

The regular meeting of the Kirklin Town Council was held on Monday, November 11, 2024, at 7:00p.m. at Kirklin Town Hall.

The meeting was opened by Melinda Jobe. On the call of the roll, the following Town Council Members were present: Jerry Faucett, Melinda Jobe, Walt Minnick and Craig Hudzinski. Brent Stetler was absent.

Also present were Rodd Hale, Justin Brewer, Maureen Hayden, Billy Walker, Dan Carlisle, Ed Smith, Mike Hufford, Rob Hobson, Jay Moore, and Tara Walker.

The Pledge of Allegiance and a prayer were led by Melinda Jobe.

**MINUTES** – The minutes from the town council meeting held on Monday, October 14, 2024, were approved as written.

**TRASH RENEWAL BIDS** – One trash bid was received for the advertised town trash contract from Smith Trash Hauling. Jerry Faucett made a motion to accept the bid from Smith Trash Hauling for our refuse and garbage removal three-year contract. The motion was supported by Craig Hudzinski and it passed with a unanimous vote. The bid was for regular residential weekly pick up at \$14.00 per month and will begin on January 1, 2025. The day of pick-up will still be on Mondays unless it is a recognized holiday for which it will be picked up the following day. Smith Trash Hauling will also provide pick-up of the Town's two dumpsters at no additional charge. Businesses are not included in the contract and must obtain their own means of trash removal. Additional language was included in the bid to participate in a curbside town cleanup day if they are requested to do so.

**RESOLUTION #2024-11-4 AUTHORIZING KMS DONATION** – A motion was made by Melinda Jobe to approve signing Resolution #2024-11-4 authorizing a donation to KMS in the amount of \$3,501.27. The motion was supported by Craig Hudzinski and carried with a unanimous vote.

**RCAP** - Rodd Hale with Indiana Rural Community Assistance Program (RCAP) gave a presentation of the water rate analysis he has completed free of charge to the town. He provided the council with an in-depth explanation of how inflation and decreased water usage have negatively affected water depreciation and operating funds. He demonstrated to the council where three out of the previous four years have seen water utility expenses increase to the point where they were higher than revenue and stated that it is not sustainable without a rate increase. After a discussion of various options available to the council, he ultimately recommended that the council raise the rates to get the operating and depreciation funds where they need to be and then implement a small increase each year going forward to keep up with inflation and customers using less water. He also recommended that the council reduce the 35% discount per gallon extended to the largest customers who use over 20,000 gallons per month. He suggested bringing it down to what he stated is more common of around 8%.

**SANITARY SEWER REHABILITATION PROJECT** – Invoices were provided to the council prior to the meeting. Melinda Jobe made a motion to approve the following invoices: Cornerstone Grants, Invoice #2023.06-1, in the amount of \$6,000.00; Dentons, Invoice #4577256, in the amount of \$106.00; Bose McKinney & Evans, Invoice #891060-1, in the amount of \$12,519.00; Barnes & Thornburg, Invoice #3317606, in the amount of \$25,750.00; Therber Brock, per agreement, in the amount of \$52,000.00; Ryan, Moore, Cook, Triplett & Albertson, per agreement,

\$2,500.00; Commonwealth Engineers, Invoice #60738, in the amount of \$11,813.00; First Internet Bank, \$397,819.00; and Commonwealth Engineers, Invoice #61186, in the amount of \$4,498.00. The motion was supported by Craig Hudzinski and it passed with a unanimous vote.

**STORMWATER PLANNING GRANT** – Melinda Jobe made a motion to approve the Income Survey Proposal from NV Grant Services, LLC, in the amount of \$5,000.00 for the Stormwater & Water Utility Study. The motion was supported by Jerry Faucett and it carried unanimously.

**AV PRO** – Mike Hufford presented a revised proposal for the town hall security camera system and livestreaming equipment. After an in-depth explanation of the equipment involved and their features and capabilities, he then answered several questions. Melinda Jobe made a motion to approve the Security Surveillance System for the amount of \$5,583.00 and the Livestreaming system for the amount of \$7,055.00 using American Rescue Plan Act (ARPA) funds. The motion was supported by Walt Minnick and it carried with a unanimous vote.

**ENGINE COMPRESSION BRAKES** – After a brief discussion, it was determined more research is needed on the topic and the issue was tabled until the December 9, 2024 council meeting.

**309 E JEFFERSON ST** – After a brief discussion, it was determined that more information is needed for the town council to proceed with their options to deal with the property. The topic will be put on the December agenda.

**PARK BOARD** – Melinda Jobe made a motion to read and approve Ord. #2024-11-3 “An Ordinance Repealing Ordinance No. 11-98-1 as Amended by Ordinances No. 11-05-1 and No. 2020-4-2 Abolishing the Parks and Recreation Department and Board” by title only. Craig Hudzinski supported the motion, and it passed with a unanimous vote. Melinda Jobe made a motion to suspend the rules to consider the second reading of the ordinance at the same meeting as the first. Jerry Faucett supported the motion and it carried with a unanimous vote. Melinda Jobe made a motion to adopt Ord. #2024-11-3 on its second and final reading. The motion was supported by Walt Minnick and it carried with a unanimous vote. The park will now be under the management of Billy Walker.

**SHERIDAN COMMUNITY RECREATION LEAGUE (SCRI)** – Rob Hobson is the baseball chairman of SCRI and was present to explain that the SCRI Baseball program needs more room as they currently have 27 teams but only three fields to play on. SCRI would like to utilize the two fields at Kirklin Town Park. They would primarily be using them only for practice space, with the possibility left open for occasional games, if needed. The council and Billy Walker were supportive of it and Billy will be in contact with him regarding responsibilities and a contract will be needed between the two parties. SCRI will get the fields back in playing condition. The Town of Kirklin will continue to mow and trimming the fields.

**UTILITY SUPERINTENDENT** – Billy Walker provided the Town Council with a written report. In addition to the information in his report, Billy stated that the hydrant project has begun. He also reported that when Capstone was added to the town limits many years ago, that INDOT was not informed of it, therefore any paving through Capstone must wait until the town proves to INDOT when it was added. He stated that “No Parking” signs have been installed on W. Madison St. as well as some “Children At Play” signs in a couple of locations. He has also spoken with Matt Ostler and has asked him to move a portion of the new walking track as it was put on someone’s property by the previous park board. Billy has it staked out and is just waiting to meet with Matt. He said

that the park restrooms will be winterized and locked up for the season before Thanksgiving and that the yearly maintenance on the John Deere lawnmower has been completed.

**POLICE DEPARTMENT** – Justin Brewer presented a quote for a portable police radio to replace one that is 15 years old. Melinda Jobe made a motion to approve the purchase from Motorola Solutions in the amount of \$4,997.24 using ARPA funds. The motion was supported by Walt Minnick and it carried with a unanimous vote. Justin also stated that the police laptop in the Ford Explorer is 8 years old and they're beginning to have problems with it. The quote he presented for a new laptop for the Ford Explorer is for \$1,220.89 to be purchased using PSLOIT. Melinda Jobe made a motion to approve the purchase for a new laptop in the amount of \$1,220.89. The motion was supported by Craig Hudzinski and it carried with a unanimous vote. Justin also reported that in the month of October they had 19 service calls, 24 traffic stops of which three tickets and 19 warnings were written, and one misdemeanor arrest.

**CLERK-TREASURER** – Tara Walker provided the following reports to the town council prior to the meeting for month ending October 31, 2024: Revenue, Appropriations, Payroll Allowance Docket; Fund with Monthly Statement of Reconciled Accounts; and the Accounts Payable Register ending November 7, 2024. Seeing no questions, the town council signed the Payroll Allowance Docket and the Accounts Payable Register. Melinda Jobe reviewed and signed the bank statements and the Monthly Statement of Reconciled Accounts prior to the meeting.

**American Legal Publishing** - Tara informed the council that our code of ordinances updates will cost somewhere between \$1,500.00 to \$2,160.00 for the S-6 supplement. To update our online code through Folio is estimated to cost between \$100.00 and \$160.00. **Community Crossings**

**Grant (CCMG)** – Tara informed the council that the town has been awarded a Community Crossings Matching Grant that Billy Walker has been working on in the amount of \$67,507.05. The following street sections are included in the paving project: E. Monroe St. from Hwy 38 to the beginning of Capstone; Adams Ave. from E. Adams St. to pavement end; W. Ross St. from Hwy 421 to N. Perry St.; and N. Perry St. from W. Harrison St. to W. Ross St. Craig Hudzinski made a motion to approve Melinda Jobe as signatory for the contract. The motion was supported by Walt Minnick and it carried with a unanimous vote. **Keystone Software** – Tara informed the council that the renewal for Keystone Software Maintenance for 2025 is \$8,895.00. She reminded the council that it auto-renews annually unless terminated by the town in advance.

**TITLE VI IMPLEMENTATION PLAN** – Melinda Jobe made a motion to approve Resolution #2024-11-1 Renewing the Title VI Implementation Plan. The motion was supported by Walt Minnick and it carried with a unanimous vote.

**UNPAID RENTER UTILITY BILLS** – In response to a recent issue with a landlord, Tara explained that property owners are responsible per IC 36-9-23-31-33 for only the unpaid sewer and/or storm water portions of the bill when a tenant moves and doesn't pay any balance left after their meter deposit has been applied. When the town cannot collect from a tenant, and a property owner also refuses to pay, a lien can be filed against the landlord's property for sewer and/or storm water and the unpaid water and/or trash portions of the bill are turned over to a collection agency against the tenant. She said that the town has been using the same legal process for years, but that it rarely gets to a lien warning against a landlord because they have all been doing a good job until the recent instance where one landlord was refusing their responsibility. Craig Hudzinski responded that the law seems to give any tenant in town that knows it the ability leave an unpaid bill and that there should be a way that we can go after the tenant first. Tara responded that the

town does indeed first attempt to get the tenant to pay by sending two letters, two weeks apart, per our internal controls. Tara also stated that she has recommended to said landlord, and others, that in order to protect themselves from having to pay out of pocket for tenant bills, that they can call town hall to find out if a tenant has paid their bill before refunding their rental deposit. She continued explaining that landlords are made aware when their renters are delinquent as letters are mailed out to them every month when a renter has not paid their bill. This is to keep them informed since they know they will be held responsible for a portion of their tenants bill if they do not pay. They also receive letters stating that their tenant has left an unpaid bill when they move and that we have attempted to collect but cannot. At that point, it becomes the property owner's responsibility and if they refuse to pay, a lien is filed at the Clinton County Courthouse. Jerry Faucett would like to know if the time a resident has to pay can be changed so that if they miss a payment, they would then be required to pay their entire bill due when a new bill comes out instead of just their arrears by the 15<sup>th</sup> to keep their water on. Tara responded that she cannot make such a change but that the council could. Jerry also doesn't believe that water should be turned on for a new resident if the previous tenant's bill is still unpaid. Tara responded that state law prevents the town from refusing service for a new tenant due to an unpaid bill left by the previous tenant.

**PSLOIT** – Tara Walker explained to the council that the police department's submitted budget for 2025 would not be fully funded. She explained that PSLOIT had a surplus a couple of years ago which was used to give officers a large raise but that it has now been depleted. The projected shortfall is expected to be \$29,353.00. She stated that it did not have to be decided immediately but wanted the council to be aware in advance so that they can be thinking about how they would like to fund the department. Jerry Faucett stated that the town is still giving Clinton County Dispatch a portion of our PSLOIT disbursements from the county. It was not believed, however, to be enough to make up the shortfall.

**OUTDOOR CHRISTMAS DECORATING CONTEST** – The council decided that there will be three categories for judging this year and that residents wishing to participate must contact Town Hall to register by December 13. Winners will be announced the week of December 23<sup>rd</sup> or sooner.

**ARPA** – After a brief discussion regarding the ARPA balance, the council decided to replace the flooring at town hall and authorized Tara Walker to pay general town expenses with what remains. Jerry Faucett inquired about if there is enough left to pay for park equipment. Tara responded that commercial playground equipment is very expensive and there is not enough funds to pay for that. She added, however, that there are CEDIT funds budgeted for next year to buy a piece of playground equipment.

**CRAIG HUDZINSKI** – Melinda Jobe made a motion to approve the following two invoices for Craig Hudzinski: Inv #000033 in the amount \$375.00 for park bathroom repair, and Inv #000049 for the enclosed lean-to attached to the town barn building in the amount of \$1,440.00. The motion was supported by Walt Minnick and it carried with a unanimous vote.

Seeing no further business to come before the Town Council, the meeting was adjourned at 10:15 p.m.

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Melinda Jobe, Town Council President