

The regular meeting of the Kirklin Town Council was held on Monday, June 14, 2021, at Kirklin Town Hall at 7:00 pm.

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

Also, present were, Shawnee Metzinger, Chris Ragsdale, Brendon Bright, Thomas Dillingham, Kat Bell, Billy Walker, Patty Quick, Jay Moore, and Mary King.

Walt Minnick opened the meeting with the Pledge of Allegiance and a prayer.

ADDITIONAL APPROPRIATION HEARING – A hearing was held to consider additional appropriations for MVH in the amount of \$50,000.00 for other services and charges, and Local Road & Bridge in the amount of \$204,000.00 for other services and charges. Mary King read proposed Resolution #2021-6-1 and explained that both additional appropriations were associated with matching funds for Community Crossings Grants to be used for street paving. Walt Minnick opened the floor for questions and comments. There were no comments or questions. Melinda Jobe made a motion to approve Additional Appropriation Resolution #2021-6-1. The motion was supported by Walt Minnick, and was carried with a unanimous vote. The hearing was adjourned.

MINUTES – Seeing no additions or corrections, the Minutes from May 10, 2021 were approved as written.

NEW DEPUTY MARSHAL – Brendon Bright introduced Tommy Dillingham and requested that the Town Council approve hiring him as a part-time Deputy. Tommy explained his experience in law enforcement and why he is interested in working in Kirklin. He also gave a little background about his family. Walt Minnick made a motion to hire Thomas Dillingham as a part-time Deputy Marshal, subject to approvals needed from the City of Frankfort PD as well as results from a drug screen and physical. Melinda Jobe supported the motion, and it was carried with a unanimous vote.

COMMERCIAL FIREWORKS DISPLAY REQUEST- Chris Ragsdale and Shawnee Metzinger were in attendance to be sure that they had submitted all the paperwork necessary for approval from the Town Council to hold a fireworks event on July 3, 2021 (rain date of July 4th). Mary King questioned if a rain date of July 4th would create any problems since Henry King & Amber Hendrickson had already received approval to hold a non-commercial fireworks event at the park on July 4th. Chris and Shawnee did not see where there would be any conflict if both were held at the same time. Melinda Jobe made a motion to accept and approve the documentation presented. Brent Stetler supported the motion, and it was carried with a unanimous vote.

ORDINANCE AMENDING UDO 1102.05 ALLOWING CHICKENS, RABBITS, AND DUCKS AS A PERMITTED USE IN THE R-3 DISTRICT - Mary King read the proposed Ordinance #2021-6-2 out loud and noted that the Area Plan Commission gave a “favorable” recommendation for the adoption of the ordinance. The ordinance amendment allows up to 6 chickens or 6 rabbits to be kept in the R-3 district as permitted use. No roosters are permitted, and the animals must be kept in a secure coop or cage. Coops and cages must be 10’ from property lines and cleaned regularly. Coops and/or cages shall not be placed between any structure and the road right-of-way. Up to two ducks shall be permitted only upon the granting of a special exception and subject to the above setbacks, coop, cage, and cleanliness requirements. No more than a total of six chickens, rabbits, and/or ducks shall be allowed, without a variance. Melinda Jobe made a motion to adopt Ordinance #2021-6-2 on 1st reading. The motion was supported by Brent Stetler and carried with a unanimous vote. A motion was made by Melinda Jobe to waive the requirement for a second reading of the ordinance. The motion was supported by Jennifer Bowman, and carried with a unanimous vote. A motion was made by Melinda Jobe to pass Ordinance #2021-6-2 on second reading. The motion was supported by Jennifer Bowman, and carried with a unanimous vote. Melinda Jobe made a motion to waive the rules for a third reading. Brent Stetler supported the motion, and it was carried with a unanimous vote.

Melinda Jobe made a motion to pass Ordinance #2021-6-2 on final reading. The motion was supported by Walt Minnick and carried with a unanimous vote.

AREA PLAN COMMISSION REPORT – Kat Bell gave a report about the properties that she has sent letters to, due to violations. She has sent notice to 307 S. Main Street for shipping containers and explained that the UDO only allows one container on property zoned I-1 and it cannot be in the right-of-way. Kat said that even where a container is allowed, it has to be modified so that it does not look like a shipping container. A letter has been sent to the owner of the property at 108 E. Clay Street due to a pool that is not fenced and appears to be in the right-of-way. A letter has been sent to the owner of 202 W. Monroe St. for trash and a pool that is not fenced. The business at the corner of W. Monroe St. and S. Illinois St. received a letter last month for cleanup and too many vehicles. Jay Moore said that he had received a call from the property owner saying that it had been cleaned up. He did not receive the photos that the property owner was to send showing that it had been cleaned up. Jay said that the ordinance allows for three vehicles to be for sale, and questions if those should be the only vehicles allowed outside the fence. Jerry Faucett says that some of the vehicles are used for jaws of life demonstrations. At times, vehicles from the property flow over on to the town barn property, even though no parking signs have been put up. The Council agrees that it is a valuable business, but space to operate the business seems to be an issue. Walt Minnick asked Kat Bell about what their requirements are for vehicles. She said that vehicles are required to have a current registration and be operational. Jay said that a minimum of two letters are sent from the APC, then he sends a letter before the issue goes to court.

STREETSCAPE PROJECT – The Council reviewed the most current Field Observation Report from Browning Day. Walt Minnick noted that at the last Progress Meeting it was decided that we would install two concrete pads as crosswalks from the curb/walk to the bank sidewalk. Mary King noted that she does not think this will be done as part of the current project since we are on a deadline to get our OCRA grant closed out. She has also heard that the Farmers Bank Representative may have decided they would like to put cobblestone down in place of the sod. Billy Walker will be getting the information about the cobblestone that was used in this project from Morphey Construction. Walt also brought up the issue of a light pole on the north end in front of the library, and one on the south end being cut from the project due to funding. Billy met with Duke Energy about installing standard streetlights near the library and the fire station. They gave him a few options, but all options except #1 would be delayed several months. Billy thinks option #1 installing a 110W LED Roadway on the pole by the library at the intersection of Jefferson & Main would be the best option for now. The cost is approx. \$11.95 per month for the power and maintenance, with a lump sum cost of \$40.31 for the light and bracket. The equipment can be purchased up front or added to the monthly charge. If added to the monthly bill, our monthly fee would be \$12.43. Melinda Jobe made a motion to accept option #1 from Duke Energy for now. Walt Minnick supported the motion, and it was carried with a unanimous vote. The Council would like for Billy to meet with Duke Energy to see what it would cost to add the antique light that was cut from the original project. **INVOICES** – Melinda Jobe made a motion to approve pay app #3 from Morphey construction in the amount of \$264,061.27. The motion was supported by Walt Minnick and carried with a unanimous vote. A motion was made by Walt Minnick to pay Browning Day invoice #32277 in the amount of \$2,408.00. The motion was supported by Melinda Jobe and carried with a unanimous vote.

PARK BOARD – Patty Quick gave an update on what has been done at the park recently. Patty has been unable to contact Tanessa Curry, the newly appointed Park Board Member. She has called the phone number she was given and stopped at her home but has not been able to speak with her. Patty spent 6.5 hours working at the park on Sunday washing picnic tables and working in the flower beds. She would like to purchase solar lights. She reported that posts at the park still need to be painted and there are 30-35 poles that Billy will install. Patty may use kids from two local churches to paint the restrooms. Patty gave recognition to Amber Hendrickson and her four children for pulling weeds at the park. Patty encourages everyone to help at the park if they have any spare time. Billy has contacted three landscape companies and has met with two of them about reworking and mulching the

playground areas. He received the following proposals: Metzinger Construction \$5,741.00, and Smith Lawn Care \$4,112.00. A motion was made by Melinda Jobe to accept the proposal from Smith Lawn Care in the amount of \$4,112.00. The motion was supported by Jennifer Bowman and carried with a unanimous vote. Patty reported having trouble with the newly installed light switches in the restrooms at the park. Jennifer Bowman suggested that the new switch may be on a timer. Patty will call Brian Jones to be sure they are working correctly.

SIDEWALKS - Patty Quick said that the remodeled downtown looks beautiful as you are coming into town at night. However, the sidewalks on the east side of the highway (#421) outside of the downtown are dangerous and uneven in sections.

STORMWATER UTILITY BOARD REPORT – Jerry Faucett reported that the repairs that have been made over the years to our storm sewer has been helping. Walt Minnick asked if the property owner at 114 S. Main Street had hooked up to the new line the town put in. Billy Walker said that they have not. Billy questioned if there was a way to require that they tie in. The town does not have the authority to require that they tie in, and Jay does not think that the County Surveyor can require it either. The building still does not have any guttering installed, which contributes significantly to the water around the building. Jerry Faucett said that even if they put gutters up, they would still need to tap into the existing tile. Jennifer Bowman noted that there is a severe bat problem in the building. Jerry Faucett thought that the Clinton County Health inspector had gone inside the building a few years ago and did not see anything out of the way. Melinda Jobe and Mary King thought that the only inspection done at that time was on the outside of the building. Water continues to be pumped out of the building and into the alley which then runs east down W. Monroe Street. Billy said that he has had a company check the storm drain on N. Ohio Street, where it sounds like continual water running, and they were not able to find anything at the time.

UTILITY DEPARTMENT – Billy Walker provided a written report to the Town Council prior to the meeting. He reviewed the report with the Council. TTHM/HAA5 testing is due again at the end of the month. Employees will be flushing fire hydrants this month. He is working on updating the Disaster Recovery Plan. He has completed the Sanitary Survey for 2019 which shows a water loss of 35%. The state allows 25%. The 2020 survey should show a tremendous change because we have replaced all water meters & are now measuring all the backwash at the Water Treatment Plant. Billy has been in contact with INDOT and was told that with the upcoming INDOT paving project, they may install a caution light at the intersection of Hwy #38 and Hwy #421. It is possible that the light will have the capability of allowing a pedestrian to push a button for the light to turn red so they can safely cross the highway.

POLICE DEPARTMENT – Brendon Bright reported that grass/weed letters have been sent out. Brendon said that he has been working to clear up a few issues with residents who received letters concerning their vehicles. Brendon and Dennis attended the Emergency Vehicle Operations Course (EVOC) training. He reported that he decided that it would be most beneficial to do the training with the town truck.

CLERK-TREASURER - Fund, Revenue, & Appropriation Reports for May 31, 2021, Billing Adjustment Register for month ending May 31, 2021, Current Register of Claims, Monthly Statement of Reconciled Accounts for months ending April 30, 2021 & May 31, 2021, were given to the Town Council for review prior to the meeting. Mary King noted that the Fund Report for month ending May 31, 2021, was attached to the Reconciled Statement and a separate one was not printed. Adjustment Register and Register of Claims was signed by all Council Members present and the Monthly Statements of Reconciled Accounts for April and May were signed by Walt Minnick.

POOL FILL ADJUSTMENT REQUEST – Melinda Jobe made a motion to approve the pool fill adjustment for Jennifer Rustin in the amount of \$134.63 for wastewater. The motion was supported by Walt Minnick and carried with a unanimous vote.

INTERNAL CONTROL STANDARDS – Mary King provided the Town Council and Town Attorney with some suggested changes to the Internal Control Standards. She asked that they all review the document and bring back any changes to the next regular meeting.

BUDGET WORKSHOP - A meeting was scheduled for Monday, June 28, 2021, at 6:00 pm to work on the 2022 Budget.

OCCURANCE REPORT – Melinda Jobe would like for the town to have a standard Occurrence Report, especially for town events, to be used in case someone needs to report an injury. Jay Moore reviewed the report and found some language he would like to change.

Seeing no other business to come before the Town Council, the meeting was adjourned at 9:00pm.

Walt Minnick_____