



Town of Millersburg Town Council Meeting Minutes
March 25, 2026

Attendees: MacKenzie Taylor, Joni Miller, Dean & Tina Smith, Dana Rutter, Corey Oberlin, Avery Ferguson, Ray Rodriguez, and Vernon Miller.

Dean made a motion to approve the meeting minutes from February 25, 2026. Dana and Joni seconded the motion. Upon voice vote the meeting minutes from February 25, 2026 were unanimously approved.

Water: Avery was congratulated for winning a \$1500 scholarship for the water apprenticeship program. He was also given a certificate for completing the wastewater apprenticeship program.

Avery informed the council that he is waiting on a quote to have the interior of the water tower inspected. The water tower should be inspected every five years and the town is approaching that time frame.

Avery informed the council the gentleman that completed geospatial work for us are coming out with a platform that would alert residents of boil orders if residents subscribe for the app. Avery thought it would be beneficial to look into when the app comes out.

When Avery was at the French Lick conference, he attended a seminar on the State mandated program on maintaining funding for infrastructure and how to get qualified. The reports will be due every four years. Next year, Avery will have to complete the report on the water side. Two years after that, the report will need to be completed on the wastewater side. Avery said the certification process for the council hasn't come out yet. I'm also unsure if it is something MacKenzie will need to attend. He said he does know, if the council doesn't attend this training, it will count against the town. Everything will be on a trial-and-error basis for the first year since it's so new. Avery believes the training will be online, because the State is working with Alliance. The town already belongs to Alliance as a member, so once training is implemented, it should go relatively easy.

Hydro-phase was hired to complete the delineation work for us. Amanda Trakas sent paperwork to Avery and MacKenzie, he hasn't had a chance to review it as he just received it this afternoon. We have high hopes we will receive a grant to cover the cost or the majority of the

cost for the delineation and fence. The application will be stronger by having Elkhart County Health Department supporting us, in which they are giving a letter of support.

At some point we have to have a talk about increasing deposits. One of the biggest issues we have is people not paying their utility bill. A decent amount of the curb stops are damaged or unable to be located for shut offs. There is a fair number of rental properties in Millersburg and this seems to be where the issues lie. A lot of people move out before they receive a shut off notice and stiff us with the bill. MacKenzie said, just for reference the deposit is \$85 and that hardly touches a monthly water bill, depending on the size of the family. Dana agreed that probably doesn't cover the cost of a family household. Dean asked what about the landlords being notified or being responsible to pay the bill. MacKenzie said in some cases the landlord have been notified. MacKenzie is currently working on filing two sewer liens on properties here in town. Unfortunately, renters have so much protection. Avery mentioned again the water and sewer ordinances need to be reviewed on an annual basis. MacKenzie said she met with the attorney in person yesterday and he's trying to assist with these difficult questions and procedures. It's different for landlords and renters.

Dean asked MacKenzie if she remembers about 3-4 years ago, we had a council meeting and talked about completing transfers to various funds so we will be covered if we ever get hit with a huge bill. MacKenzie said transfers are being completed each month, the total amounts to \$7,000 something, she can't remember the exact number off of the top of her head. Monies get transferred from water operating to water operating improvement, sewer operating, to sewer improvement, and water to the water tower maintenance line item.

Wastewater: The UV plant is coming along. They are hoping to have it fired up Friday. The cover on the clarifier should go on next week. Dean asked what Avery's plans were as far as chemicals and what chemicals are they? Tina responded sulfur dioxide and chlorine. Avery explained the UV plant is split into two sides. One is the UV side and the other will remain chlorine, which the chlorine side will not be in use while we are using UV. The chlorine side is just a backup in case we ever need it. Avery said he is hopeful he can return chlorine tanks he's had for less than six months to receive credit or money back. Dean asked if the State will visually inspect the plant or just go off of numbers? Avery replied they will look at numbers. Avery will complete monthly reports from the data he and Tina collect. Avery told the council when the UV tank is running, he needs to take the chlorine tank down and clean it up. Avery said he can't remember if he mentioned this at last meeting but a motor went out on an aeration pump, that was just pulled yesterday. He is sure this will be an expensive bill. Talked to MacKenzie on that earlier and knows we are hurting on the sewer utility operating fund. Unfortunately, this is something that HAS to be repaired.

Community Development: MacKenzie explained we had our first Bicycle and Pedestrian Master Plan meeting earlier this month. If you haven't already, please take the survey that is posted online. It's really important we receive as much data about the matter. This will help give us some insight and direction on topics we need to focus on. It was a good meeting with everyone. We are meeting again on April 15 at 3pm if any of you would like join. We didn't discuss the bike trail a whole lot. The main focus was on making inner local connections to various places in town, safest routes, and taking a sidewalk inventory.

MacKenzie told the council her and Corey went out to the 2-acre property on Friday to take measurements. These measurements are a requirement of INDOT to submit the driveway permit application. MacKenzie said she believes her and Corey captured everything that was need and she submitted the report on Friday. Now, we just have to wait to hear back from INDOT.

Maintenance: Corey asked the council for their thoughts on having a street sweeper come through town sometime this spring when it begins to be consistently nice? Corey said he would only have them do the Washington Street and the overpass. In reference, what is completed before Farmer's Day begins. Dean asked if it was needed? Corey replied that it kind of is, it just looks crappy and dirty because of all of the sand. Dean asked if it interferes with drainage? Corey said not too bad but kind of. Avery chimed in and said it actually does because sand and dirt are going into the drain and filling it up. It will cost around \$1,100. Dean asked if we have money for this. MacKenzie replied yes, there's money to have this done. Dean asked Dana and Joni their thoughts. Dana said, if Corey is saying it'd be good to do this and Avery is backing him up on it I don't see why not. Dean motioned to approve the expense for a street sweeper to come sometime this spring. Dana and Joni both seconded the motion. Upon voice vote it was unanimously approved to hire a street sweeper to come and clean Washington Street and the overpass.

Corey announced tomorrow he will run the leaf vac for a week to try and clean up what didn't get picked up in the fall. This will all being weather dependent.

All of the mowers have been serviced and are ready to go.

Corey told the council a tree fell behind the maintenance building on the new fence. Half of the tree is on our side and the other half is on Simar's side. Corey contacted someone about cleaning up the tree and told Simar the price. Simar disagreed with this price and doesn't want to pay it. Dean asked how bad the fence was and if this was something our insurance could

cover? Corey said it was smashed pretty well. He's unsure about insurance and filing a claim since it was during a storm that the tree fell. Dean asked if this was something the backhoe could pick up, on our side? Corey didn't think so. Corey suggested letting this sit for one more week to see if Simar comes up with something or changes his mind. Dana told Corey he appreciates seeing him out and about so much after the storm.

Marshal: Ray began to explain the Explorer is having issues again. He said he took it over to a garage in Middlebury. A quote was given to replace timing chain cover and water pump, cover gasket set, engine oil filter, antifreeze, and synthetic motor oil for a total of \$2,857.91. Dean asked how many miles are on it? Ray replied 115,448 miles. Dean said that's not too terrible. Dean added, even if we wanted to sell it, we couldn't in that condition. Dean asked MacKenzie if there were funds. MacKenzie replied yes, there is \$25,000 in equipment and in another line item \$19,000 for radios, which Ray will get to later. MacKenzie said she already explained to Ray this will be fine but she needs to retain some of these extra funds to cover Mike's wages so we don't go into the red. Dean made a motion to approve the Explorer repair. Dana seconded the motion. Upon voice vote it was unanimously approved to fix the Explorer.

Ray mentioned things are going well with the new hire, Mike. Said he has been coming in early. Unfortunately, he is unable to write tickets because he doesn't have a marked squad car or uniform. Hopefully, the uniform should come in the end of this week or early next week so he can start writing tickets.

Ray gave a quote to the council members for radios. Ray said the quote is for three radios but he believes we can get by with only two radios. The radio Mike has doesn't hold a charge for a full 8 hours and it's pretty old. The cost will be \$9,700 or \$9,800. Dana asked so none of the reserves have radios? Ray replied, yes, they do. Dana asked if Mike couldn't just use one of the reserves radios now? Ray said Mike has one it's just old and doesn't hold a charge. Dean asked Ray if he likes Motorola. Ray said he does and thinks that's what all of the departments have. Dean asked Mackenzie if this will be OK. MacKenzie replied yes, it will be better with two.

Ray gave the council a quote for the laptop. He had one from ProIT and Techknowledgey. ProIT was a little less expensive. This new laptop will go in the squad car with Mike. Joni asked if it comes with cameras. Ray responded yes. Dean asked MacKenzie where we are on the money? MacKenzie said this purchase will be fine. After totaling the expenses from the Radio Equipment line item of \$19,000 after these purchases Ray will have \$5,000 more to spend this year, unless there is something dire that is needed, we can pull from the general fund. Again, so Mike's wages are covered. Dean made a motion to approve the ProIT laptop for \$1249.99. Dana seconded the motion. Upon voice vote the ProIT laptop was unanimously approved.

Sometime in April, Robert, Mike, and Ray will go over to the jail and attend a training on the Caliber system. The hope is to go live with the system by the end of April.

Park: Vernon told the council he opened the restrooms at the pavilion last night. Vernon said there was one plugged toilet but that seems to happen every year. Dean asked any other problems with the winter weather? Vernon replied no, not really. He would like to work on extended the sewer lines in behind the pavilion if he is able to. Vernon said it was too cold to try and do this winter.

Fairfield is coming in tonight to set the bases and practice. Softball started Sunday afternoon and the diamonds are all ready to go. Joni asked Vernon if the concession stands are open. Vernon said no. He did have a family member of one of the players ask if they could bring their food trailer and set up there. Vernon said he told them to have at it. A couple of years ago Vernon attempted to work the concessions and worked for a couple of hours and only make \$15-\$20. It wasn't worth his time to do this.

Vernon told the council he hasn't heard back from Kevin about the 2-acre property on SR-13. There should be a fence that will go up because part of his property isn't fenced off within the property we purchased. Vernon had two quotes for a fence like to run 30ft-40ft down the property. One quote was for \$2600 and the other was \$2200. Which, Kevin has already stated he would pay half of the fence. Then, we will put a gate in incase he wants to use the pasture at all. Vernon said he did tell him he plans to spray like crazy, and told Kevin not to let the horses in there for a couple of weeks after doing this. Vernon said last year, he didn't use the pasture a whole lot, and he lets Vernon know if he plans to use it. Dean asked what the council thinks about this? Dana said if Kevin is willing to pay ½ that's fine. Vernon mentioned using Kevin's drive way into the two-acre property in case we don't have a driveway by then. Dean said he thought Matt had prints and talked with a state guy about this already. Vernon said he did, but the gentleman is no longer with INDOT and we have to start all over again.

Clerk Treasurer: MacKenzie gave the town council a retroactive amended salary ordinance which reflected Mike Waas's wages. Dean made a motion to accept the retroactive amended salary ordinance. Joni seconded the motion. Upon voice vote the retroactive amended salary ordinance was approved.

MacKenzie handed the council members two months of bank reconciliation. January and February 2026 is complete and has been approved by Suzy Bass. All council members signed off on both bank reconciliations.

MacKenzie presented a quote from American Legal Publishing to host the town's codified ordinances. MacKenzie explained, even though things are on our town site, she feels it's helpful to refer to the American Legal Publishing site to see a condensed version of our local ordinances. The cost is \$550 for the year. Dean made a motion to approve the expense to renew with American Legal Publishing. Joni seconded the motion. Upon voice vote the renewal for American Legal Publishing was unanimously approved.

MacKenzie said her office has received a few complaints about excessive dog barking. In the ordinance, the threshold is 30 consecutive minutes. MacKenzie asked if the council thinks the threshold should be lowered? Joni said, if it is nice outside and a dog is outside and of course there's foot traffic or children are playing a dog is going to bark during the day. She thinks at nighttime that is way too long. Dana mentioned especially the factory workers tend to go to bed early. Joni suggested maybe 10pm since it stays light out longer in the summer. MacKenzie said, what about the winter months? It was suggested 9pm. Then, an agreement to meet in the middle, 9:30pm and the dog shouldn't bark longer than 15 consecutive minutes. We certainly hope most residents will be considerate and not allow their dog to bark for 30 consecutive minutes, no matter what time of day it is.

Old Business: NIPSCO has finally repaired the gas leak over on the corner of Larimer and Elm. Avery said they were going to fix this prior to the week Avery was going to conference, but there was a storm approaching they decided to pack up and leave. They received another complaint about it Wednesday and finally came out to fix it.

New Business: Dean received a flyer from an aviation business that sprays for mosquitos. Dean asked MacKenzie if she knew anything about this, she replied no. Dean thought this would be something to look into. MacKenzie said she would find out more information. Avery reminded everyone that sometimes Elkhart County Health Department will set up mosquito traps at the wastewater treatment plant. If we plan on having the area sprayed Avery would like to notify the Health Department.

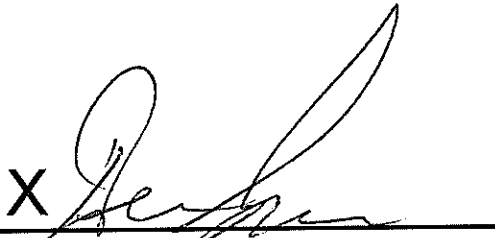
Avery said just so the council is aware. A concerned resident reached out to him via Facebook about leaving their trash tote out while they are away on spring break. Avery assured the resident that wouldn't be a fine if a neighbor can't wheel the trash tote back up to the home. The ordinance was created for those who constantly leave their trash totes out on the sidewalk or roadways. It makes it difficult for general walking purposes, leaf collection, and snow removal.

Lastly, Avery said there was some public input about the tornado sirens on Facebook. Many claimed they couldn't hear it and Moe gave a very well written response. MacKenzie mentioned her and Toni have had some discussions and thinks it came to a council sometime last year. The quote was outrageous, it was \$62,000 or \$64,000 and would split the cost with the Clinton Township Fire Department. MacKenzie said she is getting a new quote from a different company since the \$60,000 quote is obviously expired by now. MacKenzie said she had called Jennifer Tobey from Elkhart County Emergency Management and had a wonderful and eye-opening conversation with her. This conversation actually shifted MacKenzie's perspective. MacKenzie invited Jennifer Tobey to come and give informative discussion on best weather safety practices. MacKenzie would like to advertise this to the community and try to get as many people here as possible to hear what she has to say.

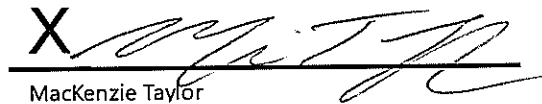
Dean made a motion to pay bills. Dana seconded the motion. Upon voice vote the bills were unanimously approved.

Dean made a motion to adjourn. Dana seconded the motion. Upon voice it was unanimously approved to adjourn the meeting.

The next meeting will be April 8th, 2026 at 5:00pm.

X 

Dean Smith
Council President

X 

MacKenzie Taylor
Clerk Treasurer