

**NASHVILLE TOWN COUNCIL MEETING**  
**THURSDAY, JANUARY 19, 2023, AT 6:30 PM**

**IN PERSON AT NASHVILLE TOWN HALL**  
**AND VIDEO CONFERENCE VIA ZOOM**

**ATTENDANCE** - Council members present in person – President Jane Gore, Vice-President Tyra Miller, Councilmember Anna Hofstetter, Councilmember David Rudd and Councilmember Andi Wilson. Also, in attendance – Town Attorney Wanda Jones, Town Manager Sandie Jones, Police Chief Heather Burris, Deputy Clerk-Treasurer Debbie Ferry, and Clerk-Treasurer Brenda Young.

- 1. OPENING THE MEETING** – called to order by President Gore at 6:30pm.
  - A. Pledge of Allegiance
  - B. Roll Call – by Clerk-Treasurer Young
  - C. Councilmember Wilson motioned to amend the agenda to add the stop sign discussion after the approval of the Consent Agenda. Councilmember Hofstetter seconded. All were unanimously in favor.
- 2. APPROVAL OF THE CONSENT AGENDA** – Councilmember Hofstetter motioned to approve the Consent Agenda. Councilmember Rudd seconded. All were unanimously in favor.
  - A. Consider Approval of the Claims (Accounts Payable Vouchers)
  - B. Rural Development Annual Report for Water and Sewer
- 3. CONSIDER STOP SIGN INSTALLATIONS AT THE INTERSECTION OF WEST MAIN STREET AND HELMSBURG ROAD DISCUSSION**

President Gore opened the discussion to members of the audience in person and on zoom. Ken Birkemeier went over his letter to the Council regarding the proposed stop sign and the suggestion of working with the County on this issue. Councilmember Rudd has talked with the Brown County Highway Engineer about working with us on this issue. Attorney Jones spoke about having another study completed for this area. Nancy Crocker noted that the Council had a professional look at this area and came up with a suggestion which the Council had already voted to move forward. She noted that at the time it was expressed that if it didn't work, they could change it.

Carol Birkemeier spoke and advised that she has started a petition regarding this issue and has around 40 signatures so far. After the open discussion, President Gore advised that we will put this issue on hold until we have more information. Councilmember Rudd will speak with the County tomorrow about this area.

**4. KEY TO THE VILLAGE PRESENTATION – SEASTROM AND FISHER**

President Gore called Ben Seastrom and Mary Beth Fisher to come forward for their presentation. She advised that this presentation should have happened before now, but we did not have the proper equipment until now. She thanked both for their dedication and service to the Town of Nashville. There was applause and both recipients thanked the Town Council for their Key to the Village.

**5. CLERK-TREASURER REPORT**

- A. Fund Balance Report** – She advised that this is the busiest time of the year for her office due to all the Annual Financial Reports which are due by the end of February. She will be sending the Council copies of all the reports for their review and approval at the February 16<sup>th</sup> meeting.

She noted there were two claim allowances in the consent agenda this evening and wanted to explain that the second one was for the DNR Water Construction project.

She advised that since we have the Keystone Software there is another report available to print a separate claim allowance for the monthly payroll and the State Board of Accounts is now requiring us to present this also to the Council for approval. The monthly payroll vouchers are already approved by the Town Council during each meeting however this will separate the claim allowances as required. She presented one voucher to be signed for January 2023 and another one for the year of 2022.

She asked for approval to sign the annual software maintenance contract with Boyce Systems. Councilmember Rudd motioned. Councilmember Wilson seconded. All were unanimously in favor.

- B. Rural Development Annual Reports for Water & Sewer** – She explained that we have a contract with Krohn & Assoc. and asked to add the completion of these reports to their scope this year. Councilmember Rudd motioned to have Krohn & Assoc. prepare the Rural Development Annual Reports for Water & Sewer. Councilmember Hofstetter seconded. All were unanimously in favor.
- C. Nashville Farmers Market, Inc. – Business License Fees** – She advised that we have received an application and a check in the amount of \$30 from the Nashville Farmers Market, Inc. She asked the Council if they wanted to require licenses and charge fees for the vendors of the Farmers Market in 2023 since they did not charge them any fees for the 2 prior years. The Council agreed to not require licenses and charge any fees to the Nashville Farmers Market, Inc. in 2023. Clerk-Treasurer Young will return the check that was received.

Councilmember Hofstetter asked about the status of the Fixed Asset vendor search. Town Manager Jones and Clerk-Treasurer Young advised that there are not any consultants available at this time to work on our fixed asset program. We will continue to work with each department to see what progress we can make. Clerk-

Treasurer Young advised that we need to have a firm consult on the depreciation of our old waterlines and other equipment this year.

## 6. MONTHLY DEPARTMENT REPORTS

**A. Police Department** – Went over the highlights of the department's monthly report. She provided a training and meeting schedule for the next four months. This month they will be conducting a domestic violence training towards children. She updated the equipment purchases. The department is allowing juveniles to come to the department and complete community service. Chief Burris noted that this is an opportunity to reach kids and help them learn from a bad decision. She shared the 24-hour hotline and crisis hotline numbers which they will add to the department's website.

**B. Town Administration** – Town Manager Jones opened the 1<sup>st</sup> Round Service Bids and Chief Administrative Officer Carr read aloud the bids.

Councilmember Rudd motioned to take the bids under advisement. Councilmember Hofstetter seconded. All were unanimously in favor.

Chief Administrative Officer Carr noted there are cones sitting in a parking space on North Jefferson Street (by Bright & Williamson Insurance building) since there is a water meter located there. There was a water leak during the cold spell and a car was parked in this spot. President Gore motioned to make this a no parking spot. Councilmember Rudd seconded. All were unanimously in favor.

**C. Town Attorney Report** – Attorney Jones reported that she is working on various projects including looking into the CVB funding and the Personnel Policy.

### **D. Town Manager Report**

**a. Paces Community Advisory Board – Request for Council Appointment** – She reported that Centerstone has been awarded a PACEs grant in the amount of \$500,000. They would like to come next month to share more about their program. They have asked the Town of Nashville to appoint a representative to the board. Councilmember Hofstetter expressed her interest in serving on this board. The Council agreed to have Councilmember Hofstetter serve as their appointment.

**b. Consider Community Economic Development Operations Consult Services with ms consultants** – Town Manager Jones asked the Council to make this contract award for 2023. Councilmember Rudd motioned to make the contract award to ms consultants for 2023. Councilmember Hofstetter noted that some in the community don't think we need both a Town Manager and a Consultant. She would like to give the public a chance to weigh in on this and would like to see other firms considered. Councilmember Hofstetter motioned to table this. Councilmember Rudd advised his motion still stands. Vice-President Miller seconded. President

Gore asked if there were any questions. There were none. President Gore, Vice-President Miller, Councilmember Rudd and Councilmember Wilson were in favor of the motion. Councilmember Hofstetter was opposed.

**E. Consultant Report**

- a. **USB Update** – Consultant Norton reported that it has been a good year and the staff morale is very high at this point. He thanked the USB and all staff that have worked so well together this past year. They have had some very good staff meetings with upgrade to the infrastructure being a high priority.
- b. **Grant Update** – He advised that we are currently on the project priority list as #24. We need to get our project to # 21 on the priority list. We have asked for a substantial amount of funds for the Sanitary Sewer Rehabilitation project. We are hoping for four million in forgivable loans and a couple million dollars of low interest to no interest loans. He estimated we could do this project for around seven million with the two million already awarded.

He noted that 2023 is going to be a year for Capital Planning, cleaning up the plant and building up the reserves again in the water utility.

**7. NEW BUSINESS**

- A. Council Claims Review Schedule** – Councilmember Hofstetter suggested that the Council go in alphabetical order as to which month they review the claims. President Gore already reviewed the claims for January so February will go to Councilmember Hofstetter and others will follow.

**B. Council Appointments to Boards & Commissions**

**Alcoholic Beverage Commission** – Councilmember Hofstetter motioned to appoint Jim Hays. Councilmember Wilson seconded. All were unanimously in favor.

**Animal Control Commission** – Councilmember Hofstetter motioned to appoint Bethany Heldman. Councilmember Rudd seconded. All were unanimously in favor.

**Brown County Zoning Board of Appeals** – Councilmember Hofstetter motioned to appoint Nancy Crocker. Councilmember Rudd seconded. All were unanimously in favor.

**Nashville Arts & Entertainment Commission** – Councilmember Hofstetter noted that they seem to be having trouble getting a quorum with a nine-member board. Discussion about reducing the board to seven members instead of nine.

Councilmember Rudd motioned to appoint Nancy Crocker. Vice-President Miller seconded. All were unanimously in favor.

President Gore motioned to nominate Anabel Hopkins. Councilmember Rudd seconded. All were unanimously in favor.

Councilmember Hofstetter motioned to nominate Lisa Hall. Councilmember Wilson

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seconded. Councilmember Hofstetter and Councilmember Wilson were in favor. President Gore, Councilmember Miller and Councilmember Rudd were opposed.

Vice-President Miller motioned to appoint Phil McKown. Councilmember Rudd seconded. All were unanimously in favor.

**Nashville Parking & Public Facilities Development Corporation** – Councilmember Hofstetter motioned to appoint Tona Martin. Vice-President Miller seconded. All were unanimously in favor.

Councilmember Hofstetter motioned to appoint David Chilcote. Councilmember Rudd seconded. All were unanimously in favor.

President Gore motioned to appoint Eli Nickel. Vice-President Miller seconded. All were unanimously in favor.

Councilmember Wilson motioned to appoint Geoffrey Thompson. Councilmember Hofstetter seconded. All were unanimously in favor.

President Gore motioned to appoint Gloria Dobbs. Councilmember Hofstetter seconded. All were unanimously in favor.

**Nashville Redevelopment Commission** – Councilmember Hofstetter motioned to appoint Nancy Crocker. Councilmember Rudd seconded. All were unanimously in favor.

Councilmember Hofstetter motioned to appoint Robert (Bob) Willsey. President Gore seconded. All were unanimously in favor.

President Gore appointed Councilmember Wilson, Victor Bongard and David Plessinger as her Presidential appointees.

**Nashville Tree Board** – Councilmember Wilson motioned to appoint Mark Shields. Councilmember Hofstetter seconded. All were unanimously in favor.

Councilmember Hofstetter motioned to appoint Elliot Burnette. Councilmember Wilson seconded. All were unanimously in favor.

President Gore motioned to appoint Diana Wright. Councilmember Hofstetter seconded. All were unanimously in favor.

Councilmember Hofstetter motioned to appoint Amy Spalding. Councilmember Wilson seconded. All were unanimously in favor.

President Gore advised that we only had 4 applicants and the board consists of 5 members. We are looking for another member.

**Nashville Utility Service Board** – Councilmember Hofstetter motioned to appoint Pam Gould. Councilmember Rudd seconded. All were unanimously in favor.

President Gore motioned to appoint Robert Willsey. Councilmember Wilson seconded. All were unanimously in favor.

**Brown County Solid Waste Board** – Councilmember Wilson agreed to serve on this

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Board along with President Gore.

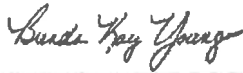
**Brown County Emergency Management Board** – Councilmember Rudd agreed to stay on this board.

**Brown County Community Corrections Advisory Board** - Councilmember Hofstetter agreed to stay on this board.

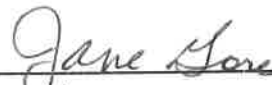
8. **PUBLIC COMMENTS** – Shawn Fosnight, the new Brown County Volunteer Fire Department Chief, introduced himself and would like to have a spot on the agenda to give monthly updates. He may not always be able to attend so he will get someone to be his proxy.

9. **COUNCIL COMMENTS AND ACTION ITEMS** – There were none.

10. **ADJOURNMENT** – Councilmember Rudd motioned to adjourn. Vice-President Miller seconded. All were unanimously in favor. The meeting adjourned at 8:01 pm.



Clerk-Treasurer Brenda K. Young



President Jane Gore



Vice-President Tyra Miller



Councilmember Anna Hofstetter



Councilmember David Rudd



Councilmember Andi Wilson