

February 18, 2019

The Town Council of the Town of Middlebury met in regular session at the Town Hall, Middlebury, IN at 6:00 pm, February 18, 2019. The meeting was called to order by Council President, Gary O'Dell.

Upon the roll call, the following members of the Council were present:

Miranda Cripe, Dan Frederick, Gary O'Dell, Dan Shoup and Jeremy Yahwak

Also present were: Craig Buche, Attorney, Mary Cripe, Town Manager and Peggy Hutchison, Clerk/Treasurer.

**MINUTES:**

Dan Frederick moved to approve the minutes from the February 4, 2019 meeting. Dan Shoup and Miranda Cripe seconded, and the motion passed with a voice vote.

**PUBLIC COMMENTS:**

None

**ACCOUNTS PAYABLE VOUCHERS:**

The following Accounts Payable Vouchers were reviewed and approved on a motion by Dan Shoup and seconded by Dan Frederick. The motion passed with a voice vote. There is a payment to Miller's Garage, so Miranda Cripe abstained.

Accounts Payable Vouchers payroll – 2/14/2019	\$ 99,326.29
Accounts Payable Vouchers – February 18, 2019	\$711,955.99

**UNFINISHED BUSINESS:**

Mary Cripe presented a revised Change Order No. 1 for the Winnebago Water Main Loop project. Instead of an increase of \$25,752.50, it should only be \$16,072.98. Dan Shoup motioned to approve the revised Change Order and Jeremy Yahwak seconded. This passed with a voice vote. This change makes the new contract total \$360,972.98

Craig Buche present proposed Corrective Ordinance No. 618-A – “An Ordinance Providing for Additional Appropriations from the Local Major Moves Construction Fund”. Dan Frederick motioned to approve the corrective ordinance and Miranda Cripe seconded. This passed with a voice vote.

**NEW BUSINESS:**

Hometown Happenings is requesting to close West Warren for this year's Pumpkin Races. This will be held on Saturday, October 12, 2019 from 12 – 4 pm. They are also requesting permission to have small, contained campfires to roast hotdogs and marshmallows for the Hometown Harvest on Friday, October 18, 2019 at Trestle Terrace. Miranda Cripe motioned to approve both requests and Dan Frederick seconded. This passed with a voice vote.

The Council reviewed Ordinance No. 616-B – “An Amendment to the Town of Middlebury 2019 Salary Ordinance”. This is to provide shift differential pay for the police department for 2<sup>nd</sup> and 3<sup>rd</sup> shift. Dan Shoup motioned to approve the amendment and Dan Frederick seconded. This passed with a voice vote.

Craig Buche presented and explained proposed Ordinance No. 619 – “An Ordinance Establishing Certain Copy/Duplication/Certification Fees to be Imposed by Departments Forming a Part of Town of Middlebury Government”. This will set rates for making copies, etc. Jeremy Yahwak motioned to approve Ordinance No. 619 and Dan Shoup seconded. This passed with a voice vote. This replaces Ordinance No. 569.

Mary Cripe presented, and Ken Jones explained a proposal from JPR, Inc. to update the GIS System. Their proposed services will be in the amount of \$30,000.00. This will be paid for with the 2018 GOB. Jeremy Yahwak motioned to approve the JPR, Inc. update proposal and Dan Shoup seconded. This passed with a voice vote. There would also be an expense of between \$15,000 - \$20,000 for field equipment plus \$100 monthly service fee for JPR to manage the GPS.

Mary Cripe also presented an agreement with MACOG to update the Town’s 10-year Comprehensive Plan. Their fees would be a one-time expense not to exceed \$25,000.00. This would be paid for with funds in the CEDIT Fund. A motion was made by Dan Frederick to approve the MACOG agreement and Jeremy Yahwak seconded. This passed with a voice vote. This would be approximately an one year project. Donny Ritsma, from MACOG, was present to answer any questions.

Ken Jones and Mary Cripe then presented and explained a proposal from JPR, Inc. to prepare the Water Asset Management Plan. If this is approved, the agreement will be prepared by Craig Buche. Dan Frederick motioned to approve to have JPR, Inc. prepare the Water Asset Management Plan. Miranda Cripe seconded, and this passed with a voice vote. The cost of the project is not exceed \$50,000.00 and would take 120 – 180 days to complete.

Craig Buche presented proposed Resolution No. 2019-02 – “Resolution Issuing and Approving the Written Order of the Elkhart County Plan Commission for the Amended Middlebury Downtown TIF District”. After some discussion, Jeremy Yahwak motioned to approve the Resolution and Dan Shoup seconded. This passed with a voice vote.

Mary Cripe is seeking permission to advertise foe bids for Main Street Sidewalk and Lighting project. The bids would be due by March 18, 2019. Dan Shoup motioned to approve advertising for this project and Jeremy Yahwak seconded. This passed with a voice vote.

**Department Reports:**

Water Department – Nothing to add to report

Public Works Department – Nothing to add to report

Wastewater Department – Nothing to add to report

Park Department – The Next Level Grant application was turned in last Friday. We should hear back by May.

Police Department – The car involved in the accident has been “totaled” by the insurance company.

**ANNOUNCEMENTS:**

Work Session immediately following this meeting


Park Board meeting on February 20, 2019 at 6 pm – Town Hall

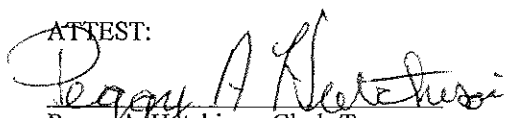
Redevelopment Commission meeting – Thursday, February 28, 2019, 2019 at 7:30 am – Town Hall

Next Council meeting - Monday, March 4, 2019 at 6:00 pm -Town Hall

Elkhart County Redev. Comm. Meeting on March 2, 2019 at 2 pm – Elk County Public Services Bldg.

After the work session, the meeting was adjourned.

  
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Gary O'Dell, President, Town Council

ATTEST:  
  
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Peggy A. Hutchison, Clerk-Treasurer