

Monrovia Town Council Meeting
March 28, 2023
140 E. Main Street (Municipal Building),
Monrovia, IN 46157

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

Attendance:

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

Guests/Citizens: Michael Conner, Ed Olleman, Christopher Johnson, Tammy Everett, Lori Choate, Maria Chenault, Kali Taylor, Brennon Williams,

Additional Attendees: Shawn Massingale & Brianne Campbell (WWOC), James Wisco (FP&W), Allan Galloway & Jonathan Moen (Triad Associates), Jerry Waldon (Waldon IT Solutions), Kristy Jerrell (Jerrell Consulting).

Meeting Minutes:

- Council member Moore moved that the February 28 Council meeting minutes be approved as presented, seconded by Council VP Collier. **Four (4) were in favor (4 Aye / 0 Nay / 1 Abstain)**, and the motion passed.
- Council member Moore moved that the March 15 Memoranda of Executive Session be approved as written, seconded by Council VP Collier. **All were in favor (5 Aye / 0 Nay)**, and the motion passed.

Claims & Bank Reconciliation: Council VP Collier made a motion to approve the February bank reconciliation and March claims docket. Council member Moore seconded the motion. **All were in favor (5 Aye / 0 Nay)**, and the motion passed.

Public Comment:

- Christopher Johnson requested that the Town adopt a noise ordinance. He has neighbors that play very loud music late in the evening / early in the morning. The police have been called on several occasions but have nothing in writing that they can enforce. The Council agreed to begin drafting an Ordinance.
- Tammy Everett, speaking on behalf of the owners of the old fire building on N. Waters Street expressed their concern that people were parking in their rental yard. The Council/PD's advice was for them to post no parking/trespassing signage.

Public Hearing: Council member Moore moved that the Public Hearing regarding converting N. Water Street from SR 42 to Pray Street to a one-way (North) direction of travel be opened, seconded by Council member Kaufman. Council member Youngblood questioned whether the business owners had been notified/spoken to. Ed Olleman stated that he had spoken with the Family Restaurant business, and they were okay with it. The Clerk-Treasurer mentioned that he had spoken with the owner of Dawg House Pizza, and she had not expressed concerns –

however, she asked if the property owners along Pray Street had been notified. It was determined that a second public hearing would be held on April 25, 2023 and that notices would be sent to the property owners beforehand. With no further discussion requested, Council member Moore moved that the public hearing be closed, seconded by Council member Kaufman. All were in favor **All were in favor (5 Aye / 0 Nay)**, and the public hearing was closed.

New Business:

Grant Writer Intro – OCRA Grant Pursuit: Certified Grant Administrator Kristy Jerrell addressed the Council, following her prior week meeting with the Council President, VP, and Clerk-Treasurer. Kristy has an extensive proven track record of grant application approvals and is prepared,, with Council approval, to pursue an OCRA grant associated with the expansion of the Town WWTP. Following discussion, Council member Kaufman moved that Ms. Jerrell's services be retained, at an initial fee/cost of \$1,000. Council member Moore seconded the motion. All were in favor **All were in favor (5 Aye / 0 Nay)**, and the motion passed.

ADA Compliance Inspection Results – New Government Center: The Council reviewed the results of the ADA Compliance inspection recently conducted by Triad. The estimated cost to bring the facility into compliance is \$3,700. Council member Kaufman made a motion that the costs be approved and expended utilizing the appropriated ARP Act funds (1180001391), seconded by Council member Moore. The motion passed with all in favor **(5 Aye / 0 Nay)**.

Old Business:

Recognition – Town Logo / Motto Contest: The Council formally recognized contest winners Brennon Williams and Kali Taylor for their submitted entries. Each award recipient received a framed letter from the Council and a check. The logo is in the process of being designed and will be presented to the Council for approval upon completion.

Open Bids - Cash Rental of Real Estate: One (1) Bid for cash rental of real estate (tillable land on WWTP property) had been received – Edwards Farms, LLC. The bid was for the same annual amount that was awarded for 2022 (\$1,120.00). Council member Youngblood moved that the bid be approved/awarded, seconded by Council VP Collier. **All were in favor (5 Aye / 0 Nay)**, and the motion passed. Edwards Farms, LLC will be notified of the bid award and asked to execute the prepared agreement.

Draft Documents – Outside Employment for Police Officers: The Council was advised that the documents prepared by the Town Marshal had been reviewed by the Town Attorney, Town Insurance Carrier, and the Underwriter, and found to be acceptable as prepared. Council VP Collier moved that the documents be approved and utilized, seconded by Council member Kaufman. **All were in favor (5 Aye / 0 Nay)**, and the motion passed.

Occupation of New Government Center: The Council was provided a financial matrix outlining the ARP Act and EDIT funds that had been appropriated for the purchase and establishment of the new Government Center. The matrix also included the costs associated with the following contractor/vendor quotes for their respective services in establishing the new Center.

- **IT Quote:** The Council reviewed the quote from Waldon IT Solutions - \$12,637, to purchase and install all IT equipment / infrastructure at the new Center. Jerry Waldon appeared before the Council to provide details and answer any questions. Following discussion, Council member Kaufman moved that the quote be accepted/approved, with funds being disbursed from the appropriated ARP Act Fund (1180001391). Council member Moore seconded the motion and the motion passed with all in favor (**5 Aye / 0 Nay**).
- **Security System Quotes:** The Council reviewed the quotes from Nelson Alarm (\$13,858) and Anderson Video & Security Alarm, LLC (\$13,060). A quote comparison meeting had been previously held with Waldon IT Solutions, Council member Moore, the Town Marshal, and the Clerk-Treasurer. Following discussion, Council VP Collier made a motion to accept/approve the quote from Anderson Video & Security Alarm and pay for the services utilizing the ARP Act Fund (1180001391), seconded by Council member Kaufman. **All were in favor (5 Aye / 0 Nay)**, and the motion passed.
- **Painting Quotes:** Council reviewed the quotes from The Indiana Painting Company (\$26,200) and Cook Painting, LLC (\$28,500). The time to complete the work and cost were factored in by the Council. Council member Youngblood asked if references had been obtained. They had not, however it was discussed that the Indiana Painting Company was currently performing a painting job for the Martinsville HS, and Triad Engineer Allan Galloway (in attendance), stated that the Indiana Painting Company does excellent work. Council member Youngblood made a motion, seconded by Council member Kaufman, that the quote from The Indiana Painting Company be accepted and that the cost come from the ARP Act Fund (11800011391). **All were in favor (5 Aye / 0 Nay)**, and the motion passed.
- **Carpet & Tile Cleaning:** The Council reviewed the quote from Versatile Cleaning Group for \$10,090 to do a thorough cleaning of the carpets and stripping, buffing, waxing of the tile floors. If approved, costs would be disbursed from the ARP Act Fund (1180001391). Council member Youngblood moved that the quote be accepted, seconded by Council member Kaufman. **All were in favor (5 Aye / 0 Nay)**, and the motion passed.
- **Plans for Current Town Hall (Tabled from prior meeting).** Council VP Collier moved that the Town give the required 90-day notice to Sparklight (Cable One) so that the Town may vacate the current Town Hall building by end of month June. Council member Moore seconded the motion, which passed with all in favor (**5 Aye / 0 Nay**).

Police:

- Town Marshal Wright provided a department update, including the number of calls responded to by Town police in the last month.
- The Marshal requested that the Council approve the hiring of 2 Reserve and 2 Part-Time Paid Officers that had been interviewed by the Council. Council VP Collier moved that the 4 officers identified by the Marshal receive Conditional Job Offers, seconded by Council member Kaufman. The motion passed with all in favor (**5 Aye / 0 Nay**).

- Approval was requested to expend \$800.00 for Physical Tactics Instructor training for the Marshal to keep his certifications current. Council member Moore moved that the request be approved and that the Council will figure out how to pay for it. Council member Kaufman seconded the motion. The motion passed, with all in favor (**5 Aye / 0 Nay**).
- The Marshal requested that the Council consider establishing 2 crosswalks at designated locations in the Town. Because the indicated locations are across State Roads, Council member Youngblood requested that INDOT be consulted with, as they are responsible for the State Roads.

Plan Commission / BZA:

- The minutes from the March 14th Plan Commission meeting were distributed.
- The minutes included a favorable recommendation from the PC that the Council require the owner of the property at 155 E. Main Street to obtain a building permit within 90 days and that the construction be completed within one (1) year after obtaining the permit. The Council discussed the recommendation, after which Council member Kaufman moved that the recommendation of the Plan Commission be approved, seconded by Council VP Collier. **The motion passed (4 Aye / 1 Nay – Council member Youngblood).**
- The Council was provided with a report of the 2023 permits that have been issued.

Sewer:

- WWOC President Massingale provided a written department report.
- The new blower should arrive and be installed by mid-April. Once it is in place and working, the rental blower will be returned.
- Capacity Fee Update – HCRSD: The Council received email notification from HCRSD that there are several buildings that have become occupied for which the capacity fees have not been paid. Jim Mardis (HCRSD) is working on determining the capacity fees that are due and will update the Town.

Public Works:

- **Ordinance to Establish a Public Works Committee:** During the February Council meeting, the Council voted to establish a Public Works Committee. The Council reviewed a draft ordinance establishing the committee. After the Clerk-Treasurer read the responsibilities of the Public Works Committee outlined in the Ordinance, the Council unanimously voted to consider adopting the Ordinance at the first reading. Council member Kaufman then moved that the Ordinance be adopted as written, seconded by Council VP Collier. **All were in favor (5 Aye / 0 Nay),** and the Ordinance was adopted.
- **Town Recycle Location Consideration:** The Council briefly discussed the feasibility of establishing a new recycle location since the school district had removed it from the school grounds. It was agreed that this would be a matter for the newly established Public Works Committee.
- **Water Utility Round Table Discussion:** Council President Fowler provided a brief overview of the discussion that took place during the recently held Round Table Discussion between several designated Town members, MCRW, and the MTFD.
- **Community Crossing Matching Grant Sealed Bid Opening:** In order to meet statute required notification/bid submission timelines, Council VP Collier made a motion that the Town Council President be granted authority to open and select the winning bid on

Friday morning, the 31st of March. Council member Kaufman seconded the motion. **All were in favor (5 Aye / 0 Nay)**, and the motion passed.

Parks & Recreation:

- The Council received 3 nominations for residents interested in filling the recently vacated Board seat. Council VP Collier stated that nominee Brandi Brooks has 12 years Park & Recreation Department experience. Council member Moore moved that Brandi Brooks be appointed to fill the seat, seconded by Council member Kaufman. **All were in favor (5Aye / 0 Nay)**, and the motion passed.
- **Impact Fee:** The Council was provided with a brief overview of preliminary actions that have begun towards establishing a Park Impact Fee.
- **Park Board Survey Results:** The Council was provided with the results of the recently conducted on-line Park Board Survey, of which 151 surveys were received.
- **Septic Tank at 270 W. Pray Street:** The septic tank in the vacant lot appears to have been properly caved in. The Council requested that a contractor be contacted to excavate the location to ensure that it was properly closed/caved in prior to seeking bids to pave the property for the Park parking lot.

Additional Business:


- **Communication Platforms In Place:** The Council was advised of the 5 methods of communicating with Monrovia that the staff has deployed.
- **Citizen Concerns:** The Clerk-Treasurer advised the Council that several citizens and the Town Inspector had reported that there were large potholes in Baltimore Road S. of Glacier Road. This will be handled by the Public Works Committee.
- **Resignation – Clerk-Treasurer:** The Clerk-Treasurer formally announced his resignation, providing 60 day notice.

With no additional business to discuss, Council VP Collier moved that the meeting be adjourned, seconded by Council member Moore. **All were in favor (5 Aye / 0 Nay)**, and the meeting was adjourned at 8:20 pm.



Philip L. Fowler
President, Monrovia Town Council

Attest:



Danny Chenault, Clerk-Treasurer
Town of Monrovia