

### **Minutes of Regular Meeting, March 22, 2004**

The Town Council of the Town of Warren met Monday, March 22, 2004 for a Regular Council Meeting in the Assembly Hall, Council Meeting Room, 131 N. Wayne Street, in accordance with the rules of this Town Council and applicable law.

Those present were: Council Members, Ron Neff, Bill Cartwright, and Harold Jones; Clerk-Treasurer, Marilyn Morrison; Employees, Dennis Spidler, and Darrel Bice; Others, Huntington Herald Press Reporter, Warren Weekly Reporter, Tim Ford, members of the Warren Fire Department, Township Trustee, Advisory Board Members, Greg Guerrettaz, and others.

President Jones called the meeting to order at 6:30 p.m.

Minutes of the Regular Meeting of March 8<sup>th</sup> were approved as submitted.

Darrel Bice, Utility Manager, requested that his business items be considered as it would be necessary for him to leave the meeting. Bice reported that electric poles for the replacement project had been ordered but had not yet been received. Requested was that all utility employees be allowed to attend an April 13<sup>th</sup> workshop and take steps to be licensed for mosquito spray application due to amendment to Indiana law. Following review, Council, by consensus, directed that two employees, Scheiman and Bice, attend the workshop and take testing to be licensed and that two sets of study materials be ordered at the cost of thirty two dollars each. Bice requested that Larry Poulson attend the Indiana Municipal Electric Conference in Jasper on May 5<sup>th</sup> and 6<sup>th</sup>. Council concurred. Submitted for Council consideration was a listing from Steve's Landscaping of options of trees to be used for replacement of those removed during the electric and wastewater projects. Following discussion, Cartwright moved, seconded by Neff to purchase two Colorado Spruce trees at \$240 each and thirty, six foot Aristocrat Pear Trees at the cost of \$41 each. The motion was approved unanimously. Bice requested permission for Bice and Lee Poulson to attend an American Water Wastewater Association training in Andrews for continuing education hours. Council concurred. Bice also reported that #3 well was back in use and that all that was required was a new motor. Also reported was that an owner of a local gas station had recommended that the gas pump be cleaned and if supplies were needed to correct the problem of not being able to read gauges, parts could be ordered. Bice will take those steps.

Greg Guerrettaz, Financial Solutions Group, reviewed steps taken and information used to establish the 2004 annual tracker factor for the Municipal Electric Utility using Excel presentation. Also discussed were the Service Agreement with American Electric Power which is scheduled to end in 2005, the Rate Stabilization Fund transfers which were scheduled to end April 1, 2004 as the original date for termination of the AEP Agreement had been December of 2003, and the potential impact to the cost of power following the end of the agreement. Following further discussion, Ordinance 2004-3, an ordinance to re-establish the Rate Stabilization Fund transfers within the Municipal Electric Utility was introduced. Cartwright moved, seconded by Neff, to suspend rules to allow consideration of adoption of an ordinance at the same meeting as introduced. The motion was approved unanimously. Cartwright moved, seconded by Neff, adoption of Ordinance 2004-3. The motion was approved unanimously. Jones moved, seconded by Cartwright, approval of the 2004 Annual Tracker Factor at the rate of .021, an increase from .02. The motion was approved unanimously. Formal financial reports will be submitted within the next ten days to support the actions of Council.

Guerrettaz presented the financial review of the Municipal Water Utility by Excel system. Reviewed was the past ten year financial history of the utility and the five year capital improvement program for the utility. Following review, Guerrettaz made the following recommendations: A rate increase of ten percent be considered which would be an additional \$1.73 for a user with a monthly average of 5,000 gallons; Moving the minimum amount from 3,333 gallons per month to 3,000; and moving the hydrant rental cost from property tax to water users on a three year schedule which would be an additional \$1.74 per user annually. Jones moved, seconded by Cartwright, that a formal financial report be finalized and submitted to the attorney for an ordinance to be drafted. The motion was approved unanimously.

Minutes of Regular Meeting, March 22, 2004 continued

President Jones reviewed actions taken and discussion held at the Special Meeting just prior to the Regular Meeting.

Morrison reported that due to questions from Wabash Valley regarding date of submittal of bids, the public notice regarding sanitation bids had been republished setting acceptance of bids for April 12<sup>th</sup> at 6:30 p.m. Four bid packets have been requested.

President Jones recommended, Council concurred, to moving discussion of medical and benefit insurance to the April 12<sup>th</sup> meeting.

President Jones reported that the exit interview for the State Board of Accounts had been held and that although there were two findings, there were no major findings in the audit just completed. Morrison was commended for her work.

Morrison reported that three quotes would be submitted at the next Regular Meeting in regard to a folding, inserter, sealer machine for the new system of billing.

Morrison, on behalf of the 'Our Town' Committee requested permission to close streets for the May 14<sup>th</sup> and 15<sup>th</sup> Arts Festival using the detour route as used with all other festivals. Cartwright moved, seconded by Neff, to approve the request. The motion was approved unanimously.

Reviewed was documentation from Bob Andrews of Parkway Drive requesting permission to place a concrete pad five feet within the fifteen foot utility easement at his property. Bice had reported that no utilities were presently at that site. Jones moved, seconded by Neff, that approval be given to the request but that a letter be forwarded to Andrews stating that at any time it was necessary to remove the concrete pad for utility work, it would be done at the owner's expense. The motion was approved unanimously.

Morrison reported that Huntington County Home School had requested to run concessions at Tower Park upon purchase of the building and equipment from Sigma Phi Gamma. Following discussion, Neff moved, seconded by Cartwright, that the Home School group be offered the same contract has had been used by Sigma Phi and further moved that Jones be authorized to execute the Contract. The motion was approved unanimously.

President Jones summarized a request from the Huntington City Police Department for \$100 to be applied toward the recent upgrade of the mobile data unit server which provides support for the Town of Warren Police in-car computer system. Town Marshal Donnelly reviewed the system. Jones moved, seconded by Cartwright to approve the request. The motion was approved unanimously.

Resolution 2-2004, a Resolution commending Citizen's Telephone for one hundred years of service to the Warren Community was introduced and read. Following comment and discussion of that companies service to the Town, Jones moved, seconded by Neff and Cartwright, approval of Resolution 2-2004. The motion was approved unanimously.

Morrison reported that HCUED would like to schedule its April 13<sup>th</sup> Board of Director's meeting for Assembly Hall at 8:00 a.m. Council concurred with the request.

Following review of discussion held at the Special Meeting, Cartwright moved, seconded by Neff, that the 'Our Town' committee proceed with application to the Huntington County Municipal CREDIT fund for monies to provide a portion of the support for implementation of the Strategic Plan for the Warren Area Community Development Project as is currently being formulated. The motion was approved unanimously.

Morrison reported that a representative of Butler Fairman Seufert Engineering and a representative of JGA, architects, would be meeting in Warren on March 25<sup>th</sup> at 10:00 a.m. to review the streetscape project grant application which has been submitted for two rounds in the INDOT I-STEPA federal funding program. The project will be reviewed for Council's consideration of restructuring to possibly make it more attractive for the funding program.

