TOWN OF DAYTON, INDIANA
Town Council Meeting

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SETTLED 1827 **INCORPORATED 1970**

Minutes of
July 15, 2025
7:00 p.m.
These minutes are not intended to be a verbatim transcript.

TOWN COUNCIL:
Marc Buhrmester, Town Board President
Rocky Richards, Utility Board President
Steve Schuhle, Town Board Vice President
Carla Snodgrass
Mike Harris

CLERK-TREASURER:
Cindy Florey

Prior to the Utility Board Meeting, the following presenters asked or were invited to speak before the Town Council regarding the specific topics listed.

Guest Presentations:

Christopher Limiac of BF&S – Dayton Elementary School Parking Lot addition: Chris discussed the proposed plan to expand the parking lot; the first information received was about two years ago, but the proposed plans and documentation about the expansion were not received until January of 2025. BF&S began their review of the documentation checking them regarding compliance with the Town of Dayton development standards, as well as Tippecanoe County Storm Water Ordinance. The developed site will affect just less than one-quarter acre. Project completion will be an expansion of ~8,800sf of additional parking on the south side of the school building. Following the initial and follow-up discussions, there was a coordinated meeting with T-Bird Design Services, the school, BF&S, and Kurt Delzer (Dayton Utility Superintendent), to discuss specific items. Following this meeting, T-Bird Designs submitted an amended plan and design documentation. After reviewing the revised plan, BF&S feels the design made sufficient effort to meet the intent of the town's Development Guide, the county's Technical Standards Manual and Storm Water Ordinance. They believe the proposed expansion of parking will have no negative impacts on the town's storm water infrastructure and recommend the construction plans be approved. Marc made a motion to approve the construction plans. Steve seconded the motion. Roll call vote: Carla – Yes, Marc – Yes, Rocky – Yes, Steve – Yes. Motion carries 4 – 0.

Greg Maish of Mulberry Telecom – Camera for SR 38 & Dayton Rd: Per Marc, Greg was unable to attend the meeting and asked to be rescheduled next month.

Matt Koph / Ben Hoffmann – Adams Road and area around Masonic Lodge development presentation: Ben and Matt presented potential plans for the property they own around the Masonic Lodge. Ben explained the specifics and differences of the options, apartments, town homes, duplexes, and retail, as well as a 55+ community. One area of the property is currently zoned R3, and another area is zoned R1. They are bringing plans to the Council first before going to Area Plan as they are seeking advice and approval from the Council before moving forward. Their goal is to get the town and Area Plan on board with what they are trying to achieve with the property. They are seeking advice on what the best/next steps would be; advised to speak with Colin at BF&S and Ryan, APC Executive Director.

mb per MB CRS

Ryan O'Gara – Thoroughfare Plan presentation: Ryan O'Gara, Executive Director APC, stated the Thoroughfare Plan is a document that has been a part of the County's Comprehensive Plan since 1981. It provides guidelines for all manner of roads; from local roads to town streets to major divided highways and everything in between and beyond. The standards have evolved over time and so it's overdue to be reformed. He introduced Doug Poad, the principal author of this draft. Doug will provide a high-level overview of this plan, what its ramifications are and how this new version of it is different from the current one.

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Doug reiterated this plan is part of the Comprehensive Plan that deals specifically with road design and building whether it be in Tippecanoe County, here in Dayton, Lafayette, West Lafayette and so forth. The previous plan, which was adopted in May 1981, really just focused on vehicular traffic. But since then, there's been a lot of changes and, with this plan, not only do they continue to focus on vehicular traffic, but they also have to include all other modes of transportation; specifically, people who walk, people who ride their bicycle, and also transit. So, they're not looking at just the roads moving along the corridor, they're looking at all modes of transportation. So, that's one of the big changes in this. The new plan format is very similar to the old one. Doug continued through the document pointing out each change, specified categories, and clarified this update looks up to 30 years into the future. He explained the proactive process in notifying communities, government leaders and businesses about the long-range planning updates.

Ryan O'Gara – APC UZO Amendment: Steve requested Ryan to speak about the current UZO Amendment regarding Kennels. Per Ryan, this was an oversight in not having outdoor dog runs included when this was originally laid down a long time ago. Essentially, these kennel-type facilities precluded any sort of outdoor dog run. This amendment adds that provision and the intent is for dogs to do their business, stretch a little, and then go back inside; they're not going to be out there permanently. Since the required Ordinance number was not known, Marc decided to pend the discussion and vote on this amendment until next month's meeting.

Following Public and Council Comments at Utility Board meeting, Marc Buhrmester moved on to the Council meeting.

Attorney
Nothing for this meeting.

Allowance Docket
Marc made a motion to approve the Allowance Docket for June 2025 in the amount of $24,987.28. Steve seconded the motion. Roll call vote: Carla – Yes, Marc– Yes, Rocky – Yes, Steve – Yes. Motion carries 4 – 0.

Claims Docket
Marc stated there was an adjustment to be made to the total; Mark Jones had submitted two invoices for the same charge in the amount of $1,380, but the total should have been $720; so, the current total needs to be reduced by $660. Carla verified math per Marc's request. Marc made a motion to approve the corrected Claims Docket total for June 2025 in the amount of $139,450.15. Steve seconded the motion. Roll call vote: Carla – Yes, Marc– Yes, Rocky – Yes, Steve – Yes. Motion carries 4 – 0.

Monthly Reports
Marc made a motion to accept the Appropriations Report, Bank Reconciliation, Fund Report and Revenue Report for June 2025. Carla seconded. Roll call vote: Carla – Yes, Marc– Yes, Rocky – Yes, Steve – Yes. Motion carries 4 – 0.

Meeting Minutes
Marc made a motion to accept the Utility Board Meeting minutes of June 17, 2025, the Town Council Meeting minutes of June 17, 2025, and the Special Meeting minutes of July 2, 2025. Steve seconded the motion. Roll call vote: Carla – Yes, Marc – Yes, Rocky – Yes, Steve – Yes. Motion carries 4 – 0.

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Clerk-Treasurer Report

- **SBOA Conference 8/11-8/13 held in French Lick**: Cindy stated our consultant has recommended she attend since she is new to the Clerk-Treasurer position, and she would be able to obtain required CE credits (due by 12/31/2025). The consultant also stated it would be a great opportunity for networking. The conference is noted as being mandated by the state. Carla discussed that, historically, the council did not cover hotel costs to keep expenses at a minimum; conferences within driving distance were preferred. She also stated online classes are always available and there's plenty of time to obtain required CEs before the end of the year. She also noted that "mandated meeting" does not mean Cindy is required to attend. She also stated she's not completely opposed to Cindy attending but is concerned about Cindy being gone so soon into her term. Rocky and Steve stated they thought it would be good for her to attend. Rocky made a motion to allow Cindy to attend the SBOA Conference at a cost of $500 for classes and meals, etc. and $404.54 for 2 hotel nights. Marc seconded the motion. Steve stated we would also need to pay for mileage. Rocky amended his motion to include mileage costs and Marc seconded the amendment. Roll call vote: Steve – Yes, Rocky– Yes, Marc – Yes, Carla – Yes. Motion carries 4 – 0.

- **Utility Clerk Committee Volunteers:** Cindy provided copies of the Utility Clerk Job Description. She stated she had reconsidered her decision to wait on hiring and would like to form a committee consisting of herself and two council members to begin the process of searching, interviewing and hiring someone to fill the position. Rocky and Carla volunteered to assist. Cindy stated she's hoping for a September hire. She stated by doing this, it means she will get trained more quickly for the Clerk-Treasurer position and stop paying our consultant $165/hr. She has already begun to receive resumes. Advertising is planned for the town's Facebook page and website. Steve requested Carla review the Job Description in greater detail.

- **New Laptop and Software:** Cindy stated Mark Jones, the town's IT consultant, was recently in the office and questioned both Cindy and Kurt about the location of a laptop as he wanted to complete an update. Neither of them was aware of a laptop so she posed the same question to the Council. No one on the Council was aware of any laptop ever being here. Carla suggested it was probably Mark Harlow's old notebook, but Cindy stated that Mark Jones insisted it was an actual laptop and not a notebook. Cindy asked to purchase a new laptop so she would be able to work from home, if needed. Carla questioned the need for a laptop and asked when the missing laptop was last updated, where it is now and who used it last. Steve agreed we need to get more information on the missing laptop before deciding on purchasing a new one. The consensus seemed in favor of purchasing a new laptop for the Clerk-Treasurer position; however, Rocky stated he thought we should have more information on the missing laptop before deciding on a new purchase. Cindy stated that, per Mark Jones, the cost of a new laptop would be at least $1,000. Marc added there would also be the cost for Mr. Jones to get it set up. Cindy is to obtain a quote for laptop costs for the Council to review next month as well as finding more information about the missing laptop.

- **Notary:** Per Cindy, no discussion needed at this time. She's not yet a Notary but it's "in the works."

Area Plan Representative Report

Steve had Ryan O'Gara address the Amendment prior to the Utility Board meeting.

Town Manager

- **Report on missing Clifty Falls and other water valves:** Kurt stated the missing valve at Clifty Falls and Dayton Road was located, so he canceled Atlas which saved the town $15,000 for the search and potential replacement. He stated it is located east of Dayton Road between the second and third houses (straight off Shakamak Ct) and that two valves were found.

- **CCMG Update:** Per Kurt, DC Construction pulled out and left. They were supposed to finish two Mondays ago (July 7) and on Tuesday morning, nothing was here. He contacted the company, and they are supposed to return on Friday, July 18, to finish paving and complete everything by the following week.

- Steve reported Kurt had been painting curbs along State Road 38.

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Police Report

- **Surveillance Video System:** Scott discovered about 3 weeks ago, the hard drive on the system at the PD that records and retains archival footage has not been working. This system covers all doors at PD, the garage, the Utility Barn and the intersection at the stop light. Per Haley's, the hard drive is maxed out and the only way to correct it is to upgrade the hard drive with more storage. Scott obtained and provided a quote of $724 to upgrade the system to archive for at least 1 month. Steve made a motion to approve the purchase of new hardware for the police surveillance system as well as the installation and testing of it for $724. Marc seconded the motion. Roll call vote: Carla – Yes, Marc –Yes, Rocky – Yes, Steve – Yes. Motion carries 4 – 0.

- **Video Surveillance Systems at Town Hall:** Town Hall currently has two systems (one in the Break Room and one in the Utility office). There is a total of 12 cameras, but 4 cameras are redundant. The hard drive for the main system (Break Room) crashed and is no longer recording/working at all. There have been some issues in the past but nothing that required replacement; but now it is no longer working. Haley's (who installed the systems) recommends, for ease of use and maintenance, removing redundant cameras and combining and upgrading the whole system. The larger quote of $3,229 is to do that. Some of the cameras are outdated and they would do away with the HIK Vision System (in the Break Room) which is currently outdated, and maintenance is no longer supported. There's nothing wrong with the other system as it's still working properly so if the choice is made just to repair the hard drive for the main system, the cost would be $422. The major concern is nothing is currently being recorded. Questions and discussion followed to clarify what was presented. Carla stated she would prefer to fix what needs to be repaired right now. Scott stated the security is of utmost importance at the moment. Steve made a motion to pay to get the system up and running again for security for $422 and suggested we could look into the idea of updating the system down the road. Carla seconded the motion. Roll call vote: Steve – Yes, Rocky– Yes, Marc – Yes, Carla – Yes. Motion carries 4 – 0.

- **Keypad at Town Hall:** The keypad has been replaced twice now in recent months, and Haley's recommends getting a cover to protect it from the sunlight/UV light. The previous replacement cost $135 but included other items this call would not require. Scott thinks it would cost around $100. Discussion and questions to clarify what was presented. At this point Marc chose to move forward to New Business.

New Business

Missing Keys: Marc stated Leah had returned her key for the outside doors via USPS, but the envelope arrived with a hole and no key, so that key is missing. Also, when a complete Key Inventory was done, Key #1 for the Utility Office never showed up. He stated he thought everything was re-keyed when Michelle left but still never located the missing key. Carla questioned the number of keys to be purchased and why so many. Scott stated this count was reduced from the previous number of keys purchased. He stated all who have keys now are: Marc, Rocky, Clerk, Kurt, Utility Clerk, and all police officers. Carla again questioned the need for so many keys, especially officers who rarely or never work a shift. She stated it seemed an unnecessary expense and could create more issues with tracking if someone lost a key. Marc then stated this was something else they had discussed. Everyone issued a key would have to sign and take financial responsibility for it. Steve made a motion that, going forward, all keys would be signed in/out and each individual would be responsible for all replacement costs, if lost. Also to rekey locks and reissue keys (for 1 building and 1 Utility Office) at a cost not to exceed $713.80, but to also move forward with reducing the overall number of building keys per Scott's

discretion; and also, with that same service call/charge, to install the keypad weather cover not to exceed $191. Carla seconded the motion. Roll call vote: Steve – Yes, Rocky– Yes, Marc – Yes, Carla – Yes. Motion carries 4 – 0.

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Patrick is to draft a signature page for key assignment stating each assignee would be responsible for any/all keys assigned and would also be responsible for all replacement charges/costs for any lost key.

Old Business

- **Music Under the Gazebo:** Marc stated last month we approved $150 for Grant Spence for "Music Under the Gazebo." This next one will come up before our next meeting. Marc made a motion to approve $150 for Joe Damrell for the "Music Under the Gazebo" event to be held August 16 and the money is to come from the Community Enrichment Fund. Steve seconded the motion. Roll call vote: Carla – Yes, Marc – Yes, Rocky – Yes, Steve – Yes. Motion carries 4 – 0.

- **Community Enrichment Fund Donation:** Marc stated CB Burke recently gave a donation of $300.

Public Comment

Ron Koehler – Shady Lane:

- Ron stated the reason for the two security systems is because a previous Town Clerk locked access to the one in the Utility Office, so another system had to be purchased, and additional cameras were added on the outside of the building.
- Ron stated the Shady Lane and Wesleyan Drive Cul-de-Sac situation needed to be cleaned up as accusations were made a couple of meetings ago. Land was donated to the town for two cul-de-sacs by he and his wife, Cindy Marsh; one with a Warranty Deed and one with Restrictive Covenants. He read through some of the Minutes from the meeting where the prior Council voted to approve the land transfers and to have the town attorney prepare the paperwork to transfer the land described in the Covenants. He also read Minutes from the meeting where the prior Council voted to blacktop both cul-de-sacs. He reiterated everybody knew the land was given to the town and stated if anybody was at fault, it was that whole council and the lawyer. He was very upset and wanted this matter cleaned up and asked how this was going to be corrected. He stated he thinks it should just be simple paperwork. The attorney told Ron his time was up, but Ron continued stating "we're trying to get something here that I've been accused of doing something and these guys won't do anything about it. You guys need to do something about my land and you guys need to correct the problem that you guys made a mistake on!"

Council Comment

- Steve had requested a quote from MC Construction (and just received it today) on putting in a hydrant on the property across the street because they're going to seed it and we will need to water it. He didn't have time to obtain additional quotes yet but can get it if the council prefers. He stated that MC would drop a line of the meter there and leave us with a lockable yard hydrant that won't freeze. Their plan (MC) is to level and seed the property by Friday, July 18, so water will be needed to take care of it as soon as possible. He discussed the matter with Kurt after receiving the quote. Kurt addressed the council stating he thought it was a fair quote and that MC could install everything while they're here. Steve made a motion to approve the MC quote of $957 to install a hydrant for irrigation, etc. Carla seconded the motion. Roll call vote: Steve – Yes, Rocky– Yes, Marc – Yes, Carla – Yes. Motion carries 4 – 0.

- Rocky asked about the situation with Ron Koehler and if we were going to get it resolved. Marc replied, "It will be resolved." Carla asked Marc if he was going to share how that's going to happen." Marc replied, "When SBOA decides how it should be resolved, it will be resolved."

MM RH WB CP

- Carla asked about the "Grant Lady" (nobody seemed to remember her name) and the status on the water study stating she hasn't heard anything. Marc stated, "there's a meeting next Thursday, July 24 … the OCRA Grant Water Study Committee. It's been put on the town site and on the calendar … it will be the third meeting." Carla stated she didn't even know there was committee. Steve asked if there were any Minutes for these meetings and Marc stated, "I don't think so." Steve stated he wasn't aware there had been three meetings and that we should still be involved and getting some kind of report back. Mark then stated he didn't know if it's really a committee or not stating, "Chris (referring to Chris Limiac with BF&S) is the one who wanted to get this together, so it's been going on. It will be recorded because as of July 1, all meetings have to be recorded." Steve asked what the mission of the committee is. Marc replied, "Basically, it's been for them to report what they have done; to report what their study has discovered already." When Steve asked what they had discovered so far, Marc responded, "I don't want to misreport anything, so I'd like to get the paperwork to you that they presented already." Steve expressed his concern about the meetings as he had learned from Rocky that Marc, Rocky, and Leah were present at these meetings and "that makes a quorum, does it not?" Patrick, Town Attorney, confirmed this was a quorum. Steve then stated he wasn't aware we had received any information back in the form of a report or recommendations or anything else. He stated he believes the Council should be given an update on what it is. Carla moved on asking if the "Grant Lady" could be asked back to discuss options for the old Community Center site and if grants would be available. Marc was not in favor of having her attend before Mike was present to discuss what to do with the property. Carla stated she wanted the Council to have an opportunity to speak with her about their ideas for the property and whether those ideas might be eligible for grants. Marc told Carla she could contact her. Carla stated she did not have her name or contact information. Steve asked Cindy if she had her contact information. Cindy stated she did not but would try to find it and send it to everyone.

Attest:

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Cindy Florey, Clerk Treasurer
Minutes prepared by Cindy Florey