

APRIL 12, 2017

TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Cam Kissinger	Keri Koenig
Laura Rager	Jim Kirk	Jennifer Hotchkiss	McKenzie Klemann
Tom Dale	Matt Mize	Aaron Popplewell	David Fenker
Chalmer Tobias	Wayne Stephen	Steve Shumaker	Joe Martindale
Allen Miracle	Ryan Shock	Deb Chinworth	Larry Shepherd
Adam Penrod			Kent Coble

Those absent: None. A quorum was attained.

The regular April meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on April 12th, 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 03/01/17 regular meeting were presented for approval. Motion to approve: Rager/Tobias. Motion passes unanimously.

VISITOR COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Consideration of Plan Commission Recommendation, GO #1, 2017 – Clerk-Treasurer Carrie Mugford read general ordinance #1, 2017, verbatim. Building Commissioner Steve Shumaker explained that Larry Shepherd bought property at 216 E Old Wabash Road with intention of renovating the house but it was too far gone to repair. The original house was grandfathered on the property, but after the house was torn down the property reverted to Limited Industrial (LI). Shepherd would now like to build a new house and would like to have the property permanently zoned Residential Estate (RE). Shumaker confirmed that the plan commission voted unanimously to recommend the zoning change to council. Motion to approve GO #1 on first reading: Dale/Rager. Motion passes unanimously.

2. Consideration of Ordinance #2, Petty Cash Increase – Clerk-Treasurer Mugford read general ordinance #2 verbatim. Mugford explained that the wastewater department already has \$100 petty cash fund. This ordinance will make the petty cash funds for water, street, storm water, parks, town manager, and town hall also \$100. Mugford noted that the petty cash funds have been the same for more than 20 years. Raising the amount gives more flexibility for small local purchases throughout the month. Motion to approve on first reading: Tobias/Rager. Motion passes unanimously.

3. Consideration of Codification of Ordinances, American Legal Publishing – Clerk-Treasurer Mugford explained the process of ordinance codification. This process should be done on a regular basis and it is past time for the town. Mugford has spoken to multiple vendors and

recommends using American Legal Publishing. ALP will start with our last ordinance codification and incorporate ordinances passed since last codification. ALP will do a legal review of the enforceable ordinances to ensure compliance with state and federal law. Once the process is finished ALP will provide print copies and electronic copies. This will make our ordinances more available to residents. Motion to approve American Legal Publishing for ordinance codification: Rager/Dale. Motion passes unanimously.

4. Consideration of INDOT Unofficial Detour – Town Manager Adam Penrod received a letter from INDOT stating that the bridge over State Road 13 will be reconstructed starting in July. The official detour is State Road 15; however, local travelers will use Wabash Road. Penrod explained that an unofficial detour is an understanding that extra traffic will cause wear and tear on a road and an agreement that INDOT will restore the road. Penrod stated that Wabash Road is scheduled to be repaved as part of the Community Crossings Grant from last year. That reconstruction is going forward as planned and should be done before the bridge is closed. Therefore any damage done during the bridge closure will be restored to a brand new road. Penrod noted that there won't be signs advertising Wabash Road as a detour. Motion to accept Wabash Road as an unofficial detour for State Road 13: Dale/Miracle. Motion passes unanimously.

5. Arbor Day Proclamation – Council President Jim Smith read the Arbor Day Proclamation verbatim. Arbor Day celebrations will be held April 28, 2017.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – None at this time.

Police Dept. – Police Chief Jim Kirk reported that the two probationary patrolmen are now patrolling in their own car and doing a great job. The department is in the process of changing the computer system over to CAD. Kirk anticipates having the system up and running and training complete in the next few weeks. This will lead to better transparency throughout the county. Kirk commented that the officers are concentrating on traffic stops and drug related offenses. Council thanked the police department for a job well done.

Code Enforcement – Report in packet

Fire Dept. – Fire Chief Cam Kissinger stated that the department is trying to reduce the cost of heating the fire bay. Eight ceiling fans have been purchased to install above the doors. Riverbridge Electric will install the fans in the next few weeks.

Plan Commission – Steve Shumaker commented that plan commission did meet in March but the recommendation was already discussed.

Board of Zoning Appeals – Did not meet

Traffic Commission – Did not meet.

Parks & Recreation – Park Director Jennifer Hotchkiss reported that three new VFD's have been installed. Hotchkiss confirmed that the new rates with Duke Energy have made a significant impact on the electric bill. There will be a lifeguarding class starting soon. Hotchkiss remarked that Spring Break camp was well attended. Lastly Hotchkiss reported that a part-time maintenance person has been hired and started around the first of April.

Town Life Center – Report included in packet

Tree Advisory – Minutes included in the council packet. Clerk-Treasurer Mugford observed that Walrod tree applications are due April 15. There are several applications coming in each day right now. Arbor Day celebrations will be held at Timbercrest this year. Part of that celebration will be the dedication of a tree planted to honor for Phil Orpurt. The presentation on April 28 will begin at 3:00.

EDG – Councilmember Alan Miracle reported that the discussion of a transition with EDG and Wabash County Chamber is still moving forward.

RDC – Adam Penrod reported on the housing development. Talks between the RDC and a potential developer are continuing. Both sides are reviewing a newly completed housing study and soil boring results.

Medcor – Did not meet

Solid Waste – Councilmember Tom Dale reported that residential visits to the Solid Waste District are up 44% over last year. Local drop off site usage is still increasing. Dale acknowledged that lots of stuff is staying out of the landfill, but costs to the District keep increasing.

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

Public Works – Reports submitted in packet. Street Superintendent Wayne Stephen noted that spring cleanup will start on April 24th. Water Superintendent Ryan Shock reported that engineering and costs are being determined for water service to the new houses at the former Maple Park property. The water utility responded to 150 calls to 811 last month. Resumes have been accepted for the open position in the water utility and interviews will begin soon.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod reported that work at the new canoe launch will resume next week. The project is tentatively scheduled to be done by July 1. Penrod reported that the new welcome sign is on hold since the state is requiring the town to obtain a right-of-way permit from INDOT.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$513,012.00 and the Public Works docket totaling \$237,605.37 were submitted for payment. Motion to pay our bills: Tobias/Rager. Motion carried by unanimous voice vote of members present.
3. RDC report – Clerk-Treasurer Mugford presented the annual financial report of the Redevelopment Commission to the council.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

Councilmember Chalmer Tobias remarked that he took a different job in October that takes him out of the community. Tobias stated that he is still available to residents and would love to talk to citizens about their ideas or concerns.

Meeting adjourned at 7:25 p.m.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Jim Smith, President

Laura Rager, Vice-President

Tom Dale

Allen Miracle

Chalmer Tobias

ATTEST:

Carrie Mugford, Clerk-Treasurer