



Town Council Agenda

Minutes

Thursday, May 20, 2021 at 7:00 pm

Notice --For the safety of the citizens/residents you are encouraged to stay home for Public Safety. There will be limited seating at the meeting. The audio recording will be published after the meeting or you can join by the information below.

You are invited to a Zoom webinar.

When: May 20, 2021 07:00 PM Eastern Time (US and Canada)

Topic: Trafalgar Town Council

Please click the link below to join the webinar:

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pwd=elJKNTd3YVRSUGpWTmYwZjBUcHBoQT09](https://us02web.zoom.us/j/87517914278?pwd=elJKNTd3YVRSUGpWTmYwZjBUcHBoQT09)

Passcode: 114864

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1. Call to Order and Roll Call

Minutes:

The Trafalgar Town Council meeting was called to order at 7:04 p.m. . Present: Jessica Jones, Jason Ramey, Jeff Eisenmenger. Donna Moore Clerk Treasurer, Stephen Watson Town Attorney. Donna Moore, Jason Ramey attended via Zoom. Absent: Kyle Siegfred, Steve Scott.

2. Pledge of Allegiance

Minutes:

Jessica Jones lead the Pledge of Allegiance.

3. Consent Minutes**Minutes:**

The minutes for April 15th & April 21st will be held. 2 members present were absent, Jason Ramey & Jeff Eisenmenger.

4. Clerk Treasurer**a. April Dockets- for review****b. APV Register - for approval \$205,735.78****Minutes:**

Jessica Jones made a motion to approve the APV Register for April in the amount of \$205,735.78. Jeff Eisenmenger 2nd. Roll call: Jessica Jones - Aye, Jason Ramey - Aye, Jeff Eisenmenger - Aye.

Vote results:

Ayes: 3 / Nays: 0

5. Water-Wastewater Credits/Utility Billing**Minutes:**

No Utility Report.

a. Utility Cash Drawer - for review**6. Wastewater Project****Minutes:**

Jeff Eisenmenger made a motion to adopt Resolution No. 2021-003. Jessica Jones 2nd. Roll call: Jessica Jones - Aye, Jason Ramey - Aye, Jeff Eisenmenger - Aye.

Jeff Eisenmenger made a motion to adopt Resolution No. 2021-006. Jessica Jones 2nd. Roll call: Jessica Jones - Aye, Jason Ramey - Aye, Jeff Eisenmenger - Aye.

Vote results:

Ayes: 3 / Nays: 0

a. London Witte Group - Jim Higgins- tap/connection/availability fees**Minutes:**

Jim Higgins with London Witte Group. Jim discussed impact fees & connection fees. He will look at the surrounding communities and see what their fees are. This could help with future expansion projects. Jim will give an analysis at a later date.

7. New Business**a. Trafalgar Complaint Process Handling Procedures****Minutes:**

Jessica Jones would like to utilize a complaint process to ensure all complaints are being addressed and to follow through with any violations. Jessica will forward a spreadsheet to the Department heads to review. This will have a

follow up at the June 17th meeting.

b. Parking Ordinance

Minutes:

The current parking ordinance was discussed regarding the hours of no parking and the streets with parking restrictions. The current ordinance reads: no parking on any streets between the hours of 2a - 8a. Resident Mary Wilkerson stated street parking in the additions sometimes limited the ability to drive down the street since the streets were narrow. The Council agreed to speak to Bill Barrett about a revision regarding the violations bureau and ticketing for violations.

c. Complaint Form's Received

Minutes:

Complaint Form No. 1: The Town will send violations letters to the residents at 705 W Pearl St, 20 Gloria Drive & 202 S Illinois to address all violations. Once the residents receive a nuisance letter they will have 10 days to comply. Tim Guyer will inspect the properties and give a report.

Complaint Form No. 2: The property at 271 W Raymond will be inspected by Tim Guyer and reported back to the Town Council.

Complaint Form No. 3 & 5: Complaint on Brock Builders in Crestridge Estates. The property will be inspected to determine if the material is trash or construction material and if the site is being used for off site storage. A letter will be sent regarding the violations at the property.

Complaint Form No. 4 a & b: Form 4a, the common ground flooding in Crestridge Estates will need to be addressed by the HOA. Tim Guyer will also take a look at this property. Form 4b, the trailer will be addressed under the parking ordinance.

Complaint Form 6: A list of business/commercial properties with high grass and weeds is being compiled and violation letters will be sent.

d. Trafalgar Clean Up Day

Minutes:

Jessica Jones received a quote from Best Way for roll off containers, 5 40 yd roll offs at \$225.00 per haul and \$39.00 per disposal. As soon as a location is determined and date than the containers will be ordered. Jessica will also contact Knights disposal to also get a quote. This will be held until the June 17th meeting.

e. Trash Dumping

f. Sidewalks/Community Crossing

Minutes:

Lee Rodgers stated he will contact the engineer to find out about the cost to finish Pearl St to SR 135. Lee will give an update at the June 17th meeting.

g. Employee Reviews

Minutes:

Jessica Jones will schedule employee reviews with the Department heads and give notice for an Executive session to be held.

h. Employee Job Descriptions

Minutes:

Jessica Jones stated the employee job description need to be updated. Lee Rodgers thought the job descriptions were probably at least 10 years old. Job descriptions need to be ADA complaint and these will need to be reviewed.

i. Reserve/PRN Policy Review

Minutes:

The policy for Reserve Officers is they must work a minimum of 2 shift per month.

j. Town Hall Hours

Minutes:

Jessica Jones made a motion to return the normal hours of 9a-3p for the Town Hall operation. Jeff Eisenmenger 2nd. Roll call: Jessica Jones - Aye, Jason Ramey - Aye, Jeff Eisenmenger - Aye.

Vote results:

Ayes: 3 / Nays: 0

k. Adoption of Ordinances / Resolutions

Minutes:

Ordinance No. 2021-002 was passed on 1st Read. Roll Call: Jessica Jones - Aye, Jeff Eisenmenger - Aye, Jason Ramey - Aye. 2nd Read will be June 17th. Jessica Jones made a motion to adopt Resolution No. 2021-007. Jeff Eisenmenger 2nd. Roll call: Jessica Jones - Aye, Jason Ramey - Aye, Jeff Eisenmenger - Aye.

Vote results:

Ayes: 3 / Nays: 0

8. Old Business

a. None

9. Other Business Matters

Minutes:

Resident Tonya Jones would like to know why the Town Council members are being paid if they do not attend the meetings. She was wondering if they did not come because they did not want to be on the Town Council. Jessica Jones stated possibly implementing an Ordinance to limit pay in accordance with attendance. This will be held until the June 17th meeting.

Resident Penn Talbott wanted to let the Council know he was having a dog kennel installed.

10. Department Head Status Report

a. Lee Rogers - Utility / Street Superintendent

Minutes:

Lee Rodgers gave his monthly report. Lee would like to get quotes on security cameras for the water tower and will also get a quote on a camera for the park. Jeff Eisenmenger made a motion to allow Jessica Jones to accept or decline the water usage agreement between the Town of Trafalgar and Brown County Water. Jessica Jones 2nd. Roll call: Jessica Jones - Aye, Jason Ramey - Aye, Jeff Eisenmenger - Aye.

The policy for selling bulk water will be revisited and a better system will be reviewed. This will be held for the June 17th meeting.

Jeff Eisenmenger made a motion to accept the streets in White Oak Commons, N Sobota Way & S Sobota Way and releasing the original performance bond.

Jessica Jones 2nd. Roll call: Jessica Jones - Aye, Jason Ramey - Aye, Jeff Eisenmenger - Aye.

The Trafalgar Pointe Streets/Maintenance Bond will be held for the June 17th meeting.

Jeff Eisenmenger made a motion to allow Lee Rodgers to purchase a paint sprayer not to exceed \$900. Jessica Jones 2nd. Roll call: Jessica Jones - Aye, Jason Ramey - Aye, Jeff Eisenmenger - Aye.

Vote results:

Ayes: 3 / Nays: 0

b. Chief Charles Roberts - Police

Minutes:

Chief Roberts gave his monthly report. Jessica Jones will discuss with Bill Barrett about writing a contract to be signed when hiring a new Officer. The employee handbook states all new officers will be required to sign a four-year contract with the Town of Trafalgar. The employee handbook was adopted January 1, 2019.

11. Attorney

Minutes:

Nothing discussed.

12. Adjourn

Minutes:

A motion and a second were made to adjourn at 9:22 p.m.

Respectfully submitted.

Attest:

Donna Moore

Donna Moore

Jessica Jones

Jessica Jones
Jessica Jones (Jun 18, 2021 01:38 EDT)

Jeff Eisenmenger

Jeff Eisenmenger
Jeff Eisenmenger (Jun 18, 2021 20:19 EDT)

Steve Scott

Abstained from vote

Jason Ramey

Kyle Siegfred


Kyle Siegfred (Jun 18, 2021 19:33 CDT)

Contact: Donna Moore (clerktreasurer@townoftrafalgar.org 317-878-4596) | Minutes published on
05/26/2021, adopted on 06/17/2021