

MARCH 1, 2017

## TOWN COUNCIL MEETING

Those present:

Jim Smith	Adam Penrod	Cam Kissinger	Keri Koenig
Laura Rager	Carrie Mugford	Jennifer Hotchkiss	Deb Chinworth
Tom Dale	Matt Mize	Aaron Popplewell	Anne Myer
Chalmer Tobias	Jim Kirk	Steve Shumaker	Joe Martindale
Allen Miracle			

Those absent: None. A quorum was attained.

The regular March meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on March 1<sup>st</sup>, 2017, at 7:00 p.m., pursuant to notice duly given in accordance with the rules of the Council. The meeting was called to order by council president, Jim Smith, who presided.

### **MINUTES**

Minutes of 02/01/17 regular meeting and 02/01/17 executive meeting were presented for approval. Motion to approve: Rager/Dale. Motion passes 3-0. Tobias and Miracle abstain.

### **VISITOR COMMENTS**

None

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

1. Approval of Jones & Henry for Engineering Services for LTCP #8 – Town Manager Adam Penrod explained that the Wastewater Department is ready to begin working on project 8 of the long term control plan agreed order. The design phase needs done first and has to be completed by September of this year. Penrod presented a proposal from Jones and Henry not to exceed \$88,000 for design and bid of the project. Motion to approve Jones and Henry contract: Rager/Tobias. Motion passes unanimously. Council president Jim Smith asked about the location of this phase. Penrod explained that this will be phase 2 of the last project. Construction will be along Mill Street with fingers extending outward to collect storm water.

2. Approval of Jones & Henry for Annual On-Call Service Agreement – Penrod explained that this is an annual contract with Jones and Henry for the utilities but can be used by any department needing engineering assistance. The contract includes on-call services as needed, which could include assistance with RFP's or economic development. The proposal is a continuation of the previous year's agreement and schedule of rates. Penrod clarified that Jones and Henry are only paid when services are used. Motion to approve: Miracle/Rager. Motion passes unanimously. Smith noted that this agreement has already been in place for two years.

3. Approval of Funfest Street Closings – Interim Chamber Director Anne Myers presented the annual request for street closings from the Funfest steering committee. The list is the same as

last year. Funfest will be August 9-12, 2017. Motion to approve street closings and accompanying raffle on town streets: Dale/Miracle. Motion passes unanimously.

4. Approval of Mediacom Lease of the Well Field Property – Penrod explained that the lease agreement with Mediacom is being reviewed. Mediacom has a lease with Public Works for buildings located on the south well field. Penrod noted that the lease amount was raised from \$1,500 to \$2,700 per year. Motion to approve the updated lease with Mediacom: Tobias/Rager. Motion passes unanimously. Penrod commented that Town Attorney Matt Mize did review and approve of the agreement.

## **DEPARTMENTAL & COMMISSION REPORTS**

Appointments – None at this time.

Police Dept. – Police Chief Jim Kirk reported that Parker Stouffer and Devin Bechtold graduated from Indiana Law Enforcement Academy on February 16. The new officers will be working with a training officer for several weeks before they are on their own. Chief Kirk is looking into changing computer programs at the department. Kirk would like to have the same system as Central Dispatch, Wabash City and Wabash County. Having a unified system will allow officers throughout the county to share information easier. Kirk remarked that the police department server is getting old and reaching the end of its useful life. By going with the new software system, officers will use a central server hosted in Wabash instead of updating the department server. Kirk acknowledged that this program change will allow more transparency between departments and better policing throughout the county.

Code Enforcement – Report in packet

Fire Dept. – Fire Chief Cam Kissinger added 8 runs to his submitted report, including 6 medical assist. Kissinger stated that the new fire engine will not start construction till around the first of May. The truck should be ready for delivery around the first of July.

Plan Commission – Did not meet. Planning will meet in March to consider a request for rezoning. If the request is approved, it will come before council in April for consideration of first reading of ordinance.

Board of Zoning Appeals – Did not meet

Traffic Commission – Did not meet.

Parks & Recreation – Park Director Jennifer Hotchkiss reported that the Daddy Daughter Dance was held February 18 at Scout Hall. Both sessions sold out. Approximately 115 people were at each session. The event was blessed with great weather and went well. Hotchkiss received numerous suggestions to add a third session. Hotchkiss stated that the pool deck has been stained and resealed. It looks very nice. Hotchkiss contacted Duke Energy to discuss ways to reduce the electric bills at the Aquatic Facility. Duke Energy has agreed to change the billing ratio from low load factor to high load factor. Hotchkiss commented that this change alone will save thousands of dollars a year. Town Manager Penrod explained that the billing ratio has to do with expected demand of the facility, where more anticipated usage gets a rate reduction. Hotchkiss reported that the playground equipment at Maple Park is almost completely removed. Some of the heavier pieces will be moved when manpower and equipment is available. The annual Easter Egg Hunt and Bunny Hop will be held April 15 at Warvel Park. Finally Hotchkiss

noted that she is looking at new software for park department. The system being considered will make patron registrations and reservations available on the website, which is a customer convenience and much easier on the staff.

Town Life Center – Nothing to report

Tree Advisory – Minutes included in the council packet. Arbor Day celebrations will be held at Timbercrest this year and will include a tree dedication for long-time tree advisory member Phil Orpurt.

EDG – Alan Miracle reported that combining of the Economic Development Group of Wabash County and the Wabash County Chamber is still in discussions. It will be an ongoing process.

RDC – Adam reported that soil borings were done last week during the good weather. Results should be back this week. Once the information is available building lots can be laid out.

Medcor – Attorney Mize reviewed the Medcor by-laws and found the member appointments may be out of date. Mize suggested a review of the membership.

Solid Waste – Councilmember Tom Dale reported that the Solid Waste District continues to have an increase in the number of visits and amount of material being brought. This is a double edged sword, because it keeps material out of the landfill but increases expenses for the district.

Storm Water Board – Adam Penrod reported that the storm water board did meet but had no new business.

Public Works – Reports submitted in packet.

### **TOWN MANAGER'S REPORT**

Town Manager Adam Penrod reported that he has been appointed to the board facilitating the transition between the Economic Development Group of Wabash County and the Wabash County Chamber of Commerce. The board is considering a proposal to combine services and share expenses. Penrod emphasized that if one or both groups don't agree to the merger, it won't go through. At the end of March there will be forums for input from organization members. Letters will be sent to members of each organization as an invitation to the forums.

Penrod also reported that the new welcome sign foundation will be dug next week at the point. Masonry work will begin in the next few weeks.

### **CLERK-TREASURER'S REPORT**

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$230,441.37 and the Public Works docket totaling \$170,455.27 were submitted for payment. Motion to pay our bills: Rager/Tobias. Motion carried by unanimous voice vote of members present.

### **VISITOR COMMENTS**

None.

**COUNCIL COMMENTS**

Jim Smith communicated that the regular April council meeting will be held April 12 instead of April 5. This change is to accommodate school spring break.

Meeting adjourned at 7:21 p.m.

TOWN COUNCIL, TOWN OF N. MANCHESTER

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Jim Smith, President

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Laura Rager, Vice-President

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Tom Dale

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Allen Miracle

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Chalmer Tobias

ATTEST:

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Carrie Mugford, Clerk-Treasurer