

NASHVILLE TOWN COUNCIL MEETING

THURSDAY, FEBRUARY 16, 2017

ATTENDANCE: Council members present – President Charles B. King, Vice-President Jane Gore, Councilmember Alisha Jacoba, Councilmember Arthur Omberg (arrived at 6:45pm) and Councilmember Dave Rudd. Also in attendance – Town Manager Scott Rudd, Town Utility Manager Sean Cassiday, Administration Manager Phyllis Carr, Town Attorney Jim Roberts, Police Chief Ben Seastrom, Clerk-Treasurer Brenda Young and Deputy Clerk-Treasurer Debbie Ferry.

COUNCIL BUSINESS – 6:30pm

1) CALL TO ORDER by Councilmember King at 6:36pm.

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

Town Manager Rudd asked that they add the ARA contract for the Water CIP project to the agenda. President King advised this will be addressed under Written Communications.

President King announced that John Kennard of the Brown County Health Department is withdrawing his request to be before the Council today.

Councilmember Rudd made a motion to approve the agenda as modified. Councilmember Jacoba seconded the motion. All were unanimously in favor.

5) NOTES TO NOTE

President King reminded those with colored lights in the Village District should have them turned off by January 15th.

President King talked about shop owners putting their trash in the town's trash barrels and reminded this is not what they are to be used for.

6) APPROVAL OF THE MINUTES – 1-19-17 MEETING AND 2-02-17 MEETING

Councilmember Jacoba moved to approve the minutes of the 1-19-17 Meeting and 2-02-17 Meeting. Vice-President Gore seconded the motion. All were unanimously in favor.

7) CLAIMS

Clerk-Treasurer Young advised there is a claim before the Council from the Fire Department as the 2017 contract has been signed. They need to make the first payment of \$3,000. Clerk-Treasurer Young presented the claim from Speedway LLC in the amount of \$3,290.28 and noted this bill seems to come in after the monthly deadline.

Vice-President Gore made a motion to approve both claims as presented. Councilmember Rudd seconded the motion. All were unanimously in favor.

President King advised that he reviewed the claims that are before the Council. Councilmember Jacoba made a motion to approve the claims for the period of 1-13-17 through 1-31-17 and for the period of 2-01-17 through 2-09-17. Vice-President Gore seconded the motion. All were unanimously in favor.

8) COMMUNICATIONS

A. Written

Deb Lilly of ARa advised the Town has received the grant for their water project and she is before the Council to ask them to sign a contract with ARa as the grant administrator for the project. Town Attorney Roberts advised he has reviewed the contract and it is consistent with prior contracts with ARa.

Vice-President Gore made a motion that Town Council President King signs the contract with ARa. Councilmember Jacoba seconded the motion. All were unanimously in favor.

B. Audience

None.

BOARDS AND COMMISSIONS REPORTS

1) BROWN COUNTY VOLUNTEER FIRE DEPARTMENT REPORT

Administration Manager Carr advised a representative is not present this evening. She noted in their council packets they have the department's run reports for the last six months.

2) PARKING AND PUBLIC FACILITIES REPORT

• APPOINTMENT RECOMMENDATION

Parking and Public Facilities President Lamond Martin advised the Commission is recommending Barry Herring, owner of the Brown County Inn, to replace hotel manager Kevin Ault on the Commission. Mr. Ault had resigned earlier this year.

Vice-President Gore made a motion to appoint Barry Herring to the Parking and Public Facilities Commission. Councilmember Rudd seconded the motion. All were unanimously in favor.

PPFC President Martin reported they are looking at lighting for streets, sidewalks and parking lots. Councilmember Omberg asked if the lighting will be done with the same type of Main Street lights. PPFC President Martin advised they will probably not use those types of lights as the areas are off beat and they can't afford those types of lights in parking lots. They will be using LED lighting as they will easier to maintain and lower the electric bills.

President King asked if there were any leads on the vandalism at the Washington Street parking lot. Police Chief Seastrom advised they are working on this case but they don't have a lot of information. They are looking into getting cameras in this area.

3) ARTS AND ENTERTAINMENT REPORT

Arts and Entertainment Commission President Nancy Crocker reported their Commission is working with the Parking and Public Facilities Commission on the comfort station at the Village Green restrooms. Hopefully by next month they will have phase one of the decorations up which will be old Hohenberger prints.

• APPOINTMENT RECOMMENDATION

Arts and Entertainment Commission President Crocker announced that Commission member Ann Miller has resigned and the Commission is recommending Jonathan Bolte to take this position.

TOWN COUNCIL MEETING FEBRUARY 16, 2017

Councilmember Rudd made a motion to appoint Jonathan Bolte to the Arts and Entertainment Commission. Vice-President Gore seconded the motion. All were unanimously in favor.

4) TREE BOARD

Administration Manager Carr reported she has emailed the contractor about the status of stump grinding but has not heard back from them. If they are booked up, Administration Manager Carr suggested they hire someone else to do the work.

5) DEVELOPMENT REVIEW COMMISSION REPORT

Administration Manager Carr reported she has approved three signs in-house; two for new businesses and one relocation. They will not be having a DRC meeting next week as all applications have been addressed in-house. The Commission will hold an orientation session for the two new members on the commission.

6) MAIN STREET COMMITTEE REPORT

Clerk-Treasurer Young advised they have completed their annual report to OCRA. It was amazing to her how many volunteer hours that were donated this last year especially for Christmas in Brown County.

President King asked if there are any new upcoming projects. Clerk-Treasurer Young reported they don't have any projects at this time but are aware of some grant funding options that are coming up and they will need the match to get these grants.

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

Nothing further presented.

OLD BUSINESS

1) STATUS UPDATE ON: PETITION FOR ANNEXATION INTO THE TOWN OF NASHVILLE THE PROPERTY COMMONLY KNOWN AS " FIRECRACKER HILL" ALONG MEMORIAL DRIVE AND OLD STATE ROAD 46, NASHVILLE, INDIANA 47448: PARCEL #003-1297-00 CONTAINING 42.80 ACRES MORE OR LESS AND PARCEL #003-12970-01 CONTAINING 51.10 ACRES MORE OR LESS

Town Manager Rudd reviewed the process of the petition and advised that 100 percent of the property owners petition the Town to annex this property. State Law dictates that they must follow certain steps and they have started the process by holding a public hearing. The next step is to decide if they want to move forward with the annexation and to do that they must do a fiscal analysis. The Council approved to have a fiscal analysis done and Umbaugh is working on the study now. Town Manager Rudd expects the fiscal study to be available to the Council at next month's meeting.

Councilmember Omberg asked about zoning. Town Manager Rudd reported the County Commissioners officially rezoned all of the property to General Business at their meeting last night. Town Attorney Roberts explained if the Town annexes in the property it will be zoned the most similar to the County's General Business zoning which would be B3.

Town Attorney Roberts asked when the fiscal study would be ready for the Council's review. Town Manager Rudd advised the report may be ready in the next couple of weeks but he is uncertain at this time. President King advised they could hold a meeting prior to the next monthly meeting if the study is ready before then.

2) BEAN BLOSSOM SEWER WHOLESALE RATE PROJECT

President King announced that the sewer district decided not to use the town's facilities so that means the proposed agreement they had for the rate can be withdrawn. Councilmember Rudd asked if they paid someone to get the rate. President King reported the Town spent \$15,000 on the rate study. Councilmember Rudd commented that they need to start charging the people for these studies. Discussion.

A Bean Blossom sewer board member reported that they were advised by RCAP that the Town needed to know what the rate was no matter who approached them for what job. This is common for a utility to know what rate to charge any applicant. She noted there was an offer from RCAP to help the town with the rate study for almost nothing but the Town chose Umbaugh to do the work instead.

Councilmember Rudd made a motion to withdraw their proposed agreement to the sewer district. Councilmember Jacoba seconded the motion. All were unanimously in favor.

3) ANY OTHER NEW BUSINESS THAT MAY COME BEFORE THE COUNCIL

Nothing present.

REPORTS

1) CLERK-TREASURER – BRENDA YOUNG

A. ORDINANCE 2017-01 AN ORDINANCE CREATING A WATER CIP GRANT FUND

Clerk-Treasurer Young presented Ordinance 2017-01 and she explained this ordinance creates a fund to allow them to put the grant funds and loan money from the USDA in for the water improvement project. Town Attorney Roberts advised he has reviewed the ordinance and it is sufficient for what the Clerk-Treasurer has intended.

Councilmember Omberg made a motion to have the first reading of Ordinance 2017-01 by title only. Councilmember Rudd seconded the motion. All were unanimously in favor. Councilmember Omberg read aloud Ordinance 2017-01 by title only.

Vice-President Gore made a motion to suspend the rules and have the second reading of Ordinance 2017-01 by title only. Councilmember Rudd seconded the motion. All were unanimously in favor. Councilmember Omberg read aloud Ordinance 2017-01 by title only.

Councilmember Rudd made a motion to adopt Ordinance 2017-01 by title only. Vice-President Gore seconded the motion. All were unanimously in favor.

B. USDA ANNUAL WASTEWATER REPORT

Clerk-Treasurer Young presented the annual wastewater report for 2016 and announced their numbers were very good. She asked for a motion to adopt the report so that she can submit it to the USDA.

Vice-President Gore made a motion to adopt the report. Councilmember Rudd seconded the motion. All were unanimously in favor.

C. COUNCIL INQUIRIES

Clerk-Treasurer Young announced that there is a legislative dinner that will be hosted by AIM (Accelerate Indiana Municipalities). The dinner is free to members in March. She will get more information to them soon.

2) TOWN MANAGER/ECONOMIC DEVELOPMENT DIRECTOR – SCOTT RUDD

A. FINANCES

Town Manager Rudd announced the General Fund balanced in 2016 which took significant effort by all staff. In the water department they had the lowest expenses in five years, with operating at 11% under budget. This was due to very intentional saving going on. As for the sewer budget, this too was at a five year low.

Town Manager Rudd advised they have worked hard to balance the General Fund in 2017 but it is very tight. The town hall roof project could be of a significant expense this spring. They may also have to close the meeting room for some time to do the major roof repair.

B. FIVE YEAR CAPITAL IMPROVEMENT PLAN

Town Manager Rudd updated the Council on the five year capital plan that they entered into with Umbaugh. They are getting closer to identifying the items they want to include in this plan. Some of those items are new construction, renovation, expansion or replacement project for existing facility or facilities. These projects are at least \$10,000 over the life of the project. Town Manager Rudd noted the items in the capital improvement plan can also be equipment such a vehicles, construction equipment or rehabilitation projects for existing facilities. Umbaugh will feed these items into the next five years of budgets to see where the future is headed. Town Manager Rudd advised the three year plan has folded into this five year capital improvement plan.

Town Manager Rudd asked the Council to consider holding work sessions in the late spring so that they can dive into the budget planning further with Umbaugh. Councilmember Omberg thanked everyone for their hard work on lowering the budgets. He asked where the money they saved is going. Town Manager Rudd explained those funds are going straight back in to capital such as replacing meters, paying for critical infrastructure and preventative maintenance. The refinancing of the loans they did last year was because they have a healthy balance sheet and this allowed them to save another \$70,000. Town Manager Rudd announced they are trying to fund the pressure reducing valve project out of their own funds.

Town Manager Rudd advised two or three years ago they had a high employee turnover rate in their water and wastewater department. They have looked at their salary and benefits and changed them to help retain employees.

C. BROADBAND TASK FORCE UPDATE

Town Manager Rudd reported this group which includes different people from all across the county is making great headway which is now being noticed at the State level. There are some new funding sources developing that they are paying very close attention to.

3) BROWN COUNTY VOLUNTEER FIRE DEPARTMENT REPORT

New Brown County Fire Department Fire Chief Nick Kelp introduced himself to the Council. He assumed this position as of February 6, 2017 and has shared his contact information with

TOWN COUNCIL MEETING FEBRUARY 16, 2017

Administration Manager Carr to give to the Council. Councilmember Omberg asked to meet with BCFD Chief Kelp to talk about funding.

4) UTILITY MANAGER – SEAN CASSIDAY

A. UPDATE ON WATER CIP GRANT

Utility Manager Cassiday reported they have talked with the engineers about rolling the pressure reducer valve project into the Water CIP grant if the other equipment pricing is lower. USDA is also willing to give them a bigger loan if needed to pay for the reducer valve project without jeopardizing raising rates. The other option is that they can pay for it within the Town's budget but he believes it is doable within the grant and loans.

B. PAVING PLAN

Utility Manager Cassiday advised that he talked with Milestone the other day and they will be setting up a meeting soon to discuss what is expected and what is needed. The work should begin sometime in late May or the first part of June. The work should take 10-15 days depending on the weather.

C. COUNCIL INQUIRIES

President King asked about the status of replacing the culvert at Heimbürger Lane. Utility Manager Cassiday is waiting on a response from someone regarding the pricing to do the repair.

Councilmember Rudd asked about the fans or motors they were going to change out at the sewer plant to save them more money. Utility Manager Cassiday reported he spoke with the engineer about this and they are in the process of getting them ordered. They have to have this project completed by the end of April 2017.

Councilmember Omberg spoke about the 50/50 sidewalk request that was in the Council packets. Town Manager Rudd advised that they need to make sure that their money is spent on the absolute highest priority safety issue. Before they respond to this request they need to see if it is at the top of the list to be addressed. Utility Manager Cassiday noted the issue with this request is that the sidewalk is technically the State's sidewalk. Councilmember Omberg asked if they do decide to do a new sidewalk in this area that they use the main street specs.

5) ADMINISTRATION MANAGER – PHYLLIS CARR

A. RIGHT OF WAY REQUESTS

• BIG WOODS RALLY IN THE ALLEY

Administration Manager Carr presented the right of way request for Big Woods to do their St. Patrick's Day festival. The event is Saturday, March 18, 2017 from noon to 11pm with live music until 9pm. Administration Manager Carr advised that Big Woods has contacted the owner of the building next to them about the event. They are requesting to block off Molly's Lane from Van Buren Street to Honeysuckle Lane as they have done for previous events.

Councilmember Omberg moved to approve Big Woods right of way request for the March 18, 2017 event. Councilmember Rudd seconded the motion. All were unanimously in favor.

• BROWN COUNTY PLAYHOUSE

Administration Manager Carr presented a right of way request for the Brown County Playhouse. On Saturday, April 22, 2017 the band, Asleep at the Wheel, will perform at the Brown County Playhouse. The band will have a bus with a trailer attached and the Playhouse is requesting to close down a portion

TOWN COUNCIL MEETING FEBRUARY 16, 2017

of Honeysuckle Lane at 3pm. PNC Bank has granted them permission to park the bus and trailer in their lot for the event. Administration Manager Carr explained they will need to block Old Hickory Lane from Van Buren Street to Jefferson Street and on West Main Street at Honeysuckle Lane. Volunteers will open up the blocked streets once the bus/trailer has been parked. They are also requesting four parking spots to be blocked off next to the Professional Building and one space near the Wild Olive. Utility Manager Cassiday explained the reason for blocking the parking spaces in case they are using the bus to haul the trailer through the alley. Police Chief Seastrom voiced concern about the power and phone lines in this area. Discussion. Utility Manager Cassiday advised they will have to close the intersections after the show to allow for the bus/trailer to get out. Utility Manager Cassiday is hoping that they can move the trailer in the area with a pickup truck rather than the bus.

Councilmember Omberg moved to approve Brown County Playhouse right of way request for the April 22, 2017 event. Councilmember Rudd seconded the motion. All were unanimously in favor.

Councilmember Omberg asked that the fire hydrant in this area be repainted as it does not look right.

B. STATE ROAD 135/46 TRIANGLE UPDATE

Administration Manager Carr reported they had a request for a State right of way permit to work on the triangle at the intersection of State Road 135/46. This has been approved by the State. Town Manager Rudd advised they will cover the sewer drain hole in this area according to the State's specifications. He also reported that two people have donated to the project: Jenny Johnson and Todd Baker.

C. SERVICE AGREEMENT RECOMMENDATIONS – PART 1

Administration Manager Carr spoke about the service agreements that were opened at last month's meeting. They are making the following recommendations to the Council:

- **Septic Wastewater Hauling** – Reed Excavating
- **Wastewater Pump and Lift Station Repair** – Quality Repair
- **Plumbing** – Dunham Plumbing
- **Tree Maintenance** – Stinson

Councilmember Rudd made a motion to accept the service agreement recommendations. Vice-President Gore seconded the motion. All were unanimously in favor.

Administration Manager Carr and Utility Manager Cassiday advised they will be redoing the Water Excavation and HVAC bids as they need to fine tune what they are requesting in the bids.

D. SERVICE AGREEMENT RECOMMENDATIONS – PART 2

Administration Manager Carr reported they did not receive back any bids for Pest Control as the contractor is overloaded with work.

Sidewalk Repair

- Dynamic Concrete – equipment charge \$75, miscellaneous charges prices general given per job.
- Millbuild – \$75per hour.

Material Hauling

- Wagler Brothers – equipment charge \$87.50 per hour, \$92.50 quad axle dump, labor charge per hour in addition to operator \$32.50, listed equipment types and charges.

TOWN COUNCIL MEETING FEBRUARY 16, 2017

- Jerry Fleetwood – equipment charge \$80 per hour, 1 ½ hour minimum, no charge for service call, labor charge per hour in addition to operator \$29, no after hour charge, listed equipment types and charges.

Electric

- Wheeler Electric – service call charge \$75, labor charge per hour \$50, after hours charge \$75.
- Electrical Arc-A-Techs, LLC – service call charge \$0, labor charge per hour \$65, after hour charge \$87.50, miscellaneous charge equipment rental plus 15%.
- Rural Electrical Contractor – equipment charge \$55 per hour, bucket truck when applicable, owner operator up to 32 foot, service call charge \$85, labor charge per hour \$65 per man hour, after hour charge \$97.50 per man hour, list of equipment and charges.

Street and Curb Painting

- AAA Striping – equipment and labor charge \$0, cost per linear foot for curbs 65 cents, cost per linear foot for six foot wide line 40 cents, service call charge \$150 per trip, no after hour charges, miscellaneous charge \$375 minimum per mobilization to the job site, list of equipment and charges.

Automotive Repair

- Brown County Tire - \$65 per hour, service calls \$55, labor charge \$65 per hour, list of equipment and charges.

Carpenter/General Contractor

- Waltman Construction – equipment charge \$125 per hour, service call charge \$85, labor charge per hour/two men \$125, after hour charge/two men \$150, list of equipment and charges.
- McCulley Improvements – service call \$50 first hour plus materials, labor charge \$35 per hour plus materials, after hours charge \$40 plus materials, equipment types varies per job.
- L. Martin Associates – no equipment charge, service call \$50, labor charge per hour \$35, after hour charge \$50.
- Austin Construction – equipment charge based on bid, service call charge \$150 each, labor charge per hour \$50 per man hour, after hours charge \$75 per man hour.

Storm Drain Excavation

- Christman Enterprises LLC – equipment charge \$305 per job, service call charge \$65, labor charge per hour in addition to operator \$95, no after hour charge, list of equipment and charges.
- Wagler Brothers – equipment charge \$90 per hour, service call charge two hour minimum on all services, labor charge per hour in addition to operator \$38.50, after hour charge \$250, list of equipment and charges.

Administration Manager Carr asked that they take these service agreements under advisement and make a recommendation at next month's meeting. Councilmember Omberg made a motion to take the service agreements under advisement and receive recommendations at their earliest convenience. Councilmember Rudd seconded the motion. All were unanimously in favor.

E. VILLAGE GREEN REVITALIZATION PROJECT UPDATE

Administration Manager Carr reported they will be working on the requests for proposals on the art elements.

F. COUNCIL INQUIRIES

President King reminded everyone that dog licenses are due for all those that live in Town. This is not a tax but a license. He also noted yard parking permits are required for those that park cars in their yards. There is not a charge for this permit. President King advised that all Town business licenses should have been applied for by now or the first day the business is open this year.

6. POLICE CHIEF – BEN SEASTROM

A. COUNCIL INQUIRIES

Police Chief Seastrom advised a representative from the car wash next door to the Police Department is requesting that the Town Council's attorney make contact with their counsel regarding the easement request. Town Manager Rudd advised that former Town Attorney Szakaly had given him some files and he will forward this information to current Town Attorney Roberts.

Police Chief Seastrom advised they are still in the hiring process. He hopes to have good news at the next Town Council meeting that no one decided to leave and they have all the part-time positions filled but not sure this will happen.

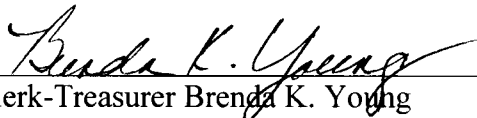
7. TOWN ATTORNEY – JIM ROBERTS

Town Attorney Roberts advised he has had a lot of conversations with Town Administration in the last month.

ADJOURNMENT

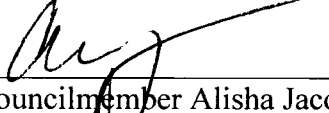
Councilmember Rudd moved to adjourn the meeting. Councilmember Omberg seconded the motion. All were unanimously in favor. President King adjourned the meeting at 8:00pm.


The audio recording made at the Town Council meeting on 2-16-17 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