

**TOWN OF  
DARMSTADT, INDIANA**

SETTLED 1822

INCORPORATED 1973

**Minutes of  
October 12th 2021**

These minutes are not intended to be a verbatim transcript.

**TOWN COUNCIL**

Paul Freeman, Council President  
Aaron Kendall, Council Member  
Ken Godeke, Council Member  
Ray Engler, Council Member

**CLERK-TREASURER**

Mallory Lowe  
P. O. Box 20  
Darmstadt, In 47618

Paul Freeman called the town meeting to order at 7:30pm. In attendance were Council members Aaron Kendall, Ken Godeke and Ray Engler. Also present was Attorney Jason Spindler, Interim Superintendent Aaron Enlow and Maintenance Tech Mick Moreland. Mallory Lowe was absent.

Godeke made a motion, seconded by Engler to accept the minutes from last month. Resident spoke up that there was an error in the minutes, since Paul Freeman did not attend the September meeting, it states he was absent, but also states at the top that Paul Freeman called the meeting to order. Paul Freeman replied he did not read the minutes. Spindler asked for a motion to approve the minutes with that amendment. Godeke made a motion, seconded by Engler. Motion passed 3-0 voice vote.

Godeke made a motion, seconded by Engler to approve last month's financial report. Motion passed 3-0 voice vote. Godeke made a motion, seconded by Engler to approve the accounts payable claims. Motion passed 3-0 voice vote.

**CLERK-TREASURER'S REPORT:**

**In the clerk's office Mallory Lowe:** Paul Freeman read Mallory's report allowed.

I attended the State Board of Accounts meeting for Town Council Members on Sept 22 for Covid ARPA Grant money. The State informed council members that they need to be working on their plans for the Covid federal grant money and its very specific as to what it can be used for. All the info for council members can be found on the US Treasury site under ARPA Covid Revenue. Money must be used by December 2024. This is COVID relief money is for covid relief items like for employees who continued to work through covid, for public covid programs, vaccinations or any other special projects listed in the Federal Treasury's accepted list. The deadline for submissions has been extended to April 2022.

We received the *first* half of the Covid Federal Funds from the ARPA Federal Covid Grant \$160,912.50 and the total we will be getting from this Federal Grant is \$321,825

I've been working with Larry Tippin the CPA from State Board of Accounts on internal controls, Capital Assets and other state requirements. The internal controls were completed in previous years by prior council members. We'll now have a professional complete these and other items.

Apparently, Jeff filed unemployment with Indiana Workforce Development after he never showed up for work. We received the unemployment claim in the mail. I've been working on it with our new HR firm, New Focus HR, to complete our proper denial paperwork. I faxed it all back in to the Indiana Workforce Development on Sept 27 well within the 10-day deadline. I will be working closely with the HR Professionals and with Jason to make sure this is done properly.

I've been working with our agent Glen Stover of Torian on our insurance renewal. I've completed all the necessary lists, sewer pump project and paperwork I've been working on since the storm damaged several of our pumps a couple months ago. Torian has finished our policies and we received our renewal and policies last week.

**In the Utility Department:** Our mag meter bill for the south mag meter was down and Evansville put in a new meter and mistakenly read it and ended up billing us over a quarter million dollars for 29 days. Aaron Enlow has been working on it & succeeded in having Evansville correct their error. Bill was lowered from \$268k to \$4k.

**In General Town Items:** Our State Board of Accounts webinar was Sept 22<sup>nd</sup>. I participated and the completed credit hours count towards annual required training.

The Annual Clerk Treasurer's Conference and Indiana State Board of Accounts Conference will be coming to Evansville this year on Nov 7-10<sup>th</sup>.

The US Census numbers came in and Darmstadt dropped from 1,407 down 34 people to 1,373. This hurts us a little when our population dwindles. We receive some tax revenues based on the number of residents we have. We also receive some tax revenues based on property assessments.

Our Budget Adoption is tonight. I have everything prepared and will be uploading and submitting all the budget reports to the State through the Gateway program from Florida, while on family vacation. I will also still be checking emails and will have town phone with me if you need me.

Lastly, The Annual Shindig Car Show is coming to Darmstadt on October 14-17<sup>th</sup> at the 4H Center.

### Old Business

#### **1. Update on CCMG Repaving Grant Project – Repaved Roads**

Freeman asked Aaron Enlow if they were down to striping? Aaron Enlow replied yes, just striping left to do and the driveways that were in question are also being taken care of.

#### **2. Housing/Commercial Zoning Review**

Freeman stated that he added this to the agenda. Freeman stated we had our 26 acres Old State land rezoned back to agricultural. Freeman stated he wants to have our statutes for properties defined by someone outside of the Vanderburgh County and Evansville Area market since we had difficulties in defending our property definitions during the apartment lawsuit because they were all written by several local attorneys over the years. He would like to use Barnes and Thornburg out of Indianapolis since we already have a working relationship with them. There was a motion to have Barnes & Thornburg review and rewrite ordinances pertaining to zonings and property/housing and not to exceed \$5,000. Motion passed by 4-0 voice vote.

### New Business

#### **1. Adoption Hearing for 2022 Budget Ordinance O-2021-4 (vote & sign form)**

There was a motion to adopt the 2022 budget, motion passed by 4-0 voice vote.

#### **2. Possible Subcontracting of Maintenance Department in Darmstadt**

Paul Freeman read aloud a draft Request for Proposal for Contracting out Town Maintenance positions:

*Town of Darmstadt Draft RFP*

Re: *Town Maintenance*

#### *Objectives*

- *Cost effectively manage, operate, and maintain the sewer system, roads, ditches and safety of Darmstadt*
- *Operate the sewer system in full compliance with local, State, and Federal regulations and statutes*
  - *Remove the management and HR burden of the town*

#### *Scope of Work*

1. *Maintenance and repairs to existing pump stations*
2. *Coordination of installation of new pump stations*
3. *Maintain ditches along roads*
4. *Snow and Ice management of roads*
5. *Mowing of Town properties*
6. *Mowing of Town roads*
7. *Locate sewer lines, as per 48 hr. locate ticket requests from 811 service*
8. *Misc. service*
9. *Communication*

#### *Maintenance and repairs to existing pump stations*

- *Contractor shall respond to service requests on Town pump stations*
- *Contractor shall have experienced electricians and plumbers available to perform repairs*
- *Contractor shall report all repairs to Town Clerk and Town Board monthly*
- *Annually, contractor shall inspect each pump station and air release*
- *Contractor shall meet with EWSU employee to record mag meter usage*

#### *Coordination of installation of new pumps*

- *Contractor shall coordinate with contractors for installation of new pump stations*
- *Contractor shall coordinate with Town Clerk and property owners for establishment of easements for utilities*
  - *Contractor shall perform "hot tap" to the sewer line to complete installation of new pump stations*

#### *Maintain ditches along roads*

- *Contractor shall maintain established ditches within Darmstadt*
  - *Contractor shall mechanically remove silt build up within ditches*

#### *Snow and Ice Management of roads*

- *Contractor shall apply salt or brine to roads before forecasted snow*
- *Contractor shall plow roads of Darmstadt continuously throughout snow events*
- *Contractor shall apply salt or brine after plowing has been completed*
- *Contractor shall monitor road conditions and plow accumulating drifts*
  - *Contractor shall monitor roads conditions and apply salt or brine to roads when conditions become slick or refreeze is a risk*

#### *Mowing of Town properties*

- *Contractor shall mow the Town hall and property on Old State Rd. bi-weekly*

#### *Mowing of Town roads*

- *Contractor shall mow the sides of Town roads 5x's annually*
- *Mowing to be performed*
  - *April*
  - *Memorial Day*
  - *Fourth of July*
  - *Frog Follies*
  - *Halloween*

#### *Locate sewer lines*

- *Contractor shall locate sewer lines within 48 hrs of receiving 811 request*

#### *Miscellaneous service*

- *Contractor shall provide 24/7 response to County Dispatch for various issues, but not limited to*
  - *Downed trees*
  - *Animal carcass removal*
  - *Emergency locates*
- *Contractor shall issue tall grass ordinance violations in accordance with ordinances*

#### *Communication*

- *Contractor shall daily coordinate and communicate with the Town Clerk*
- *Contractor shall communicate with Town Board members any concerns or issues not discussed in the RFP*
- *Contractor shall provide monthly reports to the Town Board of services rendered*
  - *Contractor shall communicate to Town residents in a respectful and professional manner*

#### *Contractor Requirements*

- *Contractor have experience in the service and maintenance of sewer systems and pump stations*
- *Contractor will provide qualified and experienced technicians for each task; plumber, electrician, etc...*
- *Contractor will provide all tools and equipment and may not use Town equipment*
- *Contractor will use Town provided pumps and lift/pump stations when required*
- *Contractor will provide liability insurance of no less than, \$5,000,000.00*
- *Contractor will list Town of Darmstadt as additionally insured*

#### *Evaluation Criteria for RFP's*



- *Technical competence*
- *Qualifications of personnel*
- *Experience of firm*
- *Experience working with similar clients*
- *Price/Value of proposed services*
- *Interview of contractor by Town Board*

### **3. Broadband**

Ray Engler stated there are some small areas in Darmstadt where broadband internet is unavailable. Vanderburgh County is currently working on a Broadband project to use their ARPA money to expand internet availability to the rural areas of Vanderburgh County. Ray Engler added that he has been researching and speaking with Morley and Associates to work on a successful broadband program for Darmstadt, using our ARPA grant funds. Ray Engler will continue to work on this project for Darmstadt and set up a meeting with Morley to discuss.

### **Superintendent Report**

### **Fire Dept Report**

### **Deputy Sheriff Report**

### **Board member comments**

### **Attorney comments**

No further comments

### **Resident comments**

Carol Schlumpf asked why the RFP can't be advertised like on the town website?

Tom Small told her he's been working with contractors for 30 years and versions will continue to be edited. He stated again that he's been doing this for 30 years and that this will be eye opening.

Angie Moers asked how many times it would be published in the newspaper?

Carol Schlumpf asked what the board is going to absorb in response. Freeman replied that the contractors will be interviewed by the board.

Paul Freeman stated that he may not even be on the board and the next board can discuss and make decisions. Freeman stated he doesn't even know if this is a viable option.

Mark Stocker asked about the economics of it.

Eric Gries stated we are happy with the guys we have.

The meeting adjourned 8:45pm

Attest:

Mallory Lowe

Clerk-Treasurer

