

The Santa Claus Town Council met in regular session on March 9, 2026, at the Santa Claus Town Hall located at 90 N Holiday Blvd., Santa Claus, In. The meeting was called to order by President, Kevin Burke.

Pledge of Allegiance

YouTube – YES - @townofsantaclaus7938

Audio Recording – Yes, Deputy Clerk & Media

Town Council Members Present: Jason Little, Patricia Vaal, Kevin Burke, Michael Johannes and Brian Warran

Absent: None

Also, Present: Deputy Clerk; Abigail Glenn, Town Attorney; Kevin Patmore, Police Chief; James Faulkenburg, Utility Superintendent; Russ Luthy, Parks Director; Zach Tischendorf and Fire Chief; Max Meyer.

MINUTES

Patricia Vaal made a motion to approve February 9th, 2026 minutes and Michael Johannes seconded the motion.
Ayes: 5 **Nays:** None **Motion carried:** 5-0

Patricia Vaal made a motion to approve the special meeting on February 18th, 2026 minutes and Brian Warran seconded the motion.

Ayes: 5 **Nays:** None **Motion carried:** 5-0

Michael Johannes made a motion to approve the special meeting on March 3rd, 2026 minutes and Brian Warran seconded the motion.

Ayes: 5 **Nays:** None **Motion carried:** 5-0

COMMENTS FROM THE PUBLIC

None

COMMENTS FROM THE COUNCIL

Vice President, Patricia Vaal was asked to share an event taking place at the Lincoln Heritage Public Library on March 10th, 2026, beginning at 6pm hosted by Southwestern Indiana Citizens for Quality of Life. A presentation will be given on what data centers are and what they do by Citizens Action Coalition.

President, Kevin Burke stated a tourist event by Spencer County Tourism is taking place on March 13th, 2026 from 8am – 10:30 am in Chrisney, In.

REPORTS

Department reports were given to the Council prior to the meeting.

FIRE DEPARTMENT MAX MEYER

The Fire Department had a total of 17 runs in February. Meyer stated the Medicine Cabinet Cleanout will be taking place on April 25th, 2026 from 8am – noon at the fire station.

Michael Johannes made a motion to authorize Meyer to accept the lowest bid from Gudorf to replace the heating system at the fire station and Jason Little seconded the motion.

Ayes: 5 Nays: None Motion carried: 5-0

PARK & RECREATION/COMMUNITY CENTER ZACH TISCHENDORF

Zach Tishendorf reported 4 AEDs were replaced between the park and community center. Tischendorf received a total of 4 bids, where 2 quotes came in at the same price of \$15, 989 to purchase a SCAG Turf Tiger II mower. Tischendorf stated they were going to use All Seasons Lawn Equipment since they already use them for most of their services. The Park Board approved the Community Foundation Mailbox, which will be a wall mounted box on a column next to the double doors said Tischendorf. The Community Center foyer restrooms will receive an update from JK Forever Homes to combine both existing restrooms into a single restroom to make it ADA compliant. Tischendorf said grip strips were purchased and received and are ready to be installed on the park bridges. A grant was written to the Spencer County Parks Board requesting a total of \$5,000 for grip strips to cover the 3 trail bridges outside of the park. The annual easter egg hunt is set to take place at Yellig Park on April 4th, 2026, from 10 am – 12 pm. Tischendorf gave a brief update on the progress of the new Town of Santa Claus website.

At a special meeting that was held last week to discuss the 1st phase of the park master plan, they decided the playground will be 1st priority along with the parking lot above the playground to make it ADA compliant, as well as, addressing the parking on the south side of Ashburn Rd. Clint Roos with CHA Consulting touched on the Build Operate Transfer (BOT) process as a procurement method. Roos said to use BOT the town would have to adopt IC code 5-23. Town Attorney, Kevin Patmore said the town would need to complete a resolution to adopt IC code 5-23. Vaal asked Roos where the town would roughly be at 50%. Roos stated if they are awarded the project, community crossings typically has a call in July so the plan would need to be close to 100% or everything nailed down by July. A potential timeline could be, design completed in July, construction throughout the fall and winter, with a new park opening in late spring/early summer of the following year.

Jason Little made a motion to move forward with the phase one design services by CHA and allow Tischendorf to sign the contract when it's readily available. Patricia Vaal seconded the motion.

Ayes: 5 Nays: None Motion Carried: 5-0

BUILDING INSPECTOR TODD HAYS

Todd Hays was absent but sent his report prior to the meeting.

POLICE DEPARTMENT JAMES FAULKENBURG

James Faulkenburg informed the council that he posted the Police Chief job opening on the Indiana Law Enforcement website. The council asked Faulkenburg to also post the job opening in the newspapers and on the town website. The council discussed the timeline for the hiring process for Police Chief.

Michael Johannes made a motion to have executive sessions with all 5 town council members forming a committee so everyone can be involved in the interview process for Police Chief. Jason Little seconded the motion.

Ayes: 5 Nays: None Motion carried: 5-0

TRAILS

Utility Superintendent, Russ Luthy reported that the Lincoln Discovery Trail construction will begin soon. The weather has set everything back.

STREET DEPARTMENT

Nothing to report

INDUSTRIAL PARK

Michael Johannes proposed improving Bough Rd. by potentially widening the roadway and putting down gravel which will allow easier access to our land. Luthy stated he would maintain the road as it is with minor amenities to make it a better driving surface.

WASTEWATER

Patricia Vaal made a motion to pay Midwestern Engineers in the amount of \$3,405 and Jason Little seconded the motion.

Ayes: 5 Nays: None Motion carried: 5-0

Patricia Vaal made a motion to approve the amendment to owner engineer agreement #1 and Michael Johannes seconded the motion.

Ayes: 5 Nays: None Motion carried: 5-0

WATER

Nothing to report

TOWN ATTORNEY KEVIN PATMORE

Patmore presented 2026-03 AN ORDINANCE RE-ADOPTING EMPLOYEE POLICY AND PROCEDURE MANUAL OF THE TOWN OF SANTA CLAUD, INDIANA for the second reading. Jason Little made the motion to approve the second reading of Ordinance 2026-03 and Brian Warran seconded the motion.

Ayes: 5 Nays: None Motion carried: 5-0

Patmore presented 2026-04 AN ORDINANCE ADDING CHAPTER 1.98 TO THE MUNICIPAL CODE OF THE TOWN OF SANTA CLAUD, INDIANA CONCERNING CLAIM PAYMENTS IN ADVANCE OF THE TOWN COUNCIL ALLOWANCE for the second reading. This will allow the Clerk-Treasurer to make emergency advance payments without a meeting. Jason Little made the motion to approve the second reading of Ordinance 2026-04 and Patricia Vaal seconded the motion.

Ayes: 5 Nays: None Motion carried: 5-0

Patmore presented 2026-05 AN AMENDED ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SANTA CLAUS, INDIANA, WAGES AND SALARIES FOR 2026 for the first reading. Jason Little made the motion to approve the first reading of Ordinance 2026-05 and Michael Johannes seconded the motion.

Ayes: 5 Nays: None Motion carried: 5-0

DEPUTY CLERK ABIGAIL GLENN

General: \$97,066.69
Wastewater: \$122,064.62
Payroll: \$100,769.34

VOUCHERS

Jason Little made a motion to approve General vouchers in the amount of \$97,066.69 and Patricia Vaal seconded the motion.

Ayes: 5 Nays: None Motion carried: 5-0

Jason Little made a motion to approve Wastewater vouchers in the amount of \$122,064.62 and Brian Warran seconded the motion.

Ayes: 5 Nays: None Motion carried: 5-0

Jason Little made a motion to approve Payroll vouchers in the amount of \$100,769.34 and Michael Johannes seconded the motion.

Ayes: 5 Nays: None Motion carried: 5-0

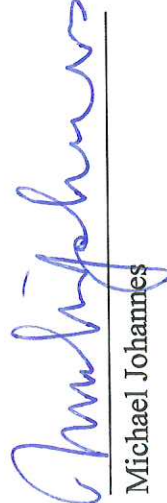
ADJOURNMENT

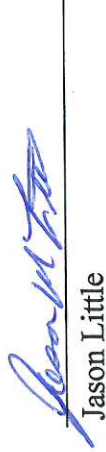
Jason Little made a motion to adjourn the town council meeting at 7:25pm and Michael Johannes seconded the motion. Ayes: 5 Nays: None Motion carried: 5-0


The next Town Council meeting will be April 13, 2026, at 5:30pm.



Kevin Burke, President


Patricia Vaal, Vice President


Michael Johannes


Jason Little


Brian Warran

ATTEST:

Abigail Glenn, Deputy Clerk

Santa Claus Park & Recreation Department

February 2026 Report

SCCC Memberships, Daily Admittance, Room Rentals

	Senior (62+)	Youth (14-17)	Adult	Daily	Big Room Hour Rental
February	19	20	96	6	15

Completed Projects

- AED Replacement (2 new Zoll AED3 at Community Center and 2 at Yellig Park)
- Mower procurement – SCAG Turf Tiger II (All Seasons Lawn Equipment; \$15,989 SourceWell price)
- Spencer Co. Community Foundation Mailbox (Park Board Approved wall mount box on column next to double doors)

New/Ongoing Projects

- Spring Flings and Easter Things (Saturday, April 4th, 10 AM-12 PM CDT)
- Community Center Foyer Restroom (scheduled March 23rd)
- Grant Exploration
- Trail Maintenance, plastic grip strips for bridges (Park bridge strips have been received; Spencer County Parks Board Grant submitted for strips to cover 3 trail bridges outside the park)

Items for Town Council/Redevelopment Commission

- CHA/Midwestern – Proposal for final design of Phase A of Park Master plan, authorize Zach to execute contract, request payable from A&C TIF
- Build Operate Transfer as a procurement method, specifically for playground project (Indiana Code 5-23, Resolution for April Meeting)

SANTA CLAUS VOLUNTEER FIRE DEPARTMENT'S

ACTIVITY REPORT

February 1 -28, 2026

First Responder (EMR) – 14

Field Fire – 3

17 - Total Runs

SANTA CLAUS UTILITY REPORT

PLANT INFORMATION

Treatment

February 2026	12.66	MG
February 2025	30.45	MG

Precipitation

February 2026	1.94	INCHES
February 2025	7.11	INCHES

OPEN ACTION ITEMS

Plant O&M, Process control testing. Work continues with the AMP project. Prepare for Spring sludge haul.

**COLLECTION SYSTEM
OPEN ACTION ITEMS**

SSO(s)/ By-pass	0
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Routine station and maintenance checks. Sewer main and lateral rehab ongoing. Pipe repair work began on LS 28. CIPP complete.

LATERAL INSPECTIONS

REVOLVING TOTAL LATERAL INSPECTIONS	7	CIPP crew has completed pre-lining/CCTV inspection in SA-8
NEW IN: January --	5	
COC'S		
COC'S COMPLETED	2	
REQUIRING REPAIRS	0	
NO REPAIRS	2	Safety
EXEMPT LATERALS	0	As of February 28, 2026, no Lost Time injuries 2 field assessment(s) completed
YEAR TO DATE		
REQUIRING REPAIRS	1	safety coordinator appointed- Aaron Amburn
NO REPAIRS	3	
EXEMPT	0	

STREETS

MOWING		no
SIGN- REPLACE/REPAIR/INSTALL	#	yes
COMPLAINTS	#	No
STREET REPAIRS		yes

OPEN ACTION ITEMS

Assist other depts as needed. Culvert inspections, veh/equip maint and repair, road inspections. CCG Paving project 95% complete. Replace street/stop sign-Bough Rd-damage occurred during snow removal. Repair settled trench in roadway (at Comm. Cntr. Entrance.

WATER AND WORK ORDERS

WORK ORDERS- TOTAL RECEIVED	#	10
WORK ORDERS- COMPLETED	#	10
WORK ORDERS- PENDING	#	0

OPEN ACTION ITEMS --Water

Pipe laying continues on MH Ph I water line project. Approximately 90 % of pipe installed along with valves, and hydrants. Work has begun on the additional 1500 lf of main added to project via change order.

SANTA CLAUS INSPECTION REPORT
February 2026

TOTAL PERMITS

2 Improvement Location
0 Building Permit
0 911 Addresses
0 Electrical

TOTAL INSPECTIONS

0 Temporary Electric
1 Footers
1 Foundations
0 Basement Walls
0 Waterproofing
0 Underground plumbing
1 Framing
1 R.I. Electric
1 R.I. Plumbing
1 R.I. HVAC
5 General
3 Gas
1 Electric Meter
0 Post
5 Final
0 Certificate of Occupancy

Reporting: February, 2026

Misc. :

APC Meeting, BOZA meeting

ORDINANCE 2026-04

AN ORDINANCE ADDING CHAPTER 1.98 TO THE MUNICIPAL CODE
OF THE TOWN OF SANTA CLAUS, INDIANA CONCERNING
CLAIM PAYMENTS IN ADVANCE OF THE TOWN COUNCIL ALLOWANCE

WHEREAS, pursuant to I.C. §36-5-4-1 *et seq.*, Town monies may be disbursed by the Clerk-Treasurer only following the allowance of claims and issuance of warrants for the payment of such claim at a meeting of the Town Council; and,

WHEREAS, I.C. §36-5-4-12 permits the Town Council to adopt an ordinance allowing monies of the Town to be disbursed in advance of the Town Council's allowance for certain expenses; and,

WHEREAS, scheduling and providing proper notice of meeting of the Town Council is at times problematic to permit the Clerk-Treasurer to make timely payment of claims and avoid late fees, penalties or other detrimental effects to the Town.

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Santa Claus, Indiana, that a new Chapter 1.98 shall be added to the Municipal Code of the Town of Santa Claus, Indiana, as follows:

“Chapter 1.98. Payment of Claims in Advance of Council Approval

1.98.010. Payment of Claims. In the normal course of business, absent emergency or urgent circumstances such that the Town will be charged late fees, penalties or suffer other detrimental effects, claims should be paid only following approval of the Town Council or other board having jurisdiction over the allowance of such claims at a meeting.

1.98.020. Advance Payment Permitted. When payment of the following types of expenses is required prior to a scheduled meeting of the Town Council or other board having jurisdiction, the Clerk-Treasurer is authorized to make claim payments for such expenses in advance of the Town Council or other board having jurisdiction allowance:

- (1) Property or services purchased or leased from:
 - (A) The United States government; or
 - (B) An agency or political subdivision of the United States government.
- (2) License fees or permit fees.
- (3) Insurance premiums.
- (4) Utility payments or utility connection charges.
- (5) Federal grant programs if:
 - (A) Advance funding is not prohibited; and
 - (B) The contracting party provides sufficient security for the amount advanced.
- (6) Grants of state funds authorized by statute.
- (7) Maintenance agreements or service agreements.
- (8) Lease agreements or rental agreements.
- (9) Principal and interest payments on bonds.
- (10) Payroll.

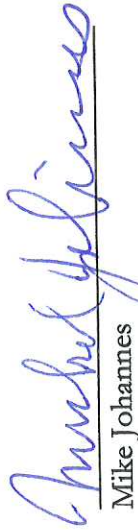
- (11) State, federal, or county taxes.
 - (12) Expenses that must be paid because of emergency circumstances, if an emergency is declared by the Town Council President.
- 1.98.30. Procedure. The following procedures shall apply to the Clerk-Treasurer's payment of claims in advance of the Town Council or other board having jurisdiction over the allowance of a claim approval:

- (1) Each payment of expenses pursuant to this Chapter shall be supported by a fully itemized invoice or bill certified by the Clerk-Treasurer.
- (2) The Clerk-Treasurer shall notify the Town Council or other board having jurisdiction over the allowance of a claim of the Clerk-Treasurer's intention to pay such expenses at a meeting of the Town Council or board, or by electronic mail, immediately upon the Clerk-Treasurer's determination that such payment is required pursuant to this Chapter.
- (3) The Clerk-Treasurer shall not make payment of any expense pursuant to this Chapter if more than two (2) members of the Town Council or other board having jurisdiction over the allowance of a claim object to such advance payment pursuant to this Chapter.
- (4) The Town Council or other board having jurisdiction over the allowance of a claim shall review and allow a claim paid by the Clerk-Treasurer pursuant to this Chapter at the Town Council's or other board having jurisdiction over the allowance of a claim next regular or special meeting following the payment of any expense pursuant to this Chapter."

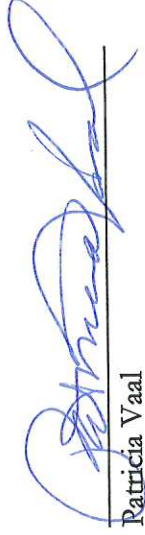
PASSED AND ADOPTED by the Town Council of the Town of Santa Claus, Indiana this 9th day of March, 2026.

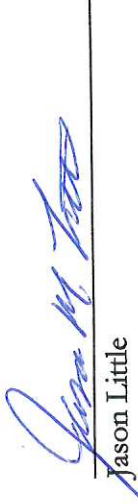
SANTA CLAUS TOWN COUNCIL


Kevin Burke, President


Mike Johannes


Brian Warran


Patricia Vaal


Jason Little

Attest:


Jane Lindsey, Clerk-Treasurer

ORDINANCE 2026-03

**AN ORDINANCE RE-ADOPTING EMPLOYEE POLICY AND
PROCEDURE MANUAL OF THE TOWN OF SANTA CLAUS, INDIANA**

WHEREAS, the Town of Santa Claus currently has a personnel manual adopted pursuant to Ordinance 2014-06, and subsequently amended; and,

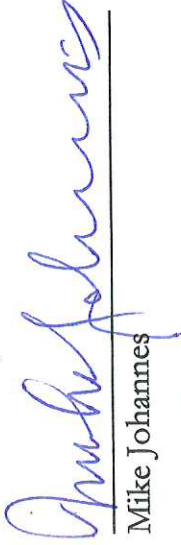
WHEREAS, the Town Council, in consultation the Town's Department Heads, has endeavored to update and revise its employee policies and procedures, and prepared a new Employee Policy and Procedure Manual.

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town of Santa Claus, Indiana, that the Employee Policy and Procedure Manual attached to this Ordinance as Exhibit A is hereby adopted as the Employee Policy and Procedure Manual of the Town of Santa Claus, Indiana.


PASSED AND ADOPTED by the Town Council of the Town of Santa Claus, Indiana this 9th day of March, 2026.

SANTA CLAUS TOWN COUNCIL


Kevin Burke, President


Mike Johannes


Brian Warran


Patricia Vaal


Jason Little

Attest:


Jane Lindsey, Clerk-Treasurer