

NOVEMBER 7, 2018

TOWN COUNCIL MEETING

Those present:

Chalmer Tobias	Adam Penrod	Jim Kirk	Amanda Bridgman
Jim Smith	Matt Mize	Anne Myers	Carla Gebhart
Laura Rager	Carrie Mugford	Jennifer Hotchkiss	Kent Coble
Allen Miracle	Darrell Watson	Aaron Popplewell	Leah Kerr
Tom Dale	Craig Walters	Steve Shumaker	Tina Edwards

Those absent: None. A quorum was attained.

The November meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on November 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 10/10/18 regular meeting were presented for approval. Motion to approve the minutes as presented: Rager/Miracle. Motion passes unanimously.

VISITOR COMMENTS

President Chalmer Tobias responded to comments from last month's meeting. Tobias researched the matter of snow removal on downtown sidewalks. The town has no obligation to clear sidewalks in commercial or residential areas. However, town employees intend to continue to clear snow and ice from downtown sidewalks in the spirit of cooperation with downtown business owners.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Manchester University request for pedestrian signage – Town Manager Adam Penrod stated that Tina Edwards, Manchester University Director of University Safety, requested additional street signage to encourage traffic to slow down on East Street. Edwards distributed documents illustrating the cost of the proposed sign. Edwards stated the University is requesting the town pay for the cost to purchase one sign and one decorative sign post. The University will install both signs and maintain them as needed. The cost is approximately \$1,525 per sign. Edwards remarked that a decorative sign post is being requested because it is in a high traffic area. Edwards acknowledged that a stop sign takes additional legislation, so a yield sign is being requested at this time. Councilmember Allen Miracle asked if this is an issue to be brought before traffic commission. Penrod stated yield signs are not codified so it is not necessary to pass an ordinance to approve one. Council President Chalmer Tobias stated the request will be taken under advisement and a vote will be at a later time.

2. Street closure request from Christmas Committee (Parade of Lights) – President Tobias stated that the Parade of Lights is a new event and new street closure request. Leah Kerr, representing the Christmas committee, described the proposed event to the council. The committee is wanting to have a parade of lights on the Saturday after Thanksgiving. The route is reverse of the Funfest

parade. The committee would like to have the procession cross Main Street to drop Santa off at the Firehouse and again to light up the tree at the corner of Main and Market Streets. However, it's hard to block off Main Street because it's a highway. Penrod noted that the state highway permit has not been received and INDOT is not lending barricades anymore. Councilmember Laura Rager asked if the county EMA volunteers can help with traffic. Penrod remarked that is an option. Tobias clarified that the council has no problem with the event pending an appropriate route is determined. Penrod asked that the Christmas committee determine an exact route for the parade so that the street department can drop off barricades. Approval once a final route is provided: Rager/Smith. Motion passes unanimously.

3. Wastewater request to replace pickup truck – Wastewater Superintendent Aaron Popplewell explained that the 2002 Sonoma is falling apart. The pickup truck was recently at Shepherds Chevrolet and the report stated that the necessary repairs cost more to fix than the vehicle is worth. Pictures of the vehicle and the extensive rust were provided. Popplewell has researched what vehicles are available and feels a Chevy 1500 with an extended cab to be able to hold tools and equipment is most appropriate for the department. Town Manager Penrod explained that the smaller Chevy Colorado is actually more expensive because it has less bid assistance. The brand new extended cab truck priced by Shepherds is \$29,679 after discounts, trade in and bid assistance. Popplewell plans to pay for the new truck from the wastewater improvements fund. Motion to approve the purchase of a new pickup truck for the wastewater plant: Rager/Miracle. Motion passes unanimously.

4. PERF Enlargement Resolution, Resolution #12, 2018 – Town Manager Penrod explained that the town currently has one retirement option under Indiana Public Retirement Services (formerly PERF). That option is a hybrid plan offering an annuity and lifetime pension with employees being fully vested after 10 years. INPRS is now offering a new plan called My Choice. The My Choice option offers fewer benefits but is a different option if employees are not planning to work for the town for 10 years. This is a good alternative to attract new employees. Resolution #12 will amend the town's plan with INPRS to allow *new* employees to pick either option. Mugford read resolution #12, 2018, verbatim. Motion to approve: Smith/Rager. Motion passes unanimously.

5. New Codification Adoption, GO#8, 2018 – Clerk-Treasurer Mugford explained that it has taken several months but the new codification of local ordinances is finally complete. Hard copies of the codification are available for review at Town Hall. There is also a link available on the website so residents can access and read the ordinances. General ordinance #8 is the official adoption of the new codification making all prior null and void. Mugford read GO#8, 2018, verbatim. Motion to approve on first reading: Rager/Dale. Motion passes unanimously. Councilmember Jim Smith commented that it is good to have this process done.

6. 2019 Salary Ordinance, GO #9, 2018 – Clerk-Treasurer Mugford read general ordinance #9, the 2019 salary ordinance, verbatim. Mugford explained that an analysis of the 2018 AIM wage and salary survey was completed and was influential in determining increases for the coming year. Motion to approve on first reading: Rager/Dale. Motion passes unanimously.

7. EMS Request For Proposal Recommendation – Town Manager Penrod reminded council that in October RFPs were solicited for EMS service in town. Two proposals were received from Parkview Wabash Hospital and Lutheran EMS. This is a 5 year contract to provide emergency medical and ambulance service to the town and surrounding county. Wabash County helps pay for the contract as well as the money collected from monthly EMS fee on the utility bill. A review committee studied the proposals and evaluated them on a rubric. Factors such as cost, rent, and community outreach were considered. Parkview contract amount: \$215,000. Lutheran contract amount: \$225,000. Penrod stated that the review committee recommends continuing with Parkview EMS services. Motion to affirm the recommendation from the review committee and continue with Parkview Wabash Hospital for provision of emergency medical and ambulance services: Rager/Miracle. Motion passes unanimously. Penrod confirmed that the drafted contract

will be finalized and signed before the end of the current contract. Tobias thanked the Parkview staff present at the meeting.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – None at this time.

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that Ray Houser started today as a full-time probationary deputy marshal. Cody Egner and David Perry were also sworn in as reserve marshals. Kirk commented that the Haunted Police Station brought in around 600 people this year. Kirk thanked Manchester University for another successful event.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that the ballistic plates and plate carriers have all arrived. They will be placed on the firetrucks in case of emergency.

Code Enforcement – Report included in packet. Building Commissioner Steve Shumaker reported that he is canvassing the town again. Shumaker hopes to have the survey done by thanksgiving.

Plan Commission – Did not meet.

Board of Zoning Appeals – Did not meet.

Traffic Commission – Did not meet.

Parks & Recreation – Parks & Recreation Director Jennifer Hotchkiss reported that the Halloween pumpkin hunt at Town Life Center was very well attended. Over 150 children and their families showed up to look for black and orange eggs in the dark. Hotchkiss attended Manchester University's health fare today to promote the aquatic facility. The maintenance staff is working on mulching leaves. Tobias complimented the pool staff after having his daughter's birthday party at the facility.

Town Life Center – Report included in packet. TLC Building Administrator Anne Myers reported that the Pepsi machine is fixed after a small fire incident.

Tree Advisory – Report included in packet.

Grow Wabash County – Town Manager Penrod reported that Keith Gillenwater and a local group are in Japan meeting with the OJI Intertech, Inc parent company. OJI has expressed that this is a lifelong partnership with the town and county.

RDC – Did not meet.

Medcor – Did not meet. Medcor will meet next Wednesday, November 14 at 6:00.

Solid Waste – No report.

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

Public Works – Reports submitted in packet. Street Superintendent Craig Walters reported that the leaf crew is making its way around town picking up leaves. Walters also reported that a tree fell on the bridge on South Market Street. The County is aware of the damage to the guardrail and will be fixing it.

TOWN MANAGER’S REPORT

Town Manager Adam Penrod reported that North Manchester was not awarded Community Crossings money for the needed Wayne Street repairs. Around 440 communities applied for Community Crossings money this round and only 283 were awarded. Approximately \$100,000,000 in grant money will be disbursed. Penrod explained that the town will reapply in the February round. Penrod commented that this is the second attempt at get awarded for Wayne Street. Penrod will tweak the application before submitting again in an attempt to get the desperately needed repairs done. Wabash County was awarded Community Crossing money for the County Road 1100 N project. That project will begin in 2019 and will be a big help for the North Manchester industrial park.

CLERK-TREASURER’S REPORT

- 1. Financial Reports – Approved subject to audit.
- 2. Claims - The Town claim docket totaling \$279,870.15 and the Public Works docket totaling \$245,842.51 were submitted for payment. Motion to pay for our obligations: Smith/Dale. Motion carried by unanimous voice vote of members present.

VISITOR COMMENTS

Kent Coble, 104 E Ninth Street, stated that he took the time to drive every street in North Manchester after dark. There are approximately 30 street lights out and Coble has already reported the outages to Duke. All but a few lights have been fixed. Coble asked if the pedestrian crossing signs at the former Manchester Foundry property could be moved to the University to help slow traffic. Tobias thanked Coble for reporting the street light outages. It is much appreciated when residents take the initiative to make improvements in town.

COUNCIL COMMENTS

None.

Meeting adjourned at 7:40 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Chalmer Tobias, President

Tom Dale

Laura Rager, Vice-President

Allen Miracle

ATTEST:

Jim Smith

Carrie Mugford, Clerk-Treasurer