

# **Minutes of the Wingate Town Council Meeting Held February 13, 2024**

## **ROLL CALL**

The Wingate Town Council Meeting began at 6:03 P.M. Council Members Kyle Campbell and Andrew Lorenz were present. Member Justin Warren was absent.

Also present and reporting on behalf of the Town, Town Maintenance Supervisor, Jay Busse of Busse Excavating, Troy Ellis of UMAC, Town Marshal Jared Kirby, Darren Forman the Fire Chief Coal Creek Fire Department, and Janet Alexander and Suzy Bass of Local Government Services.

## **APPROVAL OF MINUTES**

The minutes of the meeting held January 9th, 2024, were presented for approval. Kyle Campbell made a motion to approve the minutes as presented. Andrew Lorenz seconded the motion. The motion was put to a vote and the motion was carried.

## **DEPARTMENT REPORTS**

### **Town Maintenance**

Town Maintenance Supervisor Jay Busse reported on the following items.

- Septic issue at 104 N Main Cross – resolved.
- 102 High Street the water line has been moved.
- The meters located on the sidewalk south of High Street N along Highway need to be covered with a steel plate until he can dig to the main and disconnect them this summer. Jay has a steel plate on hand.
- While repairing the water leak in front of his business a few weeks ago, Jay discovered that when the state repaved the highway, they broke six curb boxes. These boxes sit on top of water valves. The Town needs to replace them. They cost \$815.00 per box, \$4,890.00. This would be paid for from water.

The Board and Jay discussed the coordination of making each of these repairs. The Board suggested that Jay put together a plan.

### **Water & Sewer Operations**

UMAC Water & Sewer Operations Report- Troy Elless reported that the DNR annual well water withdrawal report has been submitted. He also stated that thirty eight (38) responsive lead & copper surveys have been returned. He stated that this is an excellent response. Of those reports, there are nineteen (19) responses stating that there are “unknowns”. These will require site visits for visual inspection. There will be a random selection of sites. The final report is due in October. Troy reported that the December sewage treatment plant numbers were compliant.

### **Town Marshal**

Town Marshal Jared Kirby reported that he received thirty one (31) calls for service in January. He provided a detailed report listing all activities for the month of January. He also stated that the "new to us" police car has been received. The Board reviewed a decal proposal for the police car provided by TKO Graphix for the Marshal. The proposed cost for the decals and labor to apply is \$1251.07. Kyle Campbell made a motion to approve the decal proposal as presented. Andrew Lorenz seconded the motion. The motion was put to a vote and the motion was carried.

The Marshal asked if we could amend the Unkempt Property Ordinance to allow Door Hangers as notification of ordinance violations. Janet Alexander will reach out to Stu and see what would need to be done to allow that method of notification versus certified mail. He also asked whether we could post the notice of violation in newspapers due to failure to respond. Janet Alexander will reach out to Stu Weliever to discuss both options. This primarily has to do with properties that have been abandoned and/or are vacant.

Lastly the Marshal asked the Board to consider his request for an increase in his hourly rate. He provided a table showing normal hours worked at various rates from \$25.00 per hour to \$35.00 per hour. Janet Alexander explained that the existing salary ordinance posted a range from \$25.00 to \$35.00. The Marshal is paid from the Public Safety LIT Fund. Kyle Campbell made a motion to increase the Marshal's hourly rate to \$35.00 starting in March of 2024. Andrew Lorenz seconded the motion. The motion was put to a vote and the motion was carried.

### **Coal Creek Fire & Rescue – Fire Chief Darren Forman**

Fire Chief Darren Forman reported that in the month of January there were nine (9) calls for service. Three (3) were Fire runs, six (6) were EMS. Five of those runs were to Wingate. An average of seven (7) responders were activated per call. He also reported that there was a life saved using Narcan in Wingate in January.

### **Clerk Treasurer's Office Report**

Janet Alexander presented the Towns financial reports.

#### **Financial Reporting**

The Financial Reports for the month of January 2024, including the Fund Report, Appropriation Report, Bank Statement, and Bank Reconciliation were presented. Andrew Lorenz made a motion to approve the Financial Reports for the Month of January 2024 as presented. Kyle Campbell seconded the motion. The motion was put to a vote and the motion was carried.

There were no utility adjustments presented.

#### **Accounts Payable Docket**

Kyle Campbell made a motion to approve the Accounts Payable Docket dated February 13, 2024, for a total of \$55,952.00. Andrew Lorenz seconded the motion. The motion was put to a vote and the motion was carried.

**Outstanding Warrants**

Outstanding Checks, also known as warrants which have not been cashed in the last two years, were presented for release. There were two checks totaling \$1,182.90. Andrew Lorenz made a motion to release the outstanding warrants. Kyle Campbell seconded the motion. The motion was put to a vote and the motion was carried.

**OLD BUSINESS**

**Public Hearings**

Additional Appropriation Ordinance 2024-2-13-01

The Proposed Additional Appropriation ordinance was presented. Janet Alexander explained that the reason this is needed is to fund the financial commitments made for the Park Improvement Readi-180 grant and to ensure that we will be able to pay for the radio meter reading equipment using the American Rescue Plan Funds. There were no questions.

<b>FUND NAME</b>	<b>FUND NO. &amp; LINE ITEM</b>	<b>CATEGORY</b>	<b>REQUESTED</b>
<i>Rainy Day Fund</i>	<i>2450001200</i>	<i>Operating Supplies</i>	<i>\$2,000.00</i>
<i>Park Donation Fund</i>	<i>2300001230</i>	<i>Operating Supplies</i>	<i>\$684.00</i>
<i>Riverboat Sharing Fund</i>	<i>2235001200</i>	<i>Operating Supplies</i>	<i>\$5,986.0</i>
<i>American Rescue Plan</i>	<i>2401001200</i>	<i>Operating Supplies</i>	<i>\$41,482.82</i>
<i>Opioid Unrestricted</i>	<i>2256001200</i>	<i>Operating Supplies</i>	<i>\$441.00</i>

Kyle announced that this item of business was advertised for a public hearing at this meeting. He asked if anyone from the public would like to speak concerning the proposed additional appropriation. No one asked to speak. Kyle closed the public hearing.

Andrew Lorenz made a motion to approve the Additional Appropriation Ordinance as presented. Kyle Campbell seconded the motion. The motion was put to a vote and the motion was carried.

**NEW BUSINESS**

Review of 2023 Annual Financial Report. Janet Alexander reviewed the Annual Financial Report with the Board Members. Andrew Lorenz made a motion to approve the submission of the Annual Financial Report as presented. Kyle Campbell seconded the motion. The motion was put to a vote and the motion was carried.

Proposed Amendment to the 2023 Salary Ordinance. Janet Alexander presented an amended salary ordinance titled Ordinance 2024-02-13-02 Amendment #1 To The 2023 Salary Ordinance. The amended ordinance allows the town to hire a part-time clerk using an hourly range of \$18.00 – \$25.00 per hour. A discussion was held. Andrew Lorenz made a motion to approve the ordinance as presented. Kyle Campbell seconded the motion. The motion was put to a vote and the motion was carried.

## **OTHER BUSINESS**

Following up on the discussed need to obtain a Preliminary Engineering Report (PER). Janet Alexander explained that she has learned that to obtain funding from the State Revolving Loan Fund (SRF) the Town will need to have a comprehensive master utility study including all utilities water, wastewater, and stormwater. That type of report costs \$90,000.00. The Indiana Office of Community and Rural Affairs (OCRA) has Planning Grants that will pay for the PER.

To qualify for this planning grant, the Town must have an income survey completed. Grant writer Mike Kleinpeter provided a contract to perform the income study. Janet presented the proposed contract for \$3,000.00 Kyle Campbell made a motion to approve the contract as presented. Andrew Lorenz seconded the motion. The motion was put to a vote and the motion was carried.

Readi 180 Update - Park Improvement Project – Janet Alexander explained that she participated in a Zoom meeting earlier today and learned that the officials administering the program had decided to disallow the Courthouse improvements as matching funds for Wingate. The grant requires 1:1 matching funds. Wingate has committed \$16,700; The Community Foundation has committed \$41,801.75 which totals \$58,502. So, as it stands today it looks like the Town will only receive \$58,502 for a total of \$117,004.00. Because of this we will need to adjust our proposal. Janet stated that she would reach out to Tom Klien and the City of Crawfordsville to confirm that this new interpretation is accurate.

Park Improvement Committee Report Sally and Mark Fruits explained that until Janet can confirm the amount of funds available for the project, they will wait to present any plans.

A discussion was held by the Board discussing the need to establish a Park Board. They asked Janet Alexander to review the Town Code and find out what is required. This discussion was tabled until the March meeting.

Readi 2.0 Janet Alexander explained that she received information that the Lafayette Region through the Chamber of Commerce is requesting Communities submit project plans for the next round of ReadI. She will investigate what projects are allowed.

Town Website – Options Janet Alexander presented a new option for a Town website host. Rural Water Impact and Municipal Impact host utility and town websites. The cost is less than the State of Indiana's option. It provides more functionalities including an alerting system for customers, bill pay options and unlimited support. The initial cost of the website is \$1,114.00. However, the annual fee will be \$665 per year. A discussion was held. Kyle Campbell made a motion to accept the proposal from Rural Water Impact and Municipal Impact as presented. Andrew Lorenz seconded the motion. The motion was put to a vote and the motion was carried.

The outstanding items that Janet will research and report back at the March meeting include obtaining IN.gov email addressing for the Town. This requires that the Town obtain a Gov domain and licensing. She will also confirm that Reach Alert is available on the Municipal Impact hosted site.

## Public comment

Sam Newell, the owner operator of T & S Trash Service told the Council that the Town has not paid the bill for a couple of months. Suzy Bass will research the status of these claims. While he was present the Council Members asked Sam about issues with the trash truck leaking hydraulic fuel on Town streets. They also asked him to talk to his employees about leaving trash blowing around and leaving the canisters in the street. A discussion was held.

Resident Dale Jones asked how to go about reserving the Park for events. Janet explained that Kathy Pipher has been taking reservations in the past. He also complained about having penalties assigned to the Church when they have put the bill in the mail long before the payment is due. A discussion was held regarding the postal delivery issues.

Janet Alexander asked Dale about the status of the Quit claim for the land between the Park and the Church. This is still undecided because it is unclear at this time how much property the Church would be transferring. Janet Alexander will reach out to Stu to see what he has learned.

Janet asked the Board to approve having the attorney pursue the voluntary annexation of the park property into the town. Andrew Lorenz made a motion to proceed with the annexation. Kyle Campbell seconded the motion. The motion was put to a vote and the motion was carried.

Property owner Troy Teeter asked a question about the donation fund.

Tyler Wilson stated that baseball registration will be starting soon and would like to get the ballfield contract approved for this season. Janet will update the contract and put it on the March agenda.

## ADJOURNMENT

As there was no further business to be conducted by the Town Council there was a motion to adjourn to 7:55 P.M. The next regular meeting of the Town Council is scheduled for 6:00 P.M. March 12, 2024.

Respectfully submitted,

Kyle Campbell  
Town Council President & Acting Clerk Treasurer

