

Town of Fortville

01.21.2025

Town Council Meeting

Opening of Meeting:

The meeting was held at Fortville Town Hall, 714 E. Broadway. Meeting was called to order by Council President Tonya Davis at 6:31 pm.

Present:

Tonya Davis, President; Ryan Rummell, Vice President; Libby Wyatt, Council Member; Fritz Fentz, Council Member; Vanessa Battaglia, Council Member; Joe Renner, Town Manager; Alex Intermill, Town Attorney; Adriana Krueger, Deputy Clerk Treasurer.

Not Present:

N/A

2025 Town Council Appointments:

- i. Libby Wyatt nominates Tonya Davis for president. Ryan Rummell seconds the nomination and requests for a vote. Three council members voted yay, two council members voted Nah. Nomination passes. Tonya Davis is president.
- ii. As president, Tonya appoints Ryan Rummell as vice president. Libby Wyatt seconds nomination. Motion carries passed 5/0.

Approval of Agenda:

Ryan Rummell makes the motion to approve the agenda for January 21, 2025, Libby Wyatt seconds the motion. Motion carries passed 5/0.

Approval of Minutes

Ryan Rummell makes a motion to approve the minutes for the December 16th, 2024, council meeting since the January 6th council meeting was canceled due to inclement weather. Libby Wyatt seconds the motion. Motion carries passed 5/0.

New Business:

- a) **Council President** to choose and appoint three individuals and one non-voting school district representative to the RDC.
 - i. Tonya appoints Chris McCreight, Ed Brand, and Dan Huge (all incumbents.) and Stacy Neilson as the MVCSC School District Representative)
- b) **Council to choose** the remaining two individuals to appoint to the RDC commission.
 - i. Scott Meyer and Amy Lawson are names.

Ryan motions to accept all the Incumbent individuals who expressed interest in staying active members of the RDC board. Fritz Fentz seconds the motion. Motion carries 5/0

- c) **Council President** to choose and appoint one individual to the Plan Commission as a Citizen member. Tonya Davis chose Joe Murphy.
- d) **Council to appoint** two residents as Citizen Members to the Police Commission. Tonya Davis recommended keeping both incumbent members as they expressed interest in remaining on the Commission.

Ryan Rummell motions to appoint both Gene Akers and Ed Brand to the Police Commission. Libby Wyatt seconds the motion. Motion carries 5/0

- e) **Council to consider** adding to the scope of work for the trails' project. This would include additional work to meet our obligation to the Federal Highway and the State Historic Preservation Office related to James S. Merrill House. By adding this scope to the existing project, it could save the Town 80% of the cost.
 - i. Joe Renner explains the additional scope needed to fully comply with the signage needed to meet the requirements set out by the Federal Highway and the State Historic Preservation Office. Council discussion was held. Dave Benefiel (Anderson MPO) answers any questions as it pertains to the new requirements.

Ryan Rummell makes a motion to approve the additional scope of work. Fritz Fentz second motion. Motion carries 5/0.

- f) **Council to consider** 1st reading of Ordinance No. 2025-01A, a voluntary annexation of 1927 W, SR 234 (Mt. Vernon Schools Performance Enhancement Center)
 - i. Adam Zaklikowski explains the terms of the annexation and the need. There will be a public hearing next before the annexation is done.

Ryan Rummell motions approval of 1st reading of Ordinance No. 2025 01A. Libby Wyatt seconds the motion. Motion carries 5/0.

- g) **Council to discuss** an update to the Broadway Master Plan and Town Comprehensive Plan as requested by Councilman Fentz.
 - i. Discussions are held. A Request to grant consideration for reviewing and updating landscaping plans and maintenance schedules and responsibilities. Councilman Fentz would like a committee to be assembled to revisit the plans to make sure the beautification of Fortville is maintained. Dave Benefiel expresses an opinion. (see attached breakdown of discussions held for contemplation) provided by Dave.
- h) **Council to consider** the purchase of Rifle Ballistic Armor for the Fortville Police Department.
 - i. Chief of Police Pat Bratton explains the need for the added armor and the cost of \$16,357.60. Kevlar Vests do expire and need to be updated. The additional armor will fit right into the existing and new vests.

Ryan Rummell makes a motion to approve the purchase of the Rifle Ballistic Armor. Libby Wyatt seconds the motion. Motion carried 5/0.

Old Business:

- a) **Council to consider** 2nd reading of Ordinance 2024-12C, a rezone of 411 Merrill Street from Residential 3.5 to Commercial/Community.
 - i. Adam Zaklikowski explains the particulars of the 2nd reading. There was a favorable recommendation from the Planning Commission 5/0, 2 abstained. Council discusses further questions.

Ryan Rummell motions to approve the 2nd reading of Ordinance 2024-12C, a rezone of 411 Merrill Street from residential 3.5 to commercial. Libby Wyatt seconds the motion. Motion carries 4/1.

- b) **Council to discuss** SR 67/ US 36 / Broadway's sidewalk snow removal responsibility and process.
 - i. Councilwoman Battaglia Indicates there has been online Facebook discussions about having the Town of Fortville expand their plowing responsibility, mainly to the sidewalks on Broadway, to match the plowing schedule and responsibilities for sidewalks on Main Street. Council recommends setting additional ordinances regarding responsibilities for snow removal for private and commercial property. Discussion is held: What is needed to get plans established for citizens of Fortville going forward? Do we have the resources and/or equipment needed to accommodate the added workload? What issues are there to achieving the goal? Heath Luther explains the limitations in the existing personnel and resources and suggests the town purchases an additional snowblower as there is only one at the present time and if that goes down, no snow removal will be done.

Department Head Reports:

Town Manager: Joe Renner

Updates on the water treatment plants. The guys have been working hard to get things done to improve the quality of water. Changing filters, cleaning out the iron. Water has improved significantly. The proposal now is to add a purification aid to help clear out the impurities. During the snowstorm, there were three water lines leaking, but they were out there fixing things. Frozen pipes are still an issue, and he recommends citizens check their pipes to make sure the thaw doesn't end up causing bigger issues.

Duke: Trying to get a good inventory on streetlights. This is a work in progress but getting Duke to do all the work has been an issue. They recently implemented a program where, instead of charging to get the streetlights changed to LED lights, the program will do it for free. They have been instructed to go ahead and get all our streetlights changed to LED. This will decrease the cost to the town.

Waste Management issues have been a challenge. They have agreed to meet to establish what the needs are and what can be done to resolve the service issues.

Planning & Building Director: Adam Zaklikowski

No comment.

Parks Manager: Heath Luther

Just a heads up that within the next couple of meetings, there will be more specific plans from the parks department that will outline how the events will be held and run.

Police Chief: Chief Patrick Bratton

2024 report will be ready for the next town council meeting.

Town Attorney: Alex Intermill

No comment.

Deputy Clerk-Treasurer: Adriana Krueger

No comment.

Public Comment:

Bethany Way: Who should we be addressing any questions regarding the water treatment plant? Why do we not have higher standards when it comes to snow removal and water issues? She also wanted to know when the 2024 water treatment results will be posted.

Council Members:

Tonya Davis:

No Comment.

Ryan Rummell:

No Comment.

Libby Wyatt:

No Comment.

Fritz Fentz:

No Comment.

Vanessa Battaglia:

No Comment.

Approve and Sign Vouchers:

Ryan Rummell makes the motion to approve and sign vouchers, Libby Wyatt seconds the motion. Motion carries passed 5/0.

Adjourn:

Tonya Davis makes the motion to adjourn at 9:02 pm, Ryan Rummell seconds the motion. Motion carries passed 5/0.

President: _____



Tonya Davis

Deputy Clerk-Treasurer: _____


Adriana Krueger

Synopsis of Discussion Items – Fortville TC Meeting 1-21-25

Beatification of Broadway (Recommended Next Steps)

1. Develop Broadway Beautification Committee (3-5 people - Elected Officials, Town Staff, Business Owners, and/or Public)
2. Review INDOT Public Art & Landscaping Policy
 - a. (<https://www.in.gov/indot/doing-business-with-indot/permits/> -- scroll towards bottom of page)
 - b. Determine if Consultant/Outside Party is necessary to complete application
 - i. If soft additions (not turning dirt or breaking concrete, such as hanging baskets, banners, moveable planters), engineering firm is likely not necessary and if not, should be cheaper
 - c. If Consultant/Outside Party is deemed necessary
 - i. Develop & Post RFP
 - ii. Review Submitted Proposals & Select Consultant
3. Review Broadway Corridor Plan & Other Related Planning Documents
4. Determine Scope of Request
 - a. Not Stated at Meeting, but would recommend including areas along Broadway (US 36) to extents of incorporated boundaries (Wyndstone & CR 300/400) to allow for future expansion as necessary (1 permit application)
5. Complete/Submit INDOT Application
6. Determine Installation Timeline (likely determined by available revenue stream, but also may be required as part of INDOT Application)

Beautification Maintenance (Recommended Next Steps)

1. Develop Broadway Beautification Committee (3-5 people - Elected Officials, Town Staff, Business Owners, and/or Public) *[could be same group described above]*
2. Develop a Plan & Budget for Costs (Labor & Materials)
 - a. Locations (very specific, what corridors and areas)
 - b. Annual/Monthly Deadlines (if any, but may need to be considered for coordination with events)
 - c. Personnel (existing or new hires) & Equipment needs
 - d. Not Stated at Meeting, but the Snow Removal Plan for Public Areas (Public Parking Lots, Trails, Designated Pedestrian Corridor for ADA Compliance) could also be included as part of this Plan, Budget, & Discussion
3. (If necessary) Develop/Pass Ordinance for Maintenance (Responsibility & Schedule)
4. Provide Guidance to Town Manager for Completion

Wayfinding & Branding Plan (MPO currently developing a Proposal for this work)

1. What is it?
 - a. Plan to identify a clear and consistent identity for the municipality
 - b. Includes guidance for print/digital – color, logos, font
 - c. Includes guidance for use/limitations for local/area promotions (public & private)
 - d. Includes guidance for common elements of built environment
 - e. Other Items related to community branding and wayfinding
2. Common Elements of Built Environment
 - a. Wayfinding Signage (important local sites, historic places, gathering spaces)
 - b. Pedestrian & Other Lighting (style, type, color – pole and elements, hooks/banner arms)
 - c. Traffic Signals and other infrastructure (style, type, color – poles and elements)
 - d. Street Signs (style, type, color – pole and sign)
 - e. Benches & Trash Cans (style, type, color)
 - f. Locations & Placement (proximity, frequency, continuity, ease of use)
3. Action Plan
 - a. Goals & Objectives
 - i. Establish Ordinances to ensure compliance on future installation of built environment items (similar to street and sidewalk design standard ordinances)
 - ii. Next Steps & Responsible Parties
 - b. Timeline (project phasing for project related items)
 - c. Restrictions of Branding - How, When, and Who

Preserving Unique/Historic Fortville (Recommended Next Steps)

1. Review State Enabling Legislation for the creation of a Local Preservation Commission (IC 35-7-11)
2. Adopt Preservation Commission Ordinance to Create Commission (very similar to creation of a Plan Commission or Redevelopment Commission Ordinance)
 - a. membership/appointments, terms of service, quorum, officers, actions/powers
 - b. Certificate of Appropriateness (CoA) review process for Local Sites & Districts
 - c. Coordination with Actions and Plan Commission Actions (process of interaction)
3. Upon Creation of Commission, Hold initial meetings
 - a. Elect Officers
 - b. Determine Local Historic Sites & Districts
 - c. Recommend List to Town Council for Adoption
 - d. Develop Design Guidelines (can include colors, materials, etc. – intent is to help determine what should and shouldn't be done to maintain the look and feel of the Local Historic Site or District)
 - e. Recommend Design Guidelines to Town Council for Adoption

(Additional Resources available from Non-Profit Organization called "Indiana Landmarks Foundation" at:
<https://www.indianalandmarks.org/resources/preservation-advice/> -- scroll down to "Preservation Commissions")

Comprehensive Plans (Basic Information & Guidance)

1. What is it? – Road Map for a Community
2. How should it be used? – Document to assist in decision making by elected officials and official boards/commissions, but often very useful to community leaders, businesses, organizations, and even the public.
3. Comprehensive Plan is not a legally binding document
4. Concepts that elected officials determine a need to be legally binding should be developed or incorporated into Zoning & Development Ordinances or other common municipal ordinances, as applicable
5. Zoning & Development Ordinances must relate back to the Content/Guidance within the Comprehensive Plan
6. Comprehensive Plans generally identify a few major community tasks
 - a. Specific Ordinances that need to be developed
 - b. Specific Amendments to Ordinances that need to be addressed
 - c. Updates to Official Zoning Map
 - d. Small Area Plans that need to be created or updated (take a closer look at) to provide additional more specific guidance for community decision-making [such as Broadway Corridor Plan, Downtown Plan, and others]
 - e. Other Specific Community-Wide Plans that need to be created or updated [such as Park & Recreation Master Plan, Thoroughfare Plan, Downtown Revitalization Plan, Preservation Plan, Strategic Economic Development Improvement Plan (SEDIP), Capital Improvement Plan (CIP), and others]
 - f. Specific Project or Site Plans that need to be created (new park, parking lot redesign, new town sign, or similar)
 - g. Specific topical committees that need to be developed for further discussion beyond completion of plan to address a very specific need/concern (community events, public peer reviews, project/document/plan development/review committees, or similar)
7. Recommend update/new plan in fast growing community every 5 yrs.
 - a. I would consider the Town of Fortville a fast-growing community (pace will continue to increase exponentially)
 - b. Alternatively, recommend update/new plan in slow growth community every 10 yrs.
 - c. Alternatively, communities that see very few changes or little to no growth can exceed 10 yrs. but often still good to take a fresh look at their community to ensure on correct course and because of changes in leadership/population
8. Differences between Comprehensive Plan Update and New Comprehensive Plan
 - a. New Plans
 - i. Usually include a complete overhaul of document, its contents, and potentially the approach to the plan itself
 - ii. Usually use the old plan for some information, but the document is generally completely overhauled including new layouts, fresh look, as well as updated information, new public comments, and new/revised goals & objectives

- b. Updates to Plans
 - i. Usually include select updates to information that is different or has changed, changes in community, and new visions for community
 - ii. Generally, utilize the original plan layout, but only update the content and components of the original plan
- c. However, costs and timeline for both a New Plan and an Update to a Plan are generally not that dissimilar, as the same types of steps are still required from beginning to end less a few "economies of scale" (same number of steps, a little bit less work)
- 9. Below is a list of minimum recommended scope of work items for any update
 - a. Update Community Profile (US Census Data)
 - b. Update Changes in Community (developments, annexations, businesses)
 - c. Update Existing Zoning Map
 - d. Update Proposed Land Use Map
 - e. Incorporate & Reference Elements from Other Adopted Plans
 - f. Provide New Public Participation Opportunity (incorporate comments into document)
 - g. Update/Revise Action Plan (Goals & Objectives, Responsible Party, Estimated Timeline for Completion)
 - h. Determine How to Keep Plan Relevant (options include - annual review by PC and then report to TC regarding -- review of goals/objectives checklist, plan for what's next for the year)

Comprehensive Plan Update (Recommended Next Steps)

1. Form Project Update Committee (3-5 people – elected officials, PC members, & staff)
 - a. Review Existing Comprehensive Plan
 - b. Review Other Adopted Plans (Small Area Plans)
 - c. Develop Proposed Scope of Work
 - d. Present to Proposed Scope of Work to Plan Commission
2. Plan Recommends Scope of Work Necessary for an Update to Comprehensive Plan
3. Develop & Post RFP (Request for Proposals)
4. Solicit outside Consultant or MPO (MCCOG) to submit Proposals
5. Select Consultant
6. Expand Project Update Committee (10-15 people – add members of public as well as business, organization, emergency responder, and school representatives)
7. Consultant Coordinates Project from Beginning to End with Project Update Committee
8. Final Updated Plan is presented to Plan Commission
9. Plan Commission Recommends to Town Council for Adoption
10. Once Adopted
 - a. PC works on updating elements of existing Zoning & Development Ordinances, as necessary, for recommendation to TC for adoption
 - b. PC updates the zoning map, as necessary, for recommendation to TC for adoption