

SOUTH WHITLEY TOWN COUNCIL WORKSESSION MINUTES

TOWN HALL BOARD ROOM

118 E FRONT STREET

SOUTH WHITLEY, IN 46787

SEPTEMBER 8, 2020

3:30 PM

The South Whitley Town Council and town employees met for the worksession on July 14, 2020 at 3:30 - 4:00 p.m. in the Town Board Room. Present were Les Hoffman, President , Randy Cokl, Councilman, Brock Waterson Councilman, Mikel Vandevender, Kent Slater, Ron Anderson, Jason Keim, Alex Sturgess, Pam Waller and Pamela Hoffman-Clerk Treasurer.

Employees engaged in a good discussion with council members over several issues pertaining to their jobs. Kent stated Alex is signed up for classes on Tuesday for 6 wks and will take the test shortly after the classes are completed. The Wastewater plant had completion on 8-27-2020. No P.O. has been received from INDOT for the CCG Project.

Jason presented the group with a quote for a new salt building. Looking at \$25,000.00, doesn't include blocks, 6 feet high block for the building, concrete or asphalt floor. Suggested probably will need 3 bids.

Ron said to disconnect water town should be less than \$7,000.00, which will be disconnected by end of this year. Letter is needed to state the town took over as a monument. SRF still ok, but need a path by end of year of how to use the rest of the money. There needs to be clarity in the engineering already done for the water project by Triad. Donohue will also look into quoting this. He also stated the Utility bldg., the flashing needs fixed.

Town Marshal Mikel Vandevender said he turned in the light log sheet completed by Blake to Kent of lights throughout town that need replaced. When asked why not use Reserves to fill in open position of Brent Hull's, Mikel said it takes 18 month for them to be ready and they can assist only. We have 5 part time officers that rotate some shifts. New car was budgeted for next year and also looking at used.

Council asked Deputy Clerk Pam and Clerk Pam there feeling on holding hearings for montly payments, thoughts on running credit reports on new utility customers and increasing the deposit for tenants. Also if have looked into on-line payments. They will check with Pay Gov who handles the credit cards now to see how to proceed. Hiring a Whitko work based learning student for 10 hrs per week and setting up a meeting with Mrs. Benedit to discuss office help, police report, website and electronic sign update.

At 4:00 p.m. the meeting was concluded with the employees and Paul Elling with Donohue said he would look into the engineering aspect of the underground piping upgrades for the water SRF project left to complete.

ATTEST:

Pamela Hoffman

Pamela Hoffman, Clerk-Treasurer

LES HOFFMAN, PRESIDENT

Les Hoffman

RANDY COKL, VICE PRESIDENT

Randy Cokl

BROCK WATERSON, COUNCILMAN

Brock Waterson

SOUTH WHITLEY TOWN COUNCIL REGULAR SESSION MEETING MINUTES
TOWN HALL BOARD ROOM
118 E FRONT STREET
SOUTH WHITLEY, IN 46787

SEPTEMBER 8, 2020

4:30 PM

The South Whitley Town Council met in regular session on Tuesday, September 8, 2020 in the Town Hall Board Room at 4:30 p.m. Those present were President Les Hoffman, Vice President Randy Cokl, Councilman Brock Waterson, Attorney Gregg Hockemeyer, Town Marshal Mikel Vandevender, Utilities Supervisor Kent Slater and Clerk-Treasurer Pamela Hoffman.

The meeting was called to order at 4:30 p.m., followed by the Pledge of Allegiance.

NEW BUSINESS PUBLIC HEARING VACATION OF PUBLIC WAY APPROVAL Ordinance 09-08-2020-01, Motion to approve by Councilman Cokl, seconded by Councilman Waterson, carried by vote of 3-0.

PUBLIC HEARING 2021 BUDGET Clerk Treasurer presented Budget to Council and Public. There were no questions regarding the budget. Adoption of the budget will be held at the next council meeting, Tuesday, September 22, 2020.

BID PROPOSALS FOR 206 S STATE ST – One bid was submitted for \$1,500.00 by BMJ, INC., stating to spend approx. \$18,070.00 to complete building in less than 48 weeks. On lower level 1st phase would be coffee roasting operation, 2nd phase a donut/bakery and 3rd phase bakery. On upper level Phase 1 CNC operation, Phase 2 Laser engraver and phase 3 youth area. Motion to approve bid was made by Councilman Waterson and seconded by Councilman Cokl, carried by vote of 3-0.

AM VETS Sewage Adjustment \$398.43 – Jim Howard presented stating they removed their Water Softener and bypassed for now. Motion made by Councilman Cokl, seconded by Councilman Waterson, carried by vote of 3-0.

MOYER CORNER CAFÉ Sewage Adjustment \$1,080.54 – Tanner Moyer appeared and has fixed leaky toilet in apartment. Motion made by Councilman Cokl, seconded by Councilman Waterson, carried by vote of 3-0.

OLD BUSINESS – DONOHUE – Paul Elling APPROVAL for Pay Request #22, \$38,133.00, motion made to approve by Councilman Cokl, seconded by Councilman Waterson, carried by vote of 3-0. Asked to check on Change order #4 that was approved 8.25.2020 meeting. Paul will have proposal for 1) Sludge pump replacement 2) Washington Ct Lift Station 3) Rain Gauge for North of town and insulation into pump bldg. 4)WW install modem for Cell # to send singular text for alarms at wastewater plant.

DLZ – No Approval for E & B PAVING AGREEMENT since no PO received from INDOT. Will call a special meeting when we receive the PO to approve and sign the agreement.

APPROVAL FOR COVENANT TO HOLD HARMLESS AGREEMENT – HAZEN PROPERTY – lawsuit pending so closing company will not close unless we approve and sign this agreement. Motion made by Councilman Waterson, seconded by Councilman Cokl, carried by vote of 3-0.

PUBLIC INPUT – Joe Erion asking about an easement 5' on his property and neighbors. Would like to have this for his property. Told he would need to talk with neighbor and then petition to vacate for easement right. Stan Frantz of S & S Construction appeared asking to be paid for his facade work on 204 S State St for \$12,724.00. There was question as to what town's liability was to pay this since the contract for the building purchased by Tanner Moyer was "as is". The Phase 2 work on this building was approved in November 2019, prior to Tanner Moyer purchasing the property in March 2020. Motion was made to pay S & S Construction \$12,724.00, by Councilman Waterson, seconded by Councilman Cokl, carried by vote of 2-0, Councilman Hoffman abstained. It was agreed to table the issue of who was responsible for this invoice until next meeting. Karen Jordan thanked the Board for the use of the Board Room for her Grandson's military commission ceremony in June.

PARK BOARD – Dave Warner attended and said the were removing bushes in park at telephone pole across the street from gas tank. Pickleball is very popular, adding 2 more courts. Next year plan to cover and paint, seal courts. Tennis court lights/timer are working now. Tuesday nights at 7:00 pm beginner class for pickleball and Thursday nights at 7:00 pm Competitive Playing.

DEPARTMENT HEADS:

TOWN MARSHAL – MIKEL VANDEVENDER – Marshal Vandevender stated Brent Hull's last day of employment will be September 12th, 2020. He asked for approval to hire a 4th officer for replacement, motion made by Councilman Cokl, seconded by Councilman Waterson, carried by vote 3-0. Halloween hours were addressed to see if we still wanted to proceed with trick or treating in town. Motion made by Councilman Waterson to set hours for trick or treating for Saturday, October 31, from 5-8 pm, seconded by Councilman Cokl, carried by vote of 3-0.

UTILITIES SUPERVISOR – KENT SLATER – Kent Slater stated still waiting for PO from INDOT to proceed with CC paving project. Wastewater plant is up and running, storm last night handled well. Alex Sturges if set up for a 6 week WW course, taking exam at Ivy Tech following completion of class.

TOWN ATTORNEY – GREGG HOCKEMEYER -nothing to bring to board

CLERK TREASURER – PAMELA HOFFMAN, Clerk-Treasurer asked Board if possible to switch October 13th Board meeting to Tuesday October 6, at 3:30pm worksession and 4:30 general meeting, since she and Les would be on vacation. Councilman Cokl made motion to change to October 6 and seconded by Councilman Waterson, motion carried by vote of 3-0.

APPROVAL FOR AUGUST 25th, 2020 REGULAR SESSION MEETING MINUTES were presented to council, approved and signed. Motion to approve made by Councilman Cokl, seconded by Councilman Waterson, carried by vote 3-0.

APPROVAL for PREPAID APV'S TOTALING \$ 22, 120.52 were presented to council, approved and signed. Motion to approve made by Councilman Cokl, seconded by Councilman Waterson, carried by vote 3-0.

APPROVAL for APV'S TOTALING \$3,301.83 were presented to council, approved and signed. Motion to approve made by Councilman Waterson, seconded by Councilman Cokl, carried by vote of 3-0.

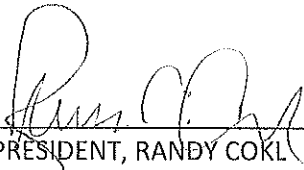
APPROVAL for PAYROLL WEEK ENDING AUGUST 24th, 2020, TOTALING \$7,578.87 were presented to council, approved and signed. Motion to approve made by Councilman Waterson, seconded by Councilman Cokl, carried by vote of 3-0.

APPROVAL for PAYROLL WEEK ENDING AUGUST 31, 2020, TOTALING \$7,881.11 were presented to council, approved and signed. Motion to approve made by Councilman Waterson, seconded by Councilman Cokl, carried by vote of 3-0.

MOTION TO ADJOURN MEETING at 5:49 p.m., motion to adjourn made by Councilman Waterson, seconded by Councilman Cokl, carried by a vote of 3-0.



PRESIDENT, LES HOFFMAN



VICE PRESIDENT, RANDY COKL



COUNCILMAN, BROCK WATERSON

ATTEST:



CLERK TREASURER PAMELA HOFFMAN

SOUTH WHITLEY TOWN COUNCIL PUBLIC VACATION OF PUBLIC WAY HEARING MINUTES

TOWN HALL BOARD ROOM

118 E FRONT STREET

SOUTH WHITLEY, IN 46787

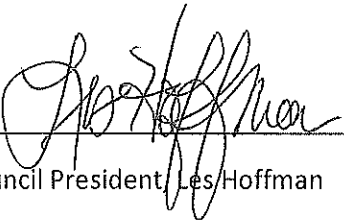
SEPTEMBER 8th, 2020 at 4:30 P.M.

The Public Vacation of Public Way Hearing was called to order at 4:30 p.m. on September 8, 2020.

Those present were Council President Les Hoffman, Councilman Randy Cokl, Councilman Brock Waterson, Attorney Gregg Hockemeyer and Clerk-Treasurer Pamela Hoffman.

Public hearing held for approval of Vacation of Public Way Ordinance 09-08-2020-01. Motion to approve made by Councilman Cokl, seconded by Councilman Waterson, carried by vote of 3-0.

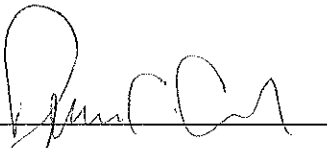
Councilman Hoffman adjourned the meeting at 4:35 p.m.



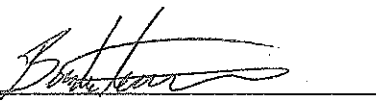
Council President, Les Hoffman

ATTEST: 

Clerk-Treasurer Pamela Hoffman



Councilman, Randall Cokl



Councilman, Brock Waterson

SOUTH WHITLEY TOWN COUNCIL PUBLIC 2020 BUDGET HEARING MINUTES

TOWN HALL BOARD ROOM

118 E FRONT STREET

SOUTH WHITLEY, IN 46787


SEPTEMBER 8th, 2020 at 4:30 P.M.

The 2020 Budget Hearing was called to order at 4:35p.m. on September 8, 2020.

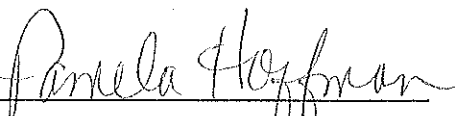
Those present were Council President Les Hoffman, Councilman Randy Cokl, Councilman Brock Waterson, Attorney Gregg Hockemeyer and Clerk-Treasurer Pamela Hoffman.

Clerk Hoffman emailed the Council Members, one week prior, Budget paperwork to look over. There were no changes to the Proposed Budget requested by Council, so the 2020 Budget Adoption Meeting will be held on September 22, 2020 at 6:30 p.m. Sign in sheet for meeting is attached.

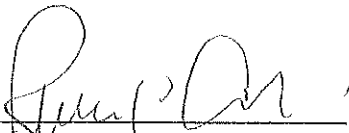
Hearing adjourned at 4:38 p.m.




Council President, Les Hoffman

ATTEST: 

Clerk-Treasurer Pamela Hoffman



Councilman, Randall Cokl



Councilman, Brock Waterson

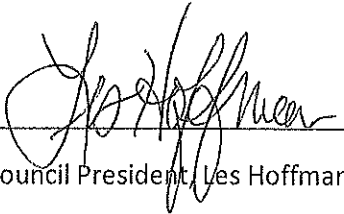
SOUTH WHITLEY TOWN COUNCIL SPECIAL MEETING MINUTES for E & B Paving Contract
TOWN HALL BOARD ROOM
118 E FRONT STREET
SOUTH WHITLEY, IN 46787
SEPTEMBER 15^h, 2020 at 3:30 P.M.

The 2020 Special Meeting was called to order at 3:30 p.m. on September 15, 2020.

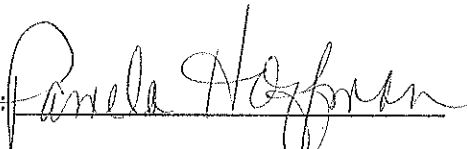
Those present were Council President Les Hoffman, Councilman Randy Cokl, Councilman Brock Waterson, Kent Slater and Clerk-Treasurer Pamela Hoffman.

Public meeting held for approval of E & B Paving Contract for Community Crossing Grant. Motion to approve made by Councilman Waterson, seconded by Councilman Cokl, carried by vote of 3-0.

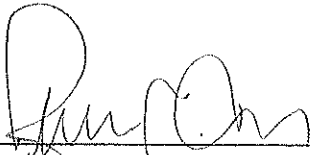
Councilman Hoffman adjourned the meeting at 3:35 p.m.




Council President, Les Hoffman

ATTEST: 

Clerk-Treasurer Pamela Hoffman



Councilman, Randall Cokl



Councilman, Brock Waterson

SOUTH WHITLEY TOWN COUNCIL REGULAR SESSION MEETING MINUTES
TOWN HALL BOARD ROOM
118 E FRONT STREET
SOUTH WHITLEY, IN 46787

SEPTEMBER 22, 2020
6:30 PM

The South Whitley Town Council met in regular session on Tuesday, September 22, 2020 in the Town Hall Board Room at 6:30 p.m. Those present were President Les Hoffman, Vice President Randy Cokl, Councilman Brock Waterson, Attorney Gregg Hockemeyer, Town Marshal Mikel Vandevender, Utilities Supervisor Kent Slater and Clerk-Treasurer Pamela Hoffman.

The meeting was called to order at 6:30 p.m., followed by the Pledge of Allegiance.

NEW BUSINESS DLZ - Phil Labrash – Approval for Pay Req#3 – Prof svc thru 8-14-2020 for \$408.00, Motion made to approve by Councilman Waterson, seconded by Councilman Cokl, carried by vote 3-0.

TONY STARKEY – Concerns with Matt Ridenour Property regarding brush in woods and flowing to river. Town Marshal Vandevender will check with the DNR for any possible hazards. Tony also asked about the process to silence the trains blowing their whistles in town, as he would like to use one of his buildings downtown for recording sessions. The whistle noise interferes with the recording process. Attorney Hockemeyer stated this process was brought up back in 2012 and requires a petition process to begin. He said he would send the information he had on file to the council to look over.

WHITLEY CO REGIONAL SEWER DISTRICT – Reappointment of Randall Cokl – Council President Hoffman made motion to reappoint Councilman Cokl to the Sewer District, with a second by Councilman Waterson, carried by a vote of 2-0, Councilman Cokl abstaining.

OLD BUSINESS – DONOHUE – Paul Elling – APPROVAL PROJ No.13218 Inv#38 - \$5,692.50, Motion made by Councilman Cokl to approve, seconded by Councilman Waterson, carried by vote of 3-0.

APPROVAL PROJ No.13562 – Inv#15 - \$610.00, motion made by Councilman Cokl to approve, seconded by Councilman Waterson, carried by vote of 3-0.

ADOPTION OF 2021 BUDGET – Motion made by Councilman Waterson to approve 2021 budget, seconded by Councilman Cokl, carried by vote of 3-0.

APPROVAL PURCHASE AGREEMENT 206 S STATE ST PROPERTY – for BMJ Entertainment, Inc. Motion made by Councilman Cokl, seconded by Councilman Waterson, carried by vote of 3-0.

SOUTH STATE ST PROPERTY – Council President Hoffman recited the original ideas in purchasing the South State St Properties and they were to be “white boxed” for ready to move in properties to purchase. Somewhere through this process, this was negated and a façade renovation approved for S & S to complete for the State Street Bldgs. As far as Tanner’s contract signed with the Town, stated the building was purchase “as is”, meaning the previous approved façade renovation back in November 2019, was not included in the contract signed. He asked for a motion for responsibility for

the Phase 2 renovation to 204 S State St for \$12,724.00, paid to S & S Contracting recently by the Town. Councilman Waterson made a motion for the Town to pay for the entire renovation of \$12,724.00, seconded by Councilman Cokl, carried by a 2 vote yes, 1 vote no.

PUBLIC INPUT – Karen Jordan mentioned that there is a lot of debris at the trestle at Collamer Dam and wondered if that would cause a problem. Councilman Waterson asked Marshal Vandevender about the status of take home cars, Mikel said he is working on a Grant that would pay 55% of the cost. Right now they are one vehicle short for the employed officers. With the budget amount minus the grant there should be enough to purchase a used car. Councilman Cokl questioned the accountability for officers with their own take home car. Joe Erion asked about the town easement/right of way that his property and Augustus' share. Joe said he would like to remove the wooden fence and cut down the weeds growing there. Mikel Vandevender said he will inform Brent Augustus.

PARK BOARD – No one attending.
DEPARTMENT HEADS:

TOWN MARSHAL – MIKEL VANDEVENDER – Marshal Vandevender stated Brent Hull is qualified to be a reserve for the Town, just needs to redo his pre basic. Mikel asked for approval to add 5 more reserves, capping total to 10. Motion made by Councilman Cokl, seconded by Councilman Waterson, carried by vote of 3-0. New hire applications will be received until September 30th, two really good candidates have applied. Take home cars could be in place through USDA Grant by April 2021. Grants for radars and radios for cars is also being researched.

UTILITIES SUPERVISOR – KENT SLATER – Kent Slater stated 2 replacement lights have been installed in pickleball court area. A stump in park will be removed and strip lights have been ordered for pocket park sign. Fountain in park has been repaired and the fountain by Moyer's Café, parts have been ordered. Jason Keim is working on two more bids for Salt Storage Building, also will be getting bids for repairing the utility building on Front Street. E & B Paving will be starting their CCG paving project tomorrow morning, September 23.

TOWN ATTORNEY – GREGG HOCKEMEYER – 208 S State St Property will keep on Old Business, as Council expressed a desire not to let the purchase delay indefinitely. Nothing to report on Hazen Property Closing, will check with the Title Company.

CLERK TREASURER – PAMELA HOFFMAN, Clerk-Treasurer informed the board that she hired a Whitko Learning Based Student, Anne Marie Fetters for 1 ½ hours per day, 5 days a week, to help with office duties. She began on Monday, September 21st.

APPROVAL JULY 2020 CASH RECONCILIATION STATEMENT – presented to council, approved and signed. Motion to approve made by Councilman Cokl, seconded by Councilman Waterson, carried by vote of 3-0.

APPROVAL FOR SEPTEMBER 8th, 2020 WORK SESSION MEETING MINUTES were presented to council, approved and signed. Motion to approve made by Councilman Cokl, seconded by Councilman Waterson, carried by vote 3-0.

APPROVAL FOR SEPTEMBER 8th, 2020 REGULAR SESSION MEETING MINUTES were presented to council, approved and signed. Motion to approve made by Councilman Cokl, seconded by Councilman Waterson, carried by vote 3-0.

APPROVAL FOR SEPTEMBER 8th VACATION OF PUBLIC WAY HEARING MINUTES were presented to council, approved and signed. Motion to approve made by Councilman Cokl, seconded by Councilman Waterson, carried by vote of 3-0.

APPROVAL FOR SEPTEMBER 8th PUBLIC 2020 BUDGET HEARING MINUTES were presented to council, approved and signed. Motion to approve made by Councilman Waterson, seconded by Councilman Cokl, carried by vote of 3-0.

APPROVAL FOR SEPTEMBER 15th SPECIAL MEETING MINUTES for E & B PAVING CONTRACT, were presented to council, approved and signed. Motion to approve made by Councilman Waterson, seconded by Councilman Cokl, carried by vote of 3-0.

APPROVAL for PREPAID APV'S TOTALING \$ 75,695.00 were presented to council, approved and signed. Motion to approve made by Councilman Waterson, seconded by Councilman Cokl, carried by vote 3-0.

APPROVAL for APV'S TOTALING \$163,453.17 were presented to council, approved and signed. Motion to approve made by Councilman Cokl, seconded by Councilman Waterson, carried by vote of 3-0.

APPROVAL for PAYROLL WEEK ENDING SEPTEMBER 7th, 2020, TOTALING \$8,118.33 were presented to council, approved and signed. Motion to approve made by Councilman Cokl, seconded by Councilman Waterson, carried by vote of 3-0.

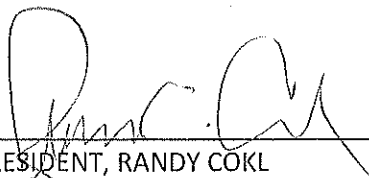
APPROVAL for PAYROLL WEEK ENDING SEPTEMBER 14th, 2020, TOTALING \$8,966.63 were presented to council, approved and signed. Motion to approve made by Councilman Waterson, seconded by Councilman Cokl, carried by vote of 3-0.

MOTION TO ADJOURN MEETING at 7:37 p.m., motion to adjourn made by Councilman Waterson, seconded by Councilman Cokl, carried by a vote of 3-0.



PRESIDENT, LES HOFFMAN

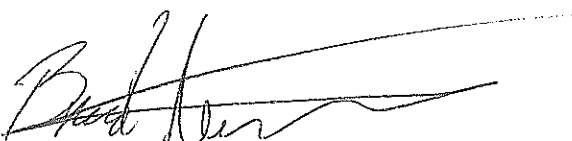
ATTEST:



VICE PRESIDENT, RANDY COKL



CLERK TREASURER PAMELA HOFFMAN



COUNCILMAN, BROCK WATERSON