

JANUARY 10, 2018

## TOWN COUNCIL MEETING

Those present:

Jim Smith	Carrie Mugford	Anne Myers	David Fenker
Allen Miracle	Jim Kirk	Steve Shumaker	Bob Sklar
Tom Dale	Matt Mize	Ryan Shock	Doug Bogert
Laura Rager	Cam Kissinger	Aaron Popplewell	Pat Lynn
Chalmer Tobias	Craig Walters	Al Schlitt	Dr. Al Jackson
Adam Penrod	Jennifer Hotchkiss	Steve Johnson	

Those absent: None. A quorum was attained.

The January meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on January 10, 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 Jim Smith, who presided.

### **ELECTION OF OFFICERS**

Clerk-Treasurer Carrie Mugford stated that the nomination and election of officers would be done by ballot. Mugford explained the process. Mugford distributed ballots for nomination of council president. Nominations for president included Jim Smith and Chalmer Tobias. Mugford distributed ballots for election of council president, then collected and tabulated the votes. Chalmer Tobias was elected council president by a vote of 3-2. Mugford distributed ballots for nominations for council vice-president. Laura Rager, Allen Miracle, and Jim Smith were nominated for vice-president. Laura Rager was elected council vice-president by a vote of 3-2. Motion to approve council officers as elected: Miracle/Dale. Jim Smith chaired the remainder of the meeting.

### **MINUTES**

Minutes of the 12/06/17 and 12/20/17 regular meeting were presented for approval. Motion to approve the minutes as presented: Tobias/Rager. Motion passes unanimously.

### **VISITOR COMMENTS**

Robert Sklar, 116 W Main Street, presented two concerns for council to consider. Sklar asked for clarification on who is responsible for snow removal in the downtown area. Sklar feels that the town does the snow removal part of the time but not all the time and not as well as he would prefer. Sklar would like clarification because the property line ends at the front of the building. Sklar then asked who is responsible for snow removal on sidewalks elsewhere in town. Sklar asked council to consider an ordinance giving a time limit for property owners to clear snow from sidewalks.

### **UNFINISHED BUSINESS**

1. Junior Achievement Request to Use TLC GO#10, 2017, Second Reading – Clerk-Treasurer Carrie Mugford read general ordinance #10 by title only which allows a one-time exception for alcohol on town property. Councilmember Allen Miracle confirmed that the liability insurance requested from Junior Achievement has been resolved. Motion to approve on second reading: Rager/Miracle. Motion passes unanimously. Motion to suspend the rules and move to third

reading: Tobias/Rager. Motion passes unanimously. Mugford read GO#10 by title only. Motion to approve third reading: Rager/Miracle. Motion passes unanimously. Motion to reinstate the rules: Dale/Rager. Motion passes unanimously.

## **NEW BUSINESS**

1. Animal Shelter Presentation for Funding – Doug Bogert, shelter manager for the Wabash County Animal Shelter, presented a request proposal and budget overview. The shelter is asking for financial help this year and for years to come. Bogert stated that the shelter raises about 50% of its money from donations and user fees. The other 50% comes from government assistance. The county donates \$65,000 and Wabash City donates \$32,700. WCAS is asking for \$12,000 from the town in either a check or a reimbursement agreement. Wabash City has a reimbursement agreement to pay for spay and neuter services. Bogert proposed a reimbursement agreement for the town to pay for utilities (budgeted at \$9,180) and animal supplies (budgeted at \$4,200), but not to exceed \$12,000. Miracle asked about the budget line items named “retirement expense” and “payroll taxes” that seem to be exceedingly high. Bogert explained that the budgeted amount is to cover the employee and employer portion of those expenses. Councilmember Jim Smith confirmed that the County has agreed to pay \$65,000. Bogert confirmed that the county makes quarterly contributions, but remarked that the county reduced its annual contributions in order to encourage other entities to share in the cost of services. Bogert emphasized that WCAS has gotten non-profit status to reduce expenses and try to be as frugal as possible. Smith asked what is being requested from the other county municipalities. Bogert stated that WCAS decided to not request funds from the three small communities because of their limited budget and limited requests for service. WCAS decided to ask the entities that have a full time police department. Smith thanked Bogert for the information and presentation and stated that council will take the request under advisement. Dr. Al Jackson remarked that he would make a motion at the next WCAS meeting to not take strays or surrenders from North Manchester until this is resolved.

2. 211 Presentation for Continued Funding – Steve Johnson, Wabash County United Fund Executive Director, provided council with information about distribution of services from the 211 service. United Way 211 is a 24/7 referral service for people in need of human services and assistance. Downtown Fort Wayne hosts the call center and database for the service. Initially approved in 2009, the program has grown and changed over the years. Starting at the beginning of the year callers will be asked if they are within the corporate limits of the town or city in an effort to gather data in a more relevant way. Johnson remarked that call volume has decreased since 2013 which could indicate a better economy or could be changes in data gathering. Operators are instructed to respond according to resources available in the county. The total request for Wabash County is \$5,893 which is down 16% from last year's request. Divided three ways is \$1,994.33 for the city, county, town. Councilmember Tom Dale requested to see a more accurate detail of call volume from each entity by next year. Johnson stated that United Way is trying to get this service funded through the state to reduce the reliance on municipalities. Johnson noted that this request was held up by possible funding from the state, which is why it is so late in this year. Johnson agreed to try to get the request to the town much earlier so it can be part of the budget process. Smith confirmed that the current request is for council to consider a memorandum of understanding from 07/01/17 to 06/30/18 at \$1,994.33. Johnson affirmed that the agreement is between Wabash County United Fund and Allen County 211. Wabash County is tasked with gaining the funding to pay for their portion. Motion to approve the MOU and funding for United Way 211 service: Miracle/Rager. Motion passes unanimously. Dale commented that in the future he would like to see the invoice divided based on usage rather than just divided by three.

## **DEPARTMENTAL & COMMISSION REPORTS**

Appointments – Smith stated that various board and commission appointments and renewals require approval at the beginning of the year. Council received the list in the meeting packet. Motion to approve as presented: Rager/Miracle. Motion passes unanimously. Smith expressed his appreciation to all the people who volunteer their time and energy to our boards and commissions.

Police Dept. – Report included in packet. Police Chief Jim Kirk reported on a recent stabbing case where Sergeant Nate Birch apprehended the subject. Kirk confirmed that the actions of Birch kept others from getting hurt. Kirk announced that the department has worked hard and 95% of cases were solved this year. It has been a very good year. Smith commended Birch for his actions during a difficult situation. Chalmer Tobias acknowledged Birch's good work.

Fire Dept. – Report included in packet.

Code Enforcement – Report included in packet.

Plan Commission – Nothing more to add.

Board of Zoning Appeals – Nothing more to add

Traffic Commission – Did not meet.

Parks & Recreation – Park Director Jennifer Hotchkiss reported that the park board has decided to make the current part-time maintenance position into a full time maintenance employee. Hotchkiss stated that it makes sense to have two full time maintenance employees for safety and logistics. The list of maintenance responsibilities is only growing not shrinking.

Town Life Center – Anne Myers asked that the next alcohol variance request please mention alcohol in the title. Myers doesn't want people to think they have to have an ordinance passed by council just to use the facility. Myers reported that the recent annual fundraising letter campaign gained around \$3,500. This amount is comparable to the last several years. Myers would like to use the money to replace carpet in several of the rooms.

Tree Advisory – Did not meet.

Grow Wabash County – Nothing to report.

RDC – Adam Penrod reported that the Redevelopment Commission is working on developing an agreement with a housing developer. It is looking very promising.

Medcor – Did not meet.

Solid Waste – Tom Dale stated the Solid Waste District held their monthly meeting on Monday. The last two years they have had lots of televisions coming into the facility. Flat screen TVs are now being dropped off. Dale noted that from 2016 to now the cost to recycle a TV has gone up 67% while other electronics has gone up 60%. The district is no longer paid for televisions and the cost to recycle those strains the budget.

Storm Water Board – Adam Penrod reported that the board met and approved the docket.

Public Works – Reports submitted in packet. Wastewater Superintendent Aaron Popplewell reported that Atlas Excavating has been in town to finish up details from a previous job. Atlas has videoed the sewer line and sealed a leaking manhole. Water Superintendent Ryan Shock reported that the water department has been asked by IDEM to create a backflow prevention program. Shock will be partnering with a firm from Indianapolis to run and maintain the program. Surveys will soon be going out to businesses and residents that need backflow preventers. Shock also reported that the department has been busy dealing with three water main breaks and frozen water lines and water meters. On South Buffalo Street the water department has replaced 800 feet of water main. The work was done in house which saved about \$40,000. Street Superintendent Craig Walters reported that the street department has serviced all motor equipment, plowed three times, salted 5 times and picked up Christmas trees. Tobias acknowledged that the water department has been very busy and thanked them for being financially responsible.

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

Town Manager Adam Penrod reported that he met with Wabash County officials concerning the reconstruction of 1100 N. The current plan is to have the project prepared for the Community Crossings grant cycle in 2018.

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

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$186,933.32 and the Public Works docket totaling \$184,390.82 were submitted for payment. Motion to pay our bills: Tobias/Rager. Motion carried by unanimous voice vote of members present.

#### **VISITOR COMMENTS**

Dr. Eldon Skendaj, 907 N Orchard Drive, introduced himself as a new peace studies professor at Manchester University. Dr. Skendaj expressed his concerns about town streets and his opinion that they are not salted or plowed enough. Dr. Skendaj remarked that his kids and other kids in the neighborhood are walking on ice caused by not enough salt and sand fast enough after a snow event. Dr. Skendaj asked if it is unreasonable to expect streets to be clean and feels that other cities handle street maintenance in a more efficient manner.

#### **COUNCIL COMMENTS**

None.

Meeting adjourned at 7:52 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