

**NASHVILLE TOWN COUNCIL MEETING
THURSDAY, JANUARY 17, 2019**

ATTENDANCE: Council members present – President Jane Gore, Councilmember Nancy Crocker, Councilmember Anna Hofstetter and Councilmember Dave Rudd. Council member not present – Vice-President Alisha Gredy. Also in attendance – Utility Manager Sean Cassiday, Administration Manager Phyllis Carr, Police Chief Ben Seastrom, Town Attorney Jim Roberts, 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

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

3) ROLL CALL by Clerk-Treasurer Young.

4) APPROVAL OF AGENDA

Councilmember Crocker asked that they add an approval for the Parks Commission under Boards and Commissions, and Keep Brown County Beautiful under Audience Communications. Administration Manager Carr asked to add the opening of Service Agreement bids under her report and business owner Robb Besosa's request to build a deck under Written Communications.

Councilmember Crocker made a motion to approve the agenda with the additions. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

5) APPROVAL OF THE MINUTES – 12-31-18 AND 1-03-19 MEETINGS

Councilmember Rudd made a motion to approve the minutes of the 12-13-18 and 1-03-19 meetings as presented. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

6) ACCOUNTS PAYABLE VOUCHERS

Councilmember Crocker advised that she reviewed the accounts payable vouchers and made a motion to approve the accounts payable register for January 2019. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

Councilmember Crocker made a motion to approve the additional accounts payable voucher for SuperFleet for fuel in the amount of \$2,891.60. Councilmember Rudd seconded the motion. All were unanimously in favor.

7) COMMUNICATIONS

A. WRITTEN

• DAN SNOW – PARKING PERMIT REQUEST FOR 433 WELLS DRIVE

Dan Snow gave a PowerPoint presentation to explain his request to park in front of his home at 433 Wells Drive. He provided sworn statements from residents and delivery drivers that state they do not have an issue with him parking in this spot. Mr. Snow asked if there is a problem with him parking in this area he would like to see a description of it in writing. Discussion.

BCVFD Chief Nick Kelp advised that Mr. Snow did receive a letter from the Fire Department regarding a tourist rental and when they drove through the area his car was not parked in front of the home.

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However, the Fire Department has an issue with space in getting a fire truck through this area with a vehicle parked in front of the home. He advised that he did drive a fire truck on Wells Drive and it was very tight.

Councilmember Hofstetter moved to table the issue until they receive more empirical evidence to support that this is a public safety concern. Police Chief Seastrom advised he has received complaints from people trying to drive through the area and they also have an ordinance that restricts parking on Wells Drive. Discussion.

In summary, Mr. Snow asked for a parking permit for three cars, he would like to not build another off-street parking structure but will do so if he is required. He also asked the Council to inform the Planning and Zoning Office to reopen his homestay application which was rejected because of the alleged parking problems. Further discussion. Utility Manager Cassiday commented that he has not done a pavement to pavement measurement of Wells Drive but he believes it is borderline that it should be a one-way road.

Town Attorney Roberts advised there appears to be some facts in dispute and he would like to see what the County Surveyor has indicated about this situation. He noted the Town has a general ordinance that says no parking of vehicles or storing materials shall be permitted in any street or alley in the area designated for travel. He asked if the parked vehicle is in the area that is designated for travel. Discussion.

Councilmember Rudd suggested they table this request until they can get more information and see the area. Councilmember Hofstetter made a motion to table the request at this time. Councilmember Rudd seconded the motion. All were unanimously in favor

• **JIM SCHROEDER – PROPOSED BICYCLE ROUTE USBR235**

Jim Schroeder addressed the Council and explained that the State has bike routes all around Indiana. The north-south bike route had previously bypassed Bloomington and Brown County. Mr. Schroeder has started a mission to create a bike route through these areas by proposing US Bike Route 235. He explained that INDOT and Adventuring Cycling have given him permission to create the best routes. Mr. Schroeder presented the proposed USBR235 to the Town Council along with a resolution in support of the bike route. Discussion.

Town Attorney Roberts voiced concern about the line in the resolution where the Town is to maintain the signage. Mr. Schroeder advised this could be omitted. Town Attorney Roberts asked to change the wording to “the Town will agree to permit the posting and maintenance of signs” for the bicycle route.

Councilmember Hofstetter made a motion to adopt Resolution 2019-01 by title only with the amendment made by Town Attorney Roberts. Councilmember Rudd seconded the motion. All were unanimously in favor.

B. AUDIENCE

• **ROBB BESOSA – DECK REQUEST**

Administration Manager Carr advised that last month Robb Besosa had submitted a letter asking to build a deck on what seems to be an abandoned alley. Yesterday, Mr. Besosa submitted a COA of the deck for the Council’s review. Discussion. Town Attorney Roberts advised that the alley is still on the plat and has not been vacated. He suggested that Mr. Besosa consult an attorney regarding the vacation of the alley.

- **KEEP BROWN COUNTY BEAUTIFUL**

Councilmember Crocker reported that she met with some members of Keep Brown County Beautiful and they are in the beginning stages of starting a campaign to make Brown County Green. This group is asking the Town to research the availability of grants and be a partner on this project.

Councilmember Crocker asked the Council for permission to have ARA research potential grant opportunities. Clerk-Treasurer Young commented that she believes they can have more than one planning grant running at one time but noted that they cannot have more than one Community Development Block Grant running at the same time.

Councilmember Crocker made a motion that the Town explore grants through ARA regarding making Brown County Green. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

BOARDS AND COMMISSIONS REPORTS

1) BROWN COUNTY VOLUNTEER FIRE DEPARTMENT REPORT

BCVFD Chief Nick Kelp reported the department finished up 2018 with the most runs they have ever had for a total of 615 runs. He noted they did this with a total of 10 people and they are worked to the bone. Councilmember Hofstetter commented that the department does a fantastic job for what they are given and asked if there is anything specific they can use to help the department. BCVFD Chief Kelp advised there a lot of things they can use and he would be happy to meet with the Councilmembers to go over the list. He advised the biggest issues are that they are underfunded and understaffed.

2) DEVELOPMENT REVIEW COMMISSION

- **APPOINTMENTS TO DRC – 3 REMAINING**

President Gore announced that Vice-President Gredy has reappointed Wes Harris to the DRC. Councilmember Crocker appointed Alex Miller and Councilmember Hofstetter appointed Jessica George to the DRC. Councilmember Crocker encouraged that those not reappointed to the Commission this year to attend the meetings and share their input and experience. President Gore and Councilmember Hofstetter agreed.

- **HISTORIC PRESERVATION ORDINANCE**

Administration Manager Carr advised there was not a quorum of the DRC this month so the ordinance was not discussed. Town Attorney Roberts advised he has received input from individual members of the DRC as well as Councilmember Crocker. He has circulated a draft to the Council and DRC members and has made additional changes to clean up something that sounded complicated. Town Attorney Roberts presented the fifth draft of the ordinance to the Council for their review. Discussion.

3) TREE BOARD REPORT

Utility Manager Cassiday reported that the Tree Board met today and advised they purchased 10 trees last year and planted four in the fall. They will plant the remaining trees this year along Hawthorne Street that were taken out last year to widen the road and plant a tree in honor of Arbor Day in the new town park to replace the Yellowwood tree that died. Police Chief Seastrom asked for one of the trees at the department to be removed and a new one planted in its place.

Administration Manager Carr advised that the Arbor Day tree planting will be held April 26, 2019 and they will invite the Head Start children as well as the intermediate school children to attend. She also reported that a couple of the Tree Board members came to the Park Commission meeting today and it was good to have the two groups working together.

4) APPOINTMENTS TO PARKING AND PUBLIC FACILITIES – 2 REMAINING

President Gore advised they have two spots to fill on the Parking and Public Facilities Commission and have four applicants to choose from. Councilmember Crocker made a motion to appoint David Chilcote and Anders Jorgansen to the Parking and Public Facilities Commission. Councilmember Rudd seconded the motion. All were unanimously in favor with Councilmember Hofstetter abstaining.

5) APPOINTMENTS TO REDEVELOPMENT COMMISSION – 1 REMAINING

Clerk-Treasurer Young advised there is one appointment yet to be made to the Redevelopment Commission and this is to be the President's appointment. Councilmember Hofstetter noted that the appointment to the Redevelopment Commission must live within Town limits. President Gore then appointed Torrie Rae Birkemeier to the Redevelopment Commission.

6) TOWN PARK COMMISSION REPORT

Councilmember Crocker reported that the Park Commission discussed holding a Town Hall meeting to invite the public to participate in conversation about what they want to do with the park. Councilmember Hofstetter and Councilmember Crocker asked permission to hold the Town Hall meeting on February 7, 2019. Councilmember Crocker asked that it also be posted as a Town Council meeting so that all members of the Council could attend.

Audience member Heather Nicholson advised that the Brown County Redevelopment Commission will also meet on this night at 6pm. The Town Council agreed to hold the Town Hall meeting on February 7, 2019 at 5pm as not to interfere with the Brown County Redevelopment Commission meeting.

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

No further presented

NEW BUSINESS

1) NEW MEMBER ORIENTATION MEETING

Councilmember Crocker asked that they hold a new member orientation meeting at some point. Clerk-Treasurer Young explained that there are state agencies that would be willing to come in and do an orientation meeting. Discussion.

RECESS

A recess was called from 7:57pm-8:06pm

REPORTS

1) CLERK-TREASURER – BRENDA YOUNG

A. MONTHLY INTERNAL CONTROLS VERIFICATION

Clerk-Treasurer Young explained that at each monthly meeting the Town Councilmembers will need to sign a verification that they have reviewed the reconciliation reports, bank statements and fund ledger. She noted that the Department Heads also sign a verification that they have reviewed the same reports.

B. MAIN STREET COMMITTEE

Clerk-Treasurer Young advised they started a Main Street Committee several years ago and have not been as active as they have been in the past. They do have a small group of volunteers that do the Christmas decorating in the Village. Clerk-Treasurer Young explained that the Town of Nashville is a designated Indiana Main Street member and her goal is to get more Main Street volunteers. If they

have more participation, they would also be eligible for Main Street grants. She is looking for a diverse group of volunteers to work with the other Town commissions. Discussion.

Clerk-Treasurer Young explained more about the Main Street committee's past projects and future possibilities and objectives. Councilmember Crocker offered to talk with the Chamber of Commerce and Convention and Visitors Bureau to have volunteers sit on the Main Street committee. Councilmember Hofstetter and business owner Andrew Tilton volunteered to be on the Main Street committee.

Councilmember Hofstetter would like the Youth Council to be set up by the end of February as well. Clerk-Treasurer Young advised that she will contact AIM and they will help them to get this program going.

2) UTILITY MANAGER – SEAN CASSIDAY

A. COMMUNITY CROSSINGS PAVING UPDATE

Utility Manager Cassiday advised he is meeting with Charlie Day of DLZ next week to go over what they need to put together to get the paving project bid out. They have until March to get the bid for the paving grant they received in September. The paving will be done on Old State Road 46 as well as McGee Road. Utility Manager Cassiday reported they can apply for another paving grant by the first of February. If they receive those grant funds the plan is to redo the entrance to Hawthorne Drive to include a turn lane. Discussion.

B. EQUIPMENT DISPOSAL

Utility Manager Cassiday explained that he has several pieces of equipment that is deemed to be junk at the wastewater treatment plant. He asked the Council's permission to get rid of these items and sell for scrap metal. Councilmember Rudd agreed that these items need to be disposed of to clean up the plant.

Clerk-Treasurer Young advised they must have an itemized list of all the things to be disposed of submitted to the Town Council. The list should include the estimated value of each item along with the reason for disposal clearly indicated. The Town Council will need to approve of the disposal a minimum of 10 days prior to the date of disposal. This applies to one item of \$1,000 or more or a group of items valued at \$5,000 or more. Utility Manager Cassiday will submit this list to the Town Council.

C. COUNTY/TOWN FUEL AGREEMENT

Utility Manager Cassiday reported that he has met with BC Highway Garage Manager Mike Magner and provided him with driver information as requested. Police Chief Seastrom will also submit a list from his department and they should start the fuel buying process by February 1, 2019. Utility Manager Cassiday noted this program will save the Town a significant amount of money in fuel cost this year.

3) ADMINISTRATION MANAGER – PHYLLIS CARR

A. SERVICE AGREEMENTS – 1ST ROUND BID OPENING

President Gore explained that the bids are opened and read at this meeting and taken under advisement. Utility Manager Cassiday added that he and Administration Manager Carr will review all the bids and bring back recommendations to the Town Council for their approval. Administration Manager Carr noted this bid opening is round one and they will have round two at next month's meeting. Administration Manager Carr opened the following service agreement bids and Police Chief Seastrom read aloud the proposals:

Snow Removal for Sidewalks

No bids received.

HVAC

- Snyder – service call charge \$70, labor charge per hour \$50, after hour charge \$70, equipment type is Heil.
- Dunlap – service call charge \$75 per hour port to port minimum one hour, labor charge per hour \$75 port to port minimum one hour, after hour charge \$112.50 port to port minimum four hours, equipment \$150 per hour port to port minimum four hours.

Plumbing

- Dunham Plumbing – service call charge \$59, labor charge per hour \$98, one plumber helper add \$20 per hour, after hour charge is time and a half, drain machine for \$30 and sewer machine \$45.

Wastewater Pump Lift Station Repair

- BBC Pump – equipment charge \$90 per hour, service call charge \$0, labor charge per hour in addition to operator \$60 per hour for second tech, after hour charge after \$135 per hour and holidays \$180 per hour, various equipment types and prices.
- Maddox Industrial Group – equipment charge \$145 per hour, general foreman \$73, overtime \$109, double-time \$146, various equipment types and prices.

Water Pump Booster Station Repair

- Quality Repair – equipment charge \$105 per hour with one technician, service call charge \$185 per hour with two technicians, after hour charge \$125 one tech with service truck, various equipment types and prices.
- BBC Pump – equipment charge \$90 per hour, labor charge per hour in addition of operator \$60 per hour, after hour charge \$135 per hour, holidays \$180 per hour, various equipment types and prices.

Septic Wastewater Hauling

- Sester – equipment charge \$150 per hour with a two hour minimum, labor charge per hour in addition to operator \$25.
- Reed Excavating – equipment charge \$95 per hour, service call charge \$95, labor charge per hour in addition to operator \$65, after hour charge \$150, truck specifications.

Wastewater Excavation, Install and Repair

- Christman Enterprises – equipment charge \$350 per job, service call charge \$65, labor charge per hour in addition of operator \$95, various equipment types and prices.
- Patton Plumbing – equipment charge \$150 per hour, service call charge \$150, labor charge per hour in addition of operator \$65, after hour charge \$300, various equipment types and prices.

Water Excavation, Install and Repair

- Sub- Surface of Indiana – vac with operator standard \$200, vac with operator overtime \$230, vac with operator double time \$260, vac with extra truck and man \$240, vac with extra truck and man overtime \$270, vac with extra truck and man double time \$300, dump fees minimum \$75, double-time on Sundays and holidays with a three hour minimum.

Heavy Equipment Repair

- Best Equipment – equipment charge \$159 per hour, service call charge \$159 per hour, labor charge \$159, after-hour charge \$238.50, travel round-trip \$159, various equipment types and prices.

Tree Maintenance

- Stinson Tree Service – show up and first hour work \$300, service call charge \$300, each additional hour \$175, various equipment types and prices.
- Williams Tree Company – show up and first hour work \$250, service call charge \$250, each additional hour \$150, various equipment types and prices.

Administration Manager Carr announced that they will take the bids under advisement.

B. COUNCIL INQUIRIES

Councilmember Rudd thanked Utility Manager Cassiday and Administration Manager Carr and their staff for the snow and ice removal on the roads. The other Councilmembers agreed and thanked them for their work.

4) TOWN ATTORNEY – JIM ROBERTS

A. DISCUSS REVISION OF LAND USE ORDINANCE

Town Attorney Roberts reported he wants to keep working on a revision of the Town's lot size requirements. He advised this will require a public hearing before the Area Plan Commission but he would like to know the Council's consensus on this issue.

Town Attorney Roberts explained that they currently have three residential zones: R1, R2, and RB. The minimum lot size in R1 is 12,000 square feet. In R2 and RB the minimum lot size is 6,000 square feet and a two-family dwelling is to have a minimum lot size of 3,000. He advised the proposal is to make the minimum lot size 6,000 square feet across all residential zones and limit two family dwellings to R2 and RB zones only.

They have also discussed addressing the minimum ground floor size for a home. Currently in R1 the minimum ground floor size is 1,200 which is twice the County's minimum for a structure. Also the minimum ground floor size in R2 is 800 square feet and RB is 600 square feet. Town Attorney Roberts reported there is a proposal to make an even number across all zones such as 800 square feet. With these changes it may give a bit more flexibility for future development to have more affordable housing. Discussion.

Town Attorney Roberts advised he would like to move forward with this, put some numbers together and ask to have a hearing with the APC. Discussion.

5) POLICE CHIEF – BEN SEASTROM

A. COUNCIL INQUIRIES

Councilmember Hofstetter asked about the availability of bicycle police. Police Chief Seastrom explained that this is voluntary and usually the reserves are the only ones that have time to do this. The last person to do bicycle policing has retired from the department. Discussion. Police Chief Seastrom explained that the world has changed, they have computers in their cars and they are trapped to technology. Discussion. Police Chief Seastrom advised that bicycle patrol does not improve public safety, it is visual only. He believes officers are more efficient and more effective in a vehicle.

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Councilmember Crocker asked why we don't have an officer help to direct traffic when school lets out. Police Chief Seastrom explained that the school took over this task two years ago. Councilmember Crocker asked Police Chief Seastrom to ask the school personnel to stay out a bit longer directing traffic as there is still a line of traffic even after the busses have left the property. Discussion. Councilmember Hofstetter would like to see those drivers that violate crosswalks be ticketed as well as those that are jaywalking. Discussion.

Councilmember Crocker advised the Arts and Entertainment Commission purchased a stencil of flowing leaves for the crosswalks and maybe they can use them on the sidewalks to make a path to the crosswalks. Utility Manager Cassiday reminded everyone that anything running along Van Buren Street has nothing to do with Town as it is a State highway.

President Gore talked about the new problem with pulling out of the IGA parking lot with the new lanes that have been installed on Hawthorne Drive. Discussion. Utility Manager Cassiday explained there is a learning curve to the new lanes. Also once they get the entrance fixed to Hawthorne Drive it will help the situation.

Business owner Andy Tilton talked about the Van Buren area where the school busses are let out. He explained it is posted 30mph until Washington Street which is way too fast. He suggested they have rumble strips or flashing lights to get people to slow down. Utility Manager Cassiday reiterated this is INDOT's responsibility. Councilmember Hofstetter asked who deals with the Statehouse and encourages them to make changes. Clerk-Treasurer Young explained that the Town belongs to AIM and they have lobbyists but the Town officials can also go on their own.

Police Chief Seastrom and Utility Manager Cassiday reported that they have talked to INDOT about a couple of different spots on Van Buren including sidewalks, lighting, striping, etc. Discussion. Clerk-Treasurer Young suggested they have another meeting with INDOT expressing the Town's concerns before they go to the AIM organization.

Police Chief Seastrom advised they had a weather meeting with EMA today and they will be getting some snow, ice and high winds this weekend. He asked everyone to be prepared for power outages and he will be out Saturday evening watching out for people. Police Chief Seastrom reported that a shelter may be opened depending on the needs of the County in the storm.

Police Chief Seastrom reported that he has an officer graduating from the Academy tomorrow. This is the last officer to go through the Academy and they are now back fully staffed, minus one injured officer.

6) ANY OTHER BUSINESS THAT MAY COME BEFORE THE COUNCIL

Councilmember Hofstetter thanked everyone in the room for spending their time with them this evening.

7) ADJOURNMENT

Councilmember Rudd made a motion to adjourn the meeting. Councilmember Crocker seconded the motion. President Gore adjourned the meeting at 9:14pm.

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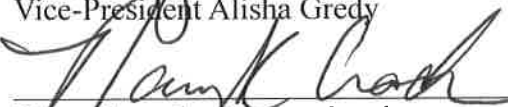
The audio recording made at the Town Council meeting on 1-17-19 is retained in the office of the Town Clerk-Treasurer.




President Jane Gore




Vice-President Alisha Gredy



Councilmember Nancy Crocker



Councilmember Anna Hofstetter



Clerk-Treasurer Brenda K. Young

Councilmember Dave Rudd