

Topeka Town Council
124 E. Lake Street, Topeka, Indiana
General Meeting Minutes, January 10, 2022, at 4:00pm

Pledge of Allegiance to the Flag

Call to order by Clerk Treasurer, Naomi Miller – Common Council Meeting

Roll Call

Present: Council Member Ron Troyer, Ray Folk, Steve Schrock, Doug Fought, and Clerk-Treasurer Naomi Miller

Others in attendance: Cyndi Sadewasser, Deputy Clerk; Todd Thurber with DLZ; Salwa Sawal, Harold Gingerich, Deputy Tracey Persing; Sydney Pettigrew, Lilli Schlabach

Attendance via Zoom: Town Attorney Bill Eberhard; Wastewater Superintendent, James McDonald and Town Manager Stewart Bender, Board Member Adam Lambright

- Members of the Topeka Town Council were sworn in for 2022 by Clerk Treasurer
 - The 2022 Nepotism forms were signed by council.

Officer election for 2022

Nominations for Council President

Motion to Nominate Ron Troyer: Steve Schrock Second: Doug Fought Vote: All Ayes

Nominations for Council Vice-President

Motion to Nominate Adam: Steve Schrock Second: Doug Fought Vote: All Ayes

Secretary for Town Council and Park Commission

Motion to Nominate the Clerk-Treasurer: Ray Folk Second: Doug Fought Vote: All Ayes

Appointment of Commissioners for Fire, Police and Employees

- Fire Commissioner: Steve Schrock
- Police Commissioner: Doug Fought
- Employee Commissioner: Ray Folk

Motion for Commissioners: Ray Folk Second: Doug Fought Vote: All Ayes

Confirmation of Department Heads for 2022

Park Department: Greg Strawser

Street Department: James Lambright

Wastewater Department: James McDonald

Town Manager: Stewart Bender

Police Marshal: Stanley Strater

Motion to confirm the 2022 Department Heads as stated: Doug Fought

Second: Steve Schrock Vote: All Ayes

Schedule for 2022 Town Council Meetings

Motion made to continue the 2nd and 4th Monday of the month at 4pm

Motion: Ray Folk

Second: Steve Schrock

Vote: All Ayes

Legal Advertising

Motion for 2022 Legal Advertising with LaGrange Standard and News

Motion: Ray Folk

Second: Doug Fought

Vote: All Ayes

Town Engineers for 2022

Motion to select engineers per project

Motion: Steve Schrock

Second: Doug Fought

Vote: All Ayes

DLZ presented a work order proposal for 2022

- Recommendation to approve the pricing for 2022 with DLZ

Motion to approve the pricing: Doug Fought

Second: Ray Folk

Vote: All Ayes

Minutes from previous meeting of December 13, 2021, for Common Council Meeting

Motion to Approve: Doug Fought

Seconded: Steve Schrock

Vote: All Ayes

Naomi Miller, Clerk-Treasurer

Claim Register – APV – 14971 - 15108

Motion to Approve: Steve

Seconded: Ray Folk

Vote: All Ayes

Business Personal Property Tax Legislature

- Legislative leadership is planning to introduce major tax cut legislation in upcoming legislative session
- Plan is to eliminate the business personal property tax by 30%
- More information will be shared with council when legislative session begins

New Legislature

- Bipartisan Infrastructure Deal also known as Infrastructure Investment and Jobs Act
- Legislature will result in about \$9 Billion in new direct spending on Hoosier infrastructure broadband deployment, clean water improvements and more
- More information will be shared with council as it unfolds

December Penalties

- Due to the billing error for December, the penalties were waived
- Stewart and Naomi decided this based on the confusion of residence and error in billing
- Resolution 2021-39R, A Resolution Concerning Waiving Late Fees Connected with Billing for the Month of December 2021
- Resolution to approve the waiving of the fees for December 2021

Motion to Approve: Ray Folk

Seconded: Steve Schrock

Vote: All Ayes

November 2021 Finance Reports

- Emailed to council prior to meeting

Motion to Approve: Doug Fought

Second: Steve Schrock

Vote: All Ayes

Gift from Lakeland Title

- \$1000 check for residence in need this winter
- Resolution 2021-40R, A Resolution Concerning a Financial Gift to the Topeka Utilities (Water and Sewer)
- Motion to accept the check and apply to residence in need based on committee recommendations from Town Manager, Town Clerk and Deputy Clerk.
Motion to Approve: Steve Schrock Second: Ray Folk Vote: All Ayes

Sandhill Environmental Services, LLC Estimate

- 2022 Water Testing estimate was shared with council
Motion to Approve: Ray Folk Second: Doug Fought Vote: All Ayes

2022 Street Improvements

- Advertisement for Bids
- 2021-2 CCMG Funding
- Pine Street and Babcock Street
- Motion to Approve Advertisement for bids:
Motion: Ray Folk Second: Doug Fought Vote: All Ayes

Wastewater UV Disinfection System

- Quote from Trojan UV for \$2,920
Motion to Approve: Doug Fought Second: Steve Schrock Vote: All Ayes

Engine 31

- Fire Chief would like to sell Engine 31
- Offer to local departments in county first
- Try to broker it to another municipality
Motion to sell: Doug Fought Second: Ray Folk Vote: All Ayes

Street Sweeper

- Estimate from Brown Equipment Company for \$12,958.16
- Motion to accept the estimate and have the repairs done
- Hold off on radiator and get it through another year
- New street sweeper is approximately 250k
Motion: Ray Folk Second: Steve Schrock Vote: All Ayes

209 N. Harrison Recommendation

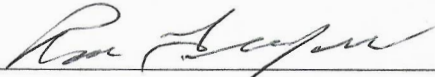
- Requesting a recommendation to the county to build a Duplex
Positive Recommendation: Ray Folk Second: Doug Fought
Vote: Ron Troyer - Aye; Ray Folk - Aye; Doug Fought - Aye; Steve Schrock - Nay

Other

- Public meeting on the 2022 road and sidewalk construction is scheduled for January 20th at 6pm
 - Meeting is posted in both LaGrange County newspapers and around town
- Next housing meeting is a public meeting forum scheduled for January 24th at 4pm at the
 - Fire Station
- Ray Folk stated he wanted on record how he appreciates our Topeka Police department

Adjournment

- 4:53 pm
- Next General Council meeting January 24, 2022, at 4p.m.



Ron Troyer, Council President

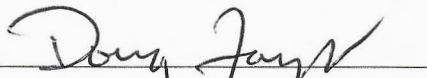


Adam Lambright, Council Vice-President


Ray Folk, Council Member



Steve Schrock, Council Member

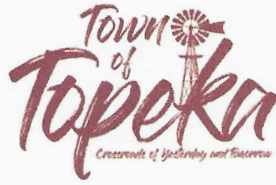


Doug Fought, Council Member

ATTEST 

Naomi Miller, Clerk-Treasurer, IAMC, CMC





Topeka Town Council
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Pledge of Allegiance to the Flag

Call to order by Council President, Ron Troyer – Common Council Meeting

Roll Call

Present: Council Member Ron Troyer, Ray Folk, Steve Schrock, Adam Lambright, Doug Fought; Clerk-Treasurer Naomi Miller and Town Manager Stewart Bender

Others in attendance: Cyndi Sadewasser, Deputy Clerk; Casey Irwin with DLZ; Harold Gingerich, Town Marshal Strater, Jr; Amy Oberlin and Salen Omar

Attendance via Zoom: Town Attorney representative, Rachel Tran

Minutes from previous meeting of December 13, 2021, for Common Council Meeting

Motion to Approve: Steve Schrock Seconded: Doug Fought Vote: All Ayes

Naomi Miller, Clerk-Treasurer

Claim Register – APV – 15109 - 15243

Motion to Approve: Steve Schrock Seconded: Doug Fought Vote: All Ayes

Board of Zoning and Appeals

- Application from Jeff Helmuth for the open position on the BZA board
 - Motion to recommend Jeff Helmuth to the BZA Board to represent the Town of Topeka
- Motion: Adam Lambright Seconded: Doug Fought Vote: All Ayes

Employee Handbook update

- Two changes were made to the employee handbook
- Holidays on page 17, removed Martin Luther King Day
- Longevity Pay on page 24 was added to the book

Motion to adopt these changes: Adam Lambright Seconded: Steve Schrock Vote: All Ayes

Stewart Bender, Town Manager

Pond Champs Quote for 2022

- Cost is \$2,622
 - Motion to approve the quote for 2022 from Pond Champs
- Motion: Doug Fought Seconded: Adam Lambright Vote: All Ayes

Community Crossing Award

- Bid Tabulation for 2022 CCMG
 - Pulver Asphalt \$1,646,374.25 API Construction \$1,820,763.85
 - HRP Construction \$1,989,052.75
 - Motion to accept the bids as opened and read aloud on Thursday, February 10, 2022 and recommend to the Redevelopment Commission
- Motion: Ray Folk Seconded: Steve Schrock Vote: All Ayes

Contractor's Bid for Public Work, Form 96

- Recommendation is Pulver Asphalt for \$1,646,374.25
 - Motion to approve and sign Form 96 from Pulver and recommend to the RDC
- Motion: Doug Fought Seconded: Ray Folk Vote: All Ayes

Notice of Award 2022

- Recommendation is Pulver Asphalt for \$1,646,374.25
 - Motion to approve and sign the Notice of Award on the 2022 Street Improvements and recommend to the RDC
 - Pine Street and Babcock Street
- Motion: Ray Folk Seconded: Doug Fought Vote: All Ayes

Approval of signing and execution of Owner-Contractor Agreement for CCMG paperwork and submitted back to INDOT outside of regularly scheduled meeting.

Motion: Steve Schrock Seconded: Ray Folk Vote: All Ayes

Water Treatment Plant

- Pay Ap 7 from FCI Construction for \$785,196.66
 - Retainage is at 5%, \$134,464.14
 - Motion to approve and send SRF Disbursement request for processing
- Motion: Ray Folk Seconded: Steve Schrock Vote: All Ayes

Lehman Street Repair

- 2 Quotes
 - Quote is to repair storm line
 - DANA \$53,372.50 including paving
 - HRP \$96,475.00 including paving
 - API - No Quote yet
 - The plan is to stop short of Barr tile
 - Motion to go with Dana for the Lehman Street Repair
- Motion: Doug Fought Seconded: Adam Lambright Vote: All Ayes

Estimate Water Treatment Plant Camera System

- Under Fetters contract, they are responsible for running wiring for cameras
 - Physical cameras were left out of contract so the town could use the same system and vendor we currently have in place
 - Choice 1 Communications, Inc estimate for 5,329.64
- Motion: Doug Fought Seconded: Ray Folk Vote: All Ayes

Mounting Equipment on pumper for Fire Department

- Quote from MacQueen Emergency Equipment for \$17,899
- Pay out of Fire Public Safety Money
- Motion to move forward with the mounting equipment on pumper with MacQueen
Motion: Ray Folk Seconded: Steve Schrock Vote: All Ayes

Wastewater Treatment Plant and West Park Update

- Town Manager recommends looking at a Construction Manager for the Wastewater and Park projects
- Construction Manager would finish design and plans between the town and DLZ
 - Instead of current process – Design, Bid and Build process
- A document showing the different methods to oversee a building project was shared with council
- RFQ would be created for a construction manager and that firm could do a percent of the work
- The Construction Manager would be in charge of bidding out different components.
 - Build according to state statute.
- Motion to obtain a construction manager by advertisement to bring before Council and RDC board for final approval and a recommendation to the RDC
Motion: Ray Folk Seconded: Doug Fought Vote: All Ayes

Alley behind Town Hall

- Repair the alley behind the Town Hall
- Quote from Pulver's for \$11,680
- Utilize Pulver while in town doing current CCMG
Motion: Doug Fought Seconded: Adam Lambright Vote: All Ayes

Street Cut Saw

- Two Quotes for 14" and 16" and cart to allow employees to do road cuts
- EJP quote is \$6,133.11
- County Line Engine quoted at \$3,068
- Motion to purchase the saw from County Line Engine
Motion: Steve Schrock Seconded: Doug Fought Vote: All Ayes

Town Marshal

- November and December Activity Reports emailed to council prior to meeting.

Other

Doug Fought brought up building a Town Hall/Police Department together. Recommend beginning the build in 2023. Ray Folk agreed with beginning the planning process. Ron Troyer asked about Beechy's property. Adam Lambright recommended tearing down current Town Hall and building a new town hall/PD combo. Town Manager was instructed to look at different options between town and Beechy's property to see which would be more workable.

Adjournment

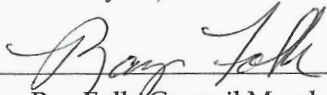
- 4:58 pm
- Next General Council meeting February 28, 2022, at 4p.m.




Ron Troyer, Council President



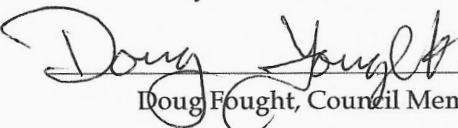
Adam Lambright, Council Vice-President



Ray Folk, Council Member



Steve Schrock, Council Member

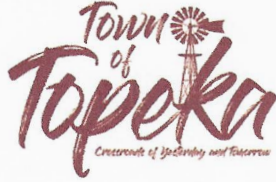


Doug Fought, Council Member

ATTEST 

Naomi Miller, Clerk-Treasurer, IAMC, CMC





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Pledge of Allegiance to the Flag was waived due to no flag in the Topeka Fire Department training room.

Call to order by Council President, Ron Troyer – Common Council Meeting

Town Attorney Eberhard introduced Charity Murphy as the new associate at Eberhard Weimer and Glick

Roll Call

Present: Council Member Ron Troyer, Ray Folk, Steve Schrock, Adam Lambright, Doug Fought; Town Attorney, Bill Eberhard and Charity Murphy and Clerk-Treasurer Naomi Miller

Others in attendance: Cyndi Sadewasser, Deputy Clerk; Harold Gingerich, Town Marshal Strater, Jr; Amy Oberlin with LaGrange Standard; Constance Hilligoss, Ryan Chasey, Jack Johnson with Biggs, Maddison Marles, W. Roy Hoover, Marjorie Thompson, Kevin Biggs with Biggs, Butch Lehman and Savana Strater

Attendance via Zoom: James McDonald, Wastewater Superintendent

Minutes from previous meeting of February 14, 2022, for Common Council Meeting

Motion to Approve: Adam Lambright Seconded: Steve Schrock Vote: All Ayes

Naomi Miller, Clerk-Treasurer

Claim Register – APV – 15244 - 15289

Motion to Approve: RayFolk Seconded: Doug Fought Vote: All Ayes

Financial Report

- November and December 2021 Financial Report email to council prior to meeting
 - Motion to accept the financial reports
- Motion: Doug Fought Seconded: Steve Schrock Vote: All ayes

Board of Zoning and Appeals

- Resignation from Aldon “Buddy” Miller from the BZA.
 - Motion to accept the resignation
- Motion: Ray Folk Seconded: Adam Lambright Vote: All Ayes

Town Marshal

- January 2022 Activity Report emailed to council prior to meeting.

Redevelopment Commission/Town Council jointed hearing

Harold opened the RDC Special Meeting

Hearing opened at 4:07

Ryan with Housing Resource gave an explanation of what the town is intending for the housing development.

Kevin with Lockheed shared a blueprint layout of the intended site development with a projected 154 lots. Once approved by Council, Lockheed is ready to submit to the County Planning Commission.

Marjorie Thompson asked to speak. She has land adjacent to intended subdivision. She asks for how we will protect her property from invaders from the subdivision. She is on North Side of Property. Attorney stated it may fall to resident to protect their property with a fence.

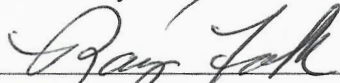
Hearing closed at 5:13pm

Adjournment

- Ron Troyer closed the Council Meeting at 5:14 pm
- Next General Council meeting March 14, 2022, at 4p.m.



Ron Troyer, Council President



Ray Folk, Council Member



Doug Fought, Council Member

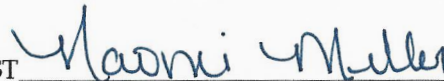


Adam Lambright, Council Vice-President



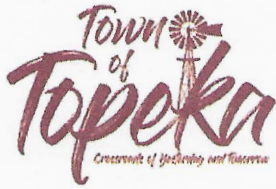
Steve Schrock, Council Member

ATTEST



Naomi Miller, Clerk-Treasurer, IAMC, CMC





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Roll Call

Present: Council Member Ron Troyer, Ray Folk, Steve Schrock, Adam Lambright, Doug Fought; Town Attorney representative Charity Murphy and Clerk-Treasurer Naomi Miller

Others in attendance: Cyndi Sadewasser, Deputy Clerk; Harold Gingerich, Town Marshal Strater, Jr; Constance Hilligoss, Elijah Yoder, Katelynn Anderson, Casey Irwin with DLZ; and Buddy Miller

Attendance via Zoom: James McDonald, Wastewater Superintendent, Town Attorney Eberhard

Minutes from previous meeting of February 28, 2022, for Common Council Meeting

Motion to Approve: Steve Schrock Seconded: Doug Fought Vote: All Ayes

Naomi Miller, Clerk-Treasurer

Claim Register – APV – 15290 - 15344

Motion to Approve: Ray Folk Seconded: Steve Schrock Vote: All Ayes

Redevelopment Commission Appointment

- Current vacancy on commission
- 2 residences are interested in vacancy
 - Constance Hilligoss, 414 N. Main Street
 - Mark Webster, 803 S. Main Street
- Written vote was taken
 - Constance Hilligoss – 1 Votes
 - Mark Webster – 4 Votes
- Motion to appoint Mark Webster to the RDC

Motion: Steve Schrock Seconded: Ray Folk Vote: All Ayes

Utility Write Off's

- Six accounts are in arrears for lack of payment when moved out of town or have passed away
- Total of all six accounts is 1166.58
- Motion to write off the past due accounts

Motion: Ray Folk Seconded: Adam Lambright Vote: All Ayes

Clerk-Treasurer resignation

- Letter of resignation was served to council
- Last day, April 1, 2022

Motion to accept: Doug Fought

Seconded: Adam Lambright

Vote: All Ayes

Revised Salary Ordinance 2022 was shared with council

- Giving Town Manager additional pay raise agreed upon in 2021
- Steve made a motion to table conversation till next meeting

Motion: Steve Schrock

Seconded: Doug Fought

Vote: All Ayes

Stewart Bender, Town Manager/Fire Chief

Notice to Proceed

- 2022 Street Improvements (2021-2 CCMG Funding)
- Motion to sign the notice to proceed with Pulver Excavation
 - Recommendation to the RDC

Motion: Ray Folk

Seconded: Doug Fought

Vote: All Ayes

Pay Application 8 - Water Plant

- Current payment due, \$176,086
- 5% retainage is kept, \$143,731.84
- Motion to submit payment for SRF disbursement

Motion: Ray Folk

Seconded: Steve Schrock

Vote: All Ayes

Proposal for Water Treatment & Wastewater Facility

- Silversmith software for maintenance, status and tracking system
- \$2000 set up both with annual cost for both is \$1000
- Dollar amount will be submitted to SRF for reimbursement
- \$25k for asset management with SRF contract

Motion: Doug Fought

Seconded: Ray Folk

Vote: All Ayes

Hiring Summer Help

- Butch Lehman, Marcus Fry and Jason Fry summer help

Motion to hire: Adam Lambright

Seconded: Doug Fought

Vote: All Ayes

Stan Strater, Jr, Town Marshal

- Horse Sale at auction this week
- More RV's missing from Crossroads

Town Attorney

Charity is working on TIF project for the housing development

Other

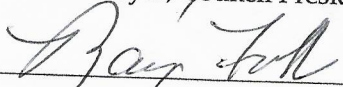
Harold passed out the Mile 146 paper

Adjournment

- Ron Troyer closed the Council Meeting at 4:33 pm
- Next General Council meeting March 28, 2022, at 4p.m.



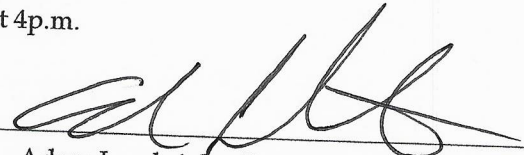
Ron Troyer, Council President



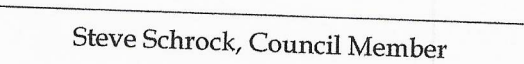
Ray Folk, Council Member



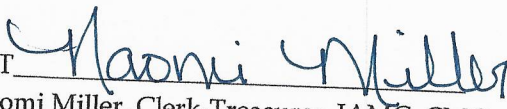
Doug Fought, Council Member



Adam Lambright, Council Vice-President



Steve Schrock, Council Member

ATTEST 
Naomi Miller, Clerk-Treasurer, IAMC, CMC

