



INCORPORATED TOWN OF  
NORTH JUDSON  
INDIANA 46366

**Inc. Town of North Judson's Town Council**  
**Special Meeting Minutes**

August 14, 2018 6:00 P.M.

The North Judson Town Council met in a Special Meeting at the North Judson Town Hall at 310 Lane St. North Judson, IN on the above date and time with the following present: Council Members Felchuk, Brown, Young, Council Vice-President Rowe and Council President Hoppe were in attendance. Clerk-Treasurer Rowe, Town Superintendent Horstmann and Town Marshal Fisher, and NJWTFD Chief Leszek were also able to attend.

The Pledge of Allegiance was recited.

Council Member Brown made a motion to approve the agenda. Council Member Young seconded the motion. All members present concurred.

**Recognition of Guests**

Phyliss Rees – Rees is looking to donate a tree to be planted at Pioneer Cemetery as she has family buried there, including her husband, and her ashes will be buried there in the future as well. There was no real opposition (towards Rees' desire to carry out the planting of a tree) voiced by the Council and Clerk-Treasurer Rowe spoke about reaching out to several nurseries in the region to get perspective on which particular tree might be best given the location and landscape. Rowe was advised to reach out to an official with Purdue University, Bruce Wakefield, to enlist his insight and expertise into the matter as there were issues with blight and dying trees on the cemetery grounds in the past. Council President Hoppe requested that Rowe look to contact or convene the Cemetery Committee who once dealt with similar matters as they may know the specific issues encountered in previous years. Rees' telephone number was acquired in order to reach out as soon as contact with Wakefield and/or a nursery who will deliver, and plant, the tree has been made in order to convey costs associated with the project. Rees is looking to donate up to \$500.00 towards the effort.

**Business:**

**Town of North Judson Resolution No. 2018-05: New Combined General Account Funds Transfer**

A reading of Resolution No. 2018-05 was conducted in its entirety. Council Member Brown made a motion to pass Town of North Judson Resolution No. 2018-05: New Combined General Account Funds Transfer. Council Member Felchuk seconded the motion and all members present concurred.

**2019 Budget**

H.J. Umbaugh's Jeffery Weaver, who has been working closely with our 2019 budget over the last month or so, informed the Council as to the dynamics of the 2019 cash flow projections – estimated based on data from the first half of 2018 and projection estimates from the second half of 2018, along with figures provided by the Department of Local Government Finance (DLGF) – including projected revenues and disbursements details for the year 2019. Questions were fielded and a discussion was held regarding increases and decreases to individual funds from the Town's General, MVH, Park, LR&S, CCI, CCD, and CEDIT.

Also covered was the budgeting process for the Town's Sewer and Water Funds. Although it's not required reporting, there is a plan to establish a Utility Budget for the year 2019 in order to better track sewer and water funds spending throughout the year.

2019 road paving was presented as well in regards to the dynamics of, with the Town receiving the Community Crossings Grant, needing to spend half of the state MVH distribution.

Given Weaver's insights, Council Members discussed the need to tighten up spending throughout the rest of the year with the insights of the Town's current cash flow projections not being as healthy as originally forecast.

### **5-Year Capital Spending Plan**

Discussion was held looking forward to the next five years related to what projects and expenditures would ideally be undertaken by the various departments throughout Town. Clerk-Treasurer Rowe distributed an informal 5-year plan and noted that, when considering which projects to allocate for which year, the Council would need to take a look at the Town's financial capabilities when budgeting for particular projects year over year. The Town is capable of allocating a certain amount yearly for capital expenses which leads to decisions needing to be made regarding which expenses will be most beneficial and impactful on the Town. One area identified was the MVH budget concerning the dynamic between what's allocated for paving and what the Town receives from the state for the Community Crossing Grant. That grant is 75/25 and Weaver will be looking into whether or not the state MVH distribution can be used towards that project.

Clerk-Treasurer Rowe spurred discussions regarding projects not brought forth by department heads, including the Highland Cemetery expansion previously discussed and budgeting for cameras and increased security at the Town Park. Rowe will be reaching out to the land owner adjacent to the cemetery in order to coordinate an Executive Session as a first step towards the possible purchase of said land. Council Members mentioned another project budgeted in 2017 for 2018 which was to facilitate the creation of a Town website. Clerk-Treasurer Rowe mentioned that he had been in contact with companies who could create the website, and that he'll be looking to get that completed by the end of 2018.

Weaver noted that the 5-Year Capital Spending Plan will be an organic document that may change depending on the Town's capabilities. The Town has \$192,000 budgeted for capital outlays in 2018 and \$209,000 in 2019. Weaver stated that by pulling that down to around \$130,000 in 2019 the Town will be creating a more healthy and sustainable budget.

Council Member Felchuk inquired as to the Circuit Breaker Credits for 2018 – over \$66,000. Felchuk questioned where those figures originated from to which Weaver noted that the DLGF would have that information, and he would look into the matter. Felchuk mentioned that, throughout the Town, we need to look at every asset we have and establish a timeline of when improvements or replacements would need to be cycled – for example the Town's facilities including the Town Hall basement which Clerk-Treasurer

Rowe highlighted recently. Felchuk noted that budgeting the \$5000 for the Comprehensive Plan related to the Stellar Communities initiative is a priority.

Felchuk also broached the topic of hiring a Town Manager and proposed the hiring of an assistant/deputy clerk to free up Clerk-Treasurer Rowe to have more time to dedicate towards areas like Stellar Communities, long-range planning and implementation, to obtain alternative funding for various Town initiatives and to be the person out-front working on behalf of the Town. Council Vice President Rowe commented that he doesn't believe we currently have the funds or the budget dynamics to hire a Town Manager, and that, while it might not address the long-term solutions to issues which the hiring of a Town Manager may solve, hiring a deputy clerk could give Clerk-Treasurer Rowe time to dedicate towards the growth, development and improvement of the Town. Council President Hoppe and Council Member Young noted that housing, business development and attraction is how the Town's tax base is going to increase, and we're going to grow. Weaver noted that the hiring of a part-time deputy clerk is much preferable in light of the current budget to potentially reach the goals which the Town is looking to prioritize. Council Members inquired as to whether or not this is something that could happen this year or would it need to be budgeted for 2019. Council Members decided that the discussion will be ongoing in this regard.

Department heads identified expenditures they would be looking to make over the next five years:

Fire Department: New Fire Dept. Sign estimated at \$7500.00 in 2018; Coating of interior floor of Fire Station; Resealing of Fire Dept. parking lot; Replacement of Tanker, Brush Truck in near future.

Utility Department: Town Superintendent Horstmann noted the need for a new tractor and Clerk-Treasurer Rowe note that it is currently in the 2019 budget Form 1. Discussion was held regarding the need for a new tractor at a cost near \$60,000. Council Member Brown recommended contacting the County to enlist their assistance for work carried out with the tractor. Brown conveyed his opinion that he couldn't imagine spending that amount of money for a new tractor. Council Member Felchuk asked about other capital expenses which Horstmann could foresee. Horstmann commented that he's been filling out Vehicle Replacement Plans and distributing. Brown stated that it might be valuable to look for a used implement as opposed to a new one. Horstmann then detailed other assets which his departments have and their current status. Most pieces of equipment are in good shape and working properly. Council Vice President Rowe expressed the value of documenting the status of each piece of equipment, including repairs, maintenance and usage details, in order to plan for the future.

Police Department: Vehicle replacements estimated at \$40,000 yearly for four consecutive years beginning in 2020; Acquisition of replacement portable radios at \$4500 each in the near future; Garage doors replaced with two openers at a cost estimate of around \$4000-\$5000. Council Members inquired into the department's equipment such as computers. Fisher noted that they're currently set but it may be worth considering budgeting for replacements in a few years. Also mentioned was finishing the station remodel by tackling the basement. The initial step would be to clean it out and then any extensive repairs or remodeling could be addressed more towards 2020 or beyond. Fisher commented that officers' vests are on a five-year plan to which Council Member Felchuk noted that should be considered in our future planning. Fisher is confident that squad cars will last until the proposed cycling of older models begins in 2020. Clerk-Treasurer Rowe noted that \$10,000 is in the 2019 budget for the department to acquire a golf cart, which Fisher envisions being an asset to the Town and the department.

Weaver noted that the 2019 budget is close and he'll be working with Clerk-Treasurer Rowe to complete that; he also highlighted the budget schedule and timetable.

**Additional Business**

Council Member Brown informed the Council that the Methodist Church is willing to split the cost of the removal of the remaining stumps at Pioneer Cemetery, near the parking lot area. Brown also mentioned Solid Rock Church at 214 Lane St. which is quite dilapidated and has a large hole in the roof. Council President Hoppe advised that Monty Timm, the owner, should be contacted and attendance at a meeting should be requested. Council Member Rowe also advised that Brian Reading should be contacted as he is a member of the Unsafe Building Hearing Authority.

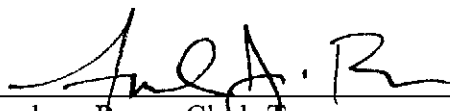
**Adjournment**

Council Member Felchuk made a motion to adjourn. Council Vice-President Rowe seconded the motion.

Adjourn: 7:51 P.M.

Attest:

  
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Wendy Hoppe, Council President

  
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Andrew Rowe, Clerk-Treasurer