

The regular meeting of the Kirklin Town Council was held on Monday, July 11, 2022 at 7:00PM at Kirklin Town Hall.

On the call of the roll the following Council Members were present: Jerry Faucett, Melinda Jobe, Walt Minnick, and Brent Stetler. Absent was Jennifer Bowman.

Also present were: Billy Walker, Brendon Bright, Tara Walker, Patty Quick, Amber Hendrickson, Maureen Hayden, Darren Wells, Danielle Ritchie & Jay Moore. Mary King was present by phone.

The meeting was called to order by Melinda Jobe.

Melinda Jobe led with the Pledge of Allegiance and a prayer.

MINUTES – There were no additions or corrections to the June 13th and June 20th 2022 Council Meeting Minutes and they were approved as written.

WASTEWATER PROJECT – Maureen Hayden and Darren Wells with Commonwealth Engineering provided the Council with Progress Report No. 3. They are continuing to prepare the Preliminary Engineering Report for the wastewater treatment system. Darren would like to meet with Billy before the next council meeting to discuss their initial alternatives regarding upgrades and recommendations. He stated that the PER draft is not due until September 30 so there is still plenty of time. After that will be town comments with the final version due in early November. He stated that the field work window is closing due to needing dry weather for smoke testing and that it will take about a month to complete. Jay Moore explained that under federal law, Commonwealth Engineering cannot assist in preparing bid specifications and bid on the project as well. After further discussion, it was decided by the council that in order for Commonwealth Engineering to be able to bid on the project, that he and Billy will meet to prepare the bid specifications and have it ready by the special meeting scheduled for July 25, 2022. Mary King provided the council with an explanation that due to being given inaccurate information at the beginning of the year regarding ARP funds, we are required to meet federal procurement requirements not only for future projects but for the contract signed with Commonwealth Engineering in March. After consultation with Jay, it was decided to use ARP funds to pay the last three quarters of the Hydrant Rental Fees and Attorney Fees since ARP money can be used for government services. The balance of the appropriation for Hydrant Rental Fees (\$35,154.64) and Attorney Fees (\$6,000.00) was transferred to the Professional Services Appropriation. This provides enough money to pay the existing \$40,000.00 contract we have with Commonwealth Engineering. The council was in agreement with this. Maureen reminded the council that any money spent on this project is reimbursable when we go in for a State Revolving Fund (SRF) loan. Maureen also stated she wants to keep the conversation going with Clinton County, who are basically looking for a return on their investment should they contribute. Brent Stetler made a motion to approve payment of the invoice of \$4,000.00 to Commonwealth Engineering for the study and report. The motion was supported by Jerry Faucett and it carried by a unanimous vote by the four council members present.

WATER RATE STRUCTURE – A discussion was had concerning how we will be charging for new water tap fees since the state is requiring us to charge actual costs instead of a flat fee. Billy Walker stated that it will need to cover several things such as equipment cost, materials, labor, and administrative costs. Since actual costs fluctuate, it will vary for each future tap installed. He stated that when we were charging a flat fee, the town was losing money as costs have risen based on just materials alone, not including everything else. After further discussion, it was determined that the town will base equipment fees on what FEMA charges per hour. Billy Walker and Mary King will work together to come up with an official policy on how we will charge our water tap fees moving forward.

PARK BOARD – Amber Hendrickson informed the council that Kim Deck no longer wishes to be on the park board. She reported that the raffle fundraiser went well and they are planning a Breakfast with Santa fundraiser at the American Legion on December 17th. She raised a concern that they would like to be informed of what is going on from the rec board instead of from someone on the outside. She asked that the park board be notified when things happen so that the park board can be a part of the discussion. Melinda Jobe pointed out that the rec board lease comes from the town, through the park board and then to the rec board. Amber also stated that there is no water at the concession stand. Danielle Ritchie stated that she and Billy have been working together on that issue and that there is a vac truck coming in the morning so that it can be rectified. Billy explained the reason they have no water is because when the water project was going on, the contractors had cut the line under the corner of the fence accidentally. No one knew immediately this had happened due to no games being played or water being turned on because of Covid. Danielle stated once it was known, weather had not exactly cooperated to have it fixed

earlier. Danielle stated that they made do for the season by using a Brita filter, heated water to be able to wash dishes and then drained the water back into a bucket to be disposed of. Anything that was able to be taken home and washed was done by board members. She provided the council with a written report as well as a drawing of the ballpark areas. She stated that pertaining to the grant the park board is inquiring about, that she just received the letter in the mail the week before last and then she was on vacation so she hadn't had time to even sign the paper to send back yet and hasn't received any check yet. The amount they are getting from the Clinton County Community Foundation is \$15,500.00. They are planning on replacing the big diamond fencing as it is in the worst shape. She also would like to receive permission from the park board and the town to speak with Sheriff Rich Kelly regarding having low-level offense inmates come out and tear down the old and install the new fencing. This would eliminate any labor costs and save the rec board money. The inmates would be supervised by law enforcement and may provide those required to perform community service the opportunity to do so. The only requirement would be that they feed them and give them something to drink while they are working. When asked by Jerry Faucett about liability, Jay Moore stated that since they are not our employees that they should not be covered under our worker's comp. Danielle stated that the rec board carries an insurance policy but it is for those 18 or younger at the park and that any adults can sign a waiver. Jay advised Danielle to inquire about insurance with Sheriff Kelly. Danielle stated if they are not covered by the county and won't sign a waiver, she will not have them work at the park. Amber requested that the rec board work with them on any potential date to ensure there is no birthday parties going on at the same time and Danielle agreed and stated that she would like the rec and park boards to work together on everything. Brent Stetler made a motion to allow the rec board to use the Clinton County Sheriff's Department's low-level inmates to work on the property along with the supervision of the Sheriff's office. The motion was supported by Walt Minnick and it carried with a unanimous vote of the four council members present. Danielle also stated that Brent Metzinger has offered to allow them to use his machinery to also help do what needs to be done. She stated that they will probably not be offering fall ball this year so they can take the time to do what is necessary to the diamonds. She stated that the fence will be moved in to allow the required distance of 12 feet for the possibility of the future Monon Trail going through there. She also informed the council that millings have been put down and rolled. She addressed the park board that both Amber and Patti have her phone number and are welcome to reach out for her. She will attend the next council meeting to update the council on what she finds out from Sheriff Kelly.

UTILITY DEPARTMENT – Billy Walker provided the council with a written report. Some of the highlights were: **Water** – There was a leak on filter #3 due to a 2" valve on the air release needing replaced and it was fixed. Repairs will be done this week on a couple of small service line leaks. The hydrant was replaced at the park before Kirk's Crossing. **Sewer** – The clarifier was cleaned and the skimmer fixed. The response letter to IDEM was submitted. Cleaning is an ongoing job at the sewer plant made more difficult in the summer due to the quick growth of algae when the sun shines and we have hotter temperatures. **Streets** – Most of the trees were trimmed along the sidewalks of 421 before Kirk's Crossing. He spoke to Phil Faucett today and is giving him the opportunity to trim his trees to his liking before the town does it. He informed Phil that the minimum clearance is 7 feet. He also provided the council with a list of streets and alleys that will be on the upcoming Community Crossings Matching Grant application. What is currently known as Mudd Street would be a complete road build. He stated he may have issues with one of them but if it comes down to it, he can eliminate it. **Storm Water** – The manhole on N. Pike St. has been repaired with material he had on hand. The barricade is still in place because he has ordered new extension rings and a new lid to make it a more permanent repair and will install those when they arrive. Misc. - Billy will be on vacation for a week in August and Drew will be handling things while he is away and can call Billy any time. He asked for patience while he is away as Drew will be very busy.

POLICE DEPARTMENT – Brendon Bright informed the council that Mike Weingartner may have a buyer for the K9 kennel that was in his car that is still located at the sewer plant. He asked for permission from the council to be able to sell it and that he believes it's worth \$350-700. After a short discussion, Brent Stetler made a motion to declare the kennel as surplus and to put it for sale on Govdeals. The motion was supported by Jerry Faucett and it carried with a unanimous vote by the council members present. He stated that the resident living to the east of where the refrigerator is in the front yard on Ohio St. contacted IDEM about the issue who in turn contacted Rodney Wann with the Clinton County Health Department. Rodney indicated there was nothing he could do. Brendon has tried contact the owner of the property, Mary Pugh, about the issue but she is not answering his calls. He stated that the resident who made the complaint is willing to clean up the food but does not want to get in trouble for trespassing. The doors from the refrigerator have been removed but there is 10-year old food still in it. After more discussion, Jay Moore stated that since the refrigerator is in the town's right-of-way and that it is abandoned property, that the resident could go on to the property to clean it up. Brendon stated he will inform them of this.

CLERK-TREASURER – *Internal Controls Update to Payroll Procedures* - Brent Stetler made a motion to approve Resolution #2022-7-1 to Amend Internal Control Standards. The motion was supported by Walt

Minnick and it passed with a unanimous vote. *Code of Ordinances Supplement* – The council was provided with the ordinances being updated prior to the meeting. Brent Stetler made a motion to pass Ordinance #2022-7-2 An Ordinance Enacting and Adopting a Supplement to the Code of Ordinances for the Town of Kirklin, Indiana, and Declaring an Emergency. The motion was supported by Melinda Jobe and it carried with a unanimous vote. *Rules Suspension* - Brent Stetler made a motion to suspend the rules in order to be able to consider Ordinance #2022-7-2 on the second reading. The motion was supported by Melinda Jobe and it carried with a unanimous vote. *2nd Reading* - Brent Stetler made a motion to pass Ordinance #2022-7-2 on the second reading. Jerry Faucett supported the motion and it carried with a unanimous vote. *Attorney Invoice* – Walt Minnick made a motion that we pay Invoice #21778 in the amount of \$2,000.00 to Ryan, Moore, Cook, Triplett & Albertson, LLP. The motion was supported by Jerry Faucett and it carried with a unanimous vote. *Leak Adjustments* – There were two leak adjustments for the council to review. A motion was made by Brent Stetler to approve adjustments in the amount of \$137.75 for Craig Hudzinski for a water leak and \$49.65 for Billy and Tara Walker for summer sprinkling credit. The motion was supported by Jerry Faucett and it carried by a unanimous vote. *Reports* - Revenue & Appropriation Reports for June 30, 2022, Billing Adjustment Register for month ending June 30, 2022, Current Register of Claims, Statement of Reconciled Accounts for month ending June 30, 2022, W/Fund Report were given to the Town Council prior to the meeting for review. There were no questions or comments concerning the reports. The Billing Adjustment Register and Register of Claims were signed by all Council Members present. Melinda Jobe signed the Statement of Reconciled Accounts Report.

COUNCIL COMMENTS - Melinda Jobe brought up the concrete in front of town hall that has a piece of the wood missing between sections. Billy will work on getting 3 bids solicited before the meeting on July 25th. Melinda inquired as to what Dirty Hands is required to do. Billy stated they have a 12-month calendar on what they are supposed to do each month. They are not required to water the flowers. He stated when we write the specs up for next year, we can change the requirements.

Meeting adjourned at 8:28p.m.

Minutes recorded by Tara Walker. Mary King was absent due to being on vacation.

Melinda Jobe, Council President