

Town Council Meeting
Monday, December 30, 2013
6:00 P.M. Town Hall

Edinburgh Town Council met in a regular session on Monday, December 30, 2013 at 6:00 P.M. at the Town Hall, 107 South Holland Street, Edinburgh, Indiana.

President Hoffman called the meeting to order and led the Pledge of Allegiance.

President Hoffman thanked everyone for coming.

Members answering roll call were: Councilman John Drybread, Councilman Jeff Simpson, Vice President Curtis Rooks, Councilwoman Kami Ervin and President Ron Hoffman. Also present were Town Attorney Dustin Huddleston and Clerk Treasurer Scott Finley.

President Hoffman said next on the agenda were the minutes of the Council Meeting of December 9, 2013. Mr. Huddleston said he had a correction to those minutes. The third full paragraph of the second page stated, "Mr. Huddleston reviewed the agreement and sent several recommendations back to the company. Those changes were made.." That sentence should read "Those changes were NOT made." Also the word "new" in the following sentence can be removed because it was the same agreement as before. In the next paragraph the last sentence can be removed completely. Councilman Rooks made a motion to approve the changes to the minutes. Councilwoman Ervin seconded. Unanimous.

President Hoffman said claims were next on the agenda and handed it over to Clerk Treasurer Finley.

Clerk Treasurer Finley said everyone should have received the normal claim docket for the period as well as the pre-write dockets for October and November. He said he had signed off on all of the claims in those dockets and handed them over to the council for approval. Councilman Drybread made a motion to approve the claims as submitted. Councilman Simpson seconded. Unanimous.

President Hoffman said next on the agenda was Ordinance 2013-12 Water Payment in Lieu of Taxes. The ordinance has been discussed several times and states that the water department will make a yearly payment to the general fund in lieu of tax revenues.

Mr. Huddleston said H.J. Umbaugh had clarified a question he had about the payment being a recurring payment each year. They had stated that the water department can afford to make that payment until 2016 so the ordinance is written to say the payment is a onetime transfer in 2014 and will be revisited each year to be sure the department can afford the payment in the following years.

Councilman Rooks made a motion to approve Ordinance 2013-12. Councilwoman Ervin seconded. Unanimous.

President Hoffman said next on the agenda was Ordinance 2013-15 Transfer of Appropriations. He asked Mr. Finley to clarify the purpose of the Ordinance.

Mr. Finley said the ordinance is basically an accounting cleanup that is done at the end of each year. During the year some departments may have depleted their budget line items and others have excess. This ordinance allows the excess funds in one line item to be transferred to those that have been depleted.

Councilman Simpson made a motion to approve Ordinance 2013-15. Councilman Drybread seconded. Unanimous.

President Hoffman said next on the agenda was Resolution 2013-9 Board Appointments - Planning Commission; Zoning Board of Appeals; Joint Planning Commission; Joint Plat Use Committee; Joint Zoning Board of Appeals; Redevelopment Commission and Redevelopment Authority. Tim Barrett asked that he be removed from all boards. As usual the members must be town residents. Matt Ervin agreed to take David Long's position on the Planning Commission

and Tim Barrett's positions on the Joint Planning Commission as well as the Joint Plat Use Committee. The other appointments will remain the same. Mr. Hoffman said he had spoke to all of those members and they agreed to continue to hold their positions on their respective boards. Councilman Rooks made a motion to approve Resolution 2013-9. Councilman Simpson seconded. Unanimous.

President Hoffman said next on the agenda was Resolution 2013-10 Purchase of Property. He asked Mr. Drybread to explain the resolution.

Councilman Drybread said there are two properties on Eisenhower Drive that the town would like to acquire. The owners do not want to sell both properties at the same time so this resolution is to purchase one of those properties. There have been two appraisals on the property and the town must take the average of the two appraisals and that is what they can purchase it for. If the council approves the resolution the goal will be to have the purchase completed in January.

Mr. Huddleston said he could draft a purchase agreement between the owners and the town similar to when the town acquired the grain elevator. If the council would like to authorize him to draft that agreement he could have that ready by the next meeting.

Mr. Drybread said that should probably be done because it is an estate and there are three different people involved in the selling process. Having Mr. Huddleston draft the purchase agreement would insure everything in the process was done legally.

Councilman Rooks asked what the town's intentions were for the property.

Councilman Drybread said since they will only have the one property at first it will most likely be fixed up and rented for income until the second property could be purchased. At that point the town would like to open the properties up and build and chapel and a parking lot.

Gail Hoffman asked where the property was.

Councilman Drybread said it is at the entrance to the cemetery on Eisenhower. Its back yard backs up to the cemetery.

Councilman Simpson made a motion to approve Resolution 2013-10. Councilman Rooks seconded. Unanimous.

President Hoffman said next on the agenda was Appointment to the Library Board. There has been a letter to the town stating that Karen Bauman has served the maximum term and is unable to continue to serve on the board. Kathy Hannu has suggested Laura Henderson to replace Ms. Bauman and Ms. Henderson has agreed to take her place. Councilwoman Ervin made a motion to appoint Laura Henderson to the library board. Councilman Drybread seconded. Unanimous.

President Hoffman said next on the agenda was encumbrances.

Mr. Finley said the item was put on the agenda as it is always done in the final meeting of the year. However, no departments had come to him with any encumbrances to carry over.

President Hoffman said next on the agenda was the Park and Recreation Fees discussion.

Parks Director Daniel Teter handed out a copy of proposed fees for the coming year. He said he wanted to look at some of the fees for their rentals and programs since it had been some time since they had been updated. He pointed out that the handout showed the current fees the department charges, the proposed fees, the increase amount, and what that increase could mean in terms of revenue. None of the increases are extreme. The largest increase was \$40 per day on the community room rental. He handed out another sheet comparing the department's fees to the fees charged by other communities. Many places rent their community or recreation rooms by the hour. The parks department charges by the day. If you were to break the town's fee down to an hourly rate it would still be much lower than other places in the area. Also, the little league program fees are much lower than surrounding areas. He said those slight increases could lead to a potential profit of just over \$13,000 in 2014. The B.A.S.E program currently has two rates: a regular rate and a reduced rate for children that get free or reduced lunch through the school. It

is nice for those kids that are on free or reduced lunch however the town gets no compensation for the lack of revenue like the school does. Its something the department is giving to them but not actually getting in reimbursement for.

Councilwoman Ervin asked how many people that would affect.

Mr. Teter said he believes about 35 of the 60 kids are on free or reduced lunch.

Councilwoman Ervin said she knows \$5 a week does not sound like a lot but she would hate to lose such a great program because some families cannot afford that slight increase.

Mr. Teter said his fear is that with the way budgets are continually being cut they may lose the program if they do not increase some fees. The B.A.S.E program is not currently self-sustaining. It does currently pay for 3 part time employees as well as all the snacks and supplies. It does not pay for the full time person who runs the program.

Councilman Rooks said what would happen if the fees were increased and the program lost half the kids.

Mr. Teter said he does not believe that will happen. There is currently a waiting list for the program because they only have room and man power for 60 kids. The increase has been discussed with some of the parents and for the most part they are willing to pay the extra money for the program. He said he believes if the program were to lose some of its kids it could always look into the fee schedule again.

Councilman Rooks made a motion to approve the Parks and Recreation fee schedule as submitted by Mr. Teter. Councilwoman Ervin seconded. Unanimous.

Council Comments

Councilman Drybread said he wanted to thank all the departments for their hard work during the holidays even though we did not get to hold the Holiday of Lights. The lights and displays looked great with the new bulbs and powder coating. He also brought up a quote from strand engineering on the storm water research that had been discussed in the past for around \$50,000. It turned out some of the work had already been done so that work was removed from the quote. The final quote for examining all the impervious area in the town was for \$24,000. He asked for a motion to approve that task order so he can have Strand get started. Councilman Simpson made a motion to approve the quote from Strand Engineering. Councilman Rooks seconded. Unanimous.

Councilman Simpson thanked all the departments for their hard worked and wished everyone a happy new year.

Councilman Rooks said everyone in the town had done a great job in 2013 and he looks forward to 2014.

Councilwoman Ervin asked if the Park and Recreation would be taking over the entire Holiday of Lights.

Mr. Teter said yes, the Holiday of Lights will become a Park and Recreation event in the future.

Councilwoman Ervin said she looks forward to it becoming solely a town event.

Mr. Huddleston said one thing he suggests is looking at the old fee schedule since new fees were just approved. Those fees should also be changed in the fee schedule to avoid confusion. We just need to make sure all of those fees are in that fee schedule as well. He said he could modify the existing schedule and present it to the council for approval.

Mr. Finley said he had with him a proposal from SmartBill. Since the council has implemented the storm water and hydrant rental fees the forms used for utility billing will no longer accommodate the number of line items we have. The new bills will have to be printed on normal letter sized paper and stuffed into an envelope to be mailed out. The problem with that process is

we do not have the proper equipment to fold bills and stuff them in an envelope. He said he and Mary had called Bargettsville to see how they handle their billing since they too bill for three utilities and those same user fees. They could not speak highly enough of a company called SmartBill. If we were to use this company, the actually billing process would still be done in house but SmartBill would handle the printing and mailing of the bills. Using SmartBill would not only relieve our billing clerk of some of her duties but it would also cut down on the cost of the billing cycle. Breaking the costs down to a monthly cost it looks like the town will save about \$200 per month. If we were to get a new machine and keep the entire billing cycle in house the town would be looking at an upfront cost of up to \$30,000. Currently it costs the town a little over \$1600 per month to run billing. Using SmartBill the town would have a \$1000 set up cost to design the bill exactly how it needs to be. The forms cost about \$200 dollars more for the same amount but that also includes a return envelope. They also require 2 months of postage be paid in advance and after that we would pay for postage as needed. Breaking that cost down on a per month basis makes it just under \$1400 per month. One other option SmartBill offers is adding inserts to out bills. The EPA requires a yearly water quality report that costs the town about \$1200 just in postage. He asked for approval to move forward in the process with SmartBill and obtain an agreement to present to the council.

Councilwoman Ervin asked if Mr. Huddleston should look at the agreement.

Mr. Hoffman said that would be fine.

Councilman Rooks asked how long it would take SmartBill to print all the bills and get them mailed out.

Mr. Finley said normally they can get it done on the same day but they allow themselves two days.

President Hoffman said when the contract is received send the council a copy for review.

Mr. Finley said he would get that process moving and get that agreement as soon as possible.

Councilman Drybread made a motion to allow Mr. Finley to proceed in the process of obtaining an agreement from SmartBill. Councilman Simpson seconded. Unanimous.

Police Chief David Mann said January 1 would be when the town's dispatch center would be moved to Johnson County. He said he is sure there will be a few challenges but he is confident everything will be fine. The phones and radios have been reprogrammed and he is confident they will be working properly after the switch. He also wanted to say that he realizes the holiday decorations do have a cost for the town but he does believe it brings an intangible "goodness" to the town. He said he had a chance to drive through the town with some friends over the weekend and it was great to hear some of the comments they had about the town.

Public Comments

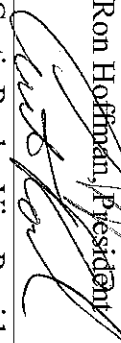
Gail Hoffman thanked the council for the library board appointment. She said Karen was a great member and Laura will be as well. She also thanked the town for taking care of the library. She also stated that she believes the B.A.S.E program is great program. The school has no after school programs like it and she does not think the price increase is dramatic enough to turn kids away.

Being no further business or comments, Councilman Simpson made a motion to adjourn the meeting. Councilman Drybread seconded. Unanimous.


EDINBURGH TOWN COUNCIL



Ron Hoffman, President



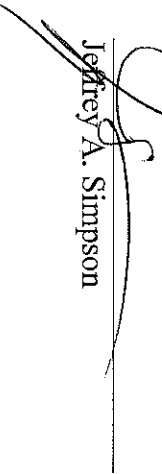
Curtis Rooks, Vice President



John Drybread

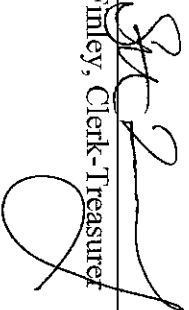


Kami Ervin



Jeffrey A. Simpson

ATTEST:



Scott Finley, Clerk-Treasurer