

OFFICIAL MINUTES TOWN OF CLAY CITY MARCH 4TH, 2025

The Town Council of Clay City met in regular session on 03/04/2024 at 6:00PM in the Clay City Town Hall. The meeting was called to order by President Donnella Baumgartner, with the following council members present: Vice President, Don Dayhuff and Member Tim Rood. Also present were Clerk Treasurer, Sarah Stoliby.

Call to Order

President, Donnella Baumgartner called the meeting to order and led the Pledge of Allegiance.

Approval of Previous Meeting Minutes

Due to the special Town Council meeting after the caucus appointing the new clerk/treasurer, previous minutes were approved. No new minutes were presented for approval at this time.

Public Comments

The floor was open for public comments, there were no public comments at this time.

Reports

Clerk's Report

Ms. Stoliby presented a financial update on General, Wastewater and Water updates. All accounts are looking healthy. Ms. Stoliby with the help of Karen McQueen (Clerk for Brazil, IN) have been working to reconcile the books, maintain proper reports at both state and federal levels. Ms. Stoliby presented the board with office supplies needing to be purchased. After discussion the need was found to be adequate, Mr. Dayhuff made a motion to approve the request for office supplies that must not exceed \$500.00. Mr. Rood seconded the motion. Motion carried 3-0.

Department Reports

- **Police Department:** Chief Silvers gave a brief update on procedures and operations taking place within the police department. Chief Silvers was able to provide an update from the State Board of Accounts clarifying that the budget for uniforms can stay intact. The previous budget was for \$1,000.00, the board were in favor of leaving it at that specified amount.
- **Water Department:** Ms. Staley gave an update on the water distribution and billing. She provided a report to those present with a breakdown between both Water and Sewer. Since Ms. Staley has been utility clerk the Town of Clay City has seen a

significant increase in the amount of utility bills being paid. Ms. Staley along with Ms. Booe have been working on updating and maintaining proper reports and records for the town utility departments.

- **Sewer:** Mr. Staley provided a summary of his procedures at the wastewater facilities. While also requesting that he be able to place an order for the proper chemicals and inventory needed to operate the plants efficiently. Mr. Staley will be in contact with the board once he is ready to submit an order for approval. Mr. Staley has kept the plant operating efficiently.
- **Street Department:** Mr. Stoliby presented the board with a number of duties he is working on, the main ones being water utility locates panning across the entire town for incoming fiber infrastructure as well as meter reads and water shut offs. Mr. Stoliby informed the board that soon he will put in a formal request for more water/sewage locate paint and flag markers. He is also working on the inventory for town street and traffic signs.

Old Business

REACH Alert System: Ms. Baumgartner stated that the current alert system being used is REACH at the annual cost of \$654.00. Chief Silvers is currently the admin on this system but after some discussion it was decided to move forward to switching to the County's Alert System, CODE RED. Chief Silvers will work on sending a message out to current customers regarding the steps to register for the new system.

Tower Update: Ms. Baumgartner gave a brief update on the beginning construction of the new water tower being erected at 14th street. The contractors will begin construction this week, with a good amount of inventory and machines having already been delivered. The completion date is set for the end of this year.

New Business

New Clerk Treasurer: Ms. Stoliby was appointed as the Town of Clay City's new Clerk Treasurer at a public caucus held by the republican party on February 25th, 2025, at Town Hall. Ms. Stoliby was sworn in and bonded that same week.

1099's for Temporary help: Due to budget and reporting purposes for the best interest of the town Ms. Baumgartner stated before the board the proposal for hiring temporary help in which 1099's would be provided. This was favorable across the board, making the most sense to stay on target for the 2025 budget.

Open Application Process: As previously stated, the need for part-time help is increasing as we are entering into our busy season. Ms. Baumgartner opened the topic of discussion

for hiring part-time labor to alleviate some of the burden of the busy workload that comes along with spring and summer. The board discussed setting qualifications for any candidate applying, streamline the application process. The current ordinance in place states that a part time labors wage is set between \$13.00 - \$15.00 dollars per hour. This wage will remain intact, starting them on three days a week and working them up to five as needed.

Water adjustments: Ms. Booe provided the board with the list of adjustment applications for both February and March 2025. There was only one to approve, Mr. Dayhuff made a motion to approve the requested adjustment. Mr. Rood seconded the motion. Motion carried 3-0

Ordinances and Resolutions

No new ordinances or resolutions were presented at this time.

Upcoming Events:

March 31st 8am (closed to public) Employee Meeting

April 1st 6pm (open to public) Town Council Meeting

May 3rd All Day Town Clean Up

Humane society will be taking donations

First Financial will be shredding documents

14th Street Burn Pile will be Available

2 Dumpsters will be provided

Adjournment

With no further business to discuss, a motion to adjourn was made by Mr. Dayhuff and seconded by Mr. Rood. Motion carried 3-0 The meeting adjourned at 6:30pm.

Respectfully submitted,

Sarah Stoliby Town Clerk, Clay City