

The regular meeting of the Kirklin Town Council was held on Monday, August 8, 2022, at Kirklin Town Hall at 7:00 p.m.

On the Call of the Roll the following Town Council Members were present: Jennifer Bowman, Jerry Faucett, Melinda Jobe, Walt Minnick, and Brent Stetler.

Also present were Christine Bocock & spouse, Kat Bell, Maureen Hayden, Jay Moore, Brendon Bright, Frank Wells, Grant Badgley, and Mary King.

Melinda Jobe opened the meeting with the Pledge of Allegiance and a prayer.

**MINUTES** – There were no additions or corrections to the Minutes, and they were approved as written.

**DEPUTY MARSHAL** – Brendon Bright introduced Frank Wells as someone he would like to hire as a part-time Deputy for Kirklin. He explained that Frank had retired from law enforcement but is getting back into it. He will be a part-time Deputy at Mulberry as well. Mary King wanted to be sure that the Council was aware that as long as we have less than five paid officers, all are exempt from overtime. When you hire the fifth officer, you are no longer exempt. Hiring Frank would make the fifth paid officer. Since all of our officers are part-time right now, this rule would have no effect on the town. Walt Minnick made a motion to hire Frank Wells subject to him passing his drug-screen and physical. The motion was supported by Jerry Faucett and carried with a unanimous vote. Brendon asked for and was given permission by the Council to work at Purdue University for ballgames.

**SMOKE TESTING & MANHOLE INSPECTION PROPOSALS** – Requests for sealed proposals for smoke testing and manhole inspection were sent to R & R Visual, Commonwealth Engineering, and Fluid Waste Services. A proposal was received from Commonwealth Engineering and Fluid Waste Services. Proposals were opened and scoring sheets were prepared by each Council Member and a total score was given to each proposal. The total score for Commonwealth was 117, and Fluid Waste Services was 92. The lowest cost proposal was Fluid Waste Services at \$35,090.00, but Melinda Jobe expressed concerns about a clause that the price for services could need to be adjusted. Jay Moore also had concerns about the reporting section of the proposal as well. Commonwealth Engineering's proposal was for a fixed price and addressed all items requested, including the reporting. A motion was made by Brent Stetler to accept the proposal for smoke testing and manhole inspection from Commonwealth Engineering in the amount of \$45,000.00 due to the detail in the specifications that address reporting and due to the contract being a fixed price. Jerry Faucett supported the motion, and it was carried with a unanimous vote. Brent Stetler made a motion for Melinda Jobe to be the signatory on the contract and to issue a Notice to Proceed for the project. Jennifer Bowman supported the motion, and it was carried with a unanimous vote. Melinda Jobe updated the Town Council with details concerning a meeting with Alan Dunn, President of the Clinton County Council. Alan provided information which allows establishing residential TIF districts. He thought this could possibly be a tool that would allow the county to use some of the counties ARP funds to help with our project and would give them a return on their investment. Melinda Jobe said that any plans for a new housing development would not be far enough along for this option to work though. Maureen Hayden said that it is good to keep those lines of communication open.

**REZONE REQUEST** – Christine Bocock and her husband were in attendance to see if the Council would be in favor of a request to rezone from residential to commercial a property that they just purchased at 101 S. Pike Street. Kat Bell from the APC was in attendance in case the Town Council had any questions.

Christine said that she may also apply for a liquor license if there are any available. She would like to restore the building and use it as a small venue for weddings, etc. She said that they want to restore the beauty of the building. Walt Minnick had a concern about the lack of parking. Christine said that there would be some parking spaces around the building, but they have contacted the Kirklin Christian Church about using the gravel parking lot a block away. She is willing to carry the necessary insurance to absolve the church of any liability. Brent Stetler asked about the current zoning and Kat said that most churches are zoned residential. Melinda Jobe had questions about the ability to provide handicapped parking. Christine responded that they have a plan to use the area where an old ramp is currently installed. Jay Moore explained that this would be the time to let the Bocock's know of any concerns the Council may have. Jerry Faucett thought the building may have been condemned years ago, but it has not. Any condemnation proceedings would have been done by the town and not the county. Mary King stated that it has not been done by the town. Christine said that she has filed for her permit. The APC Hearing will be September 6<sup>th</sup>. Based on what the Council has heard, they would be in favor of rezoning the property.

**GLOBE LIFE** – Grant Badgley introduced himself and explained the benefits that Globe Life (which is a division of Liberty National) offers. The Council initially was interested in participating in the program until it was mentioned that to be eligible, employees have to work a minimum of 28 hours per week. Only two town employees would meet that requirement. Due to the age of the Clerk-Treasurer and the way the benefits work, the only person that would benefit is the Town Superintendent. The Council agreed to let Grant know if Billy was interested in learning more about the program.

**COMMUNITY CROSSINGS GRANT APPLICATION** – After reviewing the list of alleys and streets that Billy prepared, a motion was made by Melinda Jobe to approve applying for a Community Crossings Grant. The motion was supported by Walt Minnick and carried with a unanimous vote. A motion was made by Melinda Jobe to appoint the Town Council President as signatory for the grant application. The motion was supported by Walt Minnick and carried with a unanimous vote.

**WASTEWATER PROJECT** – Maureen Hayden gave an update on the progress of the PER for the wastewater project. She said that the PER will cover both the collection system as well as additional upgrades at the WWTP. She believes that Darren Wells has reached out to Steve Brock to discuss funding options. She provided a written report which included an estimated date of September 10<sup>th</sup> for the draft PER to be ready. Much of the progress will depend on weather conditions for smoke testing.

**COMMONWEALTH ENGINEERS INVOICE** – A motion was made by Jennifer Bowman to approve invoice #53090 in the amount of \$6,000.00 for Commonwealth Engineers. The motion was supported by Brent Stetler and carried with a unanimous vote.

**WATER TAP FEE POLICY** – We do not have a set policy. The ordinance states that the tap fee will be the actual cost of providing the tap. The only item that may need to be addressed is to have in writing stating that the town will use FEMA guidelines when figuring the hourly equipment charge.

**DRAINAGE BOARD** – Jerry Faucett questioned when the project on W. Monroe Street was going to be bid out. Jerry said that the project is a good idea but needs bid out. Since Billy was on vacation, Melinda called him to ask the question. Billy said that he has the job hired out already. Dave Blueball is scheduled to do the boring and Billy is doing most of the work himself. He estimates that any digging work will be less than \$1,000.00.

**UTILITIES** – Billy Walker provided a written monthly report prior to the Council Meeting, which included the following: two water leaks have been repaired. The town will be participating in a statewide testing program sponsored by Purdue University. They will be testing for disinfection byproducts and/or microbial issues in the water distribution system. Billy said that the testing is free, and samples will be taken every three months for a 1-year period. Billy has told them that we would like to participate and is waiting for instructions. The sewer tap for 505 E. Pike Street was completed on July 22, 2022. The sewer line was installed with laser levels with a 1.25% grade and the tap at their property is 5' deep. He feels like it is now up to the Council and Town Attorney to determine a timeline for the property owners to hook on. Billy has met with Darren Wells to discuss preliminary PER plans.

**CLERK-TREASURER** – Revenue & appropriation reports for month ending July 31, 2022, Billing Adjustment Register for month ending July 31, 2022, current Register of Claims, the Statement of Reconciled Accounts for month ending July 31, 2022, with Fund Report was given to the Town Council prior the meeting for review. There were no questions concerning the reports and the Register of Claims and Billing Adjustment Register were signed by all Council Members. The Statement of Reconciled Accounts was signed by the Council President.

**GENERAL INSURANCE POLICY RENEWAL** – Mary King noted that the premium had raised by approximately \$2,000.00 over last year. The insurance agent explained that it was due to the physical inspection of the WTP and WWTP which increased the value of both significantly. Melinda Jobe made a motion to approve renewal of the current policy in the amount of \$25,721.00, but to question if changes to deductibles would reduce the rates. The motion was supported by Brent Stetler and carried with a unanimous vote. Mary King told the Council that unfortunately, the sewage rate increase that we had in the spring has not made a big enough impact in the Sewer Operating Fund. Paying the sewer portion of this insurance invoice could put the sewer operating fund in the red. The cost of everything going up over the last two years including both health & general insurance, the fact that we have two bond issues we are paying on, and a required transfer to the depreciation fund are some the biggest financial issues we have been facing. Melinda Jobe made a motion to transfer money from the Depreciation Fund if no other solution can be found. The motion was supported by Jennifer Bowman and carried with a unanimous vote. Steve Brock will perform a rate study as part of the financing process and will determine what the rate needs to be.

**LEAK ADJUSTMENT** – A motion was made by Brent Stetler to approve the leak adjustment for Anne Kotula in the amount of \$22.23 for water only. The motion was supported by Jerry Faucett and carried with a unanimous vote.

**ORDINANCE #2022-8-1 ESTABLISHING A PURCHASING POLICY WHEN FEDERAL FUNDS ARE USED**– Ordinance #2022-8-1 to establish a purchasing policy when federal funds are used was introduced. A motion was made by Melinda Jobe to approve ordinance #2022-8-1 on first reading. The motion was supported by Jennifer Bowman and carried with a unanimous vote.

**SEWER TAP LETTER & TIMELINE FOR REQUIRED SEWER CONNECTION** – The Town Council discussed the length of time that should be allowed for the property owners at 505 E. Pike Street to tap on to the town sewer now that a new sewer line has been installed to the east side of their property. Jay Moore said that per our Code of Ordinances, Section 51.02(J), they should be given 90 days from the time the line was installed, which was July 22, 2022. The code also states that the tap fees are waived if the connection is

made within 90 days. The current tap (connection) fee for wastewater is \$500.00 with a \$25.00 inspection fee. If the connection is not made within 30 days, not only does the property owner have to pay the tap fees, but there are also daily penalties for each day the violation continues. Brent Stetler made a motion to have Jay Moore send a connection notice to the property owners and waive the tap (connection) and inspection fees if connection is made within the 90-day period. Jennifer Bowman supported the motion, and it was carried with a unanimous vote.

**SURVEY FOR MONON TRAIL** – Melinda Jobe asked the Town Council to consider using \$10,000.00 of the CCD/Other Improvements Appropriation to hire Brian Rismiller with V3 Companies to survey property to be used for the Monon Trail within the corporation boundaries of Kirklin. He has surveyed some other sections for the Monon Trail and is familiar with the project. Jennifer Bowman made a motion to hire Brian Rismiller to survey the Monon Trail property within the corporation limits of Kirklin. The motion was supported by Walt Minnick and carried with a unanimous vote.

**TOWN COUNCIL** – Mary King relayed a message from Billy Walker that he had requested three quotes for the removal of the tree at the corner of W. Harrison & N. Main Street. He received a quote from Baber's Tree service in the amount of \$3,000.00, and a bid from Sheppard Tree Solutions in the amount of \$6,100.00. Dean's Tree Service did not respond to the request for a quote. Brent Stetler made a motion to hire Baber's Tree Service to remove the tree for \$3,000.00. The motion was supported by Jerry Faucett and carried with a unanimous vote. **TOWN EMPLOYEE** – Jerry Faucett questioned why Drew Miller hasn't started classes to get his certification yet. Jerry said that he would like for Drew to attend some Council Meetings as well. The Council agreed to request that Drew and Billy both attend the next meeting to address the issue. **TREES** – Jennifer Bowman asked if the trees that were planted during the streetscape project, but are dead now, were going to be replaced. Melinda Jobe said that Roudebush has agreed to replace the trees in September or October.

Seeing no further business to come before the Town Council, the meeting was adjourned at 9:55 p.m.

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Melinda Jobe