

The Santa Claus Town Council & Santa Claus Town Council met in regular session on July 11, 2022 at the Santa Claus Town Hall located at 90 N Holiday Blvd Santa Claus, In. The meeting was called to order by Michael Johannes at 5:30 pm

Pledge of Allegiance

Town Council Present: Jason Little, Patricia Vaal, Michael Johannes, Kevin Burke & Seth Windell

Absent:

Also, Present: Clerk-Treasurer; Kelly Greulich, Town Attorney; Kevin Patmore, Fire Chief; Max Meyer, Police Chief; James Faulkenburg & Building Inspector; Todd Hays

Absent: Superintendent; Russ Luthy

BIDS FOR THE FOLLOWING PROJECTS

Collection System Rehab-bid packets were sent to the following companies:

Joe Beard & Sons, Culy Contracting & HydroMax

No bids were received for the project.

Lift Station Rehab-bid packets were sent to the following companies:

Xylem-no bid received, Jochem Technology- \$ 51,200.00 & Aspire Industries- \$ 58,635.00.

Jason Little made a motion to approve the bid of \$ 51,200.00 from Jochem Technology pending the bid is reviewed by Russ Luthy and meets all requirements and Seth Windell seconded the motion.

Ayes: All Nays: None Motion: Carried

COMMENTS FROM THE FLOOR

Michael Johannes stated next is Clark Dietz concerning additional cost on inspections from the engineering firm of Clark Dietz. Basically, you are asking the town to sign an agreement to extend the payment time Eric VonHoven & Heath Titzer were present from Clark-Dietz. Michael Johannes stated it is the town of Santa Claus understanding that Clark-Dietz bid the engineering out and did not change their bid when the project came in too high and was rescoped and sent out a second time for bids. The additional inspection cost is 25% higher than the originally cost of \$ 160,000.00. VonHoven stated the project was rebid in May of 2021 and construction was ready to begin at the end of June first of July but Holiday World asked INDOT for a delay in starting construction and not start until after September 7th. Clark Dietz received word that the project could start late August of 2021. VonHoven stated he had budgeted 1300 hours for this project and eight-month completion. The project is taking longer to complete. Johannes asked why is it taking the contractor longer to complete this job? Ragle has asked INDOT for an extension on time because of some rain days and because Ragle was asked to start later. Kevin Burke asked VonHoven you keep track of the hours so why didn't you contact the town in the winter of 2021 stating you will need additional finding for engineering inspections? Why would you wait until these last two months to notify the council? Titzer stated that was partly my fault, I was in hopes that it could be done. Johannes stated a conversation needs to take place between INDOT and Ragle and the town. Let us wait and see where the numbers come in at completion time.

COMMENTS FROM THE PRESIDENT

Michael Johannes stated he has not spoken to anyone from Riverview. Waiting on quotes from the printer on the rack cards for the trails and the final information on how donation can be made. There will be a public hearing on August 22, 2022 at 5:30 P.M. here at town hall concerning the rezoning of the Back 9 Development known as Christmas Lake Village Golf Course.

JUNE REPORTS FROM DEPARTMENT HEADS

FIRE DEPARTMENT MAX MEYER

First Responder-15 EMR
Fire Alarms-2
Total Activities-17

PARKS & RECREATION/COMMUNITY CENTER ZACH TISCHENDORF

SCCC Active Members-125, New Members-17, Daily-45, Big Room Rental-2, Big Room Hourly Rental-0
COMPLETED PROJECTS OF PARK’S DEPARTMENT-painted soccer/football field goalpost, trees trimmed, installed shelves in concession stand/press box for extra storage, put rock around maintenance building for soccer goal storage and filled Yellig Trail washouts.

NEW/ONGOING PROJECTS-Community Center remodeling, Yellig parking lot & Yellig trail improvements
COUNCIL ITEMS TO DISCUSS-Noting currently.

A second tournament will be held at Yellig Park this coming weekend.

Michael Johannes stated there is an issue with the DNR trail at Yellig Park that Alan Meunier has pointed out concerning the ADA requirements. Meunier informed the council the handicap parking needs to be moved about 20 feet in order to stay in compliance with ADA. It would be at no cost to the town because it will be an increase in concrete but and overall decrease in asphalt. This would be a change order for the project.

Seth Windell made a motion to approved change order # 1 from Quality Craft concerning the DNR Trail at Yellig park with no additional cost to the town and Patricia Vaal seconded the motion.

Ayes: All Nays: None Motion: Carried

BUILDING INSPECTOR TODD HAYS

Number of Post Hole Inspections	0
Number of Solar Inspections	0
Number of ILPS Issued	5
Number of New Permits	4
Number of Footing Inspection	5
Number of Foundation Inspections	2
Number of Rough in Plumbing Inspections	2
Number of Rough in HVAC Inspections	0
Number of Rough in Electric Inspections	3
Number of CenterPoint Inspections	6
Number of Electrical Permits Issued	0
Number of Gas Inspections	0
Number of General Inspections	7
Number of Framing Inspections	7
Number of Concrete Floors/Slabs	2
Number of Basements Inspections	0
Number of 911 Addresses Assigned	0
Waterproofing Foundations Inspection	0
Number of Underground Plumbing	3
Number of Electric Meter Inspections	4
Number of Final Inspections	3
Number of Certificate of Occupancy	0

Hays stated after talking with Bob Fleck concerning the new parking lot at Kimball, he was under the impression that he had the ok from the town to proceed not realizing that he needed a permit from the town. The issue has been cleared up and a permit was issued for the improvement location of the parking lot.

POLICE DEPARTMENT ABSENT JAMES FAULKENBURG

Off Duty Call Outs-17

Citations TOSC-11

Warnings TOSC-50

Crash Reports-14

Vehicle Inspections-4

Domestic Disturbances-6

Assist another Department-18

Medical Emergencies-9

Disturbances-32

Theft Reports-4

Verbal Warnings-0

Case Reports/Investigations-26/44

Warrant Service-2

Gun Permits-4

Arrests-6

Assist Motorist-6

Reserve Hours for the month of June are as follows: Stout-0 hrs, Jazyk-10 hrs, Luker-12 hrs, Kennedy-24 hrs, Goffinet-24 hrs.

Faulkenburg stated he will be changing the decals on the 2022 Ford Explorer to a more visible decal by outlining the current decal and the second vehicle will have the new visible decals put on at the same time.

TRAILS RUSS LUTHY

JIM YELLIG PARK-hard surface to replace gravel areas of the trail, contractor began work on June 21, 2022.

EASTSIDE TRAIL-will need to find additional funding for the additional cost for engineering inspections. Project is over 80% complete.

Kelly Greulich stated at this time there has been no changes in the monies spent on the remaining two trails from last month's report.

STREET DEPARTMENT

STREET OPEN ACTION ITEMS

Mowing- Yes

Sign-replace/repair/install- No

Complaints- 0

Street Repairs- Yes

Assist other departments as needed, culvert inspections, monitor CR 850 culvert, vehicle/equipment maintenance repairs, road inspections. Tree trimming, pothole repair, removal of dying tree near recycle center. Kevin Patmore stated he sent the interlocal agreement to the County attorney for review and county wants to verify the distance.

WASTEWATER

PLANT INFORMATION: Treatment June 2022 16.88 MG, June 2021 18.38 MG

Precipitation June 2021 2.57 Inches, June 2021 4.33 Inches

OPEN ACTION ITEMS: Process control testing, plant O & M, monitoring new Phosphorous treatment, begin summer disinfection process, prepare for upcoming capital projects, work continues AMP project. Note other items on file at WW Plant.

SSO(s)- 0

COLLECTION SYSTEM: Routine station maintenance checks, sewer main and lateral rehab ongoing, begin LS rehab/capital projects manhole inspections for rehab, Jet lines, monitor manhole on Evergreen Dr and other items on file at WWTP.

LATERAL INSPECTIONS: Revolving total lateral inspections-20, New in June-4, COC's completed -1, requiring repairs-3, no repairs-0, exempt laterals-1.

YEAR TO DATE: Requiring repairs-9, no repairs-9, exempt-2.

OSHA

No lost time injuries, 1-facility inspection-park maintenance building, 3- field hazard assessments: 1 water leak repair, 1 meter install and 1 pothole repair.

WATER RUSS LUTHY

Work Orders-Total Received- 19

Work Orders Completed- 19

Work Orders Pending- 0

OPEN ACTION ITEMS: all pads and piers are complete for elevated water tank, well head protection plan approved by IDEM being posted on website.

INDUSTRIAL PARK

Nothing to report currently.

TOWN ATTORNEY KEVIN PATMORE

Patmore stated no update on Gosnell lawsuit at this time.

Patmore stated the 2nd reading and adoption of ORDINANCE 2022-05 AN ORDINANCE ALTERING REIMBURSEMENT RATES FOR EMPLOYEE TRAVEL for the council.

Seth Windell made a motion for the 2nd reading and adoption of ORDINANCE 2022-05 AN ORDINANCE ALTERING REIMBURSEMENT RATES FOR EMPLOYEE TRAVEL and Jason Little seconded the motion. Ayes: All Nays: None Motion carried

CLERK TREASURER KELLY GREULICH

We are making some headway with Local Government Services concerning the bank rec and the issues from Invoice Cloud. The budget meeting will be July 19, 2022 starting at 5 P.M. here at the town hall. An email will be sent to department heads on their designated time to meet with council. If anyone would like to meet prior to their budget workshop with the council please just notify the clerk treasurer by email. The DLGF has released the percentage for the growth quotient for the 2023 budget year at a 5% increase. The town received the June tax settlement on time. The council will need to make a motion to approve the emergency expenditure for the A/C unit on the police side of town hall in the amount of \$ 5,925.00 to Fredrick Sheet Metal.

Seth Windell made a motion to approve the emergency expenditure of \$ 5,925.00 to Fredrick Sheet Metal for the A/C unit out of Cum Cap Development and Jason Little seconded the motion.

Ayes: All Nays: None Motion carried

MISCELLANEOUS:

Patricia Vaal brought up the issue of very young kids driving golf carts in Christmas Lake Village, a discussion followed. The current ordinance states you must be 18 years old to operate a golf cart. Further discussion followed. The council instructed town attorney Kevin Patmore to amend the ordinance concerning golf carts to allow 16 years who possess a valid driver's license to drive golf carts. The ordinance would fall in line with current driving license laws in Indiana.

Patricia Vaal asked the clerk-treasurer if she received the information for the personal file from Mr. Luthy? Greulich stated as it stands right now the information that I was given is the information I forwarded to the council by email. The typed-up letter has no mention of a name or names concerning the incident. Neither the individual or the supervisor signed the letter for the file which is required. When anything is placed in a person's personal file the individual must be made aware of that information, by having the employee sign the letter that would indicate the employee has been made aware of the letter for their file. Johannes stated we must have more than what was submitted for the file. Kevin Burke stated does the town have a form to use? Greulich stated not to my knowledge. Vaal asked Greulich if she could come up with one to use. Burke stated that way everyone would use the same form. Greulich stated I can check with other towns through the list serve and with IPEP our public risk provider on what they use. Greulich stated she will email the forms and council can decide what one they would like to use for the town.

Vaal asked if the Lake Rudolph sign could be addressed, it is falling apart and looks bad. Michael Johannes stated he will contact Wayne Utley concerning the sign.

VOUCHERS:

Jason Little made a motion to approve general vouchers in the amount of \$ 203,892.05 and Patricia Vaal seconded the motion.

Ayes: All Nays: None Motion carried

Jason Little made a motion to approve wastewater vouchers in the amount of \$ 49,857.25 and Seth Windell seconded the motion.

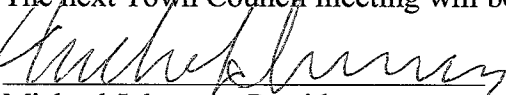
Ayes: All Nays: None Motion carried

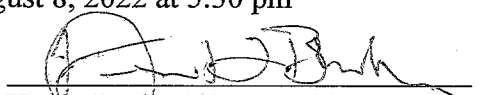
ADJOURNMENT

Jason Little made a motion to adjourn the town council meeting at 7:28 P.M. and Patricia Vaal seconded the motion.

Ayes: All Nays: None Motion carried


The next Town Council meeting will be August 8, 2022 at 5:30 pm



Michael Johannes, President


Kevin Burke, Vice President


07-11-2022 TOWN COUNCIL MTG


Seth Windell, Member


Patricia Vaal, Member


Jason Little, Member

ATTEST:


Kelly K. Greulich, Santa Claus Clerk-Treasurer

ORDINANCE 2022-05

AN ORDINANCE ALTERING REIMBURSEMENT RATES FOR EMPLOYEE TRAVEL

WHEREAS, the Town of Santa Claus previously has promulgated its Employee Policy and Procedure Manual and adopted rates for reimbursement for certain employment-related expenditures by employees; and,

WHEREAS, the cost of lodging, fuel, and meals has increased exponentially in 2021 and 2022;

NOW THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Santa Claus, Indiana that:

The Section of the Town of Santa Claus Employee Policy and Procedure Manual, General Policies, I. Travel and Reimbursement, is hereby amended to read as follows:

I. Travel and Expense Reimbursement

A. An employee may be reimbursed for mileage at the Federal Government mileage rate for the use of privately-owned automobiles for official business.

B. An employee must file all receipts with the Clerk-Treasurer, and must state the origin and destination of each trip in sufficient detail to account for the mileage claimed. No reimbursements are payable for travel between home and office. Requests for reimbursement, with original itemized receipts, must be turned into the Clerk Treasurer's Office within thirty (30) days of the trip. Charges for parking are reimbursable on any day when an employee is entitled to claim reimbursement for mileage if such parking is related to the trip for which mileage is reimbursed.

C. Travel by commercial airlines, rail service, or bus will be reimbursed for the prevailing 'tourist' or 'coach' rate when authorized and supported by original receipts.

D. Meals will be reimbursed when supported by original receipts up to One hundred dollars (\$100.00) per day, including gratuities. Such gratuity should be reasonable and not exceed twenty percent (20%) of the amount of the bill. When an employee is engaged in activities requiring approved travel for multiple consecutive days, the employee may be reimbursed for a total amount of up to One hundred dollars (\$100.00) per day times the total number of consecutive days of approved travel.

1. When separate checks are not available, an employee may claim reimbursement for other employees up to the maximum amount provided for in the preceding section multiplied by the number of employees, provided that each employee is identified by name and that an original receipt is provided.

2. Payment for meals will only be made to the individual submitting the claim.

3. No meals will be reimbursed for meals already provided for in a registration fee.

E. Lodging shall be reimbursed when supported by original receipts in the following manner.

1. Single occupancy will be reimbursed at actual cost, not to exceed Two hundred dollars (\$200.00) without Town Council approval.

2. Reimbursement for lodging costs shall include room costs, associated local taxes, and necessary business-related charges.

3. Room service will not be reimbursed, except as a part of the employee's meal reimbursement as provided above.

F. Personal expenses incurred in traveling are not reimbursable, including but not limited to, personal telephone calls, laundry, entertainment, in-room movies and alcoholic beverages.”

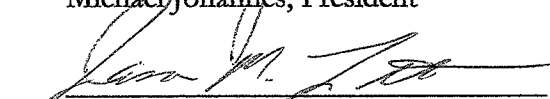
This Ordinance takes effect upon its adoption by the Town.

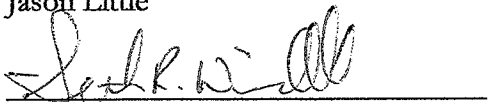
All prior Ordinances and amendments to the Town Employee Policy and Procedure Manual which conflict with this Ordinance are hereby amended as stated herein.


PASSED AND ADOPTED by the Town Council of the Town of Santa Claus, Indiana this 11th day of July, 2022.

SANTA CLAUS TOWN COUNCIL


Michael Johannes, President


Jason Little


Seth Windell


Kevin Burke


Patricia Vaal

Attest:


Kelly Greulich, Clerk-Treasurer