

Lynnville Town Council-Park
January 19, 2021 Agenda

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: December 1, 2020

APPROVAL OF CURRENT BILLS January 1, 20- 21 – January 19, 2021

TOWN BUSINESS:

- Community Development Block Grant Program – Andy Zellers and Steve Marchand
- Approval of Ordinance #2021-2 Additional Appropriation
- Approval of Warrick County Area Plan Commission

1. Ordinance #2021-01 ARTICLE IIIA PROCEDURES FOR SUBMISSION OF “MAJOR” SUBDIVISIONS SECTION 13 PROOF OF FINANCIAL RESPONSIBILITY SUBSECTION 4(a).

The purpose of this ordinance is to update surety requirements

2. Ordinance #2021-02 ARTICLE IV GENERAL REGULATIONS AND DESIGN SECTION 2 STREETS.

The purpose of this ordinance is to amend minimum ROW for private streets from 50' to 40'

3. Ordinance #2021-03 ARTICLE IV GENERAL REGULATIONS AND DESIGN SECTION 9 ENTRANCE REQUIREMENTS AND SPECIFICATIONS SUBSECTION 1

The purpose of this ordinance is to reference Evansville Metropolitan planning Organization Access Standard Manual

4. Ordinance #2021-04 ARTICLE V STREET AND UTILITY IMPROVEMENTS SECTION 4 MINIMUM STANDARDS FOR STREET AND HIGHWAY CONSTRUCTION SUBSECTION (2)

The purpose of this ordinance is to amend rural road minimum pavement width from 26 to 22'

5. Ordinance #2021-05 ARTICLE V STREET AND UTILITY IMPROVEMENTS SECTION 4 MINIMUM STANDARDS FOR STREET AND HIGHWAY CONSTRUCTION SUBSECTION (2)

The purpose of this ordinance is to add rigid type pavement requirements

6. Ordinance #2021-06 ARTICLE V STREET AND UTILITY IMPROVEMENT SECTION 4 MINIMUM STANDARDS FOR STREET AND HIGHWAY CONSTRUCTION SUBSECTION 6

The purpose of this ordinance is to add rural road requirements

7. Ordinance #2021-07 ARTICLE V STREET AND UTILITY IMPROVEMENT SECTION 5 CURBS AND GUTTERS SUBSECTION 1

The purpose of this ordinance is to change minimum gutter grade from .5% to .75%

8. Ordinance #2021-08 ARTICLE V STREET AND UTILITY IMPROVEMENT SECTION 7 STORM DRAINAGE SUBSECTION 2

The purpose of this ordinance is to change minimum gutter grade from .5% to .75%

9. Ordinance #2021-09 ARTICLE V STREET AND UTILITY IMPROVEMENT SECTION 7 STORM DRAINAGE SUBSECTION 3

The purpose of this ordinance is to change minimum grade for drainage ways from .5% to 1%

10. Ordinance #2021-10 ARTICLE V STREET AND UTILITY IMPROVEMENT SECTION 7 STORM DRAINAGE BY ADDING SUBSECTION 7

The purpose of this ordinance is to add drainage swale requirements

NEW BUSINESS:

- Permission to replace wooden bridge over waterway and trees – 206 Deer Ln

-Tint on Community Center windows can be done but any work done by anyone other than American Wholesalers, Inc would void the warranty and they do not perform this service. The windows are double laminated and argon gas filled which should prevent heat exchange so window treatments are not necessary

REPORTS:

Sarah Kolley, Park

Outstanding Leases

"To-Do" List

Lease Violations for delinquent utility bills

Lessee contacts for Mr. Bruner

Emergency Service address corrections for Gibson County lessees

J. William Bruner, Attorney

Nuisance Complaints

-104 Beaver Ln

-12623 E County Rd 1025

Lauri Stockus, Clerk-Treasurer

Stacy Tevault

Rachel Titzer

Doris Horn

Don McVey, Park Advisor

Brett Kruse, Park Advisor

ADJOURNMENT

NEXT MEETING: February 2, 2021 – 6:00pm Virtual ZOOM Meeting

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

Town of Lynnville Park Board

January 19, 2021

Present: Stacy Tevault, Rachel Titzer, Doris Horn, Lauri Stockus, J. William Bruner, Brett Kruse, Don McVey, Sarah Kolley, Scott Whitfield

Absent: Gary Holder, Marcus Jolly

Call to Order

Moment of Silence – Pledge of Allegiance

Approve Minutes: Rachel makes a motion to approve the December 1, 2020 minutes as presented. Stacy seconded. All in favor. Motion carries.

Approve Current Bills: Rachel makes a motion to approve the current bills of January 1, 2021 – January 19, 2021 as presented. Stacy seconded. All in favor. Motion carries

Town Business:

Community Development Block Grant Program – Andy Zellers

Andy Zellers explains the Phase 3 Community Development Block Grant Program. This grant is to help small business in the community who have been impacted negatively by Covid. The recommendation is money would be split evenly between the approved business is grant is approved. The maximum amount of grant is \$250,000 but \$10,000 per business and 2.5% for administration fees is recommended for application request. Stacy questioned the even split recommendation since some businesses could have 15 employees and others have 5. The need could be greater for the business with more employees. Andy said they do have staff to help with the type of split from need rather than even split if that is what the town would like to do. Andy will email paperwork to Town Hall to be filled out and signed as soon as possible. OCRA will also handle the Public Hearing for the grant. He would like to have some letters of support sent to him from some of the local business stating how Covid has negatively affected their business and money from this grant would help them. ****Doris joined meeting**** Andy said he is looking at mid-February for 1st Public Hearing. Andy asked for someone to be appointed grant administrator for this grant. Stacy appointed Lauri and/or Miranda. Rachel made a motion to move forward with the Community Development Block Grant with Lauri grant administrator. Stacy seconded. All in favor. Motion carries

Approval of Ordinance #2021-2 Additional Appropriation

Rachel makes a motion to approve Additional Appropriation Ordinance #2021-2 for Culvert Repair of \$28,495.40. Doris seconded. All in favor. Motion carries.

Approval of Warrick County Area Plan Commission Ordinances

Ordinance 2021-01 ARTICLE 111A PROCEDURES FOR SUBMISSION OF “MAJOR” SUBDIVISIONS SECTION 13 PROOF OF FINANCIAL RESPONSIBILITY SUBSECTION 4(a)

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New Business:

Permission to remove trees and replace wooden bridge over waterway– 206 Deer Ln

The bridge is at a low area along a walking path many people use. The residence would like to extend it a little longer so they won't be walking through water in this area. Stacy stated it is not a permanent structure and she has no issue with them replacing the wooden bridge over the waterway. Rachel makes a motion to allow the removal of trees and replace wooden bridge over water wat at 206 Deer Ln. Doris seconded. All in favor. Motion carries.

Tint Community Center Window

Tint on the Community Center window can be done but any work done by anyone other than American Wholesalers, Inc would void the warranty. American Wholesalers, Inc does not perform this service. The windows are double laminated and argon gas filled which should prevent heat exchange so window treatments are not necessary

Old Business:

Sarah Kolley – Lynnville Park Manager :

Outstanding Leases

There were leases which were not paid in full, leases missing information and leases with wrong information. Sarah stated most of these problems have been addressed but she is still working on them. Sarah had Jana Taylor discuss the people who still owed since Jana is taking care of problems, requesting missing information, organizing files and speaking with the people. There were problems with some people refusing to sign leases and some who feel they shouldn't have to pay increase of late fees. Stacy told Sarah to get a list to Mr. Bruner immediately so he could send letters to have these problems solved.

"To-Do' List

Mechanical arm for Park entrance – Sarah was given 5-6 options to look through in 2020. Town Council has already approved the purchase but Sarah hasn't chosen one yet. Once chosen Sarah will let Town Hall know which one to order.

Copies of all park keys for Town Hall and Park office lock box – Sarah said she would get them made for Town Hall. She has already completed for Park's lockbox.

"No Wake" signage put up – Scott or someone from the fire department will get up once we get the boat

Lease agreements turned in to Town Hall for Town Council approval and signatures – Sarah will call when all the leases are finished and ready for Town Council to sign by next week

Pictures of each property for file – Rachel stated this was discussed in October 2020. Stacy stated there needs to be a street view picture of each property. This will keep in the file so if new structures appear or any damage to the property there is evidence in picture form

Tree cut down on Rosebud Ln – on 1/6/2021 Miranda contacted Whitledge Tree Service to have it taken down but as of 1/19/2021 it has not been done. Sarah said she would call about it tomorrow. Stacy stated if Whitledge can't get to it soon there are other tree services that could be called.

Schedule each employee to work 5-10 hours per week at Town Hal for cross-training *include on monthly schedule* - Sarah asked if this was mandatory. Stacy said this would be helpful for the employees to see what is done at Town Hall with the information they are asked to complete and how it all comes together. She also stated this would in fact be mandatory. It is believed there is such a divide between the Park employees and Town Hall because they might not understand how everything works together. The goal is to have everyone see the flow of work to understand why certain things that are asked of the park employees to ease some of the negativity when things are updated or new procedures are introduced. Stacy asked the other Board members if they had anything to say. Doris agreed she thought it was important each department knows how the others work together. She also said she agrees with Stacy on this issue. Stacy clarified the time at Town Hall would be a rotation of one employee per week. Sarah then asks what to do if they do not want to or refuse to do this. Rachel states she believes if someone refuses, they are not being a "team player". There should be no reason for a refusal and if there is then that is an issue/employee that will be taken care of.

Rachel said she believes she made it very clear last week, all employees are to be on the same team. It makes your job harder when they are not. All board members agree. Sarah says she understands.

Files for lease should be filed under address – Sarah said she has the files in alphabetical order because when they go to look someone up the lessee doesn't always have their lot/plat/address. Rachel explained the name can change from lease to lease but the address doesn't so everyone that has been at that address will be in the file even if the lessee has changed over the years. Stacy said if someone calls in you will ask for address instead to look it up. Instead of having the name on the file you will have the address on the file. The address will have a paper trail and the files will be much more organized.

Get on-line registration working BEFORE 2021 season – Rachel asked Sarah if she had reached out to get this started yet. Sarah said she had not looked into this yet. Rachel reminded her it needs to be up and working by 2021 season. Sarah said she would look into it.

Item breakdown of monthly income (kayak, daily, etc.) – there isn't anything to report right now

Ideas for a "Push" to sell annual passes – Stacy said she would like to have a kick off before the season. If you buy one before the season you get a % off or if you buy before certain date you might get \$ amount off. Something should be figured out soon and put online. Sarah confirmed park passes are for individuals not families. Stacy said every person over 16 years old should have their own pass.

Turn in monthly employee schedule to Town Hall *include Town Hall hours* - Sarah said she would take care of that Designate person to take care of Park business while off for surgery – Sarah designated Jana to take care of park business and will be giving the park phone to Jana as well

Look into raising entry fees to Park – Stacy said they had discussed raising the entry fee from \$2 to \$3. Other board members agree. Doris makes a motion to raise the entry fee for Lynnville Park from \$2 to \$3 starting the 2021 season. Rachel seconded. All in favor. Motion carries. It is mentioned to make sure signage and information packets reflect fee increase.

Get enough fire rings with couple spares – This would be something to have John complete. Sarah's opinion for the best fire-ring would be a tire rim with rebar welded on to prevent the fire-rings from being moved or stolen. There are a couple like this at the park and in the 4 years Sarah has worked at the park they have never been moved. All Board members agree, this sounds acceptable.

New commercial fridge for Rec Building – Doris is said her husband, Chris, contacted someone about getting a double, commercial refrigerator. They are going to check the inventory and send pictures

Stake perimeter of new playground area – Rachel completed and would like the other board members to check if acceptable. Stacy will go check it out in the morning. Rachel asks Doris if the perimeter is acceptable to contact Tim Metzger to see if it would be cost effective to have asphalt instead of concrete.

Lease Violations for Delinquent Utility Bills

Stacy asked if Violation of Lease had been sent to lessees with delinquent bills. Sarah said she had not sent any and didn't know she was supposed to send them. Stacy stated it was discussed in the August Park Board Meeting. It is a violation to the lease to allow utilities to become delinquent. Sarah asked if there was a specific lease violation form or

report she is to use. Lauri let her know it is on the flash drive she made her this past summer. The information was also put in the Park folder every month. If you can't find it contact Town Hall tomorrow.

Lessee contacts for Mr. Bruner

There are 2 address Mr. Bruner has tried to send notices but have come back "Undeliverable". Sarah is supposed to check into this and get back with Mr. Bruner. Mr. Bruner said if it can't be delivered through the mail for whatever reason someone could had deliver it. Sarah said she could get hold of either of the people to deliver

Emergency Service Address Corrections for Gibson County Lessees

Working on updating the address per Oakland City Post Master

Sarah would like to plan for the 2021 Easter and Halloween Annual Events. There have been people call already to ask so they know when to make their reservations. Doris said they need to wait until next meeting before making this decision. Stacy said the dates she was looking at are October 15-16 with a Rain date of October 22-23 but will be discussed next month at meeting. No decision on Easter yet.

Some people were upset because they are to pay for reservations up-front now instead of holding the reservation until they arrive and pay at that time. All 3 Park Board members agree, the reservation will be paid up-front and will not change or bend the rules for anybody.

Sarah confirmed the maximum stay in one camping spot is 2 weeks. All the Board members agreed it would remain 2 weeks in one camping spot. If someone would like to stay at the park longer than 2 weeks, they will have to move to a different spot every 2 weeks.

The Board would like Sarah to find out the intent of the one remaining long-term camper. With the park closed there is nobody out there if something were to happen. If they plan on staying much longer, they will need to be moved. Sarah said she will talk with them and get a timeframe or plan of how much longer they will be staying. They might need to be moved several times since the work on the water lines will be starting soon.

Sarah spoke with the Board about trees being cut down at the Coal Museum. All Board members agreed to approve.

****No pictures provided by Sarah****

Mr. Bruner – Town Attorney:

Nuisance Complaints

104 Beaver Ln – waiting on deliverable address

12623 E County Rd 1025 – waiting on deliverable address

Don McVey – Park Advisor:

Questioned if there are any plans to tear down the old block outhouse on back side of lake. Stacy said it is on the work list to be taken down.

Brett Kruse – Park Advisor:

Questioned if the lessee's copies of the signed lease would be getting mailed soon. Stacy said as soon as Sarah gets them completed, Town Council can sign them and they can be mailed out. Brett also asked about the annual passes, making sure the lessees have a different type of pass from the people who buy annual passes.

Would like to get an update for lighting on the boat ramp. Stacy stated it is on the work order list but Duke Energy is so backed up they are not sure when they would be able to install. Lauri said she has not heard anything but can reach out to Duke to see if they have any type of time frame. Stacy said she was under the impression the light out there was a Duke light and we were waiting for Duke to fix their light. Lauri let her know this is not the case. The light on the boat ramp is a light, years ago, somebody took down the Duke light and replaced it with the light that is out there now. Duke will not fix or mess with that light because they do not know who did it, if the wiring is up to code or anything about workmanship. The park is waiting for Duke to come install a totally new light. Stacy said since this is the case, she would like estimates from an electrician to just have a new light put up as soon as possible. Doris said she would call the company who put up the lighting behind the Rec Building for an estimate.

Rachel asked Brett to get an estimate on an idea he had mentioned, using scaffolding as kayak racks. Brett said he would do some research and get estimates. He thinks they come in 4ft sections but will find out for sure.

Lauri Stockus Clerk-Treasurer: Nothing to add

Doris Horn:

Questioned if John Leslie has been contacted and informed, he is to fill out a daily work log. Stacy mentioned Sarah has been busy trying to get the leases finished so has not had a chance to speak with him yet. Doris asked Lauri to put a copy of the work log the town employees use in her folder to give to John.

Doris would like to go out with John this week to talk about blocking off the road to the East side of park.


Rachel Titzer: Nothing to add

Stacy Tevault: Nothing to add

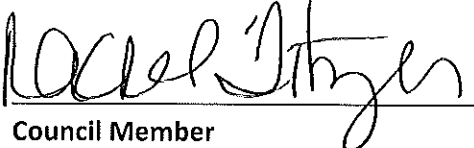
Next Meeting: February 2, 2021, 6:00pm Virtual ZOOM Meeting

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

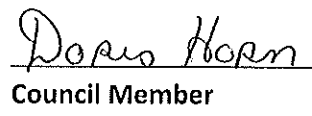
Lynnville Town Council:



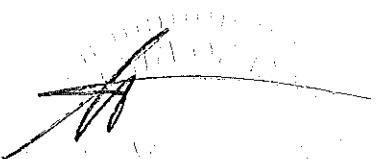
President



Council Member



Council Member

Attest: 

Clerk-Treasurer