

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 a called meeting at the Hope Town Hall in said town at 5:30 p.m. on January 15, 2019.

A quorum was declared present based on the presence of the following council members: Ohmer Miller (President), Jerry Bragg (Vice-President), Clyde Compton, Ed Johnson and Nellie Meek. Clerk Treasurer Diane Burton was also present.

The prayer was given by Jerry Bragg.

The meeting opened with the Pledge of Allegiance led by Ohmer Miller.

#### **ELECTION OF OFFICERS**

**Nellie Meek made a motion to nominate Ohmer Miller as Council President. Clyde made a motion to nominate Jerry Bragg as Council President.** Nellie asked do we do one at a time. Ohmer asked do we have any other nominations. Ed moved that nominations be closed. Town Attorney Scott Andrews confirmed we need to do them one at a time. **Ed seconded the motion to nominate Ohmer Miller. Motion carries 3/2.**

**Ed Johnson made a motion to nominate Nellie Meek as Vice-President. Jerry Bragg made a motion to nominate Clyde Compton as Vice-President. Ohmer seconded the nomination for Nellie Meek. Motion carries 3/2.**

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

**Minutes 11/13/18**

**Clyde made a motion for the approval of the minutes. Ed seconded.** Nellie stated on the Employee Handbook, nothing was ever brought to us about that. I know when we got ours, you gave us a different copy than what we were using. Diane referred to the minutes. Diane clarified I had stated that New Focus HR is also the place that updated our salaries and our Employee Handbook. They did the research on the salaries. Nellie asked there wasn't any actual change in the handbook? Diane answered it was updated in November. You guys received the new version but that is not what this conversation was about. This is just saying that New Focus did the update on the salaries and the update on the Employee Handbook back in 2016. **Motion carries 5/0.**

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

**Clyde made a motion for the approval of the claims. Ed seconded. Motion carries 5/0.**

#### **OLD BUSINESS:**

##### **PROJECT UPDATES**

##### **WASHINGTON STREET STORM WATER PROJECT**

Trena Carter, ARA, stated we will find out Thursday if the grant is awarded. I did want to bring to your attention if it does not get funded, we will have to move forward with another income survey before we would be able to go back in for funds. The income survey is based on an area wide income. That's the

national objective that we are meeting. The income survey will expire before the application for the next round of funding.

#### **DOWNTOWN REVITALIZATION**

Trena stated with the Downtown Revitalization we have the walkways through the park and the street lights. That can move forward because that is a national objective since it is addressing areas in need of redevelopment. The next application cycle proposal is due May 3<sup>rd</sup> with the full application due June 28<sup>th</sup>. If everyone comes to an agreement that we move forward on that, I will need to begin the processes soon for environmental and we will need to hold two public hearings as well.

#### **OWNER OCCUPIED HOUSING REHAB**

Trena stated we currently have five homeowners that are participating in the program. One home has been completed to date. Another one is on their way. We're meeting the bench marks as far as what Indiana Housing and Community Development Authority require with all work to be completed by September 23, 2019. There may be additional funds to do one more which he will go down the list that we have of residents that are already on the list and find the next one that will be eligible. I will bring that to you in either March or April for approval. That means we will potentially serve six homes. Ed stated, Trena, we do appreciate all the work that you do.

#### **WASHINGTON STREET STORM UTILITY PROJECT**

Tony Akles, Strand, stated we submitted our proposed agreement to Trena and to Scott to look at. Scott has reviewed the contract. What I would like to ask from the Council tonight is approval for Ohmer to sign our agreement contingent upon Trena reviewing it and the grant award. This will allow us to get started right away. We need that time. Trena added we will need to have an official notification from the State that you have those funds and you're eligible to enter into agreements for soft costs which that will be engineering. Clyde asked why this project wasn't bid out. Trena answered there was a procurement process. Strand was selected. Clyde asked if engineering fees will come out of the grant. Trena answered a portion of the fees do come from the grant. **Clyde made a motion to allow Council President Miller to sign the Strand agreement subject to the grant award. Nellie seconded. Motion carries 5/0.**

#### **COMMUNITY CROSSING MATCHING GRANT**

Tony stated we received some information from INDOT that will affect the Town. INDOT is going to allow the Town until end of year of December 31, 2019 to use the Community Crossing's money. They do now require the contract between the Town and the contractor to be turned in to INDOT by April 15<sup>th</sup>. So that means we are going to have to squish down our design and get things out a little quicker than in the past. We want to have preliminary drawings and specifications to David and Scott by the end of this month. We will finalize them and look to have it advertised by the end of February. Bid opening will be March 12<sup>th</sup> which will be a week before your March meeting. That will give us time to put a bid tabulation together. Scott can look it over and make sure he is okay with it. On March 19, you can award it to the contractor and then get it to INDOT by April 15<sup>th</sup>. The other thing they require is that the LPA contract is between the Town and INDOT is signed and returned by March 1<sup>st</sup>. The contract has to be signed in blue ink. JT was listed as the contact and ADA Compliance Officer and what's known as the Employee in Responsible Charge. That will need to be updated. Tony stated I will need to know the



working hours around town square and the festivals so it can be put in the specs. We will work with Diane and David on that. We do want to make you aware when everything is said and done, three sides of the square will be paved. The parking spaces on the west side, adjacent to State Road 9, will not have been paved. If you want to pave those, you can. You can do it through this contract through Community Crossings. It's just that INDOT will not pay for it. The Town will have to pay for it. Steve did a quick estimate on it. He thinks it will be around \$5,000 to \$5,500 for them to come in and mill, pave and stripe. Washington Street will be paved last due to the Storm Water project. Randy Sims asked what is the timeline if we get the grant. Tony answered we will start design immediately after the agreement has been signed. We would look to go out to advertise to bid late April or May. Construction will probably start in June. Randy asked if it will be done by Hope Heritage Days. Tony confirmed. It will be put in contract as a condition. Mark Weber asked for clarification on grants. Tony answered the total grant with INDOT is \$183,000. The Town's match is 25%. The total project costs \$245,000. The Storm Water grant is through Office of Community and Rural Affairs. Trena stated the amount is approximately \$535,000 in grant funds. The State will send out a press release notifying grant awards. It will be posted on their website on Thursday.

#### **MAIN STREET OF HOPE UPDATES**

Susan Thayer Fye stated I would like to remind everyone that we started with a revitalization project, actually a survey which was completed about a year and a half ago and there were several recommendations from the consultants, Storrow Kinsella. Some of those have been nixed, others have been changed and some we have brought to you tonight to decide how you want to proceed. The next possible filing is in the spring. Susan reviewed the project. The four components are replacing the street lights on the square, wayfaring signs throughout the square, ADA pathways in the park and replacement of benches, planters, trash cans and cigarette butt containers. Susan stated I have already applied through the Custer and Nugent Foundation back in December. They were courteous enough to give us a check for \$25,000 towards this project. Clyde stated on the lights, it seems to me like we've told you, from various Council members, over and over and over that we are not going to spend over \$300,000 on lights but it is still listed in here. Clyde questioned the number of lights. Susan answered that is in and around the square. Clyde asked Susan to explain the alternatives. Susan went over the alternatives. Susan stated you can finance the lights through Duke over a period of years. We haven't bid out the outside suppliers since we are not to that point yet. I think we can get that for less but I was told here that you were not interested. Clyde clarified we didn't want our Utility Department to be working on them. Clyde asked for the soft costs to be explained. Trena answered with the grant there will have to be some design. I don't know if Mr. Dodd is planning to do all the project design and engineering or whether he plans to be a subcontractors or have subcontractors. We put in some estimated costs of what it would cost to have someone potentially local to do that. We would have to procure those services if we are going to pay them from grant funds. This includes the bidding documents, etc. and construction administration. These are all estimates. I took them from a similar type project. Trena explained that when you have Community Block Grant funding, you have to have a certified grant administrator do the grant application as well as provide grant administration, technical assistance throughout the project, labor standards compliance monitoring and environmental review. Clyde asked where the local funds in the amount of \$138,119.50 listed on the form was going to come from. Trena answered I know Susan has received \$25,000. We have talked before about maybe a portion of it coming from EDIT. It's a collaborate effort. It's the town square so you basically have control. If you



don't want this project to move forward, it won't move forward. Susan added we have talked to the Heritage Fund but I have not actually applied. Susan expanded on the use of an outside supplier and installers for more historic lights which is the preference of the history buffs. Susan stated I think we can do the others cheaper and they will look more historic. I know the maintenance of the lights was a concern here which I understand. Other communities do it and other communities are doing it now. There was more discussion on the lights and the maintenance of the lights. Clyde questioned if we can afford the amount needed for local funds. Susan stated she will be applying through the Heritage Fund. Diane stated we can take some from EDIT and from Riverboat but we do not have \$138,000 budgeted. The budget for 2019 is \$90,000 in EDIT and \$25,000 in Riverboat for projects. Susan also stated Duke cannot get parts for the lights we have now and they are not energy efficient. You have to put together a good package that is more than one item. It needs to be a project that is a significant change to the square, to upgrade the ability to do economic development, to provide good services for tourist coming in. Trena added it needs to be more comprehensive than just one little piece. It's an extremely competitive application. There was discussion on the wiring. Greg Sweet stated if we don't use Duke, I think Main Street will be totally thrilled. There was discussion on the brightness of the lights. Tony Akles suggested the Town have a photometric analysis done. Tony stated you might be able to eliminate a few of the lights. Susan asked for clarification that what Joe Dodd has done and will be doing in the future can count as in kind. Trena confirmed. Trena stated we have to request it be utilized up to \$25,000 or five percent of the grant amount whichever is less. **Clyde made motion to move forward with the application pending funding and to include forty-three lights in the amount of \$146,705. Jerry seconded. Motion carries 5/0.** Susan stated we are doing Ground Hog Day on February 2<sup>nd</sup> by the bandstand at 8:30. The press release went out today.

#### **RECYCLING CONTRACT**

Ed Johnson stated it has a lot of ifs and ands. Ohmer stated I tend to feel like I want to go with somebody that doesn't have a fuel surcharge and that has a defined amount that they are going to charge. Best Way is my choice. Clyde stated CGS is still cheaper even with fuel surcharge. There was discussion on costs. Clyde stated it is cut and dry with Best Way. **Clyde made a motion to contract with Best Way. Nellie seconded. Motion carries 5/0.**

#### **NEW BUSINESS:**

##### **PLAN COMMISSION SCHEDULE**

Randy Sims requested approval to set a schedule for property requests that needs to be presented to the Plan Commission in 2019. Randy stated there are deadlines that have to be met for the filings. This will allow time to get information out to the members. We can make good decisions and do our follow-up. There was discussion on the schedule. **Nellie made a motion to approve the Plan Commission schedule. Jerry seconded. Motion carries 5/0.**

##### **JACKSON STREET GARAGE**

Randy Sims stated the Board of Zoning Appeals met last night with Tim Goodwin. We feel the lot needs to go back to Plan Commission to get rezoned. We found out it's not a conforming lot for R2. It takes 7500 feet to meet that criteria. The lot is around 5500 to 6000 square feet which fits the R3. We would like the Plan Commission to rezone it at the next meeting. Clyde questioned verbiage on the report that stated it will not be a dwelling but the following sentence stated future use will allow the structure to be

converted to a dwelling. Clyde asked how can you do both. Randy answered his plan is to at some time turn it into a house. Randy explained the process that he would have to take at that point.

Ohmer asked about the property on Cross Street. Randy answered the Plan Commission met, however, we did not have a quorum. The owner was not at the meeting. The house has to set on an approved street. The street right now is gravel. That is going to be the major deciding factor on whether it goes forward or not.

#### **LOGAN LAVELLE HUNT VISION/DENTAL POLICY**

Scott Church, Logan Lavelle Hunt Insurance, stated first I want to apologize for not being here a few months ago. I don't have the details on what happened but there was a mix up on who was handling your account quite frankly. It landed on my desk a few days before the December Meeting. I had a conference call with Mr. Doane and Diane. They recommended that we come to this meeting instead. There wasn't enough time to get information to you. You have a packet for the dental and vision insurance renewal. On the left side is the renewal which actually took effect on December 1<sup>st</sup> through Siho. Siho has decided to outsource the dental and vision. Scott reviewed the changes in the plan. Scott stated your benefits did improve a little bit on both the dental and vision and the prices stayed exactly the same. I can send the links for the network to Diane. **Clyde made a motion to renew the dental and vision insurance with Siho. Ed seconded. Motion carries 5/0.**

#### **2019 TOWN MANAGER VACANCY**

Ohmer stated we have an option of applying for a Town Manager. I've heard discussion about an Administrative Assistant. Nellie added or an office clerk. Ed stated I think we need to do some discussion and thinking on this. It was a consensus of the Council to table the topic.

#### **2019 BUILDING AND ZONING ADMINISTRATOR VACANCY**

Ohmer stated Greg is more than willing to fill the vacancy. Clyde stated the problem is we voted to bid the job. There was discussion on putting the position out for bid and the advertisement. Scott stated I will work with Diane to get something if you need it. It's a posting and request for submissions by a certain date. It was a consensus of the Council to make the deadline a week before the next meeting. **Nellie made a motion to not put it out for bid.** The rest of the Council wanted to continue with the bidding process. Randy Sims questioned Greg being on the Plan Commission and attending meetings without a contract.

#### **SALARY INCREASES – UTILITY SUPERINTENDENT & TOWN MARSHAL**

**Nellie made a motion for both the Utility Superintendent and the Town Marshal to receive a 3% raise. Jerry seconded. Motion carries 5/0.** Diane questioned if they want the increase retroactive to the first payroll. **Ed made a motion for the pay increase to be retroactive to the first of the year. Nellie seconded. Motion carries 5/0.**

#### **RESTRUCTURE OF THE ECONOMIC DEVELOPMENT COMMITTEE**

Ohmer stated I feel a lot of the things that come before it probably should come before Town Council. I'm not sure that committee is operating as it should. Nellie stated I know I have heard Susan state it takes a while because you have to go to each place. **Nellie made a motion to bring it back to the**



**Council.** There was clarification that they were referring to the EDIT Committee not the Economic Development Committee. Randy Sims asked if our Chamber works closely with our Economic Development Board. Ed stated they should be working with this committee. Nellie stated we should as a Town support the Chamber. The Town is not a member and I think we should be. Ed stated I think we need to restructure the Economic Development Committee. Ed will check into the Economic Development Committee for the next meeting.

#### **2019 COMMITTEES**

Nellie stated the Plan Commission members legally, as stated last year, need to be termed. The committees were tabled until permission from members was requested. Nellie stated I had made a motion to bring the Edit requests back to the Council instead of having a committee. There was discussion on making changes. Nellie brought up the delay in the request. Diane stated there really isn't a delay because the committee meets the week prior to the Council meeting. Clyde stated it is not any different than any of the rest of the committees. They still have to meet and then bring it to the Council. I don't know why you are singling that committee out. Nellie stated I just think it is different.

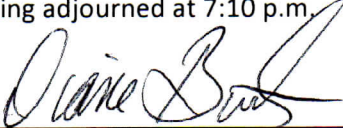
#### **QUESTIONS/COMMENTS ABOUT SUBMITTED REPORTS**

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

#### **PUBLIC COMMENT**

Randy asked who is in charge of the Town website. All the boards need to be updated. Nellie asked Diane who was in charge of it. Diane replied the Town Manager.

Meeting adjourned at 7:10 p.m.

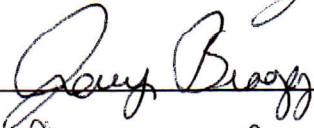


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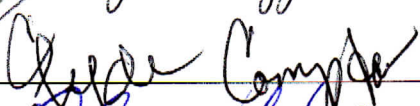
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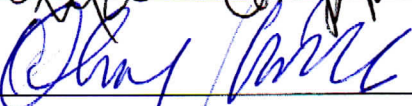
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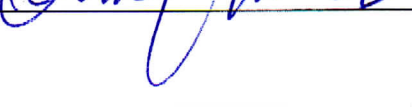
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