

CITY OF WINCHESTER
COMMON COUNCIL
MEETING MINUTES
MONDAY, DECEMBER 18, 2017

Regular meeting @ 6:30 p.m.
Council Chambers / City Hall / 113 E. Washington St.

Pledge – Mayor Byrum
Moment of Silence – Mayor Byrum
Remembrance of Councilor Dave Furby who passed away on December 5, 2017

Mayor Byrum called the meeting to order and presided over the meeting. Clerk-Treasurer, Vicki Haney, recorded the minutes.

The Clerk-Treasurer's roll call showed four City Council Members present.

District 1	Councilor Larry Lennington	
District 2	Councilor Tom Sells	
District 3	Councilor Dave Furby	vacated
District 4	Councilor Leesa Friend	
At Large	Councilor Missy Williams	

Additional Officials Present:

Meeks Cockerill, City Attorney; Rich Tucker, Police Chief; and Sean Bosworth, Street and Park Department Superintendent

Media Present:

Bill Richmond (Star 98.3)

Citizens Present:

Lynn Humphrey, Kris Bilbrey, Rick Study, Deb Henning, Jim Nunez, Gary Girton (Randolph County Commissioner), Shelia Alexander, Jim Sheppard, Joan Ashely, and Mark Zinn (HWC Engineering)

Approval of the Minutes:

Councilor Lennington moved to approve the meeting minutes of the November 20, 2017 meeting. Councilor Sells seconded. Motion passed 4-0.

Fountain Park Cemetery Report

Jim Nunez presented the Fountain Park Cemetery Board Minutes. Many tree branches have fallen recently and have been removed. The City has helped with a couple emergencies this month. The financial report will not be presented this month because the secretary has been out on medical leave. Fountain Park Cemetery will end the year with no debt. One of the pillars in the second driveway was hit by a truck and damaged. The driveway could be widened or moved further south so it could be wider.

Bicentennial Committee Report

Jim Nunez stated RSVPs for the Bicentennial Gala need to be returned by next Friday. It is a semi-formal event and costs Ten Dollars (\$10.00) per person.

Public Concerns

Kristopher Bilbrey, 318 S. Meridian Street, had prepared a statement to be read on December 4, 2017 but the meeting was canceled. The statement was read to the Council. It is now clear that the Winchester House Project is moving forward. Mr. Bilbrey stated he has never objected to the rehabilitation facility as long as the citizens of Winchester do not have to pay for it. A treatment facility is needed in this area. Mr. Bilbrey does object to the way this project has been handled and the lack of transparency in the project. He objects to the funding sources for this project and he does not believe VOA (Volunteers Of America) is a good partner for this project. Mr. Bilbrey objects to the facility being placed in a residential neighborhood. This facility will only help a small cross-section of people, most of whom will be from out of this area. This ordeal has been long, heart wrenching and tiresome. Mr. Bilbrey stated he will still attend the Council Meetings and this project will be watched very closely. Joan Ashley, 421 S. East Street, stated drugs are being found in the Ardaugh plant. Her sister has to carry Narcan while at work. This is a problem that needs to be addressed.

Lynn Humphrey, 312 S. Main Street, stated the Council has people believing this project will cost One Million Two Hundred Thousand Dollars (\$1,200,000.00) but at the last meeting many optional renovation items were stated as needs for the facility to open. This will significantly increase the price of the project. Hickory Hills is a program in a pole building; it could be built faster than this building could be remodeled. It could be put in the industrial park where it could be monitored. It would cost the citizens less. The old hospital could also be used; it is already up to code for this type of facility.

UNFINISHED BUSINESS

Union Street Project

Mark Zinn, HWC Engineering, presented a copy of the change orders for the Union Street Project. These were not approved by the State of Indiana until December 11, 2017. A verbal approval of the change orders must be received before they can be presented to be signed. All work is complete. The State is paying for 80% of the project and the City is paying for 20% of the project. The change orders still have to go through the Accounting Department for purchase order approval because it is an LPA job. The total of the change orders is Sixty Three Thousand Thirty Seven Dollars One Cent (\$63,037.01). Some of this money has already been allocated; the total overage amount of this project is Thirty Nine Thousand Eight Hundred Fifty Two Dollars and Eighty Eight Cents (\$39,852.88). The City will be responsible for 20% of this cost which is Seven Thousand Nine Hundred Seventy Nine Dollars and Fifty One Cents (\$7,979.51) as long as it is approved. If the purchase order is received before the next meeting it will be presented for approval. A Form 642 was presented; it is the quantity estimates for the project. All yellow highlighted items were estimated correctly and anything in orange has yet to be determined. All items in red are overruns. Anything in green is an underrun. The study for the price cost was presented to make sure materials were not overcharged during this project. The process for approval of the change orders was discussed. Councilor Lennington asked if the amount of the change orders is high or low for this type of project. Mr. Zinn stated the amount is low for this type of project. The total cost of the project is One Million Six Hundred Thousand Dollars (\$1,600,000.00). Councilor Sells moved to approve the change orders. As of right now, the City is responsible for the entire cost of the change orders; if the state approves the necessary funds, the City will be responsible for 20% of the total cost. This process can take 4-6 weeks. Councilor Lennington seconded. Motion passed 4-0.

Digital Sign

Mayor Byrum stated the digital sign that used to be located in front of City Hall has been removed and replaced with a printed sign. The sign originally cost Twelve Thousand Dollars (\$12,000.00); it was used

when it was purchased. Superintendent Bosworth stated the sign is only worth scrap prices to the City because it costs too much to get it fixed. Mayor Byrum suggested setting the minimum bid at Two Hundred Dollars (\$200.00). Councilor Sells moved to accept bids for this equipment and set the minimum bid price at Two Hundred Dollars (\$200.00). Councilor Williams seconded. Motion passed 4-0. Attorney Cockerill stated this does not need to be advertised because it is under the threshold.

Ordinance No. 2017-16

Ordinance No. 2017-16 was presented by Mayor Byrum and was entitled, "AN ORDINANCE FOR THE CITY COUNCIL OF WINCHESTER AMENDING CHAPTER 75 SCHEDULE 3 SUBSECTION A NO PARKING ZONES." Mayor Byrum stated this ordinance restricts parking on both sides of Union Street from Washington Street to Davis Street.

Councilor Sells moved to have the second reading of Ordinance No. 2017-16 by title only. Councilor Lennington seconded. Motion passed 4-0. Second reading complete. Councilor Sells moved to approve the second reading of Ordinance No. 2017-16. Councilor Lennington seconded. Motion passed 4-0. Councilor Sells moved to suspend the rules and have the third and final reading of Ordinance No. 2017-16 by title only. Councilor Lennington seconded. Motion passed 4-0. Third and final reading complete. Councilor Sells moved to approve the third and final reading of Ordinance No. 2017-16. Councilor Lennington seconded. Motion passed 4-0. Thus it becomes Ordinance No. 2017-16.

Ordinance No. 2017-18

Ordinance No. 2017-18 was presented by Mayor Byrum and was entitled, "AN ORDINANCE FOR THE CITY COUNCIL OF WINCHESTER AMENDING CHAPTER 75 SCHEDULE 4 SUBSECTION B, ROADS."

Councilor Williams moved to have the second reading of Ordinance No. 2017-18 by title only. Councilor Friend seconded. Motion passed 4-0. Second reading complete. Councilor Sells moved to approve the second reading of Ordinance No. 2017-18. Councilor Lennington seconded. Motion passed 4-0. Councilor Sells moved to suspend the rules and have the third and final reading of Ordinance No. 2017-18 by title only. Councilor Williams seconded. Motion passed 4-0. Third and final reading complete. Councilor Sells moved to approve the third and final reading of Ordinance No. 2017-18. Councilor Friend seconded. Motion passed 4-0. Thus it becomes Ordinance No. 2017-18.

NEW BUSINESS

517 High Street

Mr. Cochran was not present to discuss 517 High Street. This is a City owned property that Mr. Cochran would like to acquire.

121 W. Fourth Street

Brody Tarter was not present to discuss 121 W. Fourth Street. Mr. Tarter may like to purchase this property.

Resolution No. 2017-11

Resolution No. 2017-11 was presented by Mayor Byrum and was entitled, "RESOLUTION TO ESTABLISH A COMMITTEE REGARDING BUILDING OVERSIGHT".

Attorney Cockerill stated many blanks are included in the document that the Building Oversight Committee should discuss. Councilor Williams moved to table the resolution until the District 3 Councilor position is filled after the first of the year. Councilor Friend seconded. Motion passed. 4-0. Councilor Williams would like all the Councilors to read this ordinance because it is very vague. Attorney

Cockerill stated the Oversight Committee will make the resolution less vague when the blanks are filled in.

Ordinance No. 2017-19

Ordinance No. 2017-19 was presented by the Area Planning Commission and was entitled, "AN ORDINANCE TO AMEND THE TEXT OF THE UNIFIED ZONING ORDINANCE OF RANDOLPH COUNTY, INDIANA."

This ordinance will amend the Unified Zoning Ordinance of Randolph County. Attorney Cockerill stated the only proposed amendment that would apply to the City would be amendment two which allows for residential uses in C1, C2 and C3 areas. The County passed the first reading of this ordinance today. Councilor Sells moved to have the first reading of Ordinance No. 2017-19 by title only. Councilor Lennington seconded. Motion passed 4-0. First reading complete. Councilor Sells moved to approve the first reading of Ordinance No. 2017-19. Councilor Lennington seconded. Motion passed 4-0.

Accounts Payable Vouchers

The end of November accounts payable vouchers (APV) totaled Thirty Three Thousand Four Hundred Thirteen Dollars and Eighty Seven Cents (\$34,413.87).

General Fund	\$6,385.24
MVH Fund	\$75.84
Operation Pullover Fund	\$3,505.97
Employee Welfare Benefit Plan	\$15,452.77
Fire Infrastructure Grant Fund	\$5,900.00
Ambulance Fund	\$97.09
Sidewalk Rehabilitation Fund	\$1,872.50
Fire Dept. Walmart	\$40.06
Project Love (Car Seats)	\$84.40

The December 1 thru December 13 accounts payable vouchers totaled Two Hundred Forty Six Thousand Four Hundred Ninety Eight Dollars and Seventeen Cents (\$246,498.17).

General Fund	\$34,782.81
Motor Vehicle Highway Fund	\$45,314.43
Light Fund	\$5,565.21
Cumulative Capital Improvement Fund	\$5,600.00
City Court User Fee Fund	\$148.00
Fire Dept. Donation Wal-Mart	\$44.78
Fire Dept. Non Reverting Training Fund	\$156.43
Fireman's Pension Fund	\$5,130.01
Ambulance Non Reverting Fund	\$5,995.44
C.E.D.I.T.	\$143,114.88
Beeson Farm Fund	\$517.19
Donation K-9 Fund	\$128.99

The Payroll accounts payable vouchers totaled One Hundred Thirty Five Thousand One Hundred Thirty Six Dollars and Seventeen Cents (\$135,136.17). The total of all accounts payable vouchers is Four Hundred Fifteen Thousand Forty Eight Dollars and Twenty One Cents (\$415,048.21). Councilor Williams asked about the claim from Midnight Maintenance; the building is cleaned once per week on Saturdays.

The total claim is for Nine Hundred Sixty Dollars (\$960.00). Clerk-Treasurer Haney stated that is for two months; the total cost is One Hundred Twenty Dollars (\$120.00) per cleaning. The cleaning was bid out two years ago. Councilor Lennington asked about the claim for the street lights at the Gateway Project that cost Five Thousand Six Hundred Dollars (\$5,600.00). Mayor Byrum stated Williams Automation replaced the light bulbs in these fixtures and they require a special battery. A bulb is out in another area as well. Councilor Lennington asked about the claim for street lights that cost Five Thousand Two Hundred Eighty Eight Dollars (\$5,288.00). Clerk-Treasurer Haney stated this is a monthly bill for all of the street lights in Winchester. The Council requested the cleaning of City Hall to be bid out; the specifications will be drawn up and presented. Councilor Sells asked about a claim for Fire Department equipment that cost Ten Thousand Dollars (\$10,000.00). The breathable air containers were replaced in the Fire Department; this has been approved from EDIT (Economic Development Income Fund). Councilor Williams requested an income and expense report for the ambulance fund. Clerk-Treasurer Haney stated this is presented to the Council each month. Councilor Sells moved to approve the accounts payable vouchers. Councilor Friend seconded. Motion passed 4-0.

Year End Claims

Clerk-Treasurer Haney stated year end claims will need to be approved before the next meeting. The risk insurance policy and other items that need to be approved were discussed. Councilor Sells moved to allow Clerk-Treasurer Haney to pay the end of year claims. Councilor Williams seconded. Motion passed 4-0.

Clerk-Treasurer's Report

Clerk-Treasurer Haney stated the State Board of Accounts audit was held for 2013 – 2016. The entire audit was completed in 13 business days.

Appointments

Mayor Byrum sent an appointments reminder to the Council Members; appointments to boards and committees are presented in January.

Meeting Schedule

The first meeting in January would be on January 1, 2018. The second meeting of the month will fall on January 15, 2018 which is Martin Luther King Jr. Day. The first meeting will be canceled and the meeting on January 15, 2018 will be the organizational meeting.

Santa House

Councilor Friend suggested posting the hours for the Santa House on a street sign, so people do not stop in the middle of the road to look at the hours on the house. Mayor Byrum stated Santa creates his own hours and this will be discussed with him.

Recycling Survey

The recycling survey has not been sent to the citizens. Councilor Friend will send a copy of the survey to everyone for approval. A committee was formed for this project; however, they have not responded to the survey. If the order for the totes can be placed in December, the City will wait 30-40 days for the containers to be delivered. As of now, the recycling program will not begin until March.

DMS (Driver Middle School) Tax Increment Funding (TIF) Revenue

Councilor Williams stated the tax revenue from the Driver Middle School Building should be going to school instead of the other taxing units. The written document for this agreement will be sent to the

Council Members. Attorney Cockerill stated the issue is the 2017 taxes are not paid until 2018, so the first payout will not be until the spring of 2018. The School Corporation Treasurer stated money was received in 2013 and 2014. Mayor Byrum stated this money was received from EDIT. The school asked for One Thousand Five Hundred Dollars (\$1,500.00) of this tax revenue for training and assessment of 27 students. The Redevelopment Commission approved this expenditure and it will be paid once the money is received. Approximately Three Thousand Dollars (\$3,000.00) in tax revenue will be received in 2018 from this property. Using EDIT Money to train students for jobs was discussed. The courses offered through Advanced Manufacturing were discussed. Mr. Nunez stated EDIT Money was approved for Advanced Manufacturing two years ago.

Habitat for Humanity

Councilor Friend asked about a returned check from Habitat for Humanity in the amount of Twenty Thousand Dollars (\$20,000.00). The project in Winchester will not be complete so the money was returned. The money was receipted into the EDIT Fund because that is the fund it was disbursed from.

Adjournment

There being no further matters to discuss, Councilor Friend moved to adjourn. Councilor Williams seconded. Motion passed 4-0. The December 20, 2017 meeting was adjourned at 7:26 pm.

Mayor, Shon Byrum

ATTEST: _____
Vicki Haney, Clerk-Treasurer