

Leo-Cedarville Stormwater Utility
Meeting Minutes
May 11, 2021

Attendance: Board President Paul Steffens, Larry Clark, John Abel. Town Manager Patrick Proctor. Town Engineer Derek Frederickson. Clerk-Treasurer Pamela Spannuth.

6:00 – Meeting called to order by board president Paul Steffens.

Agenda – The agenda was approved as drafted.

April 13, 2021 Minutes – Mr. Clark moved to accept the April 13, 2021 meeting minutes as written; Mr. Abel seconded. Motion passed unanimously.

Financial Reports – The current fund and budget reports were distributed to those present.

Vouchers – The May 11, 2021 accounts payable vouchers were approved via signatures; the total of all payments was \$21,181.33.

Refunds – Although phase 1 of the stormwater refunds were previously approved, the accounts payable register was presented to the board for signatures. The total of the refunds was \$6,207.96.

Adjustments – The 1st quarter billing adjustments was approved via signatures; the total of adjustments was (\$131.21).

Software Agreement – Ms. Spannuth stated she will need continued access to the billing software for the second half of the year. Initially she hoped to be able to save the cost since the fee is now being assessed by the County but there remains an ongoing need to access the software. The renewed software agreement will last until December 1, 2021. She hopes to convert the data from the billing software to excel format for future reference following the termination of the agreement.

Elvina Drive – Mr. Frederickson reviewed with the board the latest concept drawing for improving Elvina Drive. Since the Town has been unable to obtain a drainage easement from the property owner at the end of the road, he presented an alternate stormwater management plan. The town will approach the five property owners on the south side of Elvina Drive to discuss the proposed improvements on their land to direct stormwater runoff from the road to around their homes and down the property lines.

This drainage approach is estimated to cost between \$20,000 and \$30,000.

Birky Drive/Schlatter Road Update – Mr. Proctor stated he has received several calls regarding the flooding in the Birky Drive area. Mr. Clark stated he observed the area after a recent rainfall and saw a significant amount of water flowing from a tile. Mr. Proctor and Mr. Frederickson have not been able to schedule a meeting with the surveyor as of this date, however, they still plan on doing so as soon as schedules permit.

New Town Manager – Mr. Proctor stated the council has hired a new Town Manager who will begin the week of May 24th; Mr. Proctor will remain with the Town until the end of June to assist with the transition. He thanked the board for their service and dedication to the Town.

Metea Valley Sinkhole – Mr. Proctor stated the residents at 14326 Whitetail Run asked if the repair work on the sinkhole behind their property can wait until the fall. Mr. Proctor agreed the maintenance department can comply with the request.

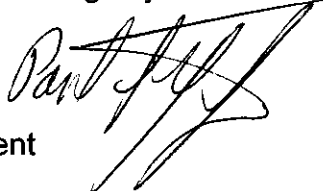
Refund to 14621 Amstutz Overbilling – Mr. Proctor reviewed the status of the overbilling issue. The previously discussed payment was made to the Allen County Treasurer on behalf of the property owner. Previous overpayments will be refunded to the tenants.

Rate Structure Discussion – Mr. Proctor recommended the board reexamine the current rate structure and take into consideration the properties that area also paying assessments to the Allen County Surveyor's Office for regulated drains. He recommended the SWAMP plan be utilized in determining where new infrastructure is needed or what the target annual revenue should be. Mr. Proctor explained the reason why some areas in town have assessments for regulated drains.

Clay Street Drainage – Mr. Clark asked for feedback on the effectiveness of the storm drain that was installed on Clay Street. Mr. Proctor stated he has not received any recent complaints of standing water in the area. Discussion ensued regarding the issue of an incorrectly placed storm drain during the 2016 Clay Street improvement. A new easement agreement will need to be drafted to address this issue.

Adjourned – Meeting adjourned until June 8, 2021.

Approved:
Paul Steffens
Board President



Attested:
Pamela Spannuth
Clerk-Treasurer

