

Minutes of Sweetser Town Council
February 11, 2021

- I. The meeting was called to order by Dave Fox at 7:00 pm; the roll was called as follows:
Kyle Taylor-Present (via ZOOM)
Matt Stewart—Present
Travis LeMaster—Present
Dave Fox—Present
Chuck Briede-Present

The roll was followed by the Pledge of Allegiance and a prayer offered by Matt Stewart.

II. **Minutes**

Travis LeMaster made a motion to approve the minutes of the January 28, 2021 meeting as written. Dave Fox seconded the motion.

Roll Call:

Kyle Taylor-Aye
Matt Stewart-Aye
Travis LeMaster-Aye
Dave Fox-Aye
Chuck Briede-Aye

III. **Bills**

After discussion, Travis LeMaster made a motion to approve the paying of the bills as written. Matt Stewart seconded the motion.

Kyle Taylor-Aye
Matt Stewart-Aye
Travis LeMaster-Aye
Dave Fox-Aye
Chuck Briede-Aye

IV. **Public Forum**

- No comments

V. **Department Reports**

Maintenance Dept.—Superintendent Devin Cole was in attendance.

- Devin said he is engaging Clevenger Family Contractors to replace the damaged guttering on the top of Town Hall and run two new downspouts off the top and down the side to relieve some of the water running off the back of the building. They will also replace the back guttering and add a new downspout in that location. Devin said when the snow melts off the roof, he will get a rubber roof contractor in to quote fixing the holes in the roof.
- Devin said the current vac truck is obsolete. He has been pulling parts off of it (reel and hose, valves, hydraulic lines) and thinks he has a buyer in Wisconsin who just wants the wheels, cab, and chassis. The potential buyer would have the unit hauled to Wisconsin. Travis said we first have to go through the process of declaring the unit surplus.
- Devin said that Best Equipment has provided a quote of \$112,000 for a vac truck that is 24 years newer than our current truck. He said it is a bigger truck than we the one we have now, but he does not think we need a bigger truck. Devin said he is more interested in a truck from New Haven that could be acquired through Brown Equipment. It is a 1994 International Combination Jet/Vac/Hydro. The asking price is \$68,000, but they will give us \$18,000 trade-in credit for our current jetter trailer, which would bring the net cost to \$50,000. This unit would do everything that the current combination of our vac truck and jetter trailer are able to do. The discussion turned to potential sources of financing the replacement vac truck. Devin said he had spoken with Grant County State Bank and the town could probably finance the purchase at approximately 4.25% over five years. Clerk suggested the town may have sufficient resources to self-finance the purchase. Travis recommended that we have Michael draft a resolution appointing Devin as purchasing agent for the town for the purpose of acquiring a replacement vac truck.

Travis made a motion to adopt Resolution 2021-1, “Resolution of the Sweetser Town Council for the Appointment of Purchasing Agent for Equipment”, to appoint Wastewater Treatment Plant and Town Maintenance Manager Devin Cole to purchase a replacement vac truck for the town. Such appointment will expire April 30, 2021. Matt Stewart seconded the motion.

Kyle Taylor-Aye
Matt Stewart-Aye
Travis LeMaster-Aye
Dave Fox-Aye
Chuck Briede-Aye

- Travis said prior to trading the jetter trailer we will need a separate resolution to declare it surplus.

- Kyle asked if there was any new information on acquiring a trailer for the camera. Devin said he did not yet have that information but would come back to the council with a price when he gets it. He thinks we should be able to acquire one for under \$5,000.
- Dave said that Kyle needs the VIN and year for the jeep to initiate the process of donating the jeep. The jeep has previously been declared surplus.
- Matt wondered if there is a way that the town could incentivize property owners to have the town look at their lateral lines connecting to the town sewer. Devin said that might be possible in the newer part of town, but not in the older section. Devin said a possibility might be to extend some offer to camera and possibly clean the lateral lines any time the town is replacing old pipe. Matter tabled.
- Chuck thought Devin and Jeff did a good job with the plowing after the recent snow. Devin wondered if the town could put out some sort of notice or reminder that when snow is anticipated, residents need to move their vehicles off the street and dead ends or risk having the vehicles plowed in.

Police Department Dept.—Marshal Ryan Hornback was not in attendance.

- Dave Fox distributed the following written report from Marshal Ryan:
 - o I have been in mandatory yearly training from Monday through half of today. I have had close to two hours overtime Monday-Wednesday that I'll make up on Friday if possible. With training this week and yearly firearm qualification that I have scheduled on March 23rd at 9:00am, I'll be current on this year's training.
 - o Jim Kinzie is healthy and returned to work and Brad came back so I'm not as stressed out about coverage. I also want to point out that Corey really helped the department the week that Brad was out. Brad is a great asset also and always helps out when I get in a jam.
 - o I'm going through the process of ordering stop sticks. I don't have the quote in front of me but they will be around \$450.00. It used to only take a week or so but with COVID its a month and a half now.
 - o I put some feelers out about someone to look at our portable breath tester and set up a time with one of the captains to look at it for me.
 - o I haven't had a chance yet to ask around about the military surplus program, but I haven't forgotten about it. I should have more information by the next department update.

Parks Department—President Steve Kelley was in attendance.

- Steve said he picked up the new trail signs from All Things Custom. Steve brought a few of the signs for the council to see. Steve is trying to work-up a diagram of where the signs go to provide to Devin for when he calls in for utility locates prior to installation of the signs.
- Steve said he met with four contractors regarding caboose repairs: he has received one quote thus far from Kingdom Roofing. Needed repairs include new beams on each end of the caboose, replace three windows on the south side, and rebuild the windows around the cupola. The Kingdom Roofing quote was \$2,800 just to replace the three windows on the south side. Matter tabled pending receipt of additional quotes.
- Steve wishes to label the signs for inventory purposes and to discourage vandalism. The labels have a bar code that can be scanned for inventory tracking. Chuck suggested the technology could be used for all the town's asset inventory. Steve will get more detailed cost information and present to the council.

VI. Continuing Business

- Rick Dillon, Vice President of Operations for GP Designs, was in attendance. The town desires to replace the existing Christmas lights and possibly add additional lights. The town currently has lights for 12 utility poles. There are an additional 52 poles along Main Street and State Road 18 that the town would like to decorate. Rick distributed the GP Design catalog to the council. He indicated that if the town placed an order prior to July he would offer 40% off list price. Chuck discussed the issue of bringing power to any new fixtures and metering the same: per AEP the town would be responsible for all costs to do so. Travis inquired if GP Designs produces banners, such as the ones for "Hometown Heroes". Rick said that they do. Devin asked who would be responsible for installing and removing the lights and banners each year, pointing out that the town does not have a bucket truck and currently relies on the phone company to install the 12 existing lights. To make sure any additional quotes received are comparable, Parks President Steve Kelley Steve mentioned that the quote he has already received was for a flat price of \$200 per decoration, with 4-foot brackets, and they were all garlands. Steve had given pictures to Travis. Matter tabled.
- Joe McDonough of American Legal Publishing was in attendance via ZOOM to present his company's capabilities and experience in codification of municipal ordinances. He summarized how the process would work and the scope of the project. The project would include comparing all current ordinances, organizing the ordinances into titles, chapters, and sections, review all the ordinances for compliance with current state law and to make sure they read the way the town wishes them to read, and recommend model ordinances to replace current ordinances and/or address gaps in the current ordinances. The proposed cost is \$5,800 and can be spread over two fiscal years. Joe said it takes about 4-6 months to produce the first draft of the code book and recommendations. The end result would be a new code book and an on-line version of the code. The online version would be hosted on the American Legal Publishing web site with a link on the town website. The initial cost to establish the online service is \$895, and then there is an annual \$495 fee to maintain the service. New and/or amended ordinances could be added to the code book for \$18/page for single column format or \$22/page for double column format. On-line updates would be an additional \$1.95/page. Matter will be taken under advisement and taken up at a future meeting.
- Travis said we would be sending a thank-you letter to Meijer acknowledging the \$500 gift for the Sesquicentennial.

- Kyle has group interested in acquiring the Church Street property for development purposes. His group is waiting on some quotes before being able to make a firm commitment. Town counsel Michael Hotz said he will prepare an outline of the how the process would work from the town's perspective. Matter tabled.
- Kyle said he has been talking with the Grant County Visitor's Bureau. They have expressed some interest in assisting with the rehabilitation of the train cars. Kyle said perhaps we could put together a vision for the future of the train cars.
- Kyle said the Bureau has a fund set-up for Garfield maintenance and that once our Garfield statue is repaired, we can submit the invoice to them for reimbursement.
- Kyle said the Community Foundation has a grant cycle coming up in which the town could qualify for a \$40,000 matching grant (\$20,000 from the foundation & \$20,000 from the town) that could be used for various improvements to the town's park infrastructure and amenities.
- Dave had the council take-up the draft ordinance "Regulating Traffic on Trails, Multi-Use Paths, and Sidewalks". Michael reviewed and summarized the provisions of the draft ordinance. As the proposed ordinance contains fines, it will need to be published prior to adoption. Michael will correct a typo and re-present the proposed ordinance at the next meeting.
- Travis reviewed where things are with the proposed "Hometown Heroes Banners" project. There was discussion of who would qualify to be represented on a banner. The proposed cost of the banner to the public is \$100 per banner. The \$100 would purchase the right to have a banner up for two years (banners would not be up year-round but would be taken down during the winter). If initiated soon, Travis thinks we could have the banners installed by June.

Matt Stewart made a motion to authorize Travis LeMaster to move forward with the 'Hometown Heroes Banner' plan at the \$100 price level. Kyle Taylor seconded the motion.

Kyle Taylor-Aye

Matt Stewart-Aye

Travis LeMaster-Aye

Dave Fox-Aye

Chuck Briede-Aye

- Travis said that IMG indicated the town has adequate insurance coverage for the Sesquicentennial event.
- There was a discussion about the need to have a written agreement between the town and Mr. Newhouse for the use of his property during the Sesquicentennial event. Michael said he would work on a draft document for the council's review.
- Michael said after reviewing the relevant code, the renewal of the trash contract does not meet the definition of a "public works contract" and thus does not have to be publicly bid. However, Michael and the council think it would be best to do so. Town will request bids to be submitted by March 11. Michael will draw-up the proposed solicitation for bids.
- Michael said he had reviewed the current sewer ordinance and said he did not find an exception to assessing a tap fee for a new connection.
- There was a review and discussion of the desired additions to the town's stop signs. Michael will incorporate the changes into a draft of the amended ordinance for consideration at a future meeting.

VII. New Business

- No new business taken up at this meeting.

VIII. Adjournment

There being no further business before the council, the meeting was adjourned at 8:51 pm.

Respectfully Submitted,

John Potter
