond Counsel Ice Miller.

3) WATER CAPITAL IMPROVEMENT LOAN RESOLUTION 2017-10

Councilmember Rudd made a motion to read Resolution 2017-10 by title only. Councilmember Jacoba seconded the motion. All were unanimously in favor. Clerk-Treasurer Young read aloud 2017-10 by title only.

Councilmember Rudd made a motion to adopt Resolution 2017-10 by title only. Councilmember Jacoba seconded the motion. All were unanimously in favor.

4) 2018 COUNCIL APPOINTMENTS TO BOARDS AND COMMISSIONS

The Council made the following appointments to the following Boards/Commissions:

Alcoholic Beverage Commission – Jim Hays

Animal Control Commission of Brown County – (to be decided at 1-18-18 Meeting)

Brown County Community Corrections Advisory Board – Dave Rudd

Brown County Emergency Management Board – Dave Rudd

Brown County Solid Waste Board – Alisha Jacoba and Arthur Omberg

Development Review Commission:

- Councilmember Gore appointed David Martin
- Councilmember Jacoba appointed Welton Harris III
- Councilmember King appointed Rick Kelley

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- Councilmember Omberg appointment (to be decided at 1-18-18 Meeting)
- Councilmember Rudd appointed Penny Scroggins
- Clerk-Treasurer Young appointed Bruce Gould

Nashville Parking and Public Facilities Corporation – Gloria Dobbs, Lamond Martin, Penny Scroggins, Susan Spagnuolo and Matt Gray.

Nashville Redevelopment Commission:

- Council appointed Dan Snow
- Council appointed Jane Gore
- Council appointed Rick Kelley
- Council President appointed Roger Kelso
- Council President appointed Danny Key

Tree Board – Bruce Gould, Cathy Paradise, Rick Patrick and Mark Shields and open seat (to be decided at 1-18-18 Meeting)

Police Merit Commission:

Council reappointed Kenny Wendling as his term expires 1-21-18

Councilmember Rudd made a motion to accept the appointments as listed. Councilmember Jacoba seconded the motion. All were unanimously in favor.

Councilmember Rudd would like an ad put in the newspaper advertising the open seat on the Animal Control Board and Tree Board. An application deadline was set for January 16, 2018 by 4pm.

REPORTS

1) CLERK-TREASURER – BRENDA YOUNG

A. ORDINANCE 2017-14 AN ORDINANCE CONCERNING TRAVEL POLICY

Clerk-Treasurer Young advised before the Council is Ordinance 2017- 14 concerning a Town Travel Policy. State Board of Accounts has asked that all towns and cities adopt a travel policy to go along with their Personnel Policies.

Councilmember Rudd made a motion to have the first reading of Ordinance 2017-14 by title only. Vice-President Gore seconded the motion. All were unanimously in favor. Councilmember Rudd read aloud 2017-14 by title only.

Vice-President Gore made a motion to suspend the rules and have the second reading of Ordinance 2017-14 by title only. Councilmember Jacoba seconded the motion. All were unanimously in favor. Councilmember Rudd read aloud 2017-14 by title only.

Vice-President Gore made a motion to adopt Ordinance 2017-14 by title only. Councilmember Jacoba seconded the motion. All were unanimously in favor.

B. 2017 SALARY ORDINANCE CORRECTION

Clerk-Treasurer Young advised before the Council is Ordinance 2017-17 concerning amending two typos in the salary ordinance they adopted last month.

Councilmember Jacoba made a motion to have the first reading of Ordinance 2017-17 by title only. Councilmember Rudd seconded the motion. All were unanimously in favor. Councilmember Jacoba read aloud 2017-17 by title only.

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Councilmember Rudd made a motion to suspend the rules and have the second reading of Ordinance 2017-17 by title only. Councilmember Jacoba seconded the motion. All were unanimously in favor. Councilmember Jacoba read aloud 2017-17 by title only.

Vice-President Gore made a motion to adopt Ordinance 2017-17 by title only. Councilmember Rudd seconded the motion. All were unanimously in favor.

C. 2018 SALARY ORDINANCE

Clerk-Treasurer Young presented Ordinance 2017- 18 which is the ordinance for 2018 salaries. She explained the salaries are the same as 2017 except there is a 2% increase on most of the salaries. Clerk-Treasurer Young noted the Chief of Police and Assistant Chief of Police salaries were not increased per their budget. Council asked that the Council's pay not be increased by 2% and Clerk-Treasurer Young made that change on the ordinance.

Vice-President Gore made a motion to have the first reading of Ordinance 2017-18 by title only. Councilmember Rudd seconded the motion. All were unanimously in favor. Councilmember Jacoba read aloud 2017-18 by title only.

Councilmember Rudd made a motion to suspend the rules and have the second reading of Ordinance 2017-18 by title only. Vice-President Gore seconded the motion. All were unanimously in favor. Councilmember Jacoba read aloud 2017-18 by title only.

Councilmember Rudd made a motion to adopt Ordinance 2017-18 by title only. Vice-President Gore seconded the motion. All were unanimously in favor.

D. INTERNAL CONTROLS – MATERIALITY THRESHOLD AND TRAINING

Clerk-Treasurer Young advised the Town is required to adopt internal controls which the Council has done and they are working really well. She has asked Vice-President Gore to come in next week and review the Town's bank statements for the year so they have another set of eyes reviewing the accounts.

E. CERTIFICATION OF ELECTED OFFICIALS AND CONTRACTING NEPOTISM POLICY

Clerk-Treasurer Young advised each elected official will have to sign the Certification of Elected Officials and Contracting Nepotism policy. She has received signed paperwork from President King, Vice-President Gore, Councilmember Jacoba and Councilmember Rudd as well as her own signed paperwork has been submitted. Clerk-Treasurer Young will follow up with Councilmember Omberg to have his paperwork completed.

F. YEAR END CLOSE OUT MEETING – 12/29/17 AT 3 PM

Clerk-Treasurer Young advised the year end close out meeting is scheduled for December 29, 2017 at 3pm.

G. 2018 TOWN COUNCIL MEETING SCHEDULE

Clerk-Treasurer Young presented the 2018 Town Council meeting schedule and the regular meetings are scheduled for the third Thursday of each month.

2) TOWN MANAGER/ECONOMIC DEVELOPMENT DIRECTOR – SCOTT RUDD

A. SIDEWALK UPDATE

Town Manager Rudd reported the Brown Bike is considering using their contractor to install the sidewalk along Gould Street. The CVB sidewalk looks like it has been poured, Administration Manager Carr and Utility Manager Cassiday helped to secure a right-of-way permit with INDOT for this work. Utility Manager Cassiday noted he is also working with INDOT to install a crosswalk from the CVB across Van Buren Street.

Town Manager Rudd asked about the Tilton sidewalk on N. Jefferson Street. Administration Manager Carr reminded him that Mr. Tilton had responded to her letter about the sidewalk repairs and he would like to split the cost with the town 50/50. Utility Manager Cassiday advised they need to get a full design of the sidewalk and get bids.

B. MEMORANDUM OF UNDERSTANDING FOR SNOW PLOWING

Town Manager Rudd reported that last year they did a snow plow memorandum of understanding with the County. He doesn't believe the County has completed this yet but if the Council would like he will check into this and sign again. President King asked Town Manager to check into this.

Town Manager Rudd announced they have a new plow truck on the way and the potential for another plow truck being needed. Councilmember Rudd asked how many trucks the Town currently has. Utility Manager Cassiday advised they currently have three trucks, one of which limps along and they don't want to use the boom truck for plowing as it tears up the truck.

Utility Manager Cassiday reported he has a check to purchase a truck tomorrow and then to take it to Asher to have new equipment put on it.

C. BROADBAND TASK FORCE UPDATE

Town Manager Rudd reported they are still working with REMC to see if they will provide broadband to all REMC customers in Brown County which is about 6,000 customers. Many letters of support from all levels of the Town, County and school district were submitted to REMC to encourage them to provide broadband and they are awaiting the board's decision.

D. FLOODPLAIN APPEAL UPDATE

Town Manager Rudd advised they are still waiting on DNR to help walk them through the FEMA process for updating the floodplain panels. They are also waiting on the authority to use the DNR new floodway designation as the new flood designation line.

3) UTILITY MANAGER – SEAN CASSIDAY

A. ACQUISITION OF A NEW TRUCK

Utility Manager Cassiday advised the dealer has sent him a purchase agreement and he needs to know if Clerk-Treasurer Young can sign this. Discussion.

Councilmember Rudd made a motion to authorize President King, Clerk-Treasurer Young or Town Manager Rudd to sign the purchase agreement for the new truck. Councilmember Jacoba seconded the motion. All were unanimously in favor.

4) ADMINISTRATION MANAGER – PHYLLIS CARR

A. TODD BAKER LANDSCAPING BID

Administration Manager Carr presented Todd Baker's landscaping bid for 2018. She advised the bid shows an overall increase of \$3,322.00 but this includes additional services such as shrub trimming, watering of Pat Reilly landscaping, mulching and weeding the DOT bed, mowing, lawn treatment and spraying the new town park as well as irrigation maintenance.

Councilmember Rudd made a motion to approve the Todd Baker landscaping bid and to have Administration Manager Carr sign off on the paperwork. Vice-President Gore seconded the motion. All were unanimously in favor.

5) TOWN ATTORNEY JIM ROBERTS

A. DEFERRAL AND ENFORCEMENT UPDATE

Town Attorney Roberts advised he will still need to talk with Clerk-Treasurer Young about some of the issues that need to be resolved to satisfy the State Board of Accounts. Clerk-Treasurer Young noted that she sent all the information to the State Board of Accounts and they are not happy with the procedure as it is currently laid out.

B. COUNCIL INQUIRIES

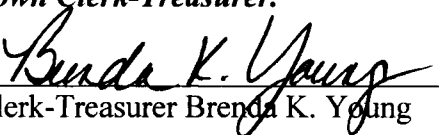
Town Attorney Roberts thanked the Council for giving him the opportunity to serve the Town for a year.

Councilmember Rudd made a motion to appoint James T. Roberts as the Town Attorney under the same current contract. Vice-President Gore seconded the motion. All were unanimously in favor.

6) ADJOURNMENT

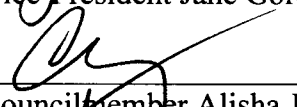
Councilmember Rudd made a motion to adjourn the meeting. Vice-President Gore seconded the motion. President King adjourned the meeting at 8:00pm.

The audio recording made at the Town Council meeting on 12-21-17 is retained in the office of the Town Clerk-Treasurer.


Clerk-Treasurer Brenda K. Young


President Charles B. King


Vice-President Jane Gore


Councilmember Alisha Jacoba


Councilmember Arthur Omberg


Councilmember Dave Rudd