

The Santa Claus Town Council & Santa Claus Town Council met in regular session on May 8, 2023 at the Santa Claus Town Hall located at 90 N Holiday Blvd Santa Claus, In. The meeting was called to order by Vice President, Patricia Vaal at 5:30 pm

**Pledge of Allegiance**

**YouTube- Yes**

**Town Council Members Present:** Jason Little, Patricia Vaal, Seth Windell and Brian Warran

**Absent: Kevin Burke**

**Also, Present:** Clerk-Treasurer; Jane Lindsey, Town Attorney; Kevin Patmore, Fire Chief; Max Meyer, Park Superintendent; Zach Tischendorf, and Building Inspector; Todd Hays

**MINUTES**

Jason Little made a motion to approve the April 11, 2023 meeting minutes and Seth Windell seconded the motion.

Ayes: All Nays: None Motion carried 4-0

**COMMENTS FROM THE FLOOR**

**COMMENTS FROM THE PRESIDENT**

Kevin Burke submitted a written statement and it was read by Vice President Patricia Vaal. Burke reported that the town has not received any new updated from Riverview. Burke reminded the public that there was a May 15<sup>th</sup> meeting with ACP to discuss plans different businesses have for the area including Kimball adding a health clinic for their employees. Kevin Burke and Jane Lindsey are to meet with the Spencer County Bank on May 7<sup>th</sup> regarding future investments. Burke also has an upcoming meeting on May 9<sup>th</sup> with Russ Luthy and Ron Smith regarding sewer lines in Holiday Village.

**APRIL REPORTS FROM DEPARTMENT HEADS**

**FIRE DEPARTMENT MAX MEYER**

First Responder EMR 10.

Fire/Fire Alarms-7

Fuel Spill-1

Disregard-1

**Total Activities-19**

Saturday July 1<sup>st</sup> the fire department will host a BBQ dinner. The dinner will begin at 11:00 am. There will be more details to come.

Max Meyer started by thanking everyone involved with the most recent house fire and stated he was so impressed by the teamwork of every department involved.

Meyer also said they received any Trans Kenna energy grant in the amount of \$3500 for a new dryer. Meyer is expecting a June build date on chassis for the new truck. The company is turning out 40 trucks a day now.

**PARKS & RECREATION/COMMUNITY CENTER ZACH TISCHEENDORF**

SCCC Active Members-110, New Members-8, Daily-47, Big Room Rental-2, Big Room Hourly Rental-0.

Zach Tischendorf began by stating that the gym memberships are down but that is not unusual this time of the year when people are more active outside. Jane Lindsey, Clerk-Treasurer to put advertisement on the sign in front of town hall.

COMPLETED PROJECTS- Fields require on going preparation. Completed the volleyball court repairs. Spring Fling was a success with about 300 people in attendance.

NEW/ONGOING PROJECTS- Continued work on basketball courts and lighting. They received a \$4000 parks board grant to help the cost of the resurfacing of the basketball courts. Tischendorf said he has picked out a model of floor scrubber that he likes and will be submitting the specs out for bid. Tischendorf confirmed that they have the money in the budget for this purchase. Tischendorf expects the foyer window to cost approx. \$10,000 and he does not believe that there is enough money in the budget for that purchase this year and will have to plan for it in next year's budget. Tischendorf reported that they are still looking for part time staff for 15-20 hours per week for trail maintenance. Tischendorf shared the Steiner mower has been a big help keeping mowing under control but they are still needing more help. Patricia Vaal commented that the one swipe they are doing along the trails looks nice until they can get more help. Seth Windell asked if Tischendorf had got a quote on the window and Tischendorf said the quote for the window was \$7,000-8,000. Seth asked what the amount budgeted in the CCB/Other Capital Outlay and after reviewing the reports provided by the Clerk-Treasurer Windell said we have \$75,000 currently budgeted. Windell asked Tischendorf to get together the quote and bring it to the June Town Council meeting and they would vote on it then. Kevin Patmore said that the parks board should make the recommendation first. All council understood the process and Tischendorf will take to the parks board for recommendation and then to council to approve paying from the CCB/Other Capital Outlay fund.

ITEMS FOR TOWN COUNCIL-

**BUILDING INSPECTOR TODD HAYS**

Number of ILPS Issued	5
Number of New Permits	5
Number of Post Hole Inspections	0
Number of 911 Addresses Assigned	1
Number of Electrical Permits Issued	1
Number of Solar Inspections	0
Number of Footing Inspection	3
Number of Foundation Inspections	1
Number of Rough in Plumbing Inspections	2
Number of Rough in HVAC Inspections	2
Number of Rough in Electric Inspections	1
Number of CenterPoint Inspections	0
Number of Gas Inspections	0
Number of General Inspections	4
Number of Framing Inspections	1
Number of Concrete Floors/Slabs	2
Number of Basements Walls Inspections	0
Waterproofing Foundations Inspection	0
Number of Underground Plumbing	2
Number of Electric Meter Inspections	0
Number of Final Inspections	5
Number of Certificate of Occupancy	2

Todd Hayes reported that he spoke with the health department employees regarding the Melchior house concerns and the health department said they could not do anything about the living conditions. Patricia Vaal asked if the health department would do a health check on them. Hayes said the health department has stated that they have been out there twice to check on the situation. On April 14<sup>th</sup> Hayes said he forwarded an e-mail to Kevin Burke that Hayes received from the health department which gives more detail the Council said they had not seen the letter as of this date. Hayes apologized for not sending to all Council members. Patricia Vaal said that it was fine that Hayes was not aware ahead of time the Kevin Burke would be absent. Seth Windell asked how many houses were currently in the building process this month and Hayes said there were 8 at this time. APC position still has not been filled and they really need to focus on that as a priority. The opening is for a Republican seat appointment.

**POLICE DEPARTMENT JAMES FAULKENBURG**

Off Duty Call Outs-5

Citations TOSC-15

Warnings TOSC-85

Crash Reports-3

Vehicle Inspections-4

Domestic Disturbances-3

Assist another Department-18

Medical Emergencies-3

Disturbances-37

Theft Reports-1

Verbal Warnings-2

Case Reports/Investigations-14/23

Warrant Service-2

Gun Permits-0

Arrests-4

Assist Motorist-0

Reserve Hours for the month of April are as follows: Jazyk-8 hrs, Kennedy-8 hrs, Goffinet-28 hrs.

Robert Bone stood in for James Faulkenburg who was absent. Patricia Vaal asked if the police department was concerned about the new housing opening up at Holiday World and the security that would be needed. Robert Bone said they had toured the facility and that the police department was keeping an open mind. Vaal asked that the police department keep the Council up to date on how things are going.

**TRAILS RUSS LUTHY**

Patricia Vaal noted that the agenda referenced any update on the trail sign verbiage however with Russ Luthy not present that would have to be tabled to the next meeting.

**STREET DEPARTMENT**

**STREET OPEN ACTION ITEMS**

Mowing- Yes

Sign-replace/repair/install- No

Complaints- No

Street Repairs- Yes

**WASTEWATER**

PLANT INFORMATION: Treatment April 2023 20.2 MG, April 2022 31.0 MG  
Precipitation April 2023 2.56 Inches, April 2022 5.66 Inches

Written notes provided by Russ Luthy in his absence: Process control testing, plant O & M. Work continues on AMP project. April 1<sup>st</sup> disinfection season begins. Prepare for 2023 lab proficiency test. Routine station and maintenance checks. Sewer Main and lateral rehab ongoing. Work is complete on LS's 1 and 4. Jet lines, monitor manhole on Evergreen Drive. Generator delivery bumped to May 2023.

OPEN ACTION ITEMS:

**OSHA**

No lost time injuries

**WATER RUSS LUTHY**

April Work Orders-Total Received- 27  
Work Orders Completed- 27  
Work Orders Pending- 0

OPEN ACTION ITEMS:

**INDUSTRIAL PARK**

Nothing to report.

**TOWN ATTORNEY KEVIN PATMORE**

Court date set for October 5<sup>th</sup> for Matthew Gosnell. Kevin Patmore has the RFP done for the animal control and it is ready to be published. Patmore said he will meet with Clerk-Treasurer Jane Lindsey for an address for It Takes a Village. Patmore does not expect that there will be any other bids that will meet the criteria in the RFP. Patmore said he sent out information to all council for a funding grant for all streets and projects for safety of all transportation systems. Patmore said this opportunity just is something he came across and wanted to share in case it was something the Council wanted to look into in the future. Patricia Vaal asked if this is an opportunity to be able to improve on the crosswalks. Patmore said that yes, the crosswalks would be included under this grant. Patmore said the first step would be to hire a company such as Clark-Dietz to head up something like this.

**CLERK TREASURER JANE LINDSEY**

Unfinished Business: 2023 February Unreconciled  
General- \$5,523,629.51  
Water- \$2,554,454.28  
Wastewater-\$4,853,979.37  
TIF A&C-\$777,760.49  
2023 March Unreconciled  
General-\$5,487,369.52  
Water-\$2,350,033.36  
Wastewater-\$4,857,216.40  
TIF A&C-\$778,024.72  
2023 April Unreconciled  
General-\$5,520,167.36  
Water-\$2,307,925.03  
Wastewater \$4,839,171.48

Clerk-Treasurer Jane Lindsey said she received the 2 quotes for CDs from German America Bank and Spencer County Bank as well as the current rate at Indiana Trust. Lindsey said those were included in with her reports. Lindsey stated that she is meeting with Spencer County Bank in person because they have expressed interest in matching the current rate of TrustIndiana. Lindsey said she plans on moving \$470,000 at this time and asked the Council for guidance if the Council wanted Lindsey to move additional funds for the total price of the new truck. Seth Windell asked if there were any time restraints on the TrustIndiana and Lindsey reported that there were no limits of time with this investment. Lindsey explained that the money could be put in and taken out at any time with no fees involved. Lindsey reported that the rate is 4.91% as of a couple days ago. Kevin Patmore said he believes that the rate has increased since then and that his recommendation is that the Town move substantial amounts over to maximize the return. Patmore said that we should be able to move several million if we wanted to. Seth Windell agreed that we should look at moving more if not all of the available money. Lindsey stated that the Council could look over the reports and make suggestions on which funds they would like to see invested and she would take their suggestions under advisement. Seth Windell said he would suggest that we move everything with exception to 2 months operating expenses. Kevin Patmore said we would have to be careful with any utility money but that Patmore could look into the possibility of the utility money.

Lindsey shared that she promoted the current Utility Clerk Abigail Gibson to the position of Deputy Clerk. Lindsey said that Gibson is doing very well in her training and is an excellent note taker so she expects the transition to go smoothly. Lindsey also promoted Kyla Klem to lead Utility Clerk. Lindsey stated that Kyla already is knowledgeable about the job duties and can already do most of the job on her own. The learning curve for her will be small. Lindsey is currently interviewing for the entry level utility clerk position and has offered the position to an applicant but it is not official yet. Lindsey asked for clarification from the Council on what fund account that Kevin Patmore should be paid from for his work on the RAISE Grant. Lindsey said it could come from rainy day fund or from TIF since it was a project in the TIF district. Kevin Patmore suggested it come from the Industrial TIF fund since there is not much that is getting paid out of the Industrial TIF fund. Patricia Vaal asked if the money could be spent on that or if it had to be a capital expense. Patmore said it could come from that fund since it is part of the project. Patmore said this whole project is in the industrial area from Kimball all the way down to Stoneridge.

Seth Windell made the motion that Kevin Patmore's invoice for the work done on the RAISE grant be paid out of the Industrial TIF fund. Jason Little seconded the motion.

Ayes: ALL Nays: None Motion carried 4-0

Jane Lindsey presented an amended ordinance to change the part-time wage from a max of \$15/hour to \$16/hour to comply with three of our part time employees making more than the current ordinance allowed. After some discussion the Council moved forward with the first reading of ORDINANCE 2023-06 AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SANTA CLAUS, INDIANA, AMENDING WAGES AND SALARIES FOR 2023. Seth Windell made the motion for the 1<sup>st</sup> reading of ORDINANCE 2023-06 and Jason Little seconded the motion.

Ayes: ALL Nays: None Motion carried 4-0

Jane Lindsey asked the Council to suspend the rules and called for a second reading of ORDINANCE 2023-06.

Seth Windell made the motion to suspend the rules and move for a second reading of ORDINANCE 2023-06 AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SANTA CLAUS, INDIANA, AMENDING WAGES AND SALARIES FOR 2023. Jason Little seconded the motion.

Ayes: ALL Nays: None Motion carried 4-0

Seth Windell made the motion to approve ORDINANCE 2023-06 AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SANTA CLAUS, INDIANA, AMENDING WAGES AND SALARIES FOR 2023. Jason Little seconded the motion.

Ayes: ALL Nays: None Motion carried 4-0

Lindsey also asked the Council to consider making funds available to codify the ordinances and upload them to the website. Lindsey stated this has not been done for a while and the ordinances on the website needed to be updated. Seth Windell said that Regional 15 had done this in the past and that Lindsey should get pricing for them. Lindsey said she would contact them and a couple other vendors for pricing.

Patricia Vaal asked the Clerk-Treasurer Jane Lindsey to remove the food and beverage tax from the next agenda since the legislative session had not approved it.

Jane Lindsey informed the council that she would be having the President or Vice President start reviewing the bank reconciliations and signing off approving the bank reconciliations as complete and balanced. Lindsey stated that she was expecting to be audited soon and Lindsey wanted to be proactive with any concerns the State Board of Accounts might have. Lindsey stated that currently the Deputy Clerk is completing the reconciliations and she is reviewing and approving that the reconciliations are in balance. Lindsey does not feel that if she is helping with completing the bank reconciliations and helping to find any variances that this would be an acceptable internal control for the State Board of Accounts in the future. Lindsey wants all aspects of the financials to be transparent and having a council member outside of the clerk's office review and sign off on the reconciliations will be best practice going forward. Council agreed. Kevin Patmore suggested we amend the ordinance for internal controls to add this change.

## MISCELLANEOUS

Seth Windell presented the Council with a Town Manager job description and asked the Council to review it and allow Clerk-Treasurer to post the position. Patricia Vaal said she wanted the Council to have more time to review for grammatical errors and other language before posting. Jason Little voiced his concern that the salary was not tied to performance. Little feels like this position should be more performance based. Patricia Vaal added that the Town Manager should be considered a general manager and should be familiar with all the workings in the town. Seth Windell said that in section IV-D it states that the Town Manager would not just be in the office setting but would be helping out in all aspects of the town. The Council agreed to take job description home to review and Patricia Vaal would start an e-mail thread for edits and then send the final copy to Clerk-Treasurer to post. Seth Windell voiced that the Council needed to move on this sooner than later as many applicants are looking to get new jobs while their kids are out of school. Attorney Kevin Patmore added that several ordinances and the employee handbook would need to be revised if they hire a town manager.

Seth Windell also thought that it was time to bid out all of the insurance policies including health, liability, and bonds. Windell feels that since the town is wanting to add family insurance on for their employees now is the time to see if there will be better policies available. Patricia

Vaal agreed and said that she did not feel the current insurance is employee friendly. Kevin Patmore said they would need to set parameters and do a bid process.

Heidi Young, Director of Spencer County Economic Development spoke from the floor regarding the READI grant. Young stated that there is \$500 million READI dollars approved and asked the Council to reach out to her with any projects that the town would like to pursue. Young stated that the focus for this money is not limited to but is encouraged to include housing in our area. Young said there will be \$15 million for our area and that the town should focus on the economic impact more than the cost of the project.

**VOUCHERS**

Seth Windell made a motion to approve general vouchers in the amount of \$152,986.77 and Jason Little seconded the motion.

Ayes: All Nays: None Motion carried 4-0

Jason Little made a motion to approve payroll vouchers in the amount of \$80,706.09 for the month of April and Seth Windell seconded the motion.

Ayes: All Nays: None Motion carried 4-0

Jason Little made a motion to approve wastewater vouchers in the amount of \$37,241.91 and Seth Windell seconded the motion.

Ayes: All Nays: None Motion carried 4-0

**ADJOURNMENT**

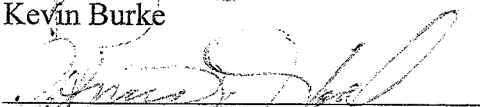
Brian Warran made a motion to adjourn the town council meeting at 6:43 P.M. and Seth Windell seconded the motion.

Ayes: All Nays: None Motion carried 4-0


The next Town Council meeting will be June 12, 2023 at 5:30 pm


  
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Kevin Burke

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Seth Windell

  
\_\_\_\_\_  
Patricia Vaal

\_\_\_\_\_  
Jason Little

  
\_\_\_\_\_  
Brian Warran

ATTEST:  
  
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Jane Lindsey, Santa Claus Clerk-Treasurer