

AUGUST 7, 2019

TOWN COUNCIL MEETING

Those present:

Chalmer Tobias	Jim Kirk	Dan Renz	Eric Christiansen
Tom Dale	Cam Kissinger	Brandon Whitcraft	Maddie – Times Union
Jim Smith	Craig Walters	Anne Myers	Tony Delaughter
Laura Rager	Jennifer Hotchkiss	Carla Gebert	Brooke Vanderpool
Adam Penrod	Aaron Popplewell	Chad Owen	Kevin Shambarger
Carrie Mugford	Ryan Shock	Jason Hare	Amanda Shambarger
Matt Mize	Steve Shumaker	Boy Scout Troop 465	

Those absent: Allen Miracle. A quorum was attained.

The August meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on August 7, 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 07/03/19 regular meeting were presented for approval. Motion to approve: Smith/Dale. Motion passes unanimously.

VISITOR COMMENTS

None

UNFINISHED BUSINESS

1. Additional Handicapped Parking in Town Parking Lot, GO #3, Third Reading – Clerk-Treasurer Carrie Mugford read general ordinance #3 by title only. Motion to approve on third reading: Dale/Smith. Motion passes unanimously. President Tobias gave a brief explanation of this ordinance for all the visitors. The additional space will be in the lot next to the American Legion.

NEW BUSINESS

1. Parkview Mid-Year Report – Chad Owen, Parkview Director of EMS Communications, gave an explanation of the area covered by Parkview EMS and their coverage strategy. Carla Gebert, EMS Manager, gave some recent statistics. Parkview averages 70-72 runs a month in this immediate area and 89.76% have a response time under 13 minutes, which is the standard for rural areas. Falls and sick individuals are the primary reasons for EMS to be called. Parkview also spends time doing community relations and community education. Gebert took the opportunity to recognize first responders from Manchester Public Safety. Gebert acknowledged that it requires lots of help to give the high level of care to residents. A gold coin was presented to Police Chief Jim Kirk and Fire Chief Cam Kissinger for their effort in emergency situations. Councilmember Jim Smith asked about medical prioritization when multiple emergencies happen. Owen responded that a medical dispatch system can triage patients when multiple calls are received. Smith asked about current staffing levels. Gebert indicated that more staff will be hired so that one ambulance is staffed in North Manchester all the time. Councilmember Tom Dale thanked Parkview EMS for the help he received when he had an incident and needed care.

2. Water Tower Maintenance Contract – Town Manager Adam Penrod reminded council that part of the discussion during the most recent water rate increase included the need for a water tower maintenance plan. Dixon Engineering has a program for a maintenance contract including scheduled interior and exterior painting and routine maintenance. The contract involves annual, even payments to mitigate the high cost of repairs that are needed right now. In essence Dixon will pay for the necessary repairs up front and the water utility will pay for them over time. Penrod remarked that the water department can go through the bond process to borrow money for the repairs or do this type of contract. A bond has a high cost of issuance and is required to be documented on the annual report. A contract helps the budget by extending payments over a longer period of time. Penrod looked at a 9-year contract so that the needed repairs will be done and the annual payments will be manageable. The payments will be \$147,399 per year, or about \$12,500 per month. In 9 years, the current water debt will roll off and the water utility should be able to save the money to do tower maintenance without a contracted maintenance plan. Penrod reiterated that most of the projects will be done in the first 3 years and Dixon will take on that cost then the utility will pay for the work over time. Councilmember Laura Rager emphasized the need to plan for this type of work because when the towers were painted 15 years ago a plan was supposed to be put in place. Smith views this as a proactive plan to take care of all types of tower maintenance. Penrod noted that maintenance projects can be shifted as needed based on tower condition. Water Superintendent Ryan Shock stated that this will also include mixers inside the tanks to help the water quality. Water in the tank will react to temperature. Ice inside the tank has scratched and damaged internal structures. The mixers will help alleviate warm and cold reactions within the tanks. Town Attorney Matt Mize confirmed that he reviewed the contract and approved it. Mize explained that Dixon is taking on the cost of the repairs and improvements without charging interest or issuance. Penrod stated that the first project is painting which should happen next spring. The Ninth Street tower will be done first followed by the Wabash Road tower the next year. Motion to approve the 9-year tower maintenance contract as presented by Dixon Engineering: Smith/Rager. Motion passes unanimously.

3. New Water Truck – Town Manager Penrod stated that the town departments generally keep trucks for 15 years before replacing. The short road trips make for lots of wear and tear. The water department would like to replace a 2001 half ton two-wheel drive GMC truck which currently needs about \$3,000 worth of repairs. The brake lines went out on this vehicle while pulling the tow behind tractor. Luckily there was no accident but the incident highlighted the need for a new vehicle. The street department plans to take one of the small Colorado trucks to replace the 1989 paint truck. The 2001 will be traded in, assuming Shepherds will take it. Three quotes were received for a 2020 2500HD ¾ ton crew cab truck. Shock commented that a 2019 model year is about \$7,000 more because of the bid assistance given on the new 2020. Council President Chalmer Tobias commended the water department for the amount of research obtained and for utilizing department assets to the fullest. All departments try hard to maximize every dollar given to them. Tobias is pleased with the process to make sure the best deal was secured. Rager remarked that the length of service demonstrates the amount of maintenance done and quality of care given to the equipment. Motion to approve the purchase of a 2020 truck from Shepherds for the water department: Rager/Dale. Motion passes unanimously.

4. Manchester Alive Request – Town Manager Penrod noted that in prior years the town has contributed to Manchester Main Street and the Manchester Chamber of Commerce. Now these two entities are under one umbrella as Manchester Alive. Penrod emphasized that Manchester Alive promotes local business as well as facilitates festivals and local events. Manchester Alive has requested the amount given to both entities - \$7,500 a piece for a total of \$15,000. Manchester Alive Executive Director Brooke Vanderpool expressed that Manchester Alive is

trying to grow beyond festivals and events by more vigorously promoting North Manchester. Manchester Alive is promoting the town to Manchester University students and staff as well as Manchester Community Schools staff. Vanderpool has big plans to promote the amenities of North Manchester. Motion to approve the appeal at the requested amount: Smith/Dale. Motion passes unanimously.

5. Manchester University Request to Temporarily Close East Street – Clerk-Treasurer Carrie Mugford received a request from Taylor Strong of Manchester University to close East Street for Homecoming festivities. The proposal is to have the East Street closed from College to Orchard from Thursday, October 10 at 8:00 am until Saturday, October 12 at 8:00 pm. Motion to approve: Rager/Smith. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – President Tobias acknowledged that a new Park Board member needs to be appointed but would like more time to review the applicants. That appointment will be made at the next council meeting.

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that Isaac Adams received a grant through Operation Pull Over worth \$2,000 to purchase a handheld radar unit for the department. It was paid for completely by the grant. Funfest was uneventful for the department. Kirk thanked all the officers and reserves who worked long hours at the festival. Kirk announced that Officer Birch is participating with other county departments to promote the Wabash County K9 units. There will be t-shirts printed with the names of the K9's and handlers. The proceeds will be divided and put in the donation fund for later use.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that the fire department pancake breakfast was well attended.

Code Enforcement – Report included in packet.

Plan Commission – Report included in packet. Building Commissioner Steve Shumaker stated that Plan Commission will meet August 26 for 3 agenda items, including: a request to split a lot, a special exception request, and a rezoning request.

Board of Zoning Appeals – Report included in packet. Building Commissioner Steve Shumaker stated that BZA will also meet on August 26.

Traffic Commission – Did not meet in July. Traffic commission may meet in August for a request for additional handicap parking.

Parks & Recreation – Minutes and reports included in packet. Park Director Jennifer Hotchkiss reported that a maintenance worker was injured retrieving items from the back of a truck leaving just one to get Funfest ready and water flowers downtown. The new basketball court has two layers of asphalt already down. The roof repair on the pool is nearly complete. CMS Roofing needs to finish the flashing. The facility is in the final week of summer camp which is averaging 19 kids per day.

Town Life Center – Report included in packet.

Tree Advisory – Minutes included in packet. Ben Vineyard remarked that the Tree Commission had a busy June but has been slow in July. Everything is going smoothly. Vineyard thanked the

street department for taking down Bradford Pear trees that are no longer wanted in the tree lawns. Vineyard admitted that the street department help really saves the tree commission budget.

Grow Wabash County – No report.

RDC – Did not meet. Town Manager Penrod received word today that Star Excavating will be mobilizing tomorrow to start putting in infrastructure at the housing development. Penrod would like to do a ground breaking photo once the equipment arrives. The old lumber yard/thrift store on South Mill Street has been razed. The area looks nice and can be used as a parking lot for events downtown. The plan is to utilize Manchester University football players to clean out the 5 bays in the storage building on South Mill. Penrod professed that the town departments are looking forward to using it for additional storage.

Medcor – Did not meet

Solid Waste – Councilmember Tom Dale had nothing to add.

Storm Water Board – Town Manager Penrod reported that the Storm Water Board met July 10 and approved an engineering contract with Jones & Henry for a project on West Fourth Street to increase stormwater capacity. The project will eliminate stormwater currently going into the sanitary sewer. It will add in-line storage while connecting to the current Strauss Provimi Road storm water structure. Penrod anticipates this to be a small enough project to get local involvement.

Public Works – Water Superintendent Ryan Shock stated that the Third Street water project is complete. The project fixed several problems in the area and increased water flow for fire protection.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod gave project updates. County Road 1100 N is officially under construction. Travel updates will be posted on social media. The first phase of the project will be most problematic for travel into town. Penrod asked for patience while the work is being done because when it is complete it will be a great improvement.

A preconstruction meeting to set the project calendar for the community crossing grant road projects will be later in August with Phend & Brown.

On July 30 Penrod, Rager, Smith and Mugford met with a US Census representative about the upcoming census process. North Manchester would like to have full participation from everyone in town. Our population determines the amount of many financial distributions the town receives. Penrod was urged to create a Complete Count Committee to ensure all people are counted. Smith asked if University students are counted in the North Manchester population or where their permanent residence is. Penrod responded that the census is a snapshot of where people are on a specific date. On April 15 wherever you are sleeping determines your residency.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$544,276.53 and the Public Works docket totaling \$248,739.11 were submitted for payment. Motion to pay our obligations: Smith/Rager. Motion carried by unanimous voice vote of members present.

3. Budget Forms and Schedule – Clerk-Treasurer Mugford met with the Department of Local Government Finance on August 1. There were no significant concerns with the 2020 budget. The public hearing will be held at the September council meeting.

VISITOR COMMENTS

Tony Delaughter, 608 W Fourth Street, is glad to hear preventative maintenance is planned for the water towers. Delaughter suggested doing the same type of planned maintenance for underground equipment such as valves and hydrants. Delaughter then asked how to file a complaint against a Parkview employee because it can't be done online. Delaughter has witnessed a Parkview EMS with one employee in it and would like to know why two employees aren't scheduled for each vehicle.

COUNCIL COMMENTS

Council President Tobias addressed questions from the July council meeting. Regarding recycling education: The News Journal has agreed to publish educational material on the proper way to recycle. Regarding sidewalk repairs and extensions: repairs and extensions are being considered but it takes time to prioritize projects and match them with funding sources. Regarding audio visual in the council room: streaming meetings is not required but is an option. That will be considered in the future. Regarding response time to a particular incident with a 27-minute response and the possibility of calling in other agencies: the council has communicated to Parkview the importance of using this option when appropriate. Regarding EMS services fee: Wabash County must pay for EMS coverage in the northern part of the county. North Manchester pays over and above what the county is willing to pay.

Tobias thanked Boy Scout Troop 465 for being in attendance and hoped they learned something from the evening.

Meeting adjourned at 7:30 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