

Minutes of Regular Meeting, May 13, 2019

The Town Council of the Town of Warren met Monday, May 13, 2019 in a Regular Meeting at Assembly Hall, Council Meeting Room, 131 N. Wayne Street, in accordance with rules of Council and applicable law.

Those present were: Town Council, Steve Buzzard, Carrie Miller, Ethan Stivers, Julia Glessner; Clerk-Treasurer Marilyn Morrison; Employees, Lee Poulson, Dennis Spitler and others.

President Glessner announced the opening of the meeting at 5:00.

Robert Nuenswander, Warren Public Library, requested that Council consider designating two hour parking on Third Street in the front of the building. Following discussion, determination was made that the Library would post signs noting Library Parking and times. Further discussion will be held if that is not successful.

Steve Jackson, Warren Boy Scouts, noted that the Scout in attendance was there to observe the Council in action.

Discussed was placement of a street light at the corner of SR 5 and 900 S. The area is served by REMC and placement would require that the cost be covered by another entity as well as the monthly service charge. Requested was that the Town assume the cost. No decision made pending further discussion.

One bid was submitted for purchase of the Sewer Vacuum Truck as advertised. Following discussion, Stivers moved, seconded by Buzzard, that the bid of \$500 not be accepted and that the sale be advertised again. Motion was approved unanimously.

Poulson reported that the Lift Station at the Golfo Cheese Plant was to be activated as of today but the trial had failed. As the Town does not assume ownership until inspection is passed, the company will be working to rectify the situation. Anticipated opening of the plant has been moved to June 20th.

Morrison reported that the DNR LARE Grant application is proceeding with historical data supplied and permits being prepared. The grants are usually awarded in July with monies to be used to remove the Salamonie Dam and one of the interurban pylons.

Discussion about clearing of the public sidewalks in the downtown area continued with Morrison reporting that it would be up to Council to determine how to proceed due to the many aspects to be considered. Following discussion, Stivers recommended that owners be contacted first to see if they would agree to rectify the situations before Council proceeded. Other members concurred with the recommendation.

Reviewed were recommended grant administrators to be used for application for an OCRA Grant for the Tower Park Water Tower. Reviewing a list submitted through the Town Engineer and Financial Consultant and, by consensus, it was determined to contact Kristi Sturtz, AICP of Sturtz Management Group in Churubusco. Initial contact will be made immediately.

In a report from the Department of Community Development it was noted that the requested repair to a porch at 319 N. Matilda had been completed but suggested upgrade of grounds and property in the 200 block of N. Wayne has not been done. Monitoring of that property will continue. The property at 907 Main Street has been scheduled for inspection.

Submitted to Council for input was the current Personnel Policy last updated in 2009. Additionally submitted were the Rules and Regulations for departments of the Town. All are due for update. By consensus, Council approved submission of the documents to the Municipal Attorneys for review. The documents will also be submitted to employees for suggestions.

Submitted was a report from Greg Guerretaz of Financial Solutions Group, local consultant, designating the 2019-2020 Electric Tracker Factor which showed an increase of less than 3 mil. Glessner moved, seconded by Miller, to adopt the rate of .076920. The motion was approved unanimously.

Discussed was a proposal to purchase a partial lot along Eleventh Street on which a demolition order has been issued for the buildings on the site. The purchase would allow the Town direct access to run a storm sewer line through the property to an area off of Bennett Drive that sees frequent flooding. In addition, the cost of the demolition is estimated to exceed the cost of purchase with little chance that a lien on the property would result in payment of the demolition. Morrison explained the process noting that preliminary contact with the DCD had been positive as the property would have to be divided. The first step would be to survey the area, then submission of the survey to the county followed by an appraisal. Buzzard moved, seconded by Miller to proceed. The motion was approved unanimously.

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Morrison noted that it was time to begin work on the 2020 Municipal Budget. Requested was that the back section of the Annex be used for record storage as the Town should be audited this year by the State Board of Accounts. As the Town has not been audited for four years, record storage is necessary due to the number of records and, the Annex would provide auditors better accommodations than the upstairs of Town Hall. Following discussion and review of proposed storage units, Council approved the request by consensus. Submitted, reviewed, and discussed was a financial report packet for April. Also reported was that five year Comprehensive Financial Plans were being developed for all utilities and MVH. Discussions with employees and with Council will need to be held in the next few months before submission to the Financial Consultant as well as meetings will be scheduled for financial review.

Marshal Spitler submitted the written monthly activity report and reviewed.

Fire Chief Poulson submitted the written monthly activity report and reviewed noting that all SCBA units passed testing.

Poulson, as Utility Manager, submitted and reviewed a written monthly activity report. In addition, Poulson reported that flooding of the basement in the Wastewater Treatment Plant had resulted in purchase of two replacement motors. The Third Street Water Main Replacement Project has had to be adjusted due to size of lines and will result in the purchase of 200 feet of additional main. Quotes were submitted as follows for the electrical upgrade to the Lift Station located on the East side of SR 5 at I-69:

Collins Electric	\$7660.00
Straeffler Pump and Supply	\$5792.00

Stivers moved, seconded by Buzzard, to accept the quote of Straeffler Company. The motion was approved unanimously. Quotes were submitted for the Electric Street Lighting Project at both entrances to Town along SR 5 and SR 218 as follows:

Purchase of Poles/Lights:

Collins Electric	\$78,268.00
WESCO	\$72,711.66
Collins Electric	\$76845.00 (Alternate Bid.

Installation

Collins Electric	\$83,665.00
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No other quotes were supplied by vendors.

Glessner moved, seconded by Buzzard to accept the quote from WESCO for purchase and from Collings for installation. The motion was approved unanimously. Submitted were quotes for replacement of the sludge pumps as follows:

H-P Henry	\$12,530.00
Covalen	\$17,697.00
Straeffler	\$28,520.00

As H-P quoted on a different pump than used, Stivers moved, seconded by Buzzard to accept the quote from Covalen. The motion was approved unanimously. Poulson reported that VTF, Eleventh Street Contractor, had started finishing work but had been delayed again due to weather. Reviewed was the annual well and pump testing report from Peerless Midwest with the report showing that Well #1 and High Service Pump #1 will soon need be scheduled for updating due to normal wear due to seventeen years of continuous service. The other wells and high service pumps require no work at this time. Quotes have been requested for the recommended upgrade. Poulson requested permission to contact United Meter Buyers for purchase of scrap meters and related parts. Council concurred. Complaints about Truck Traffic on Seventh Street were discussed with placement of additional truck route signs being considered. No decision made.

Quotes were submitted for replacement of the Disc Golf sign in Tower Park. Following review of suggested costs, Miller volunteered to work with Dustin Fortney, Town employee, with a company she has had experience using. Stivers moved, seconded by Buzzard to accept the recommendation.

The next Regular Meeting of Council will be held on June 10.

The Accounts Payable Register was approved as submitted.

General discussion was held.

There being no further business to come before Council, the meeting was adjourned.

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Submitted _____ Clerk-Treasurer
Marilyn Morrison

Town Council:

As _____ President
Julia Glessner

as _____ Member
Steve Buzzard

As _____ Member
Carrie Miller

as _____ Member
Ethan Stivers