

A meeting of the Town Council of the Town of Williamsport was held at 7:30 p.m. on Wednesday, January 2, 2018 at the Town Hall with the following officers present – Mike Hutchison, Council President and Council Members Traci Latoz and Jim Lanham. Also present were Bill Lucas, Clerk-Treasurer and Jud Barce and Mallory Redlin, Town Attorneys, Dave Banta, Ted Latoz, Gene Snoeberger, Amy Cushman, Mark Hutson, Kevin Strickler, Allie Lockwood, Greg Taylor, Kurt Hartman, Sharon Hutchison, Valarie Jordan, Brian Jordan, and Adam Gilbert from the Review Republican.

Jim Lanham began the meeting at 7:30 and made a nomination to make Mike Hutchison Town Council President. Traci Latoz seconded the nomination. Voted and passed.

Mike Hutchison called the meeting to order.

Mike Hutchison spoke about the position open for Town Attorney. The committee to select an attorney chose Barce & Redlin to represent the Town. Mike Hutchison made a motion to make Barce & Redlin the Town Attorneys. Traci Latoz seconded the motion. Voted and passed.

Traci Latoz made a motion to have the Review Republican as the official publication source for the Town. Jim Lanham seconded the motion. Voted and passed.

Mike Hutchison spoke about changing the meeting dates and times for the monthly Town Council meetings. Traci Latoz made a motion to change the meeting dates to the first Thursday of every month at 6:00 p.m. Jim Lanham seconded the motion. Voted and passed.

Mike Hutchison spoke about the agendas for the council meetings. Mike would like to set a requirement in which all items to be discussed on the month's agenda are in no later than 48 hours prior to the meeting. If the item is not on the agenda, it will not be discussed. This would also include items from the public. Traci Latoz stated she would like the public to be able to walk in with issues or concerns and be heard, even if they are not on the agenda. Jud Barce asked if the council will allow a public comments section at the end of each meeting. Items from the public that are not on the agenda could be heard at this time and tabled for a future date if the item requires reflection.

Kevin Strickler asked about the funds available for streets so he can apply for the Community Crossings matching grant.

Traci Latoz made a motion to approve the minutes of the December 17th 2018 year end meeting. Jim Lanham seconded the motion. Voted and passed.

Kevin Strickler said HWC will submit a new application for the Community Crossing Grant for the Town at no cost due to the Town not being awarded the grant in 2018.

Mike Hutchison asked Kevin what his crew does in the winter time and when they will take the Christmas decorations down. Kevin stated they are trimming trees, servicing equipment and fixing several water leaks. Christmas decorations will come down Friday.

Mike Hutchison asked Mark Hutson what he is doing now at the sewer plant. Mark Hutson said he is still working fifty percent manually and will continue to do so until new equipment comes in.

Mike Hutchison wants to know if the appropriation report matches a budget. Mike Hutchison would like a budget for the sewer, water, and electric departments.

Ted Latoz spoke for the Town Marshal department. Ted Latoz said Ryan White wants to be a reserve deputy for the Town. Ryan has the appropriate training and his own equipment.

Ted Latoz spoke about his \$5,000.00 budget he has to work with for the police department each year. Mike Hutchison asked Ted Latoz what his budget is spent on. Ted gave examples of what his budget is used for.

Ted Latoz asked for a motion to make Ryan White a reserve deputy marshal. Mike Hutchison made a motion to make Ryan White a reserve for the Town. Jim Lanham seconded the motion. Voted and passed.

Traci Latoz spoke about the need to appoint someone to represent the Town on the KIRPC board. Jim Lanham made a motion to have Mike Hutchison be the town representative on the KIRPC board. Traci Latoz seconded the motion. Voted and passed.

Traci Latoz said she would be willing to be on the alcohol board. Jim Lanham made a motion to appoint Traci Latoz to the alcohol board. Traci Latoz seconded the motion. Voted and passed.

Traci Latoz spoke about a voter on the north end of town that has been unintentionally annexed into their own township. Jud Barce said disannexation would need to be done to correct this issue.

Traci Latoz spoke about the need to review the Town's disconnect policy and deposit collection guidelines. Jud Barce will review the Town's policies on these. Mike Hutchison would like to see the Town start to refund deposits to utility customers after a certain amount of time. The council will table these issues, pending review, and discuss at a later date.

Traci Latoz spoke about the need to resume the issue concerning April Nowicki's property. Jud Barce will review the information regarding the property and the Town's Unsafe Building Ordinance and will discuss what can be done at a future date.

Traci Latoz spoke about the tax abatement for AHW. Jud Barce will review the information and work with Kurt Hartman and discuss what needs to happen at a later date.

Traci Latoz asked Jim Lanham and Mike Hutchison for their contact information for the website.

Traci Latoz asked Amy Cushman for an update on online bill payment. Amy Cushman stated contracts were just received today (1/2/19) and need to be reviewed by legal and council prior to signing.

Traci Latoz spoke about a letter from the Area Plan Commission regarding a property variance for an internet tower that will be put up by Mark and Matt Straw on AHW's property.

Traci Latoz spoke about the need to appoint representatives on boards for the county.

Traci Latoz made a motion to appoint Greg Taylor as the representative to the Board of Zoning. Mike Hutchison seconded. Voted and passed.

Mike Hutchison spoke to Jenny Hobough about being the representative for the Solid Waste Board. Traci Latoz made a motion to appoint Mike Hutchison as the representative for the Solid Waste Board. Jim Lanham seconded the motion. Voted and passed.

Mike Hutchison spoke about the Emergency Management Advisory Committee. Appointment for this will be tabled.

Jim Lanham spoke about procedures for an emergency. Brian Jordan said the EMA takes care of the notifications now.

Traci Latoz spoke about the Internal Controls Disaster Plan. Traci Latoz thinks cloud storage should be used.

Traci Latoz spoke about storage for old documents the Town has. Traci will contact Chris at the Public Library to see if they will store them in their historic documents section.

Mike Hutchison spoke about wanting the council members to pick two or three agenda items that they want to review and take care of quickly so they are no longer on the agenda.

Jim Lanham said he would like to look at emergency management call procedures, AHW's tax abatement, coverage for the sewer plant, ordinance changes, the Deere Meadows issue, and the hospital still owning ground at the industrial park.

Traci Latoz stated she already went over her agenda items.

Mike Hutchison wants to understand more about the Town's utility operations and liabilities, what insurance coverage we have, electric rates, and are we billing properly for each type of customer.

Traci Latoz spoke about tenant deposits as well as landlord deposits. This will need to be addressed in the review of deposits and disconnects.

Allie Lockwood stated she was interested in the Park Board Appointment.

Dave Banta spoke about the property on Market Street that has weeds and trees grown up. Jud Barce spoke about how to handle ordinance violations like this. Jud Barce also spoke about amending ordinances to include penalties so ordinances can be enforced, as well as cleaning up our ordinances to only include what is still necessary to the town.

Mike Hutchison would like the Town Ordinances to be put online.

Allie Lockwood spoke about being interested in coordinating events for the Town. Mike Hutchison said Attica has a new economic development person. He will get the information to Allie.

Traci Latoz made a motion to adjourn the meeting. Jim Lanham seconded the motion. Voted and passed.

With no further business to come before the Council the meeting was adjourned.

ATTEST _____, _____,
President
_____,
Member
_____,
Member