

SPECIAL MEETING: DISBURSEMENT OF TOWN MANAGER DUTIES/PAPERWORK

FEBRUARY 3, 2016

TOWN BOARD ROOM

118 E FRONT ST, SOUTH WHITLEY IN 46787

5:00 PM

Present:

Council Members: Bill Boggs, Les Hoffman, and Randy Cokl

Clerk Treasurer: Janet Howard

Waste Water Crew Leader: Kent Slater

Town Marshal: Mikel VanDevender

Call to Order was made by President Bill Boggs at 5:02 PM to go over the job duties of Town Manager and go thru paperwork and files of the Town Manager

Council member Boggs explained the nature of the meeting is to go thru paperwork tonight that was in Dave's office to try to keep up with what is going on with different companies for instance with DLZ you have to stay on schedule with things or you could lose your grants. Kent Slater will be taking over as main contact with DLZ. Kent is meeting with !DOT this Thursday along with DLZ Rep. and will be recertified in March for ERC.

IMPA point of contact is assigned to Council member Randy Cokl – Council member Boggs has an email to give Randy concerning what needs to be done to become new contact person as IMPA Rep. Attend one meeting a month in Indy on the last Friday of the month and IMPA has qualifications to become IMPA Rep. for the town and will get more information on that. Have to have two separate readings at Public meetings.

Region 3A – Council member Bill Boggs will be contact person- this is for Utility shutoff Hearings. Clerk – Treasurer will contact Boggs if someone wants a hearing. There are quarterly meetings to attend.

Everyday Operations- will be assigned to Kent Slater and President Bill Boggs

Mikel Van Devender will be in charge of SRO and take care of the town website. Will also take care of the lease on the plane in the park. This is a one year lease. Will also be contact person with the school-Parks Recreation/YMCA to organize activities.

Kent Slater and Council member Boggs will be meeting with Mayor Daniel on Feb. 18th 2016 to talk about contract with Columbia City Electric Department. Kent's concern with going with them is if a major storm comes thru we do not have any help right away. Must give 60 day notification if either party wants out of contract. Kent states will take time to find a certified linesman for the job but also need certified groundsman -this is a safety issue. Kent is certified but should have a back up.

Brownsfield study paperwork- Randy will take this, study of hazardous material around Morsches Building (110 Front St), appraisals for demolition of Morsches Building

EDC – Council member Cokl will be contact person with this, community round table once a month in Columbia City with the Mayor.

Speed limit signs will remain the same not pursuing changing any now.

Marshal pay for Mikel taking position will be \$2.05 increase an hour for supervisor pay. \$1.00 increase in pay for the Sargent position. Mikel wants to start using money in Budget for officer training, 29 hours of

mandatory training and one special training a year. Will not have to hire another officer there will just be some overtime at times.

Deb Zawlocki from the Public Library was present at the meeting and was asked about looking into getting out of the contract for the lease of the building used for Town Manager David Wilkinson job. She will talk with other board members and get back with Town council.

Motion to adjourn meeting by Councilmember Cokl at 6:31 PM and seconded by councilmember Hoffman , passed with 3-0 vote