

## OCTOBER 18, 2016

The Trail Creek Town Council met in regular session on Tuesday, October 18, 2016 at 7:00 p.m., at the Town Hall, 211 Rainbow Trail, Trail Creek, Indiana.

Council President, Warren Schacht, led us with the Pledge of Allegiance via conference. Mr. Studtman, Council Member not in attendance.

**Minutes** A motion was made by Mr. Silcox to approve the meeting minutes from the September 20, 2016 written; motion was seconded by Mrs. Heath, and was then unanimously carried.

**Approval Of Fund** Mr. Bayler made a motion to accept the September 2016 Fund report; the motion was seconded by Mr. Studtman and was then unanimously carried. Ms. Denham did comment that there is a new ordinance to be signed tonight regarding the fund # 258 for the Radar Trailer Donation.

**Approval of Claims** A motion was made by Mr. Silcox to pay bills in the amount of \$ 43,259.64 (FOURTY THREE THOUSAND TWO HUNDRED FIFTY NINE DOLLARS AND SIXTY FOUR CENTS) the motion was seconded by Mr. Bayler and was then unanimously carried.

**Correspondence: None**

### Department Reports:

**MS4:** Ms. Kate Doyle, MS4 Coordinator in attendance. She reports that for the month of August there were 21 site inspections due to complaints and 95 routine inspections. As for the month of September there were 19 site visits for old complaints and nine new ones for a total of 16 site inspections. The donor bricks are in at plaza located at 618 Lincoln way, she indicated that there is one for each entity. At their last meeting they did discuss the Federal Standards Labor Act regarding Rick Brown; ruled that he should be making more money, at this time they have determined that he will be non exempt until their next ruling which will be at the beginning of December 2016.

**Attorney:** Mr. Herrbach in attendance.

- Memo of Understanding between the Michigan City Park Board and the Town of Trail Creek. However, this understanding needs to be some revisions made. Mr. Herrbach will report back next month.
- Ordinance for Radar Trailer Donations: under new business
- Met with Park and Zoning board, both liaisons are here and can report on this. Also, the town is in need of another park board member.

**Engineer:** Mr. Doyle in attendance.

- 101 Starling driveways; the contractor did go back and make changes as requested by the Zoning Board and the residents. However, they did not clean up real well, and left a lot of debris in the owners yard as well as some on town property. Mr. Doyle indicated that he did drive by today and found that the debris had been cleaned up, although it is uncertain by whom. Mr. Doyle stated he will speak with Jeff Bruder regarding some drainage work that should be done there. Mr. Schacht, Council President expressed concern for a property located at 213 Meadowlark and the possibility of doing a driveway. Mr. Doyle stated that he looked into it today however the resident hasn't indicated what type of work was being done over there. But, Mr. Doyle states that the sidewalk was completely destroyed with their equipment and the sidewalk must be replaced or repaired. Marshal Dick indicated that he did speak with the resident regarding the projects, but explained that he must work with Mr. Doyle. Mr. Doyle stated that the work is being done on private property and therefore it is his opinion that a permit is not needed in the case.
- Revision of ordinance of the driveway permit: Mr. Doyle stated that there have been some questions regarding the need for a permit with asphalt. After a lengthy discussion regarding the concern for drainage issues council decided that only if the resident is doing a seal coating do they not need a permit.

**Street Department:** Mr. Jeff Bruder, Street Commissioner in attendance.

- Leaf Pick up will begin October 28, 2016 and run through November 23, 2016 weather permitting, effectively each house should receive 5-6 pickups.
- One of the trucks needs a repair to the belly plow, due to a design flaw. This repair is being down as we speak by Lindco. Once it is repaired the other truck will also go in for repair.
- Concessions Stands are being rehabbed. Insides have been painted on both. All unnecessary items have been cleaned out. Congdon's Concessions has been steel wrapped, repainted and the fireplace has been removed. In the spring, we would like to purchase new picnic tables that are ADA.
- Drain Clean Up: Mr. Bruder indicated that this was talked about a few months ago, a Vac Truck was mentioned. Mr. Bruder indicated that he would like to get on a maintenance plan with D&M for clean out perhaps cleaning five to ten drains a year.
- Is working with Nipsco regarding the trees and limbs. Also would like to get the parks dead limbed in the near future.

**NIRPC: No Report**

**Park Department:** Park Liaison and Council Member Scott Silcox indicated the park department met on October 11, 2016 at 6:00 pm. The members discussed that the Park Board is learning what some of the functions of the park board are with the help of Mr. Herrbach. Scott would like to get some input from the public on ideas for the parks. Also, possibly getting some donations from our larger building stores in the

area for building or shelters or vendors that could donate flowers for sell. Tiffany, our newest park board member mentioned "Golf Frisbee" as a potential for Pritz Park. He would like to research more of these ideas and report back next month. Next meeting to be held on November 1, 2016 at 6:00pm at the town hall.

**Building Inspector:** No Report

**Planning and Zoning:** Ms. Heath indicated that the board met October 4, 2016. They elected officials and also met with Paul's Paving regarding some concern on 101 Starling. Ms. Heath asked Ms. Denham if the fine was paid by Mr. Paul Stanley. Joshleen, Clerk Treasurer indicated that no he has not as of yet paid the fine. Next meeting will be October 27, 2016 at 6:00 pm.

**Police Department:** Marshal Dick in attendance.

- Copier (old); he sent an email to the United Way about the possible donation of the copier. He has not heard back as of yet.
- Halloween: October 31, 2016. He wanted to let the public and council know that the midnight officer will be on and that he will also be out and depending on the weather we may have a third officer on duty. One of the areas of concern would be at Greenwood and Roeske.
- Municipal Signs: In progress, the permits have been pulled with the town. He also confirmed that the street department will be digging the trench for the electrical for the sign as well as for the flag.
- Ordinance Blitz: Marshal Dick indicated that for the next two weeks officers will be focusing on ordinance violations such as RV's, Boats, Trailers and Basketball hoops to be moved out of the way of for the leaf pick up and snow plows. He will report back next month.
- Radar Donations: Marshal did speak with the prosecutor last month after the meeting, but that he indicated he would make a financial contribution for this. With the assistance of Attorney Herrbach a letter was written requesting this.
- Take home vehicle for deputies: Marshal did make adjustments to the SOP for item numbers two and four to read what the council approved last month. A motion was made by Mr. Silcox for the changes made to the SOP to allow take home vehicles under the agreement; Mr. Bayler seconded that motion and was then unanimously carried.
- Lastly, Marshal Dick indicated that our ordinances really need to be beefed up. Mr. Herrbach and council agreed.

**Old Business:**

- Municipal Sign: Spoke about during the Marshals report.
- Asset Management Plan: Mr. Doyle, Engineer reported that he is currently assessing the streets. Will report back next month.

**New Business:**

- TCPD Renovation: Bid Award/Rejections:
  1. Northwoods; not an adequate bid per Attorney Herrbach as it is not signed nor is the form 96 included.
  2. Garriup: Submitted and signed with form 96 per Mr. Herrbach is a valid proposal.

3. Michiana: Submitted proper documents; Attorney Herrbach and Mr. John Doyle, Engineer both recommend that the town go with Michiana Construction at \$119,950.00 Ms. Denham to send notice of award with request for the proper bonds, contractors, permits and anything else . Once that information is given then a notice to proceed will be issued. Ms. Heath made a motion to accept the bid from Michiana Construction and Management for the amount of \$ 119,950.00, motion was seconded by Mr. Bayler and was then unanimously carried.
- Adoption of the 2017 Budgets: Ms. Denham read aloud the following notice to tax payers for the second time and then adoption. See attached Notice to Tax Payers. A motion was made by Ms. Heath to accept the 2017 Budgets Ordinance # 4-2016 as proposed, motion was seconded by Mr. Silcox and then was unanimously carried.
  - Approval of Street Improvement Project Invoices: Mr. Doyle, Engineer indicated that for Division "C" Dogwood Drive, contractors pay request in the amount of \$ 70,085.00 Mr. Doyle recommends payment of invoice. Motion made by Ms. Heath to accept the invoice and submit payment in the amount of \$ 70,085.00, motion was seconded by Mr. Bayler and was then unanimously carried. Also, for Divisions "B" Yanke Road in the amount of \$ 32,671.77, Mr. Doyle would recommend payment of the invoice and acceptance of the project as complete. Motion was made by Mr. Bayler to pay the invoice in the amount of \$32,671.77; motion was seconded by Mr. Silcox and was then unanimously carried.
- Design of Town Hall renovation: Ms. Denham, looking for approval of the design to move forward in the process and send them down state. After a lengthy discussion it was decided that the design would be approved upon John Doyle's review. Motion was made by Ms. Heath to approve design upon Mr. Doyle's review; motion was seconded by Mr. Silcox and was unanimously carried.
- Software Updates: Ms. Denham indicated that Boyce/Keystone will no longer be supporting the budget software currently being used. However, they will offer Key Fund, this new software will cost the town \$10,550.00 this would include a capitol assets module as well as a direct deposit module. Ms. Denham explains that if we wait until the first of January to make the decision the cost will go up by \$1000.00. This cost would include 4 days of onsite training.
  - Ordinance for Radar Trailer: Motion was made by Ms. Heath to approve the opening of fund # 258 Radar Trailer Donations ordinance # 3-2016, motion was seconded by Mr. Bayler and was then unanimously carried.

**Public Comment:** Jerraly Stark, 2109 Red Oak Drive in attendance and would like to comment on the street departments wonderful job at cleaning up the sticks, limbs and branches. She then indicated that she needed more clarification on the Radar Trailer Donation Fund. Marshal Dick explained what this was and why the police feel they need it.

**Clerk-Treasurer's Comment:** Ms. Denham in attendance.

- 1782 notices should be available in December via email, budgets will be uploaded with Form 4 signed by council.

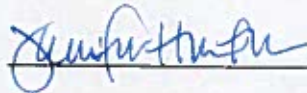
- Ms. Denham explained that all employees of the town including the council would need to watch a training video on the Internal Control Standards set forth by the State Board of Accounts and adopt a policy on minimum internal control policy, when video is watched, there will be a sign in sheet.

**Council Comment:** Warren Schacht, Council President indicated that we have Halloween coming up on October 31, 2016 at 5-7pm

Mr. Bayler indicated that he was asked by Mr. Switzer, Electrical Inspector when the ordinance for electrical items will be updated. Mr. Herrbach went through the list of "wants" by the inspector and indicated that he will be bringing the zoning board committee in on the revisions to the building codes. He will meet with them and then report back next month. Also, Mr. Bayler will explain to Mr. Switzer that his concerns are being looked into.

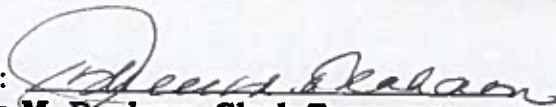
There being no further business a motion was made by Mr. Silcox to adjourn the meeting at 8:12 pm; motion was seconded by Mr. Bayler and was then unanimously carried.

**APPROVED:**



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**Warren Schacht, Council President**  
**Jennifer Heath, Council Vice President**

**ATTEST:**   
**Joshleen M. Denham, Clerk-Treasurer**  
**November 15, 2016, 2016**

### NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov) or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 211 Rainbow Trail, Trail Creek, IN 46360.

Notice is hereby given to taxpayers of TRAIL CREEK CIVIL TOWN, LaPorte County, Indiana that the proper officers of Trail Creek Civil Town will conduct a public hearing on the year 2017 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of Trail Creek Civil Town not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, Trail Creek Civil Town shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of Trail Creek Civil Town will meet to adopt the following budget:

Public Hearing Date	Tuesday, September 20, 2016
Public Hearing Time	7:00 PM
Public Hearing Location	211 Rainbow Trail, Trail Creek, IN 46360
Estimated Civil Max Levy	\$513,902
Property Tax Cap Credit Estimate	\$75,551

Adoption Meeting Date	Tuesday, October 18, 2016
Adoption Meeting Time	7:00 PM
Adoption Meeting Location	211 Rainbow Trail, Trail Creek, IN 46360

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy
0005-CASINO/RIVERBOAT	\$200,403	\$0	\$0	\$0
0101-GENERAL	\$772,263	\$401,894	\$0	\$344,585
0706-LOCAL ROAD & STREET	\$18,348	\$0	\$0	\$0
0708-MOTOR VEHICLE HIGHWAY	\$307,530	\$101,456	\$0	\$139,040
0720-MAJOR MOVES - TOLLROAD COUNTIES	\$22,800	\$0	\$0	\$0
2379-CUMULATIVE CAPITAL IMP (CIG TAX)	\$20,382	\$0	\$0	\$0
2391-CUMULATIVE CAPITAL DEVELOPMENT	\$14,000	\$10,552	\$0	\$10,165
2411-ECONOMIC DEV INCOME TAX CEDIT	\$82,293	\$0	\$0	\$0
6402-TRASH / SANITATION - OPERATING	\$190,950	\$0	\$0	\$0
Totals	\$1,628,969	\$513,902	\$0	\$493,790