

February 6, 2024

Roanoke Town Council Meeting Minutes

The Pledge of Allegiance was recited, and the Roanoke Town Council convened on Tuesday, February 6, 2024, at 6:00 P.M. in accordance with this Council's rules, appropriate notices, and applicable laws. Those present from the Council were President Amanda Sands, Vice President Nick Scheer, Councilman Brian Humphries, Councilwoman Terri Edmiston, and Councilwoman Tinisha Weigelt. Also, present were Town Marshal Jim Wood, Deputy Marshal Grant Baumgartner, Superintendent Aaron Popplewell and Clerk Treasurer Sarah Milton.

Vice President Scheer moved to approve the regular meeting minutes of January 2, 2024, as written. Councilwoman Weigelt seconded, and the motion passed unanimously.

Mr. Dave Mettler of Mettler Insurance was present with the Town's annual insurance package totaling \$59,206.00 for 2024, which was an increase of \$3,458.00 over last year's total. President Sands motioned to approve the package as presented. Councilman Humphries seconded, and the motion was approved unanimously.

Kim Hostetler of the Huntington County Department of Community Development office introduced Ordinance 2024-01 Rezoning of 345 Coe Street from R8-GB. Councilman Humphries made a motion to pass Ordinance 2024-01 Rezoning of 345 Coe Street from R8-GB, Councilwoman Weigelt seconded, and the motion passed unanimously.

President Sands introduced the Special Event Application for the Roanoke Farmer's Market to be held on each Friday in June, July, and August. After there were no concerns, President Sands made a motion to approve the Special Event Application for the Roanoke Farmer's Market, Vice President Scheer seconded, and the motion passed unanimously.

President Sands appointed Tinisha Weigelt, Sarah Milton and Tammy Baumgartner as well as Matt Roth, School Board Member to the Roanoke Redevelopment Commission for 2024. Council then appointed Mandy Sands and David Meitzler to serve on the Roanoke Redevelopment Commission for 2024. President Sands made a motion to approve the appointments, Councilman Humphries seconded, and the motion passed unanimously.

President Sands closed the regular meeting, opened the Public Hearing for the Additional Appropriation of the ARP Funds in the amount of \$39,252.95. After no questions or comments, President Sands closed the Public Hearing and reopened the regular meeting. President Sands then made a motion to approve Resolution 2024-01 Additional Appropriation for the ARP Fund on the same day as introduction in the amount of \$39,252.95. Councilman Humphries seconded, and the motion passed unanimously.

Rick Fischer expressed concerns regarding the creek behind 247 N Main Street stating it needed to be cleaned out by the Huntington County Drainage Board.

Superintendent Popplewell will reach out to the drainage board regarding the creek.

Town Marshal Wood asked for permission to hire Dean Young as a part-time officer for the Roanoke Police Department, stating that funding is available. Council stated if funding is available, the new hire would be acceptable.

Superintendent of Operations Popplewell gave an update to Council stating that the main break on Sixth Street and the blower at the Wastewater Treatment Plant had been fixed. He also mentioned that the new utility truck that was ordered in August of 2023, has now been pushed back to a delivery date of April 22, 2024. The dealership stated that if the Town decided not to move forward with this specific purchase, the Town wouldn't be liable. As a result, Superintendent Popplewell stated that he will be researching alternative options. Superintendent Popplewell also thanked the Town of Andrews for the use of a bucket truck to unthaw the Water Plant.

Councilwoman Edmiston gave an update to Council regard the traffic pattern issues at Roanoke Elementary School. After reviewing the process and having discussion with the Roanoke Elementary School principal and a school board member, Councilwoman Edmiston stated there were no other better options found to be a possibility at this time. Council discussed and agreed that there needs to be more discussions with the Huntington County School Board.

Councilman Humphries revisited the discussion from the previous Council meeting regarding making an exception to the employee handbook by giving Kaiden Huftel an additional week of vacation. After some discussion, Councilman Humphries made a motion to make the one-time exception to the employee handbook for Kaiden Huftel, President Sands seconded, and the motion passed 4-1 with Councilwoman Weigelt voting against. Councilman Humphries then asked Council for permission to change the light bulbs downtown to a 5000k bulbs due to a complaint of how dark downtown is. The cost for 50 bulbs would be \$183.50. Council agreed to have the light bulbs changed to 5000k bulbs downtown but to hold off on First Street as those lights are in residential areas.

The Roanoke Chamber of Commerce was present to introduce information for the Council to consider at the next Town Council meeting regarding DORA (Designated Outdoor Refreshment Area). For the Town of Roanoke to establish a DORA, the municipal legislative body must adopt an ordinance that includes certain required information. Once the ordinance is approved, an application must be submitted to the State for approval. The Chamber will be requesting approval of the ordinance at April's Town Council meeting.

Vice President Scheer opened bids for mowing of the Roanoke Park for 2024 (estimated 31 weeks). Hermes Mowing Service bid \$17,500 (mowing park once per week and ball diamonds twice per week) and \$1,200 to maintain woods and path. Bid also included rolling the property at the beginning of the season. Precision Lawn Maintenance bid \$550/week or \$17,050/year and \$350/time (\$1,050 total) for the ditches. Clounie Landscaping bid \$395/week (mowing park once per week and ball diamonds twice per week) or \$21,545/year, \$1,650/time (\$4,950 total) for ditches and \$400 to maintain woods and path. McGuin's bid \$225/each or \$6,975 to mow ball diamonds twice weekly, \$735/each or \$22,785 for other areas of the

park, \$750/time (\$2,250 total) for the ditches and \$95/bi-weekly or \$1425/year for maintaining woods and path. Councilwoman Weigelt asked Superintendent Popplewell to put together a bid sheet and Vice President Scheer tabled decision until the next Council meeting.

Superintendent of Operations Popplewell provided Council with examples of sizes of signs for the Main & Vine Parking lot. President Sands stated that a 10 ft x 5 ft sign would be the most appropriate for the location. Council discussed having the sign be one-sided, placed at an angle and preferred a brown or beige color. Council asked Superintendent Popplewell to obtain quotes for those specifications of an electronic sign.

President Sands made a motion to appoint Ryan Harkless to the Roanoke BZA Board, Vice President Scheer seconded, and the motion passed unanimously.

Clerk-Treasurer Milton asked for approval to write off checks older than two years in the amount of \$211.10. Councilman Humphries made a motion to approve the write off checks older than two years in the amount of \$211.10, Vice President Scheer seconded, and the motion passed unanimously.

Last on the agenda was the presentation of bills for payment. Vice President Scheer moved to pay the bills as listed on the allowance of claims payable voucher of \$488,590.97 and net utility adjustments of \$590.85. President Sands seconded, and the motion was approved unanimously.

President Sands then moved to adjourn the meeting. Councilwoman Weigelt seconded, and the motion was duly adopted.

Respectfully submitted,

Sarah Milton, CIT
Sarah Milton, Clerk-Treasurer

Council Approve:

Ammanda D Sands

[Signature]

[Signature]

Terri L. Edmeston

[Signature]
