

JUNE 7, 2017

## TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Ryan Shock	David Fenker
Allen Miracle	Matt Mize	Jennifer Hotchkiss	McKenzie Klemann
Tom Dale	Jim Kirk	Steve Shumaker	Al Schlitt
Chalmer Tobias	Cam Kissinger	Anne Myers	Jacob McClellan
Adam Penrod	Wayne Stephen	Keith Gillenwater	Deb Chinworth
		Jeff Hersha	

Those absent: Laura Rager. A quorum was attained.

The regular June meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on June 7<sup>th</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 05/03/17 regular meeting and work session were presented for approval. Motion to approve: Tobias/Miracle. Motion passes unanimously.

### **VISITOR COMMENTS**

None

### **UNFINISHED BUSINESS**

1. Consideration of Ordinance #2, Petty Cash Increase, Third Reading – Clerk-Treasurer Carrie Mugford read general ordinance #2, 2017, by title only. This ordinance will increase petty cash funds on hand to \$100 each for all departments who currently have a petty cash fund. Motion to approve on third reading: Tobias/Miracle. Motion passes unanimously.

### **NEW BUSINESS**

1. Permission to Purchase Dump Truck for Water Department – Town Manager Adam Penrod explained that he has worked with each utility department head to put together a capital replacement plan to replace older, inadequate equipment. The dump truck the water department is using was purchased from the street department a few years ago. The truck is in need of repairs and significant replacement parts. Penrod recommends replacing the dump truck at this time. Water Superintendent Ryan Shock stated that a set of specifications was developed so that the new truck will fit the needs of the water utility. It was determined that a Ford F550 with a utility bed and drop sides is the best option and cheaper than replacing a dump truck of equal size. This truck will be lower to the ground and more versatile. The drop sides will allow the employees to hand shovel dirt into holes and trenches and will save multiple trips with the backhoe. Shock noted that Chevrolet does not make a model to meet the specifications being sought. Quotes were solicited from two dealers: Kerlin Ford in Silver Lake and Southworth Ford in Marion. The two quotes were very similar with Southworth at \$35,881 and Kerlin at \$35,609. Penrod noted that dealer incentives to buy new vehicles actually make it more economical to buy new instead of used. Penrod complimented the water department on their thorough due diligence while vetting all the options. Motion to approve the purchase of a new F550 from Kerlin Ford:

Tobias/Dale. Motion passes unanimously. Mugford confirmed that the money will be spent out of the water improvement fund. Councilmember Chalmer Tobias expressed his appreciation for the effort put into the search and for buying from a local dealer. Councilmember Tom Dale asked if a commercial driver's license will be required with this size truck. Shock confirmed that a CDL is not required.

2. Consideration of Street Closing for Harvestfest – Town Manager Penrod presented a request from the North Manchester Chamber of Commerce to close the first three blocks of Market Street on October 7, 2017, from 6:00 am to 6:00 pm for Harvestfest. This is the same request as the last several years. Motion to approve the closure of Market Street for Harvestfest: Tobias/Dale. Motion passes unanimously.

3. Consideration of Street Closing for Christmas in July – Penrod remarked that he is part of a new committee formed by the Chamber of Commerce tasked with getting Christmas decorations for downtown. The Chamber feels that residents are looking for more “Christmas” in the downtown area during the holiday season. A fundraising event titled Christmas in July is scheduled for July 8 to raise funds and provide entertainment. Penrod presented a request from the Chamber of Commerce to close the first block of Market Street on July 8, 2017, from 12:30 pm to 11:30 pm. Motion to approve the closure of the 100 block of Market Street: Dale/Tobias. Motion passes unanimously. Tobias commented that the Chamber will always find support from him for this kind of good event. Tobias went on to say anything that brings people downtown is a worthwhile venture.

4. Introduce Peabody Home Refunding, GO #3, 2017 – Jacob McClellan introduced himself as Peabody Retirement Home bond counsel from Bose, McKinney & Evans LLP. The ordinance presented to town council allows for Peabody to refund debt taken out for expansion and remodeling. McClellan gave a history of the refinancing that previously occurred in 2013 and again in 2016 and again this year. McClellan re-emphasized that the town is a conduit issuer to allow Peabody Retirement Home debt to be issued as tax exempt. The loan documents are the only thing that flows through the town. Attorney Al Schlitt stated that a public hearing will be necessary in July and asked that council consider passage of second and third reading at that time. McClellan confirmed that the bond is set to close in August. Town Attorney Matt Mize read general ordinance #3, 2017, verbatim. Motion to approve on first reading: Tobias/Dale. Motion passes unanimously.

5. Introduce Water Rate Ordinance, GO #4, 2017 – Clerk-Treasurer Mugford read general ordinance #4, 2017, verbatim. Penrod noted that a packet of information has been provided for council and visitors to review. The same packet will be available at the utility office for anyone wishing to have a copy. Penrod acknowledged that it's never easy to pass rate increase ordinances. There has been a significant amount of time and discussion put into this process over the last several months. The first step was a rate study completed by HJ Umbaugh. Penrod clarified that the process involved looking to the future not just current needs. Penrod emphasized that the water utility has only had one rate increase in 15 years. This is too long to keep up with cost increases. The utility needs to keep up on system maintenance and keep infrastructure up to date. Penrod, Shock and Aaron Popplewell have worked with Jones and Henry Engineers to provide a plan for infrastructure upkeep and future needs. The utility also has debt obligation from the new water plant for many more years. Penrod explained that it was decided to spread the necessary rate increase over three consecutive years instead of one increase. Dale stated that the council is probably late in looking at rate increases, because if it had been done earlier it would have been a lesser impact. Penrod noted that utility rates have been near the lowest in the state. The proposed increase won't make rates the highest, but will move us closer to the average. Smith stated that North Manchester has a good infrastructure

system and we have to spend money to keep it maintained. Council thanked Penrod for his due diligence and the information provided for everyone. Motion to approve GO #4, 2017, on first reading: Dale/Miracle. Motion passes unanimously.

6. Introduce Wastewater Rate Ordinance, GO #5, 2017 – Mugford read general ordinance #5, 2017, verbatim. No further discussion due to discussion after reading general ordinance #4. Motion to approve GO #5, 2017, on first reading: Tobias/Miracle. Motion passes unanimously. Smith confirmed there will be a public hearing at the regularly scheduled July council meeting.

## **DEPARTMENTAL & COMMISSION REPORTS**

Appointments – President Smith suggested Adam Penrod be appointed to the Wabash County Business Alliance to represent North Manchester. Allen Miracle has been on the EDG board since his appointment to council, but is stepping away from the newly created board. Motion to approve: Tobias/Dale. Motion passes unanimously. Smith thanked Miracle for his service on the EDG board.

Police Dept. – Police Chief Jim Kirk reported that May has been a busy month. Kirk thanked all the department officers for doing a great job. Twenty-six individuals were charged with drug related charges from at least 3 house searches and 12 car searches. Kirk confirmed a murder occurred on May 28. Officers Isaac Adams and Brian Hammons and Sergeant Nate Birch secured the scene. Sergeant Randy Miller is lead investigator. The suspect is in custody. Kirk thanked all the officers who came to the scene while off duty. Nine of the eleven full time officers were able to be on scene along with several other departments. Good job.

Fire Dept. – Fire Chief Cam Kissinger reported that all aerials passed the ladder test. Tom Dale thanked the fire department for the good job at the barn fire with 4H hogs. Only one hog was lost in the blaze.

Code Enforcement – Report included in packet.

Plan Commission – Nothing to report

Board of Zoning Appeals – Did not meet. Building Commissioner Steve Shumaker noted that there have been a few inquiries that may come to fruition in the near future.

Traffic Commission – Did not meet. Chalmer Tobias noted that there will be a meeting soon to discuss traffic options for the Eel River Arts festival

Parks & Recreation – Park and Recreation Director Jennifer Hotchkiss reported that there is a naming contest for the new canoe launch. Residents can enter their ideas through the website or at the park office or the utility office. Hotchkiss expects a name will be chosen at the Park Board meeting later in June. Hotchkiss stated that the Park Department has started working with new computer software as of last week. Residents now have access to online rentals and program registration. Summer camp is going strong with almost 25 kids every day. Lastly, the splash pad is on for the summer.

Town Life Center – Nothing to report

Tree Advisory – Report included in packet.

EDG – Smith confirmed that the North Manchester industrial park has been certified Gold by the Office of Community and Rural Affairs. Earlier in the evening the council was presented the certification for having shovel ready industrial sites. This is an important designation for site selectors looking for a place to develop. There will be a formal presentation to a later meeting. Smith introduced Keith Gillenwater and announced the combination of the Economic Development Group of Wabash County and the Wabash County Chamber into the Wabash County Business Alliance. Smith confirmed that Gillenwater has been retained as the executive director of the new organization. Gillenwater explained that a transition board was appointed and made the decision that it made sense to merge. The membership of both groups overwhelmingly approved of the plan. The new entity is called Wabash County Business Alliance. Later this year there will be a modified fee for service agreement presented to the council for services rendered by the Business Alliance. Gillenwater assured council that similar programs and/or services will continue to be provided. However, there will be a stronger alignment with a single point of contact and single vision. Gillenwater thanked Allen Miracle for his time serving on the EDG board. Miracle expressed his appreciation for Gillenwater' advice and steering through the merger process. Miracle stated the importance of preserving an economic development director position because of the legal aspects associated with economic development and municipalities.

RDC – No update. Penrod reported that final engineering on the housing development ground is still being compiled.

Medcor – Did not meet. Penrod reported that the new "Welcome" sign is moving along and looking good.

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. Water Superintendent Ryan Shock has advertised for water softener salt bids to be opened at next month's council meeting. ME Simpson has been using sophisticated leak detection equipment to determine where any significant leaks may be anywhere in town. Shock reported that approximately 30% of pumped water is being lost as unaccountable. This is unacceptable to the State Board of Accounts. Shock stated that a major leak has been fixed, but several more that were found still need to be repaired. This will be an ongoing project that has to get done.

Smith announced that the water utility was awarded the Historic Preservation award for the work done at the water plant facility. It took great effort and this is a great honor.

Street Superintendent Wayne Stephan reported that the Community Crossings grant final walk through will be done by the end of June. Wabash road reconstruction is complete. This year's grant application is already being worked on. Stephan is hopeful to take full advantage of 75%-25% state matching grant coupled with remaining special distribution funds.

## **TOWN MANAGER'S REPORT**

Town Manager Adam Penrod reported that the canoe launch is still being worked on. May's weather was not conducive for work near the river. Penrod is still hopeful for July 1 opening, but it may be a little later than that. There will be an opening ceremony at the appropriate time.

Penrod reported that Manchester Main Street is not ready to acquire the firehouse. MMS has stated that it may be August before business plan is ready.

Lastly Penrod reported that the Garden Club has been very busy in the municipal lot cleaning it up and getting ready for summer.

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

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$556,614.04 and the Public Works docket totaling \$172,631.34 were submitted for payment. Motion to pay our bills: Tobias/Miracle. Motion carried by unanimous voice vote of members present.
3. Preliminary Budget Schedule – Mugford explained the preliminary budget schedule for the 2018 budget cycle. Council agreed to meet with department heads on July 19 at 5:30 at town hall to discuss new budgets.

### **VISITOR COMMENTS**

None.

### **COUNCIL COMMENTS**

Allen Miracle acknowledged the amount of change in the last year within the town. Miracle confirmed there is a good group of leaders in this town and noted his appreciation. "We are so fortunate. Things are going well."

Meeting adjourned at 8:05 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