

Dillsboro Town Council

February 10, 2025

The regular meeting of the Dillsboro Town Council was called to order on February 10, 2025, at 6:00 p.m. by Vice President, Becky Fryman, who led the Pledge of Allegiance.

Council present: Becky Fryman, Tim Benning, Charlie Caldwell and Jerri Jackson. Absent: John Watson.

Town Manager, Derek Walker, read the resignation letter from Council Member Doug Baker. (attached). Council Member (CM) Fryman nominated CM Benning to serve as President, with CM Jackson seconding the nomination. The motion carried unanimously.

The Council discussed the process of filling the vacant seat left by Doug Baker's resignation. CM Fryman stated that she had contacted Mark Dole, the Republican Party Chairman, regarding the vacancy. The Council has scheduled a Special Meeting on February 17 at 6:30 p.m. to interview interested candidates. The vacancy has been publicized on Facebook, and individuals interested in the position must notify Town Manager Walker by Friday, February 14.

CM Jackson made a motion to approve the regular meeting minutes from January 13, 2025. CM Caldwell seconded the motion. All were in favor, and the motion carried.

Guest

Rod Martin currently holds the lease for 12916 North Street, commonly known as the "Shoe Shop Building." He stated that he accepted the lease two and a half years ago with plans to establish his business upstairs and a coffee shop downstairs. Since signing the lease, Martin has been renovating the building and has made significant improvements, including upgrades to plumbing, electrical systems, furnaces, bathrooms, flooring, insulation, drywall, as well as waterproofing, painting, and surface repairs. To date, he has invested approximately \$30,000 in these improvements. The upstairs space houses his business, Navigate Tomorrow, and accommodates Main Street's large-format printer. The downstairs will soon be home to Dillsboro Coffee Co. The right side of the space will serve as the coffee shop, while the left side will feature seating for approximately 20 people, including tables, chairs, and couches. The coffee bar will offer free Wi-Fi for customers.

Martin aims to open Dillsboro Coffee Co. in time for the Dillsboro Homecoming Festival. The planned operating hours will be 7:00 a.m. – 2:00 p.m., offering coffee and breakfast items. Additionally, the space will host workshops to assist individuals with computers and Apple products and will be available for meetings and community gatherings. Dillsboro Main Street also plans to hold meetings there.

Drew Tenhunfeld, Assistant Fire Chief, requested Martin contact him about getting a Knox Box installed at the property in case the fire fighters needs to get into the building in an emergency.

Clerk-Treasurer – Rita Stevens

The Council reviewed two sewer adjustment requests Tory Johnson (12836 Rullman Drive) requested an adjustment of \$245.92 due to a water leak in the laundry room, and Be'Dee Clift (Lot

#8, Michelle Lane) requested an adjustment of \$188.25 due to an outside water leak. CM Fryman made a motion to approve both adjustments, seconded by CM Caldwell. The motion carried unanimously.

The Town received a letter and reimbursement check from Susan Greco for an old payroll check she had found and deposited.

ILMCT Institute & Academy: TM Walker and Utility Superintendent Matt Bauer have approved of CT Stevens attendance at the ILMCT Institute & Academy from March 17-20. During this time, Administrative Assistant Kami Hamilton will be in the office.

Fire Department – Drew Tenhundfeld, Assistant Fire Chief – nothing to report.

Utility Department – Matt Bauer, Utility Superintendent

Utility Superintendent Matt Bauer reported on ongoing maintenance and preparations, including that Crack sealing and minor sewer repairs are being planned ahead of the Community Crossings project. The town crew is also working to address some sewer issues identified during recent jetting and camera inspections. Crews have also been servicing and preparing equipment for spring operations.

Beautification – Charlie Caldwell

CM Caldwell stated that Cheryl Drury, owner of Flowers & Gifts of Love has ordered spring flowers.

Parks – Derek Walker

Community Park Sidewalk improvements should be commencing in the coming weeks, TM Walker has been coordinating with the contractor for the installation of the concrete sidewalks near the baseball restrooms. This project is funded by a grant from the Dearborn County Community Foundation.

The Park Board has also voted to obtain pricing for the design of pickleball courts with intentions of seeking funding later in the summer and into the fall. They are also exploring engineering options and potential funding sources for the project.

Main Street – Kami Hamilton

A Parent Café will be set up during the PTO Carnival on February 28, Hamilton will attend the Dillsboro PTO meeting on February 13 on behalf of Main Street to discuss the Parent Café at the carnival.. This will allow parents and guardians to watch their children while engaging in conversation. The Promotion Meeting was held on February 5, with 10 attendees expressing interest in volunteering. A new sponsorship program has been launched and promoted through utility bills and Facebook. Two sponsorships have already been secured. A meeting is scheduled for February 19 for the Dillsboro Community Garden project, led by Shyra Tedesco.

Carrie Miller reported that Main Street is organizing food trucks for community events. TM Walker recommended that the Town require an indemnity agreement and to be named as an additional insured on food truck vendors' insurance certificates. TM Walker noted that the Civic Club follows

similar requirements when using Town property. CM Fryman made a motion to approve the Main Street Indemnity & Support Agreement, seconded by CM Jackson. The motion carried unanimously. House of Brisket will be the first food truck, scheduled for March 3.

Main Street has applied for a grant to fund a storage shed and requested permission to place it on Town property. The proposed location is beside the Beautification shed behind the Town Hall. CM Jackson made a motion to allow Main Street to place the shed on Town property, seconded by CM Caldwell. The motion carried unanimously.

Town Manager – Derek Walker

The proposed ordinance revisions that established the Downtown Design Commission remains on schedule to integrate its design standards into the zoning ordinance and is set for a vote at the regular Council meeting on March 10. At the same meeting, the Council will consider repealing the 2019 ordinance that originally established the commission.

Cherie Rump has requested permission to use Town Hall on a Saturday to host a brunch event, inviting the public to help identify people and events in old photographs. The Council had no objections to this request.

The realtor for the former US Bank building has informed TM Walker of a price reduction to \$228,000. TM Walker recommended that the Town consider making an offer if it is able to sell the Lenover Street property and the US Bank building remains available.

The Town has received a notice regarding the upcoming National Pollutant Discharge Elimination System (NPDES) permit renewal, which is required every five years to legally operate the wastewater treatment plant under IDEM regulations. Unlike the previous renewal, the Town intends to complete the permit application process in-house rather than contracting the work out.

The Town will be working with Holman Excavating to address several sanitary sewer issues identified during inspections last November and in preparation for upcoming road projects. Planned repairs include: replacement of a failing tap connection at 12610 North Street (near Hopewell Presbyterian Church); excavation of an unused sewer tap on Western Row; replacement of a section of sewer main with tree root intrusion on the Main Street main near Front Street; and potentially repairs for a small section of main on Wood Street at Rose Street.

Old Business – Derek Walker

TM Walker has been in communication with the adjoining property owners of the town's property – 12827 Lenover Street at 12803 Lenover Street. They have indicated that they are not interested in providing an easement agreement to the back portion of the property but would consider purchasing the property if the Town decided to sell it.

Rather than replatting the property as originally recommended, TM Walker recommended selling it as-is, allowing a prospective buyer to decide whether to subdivide the back portion. Additionally, the well pump on the property could be relocated, with the library as a potential site. TM Walker will reach out to the library regarding their interest.

The Council agreed to sell the property as-is, with an option of being provided six-months to remove the pump.

A pre-bid meeting is scheduled for February 18, for the 2025 Road Project / Community Crossings Matching Grant (CCMG), to allow interested contractors to ask questions about the project plans and specifications. The project's bid opening will take place on February 28 at 3:00 p.m., during which bids will be opened, publicly read, and taken under advisement. A special meeting has been scheduled for March 3 at 6:30 p.m. to review and award the contract, ensuring that the INDOT grant agreement and funds can be formally requested.

The Council discussed the removal of two streetlights on Guion Street, which would leave no lighting on North Street from Mulford Street to Bank Street. TM Walker will discuss potential solutions with Duke Energy, including the possibility of running conduit from North Street down Guion Street. Doug Baker noted that the Council previously approved converting Guion Street to a two-way street but raised concerns regarding parking on both sides, particularly near Side Street Station. TM Walker confirmed that the street will be widened and advised the property owner to reach out to discuss any concerns with the project. Engineering review is ongoing for alternative striping at the Main Street/Rullman Drive intersection.

Regarding the water tank & rate study, two companies submitted proposals for a water rate study: LWG: \$8,000 and Krohn & Associates: \$3,000–\$5,000. Initial estimates from Krohn & Associates suggest a 16% rate increase in 2025 and another 16% increase in 2026 would allow the Town to generate enough revenue to fund water tower repairs within three years. A typical 4,000-gallon water user's bill would increase from \$51.84 to \$60.13. CM Fryman made a motion to accept the proposal from Krohn & Associates for the rate study, seconded by CM Jackson. The motion carried unanimously.

New Business

The Civic Club has agreed to the Indemnity Agreement and provided a Certificate of Liability Insurance, naming the Town as the Certificate Holder. The club has requested approval to host the festival from May 12-18. CM Jackson made a motion to approve the Indemnity Agreement and the festival request, seconded by CM Caldwell. Motion carried unanimously.

As part of the agreement and past practice, the Town must approve a Hold Harmless Agreement with INDOT to obtain permits for closing North Street and SR 62 during the festival. CM Fryman made a motion to approve the Hold Harmless Agreement with INDOT, seconded by CM Jackson. Motion carried unanimously.

TM Walker recommended proceeding with My I.T. Place for network hardware and IT services. The company comes highly recommended by the Town of Osgood, Lifetime Resources, and Aberdeen-Pate Water Company. Proposed funding: The one-time capital expense of \$8,835 will be paid from the Riverboat Fund, and the monthly service fee of \$624 will be budgeted between the General, Water, and Sewer funds. CM Jackson asked whether this system was for billing, to which CT Stevens clarified it was not, as the Town already has billing software.

CM Jackson mentioned that a resident has a benefit card to pay for utilities. Rod Martin noted that the system cannot process the card unless it is a MasterCard, Visa, Discover, or American Express, which Stripe (the Town's payment processor) does not support. CM Jackson inquired whether direct deposit was included. CT Stevens clarified that payroll decisions are made by the Clerk-Treasurer, and direct deposit incurs additional costs. TM Walker clarified that this service is for the Town's server, backup, security, and IT support. Motion: CM Jackson made a motion to approve the one-time capital expense of \$8,835 from the Riverboat Fund, seconded by CM Benning. Motion carried unanimously.

TM Walker noted that he anticipates that the Dillsboro projects Stellar Pathways Update have moved up in the projected timeline, which is beneficial but may require the Town to front-load more of its matching funds commitment instead of spacing it out evenly over four years. The Town's total commitment remains \$762,500 over four years (\$190,625 per year. The Town is also committed to \$145,000 annually for the stage project, bringing the total annual match to \$335,625 per year for the next four years.

The North Street Streetscape Project includes \$1.5 million from INDOT, which is restricted to construction costs only. The Town will be responsible for all engineering expenses. TM Walker has been working with INDOT to integrate the project into their system and emphasized the need to secure an engineering firm to begin developing detailed plans and specifications. A Request for Proposals (RFP) has been drafted and will be considered at the March 10 Council meeting. TM Walker requested that the Council select two additional reviewers to evaluate and score the proposals along with himself.

The project schedule was reviewed: the Sidewalk project has an estimated completion date of late 2026 and the North Street Streetscape completion near the end of 2029. CM Fryman made a motion to proceed with the RFP for engineering for the North Street Streetscaping project and appoint CM Benning and a Main Street representative to review and score proposals, seconded by CM Jackson. Motion carried unanimously.

The sidewalk improvement project is a \$1.25 million federally funded project requiring a 20% local match. Federal funding regulations require the use of a certified grant administrator. In the past, the Town worked with Southeastern Indiana Regional Planning for grant administration on the Town's water bond project. Motion: CM Jackson made a motion to issue an RFP for a certified grant administrator, seconded by CM Fryman. Motion carried unanimously.

The County Commissioners amended the Communications Board membership ordinance, creating a new advisory board seat for a representative from Dillsboro and Moores Hill. Police Chief Josh Cady has expressed willingness to serve, but the Town must coordinate with Moores Hill before finalizing the appointment.

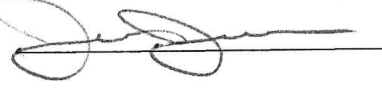
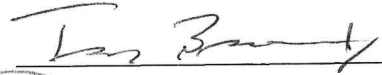
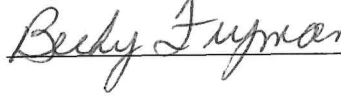
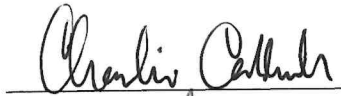
Lifetime Resources followed up on their \$1,500 funding request from last fall. Motion: CM Fryman made a motion to approve a \$1,500 donation from the Riverboat Fund, seconded by CM Jackson. Motion carried unanimously.

Dearborn County Clearinghouse also submitted a funding request. The Council declined the request, citing the presence of a local food pantry in Dillsboro that better serves the community's needs.

With no further business, CM Fryman made a motion to adjourn at 7:06 p.m., seconded by CM Jackson. Motion carried unanimously.



Rita Stevens, Clerk-Treasurer



Dear Chairman Mark Dole,

February 6 2025

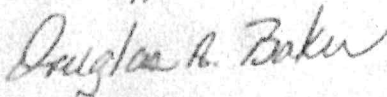
It's with mixed emotions I write this letter. I have been a member of Dillsboro Town council the past 4 years. Sadly, I need to announce my resignation from this board effective today, February 6 2025.

I wish nothing but the best for Dillsboro moving forward. It's been an honor and privilege to serve the citizens of Dillsboro. Dillsboro is my home, so I do plan on staying involved and active there. Maybe vocal at times!

I'm excited to announce that I will accept the position of Dearborn County council member district 3, voted on and passed by the district 3 caucus on 2/5/25

It will also be an honor and privilege to represent district 3 of Dearborn County, while serving all the residents of Dearborn County. I look forward to working with all council members, commissioners, departments and offices within. Together, we will face the challenges that lie ahead. #teamworkwins

Sincerely,



Douglas A Baker