

FEBRUARY 7, 2018

## TOWN COUNCIL MEETING

Those present:

Jim Smith	Adam Penrod	Craig Walters	Aaron Popplewell
Allen Miracle	Carrie Mugford	Steve Shumaker	David Fenker
Tom Dale	Matt Mize	Ryan Shock	Scott Bumgardner
Laura Rager	Cam Kissinger	Jim Kirk	Jim Iding
Chalmer Tobias			

Those absent: None. A quorum was attained.

The February meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on February 7, 2018 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 Chalmer Tobias, who presided.

### **MINUTES**

Minutes of the 01/10/18 and 01/23/18 meetings were presented for approval. Motion to approve the minutes as presented: Smith/Rager. Motion passes unanimously.

### **VISITOR COMMENTS**

Council President Chalmer Tobias provided a response to questions and comments from the prior council meeting. Concerning the snow removal from downtown sidewalks. In the downtown business district the road and right-of-way is owned by INDOT. Building ownership stops at the facade of the building. Town employees remove snow, when possible, as a courtesy to the building owners. However, it is not the responsibility of the town to remove the snow. Snow removal started in 2012 as a measure to preserve the new sidewalks. Two possible options are to pass an ordinance declaring responsibility or stop providing the service. Tobias stated that for now the process will continue as usual.

Tobias addressed the issue of snow removal on residential sidewalks. There is already an ordinance in place requiring residents to keep sidewalks clean. However, there is a state statute that says residents can't be forced to clear sidewalks. Residents are encouraged to keep sidewalks clear as a service to the community

Tobias commented on the schedule for clearing snow from the streets. Tobias stated that there have been discussions with the street department to ensure proper and timely clearing of snow from streets.

### **UNFINISHED BUSINESS**

1. Animal Shelter Funding – President Tobias recounted the details from last month's meeting and the proposal presented by the Wabash County Animal Shelter. Councilmember Laura Rager expressed surprise that the animal shelter curtailed service to the town without owning up to not providing requested information. Rager suggested paying on a per animal basis by invoice to ensure the town is paying for the services as they are rendered. Rager feels it makes sense to continue paying for the service for our residents, but only to pay for what we receive. Tobias questioned whether animals in the animal shelter came from the entire 46962 area or just the incorporated town limits. Services rendered outside of the incorporated town limits should be

paid for by the county. Rager commented that the Solid Waste District operates the same way by collecting fees based on address. Councilmember Allen Miracle remarked that this process has taught him a few things about the organization. Miracle read a prepared statement about taxes and the reduction of them and the trickle-down effect facing all units of local government. Summary of Miracle's remarks: *The town has to make decisions to determine what is fair for us to provide. There are many things we have to pay for and cooperate with other entities to provide. We need data driven information to make the best decisions. I expect these requests will become more common as other entities tighten their finances. Please provide data driven requests. Get the information to us in a timely manner. Don't expect an immediate response.* Tobias presented the options considered by council: providing service through another entity, accepting request as presented, or paying on per animal basis for 6 month basis. Town Manager Adam Penrod provided council with a proposal suggesting paying \$100 per animal received at the shelter from the incorporated town. Penrod also suggested trying the arrangement for 6 months with a maximum limit of \$6,000. The agreement can be reviewed and amended once there is more data available. Clerk-Treasurer Carrie Mugford confirmed that the money could come from CEDIT or Riverboat funds. Motion to present WCAS with Penrod's proposal of \$100 per animal received from North Manchester with proper documentation: Rager/Dale. Motion passes unanimously. Councilmember Tom Dale commented that there is still concern about inflated labor costs in the budget presented from the shelter. The budget seems to be top heavy on labor for no more animals than they keep and they don't even come get stray animals. Dale suggested the shelter tighten the budget like other entities have to do. Penrod noted that the shelter workers won't chase an animal around town. It has to be contained and they generally only take an animal if it is vicious. Dale stated that the council needs more information at the time funding is requested. Councilmember Jim Smith agreed with what has been said about paying for animals within the corporate limit and feels that service is worth \$100 per animal. Smith has lingering questions about the finances, but is not interested in micromanaging the shelter budget. Smith also agreed that the actions of the shelter board only exasperated the negativity. Smith acknowledged the need for more information before committing funds in the 2019 budget. Tobias noted that if WCAS accepts this agreement it will be retroactive to January 1, 2018, if proper documentation can be provided.

## **NEW BUSINESS**

1. Mutual Aid Agreement for Police Department – Town Manager Penrod stated that the Wabash City attorney suggested formalizing an agreement between the city, county and town for assistance when resources are needed for large emergency events. This will include shared detective services. Police Chief Jim Kirk noted that there has always been this agreement in practice but the departments would like to have it written down. Kirk stated that services like detectives are necessary in a short time frame when there is a massive crime scene. Motion to approve the police mutual aid agreement: Smith/Miracle. Motion passes unanimously. Rager asked if there is a mechanism to enforce this agreement if someone doesn't show up. Kirk stated that there is no enforcement or liability or consequences for not participating. This is an understanding that the departments will actively assist each other.
2. Amendment to Police Donation Fund, GO #1, 2018 – First Reading. Town Manager Penrod explained that the police donation fund has existed for a long time. However, in the establishing ordinance the use of the funds is for traffic safety. At this time it is more appropriate to replace the word "traffic" with "public" so that funds can be used for public safety purposes. Clerk-Treasurer Mugford read general ordinance #1 verbatim. Motion to approve on first reading: Rager/Miracle. Motion passes unanimously. Smith inquired whether the other donation funds should be revised for appropriateness. Penrod will look into that.
3. Outstanding 2015 Checks to Write Off – Mugford explained that every year checks that have been written more than two years ago but not cashed can be written off as stale. Mugford

presented a list to council including one check for the town for less than \$10 and 5 check for the utility totaling less than \$150. Motion to approve writing off 2015 checks: Rager/Dale. Motion passes unanimously.

4. School Resource Officer Request – Penrod introduced Scott Bumgardner from Manchester Community Schools. Penrod explained that MCS would like to have another school resource officer paid for in part with money from a state grant. The officer would be a town employee but work at the school full time. Bumgardner explained that three years ago the school system had an officer but the department needed the officer back on regular duty. The school has since found a hole in its safety protocol while reviewing the comprehensive plan. Bumgardner acknowledged that when the schools need an officer they call the department and the officers respond and take care of the issue. However, it is not the same as having a full-time dedicated school resource officer. The requested grant is through the state but requires partnering with the local law enforcement agency. Bumgardner stated that the school is willing to supply the \$25,000 match for the grant to cover the cost of the officer's salary. MCS is asking the town to consider paying for the officer's benefits and a car. This equates to one-third from the town, school, and state grant. The school is also willing to provide gasoline for the car. Bumgardner emphasized that part of the agreement will include a year's notice for dissolving the agreement to avoid leaving the town or the school in an undesirable position. MCS is asking to have a say in who is assigned to the schools because it takes the right person with the right training and right personality to be successful in a school setting. Bumgardner noted that having the marked car is also part of the deterrent. The town will have use of the officer in the summer and during emergency situations. Bumgardner confirmed that MCS is not asking for a decision tonight, but would like to know if the town is interested in partnering to be able to continue to pursue the grant. Police Chief Jim Kirk declared that this is a chance to add another officer to the department for the cost of benefits. Rager asked what the time frame is for the grant. Bumgardner stated that the grant begins in September. However, MCS will put money in upfront to get the officer hired before September. Smith asked if there is a position description. Bumgardner replied that MCS will provide that. Smith asked if there are jurisdiction limitations. Kirk responded that police powers are state wide so being at Manchester Intermediate School is not a problem. Miracle asked if this position is on school hours. Bumgardner replied that this person will be at school 8 hours to help with parking and traffic and will also work events outside of school. Tobias stated his appreciation for the presentation and understanding that this will be taken under advisement. Tobias can't give a date for response, but the council will get back soon. Tobias assured Bumgardner that the town is interested in partnering with the school. Dale agreed that this is a good arrangement. Chief Kirk reemphasized that the town doesn't have money for another officer but this is a new officer for cost of benefits.

#### **DEPARTMENTAL & COMMISSION REPORTS**

Appointments – None at this time.

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that the officers have been doing lots of community relations events and continuing to work on fighting drugs in town.

Fire Dept. – Report included in packet.

Code Enforcement – Report included in packet.

Plan Commission – Nothing more to add.

Board of Zoning Appeals – Steve Shumaker reported that the BZA will meet on February 26<sup>th</sup> to consider a variance request.

Traffic Commission – Did not meet.

Parks & Recreation – Adam Penrod reported for the parks department. The annual Daddy Daughter dance is coming up soon. The event is almost sold out again this year.

Town Life Center – Report included in packet

Tree Advisory – Report included in packet

Grow Wabash County – Nothing to report.

RDC – Adam Penrod reported that the Redevelopment Commission is waiting on the housing developer to present a draft agreement for review. The project still looks promising.

Medcor – Did not meet.

Solid Waste – Nothing to report

Storm Water Board – Adam Penrod reported that the storm water board met and approved the docket. Penrod updated the long term control plan timeline

Public Works – Reports submitted in packet. Water Superintendent Ryan Shock reported that Peerless Midwest is performing flow tests on the wells. The water department has been working hard to repair water main breaks as they occur. They are also repairing valves in the water plant that are malfunctioning. Tobias asked about the severity of the water main breaks. Shock stated that recently the breaks are blowing a hole in the main and splitting horizontally. These kind of breaks make repairs much more difficult and extensive. Shock remarked that the water mains and infrastructure pipes are old and need replaced. Wastewater Superintendent Aaron Popplewell stated that the new sewer truck is ahead of schedule and could be delivered by the middle of March. Street Superintendent Craig Walters reported that the department has done lots of plowing and put down a lot of salt and sand.

## **TOWN MANAGER'S REPORT**

Town Manager Adam Penrod reported that the current trash contract expires in May. Penrod will be discussing a possible 2 year extension with current provider. If that discussion isn't productive, it may be time to rebid the contract.

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

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$394,306.81 and the Public Works docket totaling \$153,220.82 were submitted for payment. Motion to pay our bills: Rager/Miracle. Motion carried by unanimous voice vote of members present.

## **VISITOR COMMENTS**

Jim Iding, 107 W Fourth Street, thanked the street department for their service to the community and the great job plowing the streets.

## **COUNCIL COMMENTS**

None.

Meeting adjourned at 7:57 p.m.

TOWN COUNCIL, TOWN OF N. MANCHESTER

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Chalmer Tobias, 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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Jim Smith

ATTEST:

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Carrie Mugford, Clerk-Treasurer