

The Regular Meeting of the Kirklin Town Council was held on Monday, November 13, 2023, at 7:00 p.m. at Kirklin Town Hall.

On the Call of the Roll, the following Council Members were found to be present Jerry Faucett, Melinda Jobe, Walt Minnick, and Brent Stetler. Jennifer Bowman was absent.

Also present were Dennis Tillman, Billy Walker, Tara Walker, Katy Smith, Maureen Hayden, Chris Perry, Jay Moore, Dan Carlisle, and Mary King.

PLEDGE OF ALLEGIANCE & PRAYER – Melinda Jobe opened the meeting and led with the Pledge of Allegiance and a prayer.

MINUTES – A motion was made by Walt Minnick to approve the Minutes from meetings held on October 9, 2023 & October 17, 2023. The motion was supported by Jerry Faucett and carried with a unanimous vote.

PUBLIC HEARING FOR RURAL DEVELOPMENT LOAN APPLICATION – Melinda Jobe turned the floor over to Katy Smith and Maureen Hayden. Maureen expressed that she had expected Steve Brock, the Rate Consultant, to be here, but he was not present. Steve did send an email today in regard to 1) what the next steps should be to move a smaller project forward, 2) information received from Rural Development, and 3) a recommendation that he be given written approval to move forward with a Rate Study to address the current need for a rate increase. Maureen provided copies of the RD Loan Application for the Wastewater Project. Katy Smith gave a report on what aspects of entire project this smaller segment will focus on. Some of those items include rehabilitation of some manholes, sections of cured in place pipe, & four storm connection eliminations. She explained that a base bid and an alternate bid would be requested. Alternative #1 includes increasing the size of the eq ponds, screening, and pump station. Alternative #2 would be to add an above ground storage tank with screening and pump station. Maureen said that a letter from the engineer is included with the RD application addressing the issues with IDEM. The floor was then opened for comments. Tara Walker asked which alternative would be better. Katy did not think that either project would make a difference. Billy said that the maintenance and the job the job each does are the same. **RESOLUTION #2023-11-1 ADOPTION** – A motion was made by Melinda Jobe to approve the adoption of Resolution #2023-11-1 Authorizing Commonwealth Engineers to send RFQ's for Cleaning and CCTV Inspection and to also submit a loan application to Rural Development. The motion was supported by Brent Stetler and carried with a unanimous vote. Katy Smith said that requests for bids have been sent to six vendors. They will hold a bid opening on November 27, 2023, at 2:00PM with awards being made at the regular Town Council Meeting on December 11th. The size of the project that will be included in the Rural Development application will be 1.3-1.4 million. Maureen said that she and Darren will walk the town through how to proceed with the RD application and will set up a phone call following tonight's meeting.

COMMONWEALTH INVOICE APPROVAL – A motion was made by Melinda Jobe to approve Commonwealth Engineers invoice #57420 in the amount of \$2,500 for USDA Environmental Report. The motion was supported by Walt Minnick and carried with a unanimous vote. The public hearing portion of the meeting was adjourned.

PARK BOARD – Chris Perry was in attendance to represent the Park Board and he introduced himself. Chris reported that one of the restrooms had been vandalized and that the lock was being fixed. Officer Tillman asked if vandalism had been reported. He did not think it had been reported to the police. The water has been shut off and the lines have been flushed at the shelter house restrooms. Questions about the buildings left on the old ball diamond property were raised. One of the buildings has been offered to Clinton Central, but they have not removed it yet. Billy thinks that the plan is to tear the second building down.

DRAINAGE ISSUES – The only issue that was brought up was by Jerry Faucett concerning an area approximately 30 ft. into the field west of town. Jay suggested that Jerry first contact the landowner to let them know that there is a sink hole there. He also suggested that Jerry let Dan Sheets know as well.

UTILITY DEPARTMENT – Billy Walker provided the Town Council with a written monthly report. In addition to the items included in his report he noted that the transfer switch for the generator at the wastewater treatment plant is bad. He has received an estimate from Buckeye Power Supply to replace it and the estimate was over \$6,000.00 plus installation. He also reported that the same generator needs a sensor. He will have more information for the next meeting.

LEAK ADJUSTMENTS – Mary King reported that Jan Kyle was aware that she can only request one leak adjustment per year and would like to use it on the leak reported last month. Brent Stetler made a motion to approve a leak adjustment for Jan Kyle in the amount of \$307.13 and Mackynzie Pullen \$253.93. The motion was supported by Jerry Faucett and carried with a unanimous vote.

CLERK-TREASURER – Revenue, Appropriations, Statement of Reconciled Accounts, The Register of Claims, Allowance Docket, and Adjustments Register for month ending October 31, 2023, were provided to the Town Council prior to the meeting. There were no questions concerning the reports. All Council Members present signed the Register of Claims, Allowance Docket and the Adjustments Register. Melinda Jobe reviewed the Bank Statements & Reconciliations and signed them. Mary King informed the Council of a change with the Keystone Software Maintenance Agreement. They are replacing their current system with an autorenewal Structure unless terminated by the town. Mary King presented the invoice from Metzinger Construction for the sidewalk replacement on N. Main Street. The approved amount for the project was \$2,500.00, but the final invoice came in at \$2,600.00. Billy Walker said that it was due to an additional 2 ft. of concrete needed. A motion was made by Brent Stetler to approve the additional \$100.00 fee. Jerry Faucett supported the motion, and it was carried with a unanimous vote.

TITLE VI IMPLEMENTATION PLAN UPDATES RESOLUTION #2023-11-2 – Mary King explained that the Title VI Implementation Plan was due for update in 2023. Each Council Member was given an updated copy for review prior to the meeting. She explained that she and Jay Moore had both reviewed the 2021/2022 Implementation Plan and there were only minor updates. Those changes were to the demographics page and to add Tara Walker as the Title VI Coordinator, as well as any other duties that had previously fallen to the current Clerk-Treasurer. Melinda Jobe made a motion to approve Resolution 2023-11-2 adopting the Title VI Implementation Plan for 2023/2024. Brent Stetler supported the motion, and it was carried with a unanimous vote. The ADA Transition Plan is due to be updated by the end of the year as well and Billy is working on it. It is necessary that both documents are updated to ensure the town remains eligible for CCMG funds as well as Indiana Justice Department Grants.

PAVER INSTALLATION PROJECT – Billy Walker gave an update concerning the recent downtown paver installation project. Billy said that the project is complete, but there is warranty work that will need to be done in the spring due to rain and freezing temperatures in the days following project completion. The contractor has agreed to provide the labor but will not provide the sand to replace between the pavers. The contractor (Shorty) has said that he understands that the library will withhold the last \$600.00 until after the warranty work has been done in the spring. Billy said that the 15 bags of sand will have to be purchased by the town. Mary King stated that the library had agreed to pay any overages for the project (not covered by the town, Farmers Bank, & the donor), but did not think it was fair for them to have to pay for sand if it was an issue with the contractor. Billy said that we have one pallet of pavers and eight empty pallets that we will be able to return and receive money back for. He thinks that this will be close to enough to pay for the additional sand needed.

CLERK-TREASURER ELECT – Tara Walker asked permission to attend the newly elected officials training day in December as well as the NEO Boot Camp in January. She is also requesting permission to stay overnight for two nights. Melinda Jobe and Mary King both expressed what a great opportunity NEO Boot Camp is as well as being there in the evenings to develop relationships with other Clerk-Treasurers. Tara would also like to hire a

replacement for her position within the next couple of weeks and is requesting that the Council create a position for the out-going Clerk-Treasurer to come back and help with the incoming year.

ATTORNEY SERVICES RENEWAL PROPOSAL – The Town Council reviewed a proposal for legal services presented by Jay Moore with Ryan, Moore, Cook, Triplett & Albertson for 2024. After reviewing the proposal and discussing what a good job Jay has done for the town, a motion was made by Jerry Faucett to accept the proposal. Walt Minnick supported the motion, and it was carried with a unanimous vote.

MADISON STREET ISSUE – Brent Stetler reported that there have been complaints that, at times, people are completely unable to use part of W. Madison Street due to trucks being parked in the roadway while loading/unloading. Dennis Tillman will check into the issue.

Seeing no further business to come before the Town Council, the meeting was adjourned at 8:14 p.m.

Melinda Jobe, Town Council President