

March 5, 2024

## Roanoke Town Council Meeting Minutes

The Pledge of Allegiance was recited, and the Roanoke Town Council convened on Tuesday, March 5, 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 February 6, 2024, as written. Councilwoman Weigelt seconded, and the motion passed unanimously.

The Roanoke Chamber of Commerce requested approval to move forward with a 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. Council asked questions regarding installation of signs, enforcement, and trash pickup. Vice President Scheer made a motion to have attorney review and/or create the ordinance, Councilman Humphries seconded, and the motion passed unanimously. The ordinance will be presented at the April 2, 2024, Council meeting.

President Sands introduced the Special Event Application for Rolling into Roanoke to be held July 27, 2024. After there were no concerns, President Sands made a motion to approve the Special Event Application for Rolling into Roanoke, Councilwoman Weigelt seconded, and the motion passed unanimously. Rick Fischer then requested to install permanent speakers at the park. After some discussion, Councilwoman Weigelt made a motion to table the decision until the park board met and discussed, Vice President Scheer seconded, and the motion passed unanimously.

President Sands introduced the Special Event Application for Vintage & Handmade Market to be held June 15, 2024. After there were no concerns, Vice President Scheer made a motion to approve the Special Event Application for Vintage & Handmade Market, Councilwoman Edmiston seconded, and the motion passed unanimously.

Business Owner Alice Eshelman asked for permission to block off one side of the street (in front of Joseph Decuis) on April 13, 2024 for Ferrari's that will be coming into Town. Vice President Scheer moved to approve this request, Councilman Humphries seconded, and the motion passed unanimously.

Fire Chief Brandon Taylor requested to donate a 2002 Suburban to Huntington County Rescue as the fire department no longer needs it. Councilman Humphries made the motion to approve this donation, President Sands seconded, and the motion passed unanimously.

Town Marshal Wood requested Council to consider allowing golf carts and UTV's to be used year-round. After some discussion, Council requested the amendment of the ordinance.

DLZ Engineer, Holly Miller gave an update to Council regarding the wastewater treatment plant upgrade/replacement, lift station and lagoon timeline.

Superintendent of Operations Popplewell stated that the Huntington County Drainage Board inspected the creek behind 247 N Main, and they did not find any issues. Superintendent Popplewell also mentioned that Jebi's Ice Cream requested to place advertisement signs at the park, as they had done last year. Council had no issues with this request. Superintendent Popplewell then asked Council for any input regarding Spring clean-up. Vice President Scheer mentioned that it worked well last year having the clean-up mid-week. Council agreed. Superintendent Popplewell to contact GFL and set up a date and time.

Councilwoman Weigelt stated that the Town of Roanoke was not chosen for the Indiana Department of Health grant that would have allowed funding for a master plan for future trails.

Councilwoman Edmiston stated that she and Marshal Wood met with the Superintendent of Huntington County Community Schools regarding the traffic pattern at Roanoke Elementary School. Superintendent Trout requested that Council send a letter to him regarding the traffic pattern issues and he would create a committee to address it for the next school year.

Vice President Scheer revisited the bids for mowing of the Roanoke Park for 2024 (estimated 31 weeks). Vice President Scheer made a motion to accept the bid from Hermes Mowing Service of \$17,500 and \$1,200 to maintain woods and path, Councilwoman Weigelt seconded, and the motion passed unanimously. Vice President Scheer will reach out to other two bidders to see if there is interest in trimming the ditches only.

Superintendent of Operations Popplewell presented a quote from Commercial Signs for \$25,895.00 (no response from requests sent to Stewart Signs or Custom Signs Unlimited) for the electronic sign and installation at the Main & Vine parking lot. The sign would be 10 ft x 5 ft with faux stone/brick base and columns (color to be determined) with a 3'2" x 7'4" 6mm resolution LED message center. Councilwoman Weigelt made a motion to purchase the sign and installation from Commercial Signs for \$25,895.00, President Sands seconded, and the motion passed unanimously.

Clerk-Treasurer Milton requested permission to purchase Key-Assets for \$4,538.00 from Boyce (Keystone), our current software company. Clerk Milton stated that we currently outsource this to Joseph Wells (TM Wells) at a cost of \$2750.00 annually and that we can complete the required reporting in-house. The annual renewal with Boyce is currently \$1,080.00. President Sands made a motion to purchase Key-Assets for \$4,538.00, Councilman Humphries 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 \$311,033.63 and net utility adjustments of \$18.10. 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, Clerk-Treasurer

*Sarah L Milton, CIT*

Council Approve:

*[Signature]*

*[Signature]*

*Terri R. Edmiston*

*[Signature]*