

City of Greencastle

City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135
765.653.9211
tglenn@cityofgreencastle.com



Teresa P. Glenn
Clerk Treasurer

Greencastle Common Council Regular Meeting Agenda

January 11, 2011

7:00 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Public Petitions and Comments
- III. Special Requests
- IV. Department Reports
 - A. Cemetery – Ernie Phillips
 - B. Engineer –
 - C. Fire Department – Bill Newgent
 - D. Park and Recreation – Rod Weinschenk
 - E. Planner – Shannon Norman
 - F. Police Department – Tom Sutherlin
 - G. Department of Public Works – Brad Phillips
 - H. Water & Wastewater Department – Richard Hedge
 - I. City Attorney - Laurie Robertson Hardwick
- V. Approval of Minutes
 - A. Regular Session December 14, 2010
- VI. Old Business
- VII. New Business
 - A. Organizational Matters
 1. Election of Council President
 2. Date, Time and Place for 2011 Council Meetings
 3. Annual Appointments (2) to Redevelopment Commission
 - B. Council Assignments
 1. Planning Commission
 2. Park Board
 3. Economic Development Commission
 4. Cable Access
 5. Chamber of Commerce
 6. Tree Board
 7. Cable Greencastle/Putnam Development Center
 8. Putnam County 911
 - C. Department Liaisons
 1. Department of Public Services

2. Fire Department
 3. Forest Hill Cemetery
 4. Parks and Recreation
 5. Planning Department
 6. Police Department
 7. Utility Department
- D. Retreat Dates

VIII. Approval of City Claims

IX. Reports

- A. Mayor's Report
- B. Clerk-Treasurer's Report
- C. Councilors

X. Adjournment

City of Greencastle

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**Greencastle Common Council
Special Meeting
Agenda**

January 25, 2010

6:30 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call

- II. Department Reports
 - A. 6:30 PM - Shannon Norman – City Planner
 - B. 7:00 PM - Ernie Phillips - Cemetery
 - C. 7:30 PM - Brad Phillips – Department of Public Works
 - D. 8:00 PM – Richard Hedge – Utility Department

- III. Adjournment

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**Greencastle Common Council
Special Meeting
Agenda**

January 27, 2010

6:30 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call

- II. Department Reports
 - A. 6:30 PM – Laurie Hardwick – Attorney
 - B. 7:00 PM – Tom Sutherlin – Police Dept.
 - C. 7:30 PM – Bill Newgent – Fire Dept.
 - D. 8:00 PM – Rod Weinschenk – Park and Rec.

- III. Adjournment

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Greencastle Common Council Regular Meeting Agenda

February 8, 2011

7:00 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Public Petitions and Comments
- III. Special Requests
 - A. Street Closure
 1. Farmer's Market
- IV. Department Reports
 - A. Cemetery – Ernie Phillips
 - B. Engineer –
 - C. Fire Department – Bill Newgent
 - D. Park and Recreation – Rod Weinschenk
 - E. Planner – Shannon Norman
 - F. Police Department – Tom Sutherlin
 - G. Department of Public Works – Brad Phillips
 - H. Water & Wastewater Department – Richard Hedge
 - I. City Attorney - Laurie Robertson Hardwick
- V. Approval of Minutes
 - A. Regular Session January 11, 2011
 - B. Special Session January 25, 2011
 - C. Special Session January 27, 2011
- VI. Old Business
- VII. New Business
 - A. Resolution 2011-1, A Resolution Declaring A Revitalization Area for Chiyoda U.S.A. Corporation.
 - B. Resolution 2011-2, A Resolution Declaring A Revitaliation Area for Crown Equipment Corporation.
- VIII. Approval of City Claims
- IX. Reports
 - A. Mayor's Report
 - B. Clerk-Treasurer's Report
 - C. Councilors
- X. Adjournment

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GREENCASCADE BOARD OF WORKS REGULAR SESSION AGENDA

February 15, 2011

2:00 PM

City Hall

- I. Call to Order: Roll Call
- II. Special Requests
- III. Approval of Minutes
 - A. Regular Session – January 19, 2011
- IV. Department Reports
 - A. Fire Department – Bill Newgent
 - B. Police Dept. – Tom Sutherlin
 - C. Department of Public Works – Brad Phillips
 - D. Planner – Shannon Norman
 - E. Water & Wastewater – Richard Hedge
 - F. Attorney – Laurie Hardwick
- V. Old Business
 - A. Update on water line rehabilitation/repair.
- VI. New Business
 - A. Customer Request for Water Adjustment
 - B. INDOT – People Pathways
 1. Final completion paper work
 - C. Albin Pond Pathway
 1. Change Order #7
- VII. Approval of Claims
 - A. Water
 - B. Wastewater
- VIII. Adjournment

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Greencastle Common Council Regular Meeting Agenda

March 8, 2011

7:00 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Public Petitions and Comments
- III. Special Requests
 - A. Street Closure
 1. DePauw University College Republicans – Margaret Musgrave
 - a. April 16, 2011; 10:00 AM to Noon
 2. Putnam County Convention and Visitor Bureau – Sharon Eiteljorge
 - a. September 25, 2011; 8:00 AM to 6:00 PM – Greencastle Downtown Parking Lot. The 2nd Annual Buzzard Run
 3. DePauw University Physical Plant – Tony Robertson
 - a. May 21 and May 22, 2011 for Commencement. (see attached)
- IV. Department Reports
 - A. Cemetery – Ernie Phillips
 - B. Engineer –
 - C. Fire Department – Bill Newgent
 - D. Park and Recreation – Rod Weinschenk
 - E. Planner – Shannon Norman
 - F. Police Department – Tom Sutherlin
 - G. Department of Public Works – Brad Phillips
 - H. Water & Wastewater Department – Richard Hedge
 - I. City Attorney - Laurie Robertson Hardwick
- V. Approval of Minutes
 - A. Regular Session February 8, 2011
- VI. Old Business
 - A. Bike Race – Little 5 route
- VII. New Business
 - A. **Resolution 2011-3**, A Resolution Reaffirming Resolution 2011-1 And Declaring An Economic Revitalization Area and Recommended Tax Deduction (Chiyoda USA Corporation)

- B. **Resolution 2011-4**, A Resolution Reaffirming Resolution 2011-2 And Declaring An Economic Revitalization Area and Recommended Tax Deduction (Crown Equipment Corporation)
 - C. **Resolution 2011-5**, A Resolution Authorizing Funding of the Greencastle/Putnam County Development Center From Industrial Development Funds
 - D. **Ordinance 2011-1**, An Ordinance Amending Ordinance 2009-1 Establishing An Employee Handbook For Employees of The City of Greencastle, **First Reading**
 - E. Grant Application for Highway Safety Improvement Program.
- VIII. Approval of City Claims
- IX. Reports
- A. Mayor's Report
 - B. Clerk-Treasurer's Report
 - C. Councilors
- X. Adjournment

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Greencastle Common Council Regular Meeting Agenda

April 12, 2011

7:00 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Public Petitions and Comments
- III. Special Requests
 - A. Street Closure
 1. Putnam County Convention and Visitor Bureau – Sharon Eiteljorge
 - a. September 25, 2011; 8:00 AM to 6:00 PM – Greencastle Downtown Parking Lot. The 2nd Annual Buzzard Run (Tabled from March)
 2. Greencastle Custom Cycle – Scott & Lisa Easton
 - a. June 18, 2011; 6:00 AM to 3:00 PM Columbia from Jackson to Indiana St. - 11th Annual Run-4-Fun.
 3. Relay For Life – Stewart Burns and Tyler Archer – April 30 – May 1, 2011; 12 PM to 12 PM – Blackstock Stadium – Close Madison between Hill & Hanna from 11 AM April 30 to 1:00 PM May 1, 2011- Noise exception for outside music/announcements after 10 PM April 30, 2011 to noon on May 1, 2011
 4. Phi Gamma Delta – Jake Meyer and Bryant Kosanovich – May 7-8, 2011; 10:00 PM to 1:00 AM – Fiji Isle Party
- IV. Department Reports
 - A. Cemetery – Ernie Phillips
 - B. Engineer –
 - C. Fire Department – Bill Newgent
 - D. Park and Recreation – Rod Weinschenk
 - E. Planner – Shannon Norman
 - F. Police Department – Tom Sutherlin
 - G. Department of Public Works – Brad Phillips
 - H. Water & Wastewater Department – Richard Hedge
 - I. City Attorney - Laurie Robertson Hardwick
- V. Approval of Minutes
 - A. Regular Session March 8, 2011
- VI. Old Business

- A. **Ordinance 2011-1**, An Ordinance Amending Ordinance 2009-1 Establishing An Employee Handbook For Employees of The City of Greencastle, **Second Reading**

- VII. New Business
 - A. **Resolution 2011-6**, A Resolution Transferring Surplus Property To The Putnam County Sheriff's Department
 - B. **Resolution 2011-7**, A Resolution Declaring An Economic Revitalization Area (IAC Greencastle, LLC)

- VIII. Approval of City Claims

- IX. Reports
 - A. Mayor's Report
 - B. Clerk-Treasurer's Report
 - C. Councilors

- X. Adjournment

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Greencastle Common Council Regular Meeting Agenda

May 11, 2011

7:00 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Public Hearing Resolution 2011-8, A Resolution Reaffirming Resolution 2011-7 And Declaring An Economic Revitalization Area And Recommended Tax Deduction (IAC Greencastle, LLC)
- III. Public Petitions and Comments
- IV. Special Requests
 - A. Walking Wednesdays - Ruth Ralph – Special Request for walking on Wednesday evenings from 5:00 PM to 6:00 PM between June 1 to August 3, 2011, use of streets.
 - B. Street Closure
 1. Indianapolis Colts – Tammy Amor – Chamber of Commerce
- V. Department Reports
 - A. Cemetery – Ernie Phillips
 - B. Engineer –
 - C. Fire Department – Bill Newgent
 - D. Park and Recreation – Rod Weinschenk
 - E. Planner – Shannon Norman
 - F. Police Department – Tom Sutherlin
 - G. Department of Public Works – Brad Phillips
 - H. Water & Wastewater Department – Richard Hedge
 - I. City Attorney - Laurie Robertson Hardwick
- VI. Approval of Minutes
 - A. Regular Session April 12, 2011
- VII. Old Business
- VIII. New Business
 - A. **Resolution 2011-8**, A Resolution Reaffirming Resolution 2011-7 And Declaring An Economic Revitalization Area And Recommended Tax Deduction (IAC Greencastle, LLC)
 - B. **Resolution 2011-9**, A Resolution Approving Historic Downtown Façade Improvement Plan

- IX. Approval of City Claims
- X. Reports
 - A. Mayor's Report
 - B. Clerk-Treasurer's Report
 - C. Councilors
- XI. Adjournment

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Greencastle Common Council Regular Meeting Agenda

June 14, 2011

7:00 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Public Hearing – **Resolution 2011-11**, A Resolution Authorizing Additional Appropriations To The Annual Budget
- III. Public Petitions and Comments
- IV. Special Requests
 - A. Street Closure
 1. Almost Home – August 20, 2011, Noon to 1:00 AM- Close Franklin Street. Music Fest Celebrating Dave’s Heating and Cooling 25th Anniversary.
- V. Department Reports
 - A. Cemetery – Ernie Phillips
 - B. Engineer –
 - C. Fire Department – Bill Newgent
 - D. Park and Recreation – Rod Weinschenk
 - E. Planner – Shannon Norman
 - F. Police Department – Tom Sutherlin
 - G. Department of Public Works – Brad Phillips
 - H. Water & Wastewater Department – Richard Hedge
 - I. City Attorney - Laurie Robertson Hardwick
- VI. Approval of Minutes
 - A. Regular Session May 10, 2011
- VII. Old Business
- VIII. New Business
 - A. **Resolution 2011-10**, A Resolution Transferring Surplus Property To The City of Greencastle
 - B. **Resolution 2011-11**, A Resolution Authorizing Additional Appropriations To The Annual Budget
- IX. Approval of City Claims
- X. Reports

- A. Mayor's Report
- B. Clerk-Treasurer's Report
- C. Councilors

XI. Adjournment

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Greencastle Common Council Regular Meeting Agenda

July 12, 2011

7:00 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Public Petitions and Comments
- III. Special Requests
 - A. Street Closures
 1. Putnam County Fair Parade Committee – July 22, 2011 from 6:30 PM to 8:00 PM
 2. Greencastle High School – September 23, 2011 from 5:45 PM to ? – Terri Collins
 3. Buzzard Run – September 25 from 1:30 PM to 4:00 PM – Indiana Street (East side of Square) and Franklin Street (North side of square) closed.
- IV. Department Reports
 - A. Cemetery – Ernie Phillips
 - B. Engineer –
 - C. Fire Department – Bill Newgent
 - D. Park and Recreation – Rod Weinschenk
 - E. Planner – Shannon Norman
 - F. Police Department – Tom Sutherlin
 - G. Department of Public Works – Brad Phillips
 - H. Water & Wastewater Department – Richard Hedge
 - I. City Attorney - Laurie Robertson Hardwick
- V. Approval of Minutes
 - A. Regular Session June 14, 2011
- VI. Old Business
- VII. New Business
 - A. **Resolution 2011-12**, A Resolution Of Concurrence With An Application To Reclassify Certain Roads Within the City of Greencastle
 - B. **Resolution 2011-13** , A Resolution Declaring An Economic Revitalization Area (370 Manhattan Road)
 - C. **Resolution 2011-14**, A Resolution In Support Of Applications To The Indiana Economic Development Corporation For Industrial Recovery Tax

Credits For The Renovation And Reuse Of The Industrial Facility Located At 370 Manhattan Road.

- D. **Resolution 2011-15 through 2011-27**, Annual Resolutions for Compliance With Statements Of Benefits for Chiyoda USA Corp, Crown Equipment Corp., Garmong Development Company, LLC, Heartland Automotive LLC and Lear Operations aka International Automotive Components Corp.

- VIII. Approval of City Claims

- IX. Reports
 - A. Mayor's Report
 - B. Clerk-Treasurer's Report
 - C. Councilors

- X. Adjournment

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Greencastle Common Council Regular Meeting Agenda

August 9, 2011

7:00 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Public Petitions and Comments
- III. Special Requests
 - A. Street Closures
 1. 2nd Annual Covered Bridge Country Buzzard Run -Putnam County Convention & Visitors Bureau – September 25, 2011 from 8:00 AM to 8:00 PM, Franklin St (North side of square) and Indiana St (East side of square) – Sharon Eiteljorge – Tabled from July Council Meeting
 2. Chiefs' 3rd Annual Street Fair – September 25, 2011 from 7:00 AM to 8:00 PM – East Franklin St to Indiana St to ONB drive way. – Steve Geabes
 3. Party in the Park Carnival – Campus Activities – Saturday, August 27, 2011 from 4:00 PM to 10 PM – College St between Hanna & Olive from 6:00 AM to 2:00 AM
 - a. Requesting Noise Waiver also.
 4. Greencastle Custom Cycle – Scott & Lisa Eaton – Saturday, October 1, 2011 from 6:00 AM to 12:00 Midnight – Indiana from Franklin to Columbia & use of Columbia St Parking Lot.
 - B. Noise Waiver Request
 1. Drive – In Movie – DePauw Union Board – Wednesday, August 24, 2011 from 9:00 PM to 11:00 PM- Bowman Park – Uzoma Oluka
 2. Magician Event – DePauw Union Board- Friday, August 26, 2011 from 10:00 PM to 11:30 PM – Uzoma Oluka
- IV. Department Reports
 - A. Cemetery – Ernie Phillips
 - B. Engineer –
 - C. Fire Department – Bill Newgent
 - D. Park and Recreation – Rod Weinschenk
 - E. Planner – Shannon Norman
 - F. Police Department – Tom Sutherlin
 - G. Department of Public Works – Brad Phillips
 - H. Water &Wastewater Department – Richard Hedge
 - I. City Attorney - Laurie Robertson Hardwick

- V. Approval of Minutes
 - A. Regular Session July 12, 2011
- VI. Old Business
- VII. New Business
 - A. **Resolution 2011-28**, A Resolution Amending Resolution 2011-12 Concurring With An Application To Reclassify Certain Roads Within The City Of Greencastle
 - B. **Ordinance 2011-2**, An Ordinance Establishing The Size Of The Departments Of City Government Of The City Of Greencastle, Indiana, Fixing Salaries For The Employees Of Such Departments And Fixing The Salaries Of Certain Other Appointed Officials For The Year 2012, **First Reading**
 - C. 2012 Budget Review and Discussion
- VIII. Approval of City Claims
- IX. Reports
 - A. Mayor's Report
 - B. Clerk-Treasurer's Report
 - C. Councilors
- X. Adjournment

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Greencastle Common Council Regular Meeting Agenda

September 13, 2011

7:00 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Public Hearing - **Ordinance 2011-3**, An Ordinance For Appropriations And Tax Rates
- III. Public Petitions and Comments
- IV. Special Requests
 - A. Street Closure
 1. 37th Annual Berry Street Flea Market, October 1, 2011, requesting exemption of parking on the South Side of Berry Street and closure of Warren Street.
- V. Department Reports
 - A. Cemetery – Ernie Phillips
 - B. Engineer –
 - C. Fire Department – Bill Newgent
 - D. Park and Recreation – Rod Weinschenk
 - E. Planner – Shannon Norman
 - F. Police Department – Tom Sutherlin
 - G. Department of Public Works – Brad Phillips
 - H. Water & Wastewater Department – Richard Hedge
 - I. City Attorney - Laurie Robertson Hardwick
- VI. Approval of Minutes
 - A. Regular Session August 9, 2011
- VII. Old Business
- VIII. New Business
 - A. **Ordinance 2011-2**, An Ordinance Establishing The Size Of The Departments Of City Government Of The City Of Greencastle, Indiana, Fixing Salaries For The Employees Of Such Departments And Fixing The Salaries Of Certain Other Appointed Officials For The Year 2012, **First Reading**
 - B. **Ordinance 2011-3**, An Ordinance For Appropriations and Tax Rates, **First Reading**

C. Schedule Date for Special Meeting regarding Ordinance 2011-2 for second reading before September 30, 2011.

IX. Approval of City Claims

X. Reports

A. Mayor's Report

B. Clerk-Treasurer's Report

C. Councilors

XI. Adjournment

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Teresa P. Glenn

Clerk Treasurer

Greencastle Common Council

Special Meeting

Agenda

7:00 P.M.

September 27, 2011

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Department Reports
 - A. **Ordinance 2011-2**, An Ordinance Establishing The Size Of The Departments Of City Government Of The City Of Greencastle, Indiana, Fixing Salaries For The Employees Of Such Departments And Fixing The Salaries Of Certain Other Appointed Officials For The Year 2012, **First Reading**
- III. Adjournment

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Teresa P. Glenn
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Greencastle Common Council Regular Meeting Agenda

October 11, 2011

7:00 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Public Petitions and Comments
- III. Special Requests
- IV. Department Reports
 - A. Cemetery – Ernie Phillips
 - B. Engineer –
 - C. Fire Department – Bill Newgent
 - D. Park and Recreation – Rod Weinschenk
 - E. Planner – Shannon Norman
 - F. Police Department – Tom Sutherlin
 - G. Department of Public Works – Brad Phillips
 - H. Water & Wastewater Department – Richard Hedge
 - I. City Attorney - Laurie Robertson Hardwick
- V. Approval of Minutes
 - A. Regular Session September 13, 2011
 - B. Special Session September 27, 2011
- VI. Old Business
 - A. **Adoption of Ordinance 2011-3**, An Ordinance For Appropriations and Tax Rates, **Second Reading**
- VII. New Business
 - A. Resolution 2011-33 – A Resolution Adopting The Foxridge Area Neighborhood Revitalization Plan
- VIII. Approval of City Claims
- IX. Reports
 - A. Mayor's Report
 - B. Clerk-Treasurer's Report
 - C. Councilors
- X. Adjournment

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Teresa P. Glenn
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Greencastle Common Council Regular Meeting Agenda

November 15, 2011

7:00 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Public Hearing
 - A. **Resolution 2011-35**, A Resolution Reaffirming Resolution 2011-13 And Declaring An Economic Revitalization Area And Recommended Tax Deductions (Cuatro LLC and Phoenix Closures, Inc.)
- III. Public Petitions and Comments
- IV. Special Requests
 - A. International Student Associations – Shreeya Neupari – 1st Annual Greencastle Culture Festival – Franklin Street - April 14, 2012, 2:00 PM to 9:00 PM
- V. Department Reports
 - A. Cemetery – Ernie Phillips
 - B. Engineer –
 - C. Fire Department – Bill Newgent
 - D. Park and Recreation – Rod Weinschenk
 - E. Planner – Shannon Norman
 - F. Police Department – Tom Sutherlin
 - G. Department of Public Works – Brad Phillips
 - H. Water & Wastewater Department – Richard Hedge
 - I. City Attorney - Laurie Robertson Hardwick
- VI. Approval of Minutes
 - A. Regular Session October 11, 2011
- VII. Old Business
- VIII. New Business
 - A. **Resolution 2011-34** – A Resolution Authorizing Additional Appropriations To The Annual Budget
 - B. **Resolution 2011-35** – A Resolution Reaffirming Resolution 2011-13 And Declaring An Economic Revitalization Area And Recommended Tax Deductions (Cuatro LLC and Phoenix Closures, Inc.)
 - C. **Ordinance 2011-3**, An Ordinance Fixing The Salaries Of The Elected Officers Of The City Of Greencastle For The Year 2012, First Reading

- IX. Approval of City Claims
- X. Reports
 - A. Mayor's Report
 - B. Clerk-Treasurer's Report
 - C. Councilors
- XI. Adjournment

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Teresa P. Glenn
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Greencastle Common Council Regular Meeting Agenda

December 13, 2011

7:00 P.M.

Greencastle City Hall

- I. Call to Order; Roll Call
- II. Public Hearing
- III. Public Petitions and Comments
- IV. Special Requests
- V. Department Reports
 - A. Cemetery – Ernie Phillips
 - B. Engineer –
 - C. Fire Department – Bill Newgent
 - D. Park and Recreation – Rod Weinschenk
 - E. Planner – Shannon Norman
 - F. Police Department – Tom Sutherlin
 - G. Department of Public Works – Brad Phillips
 - H. Water & Wastewater Department – Richard Hedge
 - I. City Attorney - Laurie Robertson Hardwick
- VI. Approval of Minutes
 - A. Regular Session November 15, 2011
 - B. Special Sessions November 28 and November 29, 2011
- VII. Old Business
 - A. **Ordinance 2011-3**, An Ordinance Fixing The Salaries Of The Elected Officers Of The City Of Greencastle For The Year 2012, **Second Reading**
- VIII. New Business
 - A. **Resolution 2011-36** – A Resolution Establishing a Capital Improvement Plan for the county Economic Development Income Tax
 - B. **Resolution 2011-37** – A Resolution Authorizing Transfer Of Appropriation In The 2011 Budget For The City of Greencastle
 - C. **Resolution 2011-38** – A Resolution Authorizing Encumbrances In The 2011 City of Greencastle Budget
- IX. Approval of City Claims
- X. Reports

- A. Mayor's Report
- B. Clerk-Treasurer's Report
- C. Councilors

XI. Adjournment

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Greencastle Common Council

Special Meeting

Agenda

5:30 P.M.

December 19, 2011

Greencastle City Hall

- I. Call to Order; Roll Call
- II. **Ordinance 2011-4**, An Ordinance Amending Ordinance 2010-4, An Ordinance Establishing The Size Of The Departments Of City Government Of The City Of Greencastle, Indiana, Fixing Salaries For The Employees Of Such Departments And Fixing The Salaries Of Certain Other Appointed Officials For The Year 2011, **Second Reading**
- III. Adjournment