

Minutes of Regular Meeting, August 12, 2002

The Town Council of the Town of Warren met Monday, August 12, 2002, for a Regular Council Meeting in the meeting room of the Town Hall Annex, 131 N. Wayne Street, in accordance with the rules of this Town Council and applicable law.

Those present were: Council Members, Chod Boxell, Ron Neff, Jacqueline Huffman and Harold Jones; Clerk-Treasurer, Marilyn Morrison; Employees, Larry Poulson, Darrel Bice, and Steve Donnelly; Others, Warren Weekly Reporter, Huntington Herald Press Reporter, Tim Ford, David Scheib.

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

Minutes of the Regular Meeting of July 22 and Special Meetings of July 22, 24, 25, and August 2 were approved as submitted.

David Scheib, President of the Advisory Park Board, reported and updated Council on actions considered by that Board. Council concurred with a request that Tower Park Restrooms, due to continued vandalism, be unlocked only when events are scheduled at Tower Park. Huffman moved, seconded by Neff, approval of a request for purchase of a handicap accessible and more durable drinking fountain from BARCO at the cost of \$1670 plus shipping to replace the existing fountain which has been vandalized. The motion was approved unanimously. Following was discussion concerning dugouts at Schwob Field with the Park Board position being that the dugouts be covered and not moved to an area outside of the diamond fencing. Council concurred. Also presented for consideration and receiving approval of Council by consensus was a plan to replace all wooden seating on the only remaining set of bleachers to be upgraded instead of replacing with aluminum as done elsewhere in Tower Park. Town employees are to complete the project for spring baseball leagues. Discussed was the completion of a projects list as compiled during the spring walk-through of Tower Park. Scheib commended Mandy Bolinger and Kirby Ehler for their work on summer projects and recommended that both be considered for summer employment in 2003, if each is interested. Following discussion, Neff moved, seconded by Boxell, approval for payment of invoice in the amount of \$300 from Bonham Signs for ball diamond signs. The motion was approved unanimously. The next meeting of the Park Board is scheduled for September 9 in the Council Meeting Room.

President Jones reported that bids from Sullivan Excavating and Indiana Construction had been accepted for the proposed wastewater improvement project. Also referenced was a letter from USDA-Rural Development stating that closing instructions had been received from the US Office of General Counsel in regard to proceeding with the awarding of funds for the wastewater project. Contract documents are being prepared by Jim Lauer, Schnelker Engineering, for submission to Rural Development as the next step in the process. President Jones reported that Greg Guerrettaz, Financial Solutions Group, had started work on related financial matters including a user rate study and proposal to meet Rural Development requirements. By consensus, following discussion during which Morrison reported that document had been reviewed by Attorney Bendall, approval was given for President Jones to execute an escrow agreement with Indiana Construction and Star Financial Bank.

Bice reported that Brudney Construction had replaced a defective valve at the Water Treatment Plant at cost to the manufacturer. Brudney will also be moving a thermostat as it was not installed in the chlorine room as shown in the plans. Landscaping will be delayed until later in the year due to the extreme dry season.

Morrison reported that Scott Boles of Spectrum Engineering had updated the status of the approved Electric Utility distribution system upgrade. Huntington County GIS had supplied extremely detailed maps which would require no further action and a meeting had been scheduled with Ben Adams, Schnelker Engineering, for co-ordination of the planned electric projects with the wastewater project. Boles had reported that on-site work could begin within the month of August.

Bice reported that E&B Paving had started work on the Grover Street/Tower Park paving project as of this date with paving of the Tower Park walkway. Weather permitting, the project would be completed by Friday. Due to the addition of curbing by a Grover Street resident following the bidding of the project and as paving is done curb to curb, Bice detailed that E&B was estimating an additional cost of \$1500 to the original approved project cost of \$51,231.26. Huffman moved, seconded by Jones, approval of the additional cost. The motion was approved unanimously.

Following discussion, Jones moved, seconded by Huffman, adoption of Resolution 2-2002, a Resolution providing for transfer of funds from the Electric Utility, in lieu of taxes, to the General Fund. The motion was approved unanimously.

Following discussion, Neff moved, seconded by Boxell, Resolution 3-2002, a Resolution approving the Warren Downtown Action Agenda and designating the "Our Town" Process Committee as a standing committee of Council. The motion was approved unanimously.

Morrison submitted a listing from Integration Systems of steps to be taken to complete installation of hardware leading to upgrade of software systems. Following review, Boxell moved, seconded by Huffman, authorization for Integration Systems to complete the installation process. The motion was approved unanimously.

President Jones reported that distribution of blue bins for recycling had not been scheduled as the Huntington County Solid Waste District had not yet supplied informational flyers to be circulated with the bins. The Executive Director of HCSWD will be contacted in regard to the availability of that information.

President Jones reported that Attorney Bendall would be in attendance at the next Regular Meeting of Council, August 26th, with documentation to further the annexation process of land owned by the United Methodist Memorial Home being developed as a golf course and residential housing.

Upon question from Huffman, Bice reported that mosquito spraying had continued but had been reduced from twice weekly to once weekly due to a low mosquito population. General consensus was that spraying continue into the fall months.

A maintenance agreement with Allen Business Machines for the Annex copier was submitted for Council action. Following review, Huffman moved, seconded by Boxell, to continue the agreement at \$30 per month. The motion was approved unanimously.

President Jones requested that patriotic banners be displayed until following Labor Day. Council concurred.

Bice reported that a request had been made from a Town of Markle official for loan of the wood chipper. In discussion, followed by consensus of Council, Bice was instructed to notify Markle officials that such a request could not be approved without a written interlocal agreement with Markle being responsible for preparation of such a document.

Morrison reported that the required publication of the 2003 Municipal Budget is set for August 13th and 20th with public hearing set for August 26th and consideration of adoption set for September 9th. Revised copies of the budget forms were submitted to each Council Member. Morrison reported that Greg Guerrettaz, Financial Solutions Group, along with Neff and Huffman, had met concerning general financial issues related to the wastewater project, the electric system upgrade, and business plan preparation. Fixed asset accounting information had been submitted to Guerrettaz for development of an Excel reporting program to meet State Board of Accounts approval as it would replace a mandated form. Further work continues with Excel programming for financial records. Morrison further reported that the Sate Board of Accounts audit of years 1999, 2000, and 2001 had been completed and that auditors had commented that it had been a good audit. The exit interview has yet to be scheduled pending the SBA review process by audit supervisors. Morrison submitted a request for a sewer credit for a user at 504 N. Grover Street as the utility department could not substantiate the user's reason for excess usage. Following discussion and review, Boxell moved, seconded by Huffman, to deny the request. The motion was approved unanimously.

Bice updated utility and street projects. Requested was permission for Bice and Booher to attend a water meeting in Shipshewana on September 12 and for Bice and Lee Poulson to attend a wastewater workshop in Marion on August 29. Both meetings provide CEU's. Council concurred. Discussed were proposed amendments to Town Code updating rules of conduct within Tower Park which would control off road vehicle usage within the Park and would restrict use of the walkway to pedestrian traffic only. Morrison will copy Town Code related to Tower Park for review by Council prior to the next Regular meeting.

Fire Chief Ford reported that work continued in regard to installation of an updated repeater system at the Station with the base unit to be moved from the Police Station. The July activity report was filed.

Marshal Donnelly submitted a proposal for upgrade of the cell phone program currently in place. The Verizon program outlined would result in more minutes and more features than the current Centennial system. In addition, the Arch paging system would no longer be necessary. Annual savings would be approximately \$300. Neff moved, seconded by Huffman, approval of the Verizon proposal authorizing Donnelly to effect the change over. The motion was approved unanimously. Donnelly further proposed that cell phones currently in use be donated to the battered Women's Shelter to be reprogrammed with 911 calling capability. Council concurred. Submitted was the Police Department July activity report.

Boxell moved, seconded by Jones, approval of Accounts Payable Vouchers as follows:

Electric	260-320	\$109,751.78
Water	274-327	\$42,821.58
Wastewater	221-250	\$38,570.47
Sanitation	14	\$3192.00
General	362-430	\$81,850.89

The motion was approved unanimously.

General discussion was held.

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

By _____
Marilyn Morrison

Clerk-
Treasurer

Minutes of Regular Meeting, August 12, 2002 continued

Approved by Town Council:

As _____ President As _____ Member
Harold Jones Jaqueline Huffman

As _____ Member As _____ Member
Ron Neff Chod Boxell