

**SWEETSER TOWN COUNCIL**

**Meeting Minutes**

**January 23, 2014**

**I. Call to Order**

The regular meeting of the Sweetser Town Council was called to order at 7:00 p.m. on January 23, 2014, at the Sweetser Town Hall by Council President, Travis LeMaster.

**II. Roll Call of Board Members Present:**

Rich Gamble, Chuck Draine, Chuck Briede, Travis LeMaster, Steve Kelley

The Pledge of Allegiance was led by Travis LeMaster. Prayer was given by Rich Gamble.

**III. Review and Approval of Minutes**

Steve Kelley made a motion to approve the minutes from the January 9, 2014, regular meeting, January 14, 2014, Executive Session and the January 18, 2014 Special Meeting. Chuck Briede seconded the motion.

Roll call:

Rich Gamble – Aye

Chuck Draine - Aye

Chuck Briede – Aye

Travis LeMaster – Aye

Steve Kelley – Aye

**IV. Review and Approval of Bills**

Chuck Briede made a motion to approve the bills as submitted. Steve Kelley seconded the motion.

Roll call:

Rich Gamble – Aye

Chuck Draine - Aye

Chuck Briede – Aye

Travis LeMaster – Aye

Steve Kelley – Aye

**V. Other Business**

**a. Continuing Business**

Waste water Treatment Plant Project

Jim Frazell presented three sets of the contract for the construction of the waste water treatment plant. Jim stated that Kim Rogers and Joe Rompalo had reviewed the contracts. Jim also stated that he had verified that the company issuing the performance and payment bonds was good. Jim asked that the Board authorize Travis LeMaster to sign the contracts and select a date for the pre-construction meeting and ground breaking. Jim explained that every piece of equipment will be approved prior to installation and at the pre-construction conference there will be schedules provided. Jim stated that the town will be provided operations and maintenance manuals and parts lists for every piece of equipment and the town will need to keep those for an audit by the SRF at the completion of the project. Jim explained what will have to happen prior to the contractor breaking ground which he doesn't expect to happen until the end of February. Chuck Briede asked about the contractor's liability insurance and Jim assured him that their insurance is okay. Chuck Briede made a motion to authorize Travis LeMaster as council President to sign the construction contracts with Zachrich Construction. Rich Gamble seconded the motion.

Roll call:

Rich Gamble – Aye  
Chuck Draine - Aye  
Chuck Briede – Aye  
Travis LeMaster – Aye  
Steve Kelley – Aye

Discussion was held regarding choosing a date and time for the pre-construction meeting.

Jim Frazell took all three copies of the contract with him and will distribute them at the pre-construction meeting.

BAN Repayment

Steve Brock spoke regarding the additional interest of \$178.23 due to Grant County State Bank. Steve recommended that the council make a motion to authorize the Clerk to pay the additional interest. Chuck Briede made a motion to authorize the Clerk to pay the additional interest due to Grant county State Bank in the amount of \$178.23. Chuck Draine seconded the motion.

Roll call:

Rich Gamble – Aye  
Chuck Draine - Aye  
Chuck Briede – Aye  
Travis LeMaster – Aye  
Steve Kelley – Aye

Steve Brock stated that he will get with the Clerk regarding looking through the vouchers to find additional amounts that could be paid from the SRF loan that have already been paid from the waste water account in relation to the construction of the treatment plant. Steve stated that Kim Rogers had submitted a bill for approximately \$4,100.00 for his work on the SRF and asked if the Board wanted to authorize its' payment. Travis stated that the Board would wait until they see it.

Police Department Take-home vehicle policy

Travis LeMaster stated that the proposed take home vehicle policy drafted by Chuck Briede had been turned into a resolution. Travis asked if everyone had reviewed a copy of proposed Resolution 2014-2, A Resolution of the Town Council of the Town of Sweetser Regarding Use of Police Vehicles. Rich Gamble asked about Section 1, item C, whether or not a car would be available when the marshal is on vacation. Rich also asked about Section 2, item C, use of a vehicle within the county. Rich stated that he believed that may be open-ended. Chuck Briede explained his thinking behind the wording, stating that when the marshal is unavailable to take a call, he or she should not drive the vehicle. Discussion was held regarding clarifying the wording. Travis LeMaster stated that the first line grants use of the take home vehicle and Chuck Briede stated that the marshal is basically on call 24/7. Discussion was held about the care and maintenance and Rich asked about how often this is done and how the mileage is recorded. Bill Freet offered information regarding how the City of Marion handles care and maintenance of their vehicles. Chuck Briede confirmed that Bill records mileage at the beginning and end of every shift. Travis LeMaster stated that it can be something as simple as being observant of the lights on the dash. Bill Freet also stated that the City of Marion doesn't want police cars outside of city limits and does expect the officer to check fluid levels and that the lights work.

Chuck Briede made a motion to pass Resolution 2014-2, A Resolution of the Town Council of the Town of Sweetser Regarding Use of Police Vehicles. Chuck Draine seconded the motion.

Roll call:

Rich Gamble – Aye  
Chuck Draine - Aye

Chuck Briede – Aye  
Travis LeMaster – Aye  
Steve Kelley – Aye

## **VI. Departmental & Committee Reports**

### **Town Maintenance Manager, Devin Cole**

Devin Cole reported that he is working on getting the smoke testing results to Jim Frazell.

Devin reported that January 6 -10, 2014, he worked on snow removal. He also stated that he got the skid loader and the winch back and used it at the Kelly lift station to replace the pump.

Devin stated that January 13 – 17, 2014, he again worked on snow removal. He also shut off the water to the train and winterized it. Devin asked the Board about the hot water heater still having water in it and was instructed to drain it. Discussion was held regarding securing the train cars and Chuck Briede informed Devin that there are padlocks on the microwave that can be put on the doors.

Devin reported that January 20, 2014 through the present he worked on snow removal, filling in as the crossing guard and pulling the well pump and installing a new one on the well at town hall. Devin stated that he also put in a heat lamp to keep the water from freezing.

Devin stated that he received quotes for the roof repair at town hall from A-1 Exteriors and Williams. Devin presented the Board with the quotes. Discussion was held regarding the repairs that each contractor would make. Discussion was held regarding the siding coming off of the side of town hall and Steve Kelley stated that water is running between the siding and the wall. Devin stated that he also spoke with both contractors about removing the concrete caps along the top of the building and installing bigger gutters. Devin spoke with Jim Frazell about the roof repairs and the estimates and Jim believes they are reasonable but suggested that trusses could also be installed. Devin stated that Jim will get back with him. Devin will get in touch with the contractors to get quotes on trusses.

Discussion was held regarding purchasing a snow blower to aid Devin in snow removal prior to next winter.

## **VII. Requested Topic – Sweetser Clerk-Treasurer**

The Clerk provided the Board with a list of commercial waste water customers who have not returned their completed affidavits. The affidavits were due January 15, 2014. The Board discussed the penalty for non-compliance as provided for in the sewer ordinance. Discussion was held regarding sending letters to these customers. Steve Kelley offered to go and speak to these businesses. The Clerk will provide Mr. Kelley copies of the affidavits to take with him when he visits the businesses.

## **VIII. Other Business – Continued**

### **b. New Business**

Kim Rogers joined the meeting. Mr. Rogers informed the Board that Granite Insurance Company, the company provided the performance and payment bonds for the construction of the waste water treatment plant, was checked and is in good standing. Kim reported that Bette Dodd had reviewed the bonds and, other than a few blanks that need to be filled in they appeared to be good.

Kim Rogers stated that he has prepared a resolution for the Board's consideration regarding repayment of John Gavin the \$295.00 from the Sweetser Police Department Continuing Education Fund. Kim read Resolution 2014-3, A Resolution of the Town council of the Town of Sweetser Regarding Refund of Non-

Town Funds Incorrectly Deposited in the Town of Sweetser Police Department Fund. Chuck Briede moves to approve Resolution 2014-3. Steve Kelley seconded the motion approving the refund.

Roll call:

Rich Gamble – Aye  
Chuck Draine - Aye  
Chuck Briede – Aye  
Travis LeMaster – Aye  
Steve Kelley – Aye

Kim Rogers stated that he has done some research regarding the disposition of surplus equipment but is still working on determining the process.

Appointments to Redevelopment Commission and Storm water Board

Travis LeMaster reported that Chuck Draine has agreed to sit on the Redevelopment Commission.

Police Department

The process for filling open positions was discussed. Chuck Briede recommended selecting a marshal and then working with the marshal to hire deputies. Chuck Briede asked if the Board should advertise in the newspaper. Kim Rogers stated that in the past the Board has used the newspaper and media. Discussion was held regarding where to advertise and the list of qualifications and job description to be included in the advertisement. Discussion was held regarding accepting applications or resumes. Kim Rogers suggested that the Board draw up a contract when someone is hired. Kim Rogers and Chuck Briede will work together to create a description. Applications will be available at town hall.

Steve Kelley asked about he and Chuck Draine trading board liason responsibilities with Steve taking sewers and Chuck Draine taking streets. Chuck Briede suggested that they work together on both.

#### **IX. Open Public Forum**

Mark Weaver – Weaver's Main Street Grill, asked about the restaurant's sewer bill. They are currently getting two bills, one for the Interurban Pizza side of the restaurant and one for the Grill side. Mark stated that the Interurban Pizza has been dissolved and no longer exists as a separate business. They would prefer to receive only one bill. Chuck Briede informed him that the number of seats would need to be verified as that determines the amount of the bill. George Weaver asked about the possibility of metering the water used and basing the bill on that. Chuck Briede explained why the current waste water rates are used and why the Board uses the rates set out in the sewer ordinance. Discussion was held regarding Mark Weaver notifying the Clerk of the number of seats in the restaurant.

Travis LeMaster made a motion to combine the waste water bills for Weaver's Main Street Grill. Chuck Briede seconded the motion.

Roll call:

Rich Gamble – Aye  
Chuck Draine - Aye  
Chuck Briede – Aye  
Travis LeMaster – Aye  
Steve Kelley – Aye

Rich Gamble made a motion to adjourn the meeting. Steve Kelley seconded the motion.

Meeting adjourned by unanimous consent at 8:25 pm.

Minutes submitted by: Eileen D. LeMaster, Clerk/Treasurer

Francis LeMaster  
Steve Kelley

Charles V. Brown  
Walter R. Lewis

Robert P. Noble