

TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
SEPTEMBER 1, 2009

ATTENDANCE:

Paul Steffens – Council President

John Clendenen – Vice President

John Eastes

Gordon Liechty, Jr.

Michael Young

Pamela Spanuth – Clerk-Treasurer, Peggy Garton – Town Administrator,

Jim Lauer – Town Engineer

7:00 – Mr. Steffens opened the meeting with the Pledge of Allegiance.

The council unanimously approved the agenda with flexibility.

RIVERSIDE GARDENS RESTROOM – Mr. Lauer updated the council on details from the Riverside Garden’s preconstruction meeting. The contractor is scheduled to begin construction within the next few weeks.

AMSTUTZ ROAD RESURFACING - He also stated that API will begin the Amstutz Road resurfacing project tomorrow, September 2. The project is expected to take three days to complete.

RIVERSIDE GARDENS RESTROOM CHANGE ORDER – Mr. Lauer discussed the proposed change order he was directed to prepare. The purpose is to alter the restroom plans to accommodate the necessary equipment needed for a future water feature at the Riverside Gardens Park. He estimated that the changes would increase the construction cost approximately \$2,900.00. He addressed the fact that the well planned for this location is not adequate to operate a water feature. He recommended that the plans not be altered as it is likely that a separate building would need to be built to house the significant amount of equipment needed to operate a water feature. He also stated that operating a water feature would be cost prohibitive. An estimate was provided that the water consumption alone would be equivalent to 400 homes. The different methods of discharge were also discussed. The council agreed not to proceed with the change order. Mr. Eastes moved that the change order be not pursued; Mr. Clendenen seconded. The motion passed unanimously.

ENGINEERING AGREEMENTS –

1. Amstutz Road - Authorization to Proceed for the Preliminary Design Phase, Final Design Phase, Bid Phase, and Construction Contract Administration for the resurfacing and improvements; lump sum basis of \$14,000.00
2. Amstutz Road - Resident Project Representation; not to exceed \$5,400.00.
3. Street Improvements Project SIP-2009-03 (Ewing Street, Multirose Lane, Wayne Street, Lakeview Drive) – Preliminary Design Phase, Final Design Phase, Construction Contract Administration Phase; lump sum basis of \$7,100.00.

4. Manning Street - Preliminary Design Phase, Final Design Phase, Bid Phase and Construction Contract Administration Phase for the reconstruction of Manning Street including offsite drainage; total fee \$18,000.00.

Discussion ensued regarding the different projects currently under engineering contracts. Mr. Clendenen addressed the fact that construction prices are currently down and the town should take the opportunity to get projects 'shovel ready' to take advantage of low construction prices. Mr. Eastes added that he supports the idea of taking advantage of the low oil and construction prices as the opportunity currently allows. If any project costs come in too high, the engineering work is not wasted as construction plans can be utilized at a later date.

Mr. Clendenen moved to accept all of the above listed agreements relating to street improvement projects. Mr. Liechty seconded. The motion passed unanimously.

5. Mr. Clendenen moved to accept the Project Representation Phase Agreement for the Riverside Gardens Restroom with Schnelker Engineering; not to exceed \$7,500.00. Mr. Eastes seconded. The motion passed by a majority with Mr. Young abstaining.

AUGUST 18 MEETING MINUTES – The August 18 meeting minutes were approved as written.

FINANCIAL REPORT – Ms. Spannuth provided the council with the current fund balances and appropriation reports.

BUDGET – Brief discussion ensued regarding the 2010 budget. The council agreed to discuss salaries at a future meeting.

TOWN ADMINISTRATOR – Ms. Garton mentioned the September 12 unlimited garbage pick-up date; this will be the second and last unlimited pick-up this year. The regular Wednesday pick-up will be one day late that week due to Labor Day.

She presented and discussed the quotes for the proposed generator to be installed at the town hall. The quotes came in slightly higher than initially thought. Discussion ensued regarding the purpose of installing a generator at the town hall. Mr. Eastes moved to accept the lowest quote of \$6,650.00 which includes the purchase and installation of the listed generator. Mr. Young seconded the motion. The motion passed by a majority; Mr. Liechty did not vote due to a conflict of interest.

FALL LEAF PICK-UP PROGRAM CHANGES - Ms. Garton discussed several changes she recommends making to this year's fall leaf pick-up program. She stated that Ringgenburg Garden Haus will be accepting leaves and yard waste by appointment only due to abuse. She recommended that the town's drop off center also be available by appointment only due to previous abuse. Significant quantities of miscellaneous non-biodegradable debris have been dumped at the site during previous open drop-off times. She further suggested that the town's drop off site be scheduled to be open and manned by a park employee during several Saturday mornings; proof of Leo-Cedarville residency will be required to drop off. The council supported Ms. Garton's proposed changes.

CONCRETE REPAIRS – Ms. Garton reviewed the list of six locations that need concrete repairs. Quotes are being sought and will be presented at the next meeting. Mr. Eastes moved to include the cement pad that is needed for the installation of the generator. Mr. Clendenen seconded; motion passed unanimously.

GOLF CARTS – Mr. Clendenen recommends that the council take a look at ordinances relating to the use of golf carts within the town. This topic will be discussed further after sample ordinances are considered.

INSURANCE – Mr. Eastes discussed the tax problem created by paying a stipend to the town employee for health insurance and how the net allowance is significantly less than what was initially intended. He further stated his desire to increase the current \$200.00 per month health insurance allowance as it does not cover an adequate insurance policy. Additionally, he would like the employee compensated for the previous shortage in the allowance as a result of payroll taxes withheld. Mr. Eastes moved to increase the maintenance employee's hourly pay specifically to make up for insurance shortages. Additionally, the total insurance benefit is to equal \$9,869.77 on an annual basis to be paid directly to the insurance vendor. The town has currently allotted \$2,400.00 on an annual basis therefore providing an increase of \$7,469.77 for insurance benefit purposes. Additional discussion ensued. Mr. Young seconded. Motion passed by unanimous vote.

ADDITIONAL SALARIES – Mr. Eastes discussed the subject of providing raises to the employees. This will be on the next agenda for further discussion.

IACT ANNUAL CONFERENCE – Mr. Steffens expressed his interest in attending the 2009 IACT annual conference. He also recommends that the town administrator attend this conference. Mr. Clendenen suggested that Ms. Garton's expense could be paid for out of the planning and zoning appropriation. Mr. Clendenen is also interested in attending this conference. Mr. Liechty moved to approve sending two councilmen and the town administrator to the annual conference. Mr. Clendenen seconded. The motion passed unanimously.

VOUCHERS – The September 1, 2009 line item voucher form was approved. Three invoices to Schnelker Engineering were separately approved; voucher #s 3299, 3300, 3301.

APPROVE:

ATTEST:

Paul Steffens
Council President

Pamela Spanuth
Clerk-Treasurer