

The regular meeting of the Kirklin Town Council was held on Monday, February 8, 2021 at 7:00 p.m. at Kirklin Town Hall.

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

Also present were: Steve Reynolds, Steph Blackwell, Kat Bell, Bill Lantrip, Billy Walker, Brendon Bright, Jay Moore, & Mary King.

The meeting was opened by Walt Minnick and he led with the Pledge of Allegiance and a prayer.

**MINUTES** – Seeing no additions or corrections to the Meeting Minutes for January 11, 2021, the Minutes were approved as written.

**KIRKLIN MAIN STREET** – Walt Minnick gave the floor to Steve Reynolds. He explained that a part-time Executive Director for Kirklin Main Street had been hired. Steve introduced Steph Blackwell and passed out the proposed Schedule of Downtown Events for 2021. Steph then took the floor and told about her background and what she hopes to accomplish as KMS Executive Director. The Council welcomed her to the community. The Council reviewed the Schedule of Events. A motion was made by Walt Minnick to approve the Schedule of Events as presented. Jerry Faucett supported the motion and it was carried with a unanimous vote.

**AREA PLAN COMMISSION** – Kat Bell from Area Plan Commission was in attendance. She gave each Council Member a written End of 2020 Director's Report. The report gave information concerning permits issued, violations, & Board of Zoning Appeals for both the Town of Kirklin and Clinton County. She pointed out that new valuation increased by 18% & commercial construction increased by 15% in 2020 for Clinton County. The Town Council did not have any questions for Kat, and she did not have anything further to report.

**COVID PAY** – Mary King read the proposed Ordinance #2021-2-1 which would extend pay for employees due to COVID related absences through March 1, 2021. Melinda Jobe made a motion to suspend the rules and approve Ordinance #2021-2-1 on first reading. The motion was supported by Jerry Faucett and carried with a unanimous vote. Melinda Jobe made a motion to suspend the rules for second reading of Ordinance #2021-2-1. Walt Minnick supported the motion and it was carried by a unanimous vote. Melinda Jobe made a motion to suspend the rules and approve Ordinance #2021-2-1 on third reading. The motion was supported by Brent Stetler and carried with a unanimous vote. A motion was made by Melinda Jobe to approve and sign Ordinance #2021-2-1 on third reading. Jennifer Bowman supported the motion, and the Ordinance was adopted with a unanimous vote.

**STREETScape PROJECT** – Mary King reported that it has been determined that we should request an extension for the completion date for the CBDG Main Street Revitalization Grant. She explained that due to the pandemic, INDOT permitting issues, and inclement weather delays an extension to complete the project will be needed. The letter will request a completion extension date of July 30, 2021. A motion was made by Melinda Jobe to have Walt Minnick sign the letter requesting an extension to July 30, 2021. The Motion was supported by Brent Stetler and carried with a unanimous vote. Melinda Jobe reported that she had been contacted by the contractor doing the streetscape work requesting \$7,000.00 to water the trees that will be planted downtown. She has spoken with Billy Walker and Jim (Chip) Mann about the possibility of watering the trees ourselves. She has also contacted the Bridge Youth Center and the youth are willing to help as well. Chip Mann is willing to donate the use of a vehicle and watering equipment and Billy is willing to supply the water. Melinda said that she will need to sign a document stating that we will take care of the watering of the trees to save \$7,000.00.

**ACCESS AND STORM DRAIN EASEMENT** – The Council and Jay Moore discussed the current access and storm drain easements, as well as the temporary access easement town employees are using to access the old tomato pit. Jay asked Billy if he had any preference where the access easement is located. Billy stated that he does not have a preference. He just wants it established so that it is clear to future employees and Council Members where the easements are located. Jay reviewed the documents he had brought with him which shows the easements, but Billy questioned if the storm drain easement was in the correct location. Jay Moore will review the tax parcels and we can figure out if the storm line is where the easement agreement says that it is. Jay said the Council can then decide if they want the permanent access easement left where it is. Jerry Faucett questioned why the Council does not just leave the access where it has been established. Mary King said that it was Shawnee Metzinger who asked at the last meeting if the Council would consider moving it. Jay questioned if it would be better if

the “temporary” access that is listed became the “permanent” access. Billy said that the temporary access is near the Metzinger’s barn. It was explained to Jay that at the time of the sale of the town property to the Menzingers, the access would have been on the far west side of the property, but since that time they have purchased property to the west as well.

**SEWER TAP ON** – Billy provided the cost estimate for a small residential type of lift station in the amount of \$5,098.78, plus the cost of installation, plumbing and electrical. He also provided three options to get the Curry’s hooked up to the wastewater system. **Option #1** - Allow the current septic tank to be left in operation. The finger system would need to be unhooked. Install lift station on effluent side of septic tank in order to collect the gray water. Install a 2” pump line around to the highway and tie into the town system. The electrical will be hooked to the house. **Option #2** - Pump out and collapse the existing septic tank. Install the lift station where the septic tank was located. The lift station will then collect solids and gray water. Install a 2” pump line around to the highway and tie into the town system. The electrical will be hooked to the house. **Option #3** - Pump out and collapse the septic tank. Install a 4” gravity flow line around to the highway. Install the lift station in the NE corner of the front yard. Install a power panel and electric meter to the lift station for service truck and maintenance access. If the town is to maintain this, it has to be done per IDEM requirements. Billy explained that if the town is to take responsibility for it, we will have to go with option 3. Jerry Faucett suggested again that the town un-annex them. He does not think they would like a lift station in their front yard. Kat Bell reminded the Council that should the Curry’s septic system fail, they would not be allowed to put in another septic system because they are within 300 ft. of a sewer system. She also said that it could create problems should they ever want to add another bedroom or bathroom. Billy recommends that the town purchase the system wherever it is located. The town would have to be allowed access to the lift station at all times. The cheapest option for the customer would be option #1. Mary King will send a letter explaining the three options and invite the Curry’s to the March Council Meeting.

**COMMUNITY CROSSINGS GRANT** – Mary King has sent an email inquiring about the status of the signed grant agreement but has not gotten a response yet. We can’t advertise for bids until we receive the fully signed agreement.

**UTILITY DEPARTMENT** - Billy gave an update concerning the TTHM/HAA5 test results. Although the December sample was significantly lower, it was not low enough. He has been instructed by IDEM to do another public notification, and it will be done this week. IDEM has been notified about what has been done and the further plan of action. The next sample is not due until March, but Billy is planning to submit another sample for testing this month to see if what he is doing is improving the numbers. This will allow him to make further adjustments on his chlorine feed, if necessary, before the required March sample is taken. Billy will also flush hydrants prior to the March sample. GRW Engineering is still studying the residuals for the past three years and will possibly suggest the use of chloramines instead of chlorine if we cannot get the TTHM/HAA5 under control. Billy has lowered the chlorine feed, but that causes the concern of residuals being too low in the outlying areas. He said that the water is being so “cleaned” throughout the system, making it safe in the way that is required, but that is causing issues of TTHM/HAA5. Billy said that if the issue were making the water unsafe to drink, IDEM would require a boil order, which they have not. Jerry Faucett asked if Drew Miller has moved forward on schooling. Billy said that it is all virtual due to COVID-19 and that Drew has not shown interest in the classes.

**POLICE DEPARTMENT** – Brendon Bright reported that he is moving forward with interviewing candidates to hire another Deputy or possibly two. Mary King said that we just need to watch the number of paid Deputies we have, due to requirements when a department reaches a certain size. Melinda and Mary both seem to recall the number is five and that it may only include “paid” officers. Brendon and Jay will both check to see if there are any requirements that we need to be aware of. Brendon reported that the Ford truck has a recall concerning the back-up camera and he will be getting that taken care of. Brendon reported that they have been sharing the new body camera and that it has proven to be useful in a few instances already. All officers have completed their required training and Brendon has entered the hours into the system. Jerry Faucett commended the Police Department on the job that they do. He said that he has heard nothing but good things about them and their professionalism.

**LEAK ADJUSTMENTS** – After review of the leak adjustment requests, a motion was made by Melinda Jobe to approve a leak adjustment for Tyler Daniel in the amount of \$56.70 and Rhonda Houser in the amount of \$85.47. The motion was supported by Jennifer Bowman and carried with a unanimous vote.

**CLERK-TREASURER** – The Town Council was given Revenue, Appropriation, & Fund Reports for month ending January 31, 2021 just prior to the meeting. Mary King reported that the reports were not available to include in the packets due to a glitch discovered in the Fund number conversion process. The problem was discovered when the 2021 Budget was applied following the year-end rollover. She explained the process Keystone used to correct the appropriation issues and that all appropriations appear to be correct now. The Register of Claims and Billing Adjustment Register were signed by all Council Members. A monthly Statement of Reconciled Accounts and Fund Register including SRF Accounts for December 31, 2020 was provided to the Council prior to the meeting. Walt Minnick signed the statement.

**SERVICE CALL FEES** – Mary King requested that the Council create some type of policy that clarifies when a \$25.00 service fee should be assessed. The fee is part of the Water & Sewer Rate Ordinances but does not specify when the service fee will be charged. For example, when water service is stopped for a period of time due to the customer being away from home. Billy said that currently he only charges for the turn off, but not when he turns it back on. Another time where it would be good to have a “written” policy is when someone has a water leak, and a town employee is asked to come back more than once to turn the water off and on. The Council asked if we could reach out to other communities to see if they have a policy we could use as a guideline.

**KMS DONATION RESOLUTION # 2021-2-2** – Mary King explained that the 2021 Budget includes a donation to Kirklin Main Street, but that a Resolution is required to be adopted annually by the Town Council. A motion was made by Walt Minnick to approve Resolution #2021-2-2 donating \$5,000.00 to Kirklin Main Street for the purpose of enhancing, improving, and promoting the downtown. The motion was supported by Brent Stetler and carried with a unanimous vote.

**KIRKLIN CHATTER** – Jerry Faucett brought up comments that were made by people on Kirklin Chatter. Some of the comments were negative about the town and the water. There were however comments complimenting the service provided by Smith Trash Service who is doing a great job for the town. Melinda Jobe said that the entire post ended up being deleted by the moderator.

**MONON TRAIL SURVEY** – Melinda Jobe said that she had been contacted by those involved with the Monon Trail. She explained that some of the property sections that were donated require that the work on the Monon be started within a certain timeframe. She does not have a specific dollar figure at this time, but they are asking if the town would be able to provide some match money to begin the survey work. Melinda stated that she would like to finish the Streetscape Project first to be sure that we do not run into added expense there. At this point she has not been given a dollar figure that would be requested as a match.

Seeing no further business to come before the Town Council, the meeting was adjourned at 8:49 p.m.



Walt Minnick