

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 February 23, 2015.

A quorum was declared present based on the presence of the following council members: Paula Pollitt, (President), Clyde Compton, and Jerry Bragg.

The meeting was opened with the Pledge of Allegiance led by Paula Pollitt and a prayer by Jerry Bragg.

#### **Public Hearing:**

**Drinking water project** – Trena passed around a sign-in sheet and then explained that the Town is applying for funds from OCRA to assist in the Water Systems Improvement Project. As part of that we have forms to complete and need to hold two public hearings before the proposal can be sent in. Letters were mailed around January 22nd. Proposal is due March 6<sup>th</sup>. The full application is due May 29. We will likely hold the second public hearing in May. Steve shared that we are adding five fire hydrants and replacing 15,000' of pipe and adding 1500' of new pipe. Trena opened the hearing to comments from anyone in attendance. Tim Shoaf indicated that he is glad the Town is being proactive. Paula agrees with Mr. Shoaf. It has been needed for a long time. We need to get the water lines back in order. David Clouse shared that the water loss is bad enough that we are buying more than we are selling. Steve shared that the Town loses approximately 42% of the water it is buying from EBW because it cannot be billed to utility users. Diane Jekel asked what the time-frame was for the work to be done. Trena indicated that the actual work would start in early Spring next year. The time-frame that OCRA requires is that the town has 18 months from the time it is awarded to complete the design and then move forward to construction. Bruce Neil, fire department, asked if there was any chance that we would be using any of our well water? David Clouse and Trena replied that the water is contaminated with nitrates therefore it is unable to be used. They have been disconnected from the system. They are available to fill fire trucks with.

Conclusion of Public Hearing.

**Approval of minutes:** Tabled.

**Approval of the Claims:** Clyde made a motion to approve the claims. Jerry seconded. Motion carries 3/0. There are two additional claim from IDEM for annual fees. One is for \$2400.00 which breaks down as follows: Base Fee - Municipal Minor \$400.00 and a Flow Fee for .151 MGD \$2,000.00. The second claim is for PWS Fee - SVC:843 in the amount of \$800.45. They will be paid by Water from appropriation #601001315. David commented wastewater was about double that last year. It is based on flow. The work we've done the last couple of years reduced the flow which reduced the fee. **Motion carries 3/0.**

#### **Project Reports:**

**Drinking Water System:** Trena stated that OCRA has requested some additional information. Indiana Finance Authority Drinking Water, and the State Revolving Fund Group also asked for some information. Strand is compiling all of that information. Once we receive the information, we will forward it to OCRA to give a final approval. We will submit the application in May. Still coordinating environmental information. An application is being brought before you tonight. Trena is seeking approval from the town council for Paula to sign the application. **Clyde made a motion to allow Paula to sign the application. Jerry seconded the motion. Motion carries 3/0.**

Trena also stated that after talking to Diane she suggested that we pay administrative services out of the CDBG grant fund. ARA has received a request for proposal and I didn't know if you had a selection committee. Diane suggested using the same selection committee that was used for the Rate Consultant. Trena indicated that she could not participate but I can provide guidance and documentation. Also, Cindy recommended that a title search be done for the easement. Council agreed to use Meridian Title. Trena will contact them. Trena indicated that she would eventually need a description of the easement. She also asked if they had thought about Bond counsel. The council indicated that they had used Ice Miller in the past. The Rate Consultant selected last month, based on the recommendation of the Council was OW Krohn & Associates, LLP. Trena brought contracts for your action. Cindy has approved them. Action on this is requested so they can get moving. **Jerry made a motion to accept the contract. Clyde seconded the motion. Motion carries 3/0.**

**Hope Police Department Vehicle** – still waiting on funding from USDA.

**Park Project** - Committee met February 4. Proposed project came in over estimates. We are doing a Brick By Brick fundraiser. Heritage of Hope committed an additional \$4,500 pending board approval. David mentioned that the utilities workers could do the demo and Diane mentioned that the Town of Hope had an additional \$10,000 from the Riverboat fund. Diane was going to meet with Mel and discuss the possibility of additional EDIT funds. With all of those, hopefully, we will be able to meet the need and be ready to award contracts in the next month and begin construction soon thereafter to meet the timelines we've put forth. I did submit a report reflecting the status. Clyde asked how much they were lacking? Trena indicated the amount needed was \$172,286. The construction bid was \$136,088. We have \$50,000 in grant funds. We have a total of approximately \$72,936 raised at this point leaving a void of approximately \$50,000. Joanna Tucker, the Board President with the Community Center, said we have a question about the square project, particularly regarding the end timeline because we have our Smoke on the Square competition the second Saturday of June and we are getting conflicting reports on whether we can actually use the square. The council discussed and indicated they felt confident that even if they had to make arrangements for electricity or other needs that they would be able to take care of that.

**Cummins Foundation Grant** – Town Hall – Trena said we did submit the request January 16<sup>th</sup>. On Feb 5<sup>th</sup> received email from Julie Del Genio stating she will contact us to discuss the application in more detail and schedule a site visit. Julie has not contacted Trena as of today.



**Hope Housing OOR** – Trena stated one home is complete. The rest will be completed no later than June of this year.

**Elm Street property sale/Verizon Contract** – Tabled

**Phone System** – Paula stated that there was a meeting with Chris to talk about the phone system. Before we can proceed, we need to do a network assessment. This will cost around \$500. **Jerry made a motion to approve the network assessment. Clyde seconded. Motion carries 3/0.**

**Cell Phone Stipend/Amendment to Salary Ordinance:**

Paula stated we discussed this previously about giving employees a stipend for using their personal cell phone for Town business. We figured it would be 1% of their gross salary. Part time employees were discussed and it was decided to make an amendment to add employees who use their cell phone as a requirement for their work.

Tim Shoaf commented that he doesn't understand why 1% of the yearly salary was decided on. For example, the dog catcher only gets paid \$4,000 per year. This equates to \$40 for the year. Mel Fox stated that this was a starting point and if we see something needs to be changed, we can change it at a later date. This was the consensus of the Personnel Committee. It was discussed that a minimum should be established for those employees who use their cell phones for their job. They should receive a minimum of \$10/month.

David Clouse suggested that the matter be taken back to the personnel committee to discuss a minimum payment option. Jerry Bragg stated it would be good to set a minimum of at least \$10 per month. Clyde Compton asked how we can prove that these employees are using their phones for business needs. The personnel policy states that employees are required to have a phone. Paula stated that we need to have Cindy update the salary ordinance. Paula will talk to Cindy and let her know what was discussed.

**Contract for Design Service:** Steve, Strand Associates, stated he has the contracts that cover the Agreement for Design Services, Easement Acquisition Services, Bidding-Related Services, Construction Contract Administration Services and Water Distribution System Improvements. He needs 3 copies signed. We'll send them to our corporate office. When he signs them, they will be fully executed. Diane will get a copy. This has been reviewed by Cindy and Trena. They have added a 3<sup>rd</sup> Party Contract Provision in the contract. Signing gives notice to proceed to do the Easement Acquisition Services only. Then when we know the town is receiving the SRF funding, you will issue another Notice to Proceed and that means we can get started on all of the rest of it. You are only committing to \$8,500. That takes care of the easement. **Jerry made a motion to accept the contract. Clyde seconded. Motion carries 3/0.** Mel commended Steve, Cindy, Trena, Tony and the whole team on their work. She stated it is incredible what they do with these projects. We are fortunate to have these kind of individuals for the town.

Steve indicated that before they can proceed they need to have some documentation that Millers Merry Manor and Eastern Bartholomew have been contacted because we cannot go on their property unless they know about the project. Trena tried to contact Charlie Walls but he didn't return her calls. I have tried re-contacting him. Generally, the first contact is to let them know their rights under URA so that's why we need to have the title work done to assure that they are the true title owners of the property. Trena asked if they can wait on that until after title work is done. Steve agreed. Steve also indicated that based on previous contracts, the Town needs to hire a Geotechnical Engineer. The area along the highway, the rock elevation is high. From the design standpoint we need to have a better idea of where the rock is. It's going to effect the project as far as cost. Steve has a list of four firms that they have dealt with in the past. Steve has comprised a letter that says "this is what we need you to test for and this is the information we are looking to get back". He is willing to send that out to the four firms. When they send the proposals back, they will look them over and give them to the Council. We could then decide, based on the information, who we would like to hire. The council agreed. This will be an additional \$6,000 to the project but this has to be done. He should have all of the information by the next council meeting so if the Council appoints a selection committee who can look at it ahead of time, he can give a presentation to the council prior to the next Council Meeting. Once Steve receives the quotes he will give them to Mel and then she will get them to the Selection Committee. Mel agreed.

**Residency requirements for utility workers:** David Clouse stated that we currently have a five mile limit. If we had a 10 mile radius, we could get a licensed individual from at least Columbus. David is requesting a 15 mile limit. Clyde Compton commented that he thinks 15 miles is too short of a distance. He thinks it needs to be at least 20 miles. **Jerry made a motion to change the residency requirement for utility workers to 20 miles. Clyde seconded. Motion carries 3/0.** (An amendment to the Personnel policy is required).

#### **EDIT Committee Recommendation – Jerry Bragg:**

5 recommendations:

- 1) Speaking event for Hope School and the community with host speaker, Phillip Gulley. They are asking for \$700. The EDIT committee discussed and recommended it for approval. **Motion carries 3/0.**
- 2) Mel Fox is requesting \$175 for the Main Street board meeting. There will be 16 people in attendance. The EDIT Committee discussed & recommended that we set aside \$1,000 for future expenses for Economic Development meetings. The stipulation is that the meetings will be held in Hope and that different restaurants will need to cater. **Motion carries 3/0.**
- 3) Mel Fox is requesting to set aside \$10,000 for the Main Street project so that when the project starts there is no delay for funding. The EDIT committee discussed and recommended to have funds available when needed. **Motion carries 3/0.**
- 4) Tim Shoaf is requesting \$2,000 for start-up expenses for HSJ online (under the umbrella of HOH). The EDIT committee discussed and recommended approval. **Motion carries 3/0.**



- 5) The 5th request was tabled and will be discussed with the EDIT committee before bringing to council meeting. This request was tabled at the last committee meeting.

**Animal Control Services Agreement:**

Fees increased from \$45 to \$48 per animal. This is approximately \$148 more per year. **Jerry made a motion to accept the agreement. Clyde seconded. Motion carries 3/0.**

**Resolution to Transfer:**

Resolution 2015-2 Transfer of Funds. Request to transfer \$200 from appropriation 437001124 Unemployment to 437001122 Health Insurance and a request to transfer \$600 from appropriation 101001314 Miscellaneous Professional Services to 101001331 Legal Advertising. **Clyde made a motion to approve the resolution. Jerry seconded. Motion carries 3/0.**

**BSU Economic Development Course Report:**

Diane Jekel indicated that the EDIT Committee paid for my room and board. We were able to get scholarships from Hoosier Energy to go to the Ball State Economic Development Course. It was a wonderful networking opportunity. She passed out information about things that are out there for the Town of Hope. I have spoken to Jason Hester with the Columbus Economic Development. Even though it says Columbus, they still work with Bartholomew County. He is coming here and we are going to start doing retention and talking to the business owners that are already here and see how they are doing. He will be training me on how to do that. Mel is interested in doing that as well. I was invited to the Economic Development Board Meeting that they just had that introduced the target survey they paid for. We are gleaning information as we go along. We are just making contacts and hopefully we can keep it going. I just wanted to let you know how much I appreciate your support. Mel said she hoped everyone had visited the new website. She discussed some of the features of the website including direct links to the HSJ Online and Columbus Visitor's Center. You can also click on economic development from the explore Hope tab. We don't have to reinvent the wheel. Diane stated businesses want things that are dated and they want phone numbers. That's what Jason's people are doing and they are doing a phenomenal job on a very low budget. I think we are on track for businesses to draw in here. I think we are in the right direction.

Randy Sims stated it would be nice if we could find a developer who would be willing to come to Hope and build a subdivision and bring in some more money for our students because we are losing money big time. Diane replied that that's part of it. They have to start looking for more land to develop because there's really not any land out here that's ready to be developed. Diane said that's why Jason is coming, so they can see what land is available. Mel indicated that's true on both ends. There are too many things in the comprehensive plan. We have to beautify and clean up the town and housing for both ends – younger and older. Jason will help us fine-tune this.

**Paula opened the meeting for public comments:**

Tim Shoaf said the website was nice and very impressive. Mel said thank you!

David Clouse indicated that he was having trouble with his mouse when he was reading articles on the website. Mel said she was going to look into it.

Paula said I would personally like to say I'm sorry to Mel for last month's meeting when we were all out of line in the Salary Ordinance discussion and I apologize for that. You do a good job and that's what we hired you for. So I appreciate that. Also, in honor of Mel, she will be receiving an award from Butler University called "Honor Your Butler Hero". For those of you who don't know, she is a distant relative of Obed Butler who started Butler University. Mel will be attending a reception on Wednesday, March 4, at 5:30, honoring her. Congratulations, Mel!

Mel indicated that there will be no working session unless needed because we have streamlined the agenda, we have committees and with Diane and I working closely we don't need two meetings. If we see that it's not working we will go back. The Town Council meets the 3<sup>rd</sup> Monday of the month. The next meeting Town Council Meeting will be March 16 at 5:30.

Bruce from the Fire Department said that ISO is supposed to be here on the 16<sup>th</sup> of next month. They will have the report after that. Do I understand correctly that we don't get any money from the town until this litigation is taken care of? I talked to our attorney several times and he said this might not go to court until next year. Mel said that we have said all along that we need an independent audit of your books to know if you are financially viable for us to take taxpayers money and put it into the fire department and we still have not gotten that independent audit of your financial records. Bruce said he was sorry. I thought they had been brought to you by now. I will make sure that happens. Mel said she has been waiting and waiting. Bruce said he has too. Paula asked what he was going to use it for because you are getting money from the township to provide us a fire service so we should be able to have fire service while we are working this contract out. We don't want to give money if you guys aren't going to be around. Mel asked if he would email her the independent financial audit of the fire department. He said he didn't have it now but he would contact the former treasurer and get it for her and get a copy of it. They agreed that he would try to drop off a hard copy at the Town Hall before the end of the week. Bruce indicated that it was difficult to get anything. Tim Shoaf asked if the current treasurer had any information. Bruce replied that he could tell you about everything since 2015 started. Mel reiterated that she emailed him what an Independent Financial Audit looked like. She also stated that Bruce needs to be emailing his monthly reports to her. Paula asked Bruce if he wanted to read his report and he did. Bruce stated last month there was 14 runs: Squad 15 made 4 runs, 2 runs that they couldn't run the squad, 2 fire related runs and 6 runs to the township, 1 run to the high school for a sprinkler problem. Mel asked how he counted the runs. He indicated that it didn't matter how many trucks went on the run it was still considered one run.

Diane Jekel indicated that the Visitors Center is going to do a soft opening starting next week so if anyone would like to come in and check it out, I will be there from 10-4 Monday-Friday and Saturday and Sunday and if anyone would like to volunteer to help they can.

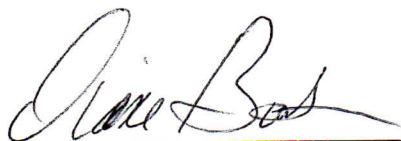
Paula told Bruce that the Council supports the fire department but we are concerned about giving the fire department money when we're not sure what it's going to be used for when we have a building over there and a lawsuit and everything else. Bruce indicated that there is a lot of maintenance that has



been and needs to be done on the trucks/ambulances. He went into detail about the things that need to be done in preparation for the ISO and the expenses involved. He indicated that they are having fund raisers every month. Diane Jekel said that he was welcome to put the events on the Hope Facebook page.

Mel thanked Tabatha for her help in Diane's absence.

Meeting adjourned at 7:00 p.m.



Attest

