

The regular meeting of the Kirklin Town Council was held on Monday, July 8, 2019 at 7:00 p.m. at Kirklin Town Hall.

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: Luann Schoen, Billy Walker, Kent Schuch, Patricia Quick, Michael Wallace, Crystal Houston, Alex White, Anitra McKinney, & Mary King.

The meeting was opened and the Pledge of Allegiance and prayer were led by Walt Minnick.

**MINUTES** - The Minutes from meetings held on June 10<sup>th</sup> & 24<sup>th</sup> were approved as written.

**ADDITIONAL APPROPRIATION HEARING** - Mary King explained that the additional appropriation request for the General Fund in the amount of \$21,564.00 is needed to pay the additional hydrant rental fees. The hydrant rental fees increased in December so they were not in the adopted 2019 Budget. The funding to pay for the additional hydrant rental fees will come from a Payment in Lieu of Taxes (PILOT) program that was adopted by the Town Council. This program authorizes the water fund to pay the town a fee in the amount of \$21,564.00 in lieu of taxes for 2019. King explained that the Council will need to determine at Budget time if they want to continue with the PILOT for future years. There were no questions from those attending the hearing. Melinda Jobe made a motion to approve the Additional Appropriation for the General Fund in the amount of \$21,564.00. The motion was supported by Walt Minnick and carried with a unanimous vote.

**WASTEWATER** - The NPDES draft modification permit has been advertised and will be in the 30-day public comment period until July 26, 2019. Kent Schuck provided the Council with a review and comment sheet. The permit will still expire on May 31, 2020. Kent said that he only found one comment to be made after reviewing the permit. He recommends the following change: Page 18 item 2g indicates that outfall #010 is external to the plant, but does not acknowledge that the outfall goes to EQ ponds and is treated thru the plant. Kent recommends this table make the acknowledgement that outfall 010 bypasses to the influent flow to the EQ ponds where upon it is pumped back to the treatment plant for normal treatment. Billy would also like to see a change made to #111 where it says Tertiary Clarifier Bypass Structure, when plant experiencing flows under 0.375 MGD. Billy said this should say over 0.375 MGD and not under. Jay had thought that we were going to continue to use the third pond. Billy reported that the third pond is not connected and that IDEM wants it filled in. He said that it is used as a stormwater reservoir. Kent will update the table to reflect the changes to the permit and forward to Jay for review. Kent concurs with Billy that the valve is not operational in the EQ ponds. He explained that Billy had a company come in and found that one of the valves is not operational. Kent does not feel that it is Crosby's responsibility to repair the valve because they did not install new valves, only the valve boxes. He thinks that Crosby would charge to come back. He had a thought the he could ask Crosby to try and bump the valve while they were back reseeding. Jerry Faucett asked how deep the valve is. Kent would estimate the valve to be 12-16 ft. deep. Jerry said that if we can get the valve open, he thinks we should just leave it open. Billy said that you can install straight pipe and eliminate the valve altogether. Jay Moore suggested that we get bids and then ask Crosby to pay what we feel their portion of the job is. Jay said that had they told us the valve didn't work when they had it dug up, we could have issued a change order. They may only owe the town for the excavation work since they covered the valve back up before Billy could inspect it. Billy said that it has to be fixed one way or another because this is the last issue to be resolved before the compliance period starts. Melinda Jobe made a motion to authorize and direct Kent to draw up specifications and for Billy to request quotes to excavate the area, remove the valve and replace it with pipe. Walt Minnick supported the motion and it was carried with unanimous vote. Kent Schuck asked if it would be ok to look at what's been done in the past and begin to look at inflow & infiltration. Billy requested that the Council put this project on hold because we are not eligible for another wastewater grant. He plans to move forward with a stormwater project after the water project is complete. He thinks this will help with I&I. He would like to continue to focus on the water project until it's finished.

**WATER PROJECT** - Alex White attended the meeting since Darrin Wells was on vacation. He reviewed the written progress report that was provided prior to the meeting. Contract #1 WTP Upgrades - They have completed the generator pad, chemical vault, and aerator structure pad installation and completed plumbing and electrical below slab rough-ins. A motion was made by Melinda Jobe to approve pay application No. 4 for Graves Construction Services in the amount of \$100,143.67. The motion was supported by Jennifer Bowman and carried with a unanimous vote. Contract #2 Elevated Storage Tank Rehabilitation - We have reached substantial completion, working on the punch list and nearing close-out. A motion was made by Walt Minnick to approve pay application #3 for Central Painting in the amount of \$26,357.50. Brent Stetler supported the motion and it was carried with a unanimous vote. Contract #3 Water Distribution Improvements - They have installed 99% of the water meters; installed new water main; completed a portion of hydrant replacements. Site restoration is on-going. Alex reviewed change order #2 for S.C. Case and explained that it was due to additional exploratory excavating, service repairs, separating service lines, and misc. items, time & material. Melinda Jobe made a motion to approve change order #2 for S.C. Case in the amount of \$64,283.32 and an extension of 30 days to the contract. Brent Stetler supported the motion and it was carried with a unanimous vote. A motion was made by Melinda Jobe to approve pay application No. 5 for S.C. Case in the amount of \$206,030.00. The motion was supported by Jennifer Bowman and carried with a unanimous vote. Alex also reviewed the work that is anticipated to take place in the next period. He expects to continue site construction; install new masonry walls and floor slab on contract #1. He reported that the water tower project had been completed, but we will continue to hold retainage for insurance repairs for vehicle paint damage for Contract #2. They will finish installing all water meters, hydrants and complete site restoration. Install additional hydrant as per Billy Walker using a portion of the contingency funds (\$80,000.00 in contingency funds left). Substantial completion is delayed until July 15<sup>th</sup>. LuAnn Schoen and Jerry Faucett said that they do not think that everyone actually got grass seed during the restoration by S.C. Case. Some people have reported that there is no seed under the straw. Alex said that they will go around and do a final inspection on August 7<sup>th</sup>. LuAnn said that she would just take care of hers herself. Alex reported that he had made an error last month on the pay application amount due to S.C. Case. He inadvertently used the amount left to pay instead of the amount due because the numbers were similar. The correct amount was submitted to SRF for payment, but since the wrong amount was approved last month, the Minutes need to show the correction. A motion was made by Melinda Jobe to correct the amount approved for S.C. Case pay application #4 to \$337,009.94. The motion was supported by Walt Minnick and carried with a unanimous vote. A motion was made by Melinda Jobe to approve Cornerstone Grants Management invoice in the amount of \$3,050.00. The motion was supported by Walt Minnick and carried with a unanimous vote. A motion was made by Melinda Jobe to approve invoices for GRW Engineering in the amount of \$34,195.00. The motion was supported by Walt Minnick and carried with a unanimous vote.

**PETITIONS OR COMMENTS FROM CITIZENS PRESENT -**

**ALLEY ISSUE** - Mike Wallace had a complaint that the rock from the Jobe's property is still in the alley and he doesn't understand why she hasn't been made to move it. The Council explained that the ordinance has been published in the newspaper, but could not be enforced until 30 days after publication. The ordinance can be enforced after July 26<sup>th</sup>. Mike would still like for the alley to be grated so that the water from the Jobe's property doesn't run off on him. Walt suggested that Mike raise the grade around his building. Melinda Jobe asked Mike if he had installed gutters on his building. He doesn't think that will help his water problem because he believes the water is coming from his neighbor's property. Jerry Faucett asked Billy to go down and cut a depression in the center of the alley, not on the Jobe's side, but down the center to see if that would help. Billy said that he could try that.

**POLICE CARS** - LuAnn Schoen asked why the town was considering buying an SUV. She wanted to make it known that she is opposed to it. The Council told her that the issue had come up, but had been tabled. She also questioned why the blue Crown Vic was not marked. Anitra took LuAnn behind Town Hall so that she could see for

herself that the car was marked. The only unmarked vehicle the town owns is the Dodge. Anitra also explained that the Dodge Charger is not good when driving on snow and ice and that most agencies have gone to SUV's.

**PARK BOARD** - Patty Quick and Crystal Houston were in attendance to represent the Park Board. Crystal was also representing the Kirk's Crossing Festival Committee. Patty said that since complaints had been received about the restroom lights being on all the time, they are considering installing motion lights. The Park Board would like to purchase 26 new chairs like the ones purchased last year. Jennifer Bowman said that she sees sales for nice used chairs all the time and would watch for some that might work. The park is in need of two new trash containers and Patty would like to buy the same type as was purchased last year. They are getting a new net for the tennis courts. They have removed the bike rack and are trying to close some of the holes between the posts to keep people from driving between them. Crystal and Patty both requested that the Park & Recreation Boards be included in any discussions or 5-year plan that might be developed for the park. Crystal said that there are water lines that are needed and the Rec. Board needs new ball diamonds. Melinda Jobe explained that Kirklin Main Street is trying to do what is best for the whole town and not just the downtown area. Mary King stated that there hasn't been any recent discussion at KMS meetings about a plan for the park. When the plan is developed the whole Park Board would be invited to participate in it. Jennifer Bowman suggested that they come to a KMS meeting with a list of what their top priorities are. The next Kirklin Main Street Meetings are on July 25th & October 24<sup>th</sup> at 6:00p.m. The meeting will most likely be at Booker's since the Kid Domino building has been rented. Crystal will relay the meeting dates so that maybe someone from the Rec. & Park Boards can attend. Crystal also expressed that she has personal concerns about the Monon Trail. Crystal conveyed that Bethany Perlee, with the Kirk's Crossing Committee, has requested that the town put any money they would have given for festival expenses towards the water line work to be done at the park. Patty asked if trees cut down at the park came out of the Park Budget. Mary King said that it would come out of the Park Budget. Mary King said that she hadn't received any invoices for tree trimming or removal. Billy asked Crystal to remind the Recreation Board that they need to empty the trash cans and clean up trash back at the ball diamond area, and put the trash cans inside the dugouts. Melinda questioned why some of the vendors left the festival on Saturday. Crystal said that several of the vendors that were supposed to come did not show up because the forecast looked like we were going to get a lot of rain, but the rain kept going around Kirklin. Patty said that the woman that fell during the festival was ok.

**STORMWATER UTILITY BOARD** – Jerry Faucett reported that he and Brent Stetler had taken a ride to look at drainage issues. They found that on Hwy. 38 east drainage is bad. Water was standing when the ground should be dry. Jerry thinks there is a tile broke down. Billy Walker said that it is a county drainage tile on Hwy. 38 and that they just finished televising and repairing from the highway out to the county road about a month ago. Jerry said that they had talked about going over to see Dan Sheets. Billy said that on the west side of town, the drainage issue is on private property. He said that they noticed that someone had cut a little depression for the resident and out in the field near Elizaville Road. Billy said that the drainage issue there is the residents' problem because she won't raise it. BCS Landscaping went out there with a transom and shot grades over the entire property and found the perimeter of her property is at least 6" higher than her back yard and she won't do anything about it. Jerry said that when they looked at it a couple of years ago you could see with the naked eye that she was a pocket there and the water comes downhill from the cemetery to her property and to Jan Kyle's. Billy said that all the drainage issues in that area are on private property. Mary King asked if the drain was for sure open that runs along Elizaville Road. Billy said that silt has built up and it needs cleaned, but that it belongs to the county, but that we have the surface drain. Jerry said that the one that runs under the road could definitely stand to be cleaned out, that part of Monroe Street needs leaves cleaned off, and behind Jim Stewart's property is a mess. Billy said that even when the one on Monroe Street is cleaned off it does not drain quickly because it's not big enough and doesn't have much fall to it. Jennifer Bowman reported that Booker's had to close due to the water coming in her building on Friday night during the heavy rains. Jerry said that as usual, there was water standing down past the old fertilizer plant

and between the Lewis & Roberts' houses. Jerry also reported some areas where work has been done that drainage has improved.

**STREET PAVING** – Billy Walker gave the Council a list of streets and Scope of Work for the next Community Crossings Grant Application. A motion was made by Melinda Jobe to apply for a Community Crossing Grant to fund Projects 1 & 2 which include: **Project #1 Mill and pave 1)** E. Adams St. from S. Hwy. #421 to S. Ohio, **2)** E. Adams St. from S. Ohio to S. Pike St., **3)** E. Monroe St. from S. Hwy #421 to S. Ohio St., **4)** E. Monroe St. from S. Ohio St. to S. Pike St., **5)** E. Clay St. from N. Hwy #421 to N. Ohio St., **6)** E. Clay St. from N. Ohio St. to N. Pike St., **7)** W. Clay St. from N. Hwy #421 to N. Illinois St., **8)** W. Clay St. from N. Illinois St. to N. Perry St., **9)** W. Adams St. from S. Hwy #421 to S. Illinois St., **10)** W. Adams St. from S. Illinois St. to S. Perry St. **Project #2 Rebuild** E. Washington St. from N. Ohio St. to N. Pike St. Jerry Faucett had a question about project #2. He feels like that we should have a survey done prior to widening E. Washington Street. Billy said that he lined it up with the rest of Washington Street. After discussion, the motion was supported by Walt Minnick and carried with a unanimous vote.

**UTILITIES** – Billy Walker gave the Council a written report of wastewater and water department updates prior to the meeting. Highlights of the report explain that neither Crosby nor Triad want to take responsibility for the valve at between the ponds not working. When the line was jetted, it was determined that the valve in question is in the off position which prohibits flow to the west pond. He was told by Crosby and the sub-contractor Global Excavating that this particular valve did work when they supposedly tested it. He reports that it has never worked. Elite Finishing will be here this week to replace the gutters on Town Hall. Baber's Tree Service removed two trees on N. Perry Street and trimmed 1 larger tree at the park. In addition to the written report, Billy said that he and Drew had hand-delivered the Annual Consumer Confidence Report to all Kirklin residents at the end of June. Swayzee has hired a company to come in to repair the alleys they rutted while working on the fiber. Billy had already fixed some of the alleys prior to them returning to town.

**POLICE DEPARTMENT** - Anitra McKinney reported that everything has been approved for Ronald Blackwell to begin working for the town. Walt Minnick said that he thought all the Reserve Officers did a great job covering while Anitra was on vacation. Walt brought up the fact that since the Marshal position is only part-time and the Marshal will most likely always have a full-time job. He suggested that we add something to the contract that only makes the 20-hours per week apply to weeks the officer is not on a scheduled vacation at their regular job. Walt made a motion to amend the Marshal Contract to waive the minimum hour's requirement during weeks of scheduled vacation. The motion was supported by Melinda Jobe and carried with a unanimous vote. Jay Moore will make the change to the contract.

**CLERK-TREASURER - Leak adjustments** - After a brief discussion about Katherine Fisher and Travis Schimmel bills being so high, Melinda Jobe made a motion to approve the following leak adjustments: Pamela Brown - water \$174.91 + sewer \$83.84 + penalties = \$268.75, Max Kingsolver -water only \$54.97, Craig Unroe (White Lion Antiques) water \$82.79 + sewer \$150.77= \$233.56, Tamara Sedwick - water \$75.60 + sewer \$207.86 = \$283.46, Travis Schimmel & Kathryn Fisher - water 254.50 + \$345.76 = \$600.26. Jerry Faucett had concerns for Pamela Brown and wanted to be sure, since S.C. Case made a bad connection, the adjustment would not count against her. Mary King said that the adjustment included all overages for water & sewer as well as penalty and would not count against her one adjustment per year. Walt Minnick supported the motion and it was carried with a unanimous vote. *Reports* - Fund, Revenue, & Appropriation Reports, & Billing Adjustment Register for month ending June 30, 2019, & the Register of Claims were given to the Town Council for review prior to the meeting. The Claims Register and Billing Adjustment Register were reviewed and signed by all Council Members present. *Bank Statements* - Original Reconciled Bank Statements for month ending June 30, 2019 were given to the Town Council for review and signed by Walt Minnick.

**SALARY ORDINANCE AMENDMENT #2019-7-2** - A motion was made by Melinda Jobe to adopt the Salary Ordinance Amendment #2019-7-2 for the hiring of Deputy Ronald Blackwell in the amount of \$20.00 per. Hr. Jennifer

Bowman supported the motion and it was carried with a unanimous vote. Melinda Jobe made a motion to suspend the rules and pass Salary Ordinance Amendment #2019-7-2 on second reading. The motion was supported by Brent Stetler and carried with a unanimous vote.

**GOLF CART PERMITS** - Jerry Faucett asked if Deputies could do golf cart inspections and issue permits in addition to Anitra since they are here in town when she's not. Anitra said that her Deputies could do it; it's not rocket science. Jerry was not willing to give her the name of the person that needs one issued. He said that he would tell them to go through Town Hall. Anitra said that she has two messages for permits that need to be issued and she will get them taken care of.

**WATER METER ISSUES** - Jerry Faucett asked Billy if he had a problem with him getting in the water meter pits and shutting off water. Billy said that only he & Drew should turn water on and off. Jerry said that he was just trying to help the town out. Jay said that if Jerry were to get hurt it could be a liability issue for the town.

**INVOICE** - Walt Minnick made a motion to approve invoice #16685 in the amount of \$2,610.50 from Ryan, Moore, Cook, Triplett, & Albertson. The motion was supported by Melinda Jobe and carried with a unanimous vote.

**BUDGET MEETING** - A meeting was scheduled for Monday, June 22, 2019 at 7:00 p.m. to work on the 2020 Budget.

Seeing no other business to come before the Town Council, the meeting was adjourned at 9:14 p.m.

Walt Minnick\_\_\_\_\_

A Workshop to prepare a preliminary 2020 Budget was held on Monday July 22, 2019 at 7:00 p.m. at Kirklin Town Hall.

Council Members present were: Walt Minnick, Melinda Jobe, Brent Stetler & Jennifer Bowman. Jerry Faucett arrived towards the end of the meeting.

Also present were: Billy Walker and Mary King.

**2020 BUDGET** - The Council reviewed each line item in the current Budget and considered what the needs will be for next year. A preliminary Budget for all appropriated funds was developed.

The meeting was adjourned at 8:55 p.m.

Walt Minnick\_\_\_\_\_