

**Monrovia Town Council Meeting
January 25, 2022
Monrovia Festival Community Building
50 Walnut Street, Monrovia IN 46157**

The meeting, was called to order at 6:30 pm by Town Council President Philip Fowler and was immediately followed by the pledge of allegiance and a prayer.

Attendance:

Present at the meeting: Philip Fowler, President, District 4; Bonnie Silsby-Inman, VP, District 3; Carol Youngblood, District 1; Loren Moore, District 2; Kevin Collier, At Large; and Danny Chenault, Clerk Treasurer.

Guests/Citizens: Caleb Gluff, Mark Gilkerson, Ed Olleman, Tammy Everett, Don Adams,

Additional Attendees: Keith Rhoades (Reporter-Times), Bradley Dove (DLZ Indiana, LLC), Allen Galloway (Triad Engineering), Shawn Massingale (W.W.O.C.),

Election of Officers:

- Council President Fowler opened the floor to nominations for Town Council President. Council VP Silsby-Inman stated that she no longer desires to retain her position as Council VP, but that she nominates Philip Fowler to retain his position as Council President, seconded by Collier. No other nominations were received. **All were in favor (5 Aye / 0 Nay)**, and the nomination passed.
- Council President Fowler opened the floor to nominations for Council VP. Youngblood nominated Moore for Council VP. There was no second, and the nomination died. Inman nominated Collier for Council VP, seconded by Fowler. The nomination passed (4 Aye, 0 Nay, 1 Abstain – Moore)

Town Council Meeting Minutes: Council VP Collier moved that the minutes from the December 28, 2021 Town Council Meeting be approved as written, seconded by Councilmember Moore. **All were in favor (5 Aye / 0 Nay)**, and the motion passed.

Claims & Bank Reconciliation: Council VP Collier made a motion that the January Claims Packet and December Bank Reconciliation be approved, seconded by Councilmember Moore. **All were in favor (5 Aye / 0 Nay)**, and the motion passed.

Public Comment: None

Old Business:

Amendment to Internal Control Standards Ordinance: The proposed amendment (Amendment 1 to Ordinance 02-2016) was reviewed, after which Council VP Collier moved that the amendment be adopted as written, seconded by Councilmember Silsby-Inman. **All were in favor (5 Aye / 0 Nay)**, and the amendment was adopted.

Water Accessibility / Latta Addition: Councilmember Moore requested that the Council take action to ensure that water was available and fire hydrants installed in the Latta Addition. During the recent home fire in the Addition, because there were no hydrants, the fire truck hoses had to be laid across the Town's main thoroughfare (SR 39) to access hydrants there. This caused the traffic on SR 39 to be halted during the period that the fire was being fought. The Council agreed that plans needed to be designed and indicated that a Request for Quote (RFQ) would be sent out.

New Business:

Community Crossing Grant: The next Community Crossing Grant application window will open in July 2022. Two (2) of the Town's engineer partners have offered their services in application preparation/completion. The Council requested they each submit a quote/bid to perform this service. Council VP Collier made the motion for this, and Councilmember Moore seconded it. **All were in favor (5 Aye / 0 Nay),** and the motion passed.

SOW for Town Website Maintenance: The Council reviewed the SOW from Intelli-Leap (current website developer/manager). The Clerk Treasurer recommended that the Council approve the hourly rate quote (\$90 per hour), in lieu of the \$2,500 annual fee. Councilmember Silsby-Inman made the motion that the presented hourly rate proposal be accepted and that it be paid from the EDIT Fund (444- Other Services & Charges). Council VP Kevin Collier seconded the motion. **All were in favor (5 Aye / 0 Nay),** and the motion passed.

Employee Pay Summaries (December): Pay summaries were reviewed by the Council.

Town Drainage Study: DLZ Indiana, LLC representative Bradley Dove discussed the proposal for a drainage study for the Town. The study was comprised of sections of the Town that the County was not including in their drainage study. The cost is \$12,380 for the study and up to \$2,925 in additional hourly rate billing. Council VP Collier moved that the proposal be accepted and the study completed and that the EDIT (444), Professional Services fund be used to pay for the service. This was seconded by Councilmember Moore. **All were in favor (5 Aye / 0 Nay),** and the motion passed.

Town Insurance Quote – Morgan Insurance Group: The Council reviewed the quote from Morgan Insurance Group. Several questions arose and it was requested that a representative from Morgan Insurance appear before the Council at the next meeting.

Morgan Economic Development Corporation Annual Agreement: The Council reviewed the service agreement for 2022. Council VP Kevin Collier made a motion that the agreement be entered into and that the annual fee of \$4,000 be paid for from the EDIT (444) – Professional Services Fund. Councilmember Silsby-Inman seconded the motion and it passed **(5 Aye / 0 Nay).**

Consider Quote from Gluff Plumbing to Correct Drain Pitch at Municipal Building: Caleb Gluff explained to the Council what he had found when recently repairing the frozen drain line at the municipal building. The cost to excavate, correct the pitch, replace the drain pipe, etc. was \$1,851 (minus the \$215 already paid to unfreeze the pipe). Council VP Collier made a motion that the quote be accepted and the repair work done. Cost of the repair to be paid from the

General Fund (101001360 – Repair & Maintenance). Councilmember Youngblood seconded the motion. **All were in favor (5 Aye / 0 Nay)**, and the motion passed.

Consider Quote for \$4,800 (plus \$125 annual fee) to rewrite Town Employee Handbook:

The present employee handbook has not been updated since 2008. An updated handbook is needed to ensure that the Town is compliant with State and Federal requirements and is evolving as the Town itself evolves and grows. Council VP Collier moved that the quote/proposal be accepted and that the Riverboat (280) fund be used to pay for the handbook work. This was seconded by Councilmember Moore. **All were in favor (5 Aye / 0 Nay)**, and the motion passed.

Police:

- Marshal Richardson provided a department update.
- A quote for both 1 and 2 new Tasers was provided to the Council. The cost for one (1) is \$3,450 and the cost for two (2) is \$6,900. Councilmember Moore moved that the purchase of 2 Tasers be approved and it be paid from the CCI Fund (401). Council VP Collier seconded the motion. **All were in favor (5 Aye / 0 Nay)**, and the motion passed.

Plan Commission / BZA: The discussion regarding citations for ordinance violations was tabled due to the Town attorney not being present.

Sewer:

- The President of WWOC advised the Council that several blowers at the WWTP had recently become inoperative. It will take months before a new large blower can be obtained, so a blower needs to be rented. The cost to ship the rented blower from Georgia is \$3,150. The monthly rental cost is \$4,480. The costs will be paid from the Sewer Utility Fund (606) under the Rentals line item.
- The Council was informed that the Town insurance covers the repairs to the Valve Pit Cover and that the mid-range quote of \$1,750 from Dirt Works (of the 3 quotes received) was accepted by the insurance company. They will be issuing a check to the Town for that amount. Shawn Massingale will notify Dirt Works that they are approved to perform the work. The invoice will be paid from line item 606001380 – Other Operating Costs.

Streets: No agenda topics.

Additional Business:

- The owner of Light Memorial and Funeral Chapel is requesting that the Council make an exception and assume responsibility for their sewer grinder pump. When she bought the business 7-8 years ago she was not aware that she would be responsible for repair/replacement of the grinder pump. Mark Gilkerson addressed the Council and said that when he had the funeral home built he was not aware that it was an option that the Town be responsible for the grinder pumps – his assumption was that the business owner was responsible. Councilmember Silsby-Inman made a motion that the request be denied, seconded by Council VP Kevin Collier. **All were in favor (5 Aye / 0 Nay)**, and the request was denied.
- All in attendance were informed of the content of the recent Microsoft Teams “meeting” with INDOT regarding the SR 39 / SR 42 intersection and the continued concern regarding traffic accidents at SR 39 and Keller Hill Rd.

- The Clerk Treasurer advised the Council that a Mr. Damon Edwards had contacted him to ask if he could continue to Farm the Town property that houses the wastewater treatment plant, or if the planned expansion of the plant would prevent it. He had been farming the property for the past 4 years, approved by the previous Council President. The Current Council members were not aware of this and the discussion turned to liability, land rent, etc. The matter will be discussed with the Town Attorney, and potentially the farming opportunity will be put out to bid via a public notice.
- The Council reviewed the quotes for several service offerings from their IT partner, Waldon IT Solutions. Councilmember Moore made a motion that the following service offerings be approved and paid for from the General Fund (101001380 – Other Services). Council VP Collier seconded the motion. **All were in favor (5 Aye / 0 Nay), and the motion passed.**
 - Email Replacement and Microsoft Office Subscription: \$1,200
 - One-Time Set-up, Migration, and Training: \$1,360
 - Monthly fee for IT services and increased cyber security management: \$80 (to be paid for from the Communications Funds from the Public Safety and General Funds, and Other Operating Costs from the Sewer Utility Fund).
- Ed Olleman asked about:
 - What was going on with the Park (markers in the ground). He was informed that this was the initial stages of the Park Planning that was being done by DLZ Indiana, LLC.
 - The latest information regarding the Buffer Zone. He was advised that several members of the Town were meeting with Kenny Hale (County Commissioner) at the end of the week to discuss the County's desire to take back the Buffer Zone. Ed Olleman plans on attending the meeting.

With no additional business to discuss, Councilmember Moore made a motion to adjourn the meeting, seconded by Councilmember Youngblood. All were in favor (5 Aye / 0 Nay), and the meeting was adjourned at 8:10 pm.



Philip Fowler, President
Monrovia Town Council

Attest:



Danny Chenault, Clerk Treasurer
Town of Monrovia