

The regular meeting of the Kirklin Town Council was held on Monday, November 12, 2018 at 7:00 p.m. at Kirklin Town Hall.

On the call of the roll the following Council Members were present: Jerry Faucett, Melinda Jobe, and Valerie Pearson. Walt Minnick and Jennifer Rustin were absent.

Also present were: Ed Smith, Jerry Smith, Darren Wells, Jay Moore, Anitra McKinney, Kent Schuch, Billy Walker, Mike Wallace, Trent Downing, Steve Brock, Jay Hawley, and Mary King.

The meeting was opened by Melinda Jobe and she led the Pledge of Allegiance and a prayer.

MINUTES - The Minutes from the October 8, 2018 Council Meeting were approved as written.

GARBAGE COLLECTION BID OPENING - Two bids were received for garbage collection for years beginning January 1, 2019 and ending December 31, 2021. The first bid was opened and was from Clinton County Disposal. The proposed rates to be charged were: Regular Customers \$10.30, Senior Citizen Customers \$9.70. The pick-up day would still be on Thursdays. The second bid was opened and was from Smith Trash Hauling. The proposed rates to be charged were: Regular Customers \$10.00, Senior Citizen Customers \$9.50. Trash pick-up day would be on Mondays. Both proposals include an 8-bag limit per week for regular and a 5-bag limit per week for senior citizens. Smith Trash Hauling also included an option to provide services for a town-wide cleanup day once per year for a fee of \$1,600.00/up to 10 ton (flat fee), and \$40.00/ton additional. Mr. Smith said that they provide two trucks and their own guys and pick up in front of each house. He also explained that, if they were awarded the contract, pick up would take place on Mondays so if they miss anyone, they are back in this area on Tuesdays. Trent Downing stated that Clinton County Disposal could provide a door to door service for cleanup day as well. Melinda Jobe asked if they charge non-profits for trash pickup. They would not charge a fee. The Council agreed to take the bids under advisement and to make a decision at a Council Meeting to be held on November 28th.

WATER PROJECT - Darren Wells presented the formal bid tabulation results for the water project. The bids were opened at a meeting that took place on November 1, 2018. The apparent low bidder for contract #1 Water Treatment Plant Upgrades is Graves Construction with a base bid of \$2,121,212.00 w/deduct of \$58,585.00 alternate pumping equipment deducts for a total of \$2,062,627.00. Darren recommends that we move forward with going with Graves considering the two deducts that they have offered. The apparent low bid for contract #2 Elevated Water Storage Tank Rehabilitation is Central Painting & Sandblasting with a base bid of \$175,000.00 w/add \$25,000.00 mixing equipment additive alternate for a total of \$200,000.00. Darren recommends moving forward with this company. The apparent low bid for contract #3 Water Distribution System Improvements for replacing water meters and meter pit replacement is SC Case Excavating with a base bid of \$1,231,140.00. The base bid w/deduct \$22,125.35 alternate AMR meter system deduct & w/add \$116,180 fire hydrant additive alternate for a total of \$1,325,195.00. The total of all contracts is \$3,587,822.00. They also solicited bids for water meters with the contractor installing the bids on contract 3. Utility Pipe Sales, which represents the Zenner water meter, came in as the low bid at \$84,235.00. Melinda Jobe said that, at the company she works for, engineers have reported that their project bids have been coming in high. Darren feels that the high bids are due to the bidding climate we are in at this time. He said that there were 25 other bids opened at the same time as Kirklin due to the SRF trying to close loans by the end of the year. He said that contractors are being very selective and that they have projects he has worked on that saw no bids and the project has to be rebid. Darren said there are some things we may be able to do post-award to bring the cost of the project down without taking away the quality of the work.

RATE STUDY & PROPOSED WATER RATE ORDINANCES - Steve Brock presented the Water Rate Study which included user rate options considering the bids that were received. He also gave the Council three possible Rate Ordinances to consider. He reported that the State Revolving Fund has already agreed to give the town \$970,000.00 in the form of a grant in addition to the \$600,000.00 OCRA grant the town has been awarded for the project. He has asked the SRF for additional grant funds, but he has not heard back on whether or not they can

help. He said that what is considered average consumption is 4,000 gallons of usage and the state considers the affordability rate for that to be \$45.00. He explained that the SRF loan will be at a rate of 2% for a 20-year loan term. The Rate Ordinances presented for consideration were for \$52.68, \$61.76, & \$75.08 for 4,000 gallons. If the Council decides to move forward with the entire project with no additional funding, the rate of \$75.08/4,000 gallons would be needed to fund all three projects. The other two rates would cover the project with modifications to the scope of work. The total project cost is \$4,306,822.00, with alternate #1 \$2,915,758.35, and alternate #2 \$3,480,000.00. It was decided to hold a meeting on Thursday, November 15, 2018 at 6:00 p.m. to introduce a water rate ordinance in hopes that we will have more information from SRF on additional funding. Steve explained that a fee would need to be paid to the Indiana Finance Authority prior to the pre-closing of the SRF loan. The date of the pre-closing is Dec. 3rd. He also explained that a Due Diligence Report would need to be filed prior to the SRF loan closing and requires a two-week review period. A motion was made by Valerie Pearson to pay Indiana Finance Authority \$1,000.00. The motion was supported by Jerry Faucett and carried with a unanimous vote.

WATER BOND ORDINANCE - In order to finance the water project we will have to issue bonds for the part of the project not paid for by grant funding. The bond ordinance was introduced and Mary King read the title of the Bond Ordinance. A motion was made by Valerie Pearson to pass the Bond Ordinance on first reading. The motion was supported by Jerry Faucett and carried with a unanimous vote. The Council will hold a public meeting on Wednesday, November 28, 2018 at 7:00 p.m. to consider adoption of the ordinance.

PARK & RECREATION BOARD - There were no members of the Park Board in attendance.

WASTEWATER - Steve Brock has developed a Fiscal Sustainability Plan for the wastewater department and provided copies for Council review. The SRF requires that a Fiscal Sustainability Plan be developed prior to the last draw being made for the SRF loan. The Council will review the plan, make any necessary changes, and adopt at the meeting to be held on November 15th. Kent Schuch reported that Crosby has still not signed change order #5 because Global, a subcontractor, is still reviewing a change that was made to their payroll. Billy requested that we use the balance of the SRF loan to begin cleaning the drying beds. Mary King suggested that we use the balance to reimburse the town for expenses previously incurred with sludge hauling. The town has already paid Fluid Waste Services. Mary suggested that the Council approve for Billy to have the drying beds cleaned with town funds. This way we would not have additional change orders. A motion was made by Valerie Pearson to approve Billy getting the drying beds cleaned with town funds available. The motion was supported by Jerry Faucett and carried with a unanimous vote. *SUBSTANTIAL COMPLETION* - A motion was made by Valerie Pearson to execute the Notice of Substantial Completion and to back-date to September 7, 2018. The motion was supported by Jerry Faucett and carried with a unanimous vote. *CORNERSTONE GRANTS MANAGEMENT INVOICE* - A motion was made by Valerie Pearson to pay the invoice to Cornerstone Grants Management in the amount of \$1,750.00 which represents the final draw on the OCRA grant. The motion was supported by Jerry Faucett and carried with a unanimous vote.

KIRKLIN CHRISTIAN CHURCH/MAUREEN BENNETT 50/50 SIDEWALK REPLACEMENT - An application signed by both the Kirklin Christian Church and Maureen Bennett to participate in the sidewalk replacement program, along with an estimate from Metzinger Construction in the amount of \$10,906.00 was presented to the Town Council for approval. Jay Hawley explained that they had tried to get another bid, but the company could not fulfill all the requirements to do public work. After review of the application, a motion was made by Melinda Jobe to approve the application and for the town to pay \$5,453.00 towards the sidewalks being replaced on Jefferson Street and Pike Street. The motion was supported by Valerie Pearson and carried with a unanimous vote.

MIKE WALLACE 114 S. MAIN STREET WATER METER COMPLAINT - Mike Wallace was in attendance to ask that the Town Council require that his meter be lowered. He said that town employees bent his water line to raise the meter and it has caused his water to freeze in the winter. Mr. Wallace said that Rodney Wann with the Clinton County Health Dept. has been out and met with him and agrees that it needs to be done. Billy said that he has spoken with Mr. Wann, but he has not come back out to look at the situation with Billy. Billy tried to call him today,

but his office was closed due to the holiday. Mike Wallace further stated that he feels like town employees maliciously kinked his line. Billy said that the work was done two-years ago to raise the meter so that it could be read and that everything was fine when he left and nothing was kinked. He said that settling could have occurred to cause the issue, but there wasn't anything done maliciously. He also stated that black plastic can be bent to a swooping angel. Mike Wallace stated that it was not a swooping angle and that the line was kinked. Jerry Faucett asked Billy to replace the meter pit and lower it. Billy stated that he would if instructed to do so by the Town Council. Valerie Pearson asked for an estimated cost to lower the meter pit and Billy estimated the cost to be \$175.00 - \$200.00. Billy said that he could put multiple insulators in the meter pit. He also will ask Rodney Wann to put his determination in writing. The Council agreed that if it is determined that the pit needs to be lowered then the town should move forward with lowering it.

PARK BOARD - There were no Park Board Members in attendance. It is unclear as to whether or not the restrooms have been winterized.

STORMWATER UTILITY BOARD - Jerry Faucett would like for the Council to consider putting a drain in by the town barn and to hook onto the east side of Monroe Street. Jerry also feels like part of Katherine King's issue with water getting into her garage could be from her family putting stone in front of the garage due to the fact that she didn't have any trouble prior to that.

UTILITIES DEPARTMENT - STREET PAVING - Billy reported that the town has been awarded another Community Crossings Grant for street paving in the amount of \$105,771.75 and that the project would need to be bid out by December. He gave a report of the streets that currently are unpaved, that will be paved, and streets that will get new overlay on them. The street commonly referred to as Mud Street does not show up as a street on any inventory for the town or in the state records so was not included in the grant application this round. **COMPLIANCE PERIOD FOR WASTEWATER** - Jay stated that December 10, 2018 would begin the town's compliance period with IDEM for the wastewater treatment permit. Billy stated that the WWTP is operating very well. **MONTHLY REPORT ITEMS** - Billy provided the Council with a monthly update report prior to the meeting. Highlights include: The final walk-through for the WWTP project was completed on November 9th. Now that the WWTP project is nearing completion, we need to develop a plan to address I & I (inflow & infiltration) issues in the collection system. Billy and Drew have trimmed trees that were creating hazardous conditions at intersections. Several test areas were cut along Madison Street to determine the condition of the cobblestone underneath. There is a meeting on Wednesday at 8:00 a.m. to discuss and develop a scope of work to apply for a grant and to proceed with the cobblestone street project.

MARSHAL DEPARTMENT - Anitra McKinney reported that one of the military vehicles, a 6X6 truck, now belongs to the town. She also gave the Council a new email address that will be used for the Marshal's office. She also reported additional problems with the Charger concerning the check engine light and tire sensor light being on. She checked the tire pressure in all four tires and pressure seemed to be fine. She will start a maintenance record for the town police cars since she was unable to find any records in the office. Anitra reported that she has someone who she has spoken with that will be retiring in the spring and is interested in a job working part-time in Kirklin. Some of the uniform items Anitra ordered have not come in yet. She is still waiting on her belt and safety vest, both are on order.

LEAK ADJUSTMENT REQUEST - A motion was made by Valerie Pearson to approve the leak adjustment request for Billy Walker in the amount of water \$24.36 + 69.16 sewer= \$93.52. The motion was supported by Jerry Faucett and carried with a unanimous vote.

CLERK-TREASURER - Fund, Revenue, Appropriations, and Register of Claims Reports were provided to the Town Council prior to the meeting. There were no questions concerning the reports and all Council Members present

signed the Register of Claims and Adjustment Register. The October reconciled bank statements were presented and reviewed by all Council Members present and signed by Melinda Jobe.

LIBRARY BOARD APPOINTMENT - A motion was made by Melinda Jobe to re-appoint Tina Surber to the Kirklín Library Board. The motion was supported by Jerry Faucett and carried with a unanimous vote.

TITLE VI ASSURANCES - Jay Moore found some corrections to be made to the Title VI Assurances. Those items will be changed and Title VI Assurances will be adopted at the meeting to be held on November 28, 2018. Mary King also explained that the Council would be hearing more about our efforts to comply with ADA and Title VI in the coming year. Billy was unable to find any records where Brad Barnes had done the town self-assessment in 2014, and although the federal government does not require the town to have a transition plan, due to having less than 50 employees, we will have to develop one since we have been receiving Community Crossings Grants. Mary King has submitted all records that we have complied with, and INDOT has agreed to give the town until December 31, 2019 to complete the items we do not have.

EMPLOYEE REVIEWS & RAISES - Billy provided his review for Andrew Miller and Mary provided her review of Tara Walker. The Council will need to complete the reviews for Billy Walker and Matt Myers. Mary King asked the Council to be thinking about how much they would like to give each employee as a raise or if they would like to give a flat percentage across the board.

Seeing no further business to come before the Town Council, the meeting was adjourned at 9:50 p.m.

Melinda Jobe