

Dillsboro Town Council

April 22, 2024

The regular meeting of the Dillsboro Town Council was opened by President, Doug Baker, with the pledge to the flag on April 22 at 6:00 p.m.

Council present: Doug Baker, Becky Fryman, Tim Benning, Charlie Caldwell and Jerri Jackson.
Attorney present: John Watson.

The regular council minutes on April 8. CM Caldwell stated a correction on page 3 under 911 Dispatch Agreement. In the motion. Aye from CM Fryman, CM Jackson & CM Baker. Nay from CM Benning and CM Caldwell. CM Benning made a motion to approve the minutes with the correction. Seconded by CM Fryman. All in favor. None opposed. Motion carried.

Steve Williams from Side Street Station requesting permission to have outside seating during the Dillsboro Homecoming on Guion Street. It would be on the left side of the street starting where the first parking spot is by the double doors on the building to the end of the building. Will have cones blocking off the area. CM Fryman concern was the ATC would require a fence to block off the area because of alcohol. Williams said it is ok. CM Benning made a motion to approve the request and have Williams sign a Wavier of Liability. Seconded by CM Baker. All in favor. None opposed. Motion carried.

Williams also stated about the outdoor sitting with a fence in the back of the building in future plans. Williams was told it will have to go to the Downtown Design Committee to get their approval.

Stella Pathways – One Dearborn Letter of Interest. Mike Perleberg spoke to council from a phone. Explained the program and expect that communities will be requested to provide the match for projects they're a direct beneficiary of and potentially others if there's a broader impact. Some risk to the program and requires some trust in our fellow communities, but the program offers a big opportunity to fund projects and programs. CM Fryman made a motion to participate in the Stella Pathways and sign the One Dearborn Letter of Interest (attached). Seconded by CM Caldwell. All in favor. None opposed. Motion carried.

Clerk-Treasurer – Rita Stevens

- Friendship Insurance Invoice for \$55,797.00 for property, liability, auto & etc. CT Stevens had the invoice broken down into different funds including \$21,339.00 from Riverboat. CM Fryman made a motion to approve the invoice as broken down into the funds. Seconded by CM Jackson. All in favor. None opposed. Motion carried.
- Received the insurance check of \$12,500.00 regarding the Friendship Center roof.
- Letter received from St. Elizabeth Foundation for town's yearly contribution for the Dearborn Cancer Center pledge. The council already approved on January 24 to pay \$5,000.00 for 2024.
- Received from Verdin Bells & Clocks a planned maintenance invoice for \$735.00. Asking council to be paid from park fund. CM Baker stated this needs to go to Park Board to get it approved.

- Notary renewal is April 30th. CT Stevens and Administrative Assistant, Kami Hamilton, received their notary two years ago from a request from council. CT Stevens stated the ILMCT (Indiana League of Municipal Clerks and Treasurers) said the clerk-treasurer cannot hold a public notary stamp since they hold the town seal. Clerk-treasurers are to use the seal to notarized. AA Hamilton did go ahead and renew her public notary.

Utility Department – Matt Bauer

- Curry & Associates last engineering invoice for \$32,500.00 from SRF funds. CM Jackson made a motion to approve and for CM Baker to sign. Seconded by CM Fryman. All in favor. None opposed. Motion carried.
- Division II Pay Ap 4. This should be the last bill from any Division of the projects. Bill is retainage from the Division II meters for \$16,965.90. CM Fryman made a motion to approve the request. Seconded by CM Caldwell. All in favor. None opposed. Motion carried.
- TM Walker is helping Bauer with the CCR (Consumer Confidence Report). Should be sending it out in May or June utility bill.
- Needing a spare pump for the lift station # 4 that is at US 62 before leaving town. A new Meyers pump from BBC Pump Works is \$7,899.00. Just need to make sure it has the right face plate and lifting bale. But it should not be much more money. CM Benning made a motion to purchase a spare pump and be paid from sewer. Seconded by CM Caldwell. All in favor. None opposed. Motion carried.
- Utility workers have been doing a great job and hoping to find some good summer help. Interviews are being scheduled.

CM Caldwell asked about garbage cans around town like the town use to have by the post office & etc. Bauer stated there is no extra garbage cans available. They are all at the park. The town would have to purchase some.

Park – Derek Walker

- The Park Stage Committee did reschedule their meeting to April 25 since TM Walker couldn't attend the previous meeting.

Legal – John Watson

- Attorney Watson stated the town did receive the check for the Friendship Center Roof.

Old Business

911 Dispatch Agreement – TM Derek Walker. The county attorney prepared a one-year Interlocal Cooperation Agreement for council to sign. The amount of \$18,523.35 in the agreement is what the town already paid. Attorney Watson stated a one year agreement is a good thing and committed only this year. Tabled to the next meeting.

New Business

Salary Ordinance 2024-4-1 (attached) – TM Walker presented to council adding seasonal labors and their wages between \$13.00-\$14.00 per hour. CM Fryman made a motion to approve Salary

Ordinance 2024-4-1 with the amend of the Vacation Entitlement that all permanent full-time employees shall earn vacation. Change from 32 to 35 or more hour per week employees will receive major medical and dental insurance. Seconded by CM Baker. All in favor. None opposed. Motion carried.

US 50 J-Turn Project – TM Walker stated Dave O’Mara has requested that INDOT permit to close the south side of US 50 at Short & Front Streets, one at a time. They anticipate the intersections being closed for 2-3 days each. Council approved but stated to make sure they are open by the fair.

Library Sign Request – TM Walker stated the library has requested permission to install a new signage to an existing sign that would say Dillsboro Public Library on North Street and for new signage to be affixed on a street sign on Lenover Street that would direct people to their location. Library will pay for the signage and asking for permission to use the towns poles and potentially labor. CM Caldwell made a motion to approve the signage. Seconded by CM Jackson. All in favor. None opposed. Motion carried.

TM Walker gave to council a mowing map of the locations the utility workers mows.

Public Comment

Steve Barger, Lenover Street, stated he has been mowing the grass at the Indiana Mentors Building. Not asking for any fee. Just helping the town out.

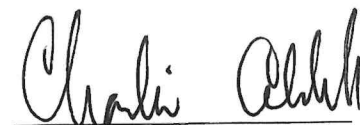
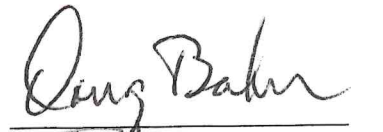
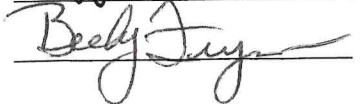
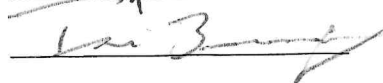
Jerry Caldwell, Clay Township Trustee, presented a check for \$20,000.00 for the Park & Recreation Fund. Council thanked Mr. Caldwell.

CT Stevens stated on the May 27th council meeting is scheduled the same day as Memorial Day Holiday. Should it be left off on the May calendar going to the utility customers. Council stated to leave off the calendar. Council may reschedule another day or cancel the meeting.

Being no further business. CM Benning made a motion to adjourn the meeting at 6:56 p.m. Seconded by CM Fryman. Motion carried.



Rita Stevens, Clerk-Treasurer

One Dearborn County Regional Letter of Interest

Stellar Pathways program

April 30, 2024

To OCRA,

One Dearborn County would like to be considered for the Stellar Pathways program during the 2024-2025 application year. As a Region, we understand the eligibility requirements and are prepared to meet all financial and time expectations if selected to participate in this program.

We have thoroughly reviewed the program information, eligibility requirements, financial requirements, and supporting documentation and feel strongly that we have the capacity to meet all the requirements and expectations.

Our Region has full support of our current leadership **One Dearborn Economic Development and the Town of Dillsboro**. The board signatures and local government officials' signatures below indicate support and participation in the Stellar Pathways program, process, timeline, and guidelines.

If we are accepted into the program, including the region leader and all participating municipalities, commit to completing the Stellar Pathways program within the allotted time, including but not limited to the following responsibilities:

- Attend a mandatory Stellar Pathways program workshop.
- If chosen as a Stellar Pathway participant, develop a Strategic Investment Plan with a qualified consulting team.
- Present the Region's Strategic Investment Plan to the Stellar Pathways Committee at the designated date and time.
- If chosen as a Stellar Pathway designee, implement Strategic Investment Plan projects and programs with the use of set-aside funding, bonus points, and annual funding rounds within five years of designation in coordination with the funding agency.

We understand that this letter of Intent and any requested documentation is due to the Office of Community and Rural Affairs no later than 12 p.m. ET, May 1, 2024. If we have any questions, we will notify our community liaison or contact the Stellar Communities inbox at stellarcommunities@ocra.in.gov

Sincerely,

Mike Perleberg

Executive Director, One Dearborn Economic Development

513-256-1843; mperleberg@1dearborn.org

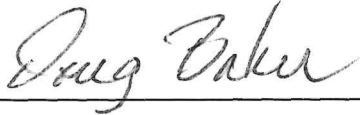
One Dearborn County Regional Letter of Interest

Stellar Pathways Program

Mike Perleberg, Executive Director

[Date]

One Dearborn



4/22/24

DOUG BAKER, Dillsboro Town Council

[Date]



4-22-24

TIM BENNING, Dillsboro Town Council


[Date]



4-22-24

CHARLIE CALDWELL, Dillsboro Town Council

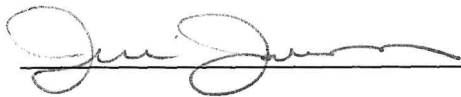
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4-22-24

BECKY FRYMAN, Dillsboro Town Council

[Date]



4-22-24

JERRI JACKSON, Dillsboro Town Council

[Date]

TOWN OF DILLSBORO ORDINANCE 2024-4- 1

An ordinance setting salary and wages for the employees, Town Council and Clerk Treasurer of the Town of Dillsboro for the 2024 fiscal year.

Whereas the town council has the lawful obligation and duty to set amounts of compensation and increases and decreases from time to time of the Town's employees;

And whereas, it has been determined that certain employees should have salaries and wages for the year 2024 and are effective upon April 22, 2024, unless otherwise noted herein.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL, TOWN OF DILLSBORO:

1. That Michael J. Beach shall receive \$21.25 per hour from the Water Works, Sanitary Sewer, or Motor Vehicle Highway Fund based on 40-hours per week. The overtime rate will be \$31.87 per hour. The Sunday Overtime rate will be \$42.50 per hour. He shall be reimbursed \$600 annually for cell phone usage.
2. That Brian Graver shall receive \$23.40 per hour from the Water Works, Sanitary Sewer or Motor Vehicle Highway Fund based on a 40-hours per week. The overtime rate will be \$35.10 per hour. The Sunday Overtime rate will be \$46.80. He shall be reimbursed \$600.00 annually for cell phone usage.
3. That Eric R. Graver shall receive \$24.27 per hour from the Sanitary Sewer Funds based on a 40-hours per week. The overtime rate will be \$36.40 per hour. The Sunday Overtime rate will be \$48.54 per hour. He shall be reimbursed \$600.00 annually for cell phone usage.
4. That Matthew Bauer, Utilities Superintendent, shall receive \$29.20 per hour from the Water Works, Sanitary Sewer, or Motor Vehicle Highway Fund based on a 40-hours per week. The overtime rate will be \$43.80 per hour. The Sunday Overtime rate will be \$58.40 per hour. He shall be reimbursed \$600.00 annually for cell phone usage. He shall be eligible to receive three weeks' vacation calculated from August 26, 2019, and shall thereafter be entitled to vacation as provided by the Town's personnel policy as thereafter in effect.
5. That Rita Stevens, Utilities Clerk, shall receive \$16.55 per hour from Water Works and Sanitary Sewer Funds based on a 40-hours per week. Overtime rate will be \$24.82 per hour. The Sunday Overtime rate will be \$33.10 per hour. She shall be reimbursed \$600.00 annually for cell phone usage.
6. That Kami Hamilton, Administrative Assistant, shall receive \$14.46 per hour from Water Works and Sanitary Sewer Funds based on a 24-hours per week, as the position is part-time. No overtime is expected due to the part-time nature of the position. However, if the Administrative Assistant ever exceeds forty (40) hours in a work week, the overtime rate will be paid at the rate of \$21.69 per hour. The Administrative Assistant shall report to the Town Manager who shall make the Administrative Assistant's schedule and direct the Administrative Assistant in her duties.
7. That Derek Walker, Town Manager, shall receive \$75,000 annual salary from the General Fund or Riverboat Fund, effective February 5th. He shall be reimbursed \$600.00 per year for cell phone usage. He shall be eligible to receive five weeks' vacation.
8. That Donald R. Schmaltz shall receive \$22.75 per hour from Water Works, Sanitary Sewer or Motor Vehicle Highway Fund based on 40-hours per week. The overtime rate will be \$34.12 per hour. The Sunday Overtime rate will be \$45.50. He shall be reimbursed \$600.00 annually for cell phone usage. Donald R. Schmaltz will receive 1/5 sick day per (1) day that Utilities Superintendent is absent beginning January 1, 2023, and each year thereafter.

9. That Joshua Cady, Police Chief, shall receive \$29.20 per hour ninety (90%) percent of which shall come from the General Fund or Motor Vehicle Highway Fund and ten (10%) of which shall come from the Local Income Tax Public Safety Fund based on 40-hours per week. His overtime rate will be \$43.80. The Sunday Overtime rate will be \$58.40.
10. That Alexander Sears, Patrol Officer, shall receive \$23.00 per hour of which shall come from the Motor Vehicle Highway Fund and 2/3 of the Local Income Tax Public Safety Fund based on 40-hours per week. His overtime rate will be \$34.50. The Sunday Overtime rate will be \$46.00. Upon completion of an initial six-month probationary period, Alexander Sears shall receive a fifty cent (\$.50) per hour raise. Upon successful completion of the Indiana Law Enforcement Academy Tier II Course, he shall receive an additional fifty cent (\$.50) raise per hour. Overtime and Sunday pay rate will be re-calculated upon receipt of fifty cent (\$.50) per hour raise described herein.
11. That seasonal laborers shall receive \$13.00 to \$14.00 per hour of which shall come from the Riverboat Fund. Seasonal laborers are ineligible for benefits and shall remain seasonal as defined by federal law.
12. Employees who receive the \$600.00 cell phone allowance shall receive reimbursement in two installments, the first on or about June 1, 2023, and the second, on or about December 1, 2023.
13. Employees may also opt to take overtime hours as compensatory time rather than receiving overtime pay. Employees shall arrange compensatory time with their immediate supervisor, which will not be unreasonably denied. The employee will also report compensatory time scheduled and taken promptly to the clerk treasurer. Compensatory time will be granted so long as the compensatory time sought does not cause a serious disruption of town operations and/or services.

Utility employees who have on call weekend duty will be paid \$100.00 per weekend from water or sewer.

Any employee that acquires a CDL, a DSS Water License, or a Class 2 Wastewater license will receive an additional \$1.00 per hour for each such license earned so long as the license is maintained by the employee. The Town of Dillsboro will pay the costs for additional training, continuing education and other similar requirements necessary to maintain any such license. Each employee having secured such a license is expected to take the necessary steps to maintain the license in good standing. Every employee who receives additional pay for acquiring a CDL, DSS Water License or a Class 2 Wastewater license will be expected as a condition of employment to perform the duties which any such license holder is entitled to perform by law. Failure or refusal to perform such duties when required may result in disciplinary action or termination of employment.

Any employee hired shall receive minimum wage. The Council may approve a higher rate depending on education and experience. This payment shall come from the Water Works, Sanitary Sewage, General Funds or Motor Vehicle Highway Fund.

All salaries and/or wages are to be paid every 2 weeks with twenty-six pay periods per year, and the overtime rate will be one and a half times the hourly rate. Sunday overtime will be paid as double time, per town policy. Overtime will be limited to emergencies i.e., water line breaks, sewage problems, snow removal or as seen necessary by Town Manager or Superintendent or with prior approval of the Town Council.

VACATION ENTITLEMENT: All permanent full-time employees shall earn vacation. See Town Employee Policies and Procedures Revised. All 35 or more hour per week employees will receive major medical and dental insurance effective first day of employment, except as otherwise provided herein, and all permanent full-time employees will be enrolled in PERF. All vacation time accumulated in 2024 shall be used in 2024. Vacation time may not be carried into 2025.

SICK LEAVE: All permanent full-time employees shall receive twelve days per year from January to December. All new employees shall receive one sick day per month from date of employment to December. Sick days can be accumulated to a maximum of 90 days.

Vacation entitlement and sick leave entitlement for new hires shall be subject to the discretion of the Council as outlined in the personnel policy.

The Town of Dillsboro will furnish major medical insurance and dental insurance to the permanent full-time employees and their families. Employees who have single coverage will pay \$85.10 per month; employees with a child pay \$158.40; employees with a spouse pay \$170.30, and employees with family coverage will pay \$245.00 per month. The Town of Dillsboro will pay the balance of the premium. The Town of Dillsboro will deposit \$2,000.00 into any employees' Health Savings Account who has an insurance plan for the year 2024 to be taken out of the Riverboat Revenue Fund. The deposits will be as follows, March, \$500.00; June, \$500.00; September, \$500.00; and December, \$500.00.

All full-time employees will be covered by PERF, effective first day of employment except for a newly created position which will be subject to enlargement approval from PERF.

The salaries of the Town Council shall be \$2,715.27 per year from the Sanitary Sewage Fund and \$2,715.27 per year from the Water Works Fund and \$1,357.64 from the general fund. They will be paid the last pay period of every month. Regular meeting attendance is of great importance. Council members may miss up to two meetings without loss of pay annually. However, Council members who miss meetings in excess of two meetings annually, except for emergency circumstances, will not be paid for the missed meetings.

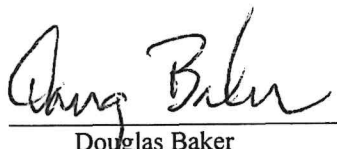
The clerk-treasurer shall receive \$3,353.70 per year from the General Fund, \$6,707.41 per year from the Water Works Fund and \$6,707.41 per year from the Sanitary Sewage Fund. The clerk-treasurer will be paid the last pay period of every month.

All salary and wage increases set forth above will be paid to those persons unless in the discretion of the Town Council there are insufficient appropriations or amounts contained in the budget from which to pay such increases.

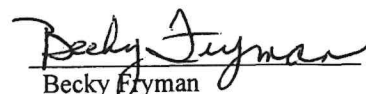
Town Council
Town of Dillsboro



Jerr Jackson



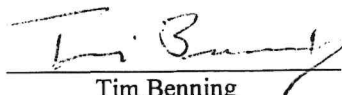
Douglas Baker



Becky Fryman



Charlie Caldwell



Tim Benning

Rita Stevens, Clerk-Treasurer