

Minutes and proceedings of the meeting of the Town Council of the Town of Hope, Indiana.

Be it remembered that the Town Council of the Town of Hope, Indiana held called meeting at the Hope Town Hall in said town at 5:30 p.m. on December 21, 2015.

A quorum was declared present based on the presence of the following council members: Jonathan Titus (President), Clyde Compton (Vice-President), Jerry Bragg and Ohmer Miller. Clerk Treasurer, Diane Burton was also present. Absent: Greg Sims

The meeting opened with the Pledge of Allegiance and prayer by Jonathan Titus.

#### **APPROVAL OF THE MINUTES**

**Minutes 4/20 & 10/19**

**Clyde made a motion for the approval of the minutes. Ohmer seconded. Motion carries 4/0.**

#### **APPROVAL OF THE CLAIMS**

**Jerry made a motion for the approval of the claims. Clyde seconded. Motion carries 4/0.**

Diane asked for approval for a couple of claims that will get paid from the town's SRF loan. One is from O. W. Krohn which ended up being more than the original quote in the amount of \$17,500.00. Ohmer asked for the original amount. Diane stated it was \$10,000. The \$17,500 is in addition to the \$10,000. The project did expand and Krohn assisted in helping the town get a forgivable loan.

**Ohmer made a motion for the approval of the claim from O. W. Krohn. Clyde seconded. Motion carries 4/0.**

Diane requested approval for a claim from Strand for the Drinking Water System Improvements bidding. The full amount is \$17,500. The amount of the invoice to approve tonight is \$2009.00. The other invoice was disbursed through the SRF loan and this one will be as well.

**Clyde made a motion for the approval of the claim from Strand. Jerry seconded. Motion carries 4/0.**

Diane requested approval for the Police Department to purchase a mobile device system. Matt had trouble getting information and the needed licensing. They were not calling him back. Diane stated we are at the end of the year and we have grant opportunities there. They will cover 35% of that. The good news is when he did finally get a hold of him, it ended up being less than half the original quote. We do have to get it taken care of by the end of the year. Matt added we are getting close. The county IT Department should sign off by the end of this week. Diane requested approval for the mobile device system not to exceed the amount of \$7,500.00. Clyde asked if Matt could explain the purpose of the mobile device system. Matt explained the automatic dispatching system puts them up with Central Dispatch in Columbus. The system will allow them to receive information and communicate more quickly. They will also be able to do warrant checks, etc. through their computer.

**Clyde made a motion for the approval of the Police Department claim. Ohmer seconded. Motion carries 4/0.**

#### **OLD BUSINESS:**

#### **PROJECT UPDATES**

### **CONSTRUCTION CONTRACT WITH LYKINS**

Tony, Strand, stated since we have the funding in order, SRF has closed on the loan and OCRA has released the grant funds, tonight we need for the council to award the contract to Lykins. The council had already made the decision to go with Base Bid Alternate 2. A letter will be sent to Lykins asking them to get their bonds and insurance in order. Cindy will look them over. A preconstruction meeting, notice to proceed given will be scheduled in probably mid-January.

**Clyde made motion to award the contract for \$2,074,585. Ohmer seconded. Motion carries 4/0.**

Eric, Ara, stated Carrie will get with them for the preconstruction conference. Everything is in line for the grant. Jonathan said thank you to all involved. It's been a tremendous amount of work. Tony said I do want to reiterate that you did get about half of the project paid for in grants. That's outstanding.

### **COPS Department of Justice Grant**

Eric Frey stated Trena has been keeping an eye out COPS Department of Justice Grant, looking for the notification in 2016. As soon as she sees that she will get with Police department to work through that process.

### **Park Project**

Eric stated the Park project is wrapped up. Everything is pretty much completed. David and Randy have done a walk through. Punch list items are done. Final reimbursement has been submitted and received by OCRA. Trena will schedule a monitoring and get OCRA to do a final walk through in January or February.

### **New Town Hall**

Eric stated Trena plans to meet with the Town Hall Committee on January 11<sup>th</sup>.

### **Owner Occupied Housing Rehab Program**

Eric stated we received the monitoring letter back. There were no findings or concerns. Everything came back perfect. It's a popular program. We will talk to you about doing it again in the near future.

### **Office of Tourism Develop – Marketing Asset Grant**

Eric stated the Marketing Asset Grant didn't get funded. We are beginning to get some feedback on why it didn't. I think it was something to do with how we promote Hope. There were some concerns that can be addressed. There is a new tourism grant called Destinations Grant that may even be a better fit. We may have an opportunity to look at some tourism marketing for the town of Hope through that program. That is something we are optimistic about.

### **HVFD Grants**

Eric stated I know Trena has been working with Chad Emmitt. She wanted to be sure I expressed how wonderful he has been to work with and how extremely proactive in getting the pre-application information. She was really impressed with how thorough he has been. A lot of pre-application work is done. The application is due January 15. She feels good about all the information she is getting from him.



Clyde asked about the bricks that were incorrect. Mel answered Randy Sims has been handling it. Diane stated it was her understanding that they were corrected. David added they have been corrected but the incorrect bricks were still there. He thinks Randy has this corrected as well.

## **RESOLUTION**

Cindy Boll clarified that we initially thought there was a need for the council to pass a resolution to establish a fund for the new bond transfers. The bond ordinance that has already been adopted has the language in there that allows the transfers to be made.

## **HEALTH CARE INSURANCE**

Jonathan stated to the council that a decision needed to be made tonight on the two recommendations that were presented last month which were AD-V4 or AD-XB. Ohmer expressed concern that there is no out-of-network benefit on AD-V4. Jerry and Jonathan agreed. **Ohmer made a motion to approve Choice Plus Plan AD-XB. Jerry seconded. Motion carries 4/0.** Jonathan asked Diane to communicate the decision to Lisa, Richardson and Associates.

## **SALARY ORDINANCE 2015-07**

This is the second reading. Jonathan stated we had some proposals come to us from our clerk-treasurer with some recommendations. She believes the budget can support a 2% increase with some changes that we have not had in the past which are: to increase the Deputy Clerk Treasurer, add to the council president's stipend due to extra meetings, calls, signatures, etc. that are required and increase the Animal Control Officer's salary. Diane corrected I ended up not increasing the animal control because we have someone new, therefore, Matt decided to wait until next year. Matt confirmed. Clyde Compton stated he did not think it was fair to do a flat 2% due to the differences in salaries and hourly employees. He gave the example of the utility superintendent receiving \$1100 and the clerk treasurer gets \$500. He does not feel a percentage is the way to do it. Clyde stated Social Security is not giving any cost of living raises. That is what the whole county is set off of. Clyde also stated that the salary ordinance does not list supervisors. Clyde asked why the Dispatcher Supervisor is set at a maximum of 1040 hours per year. That is only working 20 hours a week. How can somebody be a supervisor and only work 20 hours a week? That is something we need to look at. Matt said the whole thing needs to be updated. Clyde agreed. Clyde said the Animal Control on the low end is way too low. Keep in mind we gave everyone a 1% increase with their cell phone use already. Jerry stated he is good with the 2%. I agree the whole thing needs to be brought up to do. Jerry does feel they deserve an increase right now. Jerry stated everybody works hard. We have an awesome group of people. Clyde stated I'm just saying give everybody the same amount. Give everybody \$500.00. Ohmer stated he agreed with Clyde. If we need to do a working session, we can do that. Diane stated it will need to be this year. Jonathan stated one reason we went with percentage raises in the past is because we felt there were discrepancies. We felt at the time that was a fair way to approach it. We have in the past went through each one. We felt like we were looking at people instead of positions. We had to get back to the positions. Some of these we gave an additional bump to try to get them up to minimum standards. I propose that we go with what our clerk treasurer who is really our financial manager has proposed with the understanding that we probably do need to look at this sooner. Maybe as early as January we begin to talk about it. Just because we increase the range doesn't mean we increase the salary. Clyde asked Chris Ogle if they did a flat pay this year. Chris confirmed. Chris stated they did that to help offset their healthcare. They had a



big increase in their healthcare this year. When you give them 2%, then it's 2% the next year and then the next year. Then if you reevaluate your salary ordinance and then go with your percentages. Clyde said you can't lower it. I think this time a flat dollar figure bump for anybody that's on salary and 2% to all the other ones. Jonathan stated that would require some refiguring. Bill Lentz stated if you need more time I think on the statute it's only for elected officials. Cindy stated I'm not a labor lawyer but I think you need to treat everybody the same. David pointed out that hourly people are subject to overtime and salary employees are not. **Ohmer made a motion to approved an increase for the clerk treasurer of 2% and exempt the town council. Clyde seconded.** Jonathan asked how long we would have to set the other salaries. Chris said you have as long as you want but keep in mind if you make it retroactive, you'll need to have the meeting right away. Bill Lentz stated you have to realize we had a really tough budget. Mel stated I'm jumping ahead but I am going to recommend we hire a HR consultant who comes highly recommended. She may be able to help with us with some of these aspects. Clyde said if that is the case and we are going to hire someone to do this or show us what to do with this, this one time I would go along with the 2% across the board and be done with it. It's just not fair down the line. Mel stated if we engage her it is an inclusive process. She meets with everybody and there's forums. We haven't been updated in 10 years. It's a onetime fee and she keeps us updated on the laws. **Motion was denied 0/4. Jerry made a motion for the 2% increase as its been presented & all her recommendations listed in the salary ordinance. Clyde seconded. Motion carries 4/0.** Jonathan stated for those of you who may not be aware, the gentlemen who was giving us assistance was Chris Ogle and Bill Lentz, County Councilmen. We appreciate both of them.

#### **NEW BUSINESS:**

##### **ORDINANCE 2015-08 RATIFYING FARM ANIMALS**

Cindy Boll stated council this is a bit of end of year housekeeping. If you'll recall back in 2011 the council at that time adopted ordinance 2011-02. It basically amended part of the town ordinance so that the keeping, raising or maintenance of farm animals as defined here shall be prohibited in the town limits of Hope. Also then described what farm animals encompassed. That has been in existence since the date of passage. We did find there had been some citizens asking for copies of the ordinance recently. We were not able to locate a fully signed copy in our records. It was adopted and it has been used and enforced since then. Cindy read Ordinance 2015-08. **Ohmer made a motion to suspend the rules on the first reading and go ahead and move to second reading. Clyde seconded. Motion carries 4/0. Ohmer made a motion to approve this ordinance 2015-08. Clyde seconded. Motion carries 3/1.** Cindy stated in order to pass an ordinance on the same night, it requires a two-step process. One is unanimous consent of the members present to suspend the rules. The second step is it requires a 2/3 vote of the council. That's 3.3 people and we only have 3, therefore, it did not pass. It will have to be considered at the next month's meeting. Jonathan stated we will treat tonight as a first reading.

##### **39 DEGREES NORTH DIGITAL FORMAT OF MAPS QUOTE**

David Clouse attended some seminars on digital formatting. He is asking for the approval for the system called 39 Degrees North which runs the county system. This quote is to move our three systems into the digital format. David stated the paper maps are scaled 300 feet per inch. When you try to take that and overlay it on an aerial shot that is all surveyed to a tenth of an inch, they don't line up. David explained the process. David stated paper maps are not very accurate and a lot of it is in my head. This will get it



ready for the next person who has this job. You will be able to use your Smart phone and walk right to it. This is the start up. It has no equipment so there will be either a rental or a purchase. I suggest it be paid 1/3 Water, 1/3 Sewer and 1/3 Storm Water to pay this initially and then the annual fee of \$2250 per year. Ohmer clarified this is a digital map of all the infrastructure. David confirmed. David stated water mains and meters. It can also be used by the animal control and Planning & Zoning. They all use it in different ways. It's something that can be added on over the years. It's called layers. Tony stated he thinks it will be a requirement in 10 to 15 years. IDEM will make it a requirement for the Water and Wastewater Departments. We call it Asset Management Programs. It's just a way for you to keep track of the assets you have in the ground. It also helps to keep track of maintenance. **Clyde made a motion to approve the quote for \$5,575.00 splitting it 1/3 Water, 1/3 Sewer and 1/3 Storm Water. Ohmer seconded. Motion carries 4/0.**

#### **SRF MEETING AND OCRA EVENT**

Mel Fox stated Diane and I went to Ice Miller for the SRF Closing. I just want to reiterate what you said Mr. President that Ryan, Steve and Tony from Strand, Trena from ARa, David, Buzz, Cindy and Diane this was such a collaborative effort. As a first time town manager with a project of this magnitude, I can't say enough about how grateful I was. The important thing that day is the two representatives from SRF, both said this was the most wonderful group of people to work with. They just kept saying that. The attorney from Ice Miller complimented Diane on how professionally all the paperwork was presented. I wish you could be here every day because for a clerk treasurer this has been a tremendous amount of paperwork. Even more so now that she is going to be dispersing the funds. We have such a wonderful team.

Mel stated then we a couple of weeks later went to the 10<sup>th</sup> anniversary of OCRA. The program is on your table. It was really nice to see the town of Hope mentioned twice, for getting the grant and for being named a new Main Street Program. Something that personally resonated with me, David Terrell, had been the director of OCRA under the Daniels administration, he got to telling the history of it and I had forgotten that it was my husband and his two friends from Purdue who came up with a group called Rise 20/20 which I find out Trena and Eric had participated in that. My husband and the other two gentlemen I say was the brain childs of OCRA. OCRA has had so much positive influence in communities like ours, like we have seen. This wonderful team made that happened that day. Jonathan stated if anyone wants to see the brochure, it is on the table. We are mentioned twice. We've done some great things in the last few months. That is proof of it right there.

Mel stated with the revitalization of the Hope historic town square park we were named a Bicentennial Legacy Project. Mel suggested we get a sign to hang on the shelter house. She will be providing more details about the sign. Heritage Days is also going to apply to be a legacy project.

#### **HR NEW FOCUS CONSULTANT FOR PERSONNEL POLICY**

Mel stated this topic came up on List Serve. List Serve is a wonderful way to share information. New Focus HR was highly recommended by the group. The Personnel Committee was trying to work on updating the personnel policy and was concerned with changes in the laws, etc. The personnel policy hasn't been updated for 10 years. Mel received 3 references which she had emailed to the council: Winamac, Farmland and Union City. Mel stated the cost of the consultant is a \$2800 onetime fee. That

fee includes all updates, laws etc. for our policy. Mel suggested possibly using her consulting services for our salary ordinance and some other aspects. **Clyde made a motion to approve the engagement of this firm. Jerry seconded. Motion carries 4/0.** Mel stated she will have Cindy look at the contract for final review.

#### **2016 HOLIDAY SCHEDULE**

Mel emailed the council a 17 page white paper regarding salaries and holidays prior to the meeting. Mel proposed to increase in the number of holidays the employees receive from 9 to 14. Mel shared that the state of Indiana receives 14, Bartholomew County employees receive 14 and the city of Columbus employees receive 15. Mel recommended the following: Instead of Election Day receive President's day and Columbus Day and add Martin Luther King Jr Day, Veteran's Day and New Year's Eve. Mel also recommended if the holiday falls on a meeting night that the meeting be held on Tuesday that month to be respectful to our consultants. Jonathan clarified that this was a Personnel Committee action item. Mel confirmed. Mel stated when employees are given time off it is not only setting gratitude for their hard work, it is a part of a wellness aspect. Ohmer questioned some of the holiday choices. Mel stated she used the holidays that the state of Indiana, the county and the city of Columbus is using. Clyde stated we are our own town and he doesn't see why we have to do everything that Bartholomew County does or that Columbus does. Clyde stated he could go along with a couple of holidays but not 5 more days. Mel stated I provided very reliable, comparable data. When you are hiring people, you want to make sure you have comparable wages and holidays which is part of benefits. You haven't done anything in 10 years. We are way behind times. Jerry stated I'm Ok with what she brought forth. This is what everybody is going to. These are the holidays I am getting at work. Jonathan stated he agreed with Jerry. Jonathan feels this is something we can do for our employees to show their value. **Jonathan made a motion that we approve the list as it has been presented to us for 2016. Jerry seconded.** Ohmer stated he doesn't necessarily agree with the days but he is not going to deny employees some time off. **Motion carries 3/1.**

#### **CEDIT – 2 YEAR PLAN**

Jonathan explained we are updating our CEDIT resolution that has been used since EDIT was established by the county. Jonathan read resolution 2015-09 into the record.

**Jerry made a motion to approve resolution 2015-09. Ohmer seconded. Motion carries 4/0.**

#### **UTILITY WRITE OFFS**

Diane presented write-offs for the end of the year. A handout was provided to the council prior to the meeting. Diane requested for approval to write off \$285.93 from water and \$3.80 from sewer for a total of \$289.73. **Ohmer made motion to approve write offs in the amount of \$289.73. Clyde seconded.**

**Motion carries 4/0.**

#### **QUESTIONS/COMMENTS ABOUT SUBMITTED REPORTS**

\*A Police, Animal Control, Utilities and Town Manager's report has been given to the council prior to the meeting to review and kept on file at the Clerk Treasurer's Office.

#### **POLICE REPORT**



Ohmer asked if the oral contraceptive for feral cats and wild animals is being put out now. Matt answered no. He is recommending that this be done. Matt stated we have a real bad feral cat and wild animal problem here. Matt discussed the usage in other towns and the process. The cost is \$180 per month which will feed up to 80 cats or wild animals. It will not hurt male cats or kittens. Clyde questioned the legality of the process. Matt stated we have an ordinance that states cats can't run loose. Jonathan asked about the length of time it would take. Matt was unsure. It may have to be a continuous process. Matt is going to check with the Hope Vet Clinic to see how much they would charge. They can prescribe the medication. It was the consensus of the council for Matt to explore this process further. Mel mentioned trash contributing to the problem. More is planned for next year to encourage clean up in the town.

#### **PUBLIC COMMENTS**

Mr. Saylor stated he did not want to cause controversy over his chickens. He made up some packets for the council to provide them with information about chickens. It included studies from different universities. It states the benefits for backyard chickens. Over 200 cities in the United States are allowing urban chickens already. The Saylor's had some neighbors present to be supportive of their request. Nancy Banta asked can we grandfather just him in since we don't currently have an ordinance in place. Nancy informed the council about the Purdue Odor Model and what their requirements are. Jonathan clarified we do still legally have an ordinance in place but he understands Mr. Saylor's point. Tim Saylor explained some of his reasons he wants chickens including the feed and chemicals used. Joyce Dempsey, a neighbor, stated I never hear his chickens or smell his chickens. I never have any problems with them. Joe Gearhart, a neighbor, agreed. He stated I don't hear or see his chickens. He name 2 farms that he stated are within the city limits of Hope. He asked they can have horses and cattle but he can't have chickens. Jonathan thanked them for being willing to share with us and stated they will take it under advisement. Tim Saylor asked if he could keep his chickens until the next board meeting. Nancy Saylor added that they have had the chickens for almost a year. The council confirmed.

Nancy Banta stated listening in on this meeting and to hear how much you have done in a short amount of time is phenomenal. Jonathan stated Nancy receives some credit for the Edit business she has requested.

Meeting adjourned at 7:13 p.m.

Attest

Clyde Crompton

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