

Dillsboro Town Council

December 16, 2024

The regular meeting of the Dillsboro Town Council was called to order on December 16, 2024, at 6:00 p.m. by President, Doug Baker, who led the Pledge of Allegiance.

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

Council Member (CM) Fryman made a motion to approve the meeting minutes from November 18, 2024. CM Jackson seconded the motion. All were in favor, and the motion carried.

Guests

Pat and Renee Wilson, residents of 13195 Bank Street, addressed the council regarding a utility billing concern. They explained that the liquor store and their residence behind it now have separate water meters due to the impending sale of the store. Mr. Wilson expressed his dissatisfaction with being charged a sanitation (garbage) fee on his utility bill, as they dispose of their garbage in the store's dumpster.

CT Stevens clarified that town policy mandates all utility customers within town limits to pay the sanitation charge. Stevens shared examples of other residents who had raised similar concerns, such as: A resident who generates only one bag of trash and takes it to work but is still required to pay the fee. Charlie Caldwell, who owns two houses in town and pays the garbage fee despite the option to dispose of trash at Janet's Diner. Residents of the trailer court and empty lots at the corner of 262/Old US 50, who also pay the sanitation and sewer fees regardless of their garbage generation.

Stevens emphasized that the sanitation charge covers more than just garbage collection, including services such as leaf pick-up, recycling, and large trash disposal.

Town Manager Walker explained that the Rumpke contract charges the town based on the number of residents, not the volume of garbage collected.

The Council advised the Wilsons that they are reviewing several ordinances and will provide an update on their concern after further evaluation.

Clerk-Treasurer – Rita Stevens

The Town received an invoice from Accelerated Indiana Municipalities (AIM) for the 2025 membership dues in the amount of \$1,511.00 that is to be paid by the General Fund. CM Baker made a motion to approve payment of the invoice, seconded by CM Benning. All in favor, motion carried.

An invoice from the Dillsboro Volunteer Fire Department has been received for annual compensation in the amount of \$4,780.00 is to be paid from the General Account (VFD Miscellaneous Expenses Appropriation). CM Benning made a motion to approve payment of the invoice, seconded by CM Jackson. All in favor, motion carried.

The Dillsboro Volunteer Fire Department submitted a separate invoice for the clothing/auto allowance in the amount of \$2,800.00 that is to be paid from the General Account (VFD Clothing Allowance Appropriation). CM Benning made a motion to approve payment of the invoice, seconded by CM Fryman. All in favor, motion carried.

A sewer adjustment request was received for Summer Smith's property at 9877 Front Street. An adjustment of \$104.30 was requested due to a water leak under the house. CM Fryman made a motion to approve the adjustment, seconded by CM Caldwell. All in favor, motion carried.

The town received a Façade reimbursement from the Dillsboro Community Partnership in the amount of \$1,776.62.

As of November 30, 2024, the Water Utility Operating Fund balance is \$110,435.77, and the Sewer Utility Operating Fund balance is \$194,999.09.

Fire Department – Jason Sullivan, Fire Chief

The council reviewed and approved the slate of officers for the 2025 fire department (attached). CM Fryman made a motion to approve the officers, seconded by CM Jackson. All in favor, motion carried.

The Fire Department is seeking funding through FEMA's Assistance to Firefighters Grant (AFG) Program for approximately \$160,000 to purchase new air packs and fire helmets. These items are required to be replaced every 10 years, but the current equipment is 15–20 years old, making replacement a priority due to safety concerns. Town Manager Walker noted that a SAMS number is required when applying for federal funds. The Fire Department does not have its own SAMS number and requested to use the town's SAMS number due to time constraints. The council approved the Fire Department's request to use the town's SAMS number.

Police Department – Josh Cady, Police Chief

Complaints were received about traffic flow near the new construction area on US 50 by Beatty and Front Streets. Cady observed the area and reported no significant issues with the traffic.

Josh Cady's Tahoe is currently at the service station for a water pump replacement.

CM Jackson expressed concern about speeding on North Street. Cady suggested increased patrols in the area and proposed installing an additional speed sign for east-bound traffic near the old gas station. He noted that the existing speed sign on North Street from US 262 effectively slows vehicles entering town.

Utility Department – Matt Bauer, Utility Superintendent

Superintendent Matt Bauer provided the Council with the following updates. The leaf services are expected to be wrapped up within the next few weeks. Routine maintenance has been conducted on various pieces of equipment to ensure they remain in good working condition. Eric Graver, Waste Water Treatment Plant Operator, lead the installation of two auto samplers at the sewer plant, which are functioning effectively.

Town crews completed sewer camera inspections and jetting on a section of Western Row Street. No issues were identified, clearing the way for the asphalt resurfacing project to proceed.

The team will investigate the storm sewer system on Guion Street.

With colder weather setting in, roads have been salted on a few occasions to ensure safety.

Main Street – Kami Hamilton, Executive Director

K. Hamilton reported that the Hometown Christmas chili and cookie sales generated a profit of approximately \$500.00. She expressed gratitude to Janet's Diner and the Dillsboro Fire Department for sponsoring the Best Decorated Houses contest and the vehicle parade. Hamilton also noted that the Main Street Yearly and Quarterly Report is due by January 15.

Attorney – John Watson

Ordinance, 2024-12-1, was presented and proposes to amend the Downtown Dillsboro Design Commission's standards was presented to the council. The proposed amendments would revise the appeals process for denied applications for certificate of compliance and establish the Town Council as the board overseeing appeals. The council also discussed the potential elimination of the Downtown Dillsboro Design Commission and instead incorporating the standards in the zoning ordinance. CM Benning made a motion to approve Ordinance 2024-12-1 (attached), seconded by CM Caldwell. All in favor, motion carried.

J. Watson recommended that the council should anticipate ongoing discussions from the County regarding the 2025 911 dispatch Interlocal Agreement at the start of the new year. Key considerations include whether the town will pay the requested funds and proposed changes to board membership and related governance. The council expressed a strong interest in advocating for additional state funding.

Council members highlighted that the legislative commission overseeing the state's phone surcharges has the authority to increase these fees which could help alleviate local financial pressures.

The council discussed inviting, Garrett Bascom, State Representative, Senator Randy Maxwell, the State Treasurer, and representatives from neighboring towns such as St. Leon and Moores Hill to further this advocacy. The council has agreed to move forward with these discussions and include the topic on the agenda for the next council meeting.

Town Manager – Derek Walker

The new Grace Quinlan and Katie Robinson welcome signs have been installed.

The sewer televising work has been completed. The project resulted in eight properties having issues with roots in their sewer lines, all of which have been notified. Additionally, the inspected areas were found to be in relatively good condition with the exception to two areas with sections of cracking, deteriorating pipe that should be patched. While these issues are not considered an

immediate threat, addressing them proactively would be beneficial to the system to prevent emergency repairs and infiltration.

The Stellar Pathways Steering Committee has completed the application process and is now awaiting a decision from the Indiana Office of Community and Rural Affairs (OCRA). The announcement of the two selected communities is expected on December 17. If selected, the steering committee will reconvene to discuss the next steps. In the coming months, TM Walker will arrange a meeting with INDOT to discuss proposed improvements on North Street and initiate the process of selecting an engineer to prepare project plans.

All six awardees of the Façade Improvement Matching Grant have signed acknowledgments of acceptance. Awardees have until December 2025 to complete their projects and submit reimbursement requests to the town.

TM Walker is currently discussing with IT service providers regarding assistance with upgrading the town's server and website and auditing and reviewing and our network backup and security systems.

Old Business

12827 Lenover Street: Brokers Agreement.

Indiana statute requires municipalities to conduct a public hearing and obtain two appraisals before disposing of real property. If the town wishes to use a real estate broker, the property must be up for bid for at least 60 days before hiring the broker. It may be more advantageous for the town to transfer the property to the Redevelopment Commission, which is not subject to such stringent requirements. Other town properties include the Shoe Shop Building on North Street and the Arts Building. CM Baker made a motion to transfer the town properties to the Redevelopment Commission, pending their agreement to accept. Seconded by CM Benning. All in favor, motion carried.

Community Crossing Matching Grant (CCMG) Award

To receive the \$416,700 CCMG award, the town must submit an accepted contractor's bid, contractor award letter, and funding request to INDOT by March 7th. Walker has received the engineer's proposal for the finish and construction plans, which came in \$55,870 higher than expected and noted a \$6,000-\$7,000 gap in the 2025 budget. Walker recommends using funds from the water and sewer funds to cover this gap as the engineers have agreed to review our water and sewer infrastructure along the street right-of-way and specify any necessary repairs prior to resurfacing. CM Benning made a motion to accept and sign the contract. Seconded by CM Fryman. All in favor, motion carried.

Western Row Water Main

The Water Utilities Asset Management Plan includes long-term plans to phase out the 1958, 75,000-gallon elevated water storage tank. The preliminary idea is to replace it with a new 200,000-gallon tank on the lot where the recycling trailer is stored. If approved, it is recommended to

upgrade the 4” water main on Western Row to a 6” main in conjunction with roadway improvements. The preliminary estimate for this work is \$179,400. The council agreed to table this discussion for now.

New Business

Ordinance End-of-Year Fund Transfers

Ordinance 2024-12-2 (attached) was presented to authorize the Clerk Treasurer to make necessary end of year fund transfers to balance out the 2024 budget. CM Benning made a motion to approve Ordinance 2024-12-2, seconded by CM Jackson. All in favor, motion carried.

Resolution Authorizing Christmas Bonus & Employee Clothing

Resolution 2024-12-1 (attached) was presented. The resolution authorizes the purchase of employee shirts with the Dillsboro insignia for town employees and staff. Resolution 2024-12-2 (attached) was also presented, the resolution to provide a \$150 annual bonus to employees was discussed at the November Council meeting, this resolution formalizes the discussion. CM Fryman made a motion to approve Resolution 2024-12-1 and Resolution 2024-12-2, seconded by CM Caldwell. All in favor, motion carried.

Lowe's Credit Card

D. Walker requested approval to get a Lowe's Credit Card to take advantage of the 5% discount for Lowe's purchases. Town Code, Section 33.37 requires the Town Council to authorize the issuance of the credit card in the Town's name. CM Jackson made a motion for the approval of a Lowe's Credit Card, seconded by CM Caldwell. All in favor, motion carried.

Redevelopment Commission Spending Plan

Indiana Code 36-7-14-12.7 requires the Redevelopment Commission to pass an annual spending plan and notify the municipal body of the plan. The 2025 spending plan has been drafted. The TIF district currently brings in roughly \$10,000 annually. In addition to the \$200,000 the town gave the Commission to serve as a cash bond for the construction of the Serenity Pines Subdivision streets, the Commission has \$28,522.23 and plans to spend up to \$18,500 for 2025.

Vehicle Speed Limits

CM Baker has received complaints regarding vehicle speeds around town and has proposed reducing the speed limit to 20 MPH on town streets, except for Bank Street and Rullman Drive from Holland Drive to SR 262. State Highway 62 cannot be changed. Police Chief Cady stated that reducing the speed limit to 20-25 MPH is acceptable on some small streets, but 30 MPH needs to stay on Rullman. He does not like the idea of speed bumps. CM Fryman does not like the idea of reducing the speed limit from 30 to 20 MPH. The council decided to leave the speed limits at 30 MPH on the town streets.

Town Truck 2011 F350

D. Walker requested approval to start looking for a truck to replace the 2011 F350, noting that the ABS system is acting up, which could be an electrical issue, and the front end is having issues. A quote from Haag Ford was received in September for \$62,500. The truck is used for snow plowing, reading meters, picking up leaves, etc. Walker advised that the town could comfortably cover \$25,000 within the 2025 budget if we wanted to look at used options or could invest the money in repairs. Alternatively, they could look at a 5-year loan to get a new truck or use savings. M. Bauer stated that with these problems, he recommends an upgrade. Will check around for more quotes. M. Bauer also noted that the on-call truck is leaking coolant.

Board & Commission Appointments

D. Walker provided an update on the required appoints to the Town Boards and Commissions and noted that the Town Council will need to appoint one citizen member for the Planning Commission and two elected or appointed town officials or employees of the town to serve on the Planning Commission. Currently, CM Benning serves in that role, but State code requires 2 more Council members. CM Baker recommends the 2025 Council President & Vice President.

Additionally, Council will need to select one member to serve on the Board of Zoning Appeals who must also be a member of the Planning Commission

The council will need to appoint one member on the Downtown Design Commission and one member on the Redevelopment Commission.

D. Walker recently shared an application with anyone wishing to serve on a town board, of which six people filled out the online application for the board, which could be shared with the Council if any members are interested in reviewing. CM Baker stated Tom Lewis agreed to serve on a board.

2025 Meeting Schedule

The Council decided to meet once a month, on the 2nd Monday of the month. The next meeting will be on January 13, 2025, at 6:00 p.m.

Other Business

CT Stevens reminded everyone of the Employee/Council Christmas Luncheon on December 23rd at noon.

A new plaque has been hung on the Council Chamber wall, the plaque was made by a Greendale Council Member and provide to the Town as a gift.

With no further business, CM Fryman made a motion to adjourn the meeting at 7:51 p.m. CM Benning seconded. Motion carried unanimously.

Rita Stevens

Rita Stevens, Clerk-Treasurer

Charlie Cellini *Doug Baker* *Tari Bandy*
Becky Fugma *[Signature]*



Dillsboro Volunteer Fire Dept., Inc.

10100 Front Street, P.O. Box 148, Dillsboro, Indiana 47018

December 16, 2024

Dillsboro Town Council
10300 Executive Drive
Dillsboro, IN 47018

Re: Fire Department Officers for 2025

Dear Council:

The Dillsboro Volunteer Fire Department requests your approval of the following officers voted to serve a one-year term for the calendar year 2025 for the Dillsboro Volunteer Fire Department, Inc.

Fire Chief: Jason Sullivan
Asst. Chief: Drew Tenhundfeld
Captains (2): Chris Holland & Bobby Menkhaus
Safety Officer: Donnie Thompson
President: David Disbro
Vice Pres: Donnie Thompson
Secretary: Seth McKeever
Treasurer: Tanner Thompson
Trustee: Jesse Crabtree (3 Year Term Expires 2027)

We also request the approval of the following officers (lieutenants) which are appointed positions by the elected officers for the year 2025.

Lieutenants: Jasper Ross & Seth McKeever

The Following request was presented for approval to the Town Council of the Town of Dillsboro on the 16th day of December 2024.

Voted: Yea Nea



Doug Baker, Council President



Rita Stevens, Clerk Treasurer

ORDINANCE NO. 2024-12- 1

AN ORDINANCE AMENDING DOWNTOWN DILLSBORO DESIGN COMMISSION

ORDINANCE NO 2019- 11- 1

WHEREAS, Dillsboro has established design standards or guidelines for new construction or for alteration, repair or demolition of existing structures in the Town of Dillsboro; and

WHEREAS, circumstances have changed such that the Ordinance must be amended to provide a meaningful appeal of decisions made by the Dillsboro Design Standards Commission;

NOW, THEREFORE, BE IT ESTABLISHED AND ORDAINED AS FOLLOWS:

1. Section IV(C) of the ordinance shall be amended as follows: Decisions regarding the issuance of a certificate of compliance, variances or special exceptions are subject to review by the Dillsboro Town Council. The Technical Appeals Committee established in the original ordinance shall be disbanded as the Town has eliminated the Town offices and office holders who previously made up the committee and combined the duties previously assigned to those offices to the Town Manager.
2. All references to the Technical Appeals Committee, shall be removed and replaced with reference to the Dillsboro Town Council. All duties and powers of the former Technical Appeals Committee, shall be vested in the Dillsboro Town Council.
3. In all other respects the original Downtown Dillsboro Design Commission Ordinance shall be and is hereby endorsed and approved as if fully re-written herein.

Passed and adopted by the Town Council of Dillsboro Indiana, on this 16th day of December, 2024.

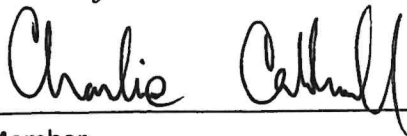
TOWN COUNCIL OF THE TOWN OF DILLSBORO



President



Member



Member



2024-12-1

Member



Member

Attest: 

Rita Steves, Clerk Treasurer

ORDINANCE 2024-12- 2

AN ORDINANCE AUTHORIZING THE CLERK-TREASURER TO MAKE THE NECESSARY END OF YEAR FUND TRANSFERS TO BALANCE THE 2024 BUDGET FOR THE TOWN OF DILLSBORO

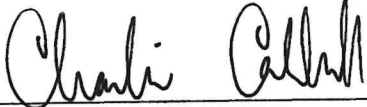
WHEREAS, the Clerk-Treasurer of the Town of Dillsboro, Indiana, is charged with the responsibility of paying all expenses for the day to day operations of the Town; and

WHEREAS, the Clerk-Treasurer of the Town of Dillsboro, Indiana, is charged with the responsibility of balancing all funds in the 2024 Town of Dillsboro budget.

NOW, THEREFORE, BE IT RESOLVED BY THE DILLSBORO TOWN COUNCIL AS FOLLOWS: The Dillsboro Clerk-Treasurer be authorized to make transfers within the General Fund and any other funds, if necessary, to balance all line items of the 2024 budget.

ALL OF WHICH IS RESOLVED by the Dillsboro Town Council on this 16th day of December, 2024.

DILLSBORO, INDIANA TOWN COUNCIL



CHARLIE CALDWELL

- Aye
- Nay
- Abstain



TIM BENNING

- Aye
- Nay
- Abstain




DOUG BAKER

- Aye
- Nay
- Abstain



BECKY FRYMAN

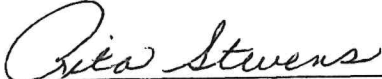
- Aye
- Nay
- Abstain



JERRI JACKSON

- Aye
- Nay
- Abstain

ATTEST:



RITA STEVENS
Clerk-Treasurer
Town Council, Town of Dillsboro

RESOLUTION 2024-12- 1

A RESOLUTION AUTHORIZING CHRISTMAS BONUS FOR ALL DILLSBORO EMPLOYEES

WHEREAS, Dillsboro Town employees have provided outstanding service to the town throughout 2024; and

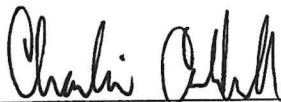
WHEREAS, the Town of Dillsboro wishes to provide a Christmas Bonus to all employees in recognition of their service to the Town for the calendar year 2024;

NOW, THEREFORE, BE IT RESOLVED BY THE DILLSBORO TOWN COUNCIL AS FOLLOWS:

1. The Dillsboro Town Council does hereby authorize and approve the payment of a Christmas bonus in the amount of \$150.00 per employee in recognition of their service to the Town in 2024
2. The Clerk Treasurer and Town manager are authorized to take all necessary steps to implement the directives of this resolution

ALL OF WHICH IS RESOLVED by the Dillsboro Town Council on this 16th day of December, 2024.

DILLSBORO, INDIANA TOWN COUNCIL



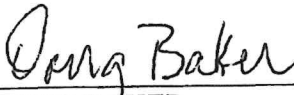
CHARLIE CALDWELL

Aye
 Nay
 Abstain



TIM BENNING

Aye
 Nay
 Abstain




DOUG BAKER

Aye
 Nay
 Abstain



BECKY FRYMAN


Aye
 Nay
 Abstain



JERRI JACKSON

Aye
 Nay
 Abstain

ATTEST:



RITA STEVENS
Clerk-Treasurer
Town Council, Town of Dillsboro

RESOLUTION 2024-12- 2

**A RESOLUTION AUTHORIZING THE PURCHASE OF SHIRTS WITH DILLSBORO
INSIGNIA FOR TOWN EMPLOYEES AND STAFF**

WHEREAS, the Town of Dillsboro provides services to the citizens of the Town; and


WHEREAS, it is desirable that Town employees and staff wear clothing with Dillsboro insignia so that employees can be properly identified by the public.

**NOW, THEREFORE, BE IT RESOLVED BY THE DILLSBORO TOWN COUNCIL AS
FOLLOWS:**

1. The Dillsboro Town Council does hereby authorize and approve the purchase of shirts for each employee and staff with Dillsboro identifiers which can be worn from time to time so that the public can readily identify Dillsboro employees when deemed necessary.
2. The purchase shall not exceed: \$ 608.80
3. The Clerk Treasurer and Town manager are authorized to take all necessary steps to implement the directives of this resolution

ALL OF WHICH IS RESOLVED by the Dillsboro Town Council on this 16th day of December, 2024.

DILLSBORO, INDIANA TOWN COUNCIL



CHARLIE CALDWELL

- Aye
- Nay
- Abstain



TIM BENNING

- Aye
- Nay
- Abstain



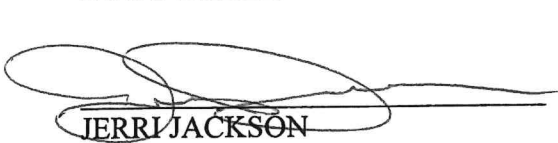
DOUG BAKER

- Aye
- Nay
- Abstain



BECKY FRYMAN

- Aye
- Nay
- Abstain



JERRI JACKSON

- Aye
- Nay
- Abstain

ATTEST:



RITA STEVENS
Clerk-Treasurer
Town Council, Town of Dillsboro