

## WALKERTON TOWN COUNCIL MEETING

April 16, 2018

1. **REGULAR MEETING:** A meeting of the Walkerton Town Council was held on February 19, 2018 at the Walkerton Municipal Building at 301 Michigan St. Walkerton, Indiana.
2. **MEETING CALLED TO ORDER:** The meeting was called to order at 7:00 P.M. by Council President Karol Jackson. Council President Karol Jackson offered the opening prayer and led the Pledge of Allegiance.
3. **ROLL CALL:** A silent roll call was taken:

Council President Karol Jackson	present
Council Vice President Gene Reese	present
Council Member Jeff Fansler	present
Council Member Kackie Chrapliwy	present
Town Attorney Fred Jones	present
Clerk Treasurer Terri Buckmaster	present

There were 16 people present.

4. **MINUTES:** Minutes of April 2, 2018 were presented by Clerk Treasurer Terri Buckmaster.
  - **Motion:** A motion was made by Council Vice President Gene Reese to approve the minutes of April 2, 2018. Seconded by Council Member Jeff Fansler. Motion carried with a 4-0 vote.
5. **CLAIMS:** A Claim Docket starting at 4-4-18 and ending 4-16-18 for \$149,305.31 and Payroll Claims for March 2018 for \$198,062.87 were presented by Clerk Treasurer Terri Buckmaster.
  - **Motion:** A motion was made by Council Member Jeff Fansler to pay both the Claim Docket and the March 2018 Payroll Claims. Seconded by Council Member Kackie Chrapliwy. Motion carried with a 4-0 vote.

6. **CORRESPONDENCE:** None at this time.

7. **CITIZENS INPUT:** None at this time.

## 8. DEPARTMENT HEAD REPORTS

**PARK DEPARTMENT.** There was no Park Department monthly report at this time. Council Vice President Gene Reese informed the Council that the Park Board had accepted one of the applicants for the Park Superintendent. He also said that at the present time the applicant was being trained until the end of the month by Brittnie Whitaker, a former Park Superintendent. Council Vice President Gene Reese also commented on all the help Brittnie has given the community and residents over the years. This community has been blessed with people like Brittnie Whitaker, one who cares enough to help when help is needed. She deserves a big Thank You for her services.

**COMPUTER SERVICES:** Craig DeMyer gave his report for.

- Update – Offsite Backup
- Daily monitoring of Server data backups and performing weekly additional backups as necessary.
- Monitoring Servers and desktop systems. Installing updates as required.
- General Maintenance and Support Duties.
- Questions
- Action Items:
  - Off-site Backup Software

Council Vice President Gene Reese asked that upcoming projects should be on the website also the 1<sup>st</sup> and 3<sup>rd</sup> Council meetings should be on the site too. He is going to make sure the meetings are noted in the Shopper as well.

**CODE ENFORCEMENT:** Code Enforcement Officer Denis Burns was not present because he has another meeting that falls on the 3<sup>rd</sup> Monday of the month so he has asked if he could come to the 1<sup>st</sup> meeting of the month. Council agreed to that change.

**POLICE DEPARTMENT:** Police Chief Matthew Schalliol submitted a report on the activity for the month of March, 2018.

Calls for Service	557
Criminal Cases	72
Criminal Cases Closed	70
Criminal Cases Open	2

Arrests	2
Alarms	7
K-9 Calls	1
<b>Monthly Calls</b>	
Copies of Reports	5
VIN Checks	11
Gun Permits	2
Fingerprints	0

Accidents – 1	OPO – W – 206
Citations – 20	CFS - 557
Warnings – 67	OPO –C - 391
Impounds – 5	Reserve Hours 230

In a detailed report for March Chief Schalliol announced Sgt. Jim Christie has been working with High School Principal Will Morton to develop safe zones, within the class rooms, at John Glenn High School. Council Vice President Gene Reese asked if that would also be done with the Middle Schools and Elementary Schools. Chief Schalliol said yes it would be done with all the schools.

**Humane Society report for March 2018:**

Intakes: 2 strayed Dogs

Adoptions: 1 dog

Euthanasia: 0:

ACO Calls: 4-patrolled for an aggressive pitbull running at large but did not locate, 2 pick ups for stray dogs on different dates, left impound notice for an owner.

**UTILITIES:** Director of Public Works Jason Cox gave his report

**Town of Walkerton Utility Report for March 2018**

Electric & Water

- Repair water shutoff on Clark St.
- Install new water meters on Ohio St. and Redtail Ct.
- Yard repair on Shamrock St. and on Adams St.
- Maintain water leak cuts add gravel.
- Various electrical line maintenance.
- Several security light repairs or replacements.
- Install new lighting at Rossborough. New lights and run new wires.
- Several power outages due to falling trees and squirrels.
- Meter reading.
- Locate underground utilities several locations.
- Assist school with some lights and their flag poles.

#### Wastewater/ Streets

- Repair work on the F-250 breaks and front shocks.
- We had service done on the plant lift station after several communication failures.
- Change out the float at the St Pats lift station. It was worn out and causing false alarms.
- Picked up limbs around town from high winds.
- Cleaned out catch basins.
- We framed in south end of cold storage building to install garage door.
- The new street signs have arrived and are ready to install. We are waiting for some cross pieces that was not delivered with the signs and other brackets. When they come in we will get them installed.
- The Sterling dump was repaired and put back into service. A new larger hydraulic pump was installed to distribute more power to all of the various attachments.
- Took the small spreader off the Chevy dump truck for the season.
- We jetted numerous sewer lines in the town as part of our preventative maintenance.
- The UV bulbs were placed back in the plant to start our summer water treatment.

Council Vice President Gene Reese informed Director Jason Cox that several people around town were asking about identifications on the Utility Employees clothing. Director Jason Cox

there is identification on the safety vests. Council Vice President Gene Reese asked Director Jason Cox to tell his employees to wear the vests at all times. He stated he would do that.

**Director Jason Cox presented his Action Items:**

After searching for a long time I have found someone interested in our bucket truck. I have included a copy of a proposal which includes the bucket truck. The Mini excavator is in our 5 year capital improvement budget. I would like to ask approval to go through with this proposal to purchase the mini excavator.

Hoosier Equipment LLC quote:

2014 Cat 304E

590 hours

Enclosed Cab with heat and A/C

Includes Bucket and Hydraulic Thumb with controls in cab

One year warranty on all major components

Unit will be sold with a ride and drive approval

Also includes extra bucket revamped to fit Cat 304E

All shipping is included in purchase price

Sell Price..... \$50,200

Trade of used bucket truck..... -\$15,500

Trade of Trencher 3N0835 ..... -\$ 3,200

Payment option at time of delivery... -\$ 300

Total deductions..... -\$19,000

Total Due \$31,200

- **Motion:** A motion was made by Council Vice President Gene Reese to approve the Hoosier Equipment Bid for 2014 Cat 304E and a Trailer for \$36,200. Seconded by Council Member Jeff Fansler. Motion carried with a 4-0 vote.

Public Works Director Jason Cox also provided bids for a mower.

**RIGGS OUTDOORPOWER-MISHAWAKA**

**ProZ960 L KW 35HP Kawasaki, 60”Deck ..... \$9,604**

**NEW HOLLAND LOGANSPORT:**

**Kubota ZG327P-60 Zero Turn60” Mower Deck Lift \$9,750**

**GRASSHOPPER OUIKOUOTE 61” Deck.....\$9,650**  
**RIGGS OUTDOORPOWER-MISHAWAKA**  
**36”HP 36” Deck.....\$11,249.30**

- **Motion:** A motion was made by Council Vice President Gene Reese to approve the Riggs quote for ProZ960 L KW 35HP Kawasaki, 60”Deck for \$9,604. Seconded by Council Member Jeff Fansler. Motion carried with a 4-0 vote.

There was a discussion held about updating the 5 year Capital Improvement Plan to reflect the changes. Public Works Director Jason Cox stated that he would not be purchasing the dump trunk in 2018 so that can be moved to 2019 and the mini excavator added to the 2018 plan. Because of the trade in of the bucket truck the costs reflected on the plan will be significantly lower.

**PAPER BILLS TO REPLACE CARD BILLS:** Clerk Treasurer Terri Buckmaster spoke to the Council about changing the billing post cards to mail / enveloped utility bills. Because of privacy issues and the post cards being lost in the mail, she would like to switch to bills being mailed in an envelope. Clerk Treasurer Terri Buckmaster received quotes for a machine to fold and insert the bills. The best quote was from Pitney Bowes. This would also allow for town information to be to be sent out with the bills via flyers. There was a discussion as to adding a return envelope for the convenience of the customers mailing or using the drop boxes. It was decided to insert the return envelopes and monitor how many are actually being used.

- **Motion:** Council Member Jeff Fansler made a motion to lease the folding / insert machine from Pitney Bowes for approximately \$154 a month and mail utility bills in envelopes as soon as the current bill card stock is exhausted. Seconded by Council Member Kackie Chrapliwy. Motion carried with a 4 -0 Vote

**COMPUTER ANDWEBSITE INFORMATION:** A status report was written by Craig DeMyer and William Graham:

**Craig DeMyer April 16, 2018**

**COMPUTER SERVICES:**

- **Installed FAX machine in Clerk’s Office.**
- **Completed implementation of Cloud Storage.**
- **Completed routine maintenance on Water Department PC.**
- **Daily monitoring of Server data backups and performing weekly additional backups as necessary.**
- **Monitoring Servers and desktop systems. Installing updates as required.**
- **General Maintenance and Support Duties.**

- **Questions**
- **Action Items:**

**William Graham March-April 2018**

**Web Site**

- Fixed link to trash/recycle calendar
- Added Trash pickup days to Community Calendar
- Added Recycle days to Community
- Activated & Edited Spring Cleanup page and added links
- Repaired drop-down to access archived minutes, added button
- Created Cruise-In Event with photo edit, banner ad, and 1 menu link
- Removed Easter egg Hunt banner/menu item/links
- Edited text on now hiring page, police application page, and calendar
- Edited police roster page
- Added Now Hiring banner w/link for police application page
- Added 4 Chamber events to Calendar
- Current Council Meeting Minutes updated and archived

**Social Media**

- Instagram 137 followers
- Twitter: 233 followers
- Facebook: 1496 followers 7 posts/updates

**Email**

- Changed one password per user request.

**Miscellaneous**

- Backed up Town Council Meeting packet information to server

**ECONOMIC DIRECTOR:** Economic Director Phil Buckmaster presented the Walkerton Economic Director’s Report for March 2018.

**March 31, 2018**

<b><u>Building Department</u></b>	<b><u>2018</u></b>	<b><u>2017</u></b>
1136 Harrison St . -Addition	\$33.00	
703 Monroe St. -Remodel	\$0	
120 Shamrock St -Sewer	\$20.00	
603 ½ Roosevelt Rd.-Demolish Drywall	\$52.00	
801 Park Dr -Roofing	\$42.00	
105 Grissom Dr -Re-Roof	\$54.00	

901 Illinois St.	-Fence	\$40.00	
607 Ohio St.	-Portable Shed	\$40.00	
<b>Total This Month</b>		<b>\$281.00</b>	<b>\$138.00</b>
<b>Year to Date</b>		<b>\$373.00</b>	<b>\$532.00</b>
<b>Total This Month of Improvements</b>	***	<b>\$41,000.00</b>	<b>\$14,000.00</b>
<b>Yearly Cost of Improvements</b>		<b>\$50,300.00</b>	<b>\$64,350.50</b>

Made 57 Inspections

**UPDATES**

Water Treatment Plant – Waiting on SRF

Library Should be finished in May

Street Project 2018 – Could start in May

Community Center – On hold per Park Board

BP Station – Sold at Commissioners Sale

**Action Items: SIGNAGE FOR THE HILER MEDIA CENTER:** Economic Director Phil Buckmaster addressed the Council:

Before the Library Project was started the Council talked about a sign in front of the Municipal Building. The conversation got to the point that we didn't want this portion of Michigan Street to have too many digital signs. It was suggested the Council maybe share in the cost of a digital sign at the new library.

The library is deciding on signage at this time. They have about \$12,000 they can use for a sign. If they use only these funds for the sign it cannot be digital. If the Town is willing to help with this cost they could have a digital sign that would be used to advertise community events as well as library projects.

On behalf of the library I am asking if the Council is wanting to share in this cost. The cost of the digital sign is \$36,470. Thank you for this consideration.

A lengthy discussion was had by the Council. If the Council decides to contribute \$24,470 toward the signage they will have the usage of all requested community events to be displayed on the sign. The Council asked Clerk Treasurer Terri Buckmaster to look into using CCD and CCI funds for this expense.

**Motion:** Council Member Council Vice President Gene Reese made a motion to pay \$24,470 toward the Library Sign. Seconded by Council Member Jeff Fansler . Motion carried with a 4 -0 Vote.

9. **OLD BUSINESS:**

Attorney Fred Jones distributed several Repayment Agreements to the Council so that they can look them over. Council President Karol Jackson tabled the Agreements for the next meeting.

10. **NEW BUSINESS**

**KNOXBOX** – WLFT Vice President Jeff Fansler informed the Council about a Knox Solution Program our Fire Department is going to begin for the Town of Walkerton and Lincoln Township. This is a voluntary program for the schools, businesses, industry and residential dwellings of the fire response area of the Walkerton Fire Department. They are not requiring owners to use the system, but are highly recommending the Knox Box program. The Knox Box Program is rapid access system that allows the fire department access to your building in an emergency situation, along with FDC connection caps for buildings with sprinkler connections. Building Owners should visit [knoxbox.com](http://knoxbox.com) for a more complete understanding of how this works.

**NATE BEYLER REQUEST:** Mr. Beyler would like to organize a church group to pick up trash along the sidewalks and streets of Walkerton. He is asking if the town would supply trash bags, vests and gloves. The Church is CrossRoads and he would like to include other local churches. Council President Karol Jackson said she would like to check on the liability issues.

11. **ADJOURNMENT:** There being no further business, Council President Karol Jackson announced an adjournment at 8:25 p.m.

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**Council President Karol Jackson**

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**Terri Buckmaster Clerk-Treasurer**