

City of Tipton Board of Public Works and Safety meeting held on November 11, 2019, at Tipton City Hall, Council Chambers, Tipton.

Members: Mayor Havens, BOW Member Dollens and Clerk-Treasurer Clark. Councilman Curnutt was not present.

Others: Kendra Hummel with Tipton Main Street, Butch Morrisett, Arletta Baxter, Mike Terry, Diana Tomlinson, Judy Coker, Sherry Landseadel, Sharon Teuscher, Tom Clark and Vicky Boyd with Tipton Tribune.

Mayor Havens opened the November 11, 2019, Board of Public Works and Safety meeting.

Minutes: BOW Member Dollens made a motion to approve the October 28, 2019 BOW minutes without amendment, seconded by Mayor Havens, with all in favor.

Amend Agenda: BOW Member Dollens made a motion to amend the agenda, seconded by Mayor Havens, with all in favor. BOW Member Dollens made a motion to add Street Closure – Kendra Hummel as spokesperson under New Business and add 437 N. Main Street under Planning Department – Enforcement Division Section, seconded by Mayor Havens with all in favor.

Old Business:

SR19 South – Sidewalk Change Order for extra stormwater structure – approved by Wyatt Johnson: Clerk-Treasurer Clark reported they had to add an extra structure for stormwater. BOW Member Dollens made a motion to approve the change order, seconded by Mayor Havens. BOW Member Dollens asked if the \$45,771 included the increase. Clerk-Treasurer Clark stated yes. The motion was passed with all in favor.

New Police Officer – Randy Saltzman – Date of Hire (December 22, 2019): The Police Dept. would like Saltzman hire date to be December 22, 2019. Mayor Havens asked if he would be duty service that day. BOW Member Dollens made a motion to amend Randy Saltzman's date of hire to December 22, 2019, seconded by Mayor Havens, with all in favor.

New Business:

Street Closure – Tipton Main Street for “Tis The Season” on the First Friday in December. Ms. Kendra Hummel with Tipton Main Street requested the street closure of Madison Street from West Street to Independence Street, Independence Street from Jefferson to Madison, Court Street from Jefferson to Madison and Main Street from Jefferson to Adams Street. BOW Member Dollens asked what time for the closure. Ms. Hummel stated we request from 4-8 p.m. This is the same closure as in the past. BOW Member Dollens made a motion to approve the Tipton Main Street Association's street closures as requested for December 6<sup>th</sup> from 4-8 p.m., seconded by Mayor Havens. Mayor Havens asked where Main Street will be opened from. Ms. Hummel stated it would be closed from Jefferson Street to Adams Street. Mayor Havens commented it will remain open from Adams Street south. Mayor Havens asked if this was review with Mr. Terry. Public

Works Manager Terry and Chief Clark stated they were both okay with the street closure. The motion was passed with all in favor.

Cemetery: Foreman Tomlinson reported there were six burials, three cremations, and three lot sales. She also reported the electrical lines have been buried and is completed. Mayor Havens asked if the locations are established and confirmed by the Electric Dept. Tomlinson stated yes. Mayor Havens welcomed Tomlinson back.

Park: Foreman Tomlinson reported they started the decorating process for Christmas in the Park. She also reported the first band has been hired for the next season's concerts, starting May 16<sup>th</sup> with the Flying Toasters from 7-9 p.m. Tomlinson stated she is gathering information for the next 5-Year Master Plan. BOW Member asked where the Flying Toasters are from? Tomlinson stated they are from Indy.

Planning Department – Enforcement Division: Judy Coker with the Enforcement Division handed out the Permit reports and Code Enforcement reports and briefly discussed the reports. BOW Member Dollens requested on the reports to post the date of when it happened so we know when the permit started. Mayor Havens stated the reports are good, but can you add under the Township or Jurisdiction if its in the City or City fringe. Ms. Vicky Boyd with Tipton Tribune asked about building on Utility easement. Coker stated they received permission from the Utility Board. It's a drainage easement and the Drainage Board was okay with it too. She also reported there was no fine just the fee for the cement pad.

437 N. Main Street – Arletta Baxter – mowing property: Ms. Baxter stated this property belonged to her late husband and her name is not on the deed and she is paying the taxes, they are keeping the yard mowed. She also stated the charges for mowing are rather high and doesn't believe the City should have mowed the yard two times because they were taking care of it. Ms. Baxter requested the charges be removed, both labor and administrative charges. It was reported it's automatic to add a \$100 administrative fee when the property is mowed. The question was asked if he is mowing on a regular timeline. Foreman Tomlinson commented that they go by and if it needs to be mowed, they mow it. She also stated she was notified in May and we didn't push mow and weed eat it until July 16<sup>th</sup> and no pictures were taken. Tomlinson reported it was mowed in her absence on September 13<sup>th</sup>. Mayor Havens stated there were 59 days between mowing. Ms. Baxter commented that Paul's son mowed it several times. Coker gave the timeline of the complaint and letters sent. Tomlinson stated the second mowing was done when she was on sick leave. Employee Morrisett went around to see if properties needed to be mowed. This property on the south, back and north side was shaggy and bad. BOW Member Dollens asked if the same standards were used. Deputy Clerk-Treasurer Ramsey stated the second mowing there is no lien applied to it and the first one has a lien. She also commented that she was giving a little extra time to pay the second mowing before putting a lien on the property. Mayor Havens stated the second lien is not filed, stay with the first mowing, pay for it and not the second one. Ms. Baxter commented she doesn't

believe it, there should pictures on how tall the grass is and with the house in the background. There have been complaints by neighbors that the yard is messy. It was also reported the property is in severe disrepair. There was a brief discussion on the mowing and house disrepair. BOW Member Dollens made a motion to forgive the charge and fees of the two labor items and one administrative fee on the second mowing in September but the July mowing shall remain intact, seconded by Mayor Havens. Mayor Havens advised Tomlinson to tighten up the mowing process. The motion was passed with all in favor. Ms. Boyd with Tipton Tribune asked what the total reduction amount was. Clerk-Treasurer Clark stated \$177 and she still owes the \$203 for the lien.

Street: Public Works Manager Terry reported there will be a pool project progress meeting on Friday. He also reported 60% of gutter concrete and excavating of the main drain and pipe installation. We need to ask how many chemicals they are adding at the meeting. Terry stated he went to INDOT last Friday for a meeting on CCG Projects. The project is moving forward and will be given attention to details. They are making changes to make it user-friendly. He also stated they are meeting with a State Representative and State Senator regarding the CCG, we are making progress and it's going in the right direction. Mayor Havens asked if on CR 300 South is the weather slowing down the project. Public Works Manager Terry stated maybe they can get started next week prior to Thanksgiving. Ms. Boyd with Tipton Tribune asked if the money is procured for the CCG. It was stated yes, we are just waiting on the contract to be signed. Mayor Havens stated we are not sure rules and applying are being consistent, different personnel, different views but the administration program is the same. Terry stated the procedures and rules need to be in writing. Public Works Manager Terry reported the snowplows and salt spreader are ready. Mayor Havens asked about the leaves. Terry commented we are running our weekly/daily schedule. We started getting behind last week so we are rotating lunch shifts and might go an hour later in the day. Mayor Havens asked if we are doing anything different. Terry stated the leaf vac is operating more efficiently, but the process is the same. The blade chops the leaves finer. Mayor Havens stated he has received a couple compliments.

Mayor's Report: Nothing to report.

Mayor Havens asked Ms. Sharon Teuscher if she had anything. Ms. Teuscher stated she had a question about the leaves. She had a situation where she is not supposed to rake leaves or do anything stressful for at least two weeks and wants to know when the last time the Street Dept. would be picking up leaves. Terry commented we will run until all the leaves are out or the snow gets us. Ms. Teuscher asked if she can use her side yard as well for the leaves. She stated she usually puts them out front on the sidewalk and the Street Dept. has done a great job on picking them up out front but wasn't sure about the side yard. Terry stated that is fine and to call the Street Dept. if the leaf vac is not running and you want your leaves picked up.

Adjournment: With no further business, BOW Member Dollens called for adjournment, seconded by Mayor Havens, with all in favor.

Submitted by Tamera Clark, Clerk-Treasurer.



Tamera Clark, Clerk-Treasurer



~~President~~, Board of Public Works and Safety

MEMBER