

OCTOBER 2, 2019

TOWN COUNCIL MEETING

Those present:

Chalmer Tobias	Adam Penrod	Jennifer Hotchkiss	Anne Myers
Tom Dale	Carrie Mugford	Cam Kissinger	Tenille Zartman
Jim Smith	Matt Mize	Aaron Popplewell	Patty Grant
Laura Rager	Jim Kirk	Steve Shumaker	Robert Sklar
Allen Miracle	Craig Walters		

Those absent: None. A quorum was attained.

The October meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on October 2, 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 08/26/19 special and executive meetings and 09/04/19 regular meeting were presented for approval. Motion to approve: Rager/Miracle. Motion passes unanimously.

VISITOR COMMENTS

Robert Sklar, 116 W Main Street, requested a response to his comments from the prior council meeting. Council President Chalmer Tobias stated that all legal matters involving the council go through the town attorney, Matthew Mize. Sklar remarked that he would appreciate the town attorney responding to requests in a timely manner. Sklar went on to question whether the police department can accept money for parking tickets without having an established violations clerk.

UNFINISHED BUSINESS

1. Zoning Ordinance Amendment, GO #5 – Clerk-Treasurer Carrie Mugford read general ordinance #5 by title only. President Tobias noted that this ordinance will change the zoning classification for the land between the former Manchester Foundry and the Eel River. Larry Carver is planning to locate a new banquet hall in that area. Motion to approve on second reading: Rager/Dale. Motion passes unanimously. Building Commissioner Steve Shumaker requested the ordinance be moved to third reading to keep the process moving forward. Motion to suspend the rules and move to third reading: Smith/Rager. Motion passes unanimously. Mugford read general ordinance #5 by title only. Motion to approve on third reading: Rager/Miracle. Motion passes unanimously. Motion to reinstate the rules: Rager/Miracle. Motion passes unanimously.

NEW BUSINESS

1. 2020 Budget Adoption, GO #4 – Clerk-Treasurer Mugford explained that the budget ordinance is the time for council to approve the 2020 budget. A complete set of budget forms will be submitted in Gateway within 48 hours. After that the Department of Local Government Finance will review and “work” the budget to ensure it can be funded with a combination of taxes and miscellaneous revenues. The DLGF is trying to get budgets approved and returned by the end of the year, but they have until February 15 to get it done. Mugford feels confident about this budget

and thanked the council for their help and support through the budget process. Mugford read general ordinance #4 verbatim. Motion to approve the 2020 budget ordinance on first reading: Rager/Smith. Motion passes unanimously. Motion to suspend the rules and move to third reading: Dale/Smith. Motion passes unanimously. Mugford read general ordinance #4 by title only. Motion to approve on third reading: Rager/Miracle. Motion passes unanimously. Motion to reinstate the rules: Smith/Rager. Motion passes unanimously.

2. Grow Wabash County & Community Foundation Population Discussion – Tenille Zartman, Grow Wabash County Vice President, and Patty Grant, Grow Wabash County Board of Directors Vice Chair, presented information to council on a recent population study conducted on Wabash County. Zartman distributed a summary of the key findings. Grant thanked the council and other community leaders present for their leadership in town. Grant addressed the council meeting and explained the significant points of the analysis. This is not a new concept; it was decided to study the concern in order to address it. Even though population has declined since 2001 and is anticipated to decline over the next 30 years, we want to understand the positives in the county. Grant encouraged everyone to have strategic conversations with others in the community to determine what the assets and liabilities are from a variety of viewpoints. A group will be visiting Findley, OH, where a successful civic engagement program has been implemented. The hope is to learn from Findley some strategies to encourage population growth. Copies of the “Imagine Wabash County” population analysis are available in the clerk’s office.

3. Wellhead Protection Services Contract – Town Manager Adam Penrod explained some of the reasons why the Indiana Department of Environmental Management requires water utilities to have a wellhead protection program. The utility has to be concerned about contaminants in the ground as well as in the pipes. This proposed contract engages Wessler Engineering to keep the Water Utility compliant with IDEM regulations. Penrod recommended signing the 5-year service contract with a not to exceed price of \$14,000. Motion to approve a 5-year wellhead protection contract with Wessler: Rager/Miracle. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – None at this time. Plan Commission will need a new member in the near future due to a member moving out of state.

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that three officers graduated from Indiana Law Enforcement Academy on September 5. Officers Cook and Pearce have completed school resource training. The department now has five officers trained to work as SRO in the school system. Chief Kirk commented that the Walk into the Future event was at the Manchester University last week. Several officers were on hand make sure the hundreds of kids were safe.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that the department is still very busy.

Code Enforcement – Report included in packet.

Plan Commission – Report included in packet. Building Commissioner Steve Shumaker stated that the plan commission will meet in October for final plat review for Chester Heights. After the review the plat can be recorded.

Board of Zoning Appeals – Report included in packet.

Traffic Commission – Did not meet.

Parks & Recreation – Minutes and reports included in packet. Park Director Jennifer Hotchkiss gave an update on the pool roof. CMS Roofing found moisture in the ceiling. Michael Kinder & Sons suggested having the facility air handler re-examined to try to determine where the water is coming from. The Great Halloween event will be in the evening on October 29 at the Town Life Center. The playground equipment is being installed at Ogan's Landing. The basketball court at TLC is almost complete. Hotchkiss thanked the Street Department for hauling 20 loads of dirt around the new court. The grass is seeded and the new goals will be installed soon.

Town Life Center – Report included in packet. TLC Administrator Anne Myers reported that all is quiet on Bond Street.

Tree Advisory – Minutes included in packet.

Grow Wabash County – Tenille Zartman gave a Grow Wabash County update. The most recent Leadership Development class is sold out with 28 students scheduled to attend. There is already a waiting list for the 2020 class. The current industrial maintenance class is also full. The Young Professionals of Wabash County program is alive and well. There are 178 people involved. The next generation leadership program for high school sophomores has been launched. Grow Wabash County and Town Manager Penrod worked together to secure a \$10,000 grant to market the industrial complex. Now decisions have to be made on how to best use the money to attract new business. Zartman remarked that Manchester University students have called and asked what businesses provide discounts for students. Zartman considers this a natural fit for Grow Wabash County and wished it would have been done a while ago. There are interns compiling lists of discounts for students and businesses to market to them.

RDC – Did not meet.

Medcor – Did not meet

Solid Waste – Nothing to report.

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 stormwater project. Seven bids were received complete and on time. Knecht Excavating was the low bid at \$57,000. Popplewell reported that IDEM is scheduled to tour the wastewater plant. The current IDEM permit writer is training a new permit writer and viewing a variety of facilities.

Public Works – Reports included in packet. Street Superintendent Craig Walters noted that Fall Clean-up will be October 18-19 at the street barn.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod reported that infrastructure installation at the 9th Street housing project is coming along. The stormwater structure has been tied into the county storm drain. The water lines are installed. The contractor is working with NIPSCO and Duke to get gas and electric utilities to the site. Penrod noted that the developer is still hoping to get a model home started in November.

Penrod reported that the County Road 1100 N project is wrapping up. Asphalt is scheduled to be done this week. The ditch work will be completed after the asphalt is done. The final step is striping the road.

Penrod gave an update on the Community Crossings grant. Penrod recently met with the engineers and the contractor. The plan is to start reconstructing curbs and handicapped ramps next week on Walnut Street and Wayne Street. Beckley Street will follow in the next couple weeks. Penrod intends to keep residents informed of road closures through social media.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$304,893.84 and the Public Works docket totaling \$175,902.08 were submitted for payment. Motion to pay our obligations: Smith/Dale. Motion carried by unanimous voice vote of members present.
3. AIM Roundtable – Clerk-Treasurer Mugford thanked everyone who attended the AIM Roundtable held at Manchester University and is hopeful that everyone got something from the event. Councilmember Jim Smith thanked Penrod for the first-rate progress report given at the AIM event.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

None.

Meeting adjourned at 7:54 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