

SEPTEMBER 4, 2019

TOWN COUNCIL MEETING

Those present:

Chalmer Tobias	Matt Mize	Aaron Popplewell	Eric Christiansen
Tom Dale	Jim Kirk	Steve Shumaker	Maddie – Times Union
Jim Smith	Craig Walters	Anne Myers	Larry Carver
Laura Rager	Jennifer Hotchkiss	Brandon Whitcraft	Brenda Carver
Allen Miracle	Cam Kissinger	Barb Amiss	Robert Sklar
Carrie Mugford			

Those absent: None. A quorum was attained.

The September meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on September 4, 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, who presided.

MINUTES

Minutes of the 07/23/19 special meeting and 08/07/19 regular meeting were presented for approval. Motion to approve: Rager/Smith. Motion passes unanimously.

VISITOR COMMENTS

Robert Sklar, 116 W Main Street, wants to bring a situation to the attention of the council. Sklar stated he apparently has a benefactor who paid his parking tickets and he would like to know who it is. Sklar has received three parking tickets but an unknown third party paid them denying his right to a trial. Sklar claimed the police department is illegally collecting ordinance violation monies contrary to state law. Town Manager Adam Penrod has sent two letters stating there is no ordinance violations bureau in North Manchester. Sklar went on to say the absence of a violation bureau inhibits a resident's right to a trial and court determination. Sklar requested council formally investigate this situation and the handling of ordinance violations. Sklar also asked for a correction to the newest codification that does not show the repeal of the town court in 2011.

Anne Myers, 1103 Charlie Street, fell in her home on August 16 and unable to get up. Fire Chief Cam Kissinger responded to the house to help get Myers up and she was then taken to Wabash Hospital. The EMT on scene told Myers that it took less than 3 minutes for the ambulance to get to her house. Myers wants to ensure that everyone knows there are good incidences with Parkview and how thankful she is that they are in our community.

Barb Amiss, 32 Woodspoint Circle, is a member of the Frances Slocum chapter of Daughters of the Revolution. Amiss asked everyone to take the time to learn about the constitution and the accompanying rights and responsibilities.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. 2019 Constitution Week Proclamation – Council President Chalmer Tobias read the 2019 Constitution proclamation. September 17 through September 23 is hereby proclaimed Constitution week in North Manchester.
2. 2020 Budget Public Hearing, GO #4 – President Tobias opened the public hearing for the 2020 budget. Clerk-Treasurer Carrie Mugford discussed the state and county growth quotient and percentage increases on the Form 4. The overall increase in the tax rated funds is within the state growth quotient. There should be no problems when the budget is returned later in the year. No public comments were received. Tobias closed the public hearing. The budget adoption ordinance will be presented at the October council meeting.
3. Apex Professional Engineering Services Proposal – President Tobias explained the proposed contract for construction oversight/inspection and record drawings on the Wayne Street reconstruction project. APEX Engineering did the original bid/design for the three Community Crossing Grant projects this year. If there were only mill and resurface work being done the inspection could be done in-house. But with ADA ramps and specific requirements, Town Manager Adam Penrod would be more comfortable having a third party complete the inspections, keep track of quantities, administer pay apps and record drawings. The price listed (\$22,850) is a not to exceed amount. Clerk-Treasurer Mugford suggested paying for the inspection contract out of remaining LOIT Special Distribution Funds or Local Road and Street funds. Motion to approve the APEX Engineering contract not to exceed \$22,850: Rager/Dale. Motion passes unanimously. There was recently a pre-construction meeting with the contractor and they will be starting the ADA ramps the last week in September. Wayne Street construction is set to begin in mid-October.
4. Additional Part-Time Utility Office Staffing – Clerk-Treasurer Mugford acknowledged that working for the town has several advantages and benefits. One of those advantages is paid time of that accumulates over time. Fortunately, the staff in Town Hall have been loyal employees for many years and with longevity comes additional time off. In order to accommodate the time off employees must switch roles and cover for those out of the office. This is becoming increasingly difficult to do. Also, from an internal controls and safety standpoint, it is not good practice to leave one employee in the utility office. Mugford requested permission to hire a part-time person in the utility office to cover when one of the full-time staff is absent. Mugford estimates this job will be +/- 16 hours a week, and would not come with benefits. Councilmember Laura Rager reminded council that there used to be three full-time positions in the utility office. Motion to approve hiring a part-time utility clerk: Rager/Smith. Motion passes unanimously.
5. Replacement Fire Chief Mobile Command Unit – Fire Chief Cam Kissinger noted the discussion of replacing the chief's Ford Explorer during the budget meeting. Kissinger explored purchasing a new vehicle locally, but instead found a used Chevy Tahoe in New York that is already outfitted as a mobile command unit for \$18,500. Tobias was impressed with the amount of research and information provided for council. Kissinger stated that a new Chevy Tahoe can be bought for \$36,600 but would have another \$7,500 in outfitting it. The cost of the new vehicle is not feasible at this time. Kissinger already has a buyer lined up for the Explorer. Mugford suggested paying for the Tahoe out of LOIT Public Safety. Motion to approve a new fire mobile command unit at a cost of \$18,500: Dale/Rager. Motion passes unanimously. Kissinger stated that he will fly to New York and drive the vehicle back.
6. Zoning Ordinance Amendment, GO #5 – Building Commissioner Steve Shumaker stated that the plan commission met and approved a request to rezone approximately 2.6 acres from industrial to business general for Larry and Brenda Carver. The property is bare ground located west of the former Manchester Metals office, south of West Main Street and north of the river. The Carver's intend to build a reception hall on the ground. Zoned industrial the business would

be a special exception use but zoned as business general use of the property as a public gathering space is a permitted use. The ordinance being read tonight will amend the current zoning ordinance. Mugford read general ordinance #5 verbatim. Motion to approve the amending zoning ordinance on first reading: Smith/Rager. Motion passes unanimously. Rager commented that Carver's have done extensive research on this project and found that all surrounding event centers are booked for several years. Brenda Carver confirmed that they will be encouraging local purchasing for supplies and they are striving to improve things in the community.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – None at this time.

Police Dept. – Report included in packet. Police Chief Jim Kirk acknowledged Brecken and Drew Floor for collecting money to donate to the department. The Floor brothers collected \$1,600 that they would like to see used toward a bite suit for training K9s. Rager asked the boys how they collected the money. Andrew Floor stated that the boys did extra chores at home and for family members as well as collecting aluminum and selling decorated spoons. Drew Floor presented a sample of the spoons that were sold. Tobias thanked the boys for their hard work and expressed the council's appreciation for them becoming good community citizens.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that last week the Ford Explorer backed into a fire truck leaving some scuff marks on both vehicles. Kissinger is insistent the vehicle moved on its own a full 8 minutes after it was parked. Both vehicles will be repaired in the near future. The mobile radio in Unit 601 died over the holiday weekend. It will be repaired by Kenwood. The fire department recorded 71 runs in August.

Code Enforcement – Report included in packet.

Plan Commission – Report included in packet. Building Commissioner Steve Shumaker stated there is no scheduled meeting in September. Shumaker remarked that Fort Wayne has issued over one billion dollars in building permits in 2019.

Board of Zoning Appeals – Report included in packet.

Traffic Commission – Did not meet in August.

Parks & Recreation – Minutes and reports included in packet. Park Director Jennifer Hotchkiss reported that the reconstructed basketball court at Town Life Center is complete. Now three new hoops will be installed. Top soil surrounding the new court will be hauled by in by the street department. The playground equipment configuration at the canoe launch is laid out and the equipment will be installed soon. Swim season is beginning which will keep the facility very busy in the coming months. CMS Roofing found moisture in the pool roof so they are coming back with Michael Kinder and Sons to investigate why.

Town Life Center – Report included in packet. TLC Administrator Anne Myers reported that a new yoga program has started at TLC.

Tree Advisory – Minutes included in packet.

Grow Wabash County – No report.

RDC – Did not meet.

Medcor – Did not meet

Solid Waste – Councilmember Tom Dale had nothing to add.

Storm Water Board – Wastewater Superintendent Aaron Popplewell stated that the Stormwater Board met and approved the docket. The board also reviewed plans for the West Fourth Street project. Bids will be opened September 19.

Public Works – Reports included in packet.

TOWN MANAGER'S REPORT

Report included in packet.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$357,683.60 and the Public Works docket totaling \$140,159.73 were submitted for payment. Motion to pay our obligations: Smith/Rager. Motion carried by unanimous voice vote of members present.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

Councilmember Laura Rager thanked the council and the department heads for the cards, flowers and well wishes during the time of her husband's passing.

Meeting adjourned at 7:40 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Chalmer Tobias, President

Laura Rager, Vice-President

Tom Dale

Allen Miracle

Jim Smith

ATTEST

Carrie Mugford, Clerk-Treasurer