

# Williams Creek Town Council Meeting

## Meeting Minutes

August 10, 2020 @ 7:30 PM

**Notice: This meeting is being held by electronic communications due to the COVID-19 Coronavirus Public Health Emergency in accordance with Indiana Governor Holcomb's Executive Order 20-04 and Indiana Code 5-14-1.5-3.6 as well as in person at Hollyhock Hills Restaurant.**

Attendance:

Present:

Craig Skelton, Town Council President  
Bob Parrin, Clerk-Treasurer\*  
Michael Wernke, Town Council Member  
Allen Kasper, Town Marshall  
Maureen Burger, Town Council Member\*  
Matt Neff, Town Council Member  
Jason Sturman, Town Council Member\*  
Trent Sandifur, Town Attorney

Others present:

Bill Batt\*  
Peter SerVaas  
Murray Clark, Esq.

\*via Zoom

Agenda and discussion:

1. Council president C. Skelton called the meeting to order at 7:35pm. A quorum was reached with five council members present.
2. C. Skelton asked for comments and a motion to approve the meeting minutes of February, 2020. There being no comments, on a motion by M. Neff, seconded by M. Wernke, a unanimous vote approved the minutes as written.
3. C. Skelton welcomed the Town's new attorney, resident Trent Sandifur. His bio can be read at <https://www.taftlaw.com/people/trent-j-sandifur>.
4. R. Parrin updated the Council on Town finances as of the end of July 2020 as reflected in the financial report previously distributed to Council members. July results were as expected. It was noted that June payroll will be covered by the PPP loan funds received in early August.

R. Parrin discussed the draft 2021 balanced budget previously distributed to the council and a comparison to 2019, YTD June 2020, and a full year estimate for 2020. It includes the maximum levy increase of 4.1% and estimates from the Department of Local Government Finance ("DLGF") for the second half of 2020 and the full year 2021 for all but Local Option Income Tax ("LOIT") receipts. The LOIT estimates have been postponed to September. The Council will be advised of the estimate at that time. No Community Crossing Grant ("CCMG") or Payroll Protection Program ("PPP") funding has been

included in the FYE or budget. M. Neff asked about DLGF's confidence in these projections. R. Parrin has heard that due to the pandemic, gas tax and income tax receipts may be significantly reduced, depending on the length of virus's impact on employment in Marion County. He noted that the Rainy Day Fund balance gives some comfort for 2021 should the pandemic stretch well into 2021.

The public hearing of the 2021 budget has been set for 9/21/2020 with adoption of the budget at the regularly scheduled council meeting 10/12/2020.

5. R. Parrin updated the status of Payroll Protection Program funding. At this point all but \$420.83 of the funds received have been applied to May and June payroll expenses. The Town will apply for loan forgiveness of the total amount received. The Small Business Administration expects to have an online application for forgiveness available by the end of August. There are reports that another round of PPP funding may be authorized. The PPP account will remain open until future funding is clear. The Council will be notified of any future application for PPP funds for approval, and future applications for PPP funding will be subject to prior Council approval.

6. There is currently uncertainty if there will be another round of CCMG funding for road repair. In the meantime, the close-out of the Town's last CCMG grant project is waiting on DPW's close-out of the larger project of which the Town was a part.

R. Parrin will again follow up with Tim Joyce of DPW on the city's on-call pot hole repair service contract.

Related to the Town's right-of-way, there is at least one large ash tree that needs to be removed. R. Parrin will issue an order for its removal. R. Parrin advised that the yield and stop signs stolen on Forest, will be replaced in August. In addition, the light pole at the south end of Ridge which was knocked down will be repaired and relocated farther from the street.

7. The homeowner at 551 Forest Blvd, Peter SerVaas, and his attorney, Murray Clark, presented a proposal to add seven parking stalls in the Town's ROW along Ridge Road. This would require a right-of-way encroachment license per Mr. Clark. R. Parrin, as a neighboring property owner, inquired if any trees would be removed from the ROW (no, per Mr. SerVass), shared safety concerns on the somewhat blind corner, and questioned the look of the proposed asphalt paved area up to 22 feet from the street as presented. Discussion ensued. M. Wernke suggested that the parking area could be configured to be parallel to the street and the pad be adjacent to the existing driveway. He also offered to work with Mr. SerVaas on a more detailed plan for Council consideration. The Council agreed to act quickly, once more detail is provided as to the final plan.

8. A. Kasper reported that all has been quiet in Town. There was one incident of theft of a car's contents. The car had been left unlocked. Review of security camera footage did not show that the theft occurred at the resident's home. The owner acknowledged that it may have occurred while shopping in Nora. A. Kasper reminds residents to always lock their vehicles and never leave valuables in a car.

9. A. Kasper has a commitment from Comcast to install the new camera at 81<sup>st</sup> and Morningside Drive and will work with the installation contractor and Comcast to bring the camera on line. It should be operating in the next 30-45 days. Comcast will also replace the modem at Forest & Penn.

10. M. Wernke advised on progress to institute a road use fee on contractors to help offset the damage to Town streets caused by construction vehicles. The Council discussed the problem, and have in the past reviewed photos of such damage to our streets. On a motion by M. Wernke, seconded by M. Burger, it was unanimously agreed to impose of a fee of \$5000 to contribute to a road repair fund for new construction and major reconstruction projects. R. Parrin will draft a resolution for legal and council approval. Billing and collection method is still to be determined.

11. Based on concerns about speeding on Town streets, on a motion M. Burger, seconded by M. Neff, it was unanimously agreed to amend the Town Code Chapter XI Traffic Regulations, Section 5, Paragraph a) to reduce the maximum Town speed from 30 MPH to 25 MPH. Any areas with a speed limit of 20 MPH will remain the same; all other areas will be subject to a 25 MPH limit. R. Parrin will procure new speed limit signs. Enforcement of the new speed limit was discussed with Town Marshal Kasper.

12. J. Sturman advised that funding for the Department of Natural Resources (“DNR”) grant program for urban forestation planning is uncertain due to the Covid-19 effects on the economy. He will advise if that changes.

13. M. Neff and M. Burger provided an update on the Williams Creek Town Foundation. Account statements were provided to the Council. M. Burger will send an information package on the Foundation to T. Sandifur. The Foundation’s Board is comprised of 5 members; 2 from the Town Council, the Town’s Clerk-Treasurer, and 2 at-large residents of the Town. Current Town Council members are the President (ex officio), Craig Skelton and Michael Wernke and the Clerk-Treasurer (ex officio), Bob Parrin. The Foundation board has two openings to be filled by Town residents; if you have an interest, please notify any member of the Town Council. M. Wernke suggested that Foundation’s mission statement be included in the next Town newsletter as well as solicitation of donations.

The next regular meeting of the Town Council is scheduled for Monday, October 12, 2020 at 7:30 PM at Hollyhock Hill restaurant.

There being no further business, the meeting was adjourned on a motion by M. Neff, seconded by M. Wernke.

Minutes recorded by R. Parrin, Town Clerk-Treasurer