

Lynnville Town Council

May 4, 2021 Agenda

MOMENTS OF SILENCE – PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: April 6, 2021

APPROVAL OF CURRENT BILLS: April 20, 2021 – May 4, 2021

DELINQUENT NOTICES: Shut off date May 10, 2021List for Park Lessees given Jana for violation of lease****

ADJUSTMENTS:

1. 220 Cherry St - \$235.76 – Pipe burst due to freezing temperatures -REPAIRED
2. 203 S.R. 68 - \$46.14 – Pipe burst due to freezing temperatures -REPAIRED
3. 538 N Main St - \$286.51 – Bad meter – New meter installed

TREASURY REPORT:

Community Center	\$ 32,290.39
Fire Department	\$159,958.85
General	\$520,744.54
Park	\$109,506.71
Utilities	\$810,915.46

****Amount saved for Digital Meters \$**

NEW BUSINESS:

- Sealed bids for digital meters
- Sealed bids for old tractor
- Community Center upgrades – Stacy
- Swim Beach trail head proposal – Stacy
- 3rd St semi damage

Brian Cook, Town Superintendent

- “To-Do List” updated
- Work Report
- Blower to maintain Tecumseh Trail

J. William Bruner, Attorney

- Update on Trailer/Mobile home Ordinance

Lauri Stockus, Clerk-Treasurer

- Complete Annual TIF Report
- Complete Water Department audit
- Complete Annual insurance audit
- Complete Annual Salary Survey for 2021
- Continuing Education Webinars for Lauri and Miranda

SBOA April 2021 Monthly Meeting (L)	SBOA – State Examiner Directive 2021-1 (L)
Regulatory Reporting (L)	

Tim Reibold, Fire Department

Doris Horn, Town Council Member

Rachel Titzer, Town Council Member

Stacy Tevault, Town Council President

ADJOURNMENT

NEXT MEETING: May 18, 2021, 6:00pm @ Park

ANY AND ALL BUSINESS TO PROPERLY COME BEFORE THE LYNNVILLE TOWN COUNCIL

May 4, 2021

- 1 South Whitefield
- 2 MATT STEINKAMP UPSCO
- 3 Chris Brown Utility Pipe Sales
- 4 Brad Stork Utility Supply Company
- 5 Eric Passley CEI
- 6
- 7
- 8
- 9
- 10

Town of Lynnville

May 4, 2021

Present: Stacy Tevault, Rachel Titzer, Doris Horn, Lauri Stockus, J. William Bruner, R. Miranda Mullins, Scott Whitfield,
Brian Cook

Absent: Marcus Jolly, Bill Putt, Tim Reibold

Call to Order

Moment of Silence – Pledge of Allegiance

Approval of Minutes: Doris makes the motion to approve the April 6, 2021 minutes as presented. Stacy seconded. Rachel abstains because she was not in attendance of this meeting. Doris in favor. Stacy in favor. Motion carries.

Approval of Current Bills: Doris makes the motion to approve the April 20, 2021 – May 4, 2021 bills as presented. Rachel seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

Delinquent Bills: Shut off date May 10, 2021. The lessee delinquents have been given to Jana to send violation of lease. Rachel makes a motion to shut off water for all delinquent accounts not paid by shut off date. Doris seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

Adjustments:

220 Cherry St - \$235.76 – Pipe burst due to freezing temperatures – REPAIRED

Lauri: freezing temperature were in January 2021. The delay in adjustment was due to getting an accurate reading due to estimating bills when town was short staffed. Doris makes the motion to approve the adjustment of \$235.76. Rachel seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

203 S.R. 68 - \$46.14 – Pipe burst due to freezing temperatures – REPAIRED

Doris makes the motion to approve the adjustment of \$46.14. Rachel seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

538 N Main St - \$286.51 – Bad meter – NEW METER INSTALLED

Doris makes the motion to approve the adjustment of \$286.51. Rachel seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

Treasury Report: Lauri Stockus Clerk-Treasurer

Community Center	\$ 32,290.39
Fire	\$159,958.85
General	\$520,744.54
Park	\$109,506.71
Utilities	\$810,915.46

***Amount saved for Digital Meters \$209,543.00

New Business:

Sealed bids for digital meters

Mr. Bruner opens and reads sealed bids aloud: Quote schedule:

1. Utility Supply Company Neptune Water Meter Huntingburg, In 47542. Total price for AMI Water Meter and System Upgrades \$148,860.61 with additional cost of 5-year fixed annual fee \$5,500.00.
2. Utility Pipe Sales Co. Zenner Water Meter Evansville, IN 47725. Total price for AMI Water Meter and System Upgrades \$153,509.48 with additional cost of 5-year fixed annual fee \$18,060.10.
3. EJ Prescott, Inc Sensus Water Meter Jeffersonville, IN 47130. Not present and did not submit bid for consideration.

At this time the bids will be taken under advisement. Once a decision is made the company will be notified. Since the annual fee on Utility Pipe Sales Co. is so much higher, they would like to make sure they did not write it as the 5-year total instead of breaking it down to an annual cost.

Eric Parsley: Commonwealth will get together with Marcus to discuss the bids using a grading system matrix based on system, what is offered and other relevant options instead of just picking lowest priced system.

Eric Parsley with Commonwealth with an update on Spurgeon Project

They are going reviewing the final review plans internally to get packets done and sent to IDEM for review. Mr. Bruner said he was in the process of drawing up the paperwork for all the easements. He has some done and anticipates having the rest done by the end of the week. Once they are all done the Town Council is going to work on getting them all signed. There was some discussion between Eric and Mr. Bruner concerning where the lines would cross other utility lines. Eric said they would reach out to the various utility companies and discuss these areas.

Sealed bids for old tractor

Jason Pemberton was only sealed bid received for Ford Tractor. The amount of bid is \$1,275.00. Rachel makes a motion to accept Jason Pemberton's bid of \$1,275.00 for the Ford Tractor. Doris seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

Community Center upgrades – Stacy

Stacy would like the Town Council to approve some "staging" of the Community Center to show how it would look decorated. Once some staging is done pictures could be put on the Town's website and also include with rental application to possibly get more people to rent the building. To help with staging some possibilities could be Rachel Titzer, Laura Wallace. Once staged contact Mr. Bunner to take pictures and even possibly make a brochure to show some of the possibilities the Community Center could be. There are some upgrades they would like to see done as soon as possible. For the first upgrade they would like some boards with hooks attached around the top of the walls for people to be able to decorate without causing damage to the walls or building. This was done at the Rec building at the park several years ago and has been a great way for people to decorate for their specific event. This would be great for people wanting to do draping of fabric or netting without putting holes in walls with tact, nails or tape which peels off paint when removed. This should also stop people from popping up ceiling tiles to hold decorations in place decorations and possibly damaging the tiles. Stacy asked Brian to get with Lauri to figure out how to get this completed. Stacy then asked Doris and Rachel if they agreed with this. Both agreed this is a great idea. Stacy said she would contact Laura Wallace to see if she would be able to help with the decorating part of staging the building. Rachel suggested she get together with Laura to get ideas and come up with a plan between the 2 of them. Stacy mentioned how much Brian has been working on getting the outside of the Community Center astatically pleasing with redoing the flowers and adding mulch.

Rachel asked how many round tables are at the Community Center. Lauri answered there is only 1 round table and 31 rectangle tables. Stacy said she thought there was a motion to buy round tables when Sarah was still employed. Lauri confirmed there was a motion but the tables were never ordered or picked up. Rachel said she believes the investment should be made in getting more round tables for the Community Center as soon as possible. After some discussion it

was agreed Sarah was given approval to purchase at least 5 round tables. Doris made a motion to purchase 5 round tables. Rachel seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

Swim Beach Trail Head Proposal – Stacy

The town has decided to take back the area for use by the town residents. There have been many requests from different people to make this area a trail head for Tecumseh Trail. The possibility of a trail head being built on the hill where the parking is on Peach St is just not a something expected to happen. There is also the issue of raising the funds or getting a company to come in to build a trail head or a shelter is not a possibility at this time. The discussion of having the building at the Swim Beach property to be utilized for Tecumseh Trail was discussed. The Town Council agreed they would like to see this area become the Trail head with shelter. The area would also be utilized for other functions to be discussed in the future. There are many ideas and activities for this area to benefit the residents and visitors of Lynnville for the future. As of right now they would like to concentrate on getting the Tecumseh Trail shelter area finished before moving on to the next idea. All Town Council members agree the Swim Beach area will be utilized as Tecumseh Trail head and have bathrooms installed in building and parking set up for the use of people using the trail.

3rd St semi damage

A semi ran over the area on Church and 3rd St the town had recently improved and put new culverts, drain and ditching. The resident sent a video of the damage through Messenger to Stacy. There is another area on Elm St and 3rd where semis drive through and damage roads, culverts, and drains. The resident on Church and 3rd St filed a property damage report with the police. He was unable to get a plate number but was able to determine the truck was an Averitt Express Truck. The resident didn't think he could do anything because he thought it was Town property but Stacy was under the impression the issue should be handled by the resident. The town paid to have all the drainage work done because it is in the right of way. Stacy let the resident know they would need to file the report but would like the town to get a copy of the report if possible. Mr. Bruner said the town did the work and because of it being in the right of way the town would actually be who would file the police report. The right of way is town's responsibility and would have the "dog in the fight" not the resident. Although since the resident witnessed the incident, they could file a report also. As far as going after the company this should be the town's responsibility. Stacy comments she is not sure if this semi has anything to do with the resident on 3rd St and Elm St who has semis on his property most of the time. Lauri was asked to contact Wilcox to check the drains, pipes and culvert to see if there was any structural damage to any of work recently done to this area. Pictures of damage on Elm St where the semis going to the resident at Elm St and 3rd St were submitted to show how the semis are doing damage to ground when they drive on side of road because roads are too narrow to accommodate the size of the trucks and the edges of the paved roads are being chipped off as the wheels from the semis run off the sides. Lauri states at Church and 1st St the stop sign is actually placed inside the auction house property because semis have hit it so many times trying to turn the corner it will not stay standing. Stacy said she didn't know what could be done to prevent this from happening. Lauri said she has spoken with Brian about putting the large boulders on the corners to help protect the area from trucks and semis cutting the corner and knocking down the sign like what was done on 1st St and Main St. Bill at the park has been digging up large rocks and putting them in a pile for Brian to use this and other areas with the same problem. Mr. Bruner suggested contacting insurance company on the damage at 3rd and Church St caused by semi. Stacy said she wanted to have it checked out by Wilcox first to make sure there is damage

Brian Cook – Town Superintendent:

- "To-Do List" Update
- Work Report

Michael has been working out great. Michael is an employee through SARS program (individuals with disabilities). He seems to enjoy the work and has gotten every task given to him done. He is a great asset to the team.

Brian is working on weekly lists for each of the employees to complete which is going well so far.

Working on getting a schedule for hydrant flushing to have all hydrants flushed on a regular basis. Some of the hydrants in town have not been flushed in years. This problem will be remedied.

The report of streetlights has been started to determine which have been updated to LED and which still need to be updated.

Will be fixing flower beds at Community Center by tilling the ground, pulling weeds, lay weed-barrier and lay mulch.

Would like to add weed-barrier before laying rock/riprap in ditches around town. All Town Council members agreed this is a good idea.

Making a list of inventory items in the shop, storage buildings and other town owned buildings. The list he has found is incomplete and out of date.

Blower to maintain Tecumseh Trail

Since we are responsible for keeping Tecumseh Trail clean a regular hand blower is going to be hard to keep up with the demands it will be hard to keep up with the work. Spoke with a salesman used in the past from United Rental in reference to a walk behind blower. This type of unit is called a Billy-goat blower. They have a Honda motor and is the same type of blower asphalt installers use to clean parking lots before putting down sealer. If this unit is bought new is cost around \$1600.00. He has one in his rental fleet with not much time on it and will sell to the Town of Lynnville for \$950.00. This unit could be used in other areas than just the trail like at the park for cleaning the boat ramp and many more uses. Doris makes a motion to allow Brian to purchase the Billy-Goat blower for up to \$950.00. Rachel seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

Doris asked how much rock is stockpiled at the Town shop. Brian said there is about ½ ton of #2, 2 ton of regular rock and ½ ton of sand. They also found about 20 bags of rock salt outside and they have about 20 bags sitting inside also which means the town has a total of about 40 bags of rock salt at this time.

They found 6 old lift stations sitting outside but not sure if they are good or even worth being rebuilt to be put back into service. Brian had planned to talk to Marcus about this issue. He has also found 6 UV lights sitting in a back corner of the shop. These are very expensive lights and should not be sitting the back corner unprotected. These lights are supposed to be part of the new WWTP built in 2019. Stacy asked to get those lights to Marcus because they were supposed to be installed over a year ago by a previous employee.

Stacy: with the damage being done to the streets and roads in town, might think about having only one company come into town for trash pick-up. Some other towns will add trash services to the utility bills then use only that service. With all the damage the multiple companies are causing this might be something that will need to be decided. Before this decision is made the Town Council would like to see if placing the boulders on the corners and anywhere else the trash trucks and semis are causing damage works. Something is going to be need to be done soon to prevent the edges of the roads from continuing to crumble off, damage to the drainage on the sides of the roads as the sides of ditches are pushed down and collapsed and the rest of the constant, continuous damaged being caused.

Marcus Jolly – Veolia: Not Present

Mr. Bruner – Town Attorney:

Update on Trailer/Mobile Home Ordinance

After doing some research on trailers/mobile homes brought in city limits, it seems this is a zoning ordinance issue. The resident would need to appear before the BZA and the trailer/mobile home would be inspected and need to meet all safety criteria and stipulations of the committee. Stacy clarified; if somebody wanted to bring a single-wide into city limits to be placed on a piece to property, they would need to follow and pass all the zoning and safety guidelines and inspections of the County’s building and zoning Department. This means the Town of Lynnville is not to pass an ordinance harsher than what the County BZA already has set. Mr. Bruner agrees. Doris stated according to BZA guidelines the trailer/mobile home is to be a minimum of 920 sq ft.

Mr. Bruner asks if there are any updates concerning the property at 131 Maple St. Stacy: she comes and goes. She has tarps up covering the one door on the garage that is missing. She has put a small fire pit on the property but they do not see her very often. Doris said she has called the health department and they are supposed to send a letter. There is no water, wastewater or electricity on the property so there should not be anybody living on the property. There have been no reports of anybody staying there at night, so it seems she is not living on the property at this point.

There was some discussion on Legislation in progress. Mr. Bruner discussed an ordinance concerning having decapitated building removed. After some discussion the Town Council said they do not have any at this time but there is one building in town that is heading in that direction. They would keep an eye on this building/situation.

Lauri mentioned another ordinance that has passed the house and senate and waiting for the governor to sign. It states when advertising Public Notices the notices do not need to be published in the local paper twice. They are to be published in local paper once and the town’s official website once. The Town Council agreed this will be great because it will save money and time. Stacy said this makes sense because not many people receive the newspaper anymore and most people get online frequently.

Lauri Tevault – Clerk-Treasurer:

Complete Annual TIF Report

Complete Water Department audit

Complete Annual insurance audit

Complete Annual Salary Survey for 2021

Continuing Education Webinars for Lauri and Miranda

SBOA April 2021 Monthly Meeting (L)	SBOA – State Examiner Directive 2021-1 (L)
Regulatory Reporting (L)	

Stacy asked if Lauri has completed all the training required for the year because it seems you have done quite a bit of continuing education classes and webinars. Lauri explains all the webinars and online meetings don’t count for the minimum requirements set by the state for continuing education. The monthly meetings with SBOA and DLGF do not count because those are updates and changes to complete regular job duties unless stated otherwise. The easiest way to know what counts is anything learned that towns/cities could hire companies to complete from outside companies but the Clerk-Treasurer learns to do themselves would count towards the state requirements, such as grants, auditing, capital assets, etc. By learning and doing these things in house it saves the municipality money and that is the goal to the continuing education annual State requirement. Lauri said she does believe she is close if not over the minimum for the year.

Doris asked if the Town Hall is open to the public yet. Lauri said Town Hall opened to the public May 1st.

Stacy said she gave the "Reserve America" documents to Lauri because there are a couple different options. This is the software program for Lynnville Park to make reservations. Depending on what kind of equipment needed, credit card machine, computer, PCU makes a difference on which options are chosen for the park's needs and the costs involved. Stacy discussed a couple of the different options available and the programs integrate to the reports used at Town Hall for bank reconciliation, end of month, end of year and itemized sales. Once a decision is made for which program and options would best fit the park's needs the Town Council would like to move forward in getting it set up for use as soon as possible. Once the program is set up and in use Lynnville Park will become a "preferred campground" on their website. Every transaction at the park would run through this system, including wood bundles, kayak rentals, bait, etc. Once it is decided to go with program there is a demo Patrick with Reserve America will provide to watch. Then there would be a data collection contract to sign so they could get an overview of Lynnville Park. He has gone to Lynnville's website and was able to get some information already. He did not realize how much Lynnville Park had to offer like annual passes, fishing, kayaking, until he went to the website. According to Patrick it usually takes 2-3 weeks after the data collection process is complete to get the program to us. They then do a "live training" to train the employees. This is working with the employees remotely through the computer. The training is always available for new hires. The documentation provided has the pricing and seems to be very reasonable. This is the program used by Forest Service, National Park Service, Bureau of Land Management, Bureau of Reclamation, U.S Army Corp of Engineers and most State Parks.

Scott Whitfield – Fire Department:

2 Fire Hydrants Require Maintenance for Fire Department to Use Properly

The fire hydrant in front of the Marathon gas station has 2 concrete posts on either side which prevents the firefighters from being able to use it. The poles stop the tool from being able to go all the way around to open the hydrant. The Town Council members all said they were told by the former employee he had fixed this problem. Rachel said the employee had told her he had cut the pole to make it shorter because they were pretty tall so the problem was fixed. Scott said they can open the top with the wrench but one of the poles is still blocking the outlet and until it is fixed, they are not able to use this hydrant. This hydrant is between both gas stations so very important they have access to this hydrant. The poles are sitting in very thick concrete so it would be very difficult to remove the posts but something needs to be done to have access for the safety of the town and residents. It might be possible to cut the pole low enough for the hose to be attached. Rachel said she would like to make this area a little more inviting. When Casey's was built, they did all the landscaping on their lot which makes this area look even worse. The other Town Council members agreed this would be something to look into in the future.

The fire hydrant on Main and E 2nd St has a stop sign too close to the fire hydrant for the firefighters to open. Lauri informed Scott there are plans to have that stop sign moved when the town employees install the new poles for the signs along Main St.

Lauri was asked to have Brian take a look at both of these hydrants to figure something out until the new signs and poles are installed for the one on E 2nd St/Main St.

They are at about 45 runs for the year. There have been 2 very involved runs which required Life-Flight at Interlake in the past 2 weeks.

5 firefighters are taking the State Certification classes. Most of the classes are online but then there are skill weekends which are mostly in and around Petersburg, IN. then there is testing, so in 4-5 months there should be 4-5 more certified firefighter in the department.

Scott has taken the boat out on the lake to perform all the testing required for insurance and warranty. He is ready to go over the operations and functions of the boat with Town/Park employees or whoever the Town Council would like him to train. The Town Council said they would figure out who needs to be trained and let Scott know. Then Scott could set up a date/time with them directly for this training.

Bill Putt – Lynnville Park Superintendent: Not Present

Doris Horn:

Estimates on new commercial refrigerator for the Community Center

Single-door unit - \$1,721.00 and double-door slide unit - \$2,405.00. This does not include delivery. The refrigerator at the Rec building in Lynnville Park is looking pretty banged up and stained so once a new refrigerator has been purchased for Community Center the old one should replace the one at park. All other Town Council agreed. Stacy does not think the single-door will be big enough to accommodate the space needed for some of the events providing food like weddings and other bigger events. Stacy's recommendation is buying a big unit now and in the future after raising more funds getting a smaller unit at that time so there will be a big and small unit for use. The Town Council has decided to table the decision until next meeting to give them a chance to look over the estimates and dimensions of units

Asked if anybody got paint for gazebo from Melody Garrison. After some discussion it was decided nobody had gotten it from her so she must still have it. Said she would get it so the gazebo could get painted. After some discussion having the gazebo painted it was decided to see if Brian would paint the gazebo and the Community Center kitchen. Lauri said she has already talked to Brian and he said he would be willing.

One of the windows in the Community Center has a seal that is bowing or coming off but doesn't look right. The company that put the windows in should be called to come repair. Lauri said she had already sent Brian to look at the window but he could not figure out which one needed repaired they all looked fine to him except one that had a gap in the trim which he could repair. Doris said she would go look at them again because she did not remember which one it was at this time. Brian also fixed the hinge on the top of the door so it didn't slam shut anymore.

Using the Community Center for the Town Wide Yard Sale was a success. The building was busy the whole day which was great since the weather was cold and rainy and Doris said she thinks most of the people would have gone home instead of shopped if they would not have had the indoor sales. There was some discussion of having the yard sale more than once per year and renting the Community Center out again. There was also some discussion of renting spots in the Community Center for a craft/vendor sale/fair. All Town Council members agree this would be a great idea. Stacy mentioned having farmers sell fruits and vegetables and food trucks. Doris mentioned renting the Rec building at Lynnville Park also. She would also like to consider having another yard sale in September or October.

The alley that runs next to Doris's house is overgrown with weeds. Lauri was asked to add spray weed killer to the "To-Do List". In this same alley barriers were placed where the culvert and road are collapsing so nobody will drive down it. There is a person who walks down the alley and knocks those barriers down every time someone puts them back up. Doris would like Brian to figure out a way to have barriers up so they are not able to be knocked over easily.

Rachel Titzer:

Asked Lauri to give courtesy call to funeral home to cut grass. There have never been any issues with them in the past so this could be an oversight.

Stacy Tevault:

There have been some new employees at the Town of Lynnville and Lynnville Park.

The list of Lynnville Park employees are as follows:

Bill Putt; John Leslie; Jana Taylor; Steven Ross; Noah Ricketts; Tyler Mullins; Andrea Huffman; Meghan Tooley

The list of all employees of the Town of Lynnville are as follows:

Lauri Stockus; Robin Miranda Mullins; Brian Cook; Izaac McKinley; Michael Garrison

The list of Lynnville Town Council are as follows:

Stacy Tevault; Rachel Titzer; Doris Horn

The list of Lynnville Park Advisors are as follows:

Brett Kruse; Donald McVey

The list of Veolia employee is as follows:

Marcus Jolly

The Town of Lynnville Attorney is as follows:

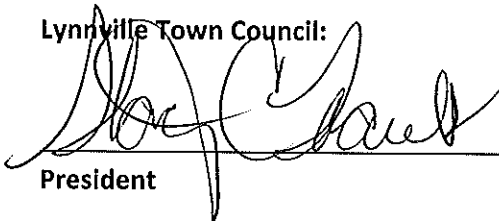
J. William Bruner, Attorney at Law

There will be some more applicants for Lynnville Park soon. Anybody interested in putting in an application may pick one up at Town Hall or Lynnville Park office.

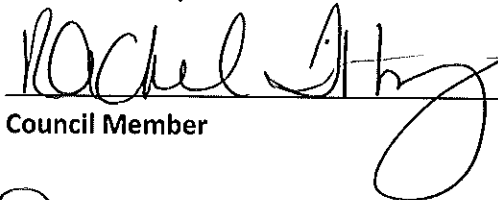
Next Meeting will be May 18, 2021 6:00pm @ Lynnville Park

Stacy entertains a motion to adjourn the meeting. Doris makes the motion to adjourn. Rachel seconded. Rachel in favor. Doris in favor. Stacy in favor. Meeting is adjourned.

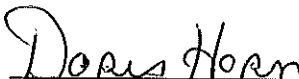
Lynnville Town Council:




President



Council Member



Council Member

Attest: 

Clerk-Treasurer