

TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
JANUARY 17, 2022  
7:00 PM

The January 17, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Attorney	Gary Moody - Utility
Bruce Burtner - Council	Dax Norton – MS Consultants	Monty Striegel
Dave Williams - Council	Jerry Seymour – Bldg. Inspt.	Mark Sullivan
Shawn McClintock – Council	Frank Clark – Marshal	Max Allen – Utility Board
Larry Truitt – Council	Robby Viergutz - Deputy	George Gideon – Utility Board
Koren Gray – Clerk/Treasurer		Lisa Vitaniemi – Park Board
		2 citizens

**Presentations/Guests:**

Eddie Smith (Smith Trash Service) presented a quote for solid waste removal for Town Clean-up Day. This would be curbside pickup on an agreed designated day beginning at 8:00 am. The fee would be \$1,800 for the first 10 tons. Thereafter the Town shall pay \$60/ton. The Council will take this under consideration and revisit at the February 7 meeting.

Mark Sullivan, Midwestern Engineering, presented the monthly updates and invoices for the wastewater project. A claim for Striegel Design and Construction for \$190,000, and \$12,268 for Midwestern Engineering. Bruce made a motion to allow payment of these invoices. Larry made a second. Motion passed 5-0.

Monty Striegel made notation of updates on the wastewater project. Striegel Design and Construction has a request for a change order. A lot of sand had to be moved to get to the clay needed for the lagoon. Monty needed to rent a special vehicle to move the sand and also had to pay additional insurance. We did receive a refund of \$2200 for bedding stone that was not needed. Larry made a motion to allow the change order. Dave made a second. Motion passed 5-0. The change order will be presented to the state also for approval.

**Public Comments/Concerns:**

711 W. Plum St., had a complaint about the property across the street being in shambles. The resident has also been burning on the property. What can be done about the situation? The complainant also had a complaint regarding suspicious behavior of neighbors. Another resident in the same neighborhood had a complaint regarding trash piling up in a yard. The trash is also being blown around to other properties. Marshal, Frank Clark, advised both trash situations are being handled according to ordinance and law.

Another complaint was made regarding a resident putting rocks around the property near an alley. If the rocks are on that particular resident's property, then he/she has a right to put them there. A survey of the property would need to be conducted to determine if the rocks are located in an inappropriate area.

**Department/Board and Commissions Reports:**

**Utilities:** Gary submitted a quote from IXOM Watercare for the maintenance on the Solar Bees for the wastewater lagoon. The cost is \$8,320.00. Gary asked the Council to consider the maintenance. IMPA will also provide a quote for the 3phase needed at the lagoon. We should have the quote by February 7.

**Community Development:** nothing to report at this time

**Park Board:** Shawn nominated Lisa Vitaniemi, Derek Babcock and MJ Fairfield as members of the Park Board. Bruce made a second. Motion passed 5-0. Sara officially made the appointment of these 3 citizens to be members of the Thorntown Park Board. They will each have a term of one year. Lisa advised the repair of the fence is still on the schedule.

**Advisory Plan Commission:** Shawn reported on behalf of the APC that Don Gray will continue to be the Commission President with Ben Strong being the Vice President for the 2022 term. Dax attended the January meeting of the APC and will be advising the APC on some upcoming matters.

**Storm Water Board:** nothing to report at this time.

**Police Department:** Frank advised there were 2,547 calls in 2020, and 3,013 calls in 2021. In 2020 the Department made 34 arrests, with 75 arrests in 2021.

**Fire Department:** nothing to report at this time.

**Clerk/Treasurer:** The Clerk/Treasurer reported that the Indiana Department of Revenue completed their audit. All records for the utility tax (completed by the Utility Clerk, Sandy Gates), and the payroll tax (completed by the CT) are all good. There were no issues to report. Koren asked if Dave was willing to continue to be the additional authorized signatory at the bank. He advised yes. The Town received the fall tax distribution of \$141,618.94. Our Indiana State Board of Account audit cost was \$8,044.00, which was deducted from our fall distribution. The Year End financial reports were included in the Council packet. The CT will also begin including the Utility Service Board minutes and any other Board minutes received in the Council packet.

**Consent Agenda:** Bruce made a motion to accept the minutes of December 20, 2021, and to allow the approval of claims. Larry made a second. Motion passed 5-0.

**Unfinished Business:**

The Council needs to review Ordinance 2012-1A (Purchasing Policy) and Ordinance 2018-9 (Credit Policy) to possibly establish a new ordinance that will combine both ordinances and amend some language. Each Council member has copies to review and will revisit February 7.

The Council received the Professional Services contract for Building Inspections not performed by staff due to conflicts. Shawn made a motion to approve the usage of the contract. Bruce made a second. Motion passed 5-0.

**New Business:**

Shawn read Ordinance 2022-1, Amending the Schedule of Fees and Fines. This Ordinance amends the cost of prefab sheds delivered to a residence. Bruce made a motion to suspend the rules for a second reading. Shawn made a second. Motion to suspend rules passed 5-0. Bruce made a motion to approve the Ordinance 2022-1. Larry made a second. Motion passed 5-0.

Sara read the following ordinances: 2022-2 Ordinance to Establish Wastewater Construction Fund; 2022-3 Ordinance to Establish Wastewater Bond and Interest Fund; and 2022-4 Ordinance to Establish Wastewater Debt Fund. These Funds are required by the SRF for the wastewater loan. Larry made a motion to suspend the rules for a second reading. Dave made a second. Motion passed 5-0 to suspend a second reading. Bruce made a motion to allow the establishment of the Wastewater Construction Fund, the Bond and Interest Fund and the Wastewater Debt Fund. Shawn made a second. Motion passed 5-0.

**Other Business:**

In other business Larry asked what needs to be done to be able to annex the wastewater lagoons into the town limits. This will be researched. We will also check the survey.

Larry also asked where we are in the process of the Solar Park. Koren explained that we need to complete the wastewater project first then we can contact IMPA.

**Adjournment:**

Dave made a motion to adjourn the meeting at 8:46pm. Larry made a second. Motion passed 5-0.

  
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Sara Fairfield  
Council President

  
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Koren Gray  
Clerk/Treasurer

Date: 2/7/22



TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
February 5, 2022  
9:00 AM

A Special meeting of the Council of the Town of Thorntown was held February 5, 2022, 9:00 am, at the Thorntown Town Hall. The meeting concluded at 12:00 pm.

The purpose of this meeting was to discuss strategic developments for administration and the town. This was only an information gathering. No decisions or voting took place.

The following were in attendance:

Sara Fairfield – Council

Bruce Burtner - Council

Dave Williams - Council

Shawn McClintock – Council

Larry Truitt – Council

Amy Nooning, Attorney

Dax Norton – MS Consultants

Jerry Seymour – Bldg. Inspt.

Don Gray - APC

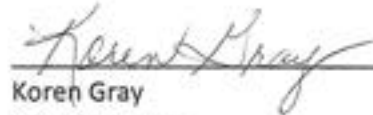
Max Allen – Utility Board

George Gideon – Utility Board



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Sara Fairfield  
Council President



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Koren Gray  
Clerk/Treasurer

Date: 2-21-22

TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
February 7, 2022  
7:00 PM

The February 7, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Attorney	Lisa Vitaniemi – Park Board
Bruce Burtner - Council	Dax Norton – MS Consultants	Don Gray – APC
Dave Williams - Council	Jerry Seymour – Bldg. Inspt.	Mike Martin – Fire
Shawn McClintock – Council	Frank Clark – Marshal	Wayne Loney – Reserve Officer
Larry Truitt – Council	Robby Viergutz - Deputy	
Koren Gray – Clerk/Treasurer		

**Presentations/Guests:**

Frank Clark introduced Wayne Loney, a retired officer, to be appointed as a Reserve Officer for the Town of Thorntown. Officer Loney took the oath to join the Police Department performed by, Clerk/Treasurer, Koren Gray. Welcome, Officer Loney.

**Public Comments/Concerns:**

None presented

**Department/Board and Commissions Reports:**

**Utilities:**

No report this meeting

**Park Board:**

Lisa Vitaniemi was present. She advised Derek Babcock would be President, MJ Fairfield, Vice President, and Lisa as Secretary. They have been in contact with Dax to come to their next meeting. The Park Board have been in contact with the Boone County Community Foundation regarding a mural.

**Advisory Plan Commission:**

Don Gray reported that the Building Permit application is being put on the website. The application can be turned in to the Clerk/Treasurer. The Clerk/Treasurer will make sure the Building Inspector is aware of the receipt of an application. A possible annexation of land could be coming in the future.

**Storm Water Board:**

Nothing to report at this time.

**Police Department:**

Nothing to report at this time.

**Fire Department:**

Fire Chief, Mike Martin, was present and presented the Council with a 2021 activity report. The Fire Department made a total of 449 runs for the year. The Department already has 60 runs in the 2022 year. New tires are needed on one of the trucks according to the 5/10-year plan. The Department is looking into replacing some canisters that are at the end of their shelf life. Mike reported that he and the Clerk/Treasurer has discussed putting some of the LIT funds into a CD at the bank. We are saving for a new truck to be purchased approximately 2029-2030. The cost of the new truck will be \$400,000 - \$450,000. The old truck will be used for back up. Mike also has passes for Council who would like to attend the Fire Apparatus show in Indianapolis April 28-29-30.

**Clerk/Treasurer:**

The CT reported that the treasury has developed a Final Rule for the ARPA funds. We no longer need to calculate the amount of revenue possibly lost in 2020 due to COVID. Now anything under \$10mil in ARPA funds is allowed to be used as General funds lost. We received an invoice today from Immense Impact, our website vendor. Bruce made a motion to allow payment of the invoice. Shawn made a second. Motion passed 5-0. We are still waiting for our \$1.5mil from the County.

**Consent Agenda:**

Bruce made a motion to accept the minutes of January 27, 2022. Shawn made a second. Motion passed 5-0.

Larry made a motion to accept the offer of a free shed to the Little League from Western Boone School Corporation with a memorandum of understanding of who is responsible for the shed (Little League). The Council needs to approve the acceptance of the shed as the shed will be put on Town owned land. Bruce made a second to the motion. Motion passed 5-0.

The Solar Bee contract is being tabled.

The renewal for the membership for the Boone County Economic Development Corporation was Presented. The Council declined to make a motion to renew.

Sara read Resolution 2022-01R, a Resolution Approving Transfer of funds from the General Fund to the Rainy Day fund. Shawn made a motion to suspend the rules for a second reading. Dave made a second. Motion passed 5-0. Shawn made a motion to allow the transfer into Rainy Day. Larry made a second. Motion passed 5-0.

Shawn made a motion to accept the quote from Smith Trash Service for a Town Clean-up Day and that the clean-up date will be May 7, 2022. Bruce made a second. Motion passed 5-0. Koren will notify

Eddie Smith and request a contract. Dax will post on the website. Smith Trash Service offered a quote of \$1,800.00 for the first 10 tons. Thereafter the Town shall pay \$60.00 per ton.

**Unfinished Business:**

The Council needs to review Ordinance 2012-1A (Purchasing Policy) and Ordinance 2018-9 (Credit Policy) to possibly establish a new ordinance that will combine both ordinances and amend some language. Each Council member has copies to review. There was some discussion as to why we need these amended. A decision has been tabled. Dax shared that an amended ordinance would be more specific and involve some federal guidelines as well.

**New Business:**

Dax reported that we should be good to go with the Indiana Office of Technology email service if we so choose. Bruce made a motion to accept the previous quote from IOT, \$5.50/user/month, subject to the Town Attorney's review. Larry made a second. Motion passed 5-0. Dax will contact IOT.

Previously it was asked about annexing the new lagoon land. The land must be contiguous with current town limits. There is a portion of agricultural land between the town limits and the newly purchased land. There is no benefit to the Town to annex the property. The Council sees no need to pursue annexing this parcel at this time.

In discussion, it was also mentioned that we may need to keep the extra land that we purchased for another additional lagoon. We may not want to get involved in a solar park at that location.

A quote for painting the Town Hall building interior was presented. A quote of \$1,970.00 was presented from Lowhorn Painting. This includes paint and minor spackling. Shawn made a motion to accept the quote. Larry made a second. Motion passed 5-0. The paint color still to be determined.

**Other Business:**

Shawn mentioned that someone asked if the large piles of snow get removed. Yes, the utility department does remove some of the piles and hauls back to the pond location.

Sara suggested having a committee to determine how we want to use our ARPA funds.

**Adjournment:**

Larry made a motion to adjourn the meeting at 8:22pm. Bruce made a second. Motion passed 5-0.

  
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Sara Fairfield  
Council President

  
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Koren Gray  
Clerk/Treasurer

Date: 2-21-22



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TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
February 21, 2022  
7:00 PM

The February 21, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Noonung, Attorney-via video	MJ Fairfield – Park Board
Bruce Burtner - Council	Dax Norton – MS Consultants	Joe Alexander
Dave Williams - Council	Jerry Seymour – Bldg. Inspt.	
Shawn McClintock – Council	Frank Clark – Marshal	
Larry Truitt – Council	Gary Moody - Utility	
Koren Gray – Absent		

**Presentations/Guests:**

No guests

There were no invoices to present for the wastewater project as weather has prohibited work.

**Public Comments/Concerns:**

None presented

**Department/Board and Commissions Reports:**

**Utilities:**

The Utility Supt. presented a quote of \$54,700, for 3-phase at the wastewater site. This cost was not included in the original cost of the project. Gary mentioned there should be a fence around the pond according to his plans from 2021. Larry made a motion to accept the quote from IMPA pending review from the Town Attorney. Dave made a second. Motion passed 4-1 with Sara abstaining. The question was asked if we have contingency funds to pay for this.

**Park Board:**

MJ Fairfield advised that portions of the Tom Johnson Memorial Park are not currently ADA compliant. At the recent Park Board meeting Dax agreed to help the Park Board create a plan to update. The Little League will mow the fields during the Little League Season up to August 1, 2022. Park Board member Lisa Vitaniemi has been working on a 5 year plan.

**Advisory Plan Commission:**

Shawn and Dax reported for the APC. The Sugar Creek Art Center has requested to install a lighted sign on the exterior of the building. The sign will be placed so the patrons of the Big 4 Trail can see the sign. The Art Center will need a building permit for this. Currently the Town does not have a sign ordinance. The APC will be working on the Comprehensive Plan.

**Storm Water Board:**

Nothing to report at this time.

**Police Department:**

Nothing to report at this time.

**Fire Department:**

Nothing to report.

**Clerk/Treasurer:**

Koren Gray was absent but left a report for the Council. The Clerk/Treasurer requested approval to attend the Spring ILMCT conference and lodging to be held in Muncie March 13-17. The cost is \$450.00 conference registration, and \$186/night for lodging. Larry asked where the funds come from for this. With Council discussion it was presented that these expenses are divided equally between General, Sewer, Water, and Electric since the CT works for all units. The Council was reminded that the CT must attend 14 hours of education each year. Shawn made a motion to allow the conference expense. Bruce made a second. Motion passed 5-0.

No financial reports were provided for the evening as the year end reporting is not complete and CT cannot roll over to the new year yet. The CT should be able to rollover into 2022 next week.

The Annual Financial Report has been completed on Gateway and has been submitted to The Lebanon Reporter for publishing.

The Utility Clerk and the Clerk/Treasurer are requesting the purchase of an interface between utility receipts on Key-Utility and the receipt program on Key-Fund. This interface will keep the CT from needing to enter the daily utility receipts a second time into the Key-Fund program. This interface will save time and avoid errors in double entry. The total cost is \$545.00 and will be divided between Sewer, Electric, Water, and Stormwater Funds making each Fund paying \$136.25. Since this interface works with only utilities the General Fund is not involved in the cost. Bruce made a motion to allow the interface. Larry made a second. Motion passed 5-0.

The Clerk/Treasurer advised it is time to advertise for mowing of the Fire Department. Gary advised the utilities employees will continue to mow the park on the south side of the service road. The bid notice will be posted the The Lebanon Reporter. Bids will be due March 18, 3:00pm. The bids will be opened March 21, 7:00, at the regular scheduled Council meeting.

Shawn made a motion to accept the minutes of the Special Meeting, February 5, 2022. Bruce made a second. Motion passed 5-0.

Bruce made a motion to accept the minutes of the Regular Council Meeting, February 7, 2022. Dave made a second. Motion passed 5-0.

**Unfinished Business:**

Sara requested to review the membership to the Boone County Economic Development. She advised they do work with the Boone County Chamber of Commerce. Being a part of this group is community involvement for the Town of Thorntown. It is also an investment in our County. Sara advised Koren sits on the Platinum Circle of the Bo Co EDC. Larry asked if there were other Thorntown Businesses as

members. We really don't know that information. Joe Alexander advised the Town will get a return 10-fold from this membership as the Town grows. The participation in the Bo Co EDC is a great networking tool. Dave does not believe he sees a benefit to our membership. Dax mentioned every community in the county contributes to the Bo Co EDC. Some towns are only asked for \$1000 for membership. Larger towns and business contribute several thousand dollars. Bruce made a motion to continue membership with Boone County EDC with a membership cost of \$1000.00. Shawn made a second. Motion passed 3-2 with Bruce, Shawn, and Sara voting aye, and Dave and Larry voting nay.

**New Business:**

No new business to present

**Other Business:**

An executive session will be set for building maintenance discussion.

Claims were signed.

**Adjournment:**

Dave made a motion to adjourn the meeting at 7:46pm. Larry made a second. Motion passed 5-0.

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: 3-28-22

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TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
March 12, 2022  
9:00 AM

A Special meeting of the Council of the Town of Thorntown was held March 12, 2022, 9:00 am, at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The meeting concluded at 12:00 pm.

The purpose of this meeting was to discuss strategic developments for administration and the town. The discussion of priorities was included in this session. This was only an information gathering. No decisions or voting took place.

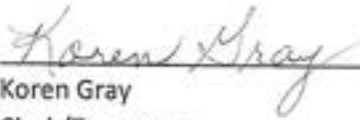
The following were in attendance:

Sara Fairfield – Council  
Bruce Burtner - Council  
Dave Williams - Council  
Shawn McClintock – Council  
Larry Truitt – Council

Koren Gray- Clerk/Treasurer  
Dax Norton – MS Consultants  
Jerry Seymour – Bldg. Inspt.

Max Allen – Utility Board  
George Gideon – Utility Board  
1 member of the community

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: 4-4-2022

TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
March 28, 2022  
7:00 PM

The March 28, 2022, (rescheduled from March 21, 2022) meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Public Library, Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Attorney – via Zoom	Lisa Vitaniemi – Park Board
Bruce Burtner - Council	Dax Norton – MS Consultants	George Gideon – Utility Board
Dave Williams - Council	Jerry Seymour – Bldg. Inspt.	Mike McKenzie – Utility Board
Shawn McClintock – Council	Frank Clark – Marshal	Gary Moody - Utility
Larry Truitt – Council	Derek Babcock - Deputy	5 citizens
Koren Gray – Clerk/Treasurer	Greg Woods – for IN House of Representatives	

Bruce Burtner made a motion to accept the minutes from the February 21, 2022, meeting. Dave made a second. Motion passed 5-0.

**Presentations/Guests:**

No presentations/Guests

**Public Comments/Concerns:**

One citizen asked what would be of value in the recycle bins? People have been digging through them.

Greg Woods, for Indiana House of Representatives, District 41, announced there are meet and greets scheduled at Frankfort and Lebanon.

**Department/Board and Commissions Reports:**

**Utilities:**

Nothing to report

**Park Board:**

Lisa and Shawn met with the Boone County Foundation and we will be receiving an Art Project.

April 2 will be park clean-up day.

Park activities are being planned

The Park Board is requesting to spend \$350.00 for an assessment of the park. This will include ADA and Title VI. Bruce made a motion to allow the expense of the park assessment. Shawn made a second. Motion passed 5-0.

The Park Board would like to apply for a 501c3. They need to form a Friends of the Park Foundation.

Leslie Doctor is interested in being on the Park Board. Larry made a motion to appoint Leslie as a fourth member of the Park Board. Bruce made a second. Motion passed 5-0. Welcome, Leslie, as a member of the Park Board.

**Advisory Plan Commission:**

Nothing new to add. The APC still needs to appoint 2 more members.

Documents were sent to Don Gray from Amy in regard to the zoning of a garage on Church St.

**Storm Water Board:**

Sara reported that she, Ben and Bruce attended the Rural Water Conference.

**Police Department:**

Nothing to report at this time.

**Fire Department:**

No attendance

**Clerk/Treasurer:**

The CT reported she attended the ILMCT conference. Many topics were covered, and much was learned.

We received our supplemental revenue from the ARPA. We received \$672.13

We are working on renewing our liability insurance. We should have fences around the wastewater ponds. We also need signs posted advising NO TRESPASSING, NO SWIMMING.

The liability insurance carrier has also requested that the Town of Thorntown be added as an additional insured to the policies of WAVE and the K of P for the festival.

We can now use ARPA funds for a match for a Community Crossing grant.

**Unfinished Business:**

In regard to the electrical quote from IMPA for the wastewater project, Gary Moody reported that the utility department and Striegel will work together to provide the 3-phase electrical needed at the new lagoon site.

Larry made a motion to accept the \$8320.00 proposal from IXOM for the maintenance of the Solar Bee. This is a 3-year option. We will pay this annually for 3 years. Bruce made a second. Motion passed 5-0.



**New Business:**

Bruce made a motion to approve Resolution 2022-2, a Resolution Voiding checks 2 years old. Larry made a second. Motion passed 5-0.

Bruce made a motion to accept the contract between the Town of Thorntown and the WeBo Little League for use of the diamonds at the park. Larry made a second. Motion passed 5-0.

A quote was submitted from Hawkins Carpet in the amount of \$9553.00 for the Town Hall. Sara requested two more quotes.

It was mentioned this may not be the time to apply for a Community Crossings grant. The price of fuel is up and that means the cost of paving will be up. Sara would like to sit down with Gary and determine what needs to be done. Amy advised the ADA/Title VI documents need to be approved and we should do so April or May. We must have these ADA/Title VI documents for CCG application.

The 6 additional acres purchased by the Town at the wastewater site has been cash rent property prior to the Town's purchase. Dustin Dickerson has been farming this ground. Dave will talk to Dustin and see if he would still be interested in renting the acreage. Shawn made a motion for Amy to go ahead and create a cash rent contract. Bruce made a second. Motion passed 5-0.

Two bids were received for mowing the fire department. Professional Lawn Design submitted \$175 per mow including trimming. B Jamison Lawncare submitted \$150 per mow including trimming. Bruce made a motion to accept the B Jamison Lawncare quote at \$150 per mow. Shawn made a second. Motion passed 5-0.

Discussion of a snow removal contract with the Thorntown Public Library as well as discussion of agenda procedures have been tabled.

**Other Business:**

Bruce noted that he would like to see the Council move forward with litigation on the building located at 113 E. Main St. Dave made a motion to turn over the matter to the town attorney and move forward. Shawn made a second. Motion passed 5-0.

Bruce asked about the barricades in front of 113 E. Main St. Sara said we will contact INDOT to see if there are other options.

**Adjournment:**

Dave made a motion to adjourn the meeting. Larry made a second. Motion passed 5-0.

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: 4-19-22



TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
April 4, 2022  
7:00 PM

The April 4, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Attorney – absent	Max Allen – Utility Board
Bruce Burtner - Council	Dax Norton – MS Consultants	Brent Haag - Utility
Dave Williams - Council		1 citizen
Shawn McClintock – Council	Frank Clark – Marshal	
Larry Truitt – absent	Robby Viergutz - Deputy	
Koren Gray – Clerk/Treasurer		

Bruce Burtner made a motion to accept the minutes from the March 12, workshop. Dave made a second. Motion passed 4-0.

**Presentations/Guests:**

No presentations/Guests

**Public Comments/Concerns:**

Peter DeMoss, town citizen, noted his concerns regarding a wastewater and electric rates social media posting. He stated he was disappointed in the “behavior” of town officials.

**Department/Board and Commissions Reports:**

**Utilities:**

Max Allen asked why the utilities workers did not receive a raise for the Street Department stipend. Sara believes this was an oversight. A new salary ordinance will be prepared reflecting the 3% raise.

**Park Board:**

No member of the Park Board was present. However, Sara advised the park clean-up day was a huge success. She also thanked Dax for arranging lunch from Chick-Fil-A.

**Advisory Plan Commission:**

Sara announced and appointed Frank Clark as a member of the APC. We will have his swear in April 18.

**Storm Water Board:**

Nothing to present

**Police Department:**

Nothing present.

**Fire Department:**

Nothing to present

**Clerk/Treasurer:**

The CT reported that the Building Inspector has 181 hours on his timesheets from January through March.

The CT asked Dave where we are with Dustin Dickerson and renting the acreage at the wastewater site. Dave advised Dustin is very interested in renting the parcel of land.

Jeremy Young has fixed our gas leak. Now we have heat!

We have received the paperwork showing we have paid the \$1,500,000 loan regarding the wastewater project.

Our NFP liability insurance agent, Bill Whalen, will be here April 18, to discuss our renewal coming due in May. I gave copies of property and equipment to the Utility Supt, Police Chief, and the Park Board President. They were asked to show a replacement value for their respective items. No department listed updated replacement costs. The CT is concerned about RC on the water towers. The insurance agent mentioned it would more than likely be \$800,000-\$1,000,00 for replacement on the towers. We currently are insuring for \$400,000+ on each. Dax provided a cost per gallon that could be used for insurance purposes.

A discussion ensued regarding the Building Inspector wage. Sara requested a committee including the Building Inspector meet and discuss some options for moving forward.

**Unfinished Business:**

Carpet quotes are tabled for April 18

Thorntown Public Library and a snow contract have been tabled

Investment of Fire LIT funds has been tabled

**New Business:**

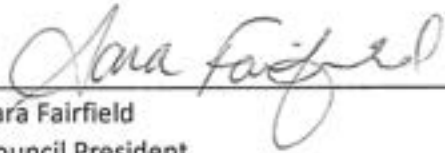
Council retreat has been announced for April 23, 8:00 am-12:00 pm.

**Other Business:**

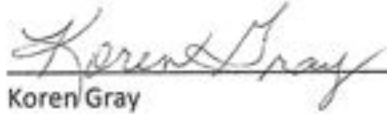
Dax spoke of other options for the Building Inspector, and options the Council and town can take moving forward.

**Adjournment:**

Dave made a motion to adjourn the meeting. Shawn made a second. Motion passed 4-0.



Sara Fairfield  
Council President



Koren Gray  
Clerk/Treasurer

Date: 4-18-22



TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
April 18,, 2022  
7:00 PM

The March 28, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Attorney	Lisa Vitaniemi – Park Board
Bruce Burtner - Council	Dax Norton – MS Consultants	Mike Martin – Fire Dept.
Dave Williams - Council		George Gideon – Utility Board
Shawn McClintock – Council	Frank Clark – Marshal	1 citizen
Larry Truitt –absent	Derek Babcock - Deputy	
Koren Gray – Clerk/Treasurer	Bill Whalen – NFP Insurance	

Bruce Burtner made a motion to accept the minutes from the March 28, 2022, meeting. Dave made a second. Motion passed 4-0.

Shawn McClintock made a motion to accept the minutes from the April 4,, 2022, meeting. Bruce made a second. Motion passed 4-0.

**Presentations/Guests:**

Bill Whalen, the Town liability insurance agent from NFP was present to review the details of the upcoming renewal of May 28, 2022. Bill noted that in preliminary preparations some items were increased regarding replacement cost.

**Public Comments/Concerns:**

There were no public comments.

**Department/Board and Commissions Reports:**

**Utilities:**

Gary Moody, Utility Supt, was absent; however, he left information to be reported. The box cabinet for the electric for the wastewater was found for us by IMPA. We are appreciative of this otherwise it would be a year before we could receive one. Seven cases of paint are needed for painting parking lines and the Street Dept. is requesting funds for the purchase. Shawn made a motion to move forward with the purchase of paint not to exceed \$1000. Bruce made a second. Motion passed 4-0.

**Park Board:**

Lisa reported it was a good day for park clean-up. The trail clean-up day will be April 23. The Park Department is starting a Friends of the Park Foundation. This will aid in setting up a 501c3. The Park Board will set the summer activity schedule on April 25 at their regularly scheduled meeting. Lisa and Dax (town consultant) are working on a master plan for the park.

**Advisory Plan Commission:**

After the April 11<sup>th</sup>, meeting of the APC, members went home with jobs/homework for the group. A zoning application was given to Diana Oldham in regard to a repair garage on Church Street. Frank Clark was sworn in as a member of the APC.

**Storm Water Board:**

Nothing to report

**Police:**

Marshal Clark requested the 2015 Dodge Ram to be deemed surplus Sara read Resolution 2022-3, deeming the vehicle as surplus. Bruce made a motion to approve Resolution 2022-3. Shawn made a second. Motion passed 4-0. Marshal Clark also reported there were 190 calls for the month of April with 8 arrests.

**Fire:**

Mike Martin, Fire Chief, requested to move \$100,000 from the LIT Public Safety Fire share to a CD at Home National Bank. Shawn made a motion to allow the request. Bruce made a second. Motion passed 4-0. The Town Attorney will prepare an ordinance to allow the investment. Chief Martin also reported the department had 162 runs to date. The County Hazard Mitigation plan is due. Someone is needed from Thorntown in the group to represent the town. Mike asked for the Council to think of someone who would like to join.

**Clerk/Treasurer's Report:**

Sara read Ordinance 2022-6, amending the Salary ordinance (2021-19). The amendment pertains to the Street Department stipend. It is believed the stipend was overlooked with a 3% raise as other full time positions. We will have the second reading May 16, 2022. The Clerk/Treasurer requested to spend \$150 for the AIM Clerk/Treasurer's School and a Budget workshop for May 18, and May 20. This fee will be split 25% each, general, sewer, water, and electric as these workshops involve all areas. Koren reported we are pretty much on target with our 2022 budget. The Town has awarded an additional \$500,000 to be used for our wastewater project. The CT reported that she had researched the utility cost of the Town Hall since WAVE began leasing the second story. The CT advised that between the years 2018 to 2021, the average monthly increase was \$10 or less showing no significant increase in the utility use.

**Unfinished Business:**

The Council considered quotes for carpeting the Town Hall. Quotes received were: Hawkins Installations - \$9553.00; Town and Country Home Center - \$8320.84; and Buy Rite Flooring Service - \$7939.70. All quotes include removal of furniture and it was quoted on the same carpet. Bruce made a motion to accept the quote of \$7939.70 from Buy Rite. Shawn made a second. The Clerk/Treasurer will contact Buy Rite and schedule a time for installation.

It was decided Shawn and Amy Nooning will speak with the library regarding the previous snow removal contract for the library overflow parking lot.



It was discussed about allowing cash rent for the additional 6 acres at the wastewater lagoon site. An advertisement will need to be published in the newspaper. Bids are to be received at the Town Hall by May 16. The notice will also be posted on the website.

**New Business:**

The Clerk/Treasurer advised that a report needed to be submitted by April 30, regarding the ARPA Funds. She just learned in a work session that if we wanted to deem the funds as lost revenue, that needed to be reported on this initial report. This report must be submitted each year by April 30. Shawn made a motion to deem the ARPA funds as Revenue Recovery. Bruce made a second. Motion passed 4-0.

Council President, Sara Fairfield, announced that any contracts or legal paperwork should be submitted to Town Attorney, Amy Nooning, for her review prior to presenting to the Council. The Council will not accept last minute contracts unless it is an emergency situation. Also, we would like to have such paperwork attached to the agenda on the website for public transparency. It is requested that such paperwork be submitted to Dax (town consultant) the Monday prior to a Council meeting. Plans for review should be made accordingly.

Shawn reported a committee of Jerry Seymour, Dan Norton, Clerk/Treasurer Koren Gray, and he discussed the establishment of a Building/Code Enforcement/Street Department position. If a housing development comes to town the Building Inspector will become very busy. Sara advised there are things our Building Inspector can do to help us out even if we do not have a new housing development. The Council took all discussion under advisement and tabled the discussion for May 16.


**Other Business:**

Claims were signed.

**Adjournment:**

With no other business to be presented, Dave made a motion to adjourn the meeting at 9:05. Bruce made a second. Motion passed 4-0.

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: 5-16-22



TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
May 16,, 2022  
7:00 PM

The May 16, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Attorney	Lisa Vitaniemi – Park Board
Bruce Burtner - Council	Dax Norton – MS Consultants	Mark Sullivan – Midwestern Eng.
Dave Williams - absent	Gary Moody - Utility	Monte Striegel – Striegel Constr.
Shawn McClintock – Council	Frank Clark – Marshal	George Gideon – Utility Board
Larry Truitt –Council	Derek Babcock - Deputy	Nic White - APC
Koren Gray – Clerk/Treasurer	Brandon Watts - Kleinpeter	Joseph Wells – Wells Services 8 Citizens

Bruce Burtner made a motion to accept the minutes from the April 16, 2022, meeting. Larry made a second. Motion passed 4-0.

**Presentations/Guests:**

Brandon Watts from Kleinpeter Consulting presented a report advising Kleinpeter Consulting Group, LLC has completed the needed reviews regarding Labor Standards for the Wastewater Utility improvements.

Mark Sullivan, Midwestern Engineering, presented claims regarding the Wastewater Utility improvements. \$1,068,365.84 is due Striegel Design & Construction as pay application #4, and \$24,483.38 is due Midwestern Engineering. There is a total retainage of \$95,273.90 to date. Larry made a motion to allow payment to Striegel Design with Bruce making a second. Motion passed 4-0. Shawn made a motion to allow payment to Midwestern Engineering with a second from Larry. Motion passed 4-0. Gary Moody and Mark have been working on the electrical for the construction site. Gary quoted \$21,266.16 for the electrical. There will be an additional charge from Striegel for digging a trench for the electrical.

Joseph Wells, Wells Services, gave a summary of Ordinance 2022-11 Establishing a Fixed Asset Ordinance for the Town of Thorntown. This is part of the fixed asset inventory that is required from the State Board of Accounts. Town Attorney, Amy Nooning, reviewed aloud particular portions of the ordinance. This was the first reading of Ordinance 2022-11. The 2<sup>nd</sup> reading will be June 6, 2022.

**Public Comments/Concerns:**

Glen Jewell, Lisa Mohler, and Angie Moody reported that WAVE has teamed up with Freedom Church for Service Day, July 16, 2022. On this special day kids will receive school supplies, food, haircuts and participate in fun activities. The group is requesting to use Market Street (to the east of Town Hall) for this event. Larry made a motion to allow street closure for the Service Day. Shawn made a second. Motion passed 4-0. Market Street between Main and Plum will be closed July 16, between 8:00 am and 5:00 pm.

WAVE also requested a renewal on their lease for the second story of the Town Hall. Council will review the current lease. WAVE also announced they have their own electric meter.

Heather and Greg Carney attended the Council meeting to ask questions regarding a neighbor who doesn't keep their lawn at a low level.

**Department/Board and Commissions Reports:**

**Utilities:**

Gary is planning to order the paint and paint the parking lines in the downtown area. Dax advised he would check with the state about painting the lines. The state uses a special product.

**Park Board:**

Lisa announced the summer program will begin June 1. She has submitted paperwork to obtain 501c3. The Park Board is taking care of proper paperwork for teens to help with the summer activities. The Board has many things on their agenda and will address them as time allows.

Sara thanked Gary and the Utility guys for mowing the trail.

**Advisory Plan Commission:**

Dax gave the report for APC. At the last APC meeting they had good discussion on several topics. They are working on the permit application (it will be fillable online). They are also discussing Building Inspector and Planning Services.

**Storm Water Board:**

Mike Kleinpeter advised that a Stormwater grant was becoming available through OCRA. Dax is knowledgeable of the grant as well. Sara would like to talk with Mark Sullivan regarding plans Midwestern Engineering had previously provided to see if those plans would be helpful for a Stormwater grant.

**Police:**

Marshal Clark asked if the surplus vehicle (2015 Dodge) could be traded in on another vehicle. Yes, it can.

The PD has re-organized the office department area. They are running out of room. Their evidence room is also in need of more space.

**Fire:**

Nothing

**Clerk/Treasurer's Report:**

The CT will be emailing the April month end reports.

The CT has received an invoice from Mike Martin for Donley Safety. These are items that were ordered before the end of the year (2021) and it was the Fire Chief's intention they be paid from 2021 funds. The correct communication did not occur between the Fire Chief and the CT to encumber the funds. The CT is requesting to pay for the invoice, \$6825.20, from the Town savings portion of the LIT Fund. Shawn made a motion to allow the expense from the LIT Public Safety Fund. Bruce made a motion. Motion passed 4-0.

Koren advised the Lebanon Postal Service has contacted the Town Hall advising the property owner of 116 S. B Street, needs new addresses as he is transforming the unit into two apartments.

Bruce made a motion to assign 116-A for the downstairs (ground floor) apartment, and 116-B for the second story apartment. Larry made a second. Motion passed 4-0.

#### **Unfinished Business:**

Ordinance 2022-6 was presented for its second reading. This Ordinance allows for the Street Department to receive the 3% raise for the year 2022. This will be retroactive to January 1, 2022. Bruce made a motion to accept the Ordinance 2022-6. Larry made a second. Motion passed 4-0.

Shawn spoke with Christine Sterle at the Thorntown Public Library regarding the snow plowing of the parking lot. The Library does not wish to renew the contract between the Town and the Library. The Library will take care of all snow plowing.

The Council was to consider an agreement for cash rent of 6+ acres at the lagoon site. No bids have been received at this time.

#### **New Business:**

The first reading of Ordinance 2022-9 was heard. This ordinance establishes the authorized depository of the Home National Bank.

The first reading of Ordinance 2022-10 was heard. This ordinance authorizes the investment of town funds.

The first reading of Ordinance 2022-7 and 2022-8 were heard. These ordinances establish the waterworks rates and electric rates due to the repeal of the URT (Utility Receipt Tax). The 2<sup>nd</sup> reading and the hearing will be held June 6, 7:00 pm, at the Thorntown Town Hall. A full copy is on file at the Town Hall for review.

Ordinance 2022-11 was presented for the first reading. This ordinance adopts an asset inventory policy. There will be a second reading June 6, 2022.

A copy of the contract between The Town and MS Consultants was provided showing that Sims-Durken and MS Consultants are providing planning services to the Town.

Larry made a motion to accept our liability insurance renewal from NFP Property and Casualty Services including earthquake and terrorism for a total of \$38,062.00 Shawn made a second. Motion passed 4-0.

There was discussion regarding establishing Utility EDU Fees (Equivalent Dwelling Unit). Equivalent dwelling unit (EDU means a measurement of demand on district facilities equivalent to a typical single-family dwelling. Dax presented a sample ordinance for review.

A patron asked the CT about trailhead parking lot improvements. Sara asked Gary to get 3 quotes on paving said lot.

**Other Business:**

The Council President, Sara Fairfield, signed the Park agreement between the Park Board, The Town, and Wes Mikesell. Wes will be an independent contractor directing the Park Summer Program. The fee for this program will be paid from the Park Program appropriation. Bruce made a motion to accept the agreement. Larry made a second. Motion passed 4-0.


Dax asked Frank if he would like to pursue a police grant for additional staff. Frank would like to pursue the grant. Shawn made a motion for Dax to prepare the application. Larry made a second to the motion. Motion passed 4-0.

Claims were signed.

**Adjournment:**

With no other business to be presented, Bruce made a motion to adjourn the meeting. Shawn made a second. Motion passed 4-0.

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: 6/6/22

TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
June 6 , 2022  
7:00 PM

The June 6, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Attorney
Bruce Burtner - Council	Dax Norton – MS Consultants
Dave Williams - absent	
Shawn McClintock – Council	Frank Clark – Marshal

Koren Gray – absent  
1 citizen

**Presentations/Guests:**

There were no guests or presentations.

**Public Comments/Concerns:**

There were no public comments.

Sara advised that there will be a Request to Speak form located on the website. Dax has created this form. The purpose of this form is to allow the Council notification of public concerns prior to a meeting and can be prepared to answer the concerns.

**Department/Board and Commissions Reports:**

**Utilities:**

No report on the first Monday meeting.

**Park Board:**

Sara spoke on behalf of the Park Board. They have had the park assessment completed and are moving forward with noted items. (Noted items were not verbalized.)

**Advisory Plan Commission:**

Shawn reported the APC will meet June 13, 6:00, at the Town Hall.

**Storm Water Board:**

Sara advised the Storm Water Board will be meeting soon.

**Police:**

Frank and Dax are working on a grant application to submit.

**Fire:**

Fire Chief Mike Martin was not in attendance, however, Council Member, Larry Truitt, had a few questions. He would like to see the Fire Department submit a call report each month, he is curious if the Fire Department charges a service fee, had questions regarding a stipend/clothing stipend, and asked if Washington Township paid a service fee for that township. There was discussion regarding the Fire Department and operations.

**Clerk/Treasurer's Report:**

No verbal report with the absence of the Clerk/Treasurer.

**Consent Agenda:**

Dax, the Council consultant, advised what could and could not go under the Consent Agenda heading. The items listed under Consent Agenda can be voted on with one vote and avoid the extra time spent during a meeting by voting on each item/document individually. At any time, the Council is permitted to select any item and discuss it individually.

Bruce made a motion to accept the May 16, 2022, minutes as written. Larry made a second. Motion passed 4-0.

Sara opened a discussion on increasing the compensation to Brandon Jamison, who mows the Fire Department, due to the increase in gas. No decision was made.

**Public Hearings:**

Council President, Sara Fairfield, opened the Public Hearings at 7:43 pm. The Public Hearings were for Ordinances 2022-7 and 2022-8, amending the Waterworks and Electric rates due to the repeal of the utility receipts tax. After reading the ordinances the public was asked if there were any comments or questions. With no comments or questions, Larry made a motion to close the Public Hearing. Shawn made a second. Motion passed 4-0.

**Unfinished Business:**

Ordinance 2022-7, an Ordinance Amending the Rates for the Waterworks Utility had its second reading. Sara made a motion to adopt the Ordinance 2022-7. Bruce made a second. Motion passed 4-0.

Ordinance 2022-8, an Ordinance Amending the Rates for the Electric Utility had its second reading. Larry made a motion to adopt the ordinance 2022-8. Shawn made a second. Motion passed 4-0.

Ordinance 2022-9, an Ordinance Establishing an Authorized Depository (Home National Bank). Bruce made a motion to adopt ordinance 2022-9. Larry made a second. Motion passed 4-0.

Ordinance 2022-10, an Ordinance Authorizing the Investment of Town Funds in a Certificate of Deposit had its second reading. This ordinance will allow the clerk/treasurer to invest Fire LIT Funds into a CD. Shawn made a motion to adopt the ordinance 2022-10. Bruce made a second. Motion passed 4-0.

Ordinance 2022-11, an Ordinance Adopting an Asset Inventory Policy had its second reading. Bruce made a motion to adopt the ordinance 2022-11. Larry made a second. Motion passed 4-0.

Item "G" under Unfinished Business, Potential Professional Services was tabled.



**New Business:**

Ordinance 2022-12, an Ordinance Establishing a Department of Redevelopment was presented for its first reading. The second reading will be June 20. Dax explained the purpose of a Redevelopment Department. This will be very helpful with the onset of the LEAP Project. Redevelopment can also act as a Main Street Group.

**Other Business:**

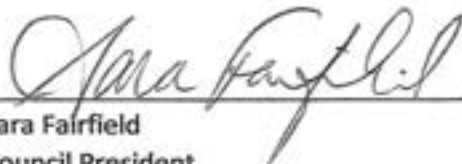
Sara advised the Town received a bid for the acreage at the wastewater site. Dustin Dickerson submitted a bid for \$200/acre for the approximate 6-acre section. Bruce made a motion to accept the bid. Larry made a second. Motion passed 4-0. Larry made a motion to allow Sara Fairfield to sign the contract. Bruce made a second. Motion passed 4-0.

Larry asked how we obtain our assessed value. Dax knew the website to find this information. The 2021 AV was \$41,487, and the AV for 2022 was \$44,000. There was discussion regarding property taxes raising this year. This is due to the overall housing assessment increase.

Shawn asked when/how often the codes are updated on the website. American Legal does our codification but do they provide the update? This will be followed up.

**Adjournment:**

With no other business to be presented, Bruce made a motion to adjourn the meeting at 8:20pm. Larry made a second. Motion passed 4-0.



Sara Fairfield  
Council President



Koren Gray  
Clerk/Treasurer

Date: 7/18/22

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TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
June 20, 2022  
7:00 PM

The June 20, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Attorney	Lisa Vitaniemi – Park Board
Bruce Burtner - Council	Dax Norton – MS Consultants	Mark Sullivan – Midwestern Eng.
Dave Williams - Council	Gary Moody - Utility	Don Gray - APC
Shawn McClintock – Council	Frank Clark – Marshal	Max Allen – Utility Board
Koren Gray – Clerk/Treasurer	Mike Martin – Fire Dept.	Mike McKenzie – Utility Board
1 citizen	Brandon Watts - Kleinpeter	Colin Sullivan - BFS
	Angie Moody - WAVE	Lisa Mohler - WAVE

**Presentations/Guests:**

Mark Sullivan, Midwestern Engineering, presented claims regarding the Wastewater Utility improvements. Invoices due Striegel Design and Construction total \$156,750.00. Invoices due Midwestern Engineers, Inc. total \$15,224.38. Bruce made a motion to allow payment. Dave made a second. Motion passed 5-0.

Colin Sullivan, BFS, announced the Community Crossings grant application process will open July 1 and Close July 31. Award will be announced in late fall. Bruce made a motion to allow the application fee. Sara made a second. Motion passed 5-0.

Angie Moody and Lisa Mohler were present representing WAVE. The Council has approved an additional lease of 3 years to expire December 31, 2023. Angie and Lisa will take the lease contract to their next meeting (June 28) for approval from WAVE. A fire escape will be needed if the group participants go beyond 49 participants at one time. Funding is not currently available for a stair lift. Sara asked Angie and Lisa if they would get quotes for a stair lift and report back to the Council. Larry made the motion to accept the extended lease. Dave made a second. Motion passed 5-0.

**Public Comments/Concerns:**

Mr. Milam, owner of the Indian Springs Apartments, requested that his son plug in his RV at the apartment site.

## **Department/Board and Commissions Reports:**

### **Utilities:**

Gary received a quote from Clemens Construction for \$6,240 for pot hole repairs. Shawn made a motion to allow the repairs not to exceed \$7,000. Larry made a second. Motion passed 5-0.

Gary presented a quote from Fluid Waste Services for camera work in the sewer lines. The quote was \$212,950.00.

Gary also advised the Utility Department has received a letter from IDEM noting inflow and infiltration violations.

Max Allen, Utility Board, requested an ordinance stating how long a camper can be parked in one place with hook-up; and state whether it is permanent living or semi-permanent living. Amy can show the Council some samples of verbiage.

Max also advised the Utility Board has completed a salary survey on other utility laborers. He was proposing a \$5.00/hour raise. The Council advised they would need to amend the salary ordinance.

### **Park Board:**

Lisa Vitaniemi reported the summer programs at the park were going well. The Park Board has been receiving nice comments from parents of participating children.

### **Advisory Plan Commission:**

Don reported they now a full commission.

Don shared that Mr. and Mrs. Austin Jones had a house fire in the winter. They have contacted the APC and are planning to rebuild on the property. Mr. Jones needs to submit a Development Plan Review in regard to where he plans to rebuild.

### **Storm Water Board:**

Nothing to report

### **Police:**

Nothing to report

### **Fire:**

Mike Martin, Fire Chief, provided information on what equipment the Town owns and what equipment the Township owns. He advised that utility bills, insurance, and some repair bills are shared 50/50 between Town and Township.

### **Clerk/Treasurer's Report:**

Koren provided the June treasurer's report.

Koren completed the Pre-budget report on June 15

June 16, the Clerk/Treasurer had a pre-budget work session with the DLDF

July 19 a budget workshop is on the calendar

Koren provided the Council members with a notice from the Indiana League of Municipal Clerk Treasurers that she has completed the obligations necessary and has received her IAMC (Indiana Accredited Municipal Certification).

**Unfinished Business:**

Dax Norton, consultant from MS Consulting, expressed to the Council the value of a Building Inspector and the permit application processes. The current lack of a local building inspector is not a smooth-running business.

Ordinance 2022-12, an Ordinance Establishing a Department of Redevelopment was presented for it's second reading. Bruce made a motion to accept the establishment of a Department of Redevelopment. Larry made a second. Motion passed 5-0.

**New Business:**

Dax, shared about installing a TV and camera for the convenience of our citizens. This technology would allow presentations to be on a screen for all to see and would allow streaming on YouTube. He said the cost is approximately \$4,500, and will take approximately 2 months to complete. Sara made a motion to allow the purchase of said technology. Shawn made a motion. Motion passed 5-0.

**Other Business:**

**Adjournment:**

With no other business to be presented, Sara made a motion to adjourn the meeting at 8:41pm. Shawn made a second. Motion passed 5-0.

  
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Sara Fairfield  
Council President

  
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Koren Gray  
Clerk/Treasurer

Date: 7/18/22



TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
July 18, 2022  
7:00 PM

The July 28, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Noonung, Attorney	2 citizens
Bruce Burtner - Council	Dax Norton – MS Consultants	Mark Sullivan – Midwestern Eng.
Dave Williams - Council	Gary Moody - Utility	Monte Striegel – Striegel Design
Shawn McClintock – Council	Frank Clark – Marshal	Max Allen – Utility Board
Larry Truitt - Council	Derek Babcock – PD/Park	Mike McKenzie – Utility Board
Koren Gray – Clerk/Treasurer		Colin Sullivan - BFS
		David Buck - BFS

**Presentations/Guests:**

Mark Sullivan, Midwestern Engineering, presented claims regarding the Wastewater Utility improvements. Invoices due Striegel Design and Construction total \$348,046.00. The project is complete and Striegel Design and Construction have vacated the premises. Mark presented a change order in the amount of \$75,404.38 due to additional digging and moving of dirt and clay. Shawn made a motion to accept the change order. Larry made a second. Motion passed 5-0.

Mark was very proud to announce there was not a punch list. Striegel Design and Construction did a fantastic job. There are a few minor things to complete and will have one final payout.

Larry made a motion to accept the Certificate of Completion on the wastewater project. Dave made a second. Motion passed 5-0.

Shawn made a motion to allow payment of the contractor’s application of payment (\$348,046.00). Larry made a second. Motion passed 5-0.

Colin Sullivan and David Buck of BFS, presented a quote sheet for several options for road paving. The streets are recorded as 2 or 3 on the PASER rating schedule. The Council will study the proposal. The deadline for grant application submittal has been moved to August 31.

Dave Buck, announced the Council needs a Resolution to adopt an ADA/Title VI plan. This will be a living document making updates regularly. Bruce Burtner volunteered to be the ADA Coordinator.

**Public Comments/Concerns:**

Ms. Becky Harder presented her concern regarding “junk” in a neighbor’s yard. Marshal Frank Clark advised he has visited the premise and there are no code violations.

Ms. Mona Neese had a concern regarding a young lady who walks or rides her bicycle while looking at her phone. Frank is discussing the situation with the young lady’s mother regarding safety.

## **Department/Board and Commissions Reports:**

### **Utilities:**

Gary looked into paving the parking lot to the north of the doctors' offices. He was told the town did not own the lot. This needs to be checked into.

Gary submitted a quote from Clemens Contracting for pot hole repair. He would also need to know which streets are being considered for the CCG grant so we don't repair a street that may get a new surface.

The Thorntown Public Library has contacted the Utility Department asking if they would install a couple of signs showing the direction to the library. Larry made a motion to allow the Street Department to install the signs. Bruce made a second. Motion passed 5-0.

Regarding striping on Main St., Gary is waiting on response from the State to see if they plan to paint the lines.

Max Allen, Utility Board President, planned to discuss salary ordinance. However, the proper information had not been received by the Council.

### **Park Board:**

Derek Babcock, Park Board President, advised they were working on the Master Plan. He also was seeking information from the Council regarding the mowing of the Little League diamonds. During the season the mowing company mows nice decorative lines on the diamonds. Little League paid for the mowing during the season. Little League season is now over and the Park Department needs to take over the mowing. To continue with the aesthetic appearance the cost would be \$200 per mow. The Park Board can get the mowing completed for \$100 per mow with the Town/Park providing the gas and the mower. The Council is satisfied with a regular mow. Gary Moody advised that next summer the Utility Department may not be able to help mow the park. Sara Fairfield refrained from any conversation regarding the mowing as she had a conflict of interest.

### **Advisory Plan Commission:**

Nothing to report

### **Storm Water Board:**

Nothing to report

### **Police:**

Marshal Clark noted that with the cost of fuel the Police Department has almost depleted their appropriation for fuel for the police vehicles. He was asking how we can handle the payment of future invoices for the fuel. Shawn made a motion to allow to draw from the Town Savings Public Safety Fund for the police fuel. Bruce made a second. Motion passed 5-0.

### **Fire:**

Nothing to report



**Clerk/Treasurer's Report:**

The Clerk/Treasurer noted that chair mats have been added so the carpet can be better preserved. She also requested to have rugs at the entry doors to catch debris into the building. CINTAS has provided a quote. Dave requested to have a second quote.

Koren presented an invoice to Kleinpeter Consulting in the amount of \$24,400 for administration of the OCRA grant. Sara made a motion to allow payment. Shawn made a second. Motion passed 5-0.

**Consent Agenda:**

Dave made a motion to accept the minutes of the June 6 and June 20, 2022, minutes. Larry made a second. Motion passed 5-0.

Claims were approved and signed.

**Unfinished Business:**

Sara advised she will prepare a job description for a Building Inspector position and put before the Council at the August 1 meeting.

Dave inquired of the status of the JC Cocina restaurant. Sara advised inspections have been completed and he is open for business.

**New Business:**

Dax discussed having a facility assessment. We are in need of some repairs with public restrooms and drains.

**Other Business:**

**Adjournment:**

With no other business to be presented, Bruce made a motion to adjourn the meeting at 8:37 pm. Larry made a second. Motion passed 5-0.

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Sara Fairfield  
Council President

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Koren Gray  
Clerk/Treasurer

Date: \_\_\_\_\_

TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
August 1, 2022  
7:00 PM

The August 1, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, absent	1 citizen
Bruce Burtner - Council	Dax Norton – MS Consultants	
Dave Williams - Council	Oksana Polhuy – MS Consultants	
Shawn McClintock – Council	Frank Clark – Marshal	Max Allen – Utility Board
Larry Truitt - Council	Don Gray - APC	
Koren Gray – Clerk/Treasurer	Steve Brock – Therber, Brock & Assoc.	

**Presentations/Guests:**

Steve Brock, rate consultant from Therber, Brock & Associates, discussed a proposed annexation. Mr. Brock explained the annexation process. He and his firm are able to assist us with the physical plan and annexation ordinance that will be necessary. The fee for the process will be approximately \$7,000. Sara made a motion for Steve to prepare a letter of engagement and availability study. Larry made a second. Motion passed 5-0.

**Public Comments/Concerns:**

No public comments

**Department/Board and Commissions Reports:**

NO REPORTS THE FIRST MONDAY OF THE MONTH MEETING

**Utilities:**

**Park Board:**

**Advisory Plan Commission:**

**Storm Water Board:**

**Police:**

**Fire:**

## **Clerk/Treasurer's Report:**

### **Consent Agenda:**

Minutes of the July 18, 2022 meeting, Resolution 2022-4, a Resolution adopting ADA Guidelines, Title VI plan, and adoption of the ADA Transition Plan were listed on the Consent Agenda. Sara made a motion to approve the items listed on the Consent Agenda. Bruce made a second. Motion passed 5-0.

### **Unfinished Business:**

Revised Community Crossings estimates were presented by Bruce Burtner. The streets being suggested for the project are sections of Franklin St., Market Lane, Pearl St. The new total amount is \$553,000.00 with the Town share being 25%, \$138,250.

Facility assessment and maintenance needs were discussed. Dax Norton, consultant, recommended bringing in a contractor to advise what needs attention and ADA compliance items. Contractors' names will be gathered for the next meeting, August, 15.

### **New Business:**

The cyber security insurance proposal was emailed to the Council for review. Bruce made a motion to renew with CFC at a premium of \$3064.75. This is \$1948.00 less than last year. Shawn made a second. Motion passed 5-0.

Max Allen, Utility Board President, requested a salary ordinance amendment. The Utility Board would like to list a range for hourly wages to allow them to offer employee raises as needed rather than amend the salary ordinance each time they want to make a change. The Council will consider the request.

Sara introduced Oksana Polhuy of MS Consulting. Oksana can provide on call planning and engineering. She has already been working on permit applications for the Town. Oksana explained the many areas where she could be of service and assist the Council and the APC. Bruce made a motion to accept the Planning Services Proposal and the Engineering Services Proposal with the minor details the Town Attorney would like to add. Shawn made a second. Motion passed 5-0. Shawn made a motion to allow Sara to sign the documents once they are updated. Larry made a second. Motion passed 5-0.

Sara would like for the entire Council to work on the 2023 budget. There will be a special meeting Monday, August 8, 7:00 pm at the Town Hall.

The AIM Summit conference is coming up November 2, 3, 4. Bruce, Sara, Shawn and Koren have expressed an interest in attending. Many things can be learned about running municipalities at this conference. Registration is \$345.00 per person. Bruce made a motion to allow registration and housing for these participants. Sara made a second. Motion passed 5-0.

**Other Business:**

Koren shared quotes obtained from CINTAS and Royal Cleaners for rug entry service to keep the new carpet in good shape. The quotes were very close in cost. Koren advised Utility Office has been using CINTAS for several years and has already been established as a vendor and requested to use their service. Bruce made a motion to allow CINTAS to service our rugs for the Town Hall and the Clerk/Treasurer entrance. Shawn made a second. Motion passed 5-0.

Sara has been approached about the scouts, girl scout or brownie troops, etc. to attend Council meetings and lead the Pledge of Allegiance. Larry reported that at one time the scouts did come and lead the Pledge. All thought it would be a good idea.

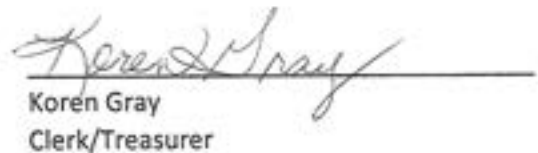
Sara announced that Department Reports would only be discussed the third Monday meeting of the month.

Mashal Frank Clark advised he has issued one abatement. He will also be meeting this week with the school personnel regarding the drop off and pick up of students while the elementary is under construction.

**Adjournment:**

With no other business to be presented, Dave made a motion to adjourn the meeting at 8:42m. Bruce made a second. Motion passed 5-0.

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: 8-15-22



TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
August 15, 2022  
7:00 PM

The August 15, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Town Attorney	Gary Moody, Utl. Supt.
Bruce Burtner - Council	Dax Norton – MS Consultants	Jerry Seymour, Bild. Inspt.
Dave Williams - Council	Oksana Polhuy – MS Consultants	George Gideon – Utility Board
Shawn McClintock – Council	Frank Clark – Marshal	Max Allen – Utility Board
Larry Truitt - Council	Robby Viertgutz - Deputy	Mike Martin – Fire Dept.
Koren Gray – Clerk/Treasurer	Don Gray - APC	2 citizens
Ben Roeger – CL Coonrod CPA		Angie Moody – Festival Committee

**Presentations/Guests:**

Angie Moody with the Turning of the Leaves Festival Committee, announced the festival will be September 23, 24, 25, 2022. They usually request from the State to close State Road 47 from State Road 75 to Pearl Street. The Committee is also requesting a portion of Market St. be closed, same as in the past. Plenty of activities are being planned. The 2023 festival will be the 50<sup>th</sup> anniversary of the Festival. Bruce made a motion to allow the closure of part of Market St. and to use the public restrooms at the Town Hall. Larry made a second. Motion passed 5-0.

**Public Comments/Concerns:**

No public comments

Shawn made a motion to approve the minutes of the August 1, meeting. Bruce made a second. Motion passed 5-0.

**Department/Board and Commissions Reports:**

(NO REPORTS THE FIRST MONDAY OF THE MONTH MEETING)

**Utilities:**

Max discussed utility salaries and amending the salary ordinance to reflect a range of hourly rates rather than just one rate. He is planning to propose a raise for the utility laborers. An increase in the on-call rate is also being considered. The Utility Board has requested a quote from IMPA for them to handle our electric needs. The quote is \$120,750.00 annual fee. We will also be responsible to provide funding for materials and supplies.

**Park Board:**

Park Board Secretary, Lisa Vitaniemi, advised the summer programs have been completed. The Park Board would like to continue with a contract with the Little League for 2023. Lisa thanked Angie and the previous Park Board for making arrangement for mats and installations. She also thanked Jeremy Young for repairing the park restroom. The Park Board would like to hold a horseshoe tournament on Labor Day. Plans are still being made.

**Advisory Plan Commission:**

Oksana Polhuy spoke on behalf of the APC. Their August 8<sup>th</sup>, meeting was an educational session discussing items needing attention. There will be a hearing August 29, regarding amendments for planning and zoning. A special meeting of the Town Council will need to be planned to move forward with the APC and zoning amendments.

**Storm Water Board:**

Nothing to report

**Police:**

Marshal Clark discussed the quotes that were submitted for a new vehicle for the PD. At this time, he is looking to trade in a current older vehicle. Frank presented quotes for a Ford F150, a quote for a 2023 Chev Tahoe, and a quote for a Chev from Andy Mohr. Frank advised he would like to have the Ford F150 quoted at \$46,040.76. The vehicle will be paid for from the LIT Public Safety Fund. Shawn made a motion to allow the purchase of the Ford F150. Bruce made a second. Motion passed 5-0.

Frank also advised he has sent out a couple of abatement notices.

**Fire:**

Mike Martin, Fire Chief, reported there have been 335 runs to date. August 20, will be the annual Fish Fry. The departments has brought on 3 ladies and 3 men to the Fire Department. Chief Martin advised there is a crack in the drive and they would like to get that repaired before winter. The department is trying out some new extrication tools.

**Clerk/Treasurer's Report:**

The Clerk/Treasurer advised the \$500,000 received from the County has been moved into a Fund of its own. The second disbursement of the AARP funds will be coming soon. The CT reported she will be participating in a couple of webinar workshops this month.

**Consent Agenda:****Unfinished Business:****New Business:**

Revisions need to be reviewed for the Employee Handbook for 2023. Sara asked if anyone would like to join the CT in this task. Shawn McClintock volunteered.

Sara announced she would like to start in September and have a Council meeting the first Monday and the third Monday each month going into 2023. Sara made a motion to hold 2 meetings per month. Bruce made a second. Motion passed 5-0.

Also, for new business Ben Roeger, the Town CPA, was present to hold a budget workshop. Ben explained the projected revenue for 2023. Sara also brought up using ARPA funds to pay premium pay for the Town employees. Larry made a motion that we pay premium pay to the Town employees (elected officials are excluded from premium pay). Shawn made a second. Motion passed 5-0. An additional appropriation will be needed as well as a salary ordinance amendment. The Clerk/Treasurer will have a draft budget report ready for the September 7, meeting.

It is that time of year to advertise for snow removal for the 2022-2023 winter season. The CT has the newspaper article ready to publish with a deadline of September 16. The bid form and information can be picked up at the Town Hall – Clerk/Treasurer’s Office. Council was okay with the advertisement.

Discussion ensued regarding the Town Court. Dave made a motion to abolish the Court. Larry made a second. Motion passed 5-0.

**Other Business:**

**Adjournment:**

With no other business to be presented, Dave made a motion to adjourn the meeting at 9:35 pm. Larry made a second. Motion passed 5-0.

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: 9-7-22





TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
September 7, 2022  
7:00 PM

The September 7, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Town Attorney	Jerry Seymour, Bild. Inspt.
Bruce Burtner - Council	Dax Norton – MS Consultants	George Gideon – Utility Board
Dave Williams - Council	Oksana Polhuy – MS Consultants	Mike McKenzie – Utility Board
Shawn McClintock – Council	Frank Clark – Marshal	Judge Don Vaughn
Larry Truitt - Council	Robby Viertgutz - Deputy	Sandy Gates – Court Clerk
Koren Gray – Clerk/Treasurer	Derek Babcock – Chief Deputy	9 citizens

**Presentations/Guests:**

**Public Comments/Concerns:**

Judge Don Vaughn requested to speak regarding the possible closure of the Town Court. The Judge explained what the Court has done for the Town over the years of his tenure. Not only does the Court funds pay for the Judge and the Court Clerk but also there has been excess funds given to the Town to help purchase equipment and needed supplies. Judge Vaughn asked the Council to reconsider the closing of the court. Small courts take some of the burden off the county courts.

**Consent Agenda:**

Bruce made a motion to approve the minutes of the August 15<sup>th</sup> meeting. Larry made a second. Motion passed 5-0.

**Department/Board and Commissions Reports:**  
(NO REPORTS THE FIRST MONDAY OF THE MONTH MEETING)

**Utilities:**

**Park Board:**

**Advisory Plan Commission:**

**Storm Water Board:**

**Police:**

**Fire:**

**Clerk/Treasurer's Report:**

**Unfinished Business:**

Handbook committee did not have a report at this time.

Salary Ordinance regarding the utility department wages is tabled until September 19.

Snow bids will be opened on September 19, 2022.

There was discussion regarding the 2023 budget. The present budget figure for the General Fund is \$734,812.00 including an 8% increase for the police department. The Council recommended a 5% increase which will lower the budget amount. The Clerk/Treasurer will make the adjustments and the Form 3 will be available on Gateway September 9. The Public Hearing will be held September 19.

**New Business:**

Oksana Polhuy, Planner from MS Consultants, was present to explain and summarize Ordinance 2022-13 Ordinance Amending the Schedule of Fees and Fines (copy attached to the minutes). She also explained and summarized 2022-14 Ordinance Amending the text of Land Usage. Sara read ordinance 2022-13. Shawn made a motion to suspend the rules of a second reading. Bruce made a second. Motion passed 5-0. Bruce made a motion to accept the amendment ordinance 2022-13. Larry made a second. Motion passed 5-0.

The APC met August 29 and voted in favor to make the recommendation to the Council to accept Ordinance 2022-14 amending the text for land usage. Sara read Ordinance 2022-14. Shawn made a motion to approve Ordinance 2022-14. Larry made a second. Motion passed 5-0.

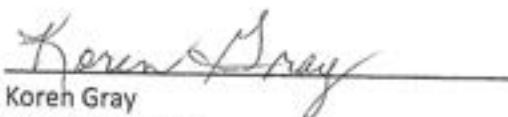
**Other Business:**

Sara announced the removal of Nic White from the APC for failure to attend meetings creating a vacancy on the APC board. Sara appointed Jerry Seymour, Building Inspector, as a citizen on the APC.

**Adjournment:**

With no other business to be presented, Dave made a motion to adjourn the meeting at 8:29 pm. Larry made a second. Motion passed 5-0.

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: 10/3/22

TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
September 19, 2022  
7:00 PM

The September 19, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Town Attorney	Jerry Seymour, Bldg. Inspt.
Bruce Burtner - Council	Dax Norton – MS Consultants	George Gideon – Utility Board
Dave Williams - Absent	Gary Moody – Utility Supt.	Max Allen – Utility Board
Shawn McClintock – Council	Frank Clark – Marshal	Mike Martin – Fire Chief
Larry Truitt - Council	Derek Babcock – Chief Deputy	Lisa Vitaniemi – Park Board
Koren Gray – Clerk/Treasurer	Don Gray - APC	Judge Don Vaughn
Todd Colvin – Health Ins. Agent	2 reps – IMPA	4 citizens

**Presentations/Guests:**

Todd Colvin, United Health insurance rep, advised our health renewal will come up November 1, 2022. He was happy to share that the health premiums are going up 8.7% rather than 12% as is the trend. He has worked up quotes for offering an HSA to employees. These plans do have a high deductible. Tri-Motion is a wellness plan that offers funds being added to you HAS in return for wellness participation. Sara made a motion to allow the addition of offering a HAS program. Larry made a second. Motion passed 4-0.

Dylan Frederickson reflected he is aware we have several medical runs. He discussed working with Chief Mike Martin and Witham Hospital to have an ambulance in Thorntown. Chief Martin and Sara Fairfield will research this matter.

Derek Babcock advised there is a plan for helicopter rides during the Festival of the Turning of the Leaves. The helicopter will be using private land for this event.

Sara Fairfield advised that Don Gray, as a representative of the APC, would like to attend the AIM Summit. Due to a misunderstanding the Clerk/Treasurer paid AIM for this registration. Sara made a motion to allow this expenditure. Shawn made a second. Motion passed 4-0.

**Public Comments/Concerns:**

Nothing addressed

**Consent Agenda:**

Bruce had a couple of questions regarding expenditures that were answered by the Clerk/Treasurer. Sara made a motion to accept the claims. Bruce made a second. Motion passed 4-0. Approval of the minutes of September 7, was tabled until next meeting.

**Department/Board and Commissions Reports:**  
(NO REPORTS THE FIRST MONDAY OF THE MONTH MEETING)

**Advisory Plan Commission:**

Don Gray advised a Planned Unit Development plan has been received from Planner Oksana Polhuy and Arbor Homes representative, Julie Smith.

**Police:**

A police report was submitted to the Council via email prior to the meeting.

The Marshal announced the Festival Committee wants to close Market St. between 9:00-11:00 am Friday to allow food vendors to set up. There was no objection from Council.

The Police Department is asking for employment phones.

Marshal Clark would like to add some new reserves.

Sara asked if the alley east of Salon on 47 could be blocked for the Festival. The Police Department will take care of blocking the alley to drive through traffic.

**Fire:**

Chief Mike Martin announced our ISO rating is 5.

A run report was provided to Council.

Mike is getting quotes to repair the Fire Department parking lot. Township and Town will pay 50/50. He has one quote of approximately \$17,000.00. Sara made a motion to allow the expenditure to repair the parking lot. Larry made a second. Motion passed 4-0.

**Utilities:**

Utility Board President, Max Allen, discussed the IMPA contract which contracts IMPA to maintain items of the town electric system, engineering staff as needed, day to day operations of the utility. Stan Messenger and Joe Schmidt from IMPA were present for any questions. The Thorntown Utility will continue to disconnect, reconnect, and handle the meter reading. In case of a power outage there is a service center that is staffed 24/7. A 5-year contract is \$120,750.00 with an additional materials fee of \$24,000 annually. Larry made a motion to accept the contract pending legal review by the Town Attorney. Shawn made a second. Motion passed 4-0.

Max brought up Mr. Hopwood being interested in purchasing the land that is platted as Spruce Street off of Grant St. in the Westwood addition. The courthouse told him it was owned by the utilities. The Town Attorney says Mr. Hopwood would need to have the land surveyed if he wants to purchase.

**Storm Water Board:**

Nothing to report

**Park Board:**

Lisa advised the Park Board has applied for a grant for picnic tables.

The park had a good park season.

Trail work has been ongoing, mulch has been installed at the playground.

The large shelter house roof needs replaced and the restroom building with storage on the end needs repair. Three quotes were submitted: Beiler's Construction at \$8,840.00, DW Remodeling at \$12,100.00, and Whitestone Construction at \$29,665.25. Bids can be reviewed at the Clerk/Treasurer's office.

Lisa advised that Marilyn Sheets had done a great job taking care of the restrooms and the park this summer.

Larry made a motion to allow up to \$9,000.00 for repairs that need to be completed immediately. Sara made a second. Motion passed 4-0.

Sara suggested that the Park Board and the Council have a Special meeting to discuss Park needs.

#### **Clerk/Treasurer's Report:**

The Clerk/Treasurer reported that OCRA required a follow up regarding the Business grant our businesses received last year. Out of 29 recipients only 7 did not respond.

The Clerk/Treasurer will be participating in a DLGF webinar regarding Gateway on September 21.

Justin Wright, a volunteer fireman, made a report to the Clerk/Treasurer that he busted a tire as he was traveling on West St. enroute to a fire call. The Clerk/Treasurer did submit a claim to the liability insurance since total damage was not known. In the meantime, Mr. Wright delivered a bill for the tire repair of \$394.06 and no further damage. Shawn made a motion for the Town to reimburse Mr. Wright for the billing of \$394.06. Larry made a second. Motion passed 4-0.

#### **Public Hearing:**

Council President Sara Fairfield opened the Public Hearing regarding the 2023 Budget at 8:28 pm. Council President inquired if there were any comments/questions from the public regarding the budget. With no comments/questions arising, Larry made a motion to close the Public Hearing. Shawn made a second with a 4-0 passage. Council President closed the Public Hearing at 8:28 pm. Budget figures can be found on Gateway or at the Clerk/Treasurer's office.

#### **Unfinished Business:**

Ordinance 2022-15 was presented for the first reading. Ordinance 2022-15 is an ordinance Amending Ordinance Establishing the Compensation to be Paid to Officials and Employees of the Town of Thorntown, IN for Calendar Year 2022. This ordinance allows a range for the hourly wage of the Utility Superintendent, Utility Worker, and the Utility Billing Clerk. By allowing a range the salary ordinance does not have to be re-written each time a change needs to be made. The Utility Superintendent range will be \$30.00-\$50.00 per hour based on a 40-hour work week. The Utility Worker 1 and 2 range will be \$20.00-46.00 per hour based on a 40-hour work week. The Utility Billing Clerk range will be \$20.00-\$36.00 per hour based on a 40-hour work week. Ordinance 2022-15 will be presented October 3, for its second reading.

There were no comments at this time regarding the review of the Employee Handbook.

Two bids for snow removal were presented. Bids were provided by Merrill Construction, and Jerry Seymour. The bids included cost per hour for loaders/backhoes, skid steers/bobcats, dump truck/dump trailer, truck with blade, salt spreader. Bids were submitted for each line item. Bids may be reviewed at the Clerk/Treasurer's office. Bruce made a motion to accept the snow removal bid from Jerry Seymour. Shawn McClintock made a second. Motion passed 4-0.

#### **New Business:**

Sara brought up additional compensation to Council since 6 meetings have been added. This will be discussed at a later date with the 2023 Salary Ordinance.

A Wastewater Master Plan will need to be in place to be able to apply for any future SRF loans. We still have infiltration into the ponds. Gary advises we need to run cameras in our tile to see what is actually happening. Gary previously presented a quote in excess of \$212,000.00. The Council asked him to get at least one more quote. The Council also asked Consultant Dax Norton if an engineer from MS Consultants could come and talk to the Council about concerns we may have.

The Town Hall restrooms need attention and if they are not usable should not be used for the Festival. Marshal Clark was called out during the meeting but was planning to check with Jeremy Young about looking at the restrooms.

**Other Business:**

**Adjournment:**

With no other business to be presented, Bruce made a motion to adjourn the meeting at 9:04 pm. Shawn made a second. Motion passed 4-0.

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: 10/3/22

TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
October 3, 2022  
7:00 PM

The October 3, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Town Attorney	Max Allen – Utility Board
Bruce Burtner - Council	Dax Norton – MS Consultants	George Gideon – Utility Board
Dave Williams - Council	Frank Clark – Marshal	Mike McKenzie – Utility Board
Shawn McClintock – Council	Derek Babcock – Chief Deputy	Judge Don Vaughn
Larry Truitt - Council	Jerry Seymour, Bild. Inspct.	Sandy Gates – Court Clerk
Koren Gray – Clerk/Treasurer		9 citizens
		Anthony Hull – Police Reserve and wife and son

**Presentations/Guests:**

Officer Anthony Hull took the Oath of Office of Police Reserve for the Thorntown Police Department. Clerk/Treasurer, Koren Gray, presided over the ceremony. Officer Hull's wife and son were present for the ceremony. Welcome aboard, Officer Hull!

**Public Comments/Concerns:**

Mr. Eric Hopwood approached the Council regarding purchasing a small parcel of land that is owned by the Town. This parcel was originally platted as a street into the Salem's Landing addition off Grant Street. The matter is being taken under consideration.

A citizen from the community requested to speak regarding the proposed closure of the Thorntown Town Court. This citizen also asked what Professional Services include on the budget. As a municipality there are certain professional services that are required such as a Town Attorney. Clerk/Treasurer Gray added that a CPA is part of professional services as the State Board of Accounts requires all financial paperwork processed by the Clerk/Treasurer have a second signature. The CPA has authority to enter the Town records posted onto Gateway and the CPA reviews such information.

Judge Don Vaughn stated closing the court will lose revenue for the Town. He requests the reading of the ordinance to be read after the hearing.

Abbie Lee, owner of a business and building in the downtown area, asked if the alley on the south side of Main St. next to her building be closed to trucks. The wall has been hit previously causing structure damage. The Town currently has the alley closed to all traffic until the wall is repaired.



**Consent Agenda:**

Shawn made a motion to approve the minutes of the September 7, and September 19. meetings. Dave made a second. Motion passed 5-0.

**Department/Board and Commissions Reports:**  
(NO REPORTS THE FIRST MONDAY OF THE MONTH MEETING)

**Utilities:**

**Park Board:**

**Advisory Plan Commission:**

**Storm Water Board:**

**Police:**

**Fire:**

**Clerk/Treasurer's Report:**

The Clerk/Treasurer requested registration fee of \$125.00 to register for the ILMCT Fall Virtual conference. A portion of this conference is a called meeting by the State Board of Accounts. Shawn made a motion to allow the registration fee. Dave made a second. Motion passed 5-0.

The Clerk/Treasurer advised that line 1101001393 Other Services, has expended the planned appropriation. The Town needed to pay in excess of \$10,000 to contracted Building Inspectors since the Town does not have a regular Building Inspector. The CT cautioned the Council to be cautious in this area for the remainder of 2022. We will be able to move funds from unused lines if needed.

**Unfinished Business:**

Sara read the required title for Ordinance 2022-15 Amending the Compensation of Town Employees. This was the second reading. Bruce made a motion to approve Ordinance 2022-15 which provides a wage range for utility laborers, utility superintendent, and billing clerk. Motion passed 5-0.

The Employee Handbook committee had nothing to report.

The Wastewater Master Plan was tabled.

Sara read, for the second reading, Ordinance 2022-16 Appropriations and Tax Rates for 2023. General Fund - \$733,61; Local Income Tax - \$118,000; Local Road and Street - \$70,000; Motor Vehicle Highway \$111,530; Cumulative Capital Development - \$15,000. Bruce made a motion to approve Ordinance 2022-16. Shawn made a second. Motion passed 5-0.

**New Business:**

Sara Read Ordinance 2022-17 Ordinance to Abolish the Thorntown Town Court effective December 31, 2022. This was the first reading. There will be a Public Hearing November 7, 2022, 7:00 pm, at the Thorntown Town Hall.

The Clerk/Treasurer requested to review the PILOT (Payment In Lieu of Tax) from the utilities. The current rates have been in place in excess of 31 years. This would require hiring a consultant to do the proper calculations. The purpose of this review is to bring more funding into the General Fund of the Town. Shawn made a motion to obtain Steve Brock, Therber, Brock and Assoc. to handle this process with the cost not to exceed \$2,500.00. Bruce made a second. Motion passed 5-0.

**Other Business:**

At this time the Council ensued in strategic discussion. Dax Norton, MS Consultants, discussed the list of items mentioned over the past months for the future of the town. We have completed a couple of projects from the list. We need to have another strategic workshop. It was decided the workshop will be Saturday, October 22, 9:00 am, at the Thorntown Town Hall. This meeting is open to the public. Larry asked where we are with the Arbor housing development. Dax advised the Town has received the PUD (Planning Unit Development) and the Petition for Voluntary Annexation. This is a lengthy process. The next step will be holding a Public Hearing. Steve Brock will be working on the Fiscal Plan for Annexation. There are many moving parts for this particular project.

**Adjournment:**

With no other business to be presented, Shawn made a motion to adjourn the meeting at 8:03 pm. Dave made a second. Motion passed 5-0.

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: Nov 21, 2022

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TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
October 17, 2022  
7:00 PM

The October 17, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Town Attorney	Mike Martin – Fire Chief
Bruce Burtner - Council	Dax Norton – absent	George Gideon – Utility Board
Dave Williams - Council	Frank Clark – Marshal	
Shawn McClintock – Council	Robby Viergutz - Deputy	
Larry Truitt - Council	Jerry Seymour, Bild. Inspct.	
Koren Gray – Clerk/Treasurer	Oksana Polhuy – MS Consult.	3 citizens

**Presentations/Guests:**

None

**Public Comments/Concerns:**

None

**Consent Agenda:**

Minutes of October 3, 2022, tabled until next meeting.

**Department/Board and Commissions Reports:**  
(NO REPORTS THE FIRST MONDAY OF THE MONTH MEETING)

**Advisory Plan Commission:**

Don Gray discussed the education they have received from Oksana.

Don also brought up we have an exterior wall building issue with 118 E. Main. The question at this time, "Is the building unsafe?". The building owner is planning to open a business in the building. After much discussion the Town Council considered the building unsafe and an immediate danger to citizens. The Council would like to send a letter to the building owner addressing the Unsafe Building Ordinance. The alley needs to be blocked on the north end and the south end to pedestrian and mobile traffic. Amy will prepare the letter to be signed by the Building Inspector and followed by protocol.

**Police:**

Nothing to report

**Fire:**

Chief Martin advised the firefighters will be tested soon to make sure their air masks fit properly.

**Utilities:**

IMPA Contract – we just need to get the signed contract back to IMPA and a date for implementation will be addressed.

Gary has a second quote of \$135,000.00 for the camera for water/sewer lines.

Gary also advised they will be picking up equipment from Midwest Mfg. November 1 and leaf pick up will commence and run through the end of November.

**Park Board:**

No one present

**Storm Water Board:**

Nothing to report

**Clerk/Treasurer's Report:**

The Clerk/Treasurer advised the 2023 Salary Ordinance will be processed in the near future.

The CT will be attending 3, ½ day workshops this upcoming week. These workshops are the ILMCT Virtual Fall meeting.

**Public Hearing:**

The Council President opened a Public Hearing at 7:51 pm, concerning Resolution #2022-15 for the Expenditure of ARPA Funds. The ARPA Fund has been designated as Lost Revenue but must be appropriated prior to any expenditure. The ARPA Fund amount is \$356,484.46. Council President, Sara Fairfield, read Resolution 2022-15 aloud. After entertaining any questions from the citizens, and no questions or comments presented. Shawn made a motion to adjourn the Public Hearing with a second from Bruce. Motion passed 5-0. Sara closed the Public Hearing at 7:56 pm.

Bruce made a motion to allow approval of Resolution 2022-15. Larry made a second. Motion passed 5-0.

**Unfinished Business:**

No unfinished business presented

**New Business:**

Ordinance 2022-18, an Ordinance Amending the Text of the Land Usage Ordinance was presented. Oksana Polhuy with M.S. Consultants, explained the language of the ordinance and the purpose of the ordinance. Exhibit 1 is attached to and made a part of the minutes of October 17, 2022. A copy of Exhibit 1 may also be reviewed at the Clerk/Treasurer's office, 101 W. Main St., Thorntown. Town Attorney, Amy Noonung, noted that all statutory requirements have been followed in this ordinance. Larry made a motion to suspend the rules for a second reading. Dave made a second. Motion passed 5-0. Sara made a motion to accept Ordinance 2022-18. Larry made a second. Motion passed 5-0.

The Council agreed they would continue with the Trick or Treat event the same as in the past, Monday, October 31, from 6:00-9:00.

**Other Business:**

Nothing presented

**Adjournment:**

With no other business to be presented, Larry made a motion to adjourn the meeting at 8:25 pm. Shawn made a second. Motion passed 5-0.

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: Nov 21, 2022



# **EXHIBIT 1**

## **152.15 DEVELOPMENT PLAN**

### **A. Authority**

Under the authority granted to advisory plan commission in IC 36-7-4-1400, Development Plans are required for the following developments:

1. Residential zoning district: multi-family use.
2. Business zoning district: all uses.
3. Planned Unit Development zoning district: a Detailed Development Plan for the development as a whole.

### **B. Purpose**

The purpose of this subchapter 152.15 is to provide standards and procedures for reviewing and approving Development Plans to ensure that development in the planning jurisdiction of Town of Thorntown is consistent with the Comprehensive Plan, adheres to the zoning regulations of this Ordinance and other applicable regulations and standards.

### **C. Approving Authority**

The Plan Commission shall approve or deny the Development Plans. The Planning Administrator may approve or deny minor amendments to the Development Plans.

### **D. Applicability**

The Development Plan review process shall be necessary prior to any: new construction; building additions; new or expanded surface Parking Areas; new or expanded surface loading or outdoor storage areas; or any other improvements that require an Improvement Location Permit.

### **E. Exception**

Application for construction of a new One-Family or Two-Family Dwelling shall not go through the Development Plan procedure in this subchapter 152.15, but instead shall go through the Improvement Location Permit procedure prescribed in subchapter 152.16 and the Building Permit procedure prescribed in Chapter 150. Alterations, additions, or demolitions of the structures at One-Family and Two-Family properties shall be reviewed through the Building Permit procedure prescribed in Chapter 150.

### **F. Application, Filing Deadlines and Fees**



The applicant shall follow the application, filing deadline and fee payment requirements prescribed in subchapter §152.10. In addition to submitting a filled out application, the applicant shall submit supporting information and plans described in this subchapter.

#### **G. Submittal Materials**

All applications for development plan approval must include the required plans, documentation and supporting information. Other information for a thorough review of the project may be requested by the Plan Commission or Administrator in writing. The Administrator in writing may waive or relax any of the documentation required which is considered irrelevant or unnecessary for a thorough review of the development.

1. **Development Plan Scope.** A development plan must include details applicable to the overall development, shared or common areas, shared infrastructure, and other areas deemed appropriate by the Administrator or Plan Commission to ensure a coordinated development.
2. **Site Plan Requirements.** A development plan must include the following, drawn to scale of 1" = 100' or less:
  - a. Title, scale, north arrow, and date.
  - b. Proposed name of the development.
  - c. Address and legal description of the property.
  - d. Property owner name.
  - e. A vicinity map showing the general location of the site referenced to streets and section lines, as well as the zoning district and use of adjacent properties.
  - f. Boundary lines of the property including all dimensions.
  - g. Location, name, centerline and width of all streets, alleys, driveways, access easements and transportation plan system improvements (existing or proposed) located within or adjacent to the property.
  - h. Location and dimensions of existing and proposed sidewalks, pathways, trails, or other transportation improvements.
  - i. Location and dimensions of existing and proposed curb cuts, driveways and interior access drives, including connection to public streets.
  - j. Off-street and on-street parking areas, loading areas, stacking spaces and circulation patterns for vehicles, truck, equipment and bicycles showing dimensions; and

tabulation of the number of off-street and on-street parking, loading, and stacking spaces.

- k. Layout, number, dimension, and area (in square feet and acres) of all lots and outlots with building setback lines.
  - l. Location and dimensions of all existing and proposed structures (including development amenities) and paved areas.
  - m. Labeled use of each lot and/or building, including approximate density or size of proposed uses and buildings (e.g., number of dwelling units, gross floor area, number of seats in assembly areas, etc.).
  - n. Location of all floodway, floodway fringe, and steep slope areas within the boundaries of the property.
  - o. Names of legal ditches, drains and streams on or adjacent to the property.
  - p. Location and feasibility statement of all existing and proposed utility facilities and easements, including: sanitary sewer, water, storm water management, electric, gas, telephone, and cable.
  - q. Identification of buildings and/or structures proposed for demolition.
  - r. Areas of the property reserved for development amenities, open space, and other similar uses.
  - s. A stamp of a certified engineer who prepared the plans.
2. **Landscape Plan.** A landscape plan is required as part of any development plan and should include the following details:
- a. Location of existing trees and landscaping materials, indicating size, species (common and botanical name) and if they are to be kept or removed.
  - b. Location of open spaces and development amenities as well as open space area in acres marked per each open space area.
  - c. A table that summarizes the minimum required landscaped space and number of plants.
  - d. Location of all new plants.

- e. A table that lists the plant species (common and botanical name), type (canopy tree, evergreen tree, shrub, native grass, etc.), their quantity, and size at planting (tree height and caliper, shrub height, etc.).
  - f. Existing and proposed screens, walls, and fences, indicating materials, height, and location.
3. **Building Elevations.** Drawings of proposed buildings must be filed in connection with the submission of a development plan, drawn to scale, and include the following:
- a. Black and white elevations for each building facade (360 degree). The elevations shall include the following measurements: building height; wall height per floor; ceiling height; window and door sizes; height, location and materials of foundation.
  - b. A separate true color rendering, or other realistic depiction, of the proposed building, including any areas designated for signage.
  - c. Specification of the type and color of exterior materials to be used for all wall, window, roof and other architectural features.
  - d. Details of any exterior architectural lighting.
4. **Lighting Plan**
- a. For all proposed buildings, additions and parking garages 1,000 square feet or greater, a lighting plan shall be provided indicating all exterior lighting fixtures existing and proposed on site, and the proposed light fixture locations and a light fixture schedule listing the cutoff details of each light fixture, quantity used on site, and lumens rating.
  - b. In addition, for all proposed buildings, additions and parking garages 45,000 square feet or greater, a photometric layout shall be provided with the lighting plan indicating all photometric calculations including foot-candle levels on a regular grid across the site and extending beyond the lot; and the aiming direction of the light fixtures.
  - c. Subdivisions/PUDs: A plan of street lighting shall be provided showing the location of the light poles and indicating lighting pole specifications like pole height, material, color, and light specifications.
5. **Sign Plan.** The sign plan should show the location of the proposed signs, street signs, list their types, dimensions, and illumination specifications.
6. **Traffic Impact Study.** A Traffic Impact Study may be required to be conducted at the discretion of the Plan Commission. If a Traffic Impact Study is required, then it shall be prepared by a registered professional engineer and shall evaluate the impact of present and

future traffic generated by the proposed development on the adjacent roadway system. Prior to commencement, the petitioner shall meet with the Plan Commission or its designees to determine the appropriate scope for the study.

#### **H. Investigation of Petitions**

The Technical Advisory Committee may review any Development Plan, at the Administrator's or Plan Commission's determination, prior to the Plan Commission's consideration. The Administrator may submit a written report to the Plan Commission stating any facts concerning the physical characteristics of the area involved in the Development Plan, together with a recital of surrounding land use and public facilities available to service the area, or other pertinent facts. The report may also contain opinions of the Administrator concerning the proposal contained in the Development Plan and a report from members of the Technical Advisory Committee. A copy of such statement shall be made available to the Applicant and all remonstrators of record, if any.

#### **I. Development Plan Review Criteria**

Plan Commission shall review the Development Plans using the following criteria to base their findings on:

1. Compliance with all applicable development and design regulations of the zoning and any overlay zoning districts where the development is proposed.
2. Compliance with all applicable site design and improvement regulations in subchapters 152.70-89 of this Ordinance.
3. The proposed development shall be compatible with the surrounding land uses.
4. Management of traffic will be in a manner that creates conditions favorable to health, safety, convenience, and the harmonious development of the community such that:
  - a. The design and location of proposed street and highway access points shall minimize safety hazards and congestion.
  - b. The capacity of adjacent streets and highways is sufficient to safely and efficiently accept traffic that will be generated by the new development.
  - c. The entrances, streets and internal traffic circulation facilities in the proposed development are compatible with existing and planned streets and adjacent development.
5. The applicable utilities have sufficient capacity to provide potable water, sanitary sewer facilities, electricity, telephone, natural gas, and cable service at a satisfactory level of service to meet the needs of the proposed development.

## **J. Public Notice and Hearing**

A public hearing by the Plan Commission is required for any development plan. Notification for the scheduled public hearing must be completed according to Section §152.10.F of this Ordinance. The applicant is responsible for the cost of publishing the notice in a newspaper and mailing the notices to the adjacent property owners. All public hearings regarding a Development Plan review before the Plan Commission shall be conducted in accordance with the procedures set forth in the Rules and Procedures of the Plan Commission.

## **K. Findings**

All findings specified above for the approval of a Development Plan shall be in writing and signed by the Plan Commission President and Secretary and retained as a part of the permanent record of the determination.

## **L. Conditions**

Plan Commission may impose conditions on the approval of a Development Plan if the conditions are reasonably necessary to satisfy the development requirements specified in the zoning ordinance for approval of the Development Plan.

## **M. Commitments**

An applicant may be required or allowed to make a commitment to the Plan Commission as a condition to the use or development of real estate in connection with the approval of Development Plan. Such commitments shall be provided in accordance with IC 36-7-4-1015.

## **N. Effect of Approval**

Approval of a Development Plan shall not authorize the development, construction, reconstruction, alteration or moving of any building or structure, but shall merely authorize the preparation, filing and processing of applications for such permits or approvals as may be required, which may include but are not limited to approval of an Improvement Location Permit, Building Permit and a Certificate of Occupancy.

## **O. Amendments to Development Plan**

1. *Amendments to Development Plan pending determination by the Plan Commission.*  
Amendments to Development Plan pending determination by the Plan Commission may be made by the applicant at any time prior to a vote being called for by the Plan Commission. If, in the sole discretion of the Plan Commission, the proposed amendment is of such a nature that additional time is needed for review, the Plan Commission may continue the

consideration of such amended Development Plan to the next meeting of the Plan Commission.

2. *Amendments to Approved Development Plans.*

- a. **Minor Amendments:** If the Planning Administrator determines that a change to an approved Development Plan is not a Major Amendment, then the change shall be deemed a Minor Amendment. Minor Amendments may be approved administratively without a public hearing.
- b. **Major Amendments:** If the Planning Administrator determines that a change to an approved Development Plan is a Major Amendment, then the Applicant shall be required to file a new application for an amendment to the Development Plan, which shall follow the procedures set forth in this subchapter for the initial approval of the Development Plan.

**P. Duration**

An approved Development Plan shall be valid for two (2) years from the date of the Plan Commission's approval. The Plan Commission may grant one (1) six-month extension. The petitioner shall submit the request for an extension in writing, and the Plan Commission shall make a written determination regarding the decision to extend or deny the request. If development of the project has not begun by the end of the two-year period (or by the end of the six-month extension), the approved Development Plan expires and a new application must be submitted.

**Q. Appeal of Administrator's Decision**

A decision made by Administrator on the Minor Amendment to the previously approved Development Plan may be appealed in the following way:

1. An appeal of the interpretation of a Development Standard of the applicable district shall be to the Board of Zoning Appeals; and,
2. An appeal of the interpretation of any other Development Requirement specified in this Subchapters 152.70-89 shall be to the Plan Commission; and,
3. An appeal of a determination to approve or deny a minor amendment of a Development Plan shall be to the Plan Commission.
4. All appeals shall be filed within thirty (30) days of such determination.

## 152.16 IMPROVEMENT LOCATION PERMIT

### A. Purpose

The purpose of this subchapter is to encourage development within the Town in such a manner as to provide for the improvement of the health, safety, convenience, and welfare of its citizens. Therefore, an Improvement Location Permit (ILP) will be required so that new areas will develop with adequate street, parking, drainage, utilities, and health consideration.

### B. Applicability

No improvement, development, structure or use of land may be altered, changed, placed, erected, or located on platted or un-platted lands in all zoning districts unless the improvement, development, structure or use and its location conform to the Comprehensive Plan, this Ordinance, PUD Ordinance and an Improvement Location Permit for such improvement, development, structure or use has been issued. An Improvement Location Permit is required for improvement of land and development including, but not limited to:

1. Construction of a new one-family or two-family dwelling;
2. Construction of a new building or structure; addition to or removal of a portion or complete demolition of an existing building or structure on a lot used for multi-family or non-residential purposes.
3. Remodel of a non-residential or multi-family building or structure that increases or changes its square footage and/or use.
4. Substantial alteration or removal of landscaping in areas required to be landscaped per this Ordinance, PUD, variance conditions, or approved development plan (e.g., landscape buffers, street trees, landscaping of parking areas, common areas, etc.).
5. Site work (grading, excavation, fill, infrastructure installation, etc.).
6. Subdivision development.
7. Mineral extraction.
8. Telecommunication facilities.

### C. Exception

The following improvements do not require an Improvement Location Permit: agricultural uses that do not involve construction of buildings; alterations, additions or demolitions of the primary or accessory structures on the residential lots used for one-family or two-family dwellings. Construction of new accessory structures and alterations, additions or demolition of all structures on a property

used for one-family or two-family dwelling shall be reviewed under Building Permit procedure prescribed in Chapter §150 of Thorntown Code of Ordinance.

#### **D. Application and Fees**

The applicant shall follow the application and fee payment requirements prescribed in subchapter §152.10. No permit shall be granted by the Administrator until all fees and fines owed by the Applicant to the Town have been paid in full. This requirement shall apply not only to fees and fines specific to the individual application, but shall also include all fees and fines owed on any permit previously issued to the Applicant.

#### **E. Submittal Materials**

In addition to the filled out application form, the applicant shall submit supporting information based on the type of the Improvement Location Permit (ILP). The Administrator in writing may waive or relax any of the documentation required which is irrelevant or unnecessary for a thorough review of the development.

1. *ILP for one-family or two-family dwelling*

a. **Site Plan.** The site plan shall be drawn to scale and include the following details:

- i. Property address.
- ii. Property owner's name.
- iii. Legal or site description of the real estate involved.
- iv. North arrow, scale, date.
- v. Property's area in square feet.
- vi. Location and dimensions of all property lines, lot lines, existing easements, floodplains, wetlands and watercourses.
- vii. Location and size of all existing and proposed buildings and structures.
- viii. Setbacks to the proposed structure(s).
- ix. Width and length of all entrances and exits to and from the subject site.
- x. All adjacent rights-of-way.
- xi. Chart, indicating proposed site development standards, including but not limited to minimum lot width, setbacks, and living floor area.



- b. **Building Elevations.** Building elevations drawn to scale shall be provided for all sides of the building. The elevations shall include all architectural details and measurements (building height, wall height per floor, house widths, window sizes, door sizes, etc.).
  - c. **Infrastructure Plan.** The plan should show the location of all easements and utilities to be installed; measurements of the driveway, driveway construction specifications; on- and off-site sidewalks, their measurements; "existing" and "proposed" grades for the structure, lot, and drainage swales, adjacent pond 100-year flood elevations; finished floor elevations of the proposed structure; all window wells and/or ingress/egress areas from the basement area including elevations; and finished floor elevations for structures on adjacent lots or the proposed pad elevations for those adjacent lots without structures.
  - d. **Landscape Plan.** A landscape plan shall be required if there are landscape standards in this Ordinance or PUD applicable to the said property. The plan should show the location of sod, location of plants, and a table that summarizes the number and type of plants.
  - e. **Anti-Monotony Form (for PUDs).** An anti-monotony form shall be required if there are anti-monotony standards in this Ordinance or PUD applicable to the said property. The form should specify the elevation plan name and the color package of a house proposed on the subject site and the same details on other properties as required by the anti-monotony regulations.
2. *ILP for multi-family dwellings and non-residential uses (including site work)*
- a. **Approved Development Plan**
  - b. **Construction Plans**
    - i. **General.** Construction plans shall be prepared and submitted for all required improvements to be installed by the developer. They shall include profiles, cross-sections, specifications, and other supporting data for all required public streets, utilities, and other facilities.
    - ii. **Scale.** Construction plans shall be prepared by an engineer at a scale no smaller than one (1) inch to forty (40) feet.
    - iii. **Content.** The following shall be shown:
      - 1. Profiles showing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the center line of the existing road or roads within 100 feet of the intersection shall be shown, plus approximate radii of all curves, lengths of tangents, and central angles on all streets.

2. The Commission may require, where steep slopes exist, that cross-sections of all proposed streets at 100 foot stations shall be shown at five points as follows: on line at right angles to the center line of the street; each property line and points 25 feet inside each property line.
3. Plans and profiles showing the locations and typical cross-section of street pavements including curbs and gutters, sidewalks, drainage easements, setback easements, rights-of-way, manholes, and catch basins; the location of street signs; the location size, and invert elevations of existing proposed sanitary sewers, storm water drains, and fire hydrants, showing connection to any existing or proposed utility systems; and exact location and size of all water or other underground utilities or structures.
4. Location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drains, water mains, easements, water bodies, streams, flood plains, and other pertinent features within the proposed subdivision or planned unit development.
5. Topography at the same scale as the primary plat with a contour interval of two feet, referred to sea level datum. All datum provided shall be latest applicable U.S. Coast and Geodetic Survey datum and should be so noted on the plat.
6. All specifications and references required by the local government's construction standards and specifications.
7. Title, name, address, and signature of Registered Engineer and Land Surveyor, and date.

3. *ILP for a Subdivision/PUD*

**a. Approved Detailed Development Plan**

**b. Construction Plans**

- i. General. Construction plans shall be prepared and submitted for all required improvements to be installed by the subdivider. They shall include profiles, cross-sections, specifications, and other supporting data for all required public streets, utilities, and other facilities.
- ii. Scale. Construction plans shall be prepared by an engineer at a scale no smaller than one (1) inch to forty (40) feet.

iii. Content. The following shall be shown:

1. Profiles showing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the center line of the existing road or roads within 100 feet of the intersection shall be shown, plus approximate radii of all curves, lengths of tangents, and central angles on all streets.
2. The Commission may require, where steep slopes exist, that cross-sections of all proposed streets at 100 foot stations shall be shown at five points as follows: on line at right angles to the center line of the street; each property line and points 25 feet inside each property line.
3. Plans and profiles showing the locations and typical cross-section of street pavements including curbs and gutters, sidewalks, drainage easements, setback easements, rights-of-way, manholes, and catch basins; the location of street signs; the location size, and invert elevations of existing proposed sanitary sewers, storm water drains, and fire hydrants, showing connection to any existing or proposed utility systems; and exact location and size of all water or other underground utilities or structures.
4. Location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drains, water mains, easements, water bodies, streams, flood plains, and other pertinent features within the proposed subdivision or planned unit development.
5. Topography at the same scale as the primary plat with a contour interval of two feet, referred to sea level datum. All datum provided shall be latest applicable U.S. Coast and Geodetic Survey datum and should be so noted on the plat.
6. All specifications and references required by the local government's construction standards and specifications, including a site-grading plan for the entire subdivision.
7. Title, name, address, and signature of Registered Engineer and Land Surveyor, and date.

#### **F. Application Decision**

The Planning Administrator or their designee shall approve or deny the application. The Technical Advisory Committee may review Improvement Location Permit for multi-family, non-residential and subdivision developments, at the Administrator's or Plan Commission's determination.

If the Planning Administrator denies the application, they shall provide the petitioner with the reasons for the denial in writing.

Approval of the Improvement Location Permit may not happen until the approvals on related variance(s) and development plan applications happened.

#### **G. Street Frontage Requirement**

No permit shall be issued for any use or structure unless the lot abuts upon and has adequate frontage on a public street (the right-of-way of which has been dedicated and accepted for maintenance by governmental agency having jurisdiction thereof, or the construction of which is bonded in accordance with the standards and requirements of the applicable municipal agency having jurisdiction thereof) in accordance with the requirements of all applicable ordinances, except as otherwise specifically authorized in zoning districts permitting private drives or interior access roads or by variance.

#### **H. Duration**

The work or use authorized by the ILP shall start within six (6) months of the date of issuance; otherwise the ILP shall lapse and become null and void. All work authorized by any ILP shall be completed within 24 months from the date of issuance, unless an extension is granted by the Planning Administrator.

Two (2) extensions of up to three (3) months may be authorized by the Planning Administrator for reason/cause. All other extensions may be reviewed and granted by the Board of Zoning Appeals. A written request for an extension and a construction schedule shall be submitted to the Planning Administrator.

#### **I. Surety Requirement**

In conjunction with the approval of an Improvement Location Permit, the petitioner shall provide financial surety for all public improvements when applicable.

#### **J. Posting of Permit**

The petitioner shall post the Improvement Location Permit on the project site in a conspicuous location.

#### **K. Inspection**

The Planning Administrator, Building Inspector and their designee(s) may inspect any structure or improvement at any reasonable time to ensure compliance with the Improvement Location Permit.

#### **L. Revocation of Permit**

Construction or development under any permit shall proceed according to the applicable ordinances, the plans filed with the permit application, and the conditions or commitments of any applicable variance, rezoning or other approval grant. If the Administrator determines that construction or development is proceeding or has proceeded in violation of such ordinances, site plan or approval grant, or that the permit was issued in violation of an ordinance or the conditions of commitments of such approval grant, the Administrator may revoke such permit. The Administrator shall send written notice of the revocation to the permit applicant.

#### **M. Appeal of Determination**

Any determination by the Administrator, Building Inspector, or their designees, concerning the issuance of an Improvement Location Permit may be appealed to the Board of Zoning Appeals by any party claiming to be adversely affected by that decision.

#### **N. Amendment to Improvement Location Permit**

When an applicant proposes that the construction of building, structure, or improvement deviate from the plans filed with the Improvement Location Permit application and approved by the Administrator, the applicant shall make application for an amended Improvement Location Permit. The Administrator shall review the application for the amended Improvement Location Permit in accordance with the procedures set forth above. If such amended Improvement Location Permit application is found to be in compliance, the Administrator shall issue an amended Improvement Location Permit. Any determination by the Administrator with respect to an amended Improvement Location Permit shall be subject to the same appeal rights and procedures as set forth above for an initial application for an Improvement Location Permit.

TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
November 7, 2022  
7:00 PM

The November 7, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Town Attorney	Mike Martin – Fire Chief
Bruce Burtner - Council	Dax Norton – absent	Max Allen – Utility Board
Dave Williams - Council	Frank Clark – Marshal	Don Gray - APC
Shawn McClintock – Council	Derek Babcock - Deputy	Don Vaughn
Larry Truitt - Council	Jerry Seymour, Bild. Inspct.	Sandy Gates
Koren Gray – Clerk/Treasurer	Oksana Polhuy – MS Consult.	10 citizens
Kent Eastwood – Boone Co. Prosecutor		

**Presentations/Guests:**

None

**Public Comments/Concerns:**

Max Allen requested \$15.00/hour for helpers to pick up leaves this fall. Dave made a motion to allow. Bruce made a second. Motion passed 5-0. The Salary Ordinance will be amended if the current language requires.

Becky Harder stated her concern for large trucks traveling on Plum Street.

**Consent Agenda:**

Bruce made a motion to accept the minutes of October 3, 2022, and October 27, 2022. Shawn made a second. Motion passed 5-0

**Clerk/Treasurer's Report:**

The Clerk/Treasurer stated she had current Fund Report and Appropriation Report for viewing if anyone wished to do so.

**Public Hearing:**

Sara opened the Public Hearing regarding Ordinance 2022-17 to Abolish the Town Court at 7:05 pm. The following persons spoke regarding their opinions on closure of the Town Court: Kent Eastwood (Boone County Prosecutor), Don Vaughn, Sandy Gates, Lynn Chambers, Tricia Cathey, Officer Derek Babcock, Vickie Randolph, Officer Rob Hawkins, Officer McCartney, Paul Jones, Rob Tyree. Dave made a motion to close the Public Hearing at 8:10 pm. Larry made a second. Motion passed 5-0.

**Department/Board and Commissions Reports:**  
(NO REPORTS THE FIRST MONDAY OF THE MONTH MEETING)

**Advisory Plan Commission:**

**Police:**

**Fire:**

**Utilities:**

**Park Board:**

**Storm Water Board:**

**Unfinished Business:**

After comments from Prosecutor Eastwood regarding the Town Court, Sara asked Judge Vaughn to research the Odyssey software for courts. Sara made a motion to table Ordinance 2022-17 until November 21. Shawn made a second. Motion passed 5-0.

Koren spoke on behalf of herself and Shawn regarding possible amendments to the Employee Handbook. The Committee is proposing no tobacco, vaping in town owned vehicles; clarify description regarding what is considered "excessive" in the attendance policy; mental health policy and the Town paying for a portion of services; a local policy similar to an FMLA policy to protect our employees. Koren and Amy will set up a time to seek advice from the HR Attorney.

**New Business:**

In regard with the Master Planning and Asset Management Plan, Sara advised she and Bruce spoke with MS Consultants at the AIM Summit conference.

**Other Business:**

Don Gray thanked the Council for allowing him to attend the AIM Summit. The workshops he attended were very beneficial.

**Adjournment:**

With no other business to be presented, Sara made a motion to adjourn the meeting at 8:24 pm. Dave made a second. Motion passed 5-0.

  
\_\_\_\_\_  
Sara Fairfield  
Council President

  
\_\_\_\_\_  
Koren Gray  
Clerk/Treasurer

Date: Nov 21, 2022

TOWN OF THORNTOWN  
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The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Town Attorney	Mike Martin – Fire Chief
Bruce Burtner - Council	Oksana Polhuy – MS Consult.	Max Allen – Utility Board
Dave Williams - Council	Frank Clark – Marshal	Gary Moody – Utl. Supt.
Shawn McClintock – Council	Derek Babcock - Deputy	Mike McKenzie – Utility Board
Larry Truitt - Council	Anthony Hull – Police Reserve	Don Gray - APC
Koren Gray – Clerk/Treasurer	Jerry Seymour, Bldg. Inspct.	Jane Lee - DAR
Aaron Carew – Arbor Homes	Kaitlin Dauper – Arbor Homes	Charles Russell – Arbor Homes
		28 citizens

**Presentations/Guests:**

Charles Russell, Arbor Homes, spokesperson, provided introductory information regarding a proposed residential planned unit development on approximately 53 acres containing about 160 single-family dwellings to the west of Oak Street and the Westwood subdivision. This proposed development would identify as Westfall Place. Sara Fairfield opened the Public Hearing at 7:35 regarding the Petition for Voluntary Annexation for the before mentioned parcel of land. During this Public Hearing, citizens had the opportunity to present questions to the Arbor Homes team. Questions included, but not limited to, consideration of impact to police and fire departments, schools, home values, dust pollution, extra traffic, stop lights, type of foundation. All questions were addressed by Arbor Homes. Mr. Russell advised the homes would be built as lots sold. Construction would be in compliance with Town ordinances/standards. Oksana Pulhuy of MS Consultants advised she has been hired by the Town Council as the Planner. She works with the Advisory Plan Commission in regard to reviewing plans for the development. The Developer will also be required to submit bonds to the Town for maintenance and infrastructure. Max Allen, Utility Board President, noted that the new homes will make the town grow and perhaps bring new and more business to Thorntown. Larry Truitt made a motion to close the Public Hearing at 8:12. Dave Williams made a second. Motion passed 5-0.

Jane Lee of the Society of Daughters of the American Revolution, shared a banner program sponsored by the James Hill Chapter, National Society Daughters of the American Revolution. Individuals may purchase a banner honoring a family member or any veteran. The banners would hang in the Town for a period of one year. The number of poles available to hang the banners is needed information. Orders are taken on a first come/first served basis with a payment of \$120. She asked the Council to please consider.



### **Public Comments/Concerns:**

Dylan Fredrickson inquired about researching for EMS coverage 24/7 with Witham. Mike Martin, Fire Chief of the Thorntown/Sugar Creek Township Fire Department, advised this situation is in the hands of Witham. In the past it has been a cost situation and simply not affordable. Mr. Fredrickson also had concerns of our Police Department and off duty use of a Town owned vehicle and off duty use of an EMS owned vehicle. Amy Nooning, Town Attorney, advised she would take the concern under consideration and review the personal use for the Town autos. The Town has no authority over an EMS auto.

### **Consent Agenda:**

Bruce Burtner made a motion to accept the minutes of November 7, 2022. Dave made a second. Motion passed 5-0.

Shawn McClintock made a motion to allow an expenditure for education for members of the APC to participate in a virtual workshop sponsored by AIM regarding unsafe buildings. The cost is \$25.00. Bruce made a second. Motion passed 5-0.

Shawn made a motion to allow a \$25.00 expenditure for education for the Clerk/Treasurer for the Winter IMPACT workshop. Bruce made a second. Motion passed 5-0.

Bruce made a motion to accept the Professional Services contract with BFS to update our PASER report. The cost for this service will come from Local Road and Street or Motor Vehicle Highway funds. Shawn made a second. Motion passed 5-0.

### **Public Hearing:**

#### **Department/Board and Commissions Reports:**

(NO REPORTS THE FIRST MONDAY OF THE MONTH MEETING)

#### **Advisory Plan Commission:**

Don Gray announced the Public Hearing to be held December 12, 2022, 6:00 pm, at the Thorntown Library. This Public Hearing is in regard to the Arbor Homes PUD application.

The APC also made a recommendation to the Town Council to hire Jerry Seymour as the town's full time Building Inspector as soon as possible.

#### **Police:**

Nothing to report

#### **Fire:**

Nothing to report

#### **Utilities:**

Supertendent Gary Moody presented bids for a camera service for the wastewater.

Utility Board President Mas Allen announced George Gideon is resigning at the end of 2022 from the Utility Board. He will need to be replaced. Max noted that Harold Cox is interested.

**Park Board:**

Nothing to report

**Storm Water Board:**

Nothing to report

**Clerk/Treasurer:**

The CT noted that any encumbrances or additional appropriations needed will need to be approved at the December 19 meeting, therefore, information needs to be submitted by December 9, to get paperwork prepared. Koren also noted that the CT can make certain auto transfers with the bookkeeping system that legally does not need Council approval but she will submit that information to the Council in December just to keep them updated.

**Public Hearings:**

Sara opened the Public Hearing for an Unsafe Building at 8:32 pm. Amy Nooning provided a recap of the Unsafe Building statute and advised Building Inspector, Jerry Seymour, deemed the building at 118 E. Main St., Thorntown, to be an unsafe building. The current owner of the building was in attendance and reported she was in the process of selling the building (copies of the Purchase Agreement were sent to the Clerk/Treasurer). Attorney Nooning advised the current order for repair stands until the current owner is no longer the owner. Citizen Melanie Gall asked if we have some type of ordinance in place to foresee issues of unsafe buildings before it starts deteriorating. Ms. Nooning replied the Town does have an ordinance stating property owners must keep buildings in good repair. Bruce made a motion to affirm the repair order. Dave made a second. Motion passed 5-0. Sara made a motion to close the Public Hearing. Larry made a second. Motion passed 5-0.

**Unfinished Business:**

Sara read Ordinance 2022-17 an Ordinance to Abolish the Town Court. This was the second reading. Citizen Gary Coffman asked why this decision is being made. The Council responded that a court only 2 nights per week and no electronic means of paying tickets was an inconvenience to citizens. The Thorntown Town Court citations are also not incorporated into the software system as the County Court thus causing some other issues including timely filings. Mr. Frederickson had a concern of how the Council will be compensating officers for their time reporting to court during their off-duty hours. Dave Williams made a motion to abolish the court as referenced in Ordinance 2022-17 effective the end of December 2022. Larry made a second. Motion passed 4-1 with Shawn voting nay.

Updating of the Employee Handbook: Koren reported she and Amy Nooning had a teleconference with Shelley Jackson and Virginia Talley of Krieg DeVault. These two ladies are Human Resources attorneys. They discussed items that were presented to the Council previously. Shelley advised they would prepare new language for the handbook for review.

A proposal for Wastewater Master Plan/Storm Sewer Master Plan has been submitted to the Council for review. This asset plan is needed to be able to obtain any future funding. Further discussion, tabled.

**New Business:**

Ordinance 2022-19 to Amend the 2022 Salary Ordinance was presented for business. This amendment is needed as the Council would like to provide bonus pay to 3 full time police and 3 full time utility workers as a part of the American Rescue Plan Act. Amy provided a summary of the rules of ARPA. After the first reading, Dave made a motion to suspend the rules for the second reading. Larry made a second. Motion passed 5-0. Bruce made a motion to accept Ordinance 2022-19. Shawn made a second. Motion passed 5-0.

Ordinance 2022-20 was presented for review. The Clerk/Treasurer asked Council to review the ordinance. The salary ordinance must be adopted before the end of 2022.

MS Consultants have presented a contract for Professional Services for 2023. The Council will review. Contract tabled at this time.

**Adjournment:**

With no other business to be presented, Larry made a motion to adjourn the meeting at 9:12 pm. Sara made a second. Motion passed 5-0.

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: 12-19-22

TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
December 5, 2022  
7:00 PM

The December 5, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council	Amy Nooning, Town Attorney
Bruce Burtner - Council	Jerry Seymour, Bldg. Inspct.
Dave Williams - Council	Frank Clark – Marshal
Shawn McClintock – Council	Jeff Randel – business owner
Larry Truitt - Council	
Koren Gray – Clerk/Treasurer	

**Presentations/Guests:**

No special presentations

**Public Comments/Concerns:**

Dave Williams asked for the Arbor project annexation to be added back to the agenda for the evening. Attorney, Amy Nooning, advised that Arbor withdrew the petition for annexation. If they didn't withdraw the petition the legal land description would be incorrect. They are looking to add more land to the project due to some unforeseen information regarding the wetlands area. Dave withdrew his request.

Jeff Randel, owner of the building at 118 E. Main St., expressed concern about the alley draining toward the structure located at 118 E. Main St. He advised water also runs south and pools. Sara advised she would speak with Utility Supt. Gary Moody to see what could be done to rectify this situation. Mr. Randel also requested for the alley to be a one way alley running from north to south. Mr. Randel plans to open a take-out restaurant and would like to add a drive through window. The Town Attorney will prepare a Resolution for the December 19, 2022, meeting.

**Consent Agenda:**

Adoption of the minutes of the November 1, 2022, were tabled as the minutes did not previously reach the Council prior to the meeting.

Sara made a motion to accept the claims and payroll dockets that were presented at the last meeting. The actual vote was accidentally omitted during the meeting. Larry made a second to accept the claims and payroll dockets. Motion passed 5-0.

**Public Hearing:**

No hearing

**Department/Board and Commissions Reports:**  
(NO REPORTS THE FIRST MONDAY OF THE MONTH MEETING)

**Advisory Plan Commission:**

**Police:**

**Fire:**

**Utilities:**

**Park Board:**

**Storm Water Board:**

**Clerk/Treasurer:**

The CT reported she received an email from Molly Whitehead, Boone County Economic Development, that the Boone County Commissioners approved \$10,000 for a housing study. They want to work with Advance, Jamestown, and Thorntown to provide an analysis of current and future needs. There will not be a cost to the Town. They may need to obtain utility and infrastructure information from the Town.

**Unfinished Business:**

The 2023 Salary Ordinance was presented. Sara noted that since 6 meetings have been added and now there will be 24 meetings per year, she recommended a pay increase for the Council members. Sara determined the per meeting rate of the current salary and proposed \$5040.00 per member annually, and \$6020.00 annually for the President of the Council. Dave made a motion to increase the Council salaries as stated. Bruce made a second. Motion passed 4-1 with Shawn McClintock voting nay.

Sara also suggested a stipend for the Clerk/Treasurer based on longevity and/or educational certifications obtained. This would help show the CT their value without raising the CT salary. The CT salary cannot be reduced so stipends can help to show appreciation for the knowledge and time spent by the Clerk/Treasurer. She asked the Council to consider this proposal. Sara will work with the Clerk/Treasurer to determine an appropriate stipend.

The 2023 Salary Ordinance will be revisited December 29, 2022.

The professional services contract with MS Consultants was tabled for December 19, 2022.

The Wastewater and Stormwater Master Plan was tabled.

**New Business:**

Shawn made a motion to accept and engagement with Krieg DeVault for HR legal services. The terms are as needed. Bruce made a second. Motion passed 5-0.

The Council has received 3 quotes for camera service for our infrastructure from the Utility Supt. This goes hand in hand with the Wasetwater Master Plan but it is a separate procedure. No further discussion at this time.

Regarding the DAR Military Banner program, the Council would like to know who pays for the brackets, how many poles are needed, type of poles. Koren will check with Jane Lee.

With business being completed the Council took the opportunity to discuss possible plans for the future. The Council would like to include the community as to the vision of the future. The group will invite a variety of citizens to a Strategic Planning meeting, January 2, 2023, 7:00 pm at the Thorntown Library.

Sara also shared she attended a Multi-Hazard Mitigation meeting. This entitles the Town for FEMA help if ever needed.

**Adjournment:**

With no other business to be presented, Dave made a motion to adjourn the meeting at 9:07 pm. Shawn made a second. Motion passed 5-0.

  
Sara Fairfield  
Council President

  
Koren Gray  
Clerk/Treasurer

Date: 12-19-22



TOWN OF THORNTOWN  
TOWN COUNCIL MEETING  
December 19, 2022  
7:00 PM

The December 19, 2022, meeting of the Council of the Town of Thorntown was called to order by Council President, Sara Fairfield, at 7:00 pm. The meeting was held at the Thorntown Town Hall, 101 W. Main St., Thorntown, IN. The Council and citizens joined together in reciting the Pledge of Allegiance.

The following were in attendance:

Sara Fairfield – Council  
Bruce Burtner - Council

Dax Norton – MS Consulting  
Jerry Seymour, Bldg. Inspct.

Mice McKenzie - USB  
Mark Sullivan – Midwestern  
Engineering  
5 citizens

Dave Williams - Council  
Shawn McClintock – Council  
Larry Truitt - Council  
Koren Gray – Clerk/Treasurer

Frank Clark – Marshal  
Gary Moody – Utilities  
Don Gray – APC  
Mas Allen – USB  
George Gideon – USB

After roll call, Dave Williams made a motion to elect Sara Fairfield as Council President for the 2023 year. A second was made by Shawn McClintock. Motion passed 5-0. Sara made a motion to elect Dave Williams as Vice President for the 2023 year. Larry Truitt made a second. Motion passed 5-0.

**Presentations/Guests:**

Mark Sullivan, from Midwestern Engineering, was present to advise OCRA wants to close the wastewater project paperwork. The SRF side is not complete yet. The new lagoon is not ready for start-up. It seems to be taking awhile to fill. Mr. Sullivan advised it may be spring as the lagoon needs a warmer climate to do its job. 90% of the Asset Management Plan is complete. Midwestern did apply for a grant to help with the cost of the Asset Management Plan.

**Public Comments/Concerns:**

None

**Consent Agenda:**

Shawn made a motion to accept the minutes of the November 21, 2022, meeting. Bruce made a second. Motion passed 5-0.



**Public Hearing:**

No hearing

**Department/Board and Commissions Reports:**  
(NO REPORTS THE FIRST MONDAY OF THE MONTH MEETING)

**Advisory Plan Commission:**

Don Gray announced the Public Hearing for the Arbor Annexation will be postponed until January 9, 2023. This meeting will be held at the Thorntown Public Library. *PHD*

Oksana presented regarding the Arbor project and planning items.

Shawn completed his last meeting as an APC member December, 12. This makes an opening for the APC for a town employee member.

**Police:**

Frank advised he is working on mobile phones for the police department and geotabs for the vehicles.

The new truck is almost ready. The dealership allotted \$6,000 trade in for the Dodge.

**Fire:**

No report

**Utilities:**

George Gideon submitted his resignation after almost 10 years serving on the Utility Board.

Harold Cox and Steve Schenck are both interested in being on the USB.

Gary noted that some damage was done at the post office due to cutting a limb.

Gary asked if a drain was needed in the alley between 116 and 118 W. Main.

**Park Board:**

Dax spoke on behalf of the Park Board. He advised a General Obligation Bond could be utilized to bring the park up to date and ADA compliant. Also, a LWCF grant is available for \$500,000. However, we would need a \$500,000 match. Sara asked what would be the impact on the community. Dax advised, without a study, he would estimate approximately \$20.00 per property.

**Storm Water Board:**

Nothing to report

**Clerk/Treasurer:**

The CT noted that the only revision that will be made to the employee handbook will be in regard to no tobacco in town owned vehicles.

The CT also noted all Council members had Conflict of Interest forms and Nepotism policy forms at their place a the table. The forms need to be signed and returned to the CT at the end of the meeting.

**Consultant Report:**

Dax discussed the rapid development of the surrounding area, grants & funding, and the Next Level Trail. There may be some trail funding coming from the government in the future.

**Unfinished Business:**

Sara discussed allowing a stipend for the Clerk/Treasurer for longevity and/or certifications earned. She noted the Clerk/Treasurer also attends all meetings which will now be 24 with the addition of 6 new meetings. Sara made a motion to add \$750 per year for full service years for longevity. The CT has been in this position for 3.5 years. This pay will be divided among 26 pays per year. Shawn made a second. Motion passed 4-1 with Councilman Truitt opposing.

The second reading of the 2023 Salary Ordinance #2022-20 following noting the addition of longevity stipend for the Clerk/Treasurer. Bruce made a motion to adopt the salary ordinance for 2023. Dave made a second. Motion passed 4-1 with Councilman Truitt opposing.

The renewal of the MS Consultants Professional contract was the next order of business. The Town will always have a MS Consultants representative at Council meetings. The consultant will be in the office 2 days per week. The consultant will continue with discussions of options for creating good policy in regard to town business. This contract is \$45,000 annual. Dave made a motion to renew the contract. Shawn made a second. Motion passed 5-0.

The Council decided to move forward with the camera project into our wastewater mains (not laterals). Bruce made a motion to accept the bid from Accu-Dig at \$94,632.50 and not to exceed \$100,000, and to be payable from our ARPA Fund. Shawn made a second to the motion. Motion passed 5-0.

*Bourne County donation*

**New Business:**

Sara discussed the Town Attorney contract for 2023. The amount is not changing. We will continue to pay \$18,000 annual paid quarterly, with \$300/hour for APC, BZA, and Park services. Sara tabled this contract until January 2.

The 2023 Town Holiday schedule was presented. Bruce made a motion to continue with the same holiday observances as in the past. Larry made a second. Motion passed 4-1 with Councilwoman Fairfield opposing.

The 2023 Town meetings schedule was presented. This schedule lists all meeting dates for Council, APC, and Park Board. Dave made a motion to approve the meeting schedule. Larry made a second. Motion passed 4-1.

Resolution #2022-96, Authorization for Signatory for INDOT Agreements, was presented. Sara made a motion to list Bruce Burtner as the signatory. This involves the Community Crossings projects. Larry made a second. Motion passed 5-0.

Ordinance 2022-23, An Ordinance Establishing a Traffic Regulation was presented. This ordinance makes the alley between 116 & 118 W. Main St., Thorntown, a one-way alley from north to south from SR 47 to Plum Street. Shawn made a motion to suspend the rules of a second reading. Larry made a second. Motion passed 5-0. Bruce made a motion to adopt Ordinance 2022-23. Larry made a second. Motion passed 5-0.

**Adjournment:**

With no other business to be presented, Sara made a motion to adjourn the meeting at 8:55 pm. Dave made a second. Motion passed 5-0.

  
\_\_\_\_\_  
Sara Fairfield  
Council President

  
\_\_\_\_\_  
Koren Gray  
Clerk/Treasurer

Date: Jan 16, 2023