

# Lynnville Town Council

## April 6, 2021 Agenda

MOMENTS OF SILENCE – PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: Tabled

APPROVAL OF CURRENT BILLS: March 17, 2021 – April 6, 2021

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

### ADJUSTMENTS:

304 Church St \$71.83 – pipe burst - Repaired

### TREASURY REPORT:

Community Center \$ 31,813.25

Fire Department \$166,252.80

General \$530,107.78

Park \$105,309.46

Utilities \$888,130.21

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

### NEW BUSINESS:

- Ordinance #2021-4 Additional Appropriation – Lynnville Bike Park Project
- Notice to Bidder of 2004 Ford Tractor
- Approve Commonwealth bills for Spurgeon Project
  - \$82,080.00 – Preliminary Design
  - \$154.05 – Easement Preparation
- Propose renting table/space at Community Center for Town Wide Yard Sale - \$10 per 10x10 space includes 1 table additional tables \$5 – Lauri Stockus
- Bucket Gardens with Tecumseh FFA – Miranda Mullins
- Educational program with Warrick County Soil & Conservation – Miranda Mullins
- Nuisance complaint – Penny Lipford

### Brian Cook, Town Superintendent

- "To-Do List" updated
- Work Report

### J. William Bruner, Attorney

- Update on Nuisance Complaints
  - 12623 E County Rd 1025 S

### Lauri Stockus, Clerk-Treasurer

- Aim Clerk-Treasurer School – May 18, 2021
- Aim budget e-Workshop – Council members, Clerk-Treasurer and Deputy MUST all attend – 3 dates/times available
- Continuing Education Webinars for Lauri and Miranda

|   |   |
|---|---|
| Census: What Happens After the Count (L&M)                              | Understanding Grassroots Legislative Advocacy and Real Time Updates (L&M)       |
| Understanding & Responding to Implicit Bias and Micro Aggressions (L&M) | Understanding Taxable Benefits from both a Payroll and Policy Perspective (L&M) |
| Working with DWD on Municipal Unemployment Insurance (L&M)              | Ensuring government Spaces are Secured for your Workforce and Public (L&M)      |

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| Collecting and Accounting for Unpaid Bills (M)       | Navigating 2022 and Beyond: How the Pandemic has changed Municipal Financial Planning (L&M) |
| Grant Availability and Management (L&M)              | APT US&C Internal Control Certificate Program (L&M)   |
| Cyber Security Insurance and Precautionary Steps (M) | Hosting Virtual Meetings (L&M)  |
| Peer Led Learning Opportunity (L&M)                  | Responsibilities and Authority of Clerks and Clerk-Treasurers (M)                           |
| Capital Assets (L)                                   | Using Time Management and Organizational Skills as a Stress Relief Strategy (L)             |
| All the Queen's Horses (L&M)                         | What Holds Things Together? Nuts and Bolts (M)  |
| Ensuring a Transparent and Compliant Process (L&M)   | Personal Development and Purposeful Networking (L)  |
| Tax Increment Financing from the Beginning (L)       | Coding and Proper Ways to Communicate Official Actions (L)                                  |
| Public Record Management and Retention (L)           | Human Resources and Record Management (L)   |
| Preparing for and Facing Federal Grant Auditing (L)  | PERF: Understanding Your Plan (L)   |

Tim Reibold, Fire Department

Doris Horn, Town Council Member

Rachel Titzer, Town Council Member

Stacy Tevault, Town Council President

ADJOURNMENT

NEXT MEETING: April 20, 2021, 6:00pm @ Park

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

April 6, 2021

Steve Lippford  
Penny Lippford  
South Whitcomb

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# Town of Lynnville

April 6, 2021

Present: Stacy Tevault, Doris Horn, J. William Bruner, Lauri Stockus, R. Miranda Mullins, Tim Reibold, Marcus Jolly

Absent: Rachel Titzer, Bill Putt

## Call to Order

## Moment of Silence – Pledge of Allegiance

## Approval of Minutes: Tabled until next meeting.

**Approval of Current Bills:** Doris makes the motion to approve the March 17, 2021 – April 6, 2021 bills as presented. Stacy seconded. Doris in favor. Stacy in favor. Motion carries.

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

## Adjustments:

### 304 Church St \$71.83 – pipe burst – Repaired

Doris makes a motion to adjust 304 Church St for \$71.83. Stacy seconded. Doris in favor. Stacy in favor. Motion carries.

## Treasury Report: Lauri Stockus Clerk-Treasurer

|                  |              |
|------------------|--------------|
| Community Center | \$ 31,813.25 |
| Fire             | \$166,252.80 |
| General          | \$530,107.78 |
| Park             | \$105,309.46 |
| Utilities        | \$888,130.21 |

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

## New Business:

### Ordinance #2021-4 Additional Appropriation – Lynnville Bike Park Project

Additional Appropriations for the construction of Lynnville Bike Park Project. The additional appropriation consists of \$5,000.00 from the General Fund and \$5,000 from the Park Fund for a total of \$10,000.00. These funds have been pledged to the development of 16 miles, non-motorized trail with the trailhead parking/signage valued at \$250,000. Doris makes a motion to approve Ordinance #2021-4. Stacy seconded. Doris in favor. Stacy in favor. Motion carries.

### Notice to Bidders of 2004 Ford Tractor

Notice to Bidders was approved to be published.

### Approve Commonwealth Bills for Spurgeon Project

Commonwealth bills for Spurgeon Project

Invoice #48974 for Preliminary Design \$82,080.00

Invoice #48975 for Easement Preparation \$154.05

Stacy explains, these bills are to be approved by Town of Lynnville but Town of Spurgeon reimburses of payment through funding. Doris makes a motion to approve Commonwealth bills. Stacy seconded. Doris in favor. Stacy in favor. Motion carries.

#### Propose renting table/space at Community Center for Town Wide Yard Sale

Rent a 10x10 space which would include 1 table for \$10 each inside the Community Center. Additional tables could be rented for \$5 each for the Town Wide Yard Sale on April 24, 2021. The Town Council members agree, if the Community Center has not been rented for that day, they think this is a good idea and to move forward to get this done.

#### Educational Program with Warrick County Soil & Conservation - Miranda

Holly McCutchan with Warrick County Soil & Conversation reached out to Town Hall and would like to set up 3 consecutive months of a program they already have in other communities called Conservation Crusaders. They would meet 1 time per month. The dates they would meet are June 4<sup>th</sup>, July 2<sup>nd</sup> and August 6<sup>th</sup> from 9:00am – 2:00pm. The program would include educational activities, games, crafts and hiking. They would like to use the Park Shelter House. Some of the communities this program is already operating is are: Elberfeld, Boonville, Tennyson and Newburgh. They would like to add Lynnville because we have Lynnville Park and the new Tecumseh Trail.

#### Bucket gardens with Tecumseh FFA – Miranda

Holly McCutchan would also like to have a program with the Tecumseh FFA making bucket gardens. They would like to use the area at Town Hall with the picnic tables and gazebo. They will have enough supplies for 25 families. The program is free of charge for the families through donations. The FFA members will show the families how to care for the plants. The issue Lauri brought up the area with the picnic tables and gazebo is communal space but they would need to use water for the planting and clean-up. Would the town be willing to allow the group to use water as a donation for this project? The Council members agree to allow water to be used for this project. The town has worked with the Tecumseh FFA in the past but once Covid hit there hasn't been much interaction. They would like some advance notice when the event would take place.

#### Reopening Town Hall to the Public

There needs to be a plan to have the Town Hall reopened to the public. Lauri explained Bill Putt, Park Superintendent, has purchased the materials to make a plexiglass partisan but has not had a chance to make it yet. Covid shots have been scheduled for the employees so as soon as shots are received Town Hall will be opened back up to public. Stacy said it is important to get the Town Hall open soon.

#### Nuisance Complaint at 426 Oak St – Penny and Steven Lipford

**Steve Lipford concerning abandoned mobile home:** He started cleaning up the yard because there was a lot of junk and garbage in the yard a while ago but due to some family issues work has halted. He has looked into several options to deal with the mobile home and had planned on working on getting it taken care of this summer. He has requested the Town Council to give him until the end of the summer to take care of the mobile home. The Town Council approves his request to have until September 30, 2021 to have this issue resolved. The Town Council let him know to attend the September 7, 2021 Town Council meeting to give an update on the issue. If it has already been removed by that date there will be no need to attend this meeting.

#### **Brian Cook – Town Superintendent:**

Introduction of the new Town Superintendent, Brian Cook. His starting date will be April 19, 2021.

**Brian Cook:** In the business for 30+ years. With experience in municipal and industrial sewer and water operations and restoration. Involved in residential to commercial sewer jobs including the City of Boonville sewer project. Worked with and have formed many contacts with companies and vendors in the area over the years.

**Stacy:** The Town of Lynnville will continue to have Larry Tevault reading meters in April and possibly May. Larry will work with Brian to let him know where the meters are located and answer as many questions as he is able. Stacy let Brian know the Town Council meetings are the 1<sup>st</sup> Tuesday of each month and the Park Board meetings are the 3<sup>rd</sup> Tuesday of each month at the Rec building in Lynnville Park. Brian will be working closely with Lauri and Miranda in Town Hall. There are work lists and to-do lists they will help you get settled and keep lists, reports, etc. updated. Brian asked about a work schedule, he was told to get with Lauri to figure that out.

**Marcus Jolly – Veolia**

Spoke with Aaron, Eric Parsley from Commonwealth Engineers assistant, concerning the digital meters. They are working with Mr. Bruner to get the information for the digital meters bidding packets completed. They are looking to go with an AMI radio system which means the information is sent to one location instead of someone driving around to pick up the meter information and the style of meters. Eric and Aaron are working on getting the wording correct to make sure the town gets exactly what is needed to operate the system correctly. The specs need to meet the criteria of system but also stay within the budget set. There are other options that can be added later but what they are working on right now is initial cost versus monthly fees. There are a few that may cost more initially but the monthly fees may cost less making them a better fit. There is also the matter of installation. If it is done at a slower rate instead of hiring a mass installation there is less likely of a chance the billing will get messed up. Doing it slower gives the option of having 20-30 meters completed then making sure those are billed properly with no issues then the next 20-30 maybe even up to 50 meters a month after 2-3 months. There were 5 companies that came in but 3 companies personally impressed Marcus where Sensus, Neptune and Zenner. Each of these companies have a local representative which is a huge factor in this decision. There should be information in writing for the Town Council to review by next meeting. Once approved it will be "sent to bid" for the companies. The bids will not include installation. Mr. Bruner said he has been in contact with Eric from Commonwealth concerning legal side of the bidding packet.

Water service has been good. Sewer inspection came back good. All testing has come back good. It is disinfection season for the wastewater system. There was some maintenance performed on the lift station but everything is fixed and running well now. No major issues. Marcus will be getting with Brian, the new town superintendent, to work with him on some of the projects around town.

**Doris:** Is there anything in the next couple of years the town will need to purchase or update at the lift stations, at the sewer plant or any other areas? **Marcus:** An Asset Management report would be a great way to keep up on these types of issues and identify before there is a major emergency. Will start working on a list to get to Lauri for Asset Management Report, then that report can be reviewed by an engineer.

**Bill Putt – Park Superintendent: Not Present**

**Tim Reibold/ Scott Whitfield – Fire Department:**

Run count is approximately 35 for the year.

The boat will be worked on this week. There is a list of "break in" procedures to be performed for the warranty. This will take some time and requires the motor be "wide open". After some discussion due to the "No Wake" rule, time will be scheduled to allow the boat to be operated at high speeds. These procedures should take around 2 hours to complete. Residents are to be notified, a notification is to be posted on website and park employees are not to let customers on the water during the time frame the warranty procedures are being performed. Also discussed not performing procedures on north side of lake near Gibson County residents.

There was a call from some paddle boaters who got lost on Lynnville Lake. The Fire Department was able to find and rescue them by talking them through how to “drop a pin” on Google Maps of their location. Stacy said she thought it would be a good idea to put the instructions to “drop a pin” on the Park’s hand out to everyone who enters. It is also very important to get the numbered buoys out into Lynnville Lake asap for reference on location.

**Mr. Bruner – Town Attorney:**

131 Maple St

The mobile home on this property was moved out but it has been reported by neighbors the people are trying to move into the garage which has no water, sewer or electricity. Doris: The Health Department has already been contacted. According to the Planning Commission, nobody has applied for a permit. This is something that needs to be followed up on consistently. Lauri: The meter has been totally taken out because we kept having the water turned off by the utility department then the residents would unlock it and turn it back on.

**Lauri Tevault – Clerk-Treasurer:**

AIM Clerk-Treasurer School – May 18, 2021

These classes are mostly to do with budgeting. It is only one day this year and it is also e-learning.

AIM Budget e-Workshop – Council members, Clerk-Treasurer and Deputy MUST Attend

Starting this year Council Members, Clerk-Treasurers and Deputy Clerk-Treasurer are all required to attend the Budget Workshop. I will also be e-learning. They have 3 dates to choose, which are Thursday, May 20, 2021, 9:00am-12:30pm EST; Monday, May 24, 2021, 1:00pm-4:30pm EST; Wednesday, May 26, 2021, 9:00am-12:12:30pm EST. This will also count as required continuing education for Clerk-Treasurer and Deputy Clerk-Treasurer.

Continuing Education Webinars Attended by Lauri and Miranda

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| Census: What Happens After the Count                              | Understanding Grassroots Legislative Advocacy and Real Time Updates                   |
| Understanding & Responding to Implicit Bias and Micro Aggressions | Understanding Taxable Benefits from both a Payroll and Policy Perspective             |
| Working with DWD on Municipal Unemployment Insurance              | Ensuring Government Spaces are Secured for your Workforce and Public                  |
| Collecting and Accounting for Unpaid Bills                        | Navigating 2022 and Beyond: How the Pandemic has changed Municipal Financial Planning |
| Grant Availability and Management                                 | APT US&C Internal Control Certificate Program   |
| Peer Led Learning Opportunity                                     | Responsibilities and Authority of Clerks and Clerk-Treasurers                         |
| Capital Assets  | Using Time Management and Organizational Skills as a Stress Relief Strategy           |
| All the Queen’s Horses  | What Holds Things Together? Nuts and Bolts  |
| Ensuring a Transparent and Compliant Process                      | Personal Development and Purposeful Networking  |

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| Tax Increment Financing from the Beginning  | Coding and Proper Ways to Communicate Official Actions |
| Public Record management and Retention      | Human Resources and Record Management                  |
| Preparing for Facing Federal Grant Auditing | PERF: Understanding Your Plan                          |

Going through the classes on virtual meeting there is the option to set up to have meetings broadcast for the residence. Some of the local towns have set up a YouTube channel but we could have a Zoom account which we could use. We have the microphone and camera but would need to purchase a camera. The Town council agrees this would be a great for transparency for the community.

Brought up Brian, Town Superintendent, does not have a computer for training and paperwork. Brian said he can use his more comfortable with using his phone. If there are times he would need to print out or do training he can come to Town Hall. It was decided he would not need a computer at this time.

**Doris Horn:**

Spoke with Wilcox about rain running off Town Hall to the Veteran’s Wall going under the brick which is why the bricks had moved. **Stacy:** They have just poured the concrete to fix this issue. **Doris:** Spoke with Diane Harris about getting an estimate to run a pipe with a grate to redirect the water to the trees and flowers and prevent the rain from reaching the wall. **Stacy:** That can be looked at but right now we need to get some of the other projects we already have in process completed. **Lauri:** We have already gotten bids on having this done. Also, Wilcox has spoken with Gary on what needs to be done because this is something that could be completed by our workers and do not need to hire this out. This is already listed in the Town “To-Do” List so once Brian starts working, we can have him look at it to see about taking care of this issue.

**Rachel Titzer: Not Present**

**Stacy Tevault:**

Wilcox completed the ditch work on E 3<sup>rd</sup> St Monday afternoon. Received a text from the landowner and he is happy with completed project.

There is an Executive Board meeting with the Lynnville Park employees set for Monday, April 12, 2021, 4:15pm @ Town Hall. It has been posted on the town website and a sign will be placed on the door at Town Hall 48 hours before the meeting.

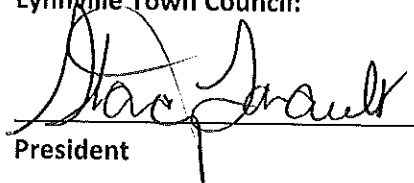
Spoke with Joe Schitter to get a meeting set with the Warrick County Tourism Council to get the North corridor updated. They might be able to help get some funding for projects at Lynnville Park. Possibly getting online registration set up and updating computer systems.

**Next Meeting will be April 20, 2021 6:00pm @ Lynnville Park**

Doris makes the motion to adjourn. Stacy seconded. Doris in favor. Stacy in favor. Meeting is adjourned.




Lynnylle Town Council:

  
\_\_\_\_\_  
President

*Rachel Titzer - Not present*  
\_\_\_\_\_  
Council Member

*Doan Hearn*  
\_\_\_\_\_  
Council Member

Attest:   
\_\_\_\_\_  
Clerk-Treasurer