

MAY 3, 2017

## TOWN COUNCIL MEETING

Those present:

Jim Smith	Adam Penrod	Cam Kissinger	Keri Koenig
Laura Rager	Carrie Mugford	Aaron Popplewell	McKenzie Klemann
Tom Dale	Matt Mize	Steve Shumaker	David Fenker
Chalmer Tobias	Jim Kirk	Sam Knight	Kent Coble
Allen Miracle			Robert Sklaar

Those absent: None. A quorum was attained.

The regular May meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on May 3<sup>rd</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 04/12/17 regular and executive meetings were presented for approval. Motion to approve: Rager/Dale. Motion passes unanimously.

### **VISITOR COMMENTS**

None

### **UNFINISHED BUSINESS**

1. Consideration of Plan Commission Recommendation, GO #1, 2017, Clerk-Treasurer Carrie Mugford read general ordinance #1 on second reading by title only. Council President Jim Smith explained why this ordinance is necessary for the property located at 216 E Old Wabash Road. Motion to approve GO #1 on second reading: Rager/Miracle. Motion passes unanimously. Smith stated that unless the council found reason to delay the vote he would entertain a motion to suspend the rules. Passing the ordinance on third reading at this meeting will give the Shepherd's another month for construction season. Motion to suspend the rules: Rager/Miracle. Motion passes unanimously. Mugford read GO#1 by title only. Motion to approve GO#1 on third reading: Dale/Rager. Motion passes unanimously. Motion to reinstate the rules: Dale/Tobias. Motion passes unanimously.

2. Consideration of Ordinance #2, Petty Cash Increase, Second Reading – Clerk-Treasurer Mugford read general ordinance #2, 2017, by title only. This ordinance will increase petty cash funds on hand to \$100 each. Motion to approve on second reading: Rager/Dale. Motion passes unanimously. Councilmember Chalmer Tobias asked that ordinances concerning town finances not have rules of passage suspended. Third reading of GO #2 will be at the June meeting.

### **NEW BUSINESS**

1. Opening Asphalt Bids – Clerk-Treasurer Mugford stated that one bid for 2017 street paving was received complete and on time at town hall. Town Attorney Matt Mize opened the bid from Gaunt & Son Asphalt. The bid is as follows: \$61.25/ton for intermediate, \$64.60/ton for surface, \$3.25/gallon AE tack coat. Motion to approve contingent on review by Town Manager Adam Penrod and Street Superintendent Wayne Stephan: Rager/Dale. Motion passes unanimously.

2. Consideration of Parking Lot Use by Eel River Arts Festival – Town Manager Penrod has been approached by Susan Manwaring, representing Manchester Main Street, requesting to use the municipal parking lot for the 5<sup>th</sup> annual Eel River Arts Festival. The festival is scheduled for Saturday, September 9. Smith asked that the lot be swept by the street department on Friday morning in preparation for setting up the event. Motion to close the municipal parking lot next to town hall from noon on Friday, September 8, through midnight, September 9: Rager/Tobias. Motion passes unanimously. Tobias remarked that the event is a wonderful showcase of talent in our town.

3. Consideration of Replacement Lighting at Public Safety Building – Town Manager Penrod explained that newer, more efficient lighting around the Public Safety Building has been a project in the works for a couple years. The facility still has its original fixtures and they are getting worn out from being in a 24/7 building. Penrod stated that Riverbridge Electric submitted another quote for installing LED lights throughout the facility in addition to replacing worn out fixtures around the outside of the building and in the bays. The most recent Riverbridge quote totals \$16,770.20. The lights will be more much efficient and are anticipated to have a 2 year return on investment. There is also a rebate program through Duke Energy that will refund 50% of the cost of the fixtures. Police Chief Jim Kirk commented on the significant decrease in wattage when going from standard bulbs to LED which will equate to less electricity bills. Penrod recommended paying for the improvement from LOIT – Public Safety fund. Motion to approve replacing lighting fixtures at the Public Safety Building with LOIT funds: Rager/Miracle. Motion passes unanimously.

4. Consideration of Annual Tax Abatement Certification – Clerk-Treasurer Mugford explained that three local businesses have current tax abatements. Those abatements require annual certification, by the local legislative body, that the business is in good standing and fulfilling the project that the abatement was originally granted for. Each local business has been granted ten year abatement, but the abatements are in different years. Mugford recommended certification for HF Group, OJI Intertech, and Shepherd's Family Auto Group. Motion to approve the continuation of tax abatement: Rager/Tobias. Motion passes unanimously.

## **DEPARTMENTAL & COMMISSION REPORTS**

Appointments – None at this time.

Police Dept. – Police Chief Jim Kirk reported that the department is online with the new computer system. The officers and dispatch appreciate the new software and are getting used to its quirks. Kirk announced that Pete Schmidt, long-time police department computer guru, has stepped down. Doug Dewel will be the new on-call IT person. Kirk thanked Schmidt for all the time and hours donated to the department over several years. Councilmember Laura Rager commented on Schmidt's dedication and asked that Kirk give proper recognition of Schmidt's commitment to the department. Kirk confirmed. Kirk noted that officers completed 166 traffic stops this past month. Also, in April, 16 drug arrests were made.

Fire Dept. – Fire Chief Cam Kissinger added 3 medical assists to the submitted report. The overhead fans have been installed in the firetruck bay. The fans are an attempt to circulate the heat in the building and even out the temperature. Kissinger stated that the fireworks display will be July 1 this year with rain day on July 2.

Code Enforcement – Report included in packet. Steve Shumaker remarked that the property subject to a Board of Public Safety hearing has the work completed. The owner complied with the order and no further hearings are needed at this time.

Plan Commission – Nothing to report

Board of Zoning Appeals – Did not meet

Traffic Commission – Did not meet

Parks & Recreation – Penrod reported that the bushes along the driveway at Town Life Center have been removed. Something will be constructed so that drivers will be able to distinguish the edge of the driveway. The last of the playground equipment from the former Maple Park area has been moved to the canoe launch. The park department is very busy this time of year.

Town Life Center – Report included in packet

Tree Advisory – Report included in packet.

EDG – Nothing to report

RDC – Penrod reported that housing development work continues. The due diligence process is continuing to get proper numbers so that budgets and figures can be as correct as possible. No agreement has been reached yet.

Medcor – Did not meet. Penrod reported that the INDOT right of way permit has been completed. Baldus Sign Company is working on getting masons rescheduled so work can continue.

Solid Waste – Nothing to report

Storm Water Board – Adam Penrod reported that the storm water board met only to approve the docket.

Public Works – Reports submitted in packet.

## **TOWN MANAGER'S REPORT**

Town Manager Adam Penrod reported that residents will start seeing visible progress at the canoe launch. Penrod has spoken to the general contractor who is coordinating with sub-contractors and collecting materials. Each sub-contractor has to be on-site together because they are working in the river. Penrod is still hoping for a July 1 completion.

Councilmember Tom Dale asked if the National Weather Service could stop reporting that the trailer park and lumber company are flooding every time the river rises. Kissinger remarked that Wabash County Emergency Management Agency is working on correcting the announcement.

Penrod stated that review of current and future utility rates has restarted. Council and department heads will be analyzing operating costs to determine the most effective solution. Lastly, Penrod noted that the June council meeting should have a presentation from Manchester Main Street on obtaining the Firehouse building.

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

1. Financial Reports – Approved subject to audit.

2. Claims - The Town claim docket totaling \$269,381.98 and the Public Works docket totaling \$135,131.43 were submitted for payment. Motion to pay our bills: Tobias/Rager. Motion carried by unanimous voice vote of members present.

**VISITOR COMMENTS**

Sam Knight of Gaunt & Son Asphalt thanked the council for the opportunity to bid on street paving.

**COUNCIL COMMENTS**

Jim Smith announced that June 24 at 1:00 will be a ribbon cutting ceremony at the new Manchester Early Learning Center. The children of the center are making a paper ribbon chain that will be cut to mark the opening of the new facility.

Meeting adjourned at 7:32 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

\_\_\_\_\_  
Allen Miracle

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Chalmer Tobias

ATTEST:

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Carrie Mugford, Clerk-Treasurer