

Town of Hamilton

900 S Wayne St – PO Box 249

Hamilton, In 46742

DRAFT – NOT YET ADOPTED

December 18th, 17 Town Council Meeting

6:30 pm

1. Council President Tina Bosse called the meeting to order at 6:30 pm.

Roll call: Councilors Tina Bosse, Steve Blum, Mary Vail, Danny Lingo and Sandra Biegas were present. The Clerk Treasurer, Hester Stouder was present to record the meeting along with Town Manager Brent Shull. Town Attorney Dan Brinkerhoff was absent. Attached is a list of audience members.

2. Reading and Approval of December 4th, 2017 minutes

Councilman Steve Blum motioned to approve the December 4th, 2017 minutes. Mary Vail seconded the motion, motion carried.

3. Clerks Report - *The clerk has submitted financial EOM statements and payroll to the Council.*

A. Year End Claims – Prior to approval the Council asked about the two large payments to the fire department. The Clerk explained one was for the Town's 2nd ½ of the annual service contract and the other was for compensating the fireman for runs made during the year. Councilwoman Mary Vail motioned to approve the claims as presented. Councilman Danny Lingo seconded the motion, motion carried.

The Clerk said the audit being performed by the State Board of Accounts should be wrapped up shortly after the 1st of the year and is going very well. She also said her office is working on closing the year out and will send financial information to the Council as soon as it is available.

4. Old Business –

A. No old business was brought before the board.

6. New Business –

B. Christmas Decorations – Town Manager Brent Shull presented a plan that would simplify the Christmas decorations for 2018. This would happen by partnering with the Fire Department and Chamber. Brent said he had spoken with Council President Tina Bosse, as well as Mary Vail as a member of the Chamber. They outlined those discussions for the council.

The proposal would call for the Chamber and Fire Department to partner each year to arrange for decorating the Town. The Town would donate funds on an as-needed basis to the Chamber for expenses associated with the decorations. Those expenses would be taken from the Community Improvement appropriation line in the budget. The Town

would continue to lean on the Chamber to help share the expenses as they have in the past. The Council expressed their decision not to pay for outside services for annual decorating moving forward.

The Chamber would work with the Fire Department to facilitate setting the decorations up and taking them down, switching over to LED when possible. They would communicate with the town manager when they need supplies, and the town manager would be responsible for obtaining whatever is needed. That will streamline accounting for expenses. The intent is to avoid the need to reimburse anyone for expenses. There was general discussion about relocating some of the decorations to spread them out or putting them in a rotation like system.

The council requested that the town manager arrange to have the decorations inventoried, retire those that cannot be repaired, and to arrange for storage in a town building as soon as is reasonable so that storage costs are no longer needed. He will also work toward cleaning up the multitude of wires at the park that run to various displays. Brent said the Street Department would help to reweld the decorations that need repairs and Town employees would continue to help as they have in years past.

There would be an informal group comprised of a member of the Chamber (Paul Headley has served in this capacity in the past), the Fire Department, and Town Manager Brent Shull as he would be the “go to” person for the Town.

After a conversation with Paul Headley, Brent said they both agreed the decorations are owned by the Town. (The town has always paid for the decorations, either directly or by way of reimbursement, as well as the costs associated with their maintenance.) They will be stored in the Municipal Pole Barn once a mezzanine is built, which Brent will begin arranging. Until then, they will be store in the unit owned by Mr. Headley and paid for by the Town. The goal is to have the decorations stored on town property as soon as possible.

The changes that have been outlined will free up Mr. Headley from his responsibilities of overseeing the entire production while keeping him involved. The Town has long appreciated his efforts in getting the Town ready for the Christmas season.

Brent said he is waiting to hear back from Bill Brown with Steuben County Emergency Management about reimbursement for the emergency generator.

Public Comments/Questions concerning ADA or other items of Business –

With no other comments or items of business, Councilwoman Mary Vail motioned adjourn the meeting at 6:47 pm. Councilwoman Sandra Biegas seconded the motion, motion carried.

Hester Stouder - Clerk Treasurer

Tina Bosse –Council President