

FEBRUARY 6, 2019

TOWN COUNCIL MEETING

Those present:

Chalmer Tobias	Matt Mize	Steve Shumaker	Eric Christiansen
Laura Rager	Jim Kirk	Anne Myers	Cheryl Working
Jim Smith	Cam Kissinger	Ben Vineyard	Lois Karnof
Allen Miracle	Craig Walters	Jeff Hersha	Michael Larson
Adam Penrod	Jennifer Hotchkiss	Brandon Whitcraft	Robert Sklar
Carrie Mugford	Aaron Popplewell		

Those absent: Tom Dale. 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 6, 2019 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.

**MINUTES**

Minutes of the 12/03/18, 12/19/18, and 01/02/19 meetings were presented for approval. Motion to approve: Rager/Smith. Motion passes unanimously.

**VISITOR COMMENTS**

Cheryl Working, 307 W Sixth Street, announced the opening of Daniel's Place in the Zion Lutheran Church. The grand opening will be March 23<sup>rd</sup> and will include tenderloins from Rich Valley as a fundraiser. Daniel's Place will provide respite care for caregivers of anyone who doesn't require skilled nursing care. Working stated that eventually she would like to utilize the old bowling alley as a permanent facility. Working wants to own the building now but needs 3-5 years to see the plan for Daniel's Place come to fruition. Working asked what she needs to know to move the project forward. President Chalmer Tobias clarified that Working's comments were heard by council and the right people will be in touch with her.

Robert Sklar, 116 W Main Street, stated in December he addressed council about numerous missed trash pick-ups. Sklar asked council what their expectation for level of service is and what accountability does the council have over service vendors. By Sklar's calculations his trash service was not properly delivered 15% of the time last year. Sklar asked if 85% is an acceptable rate. Sklar remarked that he was told he was free to find his own trash service as a business owner which he finds to be a laughable and disrespectful response. Sklar then asked if 85% was acceptable for other services provided to residents such as fire, police, and water. Sklar concluded by stating that council is running for re-election this year and he hopes they don't receive 15% of the votes.

Mike Larson, 131 E Main Street, stated he sent Town Manager Adam Penrod an email this week about snow removal. The snow on the Main Street sidewalk was higher than on the step. Larson doesn't want to fall on ice or see anyone else fall. Larson finds the snow removal unacceptable. There are obstacles on the sidewalks that are in the way that could be removed. Larson complained because the street department pushed snow into a pile right in front of his apartment. Larson asked if snow could be put in an open lot instead of in front of an open business. Larson would also like to have salt put down on all sidewalks.

Lois Karnof, 111 E Main, commented that when she lived away from Main Street she kept her sidewalks clean because that's what you're supposed to do. The sidewalk curb downtown is full of ice and snow and slush. Karnof stated if it is her responsibility to clean and salt the sidewalk she needs to know about it. Karnof has watched people walk on the highway to find a place to get up on the sidewalk. Karnof would like to know what is expected of downtown building owners in order to help people getting into stores.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

1. Third Street Water Main Project Bid Opening – Town Manager Adam Penrod explained that this project is to move a water main under Premedtech's proposed expansion. The base bid on this project is to put a new water main on Third Street between Beckley and West Street, replace around 300ft of undersized main on Third Street from West Street to the alley near the Hardware Store and upsize the water main on West Street from 3<sup>rd</sup> to 4<sup>th</sup> Street. Alternate bids were considered to replace and upgrade water mains on one block of Fourth St and one block of West Street between 3<sup>rd</sup> and Thorn Street. With bid opening tonight, the hope is to start construction in March or April. Town Attorney Matt Mize stated that two bids were received at town hall on time. The bids will be taken under advisement and awarded at the next regularly scheduled council meeting. Mize opened the bids as follows:

	Ironclad:	API Construction:
Base:	290,037.00	274,115.00
Alt 1:	65,512.50	63,459.00
Alt 2:	111,694.00	99,075.00

2. Wabash Road Sewer Extension Project Bid Opening- Town Manager Penrod explained that this project is a sewer extension on Wabash road to service the new Midwest Poultry headquarters. The bid opening was scheduled to be today, but the pre-bid construction meeting brought up concerns about the high water table. An addendum was added to the bid specifications making all bidders aware of the changes. The bid opening will now be on February 22<sup>nd</sup> at town hall at 10:00 am. The additional time will allow for soil boring to determine water table and need for dewatering.

3. Public Hearing on Utility Ordinance Amendments – Clerk-Treasurer Carrie Mugford stated that through the process of reviewing the new codification last year there were inconsistencies found in the utility sections. There are also several fees or charges that are codified that can't be changed without an ordinance. Creating a schedule of rates and charges that can be referenced in the codification is a way to be able to keep fees current based on current costs without passing an ordinance every time. President Tobias opened the public hearing. No public comments. Tobias closed the public hearing.

4. Utility Ordinance Amendments, Ordinance #1, 2019 – Clerk-Treasurer Mugford read general ordinance #1, 2019, verbatim. Councilmember Jim Smith clarified that the changes to the rates and fees are for extra services not normal operations. Motion to approve on first reading: Rager/Miracle. Motion passes unanimously.

5. RDC Revolving Funds, Ordinance #2, 2019 – Clerk-Treasurer Mugford read general ordinance #2, 2019, verbatim. Town Manager Penrod explained that is ordinance is creating a revolving fund for the Redevelopment Commission to use to drive economic development efforts for projects that may need assistance from the town. The ordinance creates a funding mechanism for loans or forgivable loans using tax increment financing monies. The program will require extensive applications and final approval by the RDC. Town Attorney Matt Mize explained that the town is receiving TIF funds and once the Cinergy Metronet bond is paid off

there will be more TIF dollars available. This revolving loan program is another tool to offer incentives to business who want to expand or locate in North Manchester. Penrod explained that the council is passing an ordinance to establish the fund and determine the monies to be directed into the fund. The RDC will pass a resolution to adopt the procedure of the program and put the program into action. Councilmember Laura Rager asked if TIF dollars have already been committed to other projects such as reclaiming blighted properties when available. Attorney Mize explained that there is already enough TIF cash balance to fund the revolving loan program and other identified projects as they become available. Motion to approve GO #2, 2019 on first reading: Rager/Miracle. Motion passes unanimously. Councilmember Jim Smith expressed his desire to move forward with third reading on this ordinance, especially because there will be no additional fees or taxes imposed on residents, and it is an economic development tool. Motion to suspend the rules and move to third reading: Smith/Rager. Motion passes unanimously. Mugford read GO #2, 2019, by title only. Motion to approve on third reading: Rager/Miracle. Motion passes unanimously. Motion to reinstate the rules: Rager/Smith. Motion passes unanimously.

6. Transfer MVH Cash into MVH Sub-Fund (#203), Resolution #1, 2019 – Clerk-Treasurer Mugford explained resolution #1, 2019. The state has for the last two years been disbursing more money to fix roads. The State Board of Accounts has also spent two years trying to determine the best way to monitor and audit the additional funds distributed to municipalities. An MVH sub-fund is the latest procedure prescribed by SBOA. Mugford explained that this resolution is not creating a new fund because fund 203 is considered a sub-fund of an already established fund. This resolution is authorizing the transfer of cash balance from 201 to 203 for a beginning cash balance. Mugford further explained that fund 203 will receipt half of the state MVH monthly distributions and is to be used solely on maintenance, preservation and restoration of roads. Mugford read resolution #1, 2019, verbatim. Motion to approve: Rager/Smith. Motion passes unanimously.

7. Investment Authority, Resolution #2, 2019 – Clerk-Treasurer Mugford explained resolution #2, 2019, as authorizing the clerk-treasurer to deposit, invest, and reinvest in local financial institutions. This resolution is done every two years to authorize investment of funds and stipulate which banks the money will be deposited in. Mugford read resolution #2 verbatim. Motion to approve: Rager/Miracle. Motion passes unanimously.

8. 2016 Stale Check Write-off – Clerk-Treasurer Mugford provided council with a list of checks from 2016 to be written off as uncashed. The list included 4 utility checks totaling \$149.06 and no town checks. Mugford explained that the checks must be dated prior to two years before December 31 of the year preceding the write-off. Which means only checks before December 31, 2016 are eligible. Mugford assured the council that every effort is made to get the checks cashed because the process to write them off is not simple. Motion to approve cancelling 4 utility checks: Rager/Miracle. Motion passes unanimously.

## **DEPARTMENTAL & COMMISSION REPORTS**

Appointments – None at this time.

Police Dept. – Police Chief Jim Kirk reported that changes have been made to the police department fee schedule. The new fee schedule will be posted outside of the office. Kirk reported that David McManus was hired in January to fill the final officer position. Kirk thanked Jenny Faust for her extra effort during the dispatch transition over the last 6 months.

Fire Dept. – Fire Chief Cam Kissinger reported that fire department calls for service have increased significantly since central dispatch took over dispatch services. Kissinger emphasized that they have been called out to almost double the normal runs because central dispatch sends fire on all calls instead of screening medical calls. Kissinger likes the department to be busy but

has some concerns about the expense of increased fuel usage. The fire department will be installing a new paging system to increase radio coverage throughout the public safety building. Lastly, Kissinger reported that the new openers on the bay doors are installed and working.

Code Enforcement – Report included in packet

Plan Commission – Building Commissioner Steve Shumaker reported that Plan Commission met on January 28 to consider a special exception use request presented by Dr. Michael and Tina Brubaker. The request was approved. There is no scheduled February activity

Board of Zoning Appeals – Building Commissioner Steve Shumaker reported that BZA also approved the special exception request for Dr. and Mrs. Brubaker.

Traffic Commission – Did not meet.

Parks & Recreation – Park Director Jennifer Hotchkiss reported that the new diving board is installed and swim teams are using it. The annual Daddy/Daughter dance is scheduled for February 23<sup>rd</sup>. There will be two sessions again this year. Last year there were approximately 110 people at each session. Hotchkiss anticipates the event selling out again this year. Maintenance has removed the downtown pots to get them ready for spring.

Town Life Center – Nothing to report.

Tree Advisory – Tree Commissioner Ben Vineyard remarked that there's not much activity right now. This is typically a slow time of year for resident requests.

Grow Wabash County – TM Penrod reminded everyone that February 27 is the countywide State of the Community breakfast. Last year approximately 250 people came to the breakfast and it is expected to be a full house again. Council President Chalmer Tobias will speak on behalf of North Manchester. All Wabash County municipalities and the county will present an update.

RDC – Did not meet. TM Penrod anticipates having a meeting in the next week or two in order to vote on a housing development agreement.

Medcor – Did not meet

Solid Waste – Nothing to report

Storm Water Board – Nothing to report. TM Penrod reported that the Storm Water Board met and approved the docket.

Public Works – Wastewater Superintendent Aaron Popplewell reported that a new employee started Monday, Steve Osborne.

Street Superintendent Craig Walters reported that his employees have been plowing snow and moving snow. They are getting ready for pothole season.

## **TOWN MANAGER'S REPORT**

Town Manager Adam Penrod reported that on Monday the County received bids for the 1100 N reconstruction project. The bids were taken under advisement and will be awarded next week. Penrod noted that the majority of project will be paid for by Community Crossings grant money. The project is scheduled to get started as soon as the weather breaks.

Penrod reported that he submitted three new applications for this round of Community Crossing grant cycle for the town. The awards should be made by the middle of March, after that decisions can be made on street paving.

**CLERK-TREASURER'S REPORT**

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$481,182.34 and the Public Works docket totaling \$203,505.70 were submitted for payment. Motion to pay for our obligations: Smith/Miracle. Motion carried by unanimous voice vote of members present.

**VISITOR COMMENTS**

None.

**COUNCIL COMMENTS**

None.

Meeting adjourned at 7:56 pm.

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