

Dillsboro Town Council

Special Meeting

July 21, 2025

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The special meeting of the Dillsboro Town Council was called to order at 6:30 p.m. on July 21, 2025 by Council President, Tim Benning, who led the Pledge of Allegiance.

Council Members (CM) present: Tim Benning, Becky Fryman, Charlie Caldwell, Jerri Jackson and Dustin Kitchell. Attorney present: John Watson.

Stellar Pathways

Town Manager (TM) Derek Walker announced that the Stellar Pathways Public Open House will be held on Monday, July 28, 2025, at 6:00 p.m. at the Dillsboro Civic Club. The purpose of the meeting is to gather public feedback on proposed design alternatives for the Sidewalk Improvement Project. A Council Working Session is scheduled for Monday, August 4, 2025, at 6:30 p.m. to further discuss the project and determine the next steps.

Tim Hunt, representing HWC Engineering, thanked the Council for selecting HWC to lead the Sidewalk Improvement Project. He reported that HWC has assembled its design team and developed multiple design options, ranging from basic to more stringent, all of which must comply with ADA accessibility standards.

Hunt explained that the first phase of the project involves approval of a Project Management Proposal contract in the amount of \$8,620.00. This contract covers planning, preparation, and presentation of design alternatives at the upcoming public meeting. Following the presentation and Council feedback, HWC will return with a detailed design proposal and final contract, including project cost estimates based on the selected option.

CM Fryman made a motion to approve the \$8,620.00 contract for Phase 1 of the project. The motion was seconded by CM Kitchell. Motion carried unanimously.

TM Walker also reminded the Council that the Town has received the proposed contract to consider with Clark Dietz Engineering for the North Street Streetscaping Project, which will be presented at the August or September meeting.

Old Business

Emergency Services Garage

TM Walker estimated the cost of the proposed Emergency Services Garage to be approximately \$85,000, including concrete and electrical work. A 10-year loan is available at 4% interest, and possible funding partners may include the Town, Dillsboro Volunteer Fire Department, and the Township Trustee.

Quotes presented: Manchester Metals 48 - \$61,325.00 (Quote valid for 14 days from July 11, 2025), and Comer Buildings: \$67,375.00 (Quote valid for 60 days from July 13, 2025).

Fire Chief Jason Sullivan shared concerns on behalf of the Fire Department, explaining that after purchasing the ATV truck in 2021, the department was promised a storage facility by a previous council member, with no cost to the department. Multiple past requests and grant discussions have yielded no results. He expressed frustration that progress is only now occurring because Aurora EMS's Responder 5 Unit is being housed in the fire station without available space.

Retired Fire Chief Tim Heitmeyer noted that the fire department budget is historically split 60% Township / 40% Town, and a contract from the 1950s stipulates the Town is responsible for housing and equipment.

TM Walker presented a contract dated November 30, 1969, clarifying that mutual agreement between the parties is required and has historically been lacking, pointing to a need for improved communication.

Town Attorney Watson reminded the Council that because this is a public works project, Indiana law requires selection of the lowest responsive and responsible bidder, unless a justified finding is documented.

CT Stevens noted that the Township Trustee has verbally committed \$20,000, leaving the Town responsible for the remaining \$65,000, recommending using Riverboat Funds for the Town's share.

CM Jackson made a motion to authorize TM Walker to request a quote extension from Manchester Metals 48. If not granted, the Town should proceed with Comer Buildings. Second, by CM Kitchell. All in favor. Motion carried.

CM Kitchell made a motion to approve funding of up to \$85,000 from the Riverboat Fund for the Emergency Services Garage. Second, by CM Fryman. All in favor. Motion carried.

TM Walker will present quotes for electrical and concrete work at the August Council meeting.

12916 North Street – Economic Development Transfer

TM Walker presented a draft resolution titled "Council Authorization for Economic Development Transfer" for Council review. No action was taken; a vote is expected at the August Council meeting.

12926 Bank Street – Brownfield Site Access

TM Walker provided an update on the Bank Street Brownfield Site. He spoke with Atlas Technical Consultants regarding a Site Access Agreement related to a previously identified underground storage tank, which is in the parking lot and not at the Friendship Center.

Atlas's review and documentation will be at no cost to the Town. The report provides liability protection by formally documenting the site's environmental status.

CM Kitchell made a motion to proceed with the Brownfield Report. Seconded by CM Jackson. All in favor. Motion carried.

New Business

Code Enforcement – Unsheltered Storage (§90.26–27)

TM Derek Walker reported that Police Chief Josh Cady has raised concerns regarding code enforcement, particularly about issuing multiple citations at once. The current section of the Town Code assigns responsibility for issuing citing notices to the Clerk-Treasurer, which would require the Clerk-Treasurer to appear in court to testify.

Town Attorney Watson will draft a revision to allow flexibility in who may issue the citing notice. The revised language would permit the TM, Police Chief, or another designated official to handle citation issuance.

Other Business

Clerk-Treasurer Stevens asked whether the Town's policy on overtime for attending Council meetings would remain unchanged with new Utility Superintendent Russell Earles. The previous Utility Superintendent offset meeting attendance by adjusting hours within the 40-hour workweek. Council confirmed that the same practice will continue with Mr. Earles.

CT Stevens also requested a signed letter authorizing payment to the County under the 911 Interlocal Agreement. Attorney Watson agreed to sign the letter.

Adjournment

With no further business, CM Kitchell made a motion to adjourn the meeting at 7:09 p.m., seconded by CM Fryman. Motion carried unanimously.



Rita Stevens, Clerk-Treasurer

